



Enterprise ERP
powered by Munis®
General Ledger

Procedural Documentation

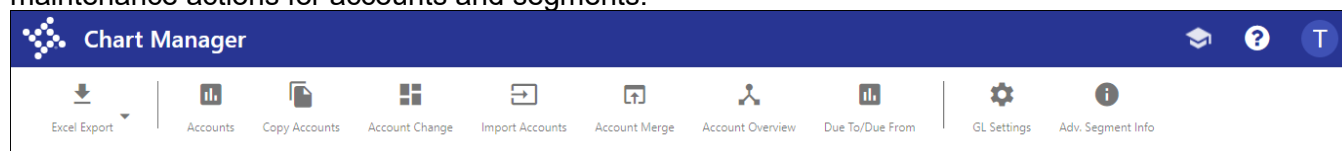
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Chart Manager

Overview

The Chart Manager program maintains your organization's chart of account segments and accounts. The program also provides direct access to associated Enterprise ERP programs that offer additional maintenance actions for accounts and segments.



Use these options to create or maintain data in Enterprise ERP programs:

- **Excel Export**—Exports data to Microsoft Excel. The program requires you to select whether to export the currently displayed code values (fund, segment, and so on) or the current list of accounts.
- **Accounts**—Opens the Account Master program.
- **Copy Accounts**—Copies one or more general ledger accounts using the Account Mass Creation program.
- **Account Change**—Updates accounts, org codes, or segment values in the Change General Ledger Account Codes program.
- **Import Accounts**—Opens the GL Account Import program to import accounts into Enterprise ERP from an electronic file.
- **Account Merge**—Merges two or more general ledger accounts.
- **Account Overview**—Opens the Accounts Overview program to display general ledger account details.
- **Due To/Due From**—Opens the Due To/Due From Setup program to view and maintain due-to/due-from relationships.
- **GL Settings**—Opens the General Ledger Settings program to define parameters for general ledger processing.
- **Adv. Segment Info**—Displays the Advanced Segment Information dialog box, featuring account segment lengths and project segment lengths for expense and funding strings.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

- You have the appropriate permissions for maintaining general ledger accounts.
- All fund and segment codes, as well as your organization, object, and project codes, have been created.

Procedures

When you first open the Chart Manager program, it displays your organization's existing account segments, in segment order.

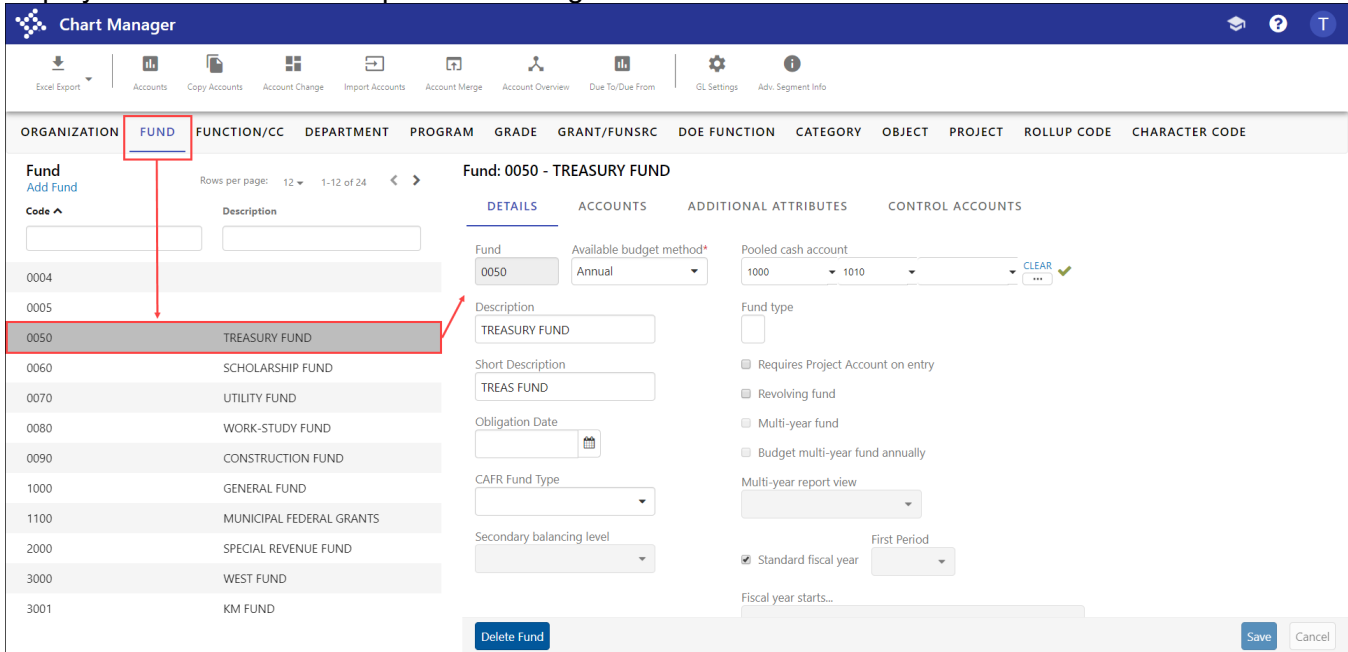
The screenshot shows the 'Chart Manager' application interface. At the top, there is a navigation bar with 'Chart Manager' and several utility icons. Below this is a menu bar with options like 'ORGANIZATION', 'FUND', 'FUNCTION/CC', etc. The main area is divided into a list of funds on the left and a detailed view for 'Fund: 0004' on the right. The fund list includes codes like 0004, 0005, 0050 (TREASURY FUND), 0060 (SCHOLARSHIP FUND), 0070 (UTILITY FUND), 0080 (WORK-STUDY FUND), 0090 (CONSTRUCTION FUND), 1000 (GENERAL FUND), 1100 (MUNICIPAL FEDERAL GRANTS), 2000 (SPECIAL REVENUE FUND), 3000 (WEST FUND), and 3001 (KM FUND). The details for Fund 0004 show fields for 'Available budget method*' (set to Annual), 'Pooled cash account' (1000, 1010), 'Description', 'Short Description', 'Obligation Date', 'CAFR Fund Type', 'Secondary balancing level', 'Fund type', and 'Multi-year report view'. There are also checkboxes for 'Requires Project Account on entry', 'Revolving fund', 'Multi-year fund', and 'Budget multi-year fund annually'. A 'Standard fiscal year' checkbox is checked, and a 'First Period' dropdown is visible. At the bottom of the details panel, there are 'Delete Fund', 'Save', and 'Cancel' buttons.

Click the Adv. Segment Info option to view segment sizes for balance, expense, and revenue accounts, as well as project segment sizes for funding and expense strings.

The screenshot shows the 'Advanced Segment Information' window. It displays 'Account Segment Lengths' and 'Project Segment Lengths'. The 'Account Segment Lengths' section shows a table with columns for Segment 1 through Segment 8, Object, and Project. The 'Total Max Lengths' are listed as 31 for Balance, Expense, and Revenue. The 'Project Segment Lengths' section shows 'Expense' with segments Project (7), Phase (5), Task (4), and Sub-Task (3). The 'Funding' section shows segments Project (7), Source (4), Detail (1), and Type (1). A 'Done' button is located at the bottom right of the window.

	Segment 1 Fund (Fund)	Segment 2 Function/CC (Func)	Segment 3 Department (Dept)	Segment 4 Program (Prog)	Segment 5 Grade (Grad)	Segment 6 Grant/FunSrc (Gran)	Segment 7 DOE Function (DOE)	Segment 8 Category (Cat)	Object	Project	Total Max Lengths:
Balance Lengths:	4	1	3	3	2	2	4	1	6	5	31: Balance
Expense Lengths:	4	1	3	3	2	2	4	1	6	5	31: Expense
Revenue Lengths:	4	1	3	3	2	2	4	1	6	5	31: Revenue

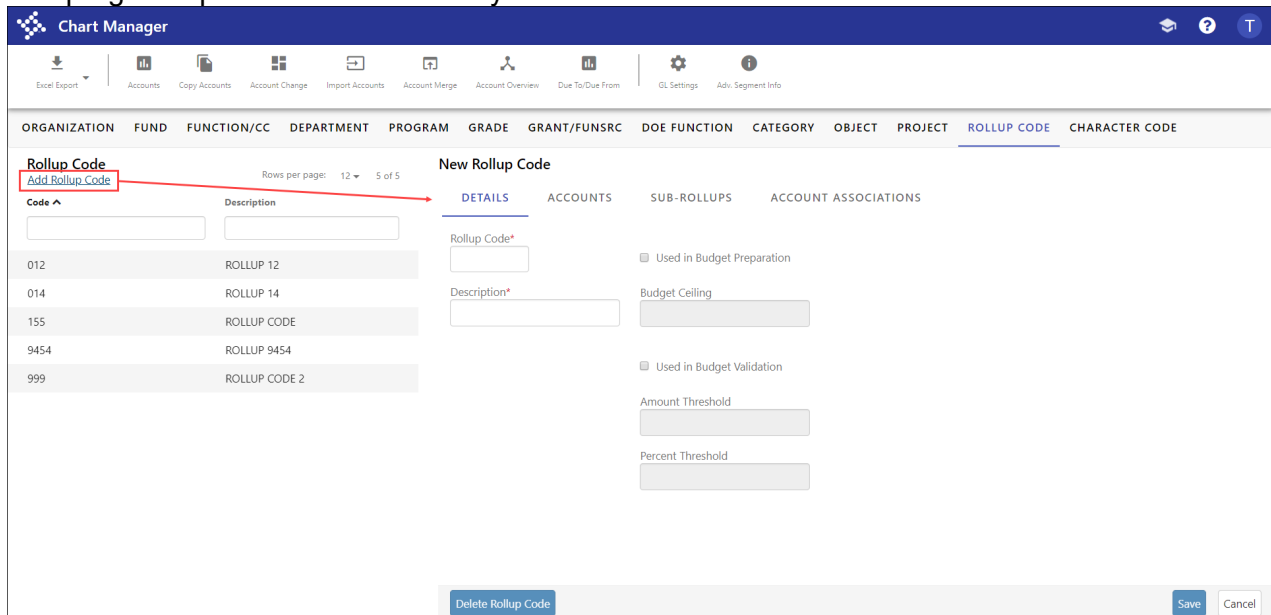
To view segment details, click the segment tab to refresh the display with the items specific to that segment. For example, click the Fund tab to view all the available funds. Choose a fund from the list to display details about it in the panel on the right.



The screenshot shows the 'Chart Manager' interface. The 'FUND' tab is selected in the top navigation bar. Below the navigation bar, there is a list of funds with columns for Code and Description. The fund '0050 - TREASURY FUND' is selected. To the right of the list is a details panel for the selected fund, showing fields for Fund (0050), Available budget method* (Annual), Pooled cash account (1000, 1010), Description (TREASURY FUND), Short Description (TREAS FUND), Obligation Date, CAFR Fund Type, Secondary balancing level, Fund type, and various checkboxes for budgeting options. At the bottom of the details panel are 'Delete Fund', 'Save', and 'Cancel' buttons.

Adding a Rollup Code

1. Click the Rollup Code tab.
2. Click Add Rollup Code.
The program opens the fields for entry.



The screenshot shows the 'Chart Manager' interface with the 'ROLLUP CODE' tab selected. Below the navigation bar, there is a list of rollup codes with columns for Code and Description. The 'Add Rollup Code' option is highlighted with a red box. To the right of the list is a details panel for a 'New Rollup Code', showing fields for Rollup Code*, Description*, Budget Ceiling, Amount Threshold, and Percent Threshold. At the bottom of the details panel are 'Delete Rollup Code', 'Save', and 'Cancel' buttons.

3. Complete the fields, and then click Save to create the code.

Adding an Org Code

1. Click the Organization tab.
2. Click Add Organization.
The program opens the fields for entry.

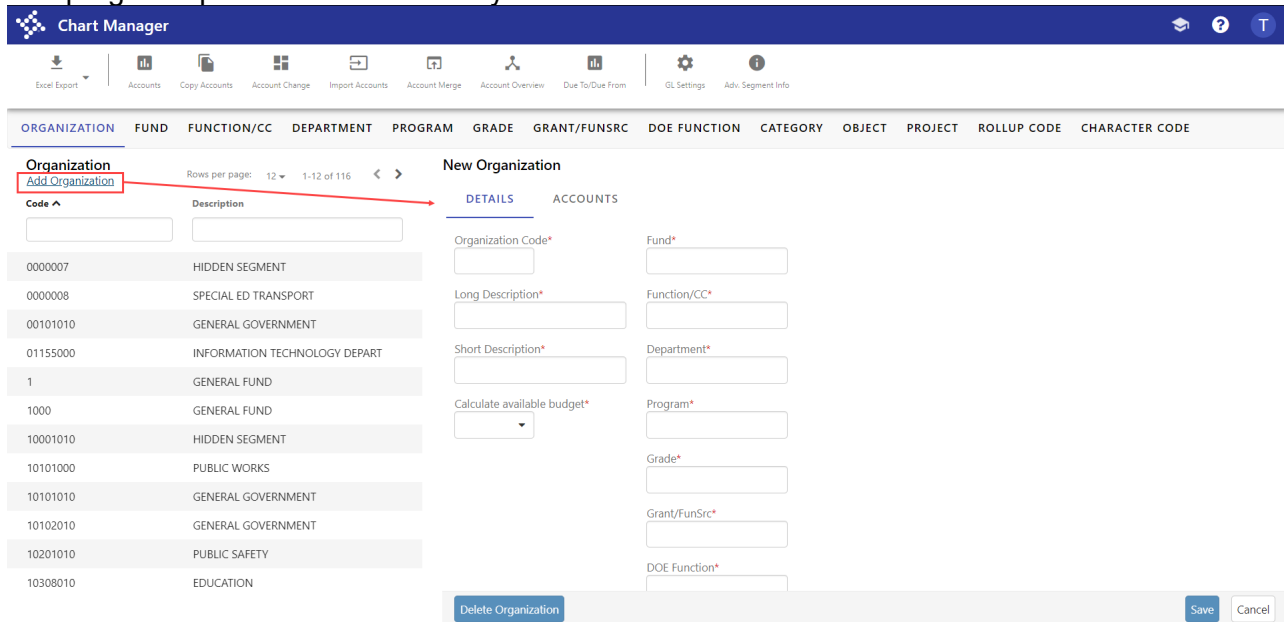


Chart Manager

Excel Export | Accounts | Copy Accounts | Account Change | Import Accounts | Account Merge | Account Overview | Due To/Due From | GL Settings | Adv. Segment Info

ORGANIZATION | FUND | FUNCTION/CC | DEPARTMENT | PROGRAM | GRADE | GRANT/FUNSRC | DOE FUNCTION | CATEGORY | OBJECT | PROJECT | ROLLUP CODE | CHARACTER CODE

Organization
Add Organization

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New Organization

DETAILS | ACCOUNTS

Code ^

Code	Description
0000007	HIDDEN SEGMENT
0000008	SPECIAL ED TRANSPORT
00101010	GENERAL GOVERNMENT
01155000	INFORMATION TECHNOLOGY DEPART
1	GENERAL FUND
1000	GENERAL FUND
10001010	HIDDEN SEGMENT
10101000	PUBLIC WORKS
10101010	GENERAL GOVERNMENT
10102010	GENERAL GOVERNMENT
10201010	PUBLIC SAFETY
10308010	EDUCATION

Organization Code*
Fund*

Long Description*
Function/CC*

Short Description*
Department*

Calculate available budget*
Program*

Grade*

Grant/FunSrc*

DOE Function*

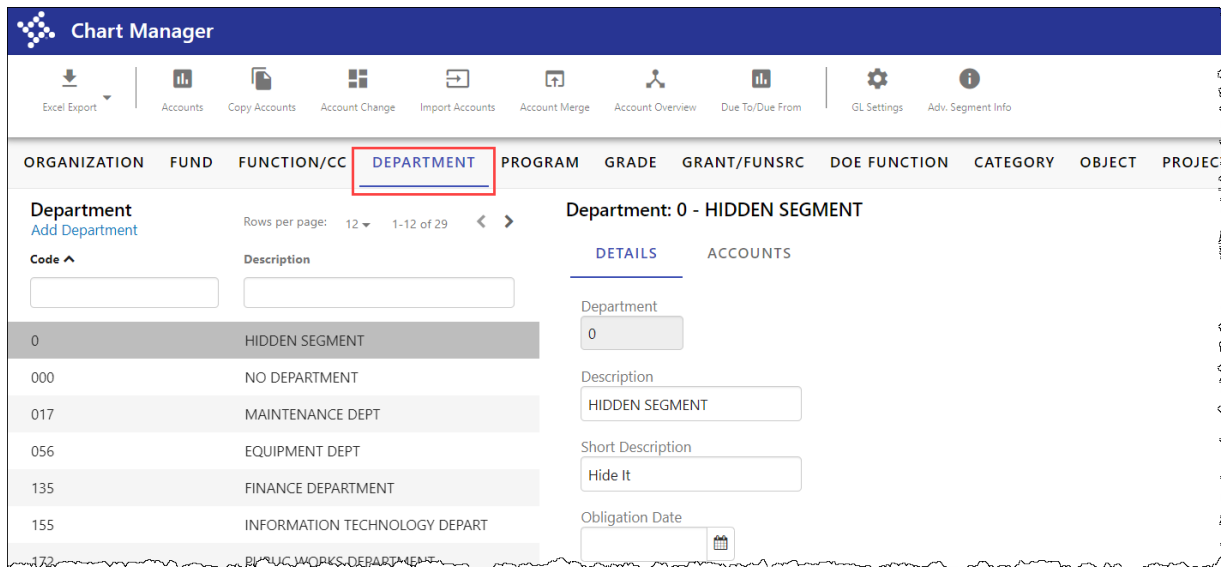
Delete Organization | Save | Cancel

3. Complete the fields.
4. Click Save to create the code.

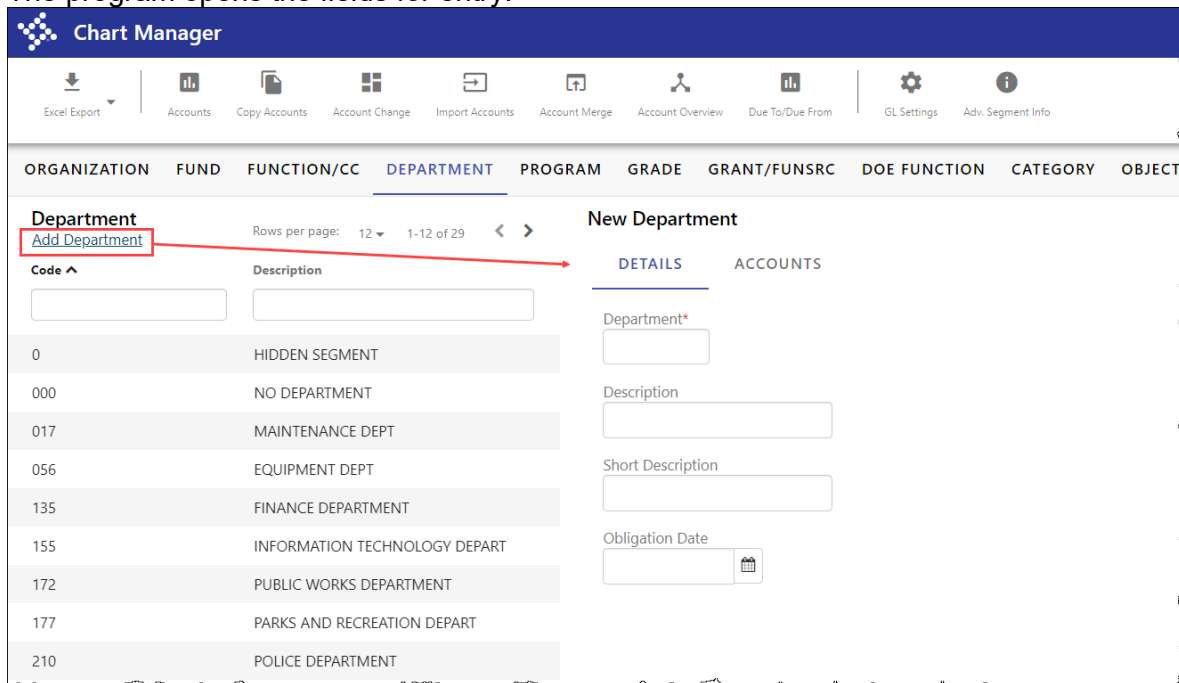
Adding a Segment Code

When you use the Chart Manager program to add new segment codes to your organization's chart of accounts structure, the program creates new codes for fund, segments 2–8, orgs, and objects. You can view project codes in Chart Manager, but you must use the Project Master program to create new project codes.

1. Click the tab name that corresponds to the segment type to add. For example, to add a Department code, click the Department tab.
The program refreshes the screen to display the existing segments of that type.



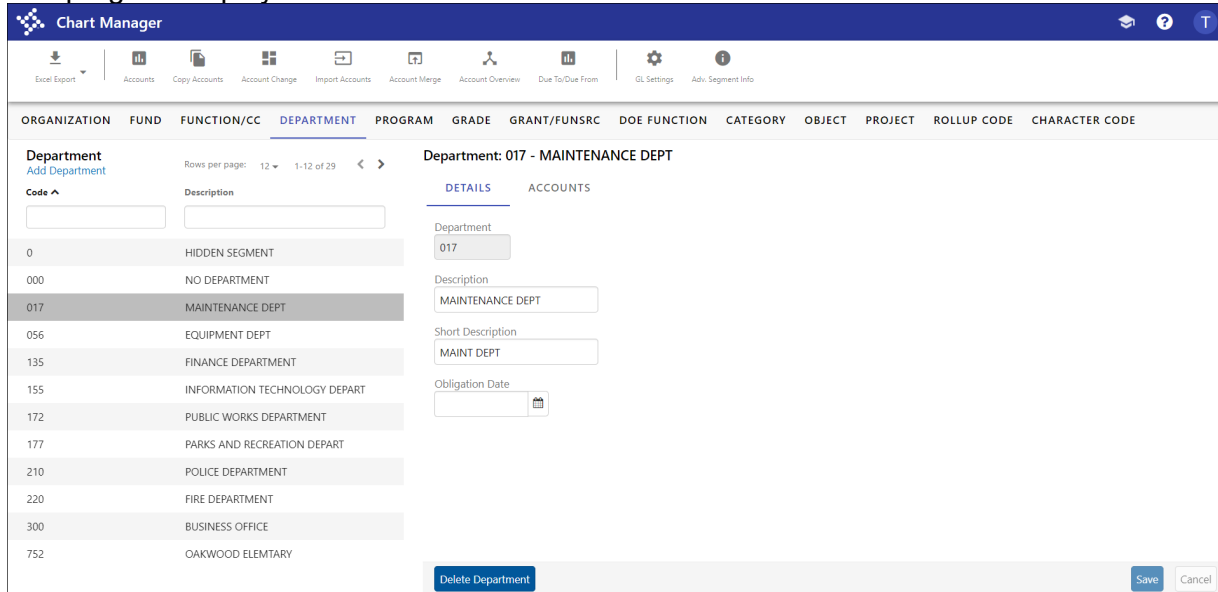
2. Click Add Department.
Note: The name of the link varies depending on the segments your organization has established. The program opens the fields for entry.



3. Complete the fields to define the attributes of the segment code.
4. Click Save to create the segment code.

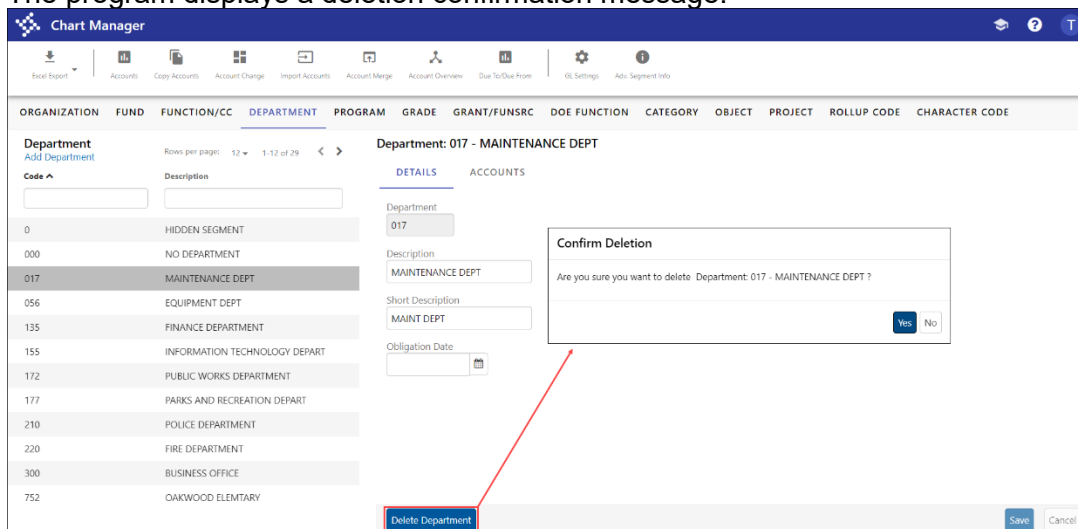
Deleting a Segment Code

1. Click the tab that corresponds to the segment of the segment code to delete. For example, to delete a department code, click the Department tab.
2. Locate the code and select it.
The program displays the details of the code.



The screenshot shows the 'Chart Manager' application interface. The 'DEPARTMENT' tab is selected in the top navigation bar. Below the navigation bar, there is a table of departments. The row for '017 - MAINTENANCE DEPT' is highlighted. To the right of the table, the 'DETAILS' section for 'Department: 017 - MAINTENANCE DEPT' is visible, showing fields for Department (017), Description (MAINTENANCE DEPT), Short Description (MAINT DEPT), and Obligation Date. A 'Delete Department' button is located at the bottom of the details section.

3. Click Delete Department to delete the selected code.
Note: The name of the link varies depending on your organization's established segments. The program displays a deletion confirmation message.



This screenshot shows the same 'Chart Manager' interface as the previous one, but with a 'Confirm Deletion' dialog box overlaid on the details section. The dialog box contains the text: 'Are you sure you want to delete Department: 017 - MAINTENANCE DEPT?' and has 'Yes' and 'No' buttons. A red arrow points from the 'Delete Department' button in the previous screenshot to the 'Confirm Deletion' dialog box. The 'Delete Department' button is highlighted with a red box in this screenshot.

4. Click Yes to continue.
The program deletes the code.

Exporting to Excel

The Chart Manager program provides two options to export information to Microsoft® Excel®:

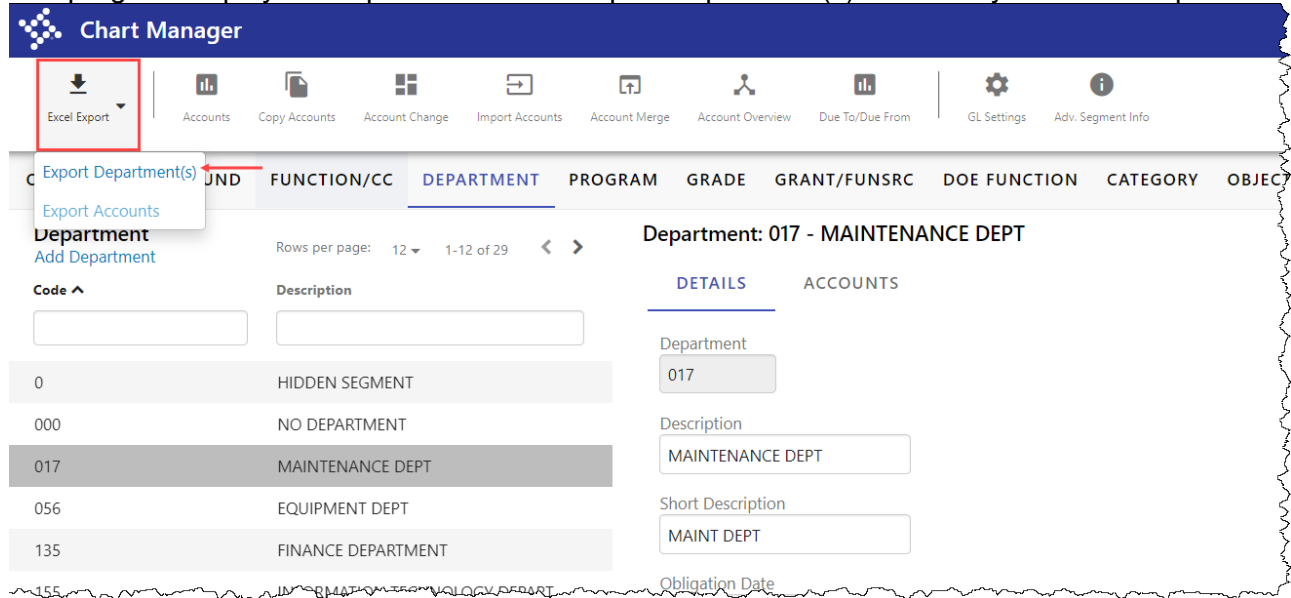
- Export a list of the currently displayed segment codes.
- Export a list of accounts for a single segment code.

To produce a list of segment codes:

1. Select the tab that corresponds to the type of segment code to export. For example, click the Department tab to export a list of department codes.

2. Click Excel Export.

The program displays a drop-down list with Export Department(s) as the only accessible option.



The screenshot shows the 'Chart Manager' interface. A red box highlights the 'Excel Export' button, which has a dropdown menu open. The dropdown menu shows 'Export Department(s)' as the selected option. Below the menu, the 'Department' tab is active, displaying a list of departments. The 'Department: 017 - MAINTENANCE DEPT' details are visible on the right side of the screen.

Code	Description
0	HIDDEN SEGMENT
000	NO DEPARTMENT
017	MAINTENANCE DEPT
056	EQUIPMENT DEPT
135	FINANCE DEPARTMENT
155	INFORMATION TECHNOLOGY DEPART

3. Select Export Department(s).

The program generates the Excel file.

	A	B	C	D	E
1	Department	Description	Short Description	Obligation Date	
2	0	HIDDEN SEGMENT	Hide It		
3	000	NO DEPARTMENT			
4	017	MAINTENANCE DEPT	MAINT DEPT		
5	056	EQUIPMENT DEPT	EQUIP DEPT		
6	135	FINANCE DEPARTMENT	FINANCE		
7	155	INFORMATION TECHNOLOGY DEPART	IT		
8	172	PUBLIC WORKS DEPARTMENT	PUBLIC WRK		
9	177	PARKS AND RECREATION DEPART	PARKS REC		
10	210	POLICE DEPARTMENT	POLICE		
11	220	FIRE DEPARTMENT	FIRE		
12	300	BUSINESS OFFICE	BUSINESS		
13	752	OAKWOOD ELEMENTARY	OAKWOOD		
14	811	NORTHSIDE MIDDLE	NORTHSIDE		
15	900	CENTRAL OFFICE	CNTRL OFF		
16	910	HIGH SCHOOL	HIGH SCHL		
17	920	MIDDLE SCHOOL 1	MID SCH 1		
18	930	MIDDLE SCHOOL 2	MID SCH 2		

To produce a list of accounts:

1. Select the tab that corresponds to the type of segment code associated with accounts to export. For example, click the Department tab to export accounts that are associated with a specific department code.
2. Choose the segment code for which to export accounts.
The program refreshes to display the details of the selected segment code.

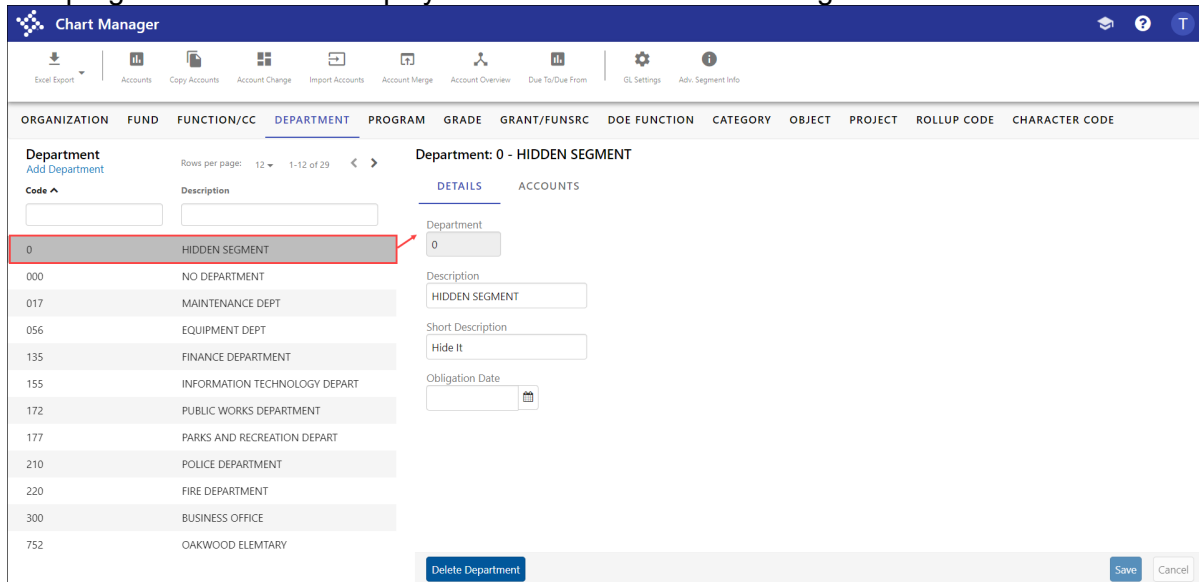


Chart Manager

Excel Export | Accounts | Copy Accounts | Account Change | Import Accounts | Account Merge | Account Overview | Due To/Due From | GL Settings | Adv. Segment Info

ORGANIZATION | FUND | FUNCTION/CC | **DEPARTMENT** | PROGRAM | GRADE | GRANT/FUNSRC | DOE FUNCTION | CATEGORY | OBJECT | PROJECT | ROLLUP CODE | CHARACTER CODE

Department: 0 - HIDDEN SEGMENT

Details: DETAILS | ACCOUNTS

Code	Description
0	HIDDEN SEGMENT
000	NO DEPARTMENT
017	MAINTENANCE DEPT
056	EQUIPMENT DEPT
135	FINANCE DEPARTMENT
155	INFORMATION TECHNOLOGY DEPART
172	PUBLIC WORKS DEPARTMENT
177	PARKS AND RECREATION DEPART
210	POLICE DEPARTMENT
220	FIRE DEPARTMENT
300	BUSINESS OFFICE
752	OAKWOOD ELEMENTARY

Buttons: Delete Department, Save, Cancel

3. Select the Accounts subtab.
The program displays a list of accounts that are associated with the selected segment code.

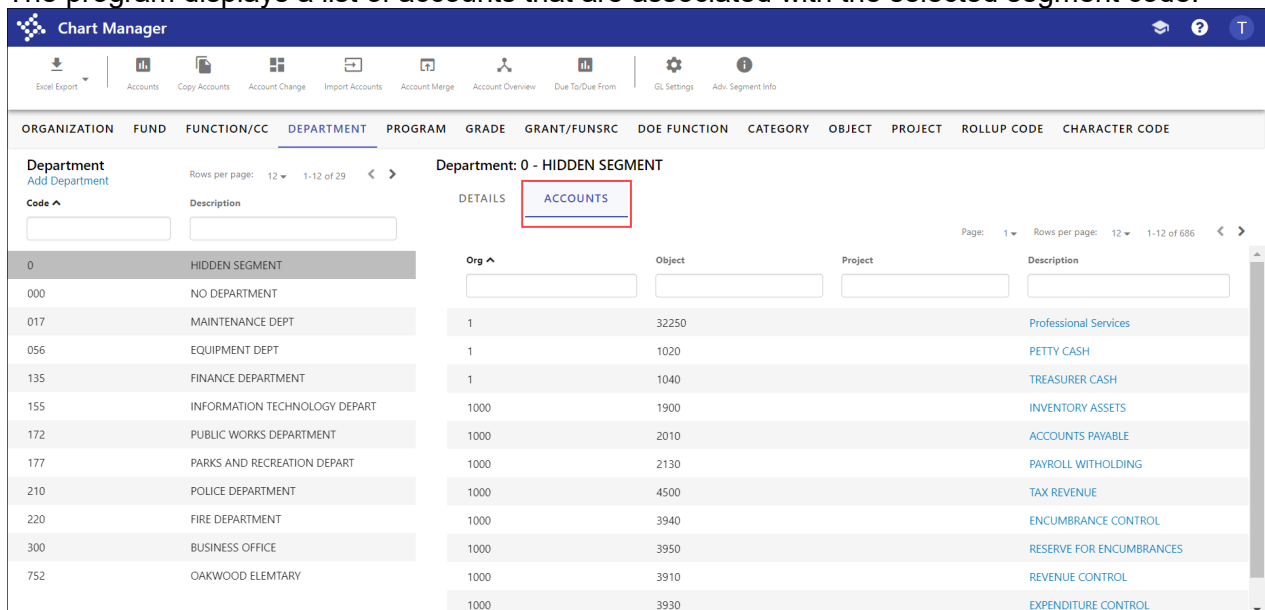


Chart Manager

Excel Export | Accounts | Copy Accounts | Account Change | Import Accounts | Account Merge | Account Overview | Due To/Due From | GL Settings | Adv. Segment Info

ORGANIZATION | FUND | FUNCTION/CC | **DEPARTMENT** | PROGRAM | GRADE | GRANT/FUNSRC | DOE FUNCTION | CATEGORY | OBJECT | PROJECT | ROLLUP CODE | CHARACTER CODE

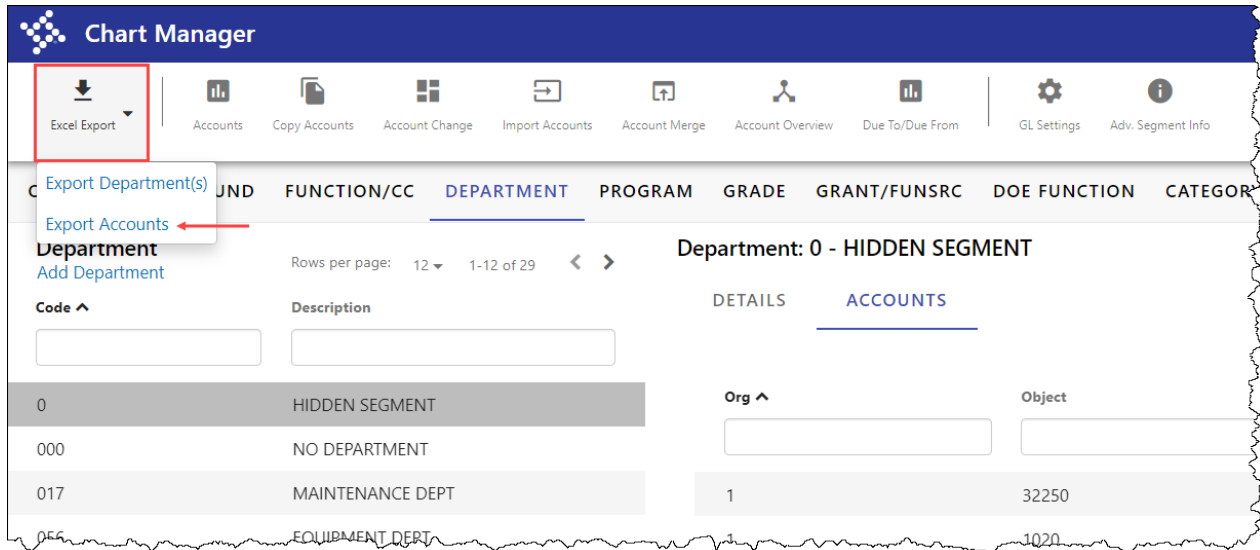
Department: 0 - HIDDEN SEGMENT

Details: DETAILS | **ACCOUNTS**

Page: 1 | Rows per page: 12 | 1-12 of 686

Org	Object	Project	Description
1	32250		Professional Services
1	1020		PETTY CASH
1	1040		TREASURER CASH
1000	1900		INVENTORY ASSETS
1000	2010		ACCOUNTS PAYABLE
1000	2130		PAYROLL WITHHOLDING
1000	4500		TAX REVENUE
1000	3940		ENCUMBRANCE CONTROL
1000	3950		RESERVE FOR ENCUMBRANCES
1000	3910		REVENUE CONTROL
1000	3930		EXPENDITURE CONTROL

- Click Excel Export.
The program displays a drop-down list with options to either export the segment codes or the accounts.



