
Jenzabar CX

General Ledger



JENZABAR

User Guide

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JENZABAR, INC.
GENERAL LEDGER USER GUIDE

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SECTION 1 - GETTING STARTED

Overview

Introduction

General Ledger is an application developed by Jenzabar, Inc. that allows you to enter, maintain, query and report accounting information. It is a component of CX.

Because accounting information comes from a variety of areas on an institution's campus, CX supports several products that perform accounting functions. For example, Donor Accounting maintains accounting information from donations and alumni gifts, and Student Billing maintains accounting information from student account activity. The General Ledger application enables you to create general journal entries, to view the results of all the accounting activities on your campus, to provide supporting documents to your independent auditors, and to perform year-end processing.

Product Differences

This guide contains information for using all features developed for the General Ledger product. Your institution may or may not have all the features documented in this guide.

Purpose of This Guide

This guide serves as a learning tool and a reference guide for the following accounting activities:

- Creating journal entries
- Reviewing the results of accounting activities for journals, subsidiaries, budgets, and students
- Creating reporting structures for customized reports
- Performing period-end processing, including preparing for an independent audit, preparing closing entries, and rolling balances forward to a new fiscal year
- Recovering journals after a system failure
- Producing standard CX reports

Note: For more information about the accounting activities of other campus functions, see the user guide for the related CX module.

Intended Audience

This guide is intended for menu users in any Accounting or Controller's office who perform data entry operations. Independent auditors may also find this guide useful as they perform an audit.

Note: Menu users include the application coordinator, administrative assistants, and operators. Error correction and journal recovery procedures may require assistance from the Jenzabar coordinator at the institution.

Learning Objectives

Using this guide, you will be able to:

- Create a journal and make journal entries
- Create and use recurring journal entries
- Query the contents of journals, accounts, or entries
- Query the activity in subsidiary accounts, including student accounts
- Query budgeted, actual, and encumbered amounts
- Initialize report indexes and run reports
- Create customized reports
- Create period-ending entries and prepare the accounting records for an independent audit and/or a new fiscal period
- Recover journals after a system failure

How to Use This Guide

If you are not familiar with how your institution maintains its accounting information, read this guide for detailed information about how to use General Ledger.

If you are familiar with how your institution maintains this information, and just need information in a particular area, look through the table of contents or index and refer to the pages you need.

Structure of Jenzabar User Guides

Jenzabar user guides contain the following sections:

- Section 1 - An overview of general information
- Section 2 - A reference of the screens, fields and commands for the application
- Section 3 - 8 - Detailed procedures for using the application
- Section 9 - A reference of application error and warning messages
- Index

Other Information Resources

Introduction

This user guide contains information about the screens, options, and procedures that are specific to General Ledger. However, some of these may be used in other CX products. Documentation for these common features appears in the manuals or guides to which they most specifically relate.

Resource List

The following provides references to other CX documentation for certain functions, screens, and options that are not described in this user guide.

<i>For more information about:</i>	<i>See:</i>
Accounts Payable menu options	<i>The following guides and manuals:</i> <ul style="list-style-type: none"> • <i>RPA Technical Manual</i> • <i>Using Purchasing and Accounts Payable</i> • <i>Using Requisitioning</i>
Approval menu options	<i>The following guides and manuals:</i> <ul style="list-style-type: none"> • <i>Requisitioning Technical Manual</i> • <i>Using Requisitioning</i>
Budgeting menu options	<i>Using Financial Budgeting</i>
Cash Receipts menu options	<i>Using Cashier</i>
Common windows	<i>Getting Started User Guide</i>
Detail windows	<i>Getting Started User Guide</i>
Donor Accounting menu options	<i>Using Alumni/Development</i>
CX menus	<i>Getting Started User Guide</i>
CX universal commands: Help ID-type Query Scroll Table Lookup	<i>Getting Started User Guide</i>
Fixed Assets menu options	<i>Using Fixed Assets</i>
General Ledger screen flow diagram	<i>General Ledger Technical Manual</i>
General Ledger tables and table maintenance	<i>General Ledger Technical Manual</i>
Payroll/Personnel menu options	<i>Using Payroll/Personnel</i>
PERFORM screens: Common commands General description Ring menus	<i>Getting Started User Guide</i>
Program screens: Common commands General description Toolbars	<i>Getting Started User Guide</i>
Purchasing menu options	<i>The following guides and manuals:</i> <ul style="list-style-type: none"> • <i>RPA Technical Manual</i> • <i>Using Purchasing and Accounts Payable</i> • <i>Using Requisitioning</i>
Query tools	<i>Getting Started User Guide</i>
QuickMate	<i>The following resources:</i>

<i>For more information about:</i>	<i>See:</i>
	<ul style="list-style-type: none"> • <i>Installing QuickMate</i> • <i>QuickMate online help</i>
Receiving menu options	<i>The following guides and manuals:</i> <ul style="list-style-type: none"> • <i>Purchasing and Accounts Payable Technical Manual</i> • <i>Using Purchasing and Accounts Payable</i>
Reporting tools	<i>Getting Started User Guide</i>
Requisitioning menu options	<i>The following guides and manuals:</i> <ul style="list-style-type: none"> • <i>RPA Technical Manual</i> • <i>Using Requisitioning</i>
Student Billing and Receivables menu options	<i>Using Student Billing</i>

Before You Begin Using General Ledger

Introduction

This section provides the following:

- A checklist of information you need to know and tasks you need to perform before using General Ledger features
- Background knowledge you must possess to use General Ledger features
- A summary of the General Ledger process

Purpose of General Ledger

The primary purpose of General Ledger is to enable you to perform accounting functions on your campus. Accounting functions include creating both routine and nonroutine journal entries, reviewing the contents of the accounting records, and closing a fiscal period while preparing the accounting records for the next fiscal period. These functions also include producing reports that contain accounting information.

Prerequisite Tasks

Use the following checklist to ensure that you have reviewed all required tasks before you begin using General Ledger:

- Determine that your institution's Permission table (perm_table) includes your user ID.
- Determine that your institution's General Ledger Permission table (glperm_table) includes, for your user ID, the general ledger functions that you need to perform.

Background Knowledge

The following lists and describes the necessary background information that you should know.

Jenzabar CX

Know how to use the following, as described in the Jenzabar user guide *Getting Started User Guide*:

- CX menu system
- CX screen toolbars, command lines, ring menus and comment lines
- CX universal commands, including:
 - Help
 - ID-type
 - Query
 - Scroll
 - Table lookup

Authorized personnel

Know answers to the following questions:

- Who is authorized to enter accounting information?
- Who is authorized to access online accounting information?

Important dates

Know when the following occur:

- The valid dates for posting to each accounting month
- Session and registration beginning and ending dates
- Fiscal year-end

General Ledger policies and procedures

Know answers to the following questions:

- How does your institution prepare and document journal entries?
- What is the structure of your institution's chart of accounts?

Reporting Tools

Jenzabar provides several solutions to serve General Ledger needs. In addition to standard reports located on the menus, your institution can choose from a variety of reporting tools. The reporting tools are as follows:

ACE Reports

The standard reports located in the CX menu system. You can access and run ACE reports from the menus to which they relate. For example, standard General Ledger reports appear on the all the submenus that you access from the Accounting: Reports menu.

The initial screen that appears when you select a report prompts you to enter any required parameters. For example, to produce the balance sheet, you can specify type of output, sort fields, date ranges, account ranges and totaling requirements.

Note: For more information on running ACE reports, see Producing Standard and Customized Reports in Getting Started User Guide.

PowerPlay®

A PC/Windows-based executive and management data analysis tool. Using static data files downloaded from CX, you can use PowerPlay to display and analyze data in a graphical, multilevel, drill-down structure.

Note: For more information on using PowerPlay, see the online help provided with the product.

The *Chart of Accounts Report*

One of the most useful reports that you need before you begin to use the General Ledger module is the *Chart of Accounts*. The *Chart of Accounts* lists all the accounts that your institution uses. To produce this report from the standard CX menus, select the following menu options from the Fiscal Management Main menu.

1. Accounting
2. Reports menu
3. Miscellaneous menu
4. Chart of Accounts

Enter the year (e.g., 9697) and the sort sequence (e.g., fund, object and subfund), then process the report as desired using the Output Scheduling and Parameters window.

Note: For more information about all standard General Ledger reports, see *Standard Jenzabar CX Reports* in this guide.

The General Ledger Process

This list describes the overall process involved in using General Ledger.

Note: The process shown below is an example and is not intended as policy guidance. Your institution's accounting process may vary.

1. Review the structure of your institution's chart of accounts.
2. Create accounting entries in any of the following ways:
 - Use the Student Billing module to create student account entries.
 - Use the Donor Accounting application to create donor account entries.
 - Use the Personnel/Payroll module to create salary, wage, and deduction entries.
 - Use the Purchasing and Accounts Payable module to create payable and payment entries.
 - Use the Cashier application to create cash entries.
 - Use General Ledger to create entries that are not created automatically by other CX modules.
3. Review the accounting records as needed, and produce reports according to the policies and procedures at your institution.
4. Complete year-end processing, and prepare accounts and records for the new fiscal period.
5. Verify that the accounting records are accurate by Getting Started User Guide audit programs.

Conventions Used in This Guide

Introduction

Jenzabar has established a set of conventions to help you use this guide. The conventions presented below are not exhaustive, but they include the more frequently used styles and terms.

Style Conventions

Jenzabar guides observe the following style conventions.

Boldface type

Represents text that you type into the system (e.g., "Type **UNDG**") and command names or keys you use to execute a command or function (e.g., **Finish**).

Bulleted lists

Show items not ranked or without a sequential performance.

CAUTION:

Indicates a caution or warning of a potential risk or condition.

<Enter>

Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

Italic type

Is used in any of these ways:

- To represent a new or key term
- To add emphasis to a word
- To cross-reference a section of text
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate filename)

<Key name>

Represents a key that you must press.

Note:

Indicates a note, tip, hint, or additional information.

Numbered lists

Show ranking of items or sequence of performance.

Parentheses

When used around a field name, indicate the field is unlabeled. The field description includes the location of the field.

Quotation marks

Represent information written in this guide exactly as it appears on the screen (e.g., The message, "Now Running..." appears.).

Jenzabar-Specific Terms

Some terms used in this guide may be unfamiliar to you, either because they are terms you have not used before or because Jenzabar has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common Jenzabar-specific terms used in this guide.

Application

A group of one or more software programs that enables you to perform a particular procedure, such as auditing general ledger information for accuracy.

Data

Specific information you enter into fields on a particular data entry screen.

Enter

To type information on a keyboard and execute by either of the following actions:

- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**

F key

Any of the function keys located on your keyboard (e.g., **<F1>**).

Hot key

The capitalized and highlighted letter of a command on a ring menu.

ID

The number assigned to each student or organization associated with your institution (e.g., 12345).

Parameter

A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

Select

To execute a command by performing the following actions:

- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing **<Enter>**
- Clicking the mouse

System

The Jenzabar product, CX.

Keystrokes

When you see two keys separated by a dash (e.g., **<Ctrl-c>**), hold down the first key (**<Ctrl>**) while pressing the second (**<c>**).

SECTION 2 - USING THE GENERAL LEDGER SCREENS

Overview

Introduction

The purpose of this section is to show each screen that you use in the General Ledger module and to explain each of the fields on those screens. This section also references the commands and options that you use when you perform procedures in General Ledger, such as: major procedures like entering adjusting entries and performing year-end processing or more simple procedures like querying account balances.

Refer to this section when you have questions about a specific field or command, or when you are completing the procedures in this guide.

Related Applications

The screens for the General Ledger module relate to several different applications. The following list associates the General Ledger screens and their related applications so that you can easily identify the screens that you use for each specific task.

Accounting/Subsidiary Query

- Account screen
- Accounting Query Parameter screen
- Amount screen
- Document Query screen
- Account Entry screen
- Voucher G/L Entry screen
- Fiscal Calendar Information Window
- Accounting Query Voucher screen
- Statement Parameters window
- Statement screen
- Subsidiary Account screen
- Subsidiary Accounts screen
- Subsidiary Balances screen
- Subsidiary Entries screen
- Subsidiary Query Parameter screen
- Subsidiary Totals screen
- Subsidiary Transactions screen
- Transaction screen

Adjusting Entries

- Voucher screen
- Interactive Filepost screen

Budget Review

- Budget Review screen
- Budget Transactions screen

Bursar Query

- Bursar Account Information screen
- Bursar Balance Information screen
- Bursar Default Query Parameters window
- Bursar Query screen
- Bursar Session Information screen
- Bursar Detail screen

G/L Audit

- G/L Report screen

Financial Statement Structure Entry

- Audit Update/Reconfigure Statement screen
- Block Entry screen
- Change Title window
- Customized Financial Statement Structure screen
- Definition of New Line window
- Financial Report Format Tables screen
- G/L Account Update screen
- G/L Account Search screen
- G/L Account Selection screen
- G/L Specific Selection screen
- Group Entry screen
- Item Entry screen
- Manual/Range G/L Account Selection screen
- Schedule Entry screen
- Structured Financial Statement Download File screen
- Structured Financial Statement Generation screen
- View Account screen

Year-end Processing

- Closing Fund Balance Record screen
- Edit Checking for Closing Program screen
- Post to General Ledger screen
- General Ledger Account Records screen

Recurring Entries

- Recurring Entry screen
- Recurring Entry Table screen

Alphabetical Organization

The screens, windows, field names, and commands appear in alphabetical order so that you can locate the information quickly.

Screen Access

The access instructions for the screens and windows presume you are starting at the Accounting menu. Access the Accounting menu by selecting the following, beginning at the Main menu:

1. Fiscal Management
2. Accounting menu

Screen and Window Differences

The screens and windows illustrated in this section represent those contained in the CX standard product in GUI format unless otherwise noted. If your institution changes these screens and windows to meet its specific needs or if you use the CX in character-based format, then your screens and windows will differ from those shown in this section.

Account Numbers in the Standard Jenzabar CX Screens and Windows

In the CX standard product, the account number conforms to NACUBO (National Association of College and University Business Officers) guidelines, including the following four components:

- Fund
- Function
- Object
- Subfund

Your institution can capture other information in the account number by changing the *gl_define* macro during implementation. If your Jenzabar coordinator has modified this macro, then your screens and reports will display different headings for the account number.

Commands

The toolbars, command lines, and menus on the CX screens and windows can change, depending on the procedures that you perform or the commands that you have previously selected. For example, Query mode and Update mode in any particular screen or window display different commands. This guide describes all the commands associated with a screen or window.

Note: You can use a specific command only when it appears on the current toolbar, command line, or menu, or when it is black (not dimmed) when you select **Commands**.

Accessing the Screen Commands

On the GUI-format screens, you can access the commands in any of the following ways:

- Pressing the corresponding keys on your keyboard
- Clicking on the icons
- Selecting **Command** from the menu bar and then selecting the desired command from the list of commands that appears

Account Screen

Purpose

The Account screen enables you to review a list of accounts that meet your search criteria.

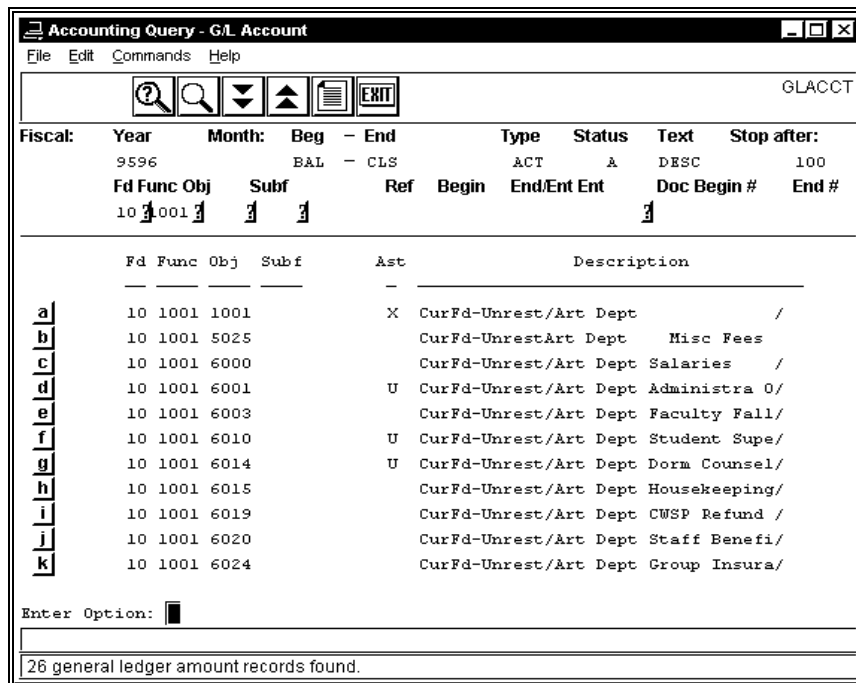
Access

Access the Account screen as follows:

1. Select Accounting Query from the Accounting Menu
2. Enter the name of the printer that you use to print query output
3. Select **Execute**
4. Enter query information (year, month, Beg, End, Type, Status, Text, Stop after Codes)
5. Select **Execute**
6. Enter query information about accounts (fund, object, function, or subfund codes).
7. Select **Execute**.

Example

Following is an example of the Account screen.



Fields

The following is a list of fields that appear on the Account screen and their descriptions.

a - l

Letter that enables you to select an account to review for further detail.

Description

The description of the account that matches your search criteria.

Fd

The fund number of the account that matches your search criteria.

Func

The function number of the account that matches your search criteria.

Obj

The object number of the account that matches your search criteria.

Subf

The subfund number of the account that matches your search criteria.

Commands

The following is a list of commands that you can execute from the Account screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Amt screen

Displays the Amount screen for an account that you select.

Backward

Displays the previous screen of accounts that meet your search criteria.

Exit

Displays the Accounting Main menu.

Forward

Displays the next screen of accounts that meet your search criteria.

Output

Prints the account information on the printer that you designated when you first accessed Accounting Query.

Parameter

Enables you to access and change the first line of the Accounting Query Parameter screen so you can initiate another query.

Query

Enables you to access and change the second line of the Accounting Query Parameter screen so you can initiate another query.

Re-execute query

Clears the displayed information from the system's memory and performs the query again.

Search

Enables you to locate an account from the current query, if the results of the query occupy more than one screen.

Account Entry Screen

Purpose

The Account Entry screen enables you view the debits and credits that support the entry in an accounting query.

Access

Access the Account Entry screen as follows:

1. Access the Accounting Query Parameter screen.
2. Enter the query criteria
3. Select **Execute**
4. Select **Detail of Amount**

Example

Following is an example of the Account Entry screen.

Accounting Query - Account G/L Entry										
File Edit Commands Help										
										ACCTGLE
Fiscal:	Year	Month:	Beg	-	End	Type	Status	Text	Stop after:	
	9596		BAL	-	CLS	ACT	A	DESC	100	
Fd Func Obj	Subf	Ref	Begin	End/Ent	Ent	Doc	Begin #	End #		
10	1001	6100								
10	1001	6100				CurFd-Unrest/Art Dept Mater & Supp/				
Journal	Ent	Amt	S	R	Prd	Doc	Rf/no	Doc	Id	Desc/Name
a	AC	2158	1	¢	60.00	P	0	JULY	VH	0 E. LEE TEST
b	AP	1340	1	¢	9.00	P	0	JULY	IV	123 22440 Create Invoice A/P
c	AP	1341	1	¢	22.10	P	0	JULY	IV	123 22440 Create Invoice A/P
d	AP	1344	2	¢	800.00	P	0	JULY	PO	100362 20240 Mr. William L. Harr
e	AP	1344	3	¢	1000.00	P	0	JULY	PO	100362 20240 Mr. William L. Harr
f	AP	1344	4	¢	200.00	P	0	JULY	PO	100362 20240 Mr. William L. Harr
g	AP	1347	2	¢	2000.00	P	0	JULY	PO	100364 20204 David B. Mohr
h	AP	1351	1	¢	9.00	P	0	JULY	IV	123 0 Create Invoice A/P
i	AP	1354	1	¢	300.00	P	0	JULY	PO	201020 1010 Alger Y. White
j	AP	1354	2	¢	25.00	P	0	JULY	PO	201021 1586 Phillip Tudor
Enter Option: <input type="checkbox"/>										

Fields

The following is a list of fields that appear on the Account Entry screen and their descriptions.

Cash amount

The amount charged to the institution's cash account, if any.

Credit

The amount credited to the account.

Debit

The amount debited to the account.

Doc

The code for the document that initiated the journal entry (e.g., PO for purchase order).

Doc id

The ID number of the entity associated with the entry (e.g., the vendor or student ID).

Ent

The number associated with the entry in the journal.

Fd

The fund for the account number.

Fscl Yr

The fiscal year in which the entry occurred.

Func

The function code for the account number.

Jnl date

The effective posting date of the journal.

Jnlno

The identifying number for the journal.

Login name

The UNIX login name (e.g., jdoe) of the person who created the entry.

Obj

The object code for the account number.

Pay Frm/no

The form of payment used (e.g., check (CK) or Visa charge card (VISA)), and the number on the form of payment (e.g., the number on a check, or the Visa charge card number).

Prd

The fiscal period in which the transactions posted to the ledger.

R

The reconciliation status. Valid values include the following:

- C (Cleared)
- O (Open)
- R (Reconciled)

Ref

The journal code (e.g., AP for Accounts Payable, SA for Student Accounts, and AC for Accounting).

Ref/No

The number associated with the document that initiated the journal entry.

S

The status of the transaction. Valid values include the following:

- P (Posted)
- R (Removed)
- S (Summarized)
- V (Void)

S (first line)

The journal status. Valid values include the following:

- C (Complete)
- F (Finished)
- I (Incomplete)
- W (Work in progress)

S (second line)

The entry status. Valid values include the following:

- P (Posted)
- R (Removed)
- S (Summarized)
- V (Void)

Subf

The subfund code for the account number.

Subs

The subsidiary associated with the line of the journal entry. For example, if the entry credits an accounts payable subsidiary account, A/P is the subsidiary.

Sys date

The date on which the entry was made to the general ledger.

Totals

The sum of debits and credits for the entry.

Type

The entry type (e.g., ADJ for adjustments, or AINV for an invoice that you are adding).

Commands

The following is a list of the commands that you can execute from the Account Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Amt

Displays the Amount screen.

Acct

Displays the Account screen.

Note: You must have more than one account displayed to access the Account screen.

Bwd

Displays the previous screen of entry information.

Exit

Displays the Accounting Main menu.

Fwd

Displays the next screen of entry information.

O/p

Prints the information on the screen, using the printer you selected when you first accessed Accounting Query.

Param

Enables you to enter parameter information on the first line of the Accounting Query Parameter screen.

Query

Enables you to enter query information on the second line of the Accounting Query Parameter screen.

Requery

Clears the information from the system's memory and performs the query again.

Search

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary records in the system's memory.

Subs

Displays subsidiary information about the entry, if any.

Accounting Query Parameter Screen

Purpose

The Accounting Query Parameter screen enables you to define the search criteria you want to use in an accounting query. You can use it to define search criteria for all of the following types of queries:

- General ledger queries
- Account queries
- Journal queries
- Document queries

Access

Access the Accounting Query Parameter screen as follows:

1. Select Accounting Query from the Accounting Main menu
2. Enter the name of the printer that you use to print query output
3. Select **Execute**

Example

Following is an example of the Accounting Query Parameter screen.

Fiscal:	Year	Month:	Beg - End	Type	Status	Text	Stop after:
	9900		BAL - CLS	ACT	A	DESC	100
	Fd Func Obj	Subf	Ref	Begin	End/Ent	Ent	Doc Begin # End #

Enter the fiscal year, eg: 9900.

Fields

The following is a list of fields that appear on the Accounting Query Parameter screen and their descriptions.

(Search Type)

The code that indicates whether your search is for journals or for entries. Complete this field for a journal or entry query. Valid codes are as follows:

- E (Indicates that your search criteria specifies entry numbers)
- V (Indicates that your search criteria specifies journal numbers)

Note: This field is not labeled on the screen. It appears between the Ent and the Doc fields, and the system prompts you to enter the Search Type before it begins the query.

Begin

The number of the first journal for which you want to perform a query.

Begin

The first document number for which you want to perform a query (e.g., the first check or receipt number).

Note: Complete this field for a document query.

Doc

The document code for which you want to perform a query (e.g., CR for a cash receipt).

Note: Complete this field for a document query.

End

The last document number for which you want to perform a query (e.g., a check or receipt number).

Note: Complete this field for a document query; you do not need to complete this field if you want to review a single document.

End/Ent

Either of the following:

- The number of the last journal for which you want to perform a query (if you want to review more than one journal)
- The number of the first journal entry for which you want to perform a query (if you want to review entries within a single journal).

Note: Complete this field for a journal query.

Ent

The last journal entry for which you want to perform a query.

Note: Complete this field for a journal query.

Fd

The fund code associated with the entries in your query (e.g., 10 for General-Unrestricted).

Note: Complete this field for an account history query; you can mask this field if desired (e.g., enter 1* for all fund numbers between 10 and 19).

Fiscal: Year

The fiscal year for which you want to perform a query (e.g., 9697).

Note: This field is required.

Func

The function code associated with the entries in your query (e.g., 1002 for Biology department).

Note: Complete this field for an account history query; you can mask this field if desired (e.g., enter 1*** for all function numbers between 1000 and 1999, or *002 for function numbers such as 1002, 2002, 3002).

Month: Beg

The three-character month code for the first month for which you want to perform the query (e.g., BAL, JAN, ADJ).

Note: This field is required.

Month: End

The three-character month code for the last month for which you want to perform the query (e.g., FEB, ADJ, CLS).

Obj

The object code associated with the entries in your query (e.g., 6100 for supplies).

Note: Complete this field for an account history query; you can mask this field if desired (e.g., enter 3*** for all object numbers between 3000 and 3999, or *055 for function numbers such as 1055, 2055, 3055).

Ref

The Reference code (e.g., AP or SA), that defines the type of journal.

Note: Complete this field for a journal query.

Status

The status code of the records that you want to query. The system will select records that have the status that you specify in this field. Valid status codes are as follows:

- A (All)
- D (Detail)
- O (Offsetting)
- P (Posted)
- R (Removed)
- S (Summarized and Posted)
- U (Unsummarized and Posted)
- V (Voided)

Stop after

The number of records that you want to review.

Note: If you enter a number (e.g., 100), Accounting Query will display the first 100 records that match your search criteria, then prompt you to continue or abort the query; if you enter zero (0), Accounting Query will display all the records that match your search criteria.

Sub

The subfund associated with your query (e.g., a construction project that is a subfund of your endowment fund).

Note:

- Subfunds are self-balancing; when you use them, CX automatically creates due to/due from entries related to the subfund.
- Complete this field for an account history query; you can mask this field if desired (e.g., enter 22** for all subfund numbers between 2200 and 2299, or *062 for subfund numbers such as 1062, 2062, 3062).

Text

The descriptive information that you want to display for the selected entries. Valid values are as follows:

- DESC (Displays the entry or account description)
- NAME (Displays the name of the person associated with the entry or account)

Type

The type code (e.g., ACT, BGT).

Commands

The following is a list of the commands that you can execute from the Accounting Query Parameter screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort

Cancels the query, and displays the Accounting Main menu.

Execute

Enables you to proceed to the next level of processing in Accounting Query.

Help

Displays help in using Accounting Query.

Output

Prints the results of the query, using the printer that you specified when you first accessed Accounting Query.

Query

Enables you to access the second line of query parameter information.

Saquery

Displays the Subsidiary Query Parameter screen.

Accounting Query Voucher Screen

Purpose

The Accounting Query Voucher screen enables you to view a list of journals that match your search criteria.

Access

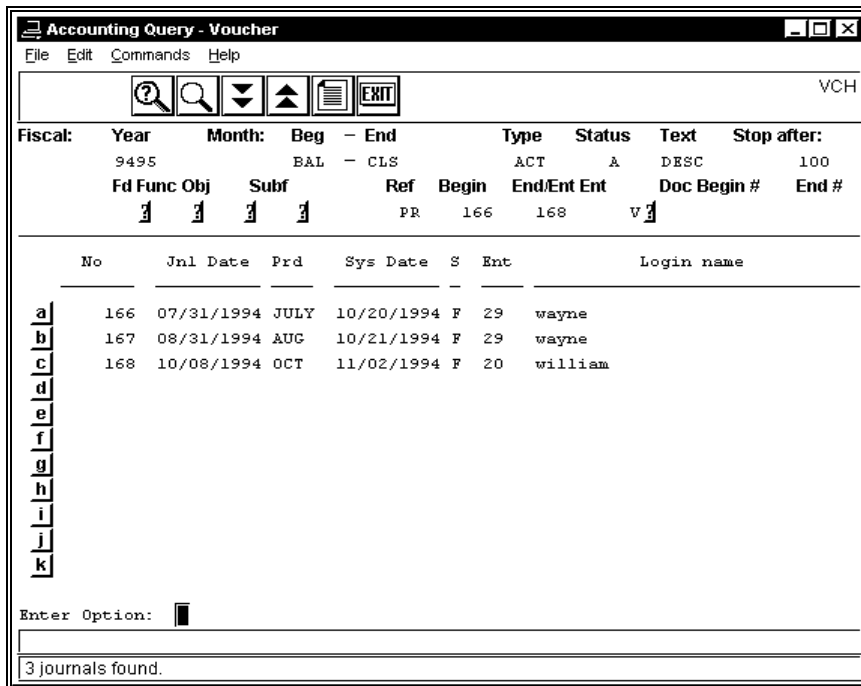
Access the Accounting Query Voucher screen as follows:

1. Access the Accounting Query Parameter screen.
2. Enter the desired journal search criteria. The journal search criteria includes the following fields:
 - Ref
 - Begin
 - End/Ent (the ending journal number)
 - (Entry Type) of V
3. Select **Execute**.

Note: If you enter "E" in the Entry Type field (the unlabeled field between the voucher information and the document information), the system treats the End/Ent field as the first entry number to query, and the Ent field as the last entry number to query. An entry query displays the Account Entry screen.

Example

Following is an example of the Accounting Query Voucher screen.



Fields

The following is a list of fields that appear on the Accounting Query Voucher screen and their descriptions.

a - l

The letter by which you can select a line of information.

Ent

The number of entries in the journal.

Jnl Date

The date on which someone at your institution created the journal.

Login name

The name of the user at your institution who created the journal.

No

The system-generated number that identifies the journal.

Prd

The accounting period in which someone at your institution created the journal.

S

The status of the journal. Valid codes include the following:

- C (Completed)
- F (Finished)
- I (Incomplete)
- S (Started)
- W (Working)

Sys Date

The system date on which you last updated the journal.

Commands

The following is a list of the commands that you can execute from the Accounting Query Voucher screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Displays the previous screen of journal information that meets your search criteria.

Exit acquery

Displays the Accounting Main menu.

Forward

Displays the next screen of journal information that meets your search criteria.

Output

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Parameter

Enables you to access and change the first line of the Accounting Query screen.

Query

Enables you to access and change the second line of the Accounting Query screen.

Re-execute

Clears the information from the system's memory and performs the query again.

Search

Enables you to locate a specific subsidiary account without scrolling through all the information in the system's memory.

Amount Screen

Purpose

The Amount screen displays month and year-to-date detail amount information about a selected account.

Access

Access the Amount screen as follows:

1. Access the Account screen
2. Select **Amt screen**
3. Enter the letter for the line you want to review

You can also access the Amount screen by querying on a single account in the Accounting Query Parameter screen.

Example

Following is an example of the Amount screen.

Fiscal:	Year	Month:	Beg	End	Type	Status	Text	Stop after:			
9495			BAL	CLS	ACT	A	DESC	100			
	Fd	Func	Obj	Subf	Ref	Begin	End/Ent	Ent	Doc	Begin #	End #
	10	1001									
	10	1001	1005		U	Current	-	UnCash-2nd	Nat	Art	Dept
Prd #:	0	Desc:	BAL	Prd:		0.00		Cum Ytd:			0.00
	1		JULY			0.00					0.00
	2		AUG			0.00					0.00
	3		SEPT			0.00					0.00
	4		OCT			0.00					0.00
	5		NOV			0.00					0.00
	6		DEC			1,095.00					1,095.00
	7		JAN			0.00					1,095.00
	8		FEB			0.00					1,095.00
	9		MAR			20.00					1,115.00
	10		APR			0.00					1,115.00
	11		MAY			502,000.00					503,115.00
	12		JUNE			0.00					503,115.00
	13		ADJ			0.00					503,115.00
	14		CLS			0.00					503,115.00

Fields

The following is a list of fields that appear on the Amount screen and their descriptions.

Cum Ytd

The total amount charged to the selected account up to and including the current period (e.g., a total of \$ 341.87 had been charged in the year-to-date through June).

Desc

The description of the period, from the beginning balance period (BAL) to the closing balance (CLS).

Prd #

The period number associated with the amounts that appear on the screen.

Prd

The amount charged to the selected account during each period (e.g., \$150.00 charged during Period 1, July).

Commands

The following is a list of the commands that you can execute from the Amount screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Acct screen

Displays the Account screen.

Detail of amount

Displays the Transaction screen for the selected entry.

Exit acquery

Displays the Accounting Main menu.

Output

Prints the screen display on the printer you selected when you first accessed Accounting Query.

Parameter

Enables you to enter new search criteria on the first line of the Accounting Query Parameter screen.

Query

Enables you to enter new search criteria on the second line of the Accounting Query Parameter screen.

Re-execute query

Clears the screen display from the system's memory and performs the query again.

Audit Update/Reconfigure Statement Screen

Purpose

The Audit Update/Reconfigure Statement screen enables you to reposition lines within a report structure and to audit and correct corruptions in an existing structure.

Access

Access the Audit Update/Reconfigure Statement screen as follows, starting at the Customized Financial Statements menu:

1. Select Fin Stmt Struct Entry.
2. Enter the fiscal year, the printer, and the fund code for the reports you want to audit, then select **Finish**.
3. Select **Audit**.

Example

Following is an example of the Audit Update/Reconfigure Statement screen.

Type	*Line Titles*	Net Asset	Order
B	Liabilities		0
C	Vehicle Loans		1
S	Athletic Transportation		2
I	Van		3
I	Bus		4
S	Automobile		5
I	Lexus LX		6
I	Lincoln Towne Car		7
S	Trucks		8
I	Snow Plow		9
I	Dump Truck		10
B	Assets	U	11
G	Current assets		12

Fields

The following is a list of fields that appear on the Audit Update/Reconfigure Statement screen and their descriptions.

Line Titles

The text that appears on the lines of the report.

Net Asset

The Net Asset Indicator associated with the block. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements.

Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Order

A numeric value that represents the order in which the lines appear on the report. Line 0 (zero) is the first line on the report. By changing the order number, you can resequence the lines on the selected report structure.

Report

The four-character user-defined code that designates the report structure.

Title

The free-format name of the report structure that appears at the top of the printed report.

Commands

The following is a list of the commands that you can execute from the Audit Update/Reconfigure Statement screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Indicates that you want to abandon any changes you have made to the selected report structure. The system prompts you to confirm that you do not want to save your changes. After you confirm, the system displays the Customized Financial Statement Structure screen.

Finish

Indicates that you have completed resequencing your report's lines, saves your changes, and displays the Customized Financial Statement Structure screen.

Page Down

Scrolls forward to the next screen of statement lines, if the selected statement exceeds one screen in length.

Page Up

Scrolls back to the previous screen of statement lines, if the selected statement exceeds one screen in length.

Block Entry Screen

Purpose

The Block Entry screen enables you to enter the blocks that you want to use for your customized financial reports. Make sure that you know the highest level of consolidation that your institution wants to use for reporting before you complete this screen.

Access

Access the Block Entry screen as follows:

1. Access the Customized Financial Statement Structure screen.
2. Select **Add**.

Example

Following is an example of the Block Entry screen.

Block Title	*Net Asset	G/Ls Next?	Totals?
Revenues	U	N	N
Expenses		N	N

Enter new block title.

Fields

The following is a list of fields that appear on the Block Entry screen and their descriptions.

Block Title

The name of the block that appears on the printed report.

G/L entry

A Y/N flag that indicates whether you want to permit the linking of accounts to the structure at this time.

Note: If you enter **N** in this field, the program displays the structure screens sequentially without providing you access to the General Ledger Account Selection screen.

G/Ls Next?

A Y/N flag that indicates whether you want to link accounts to the block at this time.

Note: You can access this field only if you enter **Y** in the G/L entry field.

Net Asset

The Net Asset Indicator associated with the block. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements.

Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Report

The four-character user-defined code that designates the report structure.

Title

The free-format name of the report structure that appears at the top of the printed report.

Totals?

A Y/N flag that indicates whether you want to display a total of all the lines associated with the block. For example, if you enter **Y** in the Totals? field associated with Revenue, a total of all revenue will display on the report, just above the beginning of the Expense lines.

Commands

The following is a list of the commands that you can execute from the Block Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Indicates that you have completed entering the block information, and displays the prompt "Are you done?" When you confirm that you are done, displays the Customized Financial Statement Structure screen.

Finish

Indicates that you have completed entering the current line of block information, and enables you to enter account or group information.

Budget Review Screen

Purpose

The Budget Review screen enables you to review actual, encumbered, and budgeted balances for general ledger accounts.

Access

Access the Budget Review screen by selecting Budget Review from the Accounting Main menu, defining the fiscal year that you want to review and a printer for the output, and selecting **Finish**.

Example

Following is an example of the Budget Review screen.

The screenshot shows a window titled "Budget Review" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, print, help, and navigation. The main area displays the following data:

Obj	Ast	Description	Act	Enc	Bgt	Unexp	Exp %
6163	U	Maint Vehicle Expense	0	300	4,366	4,066	7
6164	U	Maint Grounds Expense	600	0	800	200	75
6182	U	Construction	0	550	600	50	92
6183	U	Rent	400	2,150	5,000	2,450	51
Discretionary Totals			1,000	3,000	10,766	6,766	37
Budgetary Totals			1,000	3,000	10,766	6,766	37

Fields

The following is a list of fields that appear on the Budget Review screen and their descriptions.

Act

The actual number of dollars charged to the account.

Ast

The Net Asset Indicator that designates accounts for compliance with FASB 117.

Valid codes are as follows:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Bgt

The budget for the account.

Budgetary Totals

The total budgeted and actual amounts for all the accounts represented in your budget, including both discretionary and non-discretionary accounts.

Description

The object code description.

Discretionary Totals

The total budgeted and actual amounts for the accounts in your budget over which you have discretionary control. For example, salaries expense usually is not discretionary, but supplies expense usually is discretionary.

Enc

The amount encumbered for the account.

Exp %

The percentage of the budgeted amount that the function, or department, has spent, or committed to spend. The system computes the percentage as $(Act + Enc) / Bgt$. You can remove this column and display pending requisitions by selecting the Pend Req command.

Fd

The fund that you want to review.

Freq:

The frequency parameter for the information you want to review. The Freq and Prd codes control the information that appears on the Budget Review screen. The results of completing the two fields appear in the following table:

Note: You specify the fiscal year that you want to review when you first access Budget Review.

Freq value	Description	PRD value	Information on the Budget Review screen
A	All fiscal period amounts	ALL	All fiscal period information for the year appears.
M	Monthly amounts	(e.g., JAN)	Only the specified month's (e.g., January) information appears.
Y	Year-to-date fiscal period amounts	(e.g., JAN)	All fiscal period information through the specified period (e.g., January) appears.

Func

The function code that you want to review (e.g., 1001 for the Art department).

Note: You can mask this field if desired.

Lvl

The level of pooling you want to view. Valid codes, in order of consolidation, are as follows:

- B (Block)
- G (Group)
- S (Schedule)
- I (Item)

Note: *Pooling* relates to the ability to view budget information about a single account (using the (I)tem code), or a group of related accounts (using the other three codes, where the (B)lock code produces the most summarized information). For example, if a department has several salary accounts and needs to hire a temporary employee to perform a task, the department head can *pool* all the salary accounts (by entering B, G or S in this field) to see if any salary dollars are available for the temporary employee; you set up the blocks, groups, schedules and items in the Financial Statement table.

Obj (top portion of screen)

The object code that you want to review (e.g., 6100 for Materials and Supplies).

Note: You can mask this field if desired, or leave it blank if you want to review all the object codes for a specific function.

Obj (lower portion of screen)

The object code related to the line item on the screen.

Pend Req

The total amount of unapproved requisitions that apply to the account. You can remove this column and display the percent of the budget that has been expended by selecting the Percent command.

Prd:

The fiscal period that you want to review (e.g., JAN, ADJ, ALL).

Note: Enter ALL in this field if you want to review all fiscal periods; this field works with the Freq field to define the information that appears on your Budget Review screen.

Subf

The subfund code that you want to review (e.g., a construction project that is a subfund of your endowment fund).

Note: Subfunds are self-balancing; when you use them, CX automatically creates due to/due from entries related to the subfund.

Unexp

The amount remaining in the budget, computed as follows:

Bgt - (Act + Enc)

Year

The fiscal year for which you are displaying budgeted, actual, and encumbrance information.

Commands

The following is a list of the commands that you can execute from the Budget Review screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort

Restores the previous search criteria and displays the Budget Review information that matches the search criteria.

Change display

Enables you to retrieve another Year or Prd/Freq combination only.

Execute

Initiates the search for information that matches your search criteria.

Exit

Displays the Accounting Main menu.

Help

Displays a Budget Review Help screen.

Output

Prints the results of your Budget Review query.

Pend Req

Changes the column headings on the Budget Review screen to include Pend Req (Pending Requisitions) and to remove Exp % (Expended Percentage). This command toggles with the Percent command.

Percent

Changes the column headings on the Budget Review screen to include Exp % (Expended Percentage) and to remove Pend Req (Pending Requisitions). This command toggles with the Pend Req command.

Review

Enables you to enter another Fund/Function/Object/Subfund combination for review.

Note: This command also enables you to enter another Year or Prd/Freq combination if desired.

Scroll Down

Enables you to view the next screen of object information, if all the information does not fit on a single screen.

Scroll Up

Enables you to view the previous screen of object information, if all the information does not fit on a single screen.

Transactions

Places you in Selection mode, and enables you to select an amount on the Budget Review screen for display on the Budget Transactions screen.

Budget Transactions Screen

Purpose

The Budget Transactions screen enables you to view the detail transactions that support the summary information that appears on the Budget Review screen.

Access

Access the Budget Transactions screen as follows:

1. Access the Budget Review screen.
2. Select **Transactions**.
3. Select the transaction for which you want to view supporting information.

Note: The Transactions command is available only when the Level field on the Budget Review screen contains "I" (Item).

To select a transaction, use your mouse, the **<Enter>** key, and your arrow keys to move the brackets to the amount that you want to review, then select **Execute**. You can review actual, encumbered, and budgeted amounts from this screen.

Example

Following is an example of the Budget Transactions screen.

