

**University of Southern California
Financial Services
Financial System Administration
UGB 205, MC 8005, 821 1900
Fiscal Year 2008/2009
Financial Accounting System During Fiscal Closing**

- How to Login to WEBBA & WEBFS
- WEBBA Inquiry/Report Screens
- Current Unrestricted Budgets
- Restricted Budgets
- Government Budgets
- Government Project To Date Expense
- Purchase Orders
- Payroll Liens
- Service Center Liens
- Commitments
- Beginning Balances on Asset, Liability, and Fund Balance Accounts

How to Login to WEBBA & WEBFS - Effective: Thursday July 2, 2009

Year 10 - 2009/2010 Use your current operator code e.g. A0123459

All Prior Fiscal Years can be accessed using your current operator code.

WEBBA & WEBFS are down all day Wednesday July 1st, 2009 for Fiscal Closing.

Assistance: WEBBA Sam Khalil at 821-1934
WEBFS Si Nguyen at 821-1985

WEBBA Inquiry/Report Screens - In the new fiscal year

WEBBA.ACCT.S If a balance has not been brought forward or an account has not had any transactions, no line items will be displayed.

WEBBA.LED.I
WEBBA.ACCT.R
WEBBA.ACCT.TYPE.R
WEBBA.STMT.R

WEBBA.ANALYSIS.R If a balance has not been brought forward or an account has not had any transactions, an error message will be displayed saying that there are no transactions.

Assistance: Cathy Maddaford 821-1950 or Sam Khalil 821-1934

Current Unrestricted Budgets

Budgets for current unrestricted account numbers (those beginning with 10 - 18 and 84) will be loaded to the new fiscal year from BDS during June closing on Wednesday July 1, 2009.

Assistance: Dennis Foster 821-1900 or Peggy Stepanian 821-1900

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Restricted Budgets

Budgets for restricted account numbers (those beginning with 21 - 28) will be loaded to the new fiscal year during 14 Series closing on Wednesday August 12, 2009. Between July 2nd and August 11th, it will be necessary to look up the balances in both fiscal years and combine them to find the true account balance.

Assistance: Gary Bolton 821-1948 or Lucy Varela 821-1979

Government Budgets

Budgets for government account numbers (those beginning with 51 - 58) will be loaded to the new fiscal year during 13 Series closing on Wednesday July 22, 2009. Between July 2nd and July 21st, it will be necessary to look up the balances in both fiscal years and combine them to find the true account balance.

Assistance: Bob Osuna 740-5381

Government Project To Date Expense

Project to date expense for government account numbers (those beginning with 51 - 58) will be loaded to the new fiscal year during 13 Series closing on Wednesday July 22, 2009. Between July 2nd and July 21st, it will be necessary to look up the balances in both fiscal years and combine them to find the true account balance.

Assistance: Bob Osuna 740-5381

Purchase Orders

Purchase orders will be loaded to the new fiscal year during June closing on Wednesday July 1, 2009. Payments against purchase orders during the 13 series will be loaded to the new fiscal year during 13 series closing on Wednesday July 22, 2009. Between July 2nd and July 21st, it will be necessary to adjust your account balances in the new fiscal year with purchase order activity in the old fiscal year not yet recorded in the new fiscal year.

Assistance: Juliana Huehn-Johnson 740-9780

Payroll Liens

Payroll liens, which represent the balance to pay on the payroll system, will be loaded to the new fiscal year at the end of July after the July monthly payroll is posted.

Assistance: Frances Clairmont 740-8855

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Service Center Liens

Mailing Services Liens will be loaded to the new fiscal year in the current unrestricted fund group (accounts beginning with 11 - 18 and 84) during June closing on Wednesday July 1, 2009.

All Service Center Liens other than Mailing Services will be loaded to the new fiscal year during 13 series closing on Wednesday July 22, 2009.

Assistance: Service Department

Commitments

Commitments are not loaded to the new fiscal year.

Beginning Balances on Asset, Liability, and Fund Balance Accounts

Beginning balances for asset, liability, and fund balance account numbers (those beginning with 19, 29, 3, 49, 59, 69, 7, 89, and 9) will be loaded to the new fiscal year during 14 Series closing on Wednesday August 12, 2009 and may be adjusted during 15 series closing on October 7, 2009. Between July 2nd and October 6th, it will be necessary to look up the balances in both fiscal years and combine them to find the true account balance.

Assistance: Si Nguyen 821-1985 or Karen Mitsuuchi 821-1900