

BS&A Courseware: General Ledger

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BS&A Software Courseware

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About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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Section 1: User Setup and Database Groups

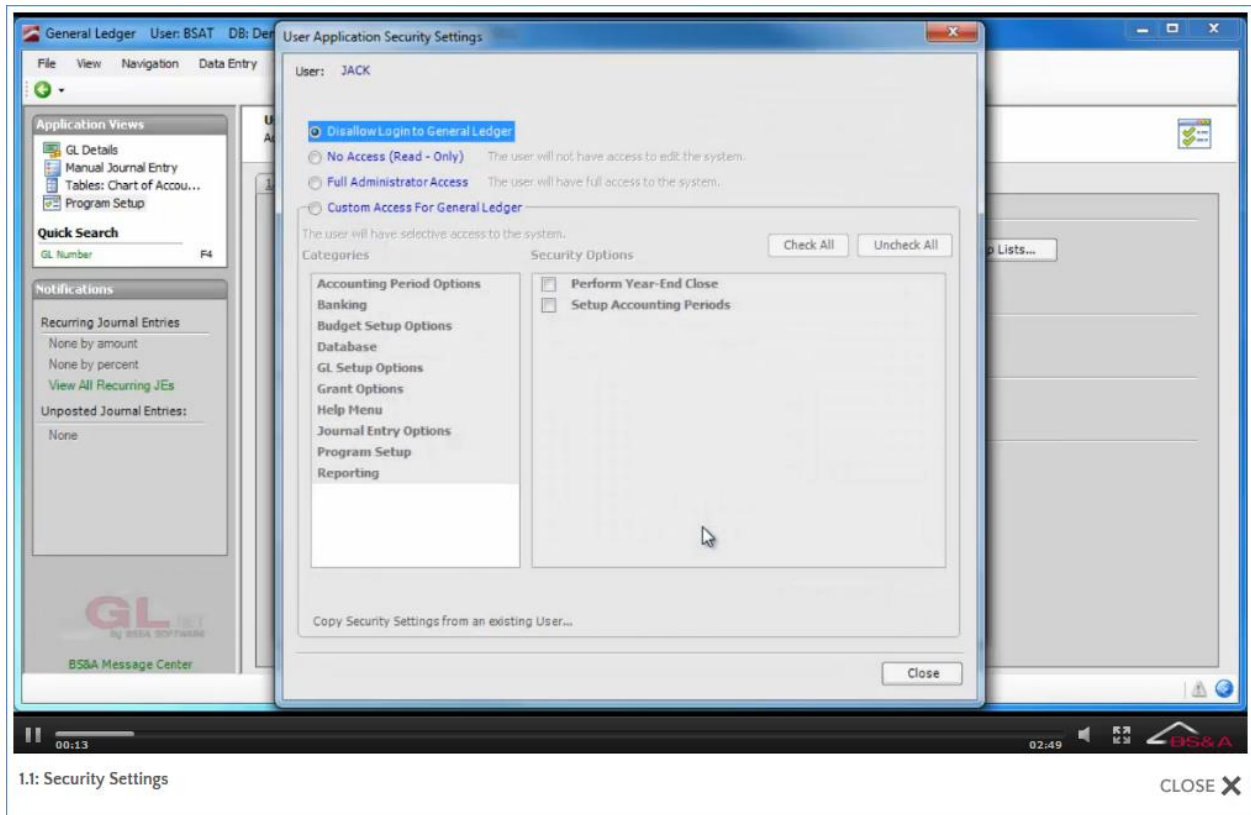


In this section you will learn how to:

- Establish user and password security
- Add users
- Restrict access to departments and funds
- Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to General Ledger; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.



Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

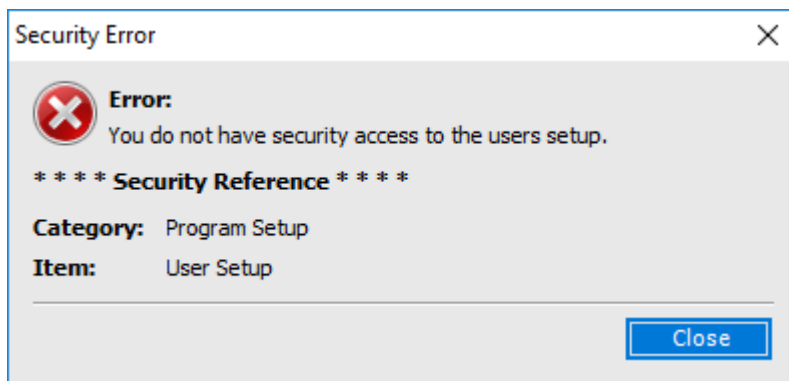
Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in all shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:



Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.

2. Check the Use Password Requirements box.
3. Select your options.


Regarding the other two settings appearing at the top of the screen:

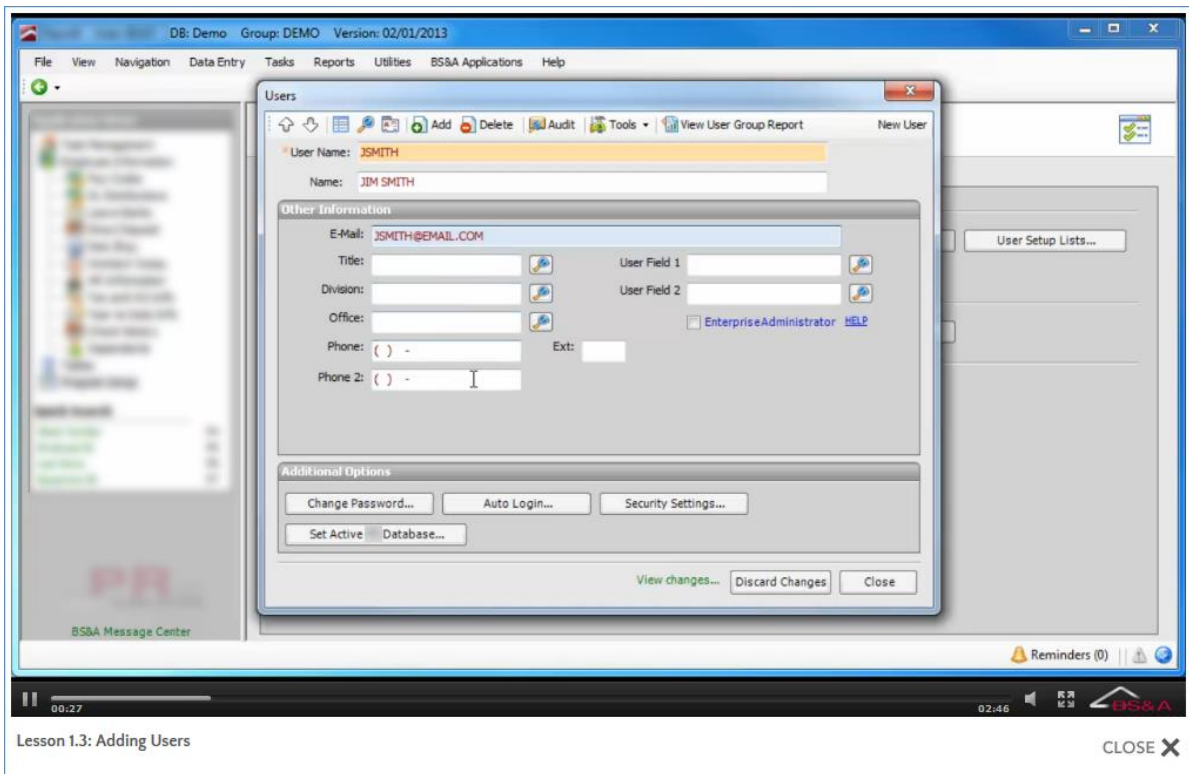
- **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.
- **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

Notes

Lesson 1.3: Adding Users

Option 1: Manually Add a User

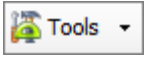
1. Go to Program Setup>Administration>Users.
2. Click  and enter the User Name.
3. (Optional) Enter the full Name, the user's Email, and any fields¹ in the Other Information pane.

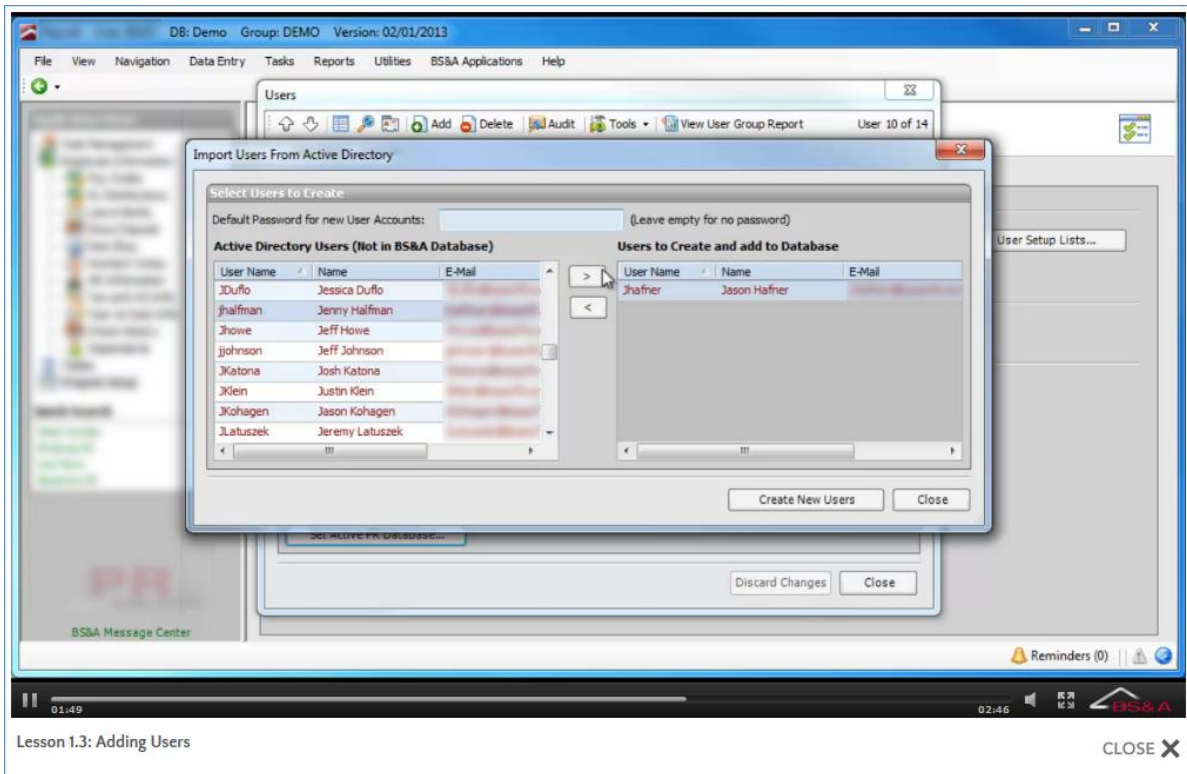


4. If applicable, click Set Active [application name] Database.
5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

¹With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.
2. Click  >Import Users from Active Directory.
3. (Optional) Set a Default Password.
4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.
5. Move the items from the left column to the right column.
6. Click Create New Users, then Ok.



