

Keystone Financial Information System (FIS™)

General Ledger



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I. GL0018 Chart of Accounts Maintenance

General Ledger		Chart of Accounts Maintenance		GL0018
Account #	555-00520-3000-000-00-000			
ASN Number		Check Code		
Description	BEGINNING FUND BALANCE		Valid Cash Account	<input checked="" type="checkbox"/>
Account Type	<input type="radio"/> Asset	Valid P/R Account	<input type="checkbox"/>	
	<input checked="" type="radio"/> Liability	Valid Req Account	<input type="checkbox"/>	
	<input type="radio"/> Revenue	Budget Group		
	<input type="radio"/> Expense	Prior Account No		
CR				
Status	Not Valid Date	A-Code Table		
<input checked="" type="radio"/> Valid		B-Code Table		
<input type="radio"/> Not Valid		C-Code Table		
<input type="radio"/> Inactive		D-Code Table		
<input type="radio"/> System Controlled		E-Code Table		
<input type="radio"/> Budget Control		F-Code Table		
		G-Code Table		
Budget Control#				
Report Codes	Acct. History	OK	Cancel	Clear
		Delete		

DESCRIPTION

The Chart of Accounts Maintenance allows for the entry and maintenance of General Ledger account numbers. Asset, Expense, Liability and Revenue are defined as well as the account type (Debit or Credit). The status of the account as well as other account descriptors are also defined.


PROCEDURE

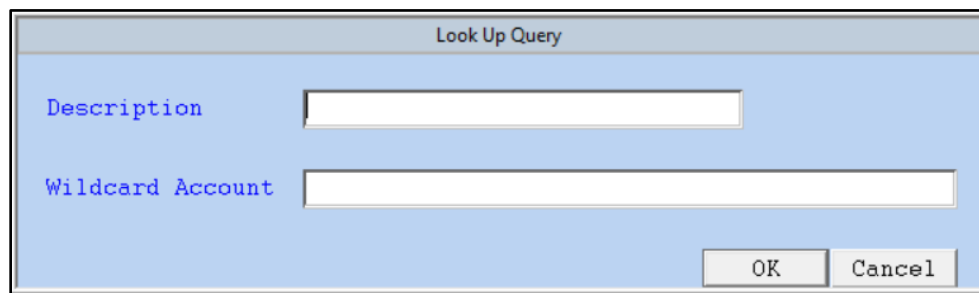
From the Financial Information System menu, select the General Ledger menu, then select the Chart of Accounts Maintenance (GL0018) program.



The following information is displayed:

Account #... Enter the account number that you want to create or modify. You do not have to enter the account number delimiter, usually a dash (-), nor do you have to enter the complete account number if the number has “trailing” zeroes. *(Example: If the account number being created or modified is “205-00520-3000-000-00-000” you can enter “250-00520-3000” and the delimiters as well as the “trailing” zeroes will be added by the system.)*

In addition, when modifying an existing account, you may enter the ASN. *This entry method, either the account number or ASN is used throughout the Financials System whenever prompted for an account number.*

If you are modifying an existing account but are unsure of the full account number or you do not know the account number, click the Look-up  icon.



There are two methods of performing a search from this Look-up  screen. The first is to type in as much of the account name as you know or want to in the search. The second method of performing the search is to click the Look-up  icon on the first Look-Up Query screen and a display of ALL accounts on the general ledger will be displayed. You may then scroll through this screen and select the account you want to modify.

From the results of either of the search methods, select the account from the listing displayed by highlighting the account with a single click and then clicking **OK** or double click on the account you want to select.

ASN... Enter the “ASN” number which represents an alias for the account or accounts it is associated with and allows the user to enter a much shorter number than the entire account number on most data input screens. This “Account Short Name” can be numeric, alpha, or alphanumeric and can be of a variable length with no minimum length. The number does not have to be unique and can be used for specific groups of accounts. If used to represent a group of accounts, the user will be prompted to select the desired account from a pop-up listing. *(There is a flag in system administration that controls whether or not this field is available for use. If it is not turned on in system administration, the system will bypass this field.)*

Description... The next field to be entered is the account description or name. This is the formal name of the account and will appear on all screens when this account number is displayed. For reporting purposes, the name should be kept to a minimum but descriptive length.

Account Type... Click on the radio button (field on the screen) for the type of account being created.