Journal	Amt	Prd	Doc Rf/no	Doc Id	Desc/Name	Post Date	S
AP 2488	450.00	MAR	IV 1905	18081	Manual Invoice A/P	03/27/1997	P
AP 2489	15.48	MAR	PP 995	18081	Invoice Applied to	03/31/1997	P

Fields

The following is a list of fields that appear on the Budget Transactions screen and their descriptions:

Amt

The dollar amount of the transaction.

Desc/Name

The description of the transaction, or the name of the person associated with the transaction.

Doc

The document type for the transaction.

Doc Id

The ID number of the person associated with the transaction.

Journal

The journal type and number in which you entered the transaction.

Post Date

The posting date for the transaction.

Prd

The period in which you posted the transaction.

Rf/no

The number of the document (e.g., a purchase order or check number).

Commands

The following is a list of the commands that you can execute from the Budget Transactions screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Finished

Displays the Budget Review screen.

Output

Prints the results of the budget transaction query.

Scroll Down

Enables you to view the next screen of entry information, if all the information does not fit on a single screen.

Scroll Up

Enables you to view the previous screen of entry information, if all the information does not fit on a single screen.

Bursar Account Information Screen

Purpose

The Bursar Account Information screen displays student account summary information. This information resides in the student's Subsidiary Account record.

Access

Access the Bursar Account Information screen as follows:

1. Access the Bursar Query screen
2. Choose Finished to continue
3. Select **Account**

Example

Following is an example of the Bursar Account Information screen.

The screenshot shows a window titled "Bursar Query - Bursar Account" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for "SP", "FALL", "?", and "EXIT". The main content area is divided into sections:

- ACCOUNT** (top right)
- STUDENT ID INFORMATION**
 - ID: 13594 SS No: 111-23-1234 Name: Jackson, Sherri
 - Subs: S/A Prt: FA97 Code: SE Beg: End:
- BURSAR ACCOUNT INFORMATION**
 - Receivable Accounts**
 - S/A Student Accounts 9586.50
 - Liability Accounts**
 - D/D Dorm damage Deposit -100.00
- Total:** 9586.50 **Total:** -100.00
- Accumulative Accounts Total:** 9486.50

Fields

The following is a list of fields that appear on the Bursar Account Information screen and their descriptions.

Accumulative Accounts Total

Net amount of receivables and liabilities pertaining to the subsidiary ID.

Liability accounts

Student accounts payable for the period and subsidiary on the Bursar Query screen.

Receivable accounts

Student accounts receivable for the period and subsidiary on the Bursar Query screen.

Total

Total amounts due to and from the selected student.

Commands

The following is a list of the commands that you can execute from the Bursar Account Information screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Account

Not applicable for this screen.

Balance

Displays the Bursar Balance Information screen.

Defaults

Displays the Bursar Default Query Parameters window.

Exit

Displays the Fiscal Management: Auditing Main menu.

Parameters

Enables you to access the parameter information so you can display another type of information about the student.

Query

Moves the cursor to the ID field so you can select another student for Bursar Query.

Session

Displays the Bursar Session Information screen.

Statement

Displays the Statement screen.

Bursar Balance Information Screen

Purpose

The Bursar Balance Information screen displays session balance summaries for selected students. This information resides in the students' Subsidiary Balance records.

Access

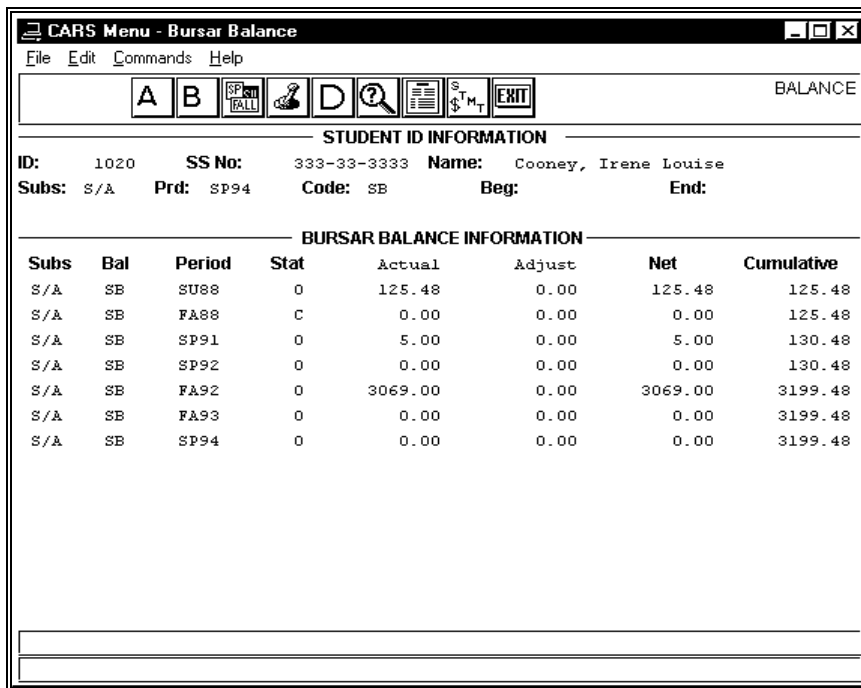
Access the Bursar Balance Information screen by selecting **Balance** from the Bursar Query screen.

Note: The screen also appears when you first access Bursar Query and select a student's records.

Example

Following is an example of the Bursar Balance Information screen.

Note: When you select the **Toggle** command, the Actual and Adjust columns change to Stmt Sum (statement summary) and Proj (projected).



The screenshot shows a window titled "CARS Menu - Bursar Balance" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for A, B, SP on FALL, a question mark, D, a magnifying glass, a list, S, T, M, T, and EXIT. The screen displays the following information:

STUDENT ID INFORMATION

ID: 1020 SS No: 333-33-3333 Name: Cooney, Irene Louise
Subs: S/A Prd: SP94 Code: SB Beg: End:

BURSAR BALANCE INFORMATION

Subs	Bal	Period	Stat	Actual	Adjust	Net	Cumulative
S/A	SB	SU88	0	125.48	0.00	125.48	125.48
S/A	SB	FA88	C	0.00	0.00	0.00	125.48
S/A	SB	SP91	0	5.00	0.00	5.00	130.48
S/A	SB	SP92	0	0.00	0.00	0.00	130.48
S/A	SB	FA92	0	3069.00	0.00	3069.00	3199.48
S/A	SB	FA93	0	0.00	0.00	0.00	3199.48
S/A	SB	SP94	0	0.00	0.00	0.00	3199.48

Fields

The following is a list of fields that appear on the Bursar Balance Information screen and their descriptions.

Actual

The actual amount of the charge or credit to the student's account.

Adjust

The amount of an adjustment to the student's account.

Bal

The type of balance, usually SB for *Session Balance*.

Cumulative

The accumulated balance due to or from the student. If all the information appears on a single screen, the last line on the screen contains the current balance.

Net

The amount of the balance for the session, computed as Actual - Adjust.

Period

The session to which the information applies.

Proj

The charges and payments that are projected as of the End date for each of the periods on the screen. For example, if you specify an End date of 03/31/1997, charges or payments posted after that date appear in this column and are subtracted from the Stmt Sum column.

Note: You can display this column by specifying an End date on the Bursar Default Query Parameters window, and then selecting **Toggle**.

Stat

The status of the charge. Valid codes include the following:

- C (Closed (an old charge with a zero balance))
- O (Open)

Stmt Sum

The charges and payments as of the End date for each of the periods on the screen. For example, if you specify an End date of 03/31/1998, charges or payments posted after that date appear in the Proj column and are subtracted from this column.

Note: You can display this column by specifying an End date on the Bursar Default Query Parameters window, and then selecting **Toggle**.

Subs

The subsidiary in which you posted the charge to the student's account, usually S/A for *Student Accounts*.

Commands

The following is a list of the commands that you can execute from the Bursar Balance Information screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Account

Displays the Bursar Account Information screen.

Balance

Displays the Bursar Balance Information screen.

Defaults

Displays the Bursar Default Query Parameters window.

Detail Mode

Displays the Bursar Detail screen.

Exit

Displays the Fiscal Management: Auditing Main menu.

Parameters

Enables you to access the parameter information so you can display another type of information about the student.

Query

Moves the cursor to the ID field so you can select another student for Bursar Query.

Session

Displays the Bursar Session Information screen.

Statement

Displays the Statement screen.

Toggle

Changes the screen column headings as follows:

<u>From:</u>	<u>To:</u>
Actual	Stmt Sum
Adjust	Proj

Note: Select **Toggle** again to change the screen column headings back to their original names. Other column headings do not change when you use this command.

Bursar Default Query Parameters Window

Purpose

The Bursar Default Query Parameters window enables you to define the defaults that you want to use when you perform a query on a student's account.

Access

Access the Bursar Default Query Parameters window by selecting **Default** from any of the Bursar Query screens.

Example

Following is an example of the Bursar Default Query Parameters window.

The screenshot shows a window titled "Bursar Query" with a menu bar (File, Edit, Commands, Help) and a toolbar with checkmark and close buttons. The main area is divided into sections: "STUDENT ID INFORMATION" and "BURSAR BALANCE".

STUDENT ID INFORMATION

ID: 20204 SS No: 234-29-3948 Name: [Redacted]
 Subs: S/A Prd: SP95 Code: SB

BURSAR BALANCE

Subs	Bal	Period	Stat	Actual			
S/A	SB	FA84	0	-380.92			
S/A	SB	SP84	C	0.00			
S/A	SB	FA85	0	-3907.28			
S/A	SB	SP86	0	-18260.21			
S/A	SB	WI86	0	-61.00	0.00	-61.00	-22609.41
S/A	SB	FA86	0	-2945.00	0.00	-2945.00	-25554.41
S/A	SB	SP87	0	-1958.00	0.00	-1958.00	-27512.41
S/A	SB	FA87	0	-2973.40	0.00	-2973.40	-30485.81
S/A	SB	SP88	C	0.00	0.00	0.00	-30485.81
S/A	SB	SU88	0	-178.48	0.00	-178.48	-30664.29
S/A	SB	FA88	0	-3954.50	0.00	-3954.50	-34618.79
S/A	FEE\$	SP89	0	0.00	0.00	0.00	-34618.79
S/A	FINE	SP89	0	0.00	0.00	0.00	-34618.79

Enter subsidiary code to display after query.

Default Query Parameters Dialog Box:

Subsidiary: S/A
 Balance Period: LAST
 Balance Code: SB
 Output Device: hplpr
 Begin Date: [Empty]
 End Date: [Empty]

Fields

The following is a list of fields that appear on the Bursar Default Query Parameters window and their descriptions.

Balance Code

The subsidiary balance code (e.g., SB for Session Balance).

Balance Period

The balance period code to display for the query. If you leave the field blank, the default is *Last*.

Begin Date

The beginning date for statement transactions.

End Date

The ending date for statement transactions.

Output Device

The printer you want to use to print bursar query information.

Subsidiary

The subsidiary code to display for the query, usually S/A for Student Accounts.

Commands

The following is a list of the commands that you can execute from the Bursar Default Query Parameters window and their purposes.

You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select

Commands from the menu bar.

Cancel

Removes the Bursar Default Query Parameters window from the screen, and does not save any changes you entered into the window.

Finish

Removes the Bursar Default Query Parameters window from the screen, saving the changes you entered into the window.

Bursar Query Screen

Purpose

The Bursar Query screen enables you to enter a student ID number and other search criteria so you can review the student's account activity.

Access

Access the Bursar Query screen by:

1. Displaying the Auditing Menu
2. Selecting Bursar Query
3. Specifying the printer you want to use for printing bursar information
4. Select **Execute**

Example

Following is an example of the Bursar Query screen.

Note: The screen example also shows column headings that are part of the Bursar Balance Information screen, since that is the first screen of information that appears after you select an ID for query. For information about these column headings, refer to the pages in this section about the Bursar Balance Information screen.

The screenshot shows a window titled "Bursar Query" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for checkmark, close, search, and help. The main area contains a form with the following fields:

ENTER ID NUMBER OR SOCIAL SECURITY NUMBER

STUDENT ID INFORMATION

ID: 20204 SS No: Name: Sub: S/A Prd: Last Code: SB Beg: End:

BURSAR BALANCE INFORMATION

Subs	Bal	Period	Stat	Actual	Adjust	Net	Cumulative
------	-----	--------	------	--------	--------	-----	------------

Enter ID# of student.

Fields

The following is a list of fields that appear on the Bursar Query screen and their descriptions.

Beg

The beginning date of the information that appears on the screen.

Code

The session balance code (e.g., SB for Session Balance).

End

The ending date of the information that appears on the screen.

ID

The ID number of the student for whom you want to view bursar information.

Name

The name of the student for whom you want to view bursar information.

Prd

The period for which you want to view bursar information.

SS No

The social security number of the student for whom you want to view bursar information.

Subs

The subsidiary that you want to display (e.g., S/A for Student Accounts).

Commands

The following is a list of the commands that you can execute from the Bursar Query screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Changes the command ring menu, and does not save any changes to the parameters.

Display ID type

Displays the ID Type/Associated Records window when you are in Query mode.

Finished

Executes the query and displays information about the student's account.

Query

Displays the Name/Social Security Number Query screen so you can identify the student for whom you want to perform Bursar Query.

Bursar Session Information Screen

Purpose

The Bursar Session Information screen enables you to view the charges that appear in a student's account for a particular session. This information resides in the student's Subsidiary Total records.

Access

Access the Bursar Session Information screen by selecting **Session** from any Bursar Query screen.

Example

Following is an example of the Bursar Session Information screen.

The screenshot shows a window titled "Bursar Query - Bursar Session" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for Print, Help, Find, and Exit. The screen is divided into sections: "STUDENT ID INFORMATION" and "BURSAR SESSION INFORMATION".

STUDENT ID INFORMATION

ID: 13594 SS No: 111-23-1234 Name: Jackson, Sherri
 Subs: S/A Prd: FA97 Code: SB Beg: End:

BURSAR SESSION INFORMATION

Financial Clearance:	Program	Actual +	Adjust -	Net Cumulative	
Previous Balance		6436.50	-1037.00	5399.50	5399.50
Charges		0.00	150.00	150.00	13289.50
Payments/Credits		0.00	0.00	0.00	13289.50
Financial Aid		0.00	-325.00	-325.00	12964.50
Refunds		0.00	0.00	0.00	12964.50
Deferrals		0.00	0.00	0.00	12964.50

Session Balance		0.00	-175.00	-175.00	
=====					
Cumulative Balance		6436.50	-1212.00	5224.50	5224.50
Memos			0.00	0.00	

Fields

The following is a list of fields that appear on the Bursar Session Information screen and their descriptions.

Actual

The amount due from the student for the current session.

Adjust

The amount of adjustment that someone at your institution made to the student's account for the current session.

Charges

Amounts due from the student for the current session.

Cumulative

The total amount due to or from the student for all sessions on the database.

Cumulative Balance

The total amount due to or from the student for all sessions on the database.

Deferrals

Amounts paid by the student that you posted to another subsidiary (e.g., key deposits or hold charges).

Financial Aid

Amount of financial aid applied directly to the student's account for the current session.

Financial Clearance

A Y/N flag that indicates whether the student has financial clearance for the session.

Memos

A line containing financial aid information. If the letter "M" appears on the Financial Aid line of the screen, then the Memos line contains the amount of an overpayment of financial aid that the student must return to the institution. If the letter "M" does not appear on the Financial Aid line of the screen, then the Memos line contains the amount of financial aid granted but not yet completely processed.

Net

The amount due to or from the student for the current session, computed as Actual + Adjust.

Payments/credits

Amounts paid by the student for the current session. Any cash, check, or credit card payments or financial aid amounts posted through Cashier appear on this line.

Previous balance

The cumulative balance of all previous sessions.

Program

The program in which the student is enrolled (e.g., UNDG (Undergraduate)).

Proj

The charges and payments that are projected as of the End date for each of the periods on the screen. For example, if you specify an End date of 03/31/1996, charges or payments posted after that date appear in this column and are subtracted from the Stmt Sum column.

Note: You can display this column by specifying an End date on the Bursar Default Query Parameters window, and then selecting Toggle.

Refunds

Amount refunded to the student for the current session.

Session Balance

The computed amount due to or from the student for the session.

Stmt Sum

The charges and payments that are posted as of the End date for each of the periods on the screen. For example, if you specify an End date of 03/31/1997, charges or payments posted after that date appear in the Proj column and are subtracted from this column.

You can display this column by specifying an End date on the Bursar Default Query Parameters window, and then selecting **Toggle**.

Commands

The following is a list of the commands that you can execute from the Bursar Session Information screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Account

Displays the Bursar Account Information screen.

Balance

Displays the Bursar Balance Information screen.

Clearance

An invalid option for this screen and for the Bursar Detail screen.

Defaults

Displays the Bursar Default Query Parameters window.

Detail

Displays the Bursar Detail screen.

Exit

Displays the Fiscal Management: Auditing Main menu.

Next

Displays the next session's information, based on the beginning and ending dates that you can enter in the Default Query Parameters window.

Output

Prints the information on the screen, using the printer you selected when you first accessed Accounting Query.

Parameters

Enables you to access the parameter information so you can display another type of information about the student.

Previous

Displays the previous session's information, based on the beginning and ending dates that you can enter in the Default Query Parameters window.

Query

Moves the cursor to the ID field so you can select another student for Bursar Query.

Session

Not applicable for this screen.

Statement

Displays the Statement screen.

Toggle

Changes the screen column headings as follows:

<u>From:</u>	<u>To:</u>
Actual	Stmt Sum
Adjust	Proj
Net	Net
Cumulative	Cumulative

Note: Select **Toggle** again to change the screen column headings back to their original names. Other column headings do not change when you use this command.

Bursar Detail Screen

Purpose

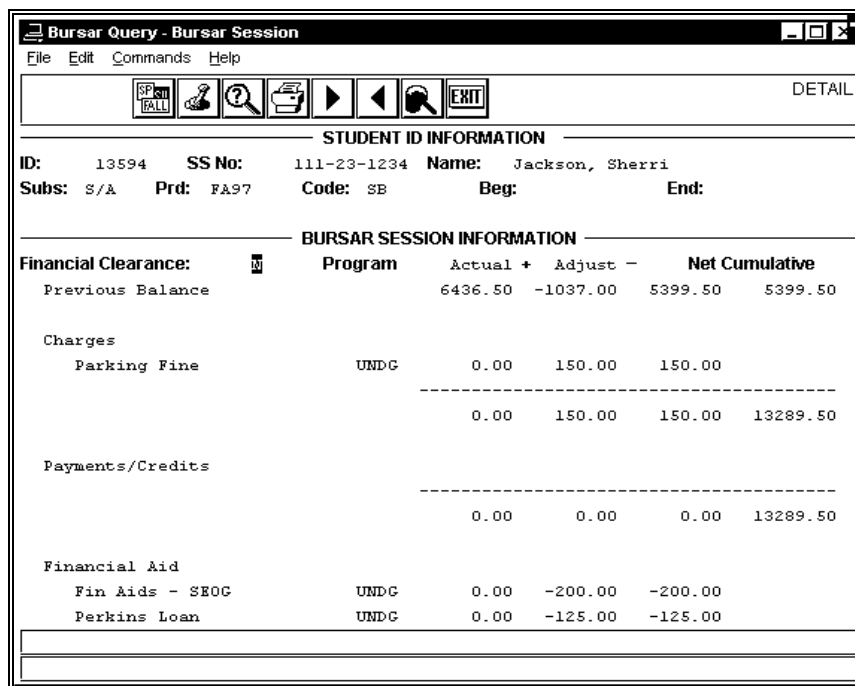
The Bursar Detail screen enables you to view the detailed charges to a student's account for a session.

Access

Access the Bursar Detail screen by selecting **Detail** from the Bursar Session Information screen.

Example

The following is an example of the Bursar Detail screen.



The screenshot shows a window titled "Bursar Query - Bursar Session" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for Print, Help, Find, Copy, Back, Forward, and Exit. The window content is divided into sections:

STUDENT ID INFORMATION

ID: 13594 SS No: 111-23-1234 Name: Jackson, Sherri
Subs: S/A Prd: FA97 Code: SB Beg: End:

BURSAR SESSION INFORMATION

Financial Clearance:	Program	Actual +	Adjust -	Net Cumulative	
Previous Balance		6436.50	-1037.00	5399.50	5399.50
Charges					
Parking Fine	UNDC	0.00	150.00	150.00	
		0.00	150.00	150.00	13289.50
Payments/Credits					
		0.00	0.00	0.00	13289.50
Financial Aid					
Fin Aids - SEOG	UNDC	0.00	-200.00	-200.00	
Perkins Loan	UNDC	0.00	-125.00	-125.00	

Fields and Commands

The Bursar Detail screen contains all the fields, column headings, and commands that appear on the Bursar Session Information screen. See the description of that screen for more information.

Change Title Window

Purpose

The Change Title window enables you to modify the descriptive lines on a report structure.

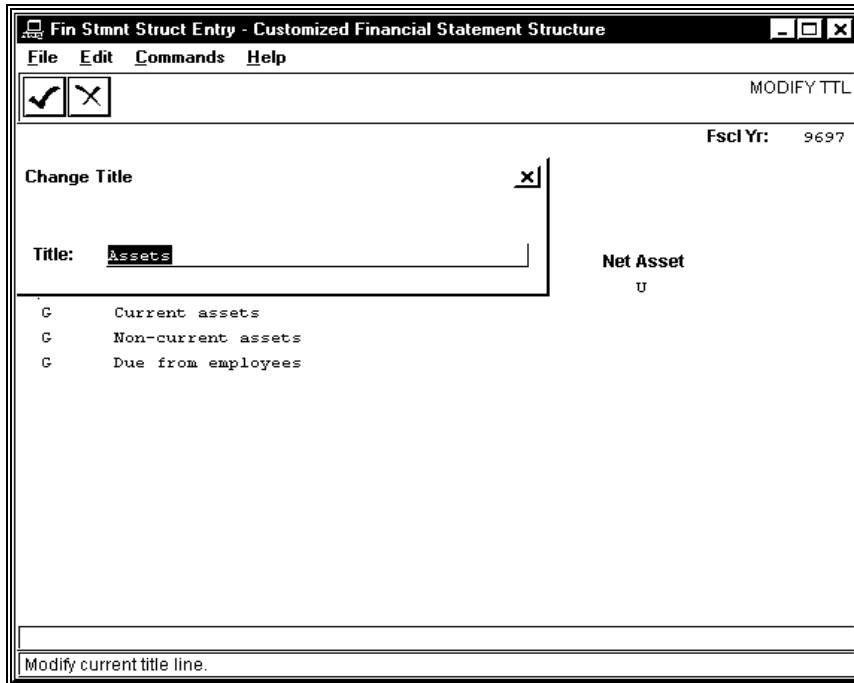
Access

Access the Change Title window as follows:

1. Access the Customized Financial Statement Structure screen.
2. Select **Query**.
3. Locate the report with the title to change.
4. Select **Modify**.
5. Place the cursor on the line that you want to change.
6. Select **Change**.

Example

Following is an example of the Change Title window:



Field

The only field on the Change Title window is for the title. Enter up to 40 characters of description for the line of the report structure.

Commands

The commands that you can use with the Change Title window appear on the underlying Customized Financial Statement Structure screen. The commands are as follows:

Cancel

Removes the Change Title window from the screen, and does not save any changes you entered into the window.

Finish

Removes the Change Title window from the screen, saving the changes you entered in the window.

Closing Fund Balance Record Screen

Purpose

The Closing Fund Balance Record screen enables you to review and change individual Closing Fund Balance records, to ensure that all the closing entries will be correct. To minimize your data entry during the closing process, make sure that you use this screen after you have run the Add Closing Fund Balances process.

Access

Access the Closing Fund Balance Record screen as follows:

1. Access the Period End Processing menu.
2. Select the General Ledger Closing menu.
3. Select the Edit Closing Fund Balances option.

Example

Following is an example of the Closing Fund Balance Record screen. Note that, since this screen enables you to maintain a database record, it appears in a PERFORM screen format (i.e., the type of screen used in Table Maintenance).

```
PERFORM:  Query Next Previous View Add Update Remove Table screen ...
Searches the active database table.          ** 1: clsgfb_rec table**
=====

                CLOSING FUND BALANCE RECORD

                Fiscal Year..[    ]

                Fund Balance Account
                -----

                Fd  Func  Obj   Subf
                [ ][    ][    ][    ]

                Account to be Closed
                -----

                Fd  Func  Obj   Subf
                [ ][    ][    ][    ]
```

Fields

The following is a list of fields that appear on the Closing Fund Balance Record screen and their descriptions.

Account to be Closed

The fund, function, object, and subfund that you want to close (e.g., the expense accounts for each department).

Fiscal Year

The fiscal year to which the closing entries apply (e.g., 9697).

Fund Balance Account

The fund, function, object, and subfund into which you want to close the institution's accounts (e.g., the fund balance account).

Commands

The following is a list of the commands that you can execute from the Closing Fund Balance Record screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add

Enables you to add a Closing Fund Balance record.

Current

Displays the current row of the current table.

Detail

You will not use this command in this PERFORM screen.

Exit

Enables you to exit from the screen.

Master

You will not use this command in this PERFORM screen.

Next

Enables you to view the next record that meets your search criteria.

Output

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page:* Enables you to specify if you want to route the entire group of selected records to the file, or only the page that currently appears on the screen.
- *Unload-format or screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

Previous

Enables you to display the previous record that meets your search criteria.

Query

Enables you to enter search criteria and locate all the records that match your criteria (or enter no search criteria to view all values).

Remove

Enables you to delete a record.

screen

You will not use this command in this PERFORM screen.

Table

You will not use this command in this PERFORM screen.

Update

Enables you to change the information in the record.

View

You will not use this command in this PERFORM screen.

Customized Financial Statement Structure Screen

Purpose

The Customized Financial Statement Structure screen enables you to select commands related to adding or maintaining a financial statement reporting structure. Make sure that you know the reporting requirements of your institution before you begin to add or maintain your reporting structures.

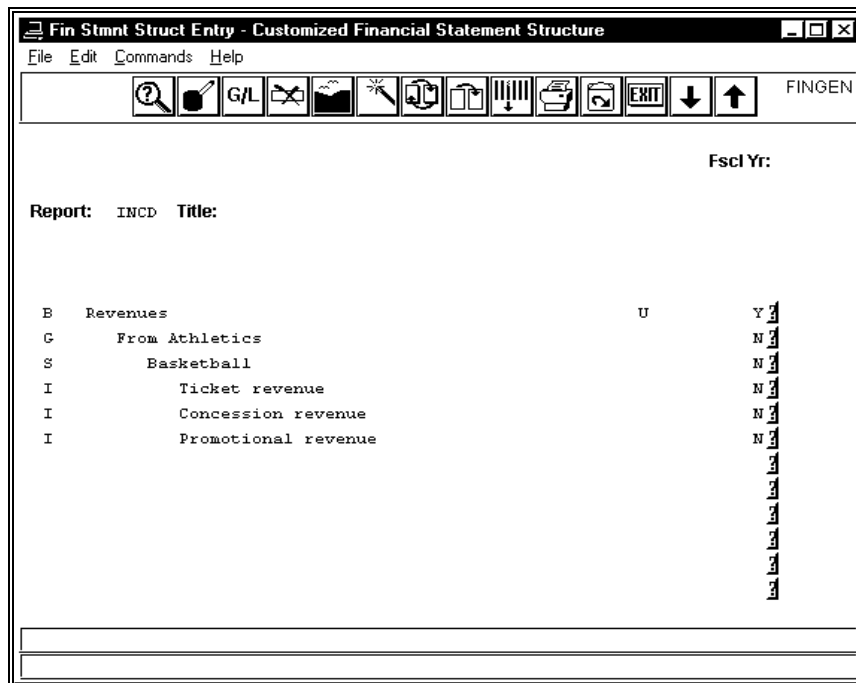
Access

Access the Customized Financial Statement Structure screen as follows:

1. Select Fin Stmt Struct Entry (Financial Statement Structure Entry) from the Accounting: Reports: Financial Statements menu. A Parameter screen appears.
2. Enter the year to which the structure applies, the name of the printer, and the fund code (if you want to include information from a single fund on the report), then select **Finish**.

Example

The following is an example of the Customized Financial Statement Structure screen.



Fields

The following is a list of fields that appear on the Customized Financial Statement Structure screen and their descriptions.

Fsc1 Yr

The fiscal year to which the report applies (e.g., 9697).

Note: The accounts that you can link to the report structure are *only* those accounts that are valid for the year in this field.

Line Titles

The names assigned to each part or line of the structure.

Note: The system displays the titles next to the Type codes when you perform a query.

Net Asset

The Net Asset Indicator associated with the block. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements.

Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Report

The four-character code that identifies the report structure.

Note: You complete this field when performing a query.

Title

The name of the report.

Note: The system displays the contents of this field when you perform a query.

Totals?

A Y/N flag that indicates whether you want to display a total of all the lines associated with the line. For example, if you enter **Y** in the Totals? field associated with Revenue, a total of all revenue will display on the report, immediately after the Promotional Revenue line.

Type

A code that designates the structure level. Valid codes, in the order they appear on the screen, are as follows:

- B (Block)
- G (Group)
- S (Schedule)
- I (Item)

Note: The system displays the codes next to the appropriate lines when you perform a query.

Commands

The following is a list of the commands that you can execute from the Customized Financial Statement Structure screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add

Enables you to create a new report structure.

Audit

Displays the Audit Update/Reconfigure Statement screen so you can correct or resequence a report structure.

Cancel

In G/L Attach or Remove mode, returns you to the previous screen without saving changes.

Copy

Enables you to copy an existing report structure, prompting you to enter a unique new name for the copy.

Exit

Enables you to exit from the program, displaying the CX menu.

Finish

In G/L Attach or Remove mode, returns you to the previous screen, saving your changes.

G/L

Displays a command option pop-up box with the following commands:

- Attach (Enables you to assign accounts to the structure, using the G/L Account Selection screen)
- Modify (Enables you to remove accounts from the structure, using the G/L Account Update screen)
- View (Enables you to view a list of the accounts that are attached to the structure)

Modify

Enables you to change an existing report structure.

Note: You must locate an existing report structure before you can use this command.

Print

Enables you to print a report structure.

Note: You must locate an existing report structure before you can use this command.

Query

Enables you to locate an existing structure.

Remove

Enables you to delete an entire report structure and all its associated lines and accounts.

Totals Updated

Enables you to access the Totals? column on the screen so you can change one or more of the values it contains.

Definition of New Line Window

Purpose

The Definition of New Line window enables you to insert a new line in a report structure or to assign General Ledger accounts to a line.

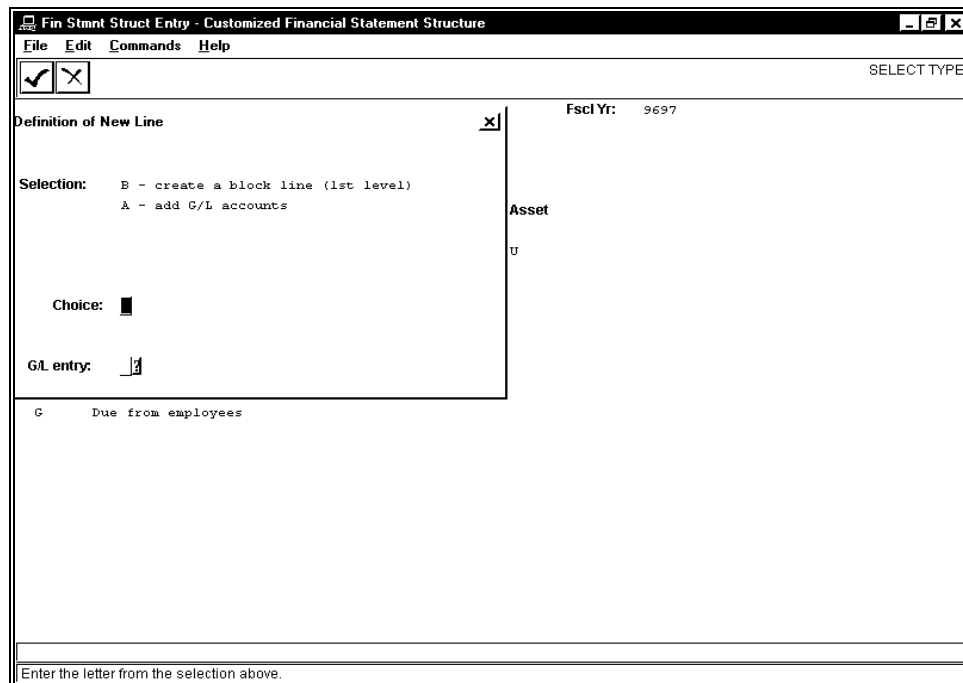
Access

Access the Definition of New Line window as follows:

1. Access the Customized Financial Statement Structure screen.
2. Select **Query**.
3. Locate the report to which you want to make changes.
4. Select **Modify**.
5. Place the cursor on the line that you want to change.
6. Select **Insert**.

Example

Following is an example of the Definition of New Line window.



Fields

The following is a list of fields that appear on the New Line window and their descriptions.

Choice

The letter corresponding to the type of line that you want to insert. Depending on the type of line to which you moved the cursor before you selected Insert to display this window, the types of lines you can add are as follows:

If cursor is on this structure line ...	The selection choices in the window are ...
Block (B)	Block (B) and Group (G)
Group (G)	Group (G) and Schedule (S)
Schedule (S)	Schedule (S) and Item (I)
Item (I)	Schedule (S) and Item (I)

Note: If the Item is followed by another Item, then the selection choices are Item and Add G/L accounts.

G/L entry

A Y/N field that indicates whether you want to permit or prevent account selection during this point in the structure definition.

Commands

The commands that you can use with the Definition of New Line window appear on the underlying Customized Financial Statement Structure screen. The following is a list of the commands that you can execute and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Removes the Definition of New Line window from the screen, and does not save any changes you entered into the window.

Finish

Removes the Definition of New Line window from the screen, saving the changes you entered in the window.

Document Query Screen

Purpose

The Document Query screen displays a list of documents that match your document search criteria.

Access

Access the Document Query screen as follows:

1. Access the Accounting Query Parameter screen
2. Perform a document query
3. Enter search criteria
4. Choose **Execute** and the Document Query screen appears when several documents match your search criteria

Note: When only one document matches your search criteria, the system displays the Account Entry screen.

Example

Following is an example of the Document Query screen.

The screenshot shows a window titled "Accounting Query - Document G/L Entry". It has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with icons for search, refresh, and other functions. The main area displays search criteria and a list of results.

Search Criteria:

Fiscal:	Year	Month:	Beg - End	Type	Status	Text	Stop after:
9596			BAL - CLS	ACT	A	DESC	100

Additional search criteria: Fd Func Obj Subf Ref Begin End/Ent Ent Doc Begin # End #

Results Table:

Doc no	Ent	Prd	Fr	Pay no	Doc id	Description/Name	Cash amt	S
a	201000	AINV	JULY		17952	Alphabet Soup	\$ 0.00	P
b	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
c	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
d	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
e	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
f	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
g	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
h	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
i	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
j	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P
k	201017	AINV	JULY		1586	Phillip Tudor	\$ 0.00	P

Enter Option: █

29 general ledger entries found. (Rejected: 490 prd, 60 amt type)

Fields

The following is a list of fields that appear on the Document Query screen and their descriptions.

a - l

Letters that enable you to select the corresponding document for further review.

Cash amt

The total amount of cash involved in the transaction.

Note: The amount is "0" if the cash amounts are for offsetting transactions.

Description/Name

The name of the company or person to whom the document pertains, or a description of the purpose of the document.

Doc id

The ID number of the company or person to whom the document pertains.

Doc no

The document number (e.g., a check or purchase order number) that identifies the information on the line.

Ent

The entry type (e.g., CASH for cash transactions, or INV for invoice transactions).

Fr

The form of payment used (e.g., check (CK) or Visa charge card (VISA)).

Pay no

The number on the form of payment (e.g., the number on a check or the VISA charge card number).

Prd

The posting period in which the entry occurred.

S

The status of the transaction. Valid values include the following:

- P (Posted)
- R (Removed)
- S (Summarized)
- V (Void)

Commands

The following is a list of the commands that you can execute from the Document Query screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Displays the previous screen of documents that meet your search criteria.

Exit acquery

Displays the Accounting Main menu.

Forward

Displays the next screen of documents that meet your search criteria.

Output

Prints the screen contents, using the printer you selected when you first accessed Accounting Query.

Parameter

Enables you to access and change the information that appears on the first line of the screen.

Query

Enables you to access and change the information that appears on the second line of the screen.

Re-execute

Clears the information from the system's memory and performs the query again.

Search

Enables you to search for information that matches your query criteria when the information does not appear on the current screen.

Subs

Finds subsidiary transactions under a particular account.

Edit Checking for Closing Program Screen

Purpose

The Edit Checking for Closing Program screen enables you to review and correct any closing entries that contain accounts with different Net Asset Indicators. For example, if you attempt to close a P (Permanently Restricted) account into a U (Unrestricted) or T (Temporarily Restricted) account, the Edit Checking for Closing Program screen displays the entry. On this screen, you can change the account number for either account so that the Net Asset Indicators are consistent within the entry.

Access

Access the Edit Checking for Closing Program screen as follows:

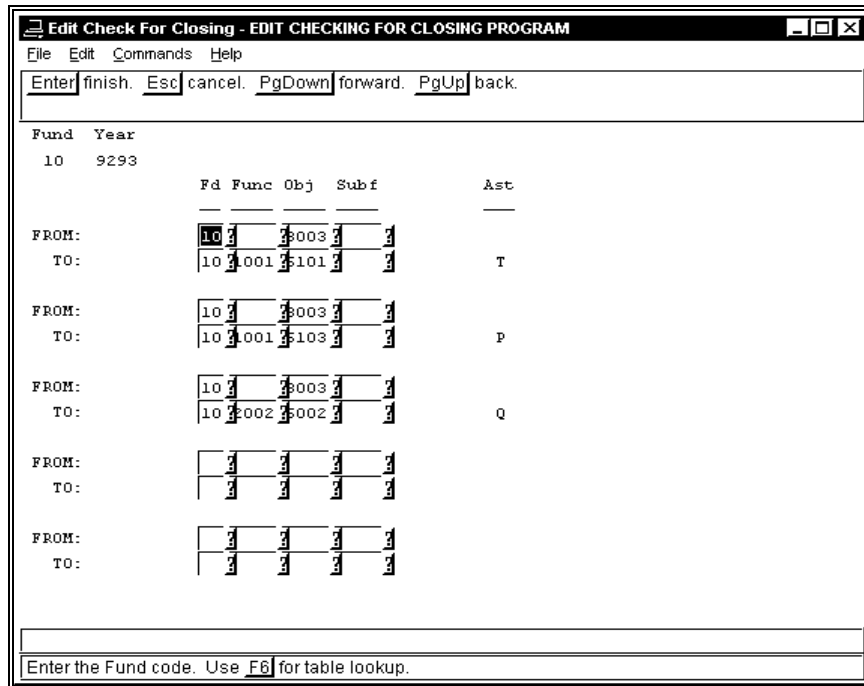
1. Choose the Period End Processing option
2. Enter password
3. Access the General Ledger Closing menu
4. Select the Edit Check for Closing Option
5. Enter the fiscal year (e.g., 9697) and the fund code
6. Select **Execute**.

Example (1)

Following is an example of the Edit Checking for Closing Program screen.

Fund	Year	Fd	Func	Obj	Subf	Ast
10	9293					
FROM:		10		3003		
TO:		10	1001	6101		T
FROM:		10		3003		
TO:		10	1001	6103		P
FROM:		10		3003		
TO:		10	2002	6002		Q
FROM:						
TO:						
FROM:						
TO:						

Example (2)



Fund	Year	Fd	Func	Obj	Subf	Ast
10	9293					
FROM:		10	0003			
TO:		10	001	101		T
FROM:		10	0003			
TO:		10	001	103		P
FROM:		10	0003			
TO:		10	002	002		Q
FROM:						
TO:						
FROM:						
TO:						

Enter the Fund code. Use F6 for table lookup.

Fields

The following is a list of fields that appear in the Edit Checking for Closing Program screen and their descriptions.

Ast

The Net Asset Indicator for the transaction.

Fd/Func/Obj/Subf

The account number fields for the entries on the screen.

From

The account that you want to close (e.g., a revenue or expense account).

Fund

The fund code for which you want to review closing entries.

To

The account into which you want to close the "From" account (e.g., a fund balance account).

Year

The fiscal year for which you want to review closing entries (e.g., 9697).

Commands

The following is a list of the commands that you can execute from the Edit Checking for Closing Program screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Back

In Correction mode, enables you to view the previous screen of closing entries.

Cancel

In Correction mode, ignores your changes and changes the command line.

Correct

Places the program in Correction mode, so you can change the accounts in the closing entries.

Exit

Displays the General Ledger Closing menu.

Finish

In Correction mode, saves your changes and changes the command line.

Forward

In Correction mode, enables you to view the next screen of closing entries.

Scroll down

Enables you to view the next screen of closing entries.

Scroll up

Enables you to view the previous screen of closing entries.

Financial Report Format Tables Screen

Purpose

The Financial Report Format Tables screen enables you to enter columnar information for report structures.

Access

Access the Financial Report Format Tables screen as follows:

1. Select Fin Rpt Format Entry from the Fiscal Management: Accounting: Reports: Custom Financial Statements menu. A parameter screen appears.
2. Specify the printer you want to use, then select **Finish**.

Example

Following is an example of the Financial Report Format Tables screen.

Col Header	Opr Columns	FsYr	Beg	End	Sets	Atyp Net
1	Beginning	9596	BAL	BAL		ACT U
2	1st qtr	9596	JUNE	AUG		ACT U
3	2nd qtr	9596	SEPT	NOV		ACT U
4	3rd qtr	9596	DEC	FEB		ACT U
5	4th qtr	9596	MAR	MAY		ACT U

Fields

The following is a list of fields that appear on the Financial Report Format Tables screen and their descriptions.

Atyp

The amount type you want to display in the column (i.e., ACT, BGT, or ENC).

Beg

The first accounting period you want to display in the column (e.g., JAN, ADJ, or BAL).

Col

The system-generated number associated with the column. This field is display-only.

Columns

The columns on which you want to perform the calculation in order to compute the amount to place in the designated column. You must enter the column numbers in the order in which the calculation is to be performed. For example, if you want the sum of columns 1 and 2 to display in column 3, the entry for column 3 would contain 1,2 in the Columns field. However, if you want the result of the calculation *column 2 - column 1* to appear in column 3, the entry for column 3 would contain 2,1 in the Columns field.

End

The last accounting period you want to display in the column (e.g., JAN, ADJ, or BAL). If you want to display only one month's accounting activity, define this period with the same value as the Beg field.

Format

The format code (e.g., COMP) associated with the report structure and the column definitions. You may have an unlimited number of format codes associated with a single report structure.

(Format) Title

The name of the format (e.g., Comparative Periods).

FsYr

The fiscal year to display in the column (e.g., 9697).

Header

The ten-character title for the column.

