

FTMACCI – Account Index Code Maintenance

This is the Banner Screen where indexes can be created or altered. This is where our office would go to create a new index for you or change the description or other field (fund/org/program) for you. Outside of the Controller's Office, this is a read-only screen. It is useful in that it can be queried on to see both the various components of a current index, but also the history of an index.

Type in FTMACCI on the home screen and hit enter:

The screenshot shows the 'Account Index Code Maintenance' form. The top navigation bar includes 'Kent State University - eMOCK', user 'Mr Michael J. Farina', and 'Sign Out'. The main title is 'Account Index Code Maintenance FTMACCI 9.2.2 (eMOCK)'. The form fields are:

- Chart of Accounts * (dropdown)
- Active Status (checkbox, checked)
- Account Index * (dropdown)
- Account Index Title * (text input)
- Effective Date * (date picker, 01/05/2018)
- Termination Date (date picker)
- Next Change Date (date picker)

The 'Accounting Distribution' section contains a table with the following columns: Fund, Organization, Account, Program, Activity, Location, and Check to Override. All 'Check to Override' boxes are checked.

		Check to Override
Fund	[dropdown]	<input checked="" type="checkbox"/>
Organization	[dropdown]	<input checked="" type="checkbox"/>
Account	[dropdown]	<input checked="" type="checkbox"/>
Program	[dropdown]	<input checked="" type="checkbox"/>
Activity	[dropdown]	<input checked="" type="checkbox"/>
Location	[dropdown]	<input checked="" type="checkbox"/>

At the bottom, there is a pagination bar showing '1 of 1' records and '1 Per Page'.

Press the F7 key on the keyboard or click on the Filter Button in the top right corner to search on any criteria that you may be interested in:

The screenshot shows the filter section of the 'Account Index Code Maintenance' form. The filter criteria are:

- Chart of Accounts (dropdown)
- Contains (dropdown)
- K (text input)
- Account Index (dropdown)
- Contains (dropdown)
- 100304 (text input)
- Add Another Field ... (dropdown)

At the bottom right, there are 'Clear All' and 'Go' buttons.

Press the Gray “Go Button” in the bottom Right corner or F8 and your results will be returned:

Kent State University - eMOCK

Mr Michael J. Farina Sign Out

Account Index Code Maintenance FTMACCI 9.2.2 (eMOCK)

ADD RETRIEVE RELATED TOOLS 1

ACCOUNT INDEX CODE MAINTENANCE

Insert Delete Copy Filter

Filter Again

Chart of Accounts * K ...

Active Status

Account Index 100304 ...

Account Index Title * Controller

Effective Date 03/17/2009

Termination Date

Next Change Date

Accounting Distribution

	Check to Override
Fund 110118 ... Fd Bal-Kent	<input type="checkbox"/>
Organization 100395 ... Controller	<input type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Program 6100 ... Institutional Support	<input type="checkbox"/>
Activity	<input checked="" type="checkbox"/>
Location	<input checked="" type="checkbox"/>

1 of 2 Per Page Record 1 of 2

You can use the directional keys on the keyboard or the buttons in the bottom left to navigate through your results. This will show you the history of your search criteria.