- **Asset**
- **Liability**
- **Revenue**
- **Expense**

Prior Account No... These would be three-digit funds where you take one account number and move it to another account number. *(Example: Take account 123 and move to account 456.)*

Check Code... Check number

Valid Cash Account... If the account is a valid cash account, that is, a cash account from which checks will be issued, select the check box to display an “X”. It also allows it to be used as a cash account for deposit. *(Example: Cash Receipts, AR, and Central Collections).*

Valid P/R Account... If the account being entered is a valid payroll or payroll related account, select the check box to display an “X”. ***(This field must be checked if you are using the KEMS module and is an account that will be used in Payroll. If this is not checked and the account is used in Payroll, you will receive an error when you try to use this account. There is also a possibility that you will receive an error when you run the calculate Payroll in the KEMS module.)***

Valid Req Account... If the account being entered is an account that requisitions will be entered against, select the check box to display an “X”. ***(This is used to prevent accounts being entered requisitions that do not have that flag set.)***

Budget Group... Used for grouping General Ledger accounts together *(Example: All Athletic Accounts).*

Status... Click on the radio button (field on the screen) for the status of the account being created. The status types are defined as follows:

- **Valid** – An account that will receive normal accounting transactions such as cash receipt, etc.
- **Not - Valid** – An account that will not have accounting transactions posted to it.
- **Not Valid Date** – If you enter a specific date, the account will not allow transactions after that date.
- **Inactive** – An account that is no longer in use. This may be an account that is no longer being used but is maintained on the system for historical data comparisons or queries. In addition, the account may be made inactive to prevent transactions being posted to the account. You may use this status for new accounts that will be used in the Budget Entry area.
- **System Controlled** – These accounts are used by the system. They are updated by the system but are inaccessible to the user. An example of this type of account is the “Expense Control Account” which is used by the system to generate a portion of the changes in the fund balance for the year.
- **Budget Control** – This is used if a client is set to use Budget Rollup. If you use Budget Rollup, you can include the accounts that roll up any account(s) with Status Budget Control and the only activity that can be posted to these Accounts are Budget Transactions. You cannot post requisitions, purchase order’s, or Debit and Credit transactions to accounts with a status of Budget Control.

ACODE TABLE... This is used to sort accounts; group accounts will give you a subtotal in the end (*summary*) report.

Budget Control #...This is one account that will link all the accounts if the system is set up for Budget Rollup.

When you have finished entering the account information click on OK to file the account data. If you do not want to add this information to the chart of accounts and do not want to enter any more accounts at this time, click CANCEL. You will then be prompted to confirm the cancel. Click OK to return to the General Ledger Menu. If you decide that you do not want this account but want to add accounts, click CLEAR and the information will be deleted but you will remain on this screen.

If you want to delete an existing account. Click on DELETE to delete all information displayed. However, please keep in mind that there may be history for this account on the system that may be used in budget preparation and for reporting purposes. The deletion of the account could create unreliable historical data being displayed.

NOTE: If there have been current year transactions to an account, the system will not allow the user to delete the account.

IMPORTANT NOTE:

Certain accounts **MUST** be created in all funds. These are accounts that the system will search for and post system controlled transactions. They are not all “System Controlled” accounts and may have journal entries posted to them, and in some instances, are normal accounts used daily. These accounts are defined by going under System Administration, Control File Maintenance, System Parameters Menu, and Define Site Control Parameters (LG0144). Define Site Control Parameters (LG0144) is where they appear without the fund designation. The same number is to be used in each fund with the only change being that of the fund designation. These accounts are as follows:

- **Cash Control**
- **A/P Control**
- **Due From Control**
- **Due To Control**
- **Encumbrance Reserve Control**
- **Prior Encumbrance Control**
- **Prior Encumbrance Reserve Control**
- **Fund Balance Control**
- **Revenue Control**
- **Expense Control**
- **Discount Account** Not required in any fund unless used by the organization.
- **Freight Account** Not required in any fund unless used by the organization.
- **Tax Account** Not required in any fund unless used by the organization.
- **Labor Account** Not required in any fund unless used by the organization.
- **Shrinkage Account** Not required in any fund unless used by the organization.
- **Stores Account** Not required in any fund unless used by the organization.
- **Next Year Stores Account** Not required in any fund unless used by the organization.
- **Carry Over PO Account** Not required in any fund unless used by the organization.

II. GL0019 Funds File Maintenance

General Ledger
Funds Entry
GL0019

Fund:

Description:

Fiscal Year:

Transfer Flag:

User Code 1:

Project Flag:

Enterprise:

Category:

Sub Funds:

L#	Yr*Pd	Start Date	End Date	Status	Changed by	Date
1	19*12	06/01/19	06/30/19	N	MIKEL	04/18/18
2	19*11	05/01/19	05/31/19	N	MIKEL	04/18/18
3	19*10	04/01/19	04/30/19	N	MIKEL	04/18/18
4	19*09	03/01/19	03/31/19	N	MIKEL	04/18/18
5	19*08	02/01/19	02/28/19	N	MIKEL	04/18/18
6	19*07	01/01/19	01/31/19	N	MIKEL	04/18/18
7	19*06	12/01/18	12/31/18	N	MIKEL	04/18/18
8	19*05	11/01/18	11/30/18	N	MIKEL	04/18/18
9	19*04	10/01/18	10/31/18	N	MIKEL	04/18/18
10	19*03	09/01/18	09/30/18	N	MIKEL	04/18/18
11	19*02	08/01/18	08/31/18	N	MIKEL	04/18/18
12	19*01	07/01/18	07/31/18	N	MIKEL	04/18/18


DESCRIPTION

The Funds File Maintenance (GL0019) program provides the user with the tools for controlling the access to funds for accounting transactions, opening new year records and creating new funds. In addition, the Transfer Control and sub-funds are maintained from within the same program.