Net

The Net Asset flag associated with the line (i.e., U, T, or P).

Opr

The mathematical operation you want to perform on the columns. The operations are performed sequentially on the columns you specify in the Columns field. Valid operations (and examples based on the values 1,2 in the Columns field) are:

- + Sum (e.g., to place the total of columns 1 and 2 in the designated column)
- Difference (e.g., to place the difference between columns 1 and 2 in the designated column)
- % Percentage (e.g., to compute column 1 as a percentage of column 2 and place the value in the designated column)
- d Percentage difference (e.g., to place the variance between columns 1 and 2 in the designated column)
- t total (e.g., to place the sum of all columns in the designated column)

Report

The report code (e.g., INC) associated with the format. You define report codes and structures in the Customized Financial Statement Structure screen.

(Report) Title

The name of the report, as defined in the Customized Financial Statement Structure screen. This field is display-only.

Sets

The account sets you want to display in the column. You define account sets in the Financial Set Table screen.

Commands

The following is a list of the commands you can execute from the Financial Report Format Tables screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add

Places the screen in Add mode so you can enter information about a new report format.

Add line

In Add or Modify mode, opens a blank line on the screen into which you can enter information about a column.

Back

In Add or Modify mode, displays the previous screen of information.

Cancel

Exits the screen from the current mode, discarding any changes.

Delete line

In Add or Modify mode, deletes the current line on the screen.

Exit

Closes the program, and displays the Custom Financial Statements menu.

Finish

Exits the screen from the current mode, saving changes.

Forward

In Add or Modify mode, displays the next screen of information.

Modify

Places the screen in Modify mode so you can change information about an existing report format that you have located through query.

Print

Produces printed output of the report structure and columns.

Query

Places the screen in Query mode so you can locate information about an existing format.

Remove

Deletes a specific report/format combination.

Fiscal Calendar Information Window

Purpose

The Fiscal Calendar Information Window enables you to locate a valid fiscal calendar record that meets your specific subsidiary/year/month/date/period search criteria.

Access

Access the Fiscal Calendar Information Window screen as follows, starting from the Accounting Query Parameter screen:

1. Select **saquery**. The Subsidiary Query Parameter screen appears.
2. Position the cursor in either the Beginning or Ending Date field.
3. Select **Fiscal Period/date Help**.
4. Enter query information.

Example

Following is an example of the Fiscal Calendar Information Window.

The screenshot shows a window titled "Accounting Query - Fiscal Calendar" with a menu bar (File, Edit, Commands, Help) and a toolbar. The main area displays a table of fiscal calendar records. The table has columns for Subs, Amt, Type, Beg date, End date, Trs, Bal, Text, Stop after, and Level. Below this, there is a section titled "Fiscal calendar lookup" with a table of records. The records are listed with options a through j, each with a corresponding amount and date range.

Subs	Amt	Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level
ALL	ALL		-		A	A	DESC	100	ACC

Fiscal calendar lookup							
Subs	Year	Month	Beg Date	End date	Period		
Look for:							
Subs	Amt	Year	Mon	Beg Date	End date	Period	Per #
a	A/P	ACT	8485	07/01/1984	06/30/1985	848500	0
b	A/P	ACT	8586	07/01/1985	06/30/1986	858600	0
c	A/P	ACT	8687	07/01/1986	06/30/1987	868700	0
d	A/P	ACT	8788	07/01/1987	06/30/1988	878800	0
e	A/P	ACT	8889	07/01/1988	06/30/1989	888900	0
f	A/P	ACT	8990	07/01/1989	06/30/1990	899000	0
g	A/P	ACT	9091	07/01/1990	06/30/1991	909100	0
h	A/P	ACT	9192	07/01/1991	06/30/1992	919200	0
i	A/P	ACT	9293	07/01/1992	06/30/1993	INV	0
j	A/P	ACT	9394	07/01/1993	06/30/1994	939400	0

Enter Option: █

1131 fiscal calendar records found.

Fields

The following is a list of fields that appear on the Fiscal Calendar Information Window.

Amt

The amount type (e.g., ACT for Actual, or ALL for all).

Beg Date

The beginning effective date of the fiscal calendar period.

End Date

The ending effective date of the fiscal calendar period.

Look for:

The line on which you enter the search criteria you want to use for the fiscal calendar query.

Month

The month for which you are performing your query.

Per #

The accounting period in which the fiscal calendar period occurs.

Period

The fiscal period name.

Subs

The subsidiary for which you want to locate a fiscal calendar (e.g., S/A for Student Accounts).

Year

The academic or fiscal year for which you want to locate a fiscal calendar (e.g., 9697).

Commands

The following is a list of the commands that you can execute from the Fiscal Calendar Information Window and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Enables you to view the previous screen of entry information, if all the information does not fit on a single screen.

Forward

Enables you to view the next screen of entry information, if all the information does not fit on a single screen.

Param screen

Displays the Subsidiary Query Parameter screen without selecting a date from the Fiscal Calendar Information Window.

Note: Allowing for keystroke preferences, two methods exist to execute commands.

Retry fiscal query

Enables you to enter different search criteria so you can display different Fiscal Calendar information.

General Ledger Account Records Screen

Purpose

The General Ledger Account Records screen enables you to change the usage of the accounts at your institution. Specifically, you can terminate the use of accounts at the end of a fiscal year before you perform year-end processing.

Access

Access the General Ledger Account Records screen by:

1. Selecting the G/L Maintenance menu
2. Entering a password.
3. Choosing the Update G/L Accounts option

Example

Following is an example of the General Ledger Account Records screen. Note that, since this screen enables you to maintain a database record, it appears in a PERFORM screen format (i.e., the type of screen used in Table Maintenance).

```

PERFORM:  Query Next Previous View Add Update Remove Table screen ...
Shows the next page of the form.                ** 1: gla_rec table**
=====
                                GENERAL LEDGER ACCOUNT RECORDS

Account Number...[10][1003][6000][      ]      Net Asset...[ ]

                                Allow Journal Entry
                                -----
Fiscal Year.....[9495]                AC - [Y]   JC - [Y]
Cash Account....[N]                    AP - [Y]   PC - [Y]
Summarized Acct..[N]                   AR - [Y]   PD - [Y]
Terminated Acct..[N]                   BG - [Y]   PR - [Y]
Subsidiary Code..[      ]              CH - [Y]   PS - [Y]
Prior Acct No....[      ]              CK - [Y]   QC - [N]
Desc Line 1.....[Current - Un/Biology Dept ] DA - [Y]   SA - [Y]
Desc Line 2.....[Salaries /              ] FA - [Y]   SB - [Y]
    
```

Fields

The following is a list of fields that appear on the General Ledger Account Records screen and their descriptions.

Account Number

The fund, function, object, and subfund codes that compose the account number.

Allow Journal Entry

Y/N flags that indicate whether the users at your institution can use the account in the specified journal type. For example, if the account is valid for the Donor Accounting journal, enter **Y** in the brackets next to the DA field. The pre-defined journal entry types are as follows:

- AC (Accounting)
- AP (Accounts Payable)
- AR (Accounts Receivable)
- BG (Budget)
- CH (Cashier)
- CK (Check Posting)
- DA (Donor Accounting)
- FA (Financial Aid)
- JC (Job Counting)
- PC (Purchasing)
- PD (Payroll Cash Disbursement)
- PR (Payroll)
- PS (Personnel)
- QC (Quick Check)
- SA (Student Accounts)
- SB (Student Billing)

Note: CX does not currently use the AR, JC or PS journals. Your institution can use these types for your own purposes.

Cash Account

A Y/N flag that indicates whether the account is a cash account.

Desc Line 1

A 24-character field that describes the account and its usage.

Desc Line 2

A second 24-character field that describes the account and its usage.

Fiscal Year

The year (e.g., 9697) to which the account applies.

Net Asset

A code that indicates whether charges to the account are permanently restricted (P), temporarily restricted (T), or unrestricted (U), in accordance with FASB 117.

Prior Acct No

The former account number, if any.

Subsidiary Code

The subsidiary to which the account applies, if any.

Summarized Acct

A Y/N flag that indicates whether you want the account to be summarized in the last entry of the journal.

Terminated Acct

A Y/N flag that indicates whether you terminated the account for the specified fiscal year.

Commands

The following is a list of the commands that you can execute from the General Ledger Account Records screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add

Enables you to add a Closing Fund Balance record.

Current

Displays the current row of the current table.

Detail

Selects a detail table of the current table.

Exit

Enables you to exit from the screen.

Master

Selects the master table of the current table.

Next

Enables you to view the next record that meets your search criteria.

Output

Enables you to route the screen contents to a file. When you use this command, the system displays the following prompts:

- *Enter output file:* Enables you to specify the name of the file to which you want to route the output.
- *Append or create:* Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- *Current-list or One page:* Enables you to specify if you want to route the entire group of selected records to the file, or only the page that currently appears on the screen.
- *Unload-format or screen-format:* Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

Previous

Enables you to display the previous record that meets your search criteria.

Query

Enables you to enter search criteria and locate all the records that match your criteria (or enter no search criteria to view all values).

Remove

Enables you to delete a record.

Screen

Displays the next page of the form.

Table

Displays the current table.

Update

Enables you to change the information in the record.

View

You will not use this command in this PERFORM screen.

G/L Account Selection Screen

Purpose

The G/L Account Selection screen enables you to link accounts to a financial reporting structure. It displays all the accounts that you use at your institution. Make sure that you know the accounts that you want to include in the report structure before you begin to use this screen.

Access

Access the G/L Account Selection screen as follows, starting at the Customized Financial Statement Structure screen:

1. Select **Add** to create a new report structure, or **Query** to locate an existing structure.
2. Enter **Y** in the G/L Entry field, then enter **Y** in the G/Ls Next field on one of the following screens:
 - Block Entry screen
 - Group Entry screen
 - Schedule Entry screen
3. Enter **Y** in the G/L entry field on the Block Entry screen, then complete all the parts of the structure. When you finish entering information in the Item Entry screen, the G/L Account Selection screen appears automatically.

Example

Following is an example of the G/L Account Selection screen.

The screenshot shows a window titled "Fin Stmt Struct Entry - Customized Financial Statement Structure". The menu bar includes "File", "Edit", "Commands", and "Help". The toolbar contains icons for checkmark, close, arrow down, arrow up, list, search, and refresh. The window title is "G/L Account Selection" and "FscI Yr: 9899".

Report : BALS Title: Balance Sheet
 Block : Liabilities Net Asset:
 Group : Vehicle Loans
 Schedule: Athletic Transportation
 Item : Bus

New	Slct	Set	Fd	Func	Obj	Subf	NtAst
					01	1001	
	N				01 0000 0872 00		U
	N				10		
	N				10	1000	
	N				10	1001	U
	N				10	1005	U
*	N				10	1006	

G/L Description: CurFd-Unrest/
 Cash-First N/

Enter 'Y' to select G/L account on that line.

Fields

The following is a list of fields that appear in the G/L Account Selection screen and their descriptions.

Fd

The fund associated with the account.

Note: This field is display-only.

Func

The function code associated with the account.

Note: This field is display-only.

NtAst

The Net Asset flag associated with the account.

Note: This field is display-only.

Obj

The object code associated with the account.

Note: This field is display-only.

Slct

A Y/N flag that indicates whether you want to include an account in the selected structure.

Note: The default is N, indicating that you do not want to select the account.

Subf

The subfund code associated with the account.

Note: This field is display-only.

Commands

The following is a list of the commands that you can execute from the G/L Account Selection screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Back

Displays the previous screen of accounts.

Cancel

Displays the prompt, "Abort previous selections? Yes/No." If you enter **Y**, the program displays the screen from which you accessed the G/L Account Selection screen. If you enter **N**, the program displays the G/L Account Selection screen again.

Finish

Displays the prompt, "Update selections? Yes/No." If you enter **Y**, the program links the accounts that you selected, and displays the Customized Financial Statement Structure screen. If you enter **N**, the program displays the G/L Accounts Selection screen again.

Forward

Displays the next screen of accounts.

Select

Enters a **Y** in the Slct field, linking it to the selected structure.

G/L Account Update Screen

Purpose

The G/L Account Update screen enables you to delete accounts from a financial report structure by displaying all the accounts that you previously linked to the structure. From the displayed accounts, you can mark as many accounts as desired for deletion from the report line. Make sure that you know the name of the structure and the exact accounts that you want to remove before you begin to use this screen.

Access

Access the G/L Account Update screen as follows, starting from the Customized Financial Statement Structure screen:

1. Select **Query** to locate the report from which you want to remove accounts. The report structure displays on the screen.
2. Select **G/L**. A drop-down command box appears.
3. Select **Modify**.
4. Select the report line from which you want to remove accounts, then choose **Select**. The G/L Account Update screen appears.

Example

Following is an example of the G/L Account Update screen.

The screenshot shows a window titled "Fin Stmt Struct Entry - Customized Financial Statement Structure". The menu bar includes "File", "Edit", "Commands", and "Help". Below the menu bar are several icons: a checkmark, an 'X', a downward arrow, an upward arrow, and a vertical bar with three downward arrows. The text "MODIFY ACCT" is visible in the top right corner.

The main area is titled "G/L Account Update" and displays the following information:

FscI Yr: 9899

Report : BALO Title: New Balance Sheet
Block : Liabilities Net Asset
Group : Vehicle Loans
Schedule: Trucks
Item : Dump Truck

Rmv	Set	Fd	Func	Obj	Subf	NtAst
<input type="checkbox"/>	<input type="checkbox"/>		01	0872	23	
<input type="checkbox"/>	<input type="checkbox"/>		01	0872	24	
<input type="checkbox"/>	<input type="checkbox"/>		01	1110	23	
<input type="checkbox"/>	<input type="checkbox"/>			1110		
<input type="checkbox"/>	<input type="checkbox"/>		01	1110	24	
<input type="checkbox"/>	<input type="checkbox"/>		01	1110	25	
<input type="checkbox"/>	<input type="checkbox"/>					

Below the table is a section labeled "G/L Description:" with a blank space for input.

The bottom of the window features a taskbar with icons for "Mi...", "E...", "Li...", "Mi...", "Mi...", "R...", "Q...", "C...", "P...", and "F...".

Fields

The following is a list of fields that appear on the G/L Account Update screen and their descriptions.

Fd

The fund associated with the account.

Note: This field is display-only.

Func

The function code associated with the account.

Note: This field is display-only.

NtAst

The Net Asset Indicator associated with the account.

Note: This field is display-only.

Obj

The object code associated with the account.

Note: This field is display-only.

Slct

A Y/N flag that indicates whether you want to delete an account from the selected structure.

Note: The default is N, indicating that you do not want to remove the account.

Subf

The subfund code associated with the account.

Note: This field is display-only.

Commands

The following is a list of the commands that you can execute from the G/L Account Update screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Back

Displays the previous screen of accounts linked to the structure.

Cancel

Displays the prompt, "Abort previous selections? Yes/No." If you enter **Y**, the program displays the Customized Financial Statement Structure screen. If you enter **N**, the program displays the G/L Account Update screen again.

Finish

Displays the prompt, "Update selections? Yes/No." If you enter **Y**, the program deletes the accounts that you selected, and displays the Customized Financial Statement Structure screen. If you enter **N**, the program displays the G/L Accounts Selection screen again.

Forward

Displays the next screen of accounts linked to the structure.

Select

Enters a **Y** in the Slct field, selecting it for deletion.

G/L Parameter Screen

Purpose

The G/L Parameter screen enables you to activate account numbers after your account components have been set up.

Access

Access the G/L Parameter screen by:

1. Selecting the Accounting menu
2. Selecting the Journal Processing menu
3. Selecting Accounting Entry
4. On the Voucher screen, select the General Ledger command.

Example

Following is an example of the G/L Parameter screen.

Fd	Func	Obj	Subf	Ast	Fsc1	Yr	Subsidiary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

First Description	Second Description
<input type="text"/>	<input type="text"/>

Prior Account Number	Summarize	Cash Acct	Acct Terminated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Journals Allowed	
AC - <input type="text"/>	JC - <input type="text"/>
AP - <input type="text"/>	PC - <input type="text"/>
AR - <input type="text"/>	PD - <input type="text"/>
BC - <input type="text"/>	PR - <input type="text"/>
CH - <input type="text"/>	PS - <input type="text"/>
CK - <input type="text"/>	QC - <input type="text"/>
DA - <input type="text"/>	SA - <input type="text"/>
FA - <input type="text"/>	SB - <input type="text"/>

Enter the Fund code. Use F6 for table lookup.

Fields

The following is a list of fields that appear on the G/L Parameter screen and their descriptions.ppp

Ast

The Net Asset Indicator associated with the account. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements.

Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Fd

The fund associated with the selected account.

First Description

The short description of the account.

Fscl Yr

The year for which you are establishing the account.

Func

The function code associated with the selected account.

Obj

The object code associated with the selected account.

Prior Account Number

The account number used by a previous accounting system to track this accounting information.

Second Description

A continuation of the First Description, for use on reports on which more space is available for text.

Subsidiary

The subsidiary (e.g., S/A, W/P, or A/P) to which the account relates, if applicable.

Subf

The subfund code associated with the selected account.

Summarize

A Y/N flag indicating whether all the entries in a particular journal are to be summarized inot one entry for reporting purposes. Usually cash and studen account subsidiary entries are summarized.

Cash Acct

A Y/N flag used to designate cash accounts for various entries and cash reports.

Acct Terminated

A Y/N flag indicating whether an account is to be terminated after you have zeroed the balance. After an account is terminated, no one can post to it for the remainder of the year.

Journals Allowed

Y/N flags identifying which journals have permission to post to this account.

Commands

The following is a list of the commands that you can execute from the G/L Parameter screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Displays the Accounting: Audit menu, without executing any processes.

Execute

Executes General Ledger Audit, or General Ledger Audit with Update.

Help

Displays a help screen for the General Ledger Audit process.

G/L Report Screen

Purpose

The G/L Report screen enables you to specify processing parameters for General Ledger Audit or General Ledger Audit and Update.

Access

Access the G/L Report screen by:

1. Selecting the Accounting menu
2. Selecting the Period End Processing menu
3. Entering a password
4. Selecting the General Ledger Closing option
5. Selecting the Audit menu
6. Selecting either the G/L Report option or the G/L Report and Update option

Example

Following is an example of the G/L Report screen.

Note: The G/L Report screen is the same as the G/L Report and Update screen; only the titles differ. However, G/L Report produces a report and G/L Report and Update changes records. For more information about the screen and its use, see *Performing Year-End Processing* in this guide.

The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar are three icons: a checkmark, an 'X', and a question mark. On the right side of the window, there is a "Run Option:" label. The main area of the window is titled "G/L REPORT" and contains the following fields:

- Fiscal Year: 9899
- Amount Type: ACT
- Period: (empty)
- Cash Balance: Y

Below these fields is a label "Users....." followed by a horizontal line and a vertical cursor. At the bottom of the main area, there is a message: "Cash Balance Update must be used with a fiscal period of ALL." At the very bottom of the window, there is a footer: "Enter the fiscal year. Use F6 for table lookup."

Fields

The following is a list of fields that appear on the G/L Report screen and their descriptions.

Amount Type

The amount type for which you want to perform the General Ledger Audit (e.g., ALL, ACT).

Cash Balance

A Y/N flag that indicates whether you want the General Ledger Audit to verify the Document table's cash balance.

Note: You can only set this value to **Y** when you specify a Period of ALL.

Fiscal Year

The year for which you want to perform the General Ledger Audit (e.g., 9596).

Period

The period for which you want to perform the General Ledger Audit (e.g., ALL, JAN).

Run Claim on Cash

A Y/N flag that indicates whether you want the General Ledger Audit program to process at the transaction level for entries generated by Claim on Cash.

Note: For more information about Claim on Cash setup, see *General Ledger Technical Manual*.

Users

The login names of CX users to whom you want the program to send the audit results.

Note: General Ledger Audit sends all the results of the audit to you in electronic mail.

Commands

The following is a list of the commands that you can execute from the G/L Report screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Displays the Accounting: Audit menu, without executing any processes.

Execute

Executes General Ledger Audit, or General Ledger Audit with Update.

Help

Displays a help screen for the General Ledger Audit process.

G/L Specific Selection Screen

Purpose

The G/L Specific Selection screen enables you to select specific accounts for inclusion on a line of a report structure. You can also specifically exclude some accounts from a line using this screen.

Access

Access the G/L Specific Selection screen as follows, starting at the Customized Financial Statement screen:

1. Select **G/L**.
2. Move the cursor to the desired line of the structure.
3. Click **Select**, then click **Match**.

Example

Following is an example of the G/L Specific Selection screen.

The screenshot shows a window titled "Fin Stmt Struct Entry - Customized Financial Statement Structure". The window has a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar are three icons: a checkmark, an 'X', and a question mark. The text "GL SELECT" is visible in the top right corner. The main area is divided into sections: "G/L Account Selection" with "Fsci Yr: 9899" on the right; "G/L Specific Selection" with a table of columns: "Fd Func Obj", "Subf", and "Auto Selection". Below this is a row of input fields: "New Slct Set Fd Func Obj" and "Subf NtAst". At the bottom, there are two "G/L Description:" labels, with the second one containing the text "CurFd-Unrest/" and "Cash-First N/". A text box at the very bottom contains the prompt "Enter the Fund selection."

Fields

The following is a list of fields that appear on the G/L Specific Selection screen and their descriptions.

Auto Selection

A Y/N flag indicating whether you want to select or exclude all the accounts entered on this screen.

Fd

The fund associated with the selected account.

Func

The function code associated with the selected account.

Obj

The object code associated with the selected account.

Nt Ast

The Net Asset Indicator associated with the account. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Set

The account set you want to associate with the structure. You define account sets using the Fin Set Table menu option.

Slct

A Y/N flag indicating whether you want to include (Y) or exclude (N) the specified account.

Subf

The subfund code associated with the selected account.

Commands

The following is a list of the commands that you can execute from the G/L Specific Selection screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

If you have already selected some accounts, displays the prompt, "Abort previous selection? Yes/No." If you enter **Y**, the previous screen appears. If you enter **N**, the G/L Specific Selection screen appears again, and displays your selections.

Finish

Saves the information you entered for this group-line and displays the previous.

Help

Displays a window showing how you can mask accounts for selection.

Group Entry Screen

Purpose

The Group Entry screen enables you to enter a name for a group in a financial reporting structure.

Access

Access the Group Entry screen as follows, starting at the Customized Financial Statement Structure screen:

1. Select **Add** to create a new report structure, or select **Query** to locate an existing structure.
2. Enter the general report information, then select **Finish**.
3. Complete the Block Entry screen, entering **N** in the G/Ls Next field. The Group Entry screen appears automatically.

Example

Following is an example of the Group Entry screen.

The screenshot shows a software window titled "Fin Stmt Struct Entry - Customized Financial Statement Structure". At the top, there is a menu bar with "File", "Edit", "Commands", and "Help". Below the menu bar is a toolbar with a checkmark icon, an "X" icon, and a button labeled "ADD GROUP". The main area is titled "Group Entry" and contains the following information:

- FscI Yr:** 9899
- Report:** BALO **Title:** New Balance Sheet
- G/L entry?:** N
- Block:** Assets **Net Asset:** U

Below this information is a table with three columns: "Group Title", "G/Ls Next?", and "Totals?". The "G/Ls Next?" column contains the value "N". The "Totals?" column contains a vertical stack of "3" characters. The rows in the table are:

Group Title	G/Ls Next?	Totals?
Current assets	N	3
Non-current assets		3
Due from employees		3
		3
		3
		3
		3
		3
		3
		3
		3

At the bottom of the window, there is a text box with the label "Enter a new group title."

Fields

The following is a list of fields that appear on the Group Entry screen and their descriptions.

Block

The title for the block to which the groups are associated. For example, the asset groups of Current assets, Non-current assets, and Due from employees are all associated with the Assets block.

Fscl Yr

The fiscal year to which the report structure is associated.

G/L entry?

A Y/N flag that indicates whether you want to permit the linking of accounts to the structure at this time.

Note: If you enter **N** in this field, the program displays the structure screens sequentially without providing you access to the General Ledger Account Selection screen.

G/Ls Next?

A Y/N flag that indicates whether you want to link General Ledger accounts to the group. If you enter **Y**, the G/L Account Selection screen appears. If you enter **N**, the Schedule Entry screen appears.

Group Title

The name for this group line in the structure.

Net Asset

The Net Asset Indicator associated with the selected block. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Report

The four-character user-defined code that designates the report structure.

Title

The free-format name of the report structure that appears at the top of the printed report.

Totals?

A Y/N flag that indicates whether you want to display a total of all the lines associated with the group. For example, if you enter **Y** in the Totals? field associated with Current assets, a total of all revenue will display on the report, just above the beginning of the Non-current assets lines.

Commands

The following is a list of the commands that you can execute from the Group Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Displays the prompt, "Are you done? Yes/No." If you enter **Y**, the previous screen appears. If you enter **N**, the Group Entry screen appears again.

Finish

Saves the information you entered for this group-line and displays the Schedule Entry screen.

Fields

The following is a list of fields that appear on the Interactive Filepost screen and their descriptions.

Author

The source of the files that are available for posting.

Default Posting Date

The date the system will use to record the file posting. You can override this posting date, if desired, using the Post Date field on each detail file line.

Default Posting Period

The posting period the system will use to record the file posting. You can override this period, if desired, using the Period field on each detail file line.

Doc no

The document type and number, if any, associated with the file to be posted.

File date

The date on which the available file was created.

Filename

The name of the available file.

Jrnl

The type of journal to which the file will be posted.

Period

If entered, the posting period the system will use to record the file posting. Otherwise, the system will post the file using the Default Posting Period.

Post

A Y/N flag indicating whether you want to post the file during the current Filepost session.

Post Date

If entered, the date the system will use to record the file posting. Otherwise, the system will post the file using the Default Posting Date.

Prior

The order in which the files will be posted. The lower the number, the earlier the file will be posted.

Time

The time at which the file was created.

Commands

The following is a list of the commands that you can execute from the Interactive Filepost screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort Filepost

Causes the Filepost program to close without posting any selected files.

Change Defaults

Activates the Default Posting Date and Default Posting Period fields so you can update them.

Down

Moves the cursor to the next row of available files.

Execute

Saves the information you entered for this item line, and displays the G/L Account Selection screen.

Page Backward

Moves the cursor to the previous screenful of available files.

Page Forward

Moves the cursor to the next screenful of available files.

Switch Y/N

Changes the Post flags from their current value (either Y or N) to the opposite value for all the files on the available file list.

Up

Moves the cursor to the previous row of available files.

Item Entry Screen

Purpose

The Item Entry screen enables you to enter a name for an item in a financial reporting structure.

Access

Access the Item Entry screen as follows, starting at the Customized Financial Statement Structure screen:

1. Select **Add** to create a new report structure, or select **Query** to locate an existing structure.
2. Enter or update the general report information, then select **Finish**.
3. Complete the Block Entry screen, entering **N** in the G/Ls Next field. The Group Entry screen appears automatically.
4. Complete the Group Entry screen, entering **N** in the G/Ls Next field. The Schedule Entry screen appears automatically.
5. Complete the Schedule Entry screen, entering **N** in the G/Ls Next field. The Item Entry screen appears automatically.

Example

Following is an example of the Item Entry screen.

Item Title	Totals?
Van	0
Bus	0
	0
	0
	0
	0
	0
	0

Enter a new item title.

Fields

The following is a list of fields that appear on the Item Entry screen and their descriptions.

Block

The title for the block with which the groups are associated. For example, the asset groups of Current assets, Non-current assets, and Due from employees are all associated with the Assets block.

Fsc1 Yr

The fiscal year to which the report structure is associated.

G/L entry

A Y/N flag that indicates whether you want to permit the linking of accounts to the structure at this time.

Note: If you enter **N** in this field, the program displays the structure screens sequentially without providing you access to the General Ledger Account Selection screen.

Group

The title for the group with which the items are associated. For example, the asset group of Vehicle Loans includes the Athletic Transportation schedule, as well as the items Van and Bus.

Item Title

The name for this item line in the structure.

Net Asset

The Net Asset Indicator associated with the item. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Report

The four-character user-defined code that designates the report structure.

Schedule

The title for the schedule with which the items are associated. For example, the Van and Bus items are associated with the Athletic Transportation schedule.

Title

The free-format name of the report structure that appears at the top of the printed report.

Totals?

A Y/N flag that indicates whether you want to display a total of all the lines associated with the item. For example, if you enter **Y** in the Totals? field associated with Revenue, a total of all revenue will display on the report, just above the beginning of the Expense lines.

Commands

The following is a list of the commands that you can execute from the Item Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Displays the prompt, "Are you done? Yes/No." If you enter **Y**, the previous screen appears. If you enter **N**, the Item Entry screen appears again.

Finish

Saves the information you entered for this item line, and displays the G/L Account Selection screen.

Manual/Range G/L Account Selection Window

Purpose

The Manual/Range G/L Account Selection window enables you to locate a range of accounts that you want to include on customized financial statements. By entering the components of an account number, you cause the Financial Statement Generation process to display accounts that have similar numbers. You can then select the accounts that you actually want to include on your report.

Access

Access the Manual/Range G/L Account Selection window as follows, starting from the Customized Financial Statement Structure screen:

1. Select **Query** to locate the report to which you want to add accounts. The report structure displays on the screen.
2. Select **G/L**. A drop-down command box appears.
3. Select **Add**.
4. Select the report line to which you want to add accounts, then choose **Select**. The G/L Account Update screen appears.
5. Select **Range**. The Manual/Range G/L Account Selection window appears.

Example

Following is an example of the Manual/Range G/L Account Selection window.

	Fd	Func	Obj	Subf Set	
*	N	2	2	01	0872 9000
*	N	2	2	01	1110 1613
*	N	2	2	01	1110 22
*	N	2	2	01	1110 23
*	N	2	2	01	1110 24
*	N	2	2	01	1110 25

G/L Description: Current - Un/ Cash

Enter the Fund code. Use F6 for table lookup.

Fields

The following is a list of fields that appear in the Manual/Range G/L Account Selection window. Note that if your institution's account number contains different or additional components (e.g., classification or type), then those components will appear in the window.

Fd

The fund number that you want to locate in the institution's chart of accounts. Leave blank if you want to locate all funds.

Func

The function number that you want to locate in the institution's chart of accounts. Leave blank if you want to locate all functions.

G/L Description

The description of the account components. The system updates this description as you enter values in the field.

Obj

The object number that you want to locate in the institution's chart of accounts. Leave blank if you want to locate all functions.

Subf

The subfund number that you want to locate in the institution's chart of accounts. Leave blank if you want to locate all subfunds.

Commands

The following is a list of the commands that you can execute from the Manual/Range G/L Account Selection window and their purposes. The commands actually appear on the underlying G/L Account Selection screen.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Removes the Manual/Range G/L Account Selection window and disregards any search criteria you entered. The first seven lines of the institution's complete chart of accounts appears on the G/L Account Selection screen.

Finish

Removes the Manual/Range G/L Account Selection window and displays the accounts that match the search criteria you entered. The first seven accounts appear on the G/L Account Selection screen.

Fields

The following is a list of fields that appear on the Post to General Ledger screen and their descriptions.

Author

The name of the program that created the file (e.g., *glbalfwd* for General Ledger Balance Forward).

Doc no

The first document number in the file, if applicable (this field is not applicable to the General Ledger Balance Forward process).

File date

The date on which the system created the file.

Filename

The system-assigned name/number for the file. The first two characters of the Filename field identify the type of journal (e.g., AC for an accounting journal).

Jrnl

The journal type (e.g., AC for an accounting journal).

Period

The posting period into which you want to post the file (e.g., BAL, JAN).

Post

A Y/N flag that indicates whether you want to post a specific file.

Post date

The date on which you want to post the file (e.g., the first day of the new fiscal period).

Prior

The priority code that controls the order in which the *filepost* program posts files. The lower the number, the higher the priority (e.g., a file with a Priority of "0" posts before a file with a Priority of "1").

Time

The time (on a 24-hour clock) when the system created the file.

Commands

The following is a list of the commands that you can execute from the Post to General Ledger screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort filepost

Cancels the file posting process, and displays the General Ledger Closing menu.

Backward

Enables you to move the cursor to the previous line on the screen.

Change defaults

Enables you to provide the posting date and posting period for transaction files that do not contain this information.

Execute

Completes the file selection process and displays the General Ledger Closing menu.

Forward

Enables you to move the cursor to the next line on the screen.

Page bkwd

Enables you to display the previous screen of files.

Page fwd

Enables you to display the next screen of files.

Switch Y/N

Toggles the Post flag between N and Y.

Fields

The following is a list of fields that appear on the Recurring Entry screen and their descriptions.

Accounts

The accounts that you want to charge in the recurring journal entry.

Ast

A code that indicates whether charges to the account are permanently restricted (P), temporarily restricted (T), or unrestricted (U), in accordance with FASB 117.

Code

The eight-character field defining the name of the recurring entry from the Recurring Entry table (e.g., "UTIL").

Credit

The amount of the credit for the account, if any.

Current G/L Account # Description

The name of the account on the line on which the cursor appears.

Debit

The amount of the debit for the account, if any.

Past Posted

The date on which you last posted the recurring entry.

Row

The line of the transaction (e.g., the first of four lines in an entry).

Total

Total debits and credits for the entry.

Commands

The following is a list of the commands that you can execute from the Recurring Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add-line

Enables you to add a new account line and related debit or credit for the recurring entry.

Back

Displays the previous screen of accounts that relate to the recurring entry.

Cancel

Ignores any changes you made to the recurring entry, and displays the original ring menu of commands.

Change amounts/accounts

Enables you to switch between the account and debit/credit areas of the screen.

Del-line

Enables you to delete an account line and related debit or credit for the recurring entry.

Exit

Displays the Recurring Journal Entry menu.

Finish

Saves changes you made to the recurring entry, and displays the original menu of commands.

Forward

Displays the next screen of accounts that relate to the recurring entry.

Post

Enables you to enter a posting date, and posts the recurring entry.

Recur

Enables you to select a recurring entry so you can update or post it.

Table

Displays the Recurring Entry Table screen.

Update

Enables you to change the account or amount information in a recurring entry.

Recurring Entry Table Screen

Purpose

The Recurring Entry Table screen enables you to define your institution's recurring journal entries.

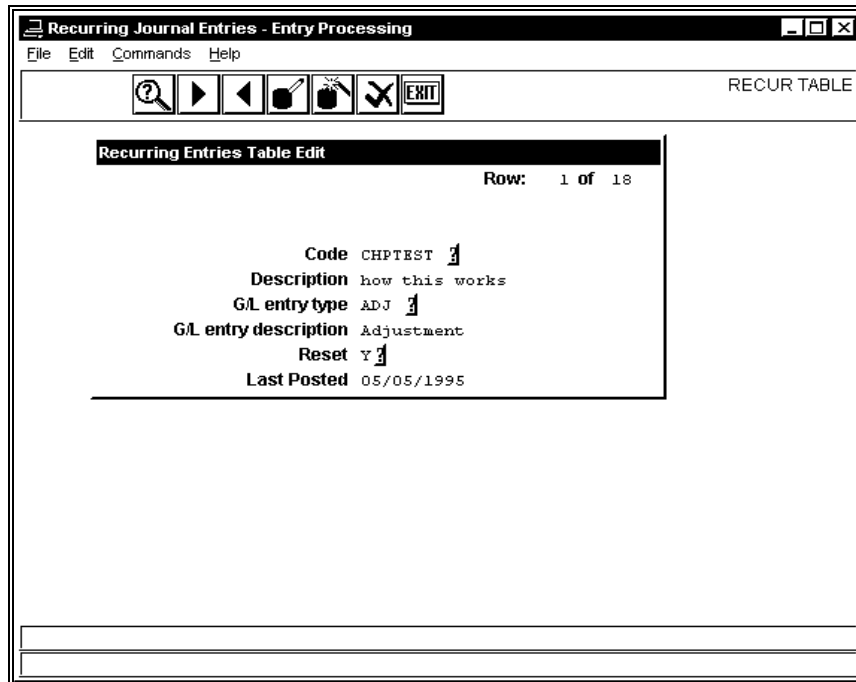
Access

Access the Recurring Entry screen as follows:

1. Select the Accounting menu.
2. Select the Journal Processing menu.
3. Select the Recurring Journal Entry menu.
4. Select the Recurring Journal Entries option.
5. Enter the journal type in which you want to use the recurring entry
6. Select **Execute**.
7. Select **Table**

Example

Following is an example of the Recurring Entry Table screen.



Fields

The following is a list of fields that appear on the Recurring Entry Table screen and their descriptions.

Code

An eight-character field defining the name of the recurring entry (e.g., "UTIL").

Description

A description of the purpose of the entry (e.g., "Allocates Utilities").

G/L entry description

A description of the entry for general ledger purposes (e.g., "Monthly Utility Allocation").

G/L entry type

The entry type from the General Ledger Entry table (e.g., "ADJ" for adjustment).

Last Posted

The date on which you last posted this recurring entry.

Note: This field is display-only.

Reset

A Y/N field that indicates whether you want to zero the amount fields after posting. Enter **N** if you plan to use the same dollar amounts every time you post the entry; enter **Y** if you plan to change the dollar amounts when you reuse the entry.

Commands

The following is a list of the commands that you can execute from the Recurring Entry Table screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Add

Enables you to add descriptive and processing information about a new recurring entry.

Cancel

When entering or changing an entry, displays the previous command line menu without saving any changes to the table entry.

Delete

Enables you to delete a recurring entry.

Exit

Displays the Recurring Entry screen.

Finish

When entering or changing an entry, displays the previous command line ring menu, saving your changes to the table entry.

Next

Displays the next Recurring Entry table entry that matches your search criteria.

Previous

Displays the previous Recurring Entry table entry that matched your search criteria.

Query

Enables you to locate a specific Recurring Entry table entry, based on your search criteria.

Update

Enables you to change the descriptive and processing information about the recurring entry (e.g., the code name for the entry, the entry type, or the Reset to Zero flag).

Schedule Entry Screen

Purpose

The Schedule Entry screen enables you to enter schedule information for a financial reporting structure.

Access

Access the Schedule Entry screen as follows, starting at the Customized Financial Statement Structure screen:

1. Select **Add** to create a new report structure, or select **Query** to locate an existing structure.
2. Enter or update the general report information, then select **Finish**.
3. Complete the Block Entry screen, entering **N** in the G/Ls Next field. The Group Entry screen appears automatically.
4. Complete the Group Entry screen, entering **N** in the G/Ls Next field. The Schedule Entry screen appears automatically.

Example

Following is an example of the Schedule Entry screen.

Fin Stmt Struct Entry - Customized Financial Statement Structure

File Edit Commands Help

ADD SCHEDULE

Schedule Entry

Fsci Yr: 9899

Report: BALS Title: Balance Sheet G/L entry? N

Block: Liabilities Net Asset:

Group: Vehicle Loans

Schedule Title	G/Ls Next?	Totals?
Athletic Transportation		Totals?
Automobile		Totals?
Trucks	N	Totals?
		Totals?
		Totals?
		Totals?
		Totals?
		Totals?
		Totals?
		Totals?

Enter a new schedule title.

Fields

The following is a list of fields that appear on the Schedule Entry screen and their descriptions.

Block

The title for the block with which the groups and schedules are associated. For example, the Vehicle Loans group is associated with the Liabilities block.

Fscl Yr

The fiscal year to which the report structure is associated.

G/L entry

A Y/N flag that indicates whether you want to permit the linking of accounts to the structure at this time.

G/Ls Next?

A Y/N flag that indicates whether you want to link accounts to the schedule at this time.

Group

The title for the group with which the schedules are associated. For example, the Trucks schedule is associated with the Vehicle Loans group.

Schedule title

The name of the schedule that appears on the printed report.

Net Asset

The Net Asset Indicator associated with the schedule. The use of the Net Asset Indicator with your general ledger accounts enables you to comply with FASB 117 reporting requirements. Valid values include the following:

- P (Permanently restricted)
- T (Temporarily restricted)
- U (Unrestricted)

Report

The four-character user-defined code that designates the report structure.

Title

The free-format name of the report structure that appears at the top of the printed report.

Totals?

A Y/N flag that indicates whether you want to display a total of all the lines associated with the schedule. For example, if you enter **Y** in the Totals? field associated with Athletic Transportation, a total of all lines associated with that schedule will display on the report, just above the beginning of the Automobile lines.

Commands

The following is a list of the commands that you can execute from the Schedule Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Indicates that you have completed entering the schedule information, and displays the prompt "Are you done?". When you confirm that you are done, the system displays the Customized Financial Statement Structure screen.

Finish

Indicates that you have completed entering the current line of schedule information, and enables you to enter account or item information.

Statement Parameters Window

Purpose

The Statement Parameters window enables you to define the contents of the subsidiary account statement.

Access

Access the Statement Parameters window as follows:

1. Access the Bursar Query Parameter screen
2. Select **Query** to locate a student's records
3. Complete the Query
4. Select **Execute** twice
5. Choose Display

You can also access the Statement Parameters window as follows:

1. Access the Accounting Query option
2. Select the output method
3. Select **Execute**
4. Select **saquery**
5. Change level to STM
6. Select **Execute**
7. Enter ID number
8. Select **Execute**
9. Select one of the subsidiary accounts
10. Select Display

You can select **Parameters** from the Statement screen to display the Statement Parameters window, anytime you are already in the Statement screen.

Other access methods may be available depending on the CX menus you are using.

Example

Following is an example of the Statement Parameters window.

The screenshot shows a window titled "Bursar Query - Bursar Balance" with a menu bar (File, Edit, Commands, Help) and a toolbar with check and close buttons. The window is divided into several sections:

- STUDENT ID INFORMATION:** ID: 1266905, SS No: 232-83-3233, Name: Bursar Query, Subs: S/A, Prd: SP97, Code: SB, Beg: STATEMENT PARAMETERS.
- BURSAR BALANCE INFO:** A table with columns: Subs, Bal, Period, Stat, Actual.
- STATEMENT PARAMETERS:** A list of fields with values: ID (1266905), Beginning Date, Ending Date, Form (stmt2), Printer (hp1pr), Subsidiary (S/A), Session (FA), Academic Year (1998), Balance Period (FA98), Balance Code (SB), Amount Types (A), ADR Run Code (STMT), Mult Subs STMT (N).

At the bottom, a status bar reads: "Enter ID# for statement. Use F6 for name query."

Fields

The following is a list of fields that appear on the Statement Parameters window and their descriptions.

Academic Year

Currently not in use.

ADR Run Code

The alternate address run code for formatting the statement (e.g., SINGLEI for informal and single).

Amount Types

The types of amounts that you want to show on the statement. Valid codes are:

- A (Display actual amounts only)
- B (Display both actual and encumbered amounts)

Balance Code

The balance code for the statement (e.g., SB for *Session Balance*).

Balance Period

The balance period to which any pending financial aid applies.

Beginning Date

The first date for which you want to view statement information.

Ending Date

The last date for which you want to view statement information.

Form

The name of the statement form you want to view.

ID

The ID number associated with the subsidiary account.