7. Locate one of the users you just imported.
8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
9. If applicable, click Set Active [application name] Database.
10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Notes

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Notes

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, provided the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.
2. Select Use Auto Login Feature.
3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails... setting.

At this point, the use of Auto Login is enabled, but users still have to opt in. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Notes

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.


1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

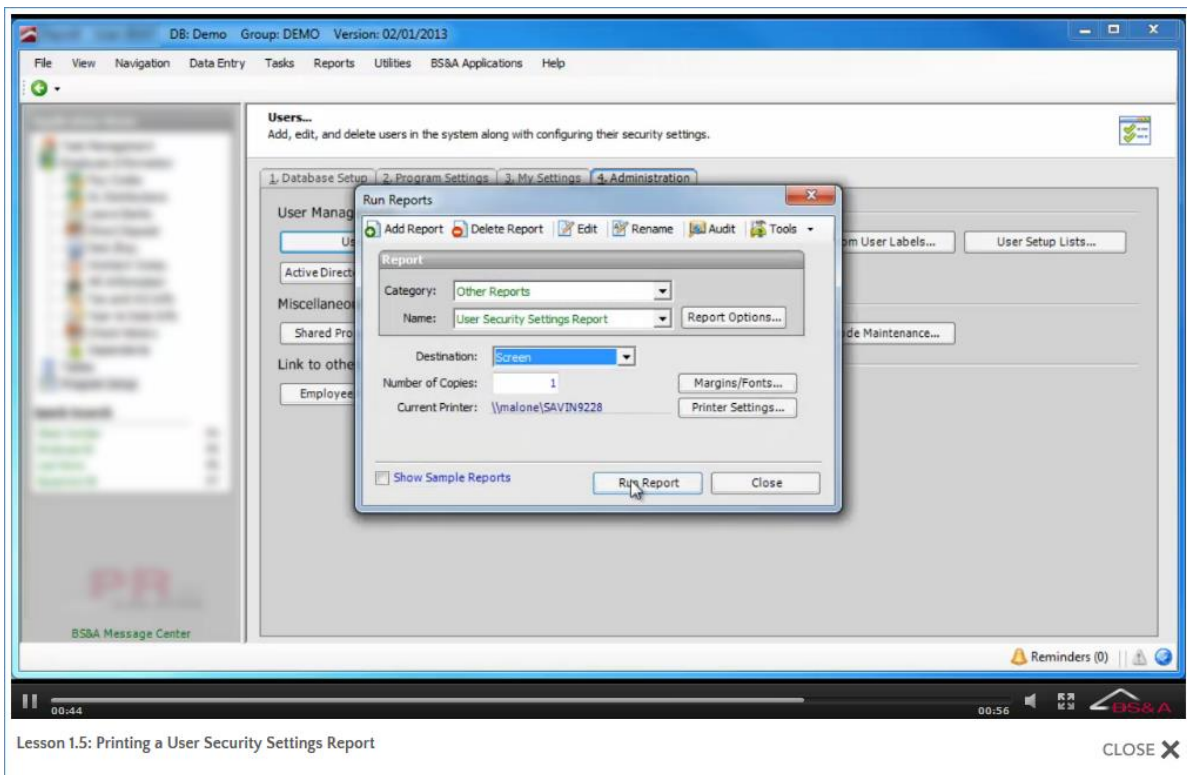
1. Go to Program Setup>Administration>Users and locate the user to copy to.
2. Click Security Settings.
3. Select Custom Access.
4. Click **Copy Security Settings from an existing User**.
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

1. Go to Program Setup>Administration.
2. Add or import users but do not go into the Security Settings screen.
3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.
4. Click User Groups.
5. Click  and enter the Group Name.
6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.
7. Click Security Settings.
8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.
9. Click Close to return to the Groups screen.
10. Move the items from the left column to the right column.
11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Lesson 1.7: Printing a User Security Settings Report

1. Go to Reports>Other Reports and select User Security Settings Report.
2. Click Report Options.
3. Select whether or not to Show User Settings for All Applications.
4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).
5. Click Ok.
6. Select the (print) Destination and click Run Report.

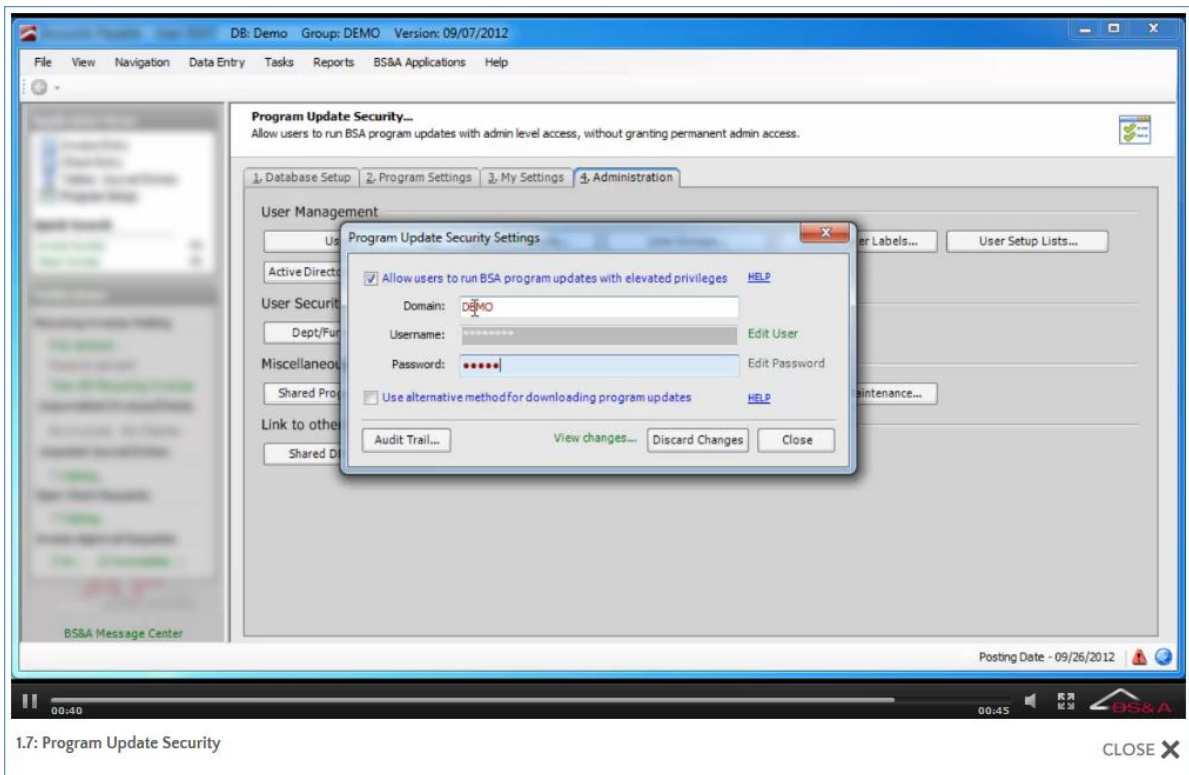


Notes

Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

1. Go to Program Setup>Administration>Program Update Security.
2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.
3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.

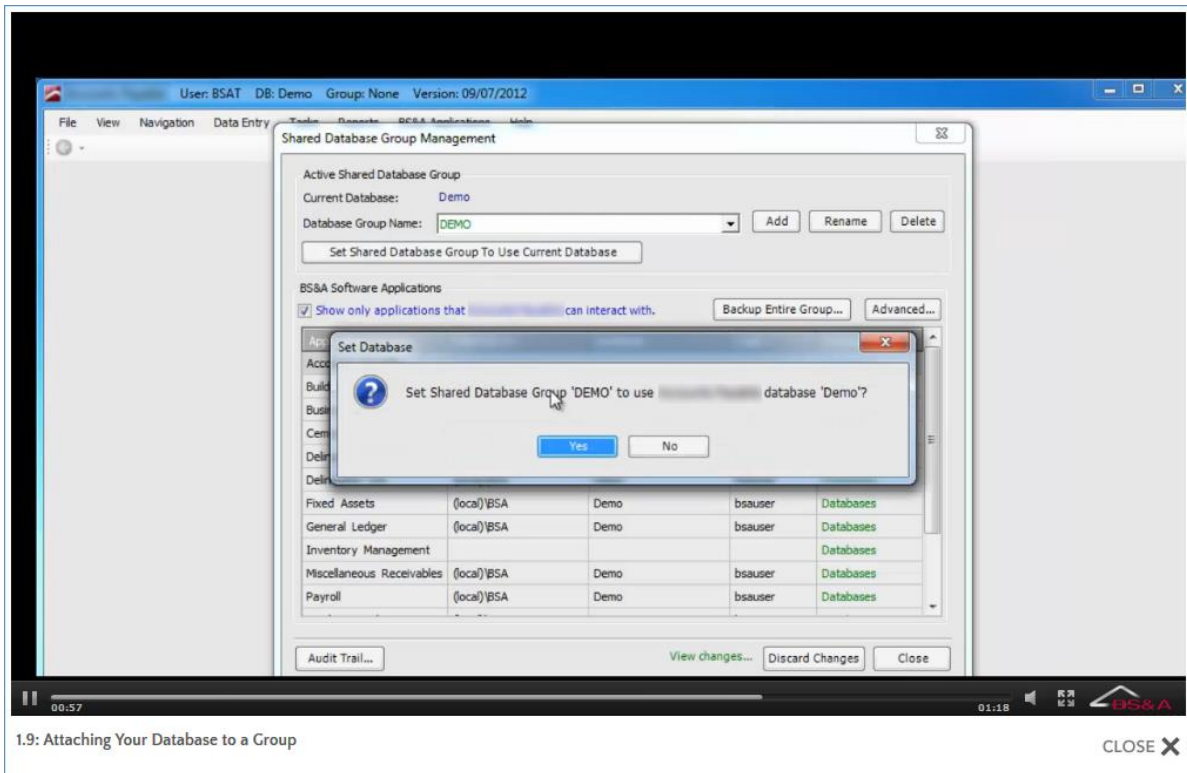


Notes

Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.
2. Verify Current Database is displaying your currently active (working) database.
3. Verify Database Group Name is displaying the correct group. Show Only Applications that General Ledger Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with General Ledger. Verify the database names listed there as well.
4. Click Set Shared Database Group to Use Current Database, then Yes.