PROCEDURE

To access the Funds File Maintenance (GL0019) program, double click on the General Ledger Menu and select Funds File Maintenance (GL0019). This will start the program and the Funds File Maintenance screen will be displayed.

When the program begins you are prompted for the following information:

Fund... Enter the fund designation that you are creating or on which you are performing maintenance. If you are unsure of the fund designation you want to access, click on the look-up icon  and select the fund from the list that is displayed.

Description... If you are creating a new fund, you will next be prompted for the fund description. This is the formal name of the fund. (*Example: 'General Fund'*) If you are accessing a fund that has already been created, the name of the fund will be displayed.

User Code 1...

Project Flag... Project Type Fund

Enterprise... Enterprise Type Fund

Category...

- **Assigned...**
- **Committed...**
- **Non-spendable...**
- **Restricted...**
- **Unassigned...**

Fiscal Year... Enter in this field the fiscal two-digit designation for the fiscal year of the fund. (*Example: If your organization maintains the books and records on a calendar year and this is 2017, you would enter "17" in this field.*) If your organization does not use a calendar year cycle, then the fiscal year designation is normally the year in which the account cycle ends. (*Example: If your accounting year starts on July 1, 2017 and ends on June 30, 2018 then your fiscal year would be "18".*)

Transfer Flag... This field designates how budgetary transfers will be processed by the system. The valid entries are as follows:

A... This transfer flag specifies that all transfers involving this fund must be in balance within the fund. You **MAY NOT** transfer funds directly from one fund to another fund - the "TO" and "FROM" amounts must be within the same fund.

N... This transfer flag specifies that inter-fund transfers are permitted and that the "TO" and "FROM" amounts may be to different funds.

S... This transfer flag specifies that all transfers involving this fund must be in balance within the fund. You **MAY NOT** transfer funds directly from one fund to another fund - the "TO" and "FROM" amounts must be within the same fund. However, this transfer flag specifies that transfers are permitted between sub-funds and that the "TO" and "FROM" amounts may be to different funds if they are sub-funds within the same controlling fund. *(Example: If the controlling fund is "10" and funds "11" and "12" are the sub-funds that, combined, are fund "10" then transfers would be permitted directly between funds "11" and "12" without the amounts balancing within the individual funds.)*

Sub Funds... If the fund being entered is a **control fund** (a fund that is made up of "other" or "sub" funds), enter the fund designation(s) of the sub-funds in the boxes provided.

The next portion of the Funds File Maintenance (GL0019) program displays the individual accounting periods within each fiscal year that has been opened on your system. Each fiscal year will usually contain either 12 or 13 accounting periods depending upon how your system will initially set-up. The information displayed for each fiscal period is as follows:

L#... The designation of the accounting period.

Yr*Pd... This designation, fiscal year, asterisk, period is used throughout the system to designate the fiscal period. *(Example: The first accounting period of the 2017 fiscal year would be designated "17*01").* These periods do not have to be manually typed in for each period when entering either a new fund or opening a new year for an existing fund. See below for the procedure on "Opening a New Year".

Start Date... The starting date of the accounting period is displayed. These dates must be accurate as the financial system is date sensitive and the posting date used for any transaction is compared to these dates to determine if transactions are allowed to be entered into the period. See also "Status" below.

End Date... The ending date of the accounting period is displayed. These dates must be accurate as the financial system is date sensitive and the posting date used for any transaction

is compared to these dates to determine if transactions are allowed to be entered into the period. See also “Status” below.

Status... The status of the accounting period is displayed. The status codes are as follows:

- **O...** This status code specifies that the accounting period is **open** and that all types of entries may be entered and posted to the period.
- **S...** This status code specifies that the fund has been “**Soft Closed**” and that regular accounting entries **MAY NOT** be entered in this accounting period. However, general journal entries, budget transfers and budget supplements are permitted to be entered and posted to this accounting period.
- **C...** This status code specifies that the accounting period is **closed**, and **NO TRANSACTIONS** of any nature can be entered and/or posted to this period.
- **N...** This status code specifies that only **next year transactions** are allowed to be posted to the accounts. *(Example: requisitions, purchase orders and budgeting)*

If necessary, the status code can be changed to allow transactions to be posted to the accounting period, however, you must remember that if financial reports have been issued they will no longer be in agreement with the accounting records and therefore should be re-issued.

Changed By... This field shows who the last user was to make a change.

