

**University of Southern California  
Financial Services  
Financial System Administration  
UGB 203, MC 8003, 821 1900  
Fiscal Year 2009/2010  
Financial Accounting System During Fiscal Closing**

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**How to Login to WEBBA & WEBFS - Effective: Friday July 2, 2010**

Year 11 - 2010/2011      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 Thursday July 1st, 2010 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 Thursday July 1, 2010.

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 Thursday August 12, 2010. 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 Thursday July 22, 2010. 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 Thursday July 22, 2010. 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 Thursday July 1, 2010. Payments against purchase orders during the 13 series will be loaded to the new fiscal year during 13 series closing on Thursday July 22, 2010. 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 Thursday July 1, 2010.

All Service Center Liens other than Mailing Services will be loaded to the new fiscal year during 13 series closing on Thursday July 22, 2010.

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 Thursday August 12, 2010 and may be adjusted during 15 series closing on October 6, 2010. Between July 2nd and October 5th, 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