5. Click Close.
6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes

Lesson 1.10: Department/Fund Access

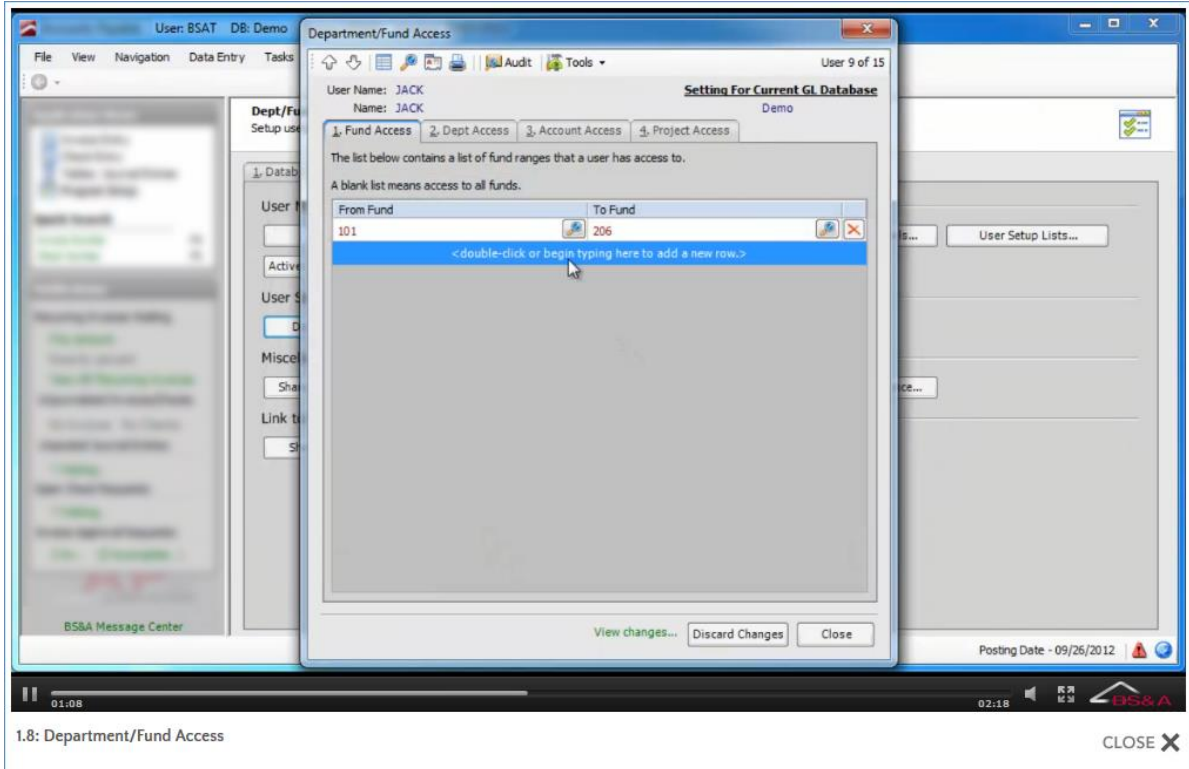
About Restrictions

- If linked with General Ledger, a message appears in this screen: *Settings for current GL database [database name]*. A change can be made to the settings in either application. If you get an error that the fund/department/account/project is not found, it will need to be added in General Ledger.
- The Dept/Fund Access screen is split into three tabs (four, if you use Projects).
- The Dept/Fund Access screen is split into four tabs (five, if you use Projects).
- Restrictions are database-specific.
- Blank lists mean access to all.
- A setting in Program Setup>Program Settings>Budget Setup affects the appearance of this screen. If that setting - Use Separate Fund/Dept/Acct/Project Filters for Budget Entry Security - is enabled, you will see two additional columns on each tab: For Viewing/Input and For Budget Entry. This lets you be more specific in the access/restrictions you are applying. If unchecked, access/restrictions will affect both viewing/input and budget entry.

Set Restrictions

1. Go to Program Setup>Administration>Dept/Fund Access and locate the user.
2. On the Fund Access tab, double-click the bar labeled <double-click or begin typing here to add a new row.>.

3. Select the range of funds.



4. If applicable, go to the Dept Access tab.
5. Select the department access:
 - If the current user is only to have access to the department in which he/she works, select the Home Department. If you have been set up to use the department list from PO, an Approval Dept (from PO Dept List) field is available, and you may select an approval department. If you also selected a Home Dept, the Home Dept will be ignored.
 - If the current user is to have access to specific departments, select the range. You may select a Home and a range.
 - If the current user is to have access to specific departments (GL departments only), select the range. You may select a Home and a range.
6. If applicable, go to the Account Access tab.
7. Select the type of list (has access to; does not have access to).
8. Select the range of accounts.
9. If applicable, go to the Project Access tab and repeat.

10. If applicable, go to the Advanced tab.
11. Select the GL # Use Option.
12. Select the Department Access Option.
13. Select whether or not to Allow User Access if Department Field is Blank.
14. If more than one user will have the same or similar settings, use the Copy/Paste functions in the Tools button.

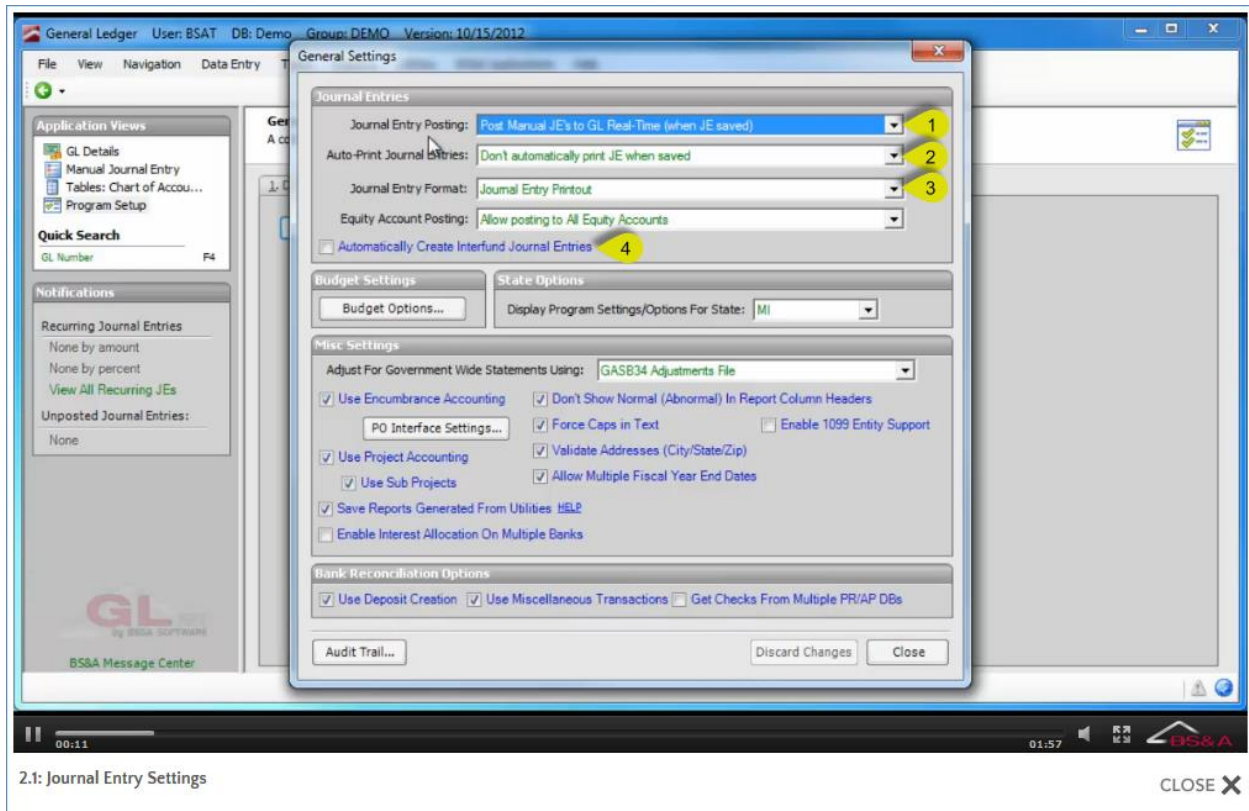
Section 2: Program Settings



In this section you will learn how to:

- Set journal entry settings
- Set up budget options
- Set up state options
- Enter your Return Address

Lesson 2.1: Journal Entry Settings



(1) Journal Entry Posting

- Post Manual JEs to GL Real Time (When JE Saved). Prevents you from being able to edit any journal entries.
- Post Manual JEs in Batch (Don't Update GL When JE is Saved). Lets you edit your journal entries prior to being posted, but you will need to manually post those entries to the general ledger.
- Post Budget Amendments in Batch and Other Manual JEs in Real Time. Lets you still edit budget amendment journal entries until they are posted, while preventing changes to other manual journal entries.

(2) Auto-Print Journal Entries

- Don't Automatically Print JE When Saved. You will need to click the Print button on the Journal Entry screen if you want a printout.

- Automatically Print JE When Saved. The printout selected in the Journal Entry Format field will generate to the last-saved destination (printer, screen, etc;) as soon as the journal entry is posted/saved.
- Prompt to Print JE When Saved. You will be prompted to print (letting you select the print destination if you choose to print) as soon as the journal entry is posted/saved. Answering Yes will generate the printout selected in Journal Entry Format.

(3) Journal Entry Format

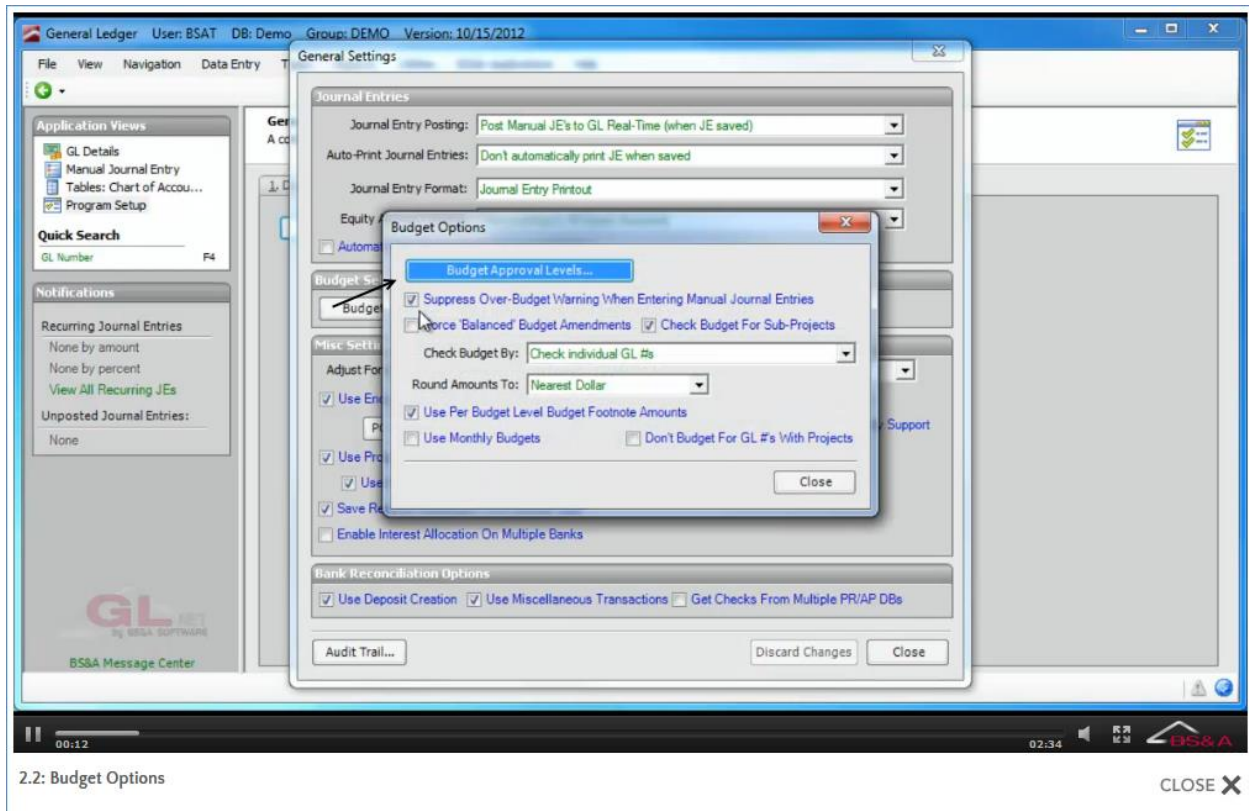
The selection here is the default printout available after saving a manual journal entry.

