

GENERAL LEDGER

MODULE

PROCEDURES

MANUAL



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GENERAL LEDGER MODULE PROCEDURES

GENERAL LEDGER OVERVIEW

PURPOSE

To provide users with information needed to perform General Ledger inquiry and entry functions.

OVERVIEW

General Ledger (GL) contains accounting transaction detail, balances, policy, and other accounting information. Most transactions coming into GL originate in other accounting modules. These include: Accounts Payable (AP), Budgetary Control (BC), Financial Controller (FC), and Purchasing (PS).

Transactions from other systems also flow through FC to GL. These transactions, sometimes referred to as financial systems interface (FSI), include: outside payrolls (e.g., central payroll, revenue refunds, etc.); multiple payee (without vendors); warrant imprest transfers; and others.

Some transactions are entered directly into GL, either on-line or through batch. Batch entry includes the budget load, the encumbrance carryover, central accruals, and high-volume maintenance.

Major general ledger files include the master file, history file, center description file, detail posted transaction file, summary posted transaction file, and the suspended transaction file.

Users have access to the following functions (screen number):

Entry

- Company/Accounts 286
- Company/Account/Centers 287
- Center Descriptions 288

Inquiry

- Company Policy 010
- Company/Accounts 012
- Company/Account/Centers 014
- Period Ending Balance/Activity Amounts by Period by Year 016
- Period Aggregates and Averages 018
- Compare Current Versus Prior Year Ending Balances 030
- Edit Rules and Reserved Numbers 034
- Fiscal Calendar 036
- Posted Entry Query 220, 222, 224
- Suspended Transactions 270, 275, 276, 277
- Center Descriptions 292

The following procedures explain in more detail how to perform these functions. Users can contact the Bureau of Finance and Management with questions not resolved by these written procedures.

GENERAL LEDGER MODULE PROCEDURES

GENERAL LEDGER ENTRY

PURPOSE

This procedure provides a method for agencies to add or change accounting codes in their chart of accounts.

OVERVIEW

All accounting documents require accounting codes to be valid on the general ledger master file before they can be completed and transactions posted. The four types of maintenance transactions users will enter include:

--ACCOUNT MAINTENANCE (Screen 286)

- Add an Account
- Change an Account Description

--ACCOUNT/CENTER MAINTENANCE (Screen 287)

- Add/Change an Account/Center

--CENTER DESCRIPTION MAINTENANCE (Screen 288, 292)

- Add/Change/Delete a Center Description

--HIGH VOLUME MAINTENANCE (Contact BFM)

- Add or Change Account/Centers from a Model Account or Center

PROCEDURE

To perform accounting code maintenance, users must sign on to the South Dakota Financial Systems and select General Ledger. Instructions about signing on to the system can be found in the [Accounting Systems Overview Procedures](#). The general ledger main menu screen follows.

```
GL                                ONLINE PROCESSING                                001
NEXT FUNCTION:  _____ ACTION:  _____

=====

          <=== ENTER SELECTION
* * * * *
(1) ACCOUNTING INQUIRY
(2) ACCOUNTING ENTRY
(3) MANAGEMENT INQUIRY
(4) ONLINE UPDATE
(5) SECURITY MAINTENANCE
(6) UNLOCK OPERATOR AND TERMINAL
```

GENERAL LEDGER MODULE PROCEDURES

GENERAL LEDGER ENTRY

GENERAL LEDGER MENU

Select "4" **ON-LINE UPDATE**, or type either "286" (ACCOUNT MAINTENANCE) or "287" (ACCOUNT/CENTER MAINTENANCE) in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. If you select "4", the ON-LINE UPDATE menu is displayed. If you select "286" or "287", you are taken directly to update screens for the function selected. An explanation of these screens appears later in this procedure.

```
GL                                ONLINE UPDATE                                006
NEXT FUNCTION: _____ ACTION: _____
=====
<=== ENTER SELECTION
* * * * *
(1) SUSPENDED BATCH MASTER
(2) LEDGER POSTING
(3) CHART OF ACCOUNTS
(4) BUDGET
(5) ACCOUNT RECONCILIATION
```

GENERAL LEDGER MODULE PROCEDURES

GENERAL LEDGER ENTRY

ON-LINE UPDATE MENU

Type "3", and press ENTER; the Chart of Accounts menu screen appears.

```
GL                                CHART OF ACCOUNTS                                008
NEXT FUNCTION: _____ ACTION: _____
=====
                                ADD OR CHANGE
SELECT
-                               286. ACCOUNT
-                               287. ACCOUNT/CENTER
-                               288. MISCELLANEOUS DESCRIPTIONS
-                               289. CLASS/GROUP DESCRIPTION
-                               293. BUDGET VERSION DESCRIPTIONS
-                               294. EDIT RULES/RESERVED NUMBERS
                                REVIEW
-                               292. DESCRIPTION LIST
```

To add or change an account, type "S" in the select field next to 286, Accounts. To add or change an account/center combination, type "S" in the select field next to 287, Account/Centers.

Try adding an account/center combination first. If a valid account is not on file, you will receive the error message "Account not on data base, center cannot be added". In this case, type "286" in the NEXT FUNCTION field, and press ENTER. You will be taken to the account maintenance screen.

To add, change, or delete a center description, type an "S" in the select field next to 288, Center Descriptions.

You may also change or delete a center description by typing "S" in the select field next to 292, Description List. Screen 292 provides a list from which to choose a center to change or delete. You must know the company/center combination to change or delete on screen 288.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT MAINTENANCE

OVERVIEW

Before an account/center combination can be entered, a valid account must be on file. Accounts may be input real-time for immediate update to the General Ledger Master File (GMP11). You perform this function on screen 286, Add or Change an Account.

PROCEDURE

To access this screen, type "286" in the NEXT FUNCTION field of a General Ledger screen, and ENTER.

OPTION	COMPANY	ACCOUNT ID	CLASS CODE	GROUP CODE
ACCOUNT DESCRIPTION		NON-FINANCIAL	NORMAL SIGN	REQUIRED ENTRY
OVER AND SHORT	RECONCILE CODE	PROJECTION METHOD	CONTROL ACCOUNT	
UPPER TRANS LIMIT	LOWER TRANS LIMIT	AUTHORIZED CASH LIMIT		
UPPER BALANCE LIMIT	LOWER BALANCE LIMIT	PERCENT CHANGE LIMIT		
PROCESSING OPTIONS: A = ADD C = CHANGE E = END R = REPEAT ADD				

An explanation of screen "286" fields follows:

OPTION -- Type "A" to add a new account, "C" to change an existing account, "E" to end processing, or "R" to repeat add.

Use "E" to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen "286" in the middle of an add or change.

An "R" is the same as "A", but "R" leaves the screen filled in except for the account and account description fields. Using "R" is useful when adding multiple accounts in the same company.

COMPANY -- Type the company for which you want to add or change an account.

ACCOUNT ID -- Type the account you want to add or change. Class "5" (Expense) accounts must be valid on the chart of accounts (Object and Subobject Codes).

CLASS CODE -- Type in the first digit of the account.

GROUP CODE -- Type in the second digit of the account.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT MAINTENANCE

ACCOUNT DESCRIPTION -- You must complete the account description for asset, liability, equity, and revenue accounts (classes 1, 2, 3, and 4). You may assign your own description to expense accounts with other than a zero in position seven (e.g., 52040110). Leave account description blank for expenses, appropriations and encumbrances (classes 5, 7, and 8) accounts, when position seven is a zero, e.g., 52040100.

ALL OTHER FIELDS SHOULD BE LEFT BLANK

To **ADD** a new account, key in the required fields, and press ENTER. If successful, you receive a message indicating the master file was updated (see screen "286", p. 5). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

```

GL                                ADD OR CHANGE AN ACCOUNT                                286

NEXT FUNCTION: _____ ACTION: _____
PLEASE ENTER THE KEY FOR THE NEXT ACCOUNT

=====
OPTION      COMPANY      ACCOUNT ID      CLASS CODE      GROUP CODE
  A          6010          52051000      5                2

ACCOUNT DESCRIPTION      NON-FINANCIAL      NORMAL SIGN      REQUIRED ENTRY
-----
OVER AND SHORT      RECONCILE CODE      PROJECTION METHOD      CONTROL ACCOUNT
  -                  -                  -                  -----
UPPER TRANS LIMIT      LOWER TRANS LIMIT      AUTHORIZED CASH LIMIT
-----
UPPER BALANCE LIMIT      LOWER BALANCE LIMIT      PERCENT CHANGE LIMIT
-----

PROCESSING OPTIONS:  A = ADD  C = CHANGE  E = END  R = REPEAT ADD
  
```

To **CHANGE** an existing account, key in the option, company and account, and press ENTER. Information about the account is displayed on the screen. You may only change the account description for asset, liability, equity, revenue and expense accounts if the seventh digit is not equal to zero, e.g., 52040110.

