VERSION 10 USER INSTRUCTIONS

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LOGGING ON TO CODA

To log into CODA, click on the CODA Switchboard icon on your desktop and enter the username and password as notified (ensuring that Num Lock and Caps Lock lights on your keyboard are both on).

Normally at this stage you would either click OK or press <enter> but for security reasons you should change the notified password now –

Click on the Password button and enter your own here.

NB passwords must be a minimum of 6 alpha and 2 numeric characters

Passwords must be changed every 30 days for which you will receive a reminder seven days in advance each time you log on to CODA. If you use the wrong password or username, after 5 attempts you will be locked out. At this stage email financesystems@dundee.ac.uk to have your password reset.

There should be a number of buttons on your CODA Switchboard, eg Browse Details, Browse Balances and Element Master - click only ONCE on these buttons to initiate the facility otherwise the system will open up multiple facilities (one for each time you click) and may make your PC crash.

To log out of CODA click:

File…Exit.

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THINGS TO REMEMBER WHEN USING CODA

Within CODA there are two areas to which transactions are posted:

Intray – where most postings go initially until fully checked

Books – documents are posted here when fully checked, once here they cannot be modified.

Only documents posted to the Books show in Browse Balances

Browse Details will show postings to both Books and Intray

Therefore, there may be a difference between the two facilities on a balance. Also, until a year-end process has been run, brought forward balances for a current year will not show in Browse Balances.

For assistance, email financesystems@dundee.ac.uk
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CODA BROWSING QUERIES

Queries most commonly used (notified by departmental users)

Please add to these by sending an e-mail of your query to:

financesystems@dundee.ac.uk

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1. Has a particular purchase invoice been paid and when? (i.e. a query from a supplier)?

Before carrying out this search, you must have a note of the supplier’s code – see No 3 below. Open Browse Details, make Selector, Browse Presenter and Explode Presenter all BD-BOOKIES, click OK and fill the Browse Details Selection box as follows:

<table>
<thead>
<tr>
<th>Element 2 Code</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier’s code</td>
<td>Supplier’s code (Pxxx…)</td>
<td>leave blank</td>
</tr>
<tr>
<td>External Reference 1</td>
<td>Supplier’s invoice number</td>
<td>leave blank</td>
</tr>
<tr>
<td>Doc Code</td>
<td><em>PI</em></td>
<td></td>
</tr>
</tbody>
</table>

Click Search.

In the column Pay Status the line will either show ‘Paid’ or ‘Available’, the column Date Paid will show the date on which it was paid (if applicable), column Pay Doc will show how it was paid (i.e. PAYCHQ for cheque payment or EDI for BACS payment) and column EDI/Chq No will show either the cheque number or BACS reference number. Take a note of the Pay Number and Date Paid in case you need to carry out the search 1a following.

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1a. What was the total amount paid to the supplier by the University?

Take a note of the Pay Number and Date Paid from the previous search. In Browse Details, make Selector, Browse Presenter and Explode Presenter all BD-PAYLIST, click OK and fill the Browse Details Selection box as follows:

<table>
<thead>
<tr>
<th>Pay Number</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>as noted from previous search</td>
<td>leave blank</td>
</tr>
<tr>
<td>Date Paid</td>
<td>as noted from previous search</td>
<td>leave blank</td>
</tr>
<tr>
<td>Supplier’s Code</td>
<td>Supplier’s code (Pxxx…)</td>
<td>leave blank</td>
</tr>
</tbody>
</table>

Click Search.

The next screen will show the total amount paid on the first line followed by the list of invoices making up that payment.
2. How to search on an amount

In Browse Details, make Selector BD-VAL SRCH and use the Browse Presenter and Explode Presenter of your choice and enter data as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Value</td>
<td>From: enter the amount - if it is a credit to your department preceded it with a minus sign</td>
</tr>
<tr>
<td>Document Code</td>
<td>Enter relevant doc code as per list of doc codes or leave blank to see all documents posted to your department with the specified amount</td>
</tr>
<tr>
<td>Element 2</td>
<td>Enter either your department level 2 or P* for supplier or D* for customer leave blank</td>
</tr>
<tr>
<td>External Reference 1</td>
<td>Optional</td>
</tr>
<tr>
<td>Year/Period</td>
<td>Narrow the search down by entering a range to search within</td>
</tr>
</tbody>
</table>

Click Search.