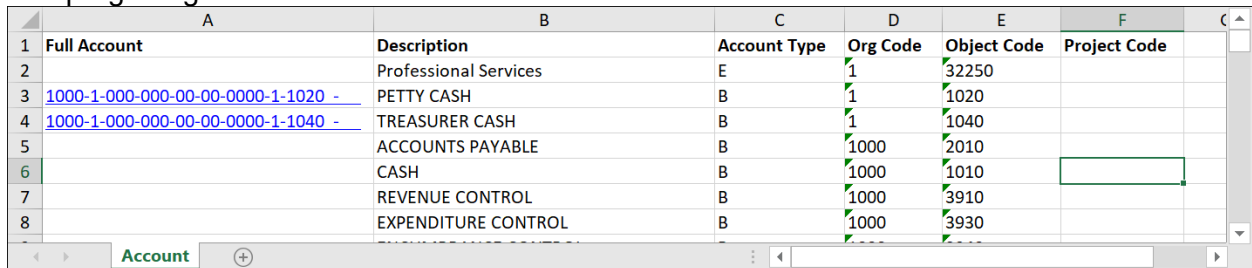
The screenshot shows the 'Chart Manager' interface. A red box highlights the 'Excel Export' button in the top navigation bar. A dropdown menu is open, showing two options: 'Export Department(s)' and 'Export Accounts'. A red arrow points to 'Export Accounts'. Below the menu, the 'Department' section is visible, showing a table with columns for 'Code' and 'Description'. The table contains the following data:

Code	Description
0	HIDDEN SEGMENT
000	NO DEPARTMENT
017	MAINTENANCE DEPT
055	EQUIPMENT DEPT

The 'ACCOUNTS' tab is also visible, showing a table with columns for 'Org' and 'Object'. The table contains the following data:

Org	Object
1	32250
	1020
	1040
	2010
	1010
	3910
	3930

- Click Export Accounts.
The program generates the Excel file.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Full Account	Description	Account Type	Org Code	Object Code	Project Code
2		Professional Services	E	1	32250	
3	1000-1-000-000-00-00-0000-1-1020 -	PETTY CASH	B	1	1020	
4	1000-1-000-000-00-00-0000-1-1040 -	TREASURER CASH	B	1	1040	
5		ACCOUNTS PAYABLE	B	1000	2010	
6		CASH	B	1000	1010	
7		REVENUE CONTROL	B	1000	3910	
8		EXPENDITURE CONTROL	B	1000	3930	

Account Master

Objective

This document provides the procedure for creating general ledger accounts in Enterprise ERP using the Account Master program.

Overview

An Enterprise ERP account number is constructed using a combination of the organization, object, and project codes. If these components are not linked using the Account Master program, Enterprise ERP will not recognize them as a valid account during transaction entry, and you will not be able to post transactions.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

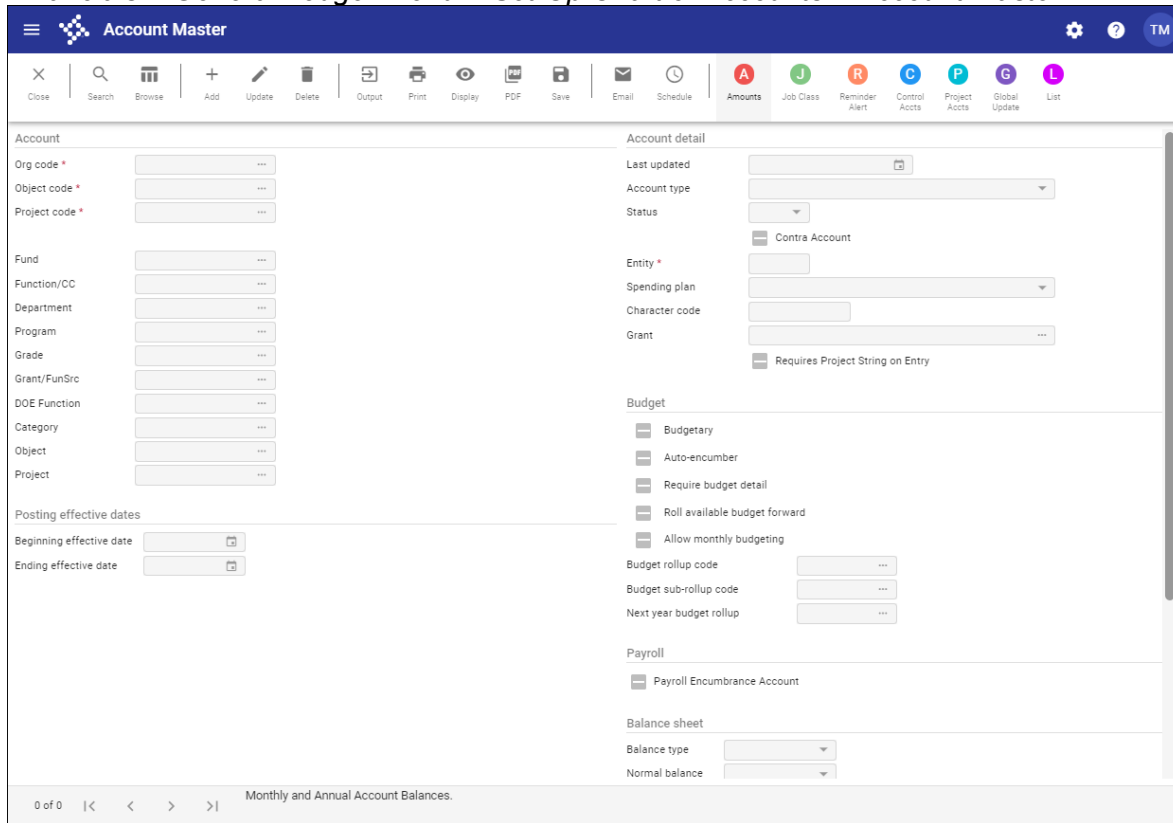
- You have menu access to the Account Master program.
- You have the appropriate permissions for maintaining general ledger accounts.
- All fund and segment codes, as well as your organization, object, and project codes, have been created.
- A detailed chart of accounts (COA), which helps you to avoid errors such as misplaced or incorrectly defined accounts, is in place.
- Any required budget rollup codes have been established in the Chart Manager program.

Procedure

Use the following steps to create accounts:

1. Open the Account Master program.

Financials > General Ledger Menu > Set-Up/Chart of Accounts > Account Master



The screenshot shows the 'Account Master' application window. The top navigation bar includes 'Account Master' and a search icon. Below the navigation bar is a toolbar with icons for Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, and Schedule. The main content area is divided into several sections:

- Account:** Fields for Org code, Object code, Project code, Fund, Function/CC, Department, Program, Grade, Grant/FunSrc, DOE Function, Category, Object, and Project.
- Posting effective dates:** Fields for Beginning effective date and Ending effective date.
- Account detail:** Fields for Last updated, Account type, Status, Entity, Spending plan, Character code, Grant, and a checkbox for 'Requires Project String on Entry'.
- Budget:** Checkboxes for Budgetary, Auto-encumber, Require budget detail, Roll available budget forward, and Allow monthly budgeting. Fields for Budget rollup code, Budget sub-rollup code, and Next year budget rollup.
- Payroll:** A checkbox for 'Payroll Encumbrance Account'.
- Balance sheet:** Fields for Balance type and Normal balance.

At the bottom of the window, there is a status bar showing '0 of 0' and navigation arrows, along with the text 'Monthly and Annual Account Balances.'

2. Click Add.
3. Complete the fields as required, referring to the following table as a guide.

Field	Description	Notes
Account		
Org Code	Contains the org code for the account that you are creating. Enter the code or use the field help button to select it.	
Object Code	Specifies the object code for the account. Enter the code or use the field help button to select it.	
Project Code	Indicates the project code for the account. Project codes are an optional feature and are applicable if your organization uses Enterprise ERP Project Accounting. If applicable, enter the appropriate code or use the field help button to select it.	
Fund	Identifies the account fund, which is always the first segment.	

Field	Description	Notes
Segments 2–8	Identify the account segments. Segment labels and order are assigned in General Ledger Settings.	
Object	Specifies the object code of the account being maintained. If you are updating an account record, the default value for the object code is entered from the account being maintained. If you are adding a new record, enter an object code.	
Project	Defines the project code of the account being maintained. If you are updating an account record, the default value for the project code is entered from the account being maintained. If you are adding a new record, you can enter a project code.	
Posting Effective Dates		
Beginning/Ending Effective Date	Determine the dates within which transactions can be posted to this account. Leave both boxes blank to always allow posting to the account.	
Account Detail		
Last Updated	Displays the date that the account record was most recently updated. The program completes this box; it is a display-only value. This box is accessible as search criteria when you click Search to locate an account record.	
Account Type	Specifies the type of account: balance, revenue, expense, or statistic. Statistic accounts are used with Enterprise ERP Performance Based Budgeting.	
Status	Identifies the status of the account. The status determines whether the account can be included in reports and if transactions can be posted to it. When you are adding a record, the default value is Active. The status options are: <ul style="list-style-type: none"> • Active—Indicates accounts that can appear on all reports that display account information and are available for posting. • Next—Indicates accounts that are designated as next year accounts. 	

Field	Description	Notes
	<p>An account with the Next status is only available for next year budget entries and reports. You cannot post current year transactions to an account identified with the Next status. Accounts with the Next status are automatically changed to the Active status when you complete the Year End Close program.</p> <ul style="list-style-type: none"> • Inactive—Indicates accounts to which you cannot post unless your user ID is assigned to one or more roles for which the General Maintenance on Accounts permission is granted in the General Ledger Roles program. This permission also allows you to include inactive accounts on reports. • Closed—Indicates accounts to which you cannot post. Closed accounts only appear on reports that have the option to print closed accounts. An account cannot be closed if there has been any nonbudgetary activity to it in the current fiscal year. 	
Contra Account	<p>Designates the account as a contra account, if selected. Contra accounts show a negative amount for expenses and a positive amount for revenues. Available budget checks are not performed for contra accounts. This checkbox is not available for balance sheet accounts.</p>	
Entity	<p>Identifies an entity code for the account, if applicable. Entity codes determine how Enterprise ERP programs are shared between two locations. The following options are available:</p> <p>1—First entity access only 2—Second entity access only 3—Shared access</p> <p>Entity codes are established in the System Settings program, which is accessible from the System Administration menu.</p>	
Spending Plan	<p>Contains the spending plan to which the account belongs, if applicable.</p>	

Field	Description	Notes
Character Code	Indicates the character code for the account. This field is for display only. You cannot edit the character code here. Character codes are altered in Chart of Account Segments.	
Grant	<p>Associates the account with an entered grant record. This can be done when the account is created, as an update to an existing account, or by using the Global Update feature.</p> <p>The grant record must have the Manage Using General Ledger checkbox selected.</p> <p>Accounts that are associated with a grant record are used to calculate the amounts on the Application # tab of the Grant Manager program. If the associated account is an expense or revenue account, it also appears on the Associated Accounts/Projects tab in Grant Manager.</p>	
Requires Project String on Entry	Specifies that transactions that use this account must enter a project string as part of the account detail, if selected. If this checkbox is selected and you have the permission to override the required project string assigned to your user role in General Ledger Roles, you can bypass this requirement when entering transactions.	
Budget		
Budgetary	<p>Determines how the account's budget is created, if selected. Identifying an account as a budgetary account allows it to have a budget amount entered in the Next Year Budget Entry program. Nonbudgetary accounts usually have a carryforward balance at the end of the year instead of a new budget.</p> <p>If this checkbox is not selected, the account is not a budgetary account and entry of next-year budget amounts is prohibited.</p> <p>Typically, balance sheet accounts are not budgetary. However, if the Budget for Fund Balance Accounts checkbox is selected in General Ledger Settings, the Budgetary checkbox is accessible for fund balance accounts.</p>	

Field	Description	Notes
	This option is not available for statistic accounts.	
Auto-encumber	Automatically encumbers the account's entire budget amount when it is posted for the new fiscal year, if selected. This is useful for salary accounts as it ensures that you cannot spend money set aside for employee pay. This option is only available for expense accounts.	
Require Budget Detail	Requires entry of budget detail when you create budget projections for this account, if selected. If the box is not selected, budget entry has no restrictions. This box is not available for statistic accounts.	
Roll Available Budget Forward	Directs the Open New Fiscal Year program to use the account's remaining available budget as the new year's original budget, if selected. If the checkbox is cleared, the Open New Fiscal Year program enters a zero-dollar amount as the original budget. The Budget Completion Journal program generates a journal entry for the original budget from the budget projection. The Account Inquiry program displays only the budget completion journal (BUC), not the remaining available budget that was carried from the previous year. This checkbox is only accessible for annual fund accounts.	
Allow Monthly Budgeting	Indicates that the selected account can be included in monthly budgeting, when selected.	
Budget Rollup Code	Contains the budget rollup code to which the account belongs, if applicable. Budget rollup codes are established in the Chart Manager program.	
Budget Subrollup Code	Specifies the budget rollup subgroup to which the account belongs. The box is only available if a rollup code has been entered in the Budget Rollup Code box.	
Next Year Budget Rollup	Identifies the rollup group to use when processing next year transactions for an account. This field is accessible if the Allow Use of Next Year Rollup Groups setting is enabled in General Ledger Settings. For budget checking for next	

Field	Description	Notes
	year transactions only, if the Allow Use of Next Year Rollup Groups setting is enabled and the Next Year Budget Rollup field is completed with a valid rollup code, the available budget calculation uses the accounts with that same next year code to determine the available budget for the group.	
Payroll		
Payroll Encumbrance Account	Indicates that the account is used for payroll encumbrance, if selected. This checkbox can also be selected automatically if you designate the object code to be used for payroll encumbrance accounts in the Chart of Account Segments program. The checkbox is only used for salary accounts and not benefit/projection accounts.	
Balance Sheet		
Balance Type	Determines the type of balance sheet account that you are creating: asset, liability, or fund balance. This option is only available for the balance account type.	
Normal Balance	Identifies the normal balance for this account: debit or credit.	
Closing Balances	Determines how Enterprise ERP manages a balance sheet account at year end: <ul style="list-style-type: none"> • Carry—Causes the account balance to be carried into the next fiscal year. • Zero—Causes the account balance to be closed to another account at year end, and the balance begins the new year at \$0.00. If you choose this option, you must complete the Reference Account field with the account number to which this account closes. • SOY Transfer—Causes the account balance to be closed at the start of the fiscal year. If you choose this option, you must complete the Reference Account field with the account number to which this account closes. The Open New Fiscal Year program transfers all balances to their designated reference accounts. 	

Field	Description	Notes
	<p>If you change the value of this field while updating an existing record, the program displays a warning message that informs you of the implications of your changes.</p>	
Control Account	<p>Identifies the type of control account, if you are creating a control account. You need to define certain control accounts for each fund or fund/segment combination.</p> <p>See the Control Account Types section of this document for a description of each control account type.</p>	
Account Description		
Full	<p>Specifies the name of the account as it should appear on Enterprise ERP programs and reports.</p> <p>The program automatically completes the name with the description of the object code entered, but you can change it.</p> <p>The name can contain up to 30 characters.</p>	
Short	<p>Provides a shortened version of the account description as it should appear on screens and reports where character space is limited.</p> <p>The short description can be up to 10 characters.</p> <p>The default value for the short description is the first 10 characters of the full description.</p>	
Account Notes	<p>Displays a Text screen, where you can maintain notes related to the active account.</p>	
Next Year Full	<p>Identifies the name of the account for the next year, if the account name changes by fiscal year. This field must be completed if you selected Next as the account status.</p>	
Reference Account		
Org Obj Project	<p>Provide the org, object, and project codes for the reference account of an expense account type with a closing balance method of Zero or SOY Transfer. It can also be used for revenue accounts in Donation fund types. In this case, enter the expenditure account number whose budget should be increased when revenues are posted.</p>	

Field	Description	Notes
Notification		
Warning Level/Percent	<p>Specifies a warning level for the account. If you do not want to use this feature, set the warning level to 0.00. If you do use this feature, when the account balance reaches the designated warning level or below, a notification is sent.</p> <p>For expense and revenue accounts, the warning level is a percentage. For balance sheet accounts, the warning level is an actual cash amount.</p> <p>To establish a recipient of warning messages, create a business rule in the Workflow Business Rules program with a process type of BWA – Budget Warning Notifications.</p>	

4. Click Accept to save the record.
5. Repeat the preceding steps for each account to create.

Results

The accounts necessary for your organization’s accounting process are available for use. These accounts are the basis of all Enterprise ERP accounting transactions.

Status Change

Accounts are now active in Enterprise ERP General Ledger and are available for use in other modules.

What’s Next?

For additional information and examples of specific control accounts, see [Appendix B—Setting Up Control Accounts](#).

General Journal Entry/Proof

Objective

This document provides instructions on how to enter a manual general journal entry, update the entry, proof the entry, and release the entry for approval and posting.

Overview

Department staff members are responsible for entering journal entries, which will be released to the approval process. General ledger posting is typically centralized to the accountants within your organization's finance office.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

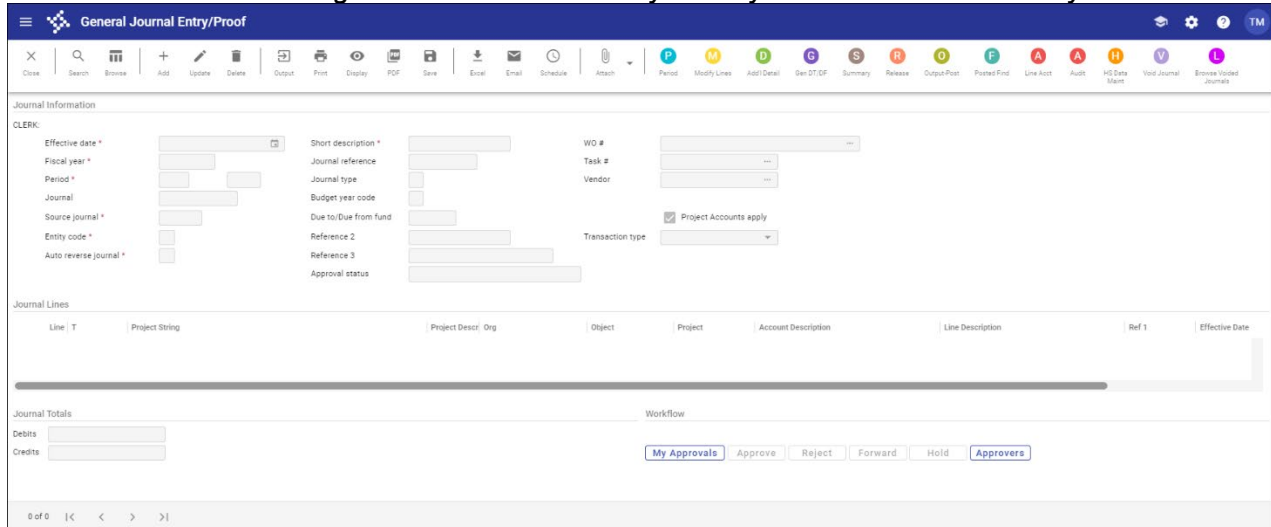
Confirm the following:

- You have the appropriate general ledger permissions for processing journal entries.
- The chart of accounts (COA) has been created.
- The Journal Number Control program has been completed to establish journal numbers.

Procedure

Use the following steps to create a manual general journal entry:

1. Open the General Journal Entry/Proof program.
Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof



2. Click Add.
3. Complete the fields according to the following table to enter the manual journal. Press **Tab** to move through the fields.

Field	Description	Notes
Effective Date	Specifies the date that the transaction affects programs in Enterprise ERP. The default value is the current date, but you can change this if necessary. In certain circumstances, you can enter an effective date that is a future date. Type a date or click the calendar button to select a date.	
Fiscal Year	Identifies the fiscal year associated with the journal entry. This field is assigned using the year entered in the Default Year/Period boxes in the General Ledger Settings program. This is a required field. Type the fiscal year in the YYYY format.	
Period	Indicates the period within the fiscal year associated with the journal entry. The default value for this period is the value of the Default Year/Period box in the General Ledger Settings program. When you are adding data, you can enter a different period if you have appropriate permissions. Period is part	

Field	Description	Notes
	<p>of the journal key for all general ledger transactions.</p> <p>If the default period does not match the effective date, those with the necessary permissions see a warning message and the period is updated automatically to the current period. Those who do not have permission to change the default period are warned that the effective date and period do not match, but the period does not change and entry must be made to the original default period.</p>	
Journal	<p>Displays an automatic sequential number based on the numbering system set up in Journal Number Control. The program completes this number and you cannot change it.</p>	
Source Journal	<p>Identifies the source of the journal you are entering. A general journal entry source is typically GEN for general or GCR for cash receipt.</p> <p>If the value is GCR and the fund is a revolving fund, the program updates the following fields in Account Master: Revised Budget (CY), Budget Transfer In (CY), Budget Transfer Out (CY), and Last Updated. If the fund is also a multiyear fund, the program updates the value of the Inception Revised Budget field.</p>	
Entity Code	<p>Indicates how Enterprise ERP is shared between two locations (such as a town and a school):</p> <ul style="list-style-type: none"> 1 - First entity only 2 - Second entity only 3 - Always shared <p>Entity codes are established in the System Settings program, which is available from the System Administration menu.</p> <p>If your organization uses entity codes, you must select an entity code.</p>	
Auto Reverse Journal	<p>Designates the journal as an Auto Reverse Journal (an accrual journal entry), indicating that this journal is to be included when you select the Auto</p>	

Field	Description	Notes
	Reverse option in the Journal Reversal program. The default value is N - No. Type Y (Yes) to identify this journal as an auto reverse journal.	
Short Description	Contains the user-defined journal reference. Enterprise ERP programs use this description on screens and reports where journal information is summarized. It occupies the Ref 4 position. This is a required field.	
Journal Reference	Specifies the user-defined journal reference code that stays with each transaction throughout its life. It may be a control number, a date, or a note. The journal reference from General Journal Entry/Proof occupies the Ref 1 position on inquiry screens and reports. Entries in the Reference 2 and Reference 3 boxes display in Ref 2 and Ref 3 on screens and in reports. The short description occupies the Ref 4 position on inquiry screens and reports. Information in reference fields varies depending on the program in which the journal is created. For example, if the journal was created during Invoice Entry, it may contain the vendor number.	
Journal Type	Indicates the type of journal. The default value for this box is blank, but you can add a type code. There are three typical journal type codes: Normal (N), Interfund (I), or Adjustments (A). If you consistently assign type codes, they may be used as search criteria in queries and reports. If the default value for this box is "~" and the value of the Source Code box is GCR, this is an imported journal and you cannot change the type code.	
Budget Year Code	Identifies the budget year code, which can be either 1 for Current Year or 2 for Carry Forward. This box can only be changed from the default of 1 if the value of the Budget Carry Forward Method option in the General Ledger Settings program is 3—GAAP/Budgetary Combined. Setting	

Field	Description	Notes
	this option to 2–Carry Forward adds the gross amount of each transaction to the Carry Forward from Last Year Actual field in Account Master. (It codes the entry as related to last year's budget so it can be excluded from a current year budget report if desired.)	
Due-to/Due-from Fund	Identifies the target fund to use when you are generating due-to/due-from accounts. The default value for these boxes is the due to/due from fund selected in the User Attributes program, but you can change this. Note: Due-to/due-from accounts must be created in the Due To/Due From Setup program.	
Reference 2, 3	Offer the option for entering more detailed information. The values entered display on screens and reports. Each box contains up to ten characters.	
Approval Status	Indicates the current approval status of the entry. If your organization uses Enterprise ERP Workflow, the program updates this value as the approval process progress. A journal that is initially entered has a status of Held until approved by a designated approver.	
WO #	Specifies the work order to which the journal applies. If you enter a work order number, the program creates actual supply detail lines for that work order. This box is applicable if your organization uses Tyler Asset Maintenance.	
Task #	Contains the task number or code to which the journal applies. You must enter a task in this box. This box is applicable if your organization uses Tyler Asset Maintenance and you have entered a work order number.	
Vendor	Identifies the vendor assigned for the work order and task specified. Type a vendor number or click the field help button to select a vendor from a list of available vendors.	

Field	Description	Notes
	This box is applicable if your organization uses Tyler Asset Maintenance and you have entered a work order number.	
Project Accounts Apply	Indicates that project account strings apply as part of the journal entry, if selected.	
Transaction Type	Indicates how the journal transaction was made: by adjustment or by wire transfer. Select the blank option to omit this value. This information appears in the thirtieth position of the comment field when the journal is posted.	

Once you complete the header information, the Journal Lines group is accessible.

Journal Lines												
Line	T	Project String	Project Description	Org	Object	Project	Account Description	Line Description	Ref 1	Effective Date	D/C	Amount

4. Complete the fields, using the following table as a guide, to enter the line detail information.

Field	Description	Notes
Line	Assigns the line number of the journal entry. The program completes this number; there is no access to this field.	
T	Indicates whether the line is for an expense or funding source string, if the journal entry applies to a project from the Project Accounting module.	
Project String	Provides the project string to which the entry applies. Click the field help button to select a string from a list of available options.	
Project Description	Provides the name of the selected project string.	
Org Object Project	Indicate the org, object, and project codes for the general ledger account.	
Account Description	Provides the account description from the Chart of Accounts for the selected general ledger account.	
Line Description	Contains the user-defined description for the individual line posting. The description can contain up to 30 characters.	
Ref 1	Specifies the user-defined short description of the posting for the	

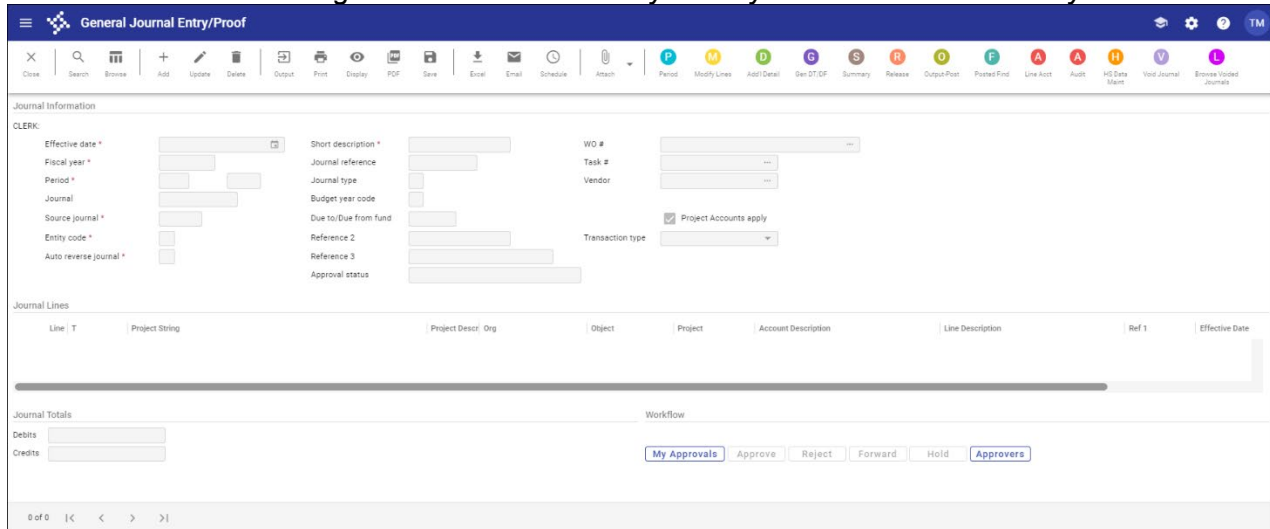
Field	Description	Notes
	individual journal line. The description can contain up to 10 characters.	
Effective Date	Indicates the date the transaction affects the general ledger.	
D/C	Identifies if the line is a debit (D) or credit (C).	
Amount	Specifies the amount of the transaction. This should be a positive number. Zeros and negative numbers are not accepted. For this value, the program checks the available budget for expense accounts. The program displays a warning if it detects an over-budget entry; it allows you to continue if you have permissions to make over-budget entries. If you are not authorized to enter over budget amounts, the program does not allow you to continue without entry of a supervisor password.	

5. To add detail lines, press **Tab** from the last box in a row to create a new detail line. The Line Description from the previous line is the default value for a new line. Make necessary changes to default values; as you add details, the program tracks debits and credits in the Journal Totals group at the bottom of the screen.
6. Click Accept when you have completed entering your journal lines.

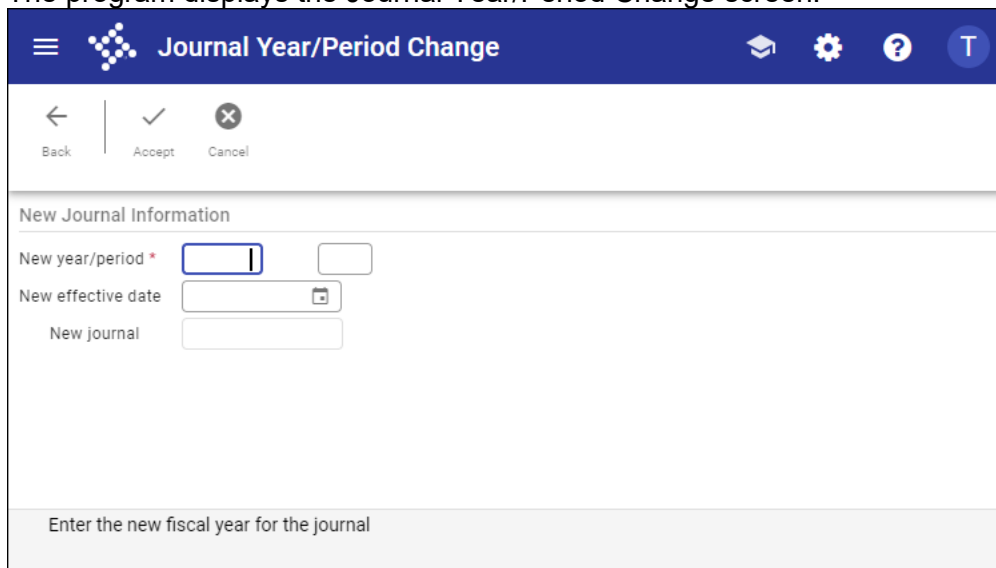
Updating a Journal Entry Prior to General Ledger Posting

To update a journal entry:

1. Open the General Journal Entry/Proof program.
Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof



2. Click Search, enter the search criteria, and click Accept to find the journal to update.
3. If the period chosen on the batch header needs to be changed, click Period. The program displays the Journal Year/Period Change screen.



Note: You can only access this option if your permissions allow you to post outside of the default year and period.

4. Complete the New Year/Period boxes, and then click Accept to save the change and return to the main screen.
5. Click Update to make the necessary changes to the fields in the Journal Information group.
6. When you have finished updating the journal fields, click Accept to save the changes.

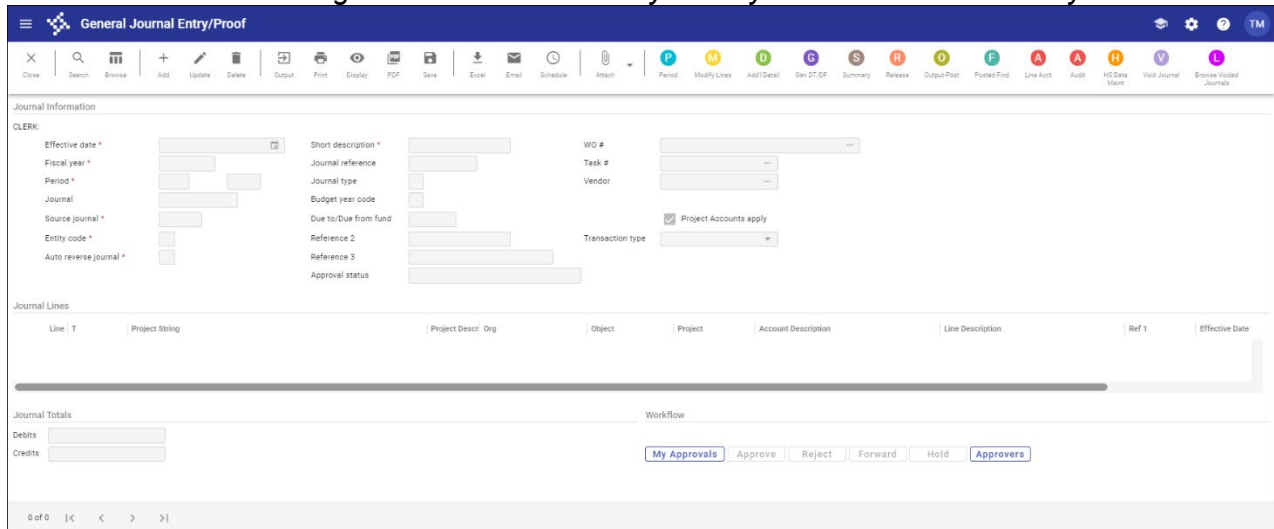
Proofing a Journal Entry for General Ledger Posting

This procedure assumes that a journal entry has been created, released for approval, and approved by all approvers.

To proof a journal entry:

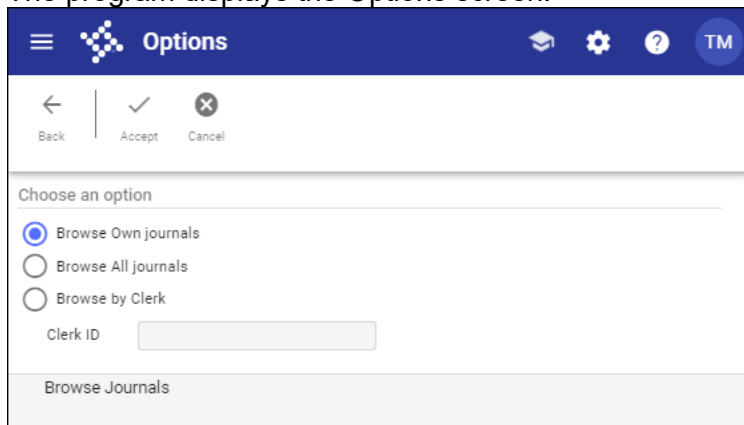
1. Open the General Journal Entry/Proof program.

Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof



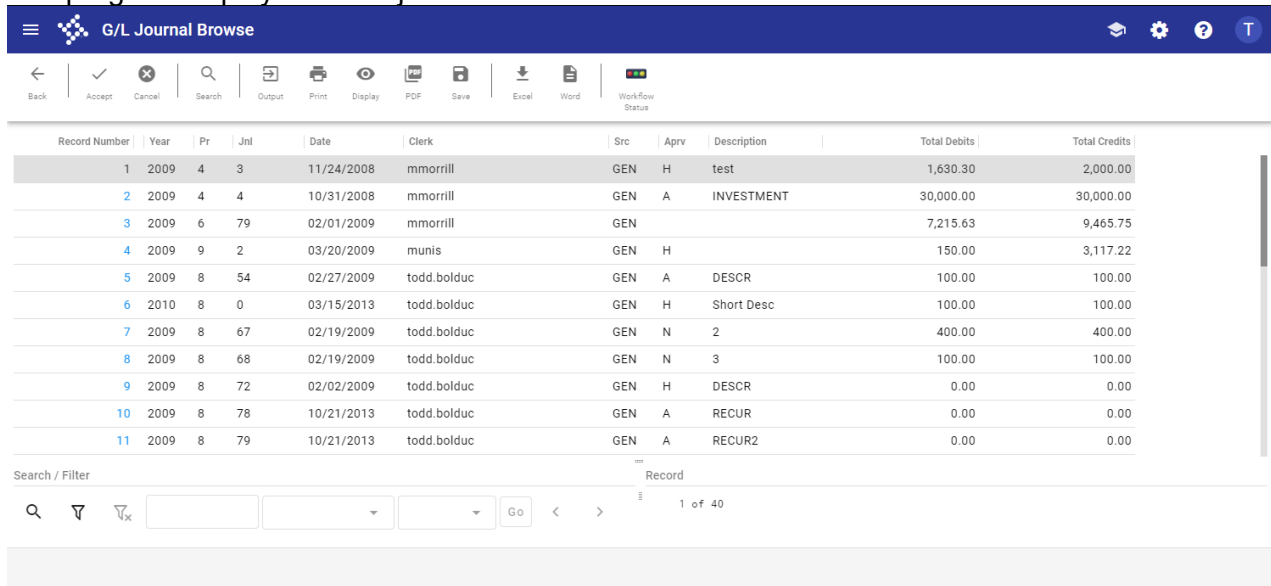
2. Click Browse.

The program displays the Options screen.



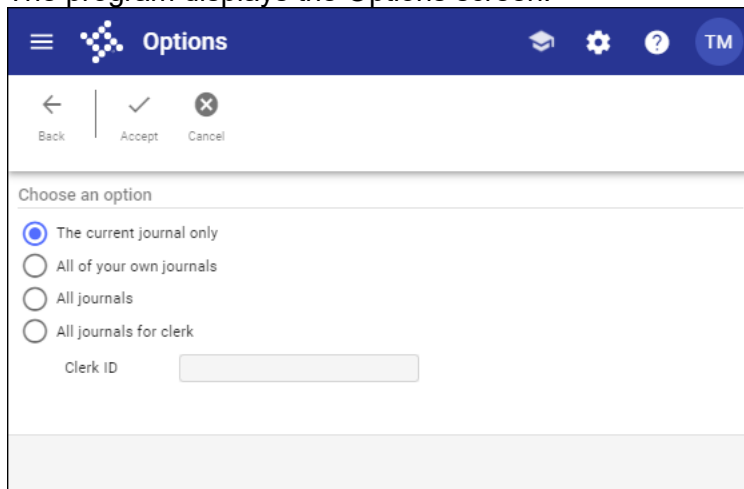
- Browse Own Journals—Displays only those journals created by your user ID.
- Browse All Journals—Displays all available journals.
- Browse by Clerk—Displays only those journals for the user ID entered in the Clerk ID box. If you choose this option, enter the clerk's user ID in the Clerk ID box.

- Select an option and click Accept.
The program displays a list of journals.



Record Number	Year	Pr	Jnl	Date	Clerk	Src	Aprv	Description	Total Debits	Total Credits
1	2009	4	3	11/24/2008	mmorrill	GEN	H	test	1,630.30	2,000.00
2	2009	4	4	10/31/2008	mmorrill	GEN	A	INVESTMENT	30,000.00	30,000.00
3	2009	6	79	02/01/2009	mmorrill	GEN			7,215.63	9,465.75
4	2009	9	2	03/20/2009	munis	GEN	H		150.00	3,117.22
5	2009	8	54	02/27/2009	todd.bolduc	GEN	A	DESCR	100.00	100.00
6	2010	8	0	03/15/2013	todd.bolduc	GEN	H	Short Desc	100.00	100.00
7	2009	8	67	02/19/2009	todd.bolduc	GEN	N	2	400.00	400.00
8	2009	8	68	02/19/2009	todd.bolduc	GEN	N	3	100.00	100.00
9	2009	8	72	02/02/2009	todd.bolduc	GEN	H	DESCR	0.00	0.00
10	2009	8	78	10/21/2013	todd.bolduc	GEN	A	RECUR	0.00	0.00
11	2009	8	79	10/21/2013	todd.bolduc	GEN	A	RECUR2	0.00	0.00

- Highlight the journal to proof and then click Accept.
The program refreshes to display the selected journal.
- Click Output-Post.
The program displays the Options screen.