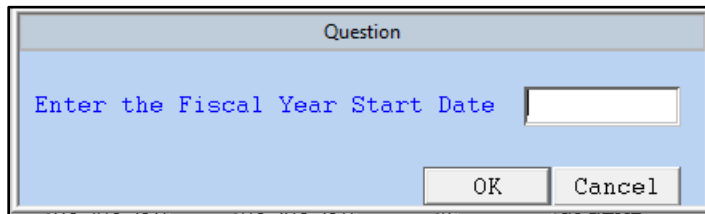
Date... This field, also known as the status date, contains the date that the displayed status was changed. This date provides the user with a check to verify that the report preparation date is not earlier than the status date. If it is earlier, then the reports may not be in agreement with the accounting records.

A. Opening a New Year

Under the Funds File Maintenance (GL0019) program you can open a new fiscal year by clicking on the button labeled 'Open New Year' at the bottom left of the screen.



A pop-up screen will appear to instruct you to 'Enter the Fiscal Year Start Date'.

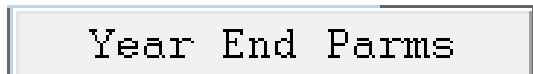


Type in the date of the first day of the new fiscal year, in a MM/DD/YY format and click **OK**. The system will automatically create twelve (12) accounting periods for you.

When you have finished working on the fund click **OK** to file the record and save the changes. If you have no further funds to work on click **Cancel** to return to the General Ledger Menu. If you click **Cancel** before you save the changes to the record, you will not save the changes made and you will be returned to the General Ledger Menu. If you decide not to save the changes but want to work on a different fund, click **Clear** to clear the data from the screen without saving any of the changes. If you decide you want to delete the fund click on **Delete** and a box will appear asking you to confirm deleting the fund.

B. Year End Parameters

Under the Funds File Maintenance (GL0019) program the year-end settings for your organization are established for each fund by clicking on the button labeled 'Year End Parm's'.



The 'Year End – Purchase Orders' (GL0035) screen will appear and the year-end settings for each fund are displayed for your organization.

1. Create a Prior Encumbrance

If the check box for this option displays "X", the system will create a Prior Year Encumbrance record in the Prior Year Encumbrance control, Prior Encumbrance Reserve control accounts and the respective expense accounts in the new year. This will be performed for any Purchase Orders entered and posted (*but not completed*) during the current year (*the year being closed*).

If the check box is **blank**, the system will not perform the above process and Purchase Orders carried over at the end of the fiscal year and will be treated as **CURRENT YEAR PURCHASE ORDERS IN THE NEW FISCAL YEAR.**

2. Create Budget Supplement for each PO

If the check box for this option displays “X”, **and** you chose to “Create a Prior Encumbrance”, the system will create a Budget Supplement for the amount of the open encumbrance for Purchase Orders that were entered and posted (*but not completed*) during the current year (*the year being closed*). ****NOTE: Budget supplements will not be created if you did not choose to create a “Prior Year Encumbrance” above.**

If the check box is **blank**, the system will not create a budget supplement and Purchase Orders carried over at the end of the fiscal year will be expended against the **New Year BUDGET**.

3. Decrease Budget Supplement on Completion

If the check box for this option displays “X”, **and** you chose to “Create a Prior Encumbrance”, **and** you chose to “Create Budget Supplement for each PO”, the system will create a **negative** Budget Supplement for the open encumbrance for Purchase Orders in the event that the PO is either cancelled or completed.

If the check box is **blank**, the system will not create the negative budget supplement for the carryover Purchase Orders that may be cancelled or completed. Therefore, the funds will remain available for expenditure in the New Year if the PO is cancelled or completed.

4. Carry over Prior Year Purchase Orders

If the check box for this option displays “X”, the system will carry over **all prior** (*last year and back*) Purchase Orders. You may wish to do this if you have long-term projects that are still in progress.

5. Expend PO in Current Year

If the check box for this option displays “X”, the system will record current year Purchase Orders (*those entered and posted in the year being closed*) as **expense** in the current year and as **liability** in the New Year. The use of this option requires that a General Ledger “Encumbrance Overlay Account” be established for each applicable fund. This account number is entered in the field below this check box. If you choose this option, the account numbers in the PO detail lines will be changed to the Encumbrance Overlay account number (*during the year end process*).

It is recommended that you utilize a separate liability account number, not A/P.

This option allows you to expend the funds in the year that the PO was issued and processed, but enter invoices against the PO next year.

6. Encumbrance Overlay Account/Liability Account

As a **Liability account**, this can be used for recording the liability amount of Purchase Orders that were expended in the previous step. If you choose this option, the open encumbrances for the Purchase Orders being carried over to the NEW YEAR (*for completion and payment*) but expended in CURRENT YEAR, will be rolled into this liability account. When the PO is completed, the system will debit this liability account for the completed items. ****To use this option, you must have checked "Expend PO in Current Year"**.