3. How to find a supplier’s/customer’s code

Go to Credit Desktop, if asked to ‘Set Anchor Point’, select Account Summary and check the Don’t Ask Again box. In the Element Level field, enter 2, <tab> once to Element Code and enter either P* for a supplier or D* for a customer. <Tab> once to Element Name and enter * followed by part of the name of the supplier/customer followed by * with no spaces (NB enter these details in upper case only). Press <enter> or click Find. A list of customer/supplier codes should appear in the Element Code column with corresponding names at the right hand side. To check you have the right code, click on it to highlight the whole line then click OK. If you are asked to enter Account Summary, click the drop down arrow and select either PL for suppliers, COMSALES for commercial customers or SL for students. The next screen should show details such as address etc. To carry out another search either click File...Select or click the Select icon:

-------------------------------------------

4
4. How much has been spent in a cost centre compared with budget?

Go to Browse Balances, enter ACTyy (where yyyy is the current financial year) in Browse Balance Code field, enter BROWSEALL in the Selector Code field then check the first three of the eight boxes to the right of the Browse Balance Code so that a tick appears in each. Click Search and in Browse Selection enter the relevant level 2 code (ie your departmental code) in Element 2 From column and the cost centre number in the Element 3 From column (using the arrow keys on your keyboard to move between prompt fields is easier than using the mouse). Click Search.

If a budget has been assigned to this cost centre it will be on the first line of the search response. To view the overall total of expenditure against budget click on View at the top of the screen, then click on Show Totals, the totals will then appear on a bar across the bottom of the Browse Balance screen showing Actual, Commitments, Budget and Variance totals.

5. Which sales invoices raised by my department are still unpaid?

Go to Browse Details, make Selector, Browse Presenter and Explode Presenter all BD-SLCOM, click OK and fill the Browse Details Selection box as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doc Code</td>
<td>SI*</td>
<td>leave blank</td>
</tr>
<tr>
<td>Pay Status</td>
<td>Available</td>
<td>leave blank</td>
</tr>
<tr>
<td>Element 2</td>
<td>D*</td>
<td>leave blank</td>
</tr>
<tr>
<td>External Reference 2</td>
<td>your 3 digit dept code followed by *</td>
<td>leave blank</td>
</tr>
</tbody>
</table>

Click Search.

This shows all sales invoices on CODA raised by your department which have not yet been matched – a receipt for any of these amounts could be in the system but not yet matched against the sales invoice.
5a. Is there a receipt on the system for a particular sales invoice?

Go back to Browse Details search screen and using BD-SLCOM enter only the following:

<table>
<thead>
<tr>
<th>Element 2 Code</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Status</td>
<td>Customer Code</td>
<td>leave blank</td>
</tr>
<tr>
<td></td>
<td>Available</td>
<td>leave blank</td>
</tr>
</tbody>
</table>

Click OK
Receipts for that particular customer would show on the system as credits against doc code CT or JBT*

6. Has an Order placed on PECOS been paid on CODA?

Open Browse Details and enter the following:

At the next screen enter G followed by the PO number as shown below:

and click Search

If the order has been matched to an invoice data will show at the next screen
and if the invoice has been paid, details of this will show in these columns.
BROWSE BALANCES (USING ELEMENTS CODES)

This facility will show the balance on a particular account. Please note, however, it only shows amounts which have been posted to the books whereas Browse Details shows all transactions in both intray and books. Also, until a year-end process has been run it will not show brought forward balances for a current year. You will be notified by the Finance Office Systems Section as soon as a year end process has been run and balances have been brought forward.

At the CODA Switchboard, click once on **Browse Balances**

Browse balance code should be ACTyyyy (where yyyy is relevant four-digit year).

Selector code should be BROWSEALL.

You must tick one box for each level code you need to see a balance on, for example to see a balance on a level 3 code the first three boxes should be ticked, to see a balance on a level 1 code only the first box need be ticked, to see a balance on a level 2 code the first two boxes should be ticked etc)

To the right of the screen click **search**. A ‘selection box’ should then appear:
Enter your search criteria in the ‘From’ column (the example shown here is from test data and will show balances for a level 3 code), click Search.

To show the total bar along the bottom, click:

**View…Show Totals**

From this screen you can either View Periods relating to the balance or View Details which make up the balance.

To View Details double click on an amount in the Actuals column, or click once on an amount in this column then click on the View Details button.

The screen will then display all the documents that make up the balance figure:

Data showing on the screens in Browse Balances can be printed by clicking:
File…print.