Key in your change to the account description, and press ENTER. As with an add, you will receive a message indicating the master file was updated. An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT MAINTENANCE

GL	ADD OR CHANGE AN ACCOUNT	286		
NEXT FUNCTION: _____ ACTION: _____				
ENTER CHANGES FOR THIS ACCOUNT				
=====				
OPTION	COMPANY	ACCOUNT ID	CLASS CODE	GROUP CODE
C	6010	52051010	5	2
ACCOUNT DESCRIPTION		NON-FINANCIAL	NORMAL SIGN	REQUIRED ENTRY
SPECIAL PLUMBING SUPPLIES		F	0	0
OVER AND SHORT	RECONCILE CODE	PROJECTION METHOD	CONTROL ACCOUNT	
0	0	0		
UPPER TRANS LIMIT	LOWER TRANS LIMIT	AUTHORIZED CASH LIMIT		
0.00	0.00	0.00		
UPPER BALANCE LIMIT	LOWER BALANCE LIMIT	PERCENT CHANGE LIMIT		
0.00	0.00	0.00		
PROCESSING OPTIONS: A = ADD C = CHANGE E = END R = REPEAT ADD				

NOTE: When adding or changing on screens "286" or "287", transactions must be completed in one of the following ways: (1) by being entered and updated; (2) by changing the coding and trying again; or, (3) by using option code "E" to end (type E in OPTION field and press ENTER).

If you are in the middle of an add or change (after receiving an error message, for example) **do not** leave the screen or sign off without using option code "E" to end. This prevents locking the record; a locked record can only be accessed by a specific operator/terminal.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT/CENTER MAINTENANCE

OVERVIEW

Before adding an account/center, the account must be on file, and also the center description. Account/centers may be input real-time for immediate update to the General Ledger Master file (GMP11). You perform this function on screen "287", Add or Change an Account/Center.

PROCEDURE

To access this screen, type "287" in the NEXT FUNCTION field of a General Ledger screen, and ENTER.

GL	ADD OR CHANGE AN ACCOUNT/CNTR				287
NEXT FUNCTION: _____ ACTION: _____					
PLEASE ENTER THE KEY FOR THE NEXT ACCOUNT/CNTR					
=====					
OPTION	COMPANY	ACCOUNT ID	CNTR ID	STATUS CODE	
_____	_____	_____	_____	_____	
ACTIVE DATE	INACTIVE DATE	RECONCILE CODE	PERCENT CHANGE	LIMIT	
_____	_____	_____	_____	_____	
REQUIRED ENTRY	OVER AND SHORT	UPPER TRANS LIMIT	LOWER TRANS LIMIT		
_____	_____	_____	_____		
AUTHORIZED CASH LIMIT	UPPER BALANCE LIMIT	LOWER BALANCE LIMIT			
_____	_____	_____			
REPORT LEVEL 1	REPORT LEVEL 2	REPORT LEVEL 3			
_____	_____	_____			
PROCESSING OPTIONS: (A)DD, (C)HANGE, (R)EPEAT ADD, (M)REPEAT CHANGE, (E)ND					

An explanation of screen "287" fields follows:

OPTION -- Type "A" to add a new account/center, "C" to change an existing account/center, "E" to end processing, "M" to repeat change, or "R" to repeat add.

Use "E" to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen "287" in the middle of an add or change. Using "E" returns you to the Posting Ledger menu, GL screen 280.

An "M" is the same as "C", but "M" leaves the screen filled in except for the center field. Using "M" is useful when changing multiple centers in the same company/account.

An "R" is the same as "A", but "R" leaves the screen filled in except for the center field. Using "R" is useful when adding multiple centers in the same company/account.

COMPANY -- Type the company for which you want to add or change an account/center.

ACCOUNT ID -- Type the account for the account/center you want to add or change.

CNTR ID -- Type the center for the account/center you want to add or change.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT/CENTER MAINTENANCE

STATUS CODE -- When adding, this field should be left blank or coded with a zero. When changing, values are: zero (0) or A, for active; or, one (1) or I, for inactive.

ACTIVE DATE -- The active date is the date an account/center is available for posting. This field defaults to the first day of the current month and year you add the account/center.

Generally, you can leave this field blank. However, complete this field with the appropriate date: (1) if you will code an effective date that is earlier than the default date mentioned above (e.g., a year-end accrual document); or, (2) if you want the account/center to be available for posting at some future date.

INACTIVE DATE -- The inactive date is the date an account/center will no longer be available for posting. This field defaults to 99/99/9999. You should leave this field blank, or type in the date you want the account/center to be unavailable for posting.

ALL OTHER FIELDS SHOULD BE LEFT BLANK

To **ADD** a new account/center, key in the required fields, and press ENTER. If successful, you will receive a message indicating the master file was updated (see screen "287", p. 8). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

GL	ADD OR CHANGE AN ACCOUNT/CNTR				287
NEXT FUNCTION: _____ ACTION: _____					
PLEASE ENTER THE KEY FOR THE NEXT ACCOUNT/CNTR					
=====					
OPTION	COMPANY	ACCOUNT ID	CNTR ID	STATUS CODE	
A	6010	52051000 _____	0111301635__	_	
ACTIVE DATE	INACTIVE DATE	RECONCILE CODE	PERCENT CHANGE LIMIT		
_____	_____	-	_____		
REQUIRED ENTRY	OVER AND SHORT	UPPER TRANS LIMIT	LOWER TRANS LIMIT		
-	-	_____	_____		
AUTHORIZED CASH LIMIT		UPPER BALANCE LIMIT	LOWER BALANCE LIMIT		
_____		_____	_____		
REPORT LEVEL 1		REPORT LEVEL 2	REPORT LEVEL 3		
_____		_____	_____		
PROCESSING OPTIONS: (A)DD, (C)HANGE, (R)EPEAT ADD, (M)REPEAT CHANGE, (E)ND					

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT/CENTER MAINTENANCE

To **CHANGE** an existing account/center, key in the option, company, account ID, and CNTR ID, and press ENTER. Information about the account/center will be displayed on the screen. You can change the status code, the active date, or the inactive date. Valid values for status code are 0 (active) and 1 (inactive).

Key in your change to the account/center, and press ENTER. As with an add, you will receive a message confirming the master file was updated. An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

```

GL                                ADD OR CHANGE AN ACCOUNT/CNTR                                287

NEXT FUNCTION: _____ ACTION:
ENTER CHANGES FOR THIS ACCOUNT CENTER

-----
OPTION          COMPANY          ACCOUNT ID          CNTR ID          STATUS CODE
  C              6010           52060200           0111301635           0

ACTIVE DATE     INACTIVE DATE     RECONCILE CODE     PERCENT CHANGE LIMIT
02/01/2008      99/99/9999        0                   0.00

REQUIRED ENTRY  OVER AND SHORT    UPPER TRANS LIMIT   LOWER TRANS LIMIT
  0              0                  0.00                0.00

AUTHORIZED CASH LIMIT    UPPER BALANCE LIMIT    LOWER BALANCE LIMIT
  0.00              0.00                0.00

REPORT LEVEL 1          REPORT LEVEL 2          REPORT LEVEL 3
  _____            _____            _____

PROCESSING OPTIONS: (A)DD, (C)HANGE, (R)EPEAT ADD, (M)REPEAT CHANGE, (E)ND
  
```

OPTION-- Type "C" for change, "E" to End, or "M" for repeat change.

Use "E" to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen "286" in the middle of an add or change.

An "M" is the same as "C", but "M" leaves the screen filled in except for the center field. Using "M" is useful when changing multiple centers in the same company/account.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION MAINTENANCE

MISCELLANEOUS DESCRIPTIONS SCREEN OVERVIEW

Center descriptions may be input real-time for immediate update of the Custom Control File (CCF, or TM700). You perform this function on screen "288", Center Descriptions.

PROCEDURE

To access this screen, type "288" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

GL	MISCELLANEOUS DESCRIPTIONS	288
NEXT FUNCTION: _____	ACTION: _____	
PLEASE ENTER KEY INFORMATION		
=====		
OPTION:	_____	
COMPANY:	_____	
DESCRIPTION TYPE:	_____	
DESCRIPTION ID:	_____	
DESCRIPTION:	_____	
DESCRIPTION TYPE: C=POSTING CENTER R=REPORT CENTER N=ACN T=RECIPIENT Z=CONTROL ACCOUNT SPACE=COMPANY NAME		
PROCESSING OPTIONS: A = ADD C = CHANGE D = DELETE		

An explanation of screen "288" fields follows:

OPTION -- Type "A" to add a center description; "C" to change an existing center description; or, "D" to delete an existing center description.

COMPANY -- Type the company for which you want to add, change, or delete a description. This field cannot be spaces.

DESCRIPTION TYPE -- Type a space, C, R, or Z in this field. Explanations follow:

SPACE (OR BLANK) = Company names (Description ID field will be blank as well).

C = Posting center; use C for centers that you post to, such as 0111301635.

R = Report center; use R for centers you do not post to, such as 01 and 011, used for reporting only.

Z = Control account. **NOTE:** Control accounts are maintained by the Bureau of Finance and Management.