As an **Encumbrance Overlay Account**, it can be used to modify the account numbers on the open encumbrances on the Purchase Orders that are being carried forward. This allows you to specify 'carry over accounts' for tracking the expenditure of only prior year transactions. The Purchase Order detail numbers will be changed to this number during the Year-End Rollover process. You can use the wildcard "#" when creating the encumbrance overlay account. This tells the system to leave the specified numbers 'as is' when overlaying the new account number. (Example: If the account structure is 01-1111-1234 and the new account number is to be 01-1111-1999, you would enter ##-###-1999.) ****If you use the wildcard, all the account numbers must be on the G/L and valid for all funds.**

*If you choose to utilize this option, you must **"UN check"** the "Expend in current year" flag (above).*

This account must be created through Chart of Accounts Maintenance (GL0018) as a VALID account.

7. Student Activity Fund Balance Overlay Account

This tracks the Available Balance for Student Activities or Groups to prevent over spending. It provides a system process to carry over the available balance for activities from one year to the next year. ****Note: You must use Budget Rollup to control spending****

Please see the Year End Processing document for a complete overview of the year-end processing steps.

III. GL0021 COA Element Table Entry

DESCRIPTION

The COA Element Table Entry (GL0021) allows the user to define all fields of the account number for use with the Financial Report Writer (KF4000) program and add an additional feature to the COA (Chart Of Account) security. Account number fields are those sections of the account number that are separated by the account number delimiter, usually a dash (-). (Example: The account number structure shown in this manual is “NNN-NNNNN-NNN-NNN-NN-NNN-NN”.)

This account structure consists of seven (7) fields as follows:

Field1	Fund	NNN
Field2	Function	NNNNN
Field3	Object	NNN
Field4	Source	NNN
Field5	Program	NN
Field6	Building	NNN
Field7	Program Year	NN

*Field1 of the fund is defined in the Fund File Maintenance (GL0019) program and **cannot** be accessed through this program. However, all other fields are defined from within this program.*

For use with the Financial Report Writer (KF4000), and any other type of reports, the fields are normally defined to provide descriptions for summary totals.

(Example: We will use Field3 (Object), with the format as shown above of "NNN". If all "100" type objects are teacher salary accounts, then the Field3 element code of "100" would have a description of "Teacher Salary". Additionally, if objects 110 through 119 were all kindergarten teachers, then Field3 element code could be defined as "110" with a description of "Teacher - Sal - K" which allows an additional level detail total information for reports. This same procedure can be performed for each field of the account number.)


When using full COA security the system will automatically compare each element of a new account number to this table to determine if the entry is valid and if not found in the table the account cannot be entered. Therefore, each allowable account element must be defined in this table. This aids the organization in avoiding erroneous account numbers from being entered into the system.


Additionally, the user can maintain the ACode, BCode, CCode, Dcode, ECode, FCode and GCode tables from this screen. These are special, user-maintained code tables that are used for financial report groupings when special circumstances require their use.

PROCEDURE

To access the COA Element Table Entry (GL0021) program, double click on the General Ledger Menu and select COA Element Table Entry (GL0021). This will start the program and the COA Element Table Entry screen will be displayed.

When the program begins you are prompted for the following information:

Element #... Enter the account number element (field number) that you want to enter or modify the definitions. If you are unsure of the element number, click on the look-up icon  and select the field from the selection window that includes the element definition. Additionally, the selection can be made by clicking on the arrow next to the entry field and selecting the element number by clicking on the selection from a pull-down display.

Element Code... Enter the element code that you want to enter or modify into the table. If you are modifying an existing code but are unsure of the element code, click on the look-up icon  and select the code from the selection window.

Description... Enter the description for the element code.

Abbreviation... Enter an abbreviation for the code.

Status... Select the status of the code, Active or Inactive.

Type...

Account Use Flag...

A-Code, B-Code, C-Code, D-Code, E-Code, F-Code, and G-Code...

When you have finished entering the element information, click **OK** to save the information and you will now be prompted for another element code. If you want to work with another account element at this time, click **Clear** and you are now prompted for a new Element number. If you do not want to save the information and want to return to the General Ledger Menu, click **Cancel**. If you do not want to save the information but do want to continue entering or modifying other element codes, click **Clear** and the data will be discarded, and you will be prompted at the Element Code entry. If you want to delete an element code, click **Delete** and you will then be asked to confirm the deletion. Click **OK** to delete the element code record or **Cancel** to not delete the code.

IV. GL1031 Journal Entries

Account # / Reason		----	DEBIT	----	CREDIT	----
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Totals		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DESCRIPTION




The system provides the necessary programs for entering general ledger adjusting entries. The user may prepare either a general journal entry or a standard and recurring journal entry. The Journal Entry (GL1031) program is used to make adjusting entries between accounts. These adjustments could be required for numerous reasons including, but not limited to, reclassifications due to charging an incorrect account, bank account wire transfers in which an original cash receipt or disbursement entry is made through the books, etc.