Options

Back | Accept | Cancel

Choose an option

- The current journal only
- All of your own journals
- All journals
- All journals for clerk

Clerk ID

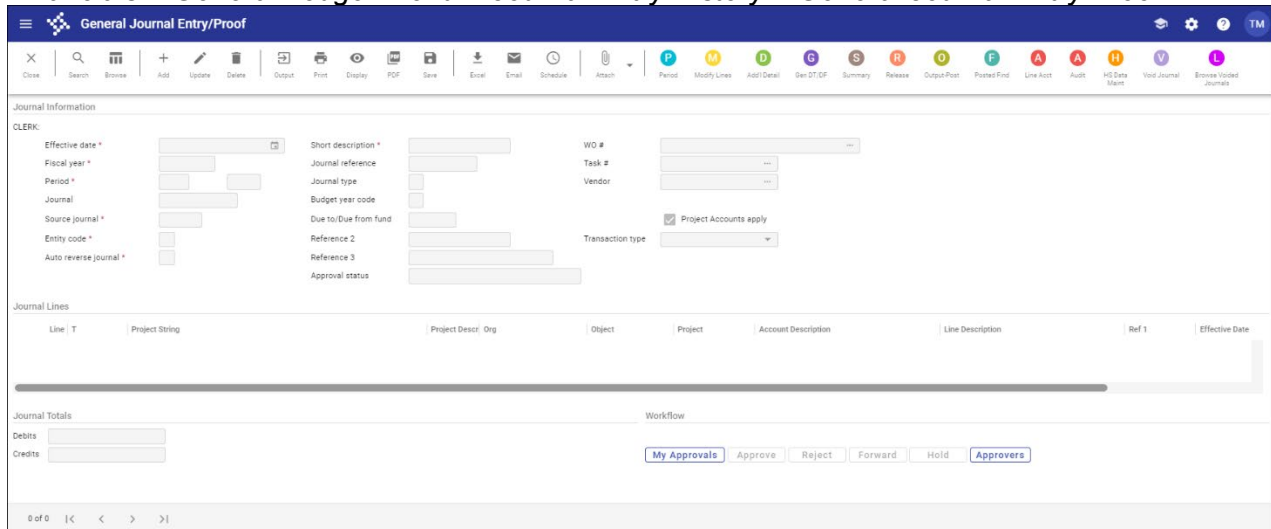
- The Current Journal Only—Posts only the journal currently selected.
 - All of Your Own Journals—Posts all available journals for your user ID.
 - All Journals—Posts all available journals.
 - All Journals for Clerk—Posts only those journals for the user ID entered in the Clerk ID box.
- Select the appropriate option and then click Accept.
The program displays the Output screen, where you can define the journal proof report settings.

Copying a Posted Journal

Use these steps to find a posted journal and create a new journal from it:

1. Open the General Journal Entry/Proof program.

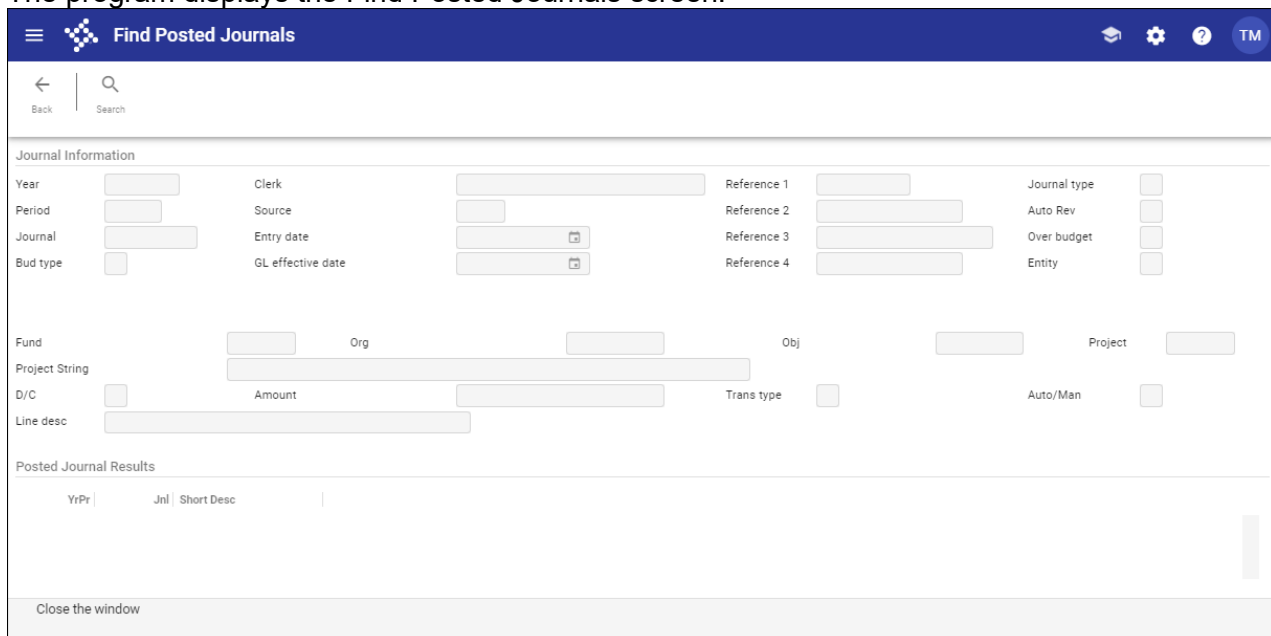
Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof



The screenshot shows the 'General Journal Entry/Proof' interface. At the top, there is a navigation bar with a search icon and a search field. Below the navigation bar is a toolbar with various icons for actions like Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Excel, Email, Schedule, Attach, Period, Modify Lines, Add Detail, Set DT DEF, Summary, Release, Output Post, Posted Find, Line List, Audit, HQ Date Maint, Void Journal, and Browse Voided Journals. The main area is divided into sections: 'Journal Information' with fields for CLERK, Effective date, Fiscal year, Period, Journal, Source journal, Entity code, Auto reverse journal, Short description, Journal reference, Journal type, Budget year code, Due to/Due from fund, Reference 2, Reference 3, Approval status, WO #, Task #, Vendor, Transaction type, and Project Accounts apply. Below this is a 'Journal Lines' table with columns for Line, T, Project String, Project Desc, Org, Object, Project, Account Description, Line Description, Ref 1, and Effective Date. At the bottom, there are 'Journal Totals' for Debits and Credits, and a 'Workflow' section with buttons for My Approvals, Approve, Reject, Forward, Hold, and Approvers.

2. Click Posted Find.

The program displays the Find Posted Journals screen.

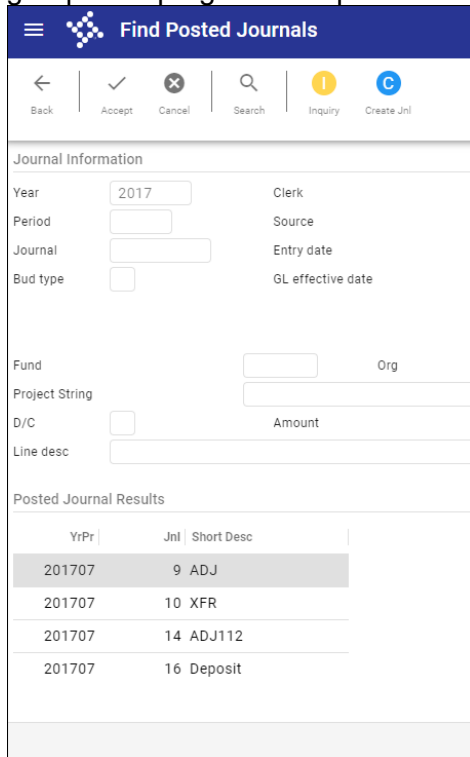


The screenshot shows the 'Find Posted Journals' interface. At the top, there is a navigation bar with a search icon and a search field. Below the navigation bar is a toolbar with a Back button and a Search icon. The main area is divided into sections: 'Journal Information' with fields for Year, Period, Journal, Bud type, Clerk, Source, Entry date, GL effective date, Reference 1, Reference 2, Reference 3, Reference 4, Journal type, Auto Rev, Over budget, and Entity. Below this is a section for 'Fund', 'Project String', 'D/C', 'Amount', 'Trans type', and 'Auto/Man'. At the bottom, there is a 'Posted Journal Results' table with columns for YrPr, Jnl, and Short Desc. A 'Close the window' button is located at the very bottom.

3. Click Search.

4. Complete one or more of the fields to specify the search criteria or leave the fields blank to search all journals.

- Click Accept to execute the search.
The program displays a list of journals that meet the search criteria in the Posted Journal Results group. The program also provides the Inquiry and Create Jnl options.



Journal Information

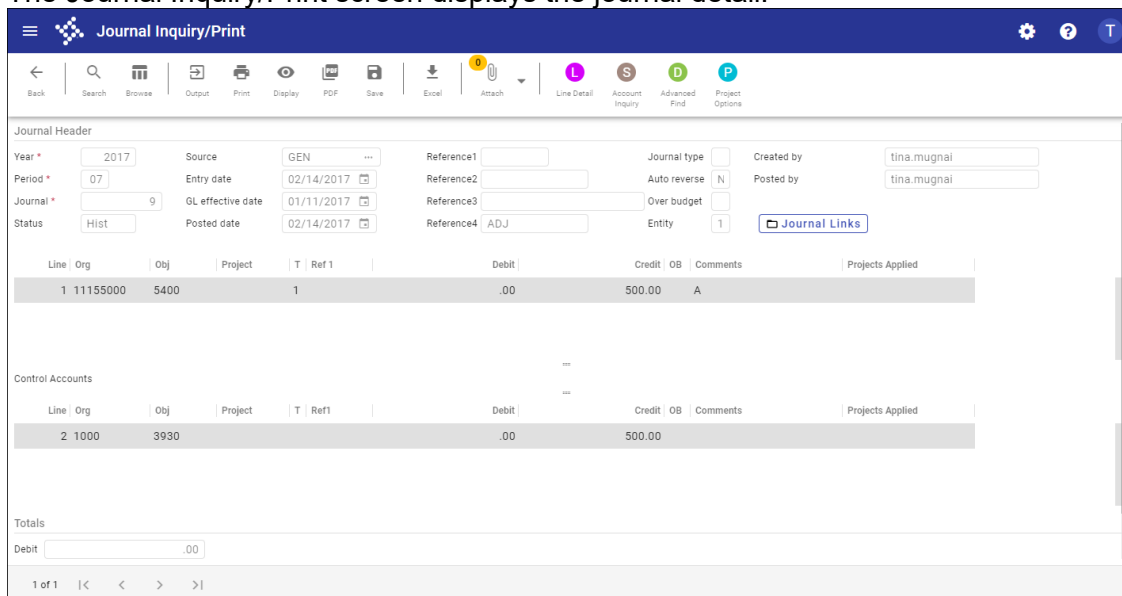
Year: 2017 Clerk: Clerk
 Period: Source: Source
 Journal: Entry date: Entry date
 Bud type: GL effective date: GL effective date

Fund: Org: Org
 Project String: Project String
 D/C: Amount: Amount
 Line desc: Line desc

Posted Journal Results

YrPr	Jnl	Short Desc
201707	9	ADJ
201707	10	XFR
201707	14	ADJ112
201707	16	Deposit

- Select the journal to view.
- Click Inquiry.
The Journal Inquiry/Print screen displays the journal detail.



Journal Header

Year: 2017 Source: GEN Reference1: Journal type: Created by: tina.mugnai
 Period: 07 Entry date: 02/14/2017 Reference2: Auto reverse: N Posted by: tina.mugnai
 Journal: 9 GL effective date: 01/11/2017 Reference3: Over budget:
 Status: Hist Posted date: 02/14/2017 Reference4: ADJ Entity: 1 [Journal Links](#)

Line	Org	Obj	Project	T	Ref1	Debit	Credit	OB	Comments	Projects Applied
1	11155000	5400		1		.00	500.00		A	
Control Accounts										
2	1000	3930				.00	500.00			

Totals
 Debit: .00

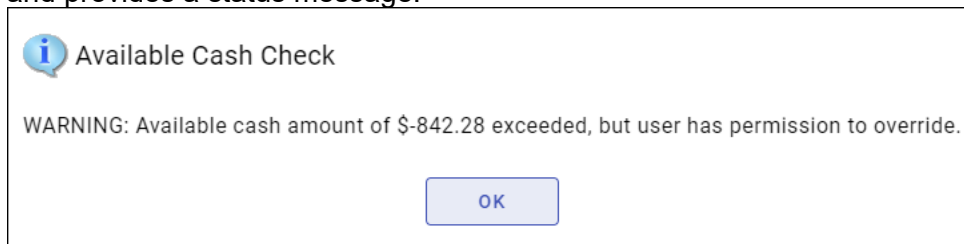
1 of 1 |< > >>

- Click Back to return to the Find Posted Journal program.

- Click Create Jnl to copy the selected journal.
The program displays the Define Required Journal Fields screen.



- Complete the Fiscal Year, Period, and Effective Date boxes.
- Click Accept.
The program checks the available budget and your user permissions to validate the journal creation and provides a status message.



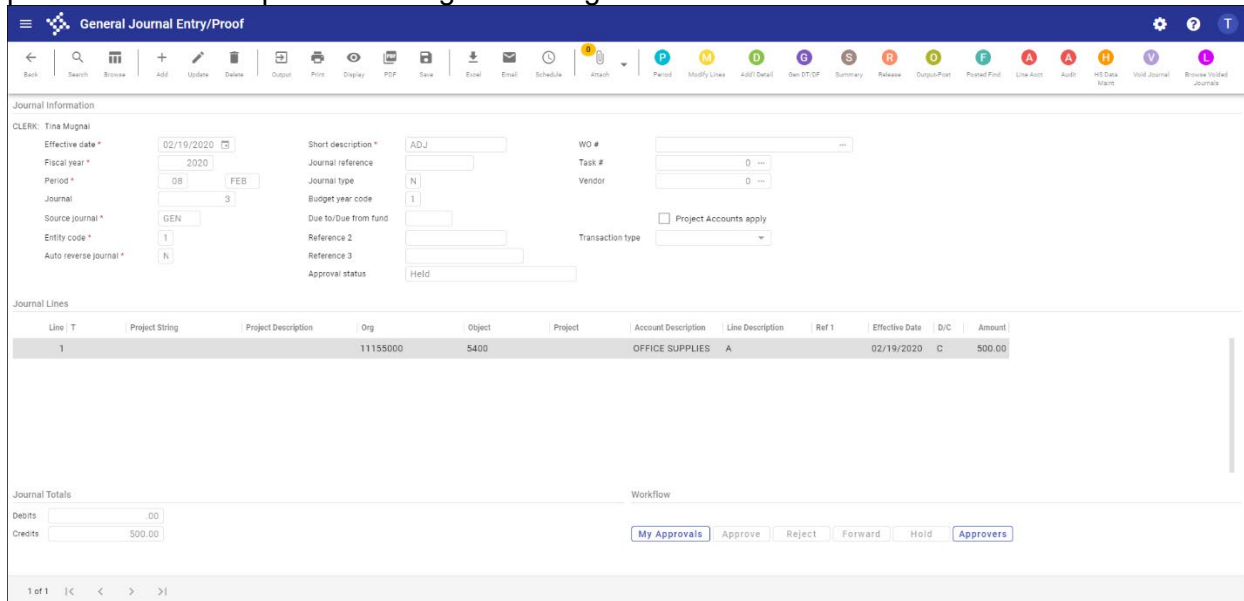
Note: The message varies accordingly. If you do not have the proper permissions, you cannot continue.

- Click OK.
The program creates the journal and provides a message indicating the year, period, and journal identifier.



- Click OK to close the status message.

- Click Back to return to the main General Journal Entry/Proof program.
The program displays the journal you created, which must go through the standard approval process before it is posted to the general ledger.



The screenshot shows the 'General Journal Entry/Proof' interface. At the top, there is a navigation bar with various icons and a search bar. Below this, the 'Journal Information' section contains several input fields for metadata such as 'Effective date', 'Fiscal year', 'Period', 'Journal', 'Source journal', 'Entity code', 'Auto reverse journal', 'Short description', 'Journal reference', 'Journal type', 'Budget year code', 'Due to/Due from fund', 'Reference 2', 'Reference 3', 'Approval status', 'WO #', 'Task #', 'Vendor', 'Project Accounts apply', and 'Transaction type'. Below the information section is a table titled 'Journal Lines' with the following data:

Line	T	Project String	Project Description	Org	Object	Project	Account Description	Line Description	Ref 1	Effective Date	D/C	Amount
1				11155000	5400		OFFICE SUPPLIES	A		02/19/2020	C	500.00

At the bottom of the interface, there is a 'Journal Totals' section showing 'Debits' as .00 and 'Credits' as 500.00. To the right of this is a 'Workflow' section with buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'. The bottom of the screen shows a pagination indicator '1 of 1' and navigation arrows.

- Click Release to submit the journal entry into the workflow for approval.

Results

A journal has been created from a previously posted journal and submitted for workflow approval.

GL Impact

Once the new journal entry is posted, the general ledger accounts are affected by the amounts entered in the journal entry line detail. This impact is reflected in the Actuals box in the Account Inquiry program.

Recurring General Journal Entry

Overview

The Recurring Journal Entry/Generate program allows for the creation, generation, and maintenance of recurring journal entries. A recurring journal entry is an entry that occurs consistently as to date and amount.

You can use this program to create recurring journal entries to manage indirect costs or charge-backs. At month-end, you can distribute an accumulated cost from one account (usually an expense account) to another set of accounts.

This program must be accessed on a regular basis to maintain journal debits and credits, and to generate the recurring journals.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

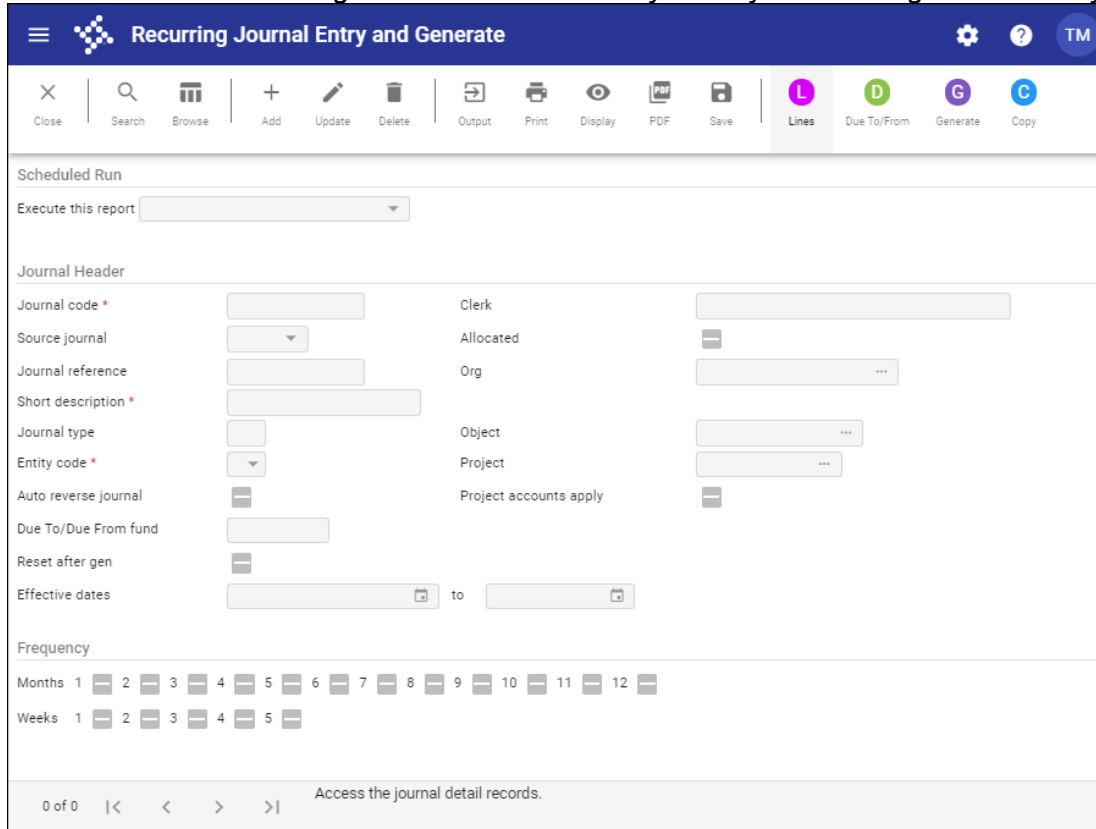
- You have access to the Recurring Journal Entry program.
- All accounts referenced in the recurring journal entry exist in the chart of accounts (COA).
- Journal numbers have been established in the Journal Number Control program.

Procedure

To create a recurring journal entry:

1. Open the Recurring Journal Entry/Generate program.

Financials > General Ledger Menu > Journal Entry/History > Recurring Journal Entry/Generate



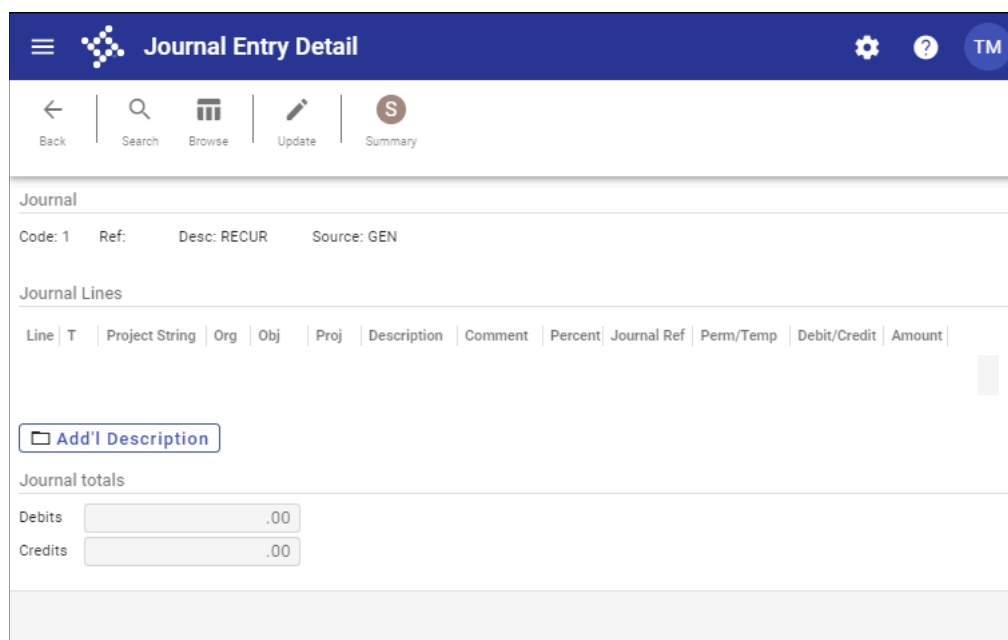
2. Click Add.
3. Complete the fields according to the following table to add a new recurring journal entry.

Field	Description	Notes
Scheduled Run		
Execute This Report	<p>Determines when to create the recurring journal.</p> <ul style="list-style-type: none"> • Now—The report is generated immediately. Use the output options to view, print, or save the report. • In Background (Now) or At a Scheduled Time—The report is created using Enterprise ERP Scheduler. When you complete the Journal Header and Frequency sections, the program displays the Enterprise ERP Scheduler dialog box, where you can define the processing times, enable notifications, and establish the recurring setup. 	

Field	Description	Notes
Journal Header		
Journal Code	Stores a unique, user-defined ID code for the journal. The code should contain six digits. Hint: To aid in identifying and generating journals, use the first three digits to represent the department creating the journal.	
Source Journal	Identifies a source code associated with the journal entry. Recurring journals are manual journal entries and can be either GEN for a general journal or GCR for a cash receipt.	
Journal Reference	Displays a user-defined journal reference code that stays with each transaction throughout its life. This may be a control number, a date, or a note.	
Short Description	Contains a short, user-defined description for this recurring journal entry. This brief description contains up to ten characters.	
Journal Type	Stores a user-defined, single-character code that describes the type of journal being created. Use journal type codes that are meaningful to your organization. For example, A for adjustment journal, I for interfund journal, or N for normal.	
Entity Code	Signifies the entity (for example, city/town or school) with which the journal is associated. Entity codes are assigned in the System Settings program; typically, this value is 1 for the city/town.	
Auto Reverse Journal	Indicates if the journal is available for automatic reversal. If selected, this checkbox indicates that the journal is an auto-reverse journal.	
Due To/Due From Fund	Specifies the target due-to/due-from fund that keeps the journal entries balanced. DT/DF funds must exist in the Chart of Account Segments program.	
Reset After GEN	Determines whether to reset all amounts to zero after journal generation. The default value is No (cleared). When this checkbox is selected, the journal resets all amounts entered to zero after generation. If this box is cleared, the journal holds the last amounts that were created.	
Effective Dates	Define the range of dates for which the recurring journal should be generated.	

Field	Description	Notes
	These dates can span the fiscal year or multiple years.	
Clerk	Identifies the name of the person who is creating the journal entry. The program completes the value of this field; it is only accessible as search criteria when you click Search.	
Allocated	Directs that amounts are to be allocated by a percentage, if selected. If the amounts are allocated, then the Reset After GEN checkbox is automatically selected and uses the account (segments) values identified in the account fields.	
Org	Indicates the org code to use with the allocation. This box is accessible when the Allocated checkbox is selected.	
Object	Identifies the object code to use with the allocation. This box is accessible when the Allocated checkbox is selected.	
Project	Specifies the project code to use with the allocation. This box is accessible when the Allocated checkbox is selected.	
Project Accounts Apply	Directs the program to include project account strings in the recurring journal entry, if selected. Clear the checkbox to exclude project accounts.	
Frequency		
Months	Identify the calendar months a recurring journal is to be created. For a monthly journal, select the checkbox for each month.	
Weeks	Specify the weeks in which a recurring journal is to be created.	

4. When the fields are completed, click Lines to display the Journal Entry Detail screen.



5. Complete the fields, referring to the following table as required.

Field	Description	Notes
Journal Lines		
T	Identifies the project account type: expense or funding.	
Project String	Indicates the project account string to which the recurring journal applies.	
Org/Obj/Proj	Identify the general ledger account number.	
Description	Stores a description of the journal entry. The description entered becomes part of the detail transaction and stays with it throughout the life of the entry. In the event of an audit, a clear description identifying the item can be helpful.	
Percent	Identifies the percentage of the total amount to allocate to this account.	
Journal Ref	Stores the user-defined journal reference code that stays with each transaction throughout its life. This code may be a control number, a date, or a note. The default value for this field is entered from the main Recurring Journal Entry/Gen screen.	
Perm/Temp	Identifies whether this is a permanent or temporary journal entry.	
Debit/Credit	Indicates whether this is a debit or credit journal. Select Debit or Credit from the	

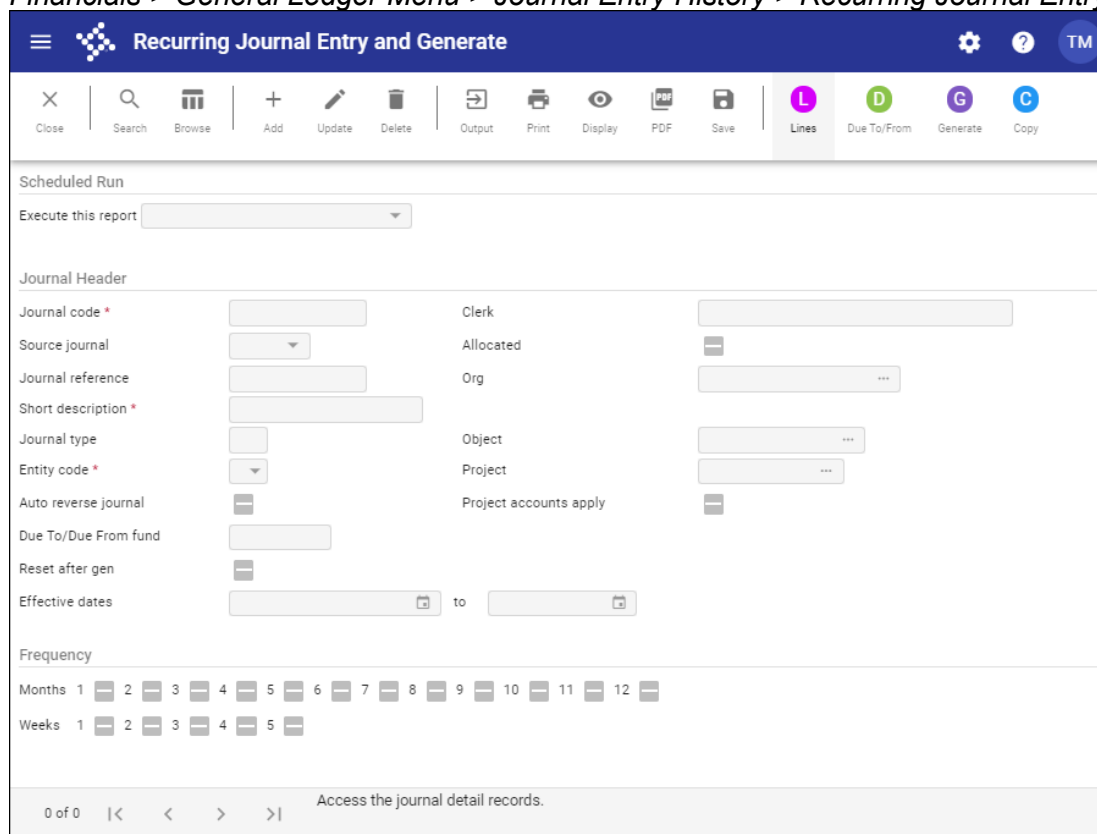
Field	Description	Notes
	list; to enter no amount but to add a line of text, select Text. You can enter text in the Description field.	
Amount	Identifies the amount of the transaction. Type a value up to 99,999,999,999.99. Do not enter the decimal point and zeros if the transaction is a whole dollar amount. You cannot enter a negative value in this field. Note: When the amount is entered for an expense account, the available budget is instantly reduced. Any subsequent change or deletion makes corresponding adjustments to available budget.	

6. When all lines have been completed, click Accept to save the entries.
7. To update line detail, highlight the line and then click Update.
8. Make any necessary changes to the line and then click Accept to save the changes.
9. Verify that your journal totals (debits/credits) are in balance.
10. Click Back to return to the Recurring Journal Entry screen.
The recurring journal template is complete.

Generating a Recurring Journal

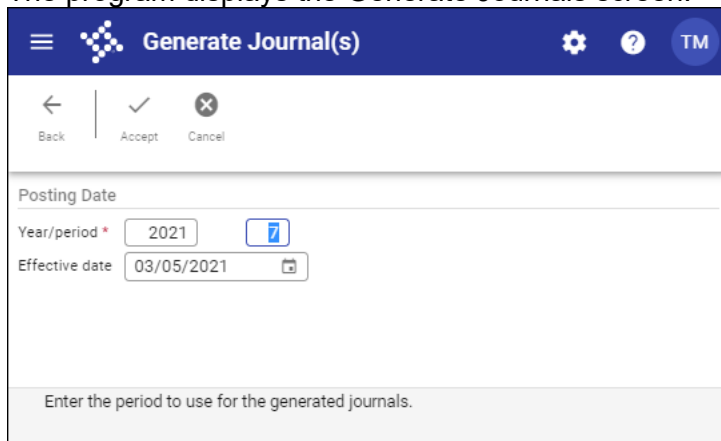
To generate a recurring journal:

1. Open the Recurring Journal Entry/Generate program.
Financials > General Ledger Menu > Journal Entry History > Recurring Journal Entry/Generate



2. Click Search.
3. Enter the search criteria to define the set of journals to generate, and then click Accept.
4. Click Lines to review the journal entry details.
5. Click Update to make changes to the lines.
6. To delete a line from the recurring journal entry, highlight the account to remove and click Delete. The program displays a confirmation message; click Yes to permanently remove that line from the recurring journal entry.
7. To add a line to the recurring journal entry, click Add. Select the account to add to the recurring journal entry and indicate if this account will be a permanent or temporary addition to the journal.
8. Click Accept to save your changes to the recurring journal entry and return to the main screen.

- After you return to the main screen, click Generate to generate the recurring journal entry for your active set of journal entries.
The program displays the Generate Journals screen.



- Enter the appropriate year, period, and effective date, and then click Accept to continue.
The program saves your entries and makes the Define, Gen Journals, and Gen Journal options available.
- Select Generate Journals (all journals in the active set) or Generate Journal (only the current journal).
The program displays a confirmation message.
- Select Yes to create the journal proofs.

Results

Once the journal is generated, the journal proof resides in the General Journal Entry/Proof program.

GL Impact

The general ledger is not directly affected by the generation of the journal entry. When the journal entry is posted, the general ledger accounts are affected by the amounts entered in the journal entry line detail. This impact is reflected in the Actuals box in the Account Inquiry and Account Master programs.

What's Next?

Proof and then output/post journals from the General Journal Entry/Proof program.

General Journal Approval

Overview

Once a general journal is released, the established workflow business rules route the journal for approval. This is often used where the audit department or outside auditor has established a procedure wherein the person who enters a financial transaction cannot be the same person who approves the transaction.

Journal entries may be routed to one person or multiple people. Once the journal has been fully approved by the required users, it may be posted. If a journal is rejected, then the originator of that journal will be notified. At this point, the originator may delete the journal or make corrections to it. If the originator makes corrections to the rejected journal, then the journal must be released to go through the approval process again. This document will look at the approval process using the Approvals card in Hub.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

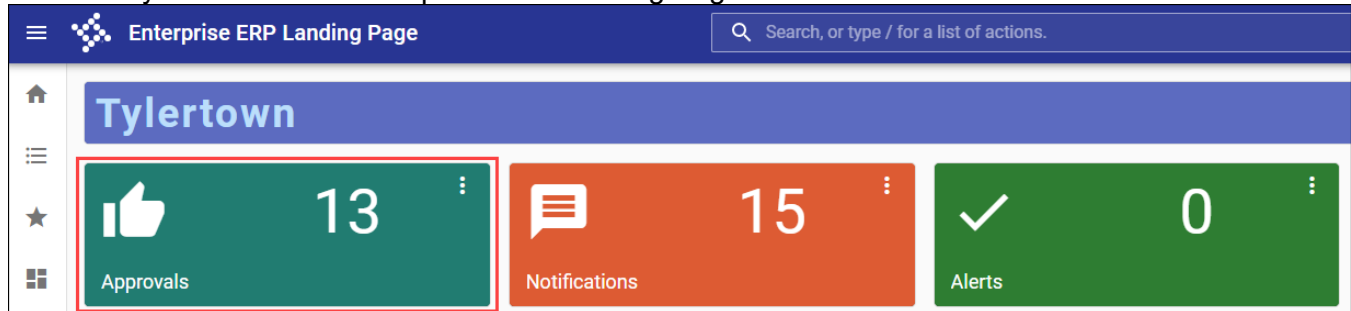
Confirm the following:

- Approvers are established in the Workflow User Attributes program.
- Workflow business rules have been established.
- Journals have been completed and released.

Approvers are notified by email or Workflow Assistant of general ledger journals pending approval. This option is determined by the value of the Workflow Delivery list in the User Attributes program.

Procedure

Enterprise ERP Workflow transactions are approved using the Approvals card in Hub. The card is included by default on the Enterprise ERP Landing Page.



If you do not have this card, you can add it to a page from the Content Library if you have sufficient permissions.

To approve an item:

1. Click the Approvals card to list all items currently awaiting approval. Use the All Process Codes and All Dates lists to refine the selection criteria.

Approvals

You are currently receiving forwarded work from (tina.m).

All Process Codes All Dates

API: Invoices pending approval XXX ✎

Select all Refresh (0/13)

<input type="checkbox"/>	API: Invoices pending approval XXX \$630.00 - BANNERS	1/29/2020
<input type="checkbox"/>	APP: Invoice Pending Approval for Payment \$200.00 -	5/18/2021
<input type="checkbox"/>	BGT: Workflow process BGT 2017 9 2 TRANSFERS 16.00	3/10/2017
<input type="checkbox"/>	EEE: Estimated employee expense claims pending approval \$982.00	2/11/2020
<input type="checkbox"/>	FAP: Asset Activations pending approval 0.00	3/1/2018
<input type="checkbox"/>	GLJ: GL Journals pending approval ADJ	2/19/2020
<input type="checkbox"/>	GLJ: GL Journals pending approval Fee	4/11/2017

Created
Wed Jan 29 2020

Reason
amount of this invoice is greater than the threshold 0.00

Invoice Header

Vendor Number:
1126

Vendor Name:
KNM SUPPLY COMPANY

Invoice Number:
5991

Invoice Department:
135

Invoice Description:
BANNERS

Purchase Order:

Contract:

Discount Date:
02/08/2020

Close Settings

2. Review the items awaiting approval.

3. To view additional information, click the Launch option to view the item in the applicable Enterprise ERP program. Workflow options are available to approve the item directly from the program.

Approvals

You are currently receiving forwarded work from (tina.m).

All Process Codes
1 option selected

All Dates

Select all **Refresh** (1/2)

GLJ: GL Journals pending approval
ADJ 2/19/2020

GLJ: GL Fee

GLJ: GL Journals pending approval

Created: Wed Feb 19 2020
Reason: amount of this G/L journal is greater than the threshold 0.00, and payroll location is STD
Fiscal year: 2020

[Launch](#)

General Journal Entry/Proof

CLERK: Tina Mugnai

Effective date *	02/19/2020	Short description *	ADJ	WO #	
Fiscal year *	2020	Journal reference		Task #	0
Period *	08 FEB	Journal type	N	Vendor	0
Journal	3	Budget year code	1	<input type="checkbox"/> Project Accounts apply	
Source journal *	GEN	Due to/Due from fund		Transaction type	
Entity code *	1	Reference 2			
Auto reverse journal *	N	Reference 3			
		Approval status	Pending approval		

Journal Lines

Line	T	Project String	Project Description	Org	Object	Project	Account Description
1				11155000	5400		OFFICE SUPPLIES

Journal Totals

Debits .00

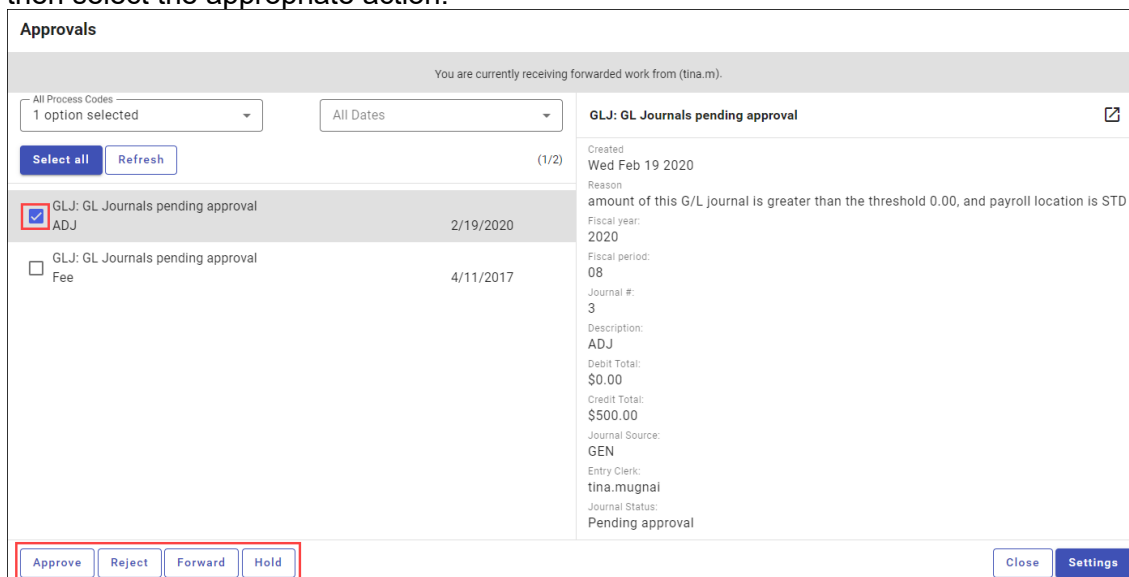
Credits 500.00

Workflow

[My Approvals](#)
[Approve](#)
[Reject](#)
[Forward](#)
[Hold](#)
[Approvers](#)

1 of 1 |< < > >|

4. To approve the item from the Approvals card, select the item to display the Workflow options, and then select the appropriate action.



The screenshot shows the 'Approvals' section of a software interface. At the top, it says 'You are currently receiving forwarded work from (tina.m)'. Below this are filters for 'All Process Codes' (1 option selected) and 'All Dates'. There are 'Select all' and 'Refresh' buttons. A list of items is shown with checkboxes. The first item, 'GLJ: GL Journals pending approval ADJ', is selected. To the right, a detailed view of this item is shown, including creation date (Wed Feb 19 2020), reason (amount of this G/L Journal is greater than the threshold 0.00, and payroll location is STD), fiscal year (2020), fiscal period (08), journal number (3), description (ADJ), debit total (\$0.00), credit total (\$500.00), journal source (GEN), and entry clerk (tina.mugnai). At the bottom, there are buttons for 'Approve', 'Reject', 'Forward', and 'Hold', which are highlighted with a red box. There are also 'Close' and 'Settings' buttons.

When you select Approve, Reject, Forward, or Hold, an Optional Comment (Approve) or Required Comment (Reject, Forward, or Hold) box displays. For required comments, enter the reason.