Multi Subs STMT

A Y/N flag indicating whether you want to produce a statement that consolidates subsidiaries. This parameter appears on the Statement Parameters window only if your institution sets appropriate values in the Configuration table. For more information, see *Implementing Student Billing, Using Student Billing, and the Financial Technical Manual*.

Printer

The name of the printer you want to use.

Session

The session of the school year that you want to use.

Subsidiary

The name of the subsidiary (e.g., W/P or S/A). This field is display-only.

Commands

The following is a list of the commands that you can execute from the Statement Parameters window and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Causes the Statement Parameters window to disappear without saving your changes to the parameters (if any).

Finish

Causes the Statement Parameters window to disappear, saving your changes to the parameters (if any).

Statement Screen

Purpose

The Statement screen enables you to view a sample statement for the subsidiary.

Access

Access the Statement screen as follows, starting at the Accounting Query Parameters screen:

1. Select **saquery** to perform subsidiary queries
2. Enter the query criteria for the subsidiary, change the level to STMT, and then select **Execute**. A subsidiary screen appears
Note: The particular subsidiary screen that appears depends on the results of your query.
3. Query an ID
4. Select a subsidiary account for that ID
5. Specify the following:
 - How you want to produce the statement (printed or displayed on the screen)
 - Parameters that control the appearance and contents of the statement**Note:** You can also access the Statement screen by selecting **Statement** from any Bursar Query screen.
6. Select **Execute**

Example

Following is an example of the Statement screen.

Note: The following Statement screen is an example only. You control the appearance of the screen by changing the Form on the Statement Parameters window; the totals on the screen may reflect charges and credits that do not appear on the current screen of information. You can view the remaining account activity by using the screen commands.

Subs	Amt Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level
ALL	ALL	00/00/00	- 00/00/00	A	A	DESC	100	STM
Subs	Number	Bal	Tot	Ref	Begin	End/Ent	Ent	Type
	20204							
Statement of Account								
DATE	DESCRIPTION OF TRANSACTION						AMOUNTS	CUMULATIVE
	Previous Statement Balance						0.00	0.00
09/01/1988	FA88 Session Billing This is a blank code						-100.00	-100.00
09/10/1988	FA88 Session Billing This is a blank code						-100.00	-200.00
02/24/1989	Cash Payment Received This is a blank code						-100.00	-300.00
03/31/1989	SU88 Session Billing This is a blank code						200.00	-100.00
04/20/1989	FA88 Session Billing This is a blank code						-100.00	-200.00
05/23/1989	FA88 Session Billing							
Credit Balance						-420.00		

Fields

The following is a list of fields that appear on the Statement screen and their descriptions.

Charges

Debits to the subsidiary's account.

Credit/Debit Balance

The computed balance in the subsidiary's account.

Credits

Credits to the subsidiary's account.

Date

The date of the entry to the subsidiary's account.

Description of transaction

An explanation of the entry.

Totals

Total debits and credits to the subsidiary's account.

Commands

The following is a list of the commands that you can execute from the Statement screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Back

Displays the previous screen of subsidiary or student activity.

Down-line

Scrolls forward the screen of subsidiary or student activity, one line at a time.

Finish

Displays the screen from which you accessed the Statement screen.

Forward

Displays the next screen of subsidiary or student activity.

Output

Prints the information on the screen, using the printer selected on the Statement Parameters window.

Parameters

Displays the Statement Parameters window so you can change the information that appears on the statement.

Toggle

Changes the display from a detail transaction view to a summary.

Up-line

Scrolls backward the screen of subsidiary or student activity, one line at a time.

Structured Financial Statement Generation Screen

Purpose

The Structured Financial Statement Generation screen is a parameter screen that enables you to control the appearance of your customized financial statements.

Access

Access the Structured Financial Statement Generation screen by selecting Struct Fin Stmt Generation from the Custom Financial Statements menu.

Example

Following is an example of the Structured Financial Statement Generation screen.

The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar are three icons: a checkmark, an 'X', and a question mark. To the right of these icons is the text "Run Option:". The main area of the window is titled "STRUCTURED FINANCIAL STATEMENT GENERATION" and contains the following fields:

Report	<input type="checkbox"/>	F1
Format Code	<input type="checkbox"/>	F2
Detail Reporting	<input type="checkbox"/>	F3
Factor Dollar Amts by Neg 1	<input type="checkbox"/>	F4

At the bottom of the window, there is a text box with the instruction: "Enter report code. Use F6 for table lookup."

Fields

The following is a list of fields that appear on the Structured Financial Statement Generation screen and their descriptions.

Detail Reporting

A Y/N flag that indicates whether the report is printed in detail (Y) or summarized (N) format. The detail report prints a balance by account for every line in the structure, and the summarized report shows totals of all the accounts associated with each line in the structure.

Factor Dollar Amts by Neg 1

A Y/N flag that controls whether the balances that print on your report display as negative or positive numbers. For example, if this flag is set to Y, any numbers stored in the database as negative numbers will be multiplied by -1 , and will therefore display as positive numbers.

Format Code

The code associated with the format you want to use for the report. You define format codes by using the Fin Report Format Entry menu option.

Report

The four-character user-defined code that designates the report structure.

Commands

The following is a list of the commands that you can execute from the Structured Financial Statement Generation screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Abandons any changes you made to the fields on the screen and returns you to the Customized Financial Statement menu.

Finish

Executes the process based on the values you entered on the screen.

Help

Displays an explanation of the menu option.

Structured Financial Statement Download File Screen

Purpose

The Structured Financial Statement Download File screen controls how the system creates an output file containing the text and the balances of any report structure. The system creates the file in the user's home directory. Files can then be transferred via your institution's protocol method to the PC for use in other applications.

Access

Access the Subsidiary Account screen by selecting Strct Fin Stmt Download from the Customized Financial Statement menu.

Example

Following is an example of the Structured Financial Statement Download File screen.

The screenshot shows a window titled "CARS Menu" with a menu bar containing "File", "Edit", "Commands", and "Help". Below the menu bar are three icons: a checkmark, an 'X', and a question mark. To the right of these icons is the text "Run Option:". The main area of the window displays the following text:

STRUCTURED FIN STMT DOWNLOAD FILE

Report	<input type="text"/>
Format Code	<input type="text"/>
Detail Reporting	<input type="text"/>
Download File	frpt_dfile
Factor Dollar Amts by Neg 1	<input type="text"/>
Field Delimiter Used	<input type="text"/>

At the bottom of the window, there is a text box containing the instruction: "Enter report code. Use F6 for table lookup."

Fields

The following is a list of fields that appear on the Structured Financial Statement Download File screen and their descriptions.

Delimiter

The character or value that will separate the fields in the downloaded data. The default is <Tab>, but the system also accepts the pipe (|) or the comma (,).

Detail Reporting

A Y/N flag indicating whether you want to include balances for all the accounts (Y) or only summary totals (N).

Download File

The name of the file you want to create. The system automatically appends a suffix of .txt on the file, and places it in your home directory.

Factor Dollar Amt's by Neg 1

A Y/N flag that controls whether the balances that appear in your download file display as negative or positive numbers. For example, if this flag is set to Y, any numbers stored in the database as negative numbers will be multiplied by -1, and will therefore display as positive numbers.

Field Delimiter Used

The character you want to use to separate the fields in the download file. The default is <Tab>. Alternatives might include a pipe (|) or a comma (,).

Format Code

The code associated with the format you want to use for the report. You define format codes by using the Fin Report Format Entry menu option.

Report

The four-character user-defined code that designates the report structure.

Commands

The following is a list of the commands that you can execute from the Structured Financial Statement Download File screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Cancel

Abandons any changes you made to the fields on the screen and returns you to the Customized Financial Statement menu.

Finish

Executes the download process based on the values you entered on the screen.

Help

Displays an explanation of the menu option.

Subsidiary Account Screen

Purpose

The Subsidiary Account screen enables you to view detail information about the selected subsidiary account. It displays the contents of the Subsidiary Account records (suba_rec) in your database.

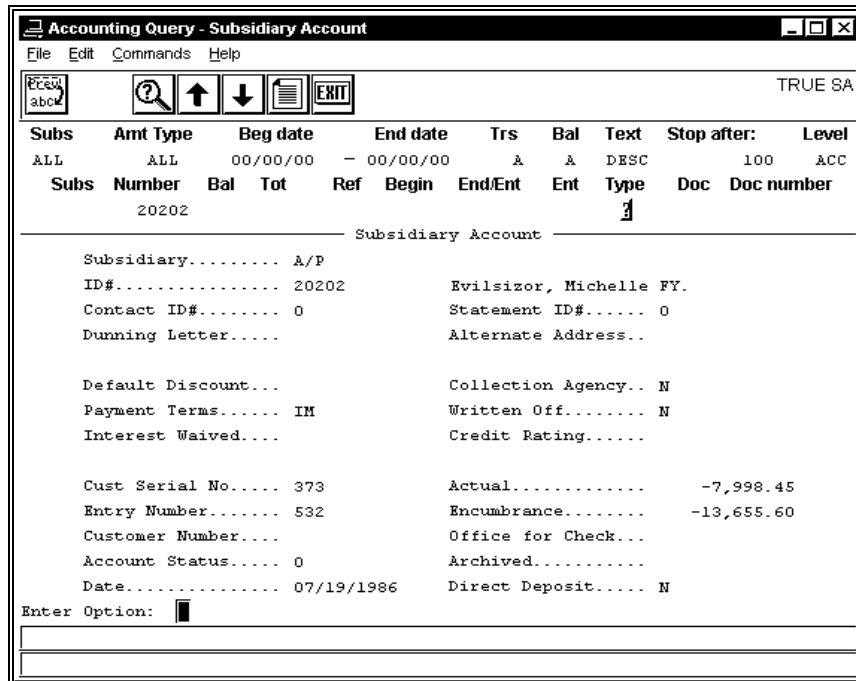
Access

Access the Subsidiary Account screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries.
2. Enter the query criteria for the subsidiary, change the level to ACC, and then select **Execute**. A subsidiary screen appears.
Note: The particular subsidiary screen that appears depends on the results of your query.
3. Query an ID
4. Select **Execute**
5. Select a subsidiary account for that ID

Example

Following is an example of the Subsidiary Account screen.



Fields

The following is a list of fields that appear on the Subsidiary Account screen and their descriptions.

(Name)

The name associated with the subsidiary account.

Account Status

A user-defined status code.

Actual

The dollar amount of the balance in the subsidiary account.

Alternate Address

The alternate address that ADR uses for sending the statement.

Archived

A Y/N flag that indicates whether the institution has archived the subsidiary.

Collection Agency

A Y/N flag that indicates whether your institution has assigned the account to a collection agency.

Contact ID#

The ID number of the person who serves as the main contact for the organization.

Credit Rating

The subsidiary's credit rating.

Cust Serial No

A sequential number that the system uses for accounts payable invoices.

Customer Number

The account number, if applicable.

Date

The last date on which you updated the subsidiary account.

Default Discount

The discount (if any) that a vendor offers.

Note: This field applies only to the Accounts Payable subsidiary.

Direct Deposit

A Y/N flag that indicates whether you will directly deposit the amount into the recipient's account.

Note: This field applies to payroll subsidiaries only.

Dunning Letter

The name of the document that your institution uses as a dunning letter.

Encumbrance

The amount of the encumbrance to the subsidiary account.

Entry Number

The number of the last entry on the Subsidiary Accounts screen.

ID#

The ID number that identifies the subsidiary.

Interest Waived

A Y/N flag that indicates whether your institution has waived interest on the account.

Office for Check

The office on campus to which you want to distribute the check.

Payment Terms

The normal or default terms of payment that a vendor offers (e.g., net 30).

Note: This field applies only for the Accounts Payable and Student Accounts subsidiaries.

Statement ID#

The ID number of the person who receives the statement for this account.

Subsidiary

The code that identifies the subsidiary (e.g., W/P for Wages Payable, or K/D for Key Deposit).

Written Off

A Y/N flag indicating whether your institution has determined the account is uncollectible.

Commands

The following is a list of the commands that you can execute from the Subsidiary Account screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Down

Displays the next screen of information.

Exit

Displays the Accounting Main menu.

Level

Changes the level; with Next level, enables you to access a different screen of information about the subsidiary.

Next level

With Level, enables you to access a different screen of information about the subsidiary.

Output

Prints the information on the screen, using the printer you selected when you first accessed Accounting Query.

Parameter

Enables you to enter parameter information on the first line of the screen.

Previous

Displays the last screen that you used.

Query

Enables you to enter query information on the second line of the screen.

Re-execute

Clears the information from the system's memory and performs the query again.

(0-9)

Displays previous screens of information.

Note: To use this command, enter the number of screens *back* that you want the system to display. For example, if you want to view the information you saw, not on the previous screen, but the screen before that, enter 2, ↑.

Subsidiary Accounts Screen

Purpose

The Subsidiary Accounts screen enables you to view information about a subsidiary. Using this screen, you can view information about a specific subsidiary type, ID, or time period.

Access

Access the Subsidiary Accounts screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries.
2. Enter the query criteria for the subsidiary, then select **Execute**. If the query results include more than one subsidiary account, the Subsidiary Accounts screen appears.

Note: Query information can include, for example, an entire subsidiary (e.g., S/A for student accounts), an ID number (e.g., 20202), or a subsidiary type (e.g., K/D for key deposits).

Example

Following is an example of the Subsidiary Accounts screen.

The screenshot shows a window titled "Accounting Query - Subsidiary Account" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, navigation, and exit. The main display area shows a table of subsidiary accounts for the year 20202. The table has columns for Subs, ID, Name, Bal Encumb, Bal Actual, and Bal Total. The data is as follows:

Subs	ID	Name	Bal Encumb	Bal Actual	Bal Total
a	A/P	20202 Evilsizor, Michelle FY	-13,655.60	-7,998.45	-21,654.05
b	BANK	20202 Evilsizor, Michelle FY	0.00	-210.00	-210.00
c	D/D	20202 Evilsizor, Michelle FY	0.00	-10.00	-10.00
d	K/D	20202 Evilsizor, Michelle FY	0.00	-207.11	-207.11
e	NP-A	20202 Evilsizor, Michelle FY	-2,500.00	10,000.00	7,500.00
f	PIP	20202 Evilsizor, Michelle FY	0.00	-10,059.80	-10,059.80
g	S/A	20202 Evilsizor, Michelle FY	0.00	-691.43	-691.43
h	W/P	20202 Evilsizor, Michelle FY	0.00	-85,084.34	-85,084.34
i					
j					
k					

At the bottom of the screen, there is a prompt "Enter Option:" followed by a cursor.

Fields

The following is a list of fields that appear on the Subsidiary Accounts screen and their descriptions.

(a - k)

The letter by which you can select a line of information.

Bal Actual

The dollar amount already disbursed to the subsidiary account.

Bal Encumb

The dollar amount encumbered but not yet paid or billed to the subsidiary account.

Bal Total

The total dollar amount charged to the subsidiary account.

ID

The ID number that identifies the subsidiary.

Name

The name of the subsidiary account.

Subs

The name of the subsidiary in which the subsidiary account was charged.

Commands

The following is a list of the commands that you can execute from the Subsidiary Accounts screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Displays the previous screen of subsidiary information.

Down

Currently not in use.

Exit

Displays the Accounting Main menu.

Forward

Displays the next screen of subsidiary information.

Level

Controls the level at which Accounting Query operates when you select an account. The following levels are valid:

- ACC
- BAL
- TOT
- ENT
- STM

Output

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Param

Enables you to access the first line of the Accounting Query Parameter screen.

Query

Enables you to access the second line of the Accounting Query Parameter screen.

Re-query

Clears the information from the system's memory and performs the query again.

Search

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary accounts in the system's memory.

Subsidiary Balances Screen

Purpose

The Subsidiary Balances screen enables you to view subsidiary information for specific periods of time. It displays the contents of the Subsidiary Balance records (subb_rec) in your database.

Access

Access the Subsidiary Balances screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries
2. Enter the query criteria for the subsidiary, then select **Execute**. A subsidiary screen appears
Note: The particular subsidiary screen that appears depends on the results of your query.
3. Select **Level** to change the Level indicator to BAL
4. Select a subsidiary account

Example

Following is an example of the Subsidiary Balances screen.

Note: When you use the **Toggle** command, the Amt Enc, Amt Act and W column headings on the Subsidiary Balances screen change to PO No, Ck Req, and Pay tms.

The screenshot shows a window titled "Accounting Query - Subsidiary Balance" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, help, and navigation. The main display area contains the following data:

Subs	Amt	Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level
ALL	ALL		00/00/00	- 00/00/00	A	A	DESC	100	BAL
Subs Number Bal Tot Ref Begin End/Ent Ent Type Doc Doc number									
20202									
A/P	20202		Evilsizor, Michelle FY.			-13,655.60		-7,998.45	-21,654.05
Subsidiary Balances									
Subs	Code	Period	Invoice No	Date	Due date	Amt Enc	Amt Act		
a	A/P	0184	INV 1		01/19/93	01/19/93	0.00	0.00	
Interest Waived: N Hold Payment: N Status: C									
b	A/P	0183	INV P0200254		01/19/93	01/19/93	0.00	0.00	
Interest Waived: Hold Payment: N Status: C									
c	A/P	0182	INV 1		01/19/93	01/19/93	0.00	0.00	
Interest Waived: N Hold Payment: N Status: C									
d	A/P	0181	INV 1		01/19/93	01/19/93	0.00	0.00	
Interest Waived: N Hold Payment: N Status: C									
Totals:							0.00	0.00	

Enter Option: █

100 subsidiary balance records found.

Fields

The following is a list of fields that appear on the Subsidiary Balances screen and their descriptions.

a - I

Letters designating the entries that appear on the screen.

Amt Act

The actual amount related to the entry.

Amt Enc

The encumbered amount related to the entry.

Ck Req

The number associated with the check request that pays the amount.

Note: This field appears after you select the Toggle command.

Code

An identifying code that contains different values, depending on the subsidiary that you selected. Subsidiaries and codes are as follows:

- A/P subsidiaries (a sequential number)
- S/A subsidiaries (an identifier for student balances (e.g., SB) or deposits (e.g., ROOM or KEY))
- W/P subsidiaries (an identifier for net pay (e.g., NPAY) or employer-paid deductions (e.g., EMPR))

Date

The date on which the entry occurred.

Due date

The date on which you need to pay a payable, or on which payment is due to your institution.

H

For Accounts Payable, a Y/N field that indicates whether you have placed a hold on the payment of the invoice.

Invoice No

For Accounts Payable, the number on the invoice from the vendor.

Pay tms

The terms of payment (e.g., net 30 days).

Note: This field appears after you select the **Toggle** command.

Period

An identifying period code that contains different values, depending on the subsidiary that you selected. Subsidiaries and codes are as follows:

- A/P subsidiaries (always INV)
- S/A subsidiaries (a session name (e.g., FA96, SP97))
- W/P subsidiaries (a unique sequential code associated with a payroll (e.g., WEE001))

Po No.

For Accounts Payable, the number on the purchase order from the institution.

Note: This field appears after you select the Toggle command.

S

The status of the invoice. Valid values are as follows:

- C (Closed)
- L (Locked for payment)
- O (Open)

Subs

The code that identifies the subsidiary.

W

A Y/N flag that indicates whether the institution waives the accrual of interest on this invoice or balance.

Commands

The following is a list of the commands that you can execute from the Subsidiary Balances screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Bwd

Displays the previous screen of subsidiary information.

Dwn

Enables you to select a specific line of information on the screen for further review.

Exit

Displays the Accounting Main menu.

Fwd

Displays the next screen of subsidiary information.

Lvl

Enables you to change the Level code on the screen.

Nxlvl

Enables you to view the screen corresponding to the Level code that you select.

O/p

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Prm

Enables you to access and change the information that appears on the first line of the Subsidiary Balances screen.

Prv

Displays the last screen that you used.

Qry

Enables you to access and change the information that appears on the second line of the Subsidiary Balances screen.

RQry

Clears the information from the system's memory and performs the query again.

Srh

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary accounts in the system's memory.

Toggle

Enables you to switch the information on the right side of the screen between the following headings:

<u>From:</u>	<u>To:</u>
Amt Enc	Po No.
Amt Act	Ck Req
W	Pay tms

Note: Select **Toggle** again to change the column headings back to their original names. Other column headings do not change when you use this command.

(0-9)

Displays previous screens of information.

Note: To use this command, enter the number of screens *back* that you want the system to display. For example, if you want to view the information you saw, not on the previous screen, but the screen before that, enter 2, ↑.

Subsidiary Entries Screen

Purpose

The Subsidiary Entries screen enables you to view the most detailed level of information about your subsidiaries. It displays the contents of the Subsidiary Entry records (sube_rec) in your database.

Access

Access the Subsidiary Balances screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries
2. Enter the query criteria for the subsidiary, then select **Execute**. A subsidiary screen appears
Note: The particular subsidiary screen that appears depends on the results of your query.
3. Select **Level** to change the Level indicator to ENT
4. Select a subsidiary account

Example

Following is an example of the Subsidiary Entries screen.

Note: When you use the **Toggle** command, the Jnl Date, Description, and Amount column headings on the Subsidiary Balances screen change to PO No, Ck Req, and Pay trms.

The screenshot shows a window titled "Accounting Query - Subsidiary Entry". It contains a menu bar (File, Edit, Commands, Help) and a toolbar with various icons. The main display area is divided into two sections. The top section is a summary table with columns: Subs, Amt Type, Beg date, End date, Trs, Bal, Text, Stop after, and Level. The bottom section is a detailed table titled "Subsidiary Entries" with columns: Subs, No, Ent, Type, Jnl Date, Description, Amount, and S. The detailed table lists 10 entries for sub 20202, all related to "Renee Evilsizor".

Subs	Amt Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level
ALL	ALL	00/00/00	- 00/00/00	A	A	DESC	100	ENT
Subs Number Bal Tot Ref Begin End/Ent Ent Type Doc Doc number								
20202								
A/P	20202	Evilsizor, Michelle FY.			-13,655.60		-7,998.45	-21,654.05

Subs	No	Ent	Type	Jnl Date	Description	Amount	S
<u>a</u>	A/P	20202	100	EACC	10/03/1989	Renee Evilsizor	\$ -400.00 P
<u>b</u>	A/P	20202	99	EACC	09/25/1989	Renee Evilsizor	\$ -950.00 P
<u>c</u>	A/P	20202	98	EACC	09/19/1989	Renee Evilsizor	\$ -450.00 P
<u>d</u>	A/P	20202	97	EACC	09/18/1989	Renee Evilsizor	\$ -600.00 P
<u>e</u>	A/P	20202	96	AINV	09/18/1989	Renee Evilsizor	\$ -1000.00 P
<u>f</u>	A/P	20202	95	EACC	09/14/1989	Renee Evilsizor	\$ -100.00 P
<u>g</u>	A/P	20202	94	EACC	09/12/1989	Renee Evilsizor	\$ -350.00 P
<u>h</u>	A/P	20202	93	EAIV	09/08/1989	Renee Evilsizor	\$ 150.00 P
<u>i</u>	A/P	20202	92	AINV	09/08/1989	Renee Evilsizor	\$ -150.00 P
<u>j</u>	A/P	20202	91	EACC	09/08/1989	Renee Evilsizor	\$ -300.00 P

Enter Option: █

100 subsidiary entries found.

Fields

The following is a list of fields that appear on the Subsidiary Entries screen and their descriptions.

(a - k)

The letter by which you can select a line of information.

Amount

The dollar amount of the charge against the subsidiary account.

Description

The name of the subsidiary, or a description of the entry.

Doc

The reference code of the document associated with the entry (e.g., PP for purchase orders).

Doc Number

The system-generated number that identifies the document associated with the entry.

Ent(1)

The system-generated number that identifies the entry.

Note: This column appears on the left side of the screen between the No and Type fields.

Ent(2)

The system-generated number that identifies the entry's relative position within the journal in which it is posted.

Note: This column appears on the right side of the screen between the Journal and Typ fields after you use the Toggle command.

ID

The person or company associated with the entry. The payroll process uses this ID.

Journal

The name and number of the journal to which the subsidiary entry was posted.

Jnl Date

The date on which you made the entry.

No

The subsidiary number, usually the ID number.

S

The status of the entry. Valid codes are as follows:

- R (Removed)
- P (Posted)
- V (Void)

Sub Date

The date the subsidiary was added.

Subs

The name of the subsidiary in which you made the entries.

Typ

The type of dollar amount (e.g., ACT, BGT, or ENC).

Type

The type of entry mode.

Commands

The following is a list of the commands that you can execute from the Subsidiary Entries screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Bwd

Displays the previous screen of subsidiary information.

Dwn

Enables you to select another line on the screen for further review.

Exit

Displays the Accounting Main menu.

Fwd

Displays the next screen of subsidiary information.

Gle

Enables you to display the General Ledger account information for the entry.

Lvl

Enables you to change the Level code on the screen.

Nxlv

Enables you to view the screen corresponding to the Level code that you select.

O/p

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Prm

Enables you to access and change the information that appears on the first line of the Subsidiary Balances screen.

Prv

Displays the last screen that you used.

Qry

Enables you to access and change the information that appears on the second line of the Subsidiary Balances screen.

RQry

Clears the information from the system's memory and performs the query again.

Srh

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary accounts in the system's memory.

Toggle

Enables you to switch the information on the right side of the screen. The Jnl Date, Description, and Amount fields change to display the Sub Date, Id, Doc, Doc Number, Journal, Ent, and Typ fields.

Note: Select **Toggle** again to change the column headings back to their original names. Other column headings do not change when you use this command.

(0-9)

Displays previous screens of information.

Note: To use this command, enter the number of screens *back* that you want the system to display. For example, if you want to view the information you saw, not on the previous screen, but the screen before that, enter 2, ↑.

Subsidiary Query Parameter Screen

Purpose

The Subsidiary Query Parameter screen enables you to define the search criteria you want to use in a subsidiary account query. You can use it to define search criteria for all of the following types of queries:

- Subsidiary accounts
- Journals
- Documents

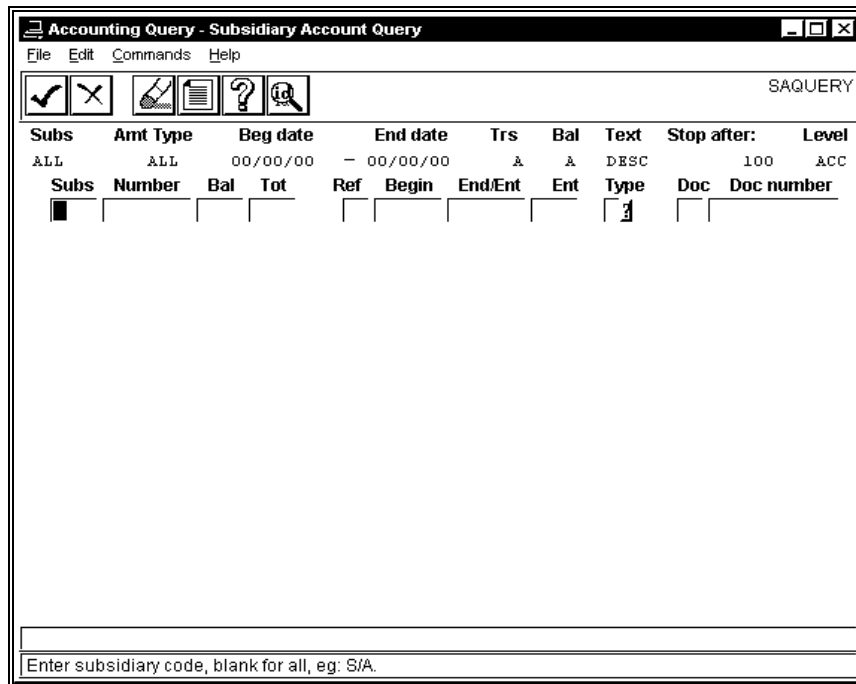
Access

Access the Subsidiary Query Parameter screen by selecting **saquery** from the Accounting Query Parameter screen.

1. Select **Execute**
2. Select **saquery**
3. Select **Execute**

Example

Following is an example of the Subsidiary Query Parameter screen.



Subs	Amt Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level
ALL	ALL	00/00/00	- 00/00/00	A	A	DESC	100	ACC

Subs	Number	Bal	Tot	Ref	Begin	End/Ent	Ent	Type	Doc	Doc number
■								1		

Enter subsidiary code, blank for all, eg: S/A.

Fields

The following is a list of fields that appear on the Subsidiary Query Parameter screen and their descriptions.

Amt Type

The general ledger amount type (e.g., ACT or BGT, for which you want to perform a query). Enter ALL if you do not want to restrict the search to specific amount types.

Bal (Query Line)

The balance status of the entries that you want to query. The system will select entries that have the status you specify in this field. Valid status codes are as follows:

- A (displays all balances)
- C (displays only closed balances)
- L (displays only locked balances)
- O (displays only open balances)

Bal (code)

The subsidiary balance code (e.g., SB for student balances).

Note: You specify student balance codes and the types of accounts that relate to the student balance codes in the Subsidiary Association table. For example, student balances might include tuition (a charge that pertains to a specific period and that you want to close out at the end of the period), but might not include a key deposit that you want to have on the student's records until the end of the academic year.

Beg date

The beginning date of the range for which you want to perform a query, in the format *mm/dd/yy*. Enter 00/00/00 if you do not want to restrict the search to specific dates.

Begin

The first journal number for which you want to perform a query.

Doc

The document code for which you want to perform a query.

Note: Complete this field for a document query.

Doc Number

The document number (e.g., the check, purchase order, invoice, or receipt number, that you want to query).

Note: Complete this field for a document query.

End date

The ending date of the range for which you want to perform a query, in the format *mm/dd/yy*. Enter 00/00/00 if you do not want to restrict the end date of the search.

End/Ent

The last journal number for which you want to perform a query, or the first journal entry number for which you want to perform a query.

Ent

The last journal entry number for which you want to perform a query.

Note: Complete this field for a journal query.

Level

The system location to which the Subsidiary Account Query will take you when it locates only one subsidiary account. Valid codes and system locations are as follows:

- ACC (Subsidiary account level)
- BAL (Subsidiary balance level)
- ENT (Subsidiary entry level)
- STM (Statement of account level)
- TOT (Subsidiary total level)

Number

The subsidiary number, usually the ID number of the vendor, student, or employee.

Note: You must complete this field for subsidiary queries.

Ref

The reference code (e.g., AP or SA, which defines the type of journal).

Note: Complete this field for a journal query.

Stop after

The number of records that you want to review.

Note: If you enter a number (e.g., 100), Subsidiary Accounting Query displays the first 100 records that match your search criteria, then prompts you to continue or abort the query; if you enter zero (0), Subsidiary Accounting Query displays all the records that match your search criteria.

Subs (line 1)

The subsidiary code (e.g., S/A) for which you want to perform a query. Enter ALL if you do not want to restrict the search to specific subsidiaries.

Subs (line 2)

The subsidiary code (e.g., S/A) for which you want to perform a query.

Note: When you enter a subsidiary code on line 1, this field is display-only.

Text

The descriptive information that you want to display for the selected entries. Valid values are as follows:

- DESC (Displays the entry or account description)
- NAME (Displays the name of the person associated with the entry or account)

Tot

The total code that you want to display (e.g., TUIT or ROOM).

Trs

The transaction status code of the entries you want to query. The system selects entries with the status you specify in this field. Valid status codes are as follows:

- A (displays all entries and transactions)
- P (displays only posted entries and transactions)
- R (displays only removed entries and transactions)
- V (displays only voided entries and transactions)

Type

The code that indicates whether your search is for journals or entries. Complete this field for a journal or entry query. Valid codes are as follows:

- E (indicates that your search criteria specifies entry numbers)
- V (indicates that your search criteria specifies journal numbers)

Commands

The following is a list of the commands that you can execute from the Subsidiary Query Parameter screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort

Cancels the query, and displays the previous screen.

Clear All

Deletes all the information on the second line of the Subsidiary Query Parameter screen.

Execute

Enables you to proceed to the next level of processing in Subsidiary Query.

Find ID

Enables you to perform a query to locate an ID number.

Help

Displays help in using Subsidiary Accounting Query.

Output

Prints the results of the query, using the printer that you specified when you first accessed Accounting Query.

Params

Enables you to access and change the first line on the Subsidiary Query Parameter screen.

Subsidiary Totals Screen

Purpose

The Subsidiary Totals screen enables you to view the types of charges or deductions in your subsidiaries' accounts. It displays the contents of the Subsidiary Total records (subt_rec) in your database. For example, if an employee reports an error about a specific payroll deduction, begin to look for the cause by reviewing the Subsidiary Totals screen.

Access

Access the Subsidiary Balances screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries
2. Enter the query criteria for the subsidiary, then select **Execute**. A subsidiary screen appears
3. Change the level to TOT
4. Select a subsidiary account

Note: The particular subsidiary screen that appears depends on the results of your query.

Example

Following is an example of the Subsidiary Totals screen.

The screenshot shows a window titled "Accounting Query - Subsidiary Total" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, navigation, and exit. The main display area contains a table with the following data:

Subs	Amt Type	Beg date	End date	Trs	Bal	Text	Stop after:	Level					
ALL	ALL	00/00/00	- 00/00/00	A	A	DESC	100	TOT					
Subs Number Bal Tot Ref Begin End/Ent Ent Type Doc Doc number													
22363													
S/A	22363	Mumford, Frank A.			\$ 0.00	\$ 46.00	\$	46.00					
Subsidiary Totals													
Code	Tot	prd	Pay	Encmb	Inv	Encmb	Pay	Actual	Inv	Actual	Assoc	Amt	S
a	BFWD	FA92		0.00		0.00		0.00		110.00		0.00	0
b	PAID	FA92		0.00		0.00		0.00		-100.00		0.00	0
c	BFWD	SP92		0.00		0.00		0.00		-110.00		0.00	0
d	PAID	SP92		0.00		0.00		0.00		110.00		0.00	0
e	CNR	SP91		0.00		0.00		0.00		36.00		0.00	0
f	VACC	SP91		0.00		0.00		-5.00		5.00		0.00	0
g	PAID	FA89		0.00		0.00		0.00		-10.00		0.00	0
h	RFND	FA89		0.00		0.00		0.00		10.00		0.00	0
i	PAID	PREV		0.00		0.00		0.00		100.00		0.00	A
j	PREV	PREV		0.00		0.00		-100.00		0.00		0.00	A

Enter Option: █

10 subsidiary total records found.

Fields

The following is a list of fields that appear on the Subsidiary Totals screen and their descriptions.

(a - k)

Letters designating the entries that appear on the screen.

Assoc Amount

An amount associated with the total (e.g., for W/P), the base pay is the Assoc Amount for deduction computations.

Code

The Total code (e.g., deductions in W/P (Wages Payable), or fees and tuition in S/A (Student Accounts)).

Inv Actual

The amount of the invoice.

Inv Encumb

Currently not in use.

Pay Actual

The amount of the payment.

Pay Encumb

Currently not in use.

S

Currently not in use.

Tot prd

The fiscal period for the total.

Commands

The following is a list of the commands that you can execute from the Subsidiary Totals screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Bwd

Displays the previous screen of subsidiary information.

Down

Enables you to select another line on the screen for further review.

Exit

Displays the Accounting Main menu.

Fwd

Displays the next screen of subsidiary information.

Lvl

Enables you to change the level of the information that you display on the screen.

Nxlv

Enables you to display another subsidiary information screen, based on the contents of the Level field.

O/p

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Param

Enables you to access and change the information that appears on the first line of the Subsidiary Total screen.

Prev

Displays the previous screen that you were using.

Qry

Enables you to access and change the information that appears on the second line of the Subsidiary Total screen.

RQry

Clears the information from the system's memory and performs the query again.

Srh

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary accounts in the system's memory.

(0-9)

Enables you to select another line on the screen for further review.

Subsidiary Transactions Screen

Purpose

The Subsidiary Transactions screen displays detailed information that supports the contents of the Subsidiary Balance screen, the Subsidiary Entry screen, and the Subsidiary Transaction screen. It displays the contents of the Subsidiary Transaction records (subtr_rec) in your database.

Access

Access the Subsidiary Transactions screen as follows, starting at the Accounting Query Parameter screen:

1. Select **saquery** to perform subsidiary queries
2. Enter the query criteria for the subsidiary, then select **Execute**. A subsidiary screen appears
3. Change the level to TOT
 - Note:** The particular subsidiary screen that appears depends on the results of your query.
4. Select **Execute**
5. Select one of the lines of information that appears on the Subsidiary Totals screen.
 - Note:** Depending on the screen from which you access the Subsidiary Transactions screen, it displays subsidiary information in a different format.

Example

Following is an example of the Subsidiary Transactions screen when you access it from the Subsidiary Entries screen.

The screenshot shows a window titled "Accounting Query - Subsidiary Transaction" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, print, and navigation. The main display area contains a table of subsidiary transactions and a summary section.

Subs	Subs #	Ent#	Doc	Doc number	Doc id	Journal No/Ent	Jrnl date	Level
S/A	22363	12	BF	491	22363	AC 1776 491	10/26/1992	TOT
Subs date		Description		Ent type	Amount type	Amount	Stat	
10/26/1992		Subsid. Bal Forwd.-Debit SFWD		ACT	¢	110.00	P	
Subsidiary Transactions								
Tot	Tot prd	Bal	Bal prd	Date	Amount	Assoc Amount	S	
a	BFWD	FA92	SB	FA92	10/26/1992	110.00	0.00	P
b								
c								
d								
e								
f								
g								
h								
					Total debits:	110.00	0.00	
					Total credits:	0.00	0.00	

Enter Option:

1 subsidiary transaction found.

Fields

The following is a list of fields that appear on the Subsidiary Transaction screen and their descriptions.

Amount

The amount posted to this Balance or Total code, or the amount posted to the subsidiary.

Assoc Amount

Any amount associated with the Amount field (e.g., base pay for the W/P subsidiary).

Note: This field is not applicable to the Accounts Payable subsidiary.

Bal

A code that varies with the type of subsidiary, as follows:

- AP (a sequence number)
- SA (the SB balance code)
- WP (the balance code (e.g., NPAY or EMPR))

Bal Prd

A code that varies with the type of subsidiary, as follows:

- AP (INV)
- SA (the session)
- WP (the payroll period (e.g., WEE001, MON004))

Date

The system date when the transaction was entered.

S

The status of the entry (e.g., P for posted).

Tot

A code that varies with the type of subsidiary, as follows:

- AP (not applicable)
- SA (the charge or payment type (e.g., tuition or activity fees))
- WP (the deduction code)

Tot Prd

A code that varies with the type of subsidiary, as follows:

- AP (not applicable)
- SA (the session)
- WP (the calendar year)

Total credits

The total of the negative numbers in the column.

Total debits

The total of the positive numbers in the column.

Commands

The following is a list of the commands that you can execute from the Subsidiary Transactions screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Bwd

Displays the previous screen of subsidiary information.

Dwn

Enables you to select another line of information from the screen for further review.

Exit

Displays the Accounting Main menu.

Fwd

Displays the next screen of subsidiary information.

Lvl

Changes the contents of the Level field so you can display another screen of subsidiary information.

Nxlv

Prompts you to select a line of subsidiary information, then displays another Subsidiary screen or the Statement screen.

O/p

Prints the screen information, using the printer you specified when you first accessed Accounting Query.

Prm

Enables you to access and change the first line on the Subsidiary Account Query screen.

Prv

Displays the last screen that you used.

Qry

Enables you to access and change the second line on the Subsidiary Account Query screen.

RQry

Clears the information from the system's memory and performs the query again.

Srh

Enables you to locate a specific subsidiary account without scrolling through all the subsidiary accounts in the system's memory.

Sube

Displays subsidiary entry information for the selected transaction.

(0-9)

Enables you to select another line of information from the screen for further review.

Transaction Screen

Purpose

The Transaction screen enables you to view a list of the transactions that created the amount balance on the Amount screen.

Access

Access the Transaction screen as follows, starting at the Accounting Query Parameter screen.

1. Enter the query criteria
2. Select **Execute** and the Amount screen will appear

Note: If the Amount screen does not appear, select **(a-k) Amt-scr** and then choose an account.

3. Select **Detail of amount**

Note: This screen also appears when you perform a journal query for a journal in which only a single entry exists.

Example

Following is an example of the Transaction screen.

Accounting Query - GL Transaction										
File Edit Commands Help										
GLTR COMMAND										
Ref	Jnlno	Fscl	Yr	Jnl date	Prd	Login name	Sys date	S		
AC	2154	9596		07/05/1995	JULY	william	08/07/1995	I		
Ent	Type	Doc	Ref/No	Doc id	Pay Frm/no	Cash amount	S			
1	ADJ	VH	12672	20240		\$ 10.00	P			
Adjustment				William Harris						
Fd	Func	Obj	Subf	Ast	Subs	Debit	Credit	S R		
10	1001	1001		X		\$ 10.00		P 0		
10	1002	6100				\$ 10.00		P 0		
10	1002	6101					\$ 20.00	P 0		
Totals:						\$ 20.00	\$ 20.00			

Fields

The following is a list of fields that appear on the Transaction screen and their descriptions.

(a - k)

Letters designating the entries that appear on the screen.

Amt

The amount charged to the account on the indicated journal entry.

Desc/Name

The name of the person or company associated with the entry (e.g., a vendor or employee), or a description of the entry.

Doc

The type of source document that created the entry (e.g., PO for purchase order).

Doc Id

The ID number of the person who created the entry.

Ent

The number of the entry within the journal.

Journal

The number of the journal in which you created the entry.

Prd

The period (e.g., JAN, ADJ) in which you created the entry.

R

The reconciliation status. Valid values include the following:

- C (Cleared)
- O (Open)
- R (Reconciled)

Rf/no

The reference number of the source document that created the entry.

Status

The balance status of the entries that you want to query. The system will select entries that have the status you specify in this field. Valid status codes are as follows:

- A (All balances)
- C (Closed balances only)
- L (Locked balances only)

Commands

The following is a list of the commands that you can execute from the Transaction screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Displays the previous screen of transactions for the account.

Exit acquery

Displays the Accounting Main menu.

Forward

Displays the next screen of transactions for the account.

Output

Prints the screen contents, using the printer you selected when you first accessed Accounting Query.

Parameter

Enables you to access and change the information that appears on the first line of the Accounting Query Parameter screen.

Previous

Returns you to the previous screen.

Query

Enables you to access and change the information that appears on the second line of the Accounting Query Parameter screen.

Re-execute query

Clears the information from the system's memory and performs the query again.

Subsidiary

Enables you to review the subsidiary information about a transaction that you select by letter.

View Account Screen

Purpose

The View Account screen enables you to see the accounts that are included on the selected line of a report structure.