The journal entry may involve more than one fund but the entries to each fund must balance.


PROCEDURE

To access the Journal Entry (GL1031) program, double click on the General Ledger Menu and select Journal Entry (GL1031). This will start the program and the Journal Entry screen will be displayed.

When the program begins you are prompted for the following information:

Journal #... The journal entry number is normally a sequential number. To obtain the next available number click on the “new record”  icon. If your organization uses a non-sequential numbering system then type in that number. If you are viewing a journal entry that has already been entered into the system, type the number of that entry or click the look-up  icon. Click on the look-up  icon that appears on the pop-up window and a listing of all journal entries will be displayed. Select the journal entry you want to modify from this listing. ****Note:** *If you are modifying an existing journal entry, all of the following fields will display the information that was originally entered. Click on the field that you want to modify and make your changes.*


Load (Y/N)... If you want to load a standard journal entry template, click on this box to display an “X” which means “Y”. If you are not loading a standard journal entry template, you may bypass this field.


STD JE ID... If you are loading a standard journal entry template, you must enter the standard journal entry number or click the look-up  icon and select the standard journal entry from that listing. If you did not check the “Load Y/N” box listed previously, the system will bypass this field entirely.

Post Date... Enter the date that you want the journal entry to be posted. The date used must be an accounting period that has either a status of “O” (open) or “S” (soft-closed); this is the date that the system will post this transaction to the G/L.

Batch #... This field may be used as an additional identifier for your journal entries. This is not a required field and may be bypassed.


Description... Enter into this field the description or reason for making this journal entry. The description should contain all information about this entry to ensure an adequate audit trail of the transaction.

Check #... If this adjustment is related to a specific check, enter that check number in this field. If you are unsure of the check number, you can click on the lookup  icon that will give a

complete listing of all checks issued. Additionally, you can click on the zoom  icon to access the check inquiry program and perform the search from that screen based on check code and vendor that results in a much smaller listing. This is not a required field and may be bypassed. ***Entering a check number in this field will not alter the original check in any way.*

Source... This is a user-defined field and the entry is a number from 1 to 9. These numbers can represent whatever the organization assigns to them. This is not a required field and may be bypassed.

After completing the above fields, you are now prompted to begin entering the detail information for the journal entry as follows:

Account #... Enter the account number for this line of the journal entry. If the account number is not known or you are unsure of it, click on the look-up  icon, enter all or part of the account description, and click **OK**. Select the account from the displayed selection list.

ASN... The ASN (*account short name*), if used by the organization, associated with the account number that is displayed.

Description... The description (*account name*) of the account is displayed below the ASN.

Notes... Enter in this field any notes regarding the specific adjustment to this account. This allows the user to expand on the overall adjustment explanation and include information that may be specific to each account that is part of the journal entry.

Debits... If the adjustment to this account is a debit amount enter the amount of the debit with the decimal point if there are cents in the amount. If the amount is a whole dollar amount, the decimal point does not have to be entered and the system will add the decimal point and trailing zeroes for you. If the adjustment to this account is a credit, press the <Tab> key to bypass this field.

Credits... If the adjustment to this account is a credit amount enter the amount of the credit with the decimal point if there are cents in the amount. If the amount is a whole dollar amount, the decimal point does not have to be entered and the system will add the decimal point and trailing zeroes for you.

Repeat the above process, account, notes, debits and credits, until all of the accounts associated with this entry have been entered and the entry is balanced within each fund.

The buttons at the bottom of the journal entry detail, Done, Insert, Delete, and Dup function as follows:

Done... When you have completed entering all detail lines click **Done** and this row of buttons will be removed from the screen and totals for the Debits and Credits columns will be displayed.

Insert... If you want to have the accounts arranged in a specific order, you may insert a new detail entry line by clicking on the detail that you want to appear **AFTER** the line to be inserted. Then, click **Insert** and a new blank line will be inserted before the highlighted record.

Delete... This button is inoperable for this program. If a detail line is incorrect, the amount must be made zero (0.00).

Dup... This button is used if the user wants to duplicate the previous account number on the next detail entry line. After entering the amount and with the prompt at the account number field, click **Dup** and the previous account number will be duplicated. This process can also be used for the description field and the amount field (*debit to debit and credit to credit*).

Bottom of the Screen Options Buttons

Transaction Details...

File...

Save Standard Entry... If you want to save this entry as a standard journal entry template, click **Save Standard Entry**. This allows the entry to be “re-used” at a future date with the same account numbers. ***You must still click OK to post this entry to the G/L. The save standard functions only saves the journal entry for future use, as a template.*

Auto Reversing... If you want this journal entry to be saved as a reversing standard entry, that is, a standard entry that will maintain the dollar amounts but with the debits and credits reversed, click **Auto Reversing**. You will then be prompted to confirm the action.