Button	Description
Approve	Identifies the record as approved and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Enterprise ERP user to review this pending record.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

Status Change

The following status changes occur according to the action taken for the transaction:

- Approved records move to the next step of approvers, if necessary. If this is the final approval, the transaction is updated to a status of Approved and is ready for posting.
- Rejected records return to the originator with a note regarding the reason for rejection. The originator takes the next appropriate action for the record (delete the record or update and resubmit it).
- Held transactions remain in the queue until further action is taken by the required approver.
- Forwarded transactions move to the queue of the identified recipient. The recipient reviews and updates the transaction to determine the next step.

What's Next?




Journal entries that have been approved are now ready to be posted to the general ledger. Rejected journal entries may be corrected by the originators and resubmitted through the approval process.

Accounting Entries

Overview

The Accounting Entries program displays and maintains general journal entries, budget transfers and amendments, and encumbrance journals. When you open the program, the General Journals tab is the default tab selected, and it displays all the general ledger journal entries you have permission to view.

Accounting Entries

Advanced
My Searches
View All
Voided Journals

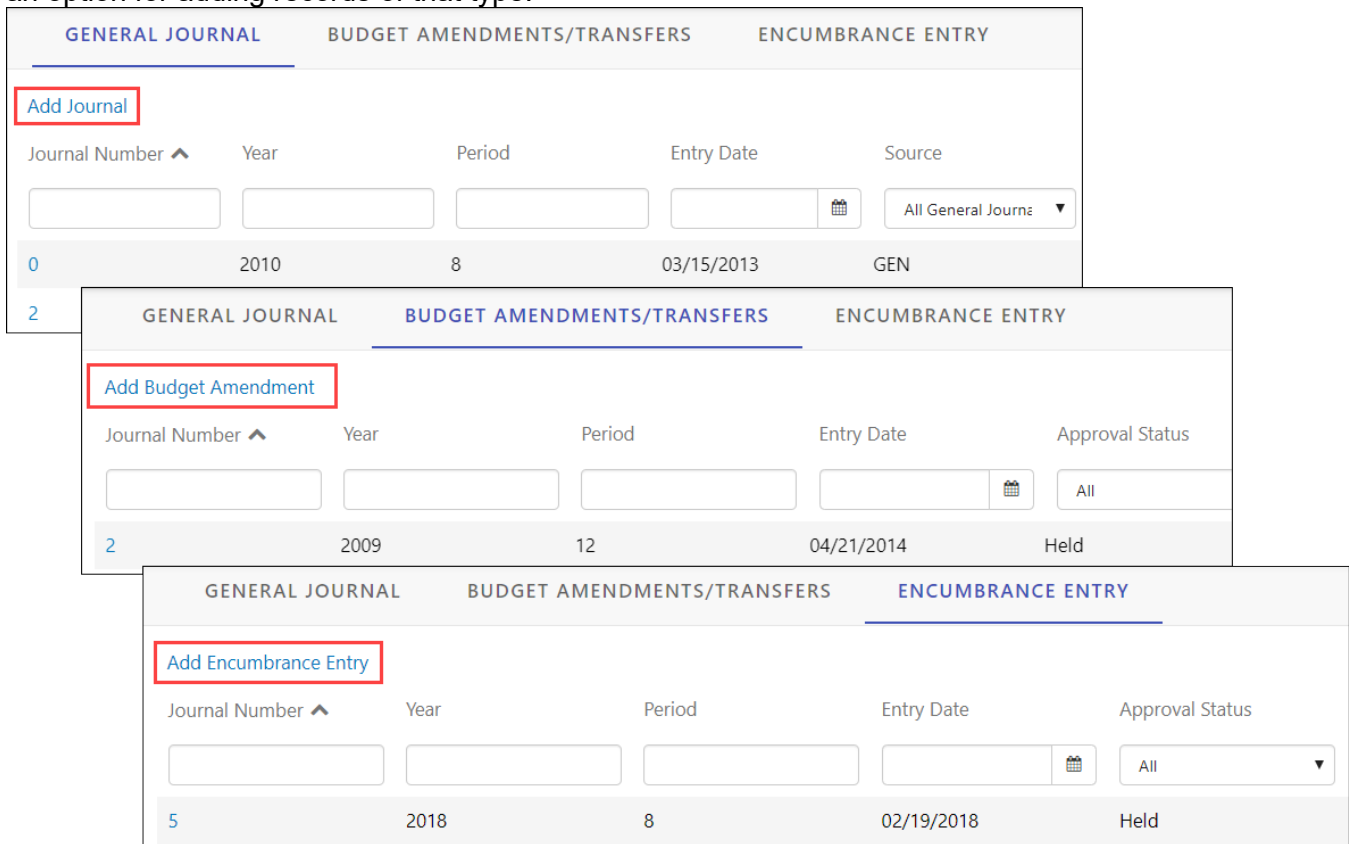
GENERAL JOURNAL
BUDGET AMENDMENTS/TRANSFERS
ENCUMBRANCE ENTRY

Add Journal

Journal Number ^	Year	Period	Entry Date	Source	Approval Status	Entry Clerk	Description	Total Debits	Total Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All General Journals	All	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0	2010	8	03/15/2013	GEN	Held	todd.bolduc	Short Desc	\$100.00	\$100.00
2	2009	9	03/20/2009	GEN	Held	munis		\$150.00	\$3,117.22
2	2010	6	12/31/2014	GEN	Held	todd.bolduc	NOTES	\$0.00	\$100,000.00
2	2017	2	07/25/2016	GEN	Approved	tina.mugnai	test2	\$1.00	\$0.00
2	2017	5	11/08/2016	GEN	Held	tina.mugnai		\$0.00	\$0.00
2	2017	10	04/11/2017	GEN	Pending	tina.mugnai	Fee	\$20.00	\$0.00
2	2018	3	09/19/2018	GEN	Held	tina.mugnai	FEE	\$50.00	\$0.00
3	2009	4	11/24/2008	GEN	Held	mmorrill	test	\$1,630.30	\$2,000.00
3	2017	10	04/26/2017	GEN	Approved	tina.mugnai	ADJ	\$100.00	\$100.00
3	2020	8	02/19/2020	GEN	Pending	tina.mugnai	ADJ	\$0.00	\$500.00
4	2009	4	11/24/2008	GEN	Approved	mmorrill	INVESTMENT	\$30,000.00	\$30,000.00

« < 1 2 > »
Items Per Page: 30

The Accounting Entries screen is divided into three tabs: General Journal, Budget Amendments/Transfers, and Encumbrance Entry. Each tab provides entries for the specified type and an option for adding records of that type.



The image shows three overlapping screenshots of the Accounting Entries screen, each with a different tab selected and a corresponding 'Add' button highlighted in a red box.

Top Screenshot (General Journal tab): The 'Add Journal' button is highlighted. The table below shows a record with Journal Number 0, Year 2010, Period 8, Entry Date 03/15/2013, and Source GEN.

Journal Number	Year	Period	Entry Date	Source
0	2010	8	03/15/2013	GEN

Middle Screenshot (Budget Amendments/Transfers tab): The 'Add Budget Amendment' button is highlighted. The table below shows a record with Journal Number 2, Year 2009, Period 12, Entry Date 04/21/2014, and Approval Status Held.

Journal Number	Year	Period	Entry Date	Approval Status
2	2009	12	04/21/2014	Held

Bottom Screenshot (Encumbrance Entry tab): The 'Add Encumbrance Entry' button is highlighted. The table below shows a record with Journal Number 5, Year 2018, Period 8, Entry Date 02/19/2018, and Approval Status Held.

Journal Number	Year	Period	Entry Date	Approval Status
5	2018	8	02/19/2018	Held

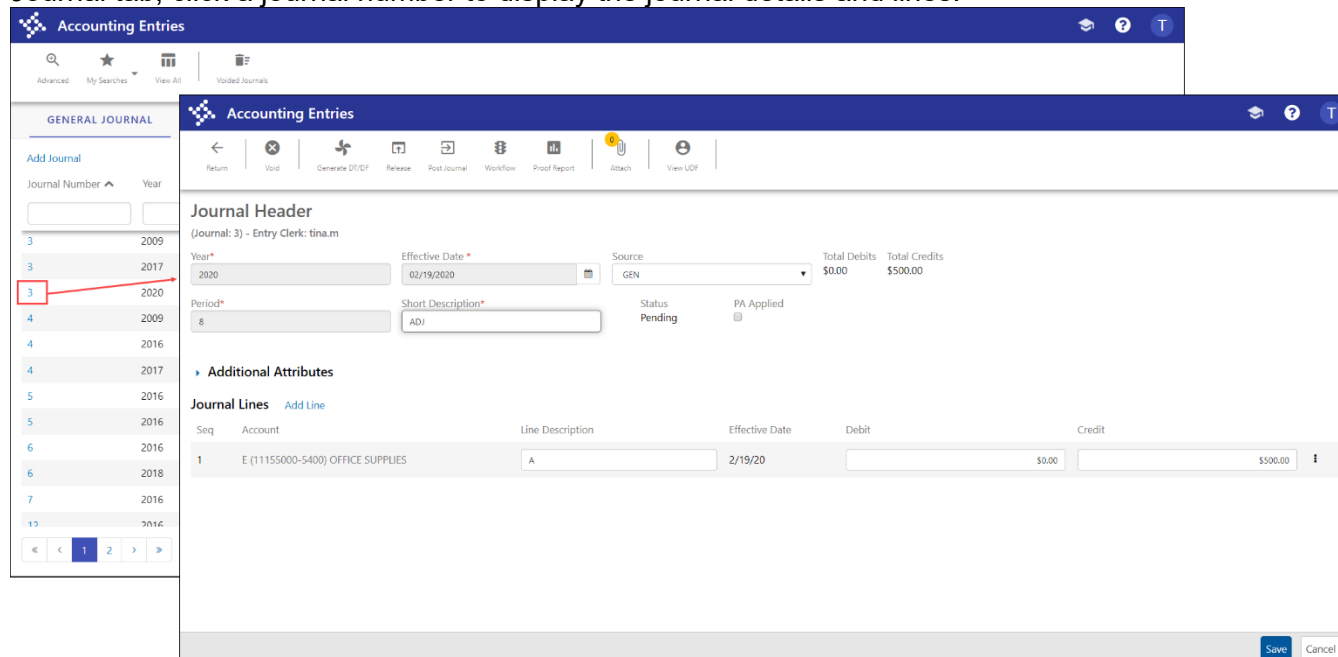
Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Procedures

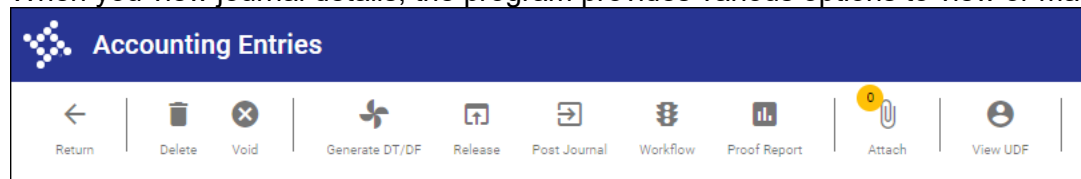
Maintaining Journal Details

On the main screen, click a journal number to display the details. For example, on the General Ledger Journal tab, click a journal number to display the journal details and lines.



The screenshot shows the 'Accounting Entries' interface. On the left, a 'GENERAL JOURNAL' list shows journal 3 for the year 2020 selected. The main area displays the 'Journal Header' for journal 3, entry clerk tina.m, with an effective date of 02/19/2020 and a source of GEN. The total debits are \$0.00 and total credits are \$500.00. Below the header, the 'Journal Lines' table shows one line with sequence 1, account E (11155000-5400) OFFICE SUPPLIES, line description A, effective date 2/19/20, debit \$0.00, and credit \$500.00. A toolbar at the top of the main area contains various actions like Return, Void, Generate DT/DF, Release, Post Journal, Workflow, Proof Report, Attach, and View UDF.

When you view journal details, the program provides various options to view or maintain the journal.



The screenshot shows the 'Accounting Entries' toolbar with the following icons and labels: Return, Delete, Void, Generate DT/DF, Release, Post Journal, Workflow, Proof Report, Attach, and View UDF.

- Return—Returns to the main screen.
- Delete—Deletes the entire journal. The Delete option is not available for journals with a status of Approved.
- Void—Voids the selected journal.
- Generate DT/DF—Generates due-to/due-from journals.
- Release—Releases the journal to the workflow process.
- Post Journal—Posts the journal.
- Workflow—Displays the workflow approval steps your organization has established for the selected record.
- Proof Report—Opens the Journal Proof SSRS Report program, which allows you to generate the report output.
- Attach—Displays the Defined Mappings screen for attaching documentation to the selected record, if your organization uses Tyler Content Manager.
- View UDF—Provides information on user-defined fields.

2. Complete the fields as required, using the following table as a reference.

Field	Description	Notes
Journal Header		
Journal	Contains the journal number, which is automatically assigned using the next available journal number in Journal Number Control. This field is for display only.	
Entry Clerk	Provides the user ID of the user who created the journal entry. This field is for display only.	
Year	Indicates the accounting year for the general journal. The default value is the fiscal year established in General Ledger Settings, but you can change this if you have the appropriate permissions. Valid entries are the current year, next year, or last year.	
Period	Specifies the fiscal period for the journal entry. The default value is the period established in General Ledger Settings, but you can change this if you have the appropriate permissions.	
Effective Date	Sets the date that the transaction affects programs in the Enterprise ERP system. This does not affect processing (proofing or posting) of general ledger transactions. However, the program displays a warning if the date is outside of the current fiscal period. Typically, this date is the same for all detail lines in a journal entry, but it can be different from line to line.	
Short Description	Establishes the description to be used by the system when referring to this journal. The program uses this description on screens and reports where journal information is summarized. It is also the fourth reference field in Journal Inquiry. You can enter up to 10 characters as a short description.	
Source	Indicates the source code for the journal: GEN (general journal) or GCR (general cash receipt). If the value is GCR and the fund is a revolving fund, the program updates the following fields in Account Master: Revised Budget (CY), Budget Transfer In (CY), Budget Transfer Out (CY), and Last	

Field	Description	Notes
	Updated. If the fund is also a multiyear fund, the program updates the Inception Revised Budget field in Account Master.	
Status	Displays the status of the journal. When you enter a journal, the status is Held. The program completes this box and you cannot change it.	
PA Applied	Instructs the program to include project accounts for the journal entry, when selected. Clearing the checkbox indicates that you are separating the project accounts from the journal entry process. The column headings in the Journal Lines group automatically update to include the Project column if this box is selected.	
Total Debits	Displays the total amount of debits for the journal entry.	
Total Credits	Displays the total amount of credits for the journal entry.	

3. If other attributes must be defined, click the Additional Attributes arrow to expand the group and complete the fields as required. Use the following table as a reference.

Field	Description	Notes
Additional Attributes		
Auto Reverse Journal	Indicates that the journal is an Auto Reverse Journal (an accrual journal entry), which means that this journal is to be included when you select the Auto Reverse option in the Journal Reversal program. The default value is No. Choose Yes from the list to identify this journal as an auto reverse journal.	
Budget Year Code	Controls how journal amounts are processed for budget reports. The budget year code can be either 1 for Current Year or 2 for Carry Forward. This box can only be changed from the default of 1 if the value of the Budget Carry Forward Method box in General Ledger Settings is 3–GAAP/Budgetary Combined. Setting the Budget Carry Forward Method option to 2–Budgetary adds the gross amount of each transaction to the Carry Forward from Last Year Actual field in Account Master. (It codes the	

Field	Description	Notes
	entry as related to last year's budget so it can be excluded from a current year budget report if needed.)	
Entity Code	<p>Determines which location's data you can access. Entity codes are used if Enterprise ERP programs are shared between two locations, such as a town and a school. Entity codes are established in System Settings:</p> <ul style="list-style-type: none"> • 1—Name of the first entity (for example, the town) • 2—Name of the second entity (for example, the school) • 3—Shared 	
Reference 1 Reference 2 Reference 3	<p>Store user-defined journal reference codes that stay with each transaction throughout its life. A code may be a control number, a date, or a note. You may use up to six characters for the Reference 1 code, up to ten characters for the Reference 2 code, and up to 12 characters for the Reference 3 code. Information in reference fields varies depending on the program in which the journal was created. For example, if the journal was created during Invoice Entry, it may contain the vendor number.</p>	
Transaction Type	<p>Provides options to select how the journal transaction is made. You can choose None, Adjustment, or Wire Transfer. For cash accounts included on the journal, the selected transaction type displays in bank reconciliation programs.</p>	
Due to/Due from	<p>Assigns the target fund to use when you choose the Generate DT/DF option. The default value for this box is the due-to/due-from fund selected on the Attributes tab in General Ledger User Attributes, but you can change this.</p> <p>Note: The appropriate accounts must be established in Due to/Due from Setup, otherwise the program encounters an error.</p>	
Journal Type	<p>Identifies the type of journal. There are three typical journal type codes: Normal (N), Interfund (I), or Adjustments (A). If you consistently</p>	

Field	Description	Notes
	assign type codes, they can be used as search criteria in queries and reports. If the default value for this box is ~ and the value of the Source Code box is GCR, then this is an imported journal and you cannot change the type code.	

- In the Journal Lines group, click Add Line.
The program automatically saves the journal and displays fields to add a journal line.

Journal Lines [Add Line](#)

Seq	Project	Account	Line Description	Effective Date	Debit	Credit
1	Enter project string...	Enter GL account...		2/19/20	\$0.00	\$0.00

- Complete the fields to specify the journal line.
- Repeat the two previous steps until you have added all the lines required for the journal.
- Click Save to save the record.

Adding a Budget Amendment Journal

To add a budget amendment journal:

- From the Budget Amendments/Transfers tab, click Add Budget Amendment.
The program refreshes the screen to display the budget amendment and transfer fields.

Field	Description	Notes
Budget Amendment/Transfer		
Journal	Contains the journal number. This field is for display only.	

- Complete the fields as required, using the following table as a reference.

Field	Description	Notes
Budget Amendment/Transfer		
Journal	Contains the journal number. This field is for display only.	

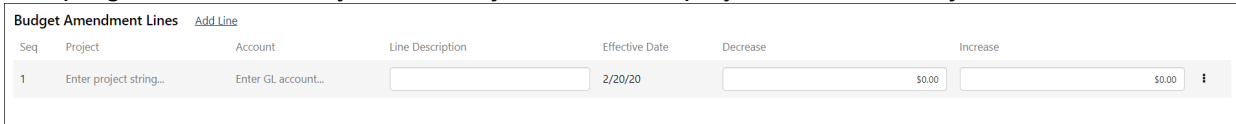
Field	Description	Notes
Entry Clerk	Provides the User ID of the user who created the budget amendment entry. This field is for display only.	
Year	Indicates the accounting year for the transfer or amendment. The default value is the fiscal year established in General Ledger Settings, but you can change this if you have the appropriate permissions. Valid entries are the current year, next year, or last year.	
Period	Specifies the fiscal period for the transfer or amendment. The default value is the period established in General Ledger Settings, but you can change this if you have the appropriate permissions.	
Projection Inclusion	Identifies whether the amendment is a one-time or continuing budget item. If you select One Time (temporary), the amendment is not included when the Next Year Budget Entry program is updated. One-time amendments are excluded in budget projections when the Exclude Temporary Budget Amendments checkbox in Define/Start Budget Projection program is selected. If you select Continuing, you must have recurring journal entries set up that match your budget. When this amendment is posted, the corresponding recurring journal is updated. For each new journal, the program completes this field with the default value from Budget Settings, but you can change this as required.	
Effective Date	Sets the date that the transaction affects programs in the Enterprise ERP system. This does not affect processing (proofing or posting) of general ledger transactions. However, the program displays a warning if the date is outside of the current fiscal period. Typically, this date is the same for all detail lines in a journal entry, but it can be different from line to line.	
Short Description	Establishes the description to be used by the system when referring to	

Field	Description	Notes
	<p>this journal. The program uses this description on screens and reports where journal information is summarized. It is also the fourth reference field in Journal Inquiry. You can enter up to 10 characters as a short description.</p>	
Update Recurring Journal	<p>Directs the system to include this journal in the recurring journal process, when selected.</p>	
Entity Code	<p>Determines which location's data you can access. Entity codes are used if Enterprise ERP programs are shared between two locations, such as a town and a school. Entity codes are established in System Settings:</p> <ul style="list-style-type: none"> • 1—Name of the first entity (for example, the town) • 2—Name of the second entity (for example, the school) • 3—Shared 	
Amendment Type	<p>Indicates whether the journal is a Budget Journal, Budget Amendment, or Budget Appropriation Change:</p> <ul style="list-style-type: none"> • 1, 4: Expense account to expense account or revenue account to revenue account • 2, 5: Expense account to revenue account • 3, 6: Expense or revenue account; one-sided (taken from Budgetary Fund Balance) • 7, 8: Expense or revenue accounts; balance across funds • 9: Statistic accounts <p>For type 3 or 6 budget amendments, you can also enter non-control balance sheet accounts or the cash account. The default value when you are adding a record is type 1.</p>	
PA Applied	<p>Instructs the program to include project accounts when making the transfer or amendment, when selected. Clearing the checkbox indicates that you are separating the project accounts from the transfer and amendment process. The column headings in the Budget</p>	

Field	Description	Notes
	Amendment Lines group automatically update to include the Project column if this box is selected.	
Reference 1 Reference 2	Indicate user-defined reference codes that stay with a transaction throughout its life. A journal reference may be a control number, a date, or a note. Information in reference boxes varies depending on the program in which the journal is created.	
Status	<p>Displays the status of the amendment:</p> <ul style="list-style-type: none"> • Held—Establishes the initial status of the added journal. • Unbalanced—Displays if the journal is not in balance. Unbalanced journals cannot be released unless your user role has permission to override out-of-balance amendments. • Pending Approval—Indicates the journal has been released and is pending workflow approval. • Approved—Denotes that the journal has been approved using the workflow process or the Budget Approvals program. • Error—Identifies that an error has occurred in the workflow process. (See the Workflow help content for more information on this functionality.) <p>When you add a new record, the program automatically enters Held in this field, and then continues to update the status automatically as the entry moves through the approval process. There is no direct access to this field.</p>	
Source	Provides the source code for the journal. This field is for display only.	
Budget Year Code	Stores the budget year code. This field is for display only. The budget year code creates budget transfers against either 1—Current year or 2—	

Field	Description	Notes
	Carry forward budget amounts. To process a budget transfer against a carry forward budget, you must enter against an expense account that is not a multiyear account. In General Ledger Settings, the Budget Carry Forward Method option must be 3–GAAP/Budgetary Combined.	

- In the Budget Amendment Lines group, click Add Line.
The program automatically saves the journal and displays fields to add a journal line.

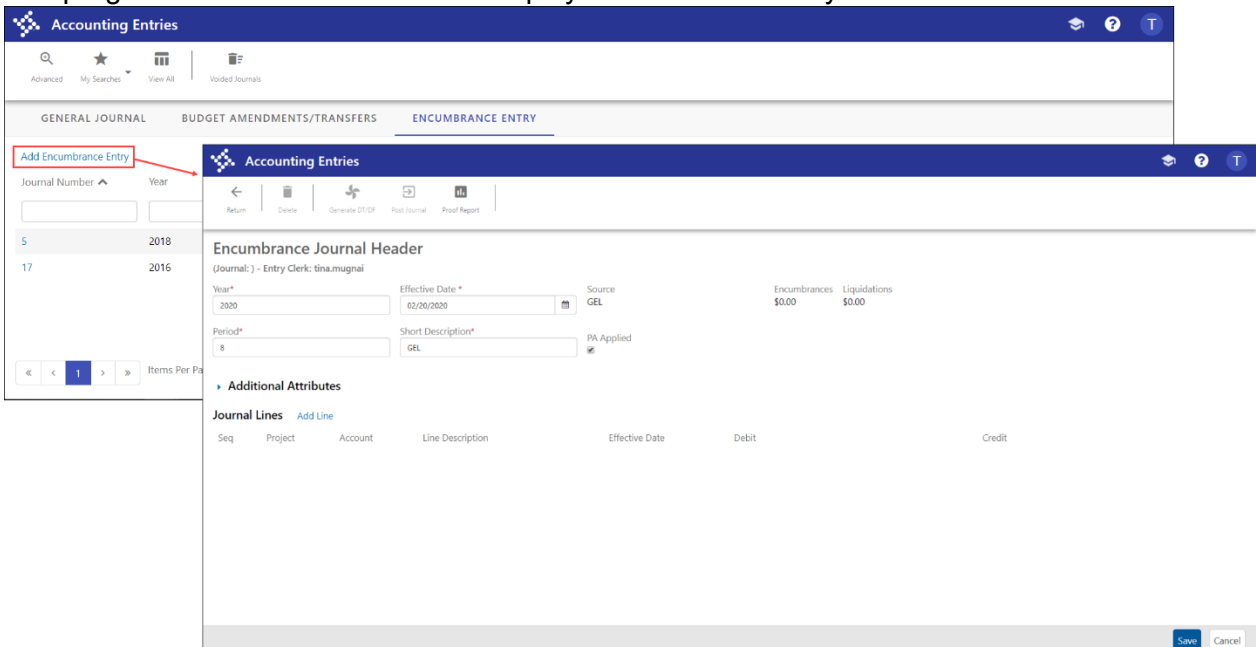


- Complete the fields to specify the budget amendment line.
- When you reach the end of the line, press **Tab** to add a new line, if required, and then complete those fields.
- Click Save to save the record.

Adding an Encumbrance Journal

To add an encumbrance journal:

- From the Encumbrance Entry tab, click Add Encumbrance Entry.
The program refreshes the screen to display encumbrance entry fields.



2. Complete the fields as required, using the following table as a reference.

Field	Description	Notes
Encumbrance Journal Header		
Journal	Contains the journal number. This field is for display only.	
Entry Clerk	Provides the user ID of the user who created the journal entry. This field is for display only.	
Year	Indicates the accounting year for the journal entry. The default value is the fiscal year established in General Ledger Settings, but you can change this if you have the appropriate permissions. Valid entries are the current year, next year, or last year.	
Period	Specifies the fiscal period for the journal entry. The default value is the period established in General Ledger Settings, but you can change this if you have the appropriate permissions.	
Effective Date	Sets the date that the transaction affects programs in the Enterprise ERP system. This does not affect processing (proofing or posting) of general ledger transactions. However, the program displays a warning if the date is outside of the current fiscal period. Typically, this date is the same for all detail lines in a journal entry, but it can be different from line to line.	
Short Description	Establishes the description to be used by the system when referring to this journal. The program uses this description on screens and reports where journal information is summarized. It is also the fourth reference field in Journal Inquiry. You can enter up to 10 characters as a short description.	
Source	Indicates the source code for the journal: GEL (general encumbrance). The program completes this field and you cannot change it.	
Status	Displays the status of the journal. When you enter a journal, the status	

Field	Description	Notes
	is Held. The program completes this field and you cannot change it.	
PA Applied	Instructs the program to include project accounts for the journal entry, when selected. Clearing the checkbox indicates that you are separating the project accounts from the journal entry process. The column headings in the Journal Lines group automatically update to include the Project column if this box is selected.	
Encumbrances	Displays the total amount of encumbrances for the journal entry.	
Liquidations	Displays the total amount of liquidations for the journal entry.	

3. If other attributes must be defined, click the Additional Attributes arrow to expand the group and complete the fields as required. Use the following table as a reference.

Field	Description	Notes
Additional Attributes		
Budget Year Code	Controls how journal amounts are processed for budget reports. The budget year code can be either 1 for Current Year or 2 for Carry Forward. This box can only be changed from the default of 1 if the value of the Budget Carry Forward Method box in General Ledger Settings is 3—GAAP/Budgetary Combined. Setting the Budget Carry Forward Method option to 2—Budgetary adds the gross amount of each transaction to the Carry Forward from Last Year Actual field in Account Master. (It codes the entry as related to last year's budget so it can be excluded from a current year budget report if needed.)	
Entity Code	Determines which location's data you can access. Entity codes are used if Enterprise ERP programs are shared between two locations, such as a town and a school. Entity codes are established in System Settings: <ul style="list-style-type: none"> • 1—Name of the first entity (for example, the town) • 2—Name of the second entity (for example, the school) • 3—Shared 	

Field	Description	Notes
Reference 1 Reference 2	Store user-defined journal reference codes that stay with each transaction throughout its life. A code may be a control number, a date, or a note. You may use up to six characters for the Reference 1 code and up to ten characters for the Reference 2 code. Information in reference fields varies depending on the program in which the journal is created. For example, if the journal was created during Invoice Entry, it may contain the vendor number.	

- In the Journal Lines group, click Add Line.

The program automatically saves the journal and displays fields to add a journal line.

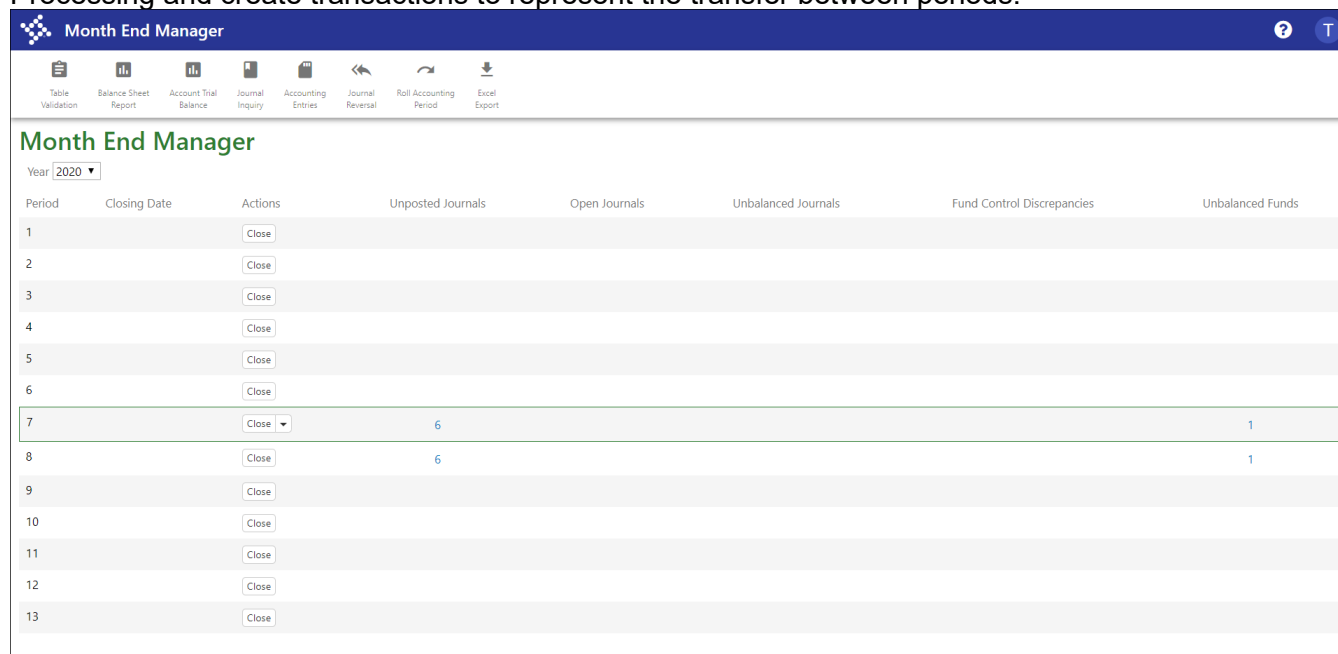
Seq	Project	Account	Line Description	Effective Date	Debit	Credit
1	Enter project string...	Enter GL account...	<input type="text"/>	2/20/20	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

- Complete the fields to specify the journal line.
- When you reach the end of the line, press **Tab** to add a new line, if required, and then complete those fields.
- Click Save to save the record.

Month End Manager

The Month End Manager program establishes a closed date for each period. It supports the ability to roll the current period forward upon closing that period.

The Monthly Amounts table is updated at the time a journal is posted to the general ledger. All journals are posted to the History status and monthly amounts are updated immediately. Monthly budget transfers are initiated through the Monthly Budget Amounts program in Enterprise ERP Budget Processing and create transactions to represent the transfer between periods.



Period	Closing Date	Actions	Unposted Journals	Open Journals	Unbalanced Journals	Fund Control Discrepancies	Unbalanced Funds
1		Close					
2		Close					
3		Close					
4		Close					
5		Close					
6		Close					
7		Close	6				1
8		Close	6				1
9		Close					
10		Close					
11		Close					
12		Close					
13		Close					

For each period, the program displays the following information:

- **Unposted Journals**—Identifies the number of unposted transactions for a period. Unposted transactions are those transactions that are not posted to the general ledger, such as proof journals, purchase orders, contracts, invoices, and requisitions. All the unposted transactions that are queried in Table Validation are also represented here.
- **Open Journals**—Indicates the number of journals that are open for a period, or the number that have been posted after the period’s closing date. If a period has not been closed, then the number reflects all posted journals. Once the period has been closed, only the number of journals posted after the closing date is displayed.
- **Unbalanced Journals**—Provides the number of journals that are out of balance based on both net debits and credits, as well as expenses to expenditure control or revenues to revenue control. Unbalanced journals display for the entire period regardless of the journal’s posted date with respect to the closing date for the period.
- **Fund Control Discrepancies**—Specifies the number of inquiries that display the total expenses, expenditure control, and any discrepancies between the two. The program accounts for periods 1–12 when calculating fund control discrepancy amounts for period 13 of the previous year. This column does not display when you view data for the prior year.
- **Unbalanced Funds**—Displays the number of funds that are out of balance based on net expense versus revenue, as well as expense actuals to expenditure control and revenue actuals to revenue control. This functionality remains in Table Validation, but is replicated here.

Clicking a number in one of these columns provides a screen with additional information, depending on the column. When you click a record number from this display, the program opens the applicable supporting program. For example, if you click a GEN journal number in the Proof Journals category, that journal opens in the Accounting Entries program.

Month End Manager

Year: 2020

Period	Closing Date	Actions	Unposted Journals	Open Journals	Unbalanced Journals	Fund Control Discrepancies	Unbalanced Funds
1		Close					
2		Close					
3		Close					
4		Close					
5		Close					
6		Close					
7		Close	6				
8		Close	6				
9		Close					
10							
11							
12							
13							

Unposted Journals: 2020 Period 8

Journal	Source	Clerk	Debits	Credits	Entered	Workflow Status	Pending Approver
3	GEN	tina.mugnai	\$0.00	\$500.00	02/19/2020	Pending Approval	Tina Mugnai
4	GEN	tina.mugnai	\$0.00	\$0.00	02/19/2020	Held	
5	BUA	tina.mugnai	\$100.00	\$100.00	02/20/2020	Held	
6	GEL	tina.mugnai	\$100.00	\$0.00	02/20/2020	Approved	

Accounting Entries

Journal Header
(Journal: 3) - Entry Clerk: tina.mugnai

Year*: 2020 Effective Date*: 02/19/2020 Source: GEN Total Debits: \$0.00 Total Credits: \$500.00

Period*: 8 Short Description*: ADJ Status: Pending PA Applied:

Journal Lines

Seq	Account	Line Description	Effective Date	Debit	Credit
1	E (11155000-5400) OFFICE SUPPLIES	A	2/19/20	\$0.00	\$500.00

The Month End Manager program provides direct access to associated Enterprise ERP programs.

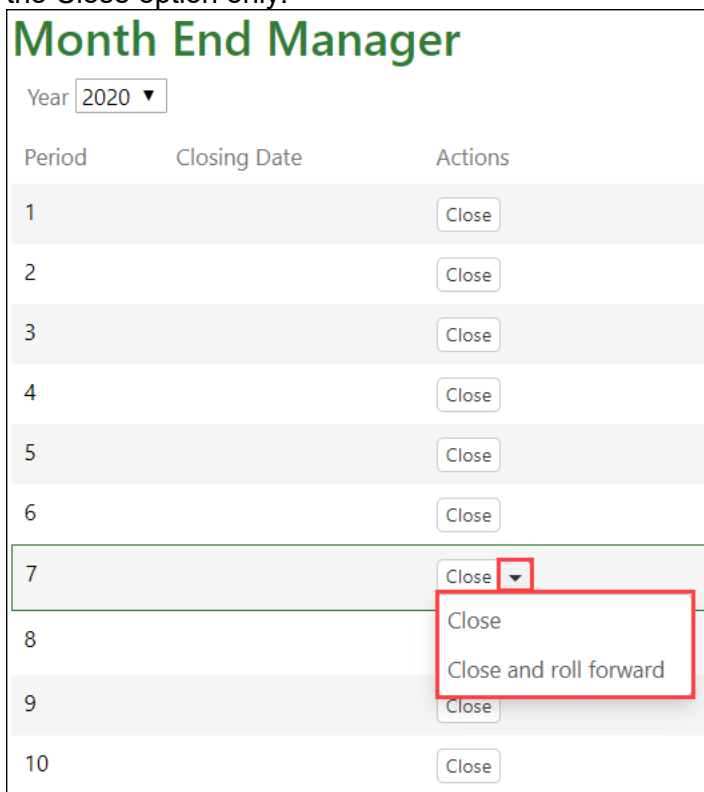
Table Validation Balance Sheet Report Account Trial Balance Journal Inquiry Accounting Entries Journal Reversal Roll Accounting Period Excel Export

- **Table Validation**—Opens the General Ledger Tables Validation program, which performs system checks against the main general ledger and amount tables and transactions to ensure there are no conditions that require action before the month-end process is run or a fiscal year is closed.
- **Balance Sheet Report**—Opens the Balance Sheet Report program, which summarizes the net change for a specified range of funds during a period, as well as the ending account balance for each account.
- **Account Trial Balance**—Opens the Account Trial Balance program. This program prints a trial balance for a single account or a range of accounts, including the entire chart of accounts.
- **Journal Inquiry**—Opens the Journal Inquiry/Print program to view journal details.

- Accounting Entries—Opens the Accounting Entries program. This program displays and maintains general journal entries, budget transfers and amendments, and encumbrance journals.
- Journal Reversal—Opens the Journal Reversal program, which is used to create a reversal general journal or change the posting period of a general journal.
- Roll Accounting Period—Opens the Roll Accounting Period program. This program allows a system administrator or your organization’s accountant to change the value of the Default Year/Period box in General Ledger Settings for all users of your organization’s Enterprise ERP system.

Closing Journals

For journals in the current period, the Actions menu provides the Close option as well as the Close and Roll Forward option. The current period is the only period that provides both options; other periods have the Close option only.



Month End Manager

Year 2020 ▾

Period	Closing Date	Actions
1		Close
2		Close
3		Close
4		Close
5		Close
6		Close
7		Close ▾
8		Close Close and roll forward
9		Close
10		Close

When you close open journals, the program refreshes the screen to remove the Open Journals number and provide the closing date.

When you select Close and Roll Forward, the program updates the Closing Date field and also updates the Current Fiscal Period to the next period. For example, if you are currently in period 7 and select Close and Roll Forward, the program resets the period to 8 and then highlights period 8 in the display.

Month-End Processing Checklist

Overview

The Enterprise ERP month-end closing process moves all transactions for a specified period to the history table. Prior to processing the month-end close, a complete reconciliation of the system should be performed, including actuals, encumbrances, control accounts, and memo balances.

This checklist highlights the reports that are used in the reconciliation process, the tools to assist in the reconciliation, and the processes that are to be followed. Scheduled monthly reconciliation will keep your accounts and funds in balance. It will also reduce the amount of time that is needed at year-end to close out the year.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

- You have access to the programs found on the End of Period submenu.
- There are no general ledger account access restrictions associated with your user ID that would prevent successfully completing the checklist items.

Month End Checklist

As you create reports, save them to the Enterprise ERP Saved Reports directory so they are archived for future reference.