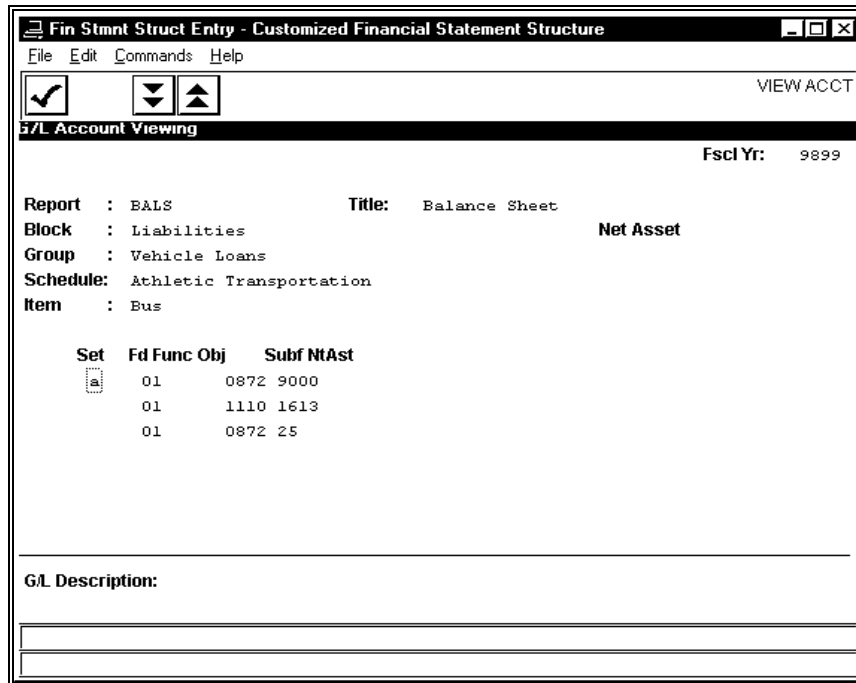
Access

Access the View Account screen as follows, starting at the Customized Financial Statement screen:

1. Select a report. The structure for the report appears on the screen.
2. From the command line, select **G/L**, then select **View**.
3. Move the cursor to the desired line of the structure.
4. Click **Select**.

Example

Following is an example of the View Account screen.



Fields

The following is a list of fields that appear on the View Account screen and their descriptions.

Block

The title of the block with which the accounts are associated.

Fd

The fund associated with the account.

Fscl Yr

The fiscal year for which you created the report.

Func

The function code associated with the account.

Group

The title of the group with which the accounts are associated.

Item

The title of the item with which the accounts are associated.

Net Asset

The Net Asset indicator associated with the report.

NtAst

The Net Asset indicator associated with the account.

Obj

The object code associated with the account.

Report

The four-character user-defined code that designates the report structure.

Schedule

The title of the schedule with which the accounts are associated.

Set

The account grouping to which the account belongs, as defined in the Financial Set table.

Subf

The subfund associated with the account.

Title

The free-format name of the report structure that appears at the top of the printed report.

Commands

The following is a list of the commands that you can execute from the View Account screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Back

Scrolls the list of accounts toward the top.

Finish

Closes the View Account screen.

Forward

Scrolls the list of accounts toward the bottom.

Voucher Screen

Purpose

For General Ledger purposes, the Voucher screen's primary function is to enable you to enter adjusting entries to both general ledger and subsidiary accounts. While the Voucher screen does enable you to perform a variety of other accounting tasks such as entering adjustments and performing queries, it is recommended that you perform them on other screens and programs which are better suited for these tasks.

Note: This section includes descriptions of all commands and fields on the Voucher screen; where applicable, the description indicates the commands you do not need for routine journal processing.

Access

Access the Voucher screen by:

1. Selecting the Accounting menu
2. Selecting the Journal Processing menu
3. Selecting the Accounting Entry option

Note: You can also access the Voucher screen from other menu locations within CX. However, by accessing the screen from the above menu location, the system automatically provides default information for adjusting entries.

Example

Following is an example of the Voucher screen.

The screenshot shows a window titled "CARS Menu - Voucher" with a menu bar (File, Edit, Commands, Help) and a toolbar containing icons for various functions. The main area displays a table with the following headers:

Journal	Amount	Document	Posting Date	Fiscal Period	Stat	Mode

Below this table, there is another table with the following headers:

Entry	Type	Description	Reference ID/Name	Stat

At the bottom of the screen, there is a summary section with the following data:

Total:	\$	0.00	\$	0.00
Cash Receipts/Disbursements:	\$	0.00	\$	0.00
C/L Account Description:				

Fields

The following is a list of fields that appear on the Voucher screen and their descriptions.

Amount

The type of amount that appears in the journal (e.g., ACT for actual).

Note: This field is display-only.

Ast

The Net Asset Indicator that shows whether the account contains permanently restricted, temporarily restricted, or unrestricted funds.

Cash Receipts/ Disbursements

The total amount of the changes to the cash account in the entry.

Note: This field is display-only.

Credits

The amount of the credit to the account.

Note: This field is display-only.

Debits

The amount of the debit to the account.

Note: This field is display-only.

Description

A 24-character description of the entry (e.g., "Xfer from anthro to bio").

Document

The document code and document number from the Document table and the Voucher table.

Note: This field is not applicable when you make adjusting entries.

Entry

A system-generated sequence number for the entries in the journal.

Fd

The fund number for the account (e.g., 10 for General-Unrestricted).

Fiscal Period

The fiscal period and fiscal year in which you want to post the entry (e.g., ADJ, MAR, CLS).
The current period is the default.

Func

The function number for the account (e.g., 1002 for Biology department).

G/L Account Description

The description of the account, based on the entries in the Fund table, the Function table, the Object table, and the Subfund table.

Journal

The name of the journal type (e.g., AC for Accounting).

Mode

A system processing code.

Note: For adjusting entries, the Mode is always "2".

Name

Your name, or the name of the person who originated the request for the journal entry.

Note: You must complete either this field or the Reference ID field.

Obj

The object number for the account (e.g., 6100 for supplies).

Posting Date

The date on which you want to post the entry. The current date is the default.

Reference ID

Your ID number, or the ID number of the person who originated the request for the journal entry.

Note: You must complete either this field or the Name field.

Stat (line 1)

The status of the journal. Valid codes include the following:

- C (Continued)
- I (Incomplete)
- S (Started)
- W (Working)

Note: This field is display-only.

Stat (line 2)

The posting status of the current entry.

Note: For adjusting entries, the Status is always "P".

Subf

The subfund number for the account (e.g., a construction project that is a subfund of your endowment fund).

Subs

The subsidiary, if any, that relates to the account that you entered.

Subs Id

The subsidiary number, if any, that relates to the account that you entered (e.g., the student's ID number for the Student Accounts Receivable control account).

Total

The total debits and credits for the entry.

Note: This field is display-only.

Type

The entry type for the entry that you are creating, as defined in the Entry Type table. ADJ is the default.

Commands

The following is a list of the commands that you can execute from the Voucher screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Abort

When selecting an incomplete journal, causes the system to ignore the Incomplete command.

Add

Enables you to start adding an entry.

Bye

Displays the Journal Processing menu.

Continue

Enables you to open and work with a journal that you previously started and saved as Incomplete.

Down

Enables you to view the next screen of entry information, if all the information does not fit on a single screen.

Drawer

Enables you to perform cashier functions.

Note: You do not need to use this command for entering adjustments.

Erase

Deletes information that you entered, as if you had never entered it.

Note: For security purposes, you can use this command only before you use the Write command for the entry.

Finish

One of the following:

- Indicates that you have finished entering entry information, and are ready to review and to write the entry.
- Completes the journal that you have been using.

GL

Enables you to add general ledger records.

Note: You do not need to use this command for entering adjustments.

Help

Displays the following two help screens:

- Field editing control keys (commands for accessing and moving through the fields)
- Voucher commands (descriptions of the commands on the Voucher screen)

Incomplete

Closes the journal that you have been using, and enables you to reopen it later to add additional entries.

Note: Use the Continue command to reopen the journal.

Level

Enables you to view the transaction level of the entry, or if you are already at the transaction level, returns you to the entry level (i.e., this command serves as a toggle between the transaction and entry levels of detail).

Note: You do not need to use this command for entering adjustments.

New

Enables you to add subsidiary accounts, balance records, and total records.

Note: You do not need to use this command for entering adjustments.

Query

Displays a query screen so you can locate subsidiary information.

Note: Although this command enables you to access *voucher's* querying logic, *acquery* and *saquery* offer enhanced querying capabilities. Jenzabar recommends that you use *voucher* for entering adjustments, and *acquery* and *saquery* for all queries.

Start

Opens a new journal.

Terminate

Cancels the current journal and voids all the entries you recorded in the journal.

Up

Returns you to the previous screen of information.

Update

Enables you to make changes to an entry that you have created but not yet written in the journal.

Void

Reverses the entry.

Note: When you want to void an entry, select **Void**, then confirm that you want to perform a void. The system displays an empty Voucher screen, and the cursor appears in the Entry number field. Enter the number of the entry that you want to void, then confirm that you want to void the entry number that you entered.

Write

Records the entry in the journal. After you use this command, you cannot erase or change it; you can use the Void command to reverse it.

Voucher G/L Entry Screen

Purpose

The Voucher G/L Entry screen enables you to view a list of the entries contained in a journal.

Access

Access the Voucher G/L Entry screen as follows:

1. Access the Accounting Query Parameter screen
2. Enter the query criteria
3. Select **Execute**

Example

Following is an example of the Voucher G/L Entry screen.

The screenshot shows a window titled "Accounting Query - Voucher G/L Entry" with a menu bar (File, Edit, Commands, Help) and a toolbar with icons for search, zoom, and navigation. The main area displays query parameters and a list of entries.

Query Parameters:

Fiscal:	Year	Month:	Beg - End	Type	Status	Text	Stop after:
	9495		BAL - CLS	ACT	A	DESC	100

Entry Details:

Fd	Func	Obj	Subf	Ref	Begin	End/Ent	Ent	Doc	Begin #	End #
				AC	2028	2028	V			

System Information:

No	Jnl Date	Prd	Sys date	S	Ent	Login name
2028	03/02/1995	MAR	03/02/1995	F	3	chris

Journal Entries:

Ent#	Type	Document	Doc id	Description/Name	Payment	Cash amt	S
<u>a</u>	1 ADJ	VH	12612	20202 Adjustment		\$ 0.00	P
<u>b</u>	2 ADJ	VH	12613	20202 Adjustment		\$ 25.00	P
<u>c</u>	3 SUM		0	0 Summarized Entry		\$ 0.00	S

Enter Option:

Fields

The following is a list of fields that appear on the Voucher G/L Entry screen and their descriptions.

Note: See the Accounting Query Parameter screen in this section for more information about the top section of this screen.

Cash amt

The amount of the cash transaction in the entry, if any.

Description/Name

The explanation of the entry, or the name of the person to whom the entry relates.

Document

The type of document, and the document number (e.g., a check or receipt number).

Doc id

The ID number of the person to whom the entry relates.

Ent

The number of entries in the journal.

Ent #

The number of the entry within the journal.

Jnl Date

The posting date of the journal.

Login name

The login name of the person who created the journal.

No

The journal number.

Payment

The form of payment and associated number (e.g., CK and the related check number).

Prd

The accounting period to which the journal relates.

S (on each line)

The status of the entry. Valid statuses include the following:

- P (Posted)
- S (Summarized)
- R (Removed)
- V (Void)

S (on summary line)

The status of the journal. Valid statuses include the following:

- C (Completed)
- F (Finished)
- I (Incomplete)
- W (Work in progress)

Sys date

The system date of the journal.

Type

The type of entry that you selected (e.g., ADJ for adjusting entries).

Commands

The following is a list of the commands that you can execute from the Voucher G/L Entry screen and their purposes.

Note: You can use a specific command only when that command appears on the current command line, toolbar, menu, or when it is black (not dimmed) on the list that appears when you select **Commands** from the menu bar.

Backward

Displays the previous screen of accounts that meet your search criteria.

Exit acquery

Displays the Accounting Main menu.

Forward

Displays the next screen of accounts that meet your search criteria.

Output

Prints the account information on the printer that you designated when you first accessed Accounting Query.

Parameter

Enables you to enter parameter information on the first line of the Accounting Query Parameter screen.

Query

Enables you to enter query information on the second line of the Accounting Query Parameter screen.

Re-execute

Clears the information from the system's memory and performs the query again.

Search

Enables you to locate a specific entry without scrolling through all the records in the system's memory.

Subsidiary

Enables you to select an entry to display on the Subsidiary Transactions screen.

SECTION 3 – CREATING ACCOUNT NUMBERS

Overview

Introduction

The CX General Ledger product provides several ways to create account numbers. This section provides information you need to complete this essential preliminary step.

Before You Begin

Before you begin to use the following procedures for creating journal entries, resolve all issues about your account number structure. In the standard General Ledger product, the structure consists of the following fields:

- Fund
- Function
- Object
- Subfund

In addition, the following non-standard fields can be used as part of the account number by modifying the macros/custom/financial file:

- Location
- Sublocation
- Subfunction
- Subobject
- Class
- Subclass
- Type
- Subtype

Note: For information about customizing the structure of your account numbers, see *General Ledger Technical Manual*.

Setting Up Account Numbers

Introduction

The account number creation process consists of three steps:

- Entering the valid fields that make up your account numbers.
- Defining the valid combinations of the fields that make up the account.
- Activating the account number, either through the Voucher program or spontaneously while using accounts.

How to Enter Account Fields

All components of the account number are defined in tables that are grouped under the name "General Ledger". To access the General Ledger menu option, select the following menu options:

1. Accounting
2. Table Maintenance Menu
3. Financial (F-I)
4. General Ledger

The screen that appears contains the standard account number components (i.e., fund, function, object, and subfund), but you can modify this screen to contain the components your institution uses.

How to Change Account Descriptions

You can change the descriptions for your existing account components at any time, using the menu path described in *Entering Account Fields* above. However, changes in descriptions can cause confusion when you want to compare accounting information from *before* the change to data created *after* the change. To modify the account descriptions so they are consistent, run the *updgl* script, accessed by selecting the following menu options:

1. Accounting
2. G/L Maintenance Menu
3. Update G/L Descriptions

When the parameter screen appears, indicate the year for which you want to update the descriptions, then indicate when you want to run the process. The system will send you e-mail when the process completes.

How to Define Account Component Combinations

After you define all the valid components of your account numbers, you must relate the components to indicate to the system which components can be used in combination with which other components. For example, you may want to indicate that all object codes in the 5000 or 6000 range must be used in conjunction with a function code.

How to Relate the Account Components

To relate the account components to each other, use the Defined Accounts record (gld_rec). Access this record by selecting the following menu options:

1. Accounting
2. Table Maintenance Menu
3. Financial D-E
4. Defined Account

For more information about using the Defined Accounts record, see *General Ledger Technical Manual*.

Activating Accounts

Introduction

You can activate accounts (i.e., create General Ledger Account records) for a particular combination of fund/function/object/subfund in one of two ways:

- Use Accounting Entry
- Use the account within one of the accounting applications

How to Activate Account Numbers Within Accounting Entry

You can use the Accounting Entry program Voucher to activate accounts. This method is essential if the account is a subsidiary or cash account. It is also essential if the activated account is valid for use only within specific journal types.

1. To establish an account using Accounting Entry:
2. Select Accounting Entry from the Journal Processing menu. The Voucher screen appears.
3. Select **G/L**. The G/L Parameter screen appears.
4. Enter the necessary information about the account, then select **Execute**. The Voucher screen appears, and the account is established.

How to Activate Account Numbers as Needed

Activating accounts as needed is simply a matter of using the account for the first time. If an account is valid according to the Defined Accounts record but the various account components have not yet been used in combination with each other, the system will prompt you with the message, "This is a new G/L account. Do you still wish to use it?" Respond Yes to cause the system to create a General Ledger Account record for the account.

If the system returns the message "Invalid according to the table of rules", the Defined Accounts record does not allow for the selected account components to be used in the same account. You must either enter a valid combination or modify the entries in the Defined Accounts record.

Note: If you activate an account as needed, it cannot be a cash account, a subsidiary account, or be restricted for use within any journal type.

SECTION 4 - CREATING JOURNAL ENTRIES AND ADJUSTMENTS

Overview

Introduction

This section provides information and step-by-step procedures when you do the following:

- Create accounting journal entries and adjustments
- Create and use recurring accounting journal entries

Before You Begin

Before you begin to use the following procedures for creating journal entries, obtain a copy of the institution's Chart of Accounts for reference.

Note: For information about printing the Chart of Accounts, see *Before You Begin General Ledger* in this guide.

The following phases take place before, during, and after you create journal entries.

Phase 1

Assemble the accounting information you need to prepare the entry, including the correct accounts to use and the supporting documentation (invoices, purchase orders, subsidiary numbers, and authorizations).

Phase 2

From the Accounting: Journal Processing menu, select the CX menu option for creating the entry.

Note: For one-time entries, select Accounting Entry; for recurring entries, select Recurring Jnl Entry menu, then select Recurring Journal Entries.

Phase 3

Prepare and post the entries, using the procedures in this section.

Phase 4

If desired, review the entries that you posted, using Accounting Query.

Note: For more information about using Accounting Query, see *Querying Accounting Information* in this guide.

Creating One-Time Journal Entries

Definition of a One-Time Journal Entry

A one-time journal entry is an entry that you make for adjustment purposes, or to correct an unusual accounting situation that occurs at your institution. This section provides the instructions you need to create this type of entry, and to post it to your general ledger.

Ways to Create Other Types of Journal Entries

You can create recurring journal entries by using the procedures at the end of this section. Recurring entries include allocations of monthly charges, or such common transactions as recording interest or depreciation expenses.

Other CX modules and applications enable you to create specific other types of entries. For example, the Student Billing module performs the accounting you need for student accounts, and the Human Resources/Payroll or Personnel/Payroll modules create the accounting entries for payroll. Purchasing and Accounts Payable tracks the accounting effects of encumbrances and payables. All of these modules interface with the General Ledger, based on the CX modules that your institution uses and your CX setup. For more information about these accounting functions, see the guides for each specific module.

How to Create and Post One-Time Journal Entries

Follow these steps to create and post one-time journal entries.

This procedure describes using the Accounting Entry screens. For descriptions of all Accounting Query screen fields, see *Using the General Ledger screens* in this guide.

1. From the Fiscal Management: Accounting Main menu, select the Journal Processing menu. The Journal Processing menu appears.
2. Select the Accounting Entry menu option, then select **Finish**. The Voucher screen appears.
3. Do you want to make entries to an existing journal, or open a new journal?
 - If you want to use an existing journal, select **Continue**, and go to step 4. This changes the command line, and the Voucher screen displays information about the incomplete journal.
 - If you want to open a new journal, select **Start**, and go to step 5. The cursor moves to the Document field.
4. Does the journal number you want to use appear in the Journal field? If so, the command line changes, and you are ready to add to an entry.
 - If yes, select **Desired Journal**, and go to step 6.
 - If no, select **Next** or **Previous** until the correct number appears, then select **Desired Journal**, and go to step 6.
5. Enter information into the following fields, or accept the default by pressing **<Tab>** or by clicking to the next field. Select **Execute** when you are done.
 - Document
 - Posting Date
 - Fiscal Period

Note: In Character mode, use your **<Enter>** key to accept the defaults.
6. Select **Add**. The cursor moves to the Type field on the second line of the screen, the entry line.

7. Complete the information about the entry. The cursor moves to the lower portion of the screen, the transaction area.
Note:
 - You must enter a Reference ID or Name.
 - You can use **<Ctrl-t>** name lookup if desired to locate the Reference ID.
8. Enter the account number and the amount for each line of the entry.
Note:
 - Use **<F3>** to move between the Debit and Credit columns. In Character mode, use your **<Tab>** key.
 - If you make a mistake, use the procedure in step 11 to correct it.
 - If you have enabled your General ledger Account Auto-Fill feature, parts of your account number may fill automatically based on values in the General Ledger Substitution table.
9. When you complete the entry, select **Finish**. The command line changes to enable you to add more entries or perform other journal entry functions.
10. Do you want to change any of the information in the entry?
 - If yes, go to step 11.
 - If no, go to step 13.
11. Do you want to update the entry, or the transaction information?
 - If you want to edit the entry line, select **Update**. The cursor moves to the entry line.
 - If you want to move the cursor to the transaction area of the screen to edit the transaction information, do the following:
 - Select **Level**.
 - Select **Update**.
12. Change the entry as desired.
13. Do you want to post the entry?
 - If yes, select **Write**. The program posts the entry.
 - If no, select **Erase**, then press **y**. The comment line displays the message, "Transactions Erased."
14. Do you want to make additional entries to the journal at this time?
 - If yes, repeat steps 6 -13.
 - If no, go to step 15.
15. Do you want to make additional entries to this journal at a later time?
 - If yes, select **Incomplete**, then select **Bye**. The Journal Processing menu appears.
 - If no, select **Finish**, then select **Bye**. The Journal Processing menu appears.

Using Recurring Journal Entries

Purpose of Recurring Journal Entries

Recurring entries include allocations of monthly charges, or such common transactions as recording interest or depreciation expenses. When you use the CX Recurring Entry feature, you simplify your routine journal entries.

How to Create Recurring Journal Entries

Follow these steps to create recurring journal entries.

Note: This procedure describes using the Recurring Entry screens. For descriptions of all Recurring Entry screen fields, see *Using the General Ledger screens* in this guide.

1. From the Fiscal Management: Accounting Main menu, select the Journal Processing menu. Then, select the Recurring Journal Entry menu. The Recurring Journal Entry menu appears.
2. Select the Recurring Journal Entries menu option, specify the type of journal for which you want to create entries, then select **Execute**. The Recurring Entry screen appears.
3. Select **Table**, then select **Add**. The Recurring Entry Table screen appears.
4. Enter descriptive information about the entry, then select **Finish**. The system displays a prompt for you to check your entry for accuracy.
5. If the entry is correct, select **yes**. The system displays the message, "Current row added."
6. Select **Exit**. The Recurring Entry screen appears.
7. Select **Recur**. The cursor moves to the Code field, and the command line changes to enable you to enter the accounts for the recurring entry.
8. Enter the name of the code that you defined in step 4. The cursor moves to the Accounts area of the screen, and the comment line prompts you to enter account information.
9. Using <Tab>, the spacebar, arrow keys, and your mouse to move through the fields, enter the account information, then select **Finish**. The system prompts you about updating the entry.
10. Select **Yes**. The entry appears on the screen, and the command line changes so you can select other Recurring Entry commands.

How to Update Recurring Journal Entries

After you have created a recurring journal entry, you can update it. Follow these steps to edit recurring journal entries.

Note: This procedure provides you with a focused, step-by-step procedure for using the Recurring Entry screens. For descriptions of all Recurring Entry screen fields, see *Using the General Ledger screens* in this guide.

1. From the Fiscal Management: Accounting Main menu, select the Journal Processing menu. Then, select the Recurring Jrnl Entry menu. The Recurring Journal Entry menu appears.
2. Select the Recurring Jrnl Entries menu option, specify the type of journal for which you want to update entries, then select **Finish**. The Recurring Entry screen appears.
3. Select **Recur**. The cursor moves to the Code field, and the command line changes to enable you to select the code that identifies the entry you want to update.

4. Enter the code name of the entry that you want to update. The cursor moves to the Debit/Credit area of the screen, and the comment line prompts you to enter amount information.
5. Enter the account and amount information, then select **Finish** or press **<Enter>**. The system prompts you about updating the entry.
 - Note:** Use the following to move through the fields:
 - The **<Tab>** key
 - The mouse
 - The following commands:
 - Change amounts
 - Delete-line
 - Add-line
6. Select **Yes**. The entry appears on the screen, and the command line changes so you can select other Recurring Entry commands.

How to Post Recurring Journal Entries

Follow these steps to post recurring journal entries.

Note: This procedure describes using the Recurring Entry screens. For descriptions of all Recurring Entry screen fields, see *Using the General Ledger screens* in this guide.

1. From the Fiscal Management: Accounting Main menu, select the Journal Processing menu. Then, select the Recurring Jrnl Entry menu. The Recurring Journal Entry menu appears.
2. Select the Recurring Jrnl Entries menu option, specify the type of journal in which you want to post entries, then select **Finish**. The Recurring Entry screen appears.
3. Select **Recur**. The cursor moves to the Code field, and the command line changes to enable you to select the code that identifies the entry you want to post.
4. Enter the code name of the entry that you want to post. The cursor moves to the Debit/Credit area of the screen, and the comment line prompts you to enter amount information.
5. Change the amounts if desired, then select **Finish**. The entry appears on the screen, and the command line changes so you can select other Recurring Entry commands.
 - Note:** If you change the amounts, the system prompts you about updating the entry.
6. Select **Post**. The cursor moves to the Post Date field.
7. Change the value in the Post Date field if desired, then press **<Enter>**. The system posts the entry and displays a status message.

Example: “Entry successfully posted to Journal AC-2035.”

SECTION 5 - QUERYING ACCOUNTING INFORMATION

Overview

Introduction

This section provides information and step-by-step procedures for you to follow when you do the following types of accounting information:

- Query journal information, including account detail, journals, entries, and documents
- Query subsidiary information
- Query budget information
- Query student account information

Before you Begin

Before you begin to use the following procedures for querying accounting information, obtain the supporting documents for the journals and entries that you want to review.

The Process

The following phases take place before, during, and after you query accounting information.

Phase 1

Determine the type of information that you want to query and review, and assemble any information you need to perform your query (e.g., posting dates, journal numbers, ID numbers, or account numbers).

Phase 2

Select one of the following menu options from the Fiscal Management: Auditing menu:

- Accounting Query for journals and subsidiaries
- Budget Review for budget information
- Bursar Query for student account information

Note: In the standard CX, you can also access these query programs from the following Fiscal Management menus:

- *Accounting Query*: Accounting, Cash Receipts, Purchase Order Approval and Accounts Payable/Receiving
- *Budget Review*: Accounting, Budgeting, Purchase Order Approval and Accounts Payable/Receiving
- *Bursar Query*: Cash Receipts and Student Accounts/Billing: Student Billing

Phase 3

Review the desired information, then exit from the program.

Querying Journal Information

Jenzabar CX Programs for Querying Journal Information

When you want to query about entries, accounts, or documents in any of the journals at your institution, you use the CX program *acquery*, or Accounting Query. When you want to query about activity in subsidiary accounts in any of your institution's journals, you use the CX program *saquery*, or Subsidiary Account Query. You access Subsidiary Account Query from within Accounting Query.

Note: Although the Voucher screen in the CX program *voucher* enables you to query accounting information, the Accounting Query and Subsidiary Account Query programs offer enhanced querying capabilities. Jenzabar recommends that you use *acquery* and *saquery* for all accounting and subsidiary queries.

Types of Queries

Using Accounting Query, you can perform the following four different types of queries. In each case, you can specify an *exact* query subject, or a *range* of subjects that you designate by number.

- Account queries
Enables you to review activity in a particular account, or to review a list of accounts (within a specified range) so you can select an account for detail review.
- Document queries
Enables you to review the transactions associated with a particular document, or to review a list of accounting documents (within a specified range) so you can select one for detail review.
- Entry queries
Enables you to review the transactions associated with a particular entry, or to review a list of entries (within a specified range) so you can select one for detail review.
- Journal queries
Enables you to review the detail transactions that appear in a particular journal, or to review a list of journals (within a specified range) so you can select one for detail review.

How to Use Accounting Query

Follow these steps to use Accounting Query:

Note:

- This procedure describes using the Accounting Query screens. For descriptions of all screen fields, see *Using the General Ledger screens* in this guide.
- Wherever accounts are used for querying, you can mask the account information using asterisks (*) to include all the accounts in a range.

Example: When you enter a Function code of 1***, Accounting Query selects all the function codes from 1000 - 1999 for your query.

1. Select Accounting Query, enter the name of the printer you want to use to print query output, and select **Finish**. The Accounting Query Parameter screen appears with the cursor on the first line of the screen.

Note: This line is the *parameter line*.

2. Complete the parameter line, then select **Execute**. The cursor moves to the second line of the Accounting Query Parameter screen.

Note: This line is the *query line*.

3. Enter search criteria as follows, then select **Execute**. The resulting screen display will vary depending on the type of query you perform.

- For an account query (the Amount or Account screen appears):
 - Fd (the fund for the query)
 - Func (the function code, or department, for the query)
 - Obj (the object code, or account for the query)
 - Subf (the subfund, or project for the query)

Note: If you have enabled your General ledger Account Auto-Fill feature, parts of your account number may fill automatically based on values in the General Ledger Substitution table.

- For a document query (the Entry Detail or Document Query screen appears):
 - Doc (the document code (e.g., CK for a check))
 - Begin # (the first document number that you want to review (e.g., a check number))
 - End # (the last document number that you want to review; leave blank for single document queries)
- For an entry query (the Entry Detail or Voucher G/L Entry screen will appear)
 - Ref (the reference, or type of journal (e.g., AP for Accounts Payable))
 - Begin (the journal number that you want to review)
 - End/Ent (the first entry number within the journal number that you want to review)
 - Ent (the last entry number within the journal that you want to review; leave blank for single entry queries)
 - V/E (a code that indicates whether you are performing a journal or an entry query; enter **E**)
- For a journal query (the Entry Detail, Transaction, or Accounting Query Voucher screen will appear):
 - Ref (the reference, or type of journal (e.g., AP for Accounts Payable))
 - Begin (the first journal number that you want to review)
 - End/Ent (the last journal number that you want to review; leave blank for single journal queries)
 - V/E (a code that indicates whether you are performing a journal or an entry query; enter **V** for journal queries)

Note: For each of the above types of queries (except for the document query), the type of screen that appears depends on the number of transactions that the query locates.

4. Using the command line and the comment line to guide you, perform the following tasks as desired and you will complete your query of accounting information:
 - Select a line to review in detail
 - Change the query information you used for the original query, then perform another query
 - Change the parameters you used for the original query, then perform another query
 - Search the selected records for a specific record
 - Print the results of your query
 - Exit from Accounting Query

Querying Subsidiary Information

The Jenzabar CX Program for Querying Accounting Information

When you want to query about entries, accounts, or documents in any of the journals at your institution, you use the CX program *acquery*, or Accounting Query. When you want to query about activity in subsidiary accounts in any of your institution's journals, you use the CX program *saquery*, or Subsidiary Account Query. You access Subsidiary Account Query from within Accounting Query.

Examples of Subsidiaries in Jenzabar CX

In CX, you can have as many subsidiary types as desired. Some common subsidiaries include Wages Payable and Student Accounts. In each case, the system maintains subsidiary information at the subsidiary number (or ID) level. For example, a student with an ID of 32323 who works on campus has records in each of these subsidiaries, and you can locate the records for the student by querying on the subsidiary number 32323.

Examples of subsidiary information are:

- Wages Payable subsidiaries include detail information by pay period about an individual's earnings and withholdings.
- Student Accounts subsidiaries include detail information by session and type of charge or activity (e.g., key deposits, fines, or tuition).
- Accounts Payable subsidiaries include detail information about invoices and payments, but do not maintain session or period level information.

Subsidiary Account Query Levels

When you use Subsidiary Account Query, you can view these levels and types of information.

Note: The sample types of information shown here are examples only, and are not intended to serve as policy guidance. Your institution's accounting setup may differ.

Level	Screen Name	Screen Contents
Account	Subsidiary Account screen	Fields pertaining to individuals, vendors or organizations who owe money to the institution (or to whom money is owed), including credit information and the total amount owed. Note: This screen contains a complete record for one subsidiary account.
Balance	Subsidiary Balances screen	Columns pertaining to total amounts charged to a subsidiary account for particular time periods that are not yet paid. For example, in Student Accounts, the screen shows zero balances for sessions where the student has paid all charges, and shows the balance due for sessions where charges are still outstanding.
Entry	Subsidiary Entries screen	Columns pertaining to the subsidiary entries for the subsidiary account, in inverse journal date order.
Statement	Statement screen	Fields that summarize the activity in the subsidiary account, ending with the amount due to or from the subsidiary.
Total	Subsidiary Totals screen	Columns pertaining to the subsidiary totals for a subsidiary account, in inverse time order. <i>For a payroll</i> , it displays all the components of the payroll (earnings and deductions, as well as employer-paid benefits) for each time period. <i>For student accounts</i> , it displays all the detailed charges for the period.

Direct Access to Subsidiary Account Query

The most direct way to access Subsidiary Account Query is from the Accounting Query Parameter screen. Use this access method when you know the information you need to locate exists in CX at the subsidiary level.

Indirect Access to Subsidiary Account Query

You may occasionally need to examine subsidiary information when performing an account query. For example, if your review of your Student Accounts Receivable account reveals an unusual balance, you may want to examine the subsidiary amounts that created the balance. In this type of situation, you can access Subsidiary Account Query from the following two different Accounting Query screens:

- The Account Entry screen
- The Voucher G/L Entry screen

Since you cannot locate these Accounting Query screens directly from the menu, they provide an *indirect* method of accessing Subsidiary Account Query.

How to Query Subsidiary Information Using Direct Access

Follow these steps to access Subsidiary Account Query directly from the Accounting Query Parameter screen.

Note: For descriptions of all screen fields, see *Using the General Ledger screens* in this guide.

1. Select Accounting Query, enter the name of the printer you want to use to print query output, and select **Finish**. The Accounting Query Parameter screen appears with the cursor on the first line of the screen.

Note: This line is the *parameter line*.

2. Complete the first line of parameter information, then select **Saquery**. The Subsidiary Query Parameter screen appears with the cursor on the Subsidiary (Subs) field on the first line of the screen.

Note: This line is the subsidiary parameter line.

3. Referring to the comment line, enter the subsidiary parameter information you want to use to perform the query, then select **Execute**. The cursor appears on the second line of the screen.

Note: From any field on the subsidiary parameter line, you can select **Query** to access the second line of the screen, the *query line*.

4. Referring to the comment line, enter the search criteria you want to use to perform the query, then select **Execute**.

Note: You are at the ACC (Account) level when you execute this query. This level name appears in the upper right corner of the screen.

How to Access the Account Entry Screen and Subsidiary Account Query

Follow these steps to access the Account Entry screen and then use Subsidiary Account Query. Use this procedure when you want to view subsidiary information pertaining to an account.

1. Perform Accounting Query for an account or a range of accounts.
2. Select **Amount screen**.
3. Select the letter corresponding to the transaction that you want to review.
4. Select **Detail of amount**.
5. Select **Subsidiary**.
6. Select the letter corresponding to the subsidiary information that you want to review.

How to Access the Voucher G/L Entry Screen and Subsidiary Account Query

Follow these steps to access the Voucher G/L Entry screen and then use Subsidiary Account Query. Use this procedure when you want to view subsidiary information pertaining to a specific journal.

1. Perform Accounting Query for a single journal, where the journal has more than one entry.
2. Select **Subsidiary**.
3. Select the letter corresponding to the subsidiary information you want to review.

How to Query Subsidiary Information Using Indirect Access

Follow these steps to use the subsidiary query screens. For descriptions of all screen fields, see *Using the General Ledger screens* in this guide.

1. Use either of the above procedures to select the subsidiary information that you want to review. One of the following screens appears:
 - Subsidiary Entries screen
 - Subsidiary Balances screen
 - Subsidiary Transactions screen

Note: The screen that appears depends on your setup and your volume of transactions.
2. Which subsidiary screen appears?
 - If the Subsidiary Entries screen or the Subsidiary Balances screen appears, go to step 3.
 - If the Subsidiary Transactions screen appears, go to step 4.
3. Select an entry from the screen. The Subsidiary Transactions screen appears.
4. Review the Subsidiary Transactions screen contents, and note the contents of the Level field in the upper right corner of the screen.
5. Do you want to display another level of transaction information about the subsidiary?

Note: For information about each level, see *Subsidiary Account Query levels* in this section.

 - If yes, do the following to cause the selected subsidiary screen to appear:
 - Select **Level** to display the desired Level code.
 - When the desired Level code appears, select **Next level**.
 - If no, go to step 6.
6. Do you want to perform additional subsidiary query tasks?
 - If yes, use the command line and the comment line to guide you as you perform the following tasks as desired. You will be able to review subsidiary information at various levels:
 - Select a line to review in detail
 - Change the query information you used for the original query, then perform another query
 - Change the parameters you used for the original query, then perform another query
 - Search the selected records for a specific record
 - Switch to a different query screen
 - Change the level, then review the resulting query screen for more information about the subsidiary
 - Print the results of your query

Note: See *Using the General Ledger Screens* for detailed descriptions of the commands; see *Subsidiary Account Query Levels* in this section for information about the levels of query. The screen displays the menu from which you accessed Accounting Query.
 - If no, select **Exit**.

Querying Budget Information

Jenzabar CX Program for Querying Budget Information

When you want to query about budgeted, actual and encumbered amounts, and to view the supporting transactions for these amounts, you use the CX program *bgtreview*, or Budget Review.

How to Access Budget Review

You can access Budget Review from any of the following menus:

- Fiscal Management: Accounting Main menu
- Fiscal Management: Auditing Main menu
- Fiscal Management: Budgeting Main menu
- Fiscal Management: Purchase Order Approval menu

You can also access Budget Review from within the Requisitioning, Purchase Order Entry, and Invoice Entry programs.

Pooled Budget Reviews

The Budget Review process enables you to view consolidated (or pooled) budget figures. For example, a department might have the following accounts:

- Office supplies
- Laboratory supplies
- Classroom supplies

If a need for supplies arises, the department can pool all the supplies accounts into one control account, then view the results to determine if any money remains anywhere in the supplies budget.

You define the accounts to pool (and the control account) in the Financial Statement table, and view the pooled results on the Budget Review screen.

How to Query Budget Information

Follow these steps to use Budget Review for querying budget information. For descriptions of all screen fields, see *Using the General Ledger screens* in this guide.

Note: In Budget Review, you can display all accounts, or revenue and expense accounts only. To change your display, you must change the value in your institution's Configuration table for the entry `REV_EXP_ONLY_ENABLED`. For more information, see the *Financial Technical Manual* or the Comment field in the Configuration table.

1. Select Budget Review from any of the locations listed above, enter the fiscal year and printer that you want to use for the query, then select **Execute**. The Budget Review screen appears in Query mode.
2. Enter the account number (fund, function, object, and subfund) for which you want to perform the query, then press **<Tab>**. The cursor moves to the Year field.

Note:

- You can mask the account information using asterisks (*) to include all the accounts in a range. You can also enter just a fund and a function to see all the objects.
- In character mode, press **<Enter>** to advance the cursor.
- If you have enabled your General ledger Account Auto-Fill feature, parts of your account number may fill automatically based on values in the General Ledger Substitution table.

3. Either accept or overwrite the default year, then press **<Tab>**. The cursor moves to the Period (Prd) field.
 - Note:** You can change the year and other search criteria by selecting the *Review* (Perform another Budget Query) command.
4. Enter the fiscal period for which you want to perform the query, (e.g., MAR, TRM3, ALL), then press **<Tab>**. The cursor moves to the Frequency (Freq) field.
5. Enter the code for the frequency that you want for the query (annual, monthly, or year-to-date), then press **<Tab>**. The cursor moves to the Level (Lvl) field.
6. Enter the code for the level of consolidation that you want to view, then select **Execute**. Valid codes, in order of level of consolidation, are as follows:
 - B (Block)
 - G (Group)
 - S (Schedule)
 - I (Item)

The Budget Review screen displays budget, encumbrance, and actual information about the objects that meet your search criteria.

7. Do you want to review the detail transactions that support any of the amounts on the screen?
 - If yes, select **Transactions**. The screen enters Selection mode, and the data area becomes a grid in which the first cell is highlighted.
 - If no, go to step 12.
8. Using your arrow keys or your mouse, highlight the amount that you want to review in more detail, then select **Execute**. The system prompts you about including voided transactions in the review.
9. Respond to the system prompt for voided transactions. The Budget Transactions screen appears with detail information about the account you selected.
10. Scroll through the information on the screen as required, and print the screen information if desired, then select **Finished**. The Budget Review screen appears, highlighting the amount you reviewed in step 7.
11. Do you want to review detail information about other amounts on the screen?
 - If yes, repeat steps 8 -10.
 - If no, select **Abort**, and go to step 12.
12. Referring to the command and comment line as necessary, perform other Budget Review tasks if desired, including the following:
 - Performing queries for other accounts or other time periods.
 - Printing the results of the Budget Review.

Note: See *Using the General Ledger screens* for detailed descriptions of the commands.
13. When you are done, select **Exit**. The screen displays the menu from which you accessed Budget Review.

Querying Student Information

The Jenzabar CX Program for Querying Student Information

When you want to query about student accounts, you use the CX program *bursar*, or Bursar Query.

You can access Bursar Query from any of the following menus:

- Fiscal Management: Auditing Main menu
- Fiscal Management: Cash Receipts Main menu
- Fiscal Management: Student Accounts/Billing: Student Billing menu

How to Query Student Information

Follow these steps to use Bursar Query for querying student information. For descriptions of all screen fields, see *Using the General Ledger Screens* in this guide.

1. Select Bursar Query from any of the menus listed above, enter the name of the printer you want to use to print the results of your queries, then select **Finish**. The Bursar Query screen appears in Query mode.
2. Complete the ID field in one of these ways, then select **Finish**.
 - Accept the default number that appears in the field.
 - Enter the ID, if known.
 - Perform a query to locate the student's ID, enabling the system to complete the ID field for you automatically.

Note:

- The top part of the screen displays the name and social security number of the selected student, and the Bursar Balance Information screen in the bottom part of the screen displays balance information.
 - Balance information appears for every session in which the student has financial transactions with the institution.
3. Select **Defaults**, and view the default information the system uses to process bursar queries. You ensure that the query continues with the subsidiary, balance period, type of balance, printer, and dates you want to use.
 4. Using the command line and the comment line to guide you, perform other query tasks as desired. You can view a student's net liability or receivable on the Bursar Account Information screen.
 5. Select **Exit** when you are done. You complete your use of Bursar Query, and the menu from which you accessed Bursar Query appears.

Note: See *Using the General Ledger screens* for detailed descriptions of the commands. For more information about using the Bursar Query program, see the Jenzabar guide *Using Cashier*.

SECTION 6 - PRODUCING GENERAL LEDGER REPORTS

Overview

Introduction

This section provides:

- The procedure to generate and print standard CX reports
- Information about initializing indexes before running reports
- Information about the standard reports you can produce using General Ledger
- Instructions on creating customized reports

How to Generate and Print Reports

Depending on the nature of the report you want to produce, comments on the initial screen that appears when you select the report from the menu prompt you to enter any relevant parameters (e.g., dates, IDs, or document numbers). Successive screen comments further prompt you to specify the type of output desired (e.g., screen, file, or printed hard copy) and when you want to process the report. Follow these steps to generate any of the standard CX reports.

1. Access the desired Reports menu, then select the report you want to generate. A screen containing the processing parameters for the report appears.
2. Enter the required or relevant parameters, then select **Finish**. The Output Parameters and Scheduling window appears.
3. Indicate the type of output you want to produce and the time and day you want to generate the report. Select **Finish** either to generate the report or to schedule it for production on the specified date and time.