Delete... To delete the journal entry click **Delete**.

Print... You can print, preview, email, etc. the report from here.

OK... To file the journal and save the changes or new information, click **OK**.

Cancel... To exit the program and not save the journal entry or the changes made to it, click **Cancel** and the record will not be saved and you will be returned to the Journal Entry menu.

Clear... If you do not want to save the journal entry or any changes made to but wish to remain in the program to either enter or modify another journal entry, click **Clear** and you will be prompted for a new journal entry number.

V. GL1033 Journal Entry Listing

General Ledger Journal Entry Listing GL1033

This program will print the Journal Entry Listing.

Journal Entry Date	Begin	-	End
Journal Entry Number		-	
Batch Number			

Sort report by:

By Date by Journal Number

By Journal Number

OK Cancel

DESCRIPTION

The Journal Entry Listing (GL1033) program allows the user to print a hard copy of the journal entries based on a range of dates.

PROCEDURE

To access the Journal Entry Listing (GL1033) program, double click on the General Ledger Menu and select Journal Entry Listing (GL1033). This will start the program and the Journal Entry Listing screen will be displayed.

When the program begins it states, 'This program will print the Journal Entry Listing.' and you are prompted for the following information:

Journal Entry Date Begin... Enter the date you want the Journal Entry to Begin on.

Journal Entry Date End... Enter the date you want the Journal Entry to End on.

Journal Entry Number Begin... Enter the first Journal Entry number.

Journal Entry Number End... Enter the last Journal Entry number.

Batch Number... Enter the batch number.

Sort report by... Select how you want the Journal Entry Listing to be sorted.

- **Sort Report By Date by Journal Number**
- **Sort Report By Journal Number**

VI. General Ledger Reports

To access the General Ledger Reports Menu, double click on the General Ledger Menu and select the General Ledger Reports Menu. This menu option provides access to Financial Report Writer (KF4000) and the Financial Report Runner (KF4021) programs. These programs are discussed in a separate manual and will not be discussed here.

VII. LG0600 Post Payroll Distribution

LG0600 PAYROLL DISTRIBUTION POSTING

This program will post the PAYROLL line item distribution created in the Payroll Module through the 'Post to G/L' process. All transactions prior to the date entered will be selected for posting to the General Ledger.