They can also be exported to Excel by clicking:

**Edit…Select All…Edit…Copy**

open Excel then click:

**Edit…Paste.**

To close this screen click:

**Exit.**

Back in **Browse Balances**, to **View Periods**, click on the line number button immediately to the left of the line you wish to view and the line should highlight, then click on the **View Periods** button:

The following screen appears:
This particular example shows expenditure of £217.33 was incurred in year 2008 period 2. Again, details of these amounts can be viewed by double clicking on the actual amount or by one click on the actual amount then click the View Details button at the bottom left.

To exit from the Browse Balances period drill down, click on the close button
BROWSE DETAILS

Browse Details, as the name suggests, shows the detailed make up of all balances, ie the transactions making up a balance.

Click **Browse Details** button on Switchboard:

When you first log in you will have to choose **Selector**, **Browse presenter** and **Explode presenter**. (‘Selector’ just means the list of your search criteria and ‘Presenter’ is what data will show and in what format) Click on the drop down arrows and select the required masters:

Choose anything beginning **BD**, but it is recommended you choose one of the following:

- **BD-DEPT** - this is for simple account code queries, which can be sorted and subtotalled within Browse Details
- **BD-BASIC** - this will show a little more detailed information than BD-Dept
- **BD-BOOKIES** - this is for purchase invoice queries (whether a supplier’s invoice has been paid, when paid and by which method etc) (this is a replica of what will be used in Accounts Payable for browsing)
- **BD-SLCOM** - this is for sales invoice queries (whether a sales invoice is on the system and whether it has been paid etc)
- **BD-VAL SRCH** - this is for searching on an amount (previously unavailable in CODA)

If you need to see data which is not covered by the above, contact Finance Office Systems Section - Sheila Alexander, Alison Cunningham or Yvonne Howarth by emailing: financesystems@dundee.ac.uk to arrange the setting up your own presenter.

To do a simple search, after populating the three fields with the relevant BD-.* masters, click:

**OK**
Enter your search criteria at the next screen:

(See sample query above: asking for all data posted to level 2 code 720 on a document code JE in period 2 of 2008)

If you need to search on something which isn’t in the list, click on the Edit button: (NB this is only for one-off changes – requests for permanent changes to Browse Details Selectors have to be made to Finance Office Systems Section - Sheila Alexander, Alison Cunningham or Yvonne Howarth)

Click on the drop down arrow beside the Vocabulary field, select the required item from the list and click Append Line, then add the required search criteria and click Search:
If the total doesn’t appear along the bottom, click:

**View…Show Totals**

Columns can be enlarged by clicking and dragging your mouse over the borders of each header column.
SORTING/SUBTOTALLING WITHIN BROWSE DETAILS:

Data can be sorted and subtotalled, click:

View…Manipulate.

Sorting can be on any of the presented columns by clicking on the drop down arrow to the right of the ‘Manipulate by’ field:

To subtotal, click on the box beside Subtotal and, if you prefer, you can click the Colour button and choose a colour to highlight the subtotals, click OK.
CODA Manual

this now shows the data sorted and subtotalled by Document Number. The figure in the highlighted line is the sub total value.

To remove the subtotals, click:

View…Manipulate

and remove the tick beside ‘Subtotal’

To perform a new search, click on the leftmost icon on the toolbar:

Or click:

File…Select

PRINTING FROM BROWSE DETAILS:

To print the information on screen, click:

File…Print

and click the Properties box,

Click the Effects tab and tick the box at the bottom left “Fit to A4 Paper Size”,

Click the Basics tab and check the box for Landscape

Click OK…OK
EXPLODING A LINE (viewing the other lines in the transaction):

Click anywhere in the required line, either click:

Actions…Explode Document

or click the Explode Document icon on the toolbar:

(By holding the mouse arrow over each icon above Browse Details screen you will get a brief narrative of what each icon does)

CHANGING THE PRESENTER (the look of the display screen)

While Browse Details is open, you can change the look of the display screen by clicking on:

View…Change Presenter

Then click on the drop down arrow beside Browse presenter and choose one from the list (only those beginning BD-)

COPYING TO EXCEL

Data can be copied to Excel by clicking:

Edit…Select All…Edit…Copy

open a new Excel worksheet and click:

Edit…Paste (or press Ctrl+V).