Note:

- If you route the output to a file and do not define a name for the file, CX places the output in a file called *filename.out*, where *filename* is the technical name of the report. See *Reports for General Ledger* for the technical name for each report.
- For more information about using the Output Parameters and Scheduling window, see *Performing Background Tasks and Scheduling Processes* in *Getting Started User Guide*.
- For more information about producing customized financial reports using the Financial Statement Generation process, see *Producing Customized Financial Reports* in this guide.

Reports for General Ledger

Introduction

This section provides information and procedures for you to do the following:

- Initialize and review the report indexes prior to running reports
- Run G/L Journal reports
- Run Balance Sheet reports
- Run Revenue/Expense Detail reports
- Run Form 990 reports
- Run Object, Function, and Subfund reports
- Run Interfund Analysis reports
- Run Document Register reports
- Run Document Sampling reports
- Run Subsidiary Ledger (S/L) Account Balances reports
- Run S/L Balances by S/L Period reports
- Run Trial Balance reports
- Create a customized structure for financial reports
- Produce your customized financial reports

Before you Begin

Before you begin to run your financial reports, you must know the following:

- Time frames (fiscal years)
- Account numbers
- Other report parameters

The Process

The following shows the general phases that you follow to run the standard CX reports.

Phase 1

From the Fiscal Management Main menu, select either Accounting or Auditing, depending on the type of report you want to run.

Phase 2

Select the Reports Menu option.

Phase 3

Initialize the report indexes by selecting the Initialize Report Indexes option from either the Accounting Main menu or the Auditing Main menu.

Phase 4

Review the report indexes for accuracy by selecting the Review Report Indexes option.

Phase 5

After you initialize and review the report indexes, select the report(s) you want to run.

Initializing Report Indexes

Many of the CX reports use a temporary file that helps them run faster. The Initialize Report Indexes options on the Accounting Reports menu and the Auditing Reports menu update the temporary file using the most recent data from the database. Use the Review Report Indexes option to review the records in the temporary file.

CAUTION:

- The Review Report Indexes option also allows you to manually add or delete records from the temporary file. Adding and removing records from the temporary file will affect the information displayed in your reports.
- Initialize the report indexes at least once a month or before each major reporting period. If you do not, the records in the temporary file will not match the records in the database, and the report will not generate the desired information. You must also initialize the indexes whenever you change fiscal years.

Standard Jenzabar CX Reports

Introduction

Because of its large number of functional areas, General Ledger offers access to various types of standard reports in differing menu locations. This section contains descriptions of the reports by menu location.

Report Parameters

Since reports are so important to the accounting function at every institution, you can produce the standard CX reports in a variety of formats, simply by passing different parameters. To help you understand your report output, most standard reports feature a cover sheet that lists the parameters you used to produce the report. For those reports with only a few parameters, the values you used appear at the top of the report page as part of the heading. The following pages show how the parameters you use can change the headings on the financial reports.

1. Accounting Reports with OBJ(ACCT)type

----- Column Type for BALANCE - (80) -----

XXXX Description	Begin Balance SEPI	Period Amt SEPI - JUNE	Ending Balance JUNE
------------------	-----------------------	---------------------------	------------------------

----- Column Type for BCTCOMP - (80) -----

XXXX Description	Period Amount SEPI - JUNE	---- Fiscal Year to Date ---- Budget	Actual	Pct
------------------	------------------------------	---	--------	-----

----- Column Type for CURYTD - (132) -----

XXXX Description	----- Current Month -----				----- Fiscal Year to Date -----			
	Budget	Actual	Encumbered	Variance	Budget	Actual	Encumbered	Variance

----- Column Type for FULL - (132) -----

XXXX Description	----- Current Month -----			----- Fiscal Year to Date -----			--- Fiscal Year Total ---		
	Budget	Act + Enc	Variance	Budget	Act + Enc	Variance	Budget	Pct	Variance

----- Column Type for PREV - (132) -----

XXXX Description	----- Prior Year Total -----			----- Fiscal Year to Date -----			
	Budget	Actual	Variance	Budget	Actual	Encumbered	Variance

----- Column Type for PRVACT - (80) -----

XXXX Description	Total		YTD	Pet
	Prise Ye	Current Ye		
-----	-----	-----	-----	-----

----- Column Type for PRVACTPRD - (132) -----

XXXX Description	Current Month			Fiscal Year to Date		
	Prise Ye	Current Ye	Pet	Prise Ye	Current Ye	Pet
-----	-----	-----	-----	-----	-----	-----

----- Column Type for PRVCMIS - (132) -----

XXXX Description	Prise Year Total			Fiscal Year to Date			Variance	Pet
	Budget	Actual	Pet	Budget	Actual	Encumbered		
-----	-----	-----	-----	-----	-----	-----	-----	-----

----- Column Type for PRVYTD - (132) -----

XXXX Description	Prise Year to Date			Current Year to Date		
	Budget	Actual	Pet	Budget	Actual	Pet
-----	-----	-----	-----	-----	-----	-----

----- Column Type for PRNGE - (132) -----

XXXX Description	Prise Ye JAN - MAR			Current Ye JAN - MAR			Current Year to Date		
	Budget	Actual	Pet	Budget	Actual	Pet	Budget	Act + Enc	Variance
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

----- Column Type for SPANCURYID - (132) -----

XXXX Description	Current Month				JULY - AUG			
	Budget	Actual	Encumbered	Variance	Budget	Actual	Encumbered	Pct

----- Column Type for SPANMARCH - (80) -----

XXXX Description	SEPT - DEC			
	Budget	Actual	Encumbered	Pct

----- Column Type for STANDARD - (132) -----

Acct/Sub Description	Original	Revised	Month	--- Year to Date ---		Balance	
	Budget	Budget	Actual	Actual	Encumbered	Available	Pct

----- Column Type for TRIALBAL - (132) -----

XXXX Description	Begin Balance	Period Amt	Ending Balance	Adjustments		Adjusted Balance	
	SEPT	SEPT - JUNE	JUNE	Debit	Credit	Debit	Credit

----- Column Type for YIDMARCH - (80) -----

XXXX Description	Fiscal Year to Date			
	Budget	Actual	Encumbered	Variance

2. Accounting Reports by Month

The reports that see by month may use the following formats.

```
----- Column Type for MONTH - (132) -----
July+Bal August September October November December January February March April May June+ADJ Total
-----
```

```
----- Column Type for QUARTER - (132) -----
XXXX Description          JULY-SEPT  OCT-DEC  JAN-MAR  APR-JUNE  Total
-----
```

```
----- Column Type for QUART - (132) -----
```

NOTE: Dollars in Thousands

```
XXXX Description          |---- BAL-SEPT ----| |---- OCT-DEC ----| |---- JAN-MAR ----| |---- APR-ADJ ----| |---- Total ----|
                          Budget Actual Budget Actual Budget Actual Budget Actual Budget Actual
-----
```

3. Accounting Reports by Funds

The reports that see by funds may use the following formats. To modify any of these headers you must modify multiple assumptions in SCARSPATH/budgeting/accounting/headers.

```
----- Column Type for F_COL - (132) -----
XXXX Description          10 - 11  12 - 29  30 - 39  40 - 49  50 - 59  60 - 69  70 - 79  TOTAL
                          Unrestricted Restricted Loan Funds Endowment Annuity Plant Agency
-----
```

----- Column Type for 6_OTH - (132) -----

XXXX Description	10 - 11 Unrestricted	12 - 29 Restricted	30 - 39 Loan Funds	40 - 49 Endowment	50 - 59 Annuity	60 - 69 Plant	Other	TOTAL
------------------	-------------------------	-----------------------	-----------------------	----------------------	--------------------	------------------	-------	-------

----- Column Type for CURFDECI - (132) -----

XXXX Description	Budget			Actual		
	10 - 11 Unrestricted	12 - 29 Restricted	TOTAL	10 - 11 Unrestricted	12 - 29 Restricted	TOTAL

----- Column Type for CURFDPREV - (132) -----

XXXX Description	Prior Year			Current Year		
	10 - 11 Unrestricted	12 - 29 Restricted	TOTAL	10 - 11 Unrestricted	12 - 29 Restricted	TOTAL

4. Accounting Reports - Transaction_s

Transaction reports use this format.

----- Column Type for TRANS - (80) -----

Date	Journal/Entry Document	Description	Amount
------	------------------------	-------------	--------

5. Budget Reports

Budget reports use the following formats. The years and amount types used in the columns are parameters to the report.

----- Column Type for \$_COL - (80) -----

XXXX Description	8990 BGT	8990 ACT	9091 BGT	9192 REQ
-----	-----	-----	-----	-----

----- Column Type for COMPARE - (80) -----

XXXX Description	9091 BGT	9192 REQ	Difference	Pct
-----	-----	-----	-----	-----

----- Column Type for BGTREQ FOR FINAL - (132) -----

XXXX Description	ACTUAL 8788	ACTUAL 8889	ACTUAL 8990	ACTUAL 9091	BUDGET 9091	%BGT CHNG	BUDGET 9192	%BGT CHNG	BUDGET 9293
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

----- Column Type for BGTREQ FOR REQUESTED - (132) -----

XXXX Description	ACTUAL 8788	ACTUAL 8889	ACTUAL 8990	ACTUAL 9091	BUDGET 9091	%BGT CHNG	REQUEST 9192
-----	-----	-----	-----	-----	-----	-----	-----

----- Column Type for SINGLR - (80) -----
XXXX Description 8990 ACT

Accounting: Reports Menu

The primary Reports menu in General Ledger provides access to the report index menu options, and to submenus containing many standard reports. It also provides access to the Customized Financial Statement options that allow you to create report formats and assign accounts to the formats. For more information about these report creation options, see *Producing Customized Financial Reports* in this guide.

Accounting: Financial Statement Reports Menu

The following reports are available from the Financial Statement Reports menu.

Balance Sheet

Menu option: Balance Sheet

Technical name: balsheet

Parameters:

Column Output: Required - Enter the code for the time frame for which to produce the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule or N to omit schedule subtotals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays all balance sheet accounts grouped according to the contents of the Financial Statement table, and totaled according to the parameters you specify.

Special considerations: Requires wide paper.

Balance Sheet

Menu option: Balance Sheet by Funds

Technical name: balsheetfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule or N to omit schedule subtotals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays all balance sheet accounts by fund, grouped according to the contents of the Financial Statement table and totaled according to the parameters you specify.

Special considerations: Requires wide paper.

Detail Report

Menu option: Revenue/Expense Detail

Technical name: revexpdtl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays revenues and expenditures by fund, function, object, and subfund.

Special considerations: Requires wide paper.

Detail Report

Menu option: Rev/Exp Detail by Funds

Technical name: revexpdfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays revenues and expenditures by function, object, and subfund, including comparative amounts by fund.

Special considerations: Requires wide paper.

Revenue/Expenditure Summary Report

Menu option: Revenue/Expense Summary

Technical name: revexp

Parameters:

Column Output: Required - Enter the code for the time frame for which to produce the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays comparative time frames of summary information by fund, function, object, and subfund.

Special considerations: Requires wide paper.

Revenue/Expenditure Summary Report

Menu option: Rev/Exp Summary by Funds

Technical name: revexpfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays summarized revenues and expenditures by function, object, and subfund, including comparative amounts by fund.

Special considerations: Requires wide paper.

Detail Report

Menu option: Trial Balance

Technical name: trialbal

Parameters:

Column Output: Required - Enter the code for the time frame for which to produce the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays comparative balances for functions by object.

Special considerations: Requires wide paper.

Detail Report

Menu option: Trial Balance by Funds

Technical name: trialbalfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal at both block and group levels.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays summary information by function and fund within object.

Special considerations: Requires wide paper.

General Ledger Net Asset Exception Report

Menu option: G/L Net Asset Excptn Rpt

Technical name: exntast

Parameters:

Fiscal Year: Required - Enter the fiscal year for which to produce the report (e.g., 9697) or use Table Lookup to select the desired code.

Description: Displays accounts that have invalid Net Asset indicators for the specified year.

Special considerations: None

Accounting: Object Reports Menu

The following reports are available from the Object Reports menu.

Obj Detail Report

Menu option: Detail

Technical name: acctdtl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to omit subtotals.

Description: Displays details of object balances by function and subfund.

Special considerations: Requires wide paper.

Obj Detail

Menu option: Detail by Funds

Technical name: acctdtlfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to omit subtotals.

Description: Displays account information by fund and function.

Special considerations: Requires wide paper.

Monthly Obj Detail

Menu option: Detail by Month

Technical name: acctdtlmon

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays fund and object activity by month or by quarter.

Special considerations: Requires wide paper.

Obj Summary

Menu option: Summary

Technical name: acctsum

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal by both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule or N to omit subtotals

Description: Displays fund and object information for specified time periods.

Special considerations: Requires wide paper.

Obj Summary

Menu option: Summary by Funds

Technical name: acctsumfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to subtotal by both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule or N to omit subtotals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays one line summary information for each object by fund.

Special considerations: Requires wide paper.

Object Transactions

Menu option: Transactions

Technical name: accttrans

Parameters:

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Function/Subfund: Required - Enter Y to subtotal by function and subfund.

Description: Displays fund and object balances at the transaction level by date and journal.

Special considerations: None

Accounting: Function Reports Menu

The following reports are available from the Function Reports menu.

Func Detail

Menu option: Detail

Technical name: cntrdtl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays object and subfund activity for the specified time period, by fund and function.

Special considerations: Requires wide paper.

Func Detail

Menu option: Detail by Funds

Technical name: cntrdtlfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays object and subfund information by fund, sorted by function.

Special considerations: Requires wide paper.

Monthly Func Detail

Menu option: Detail by Month

Technical name: cntrdtlmon

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays monthly activity for each object, but fund and function.

Special considerations: Requires wide paper.

Func Summary

Menu option: Summary

Technical name: cntrsum

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays one-line function information by fund.

Special considerations: Requires wide paper.

Func Summary

Menu option: Summary by Funds

Technical name: cntrsumfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays one-line summarized information for each function, by fund.

Special considerations: Requires wide paper.

Func Transactions

Menu option: Transactions

Technical name: cntrtrans

Parameters:

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Description: Displays fund, function, and object balances at the transaction level by date and journal.

Special considerations: None

Transaction Detail Report

Menu option: Detail/Transactions

Technical name: sortcntr

Parameters:

Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays supporting detail for transactions by function.

Special considerations: None

Profit Funcs

Menu option: Profit Center

Technical name: cntrprf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Print Responsible Person: Required - Enter Y to print the name of the responsible person on the report; enter N to exclude the name of the responsible person from the report.

Description: Displays budgetary information for profit centers, with total lines for revenue, expenditures, and net amounts.

Special considerations: Requires wide paper.

Accounting: Subfund Reports Menu

The following reports are available from the Subfund Reports menu.

Subfund Summary

Menu option: Summary

Technical name: prjsum

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays budget and actual summarized totals by fund and subfund.

Special considerations: Requires wide paper.

Subfund Summary

Menu option: Summary by Funds

Technical name: prjsumfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays revenues and expenditures by subfund within fund.

Special considerations: Requires wide paper.

Subfund Detail

Menu option: Trial Balance

Technical name: prjtrialbl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays fund and subfund budget and actual information, including revenue sorted by object and expenditures sorted by function.

Special considerations: Requires wide paper.

Subfund Detail by Funds

Menu option: Trial Balance by Funds

Technical name: prjtrialfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays subfund budget and actual information by fund, including revenue sorted by object and expenditures sorted by function.

Special considerations: Requires wide paper.

Subfund by Obj Detail

Menu option: Object Detail

Technical name: prjacctdtl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Description: Displays budget and actual function information by fund, subfund, and object.

Special considerations: Requires wide paper.

Subfund by Object Detail

Menu option: Object Detail by Funds

Technical name: prjacctdfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays fund and function information sorted by subfund and object.

Special considerations: Requires wide paper.

Monthly Subfund by Obj Detail

Menu option: Object Detail by Month

Technical name: prjacctmon

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays function information by fund, subfund, object, and month.

Special considerations: Requires wide paper.

Subfund Obj Summary

Menu option: Object Summary

Technical name: prjacctsum

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule, N to display no totals by schedule.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays actual and budget information for objects, sorted by fund and subfund.

Special considerations: Requires wide paper.

Subfund Obj Summary

Menu option: Object Summary by Funds

Technical name: prjacctsf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule, or N to display no totals by schedule.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays revenues and expenditures by subfund and fund.

Special considerations: Requires wide paper.

Subfund by Object Transactions

Menu option: Object Transactions

Technical name: prjaccttr

Parameters:

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Function/Subfund: Required - Enter Y to subtotal by function and subfund, or N to display no totals.

Description: Displays detail journal entry information by fund, subfund and object.

Special considerations: None

Subfund by Func Detail

Menu option: Function Detail

Technical name: prjcntrdtl

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays budget and actual information by object, sorted by fund, subfund, and function.

Special considerations: Requires wide paper.

Subfund by Func Detail

Menu option: Function Detail by Funds

Technical name: prjcntrdfd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays object information by fund, subfund, and function.

Special considerations: Requires wide paper.

Monthly Subfund by Func Detail

Menu option: Function Detail by Month

Technical name: prjcntrmon

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays monthly object information, sorted by fund and function.

Special considerations: Requires wide paper.

Subfund by Func Summary

Menu option: Function Summary

Technical name: prjcntrsum

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays one-line budget and actual function information, sorted by fund and subfund.

Special considerations: Requires wide paper.

Subfund by Func Summary

Menu option: Function Summary by Funds

Technical name: prjcntrsf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays function information by fund and subfund.

Special considerations: Requires wide paper.

Subfund by Function Transactions

Menu option: Function Transactions

Technical name: prjcntrtr

Parameters:

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Description: Displays detail transaction and journal information by object, sorted by fund, subfund, and function.

Special considerations: None

Function Detail by Transaction

Menu option: Function Detail/Trans

Technical name: substot

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays detail transaction and journal information by object, sorted by fund, subfund, and function.

Special considerations: Requires wide paper.

Accounting: Associated Object Reports Menu

The following reports are available from the Associated Object Reports menu.

Associated Objs Balance Sheet

Menu option: Balance Sheet

Technical name: balshtasc

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule, or N to display no schedule totals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays actual and budget information for objects linked in the General Ledger Association table (glas_table), including grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs Balance Sheet

Menu option: Balance Sheet by Funds

Technical name: balshtasf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Subtotal by Schedule: Required - Enter Y to subtotal by schedule, or N to display no schedule totals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays information by fund for objects linked in the General Ledger Association table (glas_table), including grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs Revenue/Expenditure Detail

Menu option: Revenue/Expense Detail

Technical name: revexpdasc

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays information for objects linked in the General Ledger Association table (glas_table), including both detail lines and grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs Revenue/Expenditure

Menu option: Rev/Exp Detail by Funds

Technical name: revexpdasf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays information by fund for objects linked in the General Ledger Association table (glas_table), including both detail lines and grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs Revenue/Expenditure Report

Menu option: Revenue/Expense Summary

Technical name: revexpasc

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays budgeted and actual revenues by object and expenditures by function, including information for objects linked in the General Ledger Association table (glas_table). The report contains grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs Revenue/Expenditure Report

Menu option: Revenue/Expense Summary by Funds

Technical name: revexpasf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays budgeted and actual revenues by object and expenditures by function, including information by fund for objects linked in the General Ledger Association table (glas_table). The report contains grand totals for assets, liabilities, revenues, expenses, and net income.

Special considerations: Requires wide paper.

Associated Objs by Obj Transactions

Menu option: Object Transactions

Technical name: accttrasc

Parameters:

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Subtotal by Function/Subfund: Required - Enter Y to subtotal by function and subfund, or N to display no function/subfund subtotals.

Description: Displays detail transactions chronologically by associated object, including journal, entry number, and description.

Special considerations: None

Associated Obj by Func Transactions

Menu option: Function Transactions

Technical name: cntrtrasc

Parameters:

Object Association: Required - Enter the code for the type of object grouping you want on the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Transactions: Required - Enter D to include detail transactions, or S to include summary transactions.

Description: Displays detail transactions chronologically by function and associated object, including journal, entry number, and description.

Special considerations: None

Accounting: Combined Function Reports Menu

The following reports are available from the Combined Function Reports menu.

Obj Detail With Combined Func

Menu option: Object Detail

Technical name: acctdtlcom

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays budget and actual information by function and subfund, sorted by fund and object.

Special considerations: Requires wide paper.

Obj Detail With Combined Func

Menu option: Object Detail by Funds

Technical name: acctdtlcmf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays function and subfund information by fund, sorted by object.

Special considerations: Requires wide paper.

Combined Func Detail

Menu option: Function Detail

Technical name: cntrdtlcmd

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays budget and actual information for objects and subfunds, sorted by fund, combined function, and function.

Special considerations: Requires wide paper.

Combined Func Detail

Menu option: Function Detail by Funds

Technical name: cntrdtlcmf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Schedule/Group: Required - Enter S to subtotal by schedule, G to subtotal by group, or N to display no totals.

Description: Displays object and subfund information by fund, sorted by combined function code.

Special considerations: Requires wide paper.

Combined Func Summary

Menu option: Function Summary

Technical name: cntrsumcom

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays summarized budget and actual information by fund for each combined function code.

Special considerations: Requires wide paper.

Combined Func Summary

Menu option: Function Summary by Funds

Technical name: cntrsumcmf

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Combined Function Range: Required - Enter the codes to include on the report, use Table Lookup to select the desired codes, or accept the defaults (0000-ZZZZ) to include all codes.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays revenues and expenditures by combined function for each fund.

Special considerations: Requires wide paper.

Accounting: Miscellaneous Reports Menu

The following reports are available from the Miscellaneous Reports menu.

Cash Flow History Report

Menu option: Cash Flow History

Technical name: cashflow

Parameters:

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code: Required - Enter the number for the fund you want to include on the report; you can use Table Lookup to select the desired code.

Totals: Required - Enter Y to print only monthly totals, or N to print detail information for each day.

Description: Displays summary totals of debits and credits entered to cash accounts for the specified fund and optionally for each day in the specified accounting periods.

Special considerations: None

Cash Report

Menu option: Cash/Main Funds

Technical name: cshrpt

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period: Required - Enter the codes for the desired accounting period (e.g., BAL or JAN), or use Table Lookup to select the desired code.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Description: Displays all designated cash account balances by fund.

Special considerations: Requires wide paper.

Cash Report

Menu option: Cash/Specific Funds

Technical name: cashrpt

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period: Required - Enter the codes for the desired accounting period (e.g., BAL or JAN), or use Table Lookup to select the desired code.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

First: Required - Enter the beginning and ending fund codes to include in the first column, or use Table Lookup to select the desired codes.

First: Optional - Enter the heading for the first column.

Second: Optional - Enter the beginning and ending fund codes to include in the second column, or use Table Lookup to select the desired codes.

Second: Optional - Enter the heading for the second column.

Third: Optional - Enter the beginning and ending fund codes to include in the third column, or use Table Lookup to select the desired codes.

Third: Optional - Enter the heading for the third column.

Fourth: Optional - Enter the beginning and ending fund codes to include in the fourth column, or use Table Lookup to select the desired codes.

Fourth: Optional - Enter the heading for the fourth column.

Fifth: Optional - Enter the beginning and ending fund codes to include in the fifth column, or use Table Lookup to select the desired codes.

Fifth: Optional - Enter the heading for the fifth column.

Sixth: Optional - Enter the beginning and ending fund codes to include in the sixth column, or use Table Lookup to select the desired codes.

Sixth: Optional - Enter the heading for the sixth column.

Seventh: Optional - Enter the beginning and ending fund codes to include in the seventh column, or use Table Lookup to select the desired codes.

Seventh: Optional - Enter the heading for the seventh column.

Description: Displays cash balances for the specified period by designated fund.

Special considerations: Requires wide paper.

Chart of Accounts

Menu option: Chart of Accounts

Technical name: chartacct

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Primary Sort Field: Required - Enter the database name of the first field by which to sort the report, or use Table Lookup to select the desired name.

Secondary Sort Field: Required - Enter the database name of the second field by which to sort the report, or use Table Lookup to select the desired name.

Third Sort Field: Required - Enter the database name of the third field by which to sort the report, or use Table Lookup to select the desired name.

Description: Displays the institution's chart of accounts, based on the contents of General Ledger Account records.

Special considerations: None

Object History by Document

Menu option: Document History

Technical name: dochist

Parameters:

Fund Code: Required - Enter the number for the fund you want to include on the report; you can use Table Lookup to select the desired code.

Function Code: Required - Enter the number for the function you want to include on the report; you can use Table Lookup to select the desired code.

Object Code: Required - Enter the number for the object you want to include on the report; you can use Table Lookup to select the desired code.

Subfund Code: Required - Enter the number for the subfund you want to include on the report; you can use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Required - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Totals: Required - Enter Y to print a summary version of the report that includes totals only, or enter N to print a detail report.

Description: Displays the account history for a specific general ledger account for a range of dates, starting with General Ledger Amount records and including transactions, totals, and running balances by day.

Special considerations: None

Document Register

Menu option: Document Register

Technical name: docreg

Parameters:

Document: Optional - Enter the type of document for which you want to produce a listing (e.g., AP or CR), use Table Lookup to select the desired year, or leave blank to include all document types.

Beginning Document Number: Required - Enter the number of the first document to include on the report, or enter 0 to include all documents.

Ending Document Number: Required - Enter the number of the last document to include on the report, or enter 0 to include all documents.

Description: Displays the documents, dates, ID, name, amount and status for the selected document type and range.

Special considerations: None

Interfund Analysis Report

Menu option: Interfund Analysis

Technical name: duetofrom

Parameters:

Fiscal Period: Required - Enter the code for the accounting period (e.g., BAL or JAN), or use Table Lookup to select the desired code.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Description: Displays interfund accounts and debit or credit balances for the specified accounting period.

Special considerations: None

Journals by Date Report

Menu option: Journals by Date

Technical name: vchbydate

Parameters:

Beginning Date: Required - Enter the first date for which you want to include journals.

Ending Date: Required - Enter the last date for which you want to include journals.

Description: Displays a listing of the journals started between the specified dates, including date, journal type and number, accounting period, number of entries, UNIX ID of the journal preparer, status, and dollar activity.

Special considerations: None

Journals by Type Report

Menu option: Journals by Type

Technical name: vchbytype

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Description: Displays a listing of all the journals of the specified type with numbers in the designated range, including date, journal type and number, accounting period, number of entries, UNIX ID of the journal preparer, status, and dollar activity.

Special considerations: None

Accounting: Subsidiary Reports Menu

The following reports are available from the Subsidiary Reports menu.

Cash Summary Report by Account

Menu option: AC Cash by Total Code

Technical name: subtcash.AC

Parameters:

Beginning Number: Required - Enter the number of the first journal to include on the report, or 0 for all journals.

Ending Number: Required - Enter the number of the last journal to include on the report, or 0 for all journals.

Description: Displays total codes, descriptions, accounts charged, and dollar amounts relating to the specified AC journals.

Special considerations: None

Subsidiary Account Balances Report

Menu option: S/L Account Balances

Technical name: subbalance

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Date: Optional - Enter the effective date for computing balances, or leave blank to use the current date.

Debit Balances: Required - Enter Y to include subsidiaries with debit balances, or N to exclude them.

Credit Balances: Required - Enter Y to include subsidiaries with credit balances, or N to exclude them.

Zero Balances: Required - Enter Y to include subsidiaries with zero balances, or N to exclude them.

Amount Type: Required - Enter Y to include ACT amount types, or N to exclude them.

Amount Type: Required - Enter Y to include ENC amount types, or N to exclude them.

Subsidiary Information: Required - Enter Y to include additional information (e.g., written off accounts), or N to exclude this type of information.

Subprogram: Optional - Enter the name of the subprogram for which you want to produce the report, or use Table Lookup to select the desired code; leave blank to include all subprograms.

Description: Displays the requested balances (debit, credit, and/or zero) by ID and name.

Special considerations: None

Subsidiary Account Session Aging

Menu option: S/L Balances by S/L Period

Technical name: subbalprds

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Date: Optional - Enter the date for computing balances, or leave blank to use the current date.

First: Required - Enter the first session or period to include on the report, or use Table Lookup to select the desired code.

Second: Optional - Enter the second session or period to include on the report, or use Table Lookup to select the desired code.

Third: Optional - Enter the third session or period to include on the report, or use Table Lookup to select the desired code.

Fourth: Optional - Enter the fourth session or period to include on the report, or use Table Lookup to select the desired code.

Fifth: Optional - Enter the fifth session or period to include on the report, or use Table Lookup to select the desired code.

Sixth: Optional - Enter the sixth session or period to include on the report, or use Table Lookup to select the desired code.

Debit Balances: Required - Enter Y to include subsidiaries with debit balances, or N to exclude them.

Credit Balances: Required - Enter Y to include subsidiaries with credit balances, or N to exclude them.

Zero Balances: Required - Enter Y to include subsidiaries with zero balances, or N to exclude them.

Subprogram: Optional - Enter the name of the subprogram for which you want to produce the report, or use Table Lookup to select the desired code; leave blank to include all subprograms.

Description: Displays subsidiary balances as of the specified date, allocated to the specified sessions or to a column titled *Other Prds*.

Special considerations: Requires wide paper.

Subsidiary Cash Entries Report

Menu option: S/L Cash Entries

Technical name: subentcash

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or) to select all qualifying IDs.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Amount Type: Required - Enter the code for the amount type to include on the report (e.g., ACT or ENC), or use Table Lookup to select the desired code.

Amount: Required - Enter the minimum amount to flag on the report, or to include in a summarized version of the report; enter 0 to include all amounts.

Summary: Required - Enter Y to produce a summarized report, or N to produce a detailed report only.

Description: Displays cash receipts and disbursements by ID for the specified dates).

Special considerations: None

Subsidiary Entries Report by Date

Menu option: S/L Entries by Date

Technical name: subentdate

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or) to select all qualifying IDs.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Subsidiary Balance: Required - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Amount Type: Required - Enter the code for the amount type to include on the report (e.g., ACT or ENC), or use Table Lookup to select the desired code.

Summary: Required - Enter Y to produce a summarized report, or N to produce a detailed report only.

Description: Displays subsidiary activity for the specified balance code sorted by date, journal, and entry number.

Special considerations: None

Subsidiary Entries by G/L Period(s)

Menu option: S/L Entries by G/L Period

Technical name: subentprds

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Subsidiary Balance: Required - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Amount Type: Required - Enter the code for the amount type to include on the report (e.g., ACT or ENC), or use Table Lookup to select the desired code.

Summary: Required - Enter Y to produce a summarized report, or N to produce a detailed report only.

Description: Displays subsidiary activity for the specified accounting periods, sorted by ID, journal date, and journal number.

Special considerations: None

Subsidiary Entries by Subsidiary Period

Menu option: S/L Entries by S/L Period

Technical name: subentprd

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Balance Period: Optional - Enter the balance period (e.g., FA97 for student accounts) or leave blank to include the entire fiscal year.

Fiscal Year: Required - Enter the year (e.g., 9798).

Subsidiary Balance: Optional - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Summary: Required - Enter Y to produce a summarized report, or N to produce a detailed report only.

Description: Displays subsidiary activity and supporting document numbers by balance period, sorted by ID, journal date, and journal number.

Special considerations: None

Subsidiary Totals by Payment Form

Menu option: S/L Totals by Payment

Technical name: subtbypmt

Parameters:

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Code: Required - Enter the type of payment to include on the report (e.g. CK for checks or MC for Master Card), or use Table Lookup to select the desired code.

Number: Optional - Enter the check or credit card number associated with the payment.

Description: Displays total payments of the specified type for the selected ID.

Special considerations: Use ID query to locate the ID you want to include on the report.

Subsidiary Transactions by Date

Menu option: S/L Transactions by Date

Technical name: subtrdate

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Subsidiary Balance: Optional - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Subsidiary Total: Optional - Enter the total code (e.g., PAID or TUIT for student accounts), or use Table Lookup to select the desired code; leave blank to select all total types.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Page Break: Required - Enter Y to create a page break for each new ID, or N to print continuously.

Description: Displays subsidiary transactions by date, journal, and journal number.

Special considerations: None

Subsidiary Transactions by Date/Entry Type

Menu option: S/L Transactions by Entry

Technical name: subtrent

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Balance Period: Optional - Enter the balance period (e.g., FA97 for student accounts) or leave blank to include the entire fiscal year.

Fiscal Year: Required - Enter the year (e.g., 9798).

Subsidiary Balance: Optional - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Entry Type: Optional - Enter the code for the entry type to include on the report (e.g., ADJ for adjustment or CHR for student account charges), or use Table Lookup to select the desired code; leave blank to select all entry types.

Description: Displays subsidiary activity by ID, sorted by date, journal number, entry number and document code.

Special considerations: None

Subsidiary Transactions by Tot Type

Menu option: S/L Transactions by Total

Technical name: subtrtot

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Balance Period: Optional - Enter the balance period (e.g., FA97 for student accounts) or leave blank to include the entire fiscal year.

Fiscal Year: Required - Enter the year (e.g., 9798).

Subsidiary Balance: Optional - Enter the balance code (e.g., SB for session billing or NPAY for net pay), or use Table Lookup to select the desired code; leave blank to select all balance types.

Subsidiary Total: Optional - Enter the total code (e.g., PAID or TUIT for student accounts), or use Table Lookup to select the desired code; leave blank to select all total types.

Description: Displays subsidiary activity by ID, sorted by total code, journal, journal number, and document type.

Special considerations: None

Subsidiary Charges and Payments Report

Menu option: Student Charges/Payments

Technical name: pdchgtot

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Balance Period: Optional - Enter the balance period (e.g., FA97 for student accounts) or leave blank to include the entire fiscal year.

Subsidiary Balance: Optional - Enter the balance code (e.g., SB for session billing), or use Table Lookup to select the desired code; leave blank to select all balance types.

Subsidiary Total Post Code: Optional - Enter A to include the Financial Aid post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter B to include the Automatic Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter C to include the Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter D to include the Display Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter I to include the Interest post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter L to include the Loans, Other Credits post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter M to include the Manual Charges/Refunds post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter Y to include the Payments post code on the report, or leave blank to exclude it.

Description: Displays charges, payments, and balances by ID for the specified subsidiary, period, and balance code.

Special considerations: None

Subsidiary History Report

Menu option: Subsidiary History

Technical name: subtrhist

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Description: Displays subsidiary activity by ID and date, including journal, journal number, and document code.

Special considerations: None

Total Code Summary by G/L Account Report

Menu option: Total Balances/GL Account

Technical name: totbal

Parameters:

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Primary Sort Field: Required - Enter the database name of the first field by which you want to sort the report, or use Table Lookup to select the desired codes.

Secondary Sort Field: Required - Enter the database name of the second field by which you want to sort the report, or use Table Lookup to select the desired codes.

Subsidiary Total Post Code: Optional - Enter A to include the Financial Aid post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter B to include the Automatic Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter C to include the Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter D to include the Display Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter I to include the Interest post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter L to include the Loans, Other Credits post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter M to include the Manual Charges/Refunds post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter Y to include the Payments post code on the report, or leave blank to exclude it.

Description: Displays actual, budgeted, and variance information by total code for all general ledger accounts.

Special considerations: None

Total Code Balances Report

Menu option: Total Balances/Person

Technical name: substot

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Balance Period: Optional - Enter the balance period (e.g., FA97 for student accounts) or leave blank to include the entire fiscal year.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Subsidiary Total: Optional - Enter the total code (e.g., PAID or TUIT for student accounts), or use Table Lookup to select the desired code; leave blank to select all total types.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Subsidiary Total Post Code: Optional - Enter A to include the Financial Aid post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter B to include the Automatic Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter C to include the Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter D to include the Display Manual Student Billing post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter I to include the Interest post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter L to include the Loans, Other Credits post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter M to include the Manual Charges/Refunds post code on the report, or leave blank to exclude it.

Subsidiary Total Post Code: Optional - Enter Y to include the Payments post code on the report, or leave blank to exclude it.

Description: Displays invoiced encumbered, invoiced actual, associated amounts, and paid actual amounts for every specified subsidiary and post code.

Special considerations: None

Accounting: Journal Processing Menu

The following reports are available from the Journal Processing menu.

Journal by Entry

Menu option: G/L Journal Reports

Technical name: jrnlent

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Output: Required - Enter the name of your printer.

Description: Displays the entries posted to the specified journal(s), sorted by journal number and entry number. On a second report generated from the same menu option, sorts financial data by account number.

Special considerations: None

Journal by Subsidiary Entry

Menu option: S/L Journal Reports

Technical name: jrnlslent

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Output: Required - Enter the name of your printer.

Description: Displays subsidiary activity, sorted by journal and entry number.

Special considerations: None

Accounting: General Ledger Maintenance Menu

The following reports are available from the General Ledger Maintenance menu.

S/L Balance Status Report

Menu option: S/L Balance Status Report

Technical name: subbstat

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Description: Displays the number of records in the subsidiary and the number that require updated balances.

Special considerations: The system routes this report output to your electronic mailbox. The report consists of record counts.

FASB 117 General Ledger Mapping Report

Menu option: FASB 117 G/L Mapping Rpt

Technical name: fasbgla

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Only Invalid Net Assets: Required - Enter Y to list only those accounts with invalid Net Asset Indicators, or N to list all accounts.

Description: Displays the specified accounts from your database, providing a worksheet on which you can indicate the reporting purpose and Net Asset Indicator for each account.

Special considerations: None

General Ledger Net Asset Exception Report

Menu option: G/L Net Asset Excptn Rpt

Technical name: exntast

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Description: Displays a list of accounts with invalid Net Asset Indicators, sorted by account.

Special considerations: None

Accounting: Check Reconciliation Menu

The following reports are available from the Check Reconciliation menu.

Reconciliation Report

Menu option: Reconciliation Report

Technical name: outdoc

Parameters:

Reconciliation Group Number: Required - Enter the number of the check group to include on the report.

Status: Required - Enter the status (e.g., O for outstanding) for the documents you want to include on the report.

Description: Displays a list of all documents (e.g., checks) with the specified status, sorted by date and document number.

Special considerations: None

Accounting: Form 990 Reports Menu

The following reports are available from the Form 990 Reports menu.

Form 990, Part 1, Line 1d

Menu option: IRS Donor List

Technical name: 990donorb

Parameters:

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report..

Amount: Required - Enter the minimum total gift amount to include on the report

Amount: Required - Enter the minimum single gift amount to include on the report.

Description: Displays gift information for donors who have contributed at least the specified minimum amounts within the specified time period; the report provides information required to complete Form 990, Part 1, Line 1d.

Special considerations: None

Form 990 - Schedule A - Part 1

Menu option: Schedule A - Part 1

Technical name: 990A1

Parameters:

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Amount: Required - Enter the minimum total compensation amount for consideration on the report.

Deduction: Optional - Enter the deduction code, if any, for excluded benefits.

Runcode: Required - Enter the run code (e.g., SINGLEI) for the name and address process.

Description: Displays the highest paid employees whose salaries exceed the specified minimum. The report sorts the name and salary information in ascending order by total compensation amount.

Special considerations: None

Form 990 - Schedule A - Part 2

Menu option: Schedule A - Part II

Technical name: 990A2

Parameters:

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Amount: Required - Enter the minimum total compensation amount for consideration on the report.

Description: Displays the compensation of the five highest paid persons who provided professional services to the institution during the specified date range.

Special considerations: None

Accounting: General Ledger Closing Menu

The following reports are available from the General Ledger Closing menu.

Detail Report

Menu option: Trial Balance

Technical name: trialbal

Parameters:

Column Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Description: Displays fund budget and actual information sorted by object.

Special considerations: Requires wide paper.

Closing Fund Balance Report

Menu option: Closing Fund Bal Report

Technical name: clsgfbacct

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Description: Displays all the Closing Fund Balance records for the specified funds, including the account number and the fund balance account number to which the account will close.

For more information about this report, see *Performing Year-End Processing* in this guide.

Special considerations: None

Missing Fund Balance Report

Menu option: Missing Fund Bal Report

Technical name: clsgfbmiss

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Description: Displays general ledger accounts that do not have corresponding Closing Fund Balance records. For more information about this report, see *Performing Year-End*

Processing in this guide.

Special considerations: None

Journal by Entry

Menu option: G/L Journal Reports

Technical name: jrnlent

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Output: Required - Enter the name of your printer.

Description: Displays the entries posted to the specified journal(s), sorted by journal number and entry number.

Special considerations: None

Accounting: Subsidiary Archiving Menu

The following report is available from the Subsidiary Archiving menu.

Subsidiary History Report

Menu option: Subsidiary History

Technical name: subtrhist

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Optional - Enter the ID number for which to produce the report, or 0 to select all qualifying IDs.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Description: Displays subsidiary activity by ID and date, including journal, journal number, and document code.

Special considerations: None

Accounting: Subsidiary Balance Forward Menu

The following reports are available from the Subsidiary Balance Forward menu.

Journal by Entry

Menu option: G/L Journal Reports

Technical name: jrnlent

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Output: Required - Enter the name of your printer.

Description: Displays the entries posted to the specified journal(s), sorted by journal number and entry number.

Special considerations: None

Journal by Subsidiary Entry

Menu option: S/L Journal Reports

Technical name: jrnlslent

Parameters:

Journal Reference: Optional - Enter the type of journal for which you want to produce a listing (e.g., AP or CH), use Table Lookup to select the desired code, or leave blank to include all journal types.

Beginning Journal Number: Required - Enter the number of the first journal to include on the report, or enter 0 to include all journals.

Ending Journal Number: Required - Enter the number of the last journal to include on the report, or enter 0 to include all journals.

Output: Required - Enter the name of your printer.

Description: Displays subsidiary activity, sorted by journal and entry number.

Special considerations: None

S/L Balance Status Report

Menu option: S/L Balance Status Report

Technical name: subbstat

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Description: Displays the number of records in the subsidiary and the number that require updated balances.

Special considerations: The system routes this report output to your electronic mailbox. The report consists of record counts.

Accounting: Audit Menu

The following reports are available from the Accounting: Audit menu. These reports all contain the results of running the CX audit programs, and can take a long time to process, depending on the size and complexity of your database. You access this menu from the Accounting: Period End Processing: Subsidiary Balance Forward menu.

G/L Report

Menu option: G/L Report

Technical name: none

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount Type: Optional - Enter the code for the amount type to include on the report (e.g., ACT or BGT).

Period: Required - Enter the code for the accounting period (e.g., BAL or JAN), or use Table Lookup to select the desired code.

Cash Balance: Required - Enter Y to cause the report process to audit the cash balance in the Document table, or N to suppress the audit.

Users: Optional - Enter the UNIX login names of any users to whom you want the program to route error messages via email.

Description: Displays the results of running the General Ledger Audit process. For more information about this report, see *Performing Year-End Processing* in this guide.

Special considerations: The program sends email to the user, reporting the results and designating the file location of the report output.

Audit of Subsidiary Entries

Menu option: S/L Report

Technical name: none

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Description: Displays the results of running the Subsidiary Account Audit process. For more information about this report, see *Performing Year-End Processing* in this guide.