Initials	Date	Task
		Day 1 of new month – Roll the Accounting Period. (This changes the default period in General Ledger Settings.)
		Verify General Ledger Settings Default Period is the new period to which end users are posting transactions; this is changed by Roll the Accounting Period process. (Optional)
		Run the Capital Assets Monthly Depreciation program, if applicable.
		Enter and post all month end journal entries.
		<p>Post all open batches. This is only required for transactions within the period that is being closed and this can be viewed within the Month End Manager program.</p> <ul style="list-style-type: none"> • Purchase Orders (Financials > Purchasing > PO Processing > PO Entry/Proof > Find Batch) • AP Invoices (Financials > Accounts Payable > Invoice Processing > Invoice Entry/Proof) • General Journals (Financials > General Ledger Menu > Journal Entry/History > General Journal Entry/Proof > Browse) • Encumbrance Journals (Financials > General Ledger Menu > Journal Entry/History > Encumbrance Journal Entry/Proof > Browse) • Budget Transfers/Amendments (Financials > Budget Processing > Budget Transfers and Amendments > Browse) • Capital Asset Transactions (Financials > Capital Assets > Capital Assets Processing > Capital Asset Transaction Entry/Post > Find for every type of transaction) • Employee Expense Claims (Appear as encumbrances that are liquidated when converted to AP or PR) • Cash Receipts (General Revenues > Payment Processing > Payments Journal)
		<p>Run utilities and correct any errors found during the GLENCUTE process. To run GLENCUTE, use the System Update program: <i>System Administration > Miscellaneous Administration > System Update.</i> Select Define Update Options, enter the eight-character program name, and click Run System Update.</p> <ol style="list-style-type: none"> 1. GLFIXREQ (fixes errors once you print and process) 2. GLFIXMEM (fixes errors once you print and process) 3. GLENCUTE (may require importing and posting the glencute00x.txt file, located in the Saved Reports directory; x = a number assigned by Enterprise ERP)
Reconciliation		
		Use the Full option in the General Ledger Tables Validation program to run a full table validation; correct any errors.
		If necessary, run GLFIXCTL from the System Update program to correct revenue/expense. This does not sum control errors; these errors are erased from the General Ledger Table Validation report when the month is closed.

Initials	Date	Task
		Important! Use this option with caution and with the help of Enterprise ERP Technical Support personnel.
		Rerun the Full validation in the General Ledger Tables Validation program until only warnings appear
		Run the Account Trial Balance for balance sheet accounts in summary and confirm beginning and ending fund balances are zero
		Run the Account Trial Balance for all accounts in summary and confirm beginning and ending fund balances are zero
		Print a Balance Sheet report in summary (consolidated) and in detail for each fund through the period being closed: <ul style="list-style-type: none"> • Confirm each fund's assets = liabilities + fund balance. • Record the AP control account balances. • Record the Inventory account balances. • Record the FA account balance. • Record the expenditure control account balance. • Record the revenue control account balance.
<p><i>Note: Run the Account Trial Balance for all accounts in detail to use if reconciliations below show differences between the modules and the Account Trial Balance totals and export to Microsoft Excel so you can sort by source journal.</i></p>		
		Reconcile accounts receivable by: <ul style="list-style-type: none"> • Completing the Detail Receivables by Date report. • Comparing the AR/GL Reconciliation Report by Fund to the Account Trial Balance Accounts Receivable control account for each fund. • Comparing the Invoice Detail Report Summary by Charge Code to the Account Trial Balance Revenue Accounts.
		Reconcile accounts payable by comparing the Invoice History by GL Account Report to the Account Trial Balance for the AP Control Account. Reconcile: <ul style="list-style-type: none"> • History By Fund • Invoice Selection–Only Open Invoices • Year/Period equals Period Being Closed • Last check date is the last day of the month to be closed
		Reconcile capital assets by comparing the Asset History by GL Account report for active assets and capitalized assets to the Account Trial Balance capital asset account totals.
		Reconcile inventory by comparing the Perpetual Inventory Report to Account Trial Balance.
<p><i>Running the GL Table Validation, the Trial Balance for All Accounts, and then Trial Balance for Balance Sheets Accounts completes the prove process for accounts. When you run the Trial Balance for All Accounts, the control accounts are ignored and the subsidiary ledger takes their place. When you run the Trial Balance for Balance Sheet Accounts, the control accounts take the place of the subsidiary ledger. If either are out of balance, then there is an issue with control accounts not equaling the subsidiary ledger. The General Ledger Table Validation program, as well as the Month End Manager program, indicate which journals are in error.</i></p>		

Guide to the Table Validation Report

Number	Group	Error Message
01	Fund	Control Account Does Not Exist
02	Fund	Fund Does Not Net to Zero
03	Fund	Fund Does Not Net to Zero by Period
04	Fund	Fund Does Not Sum to Control
05	Account	Invalid Account Type on Acct Master
06	Account	Invalid Balance Type on Account
07	N/A	N/A
08	Account	Allocation Record Not Defined as GL Account
09	Account	Reserved Budget Amounts Exist
10	Account	CY Monthly Balance Does Not Sum to Account
11	Account	Reference Account Check
12	Account	Control Account Closing Balance Check
13	N/A	N/A
14	Unposted	Summary JE Transactions Exist
15	Unposted	Purchase Orders Exist
16	Unposted	Purchase Orders with Change Orders Exist
17	Unposted	Contracts Exist
18	Unposted	Contract Change Orders Exist
19	Unposted	Unposted Transactions Exist in Gen JNL Proof
20	Unposted	Unposted Transactions Exist in BG JNL Proof
21	Unposted	Unposted Transactions Exist in ENC JNL Proof
22	Unposted	Unposted Transactions Exist in FA JNL Proof
23	Unposted	Unposted AR Receipts
24	Unposted	Unposted EE Claims
25	Unposted	Unposted P-Card Transactions
26	Unposted	Contracts Exist to Roll into Next Year
27	Unposted	Open Invoices
28	Unposted	Open Student Activity Adjustments
29	Unposted	Open Requisitions
30	Unposted	Open Check Requests
49	Unposted	Open Student Activity Transfers
51	Unposted	Open Student Activity Transactions
57	Unposted	Open Fixed Asset Transactions

Guide to Table Validation Error Messages

Each line on the Table Validation Report is produced by a specific error test. Review the report carefully as some of the messages look very similar.

- **Hint:** When taking corrective measures, always start from the end of the report and work to the beginning.
- **Hint:** Correcting one error condition may yield positive results on more than one error test. Try to solve errors that have the least impact on the general ledger first: from requisitions, to purchase orders, to journals in proof, to journals still unprocessed through month-end, to funds out of balance, and so on. Solving one error first may result in other errors being relieved. Conversely, correcting an error may result in new errors. Therefore, you may want to run the validation between corrective actions.
- **Hint:** As always, if there are any questions or concerns, please contact Enterprise ERP Technical Support for assistance.

Account Inquiry

Overview

The Account Inquiry program provides both summarized and detail history for accounts, with a focus on the current available budget. You can view data and create reports of the collected data, but you cannot modify data in this program.

There are options in the Account Inquiry program for consolidating the data into a report-like format, but if you want to report on many accounts in a report format, it may be best to use the YTD Budget Report.

The information in the fields displayed throughout the program depends upon your user permissions, which are established in the System Administration General Ledger Roles program.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

- Accounts exist in the Enterprise ERP system.
- You have appropriate permissions to view accounts.

Procedures

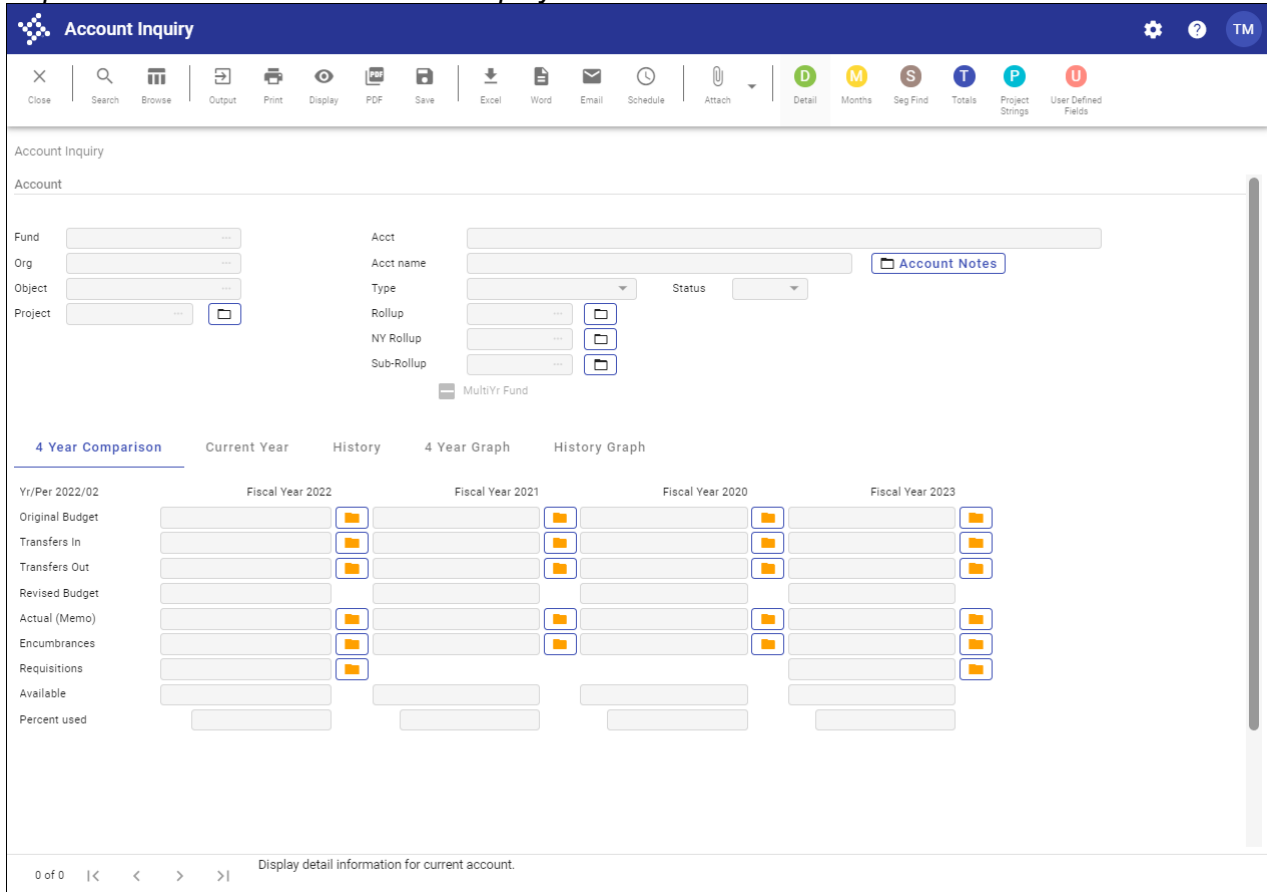
Finding Accounts

To find accounts:

1. Open the Account Inquiry program.
Financials > General Ledger Menu > Inquiries and Reports > Account Inquiry

Or:

Departmental Functions > Account Inquiry

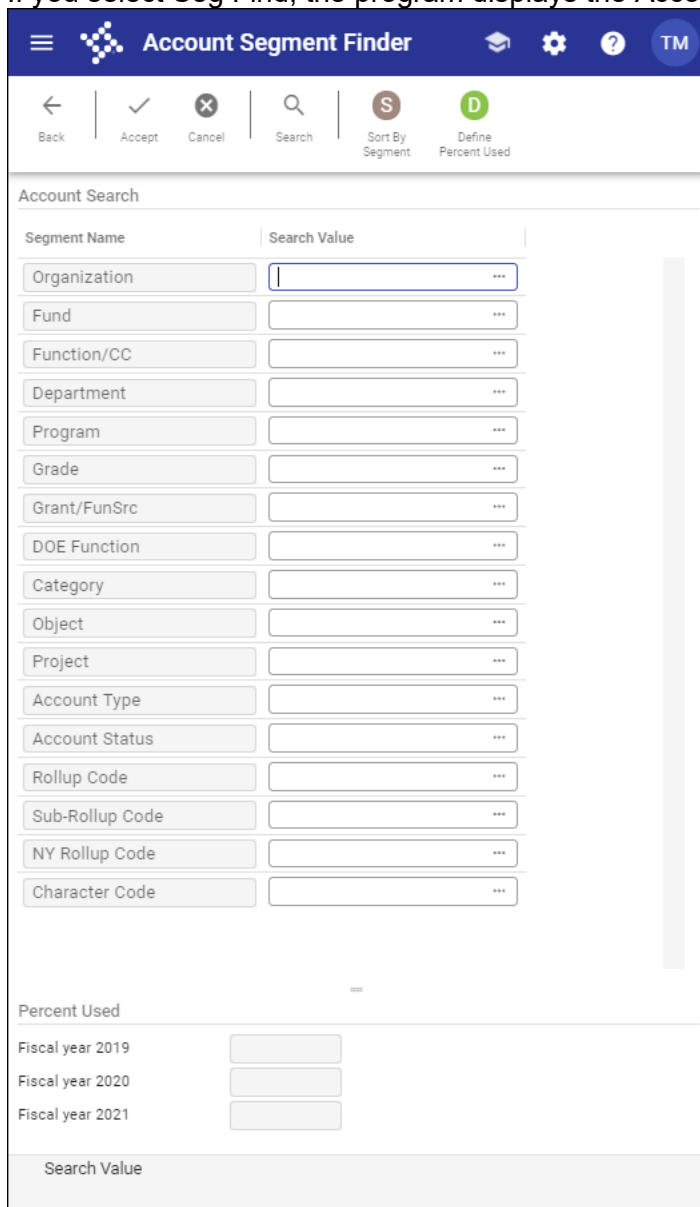


The screenshot displays the 'Account Inquiry' application window. At the top, there is a navigation bar with various icons for actions like Close, Search, Browse, Output, Print, Display, PDF, Save, Excel, Word, Email, Schedule, Attach, Detail, Months, Seg Find, Totals, Project Strings, and User Defined Fields. Below this is a search area with fields for Fund, Org, Object, Project, Acct, Acct name, Type, Status, Rollup, NY Rollup, and Sub-Rollup. A 'MultiYr Fund' checkbox is also present. A '4 Year Comparison' tab is selected, showing a table with columns for Fiscal Year 2022, 2021, 2020, and 2023. The rows include Original Budget, Transfers In, Transfers Out, Revised Budget, Actual (Memo), Encumbrances, Requisitions, Available, and Percent used. Each cell in the table contains a value and a small orange icon. At the bottom, there is a footer with '0 of 0' and navigation arrows, and a note to 'Display detail information for current account.'

2. Click Search or Seg Find.

If you click Search, complete one or more of the fields to define your search criteria, and then click Accept.

If you select Seg Find, the program displays the Account Segment Finder screen.



3. Complete the fields on this screen according to the following table, and then click Accept.

For either search method, the program creates an active set of all accounts matching your search criteria.

Field	Description	Notes
Organization	Contains the org code for the account. Click the field help button to select the org code from a list of available codes or enter the org code directly in the box.	

Field	Description	Notes
Fund	Specifies the first account segment to include in the report. Segment 1 is always Fund. Click the field help button to select the fund from a list of available funds or enter the fund code directly in the box.	
Segments 2–8	Contain specific account segments to include in the report. Organizational labels for account segments are determined in the General Ledger Settings program. Examples of common segment labels include program, department, and grade. Click the field help button in each box to select a segment code from a list of available codes or enter the segment code directly in the box.	
Object	Indicates the object code for the account. Click the field help button to select the object code from a list of available codes or enter the object code directly in the box.	
Project	Identifies the project code for the account, if applicable. Project codes are applicable if your organization uses Enterprise ERP® Project Accounting. Click the field help button to select the object code from a list of available codes or enter the object code directly in the box.	
Account Type	Indicates the type of account. Account types are expense, revenue, or balance. The blank option includes accounts of all types.	
Account Status	Specifies the account status: Active, Closed, Inactive, or Next (Next Year). The blank option includes accounts with all status codes.	
Rollup Code	Contains the budget rollup group code to which the account belongs.	
Character Code	Identifies the character code. Click the field help button to display a list of available character codes.	
[User-Defined Fields]	Provides any user-defined fields.	
Percent Used <i>Click Define Percent Used to access these fields as search criteria.</i>		

Field	Description	Notes
Fiscal Year 1 Fiscal Year 2 Fiscal Year 3	Contain the minimum percentage used in the fiscal year. You can specify percentages for last year, the current year, and next year. For whole percentages, you do not need to include decimal points; for percentages less than one, use decimal points. For example, type 25 for 25%; type 25.5 for 25½%.	

- Click Accept to save the criteria.
The program displays a confirmation message.
- Click Yes, Continue to proceed with creating the record set.
- Click Browse to view a list of accounts in the active set of records.
- Double-click an account to view the details.

Viewing Account Details

On the Account Inquiry screen, the Account group provides the basic details for the account (that is, account segments, type, status, and so on).

Account

Fund	1000 ... GEN FUND	Acct	1000-1-155-000-00-00-0000-0-5400 -
Org	01155000 ... IT	Acct name	OFFICE SUPPLIES Account Notes
Object	5400 ... OFF SUPPLY	Type	Expense ▾ Status Active ▾
Project	<input type="text"/> ... ☐	Rollup	<input type="text"/> ... ☐
		NY Rollup	<input type="text"/> ... ☐
		Sub-Rollup	<input type="text"/> ... ☐
		<input type="checkbox"/> MultiYr Fund	























Field	Description	Notes
Fund	Identifies the fund (or account segment 1) to query. Click the field help button to select the fund from a list of available funds.	
Org	Specifies the org code for the account to query. Click the field help button to select the org code from a list of available codes.	
Object	Indicates the object code for the account to query. Click the field help button to select the object code from a list of available codes.	
Project	Establishes the project code for the account to query. Click the field help button to select the project code from a list of available codes. The project code applies if your organization uses Enterprise ERP Project Accounting.	
Acct	Displays the full general ledger account number. Each segment is typically separated with a dash. There is no access to this field.	

Field	Description	Notes
Acct Name	Provides the name of the account, as established in the Account Master program. There is no access to this box.	
Type	Specifies the type of account: balance sheet, expense, revenue, or statistic. Select the blank option to select all account types.	
Status	<p>Identifies the account status. An account's status determines whether it appears on reports and if transactions can be posted to it. The status is updated using the either Account Master or Account Mass Change/Reset program. Status indicators are:</p> <ul style="list-style-type: none"> • Active—This is the most common status for accounts. Active accounts can appear on all reports displaying account information and are generally available for posting (according to your defined permissions). • Next Year—This status indicates that an account is only available for next year budget entries and reports. No transactions posted to this account are allowed in the current year. The status of the account automatically changes once the Year End Close is processed. • Inactive—This status prevents all posting to an account without proper permissions. If you have Amount Maintenance on Accounts permission granted in the Roles – General Ledger program, you can post transactions to an inactive account. The Inactive account prints on all reports (provided you have adequate authorization). An account can be rendered inactive at any time in the fiscal year, regardless of the presence of current year transactions. The account can be reactivated at any time. • Closed—This status indicates that an account is completely closed to all input and only prints on those reports offering the option to print closed accounts. No transactions may be entered against it. An account will be designated as Closed if there has been no activity—other than budget activity if the fund is a multiyear fund—posted to it in the current year. 	
Rollup	Contains the budget rollup group code to which the account belongs. If the box contains a value, click the highlighted folder button to view the rollup code details.	

Field	Description	Notes
NY Rollup	Specifies the next year budget rollup group code to which the account belongs, if applicable. This field is only available when the Allow Use of Next Year Rollup Groups setting is enabled in General Ledger Settings.	
Sub-Rollup	Identifies the subrollup code associated with the account.	
Annual Budgeting	Establishes that the account is part of a multiyear fund, and that the account is budgeted annually, instead of once for the life of the account. This checkbox only displays when it applies to the account record.	
Multi Yr Fund	Indicates that the account is a multiyear fund, if selected. This checkbox is not accessible.	

4 Year Comparison Tab

This tab shows values for the current fiscal year, the previous two fiscal years, and the next fiscal year.

	4 Year Comparison	History	4 Year Graph	History Graph
Yr/Per 2022/02	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	100,000.00 	.00 	.00 	177,300.00 
Transfers In	190,000.00 	.00 	.00 	.00 
Transfers Out	-90,000.00 	.00 	.00 	.00 
Revised Budget	200,000.00	.00	.00	177,300.00
Actual (Memo)	630.00 	.00 	.00 	.00 
Encumbrances	.00 	.00 	.00 	.00 
Requisitions	.00 			.00 
Available	199,370.00	.00	.00	177,300.00
Percent used	.32	.00	.00	.00

Field	Description	Notes
Yr/Per	Indicates the current year and period.	
Original Budget	Displays the adopted budget at the beginning of the fiscal year, as determined by the Budget Completion Journal.	
Transfers In	Provides the total amount of any budget transfers increasing budget if the account. View account detail by selecting the yellow folder.	
Transfers Out	Indicates the total amount of any budget transfers decreasing the budget from the account. View account detail by clicking the folder button.	
Revised Budget	Displays the sum of the Original Budget plus Transfers In, less Transfers Out.	

Field	Description	Notes
Actual (Memo)	Provides the general ledger balance that includes posted and unposted transactions. Click the folder button to view account detail.	
Encumbrances	Indicates the sum of all open purchase orders for the account. Click the folder button to view account detail.	
Requisitions	Displays the total amount of requisitions in status 4–Allocated, 6–Released, and 8–Approved. View account detail by clicking the folder button.	
Available	Provides the budgeted amount remaining in the account.	
Percent Used	Identifies the percent of the budget that has been spent, transferred out, or encumbered. When you are using this field as search criteria, enter the smallest percent used that you need to find. For example, if you enter 10, the program finds 10 and everything up to 100 percent.	

Current Year Tab

This tab displays the current year, carry forward, and GAAP totals, if carry forward monies exist. If there are no carry forward monies, the columns display as Current Year and Last Year. The Current Year column shows the current year, as determined by the General Ledger Settings. The Carry Forward column shows any purchase orders that have been carried forward from a previous year. The GAAP Totals column shows the combined totals of the Current Year and Carry Forward columns. The fields change according to the type of account you are viewing.

	Current Year	Carry Forward	GAAP Totals
FY 2022 as of 2022/02 AUG			
Original Approp	100,000.00	.00	100,000.00
Amendments	100,000.00	.00	100,000.00
Revised Budget	200,000.00	.00	200,000.00
YTD Actual	730.00	-100.00	630.00
Encumbrance	.00	.00	.00
Requisitions	.00		.00
Available Budget	199,270.00	100.00	199,370.00
% Used	.37	.00	.32

On the Current Year tab, the CFWD BUA is reported in the CFWD column as Original Appropriation, not Amendments, so it is excluded from the Amendments detail.

The Current Year tab is hidden when you view a revenue account. The tab is also hidden if there are balance sheet accounts and other account types in the active set of records. For active sets of records

that consist of only expense accounts, the Carry Forward column always displays, even if the current account does not have carry forward amounts.

Account Descriptions

The following tables provide descriptions for the account types that display on the Current Year tab.

Balance Sheet Account

Field	Description	Notes
Starting Balance	Provides the balance at the beginning of the current fiscal year and last year.	
Activity	Indicates the sum of the activity for the current fiscal year and last year.	
Ending Balance	Identifies the most recent account balance, calculated as follows: Starting Balance – Activity.	
Memo Balance	Displays the general ledger memo balance that includes posted and unposted items.	

Expense Account

Field	Description	Notes
Original Approp	Indicates the starting budget in the current fiscal year and last year.	
Amendments	Provides the sum of any budget transfers in and/or out for the current fiscal year and last year.	
Revised Budget	Displays the current revised budget, calculated as follows: Original Approp +/- Amendments.	
YTD Actual	Identifies the actual balance at the end of the fiscal period or year.	
Encumbrance	Specifies the sum of all open purchase orders as of the current fiscal year and last year.	
Requisitions	Indicates the sum of all requisitions (status 4, 6, and 8) in the current fiscal year and last year.	
Incep to Date	Provides the sum of activity since the inception of the account to the current date. This is only populated for multiyear type 1 accounts.	
Available Budget	Displays the remaining available budget, calculated as follows: Revised Budget – YTD Actual – Encumbrance – Requisition (– Incep to Date, if multiyear).	
% Used	Provides the percent of the revised budget that has been used to date.	

Revenue Account

Field	Description	Notes
Original Est Rev	Indicates the estimated amount of the original budget for current fiscal year and last year.	
Est Rev Adjusted	Specifies the sum of any budget transfers or amendments for current fiscal year and last year.	
Rev Est Rev	Displays the revised estimated revenue, calculated as follows: Original Est Rev +/- Est Rev Adjusted.	
Incep to Date	Provides the sum of revenue since the inception of the account to the current date. This is only populated for multiyear type 2 accounts.	
Actual YTD Rev	Identifies the actual revenue collected for the identified accounting period.	
Remaining Rev	Provides the amount of revenue remaining to be collected for the current fiscal year and last year.	
Percent Collected	Displays the percent of revenue already collected.	

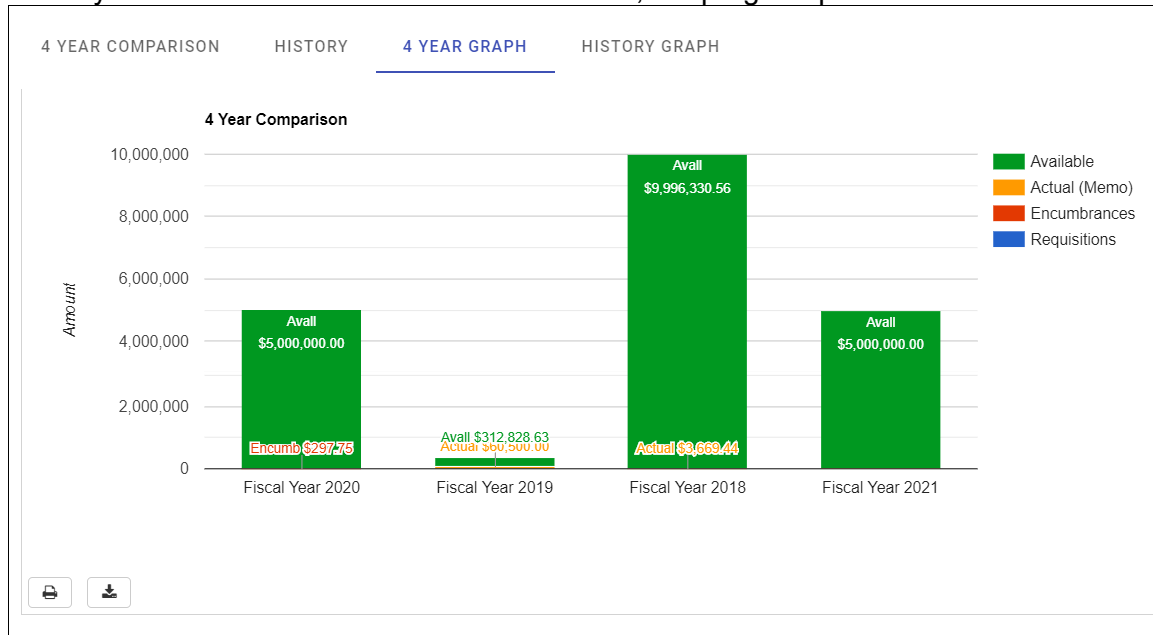
History Tab

This tab provides a view of all years in the account's history; click the arrow buttons to view other years. This example shows the history for a revenue account.

	4 YEAR COMPARISON	HISTORY	4 YEAR GRAPH	HISTORY GRAPH
	◀ Fiscal Year 2017 Fiscal Year 2016 Fiscal Year 2015 Fiscal Year 2014 ▶			
Original Budget	373,030.88	373,030.88	369,337.50	369,337.50
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	373,030.88	373,030.88	369,337.50	369,337.50
Actual (Memo)	.00	153,500.00	368,444.65	330,300.00
Encumbrances	.00	.00	.00	.00
Available	373,030.88	219,530.88	892.85	39,037.50
Percent Used	.00	41.15	99.76	89.43

4 Year Graph Tab

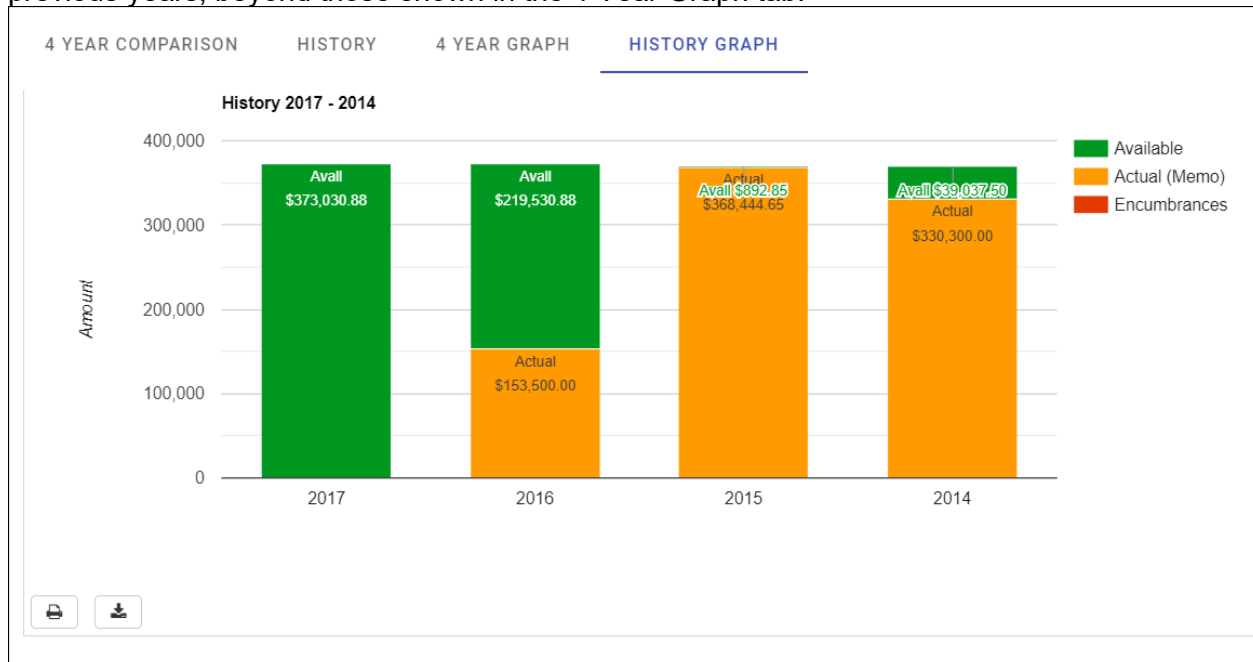
This tab displays a bar graph of amounts for the current year, two previous years, and the next year. Available, Actual (Memo), Encumbrances, and Requisitions amounts are charted in distinct colors. When you hover the cursor over a chart element, the program provides additional information.



Options to print or download the data as a .CSV file are found in the lower left corner below the graph.

History Graph Tab

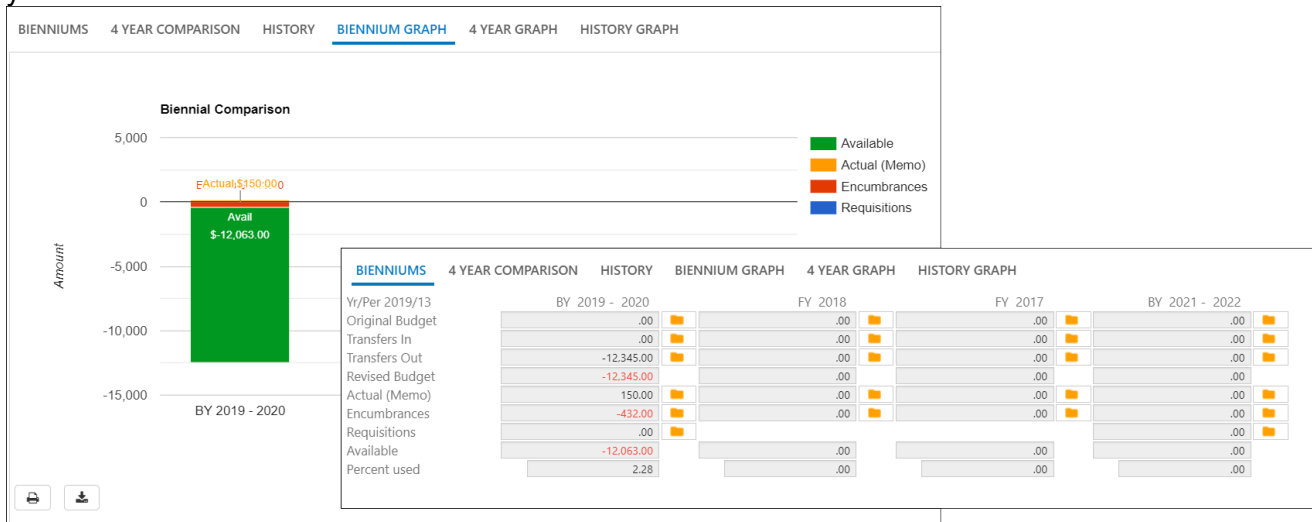
This tab provides a graph of historical Available, Actual (Memo), and Encumbrances amounts for previous years, beyond those shown in the 4 Year Graph tab.



Options to print or download the data as a .CSV file are found in the lower left corner below the graph.

Bienniums and Biennium Graph Tabs

If your organization uses biennial budgeting, the program displays the Bienniums and Biennium Graph tabs. These tabs provide budget amounts and a graph of the 24-month period of the biennial fiscal year.



If you click Months, the Account Monthly Data screen indicates the monthly amounts for the biennium.

Account Monthly Data

Account: 70011 | 54300 | BOOKS, PERIODICALS, SUBSCRIPTNS

Current Year Monthly Amounts

Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	900.00	.00	.00	-900.00	.00	.00
01 JUL	.00	.00	900.00	1,101.00	1,101.00	.00	1,101.00
02 AUG	.00	.00	.00	.00	.00	.00	1,101.00
03 SEP	.00	.00	.00	.00	.00	.00	1,101.00
04 OCT	.00	.00	.00	.00	.00	.00	1,101.00
05 NOV	.00	.00	.00	.00	.00	.00	1,101.00
06 DEC	60.00	-60.00	.00	.00	.00	60.00	1,101.00
07 JAN	.00	.00	.00	.00	.00	60.00	1,101.00
08 FEB	.00	.00	.00	.00	.00	60.00	1,101.00
09 MAR	.00	.00	.00	.00	.00	60.00	1,101.00
10 APR	.00	.00	.00	.00	.00	60.00	1,101.00
11 MAY	.00	.00	.00	.00	.00	60.00	1,101.00
12 JUN	.00	.00	.00	.00	.00	60.00	1,101.00
13 EOY	.00	.00	.00	.00	.00	60.00	1,101.00
00 SOY	.00	.00	.00	.00	.00	60.00	1,101.00
01 JUL	.00	.00	.00	202.00	202.00	60.00	1,303.00
02 AUG	.00	.00	.00	.00	.00	60.00	1,303.00
03 SEP	.00	.00	.00	.00	.00	60.00	1,303.00
04 OCT	.00	.00	.00	.00	.00	60.00	1,303.00
05 NOV	.00	.00	.00	.00	.00	60.00	1,303.00
06 DEC	.00	.00	.00	.00	.00	60.00	1,303.00
07 JAN	.00	.00	.00	.00	.00	60.00	1,303.00
08 FEB	.00	.00	.00	.00	.00	60.00	1,303.00
09 MAR	.00	.00	.00	.00	.00	60.00	1,303.00
10 APR	.00	.00	.00	.00	.00	60.00	1,303.00
11 MAY	.00	.00	.00	.00	.00	60.00	1,303.00
12 JUN	.00	.00	.00	.00	.00	60.00	1,303.00
TOTALS	60.00	840.00	900.00	1,303.00	.00	.00	.00

Note: In order to use biennial budgeting functionality, Enterprise ERP personnel must run a utility to switch the database to a biennial format. This can only be accomplished at the start of the biennium (year 1). The carry forward method must be set to 3—GAAP/Budgetary Combined. Nonstandard fiscal year funds are not allowed in a biennial database.

Program Options

If there are notes associated with an account, the Account Notes button is highlighted yellow; click the button to view the contents on the Additional Account Notes screen. The notes are for display only; to add or edit notes, use the Account Notes option in the Account Master program.

Acct	1000-1-155-000-00-00-0000-0-5400 -		
Acct name	OFFICE SUPPLIES	Account Notes	
Type	Expense	Status	Active
Rollup	...		
NY Rollup	...		
Sub-Rollup	...		

Detail

Click Detail to search for transactions that have been posted to an account using the Journal Selection Criteria screen.

Journal Selection Criteria

Back
Accept
Cancel

Date range: to

Year/period: to

Include Unposted journals:

Limit To:

Actual journals:

Budget journals:

Encumbrance journals:

Source journal:

Reference 1:

Reference 2:

Reference 3:

Reference 4:

Invoice:

Enter a date to start searching for detail.

Enter the search criteria to use, and then click Accept to submit the search. You can search by date range, year/period, journal source, or reference field. If you select the Include Unposted Journals checkbox, any general ledger journal entries still in the proof file are included.

The Account Detail screen displays the results. Click Detail or Journal for more information on a selected entry.

Posted	YR/Per	Journal	Eff Dt	Post Date	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment	Voucher	Carry Forward
Y	2018/07	3	01/14/18	01/14/20	PDE	001000		20100004		PO ENT/PRF	665.00			ABC SUPPLY COMPANY	TABLES		N
Y	2007/12	42	06/09/08	06/09/08	API	001000			5759	W 060608	10.00	6533278	060608	ABC SUPPLY COMPANY		37	N
Y	2007/12	41	06/09/08	06/09/08	API	001000			5758	W 060608	10.00	6533277	060608	ABC SUPPLY COMPANY		36	N

Total Amount: 685.00

When you highlight an entry and click Detail, the program displays the details for that account transaction in the appropriate program. The detail screen varies based on the journal entry source type. For example, if you select a POE entry, the Purchase Order Inquiry screen opens and provides the information for that record.

Purchase Order Details

Dept/Loc: 135 FINANCE DEPARTMENT
 GL effective date: 01/14/2018
 Buyer: Tina Mugnai
 Status: 6 - Posted
 Fiscal year: 2018 Period: 07
 PO number: 20100004
 General commodity: TABLES
 General description: TABLES

Vendor Details

Vendor: 1000 Committed
 Name: ABC SUPPLY COMPANY
 PO mailing: 0
 One Tyler Drive
 YARMOUTH ME 04096
 Delivery method: Print Fax E-Mail E-Procurement
 Remit: 1

Shipping Details

Ship to: FIN
 2033 SUGAR GROVE AVE
 FALMOUTH ME 04105
 Reference:
 Deliver To

If you highlight an entry from the Account Detail screen and click Journal, the Journal Inquiry/Print program opens, providing the journal details of the selected record.

Journal Inquiry/Print

Journal Header

Year * 2018 Source POE Reference1 001000 Journal type Created by tina.mugnai
 Period * 07 Entry date 01/14/2020 Reference2 20100004 Auto reverse N Posted by tina.mugnai
 Journal * 3 GL effective date 01/14/2018 Reference3 Over budget
 Status Hist Posted date 01/14/2020 Reference4 PO ENT/PRF Entity 1 [Journal Links](#)

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB	Comments	Projects Applied
1	01155000	5400			4 001000	665.00	.00		TABLES	

Control Accounts

Line	Org	Obj	Project	T	Ref 1	Debit	Credit	OB	Comments	Projects Applied
2	1000	3940				665.00	.00			
3	1000	3950				.00	665.00			

Totals

Debit 665.00
 Credit 665.00

1 of 1 | < > >>

Months

To view account monthly data, click Months on the Account Inquiry screen.

The program displays a monthly view of all journal transactions that have been closed to a period. If the transactions have not been through a month-end process, they are not included in the monthly data. However, you can view transactions not yet closed in the current month detail. Transactions that are in journal entry/proof and have not yet been posted are not visible in any screen.

Account Monthly Data

Account: 1000 1010 CASH

Current Year Monthly Amounts

Per	CY Actual	CY Encumbrance	CY Bud Transfer	CY Budget	CY Available	CY Cumul Actuals	CY Cumul Budget
00 SOY	.00	.00	.00	.00	.00	.00	.00
01 JUL	.00	.00	.00	600,000.00	600,000.00	.00	600,000.00
02 AUG	.00	.00	.00	.00	.00	.00	600,000.00
03 SEP	.00	.00	.00	.00	.00	.00	600,000.00
04 OCT	.00	.00	.00	.00	.00	.00	600,000.00
05 NOV	.00	.00	.00	.00	.00	.00	600,000.00
06 DEC	750.00	.00	.00	.00	-750.00	750.00	600,000.00
07 JAN	.00	.00	.00	.00	.00	750.00	600,000.00
08 FEB	.00	.00	.00	.00	.00	750.00	600,000.00
09 MAR	.00	.00	.00	.00	.00	750.00	600,000.00
10 APR	.00	.00	.00	.00	.00	750.00	600,000.00
11 MAY	.00	.00	.00	.00	.00	750.00	600,000.00
12 JUN	.00	.00	.00	.00	.00	750.00	600,000.00
TOTALS	750.00	.00	.00	600,000.00	.00	.00	.00

Click Curr Month Detail to display all the posted activity (that has been closed to a period).