DESCRIPTION ID -- Type the center for which you will add, change, or delete a description.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION MAINTENANCE

DESCRIPTION -- Type the center description; this field may not be blank.

```

GL                               MISCELLANEOUS DESCRIPTIONS                               288

NEXT FUNCTION: _____ ACTION: _____
PLEASE ENTER KEY INFORMATION
=====
OPTION:                          A
COMPANY:                          6010
DESCRIPTION TYPE:                  C
DESCRIPTION ID:                     0111325613_____
DESCRIPTION:                        BFM-ACCOUNTING SPECIAL_____

DESCRIPTION TYPE: C=POSTING CENTER  R=REPORT CENTER  N=ACN
                  T=RECIPIENT       Z=CONTROL ACCOUNT SPACE=COMPANY NAME

PROCESSING OPTIONS: A = ADD  C = CHANGE  D = DELETE
    
```

To **ADD** a center description, key in option, company, description type, description (center) ID, and description, then press ENTER.

To **CHANGE** an existing center, key in option, company, description type, description (center) ID, and description, then press ENTER. The existing description is displayed. You can change description type and/or description.

HINT: On changes or deletes, if you do not know the description type, use C. The system will correct it for you. But description type cannot be blank except on the company description record.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION MAINTENANCE

If you are sure you want to proceed, change the description and press ENTER again. If you decide you do not want to change the center description, blank the option field and press ENTER.

GL	MISCELLANEOUS DESCRIPTIONS	288
NEXT FUNCTION: _____	ACTION: _____	
PLEASE ENTER CHANGES		
=====	=====	
OPTION:	C	
COMPANY:	6010	
DESCRIPTION TYPE:	C	
DESCRIPTION ID:	0111325613	
DESCRIPTION:	BFM-ACCOUNTING SPECIAL	
DESCRIPTION TYPE: C=POSTING CENTER R=REPORT CENTER N=ACN		
T=RECIPIENT Z=CONTROL ACCOUNT SPACE=COMPANY NAME		
PROCESSING OPTIONS: A = ADD C = CHANGE D = DELETE		

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION MAINTENANCE

To **DELETE** an existing description, key in option, company, description type, and description (center) ID, then press ENTER. The description is displayed.

If you are sure you want to delete, press ENTER again. If you decide that you do not want to delete the center description, blank the OPTION field, and press ENTER.

```
GL                               MISCELLANEOUS DESCRIPTIONS          288
NEXT FUNCTION: _____ ACTION: _____
PRESS <ENTER> TO CONFIRM DELETE
=====
OPTION:                          D
COMPANY:                         6010
DESCRIPTION TYPE:                 C
DESCRIPTION ID:                   0111325613
DESCRIPTION:                      BFM-ACCOUNTING SPECIAL

DESCRIPTION TYPE: C=POSTING CENTER R=REPORT CENTER N=ACN
                  T=RECIPIENT      Z=CONTROL ACCOUNT SPACE=COMPANY NAME
PROCESSING OPTIONS: A = ADD C = CHANGE D = DELETE
```

You should receive an UPDATE SUCCESSFUL message after adding, changing, or deleting a center description (see screen "288", p. 11). An error message is displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

HINT: Changes and deletes are generally easier to do when selecting from a list. See page 34 of this manual for procedures on using GL screen 292, Description List, to change or delete center descriptions.

HIGH VOLUME MAINTENANCE

High volume maintenance may be done through batch processing. This process uses a model company/center to copy account/centers to a new company/center. Contact the Bureau of Finance and Management if you need to do high volume maintenance.

GENERAL LEDGER MODULE PROCEDURES

ACCOUNTING INQUIRY

OVERVIEW

Accounting inquiry screens provide information about accounts, account/centers, period-ending balances and monthly activity, period aggregates and averages (for certain companies), comparison of period-ending balances for current versus prior year, edit rules, reserved numbers, fiscal calendars, and posted transactions.

PROCEDURE

On the General Ledger On-Line Processing Menu, type "1" next to the arrow to choose Accounting Inquiry, and press ENTER. The Accounting Inquiry Menu is displayed.

GENERAL LEDGER MENU

```
GL                                ONLINE PROCESSING                                001
NEXT FUNCTION:  _____ ACTION:  _____

=====

<=== ENTER SELECTION
* * * * *
(1) ACCOUNTING INQUIRY
(2) ACCOUNTING ENTRY
(3) MANAGEMENT INQUIRY
(4) ONLINE UPDATE
(5) SECURITY MAINTENANCE
(6) UNLOCK OPERATOR AND TERMINAL
```

GENERAL LEDGER MODULE PROCEDURES ACCOUNTING INQUIRY

ACCOUNTING INQUIRY MENU

OVERVIEW

This screen is used to go to various General Ledger Inquiry Screens. Agencies have access to the following screens:

<u>SCREEN (FUNCTION)</u>	<u>SCREEN NUMBER</u>
Company Policy Information	010
Account Information	012
Center Information	014
Period Ending Balance/Activity	016
Period Aggregates/Averages	018
Current Versus Prior Year Ending Balances	030
Edit Rules and Reserved Numbers	034
Fiscal Calendars	036
Posted Entry Query	220
Description List	292

PROCEDURE

Type the selection number of the screen desired as instructed on the Accounting Inquiry Menu Screen or type the function (screen) number in the NEXT FUNCTION field.

Complete the COMPANY, ACCOUNT/ACN and CNTR/RECIPIENT fields, and press ENTER. The desired screen is displayed.

```

GL                ACCOUNTING INQUIRY                004

NEXT FUNCTION:   _____ ACTION:   _____

=====

                <=== ENTER SELECTION

                FOR SELECTIONS 1 THROUGH 15 ENTER
COMPANY:  _____ ACCOUNT/ACN:  _____ CNTR/RECIPIENT:  _____
VERSION(S):  _____ CLASS:  _____ YEAR:  _____ ACTIVITY SEGMENT:  _____

( 1) EDIT RULES/RESERVED NUMBERS      ( 9) PLANNED ACTIVITY AVERAGES
( 2) FISCAL CALENDAR                  (10) COST ALLOCATION ACTUAL
( 3) COMPANY POLICY INFORMATION        (11) COST ALLOCATION PLAN
( 4) ACCOUNT INFORMATION               (12) ACTUAL VS. PLANNED ACTIVITY
( 5) CNTR INFORMATION                 (13) ACTUAL VS. PLANNED AVERAGES
( 6) PERIOD ENDING BALANCE/ACTIVITY    (14) CURRENT VS. PRIOR YEAR
( 7) PERIOD AGGREGATE/AVERAGE         (15) PLANNED VS. PLANNED ACTIVITY/AVE
( 8) DAILY ACTIVITY                   (16) POSTED ENTRY QUERY
  
```

GENERAL LEDGER MODULE PROCEDURES

COMPANY POLICY INQUIRY

OVERVIEW

Screen 010 displays policy information and options for a company (fund). It gives the company description, the last posting date, the current period number and name, the current fiscal year, etc.

PROCEDURE

To access this screen, type selection number "3" on the Accounting Inquiry Menu Screen, or "010" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Company Policy Screen will appear.

Type the desired company at the top of the screen, and press ENTER.

GL	COMPANY POLICY INFORMATION	10
NEXT FUNCTION: 10	ACTION: ____	
=====		
COMPANY: <u>1000</u>	STATE GENERAL FUND	
CURRENT FISCAL PERIOD: 09 MARCH		- OPTIONS -
CURRENT FISCAL YEAR: 2012		
LAST POSTING DATE: 03/16/2012	SEQUENTIAL PROCESS: 0	
ONLINE POSTING DATE: 03/16/2012	AGGREGATES: 0	
	DAYS LATE ALERT: 30	
YEARS OF HISTORY RETAINED: 05	NUMBER PERIODS OPEN: 11	
DAILY ACTIVITY SEGMENTS: 0	NUMBER ALLOWED OPEN: 12	
	PREVIOUS YEAR OPEN: 1	
- YEAR END CLOSE -	ONLINE UPDATE: Y	
ACCOUNT: 3220000	ONLINE ALERT: Y	
CNTR: 99997	ONLINE SUMMARY: Y	
	NO DECIMAL AGGREGATE: 0	

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT INQUIRY

OVERVIEW

Screen 012 displays policy information for an existing account. It gives the company name, the account name, the class and group to which the account belongs, etc.

PROCEDURE

To access this screen, type selection number "4" on the Accounting Inquiry Menu Screen, or "012" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Account Information Screen will appear.

Type the desired company and account number at the top of the screen, and press ENTER.