Special considerations: The program sends the report to the user's email.

Audit of Subsidiary Entries (for ID)

Menu option: S/L Report by ID

Technical name: none

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

ID#: Required - Enter the CX ID number of the subsidiary you want to audit. You must know the ID number for which you want to run the audit; ID query is not available.

Description: Displays the results of running the Subsidiary Account Audit process for the specified Ids. For more information about this report, see *Performing Year-End Processing* in this guide.

Special considerations: The program sends the report to the user's email.

Audit of Control Account

Menu option: G/L Control Account Report

Technical name: none

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Beginning Date: Required - Enter the first date to include on the report.

Ending Date: Required - Enter the last date to include on the report.

Description: Displays the results of running the Subsidiary Account Audit process for your institution's control accounts. For more information about this report, see *Performing Year-End Processing* in this guide.

Special considerations: The program sends the report to the user's email.

Auditing: Reports Menu

The following reports are available from the Auditing: Reports menu. You access this menu from the Fiscal Management: Auditing Main menu.

Object Exception Report

Menu option: Object Exceptions

Technical name: cntrdtlcmp

Parameters:

Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Underexpended Amount: Required - Enter the amount by which an account must be underspent (budget vs. actual) to be included on the report.

Overexpended Amount: Required - Enter the amount by which an account must be overspent (budget vs. actual) to be included on the report.

Description: Displays the accounts that are under or over budget by the specified amounts. The report has page breaks for each function code, and a detail line for each account.

Special considerations: Requires wide paper.

Cost Function Exception Report

Menu option: Function Exceptions

Technical name: cntrsumcmp

Parameters:

Output: Required - Enter the code for the type of format for the report, or use Table Lookup to select the desired code.

Sort Field: Optional - Enter the code (prim or sec) to sort the report data according to the person who is responsible for each account.

Responsible Person: Optional - Enter Y to include account information even if the account is not assigned to a responsible person.

Fiscal Period Range: Required - Enter the codes for the beginning and ending dates (e.g., BAL or JAN), or use Table Lookup to select the desired codes.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Fund Code Range: Required - Enter the numbers for the first and last funds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Function Code Range: Required - Enter the numbers for the first and last functions you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Object Code Range: Required - Enter the numbers for the first and last objects you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Subfund Code Range: Required - Enter the numbers for the first and last subfunds you want to include on the report; the first and last numbers can be the same; you can use Table Lookup to select the desired codes.

Output Non-Display Object: Required - Enter Y to include objects that are designated as non-display (e.g., salaries); enter N to exclude non-display objects; enter O to create a report containing only non-display objects.

Subtotal by Block/Group: Required - Enter B to subtotal by block, G to subtotal by group, or Y to display both.

Summary: Required - Enter Y to create a summary report, or N to create the detail report only.

Underexpended Amount: Required - Enter the amount by which an account must be underspent (budget vs. actual) to be included on the report.

Overexpended Amount: Required - Enter the amount by which an account must be overspent (budget vs. actual) to be included on the report.

Description: Displays the function codes that are under or over budget by the specified amounts. Contains only summary amounts.

Special considerations: Requires wide paper.

Transaction Exception Report

Menu option: Transaction Exceptions

Technical name: confamt

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Amount: Required - Enter the amount a transaction must match or exceed to be included on the report.

Description: Displays all transactions that exceed a specified minimum dollar amount, including date, journal, entry number, account charged, amount, description, document code, and name of the person who entered the transaction.

Special considerations: Requires wide paper.

Interfund Analysis Report

Menu option: Interfund Analysis

Technical name: duetofrom

Parameters:

Fiscal Period: Required - Enter the code for the accounting period (e.g., BAL or JAN), or use Table Lookup to select the desired code.

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Description: Displays interfund accounts and debit or credit balances for the specified accounting period.

Special considerations: None

Document Register

Menu option: Document Register

Technical name: docreg

Parameters:

Document: Optional - Enter the type of document for which you want to produce a listing (e.g., AP or CR), use Table Lookup to select the desired year, or leave blank to include all document types.

Beginning Document Number: Required - Enter the number of the first document to include on the report, or enter 0 to include all documents.

Ending Document Number: Required - Enter the number of the last document to include on the report, or enter 0 to include all documents.

Description: Displays the documents, dates, ID, name, amount and status for the selected document type and range.

Special considerations: None

Document Sampling Report

Menu option: Document Sampling

Technical name: confdoc

Parameters:

Fiscal Year: Required - Enter the fiscal year (e.g., 9798), or use Table Lookup to select the desired year.

Document: Required - Enter the code for the document type you want to sample (e.g., CR for cash receipt), or use Table Lookup to select the desired code.

Beginning Document Number: Required - Enter the first number you want to include in the sample, or 0 to begin with the first document number for the specified fiscal year.

Ending Document Number: Required - Enter the last number you want to include in the sample, or 0 to end with the last document number for the specified fiscal year.

Number: Required - Enter the number within the specified range on which you want to begin the sample; for example, if the beginning and ending range of numbers is 1000 - 2000, and you enter 5 in this field, the first document selected will be 1004.

Number: Required - Enter the number by which you want to increment the first selected document to select subsequent documents; for example, if the first document selected is 1004 and you enter 10 in this field, the next documents selected will be 1014, 1024, etc.

Description: Displays a list of all the documents that meet your sampling criteria.

Special considerations: Requires wide paper.

Subsidiary Account Balances Report

Menu option: S/L Account Balances

Technical name: subbalance

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Date: Optional - Enter the effective date for computing balances, or leave blank to use the current date.

Debit Balances: Required - Enter Y to include subsidiaries with debit balances, or N to exclude them.

Credit Balances: Required - Enter Y to include subsidiaries with credit balances, or N to exclude them.

Zero Balances: Required - Enter Y to include subsidiaries with zero balances, or N to exclude them.

Amount Type: Required - Enter Y to include ACT amount types, or N to exclude them.

Amount Type: Required - Enter Y to include ENC amount types, or N to exclude them.

Subsidiary Information: Required - Enter Y to include additional information (e.g., written off accounts), or N to exclude this type of information.

Subprogram: Optional - Enter the name of the subprogram for which you want to produce the report, or use Table Lookup to select the desired code; leave blank to include all subprograms.

Description: Displays the requested balances (debit, credit, and/or zero) by ID and name.

Special considerations: None

Subsidiary Account Session Aging

Menu option: S/L Balances by S/L Period

Technical name: subbalprds

Parameters:

Subsidiary: Required - Enter the code for the subsidiary type to include on the report (e.g., S/A for student accounts), or use Table Lookup to select the desired code.

Date: Optional - Enter the date for computing balances, or leave blank to use the current date.

First: Required - Enter the first session or period to include on the report, or use Table Lookup to select the desired code.

Second: Optional - Enter the second session or period to include on the report, or use Table Lookup to select the desired code.

Third: Optional - Enter the third session or period to include on the report, or use Table Lookup to select the desired code.

Fourth: Optional - Enter the fourth session or period to include on the report, or use Table Lookup to select the desired code.

Fifth: Optional - Enter the fifth session or period to include on the report, or use Table Lookup to select the desired code.

Sixth: Optional - Enter the sixth session or period to include on the report, or use Table Lookup to select the desired code.

Debit Balances: Required - Enter Y to include subsidiaries with debit balances, or N to exclude them.

Credit Balances: Required - Enter Y to include subsidiaries with credit balances, or N to exclude them.

Zero Balances: Required - Enter Y to include subsidiaries with zero balances, or N to exclude them.

Subprogram: Optional - Enter the name of the subprogram for which you want to produce the report, or use Table Lookup to select the desired code; leave blank to include all subprograms.

Description: Displays subsidiary balances as of the specified date, allocated to the specified sessions or to a column titled *Other Prds*.

Special considerations: Requires wide paper.

Producing Customized Financial Reports

Jenzabar CX Reporting Hierarchy

CX supports a flexible reporting structure you can use to consolidate, or *roll up* accounting information into meaningful levels. You define a unique structure and column contents for each of the reports that you produce, and link accounts to the structure as needed. By designing a variety of reports, you can use this process to provide both management (internal) information and statutory reports.

Before You Begin

Before you begin to define the structure you want to use for your financial reports, note the following:

- You must know the levels of consolidation you need for your reports.
- You must know the accounts that comprise each level of consolidation.
- You can use the field descriptions in *Using the General Ledger screens* section of this guide when you complete the fields on the screens you use for creating customized reports.

Process

The following phases take place before, during, and after you create your institution's customized reports.

Phase 1

Define the structure and levels you want to use for each of your institution's reports.

Phase 2

If desired, create account sets to group non-contiguous accounts on report lines.

Phase 3

Use the Financial Format program to define the column contents for the reports.

Phase 4

Use the Financial Statement Structure Entry program to enter the structure and levels you need for each report.

Phase 5

Use the Financial Report program to run the customized report.

Phase 6

Repeat the process for each of the reports your institution wants to produce using Financial Statement Structure Entry.

Complying With FASB 117 Reporting Requirements

After you define the correct Net Asset Indicator ((U)nrestricted, (T)emporarily restricted, or (P)ermanently restricted) for each account and link the accounts to your reporting structures, you can produce your financial reports to comply with requirements established in FASB 117. You can also use the menu option Financial Report Format Entry to customize the columnar layout of your reports.

Access to Customized Reporting Options

All the customized reporting options appear on the Accounting: Reports: Custom Financial Statement menu.

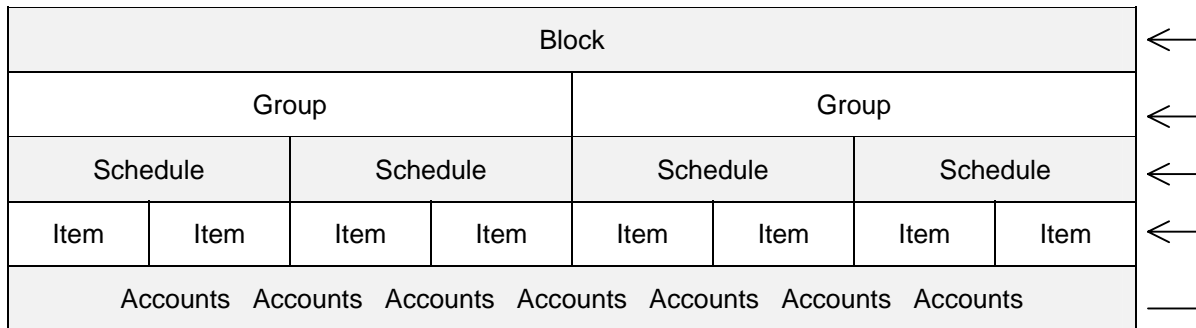
Four Levels in the Reporting Hierarchy

The reporting structure provides up to four levels of reporting for each report. The broadest level is the Block. Into a Block, you can consolidate any number of accounts or, if desired, one or more Groups. Into a Group, you can consolidate any number of accounts or, if desired, one or more Schedules. Into a Schedule, you can consolidate any number of accounts or, if desired, one or more Items. Into an Item, the lowest level in the reporting hierarchy, you can consolidate any number of accounts.

The following diagram shows how the four levels in the reporting hierarchy relate, and how accounts can be part of the consolidation at any level.

Note:

- A block can contain zero or more groups.
- A group can contain zero or more schedules.
- A report can contain one or more blocks.
- A schedule can contain zero or more items.
- One or more accounts can consolidate into items, schedules, groups, or blocks.



Account Sets in the Reporting Structure

To provide additional flexibility to your reporting structures, you can also use *account sets*. Sets are groupings of accounts, regardless of their positions within your chart of accounts. Account sets are optional.

Example: Assume you have a chart of accounts in which assets fall in the range of 1000-1999, and contra assets and liabilities fall in the range of 2000-2999. You could define an *account set* that includes a fixed asset (an account in the 1000 series) and its associated accumulated depreciation account (an account in the 2000 series) to report net assets.

Relationships in the Reporting Structure

The following table lists and describes the elements of the reporting structure in hierarchical order. It also lists the relationships between the elements, and provides an example of the way you can use the elements to consolidate your accounting information for reporting purposes.

Note: The reporting structure provides maximum flexibility by enabling you to relate (or “roll up”) either the next lower consolidation level, or individual general ledger accounts. The example provided in the following table is only one way to use the elements of the reporting structure; in reality, you can consolidate your accounting information in any way desired.

Element	Description	Relates to ...	Example
Block	The first level of the reporting structure.	One of the following: <ul style="list-style-type: none"> • Groups • General Ledger accounts 	Assets
Group	The second level of the reporting structure.	One of the following: <ul style="list-style-type: none"> • Schedules • General Ledger accounts 	Current Assets
Schedule	The third level of the reporting structure.	One of the following: <ul style="list-style-type: none"> • Items • General Ledger accounts 	Cash and cash equivalents
Item	The fourth level of the reporting structure.	General Ledger accounts	Cash in Second National Bank
General Ledger account	The valid account numbers for the current year.	One or more of the following: <ul style="list-style-type: none"> • Blocks • Groups • Schedules • Items 	10- -1010

Screens to Use

Use the following screens to define your financial reporting structure:

- Block Entry screen
- Customized Financial Statement Structure screen
- G/L Account Selection screen
- Group Entry screen
- Item Entry screen
- Schedule Entry screen

Use the following screens to define columns and sets:

- Financial Report Format Tables screen
- Financial Statement Set Table screen

Adding a Report Structure

Introduction

When you add a report structure, you enter all the report categories into the hierarchical structure of blocks, groups, schedules, and items. You can link accounts to any location in the structure.

Menu Option Sequence

Use the CX menu options in the following sequence to produce customized reports with user-defined formats and account sets. If you produce reports without account sets, you can eliminate the use of the Fin Set Table menu option.

1. Fin Set Table
2. Fin Stmt Struct Entry (or Fin Rpt Format Entry)
3. Fin Rpt Format Entry (or Fin Stmt Struct Entry)
4. Struct Fin Stmt Generation

Linking Accounts to a Structure

You must link accounts to your report structure in order to display the account balances. You can link the accounts in either of the following ways:

- During the process of adding a report structure. To link accounts in the process of creating the structure, enter **Y** in the G/L entry field and the G/Ls Next field on the Block Entry screen, then follow the procedure, *How to Select Accounts*, in this section.
- After you add a report structure. To link accounts after you create the structure, enter **N** in the G/L entry field and/or the G/Ls Next field on the Block Entry screen, then follow the procedure, *How to Add Accounts to an Existing Structure*, in this section.

How to Add a Report Structure

The following chart shows the steps for adding a report structure. The procedure in the chart begins after you make the following menu selections from the Fiscal Management main menu:

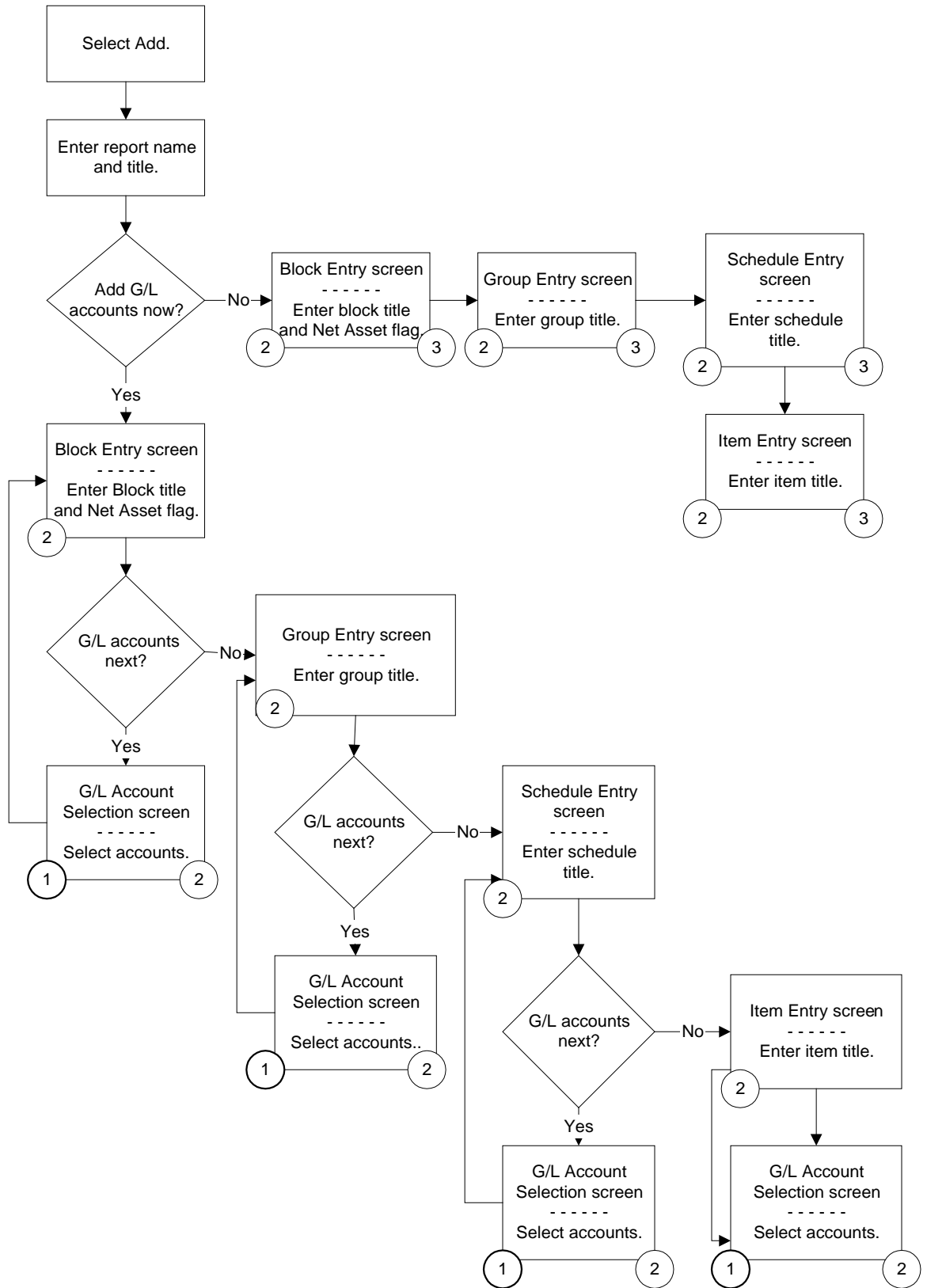
1. Accounting
2. Reports Menu
3. Financial Statements Menu
4. Fin Stmt Struct Entry

On the parameter screen that displays, enter the year to which the structure applies, and the name of your printer, then select **Finish**.

Repeat the procedure as needed for each of the reports that your institution requires.

Note:

- Wherever you see a circled number on the chart, a corresponding procedure or note follows in the section *Notes for Adding and Maintaining a Report Structure*.
- The chart contains instructions for creating a basic report with multiple levels. For instructions on using multiple columns and sets in your financial structures, see the section *Using Sets and Formats in a Report Structure*.



Notes for Adding and Maintaining a Report Structure

Note ① How to Select Accounts

When the G/L Account Selection screen appears, you can select accounts to link to the component of the report structure you are creating.

Follow these steps to select accounts.

1. On the G/L Account Selection screen, enter **Y** in the Select (Slct) column for every account you want to include in the block, group, schedule or item. You can press **y** or **<Tab>** to select an account.
2. When your account selection is complete, select **Finish**. A pop-up window appears with the following prompt: "Update selections Yes No"
3. Press **y** or **<Enter>** to confirm that you want to update your selections. The screen from which you accessed the G/L Account Selection screen appears.

Note ② How to Navigate Screens and Finish a Structure

From within any of the screens referenced in this chart, you can return to the previous hierarchical level and the previous screen by selecting **Cancel** and confirming you are done with the current level. The system saves all your entries as you complete each line and screen, so the Cancel command does not delete or ignore any of the data you enter.

Note ③ How to Add Accounts to an Existing Structure

If you do not link accounts to your structure when you initially add it, you can link them later, at your convenience, using the following steps:

Note: You can also use this procedure to add accounts to a structure to which you have already linked some accounts.

1. On the Customized Financial Statement Structure screen, select **Query**. The screen enters Query mode.
2. Enter the report code to which you want to link accounts. The screen displays the structure you previously added.
3. Select **G/L / Attach**. The cursor will move to the Type field:
4. Move the cursor to the part of the structure to which you want to link accounts, then use the **Select** command. The G/L Account Selection screen appears.
5. If desired, you can use the Search or Match commands to help you locate accounts, as follows:
 - Search - Enables you to locate a specific type of account. As you enter the components of the account number (e.g., the fund, function, object and subfund), the accounts that have similar components appear on the G/L Account Selection screen.
 - Match - Enables you to enter masked account values and selects all accounts that match your search criteria. The selected accounts appear on the G/L Specific Selection screen with the same features as the G/L Account Selection screen, and you can choose the accounts you want to select from this screen. When you are finished marking accounts for selection, select **Finish**. The G/L Account Selection screen appears.
6. Place a **Y** in the Select (Slct) column for every account you want to include in the block, group, schedule or item. You must mark the accounts you want to select.
7. When your account selection is complete, select **Finish**. A pop-up window appears with the following prompt: "Update selections Yes No"
8. Press **y** or **<Enter>** to confirm that you want to update your selections. The screen from which you accessed the G/L Account Selection screen appears.

Modifying a Report Structure

Introduction

You can modify a report structure in the following ways:

- By changing the titles on the lines of the structure
- By inserting additional lines into the structure
- By deleting lines from the structure
- By deleting accounts that you have linked to the structure

This section provides the procedures for these types of changes.

Note: You can also resequence groupings (e.g., blocks and all their supporting groups, schedules, and items) within a report structure. For more information about this type of report structure modification, see *Auditing and Reconfiguring a Report Structure* in this section.

How to Change Titles in a Report Structure

Follow these steps to change titles in a report structure:

Note: If you have just added the structure, and the Customized Financial Statement Structure screen still displays the information about the structure, you can begin with step 3.

1. On the Customized Financial Statement Structure screen, select **Query**. The screen enters Query mode.
2. Enter the report code to which you want to link accounts. The screen displays the structure that you want to change.
3. Select **Modify**. The Customized Financial Statement Structure screen displays in Modify mode.
4. Move the cursor to the part of the structure that you want to change, then select **Change**. A pop-up Change Title window appears.
5. Enter the changes, then select **Finish**. The pop-up Change Title window disappears, and the Customized Financial Statement Structure screen appears in Modify mode.

How to Insert Additional Lines into a Structure

As your chart of accounts changes and your reporting needs evolve, you may need to add lines to a structure. Follow these steps to insert additional lines into an existing report structure.

Note: If you have just added the structure, and the Customized Financial Statement Structure screen still displays the information about the structure, you can begin with step 3.

1. On the Customized Financial Statement Structure screen, select **Query**. The screen enters Query mode.
2. Enter the report code that you want to change. The screen displays the structure that you want to change.
3. Select **Modify**. The Customized Financial Statement Structure screen displays in Modify mode.
4. Move the cursor to the part of the structure where you want to add a line, then select **Insert**. A pop-up Definition of New Line window appears.

5. Enter the code corresponding to the type of line you want to add, then select **Finish**.
Note: Valid codes differ depending on the part of the structure to which you are adding a line, and can include one or more of the following:
 - A (add G/L accounts)
 - B (create a block line)
 - G (create a group line)
 - I (create an item line)
 - S (create a schedule line)
6. Which code did you enter?
 - If **A**, use the procedure *Note* ¹ *How to Select Accounts* to select accounts.
 - If **B, G, I, or S**, go to step 7.
7. Do you want to select accounts at this time?
 - If **yes**, enter **Y** in the G/L Entry field, then use the procedure *Note* ¹ *How to Select Accounts* to select accounts.
 - If **no**, enter **N** in the G/L Entry field.**Note:** If you are adding a second (or subsequent) type of line (e.g., if you are adding the third schedule), the system prompts you about placing the new line above or below the line you selected in step 4.
8. Respond to the prompt, if applicable. The appropriate screen appears so you can enter the title for the block, group, schedule or item.
9. Select **Cancel** when you are done.
Note: You can return to the previous screen by selecting **Cancel** and confirming that you are done with the current screen. The system saves all your entries as you complete each line and screen, so the Cancel command does not delete or ignore any of the data you enter.

How to Delete Lines From a Structure

As your reporting needs evolve, you may need to delete lines from a structure. Follow these steps to delete lines from an existing report structure.

Note: When you delete a line from a reporting structure, the system automatically deletes any of the lines that relate to the deleted line. For example, if you delete a schedule line, and that schedule line had three item lines under it, then the system deletes the three item lines without any intervention from you; if you have just added the structure, and the Customized Financial Statement Structure screen still displays the information about the structure, you can begin with step 3.

1. On the Customized Financial Statement Structure screen, select **Query**. The screen enters Query mode.
2. Enter the report code that you want to change. The screen displays the structure that you want to change.
3. Select **Modify**. The Customized Financial Statement Structure screen displays in Modify mode.
4. Move the cursor to the part of the structure where you want to delete a line, then select **Remove**. The following prompt appears: "Delete the current line and all corresponding ones
Yes No"
5. Press **Y** to confirm that you want to delete the line and any other lines that relate to it.
6. Select **Finish**. The Customized Financial Statement Structure screen appears, displaying the modified report structure.

How to Delete Accounts You Have Linked to a Structure

If your chart of accounts changes, you must change your financial reporting structure. When you need to change the accounts you previously linked to a reporting structure, you must delete the obsolete or incorrect accounts from the structure and add the new, correct accounts to the structure.

Follow these steps to delete accounts from a structure.

Note: To add new accounts to an existing structure, see the procedure *Note 3 How to Add Accounts to an Existing Structure*; if you have just added the structure, and the Customized Financial Statement Structure screen still displays the information about the structure, you can begin with step 3.

1. On the Customized Financial Statement Structure screen, select **Query**. The screen enters Query mode.
2. Enter the report code to which you want to link accounts. The screen displays the structure that you previously added.
3. Select **G/L / Remove**. The cursor moves to the Type field.
4. Move the cursor to the line from which you want to delete accounts, then select **Finish**. The G/L Account Update screen appears.
5. Enter **Y** in the Select (Slct) column for each account you want to delete, then select **Finish**. The system prompts you to confirm that you want to update your selections.
6. Enter **Y**. The G/L Account Update screen appears.
7. Do you want to remove more accounts?
 - If yes, repeat steps 4-6.
 - If no, select **Cancel**. The Customized Financial Statement Structure screen appears.

Auditing and Reconfiguring a Report Structure

Introduction

Report structures created and modified using the Custom Financial Statements menu options can sometimes become corrupted. Corruption occurs when the types of report components (block, group, schedule, and item) are not in the correct order. For example, if a block is followed by a schedule and then by a group, corruption has occurred. The Audit/Reconfigure option in Financial Statement Structure Entry automatically corrects out of order conditions in a structure, using the rules defined in *Four Levels in the Reporting Hierarchy* in this section.

In addition, you can manually reorganize the lines in a structure. For example, if you want to move a block of a report to a different relative position, you select only the first line in the block and change the order number. The program will automatically select all the lines that are logically associated with that block (i.e., its supporting groups, schedules, items, and accounts) and move them with their block to the location specified by the order.

Before you Begin

You must know the year and the four-character report code you want to correct in order to use this procedure.

How to Audit or Reconfigure a Structure

Follow these steps to audit or reconfigure a report structure.

1. From the Custom Financial Statements menu, select Financial Statement Structure Entry. Enter any parameters you want to use for the processing session, then select **Finish**. The Customized Financial Statement Structure screen appears.
2. Select **Audit**. Do errors exist in the structure?
 - If no, the program will display the report and associate an order number to each line.
 - If yes, the program will first display diagnostic messages that explain the errors. It will then attempt to correct the report and to display it, including order numbers.
3. Do you want to reconfigure the structure by resequencing some of its lines?
 - If no, go to step 6.
 - If yes go to step 4.
4. Click on the line number associated with the line you want to move. Note that the system will automatically move any subordinate lines associated with the line you select (e.g., if you select a group line, the system will move its subordinate schedule and item lines).
5. Enter the number of the line after which you want to place the selected line (and its subordinate lines). For example, if you want to place Concession Revenue after Ticket Revenue, and Ticket Revenue is on line 5, enter **5** as the order number for Concession Revenue. Click anywhere in the Order column, and the system will resequence the lines. Note that the system will prevent you from reordering lines if they will result in a corrupted structure (e.g., you cannot place an item line between a block line and a group line).
6. Are you done auditing or reconfiguring the statement?
 - If yes, click **Finished**. The system prompts you about saving your changes. Click **Yes**. The Audit Update/Reconfigure Statement screen disappears, and the system displays the Customized Financial Statement Structure screen.
 - If no, repeat steps 4 and 5 until the structure has the order you want, then click **Finished**. The system prompts you about saving your changes. Click **Yes**. The Audit Update/Reconfigure Statement screen disappears, and the system displays the Customized Financial Statement Structure screen.

Using Sets and Formats in a Report Structure

Introduction

You can use the options from the Custom Financial Statements menu to produce a variety of report types. The simplest type is the single column report for which you select individual accounts to display on each report line. More complex reports contain accounts that you designate using sets, and/or multiple columns with various types of data in each column.

Before You Begin

Before you can define sets of accounts for a report, or designate the formats for a report, you must first create the report structure using the customized reporting features described in this section. For more information, see *Adding a Report Structure*.

How to Define Sets

Follow these steps to create account sets.

1. Select Fin Set Table from the Custom Financial Statements menu. The fin_set_table PERFORM screen appears.
2. From the ring menu on the PERFORM screen, select **Add**.
3. Enter a one-character code name for the set. You can use both upper- and lower-case letters, and the digits 0-9 to name the set.
4. Enter a description of the set.
5. Save your changes, then select **Exit**. The Custom Financial Statements menu appears.

How to Assign Accounts to Sets

Follow these steps to assign your accounts to sets.

1. Select Fin Stmt Struct Entry from the Custom Financial Statements menu. Designate the year for which you want to design reports, the printer you want to use, and (optionally) the fund you want to report, then select **Finish**. The Customized Financial Statement Structure screen appears.
2. Perform a query to locate the report structure that you want to use.
3. Select the **G/L** command. A drop-down box of additional commands appears.
4. If you want to delete accounts or change the account set designations for an existing structure, select **Modify**. If you want to add accounts to a structure for the first time (or designate additional accounts for the structure), select **Attach**.
5. Did you select **Attach** or **Modify**?
 - If Attach, go to step 6.
 - If Modify, go to step 10.
6. Move the cursor to the line on which you want to report account balances, then use the **Select** command. The G/L Account Selection screen appears.
7. Enter **Y** in the Slct column next to the accounts that you want to report on the selected line. The cursor moves to the Set column on the screen.
8. Enter the account set identifier you defined in the Financial Set table. When you are done, select **Finish** and confirm your updates. The Customized Financial Statement Structure screen appears.

9. Do you want to attach more accounts?
 - If yes, repeat steps 6-8.
 - If no, go to step 12.
10. Move the cursor to the line you want to modify, then use the **Select** command. The G/L Account Update screen appears.
11. If you want to remove accounts from the structure, set the value in the Rmv column to **Y**. If you want to assign accounts to sets, enter the account set identifier you defined in the Financial Set table in the Set column. When you are done, select **Finish**, then confirm your selections.
12. Select **Finish** from the Customized Financial Statement Structure screen, then select **Exit**.

How to Define Formats for Report Structures

You can define one or more formats for each report structure. For example, if you create an income statement structure, one format may contain a prior year's data within the structure, and another may display the current year-to-date amounts. Each format can have an unlimited number of columns; however, paper size can affect the number of columns you can display on a printed report.

In each column of the format, you can designate different periods within various fiscal years and also use different types of amounts (e.g., actual, encumbered, or budgeted, and temporarily restricted, permanently restricted, or unrestricted). You can also use the sets of accounts that you defined in the Financial Set table and assigned within the Financial Statement Structure Entry menu option.

Complete the following steps to create a report structure with multiple columns and varying types of data. For complete information about the screens that you use, see *Using the General Ledger screens* in this guide.

1. Select Fin Rpt Format Entry from the Custom Financial Statements menu, designate the printer you want to use, then select **Execute**. The Financial Report Format Tables screen appears.
2. Select **Add**. The screen enters Add mode.
3. Enter the name of an existing report for which you want to add a structure, using Table Lookup if necessary, then move the cursor to the Format field.
4. Enter a new name for the format, then select **Finish**. The cursor moves to the column definition area of the screen.
 - Note:** The combination of the report name and the format name must be unique.
5. Define the contents of one or more report columns, then select **Finish** when the format definition is complete. Confirm that you want to save the format, then select **Exit**. The Custom Financial Statements menu appears.

How to Modify Report Formats

Follow these steps to change a report format. For complete information about the screens that you use, see *Using the General Ledger screens* in this guide.

1. Select Fin Rpt Format Entry from the Custom Financial Statements menu, designate the printer you want to use, then select **Finish**. The Financial Report Format Tables screen appears.
2. Select **Query**. The screen enters Query mode.
3. Enter the name of the report and the name of the format, using Table Lookup if necessary, then select **Finish**. The format information displays on the screen.
4. Select **Modify**, then immediately select **Finish**. The screen is in Modify mode, and cursor moves to the Header field for Column 1.
5. Enter the changes you require, then select **Finish**. Confirm that you want to save your modifications, then select **Exit**. The Custom Financial Statements menu appears.

Producing Reports from Structures

Introduction

After you create your unique financial reporting structures, you can produce reports as needed. Access the menu option for producing reports by making the following menu selections from the Fiscal Management Main menu:

1. Accounting
2. Reports Menu
3. Financial Statements Menu
4. Struct Fin Stmt Generation (Structured Financial Statement Generation)

How to Produce Reports

Before you can generate your reports, you must provide processing parameters on the Structured Financial Statement Generation screen. For more information about these parameters, see *Using the General Ledger Screens* in this guide.

Features

The reports you produce from your unique structures can display the following types of information:

If you enter ...	And ...	The result is ...
Fiscal year	Comparative Fiscal Year	A two-column report of comparative information
<ul style="list-style-type: none"> • Fiscal year (e.g., 9697) • Comparative fiscal year (e.g., 9596) 	<ul style="list-style-type: none"> • Beginning Fiscal Period (e.g., JUL) • Ending Fiscal Period (e.g., AUG) 	A two-column report of comparative information for the two specified years, and for the same fiscal period (e.g., July, 1996 - August 1996, and July, 1995 - August, 1995)
<ul style="list-style-type: none"> • Y in the Actual Amount Type? field. • N in the Encumbrance Amount Type? field • N in the Budget Amount Type? field 		A report with actual amounts only
<ul style="list-style-type: none"> • Y in the Actual Amount Type? field. • Y in the Encumbrance Amount Type? field • N in the Budget Amount Type? field 		A report that displays the sum of actual and encumbrance amounts

Downloading Reports from Structures

Introduction

After you create your customized reports, you can route the output to files. The files are routed to your home directory within the UNIX operating system, and can be downloaded to a PC application (e.g., Microsoft Excel). From within the PC application, you can format, apply formulas, use cut-and-paste functionality, and manipulate the data display as desired.

Access the menu option for routing reports to downloadable files by making the following menu selections from the Fiscal Management Main menu:

1. Accounting
2. Reports Menu
3. Financial Statements Menu
4. Strct Fin Stmt Download (Structured Financial Statement Download)

Before you Begin

Before you decide to download your report output to your PC, contact your Jenzabar coordinator for information about the downloading protocol in use at your institution.

How to Download Reports

Follow these steps to download report output:

1. On the Structured Financial Statement Download File screen, enter the processing parameters you want. For more information about these parameters, see *Using the General Ledger Screens* in this guide. Select **Finish** to display the Output Parameters and Scheduling window.
2. Set the time and date for running the download process, then select **Finish**.
3. After the process is complete, verify that your output file contains the data you expect. If problems occur, review your email to determine the cause.
4. Use your institution's download protocol (e.g., ftp) to transfer the data file from your UNIX system to your PC. Since the file is saved as text, you can then open it in most PC applications for further display modifications.

SECTION 7 - PERFORMING YEAR-END PROCESSING

Overview

Introduction

This section provides information and procedures for you to follow when you:

- Prepare for an independent audit
- Audit your accounting records for accuracy
- Define the accounts you want to close
- Run closing reports
- Create and post the closing entries
- Roll subsidiary balances forward to the current period

Before You Begin

Before you begin to use year-end procedures, remember the following:

- All the records in your subsidiary and general ledgers must contain correct information before you can complete year-end processing.
- You must know which account balances you need to close, and which account balances you want to roll forward to the new accounting period.
- See the *Using the General Ledger screens* section of this guide when you complete the fields on the screens you use for period-end processing.
- You can perform year-end processing whenever your fiscal year ends.

The Process

The following lists the general phases that take place before, during, and after you perform year-end processing.

Phase 1

Prepare for an independent audit.

Phase 2

Run General Ledger Audit and Subsidiary Account Audit to ensure the accounting records contain correct, uncorrupted information.

Phase 3

Make corrections, if necessary.

Phase 4

Identify the accounts you want to close, and the offsetting Fund Balance account you want to use for the closing.

Phase 5

Create, validate, and post the closing entries.

Phase 6

Create the balance forward entries. The system creates entries for all accounts, but only those with non-zero balances are posted.

Phase 7

Post the year-end entries to the general ledger. Note that closing entries must be created and posted before the balance forward entries can be created and subsequently posted.

Phase 8

Run Balance Status Update, then roll existing subsidiary balances forward into the new accounting period.

Preparing for an Independent Audit

Introduction

Before you close accounts for a fiscal year, you or an independent auditor can use the Financial Auditing menu to run a series of queries and reports from your database. The Financial Auditing features also enable you to generate and print letters to confirm account balances at random.

Performing Queries

The Auditing Main menu includes querying options discussed in *Querying Account Information* in this guide. To begin a query, select one of the following options from the Auditing Main menu:

- The Accounting Query option allows you to query accounting information. This option also appears on the Accounting Main menu. For more information about Accounting Query, see *Querying Account Information* in this guide.
- The Budget Review option allows you to review posted budget, encumbrance, and actual general ledger account balances. For more information about Budget Review, see *Querying Budget Information* in this guide.
- The Bursar Query option allows you to query the student accounts. This option also appears on the Student Accounts/Billing: Student Billing Menu and Fiscal Management: Cash Receipts Main menu. For more information about Bursar Query, see *Querying Student Information* in this guide.

Confirmation Letters

The Select Confirmation Letters option allows you to generate random confirmation letters based on the parameters you set. You can control the number of confirmation letters you generate depending on the parameters you set for the Beginning Number, Incremental Number, and Amount. You can print the confirmation letters you select using the Print Confirmation Letters option.

Financial Auditing Reports

The Reports Menu contains the financial auditing reports. For more information, see *Producing Financial Reports* in this guide.

Running General Ledger Audit

How to use General Ledger Audit

The following lists the steps to follow when you use General Ledger Audit to determine if your account balances and accounting records are correct.

Although this section contains information about year-end processing, you can *and should* use General Ledger Audit frequently (e.g., weekly) to ensure you identify and correct errors on a timely basis; this procedure provides steps for using the G/L Report screen. For descriptions of all G/L Report screen fields, see *Using the General Ledger screens* in this guide.

1. Use the following menu path to locate the General Ledger Audit menu option and display the G/L Report screen:

- Fiscal Management
- Accounting
- Period End Processing menu
- General Ledger Closing
- Audit menu
- G/L Report

Note: Use G/L Report first, to identify your errors. Use G/L Report and Update after you have corrected errors, and want *glaudit* to complete the correction process.

2. Enter the parameter information you want to use to process the General Ledger Audit, then select **Finish**. The Output Parameters and Scheduling window appears.
3. Enter the time of day you want to execute the General Ledger Audit, then select **Finish** to schedule the General Ledger Audit, or execute the Audit immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

4. When the process completes, do the following to correct any inconsistencies or errors in your General Ledger records:

- Access your electronic mail to review the output.
- Resolve the audit output, correcting errors as required.
- Use G/L Report and Update to complete the corrections, if necessary.

Note: Refer to *Responding to System Messages* for assistance in interpreting and resolving errors.

Example General Ledger Audit Output

The following sample *glaudit* report contains some of the types of errors you might encounter when you run General Ledger Audit. Note that the report contains three different sections, reflecting the different types of errors and inconsistencies *glaudit* can identify.

Note: For a complete description of the audit exceptions on this report, and other messages you may receive from the General Ledger Audit process, see *Responding to System Messages* in this guide.

```

From: CARS Database Super User <carsu@carshp.carsinfo.com>
To: username@carshp.carsinfo.com
Subject: [a] G/L Report
Status: RO
General ledger audit run
GLAUDIT completed successfully.
The following is the GLAUDIT Report:
      ACT 9293
Mnth S Journal Entry      Vch_amt      Trans_amt      Error
BAL                                     No Errors Found for Period
JULY                                     No Errors Found for Period
AUG I CH001881-0000      -5000.00      0.00 Detail Amt/No Sum Amt
SEPT I CH001966-0000      0.00      -6.00 No Detail Amt/Sum Amt
      I CH001984-0000      0.00      0.00 Detail Amt/No Sum Amt
OCT F AC001779-0001      200.00      0.00 Fund Debits != Credits
      F AC001779-0001      0.00      -200.00 Fund Debits != Credits
      F AC001780-0002      0.00      -200.00 Fund Debits != Credits
NOV F AC001177-0002      200.00      0.00 Fund Debits != Credits
      F AC001177-0002      0.00      -200.00 Fund Debits != Credits
.
.
      I CH002037-0000      -145.00      0.00 Detail Amt/No Sum Amt
      I CH002042-0000      -1.00      0.00 Detail Amt/No Sum Amt
DEC I CH002053-0000      -1.00      0.00 Detail Amt/No Sum Amt
JAN                                     No Errors Found for Period
FEB I CH002072-0000      -1.00      0.00 Detail Amt/No Sum Amt
      I CH002074-0000      -3321.64      0.00 Detail Amt/No Sum Amt
MAR                                     No Errors Found for Period
APR I SA000478-0000      200.00      0.00 Detail Amt != Sum Amt
MAY I CH002096-0000      -37.50      0.00 Detail Amt/No Sum Amt
      I CH002097-0000      -70.00      0.00 Detail Amt/No Sum Amt
JUNE                                     No Errors Found for Period
ADJ                                     No Journal Exists
CLS                                     No Errors Found for Period

Number of Errors      41

Mnth      Account      G/L_amt      Trans_amt      Error

Number of Errors      0

Doc Stn      Cash      Computed      Error
AP 0      0.00      1937.50      Doc cash amt != computed amt
AP 0      0.00      1937.50      Doc beg bal != computed beg bal
CR 0      263.00      -4802.00      Doc cash amt != computed amt
CR 0      96.00      -4802.00      Doc beg bal != computed beg bal
CR 1      38597.55      0.00      Doc cash amt != computed amt
CR 1      -1091.50      0.00      Doc beg bal != computed beg bal
DD 0      0.00      856.51      Doc cash amt != computed amt
DD 0      0.00      856.51      Doc beg bal != computed beg bal
CR 4      350.00      0.00      Doc cash amt != computed amt
CR 18      0.00      101.00      Doc cash amt != computed amt

```


Fields on the General Ledger Audit Output

The following table lists and describes the columns of information in each section of the *glaudit* output:

Report section	Field	Description
Section 1	Error	A brief explanation of the error that <i>glaudit</i> detected
	Journal Entry	The name and number of the journal, and the entry number within the journal, in which <i>glaudit</i> detected the error
	Mnth	The posting period for the journal, entry, or transaction
	S	The status of the journal. Valid statuses include the following: <ul style="list-style-type: none"> • C (Continued, but terminated prematurely) • F (Finished) • I (Incomplete) • S (Started) • U (Updating) • V (Void) • W (Work in progress) Note: Journals with a status of C, S, or W are either in progress, or exist in an abnormal processing condition because of a system problem that occurred during their processing.
	Trans_amt	The sum of the transactions
	Vch_amt	The amount stored in the journal records
	Section 2	Account
Error		A brief explanation of the error that <i>glaudit</i> detected
G/L_amt		The amount stored in the gl_amt_rec
Mnth		The numeric code for the fiscal month (e.g., 01 is the numeric code for July for fiscal years that run from July 1 to June 30) Note: You define numeric codes in the Fiscal Calendar record.
Trans_amt		The correct amount established by the transactions
Section 3	Cash	The amount stored in the Document table
	Computed	The amount computed by <i>glaudit</i>
	Doc	The Document code affected
	Error	A brief explanation of the error that <i>glaudit</i> detected
	Stn	The station number affected

Running Subsidiary Account Audit

How to use Subsidiary Account Audit

Follow these steps to use Subsidiary Account Audit to determine if your account balances and accounting records are correct.