(4) Automatically Create Interfund Journal Entries

This feature requires you to have a Pooled Cash fund. It is used for manual journal entries only and inserts the Due To/Due From line items at the time a manual journal entry is created.

Notes

Lesson 2.2: Budget Options



Budget Approval Levels. In addition to a Projected budget level supplied by the program, six budget levels may be set up. Each level - Projected and user-defined - may be locked. For instance, you've just completed entering your figures for Budget Level A. You may lock that budget level so those figures cannot be edited. In order to lock a level, the Allow Budget Approval Level Locking box must be checked.

Suppress Over Budget Warning When Entering Manual Journal Entries. If unchecked (recommended), you will be warned when a manual journal entry exceeds the budget.

Force Balanced Budget Amendment. To allow unbalanced budget amendments, uncheck the box. To require balanced budget amendments, check the box.

Check Budget for Sub-Projects. Adds another level for budget checking (see below). You must be using sub-projects in order for this setting to work.

Check Budget By. Select from: ...individual GL #s; ...at the department level; ...at the department level; ...by account classification.

Round Amounts To. Anywhere from Nearest Cent to Nearest \$10,000.

Use Per Budget Level Budget Footnote Amounts. If checked, footnote amounts can be set on up to seven levels per GL number.

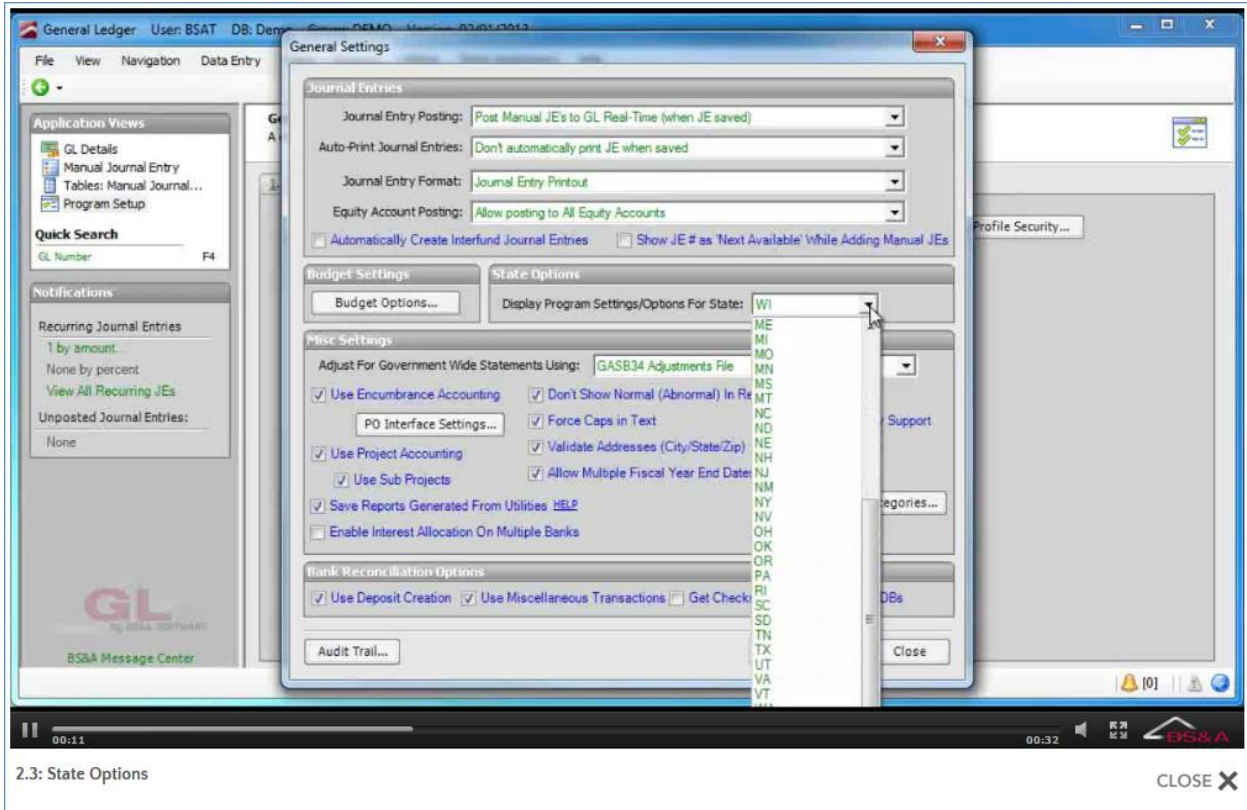
Use Monthly Budgets. If checked, the Monthly Budget and Cash Flow Analysis task is enabled for use. This lets you take your annual budget and break it down into specific months. For example, if you had budgeted tax revenue of \$1,200,000, the default assumption would spread that budget over 12 months, in the amount of \$100,000 per month. Monthly Budget changes this assumption, and matches up the budget based on the months in which actual revenue is expected.

Don't Budget for GL#s With Projects. If checked, GL numbers with associated projects will not be included in budgeting.

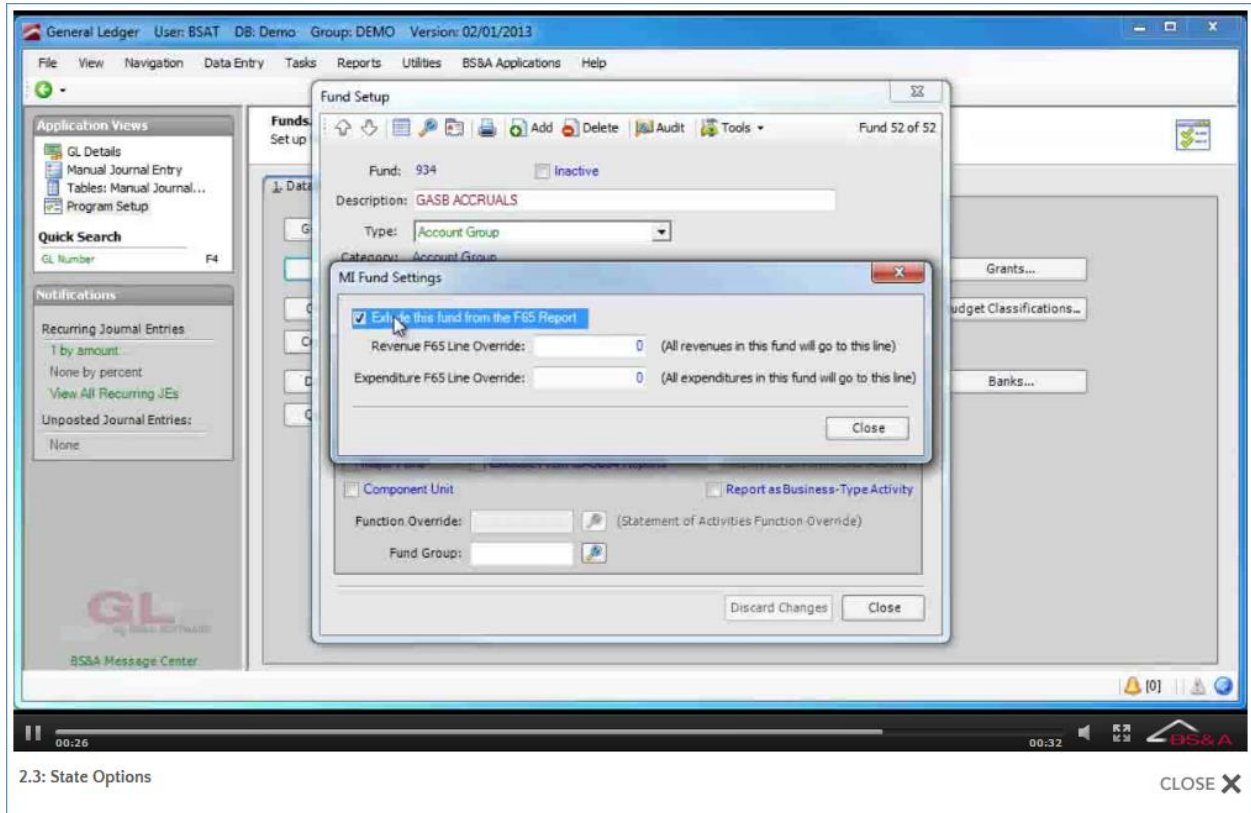
Notes

Lesson 2.3: State Options

The state is selected in General Settings and affects the available State Specific Options in Fund, Department, and Account Setup (covered in Section 3).



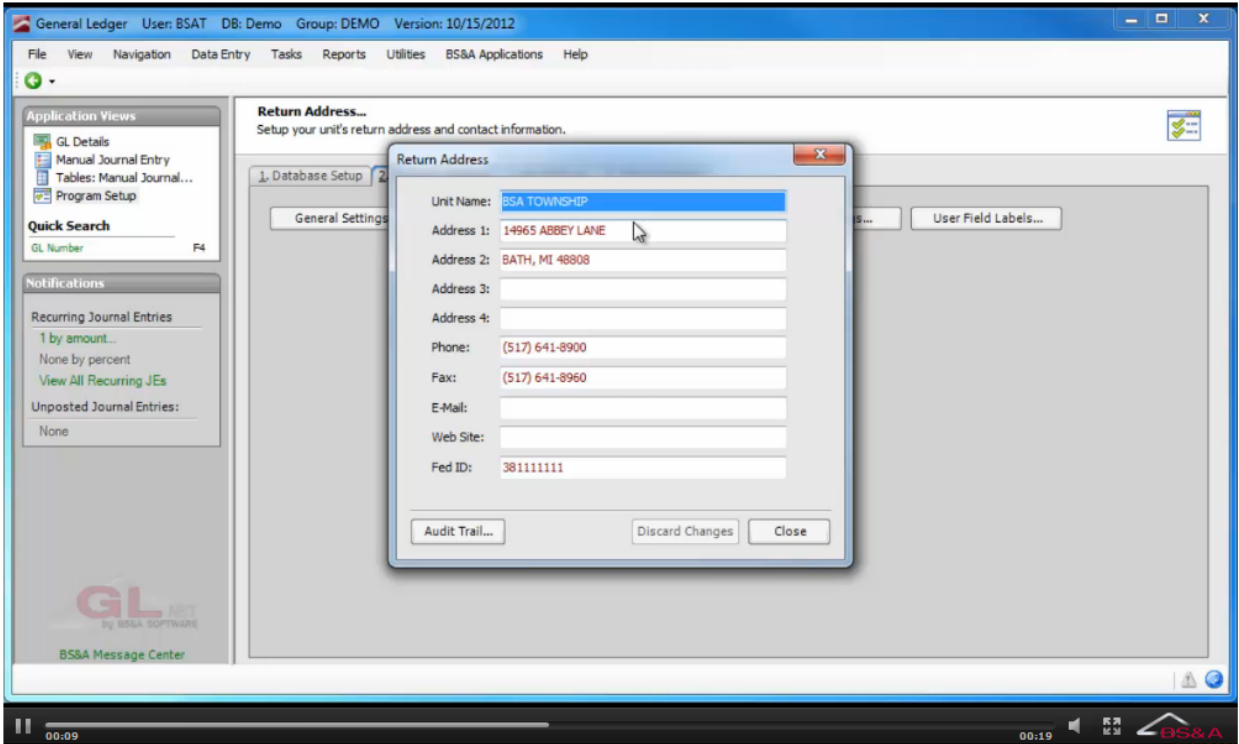
Pictured is the Fund Setup screen using Michigan options:



Notes

Lesson 2.4: Return Address

The Unit Name appears on several reports and printouts. Depending on the report, the address may appear as well.