GL	ACCOUNT INFORMATION	12
NEXT FUNCTION: 12	ACTION: _____	
=====		
COMPANY: 1000	STATE GENERAL FUND	
ACCOUNT: 51010100	F-T EMP SAL & WAGES	
CLASS: 5	EXPENSES	
GROUP: 1	PERSONAL SERVICES	
NON-FINANCIAL CODE: F	USER CONTROL ACCOUNT:	
NORMAL SIGN CODE: 0	REQUIRED ENTRY CODE: 0	
OVER/SHORT CODE: 0	RECONCILE CODE: 0	
PROJ METH OVERRIDE: 0		
AUTHORIZED CASH AMOUNT:	0.00	
PERCENT CHANGE LIMIT:	0.00	
	-BALANCE-	- TRANSACTION -
LOWER AMOUNT LIMIT:	0.00	0.00
UPPER AMOUNT LIMIT:	0.00	0.00

GENERAL LEDGER MODULE PROCEDURES

ACCOUNT/CENTER INQUIRY

OVERVIEW

Screen 014 provides policy information for an existing company/account/center combination.

PROCEDURE

To access this screen, type selection number "5" on the Accounting Inquiry Menu, or "014" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Center Information Screen will appear.

GL	CNTR INFORMATION	14
NEXT FUNCTION: 14	ACTION: ____	
=====		
COMPANY: 1000	STATE GENERAL FUND	
ACCOUNT: 51010100	F-T EMP SAL & WAGES	
CNTR: 01111	FINANCE AND MANAGEMENT	
STATUS: 0	OVER/SHORT CODE: 0	
ACTIVE DATE: 07/01/1997	PER-TO-DATE DAYS SHORT: 00	
INACTIVE DATE: 99/99/9999	PER-TO-DATE DAYS OVER: 00	
RECONCILE CODE: 0	REQUIRED ENTRY: 0	
PREV POST END BALANCE:	708,368.05	LAST ACTIVITY DATE: 03/16/2012
PREV YEAR END BALANCE:	433,325.71	
AUTHORIZED CASH AMOUNT:	0.00	PERCENT CHANGE LIMIT: 0.00
	- BALANCE -	- TRANSACTION -
LOWER AMOUNT LIMIT:	0.00	0.00
UPPER AMOUNT LIMIT:	0.00	0.00
REPORT LEVELS: 1:	2:	3:

Type the desired company, account, and center number in the fields at the top of the screen, and press ENTER.

GENERAL LEDGER MODULE PROCEDURES

BALANCES AND ACTIVITY INQUIRY

OVERVIEW

Screen 016 provides ending balances and activity by period and by year for an existing company/account/center.

PROCEDURE

To access this screen, type selection number "6" on the Accounting Inquiry Menu, or "016" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Period-Ending Balance Screen will appear.

Type the desired company, account, and center in the fields at the top of the screen. The year defaults to the current year. You can view up to four prior years. Simply type in the four-digit year (e.g., 2008, 2009, etc.), and press ENTER.

PERIOD	- ENDING BALANCE -	- PERIOD ACTIVITY -
1 - JULY	3,067.56	3,067.56
2 - AUGUST	6,135.12	3,067.56
3 - SEPTEMBER	10,736.46	4,601.34
4 - OCTOBER	12,259.44	1,522.98
5 - NOVEMBER	15,327.00	3,067.56
6 - DECEMBER	18,394.56	3,067.56
7 - JANUARY	21,462.12	3,067.56
8 - FEBRUARY	24,529.68	3,067.56
9 - MARCH	27,597.24	3,067.56
10 - APRIL	0.00	0.00
11 - MAY	0.00	0.00
12 - JUNE	0.00	0.00
13 - JUNE ADJ.	0.00	0.00

Amounts shown on screen 016 are "normalized", based on account class (asset, liability, equity, etc.). The normal sign (debit or credit) for an account indicates plus or positive for that account. The contra sign for an account indicates minus or negative for that account.

When viewing the screen, no sign (blank) after an amount means positive. A dash (-) after an amount means negative. These signs indicate debit or credit balance/period activity depending on account class. The following table shows whether amounts are debit or credit based upon account class and the sign shown on screen:

<u>Account class</u>	<u>Positive</u>	<u>Negative (-)</u>
1	Debit	Credit
2	Credit	Debit
3	Credit	Debit
4	Credit	Debit
5	Debit	Credit
7	Credit	Debit
8	Debit	Credit

See Appendix A in these procedures for instructions on how to inquire using summary accounts and summary centers.

GENERAL LEDGER MODULE PROCEDURES

AGGREGATES AND AVERAGES INQUIRY

OVERVIEW

Screen 018 displays, by period, aggregates (the sum of daily balances for the period), and averages (the aggregate divided by the number of days in the period) for a company/account/center.

NOTE: Only the following companies currently have aggregates and averages available for inquiry on this screen: 3009, 3108, 5018, 8000, 8010, and 8610.

PROCEDURE

To access this screen, enter selection number "7" on the Accounting Inquiry Menu, or enter "018" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

Type the desired company/account/center. The year defaults to the current year. You can view up to four prior years. Simply type in the four-digit year (e.g., 2011, 2012, etc.), and press ENTER.

GL	PERIOD AGGREGATES AND AVERAGES FOR YEAR 2012	18
NEXT FUNCTION: 18 ACTION: ____		
=====		
COMPANY: 8010	SPL AGENCY FUND	
ACCOUNT: 1400000	INVESTMENTS	
CNTR: 3001945	INVESTMENT INTEREST & INCOME	
PERIOD	- AGGREGATE -	- CALCULATED AVERAGE -
1 - JULY	106,855,641.99	3,446,956.19
2 - AUGUST	119,086,842.93	3,841,511.06
3 - SEPTEMBER	127,751,089.47	4,258,369.64
4 - OCTOBER	126,357,788.38	4,076,057.68
5 - NOVEMBER	53,287,575.02	1,776,252.50
6 - DECEMBER	65,863,308.05	2,124,622.84
7 - JANUARY	80,491,136.73	2,596,488.28
8 - FEBRUARY	44,966,294.95	1,550,561.89
9 - MARCH	30,403,773.44	1,900,235.84
10 - APRIL	0.00	0.00
11 - MAY	0.00	0.00
12 - JUNE	0.00	0.00
13 - JUNE ADJ.	0.00	0.00

GENERAL LEDGER MODULE PROCEDURES

CURRENT VS PRIOR YEAR BALANCES INQUIRY

OVERVIEW

Screen 030 displays, by period, the ending balances, variances, and percent variance for the current and prior year for a company/account/center.

PROCEDURE

To access this screen, type selection number "14" on the Accounting Inquiry Menu, or "030" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Current Versus Prior Year Ending Balances Screen will appear.

Type the desired company, account, and center in the fields at the top of the screen, and press ENTER.

PERIOD	CURRENT YEAR BALANCE	PREVIOUS YEAR BALANCE	-- VARIANCE -- AMOUNT	-- PERCENT
JULY	618.18	208.59	409.59	196.36-
AUGUST	652.94	474.50	178.44	37.61-
SEPTEMBER	686.61	635.15	51.46	8.10-
OCTOBER	1,542.74	997.65	545.09	54.64-
NOVEMBER	1,638.60	1,530.57	108.03	7.06-
DECEMBER	1,955.24	1,539.31	415.93	27.02-
JANUARY	1,955.24	2,148.19	192.95	8.98
FEBRUARY	2,268.72	2,646.13	377.41	14.26
MARCH	2,268.72	2,646.13	377.41	14.26
APRIL	0.00	2,795.60	2,795.60	100.00
MAY	0.00	2,840.25	2,840.25	100.00
JUNE	0.00	3,856.80	3,856.80	100.00
JUNE ADJ.	0.00	3,856.80	3,856.80	100.00

This screen compares current year period ending balances to those of the prior year. Variance amount is prior year balance minus current year balance. Variance percent is the variance amount divided by prior year balance.

Amounts on screen 030 are "normalized" (see page 20 of these procedures for explanation).

GENERAL LEDGER MODULE PROCEDURES

EDIT RULES AND RESERVED NUMBERS INQUIRY

OVERVIEW

Screen 034 displays existing edit rules and reserved numbers information by company.

PROCEDURE

To access this screen, type selection number "1" on the Accounting Inquiry Menu, or "034" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Edit Rules and Reserved Numbers screen appears.

Key in the desired COMPANY, and press ENTER.

```
GL                                EDIT RULES AND RESERVED NUMBERS                                034
NEXT FUNCTION:  ___                ACTION:  ___
=====
COMPANY:                6010                BUDGETARY ACCOUNTING FUND
FUTURE DAYS ALLOWED:    030  PROJECT ACCOUNTING:                DATE FORMATS:
DYNAMIC OPTION:         0   OPTION:                0           ENTRY:          1
CLOSED PERIOD ADJUSTMENT: 0  RECEIVING POSITION ACCOUNT: 00        PRINT:          1
USER EDIT OPTION:       0   RECEIVING POSITION CENTER: 00        SYSTEM:         1
                                SEND POSITION:                00        SEPARATOR: /
                                FIELD LENGTH:                00
MASK:   ACCOUNT          CENTER          REPORT CENTER
SUSPENSE: 9999998      99998
SUMMARY:  999999999999999999  99999
```

GENERAL LEDGER MODULE PROCEDURES

FISCAL CALENDAR INQUIRY

OVERVIEW

Screen 036 displays GL calendar information by company and fiscal year.