Alternatively, you can highlight only the lines you want to copy, click:

Edit…Copy

then paste into Excel.
BROWSE DOCUMENTS

(shows all sides of a transaction within a document)

Can be used, for example, to find all purchase invoices for your department:

Click:

**CODA-Financials...Browse...Browse Documents**

As an example, enter the following:

In the next screen, enter the appropriate details, e.g.:

(this will show all transactions on document codes starting with PI (purchase invoices) in period 2 of 2008 posted to level 2 code 736)

Entering an element 2 code will find all invoices for your department, or you can also enter an element 3 code to find invoices relating to specific projects.

Also, you can narrow the search down to a specific supplier/customer by entering that supplier/customer’s code in Cust/Supplier Code field.
NB it is important you enter your departmental element 2 code each time whichever search you perform.

Doc Code variables:

- **PI** - will show purchase invoices only
- ***PI*** - will show all purchase invoices and credit notes
- **SI*** - will show all types of sales invoices

The resultant screen will show all lines in the document enabling you to see which invoices for your department/project are paid or unpaid. The data can also be exported to Excel in the same format as you see on screen.
BROWSE DESKTOP – ACCOUNT SUMMARY

This is the quickest way to find a supplier’s or customer’s code.

[The structure of a supplier code in CODA is

   P + first four characters of the name + last four characters of the post code

For example, P J Green Ltd, KY5 4DF becomes PGREE54DF

Similarly, the structure of a customer code is

   D + first four characters of the name + last four characters of the post code

For example, Glaxo plc, ER3 2WS becomes DGLAX32WS]
Click once on the Browse Desktop button on the Switchboard. If there is no button for this, click:

**CODA-Financials...Browse...Browse Desktop**

select **Account Summary** and check the **Don’t Ask Again** box then click **OK**.

The ‘Element Finder’ will then show:

1. For a customer or supplier, element level must always be 2

2. Enter P* in this field to search for a supplier, or D* to search for a customer (asterisk must be entered)

3. Enter * and supplier/customer’s name or part of the name then * in this field, eg *SMITH*

4. Click Find or press <enter>

Searches can be made on any of the above fields, eg Address, Post Code etc.
Supplier names then show in the right hand column and the supplier code shows in the left.
### EXTERNAL REFERENCES (from some of the main documents currently used)

<table>
<thead>
<tr>
<th>Document Code</th>
<th>External Reference 1</th>
<th>External Reference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JBT</strong>*</td>
<td>SOURCE OF INFORMATION</td>
<td>TYPE OF PYMT/RCPT</td>
</tr>
<tr>
<td>(jnl bank transaction)</td>
<td></td>
<td>(e.g. POS, BACS etc)</td>
</tr>
<tr>
<td><strong>SICO</strong></td>
<td>DEPT REFERENCE</td>
<td>LEVELS 2 &amp; 3 CODES</td>
</tr>
<tr>
<td>(sales invoice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SICOC</strong></td>
<td>DEPT REFERENCE</td>
<td>LEVELS 2 &amp; 3 CODES</td>
</tr>
<tr>
<td>(sales credit note)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JE/JESS</strong></td>
<td>CREATOR OF THE JOURNAL</td>
<td>DEPARTMENT NAME</td>
</tr>
<tr>
<td>(journal entry)</td>
<td>(as appears on source document)</td>
<td>(e.g. Chemistry, English)</td>
</tr>
<tr>
<td><strong>PI</strong></td>
<td>SUPPLIER’S INVOICE NUMBER</td>
<td>ORDER NUMBER</td>
</tr>
<tr>
<td>(purchase invoice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PIC</strong></td>
<td>SUPPLIER’S CREDIT NOTE NUMBER</td>
<td>INVOICE NO</td>
</tr>
<tr>
<td>(purchase invoice credit)</td>
<td></td>
<td>BEING CREDITED</td>
</tr>
<tr>
<td><strong>PIS</strong></td>
<td>DESCRIPTION OF PAYMENT</td>
<td>SURNAME FORENAME</td>
</tr>
<tr>
<td>(purchase invoice staff)</td>
<td></td>
<td>OF PAYEE</td>
</tr>
<tr>
<td><strong>PIVO</strong></td>
<td>SUPPLIER’S INVOICE NUMBER</td>
<td></td>
</tr>
<tr>
<td>(vat only purchase invoice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>JSAL</strong></td>
<td>PAYROLL TYPE</td>
<td>PAY WEEK/MONTH</td>
</tr>
<tr>
<td>(salaries journal)</td>
<td></td>
<td>(e.g. weekly/monthly)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(month or week number)</td>
</tr>
</tbody>
</table>