The screenshot displays the General Ledger software interface. The main window title is "General Ledger User: BSAT DB: Demo Group: DEMO Version: 10/15/2012". The menu bar includes File, View, Navigation, Data Entry, Tasks, Reports, Utilities, BSSA Applications, and Help. The left sidebar contains "Application Views" (GL Details, Manual Journal Entry, Tables: Manual Journal..., Program Setup), "Quick Search" (GL Number F4), and "Notifications" (Recurring Journal Entries: 1 by amount..., None by percent, View All Recurring JEs; Unposted Journal Entries: None). The main area shows the "Return Address..." dialog box with the following fields:

Field	Value
Unit Name	BSSA TOWNSHIP
Address 1	14965 ABBEY LANE
Address 2	BATH, MI 48808
Address 3	
Address 4	
Phone	(517) 641-8900
Fax	(517) 641-8960
E-Mail	
Web Site	
Fed ID	381111111

Buttons at the bottom of the dialog box are "Audit Trail...", "Discard Changes", and "Close". The bottom status bar shows "2.4: Return Address" and a "CLOSE X" button.

Notes

Section 3: Database Setup

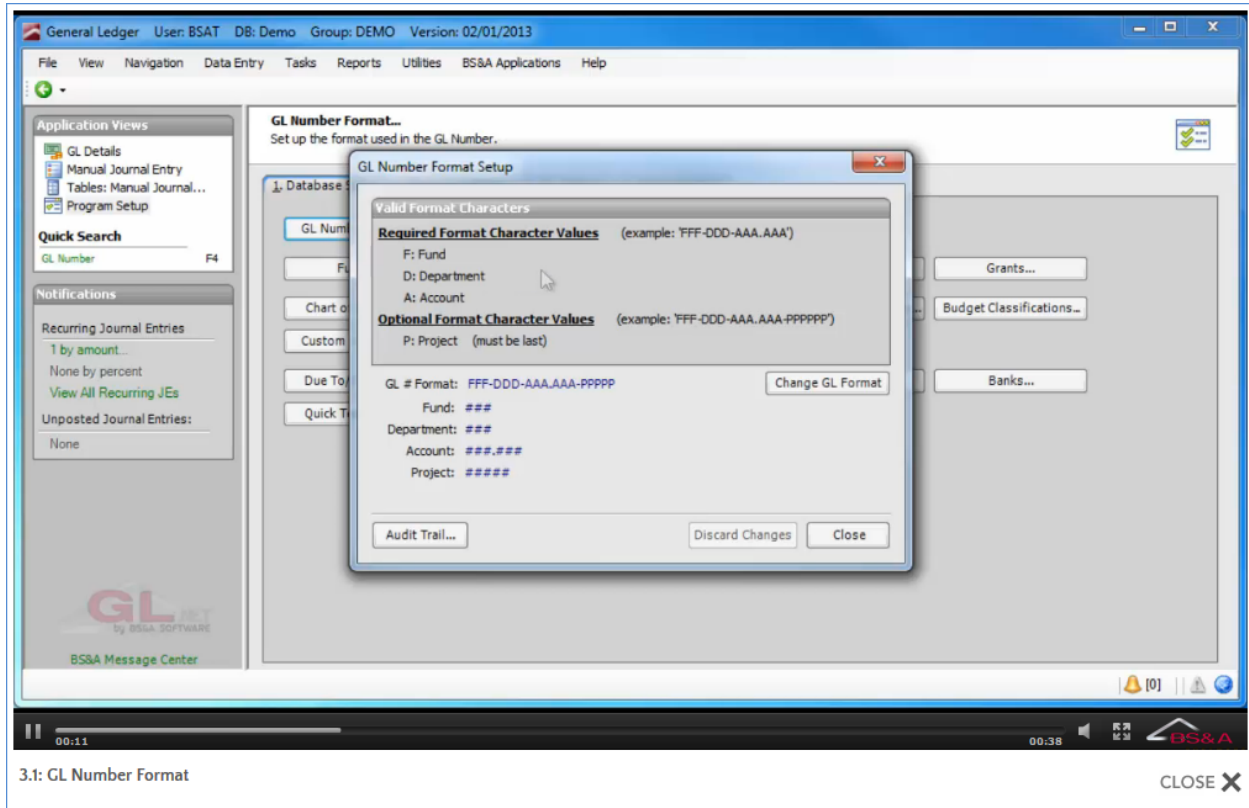


In this section you will learn how to:

- Set up your GL number format
- Set up funds, departments, and accounts
- Build a Chart of Accounts
- Handle due to/from
- Set up journal codes
- Set up banks

Lesson 3.1: GL Number Format


The GL Number Format screen stores how your general ledger numbers should appear. It is set up to match the format of corresponding fields in other BS&A programs and cannot be changed without the assistance of Support.

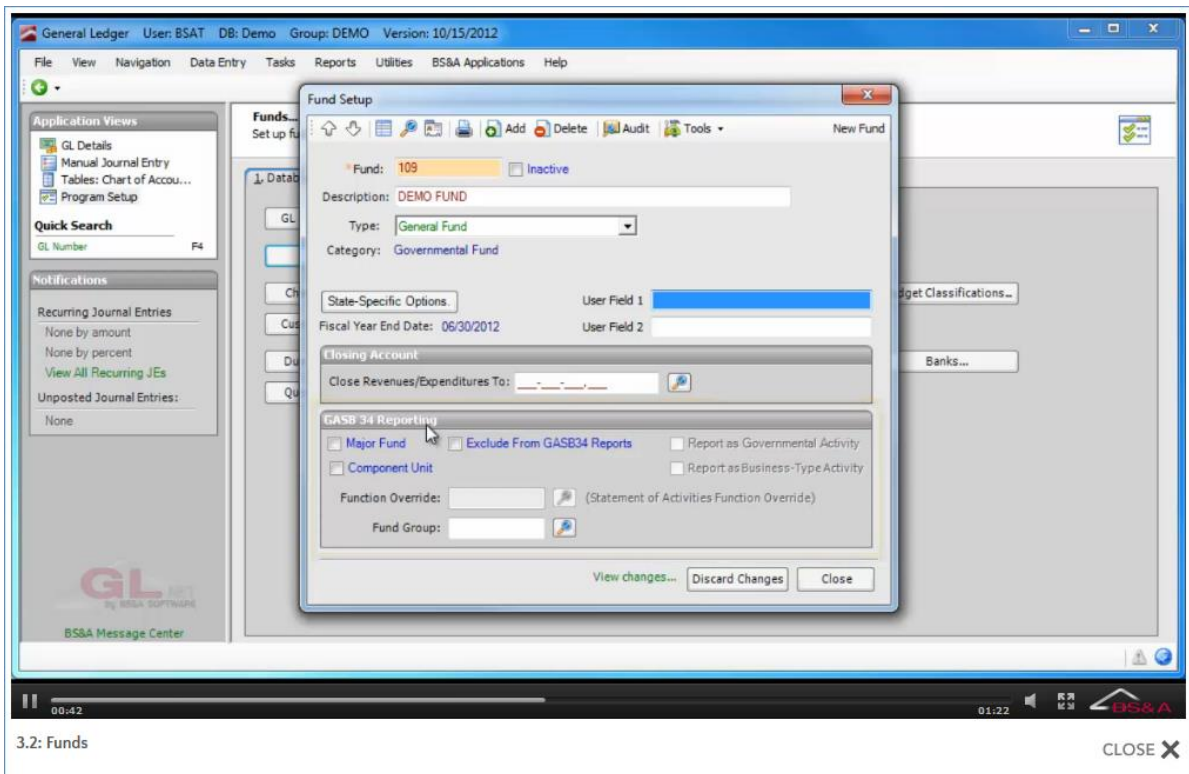


Notes

Lesson 3.2: Funds

Add a Fund


1. Go to Program Setup>Database Setup>Funds.
2. Click .
3. Enter the Fund number and its Description.
4. Select the Fund Type.
5. (Michigan users only) Click State-Specific Options and either exclude the fund from F65 reporting, or if applicable, enter the Revenue and Expenditure Overrides and click Close.



6. GASB 34 Reporting options can be set now or later.

Add Funds from the State Uniform Chart


Currently, this option is for Michigan users (where applicable).

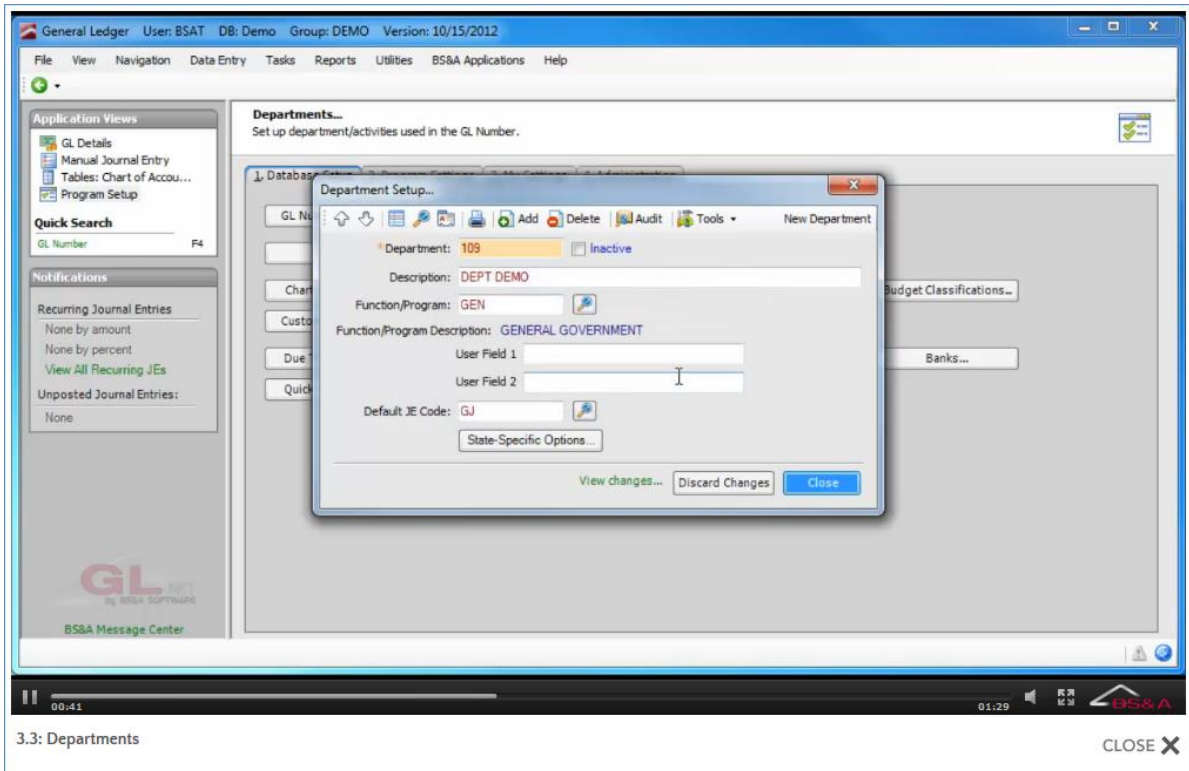
1. Go to Program Setup>Database Setup>Funds.
2. Click  Tools >Add Funds From State Uniform Chart.
 - i. Move the items from the left column to the right column.
 - ii. Click Create, then Ok.
3. Verify the Fund Type.
4. (Michigan users only) Verify the F65 line numbers by clicking State-Specific Options; click Close to return to Fund Setup.
5. GASB 34 Reporting options can be set now or later.