PROCEDURE

To access this screen, type selection number "2" on the Accounting Inquiry Menu, or "036" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Fiscal Calendar screen appears.

Key in the desired COMPANY; year defaults to the current year. You can view up to four prior years. Type in the year (e.g., 2004, or 2005, etc.), and press ENTER.

GL	FISCAL CALENDAR FOR YEAR: 2012	036
NEXT FUNCTION: ____	ACTION: ____	
=====		
COMPANY: 6010 BUDGETARY ACCOUNTING FUND		
CURRENT FISCAL YEAR: 2012 CURRENT ALLOCATION YEAR: 2012		
QUARTER CONFIGURATION: QUARTER 1: 3 2: 3 3: 3 4: 4 NUMBER OF PERIODS: 13		
-----P E R I O D-----	DAYS JULIAN	-----P E R I O D-----
END DATE NAME DAYS YTD DATE		END DATE NAME DAYS YTD DATE
1 07312011 JULY 031 031 2011212		11 05312012 MAY 031 336 2012152
2 08312011 AUGUST 031 062 2011243		12 06292012 JUNE 029 365 2012181
3 09302011 SEPTEMBER 030 092 2011273		13 06302012 JUNE ADJ. 001 366 2012182
4 10312011 OCTOBER 031 123 2011304		14 09302011 QUARTER 1 092 092 2011273
5 11302011 NOVEMBER 030 153 2011334		15 12312011 QUARTER 2 092 184 2011365
6 12312011 DECEMBER 031 184 2011365		16 03312012 QUARTER 3 091 275 2012091
7 01312012 JANUARY 031 215 2012031		17 06302012 QUARTER 4 091 366 2012182
8 02292012 FEBRUARY 029 244 2012060		18 12312011 1ST HALF 184 184 2011365
9 03312012 MARCH 031 275 2012091		19 06302012 2ND HALF 182 366 2012182
10 04302012 APRIL 030 305 2012121		20 06302012 ANNUAL 366 366 2012182

GENERAL LEDGER MODULE PROCEDURES

POSTED ENTRY QUERY

OVERVIEW

Screen 220 and 222 provides inquiry of transactions posted to General Ledger for the current month and six prior months. (Agencies should use one of the GL query tables in BFM's data mart to inquire against a full fiscal year of transactions or those of prior fiscal years).

PROCEDURE

To access this screen, type selection number "16" on the Accounting Inquiry Menu, or "220" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Posted Entry Query Screen will appear.

Type a "Y" in the Transaction Display (or leave blank; short entry is the default), type the company, and at least one of the following: account, center, or source code (source code is the document identification number for journal vouchers, purchase orders, and travel advances; for invoices, source code is the auditor approval number).

An effective date or range of effective dates may also be entered to limit the inquiry, if desired. This applies to posting dates and document amounts as well.

To make another selection, press ENTER, or type "220" in the NEXT FUNCTION field.

```
GL                                POSTED ENTRY QUERY                                220
NEXT FUNCTION: _____ ACTION: _____
=====
PLEASE ENTER Y AFTER DISPLAY TYPE  SHORT ENTRY: _  FULL ENTRY: _
PLEASE ENTER COMPANY: 6010
PLEASE ENTER AT LEAST ONE OF THE FOLLOWING
ACCOUNT: 2110000 _____
CNTR: _____
SOURCE CODE: _____
THE FOLLOWING ARE OPTIONAL          FROM          THROUGH
EFFECTIVE DATE: _____
POSTING DATE: _____
ENTRY AMOUNT: _____
NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE 'FROM' FIELD ONLY
```

After displaying the last screen of data (on GL 222), GL 220 comes back with the data you entered still on screen.

GENERAL LEDGER MODULE PROCEDURES

POSTED ENTRY QUERY

Using "wildcards" on GL 220

An asterisk (*) can be used as a wildcard in the **ACCOUNT**, **CNTR**, or **SOURCE CODE** fields, or any combination of these three. However, nothing can be entered in a field after an asterisk, once it's used in that field (e.g., in **ACCOUNT**, you could enter 52* or 5204*, but not 52*4).

The inquiry below will return transactions for company 6010, with accounts beginning 12, effective in March 2012.

```
GL                                POSTED ENTRY QUERY                                220
NEXT FUNCTION: _____ ACTION: _____
=====
PLEASE ENTER Y AFTER DISPLAY TYPE  SHORT ENTRY: _  FULL ENTRY: _
PLEASE ENTER COMPANY: 6010

PLEASE ENTER AT LEAST ONE OF THE FOLLOWING
ACCOUNT:   12*_____
CNTR:     _____
SOURCE CODE: _____

THE FOLLOWING ARE OPTIONAL          FROM          THROUGH
EFFECTIVE DATE:                    03/01/2012    03/31/2012
POSTING DATE:                       _____
ENTRY AMOUNT:                       _____

NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE 'FROM' FIELD ONLY
```

HINT: To select a specific DATE or AMOUNT, complete the FROM field only.

GENERAL LEDGER MODULE PROCEDURES

POSTED ENTRY QUERY

When inquiring the **ACCOUNT**, **CNTR**, or **SOURCE CODE** fields in combination, where you use an * in any one of the fields, you must also enter an * in all fields included in the inquiry. For example, the following inquiry returns transactions in company 6010, for centers beginning with 0111, and document numbers beginning with C01.

GL	POSTED ENTRY QUERY	220
NEXT FUNCTION: _____ ACTION: _____		
=====		
PLEASE ENTER Y AFTER DISPLAY TYPE SHORT ENTRY: _ FULL ENTRY: _		
PLEASE ENTER COMPANY: 6010		
PLEASE ENTER AT LEAST ONE OF THE FOLLOWING		
ACCOUNT: _____		
CNTR: 0111* _____		
SOURCE CODE: C01* _____		
THE FOLLOWING ARE OPTIONAL		
	FROM	THROUGH
EFFECTIVE DATE:	_____	_____
POSTING DATE:	_____	_____
ENTRY AMOUNT:	_____	_____
NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE 'FROM' FIELD ONLY		

If a wildcard is used in one of the three fields, but not in one of the other fields (where something is entered), incorrect results could be returned by the screen.

Keep in mind that more complicated criteria, especially if they return large amounts of data, will require longer response times. Therefore, it's best to limit the search as much as possible.

GENERAL LEDGER MODULE PROCEDURES

POSTED ENTRY QUERY

Summary or Detail Inquiry

The following screen, GL 222, appear if a "Y" were entered in the Short Entry Display type field (or if display type was left blank):

GL	POSTED ENTRY QUERY					222
NEXT FUNCTION: _____		ACTION:				
NO MORE TRANSACTIONS FOR THIS SELECTION						
=====						
PAGE F/B:		PAGE NO: 3				
COMPANY: 6010						
DISPLAY	ACCOUNT	CNTR	EFF DATE	SOURCE CODE	TRANSACTION AMOUNT	
S	2110000	0111	03/09/2012	069782	3,465.00	
-	2110000	0111	03/09/2012	069783	1,695.00	
	2110000	0111	03/09/2012	069838	84.95	
	2110000	0111	03/13/2012	077053	27,575.00 CR	
	2110000	0111	03/13/2012	077054	2,170.43 CR	
	2110000	0111	03/16/2012	077053	27,575.00	
	2110000	0111	03/16/2012	077054	2,170.43	
ACCUM TOTALS DR:		90,303.55		CR:		90,157.17

The following screen, GL 224, appears when a "Y" is entered in the Full Entry Display Type Field, or when an "S" is entered in the display full column of screen "222" (see above).

GL	POSTED ENTRY QUERY					224
NEXT FUNCTION: _____		ACTION:				
NO MORE DETAILS SELECTED						
=====						
PAGE OPT:		PAGE NO: 1				
COMPANY: 6010						
D/C:	10 ACCT:2110000	CNTR:0111	AMT:	3,465.00	TC: PT	
DESC 1:	121515869003159315	0M	2: 00099830713	3: PERCEPTIVE		
SOURCE:	069782	EFF DT: 03/09/2012	ENTRY DT: 03/09/2012	PROJ:		
STA:	0.00	CUR:	FOR:	0.00	EXCH: 0.00000000	
TYPE Y FOR NEXT DETAIL SCREEN ELSE RETURN TO SCREEN 222						

GENERAL LEDGER MODULE PROCEDURES POSTED ENTRY QUERY

Paging forward or backward

The **Page F/B** field on screen "222" can be used to redisplay previously displayed pages.

For example, after viewing page five, you like to see page four again. Type "B" in the Page F/B field, and press ENTER. This takes you backward one page. To return to page five (from page four), type "F" in the Page F/B field, and press ENTER. This takes you forward one page. Or, to continue viewing transactions, simply press ENTER.

You can also move by more than one page at a time. Do this by typing "Bxxx" or "Fxxx" where xxx is the number of pages you want to go backward or forward (e.g., "B5", "B18", or "F11"). Remember: you can only go backward or forward to previously displayed pages.