Click Monthly Totals to show the totals of all the posted activity (that has been closed to a period) for the accounts in the active set by month for the current year.

Totals

To view account totals, click Totals on the Account Inquiry screen. The program refreshes to show the combined totals for all accounts in the active set. Click Exit Totals to return to the main Account Inquiry screen.

	4 Year Comparison	History	4 Year Graph	History Graph
Yr/Per 2021/07	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2022
Original Budget	-5,034,219,295.53	.00	.00	-5,034,728,306.56
Transfers In	-415,633,898.06	.00	.00	.00
Transfers Out	416,014,399.10	.00	.00	.00
Revised Budget	-5,033,838,794.49	.00	.00	-5,034,728,306.56
Actual (Memo)	2,366.50	.00	.00	50.00
Encumbrances	-2,031.50	.00	.00	800.00
Requisitions	15,982.00			3,349.00
Available	-5,034,470,329.55	.00	.00	-5,034,731,140.56
Percent used	.00	.00	.00	.00

GL Impact

The general ledger is not affected by this program as it is for inquiry only.

Year-to-Date Budget Report

Overview

The Year-to-Date Budget report serves as a primary monthly budget report, but its flexible definition makes it suitable for special analysis purposes. The YTD Budget Report program can be run for the following purposes:

- To report revenues collected to a specific period.
- To report expenses to a specific period.
- To report encumbrances to a specific period.
- To report the current budget, expenditures versus carry forward budget, expenditures, and encumbrances.
- To report available budget from posted transactions or available budget from pending transactions.
- To report on fund balance position.
- To proof budget, encumbrance, expenditure, and revenue balances.
- To proof chart of accounts (COA) conversions and account balance conversions.

This report can also be run for the following years and periods:

- Three years prior to the current fiscal year for periods 1–13.
- Two years prior to the current fiscal year for periods 1–13.
- The previous fiscal year for periods 1–13 and for 99 (memo balance).
- The current fiscal year for periods 1–13 and for 99 (memo balance).
- The next fiscal year for periods 1–13 and 99 (memo balance).

This document covers the available options and how they affect the presentation of the report.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

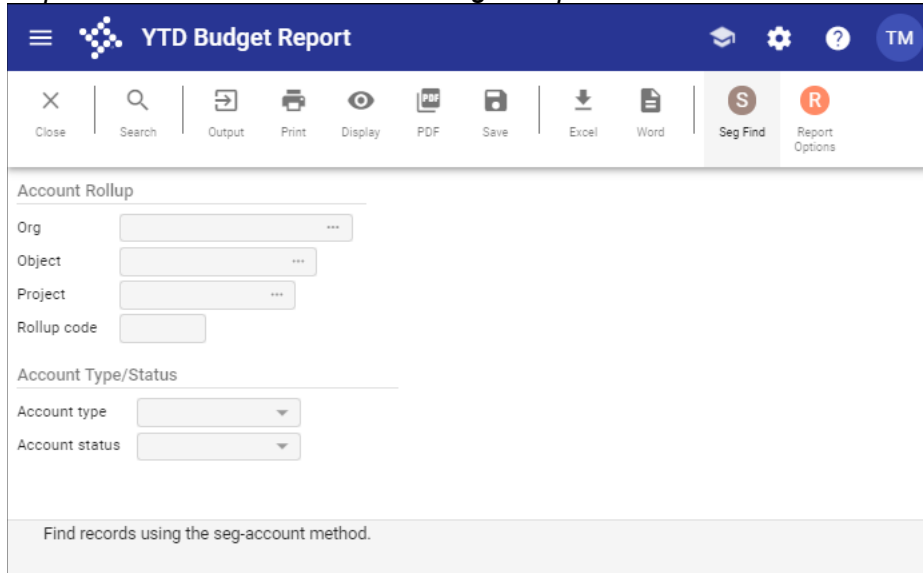
Confirm the following:

- You have the appropriate permissions to view the general ledger accounts and funds on which to report.
- The chart of accounts (COA) has been established.
- The adopted budget has been posted.

Procedure

To create a year-to-date budget report:

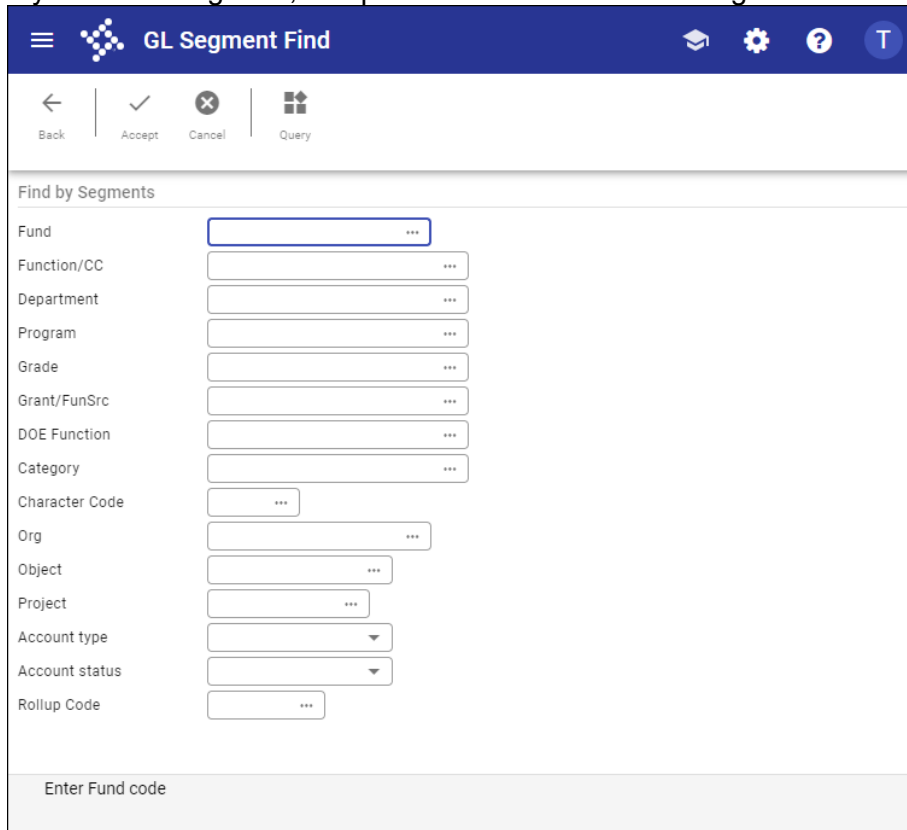
1. Open the YTD Budget Report program.
Financials > General Ledger Menu > Inquiries and Reports > YTD Budget Report
 Or:
Departmental Functions > YTD Budget Report



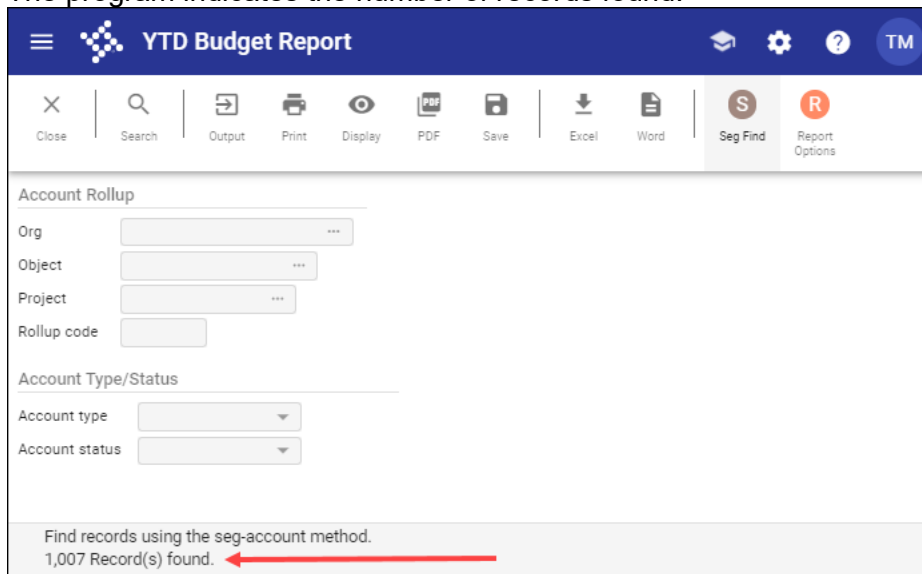
2. Click Search or Seg Find to identify accounts for the report.
 - If you click Search, complete the fields according to the following table.

Field	Description	Notes
Account Rollup		
Org Object Project	Contain the org, object, and project (if applicable) codes that represent the account for which to create a report.	
Rollup Code	Stores the budget rollup code for the specified account. To search on a range of budget rollup codes, insert a colon (:) between the first and last codes in the search range. Use the asterisk (*) wildcard character to find all codes.	
Account Type/Status		
Account Type	Indicates the type of account: revenue or expense. You can select the blank option to include all account types.	
Account Status	Determines the account status: active or inactive. You can select the blank option to include both active and inactive accounts.	

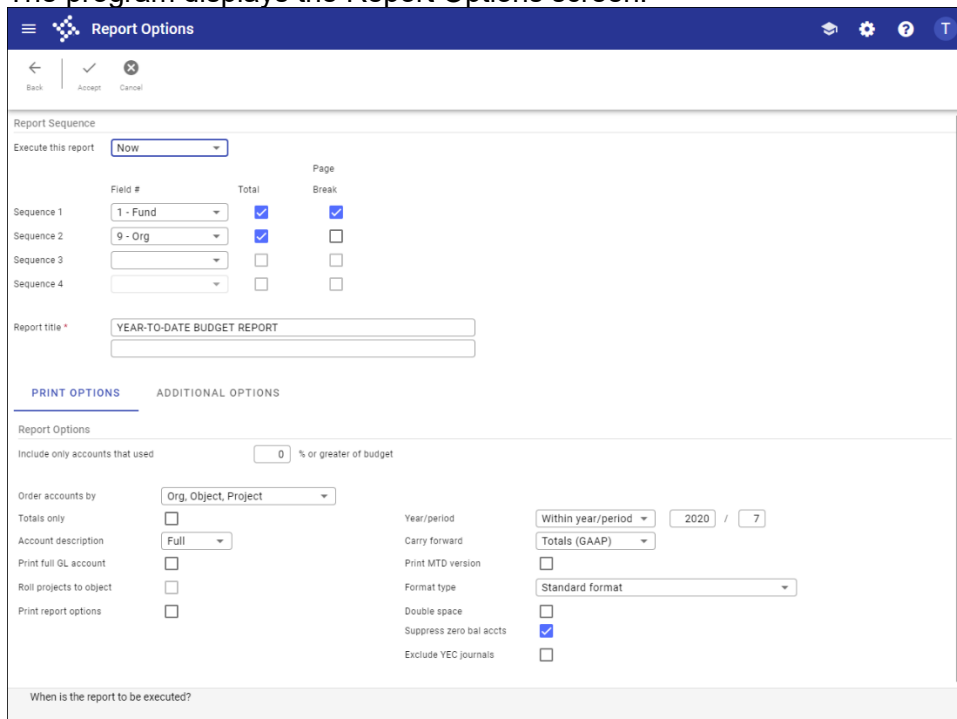
- If you select Seg Find, complete the fields on the GL Segment Find screen.



3. Click Accept.
The program indicates the number of records found.



4. Click Report Options.
The program displays the Report Options screen.



The screenshot shows the 'Report Options' window. At the top, there are navigation buttons: 'Back', 'Accept', and 'Cancel'. Below this, the 'Report Sequence' section includes a dropdown for 'Execute this report' set to 'Now'. A table lists four sequences with columns for 'Field #', 'Total', and 'Page Break'. Sequence 1 is set to '1 - Fund', Sequence 2 to '9 - Org', and both have checkboxes for 'Total' and 'Page Break' selected. The 'Report title' field contains 'YEAR-TO-DATE BUDGET REPORT'. Below this are two tabs: 'PRINT OPTIONS' and 'ADDITIONAL OPTIONS'. The 'PRINT OPTIONS' section includes: 'Include only accounts that used' (0 % or greater of budget), 'Order accounts by' (Org, Object, Project), 'Totals only' (checkbox), 'Account description' (Full), 'Print full GL account' (checkbox), 'Roll projects to object' (checkbox), 'Print report options' (checkbox), 'Year/period' (Within year/period, 2020 / 7), 'Carry forward' (Totals (GAAP)), 'Print MTD version' (checkbox), 'Format type' (Standard format), 'Double space' (checkbox), 'Suppress zero bal accts' (checked), and 'Exclude YEC journals' (checkbox). At the bottom, there is a question: 'When is the report to be executed?'

5. Complete the fields according to the following table to define the report settings.

Field	Description	Notes
Execute This Report	<p>Allows you to use Enterprise ERP Scheduler to process the report.</p> <ul style="list-style-type: none"> If you select Now to process the report immediately, click an output option to print, view, or save the report. If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler. 	
Field # (Sequence 1 to 4)	<p>Establish a component (for example, segment, org, or object) of the account structure to use as a sort key for the print sequence.</p> <p>Sequence 1 is the primary sort key for all accounts on the report, Sequence 2 is the secondary sort, and so on.</p> <p>The default sort is by fund, org, character, and object. Object does not need to be defined if it is the lowest level of the report.</p>	
Total	<p>Prints a subtotal line whenever the sequence changes, if selected. For</p>	

Field	Description	Notes
	example, org code may have been selected as part of the sort sequence so that the system prints a total whenever the org changes. If this checkbox is not selected, Sequence 1 Total Revenues and Total Expenses are suppressed for this level. If this checkbox is selected in Sequence 1 and in Sequence 4, there is no label on the last level.	
Page Break	Directs the program to start a new page whenever the sequence changes, if selected. If this checkbox is not selected in Sequence 1, there is no label in the page header and this level has a header label like all other sequence levels.	
Report Title	Contain the title for the YTD report. The default value for the first line of the title is Year-to Date Budget Report, but you can change this. You can enter up to 40 characters of text on the two lines of text. The title centers automatically when the report prints.	

Print Options Tab

This tab provides additional options for printing the report.

Print Options Additional Options

Report Options

Include only accounts that used % or greater of budget

Order accounts by

Totals only Year/period /

Account description Carry forward

Print full GL account Print MTD version

Roll projects to object Format type

Print report options Double space

Truncate full description Suppress zero bal accts

Exclude YEC journals

Field	Description	Notes
Report Options		
Include Only Accounts That Used _% or Greater of Budget	Indicates which accounts to include based on the percent of the budget used. For example, if you type 100 in this box, the report includes accounts with a percent used greater than or equal to 100. This includes accounts that have used the entire budget or have exceeded the budget.	

Field	Description	Notes
	<p>If the value of this box is 0 or greater, up to 100, the percent used is set to and prints on the report as 100% when the account has zero revised budget and actual or encumbrance activity.</p> <p>Type a value or leave this box blank to include all accounts.</p>	
Order Accounts By	<p>Allows you to select the order in which accounts are sorted: org/object/project or full account.</p>	
Totals Only	<p>Causes the report to print totals as described in the Field # Sequence selections, if selected. This means that the report does not include any accounts that are not entered in the Sequence boxes and does not include transaction detail. If none of the four sequence groups is selected, the report includes only a Grand Total.</p>	
Account Description	<p>Determines the description that prints next to the account: full or short. The full description contains up to 30 characters; the short description contains 10.</p>	
Print Full GL Account	<p>Directs the report to print the full account number, if selected. This prints instead of the org/object/project codes.</p> <p>This option is only accessible when the Totals Only checkbox is not selected.</p>	
Roll Projects to Object	<p>Instructs the program to summarize all general ledger accounts that have a project code under their common org and object, when project accounting is in use. Rather than each project account printing with its description, it is included under the org/object.</p>	
Print Report Options	<p>Causes the program to append the search criteria and report option settings at the end of the report, if selected.</p>	
Year/Period	<p>Indicates the year and period for which information for the budget report is selected. If you select Within Year/Period, you must specify a fiscal year and period:</p> <ul style="list-style-type: none"> • For the fiscal year, you can enter the current year, next year (which must be period 99), last year, two years ago, or three years ago. • For the fiscal period, you can enter periods 1–13 and 99 (memo balance, which includes posted and pending transactions). For the current year, next year, or last year, the report may be run for any period 	

Field	Description	Notes
	<p>other than 00 (start-of-year), including memo balance (99). For 2 and 3 years prior, the report may only be run for periods 1–13.</p> <p>The default value for the period populates from the Current Year/Period field in Roll Accounting Period, but you can enter any period.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Any period includes entries for that period that have not been closed using Month-End Processing. • Period 99 retrieves up-to-the-minute totals, using the Memo Balance field for actuals, the Encumbrances field for encumbrances, and the Revised Budget field for Budget. Choosing Period 99 aligns the report to Account Inquiry reporting. • Last fiscal year retrieves last-year figures. • Next fiscal year retrieves next-year actuals and encumbrances. If Post to Master for Reports on the Budget menu has been run, next fiscal year also includes next year adopted budget. • If the fund is a multiyear fund, the program calculates and displays the three budget field amounts (original appropriation, transfers/adjustment, and revised budget) as if the period selected were 99. <p>If period 13 of the prior year is requested, the current year carry forward budget is used for the encumbrance amount.</p>	
Carry Forward	<p>Defines the report output as:</p> <ul style="list-style-type: none"> • Totals (GAAP)—Includes current year and carry forward activity. • Current Year Only—Excludes activity related to encumbrance carry forward. • Carry Forward Only—Includes only activity related to encumbrance carry forward. <p>The default value is Totals (GAAP), but you can change this option for any period in the entered year.</p>	
Print MTD Version	<p>Causes the report to print a month-to-date column on the report, if selected. The MTD column is either MTD Expended or Actual MTD Revenue. If the MTD option is chosen, the Transfers/Adjustments column is omitted.</p>	

Field	Description	Notes
Format Type	Determines the detail format option: Standard or Cents in Budget Amount. When you select Cents in Budget Amount, the Transfers/Adjustments and Revised Budget columns display cents.	
Double Space	Causes the report to print in double-spaced format, if selected. This option is only accessible when the Totals Only checkbox is not selected.	
Suppress Zero Balance Accounts	Directs the report to exclude accounts that meet the following conditions: zero original budget, zero budget transfers, zero revised budget, zero actual, zero month-to-date actual, zero encumbrances, zero available budget, and if detail is selected, no detail for the reporting period.	
Exclude YEC Journals	Excludes period 13 year-end-close journals when you run the report for prior years, when selected.	

Additional Options Tab

This tab provides options to further specify how the report displays.

Print Options **Additional Options**

Additional Options

Include requisition amounts	<input type="checkbox"/>	Include budget entries	<input checked="" type="checkbox"/>
Print Revenues-Version headings	<input type="checkbox"/>	Include encumb/liq entries	<input checked="" type="checkbox"/>
Print revenue as credit	<input checked="" type="checkbox"/>	Sort option	Journal entries ▾
Print revenue budgets as zero	<input type="checkbox"/>	Detail format option	Standard format ▾
Include fund balance	<input type="checkbox"/>	Include additional JE comments	<input type="checkbox"/>
Print journal detail	<input type="checkbox"/>	Multiyear view	Default view ▾
		Amounts/totals exceed 999 million dollars	<input type="checkbox"/>

From yr/per 2020 7

To yr/per 2020 7

Field	Description	Notes
Additional Options		
Include Requisition Amounts	Causes the program to add requisition amounts to the report and to rename the Encumbrances column to Enc/Req to reflect this, if selected. This checkbox is accessible for only current year and next year reporting and when period 99 is chosen. The Available Budget column is affected as it uses the encumbrance amount in its calculation.	

Field	Description	Notes
Print Revenues - Version Headings	Directs the program to print the revenue-related column headings versus the standard column headings, if selected. Select this checkbox to print revenues-version headings. There is no encumbrances column.	
Print Revenue as Credit	Causes the report to print revenue accounts as credits, if selected. This checkbox is available when the report is being run for just revenue accounts. If not selected, the report prints revenue account balances without the minus sign.	
Print Revenue Budgets as Zero	Indicates to the program that revenue budget amounts should print as zero, if selected.	
Include Fund Balance	Specifies to the program that fund balance summary information is included, if selected. If you select this option, the fund balance summary prints at the end of each fund. This checkbox is only accessible if there are both revenue and expense accounts in the active set and the Field # in Sequence 1 is Fund.	
Sort/Total Budget Rollup	Causes the program to display the budget rollup code totals in the report, if selected. This checkbox is only accessible if the Rollup field is completed on the main YTD Budget Report screen.	
Print Journal Detail	Instructs the program to extract detail transactions from the GL Journal Hold and GL History tables and prints these detail lines for each account. When printing journal entry detail, SOY entries are treated like purchase order entries. These SOY entries are the encumbrance entries for purchase orders carried over into the current year from last year. To include the SOY journal entries, you must use a starting period of 0.	
Include Budget Entries	Causes transaction type 5 journal entries to be included in the detail of the report, if selected.	
Include Encumb/Liq Entries	Includes transaction type 4 (encumbrance) journal entries in the detail of the report, if selected.	
Sort Option	Determines the sort order if the Print Journal Detail checkbox is selected; sort options are journal entries or purchase orders.	
Detail Format Option	Determines the journal detail format: <ul style="list-style-type: none"> • Standard—A standard report where journal detail is presented as is. 	

Field	Description	Notes
	<ul style="list-style-type: none"> Column Sensitive—The detail line formatted based on the journal source code of the detail. <p>For example, AP*, PO*, SOY, and R* source journals have reference 1 labeled "VND" and reference 2 labeled "PO." The detail line also has the vendor's alpha name presented before the journal comment and the detail line ends with the check number where available. In all other journals, only reference 1 is presented with the label REG (reference 2 is omitted) and the line ends with the journal comment.</p>	
Include Additional JE Comments	Prints journal entry comments on the report, if selected.	
Multiyear View	Specifies the view for multiyear funds. If Default View is selected, the program applies the default setting from each account. If Life-to-Date View or Fiscal Year View is selected, the program applies that view to all accounts in the set, regardless of each account's individual default settings.	
Amounts/Totals Exceed 999 Million Dollars	<p>Directs the program to include amounts that exceed \$999,999,999.00 by displaying the account description on a separate line from the totals.</p> <p>If this box is cleared, the report includes the amounts by shortening the account description to make room for the dollar amount and displays all account information on a single line.</p>	
From Yr/Per To Yr/Per	<p>Define the range of years and periods for which to include account detail on the report. Typically, this would reflect one month's detail, but it could be year-to-date.</p> <p>These boxes are only accessible if the Print Journal Detail checkbox is selected.</p>	

6. Click Accept.
7. Click Back to close the Report Options screen.
8. On the main screen, choose an output option to view, print, or save the report.

Example Report

Munis		munis a tyler erp solution						
YEAR-TO-DATE BUDGET REPORT								
FOR 2020 07								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
1000 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
1000 GENERAL FUND								
1000 4100 INTEREST/FEE REVENUE	-52,500	0	-52,500	.00	.00	-52,500.00	.0%	
1000 4105 INVENTORY REVENUE	-262,500	0	-262,500	.00	.00	-262,500.00	.0%*	
1000 4110 GRANT REVENUE	-3,675,000	0	-3,675,000	.00	.00	-3,675,000.00	.0%*	
1000 4120 MARRIAGE LICENSE	-34,125	0	-34,125	.00	.00	-34,125.00	.0%*	
1000 4130 HUNTING/FISHING LICEN	-37,800	0	-37,800	.00	.00	-37,800.00	.0%*	
1000 4200 GENERAL BILLING REVEN	-383,250	0	-383,250	.00	.00	-383,250.00	.0%*	
1000 4210 TUITION REVENUE	-131,775	0	-131,775	.00	.00	-131,775.00	.0%*	
1000 4300 PERMITS	-1,386,584	0	-1,386,584	.00	.00	-1,386,583.80	.0%*	
1000 4400 ANIMAL LICENSE	-37,380	0	-37,380	.00	.00	-37,380.00	.0%*	
1000 4500 TAX REVENUE	-47,250,000	0	-47,250,000	.00	.00	-47,250,000.00	.0%*	
1000 4550 TAX LIEN REVENUE	-1,417,500	0	-1,417,500	.00	.00	-1,417,500.00	.0%*	
1000 4600 UTILITY BILLING REVEN	-1,424,430	0	-1,424,430	.00	.00	-1,424,430.00	.0%*	
1000 4800 BUSINESS LICENSE REVE	-1,424,498	0	-1,424,498	.00	.00	-1,424,498.25	.0%*	
1000 4850 BUSINESS LICENSE INTE	-33,878	0	-33,878	.00	.00	-33,878.25	.0%*	
1000 5110 SALARIES FULL TIME	*****	0*****	*****	1,000.00	.00	999,999,000.00	.0%	
1000 5400 OFFICE SUPPLIES	100,000	0	100,000	.00	.00	100,000.00	.0%	
1000 5900 NC STATE TAX	288,750	0	288,750	.00	.00	288,750.00	.0%	
1000 5910 NC COUNTY TAX	126,000	0	126,000	.00	.00	126,000.00	.0%*	
1000 5999 General Revenue	*****	0*****	*****	.00	.00	*****	.0%*	
TOTAL GENERAL FUND	*****	0*****	*****	1,000.00	.00	*****	.0%	
11135000 FINANCE DEPARTMENT								
11135000 5110 SALARIES FULL TIM	757,882	0	757,882	.00	.00	757,881.68	.0%	
11135000 5110 1051 SALARIES FULL	210,005	0	210,005	.00	.00	210,004.99	.0%	
11135000 5111 SALARIES PART TIM	53,508	0	53,508	.00	.00	53,508.00	.0%	
11135000 5120 OVERTIME	3,675	0	3,675	.00	.00	3,675.00	.0%	
11135000 5121 OVERTIME TEMPORAR	3,780	0	3,780	.00	.00	3,780.00	.0%	
11135000 5130 LONGEVITY	1,050	0	1,050	.00	.00	1,050.00	.0%	
11135000 5140 INCENTIVE PAY	315	0	315	.00	.00	315.00	.0%	
11135000 5206 EQUIPMENT MAINTEN	69,249	0	69,249	15,928.06	.00	53,320.91	23.0%	
11135000 5209 TRAVEL	6,311	0	6,311	.00	.00	6,311.03	.0%	
11135000 5211 ELECTRIC	8,956	0	8,956	.00	.00	8,955.98	.0%	
11135000 5215 TELEPHONE	3,930	0	3,930	.00	.00	3,929.63	.0%	
11135000 5218 PROFESSIONAL DEVE	1,359	0	1,359	.00	.00	1,358.70	.0%	
11135000 5223 PRINTING AND COPY	1,260	0	1,260	.00	.00	1,260.00	.0%	
11135000 5227 CONTRACTUAL SERVI	3,255	0	3,255	.00	.00	3,255.00	.0%	

Results

You can now analyze what transactions have occurred within your search and sequence settings, confirm that a budget was posted correctly, proof your chart of accounts, or look at transactions for a specific period.

Account Trial Balance Report

Objective

This document provides the procedure for completing the Account Trial Balance Report program in its full form to check if a fund is in balance. If the fund is not in balance, the report identifies where and what entries have caused it to go out of balance. This report is an important tool when reconciling funds prior to year-end and month-end closes.

Overview

The Account Trial Balance report indicates if a fund is out of balance, or by what amount your fund is out of balance. When you create an Account Trial Balance report for all accounts in a fund, both the beginning balance and the ending balance should be zero (debits should equal credits for the fund totals). If a fund is out of balance, use both the All and Balance options to narrow down the type of account in which the discrepancy has occurred. You can also use the Detail option to see every transaction that has occurred within that fund to identify what transactions have caused the discrepancy.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

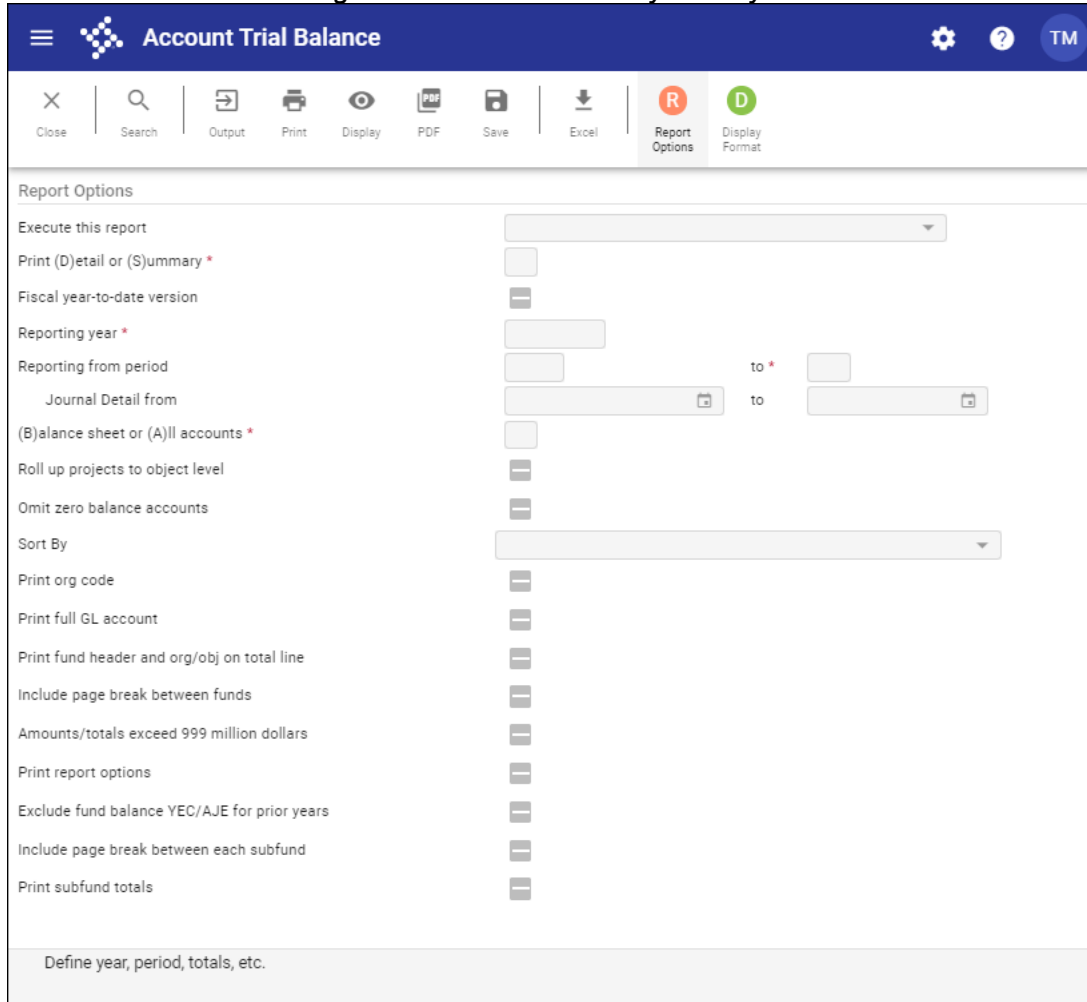
- You have the proper general ledger permissions to view the accounts and funds to be reported.
- The chart of accounts (COA) has been established.

Procedure

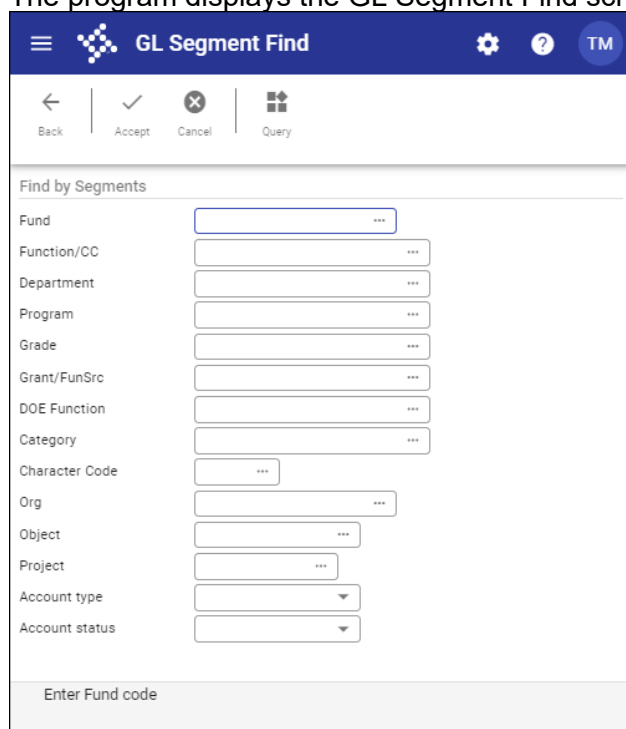
Use the following procedures to create trial balance reports:

1. Open the Account Trial Balance program.

Financials > General Ledger Menu > Journal Entry/History > Account Trial Balance



- Click Search.
The program displays the GL Segment Find screen.



- Complete the fields to define the report data. The segment names vary according to the labels assigned by your organization.
- Click Accept.
The program creates an active set of records matching the search criteria and returns to the main screen.
- Click Report Options.
The program makes the reporting criteria fields accessible.
- Complete the fields according to the following table to define the report settings.

Field	Description	Notes
Report Options		
Execute This Report	<p>Allows you to use Enterprise ERP Scheduler to process the report.</p> <ul style="list-style-type: none"> If you select Now to process the report immediately, use the output options to print, view, or save the report. If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Enterprise ERP Scheduler. 	

Field	Description	Notes
Print (D)etail or (S)ummary	Specifies the level of reporting. If you select Detail, the report includes all journal entries for that account whether they have been closed to a month or not. By choosing Summary the report will display only totals for each account.	
Fiscal Year-to-Date Version	Causes the report to include fiscal year-to-date balances, if selected. If you select this checkbox, the report automatically enters 1 in the Reporting from Period box. If you do not select this checkbox, you can enter a value in the Reporting from Period box. You cannot run the report for the start-of-year period 00.	
Reporting Year	Indicates the year to include in the report. The reporting year must be either the current year (the default) or last year.	
Reporting from Period	Identifies the range of fiscal periods to include. If the Fiscal Year-to-Date checkbox is selected, this field is not available.	
Journal Detail from	Contain the first and last dates that define the range of journal dates to include. This box is only accessible if the value of the Print Detail or Summary option is Detail.	
(B)alance Sheet or (A)ll Accounts	Indicates the account types that the report includes. If you select balance sheet accounts, the program includes revenue and expenditure control accounts. If you select All Accounts, then all accounts except the revenue and expenditure control accounts are included. To ensure that the fund is in balance, run the report for both Balance (B) and All Accounts (A).	
Rollup Projects to Object Level	Instructs the program to summarize project accounts on the report, if selected. The detail posted to these accounts is rolled up to the org/object level. The ending balance is calculated as the net of all projects associated with the org/object.	

Field	Description	Notes
Omit Zero Balance Accounts	Causes the report to omit accounts with zero balances, if selected.	
Sort By	Establishes the sort sequence of the report. The default value is 1–Fund, Segments. For the Org account entry mode, if All Accounts are selected for account types, the options are 1–Fund, Segments and 3–Org-Obj-Project. For the Org account entry mode, if Balance Sheet is selected for the account type, all the options are available.	
Print Org Code	Causes the report to display the org code below the account, if selected.	
Print Fund Header and Org/Obj on Total Line	Directs the program to print the fund account as the header and the org/obj in the totals, if selected.	
Include Page Break Between Funds	Causes the program to separate fund totals in the printed report, if selected. This checkbox applies to both Detail and Summary reports. The default value for this checkbox is selected (Yes). This will ensure that a new fund does not start in the middle of a page.	
Amounts/Totals Exceed 999 Million Dollars	Indicates that the report contains amounts and/or totals that exceed \$999,000,000, if selected. The program adjusts the format of the report to account for the additional required characters.	
Print Report Options	Directs the program to include a summary of the report options used to generate the report, if selected. Clear this checkbox to exclude the summary.	
Include Hold Journals in Beginning Balance	Causes the report to include journals that have not yet been closed to a month, if selected.	
Include Page Break Between Each Subfund	Instructs the report to include a page break after each subfund code, if selected.	
Print Subfund Totals	Directs the program to include the total for each subfund on the report, if selected.	

7. Click Accept.

8. Choose an output option to view, print, or save the report.

Example Report

Munis						munis		a tyler erp solution	
ACCOUNT TRIAL BALANCE FOR FY20/ TO									
FUND 1000									
ACCOUNT	ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE		
PER	UNL	SRC	EFF DATE	REFERENCE					
1000	1010	1000	35,556,287.42	.00	.00	.00	35,556,287.42		
1000	1200	1000	1,431,374.32	.00	.00	.00	1,431,374.32		
1000	1250	1000	3,795.31	.00	.00	.00	3,795.31		
1000	1500	1000	5.00	.00	.00	.00	5.00		
1000	1510	1000	.00	.00	.00	.00	.00		
1000	1520	1000	.00	.00	.00	.00	.00		
1000	1530	1000	.00	.00	.00	.00	.00		
1000	1700	1000	-25.00	.00	.00	.00	-25.00		
1000	1900	1000	138,930.24	.00	.00	.00	138,930.24		
1000	2010	1000	-1,121,246.40	.00	.00	.00	-1,121,246.40		
1000	2090	1000	.00	.00	.00	.00	.00		
1000	2130	1000	-30,116,330.34	.00	.00	.00	-30,116,330.34		
1000	2150	1000	-285.70	.00	.00	.00	-285.70		

Your report may display differently depending on the report options you have chosen.

Creating a Display Format Report

The Display Format option allows you to display your search results as you enter the data. To create a Display Format report:

1. Click Display Format.

The program displays the Brief Account Trail Balance Display screen.

Brief Account Trial Balance Display

Back
Search
Browse
Output
Print
Display
PDF
Save

Account

Org: Object: Project:

Report for effective dates * to

Beginning Balance

Beginning balance

Journals

Journal	Src	Eff Date	Debits	Credits

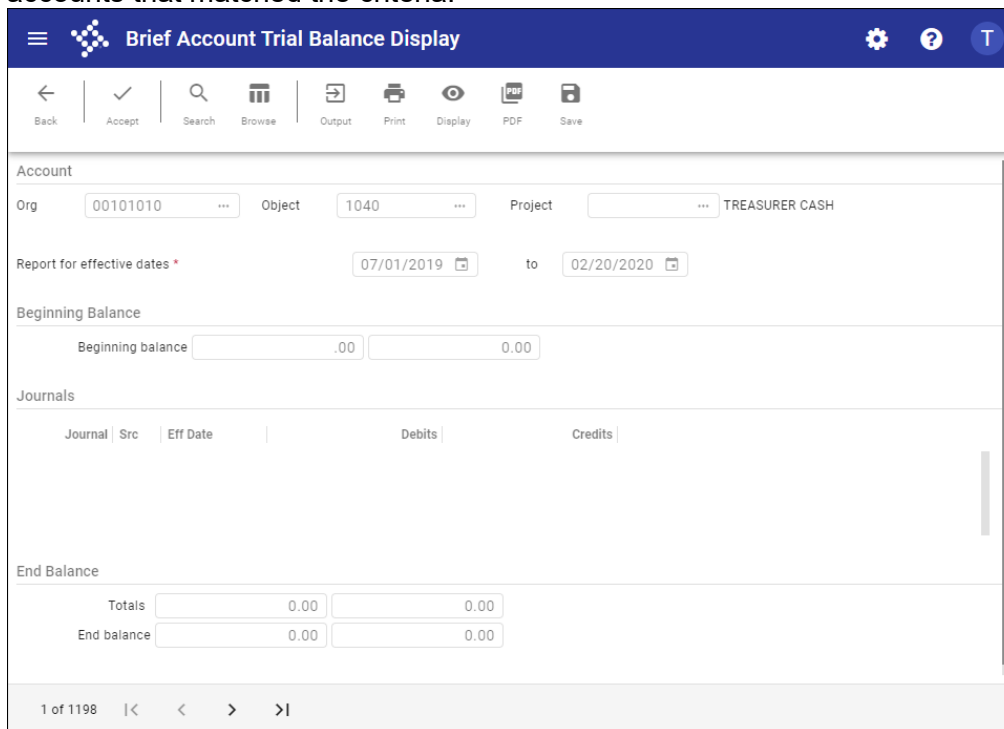
End Balance

Totals

End balance

0 of 0 |< < > >| Find a set of data records (Ctrl+F)

2. Click Search.
3. Enter the search criteria.
4. Click Accept.
The program returns to the Brief Account Trial Balance Display screen.
5. Complete the fields to define the effective dates.
6. Click Accept.
The program displays a confirmation message.
7. Click Yes, Continue.
The program refreshes the screen to display an active set of records that consists of all the accounts that matched the criteria.