Notes

Lesson 3.3: Departments

Add a Department

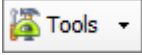
1. Go to Program Setup>Database Setup>Departments.
2. Click .
3. Enter the Department number and its Description.
4. (Optional) Select the Function/Program Code.
5. Select the Default JE Code.



6. (Michigan users only) Click State-Specific Options and if applicable, enter the F65 Line Number and click Close.

Add Departments from the State Uniform Chart


Currently, this option is for Michigan users (where applicable).

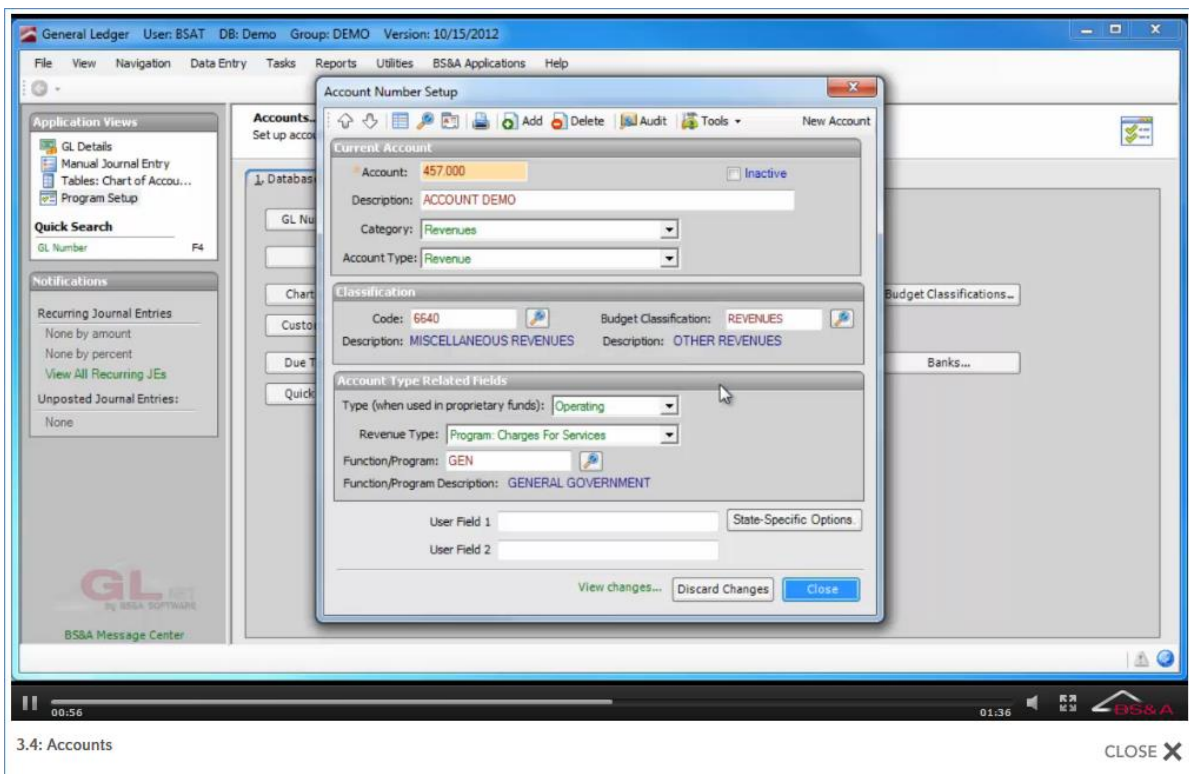
1. Go to Program Setup>Database Setup>Departments.
2. Click  Tools >Add Departments from State Uniform Chart.
 - i. Move the items from the left column to the right column.
 - ii. Click Create, then Ok.
3. (Optional) Select the Function/Program Code.
4. Select the Default JE Code.
5. (Michigan users only) Verify the F65 line number by clicking State-Specific Options; click Close to return to Department Setup.

Notes

Lesson 3.4: Accounts

Add an Account


1. Go to Program Setup>Database Setup>Accounts.
2. Click .
3. Enter the Account number and its Description.
4. Select the Category and Account Type.
5. (Optional) Select the (Account Classification) Code and the Budget Classification Code.
6. If applicable, fill out the Account Type Related fields.



7. (Michigan users only) Click State-Specific Options and if applicable, enter the F65 Line Number and click Close.

Add Accounts from the State Uniform Chart


Currently, this option is for Michigan users (where applicable).

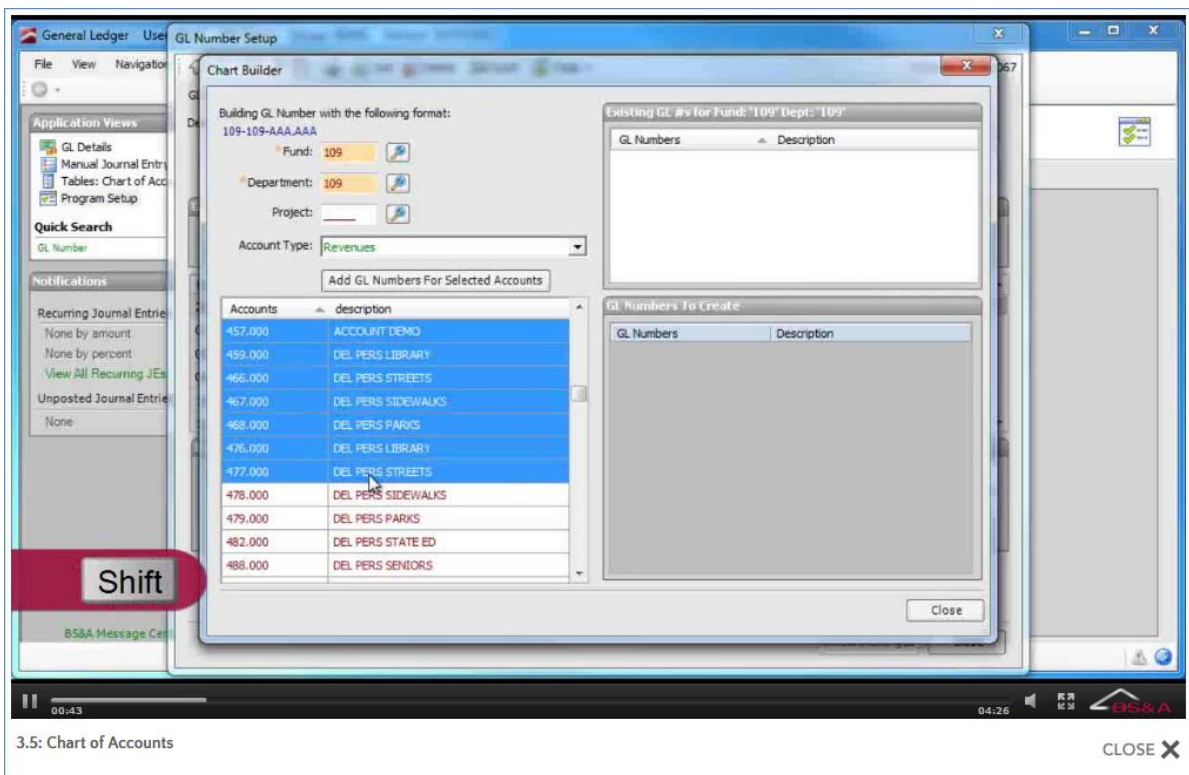
1. Go to Program Setup>Database Setup>Accounts.
2. Click  Tools >Add Accounts From State Uniform Chart.
 - i. Move the items from the left column to the right column.
 - ii. Click Create, then Ok.
3. (Optional) Select the (Account Classification) Code and the Budget Classification Code.
4. If applicable, fill out the Account Type Related fields.
5. (Michigan users only) Verify the F65 line number by clicking State-Specific Options; click Close to return to Account Setup.

Notes

Lesson 3.5: Chart of Accounts

Adding Accounts to a Fund/Department

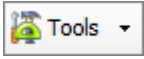

1. Go to Program Setup>Database Setup>Chart of Accounts.
2. Click  Tools >Add Accounts to Fund/Department.
3. Select the Fund.
4. Select the Department.
5. (Optional) Select the Project.
6. (Optional) Select the Account Type.
7. Use your Ctrl or Shift keys to select multiple accounts and then click Add GL Numbers for Selected Accounts (accounts can be moved one at a time by double-clicking):




8. Click Create, then Ok.
9. Click Close to exit the Chart Builder.
10. Return to each fund and select the closing account number:
 - i. Go to Program Setup>Database Setup>Funds.

- ii. For each fund, enter the Close Revenues/Expenditures To account number.
 - iii. Click Close.
11. Create a journal entry to provide a beginning balance (see page 76).

Adding an Account to a Range of Funds

1. Go to Program Setup>Database Setup>Chart of Accounts.
2. Click  >Add an Account to a Range of Funds.
3. Use your Ctrl or Shift keys to select multiple funds and then click  (funds can be moved one at a time by double-clicking).
4. Select the Department.
5. Select the Account.
6. Click Add GL Numbers for Selected Account.
7. Click Create, then Ok.
8. Click Close to exit the Account GL Builder.
9. Return to each fund and select the closing account number:
 - i. Go to Program Setup>Database Setup>Funds.
 - ii. For each fund, enter the Close Revenues/Expenditures To account number.
 - iii. Click Close.
10. Create a journal entry to provide a beginning balance (see page 76).


Adding a Single GL Number

1. Go to Program Setup>Database Setup>Chart of Accounts.
2. Click .
3. Type the GL Number or build it by selecting the Fund, Department, and Account (and Project, if used).
4. If adding a GL number for a Cash or Investment account, select the Bank Code.
5. Return to each fund and select the closing account number:
 - i. Go to Program Setup>Database Setup>Funds.

- ii. For each fund, enter the Close Revenues/Expenditures To account number.
 - iii. Click Close.
6. Create a journal entry to provide a beginning balance (see page 76).

Setting a Bank Code on Cash Accounts

Bank codes (Lesson 3.8) must be set up prior to completing these instructions (see page 59).