GENERAL LEDGER MODULE PROCEDURES

GL SUSPENSE INQUIRY

SUSPENDED BATCH MASTER PROCESSING MENU

OVERVIEW

Suspense inquiry screens allow agencies to view batches and detail entries which are suspended in General Ledger. Screen 270 is used to access other screens relating to the suspense file in General Ledger. Any batch which attempts to post in General Ledger and contains errors (invalid accounts or centers, prior period or future dates, etc.) is placed on the General Ledger Suspense File. Transactions on the GL suspense file do not affect the available funds file (AFF).

Agencies have access to the Batch Review Screens listed at the bottom of this screen so they may view the batches and detail entries which have suspended. Agencies do not have access to the Batch Corrections and Batch Actions options.

PROCEDURE

To access the suspense inquiry screens type "4" (on-line update) in the Processing Selection Field of the On-Line Processing Menu Screen, and press ENTER. The On-Line Update Menu Screen is displayed.

Type "1" (Suspended Batch Master Processing Menu) in the Processing Selection Field, or enter "270" in the NEXT FUNCTION field, and press ENTER. The Suspended Batch Master Processing Screen will appear.

GL	SUSPENDED BATCH MASTER PROCESSING				270
NEXT FUNCTION:	275	ACTION:		_____	
=====					
SBM INFO=	SBM CO ID	SBM POSTING DATE	SBM BATCH NBR	SBM ITEM NBR	
	6010	_____	_____	_____	
BATCH CORRECTIONS					
-	271.	CHANGE BATCH HEADER			
-	272.	ADD, CHANGE, OR DELETE AN ENTRY			
-	273.	MASS CHANGE TO BATCH			
BATCH ACTIONS					
-	274.	DELETE, ACTIVATE, OR RELEASE A BATCH			
BATCH REVIEW					
-	275.	LIST BATCH HEADERS			
-	276.	LIST ENTRIES			
-	277.	LIST ERROR ENTRIES			

To access the Batch Review Screens listed on this screen type "S" in the blank field next to the Review Screen desired. Or type screen number in NEXT FUNCTION field at top of the screen and company number in SBM CO ID field (as shown above), then press ENTER. The desired screen appears.

GENERAL LEDGER MODULE PROCEDURES

GL SUSPENSE INQUIRY

SBM—LIST BATCH HEADERS (GL 275)

OVERVIEW

Screen 275 lists all batch headers for a particular company on the Suspense File.

PROCEDURE

Type "S" in the blank field next to List Batch Headers, or "275" in the NEXT FUNCTION field of any Suspended Batch Master Screen, and press ENTER. The List Batch Headers Screen appears.

Type the desired company number, and press ENTER. All suspended batches for that company are listed.

```
GL                S B M -- LIST BATCH HEADERS                275
NEXT FUNCTION: _____ ACTION: _____
*** END OF LIST ***
===== PAGE 1
VIEW: SBM CO ID = 6007 SBM POSTING DTE = SBM BATCH NBR =
*** SEL = SELECT OPTIONS ***
L = LIST ENTRIES E = LIST ERR ENTRIES R = RELEASE BATCH D = DELETE BATCH
C = CHANGE HDR P = PRINT AND DELETE BATCH A = ACTIVATE

***** BATCH HEADER INFORMATION *****
SEL  BATCH  DATA CO  APPL BATCH  BATCH  EFFECTIVE  ---- SBM KEY ----
COND/TYPE TYPE  AREA  NBR  TOTAL  DATE  POSTING DTE BATCH
_    FUT  2  6007  01  01  114.10  03/26/2012  03/09/2012  0001
```

GENERAL LEDGER MODULE PROCEDURES

GL SUSPENSE INQUIRY

SBM—LIST ENTRIES (GL 276)

OVERVIEW

Screen 276 lists all detail entry lines in a certain suspended batch.

PROCEDURE

To access the List Entries Screen, type "L" next to the desired batch header on the List Batch Headers Screen "275", or type "S" in the blank field next to List Entries on the SBM Processing Menu, or type the Screen Number "276" in the NEXT FUNCTION field of any SBM Screen, and press ENTER. The List Entries Screen is displayed.

GL	S B M -- LIST ENTRIES	276
NEXT FUNCTION: _____	ACTION: _____	
=====		PAGE 1
STARTING ITEM	SBM ITEM NBR	SBM BATCH NBR
NBR IN BATCH:	000001	0001
		6007
		03/09/2012
SEL = SELECT OPTIONS: D = DELETE ENTRY C = CHANGE ENTRY		
		DEBIT **CREDIT**
HDR TOT	114.10	SBM TOTALS
		114.10
		114.10
***** B A T C H E N T R I E S I N F O R M A T I O N * * * * *		
SEL ST DR/	ACCOUNT	CNTR
		EFFECTIVE
		DATE
		SOURCE
		CODE
		AMOUNT
—	60 1140000	0123000625
		03/26/2012
		CGEX120309
		100.00
—	60 1140000	0123000625
		03/26/2012
		CGEX120309
		7.65
—	60 1140000	0123000625
		03/26/2012
		CGEX120309
		6.00
—	60 1140000	0123000625
		03/26/2012
		CGEX120309
		0.35
—	60 1140000	0123000625
		03/26/2012
		CGEX120309
		0.10
—	10 51010100	0123710625
		03/26/2012
		CGEX120309
		100.00
—	10 51020100	0123710625
		03/26/2012
		CGEX120309
		7.65
—	10 51020200	0123710625
		03/26/2012
		CGEX120309
		6.00
—	10 51020800	0123710625
		03/26/2012
		CGEX120309
		0.35
—	10 51020900	0123710625
		03/26/2012
		CGEX120309
		0.10

NOTE: The following fields must be filled in to display detail suspended entries:

- SBM Item Number
- SBM Batch Number
- SBM Company Identification
- SBM Posting Date

If the List Entries Screen is accessed by selecting a specific batch on the List Batch Headers Screen (275), these fields are completed by the system.

GENERAL LEDGER MODULE PROCEDURES

GL SUSPENSE INQUIRY

SBM—LIST ERROR ENTRIES (GL 277)

OVERVIEW

Screen 277 lists detail lines of coding which contain errors in a certain suspended batch.

PROCEDURE

To access the List Error Entries Screen, type "E" next to the desired batch header on the List Batch Headers Screen "275", or type "S" in the blank field next to List Error Entries on the SBM Processing Menu, or type the screen number "277" in the NEXT FUNCTION field of any SBM Screen, and press ENTER. The List Error Entries Screen is displayed.

```

GL                               S B M -- LIST ERROR ENTRIES                               277

NEXT FUNCTION: _____ ACTION: _____
*** END OF LIST ***
=====
STARTING ITEM      SBM ITEM NBR  SBM BATCH NBR  SBM CO ID  SBM POSTING DATE
NBR IN BATCH:      000170         0001           2018       03/16/2012

SEL = SELECT OPTIONS:      D = DELETE ENTRY      C = CHANGE ENTRY
                               **DEBIT**              **CREDIT**
HDR TOT           46730.95  SBM TOTALS           46730.95  46730.95
*** BATCH ERROR ENTRIES INFORMATION ***
SEL ST DR/  ACCOUNT          CNTR  EFFECTIVE  SOURCE  AMOUNT
   CR                               DATE      CODE
_  E 10 520422002000000000 0904006190P0 03/16/2012 MR212013           53.68
    
```

NOTE: The following fields must be completed in order to display detail error entries for a specific batch:

- SBM Item Number
- SBM Batch Number
- SBM Company Identification
- SBM Posting Date

If the List Error Entries Screen is accessed by selecting a specific batch on the List Batch Headers Screen (275), these fields are completed by the system.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION INQUIRY/UPDATE

OVERVIEW

The description list provides inquiry of center descriptions by company. Center descriptions may also be changed or deleted. (See also screen 288, page 11 of this manual.)

PROCEDURE

To access this screen, type "292" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

```
GL                                DESCRIPTION LIST                                292
NEXT FUNCTION: _____ ACTION: _____
PLEASE ENTER SELECTION INFORMATION
=====
COMPANY: _____
DESCRIPTORS
MISCELLANEOUS:  -
CLASS/GROUP:    -
BUDGET VERS:    -
```

An explanation of screen "292" fields follows:

COMPANY -- Type the company for descriptions you want to view.

DESCRIPTORS -- Type "X" next to one of the following:

1. Miscellaneous - Includes: company, centers, and control accounts. Here is how to recognize them:
 - a. The company description is listed first; it is blank in the Description ID field;
 - b. Center descriptions are listed next; the center number begins in position seven of the Description ID field;
 - c. Control account descriptions are listed last; they have left-justified numbers in the Description ID field.

2. Class/Group - Includes class/group descriptions only.

NOTE: Do NOT change or delete Control Account or Class/Group descriptions. They are maintained by the Bureau of Finance and Management.