Brief Account Trial Balance Display

Account

Org: 00101010 Object: 1040 Project: TREASURER CASH

Report for effective dates: 07/01/2019 to 02/20/2020

Beginning Balance

Beginning balance: .00 0.00

Journals

Journal	Src	Eff Date	Debits	Credits

End Balance

Totals: 0.00 0.00


End balance: 0.00 0.00

1 of 1198 |< < > >|

8. Use the navigation buttons to view the accounts.

9. Choose an output option to view, print, or save the report.

Example Report

				
BRIEF ACCOUNT TRIAL BALANCE				
ORG: 0010 OBJ: 1010 PROJ: DESC: CASH				
Report for effective dates 12/31/2018 to 12/31/2018				
JNL	SRC	EFF DATE	DEBITS	CREDITS
			BEG BALANCE	0.00
2	PRJ	12/31/2018	1,022.21	
2	PRJ	12/31/2018		5,742.42
2	PRJ	12/31/2018	4,720.21	
3	PRJ	12/31/2018	177.67	
3	PRJ	12/31/2018		665.54
3	PRJ	12/31/2018	487.87	
4	PRJ	12/31/2018	3,914.18	
4	PRJ	12/31/2018		8,890.79
4	PRJ	12/31/2018	4,976.61	
TOTALS			15,298.75	15,298.75
END BALANCE				0.00
** END OF REPORT - Generated by Mugnai, Tina **				

Results

The report indicates if a fund is in balance, and if not, what transactions have caused it to be out of balance. When reading the Account Trial Balance Report, remember that both the beginning balances and the ending balances should be zero, and debits should equal credits for the fund totals.

What's Next?

If there are any discrepancies in the report, post the correcting journal entries to bring the fund back into balance.

Import Journals

Objective

This document provides instructions on how to import data from ASCII files using the Import Journals program. This program is used for journal imports from systems or sources other than Enterprise ERP.

Overview

When you import journal data into Enterprise ERP, data must be in specific formats and you must understand the various file layouts. The following import formats are available in the Import Journals program:

- Budget—This is a fixed length ASCII file layout for importing standard journal entries.
- Budget Long Account—The account type is in position 141 and the long account number is in positions 142 to 176; the remaining format is the same as the Budget Import Format.
- Cayenta—This is a fixed length ASCII file layout for importing journal entries from a Cayenta system into Enterprise ERP.
- Faster—This is a fixed length ASCII file layout for importing journal entries from a FASTER fleet maintenance system into Enterprise ERP. (**Note:** FASTER is the name of the software.)
- ISIS Payroll ZF65 Report—This format imports data from Microsoft Excel. This import is specific to the Louisiana Department of Education.
- Jonas—This format is tab-delimited.
- NC Vehicle Property Tax—This import format is specific to the state of North Carolina.
- Oklahoma Benefit—This format is intended for use by El Monte and Tulsa, Oklahoma.
- Oklahoma Payroll—This format is intended for use by El Monte and Tulsa, Oklahoma.
- PeopleSoft—This format imports Excel data from a PeopleSoft system into Enterprise ERP.
- Pipe Delimited 1—This format is delimited using pipe characters (|). When you import using this format, the program examines the org and object codes and determines whether the combination represents an existing Enterprise ERP account. If the account is valid, the program uses that account. If the account is not valid, the program combines the org and object with a hyphen between the two, and then applies that value to the cross-reference table in order to select a cross reference string.
- Standard—This is a fixed length ASCII file layout for importing standard journal entries.
- Standard Excel—This is a standard format for importing a Microsoft Excel file. When this format is selected, the program displays the Generate Excel Template button. Clicking the button opens Excel with a blank form containing only column headers. This form can be used to create the import file.

- Standard Long Account—This is a fixed length ASCII file layout for importing standard journal entries using the Enterprise ERP long account format. It is identical to the Standard Import Format, but it includes the full general ledger account number in positions 142 to 196. If you click Pre-Edit after selecting this format, the program displays the full account number.
- Standard Multi-Journal—This is a fixed length ASCII file layout for importing standard journal entries into multiple journals in Enterprise ERP.
- Template—Various custom template formats are available if you have defined them in the Journal Import Templates program.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

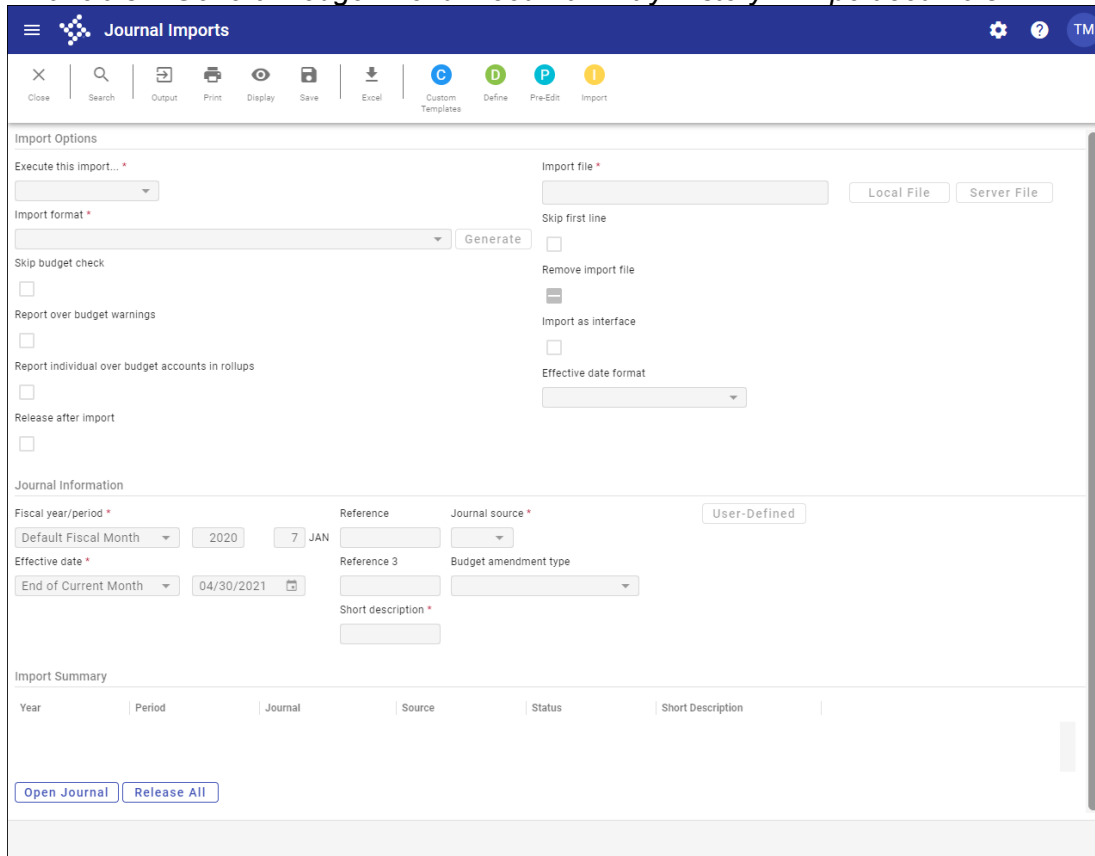
Confirm the following:

- The chart of accounts (COA) has been established and includes all general ledger accounts being imported or referenced in the Account X-Reference program.
- The Account X-Reference table has been created, if applicable.

Procedure

To complete the journal import process:

1. Open the Import Journals program.
Financials > General Ledger Menu > Journal Entry/History > Import Journals



2. Click Define.
3. Complete the fields to define the import parameters, referring to the following table for details.

Field	Description	Notes
Import Options		
Execute This Import...	<p>Determines when to generate the import when Enterprise ERP Scheduler is enabled:</p> <ul style="list-style-type: none"> • Now—Completes the import immediately. This option does not use Enterprise ERP Scheduler; use the Import option within the program to complete the import. • In Background (Now)—Opens Enterprise ERP Scheduler to complete the import one time using the event log and email notification features. 	

Field	Description	Notes
	<ul style="list-style-type: none"> At a Scheduled Time—Uses Enterprise ERP Scheduler to establish a specific time to complete the import. 	
Import Format	Specifies the format of the import. When you select a format and then click the Generate button, the program creates a blank template based on the selected format.	
Skip Budget Check	Directs the program to ignore budget amounts, when selected. This functionality is intended for the city of Pasadena only. The field is not accessible otherwise.	
Report Over Budget Warnings	Instructs the program to display report warnings if over-budget lines are detected on the import, when selected.	
Release After Import	Directs the program to release all imported journals after the import completes successfully, when selected.	
Import File	Contains the path of the file to import. Type the file path or use the Local File or Server File options to select a file from the appropriate location. The program indicates the format of the import file, such as Text (ASCII) File or Excel File, after you select an option from the Import Format list and advance to the next field.	
Skip First Line	Directs the program to skip the first line or row of the import file, when selected. Select this checkbox if the import file includes column labels or field names.	
Remove Import File	Instructs the program to remove the import file from its location after it is successfully imported into the Enterprise ERP system, when selected. This prevents the program from performing duplicate imports.	
Import as Interface	Causes the program to import the journals as interfaces, when selected. This checkbox only displays if your role has been assigned the Import Journals as Interface permission in General Ledger Roles. It may be necessary to click Define to display this checkbox when the permission is initially enabled.	

Field	Description	Notes
Effective Date Format	Sets the format for the effective date, such as MM/DD/YYYY or YYYY/MM/DD.	
Journal Information		
Fiscal Year/Period	Identifies the fiscal year and period the program uses for imported journals. If you select Within Year/Period, you must enter a specific year and period. The default values for the fiscal year and period are completed from General Ledger Settings, but you can change this if you have the appropriate permissions. Valid entries for the Fiscal Year box are the current year or next year. Valid entries for the Period box are 01 through 13, inclusive. Period 13 represents end-of-year (EOY) and is only valid in the prior year.	
Effective Date	Defines the effective date the program uses for imported journals.	
Reference	Assigns a user-defined journal reference code that stays with each transaction throughout its life. This is a user-defined code; it may be a control number, a date, or a note.	
Journal Source	Specifies the journal source code for journals that are imported. The program automatically selects the journal source based on the value chosen from the Import Format list.	
Reference 3	Indicates the journal reference code that appears in the Reference 3 field. For some import formats, the program automatically completes this field and you cannot change it. For period 12 journals that need to be reported on the Oklahoma Grant Claims Supplemental Report, type SUPPLEMENTAL .	
Budget Amendment Type	Indicates the budget amendment type for expense and revenue accounts: <ul style="list-style-type: none"> • 1—Exp to Exp or Rev to Rev • 2—Exp to Rev or Rev to Exp • 3—Exp/Rev one-sided (not balanced) • 4—Exp to Exp or Rev to Rev • 5—Exp to Rev or Rev to Exp 	

Field	Description	Notes
	<ul style="list-style-type: none"> • 6—Exp/Rev one-sided (not balanced) • 7—Exp to Rev or Rev to Exp interfund • 8—Exp to Exp interfund • 9—Statistic accounts <p>Use Type 1, 2, or 3 when the amount on each line in the import file is the amount that the account's budget should be increased or decreased.</p> <p>Use Type 4, 5, or 6 when the amount on each line in the import file is the new budget amount. The amendment is made for the difference between the amount being imported and the amount currently budgeted on the account.</p> <p>This box is accessible when the value of the Import Format list is Budget.</p>	
Short Description	<p>Provides a short description of the journal contents.</p> <p>The description can be up to 10 alphanumeric characters.</p> <p>This field is required.</p>	
Import Summary		
Year Period Journal Source Status Short Description	<p>Displays a table of the imported journals.</p> <p>The Open Journal and Release All options below the table allow you to select a journal from the table and view it or release all journals in the table into the workflow, respectively.</p>	

4. When you have completed the applicable fields, click Accept.
5. Click Pre-Edit to find any errors in the file prior to importing the data.
6. Select an output option to review the journals.
7. Click Import to import the journal entries.

Results

The program imports journal entries or budget amendments in the proof stage. Each record is processed, verifying that each account exists in Account Master and is not a revenue or expense control account.

If the account is invalid or matches either of the control accounts, the program displays an error and you are prompted either to continue checking other accounts or to abort the process. In either case, records are not created for a new journal.

What's Next?

To affect the general ledger, you must output/post the journals using the General Journal Entry/Proof or Budget Transfers and Amendments program. To find the journals, click Browse when you open either program.

Year End Manager

Objective

This document provides instructions on creating a year-end checklist in the Year End Manager program to manage and streamline year-end processing.

Overview

The Year End Manager program provides a centralized location to organize and track progress on all the tasks that must be completed prior to running the year-end close process. It provides customizable checklists and detailed information about each task and associated records.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary permissions and settings are in place. If permissions or settings are not set up properly, or if the required programs are not available on the Enterprise ERP menu, contact the system administrator.

Confirm the following:

- You have access to the programs on the End of Period submenu.
- Month-end processing has been performed for all months in the year.
- There are no general ledger account access restrictions associated with your user ID.

Procedures

Creating a Year-End Checklist

To create a year-end checklist:

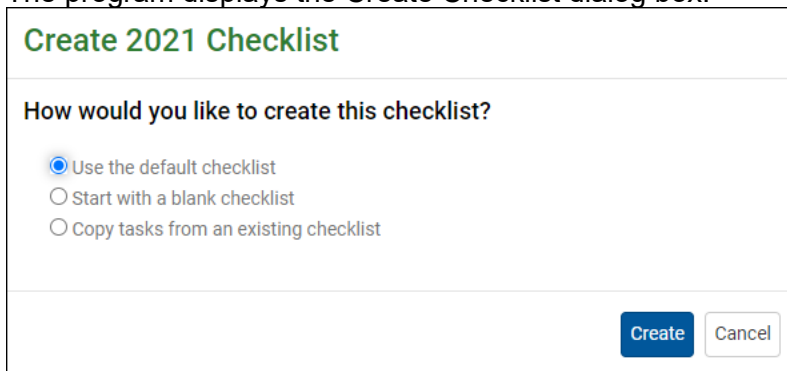
1. Open the Year End Manager program.
Financials > General Ledger Menu > End of Period > Fiscal Year End Processing > Year End Manager

The screenshot shows the 'Year End Manager' application interface. On the left, a list of 19 tasks is displayed, all marked as 'Not Started'. The main area shows details for task '1. General Ledger Preparation'. It includes a 'Due' date of 06/18/2020, assigned to 'todd bolduc', and a 'Reminder' of 05/27/2020. The task description is 'Confirm that all of the necessary GL and system settings are set up properly'. There are sections for 'COMMENTS' and 'GENERAL LEDGER SETTINGS'. The settings include checkboxes for 'Holding current year open' and 'Create carry forward BUA at end of year', and a table for 'Carry forward method' with values for current and default years.

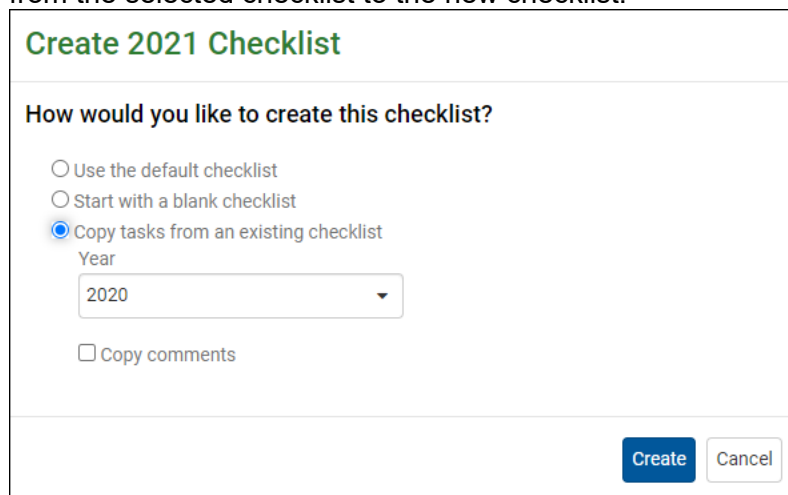
2. Click Edit Checklist.
The program refreshes the screen to display the Available Tasks and Checklist panes.

The screenshot shows the 'Year End Manager' application interface after clicking 'Edit Checklist'. The interface is split into two main panes. The left pane, 'Available Tasks', has tabs for 'SYSTEM GENERATED' and 'USER DEFINED'. The right pane, '2020 Checklist', displays a list of 14 tasks with checkboxes and detailed descriptions. The tasks include 'General Ledger Preparation', 'Next Year Journal Numbers', 'Purchasing Preparation', 'Accounts Receivable Charge Codes', 'Budget Projection Overview', 'Open Purchase Orders and Change Orders', 'Contract Review', 'Unposted Transactions', 'Account Management', 'Account Reconciliation', 'Encumbrance Reconciliation', 'Fund Level Validation', 'Encumbrance Reports', and 'General Ledger Reports'.

3. Click New Checklist.
The program displays the Create Checklist dialog box.

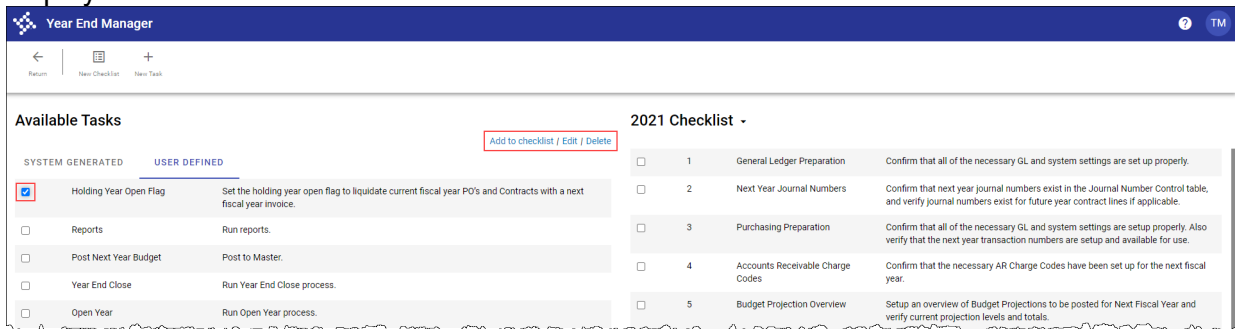


4. Choose how to create the checklist:
 - Use the Default Checklist—Adds all the default tasks in the System Generated tab to the checklist.
 - Start with a Blank Checklist—Creates a blank checklist with no tasks. The tasks in the System Generated tab are available to be added manually.
 - Copy Tasks from an Existing Checklist—Copies tasks from a previous year's checklist to the new checklist. When selected, this option provides a list of existing checklists from which to copy tasks. The Copy Comments checkbox, when selected, copies comments from the selected checklist to the new checklist.



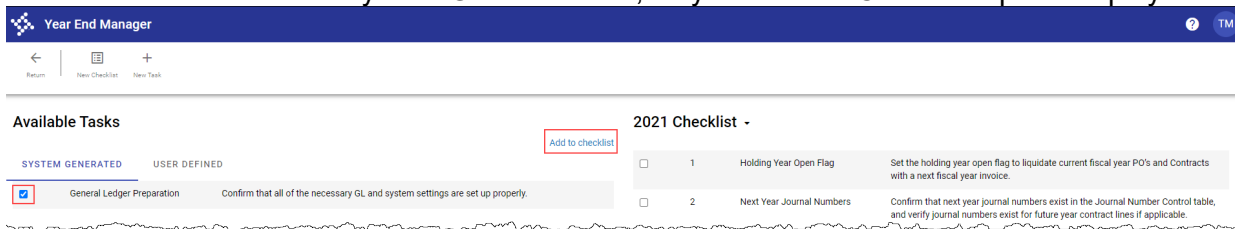
5. Click Create.
The program refreshes the screen based on the selected option.
6. Review the default tasks in either the Available Tasks or Checklist pane, depending on your selection.

- If tasks exist in the Available Tasks pane, select the checkbox for each task to add to the Checklist pane.
For tasks selected on the User Defined tab, the Add to Checklist, Edit, and Delete options display.



Note: If you select multiple tasks, the program displays the Add to Checklist option only. The Edit and Delete options are only available for individual tasks.

For tasks selected on the System Generated tab, only the Add to Checklist option displays.



- To edit the selected task, click Edit.
The program provides the Edit Task dialog box for you to modify the task.

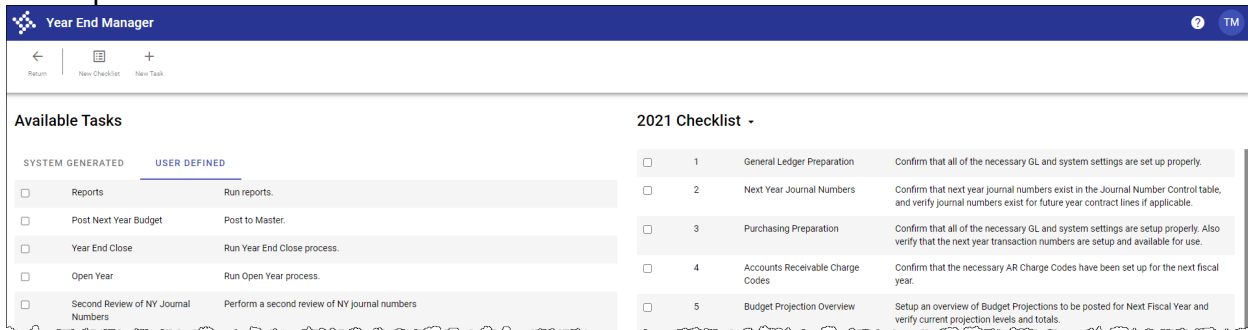
Edit task

Title*

Description*

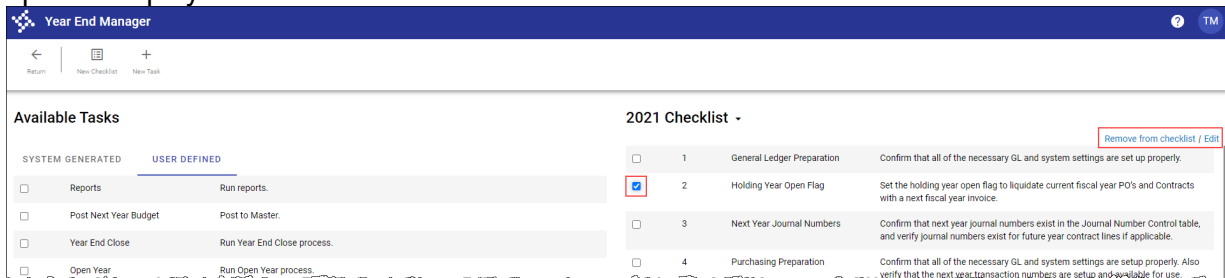
- Click Save to save the update to the task.

- To add the task to the checklist, click Add to Checklist.
The selected task is added to the bottom of the Checklist pane and removed from the Available Tasks pane.



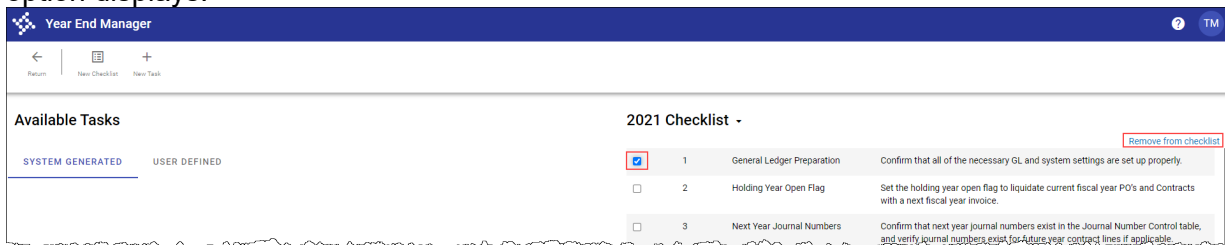
The screenshot shows the 'Year End Manager' interface. On the left, the 'Available Tasks' pane has two tabs: 'SYSTEM GENERATED' and 'USER DEFINED'. The 'USER DEFINED' tab is active, showing a list of tasks. On the right, the '2021 Checklist' pane shows a list of five tasks, each with a checkbox. The first task, 'General Ledger Preparation', has its checkbox checked. A red box highlights the 'Remove from checklist / Edit' link at the end of the task row.

- In the Checklist pane, drag a task to reorder it.
The program automatically renumbers the tasks accordingly.
- To remove tasks from the Checklist pane, select the checkbox for each task to remove.
For tasks that were added from the User Defined tab, the Remove from Checklist and Edit options display.



This screenshot is similar to the previous one, but the checkbox for the second task, 'Holding Year Open Flag', is now checked. The 'Remove from checklist / Edit' link is still visible at the end of the row.

For tasks that were added from the System Generated tab, only the Remove from Checklist option displays.



This screenshot shows the 'Available Tasks' pane with the 'SYSTEM GENERATED' tab active. The '2021 Checklist' pane shows the first task, 'General Ledger Preparation', with its checkbox checked. The 'Remove from checklist' link is visible at the end of the row.

- Click Remove from Checklist.
The selected tasks are removed from the Checklist pane and added to the Available Tasks pane. The remaining tasks in the checklist are renumbered accordingly.

14. The User Defined tab holds any user-defined tasks that are specific to your organization. To add a user-defined task, click New Task. The program displays the Add Task dialog box.

Add task

Title*

Description*

15. Complete the fields to define the new task and then click Save. The program adds the new task to the User Defined tab.
16. Once you have added all the tasks to the checklist, click Return. The program automatically saves the checklist.

Year End Manager
? TM

Task | Edit Checklist | Save | Attach | Email

2021 - All Tasks -

1	General Ledger Preparation	Not Started
2	Holding Year Open Flag	Not Started
3	Next Year Journal Numbers	Not Started
4	Purchasing Preparation	Not Started
5	Accounts Receivable Charge Codes	Not Started
6	Budget Projection Overview	Not Started
7	Open Purchase Orders and Change Orders	Not Started
8	Contract Review	Not Started
9	Unposted Transactions	Not Started
10	Account Management	Not Started
11	Account Reconciliation	Not Started
12	Encumbrance Reconciliation	Not Started
13	Fund Level Validation	Not Started
14	Encumbrance Reports	Not Started
15	General Ledger Reports	Not Started
16	Post to Master for Reports	Not Started
17	Close Current Fiscal Year	Not Started
18	Year End Trial Balance	Not Started
19	Open New Fiscal Year	Not Started
20	Budget Completion	Not Started

1. General Ledger Preparation

Due:
Assigned to:

Reminder:
Status:

▼ TASK
Confirm that all of the necessary GL and system settings are set up properly.

▼ COMMENTS

▼ GENERAL LEDGER SETTINGS [General Ledger Settings](#)

Holding current year open			
Create carry forward BUA at end of year			
Carry forward method	3 GAAP/Budgetary combined	Fiscal year date range	7/1/19 to 6/30/20
Current year	2020	Current period	7
Default year	2020	Default period	7

Assigning Due Dates, Reminders, and Tasks

To enable email notifications, GLYE and GLYED alerts (for reminders and due dates, respectively) must be established in the Alert Business Rules program, which is accessible from the System Administration > Alert Administration submenu. Once these alerts are set up and valid emails are established for the task assignees, emails will be sent to the assignees based on the reminder and due dates.

1. From an existing checklist, click Dates.
The program displays the Checklist Dates dialog box.

2021 Checklist Dates				
		Assignee	Due	Reminder
1	General Ledger Preparation	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Holding Year Open Flag	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Next Year Journal Numbers	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Purchasing Preparation	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Accounts Receivable Charge Codes	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Budget Projection Overview	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. For each checklist item, enter the name of the user who is assigned the task, the due date, and the date on which to send a reminder in the relevant fields.
When you start typing in the Assignee field, the program provides a list of available options. Assignees must be established users in the Enterprise ERP system.
For the Due and Reminder fields, use the calendar button to select dates as needed.
3. Click Save.
The program returns to the checklist. The Due, Assigned To, and Reminder fields for the individual checklist tasks include the information you supplied.

2021 - All Tasks -		1. General Ledger Preparation		Due	Assigned to
1	General Ledger Preparation	Not Started		05/15/2021	jcass
2	Holding Year Open Flag	Not Started			
3	Next Year Journal Numbers	Not Started			
4	Purchasing Preparation	Not Started			
5	Accounts Receivable Charge Codes	Not Started			
			▼ TASK	Reminder	Status
			Confirm that all of the necessary GL and system settings are set up properly.	05/01/2021	Not Started ▼
			▼ COMMENTS		

Results

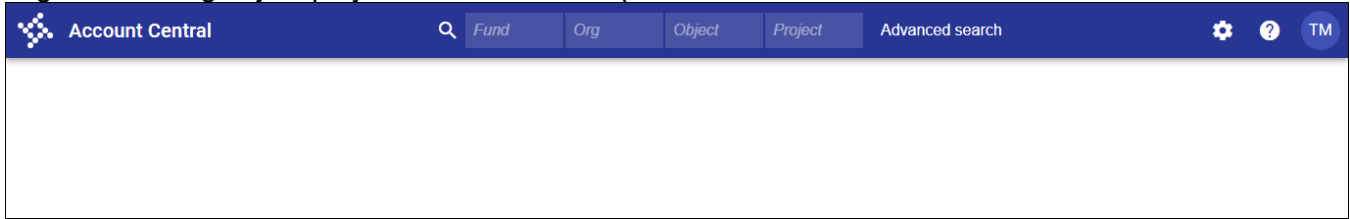
Once your organization has defined all the required steps in the year-end checklist, the checklist can be used to manage and track progress in the year-end process. The checklist can be copied and edited from one year to the next, accommodating any necessary customizations to the process.

GL Impact

The general ledger is not affected by creating year-end checklists. However, depending on the tasks included in the checklist, and when the tasks are undertaken, the general ledger may be affected accordingly. For example, reviewing and posting unposted transactions directly impacts the general ledger.

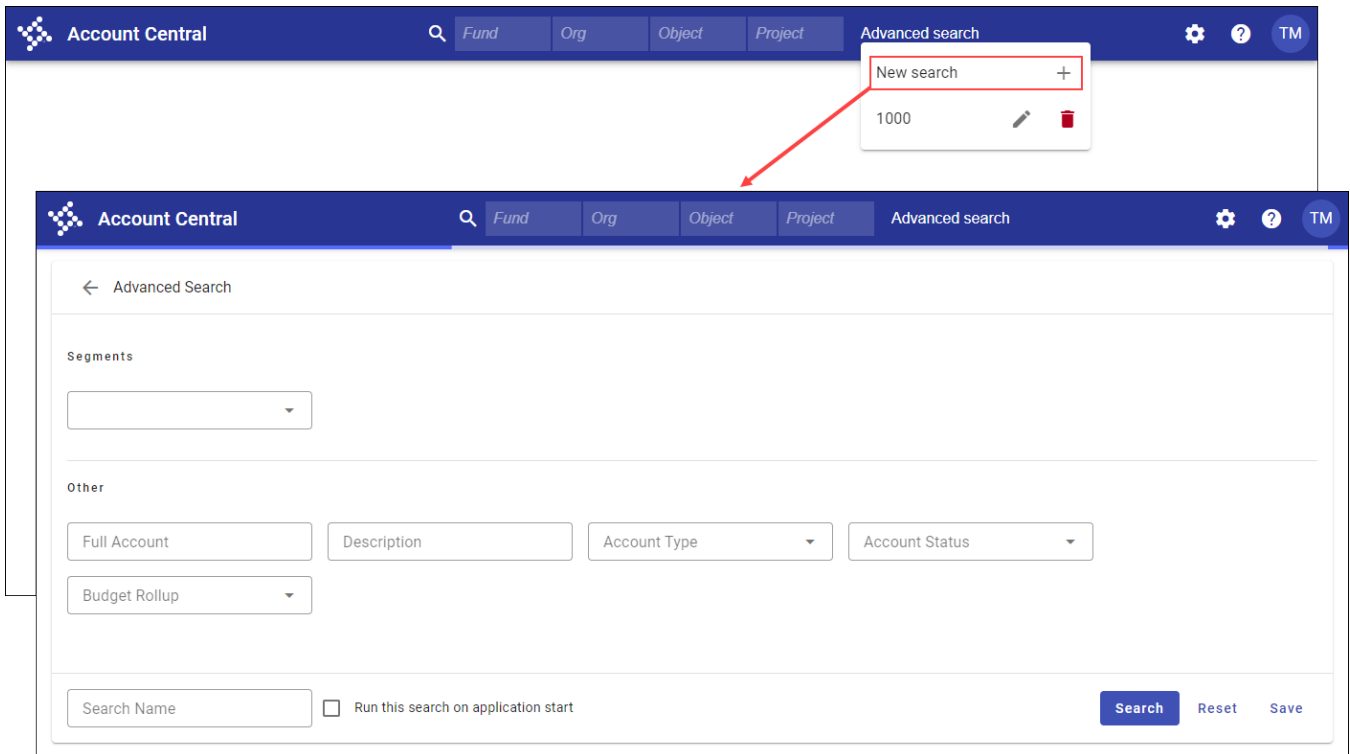
Appendix A—Account Central

The Account Central program provides a centralized location to organize account information. When you open Account Central, the program displays a search box where you can enter the account segments or org/object/project codes to find a specific account.

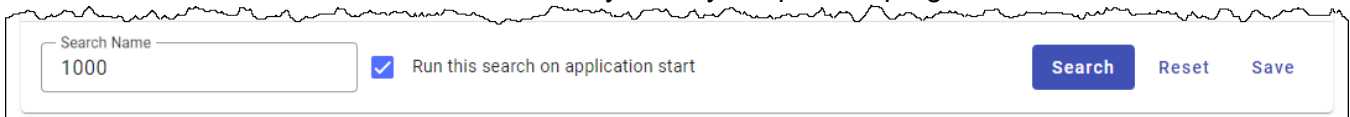


Performing Advanced Searches

To complete an advanced search, click Advanced Search. The program displays a list of any searches you have previously saved as well as the New Search option. Click New Search to open the Advanced Search screen to define the search criteria.



From this screen, you can enter a unique name to save the search for later retrieval, and indicate whether the search should be run automatically when you open the program.



When you initiate a search, Account Central displays the results in a table or list view; use the options to switch between the two views.

The screenshot shows the Account Central interface. At the top, there's a navigation bar with 'Account Central' and search filters for 'Fund', 'Org', 'Object', and 'Project'. Below this is a table of accounts with columns: Description, Org, Object, Project, Type, Revised, Actual, Enc/Reqs, Available, % Used, Starting Balance, Debits, Credits, and Ending Balance. A pop-up window shows a list view of the same accounts, each with a colored circle icon and the account name and ending balance.

Description	Org	Object	Project	Type	Revised	Actual	Enc/Reqs	Available	% Used	Starting Balance	Debits	Credits	Ending Balance
CASH	1000	1010		Balance Sheet	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
ENCUMBRANCE CONTROL	1000	3940											0.00
RESERVE FOR ENCUMBRANCES	1000	3950											0.00
REVENUE CONTROL	1000	3910											0.00
EXPENDITURE CONTROL	1000	3930											0.00
DEFERRED REV	1000	2800											0.00
DEPOSIT	1000	2910											0.00
LIABILITY	1000	2920											0.00

In either view, the Excel Export, Filter, and Totals options are available.

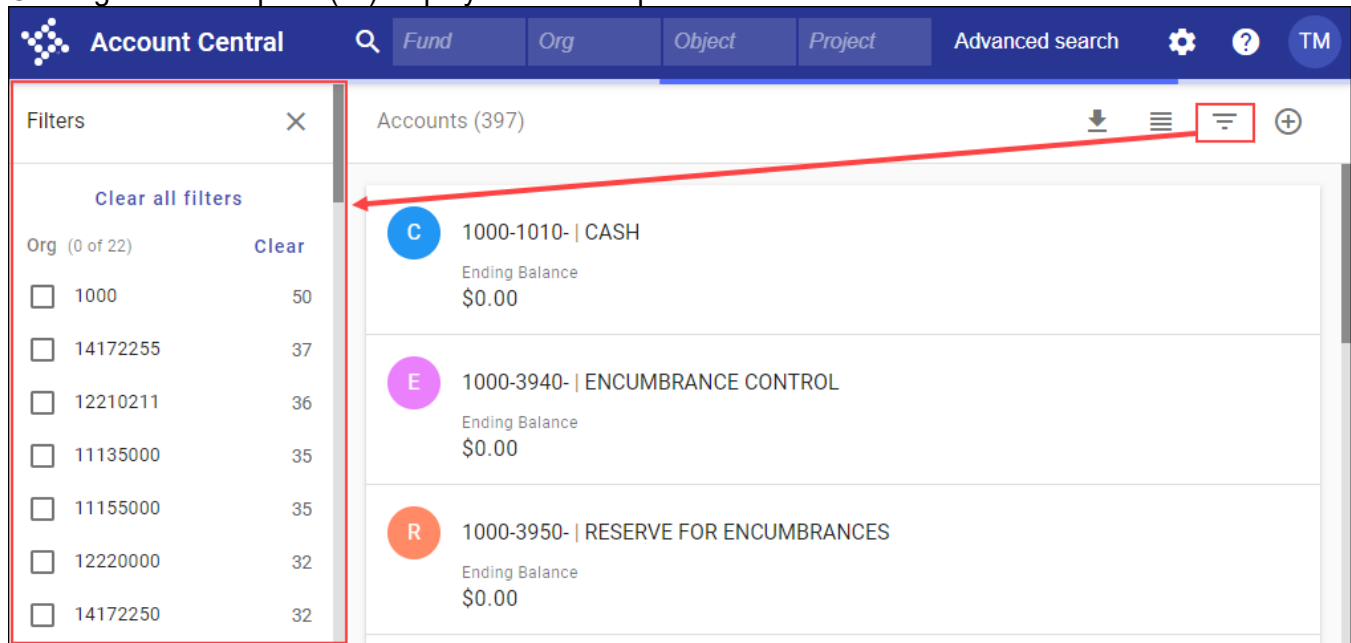
Creating Excel Exports

When you click the Excel Export option (↓), the program generates a spreadsheet of the accounts in the system.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Account Id	Org	Object	Project	Full Account	Description	Type	Status	Revised	Actual	Enc/Reqs	Available Budget	Percent Used	Starting Balance	Debits	Credits	Ending Balance
2	1	1000	1010			CASH	Balance Sheet	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	1000	3940			ENCUMBRANCE CONTROL	Balance Sheet	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	1000	3950			RESERVE FOR ENCUMBRANCES	Balance Sheet	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	1000	3910			REVENUE CONTROL	Balance Sheet	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	6	1000	3930			EXPENDITURE CONTROL	Balance Sheet	Active	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	19	11135000	5215			TELEPHONE	Expense	Active	4,172.13	0.00	0.00	4,172.13	0.00	0.00	0.00	0.00	0.00
8	23	11135000	5290			MISCELLANEOUS EXPENSES	Expense	Active	36,390.00	260.00	982.00	35,148.00	3.41	0.00	0.00	0.00	0.00
9	26	11135000	5704			INSURANCES	Expense	Active	15,750.00	0.00	0.00	15,750.00	0.00	0.00	0.00	0.00	0.00
10	27	11135000	5780			RETIREMENT	Expense	Active	13,062.00	0.00	0.00	13,062.00	0.00	0.00	0.00	0.00	0.00

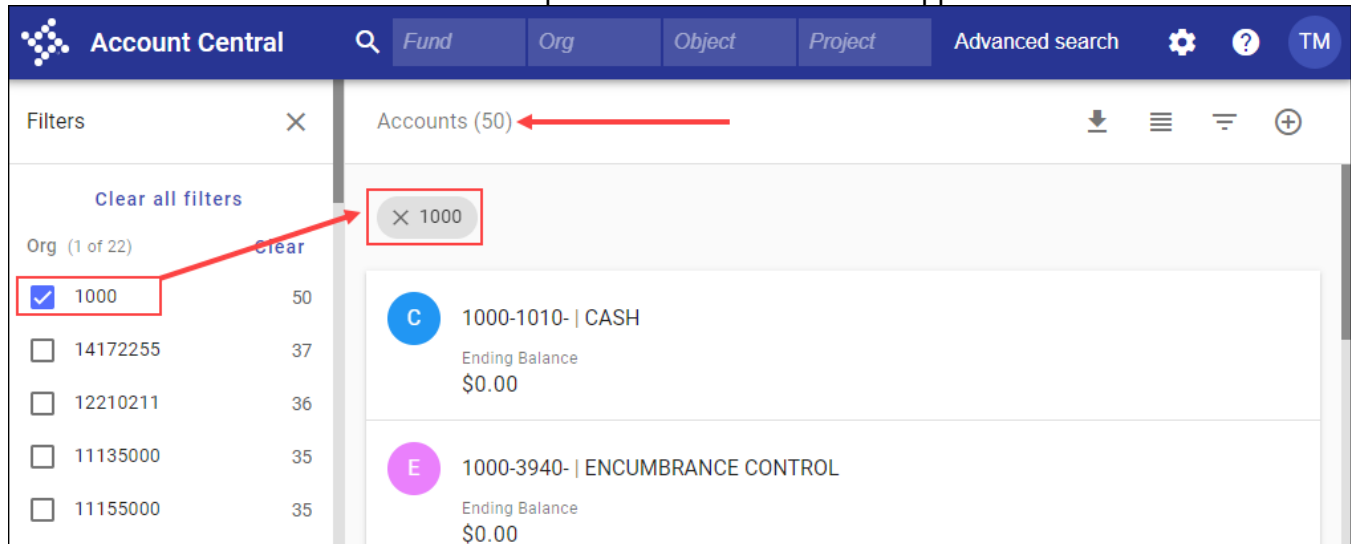
Applying Filters

Clicking the Filter option (≡) displays the Filters pane.