1. Go to Program Setup>Database Setup>Chart of Accounts.
2. Click  Tools >Set Bank Codes on Cash Accounts.
3. (Optional) To narrow the Cash Account list, specify a Fund and/or Department and/or an Account range; to further narrow the list, check the Only Show Accounts With No Bank Code Set box.
4. Move the items from the left column to the right column.
5. Select the Bank Code to Set.
6. Click Apply.

Inactivating a GL Number

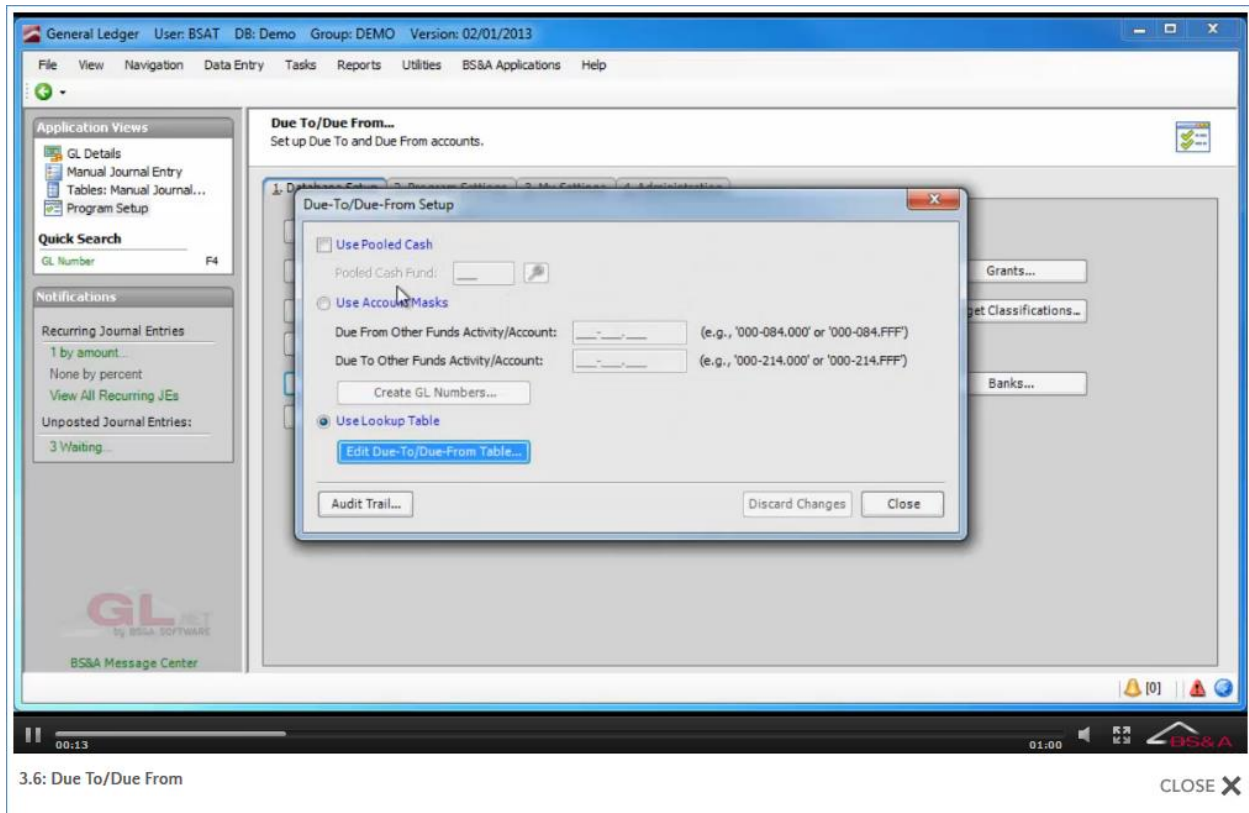
Inactivating a GL account number prevents it from being included in some reports and prevents the posting of activity to that account. Inactive items can be hidden from Tables and Search Results screens by checking the Hide Inactive box.

1. Go to Program Setup>Database Setup>Chart of Accounts and locate the GL Account Number.
2. Check the Inactive box.

Notes

Lesson 3.6: Due To/Due From

Due To/Due From is set up using one of the following methods. No changes should be made without the assistance of Support.



Use Pooled Cash Fund. Used when a pooled cash fund is in use. Due to the complex nature of this setup, this is usually handled during implementation/training or with the help of support.

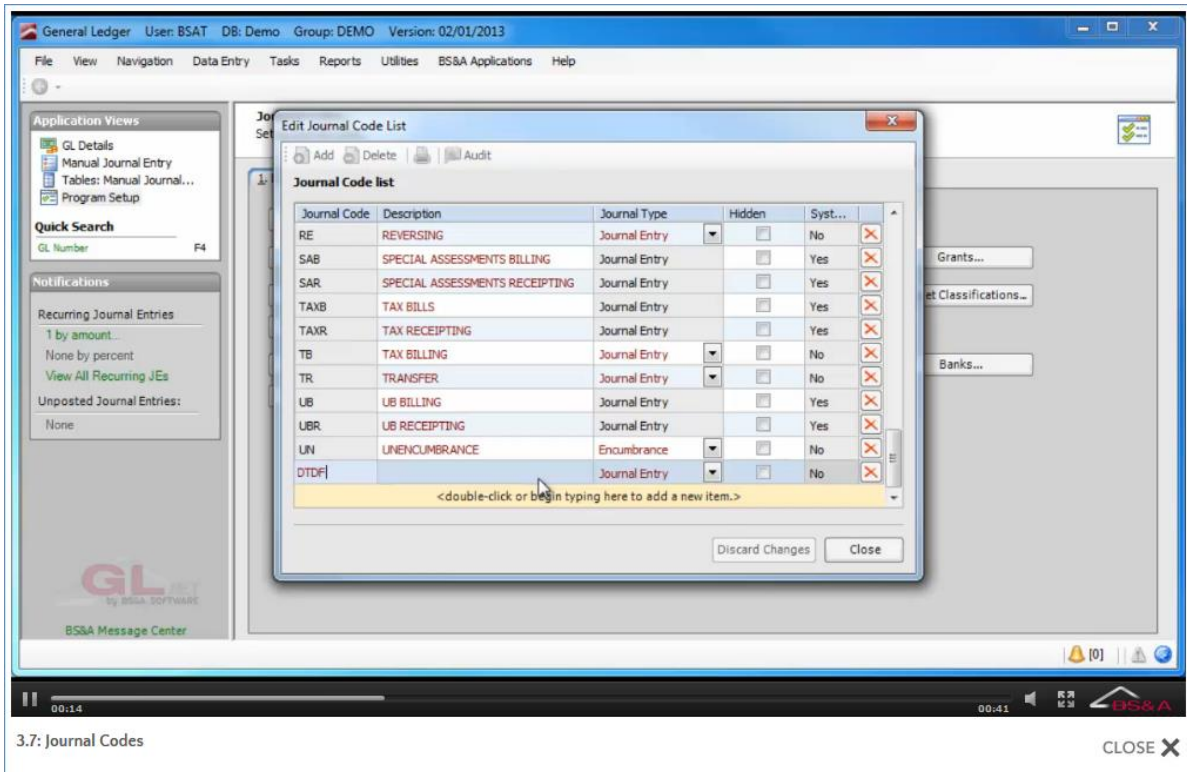
Use Account Masks. Patterns that are to be defined for all funds. The Create GL Numbers button creates all of the accounts in any funds that did not already have them.

Use Lookup Table. Defines Due To/Due From accounts when a standardized format is not followed. Required when using Pooled Cash Funds, and automatically selected when you've enabled Use Pooled Cash, above.

Notes

Lesson 3.7: Journal Codes

1. Go to Program Setup>Database Setup>Journal Codes.
2. Double-click the bar labeled **<double-click or begin typing here to add a new row.>**.
3. Type the Journal Code and press Enter; repeat for its Description.

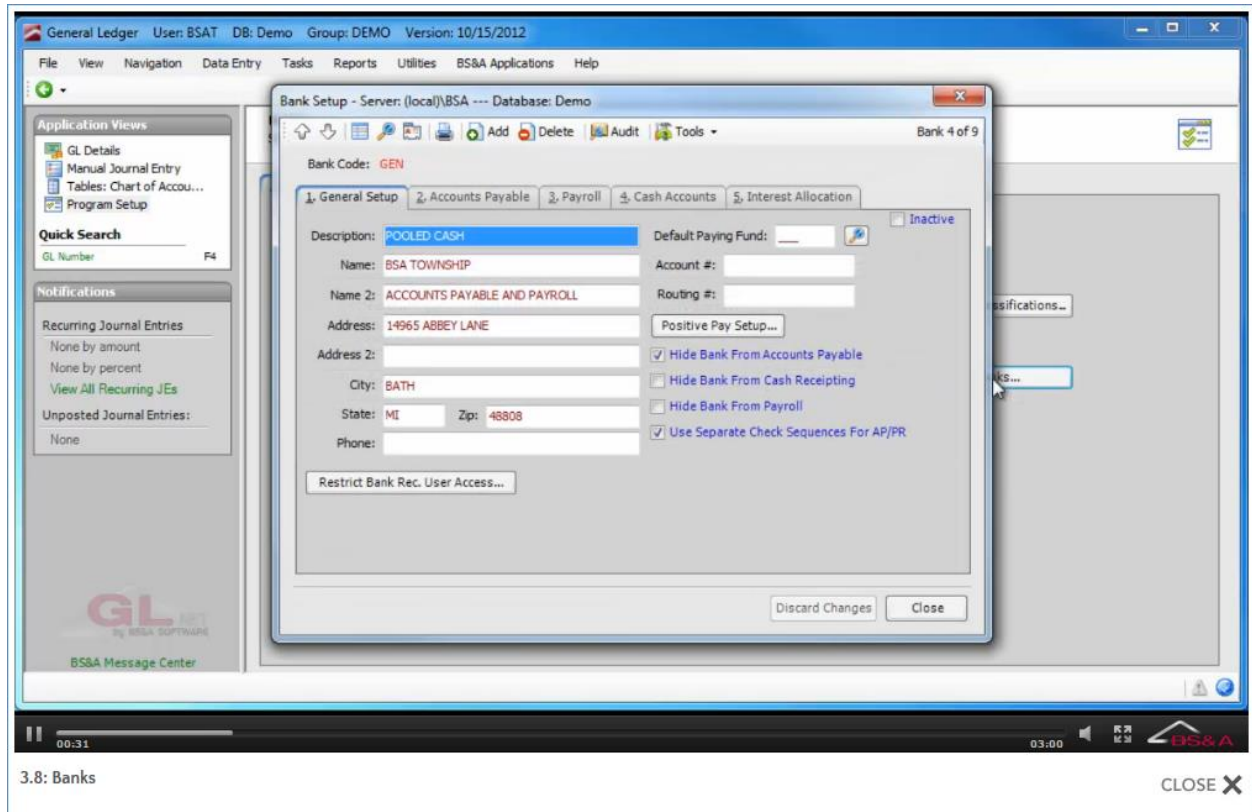


4. Select the Journal Type.
5. (Optional) Check the Hidden box if you want to hide the code from the list when creating manual journal entries. For example, system JE types are loaded by default, and it may be beneficial to hide those related to programs you do not currently use.