3. Budget Vers (Versions) - Not used.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION INQUIRY/UPDATE

Since screen "292" is secured by company and center, you may see the message: NOT AUTHORIZED REQUESTED COMPANY (see below). This means descriptions in unauthorized companies or centers are not being displayed.

```

GL                                DESCRIPTION LIST                                292
NOT AUTHORIZED REQUESTED COMPANY
NEXT FUNCTION: _____ ACTION: _____
SELECT FOR CHANGE OR DELETE BY ENTERING "C" OR "D"
=====
                                DESCRIPTIONS
COMPANY: 6010                                MISCELLANEOUS: X
                                CLASS/GROUP: -
                                BUDGET VERS: -

DESCRIPTION ID      DT      DESCRIPTION                                DGO
-----
-                   -
-      01           R      BUDGETARY ACCOUNTING FUND                    E
-      010          R      EXECUTIVE MANAGEMENT                        E
-      011          R      GOVERNOR'S OFFICE                          E
-      0110         C      BUREAU OF FINANCE & MGT.                   E
-      0111         C      EXECUTIVE MGT FINANCE OFFICE
-      0111000635   C      BUREAU OF FINANCE & MGT.
-      01112        C      CENTRAL ACCOUNTING & PAYROLL
C      01112        C      BFM-ACCOUNTING
-      0111200642   C      EXEC MGT FINANCE OFFICE
-      5           Z      EXPENSES                                    E
  
```

To **CHANGE** a center description, type a "C" in the blank field to the left of the Description ID, and press ENTER. Screen "288" is displayed.

```

GL                                MISCELLANEOUS DESCRIPTIONS                                288
NEXT FUNCTION: _____ ACTION: _____
PLEASE ENTER CHANGES
=====
OPTION: C
COMPANY: 6010
DESCRIPTION TYPE: C
DESCRIPTION ID: 01112
DESCRIPTION: BFM-ACCOUNTING

DESCRIPTION TYPE: C=POSTING CENTER R=REPORT CENTER N=ACN
                  T=RECIPIENT      Z=CONTROL ACCOUNT SPACE=COMPANY NAME
PROCESSING OPTIONS: A = ADD C = CHANGE D = DELETE
  
```

If you are sure you want to proceed, make your change to the description, and press ENTER again. Screen "292" be redisplayed and you will see the updated description.

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION INQUIRY/UPDATE

If you decide you do not want to change the center description, type "292" in the NEXT FUNCTION field, and press ENTER. This returns you to screen "292" without a change.

```

GL                                DESCRIPTION LIST                                292

NEXT FUNCTION: _____ ACTION: _____
SELECT FOR CHANGE OR DELETE BY ENTERING "C" OR "D"
=====
COMPANY: 6010                      DESCRIPTIONS
                                     MISCELLANEOUS: X
                                     CLASS/GROUP: -
                                     BUDGET VERS: -

DESCRIPTION ID      DT      DESCRIPTION      DGO
-----
-      011136      C      FINANCIAL SYSTEMS
-      0111363      C      FIXED ASSETS SYSTEMS
-      0111363635      C      FIXED ASSET SYSTEM DEVELOPMENT
-      0111366635      C      CO-HOST (CH)
-      0111367      C      PURCHASING DEVELOPMENT
-      0111367635      C      PURCHASING SYSTEM (PS)
D      01114      C      BFM-ACCOUNTING TEST
-      0113      C      COMPUTER SERVICES AND DEVELOPMENT
-      0113000635      C      CENTRAL ACCOUNTING & PAYROLL
-      0113051635      C      ACCOUNTING SYSTEM DEVELOPMENT
    
```

To **DELETE** a center description, type a "D" in the blank field to the left of the Description ID (see above), and press ENTER. Screen "288" is displayed.

```

GL                                MISCELLANEOUS DESCRIPTIONS                                288

NEXT FUNCTION: _____ ACTION: _____
PRESS <ENTER> TO CONFIRM DELETE
=====

OPTION: D
COMPANY: 6010
DESCRIPTION TYPE: C
DESCRIPTION ID: 01114
DESCRIPTION: BFM-ACCOUNTING TEST

DESCRIPTION TYPE: C=POSTING CENTER R=REPORT CENTER N=ACN
                  T=RECIPIENT      Z=CONTROL ACCOUNT SPACE=COMPANY NAME

PROCESSING OPTIONS: A = ADD C = CHANGE D = DELETE
    
```

GENERAL LEDGER MODULE PROCEDURES

CENTER DESCRIPTION INQUIRY/UPDATE

If you are sure you want to delete, press ENTER again. The description will be deleted and GL screen "292" redisplayed.

```

GL                               DESCRIPTION LIST                               292
UPDATE SUCCESSFUL
NEXT FUNCTION: _____ ACTION: _____
SELECT FOR CHANGE OR DELETE BY ENTERING "C" OR "D"
=====
                                DESCRIPTIONS
COMPANY: 6010                    MISCELLANEOUS: X
                                CLASS/GROUP: -
                                BUDGET VERS: -

DESCRIPTION ID      DT      DESCRIPTION      DGO
-----
-      0113          C      COMPUTER SERVICES AND DEVELOPMENT
-      0113000635   C      CENTRAL ACCOUNTING & PAYROLL
-      0113051635   C      ACCOUNTING SYSTEM DEVELOPMENT
-      0113053635   C      INVENTORY SYSTEM DEVELOPMENT
-      0113056635   C      FINANCIAL MANAGEMENT DEVELOPMENT
-      0113058635   C      SMARTSTREAM DEVELOPMENT
-      0113066635   C      CO-HOST DEVELOPMENT
-      0113067635   C      PURCHASING SYSTEM DEVELOPMENT
-      01211         C      COMMISSIONER
-      0828001B0383 C      CHILD CARE
  
```

If you decide you do not want to delete a center description, type "292" in the NEXT FUNCTION field, and press ENTER. This returns you to screen "292" without deleting the description.

You should receive an UPDATE SUCCESSFUL message after changing or deleting (see above). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

GENERAL LEDGER MODULE PROCEDURES

APPENDIX A - USING SUMMARY CENTERS AND SUMMARY ACCOUNTS

OVERVIEW

To inform users on how to take advantage of "roll-up" inquiry using summary centers and summary accounts (on General Ledger screen 016, Period Ending Balances and Activity).

PROCEDURE

Summary centers, 99999, may be used with any valid account. They show the total of that account, for all centers, in the company.

For example, company 6010, account 3210010, center 99999, shows total reserved for encumbrances in company 6010.

GL	PERIOD ENDING BALANCES AND ACTIVITY FOR YEAR 2012		16
NEXT FUNCTION: 16		ACTION: ____	
=====			
COMPANY: 6010	BUDGETARY ACCOUNTING FUND		
ACCOUNT: 3210010	RESERVED FOR ENCUMBRANCES		
CNTR: 99999	SUMMARY CENTER		
PERIOD	- ENDING BALANCE -	- PERIOD ACTIVITY -	
1 - JULY	701,528.00	174,603.00	
2 - AUGUST	672,232.69	29,295.31-	
3 - SEPTEMBER	622,477.73	49,754.96-	
4 - OCTOBER	561,322.28	61,155.45-	
5 - NOVEMBER	484,491.80	76,830.48-	
6 - DECEMBER	396,660.01	87,831.79-	
7 - JANUARY	322,030.51	74,629.50-	
8 - FEBRUARY	322,030.51	0.00	
9 - MARCH	222,724.29	99,306.22-	
10 - APRIL	0.00	0.00	
11 - MAY	0.00	0.00	
12 - JUNE	0.00	0.00	
13 - JUNE ADJ.	0.00	0.00	

GENERAL LEDGER MODULE PROCEDURES

APPENDIX A - USING SUMMARY CENTERS AND SUMMARY ACCOUNTS

Summary accounts begin with sixteen nines and end with an account class/group code. For example, summary account 99999999999999940 represents revenues. Summary accounts may only be used with summary centers. A summary center is always five nines (99999). Summary account/center combinations summarize all accounts for all centers in a particular class/group of a company.

For example, company 6010, account 99999999999999940, center 99999, shows total revenues for company 6010 (see screen below). Or, company 2002, account 99999999999999952, center 99999, will show total operating expenses (including operating transfers and non-operating expenses) for company 2002.

GL	PERIOD ENDING BALANCES AND ACTIVITY FOR YEAR <u>2012</u>	16
NEXT FUNCTION: 16 ACTION: ____		
=====		
COMPANY: 6010	BUDGETARY ACCOUNTING FUND	
ACCOUNT: 99999999999999940	REVENUES	
CNTR: 99999	SUMMARY CENTER	
PERIOD	- ENDING BALANCE -	- PERIOD ACTIVITY -
1 - JULY	0.00	0.00
2 - AUGUST	951,419.45	951,419.45
3 - SEPTEMBER	1,038,858.58	87,439.13
4 - OCTOBER	1,038,858.58	0.00
5 - NOVEMBER	1,341,337.63	302,479.05
6 - DECEMBER	1,903,801.67	562,464.04
7 - JANUARY	1,936,116.92	32,315.25
8 - FEBRUARY	2,612,112.60	675,995.68
9 - MARCH	2,804,726.68	192,614.08
10 - APRIL	0.00	0.00
11 - MAY	0.00	0.00
12 - JUNE	0.00	0.00
13 - JUNE ADJ.	0.00	0.00

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

OVERVIEW

“GL edits” refers to custom SD edits in effect on GL screens 286, 287 and 288. These edits provide additional control of chart of accounts maintenance.