Note: Although this section contains information about period-end processing, you can *and should* use Subsidiary Account Audit frequently (e.g., weekly) to ensure you identify and correct errors on a timely basis.

1. Use the following menu path to locate the Subsidiary Account Audit menu option.
 - Fiscal Management
 - Accounting
 - Period End Processing menu
 - General Ledger Closing
 - Audit menu
 - S/L Report

Note: Use S/L Report first, to identify your errors. Use S/L Report and Update after you have corrected errors, and want Subsidiary Audit to complete the correction process.

2. Enter the parameter information you want to use to process the Subsidiary Account Audit, then select **Finish**. The Output Parameters and Scheduling window appears.
3. Enter the time of day you want to execute the Subsidiary Account Audit, then select **Finish** to schedule the Subsidiary Account Audit, or execute the Audit immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

4. When the process completes, do the following to correct any inconsistencies or errors in your subsidiary records.

- Access your electronic mail to review the output.
- Resolve the audit output, correcting errors as required.

Note: Refer to *Responding to System Messages* for assistance in interpreting errors and resolving errors.

Example Subsidiary Account Audit Output

The following sample report, titled *S/L Report*, contains some of the types of errors you might encounter when you run Subsidiary Account Audit.

Note: For a complete description of the audit exceptions on this report, and other messages you may receive from the Subsidiary Account Audit process, see *Responding to System Messages* in this guide.

```
From: CARS Database Super User <carsu@carshp.carsinfo.com>
To: username@carshp.carsinfo.com
Subject: [c] S/L Report
Status: RO
```

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Audit of Subsidiary Entries for 'S/A ':

Sub_no	Ent	Serial	Code	Period	Amount	Amount	Description
2203		1761298529	SB	NEWS		80.00	Trans Bal/Tot assoc error
2203		1761298624	SB	STUN		-1050.00	Trans Bal/Tot assoc error
13542	2		BILL		0.00		0.00 No Trans for Entry
13542	2		BILL		0.00	574.50	Sum of Trans != to Entry
13542					502.98	-71.52	Sum of Entries != to SA
.							
.							
16701	3		BILL		3120.00	3145.00	Sum of Trans != to Entry
16701					-288.59	-313.59	Sum of Entries != to SA
16802	1		BILL		0.00	0.00	No Trans for Entry
16802	1		BILL		0.00	28.90	Sum of Trans != to Entry
16802					30.62	1.72	Sum of Entries != to SA
17289	3		BILL		1265.00	3145.00	Sum of Trans != to Entry
17289					282.21	-1597.79	Sum of Entries != to SA
17291	4		BILL		3150.00	3175.00	Sum of Trans != to Entry
17291					206.72	181.72	Sum of Entries != to SA

```
Error count for S/A : 35
Subsidiary audit found '35' errors
```

Fields on the S/L Report

The following lists and describes the columns of information in each section of the S/L report:

Note: Depending on the type of error, some of the columns of information may be blank or contain somewhat different information. For example, the Period field can contain a period code for a missing balance or total code error, or it can contain a tot code for a balance code assignment error.

Amount (First)

The correct computed amount, based on the detail records.

Amount (Second)

The incorrect amount that appears in the records.

Code

Entry type, balance code or total code (depending on the type of error).

Description

A description of the error.

Ent

The subsidiary entry number, if applicable.

Period

The balance or total period.

Serial

The serial number of the subsidiary transaction, if applicable.

Sub_no

The subsidiary number (usually the ID number).

Preparing for Year-End Closing

Steps to Prepare for Year-End Closing

After you reconcile the accounts and records that appear on your institution's database, you can prepare your accounts and database for year-end closing, and for the new period of accounting activity. The following lists the processing phases you must complete to prepare for year-end closing.

Phase 1

Ensure you have corrected the errors identified by General Ledger Audit and Subsidiary Account Audit.

Phase 2

Print the trial balance to verify your account balances.

Phase 3

Create accounts for the new fiscal year.

Phase 4

Create General Ledger Closing records for the closing process.

Phase 5

Review the closing records for accuracy and for consistent Net Asset Indicators, if applicable.

Phase 6

Create and post the closing entries.

Phase 7

Create and post the balance forward entries.

Phase 8

Review year-end reports for accuracy.

How to Create Account Records for the New Fiscal Period

Year-end closing requires that you create records for the accounts you want to carry forward to the new fiscal period.

Follow these steps to use CX menu options to create the records you need for the new fiscal period.

1. Do you have some accounts you do not want to carry forward to the new year?
 - If yes, select the following menu options:
 - Accounting Main menu
 - G/L Maintenance menu
 - Either of the following:
 - Terminate G/L Accounts
 - Update G/L Accounts
 - If no, go to step 5.
2. Did you select Terminate G/L Accounts?
 - If yes, enter the fiscal year and account number you want to discontinue, then select **Finish**. The Output Parameters and Scheduling window appears. Go to step 3.
 - If no, go to step 4.

3. Enter the time of day you want to terminate the account, then select **Finish** to schedule the termination of the account, or execute the process immediately. Go to step 5.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.
4. On the General Ledger Account Records screen do the following to update the records for the accounts you do not want to use in the new fiscal period.
 - Select **Query** to locate the account you want to terminate for the coming fiscal period. Select **Update** to change the record.
 - Repeat as necessary to locate and terminate the accounts.
 - Select **Exit** when you are done.
5. Use the following menu path to locate the General Ledger Closing menu option:
 - Fiscal Management
 - Accounting
 - Period End Processing menu
 - General Ledger Closing
6. Select Add G/L Accounts, then enter the following information. The Output Parameters and Scheduling window appears.
 - The fiscal year from which you want to copy the account records, (e.g., 9495).
 - The fiscal year for which you want to copy the account records, (e.g., 9596).
 - Select **Finish**.
7. Enter the time of day you want to add the records, then select **Finish** to schedule the adding of records, or execute the process immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

How to Add, Review, and Edit General Ledger Closing Fund Balance Records

After you prepare the accounts for the next fiscal year, you are ready to add general ledger closing fund balance records. In CX, you add records (the Closing Fund Balance record) that become the basis of closing entries. The Closing Fund Balance report enables you to review the records you add, and then, if necessary, you can edit the records you add.

Follow these steps to add, review, and edit the Closing Fund Balance records you need to create closing entries.

Note: This procedure provides steps for using the Closing Fund Balance Record screen. For descriptions of all Closing Fund Balance Record screen fields, see *Using the General Ledger screens* in this guide.

1. From the Accounting: General Ledger Closing menu, select Add Closing Fund Balances. The parameter window for adding Closing Fund Balance records appears.
2. Enter the parameter information you want to use to add the Closing Fund Balance records, then select **Finish**. The Output Parameters and Scheduling window appears.
3. Enter the time of day you want to add the fund balance records, then select **Finish** to schedule the process, or create the fund balance records immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

4. After the process completes, select Closing Fund Bal Report from the General Ledger Closing menu, and specify the year and funds for which you want to review the newly-created fund balance records, then select **Finish**. The Output Parameters and Scheduling window appears.
5. Enter the time of day you want to produce the Closing Fund Balance Report, then select **Finish** to schedule the Closing Fund Balance Report, or generate the report immediately.
Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.
6. Repeat steps 4 and 5, except select Missing Fund Bal Report to schedule the Missing Fund Bal Report, or generate the report immediately.
7. After the process completes, review the reports for accuracy and completeness. Does the Closing Fund Balance Report list all the accounts you want to close? Does the Missing Fund Balance Report include only the accounts you *do not* want to close?
 - If yes, you have completed this procedure.
 - If no, select Edit Closing Fund Balances from the Accounting: General Ledger Closing menu, then select **Finish** and the Closing Fund Balance Record screen appears.
8. On the Closing Fund Balance Record screen do the following to update the Closing Fund Balance records for the accounts that were incorrect or missing on the Closing Fund Balance Report.
 - Select **Query** to locate the record you want to change. Select **Update** to change the record.
 - Repeat as necessary to locate and change the accounts.
 - If you need to add records, select **Add**, then enter information about the records.
 - Select **Exit** when you are done.

Example of the Closing Fund Balance Report

The following report is an example of the Closing Fund Balance Report. After you add Closing Fund Balance records, review the Closing Fund Balance Report for completeness and accuracy.

Mon Mar 13 1995	CARS College	Page 1
11:53	CLOSING FUND BALANCE REPORT	clsgfbacct
	Fiscal Year 9495 Fund: 10-79	
Account Closed To	Accounts Closed From	
Fd Func Obj Subf	Fd Func Obj Subf	
-----	-----	-----
10 3001	10 1001 6002	
	10 1002 6001	
10 3003	10 5001	
	10 5025	
	10 5026	
	10 5027	
	10 5028	
	10 5511	
	10 5552	
	10 5701	
	10 5713	
	10 9999	
	10 1001 6000	
	10 1001 6001	
	10 1001 6005	
	10 1001 6020	
	10 1001 6113	
	10 1001 6161	
	10 1002 6000	
	10 1002 6002	
	10 1002 6010	
	10 1002 6011	
	10 1002 6020	
	10 1002 6105	
	10 1003 6000	
	10 1003 6001	
	10 1003 6003	
	10 1003 6011	
	10 1003 6020	
	10 1003 6024	
	10 1003 6100	
	10 1003 6101	
	10 1007 6101	
	10 1009 6000	
	10 1027 6000	
	10 1039 6000	
	10 1411 6000	
	10 1411 6011	
	10 1411 6020	
	10 1515 6000	
Location: /disk06/carsdevi/modules/accounting/reports/clsgfbacct		
Revision: G.101.110.2 02/26/93 15:51:03		

Fields on the Closing Fund Balance Report

The fields on the Closing Fund Balance Report and their descriptions are as follows:

Fiscal Year

The fiscal period for which you are performing year-end processing.

Fund

The fund or funds for which you are performing year-end processing.

Account Closed to

The fund balance account to which you want to transfer the balances of the accounts you are closing.

Account Closed From

The nominal (income and expense) accounts for which you want to transfer the balances, (e.g., the accounts for which you want to create a zero beginning balance).

Example of the Missing Fund Balance Report

The following report is an example of the Missing Fund Balance Report. After you add Closing Fund Balance records, review the Missing Fund Balance Report to verify that it includes only the accounts you do *not* want to close.

Wed Mar 15 1995	CARS College	Page 1
14:31	MISSING FUND BALANCE REPORT	clsgfbmiss
	Fund: 10	
	Fiscal Year 9394 Fund: 10-79	
	Fd Func Obj Subf	

	10 5001	
	10 5022	
	10 5023	
	10 5024	
	10 5025	
	10 5027	
	10 5151	
	10 5211	
	10 5318	
	10 5501	
	10 5502	
	10 5551	
	10 5712	

Fields on the Missing Fund Balance Report

The fields on the Missing Fund Balance Report and their descriptions are as follows:

Fiscal Year

The fiscal period for which you are performing year-end processing.

Fund

The fund or funds for which you are performing year-end processing.

Fd/Func/Obj/Subf

The account for which you have not created a Closing Fund Balance record.

How to Verify the Net Asset Indicators in Closing Entries

If your institution complies with FASB standards (specifically FASB statement 117), then every account at your institution contains a Net Asset Indicator that flags the account as Permanently Restricted (P), Temporarily Restricted (T), or Unrestricted (U). To maintain compliance with the FASB statement, you must ensure you do not close one type of account into another type of account. The Edit Check for Closing process examines the Net Asset Indicators for all the accounts involved in the closing process, and displays exceptions on the Edit Checking for Closing Program screen.

Follow these steps to review and edit the entries that appear on the Edit Checking for Closing Program screen.

1. Select the following options, beginning at the Fiscal Management Main menu to cause the Edit Checking for Closing Program screen to appear.
 - Accounting
 - Period End Processing menu
 - General Ledger Closing
 - Edit Check for Closing
 - Enter the fund number and the fiscal year, (e.g., 9697, then select **Finish**).
2. Select **Correct**. The screen enters Correct mode, and the cursor moves to the Fd (Fund) field of the first transaction account.
3. Move the cursor to the field you want to change, then enter the correct account information. When you have corrected every account, select **Finish**. The program saves your changes and exits Correct mode.
4. Select **Exit**. The General Ledger Closing menu appears.

Completing Year-End Closing

Steps to Complete Year-End Closing

After you verify that you have correct accounting information and you have identified all the accounts you want to close, you are ready to complete your year-end processing. The following lists the phases you must complete for year-end closing.

Phase 1

Create the Fiscal Calendar record for the new year.

Phase 2

Create and post your closing entries.

Phase 3

Create and post your balance forward entries.

How to Create the New Fiscal Calendar Record

Before you prepare the closing and balance forward entries, you should validate the Fiscal Calendar for the coming accounting year. This process need not occur before you create these entries, but it *must* occur before you post the balance forward entries.

Note: While you are creating the Fiscal Calendar record, you may want to coordinate with the Student Billing office on your campus about creating new Student Billing charge codes. For more information about defining the new charge codes, see *Preparing for a New Billing Period* in *Implementing Student Billing*.

Follow these steps to create the new Fiscal Calendar record.

1. Select the following menu options from the Fiscal Management Main menu to cause a parameter window to appear.
 - Accounting
 - Table Maintenance
 - Financial (F-I) Add Fiscal Calendar
2. Enter the following information, then select **Finish**. The Output Parameters and Scheduling window appears.
 - The year from which you want to copy the calendar
 - The year for which you want to create the calendar
 - The subsidiary(ies) you do not want to copy into the new Fiscal Calendar record (for example, the S/A subsidiary records may have already been created before you were ready to perform this step, and therefore do not need to be copied again)
3. Enter the time of day you want to create the Fiscal Calendar record, then select **Finish** to schedule the creation of the Fiscal Calendar record, or create the record immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

How to Create Closing Entries

The General Ledger Closing process uses the information in the Closing Fund Balance records to create your closing entries. The program adds the amounts in periods 00 through 13 (BAL through ADJ, as defined in the Fiscal Calendar record), compares the total to the amount (if any) that has already been posted to the period 14 (CLS period), and then posts any difference to the CLS period. If the balance is positive, the program debits the fund balance, and credits the account being closed. If the balance is negative, the program credits the fund balance, and debits the account being closed. In other words, for each of the postings to an account being closed, the system creates an offsetting posting to the Fund Balance account specified in the related Closing Fund Balance record. Note that the system maintains debits as positive numbers, and credits as negative numbers.

Follow these steps to create closing entries.

1. Select Create Closing Entry from the Accounting: General Ledger Closing menu. A parameter window for creating the entries appears.
2. Enter the following information, then select **Finish**. The Output Parameters and Scheduling window appears.
 - The fiscal year for which you want to create the entries.
 - The amount type (e.g., ACT or ENC).
 - The fund for which you want to create closing entries.
 - The journal type (or reference) you want to use to post the closing transactions.

Note: Use the AC journal for the ACT amount type; use the PC journal for the ENC amount type.
3. Enter the time of day you want create the entries, then select **Finish** to schedule the creation of the entries, or create the entries immediately. Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

Note: You can run the create/post process as often as necessary until all the entries are accurate and complete.

How to Create Balance Forward Entries

After your closing entries are posted, follow these steps to create balance forward entries.

1. Select Create Balance Forward Ent from the Accounting: General Ledger Closing menu. A parameter window for creating the entries appears.
2. Enter the following information, then select **Finish**. The Output Parameters and Scheduling window appears.
 - The fiscal year from which the balances will be brought forward
 - The fiscal year for which you want to create beginning balances
 - The amount type for which you want to create beginning balances (e.g., ACT or ENC)
 - The fund for which you want to create beginning balances
 - The journal type for which you want to create beginning balances

Note: Use the AC journal for the ACT amount type; use the PC journal for the ENC amount type.
3. Enter the time of day you want create the entries, then select **Finish** to schedule the creation of the entries, or create the entries immediately. Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

Note: You can run the create/post process as often as necessary until all the entries are accurate and complete.

How to Post Entries to the General Ledger

After you create the closing and balance forward entries for the end of the fiscal period, you use the file posting program (*filepost*) to post the entries to the general ledger. You can then review the results of the posting by producing two general ledger journal reports. The first report sorts information by general ledger entry number, and the second report sorts information by general ledger account number.

Follow these steps to post the closing and balance forward entries, and produce the reports to verify the posting.

1. Select Post to General Ledger from the Accounting: General Ledger Closing menu.
2. Select **Finish**. The Post to General Ledger appears with the cursor in the Post date field of the first file name.
3. Use **<Ctrl-f>**, **<Ctrl-b>**, and the arrow keys to move the cursor to the file name that contains the closing entries.
4. Do you want to use a different posting date for the closing entries?
 - If yes, change the date.
 - If no, press **<Enter>**.
5. Enter the posting period you want to use for the closing entries. The cursor moves to the Post field.
6. Press **<Tab>**, **y**, or **n** to change the Post field to "Y" for the closing entries file. The cursor moves to the Prior field.
7. Do you want to process more than one file, and control the order of processing?
 - If yes, enter **0** in the Prior field of the file you want to process first, then enter successively higher numbers for the other files you want to process.
 - If no, go to step 8.
8. Select **Finish**. The program displays a message it will send electronic mail when the posting process is complete.
9. After the posting process sends electronic mail, review the results of the posting by selecting G/L Journal Reports from the Accounting: General Ledger Closing menu. A parameter window for producing the reports appears.
10. Enter the following information, then select **Finish**. The Output Parameters and Scheduling window appears.
 - The journal type, or reference code, (e.g., AC or AP).
 - The beginning journal number.
 - The ending journal number.
 - The fund for which you want to create beginning balances.
 - The type of output you want, or the name of the printer you want to use to print the report.
11. Enter the time of day you want to produce the reports, then select **Finish** to schedule the creation of the reports, or create the reports immediately. Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

How to Roll Subsidiary Balances Forward

As you begin a new fiscal accounting period, it is useful to consolidate all subsidiary balances into the new period so you can determine the exact amount owed by or to the subsidiary. For example, if a student has a debit balance from a session two years ago, and a credit balance from the previous session, the balance at the beginning of the current session should include the net effect of both of these previous balances.

Follow these steps to roll your subsidiary balances forward to the current accounting period.

1. Use the following menu path to locate the options for Subsidiary Balance Forward.
 - Fiscal Management
 - Accounting
 - Period End Processing
 - Subsidiary Balance Forward
2. Depending on whether you want to use Subsidiary Balance Forward for all subsidiaries or just one (or a few) subsidiaries, select one of the following:
 - All Balances Forward
 - All Balances Forward by ID

Note: Your institution's policies will determine whether you consolidate debit balances in the current period or leave them in the original period for historical purposes. Credit balances, however, should always be brought forward.

A parameter screen appears.

3. Complete the fields on the parameter screen as follows, then select **Finish**. The Output Parameters and Scheduling window appears.
 - The subsidiary you want to roll forward
 - The balance period(s) you want to roll forward, (e.g., FA94 SP95 SU95 FA95 SP96)
 - The balance period into which you want to roll the balances (e.g., FA96)
 - The balance code, (e.g., SB)
 - The total code, (e.g., PREV)
 - The ID number of the subsidiary you want to roll forward (if applicable)
4. Enter the time of day you want to execute the process, then select **Finish** to schedule the process, or run the process immediately. Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.

SECTION 8 - RECOVERING ACCOUNTING JOURNALS

Overview

Introduction

This section provides information and procedures for you to follow when you must recover your accounting information after a system problem. You use the Voucher Recovery (*vchrecover*) process for this important maintenance activity.

Before you Begin

Before you begin to use the procedures for recovering a journal, remember the following:

- Use the Voucher Recovery process only when you have experienced a significant system problem or system failure, or when the *voucher* program (as described in section 3 of this guide) ends abnormally.
- You cannot run the Voucher Recovery process at the same time that anyone at your institution is using the *voucher* program.

The Process

The following lists the general phases that take place when you run the Voucher Recovery process.

Phase 1

Verify that no one is using the *voucher* program to perform accounting tasks.

Phase 2

Run Voucher Recovery.

Phase 3

Review the mail that Voucher Recovery sends about the recovery process.

Phase 4

Correct errors or enter missing transactions as required.

Running the Voucher Recovery Process

The Purpose of the Voucher Recovery Process

The Voucher Recovery process performs the these after a system failure or an abnormal exit from the *voucher* program.

- It checks the Document table to verify that no documents are reserved by a particular user ID. If any documents are reserved, *vchrecover* cancels the reservation by changing the user ID number to 0.
- It reviews the journal records to determine if any journals have a status other than (F)inished, (I)ncomplete, or (V)oid. The *vchrecover* program assumes any journal that does not have one of these statuses is *in progress*.
- For any journals that are in progress, *vchrecover* examines the last entry in the journal to determine if it completed before the abnormal end of the voucher program.
- If the last entry is not complete, *vchrecover* removes the entry, along with its associated transactions and subsidiaries. An entry is incomplete if *vchrecover* detects any of the following conditions:
 - If the general ledger transaction debits do not equal the credits.
 - If the general ledger transaction contains a subsidiary control account with no subsidiary entries, or if the sum of the subsidiary entries do not equal the general ledger transaction amount.
 - If the sum of the subsidiary transactions does not equal the amount in the associated subsidiary entry.
- After the last entry is validated or removed, *vchrecover* changes the status for the journal to (I)ncomplete.

How to Run the Voucher Recovery Process

Follow these steps to run the Voucher Recovery program (*vchrecover*).

1. Use the following menu path to locate the menu option for Voucher Recovery, then select **Finish**. The Output Parameters and Scheduling window to appears.
 - Fiscal Management
 - Accounting
 - Journal Processing
 - Journal Maintenance
 - Journal Recovery
2. Enter the time of day you want to execute the Voucher Recovery process, then select **Finish** to schedule the Voucher Recovery process, or execute the process immediately.

Note: Enter **NOW** if you want the process to run immediately, and enter **Y** in the Background field if you want to perform other CX tasks while the process executes.
3. When the process completes, do the following:
 - Access your electronic mail to review the results of the recovery. Your electronic mail refers you to a file location where the program routed error messages.
 - Resolve the errors and incomplete journals, re-entering data as required.

Note: Refer to *Responding to System Messages* for assistance in interpreting and resolving errors.
4. Use G/L Report and Update, and S/L Report and Update to complete the corrections, if necessary. This enables you to complete the process of recovering accounting information after a system failure.

SECTION 9 - RESPONDING TO SYSTEM MESSAGES

Overview

Introduction

This section provides the following:

- Descriptions of the status, warning, field error, and fatal error messages that can appear while you are using General Ledger.
- Information you need to respond to status, warning, and error messages.

Four Types of Messages

Four types of messages can appear in General Ledger. The messages appear on the comment line, on the error line, in a dialog box, or in your electronic mail. The types of messages are:

- Status message
- Field error message
- Warning message
- Fatal error message

Descriptions of Message Types

This list describes each of the four types of messages, by degree of severity.

Status

- Assures you the program is working properly when you select an option involving a long pause
- Can appear after you select a command or option, type data, or press a key
- Requires no action by you
- Appears on the comment line

Example: "Opening files ..."

Field error

- Tells you of an invalid field value entered, and provides valid field values from which to choose
- Can appear after you enter an invalid code in a field
- Requires you to select a valid code from those provided in the field error message, a table lookup, or a query, and enter it into the field
- Appears on the error line

Example: Valid values: (A,I)

Warning

- Informs you of a condition of which you must be aware in order to continue
- Can appear after you select a command or option, type data, or press a key to begin or end a process that requires a decision
- Requires you to act or make a decision
- Appears in a dialog box
- Instructional, does not terminate processing

Example: Are you sure you want to exit? (Y/N)

Fatal error

- Informs you of a serious problem occurring within the system
- Can appear when the system is missing information (such as a required table or record) needed to continue processing, or when there is a program error
- Requires you to contact the coordinator immediately to resolve the problem
- Appears in a dialog box, or in your electronic mail, as well as in your coordinator's electronic mail
- Terminates processing

Example: "XXXX An unrecoverable error has occurred. Contact your Jenzabar CX coordinator."

Electronic Mail Messages

Occasionally, CX programs send status or error messages to your electronic mail, as well as to the comment or error line. Programs do not send messages about background processes to the comment or error line, but only to your electronic mail. Such messages tell you any of the following information:

A process was completed successfully

You can delete or save them according to your preferences or established policy.

A process was completed successfully, and exceptions were noted (e.g., you completed a run of General Ledger Audit and the audit located some data inconsistencies)

Save the message and use it to clear errors and inconsistencies before you process any more information.

Information cannot be found

Try the process again with new field values.

Errors have occurred while trying to complete a process

Tell your Jenzabar coordinator about the message to resolve the problem.

Status, Warning and Error Messages

Messages you Might Receive

The following is an alphabetical list of some of the status, field error, warning, and fatal error messages that can appear when you are using General Ledger.

Warning errors do not affect program processing, while field error messages indicate problems you can correct by following the directions in the message. However, fatal error messages stop the processing of a program; if you receive a fatal error, contact your Jenzabar system coordinator immediately.

Account 'xx-xxxx-xxxx-xxxx' (in gle 1) for year 'yyyy' has been terminated. This account cannot be used for posting.

When running *filepost* or other journal programs, you receive this message when you terminate an account and then try to use the account for balance forward entries.

Bal not found for Trans

When running *saudit*, you receive this message under any of the following conditions:

- The system experienced problems after the program added the transaction to the database, but before it added the Subsidiary Balance record.
- The Subsidiary Balance record has a corrupted index.
- The Subsidiary Balance record has been manually changed or removed.

To correct this error, run *make check* to locate a corrupt index. If the index is corrupt, run *make repair*. If the index is not corrupt, add the Subsidiary Balance record manually, then run *saudit* with update.

Detail Amt != Sum Amt

When running *glaudit*, you receive this message when detail transaction amounts are not equal to the summary transaction amount (i.e., the total amount on the summary record (created when you finish a journal)).

Detail Amt !=Sum Amt

When running *glaudit*, you may receive this message when a journal had a status of (F)inished, and was later updated to an (I)ncomplete status, and was finally finished a second time. The system creates summary amounts each time you finish a journal, and therefore, each journal should only be finished one time. This message indicates the summary records are invalid. To correct this error, change the journal status to (I)ncomplete again, then contact the Jenzabar coordinator to finish the journal (from the shell) using the following shell command: **filepost -f journalname**, (e.g., *filepost -f AP 100* for the accounts payable journal number 100).

Detail Amt/No Sum Amt

When running *glaudit*, you receive this message for all Incomplete journals, since the system creates summary records when you finish journals. Before you continue period-end processing, make sure your journals are all Completed.

Doc cash amt != computed amount

When running *glaudit*, you receive this message when the Document table values do not agree with the amounts in journals with a document station. Run *glaudit* with update to correct this situation.

Entry Cash != Trans Cash

When running *glaudit*, you receive this message when the entry cash amount does not equal the combined total of the cash transaction amounts. Run *glaudit* with update to correct this situation.

Error file for voucher 'xxxxxxx' created with X error(s) found

When running *vchrecover*, you receive this mail message. If *vchrecover* detected no errors, the message will indicate "0 errors found". If *vchrecover* did detect errors, the message will include a file reference where you can locate a detailed description of the error. For more information about the messages that appear in the *vchrecover* error files, see *The Voucher Recover Process Error Messages* in this section.

Filepost run completed, Day Mth xx hr:mi:sc yyyy

When running *filepost*, you receive this mail message when the selected file posts successfully. This is a status message and requires no action from you.

Fund Debits != Credits

When running *glaudit*, you receive this message when the debit and credit entries for a fund do not balance.

G/L amt != Subs amt

When running *saaudit*, you receive this message under the following conditions:

- The system experienced problems when the journal was posting to the subsidiary. Your journal had added the subsidiary entries, but had not yet added the subsidiary transactions. To correct the error, run the Voucher Recover process, and review the output to ensure it includes the journal. Then run *saaudit* with update.
- Your Subsidiary Entry or General Ledger records contain an index problem. This situation usually results when a process abended while Informix was updating indexes.
- Someone at your institution manually updated the subtr_recs (Subsidiary Transaction records) or sube_recs (Subsidiary entry records). In this situation, select one of the following actions:
 - Reverse the manual updates
 - Restore the records from backup tapes at your institution

Void the entry and re-enter it correctly

GI_amt_rec != Trans

When running *glaudit*, you receive this message when the account summary records do not equal the detail records. Jenzabar assumes the detail records are correct. Run *glaudit* with update to correct this situation.

GI_amt_rec/No Trans

When running *glaudit*, you receive this message when you finish a journal that has no transactions. Run *glaudit* with update to correct this situation; the system updates the account summary amount to "0."

Invalid account according to rules in gld_rec. Account 'xx-xxxx-xxxx-xxxx' in gle 1 is an invalid account.

When running *filepost*, you receive this message when the account does not exist or is invalid according to the rules in your Defined Account records.

Invalid Entry Type:AAAA

When running *saaudit*, you receive this message when the entry type in the Subsidiary Entry record does not appear in the Entry table. To correct this situation, make an entry for the value in the Entry table, then rerun *saaudit* with update.

Note: This message is an example only; your entry type may vary.

Journal Cash Cr != Cash Cr

Journal Cash Dr != Cash Dr

When running *glaudit*, you receive this message when the voucher cash amounts do not equal the cash transaction amounts. Run *glaudit* with update to correct this situation.

Missing gl_amt_rec

When running *glaudit*, you receive this message when shell users access the database and change or delete records. Run *glaudit* with update to correct this situation; the system adds a *gl_amt_rec* (General Ledger Amount record) based on the values in the *gltr_rec* (General Ledger Transaction record).

Missing gla_rec

When running *glaudit*, you receive this message when no *gla_rec* exists for a transaction. This is a rare occurrence, usually due to manual updates to the General Ledger Account record.

No Detail Amt/Sum Amt

When running *glaudit*, you receive this message when an account is marked as "summarized," but there is no summary information in the journal.

No entry for voucher

When running *glaudit*, you receive this message in the unlikely situation that you finished a journal in which there are no entries. The message requires no action or correction.

No fiscal period for year=9596 amt_type=APP fc_month=BAL

When running *glaudit* with an Amount Type of ALL, you receive this message for amount types relating to the Budget module when no entries have been posted to the period. The message requires no action or correction.

Note: This message is an example only; your year, *amt_type*, and *fc_month* may vary.

No G/L records found for subsidiary 'S/A'

When running *saudit*, the audit program did not detect any activity in the subsidiary. This message requires no action or correction.

No specific entries in the Closing Fund Balance table. Verify program arguments: fscl yr = 9596 and fund = 10.

When running *glclicked*, you receive this message when the program cannot locate Closing Fund Balance records with the specified fund and fiscal year. Check the specified values and run the process again.

No Subs for GL Trs

When running *saudit*, you receive this message when the program does not locate a subsidiary entry for a general ledger transaction. If the entry is a balance forward entry, ignore the message. If the *voucher* program experienced a problem while writing the General Ledger Transaction record (*gltr_rec*) and the Subsidiary Entry record (*sube_rec*), use the Voucher Recover process, then recreate the entry.

No Subsidiary Account

When running *saudit*, you receive this message when the program does not detect any subsidiary account records for this subsidiary. The message requires no action or correction, as it results when you set up a subsidiary in your tables and records, and then do not use the subsidiary.

No Trans for Entry

When running *glaudit*, you receive this message when no general ledger transactions exist for the voucher entry record.

Note: For more information, see the explanation for the message *No Subs for GL Trs*.

No Trans for Entry

When running *saaudit*, you receive this message under any of the following conditions:

- A system problem occurred when General Ledger was posting an entry to the journal, at a time between the posting of the entry and the posting of the transaction. In this situation, run the Voucher Recovery process, then run *saaudit* again.
- Your subsidiary transaction records contain an index problem. This situation usually results when a process abended while Informix was updating indexes. To resolve the problem, the Jenzabar coordinator must run *make check* for the subtr_recs (Subsidiary Transaction records). Then, run *make rebuild* or *make repair* for the corrupted subtr_recs.
- Someone at your institution manually updated the subtr_recs (Subsidiary Transaction records) or sube_recs (Subsidiary entry records). In this situation, select one of the following actions:
 - Reverse the manual updates
 - Restore the records from backup tapes at your institution
 - Void the entry and re-enter it correctly
 - No voucher exists

When running *glaudit*, you receive this message when no voucher exists for the period being audited.

Note: This is informational only, and does not usually result from an error.

Posting Complete. 'AC-xxxx' journal created.

When creating journal entries, you receive this message when the program successfully posts.

Note: This is informational only.

Processing file '\$CARSPATH/vchpost/filename# entries in voucher 'journal number' successfully posted.

When running *filepost*, you receive this message when the process completes running. This is a status message and requires no action, but you should note the journal number for future reference.

Subs not in GL

When running *saaudit*, you receive this message when the audit detects a subsidiary entry with no related general ledger transaction. This condition results when someone at the institution tries to change the subsidiary account to a non-subsidiary account. In this situation, you must change the account back to a subsidiary account, or void the incorrectly posted entries, reposting them with non-subsidiary entries.

Sum of Bals != SA

When running *saaudit*, you receive this message for a journal in which the system encountered a problem after updating one record, but before updating the second record. Run *saaudit* with update to correct this situation.

Sum of Entries != SA

When running *saaudit*, you receive this message when the system experienced a problem when the journal was posting to the subsidiary, or if the Voucher Recovery process recovered a journal. This error usually accompanies the error *Sum of Trs != SA*, and when you correct this error, the *Sum of Entries != SA* error is also corrected.

Note: This message is an example only; your subsidiary may vary.

Sum of Tots != SA

When running *saudit*, you receive this message under the following conditions:

- The system experienced a problem after the journal updated the Subsidiary Total or the Subsidiary Account record, and before it updated the second record. Run *saudit* with update to correct this situation.
- Someone at the institution changed the value in the ent_inv_or_pay field in the Entry table. Valid fields are INV or PAY. If the value changed, the system retroactively transfers all the subsidiary total amounts made with that entry type to another amount field in the Subsidiary Total record. To correct this situation, restore the value in the ent_inv_or_pay field to the original value, then run *saudit* with update.

Sum of Trs !=SA

When running *saudit*, you receive this message when the system experienced a problem when the journal was posting to the subsidiary, or if the Voucher Recover process recovered a journal. Run *saudit* with update to correct this situation.

Note:

- This message is an example only; your subsidiary may vary
- This error can occur when Subsidiary Account records (suba_recs) have been deleted. If your database does not include the correct Subsidiary Account records, manually create the suba_recs with a 0 amount, then run *saudit* with update.

Sum of Trans != to Entry

When running *saudit*, you receive this message under the following conditions:

- The system experienced a problem when the journal was posting to the subsidiary. The journal was in the process of adding the subsidiary transactions for a subsidiary entry, but the system problem did not allow the records to be added. To correct this problem, use the Voucher Recover process, then review the output from the process. If the output contains a reference to the journal, then the Voucher Recover process corrected the problem. Complete the correction by running *saudit* with update for the subsidiary.
- Someone at your institution manually updated the subtr_recs (Subsidiary Transaction records) or sube_recs (Subsidiary Entry records). Correct this situation in one of the following ways:
 - Reverse the manual changes that appear in your records.
 - Restore the subtr_recs and the sube_recs from your backups.
 - Void the entry and re-enter a correct entry.

Tot not found for Trans

When running *saudit*, you receive this message when the audit program cannot locate the Subsidiary Total record. To correct this situation, add the Subsidiary Total record manually, then rerun *saudit* with update.

Total Trans Cr != Dr

When running *glaudit*, you receive this message when the total credit transactions do not equally offset the total debit transactions. To correct this situation, recover the journal, complete the journal (resolving errors and identifying any missing transactions or entries) and rerun *saudit* with update.

Trans Amts != 0

When running *glaudit*, you receive this message when transaction debit amounts were not offset by equal transaction credit amounts. To correct this situation, recover the journal, complete the journal (resolving errors and identifying any missing transactions or entries) and rerun *saaudit* with update.

Trans Bal/Tot assoc error

When running *saaudit*, you receive this message when an invalid combination of Balance Code and Total Code appear in a transaction. The Subsidiary Association table (*subas_table*) links valid Balance and Total Codes. This error occurs when you delete Subsidiary Association table entries after using the values in the entries in posted transactions. To correct this error, maintain the Subsidiary Association table to include the deleted entry, or void the transactions that use the invalid combinations, and re-enter them correctly.

Trs != Bal Amt

When running *saaudit*, you may receive this message with the message Sum of Bals != SA. This error condition frequently exists after you use the Voucher Recover process. Run *saaudit* with update to correct this situation.

Trs != Tot Amt (INV ENC)**Trs != Tot Amt (PAY ENC)****Trs != Tot Amt (PAY ACT)****Trs != Tot Amt (INV ACT)**

When running *saaudit*, you receive these messages under the following conditions:

- The system experienced a problem after the journal updated the Subsidiary Total or the Subsidiary Account record, and before it updated the second record. Run *saaudit* with update to correct this situation.
- Someone at the institution changed the value in the *ent_inv_or_pay* field in the Entry table. Valid fields are INV or PAY. If the value changed, the system retroactively transfers all the subsidiary total amounts made with that entry type to another amount field in the Subsidiary Total record. To correct this situation, restore the value in the *ent_inv_or_pay* field to the original value, then run *saaudit* with update.

Vch_ent_no != No_ents

When running *glaudit*, entries that were written during a system problem cause this message. When the *voucher* program adds an entry to a journal, it updates a corresponding entry number in the Voucher record (*vch_rec*). When you finish a journal, the *voucher* program adds a summarizing entry with general information about the journal. This entry number is not tracked in the Voucher record. When *glaudit* encounters journals that ended normally (without system failure), it can differentiate between the actual journal entries and the summarizing entry. If, however, you terminate a journal, *glaudit* cannot differentiate between the different types of records, and it identifies a difference between the record count and the actual number of records. Run *glaudit* with update to correct this situation, or ignore these error messages as warnings.

Voucher Cr!=Trans Cr

When running *glaudit*, this error can occur when a journal was recovered by Voucher Recovery (*vhrecover*) and then subsequently finished. Run *glaudit* with update to correct this situation.

Voucher Status - In Progress

When running *glaudit*, this message occurs if journals are in progress (they have a status of "S" that indicates they are started). To avoid this message, run *glaudit* only when no other users are running the *voucher* program.

This message also occurs for journals with a status of "U" (updating) or "W" (work in process). Journals with these statuses either result from a system failure during the Update process, or from being the active journal when you ran *glaudit*. If the journal was active when you ran *glaudit*, you can ignore the message, since completing the journal will set the status to "F" (finished). However, if the journal was not in process during your run of *glaudit*, do the following:

1. Run *vchrecover* to set the status of the journal to "I" (incomplete).
2. Print the journal report, and check if the last entry posted is the last entry listed on the report. If it is not, then continue the journal and post the missing entry again.
3. Complete the journal.

Voucher Cr != Trans Cr

Voucher Dr != Trans Dr

When running *glaudit*, journals you terminated using the Terminate option in *voucher* may receive this message. In addition, journals you recovered after a system problem, and then terminated, may receive this message. Run *glaudit* with update to correct this situation.

Voucher Status--in Progress

When running *glaudit*, you receive this message for all journals that have a status of (S)tarted, (W)ork in Process, or (U)pdated.

For (S)tarted journals: Run *glaudit* when no users are creating or posting to journals.

For (W)ork in Process journals: Run Voucher Recovery, set the journal status to (I)ncomplete, print the journal report and verify that the last entry posted is the last entry listed on the report. If not, continue the journal, and post the missing entry again. Finally, finish the journal when you have completed all the entries.

For (U)pdated journals, Run Voucher Recovery, and then complete the journal.

Note: This message occurs for (U)pdated journals if your system went down during the update process.

Voucher Recovery Process Error Messages

Messages from the Voucher Recovery Process

The Voucher Recovery process creates an error file that describes any errors resulting from an abnormal exit from the *voucher* program. The mail message *vhrecover* sends you contains a file reference so your Jenzabar coordinator can easily locate the error file.

The following lists some of the common errors and their explanations that *vhrecover* can detect.

There were not any subs entry records found

The following records updated to 'R' (removed) status:

GL Entry: Entry Number: X Status : P

GL Transactions:

<u>Serial</u>	<u>Fd Func Obj Subf</u>	<u>Amount</u>	<u>Status</u>
.			
.			
.			

Voucher record status changed to 'I' (Incomplete)

Please Finish this voucher.

Total errors: 1

One of the accounts referenced in the entry requires the use of subsidiary entries, and *vhrecover* did not locate subsidiary transactions for this entry. In this case, *vhrecover* changes the status of each transaction to (R)emoved, and changes the status of the journal to (I)ncomplete. To correct this condition, you must continue the journal, re-enter the transactions that were removed, and then finish the journal.

Note: If *vhrecover* detects the error on the first entry in the journal, and sets the status on any transactions to R, it creates an empty journal. The *voucher* program will not allow you to continue an empty journal. In this situation, the Jenzabar coordinator must manually void the journal.

Voucher record status changed to 'I' (Incomplete).

Please Finish this voucher.

Total errors: 0

vhrecover located a journal that did not contain a status of Incomplete, Finished, or Void. The program then examined the last entry in the journal, and determined the entry was complete. To correct this condition, continue the journal, then finish it after you enter any unposted transactions you had not yet entered when the system failure occurred.

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