### DOCUMENT TYPES
ACCR    ACCRUAL JOURNAL
ACCRVS   ACCRUAL REVERSAL SPREADSHEET
ACCRYE   ACCRUAL REVERSAL START YR 97/98
ACCSS    ACCRUAL BY SPREADSHEET
ADJ      Y/E ADJUST JOURNAL
ADJSS    Y/E ADJUSTMENT BY SPREADSHEET
CANCHQ   CANCELLED CHEQUE
CT       CASH/CHQ TRANSACTION
DDPI     DIRECT DEBIT PURCHASE INVOICE
EDI      EDI (BACS payment document)
ITS      ITS INTERFACED VOUCHERS
JBT      JOURNAL BANK TRANSACTION
JBTSS    BANK JOURNAL BY SPREADSHEET
JCORTAX  TAX CORRECTION JOURNAL
JE       JOURNAL ENTRY
JEPC     JOURNAL ENTRY PURCHASING CARDS
JESS     JOURNAL ENTRY BY SPREADSHEET
JSAL     SALARIES JOURNAL
MCP      MANUAL CHEQUE PAYMENT
MIRROR   MIRROR (cancelling document)
PAYCHQ   PAYMENT PROCESS CHEQUES
PI       PURCHASE INVOICE
PIC      PURCHASE INV CREDIT
PID      PURCHASE LEDGER DEBIT NOTE
PIDVO    VAT ONLY DEBIT NOTE
PIJE     PURCH LEDGER JOURNAL
PIS      PURCHASE INVOICE SPECIAL
PIVC     PURCHASE CREDIT VAT ONLY
PIVO     PURCHASE INVOICE VAT ONLY
SIAA     SALES INV AUTO ACCOMMODATION (STUDENTS)
SIAAC    SALES CREDIT AUTO ACCOMMODATIO (STUDENTS)
SIAFT    SALES INV AUTO TUITION FEES (STUDENTS)
SIAFTC   SALES CREDIT AUTO TUITION FEES (STUDENTS)
SIAFTSP  SALES INV AUTO SPONSOR TUITION (STUDENTS)
SIAFTSPC SALES CREDIT AUTO Spons TUITION (STUDENTS)
SICO     SALES INVOICE COMMERCIAL
SICOC    SALES CREDIT COMMERCIAL
SIJE     SALES LEDGER JOURNAL
SLR      SALES LEDGER REFUND
Glossary of CODA Terminology:

Account code: all elements of ledger code (e.g. 1000.620.000) when using this as a criteria in browse details, you must enter a dot between the codes

Authorising user: not used

Bank code: not used

Batch: system generated number (stated on print-outs)

Company: Always UOD

Company group: not necessary (exclude from criteria)

Comments: additional comments added on to a transaction - seldom used

Debit/Credit: whether amount is debit or credit

Desc: description of transaction

Destination code: not necessary (for intercompany use)

Doc code: type of document the transaction was input by

Doc currency: always GBP

Doc date: actual document date (e.g. purchase invoice date, journal transfer date etc)

Doc Line No: number of a line within a document

Doc num: system generated number

Doc value: not used (multiple currency related)

Dual value: not used (multiple currency related)

Due date: date which a purchase/sales invoice is due to be paid

Element 1 code: first element of a ledger code

Element 1 group: for finance use only

Element 2, 3 etc code: second, third etc element of a ledger code

Element 2, 3 etc group: for finance use only

External ref 1: see sheet explaining External References

External ref 2: see sheet explaining External References

External ref 3: see sheet explaining External References

Home Value: total value of a document/transaction

Input date: date transaction entered into CODA

Line type: whether line is summary, analysis or tax type (for Finance Office use)

Matching date: date transactions paid and matched (eg sales invoice matched against a receipt)

Matching ref: not used

Media code: not used

Pay number: system generated number during payment process

Pay status: whether a document is paid, available (for payment), held or not matchable (closed)

Rec status: whether reconciled (eg bank accounts/statements)

Status: whether document is in the Intray or posted to Books

User Code: code of the user who last posted the document

User status: not used

User refs 1, 2 & 3: Show payment date, cheque/EDI number when displayed against purchase invoices

Val date: not used (multiple currency related)

Xref: the customer/supplier code relating to a particular transaction (only for invoices)

Xref shortname: customer/supplier shortname as above

Year_Period: entered as 2001/7 etc