ACCOUNTS in General

Account is a left-justified, 18 character field. It must be at least seven digits long, eight digits for expense accounts. The edit rule account mask (see GL screen 034) controls whether numeric or alphanumeric characters can be used, and in what position of account.

The first digit of account represents class code; the second digit indicates group code. See the chart of accounts for a complete listing of class/group codes.

For classes 5, 7, and 8, the third digit of an account indicates the type of appropriation. The fourth digit of account is the object level. Account positions five through seven define the sub-object level.

The standard value for position seven of expense accounts is zero. Agencies may use 1-7 and 9 as further breakdown of sub-object. An 8 in account position seven is reserved to indicate expenditures exempt from the Purchasing billing (alternatively, position seventeen may be used; see below).

If position three of account is 0, position eight must be filler (a 0). This combination indicates current year budgets, expenditures and/or encumbrances (B). If position three is C, D, R, or S, position eight indicates the budget year appropriations would normally revert (0-9 or N; an S may also use A-H, J-N, R-W or Y-Z; see table in the [Accounting Systems Overview Procedures manual](#), page 28). For appropriations (C, D, R or S in position 3) that have no reversion date, an N is used in position eight (e.g. 52S6010N).

Account position nine indicates the grant year (0-9 and Z). For federal grants, grant year is the federal fiscal year in which the grant was awarded. For non-federal grants, it is the state fiscal year in which the grant was awarded. Because 0 is used as filler, Z is used to represent grant years ending in 0 (e.g., 2010, 2020, etc).

Account digits ten through fourteen are currently reserved for future use as function and subfunction.

Position fifteen of account indicates project year (0-9 and Z). Because 0 is used as filler, Z is used to represent project years ending in 0 (e.g., 2010, 2020, etc).

Position sixteen may be any valid value.

Position seventeen may be any valid value, but 8 is reserved to indicate expenditures exempt from Purchasing billing (an alternative to using 8 in account position seven as described above).

Account position eighteen is agency defined; it may be any valid value.

Account descriptions are taken from the account description table (GLACDESC), as established in the edits below (see account edit 7).

Accounts are maintained on GL screen 286.

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

ACCOUNT EDITS (GL screen 286)

- (1) All positions prior to the last alphanumeric (A/N) character must be A/N. When a blank occurs, all positions following must be blank (0 is used as filler).
- (2) Position 9 must be numeric, Z or blank; positions 10-14 must be zero or blank; position 15 must be numeric, Z or blank; positions 16-18 may be any value, however, an 8 in position seventeen is reserved to indicate expenditures exempt from Purchasing billing.
- (3) If company is in the range 8000 through 8299 (inclusive), or equal to 9000, then account class must be 1, 2, or 3.
- (4) If account class is 5, 7 (excluding 79), or 8, then the group must be 1 or 2.
- (a) If group is 1, then the object must be 1 or 2.
 (b) If group is 2, then the object must be 3, 4, 5, 6, 7, or 8.
- (5) If account class is 5, 7 (excluding 79), or 8, then third digit of account must be 0, 1, 2, C, D, R, or S.
- (a) If third digit is 0 or 1, then eighth digit must be zero.
 (b) If third digit is C, D or R, then eighth digit must be numeric (0-9 or N).
 (c) If third digit is S, then eighth digit must be 0-9, A-H, J-N, R-W or Y-Z.
 (d) If third digit is 2, then second digit must be 2, and fourth digit must be 8, e.g., 5228000.
- (6) For account classes 5, 7, and 8, positions five through seven (sub-object) cannot be 000. If the class code is 7 (excluding 79), then sub-object must be 010.
- (7) If account class/group is 52 (except for 5228), then generate accounts as follows:

	Comp	Account
	----	-----
Encoded on screen 286:	1000	52040800
Generated accounts:	1000	72040100
	1000	82040800

- (8) If account class/group is 51, and object is 1 (i.e., 51X1), then add the following accounts: 51X2010, 51X2020, 51X2040, 51X2060, 51X2070, 51X2080, 51X2090, 71X1010, and 71X2010.

Wildcard X may be 0, 1, C, D, R, or S and carry forward into the generated accounts. Any values in positions eight through eighteen of the original account would also be carried into the generated accounts. This applies to (5) above also.

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

ACCOUNT EDITS (GL screen 286) (continued)

(9) Access the account description table (GLACDESC) for the account description as follows:

(a) If account class is 5, 7, or 8:

(1) and, if positions one, two, four, five, six, and seven of the entered account match GLACDESC exactly, then bring in that description regardless of what was entered by the operator (in account description field).

(2) and, if positions one, two, four, five, and six (but not seven) of the entered account match GLACDESC exactly, bring in that description only if the operator has not entered an account description.

(3) and, if no match is found on GLACDESC and the operator entered no account description, then display an error message.

(b) If account class is 1, 2, 3, or 4:

(1) and, if account positions one through seven match GLACDESC exactly, and if no account description has been entered, then bring in the table description.

(2) and, if no match is found on GLACDESC, and if no account description was entered by the operator, then display an error message, prompting the operator to enter an appropriate account description.

(10) If the class is 4, then positions 2, 3, and 4 must all be greater than zero, except if they are: 910, 920, 930, 940, or 950.

(11) For all except summary accounts (9999999999999999xx), the class and group codes entered on screen 286 must equal the first and second digits of the account code that was entered (e.g., for account 5102080, the class code must be 5, and the group code must be 1).

In the case of summary accounts, the class and group codes must equal the seventeenth and eighteenth digits of the account (e.g., for summary account 999999999999999912, the class code must be 1, and the group code must be 2).

An appropriate error message is displayed when data entry by user operators fail on an account edit.

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

CENTERS in General

Centers are left justified in a 12 character field. Center is comprised of two elements: program and funding source, each of which is broken into two parts.

Program includes budget unit and activity. It indicates the organizational unit charged with responsibility for expending funds.

Funding source includes source and sub-fund. It indicates the origin of funds and other detailed levels required for reporting sources.

The first three, four or five positions of center indicate the budget unit (e.g., 0111 is the Bureau of Finance and Management; 151 is the Board of Regents Central Office). This level denotes General Appropriations bill authority.

Positions four, five or six through seven of center indicate the activity, which signifies an organizational unit within an agency.

Center positions eight through ten represent a source. It is used to identify a revenue source, such as a federal grant or funds tracked for a specific purpose.

Positions eleven and twelve represent a sub-fund. It provides further detail of source as needed by an agency depending on reporting requirements.

See also the [Accounting Systems Overview Procedures manual](#), page 29.

Account/center records are maintained on GL screen 287. Center descriptions are maintained on screen 288 (add/update/delete) and screen 292 (update/delete).

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

CENTER EDITS (GL screen 287)

(1) When adding or repeat adding (option A or R), the company and center encoded on the screen would be checked on the TM700 file. If a C8CD (center description) does not exist, then an error message would be displayed.

Neither data entry, nor account and account/center generation, may proceed until the center description exists on TM700.

(2) If an account with class/group equal to 52 is encoded (except 5228), then generate accounts and account/centers in the following manner:

	Comp	Account	Center
Encoded on screen 287:	6010	520420008	0111000635
Generated accounts:	6010	720401008	
	6010	820420008	
Generated centers:	6010	720401008	0111000635
	6010	820420008	0111000635

(3) If an account beginning with 51X1 is encoded, then generate accounts and account/centers in the following manner:

	Comp	Account	Center
Encoded on screen 287:	1000	51010100	0111000635
Generated accounts:	1000	51020100	
	1000	51020200	
	1000	51020400	
	1000	51020600	
	1000	51020700	
	1000	51020800	
	1000	51020900	
	1000	71010100	
	1000	71020100	
Generated centers:	1000	51020100	0111000635
	1000	51020200	0111000635
	1000	51020400	0111000635
	1000	51020600	0111000635
	1000	51020700	0111000635
	1000	51020800	0111000635
	1000	51020900	0111000635
	1000	71010100	0111000635
	1000	71020100	0111000635

(3) If account class is 4, 5, 7, or 8, then center length should be: three, four, five, six, seven, ten, or twelve digits.

An appropriate error message is displayed when data entry by user operators fail on an account/center edit.

GENERAL LEDGER MODULE PROCEDURES

APPENDIX B – GL EDITS

CENTER DESCRIPTION EDITS (GL screen 288)

- (1) Company must be valid on TM700 file.
- (2) All center positions prior to the last alphanumeric (A/N) character must be A/N. When a blank occurs, all positions following must be blank.
- (3) Validate source id codes (center positions eight through ten) to control accounts on the TM700 file in company 0004.
- (4) Center description field cannot be blank.
- (5) Only operator ID's from 6000 through 6999 may add, change, or delete "Z" type descriptions. Z types are control accounts; they provide online validation and descriptions for funding source ids.

See [GL procedures manual](#).