The screenshot shows the Account Central interface. The top navigation bar includes the logo, search bar, and tabs for Fund, Org, Object, and Project. The main content area is titled 'Accounts (397)'. On the left, a 'Filters' pane is open, showing a 'Clear all filters' button and a list of 'Org' filters. The main list shows three account entries: '1000-1010- | CASH', '1000-3940- | ENCUMBRANCE CONTROL', and '1000-3950- | RESERVE FOR ENCUMBRANCES'. A red box highlights the Filter icon (≡) in the top right of the Accounts list, and a red arrow points from it to the Filters pane.

When you select one or more options to apply a filter, the program refreshes to display only the accounts that match the filter criteria and provides an indicator of the applied filter.



The screenshot shows the Account Central interface after applying a filter. The top navigation bar is the same. The main content area is titled 'Accounts (50)'. On the left, the 'Filters' pane shows 'Org (1 of 22)' with a 'Clear' button. The '1000' checkbox is checked. The main list shows two account entries: '1000-1010- | CASH' and '1000-3940- | ENCUMBRANCE CONTROL'. A red box highlights the '1000' checkbox in the Filters pane, and a red arrow points from it to the '1000' filter indicator in the Accounts list.

- To remove applied filters, click the selected checkbox to clear it or click the applied filter indicator.
- The Clear option beside the filter heading (such as Org or Project) removes only the applied filters in that group.
- The Clear All Filters option removes all applied filters regardless of group.

Summing Account Totals

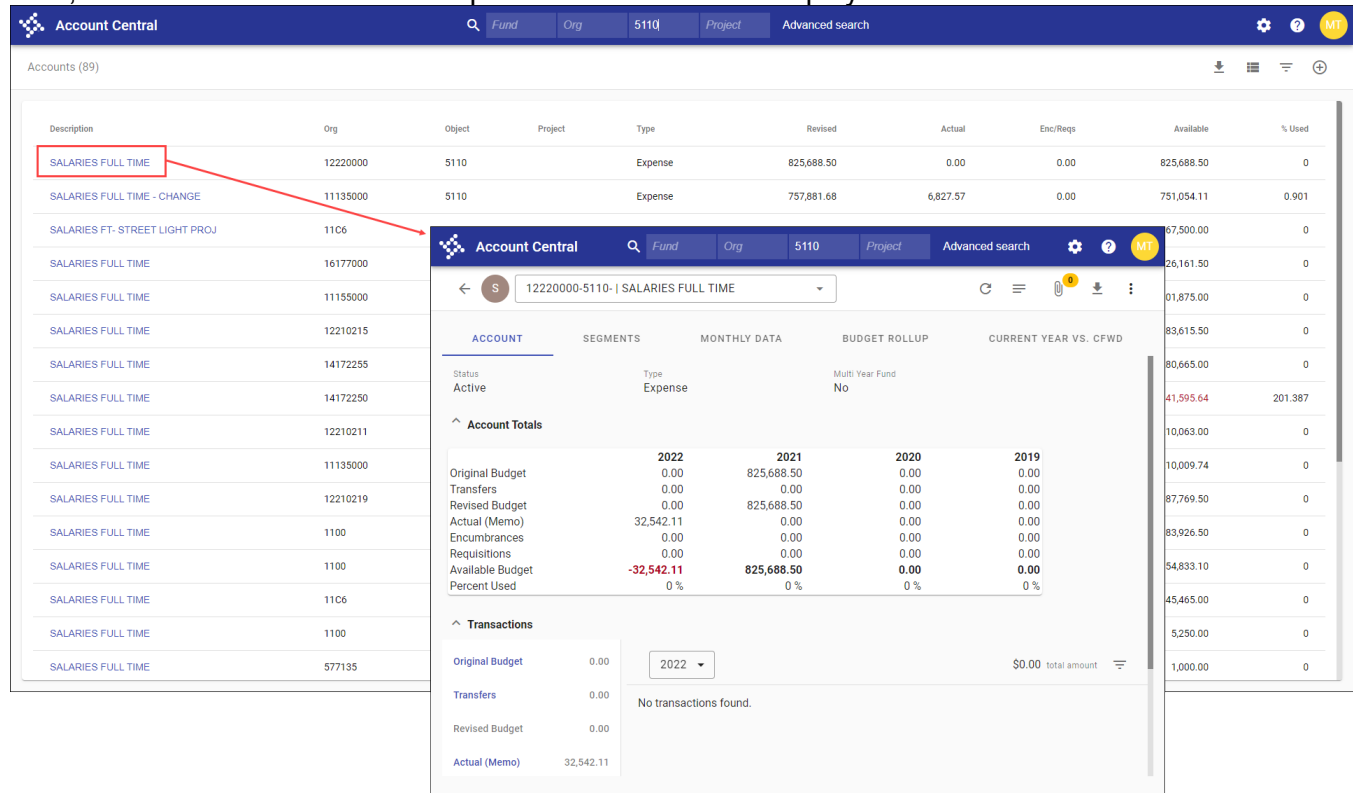
Click the Totals button (⊕) to calculate the total amounts for the accounts that met the search criteria.

Note: If you apply filters, the totals are still calculated based on the total number of accounts in the

active set. For example, if your active set consists of ten accounts and you apply a filter that narrows the display to one account, all ten accounts are totaled when you click Totals.

Viewing Account Details

Click an account description to display the Details page for that account. Depending on the applied view, either click the account description or click the tile to display the details.



The screenshot shows the Account Central interface. On the left, a list of accounts is displayed with columns for Description, Org, Object, Project, Type, Revised, Actual, Enc/Reqs, Available, and % Used. The account 'SALARIES FULL TIME' with Org 12220000 and Object 5110 is highlighted with a red box and a red arrow pointing to the details view.

The details view for '12220000-5110 - SALARIES FULL TIME' is shown in a modal window. It includes a search bar, navigation icons, and tabs for ACCOUNT, SEGMENTS, MONTHLY DATA, BUDGET ROLLUP, and CURRENT YEAR VS. CFWD. The ACCOUNT tab is active, showing the following information:

- Status: Active
- Type: Expense
- Multi Year Fund: No

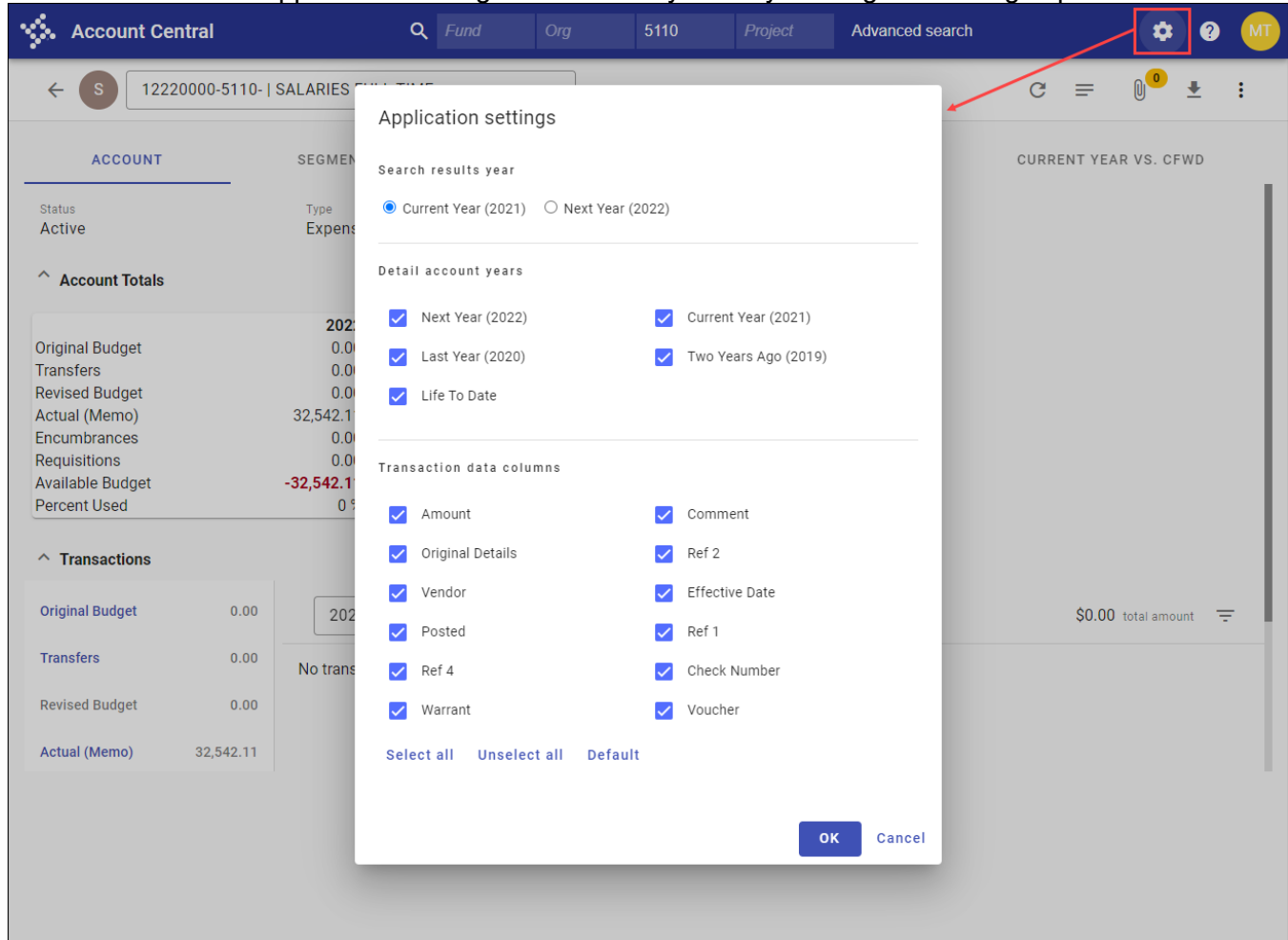
Below this, there is an 'Account Totals' section with a table showing data for 2022, 2021, 2020, and 2019:

	2022	2021	2020	2019
Original Budget	0.00	825,688.50	0.00	0.00
Transfers	0.00	0.00	0.00	0.00
Revised Budget	0.00	825,688.50	0.00	0.00
Actual (Memo)	32,542.11	0.00	0.00	0.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	-32,542.11	825,688.50	0.00	0.00
Percent Used	0%	0%	0%	0%

At the bottom, there is a 'Transactions' section with a dropdown menu set to '2022' and a 'total amount' of '\$0.00'. Below this, it states 'No transactions found.' and lists summary values for Original Budget (0.00), Transfers (0.00), Revised Budget (0.00), and Actual (Memo) (32,542.11).

When you view the Details page for the first time, the program provides the Application Settings window for you to choose the details to view. It provides options to display search results for the current year or next year, to set which detail account years show (current year, next year, last year, two years ago, or life to date), and to establish which transaction data columns appear. The Select All, Unselect All, and Default options are available to efficiently update the boxes with one click. If you change the settings, you must complete a new search for the updated settings to take effect.

You can access the Application Settings screen at any time by clicking the Settings option.



The Details page provides specific information about a selected account. Various tabs organize the data by account details, segments, monthly data, budget rollup information, and carryforward amounts, if applicable. The account data cannot be directly updated from this program, as the information is for display only.

The header of the Details page includes the following options:

- The Refresh button (↻) reloads the page to show the most recent information, if changes have been applied since you last opened the program.
- The Notes button (≡) provides any notes associated with the selected account.
- The Attach option (📎) provides access to any associated attachments.
- The Excel Export button (📄) is available to export the account information as a Microsoft® Excel® spreadsheet.
- The More button (⋮) provides a menu of additional programs to open, including Account Inquiry, Account Master, and Journal Inquiry/Print.

The following table provides descriptions of the various tabs and fields on the Details page of the Account Central program.

Field	Description	Notes
Account Tab		

Field	Description	Notes
Status	Specifies the status of the account: Active, Next Year Budget, Inactive, or Closed.	
Type	Identifies the type of account: Balance Sheet, Expense, Revenue, or Statistic.	
Multi Year Fund	Indicates whether the account uses a multi-year fund (Yes) or not (No).	
Account Totals		
	<p>The Account Totals group displays the total account amounts by year. The information varies depending on the type of account selected:</p> <ul style="list-style-type: none"> • Balance Sheet (nonbudgetary): Starting Balance, Debits, Credits, Ending Balance • Expense or Balance Sheet (budgetary): Original Budget, Transfers, Revised Budget, Actual (Memo), Encumbrances, Requisitions, Available Budget, Percent Used • Revenue: Original Estimate, Transfers, Revised Estimate, Actual Revenue, Encumbrances, Requisitions, Remaining Revenue, Percent Collected • Statistic: Original Goal, Transfers, Revised Goal, Actual, Encumbrances, Requisitions, Percent Complete 	
Transactions		
	<p>The Transactions group displays total amounts for a selected year, as well as any transaction items. Choose the year from the list to view the transactions.</p> <p>As with the Account Totals group, the information varies depending on the type of account selected:</p> <ul style="list-style-type: none"> • Balance Sheet (nonbudgetary): Starting Balance, Debits, Credits, Ending Balance, All • Expense or Balance Sheet (budgetary): Original Budget, Transfers, Revised Budget, Actual (Memo), Encumbrances, Requisitions, Available Budget, All • Revenue: Original Estimate, Transfers, Revised Estimate, Actual Revenue, Encumbrances, Requisitions, Remaining Revenue, All • Statistic: Original Goal, Transfers, Revised Goal, Actual, Encumbrances, Requisitions, All 	

Field	Description	Notes
	<p>Click a link to view the transactions of that type. For example, click Transfers to view transfer transactions.</p> <p>When you click a journal number link in the Journal column, the details for that journal display in the appropriate program. For posted journals, the Journal Analysis program opens; for proof journals, the Accounting Entries program opens.</p>	
Segments Tab		
Segment Code Description	Provides the segment name, code, and description for each segment of the account number.	
Monthly Data Tab		
	<p>Displays a chart or table of account data for actuals, encumbrances, budget transfers, or budget amounts.</p> <p>Click the Chart button to display a graph of the data; click the Table button to show the data as a table.</p>	
Budget Rollup Tab		
Rollup Code Description Subrollup Code Description	Indicates budget rollup code information, if applicable.	
Current Year Vs. Cfwf Tab		
Original Budget Transfers Revised Budget Actual Encumbrances Requisitions Inception to Date Available Budget	Lists the current year and carry forward (CFWD) amounts, if applicable.	

Appendix B—Setting Up Control Accounts

Objective

This section provides step-by-step instructions for establishing control accounts. It is intended for a user who is familiar with the organization's chart of accounts structure, and who is comfortable adding information in various *Financials > General Ledger Menu > Set Up/Chart of Accounts* menu programs.

Overview

Enterprise ERP requires control accounts to post information to the general ledger from other modules and it uses them in year-end closing processes. If you have not established control accounts, posting is prohibited. Every fund must have a set of control accounts associated with it.

Control accounts may be created using either the Account Master or Chart Manager program. Once established, Enterprise ERP uses the control accounts throughout the fiscal year when entries occur in other programs to record revenues, expenditures, and various payables throughout the system. The control accounts play an integral role in the year-end closing process as well.

Control accounts allow users to enter information specific to their transactions without having to enter the corresponding debit or credit to the balance sheet. For example, when a user enters an Accounts Payable invoice, the user allocates the invoice to a fund expense account. When the invoice is posted to the general ledger, Enterprise ERP credits the Accounts Payable control account on the balance sheet for that fund and debits the expenditure account allocated to the invoice.

Control accounts are all balance sheet accounts. For reporting control information across funds, it is recommended (though not required) that the same object codes are used for all funds.

Sites that balance to both a fund and a specific chart of account segment (sub-fund) must establish control accounts for every sub-fund. To enable posting at the sub-fund level, the General Ledger Settings program option for the Secondary list in the Balancing Level group must be set to the appropriate segment, or to Defined by Fund. This setting is found on the General tab.

If your site selects Defined by Fund, you must establish the Secondary Balancing Level for each fund in the Chart of Account Segments program.

If Use Budgetary GL Control is selected on the General tab in the General Ledger Settings program, you must create and define the following control accounts:

- Appropriations
- Estimated Revenues

First, create the following control accounts, noted with an asterisk (*) in the table that follows. These accounts are reference accounts for zero-balance year-end control accounts:

- Fund Balance – Unreserved/Undesignated: This reference account is used by Revenue Control and Expenditure Control.
- Budgetary Fund Balance – Unreserved: This reference account is used by Appropriations and Estimated Revenues.

Refer to this table as needed when setting up control accounts in Enterprise ERP.

Required?	Control Account	Balance Type	Normal Balance	Closing Balances	Reference Account
Yes	*Budgetary Fund Balance – Unreserved	Fund Balance (U)		Carry	
Yes	*Fund Balance – Unreserved/Undesignated	Fund Balance (U)	Credit	Carry	
Yes	AP Cash	Asset (A)	Debit	Carry	
Yes	Accts Payable	Liability (L)	Credit	Carry	
Maybe	AP Retainage This account is required if holding vendor retainage (1099/lien).	Liability (L)	Credit	Carry	
Maybe	ACI Liability This account is required if using P-cards or cal cards.	Liability (L)	Credit	Carry	
Maybe	Appropriations This account is required if Use Budgetary GL Control is selected.	Fund Balance (U)		Zero – Annual Funds Carry – Multi-Year	Budgetary Fund Balance – Unreserved
Yes	Budgetary Fund Balance – Reserve for Encumbrances	Fund Balance (U)	Credit	Carry	
No	Checks Payable	Liability (L)	Credit	Carry	
Maybe	Contract Retainage This account is required if retaining on contracts.	Liability (L)	Credit	Carry	
No	Direct Disbursements Cash	Asset	Debit	Carry	
Yes	Encumbrances	Fund Balance (U)	Debit	Carry	
Maybe	Estimated Revenues This account is required if Use Budgetary GL Control is selected.	Fund Balance (U)		Zero – Annual Funds Carry – Multi-Year	Budgetary Fund Balance – Unreserved
Yes	Expenditures	Fund Balance (U)	Debit	Zero	Fund Balance – Unreserved/ Undesignated
Yes	Fund Balance – Reserve for Encumbrances	Fund Balance (U)	Debit	Carry	Used for Carry-Forward Method 2
No	Payroll Liability	Liability (L)	Credit	Carry	
Yes	Revenues	Fund Balance (U)	Credit	Zero	Fund Balance – Unreserved/ Undesignated
No	Use Tax	Liability (L)	Credit	Carry	

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your system administrator or department manager to have them updated or added into the Enterprise ERP system.

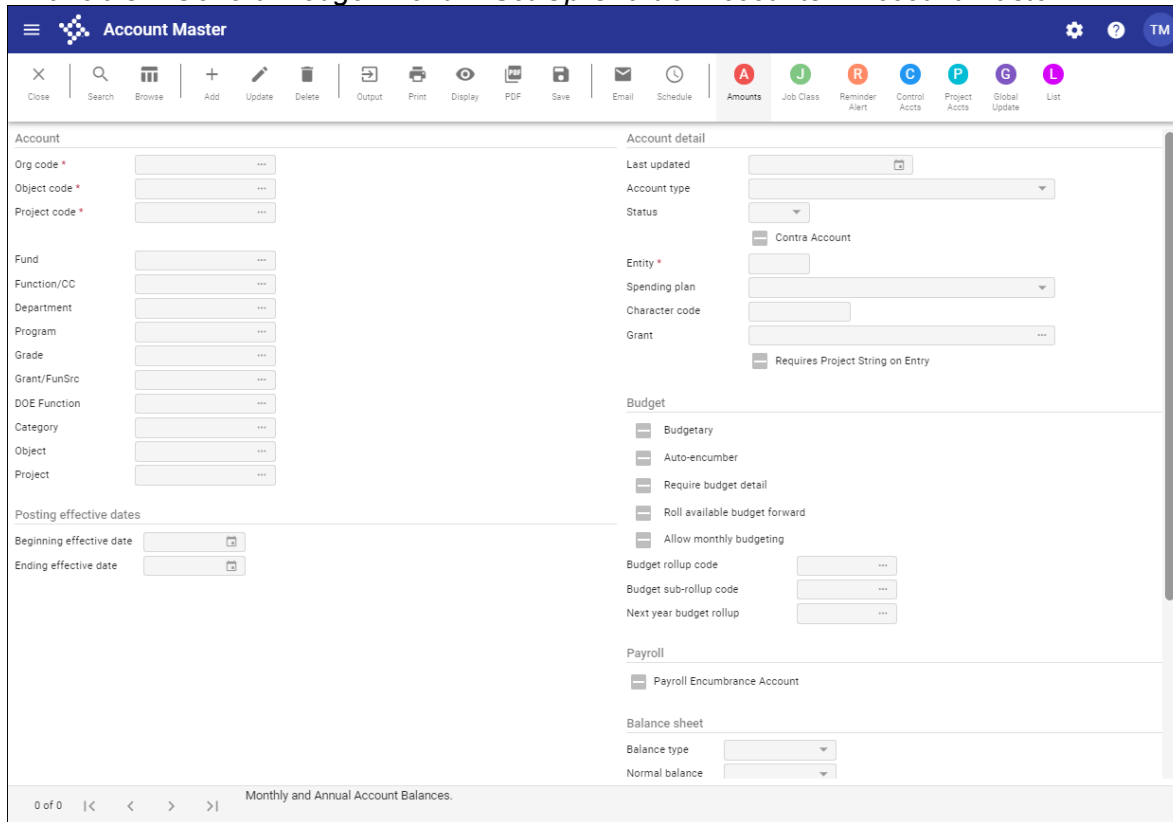
Confirm the following:

- You have the General Maintenance on Accounts permission assigned.
- Settings are defined in the General Ledger Settings program.
- Account segments are established for all segments, including fund, organization code, and object code.
- To enable posting at the sub-fund level, in the General Ledger Settings program, the value of the Secondary list in the Balancing Level group is set to a segment or to Defined by Fund.

Procedure

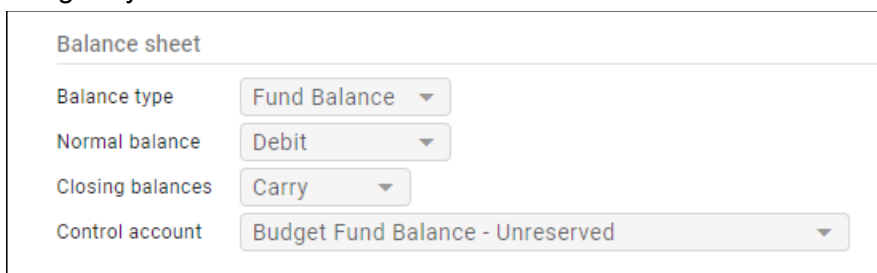
To create control accounts:

1. Open the Account Master program.
Financials > General Ledger Menu > Set Up/Chart of Accounts > Account Master



The screenshot shows the 'Account Master' program interface. The top navigation bar includes 'Account Master' and various icons for actions like Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, and a toolbar with icons for Amounts, Job Class, Reminder Alert, Control Accts, Project Accts, Global Update, and List. The main area is divided into two columns: 'Account' and 'Account detail'. The 'Account' column contains fields for Org code, Object code, Project code, Fund, Function/CC, Department, Program, Grade, Grant/FunSrc, DOE Function, Category, Object, and Project. The 'Account detail' column contains fields for Last updated, Account type, Status, Entity, Spending plan, Character code, Grant, Budget (with checkboxes for Budgetary, Auto-encumber, Require budget detail, Roll available budget forward, Allow monthly budgeting), Budget rollup code, Budget sub-rollup code, Next year budget rollup, Payroll (with checkbox for Payroll Encumbrance Account), Balance sheet, Balance type, and Normal balance. At the bottom, there are 'Posting effective dates' for Beginning and Ending effective dates, and a footer showing '0 of 0' and 'Monthly and Annual Account Balances'.

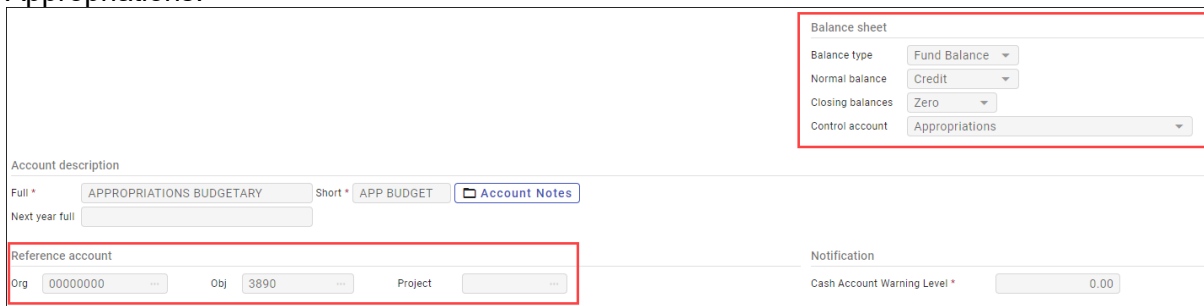
2. Click Add.
3. Complete the fields to create the control accounts, referring to the following examples as needed for guidance.
 - Budgetary Fund Balance – Unreserved:



The screenshot shows the 'Balance sheet' configuration for a 'Budgetary Fund Balance – Unreserved' account. The fields are as follows:

- Balance type: Fund Balance
- Normal balance: Debit
- Closing balances: Carry
- Control account: Budget Fund Balance - Unreserved

- Appropriations:



4. Click Accept to save the account record.

Refer to the following section for more information about specific control accounts.

Enterprise ERP Control Accounts

AP Cash

- Required
- Normal Balance: Debit

This control account represents the bank account from the fund where the Accounts Payable (AP) checks will be drawn. The Due-To/Due-From table will keep the cash accounts in the funds outside the AP Cash fund in balance. Often this is either the General Fund or the Treasury Fund.

If using distinct AP Cash accounts with corresponding distinct AP check forms, discuss the appropriate setup for these accounts with an Enterprise ERP Project Manager. Otherwise, the account should be the same on all funds. During invoice entry, this is the default AP Cash account, but it can be changed on a batch-by-batch basis.

Note: If using a Pooled Cash or Treasury Fund, always reference the Pooled Cash Org.

Example: AP Cash Disbursement Journal

	Debit	Credit
Accounts Payable	100.00	
AP Cash		100.00

ACI Liability

- Required if using purchase cards (P-cards) or the ACI Processing program.
- Normal Balance: Credit

The Active Card Integration (ACI) Processing program exports files into a format suitable for purchase card management systems, or as an Excel spreadsheet. This program allows you to issue payments using the active card integration (ACI) method. When payments are made using ACI, the program credits the ACI Liability control account and debits Accounts Payable, but no vendor payment is generated. When the vendor submits the invoice for payment, the invoice amount debits the ACI Liability account.

When using P-cards, the ACI Liability account is credited when AP invoices created through conversion from P-card statements post to the general ledger.

Accounts Payable

- Required
- Normal Balance: Credit

This control account represents a unique Accounts Payable account for each fund. Because Enterprise ERP is a modified accrual accounting system when the AP invoice proof is updated, the expense accounts detailed in the invoices are debited and the Accounts Payable account is credited. The system requires that the account entered here be in the same fund as the one in the Fund Code field.

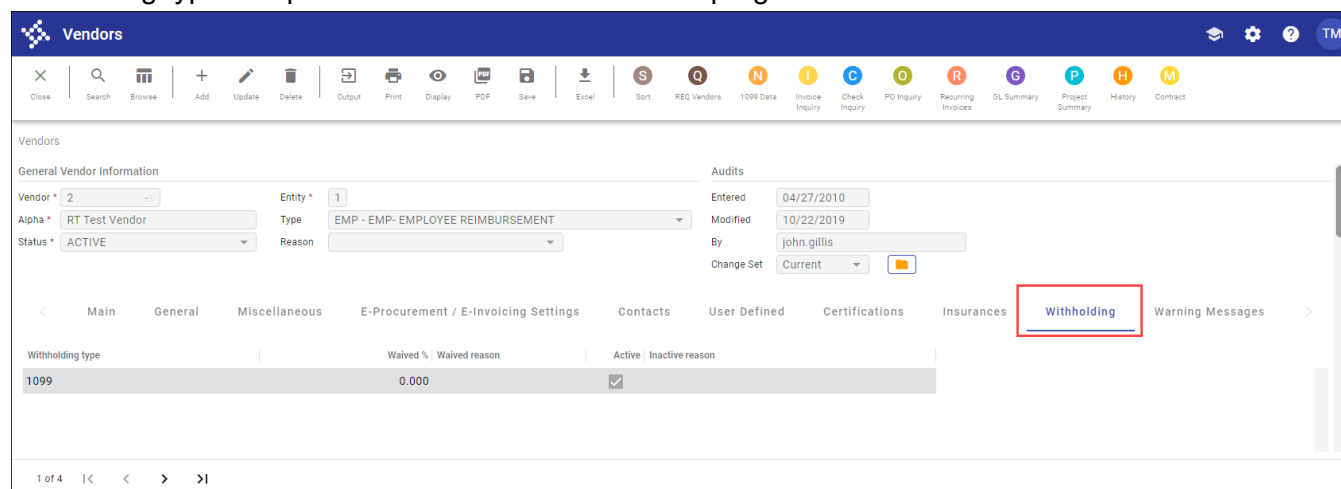
Example: AP Invoice Journal

	Debit	Credit
Fund Expenditure	100.00	
Accounts Payable		100.00
Expenditure Control (C)	(C) 100.00	

AP Retainage

- Required if using vendor retainage
- Normal Balance: Credit

AP Retainage is typically used on a vendor when required by the IRS for 1099 withholding or other liens against a vendor. You can set up different types of vendor withholding in the Withholding Types program, found in *Financials > Accounts Payable > Setup > Withholding Types*. You then apply the withholding type to a particular vendor in the Vendors program.



The screenshot shows the 'Vendors' program interface. The 'Withholding' tab is selected and highlighted with a red box. The 'Withholding type' table shows a single entry for '1099' with a 'Waived %' of 0.000 and an 'Active' checkbox checked. The 'Warning Messages' section is also visible.

When you pay an invoice to a vendor who has withholding applied to their vendor record, 100% of the expenditure is debited to the fund's expenditure account; however, only a portion of that amount is

credited to the fund's Accounts Payable control account. The remainder is credited to the AP Retainage control account. For example, suppose you are notified that you must withhold 28% for a vendor who has not properly identified themselves to the IRS. When a \$100 invoice for that vendor is paid, the journal would look like the following example.

Example: Accounts Payable Invoice

	Debit	Credit
Fund Expenditure	100.00	
Accounts Payable		72.00
AP Retainage		28.00
Expenditure Control (C)	(C) 100.00	

Enterprise ERP requires that the AP Retainage account entered here exist in the same fund as the one found on the invoice.

Note: If you are using AP Retainage, contact a Tyler Implementation or Support representative to help you ensure that the AP Retainage control account exists in the API Journal Source Maintenance (*General Ledger > Set-Up/Chart of Accounts > Journal Source Maintenance*). Do not attempt to make changes to this program without assistance.

Appropriations

- Required if the Use Budgetary GL Control option is selected in General Ledger Settings.
- Normal Balance: Credit

Every time you enter an amendment within a fund (such as through Budget Transfers and Amendments) to an expenditure account, a balancing debit or credit is made to the account specified here. It is netted with the Estimated Revenue Balance at year-end, and the result is posted to Budgetary Fund Balance – Unreserved.

Budgetary Fund Balance – Unreserved

- Required if the Use Budgetary GL Control option is selected in General Ledger Settings.
- Normal Balance: Debit

This control account is posted to whenever an unbalanced budget entry is created through Budget Transfers and Amendments and during the Close Current Fiscal Year process. It receives a posting for the carried-forward Appropriated Fund Balance, which results from netting the balances of the Appropriations and Estimated Revenue accounts. Also, this is the budgetary control account used to make a same-sided entry, if your organization has selected the Use Budgetary GL Control option in General Ledger Settings.

Example: Budget Amendment

	Debit	Credit
Expenditure Account	100.00	

Appropriations (C)		(C) 100.00
Budgetary Fund Balance - Unreserved (C)	(C) 100.00	

Budgetary Fund Balance – Reserve for Encumbrances

- Required
- Normal Balance: Credit

This control account automatically updates as encumbrances and liquidations process. Whenever an encumbrance is created, such as when a Purchase Order Proof List is posted, this account is automatically credited by the Enterprise ERP system. Once a liquidation is processed (by the payment of an invoice or the cancellation of a PO), this account is debited. At year-end, this account is updated if open POs are present.

Checks Payable

- Required if the Update Cash During Cash Disbursements Journal option is selected in Accounts Payable Settings.
- Normal Balance: Credit

Use this control account only if you do not want the AP Cash control account credited when checks are created, but rather when checks are returned from the bank as cleared. The entry of this account is optional and used by those sites that do not want their bank account updated during the cash disbursement journal, but after the checks clear the bank.

Note: Use this feature if the bank returns cleared checks daily. If checks are returned monthly, do not set up this control account.

The account entered here will be credited rather than the AP Cash account when running the Cash Disbursement Journal. When a check is entered into the Check Reconciliation table, Enterprise ERP debits the Checks Payable control account and credits the AP Cash control account.

Contract Retainage

- Required if retaining on contracts.
- Normal Balance: Credit

Contract retainage is established at the contract level. Money withheld when paying invoices against contracts that have retainage established is credited to the Contract Retainage control account. At completion of the contract, or at established milestones throughout the contract, the withheld money can be released to the contractor, directed to a third party, or permanently withheld.

Direct Disbursement Cash

- Not required
- Normal Balance: Debit

Enterprise ERP uses the AP Cash control account unless otherwise specified here. This account is optional and affects the Direct Disbursement payment type. If direct disbursements are drawn from a petty cash account and not from the AP Cash control account, set up the petty cash account as the

Direct Disbursement Cash control account. Entering a petty cash account here causes the system to use this account as the default cash account when an invoice is coded with a Direct Disbursement payment type. If this field is blank, the system uses whatever cash account is specified in the AP Cash control account.

Encumbrance

- Required
- Normal Balance: Debit

This control account is automatically updated as encumbrances and liquidations are posted. Whenever an encumbrance is created, such as when a Purchase Order Proof List is updated, this account is automatically debited by the system. Once a liquidation is processed, the account is credited. In this way, the balance of this account should represent the total encumbrances within the fund. At year-end, this account is updated if open purchase orders are present.

Example: Purchase Order

	Debit	Credit
Expenditure Account	100.00	
Encumbrance Control (C)	(C) 100.00	
Budgetary Fund Balance – Reserve for Encumbrance (C)		(C) 100.00

Estimated Revenues

- Required if the Use Budgetary GL Control option is selected in General Ledger Settings.
- Normal Balance: Debit

Every time you enter an amendment within a fund (such as through Budget Transfers and Amendments) to a revenue account, a balancing debit or credit is made to the account specified here. It is netted with the Appropriations Balance at year-end, and the result is posted to Budgetary Fund Balance – Unreserved.

Example: Budget Amendment

	Debit	Credit
Revenue Account		100.00
Estimated Revenues (C)	(C) 100.00	
Budgetary Fund Balance - Unreserved (C)		(C) 100.00

Expenditures (Expenditure Control)

- Required
- Normal Balance: Debit

Enterprise ERP automatically makes a duplicate journal entry to this account every time a journal entry hits an expenditure account within this fund. This account will then contain a balance that is the year-to-date total of all expenditures posted within the fund. Used by the Close Current Fiscal Year program at year end, the balance in the Expenditure Control account is netted with the Revenue Control balance and closed to Fund Balance – Unreserved/Undesignated. A journal entry is made that zeroes the balance in this account.

Example: Accounts Payable Invoice

	Debit	Credit
Fund Expenditure	100.00	
Accounts Payable		100.00
Expenditure Control (C)	(C) 100.00	

Fund Balance – Reserved for Encumbrance

- Required
- Normal Balance: Debit

This control account is used by organizations that use Budgetary Method 2, as specified in General Ledger Settings. The Close Fiscal Year function uses this account to replace the original expenditure accounts on the purchase orders that are open at year end and to reclassify fund balance.

Fund Balance – Unreserved/Undesignated

- Required
- Normal Balance: Credit

This control account represents the primary fund balance account for the fund. The account entered here receives a single posting during year-end close as a result of the netting out of the Revenue and Expenditure control account balances. An account must be entered here before the Close Current Fiscal Year program can process for this fund.

Payroll Liability

- Required if using the Enterprise ERP Payroll module.
- Normal Balance: Credit

This liability control account is used when deferring cash posting to the second period for a split payroll. No cash movement occurs in the first period of the split. During the second period, the cash movement for both periods takes place and the Payroll Liability control account is liquidated.

Revenues (Revenue Control)

- Required
- Normal Balance: Credit

Enterprise ERP automatically makes a duplicate journal entry to this account every time a journal entry hits a revenue account with this fund. In effect, this account contains a balance that represents the year-to-date total of all revenue posted in the fund. Used by the Close Current Fiscal Year program, at year-end its balance is netted with the Expenditure Control account and the result is posted to the Fund Balance – Unreserved/Undesignated account. A journal entry to then zero the balance in this account is made during the process.

Example: Cash Receipt

	Debit	Credit
Cash	100.00	
Fund Revenue		100.00
Revenue Control (C)		(C) 100.00

Use Tax

- Required if your state requires use tax.
- Normal Balance: Credit

This control account stores accumulated use tax amounts to be paid to the state. When the Use Tax Report is processed and the state is paid, the amounts are taken from this control account. Use tax is expensed to the purchasing accounts at the time the invoice is posted.

Example: Accounts Payable Invoice

	Debit	Credit
Fund Expenditure	100.00	
Fund Expenditure – Use Tax	8.25	
Accounts Payable		100.00
Use Tax Payable		8.25
Expenditure Control (C)		(C) 108.25

In Conclusion

The only control accounts that are normally set to zero out their closing balances at year-end are:

- Expenditures (Expenditure Control)
- Revenues (Revenue Control)
 - Close to Fund Balance – Unreserved/Undesignated

The Fund Balance – Unreserved/Undesignated account would be entered in the Reference Account field at the bottom of the Account Master screen after defining the above control accounts. The Fund Balance account must also exist in Account Master before you reference it here.

If, in General Ledger Settings, you select the Use Budgetary GL Control setting, you must create and define the following accounts:

- Appropriations
- Estimated Revenues
 - Close to Budgetary Fund Balance – Unreserved/Undesignated

Again, when defining the Appropriations and Estimated Revenue accounts, indicate that they zero out their closing balances to Budgetary Fund Balance – Unreserved/Undesignated by entering the Budgetary Fund Balance account in the Reference Account field at the bottom of the Account Master screen, unless this is a multi-year fund. In that case, the Closing Balances field in Account Master should be set to Carry, not Zero.

Results

After you establish control accounts for each fund, you can quickly view a list of these accounts in either Chart of Accounts Segments > Fund or in Account Master by clicking the Control Account option.

GL Impact

Without proper control account setup, no general ledger posting can occur.

Other Enterprise ERP Modules Impact

Control accounts allow other modules to post to the general ledger.

What's Next?

Before you update your Production database, it is recommended that you test and verify the control account posting in your Train database by posting and paying the following:

- Accounts payable invoices
- General billing invoices
- Cash disbursements
- Budget amendments
- General ledger journal entries