Current Printer Assignment ==> PROMPT

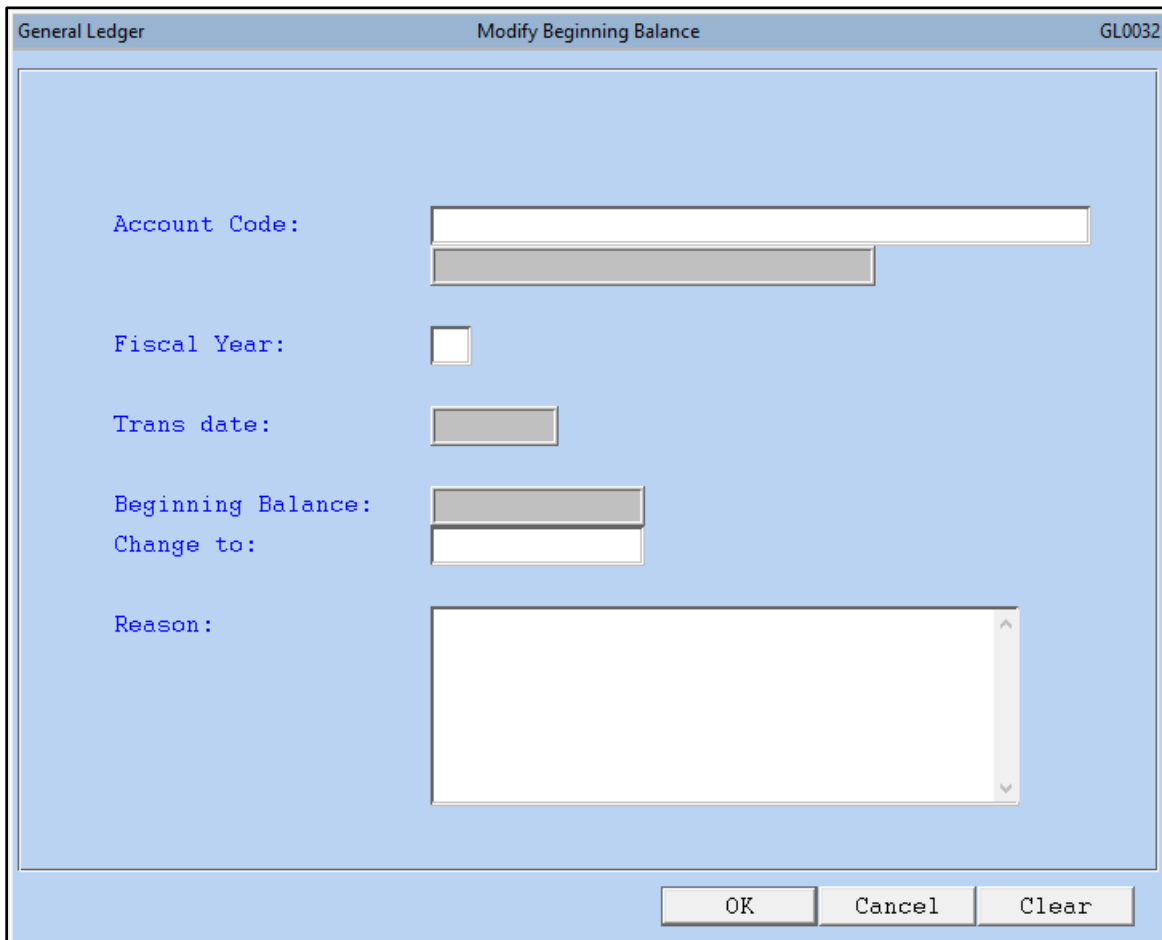
Enter Report Date 11/29/17

OK Cancel

DESCRIPTION

To access the Post Payroll Distribution (LG0600) program, double click on the General Ledger Menu, double click on the Other Module Posting Menu and select the Post Payroll Distribution (LG0600). This menu option allows the user to post the payroll distribution records to the general ledger records. The only information required to be entered by the user is the date that instructs the program to post all payroll line item distribution records **BEFORE** that date but not including that date. Once the date has been entered and the user has answered “Yes” to the “Ok to continue” prompt the system proceeds automatically, first producing a report and again prompting the user to post these transactions.

VIII. GL0032 Modify Beginning Balances



General Ledger Modify Beginning Balance GL0032

Account Code:

Fiscal Year:

Trans date:

Beginning Balance:

Change to:

Reason:

OK Cancel Clear



DESCRIPTION

The Modify Beginning Balances (GL0032) program allows the user to correct the beginning of the fiscal year balances of the asset and liability accounts (*revenue and expense accounts have no beginning balances*). This program is used when the organization does not post the auditor's year-end adjustments to the prior year records and does not post those adjustments as a current year transaction. If the auditor's year-end adjustments are posted to the prior year accounting records, there is an option on the year end processing screen that allows the user to update the general ledger balances. How and what procedures are used is dependent upon each organization management decisions.

PROCEDURE

To access the Modify Beginning Balance (GL0032) program, double click on the General Ledger Menu and select Modify Beginning Balance (GL0032). This will start the program and the Modify Beginning Balance screen will be displayed.

When the program begins you are prompted for the following information:

Account Code... Enter the account number for the account that you want to modify the beginning balance. If the account number is not known or you are unsure of it, click on the look-up  icon, enter all or part of the account description, and press the <Tab> key. Select the account from the displayed selection list. Additionally, you may click the zoom  icon to start the Account Inquiry program for reviewing prior or current year information.

Fiscal Year... Enter the Fiscal Year

Trans Date... Enter the transaction date for the period that you want this transaction to be posted to the general ledger. The default for this field is today's date. The adjustment transaction record that is generated by this entry functions the same as any other transaction. That is, if this transaction is posted to period 3 and you prepare a report for periods 1 and 2, this transaction **WILL NOT APPEAR** on the report and the beginning balance(s) will have the original carry-over balance and not the modified balance. This may in fact be what you want to show on your reports. When a report is run that includes period 3 the beginning balance will be the modified amount.

If you want the modified beginning balance to be shown as if it were carried over from the prior year, the transaction date should be entered as the first day of your fiscal year. For example, if your fiscal year begins on July 1, 2017 then the transaction date would be "07/01/17". As with any transaction the accounting period must have a status of either open or soft-closed.

Beginning Balance... The current beginning balance is displayed. If the balance(s) have already been modified, then the modified amount will be displayed.

Change To... Enter the new beginning balance. The system will calculate the required adjustment to be made to what is stored in the system to obtain the correct modified beginning balance.

Reason... Enter a description of the reason for modifying the beginning balance of this account. *(Example: If this modification is due to the auditor's audit adjustment(s), you may want to include references to those specific adjustments to ensure a complete audit trail.)*

Bottom of Screen Buttons

OK... To file the modified beginning balance record and save the new information, click **OK**.

Cancel... To exit the program and not save the balance modification entry, click **Cancel** and the record will not be saved and you will be returned to the General Ledger menu.

Clear... If you do not want to save the balance modification record but wish to remain in the program to either modify another account beginning balance, click **Clear** and you will be prompted for a new account number.

NOTE: When you click on the **Cancel** or **Clear** button, you will see a pop-up confirmation window asking you to confirm the action you are performing.

***The menu item for the Year End Rollover is reviewed in depth in the Year End Processing manual. An updated copy is provided to each organization, every year. Please refer to your most recent copy for a full description of the year-end process.*