Notes

Lesson 3.8: Banks

General Ledger is the hub of your municipality's bank settings. All general information such as bank name and account number is maintained in General Ledger, and available as view-only in the other BS&A applications, provided your databases are linked. If your databases are not linked, please contact Tech Support for assistance.



Description. An optional setting, used to describe the account. For example, General Account, Payroll Account, etc.

Name/Address. Optional.

Default Paying Fund. Required if your interfaced BS&A applications create Interfund Journal Entries.

Account Number; Routing Number. Enter your Account and Routing numbers, respectively. A valid routing number is required.

Positive Pay Setup. Positive Pay is an automated fraud detection tool offered by most banks. In its simplest form, it is a service that matches the account number, check number, and dollar amount of each check presented for payment against a list of checks previously authorized and issued by you. If there is a discrepancy, the bank notifies you before the item is paid. Click the button to set up:

- Export Format. The format to use when sending your bank the list of open checks (your bank can help determine which format is needed).
- Import Format. The format used by the bank when sending you the list of cleared checks. If you do not import this information, this field is not required.
- Bank Number. Only necessary if required by the bank.

Hide Bank from Accounts Payable; ...Cash Receipting; ...Payroll. If checked, the bank will not be visible in that application.

Use Separate Check Sequences for AP/PR. If you have two different check stocks - one for AP and another for PR - that use the same bank code, you can check this box to ensure that the Next Check Number entered for AP and for PR is updated with the correct number. General Ledger is able to derive which number is being issued from which app - Accounts Payable or Payroll.

Accounts Payable Tab; Payroll Tab. Each tab provides fields for managing Cash Accounts (AP special; PR payroll), EFT/ACH settings, and check settings for the relevant application. This information can be set up here in General Ledger, but it's recommended that the person responsible for that data be the one to set it up; instructions are provided in the appropriate manual.

Cash Accounts Tab; Interest Allocation Tab. Let you manage the Interest Allocation GL Numbers for your cash accounts. This may also be done in Cash Receipting. The Cash Accounts tab is used when you have a form of Pooled Cash other than a Pooled Cash Fund. The Interest Allocation tab is used when you have a Pooled Cash Fund.

Notes

Section 4: GL Details Screen



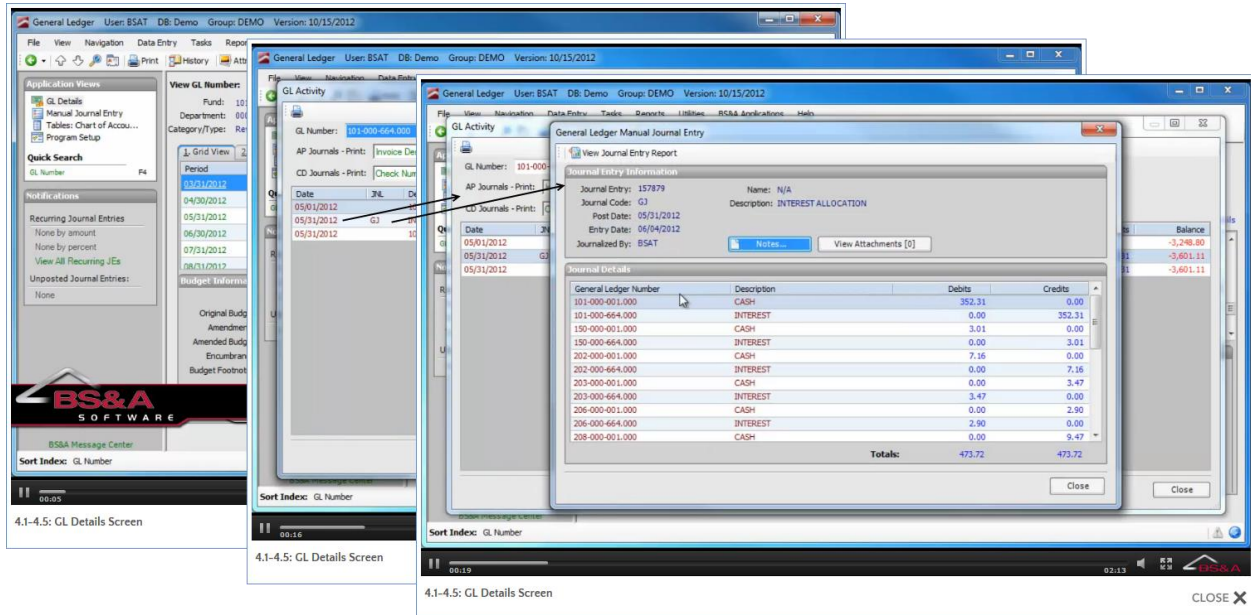
In this section you will learn how to:

- View details of your general ledger, budget, and history information
- Drill down to source databases
- Use charts


Lesson 4.1: GL Details by Period; Drilldown

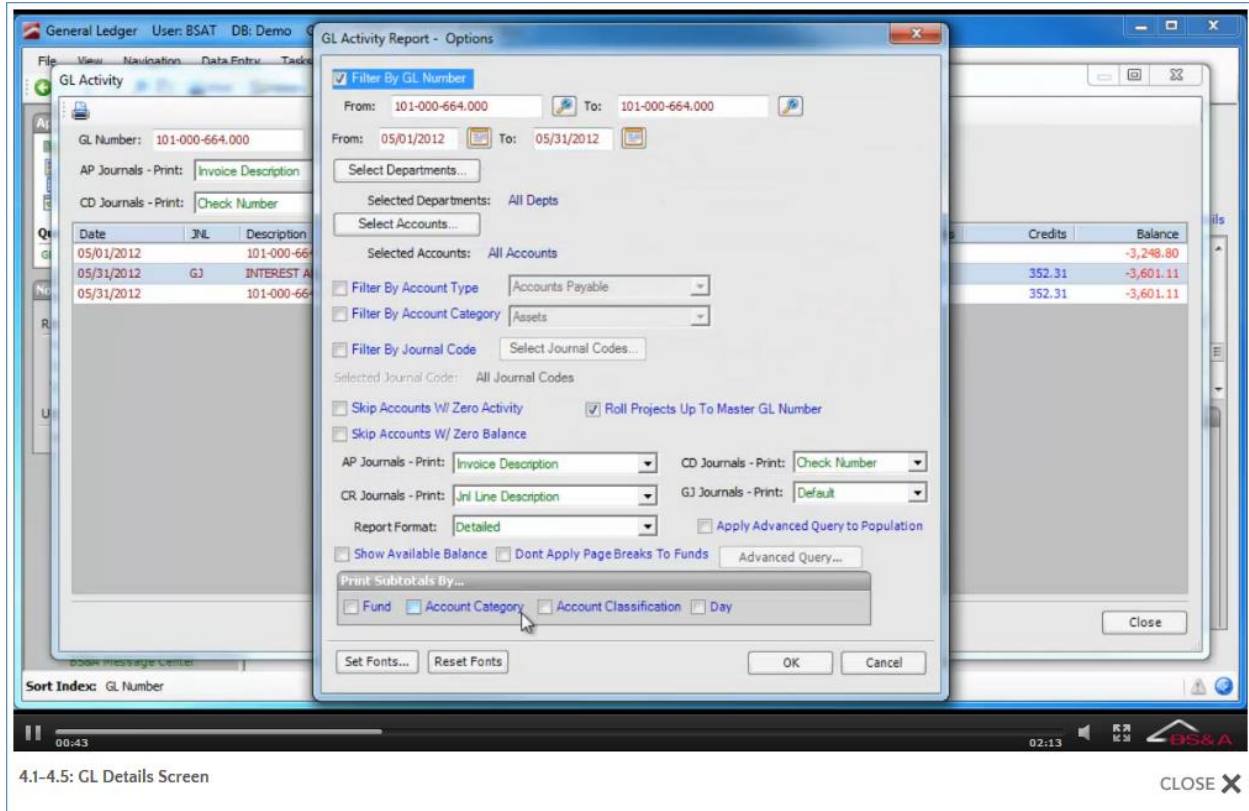
Click a period to view its details; double-click a line item to drill down to details of the transaction.

Drilldown capability may be limited for converted data (i.e., you will not be able to get back to the source application).



Lesson 4.2: GL Activity Report

While viewing the GL Activity screen, click  to generate the GL Activity Report, subject to your selected Report Options.



The screenshot shows the 'GL Activity Report - Options' dialog box. The 'Filter By GL Number' section is active, with 'From: 101-000-664.000' and 'To: 101-000-664.000'. The date range is 'From: 05/01/2012' to 'To: 05/31/2012'. The 'Selected Departments' is 'All Depts' and 'Selected Accounts' is 'All Accounts'. The 'Filter By Account Type' is 'Accounts Payable' and 'Filter By Account Category' is 'Assets'. The 'Filter By Journal Code' is 'Select Journal Codes...'. The 'Selected Journal Code' is 'All Journal Codes'. The 'Skip Accounts W/ Zero Activity' and 'Skip Accounts W/ Zero Balance' are unchecked. The 'Roll Projects Up To Master GL Number' checkbox is checked. The 'AP Journals - Print' is 'Invoice Description', 'CD Journals - Print' is 'Check Number', 'CR Journals - Print' is 'Jnl Line Description', and 'GJ Journals - Print' is 'Default'. The 'Report Format' is 'Detailed'. The 'Show Available Balance' and 'Dont Apply PageBreaks To Funds' are unchecked. The 'Print Subtotals by...' section has 'Fund', 'Account Category', 'Account Classification', and 'Day' all unchecked. The 'Advanced Query...' button is visible. The background shows the 'GL Activity' screen with a table of journal entries.

Date	JNL	Description	Credits	Balance
05/01/2012		101-000-664		-3,248.80
05/31/2012	GJ	INTEREST A	352.31	-3,601.11
05/31/2012		101-000-664	352.31	-3,601.11

Sort Index: GL Number

4.1-4.5: GL Details Screen

CLOSE X

Notes

Lesson 4.3: Budget Information; Encumbrance Drilldown

When viewing Revenue or Expenditure account numbers, the Budget Information pane displays the overall budget of the current account number for the previous, the current, and the next year. Regarding the next year, to the right is displayed a breakdown of the budget levels. Included are command links to Amendments, Encumbrances, and Budget Footnotes. If an amount other than \$0.00 is appearing by Amendment or Encumbrance, click the command links to view a detailed report.

Drilldown capability may be limited for converted data (i.e., you will not be able to get back to the source application).

The screenshot displays the General Ledger software interface. The main window is titled "Budget Amendment Report" and shows a report for the City of Clare. The report includes a table with columns for GL Number, Ref #, Journal, Post Date, Description, and Amount. The table shows a single entry for GL Number 101-000-664.000, Ref # 157980 BA, Post Date 05/16/2012, Description INTEREST, and Amount 101.55.

The Budget Information pane is visible on the left side of the report window. It shows the following data:

	10-11	11-12
Original Budget:	\$13,975.00	\$3,683.45
Amendments:	\$0.00	\$16,500.00
Amended Budget:	\$13,975.00	\$3,843.45
Encumbrances:	\$0.00	\$0.00
Budget Footnotes:	0 Notes	0 Notes

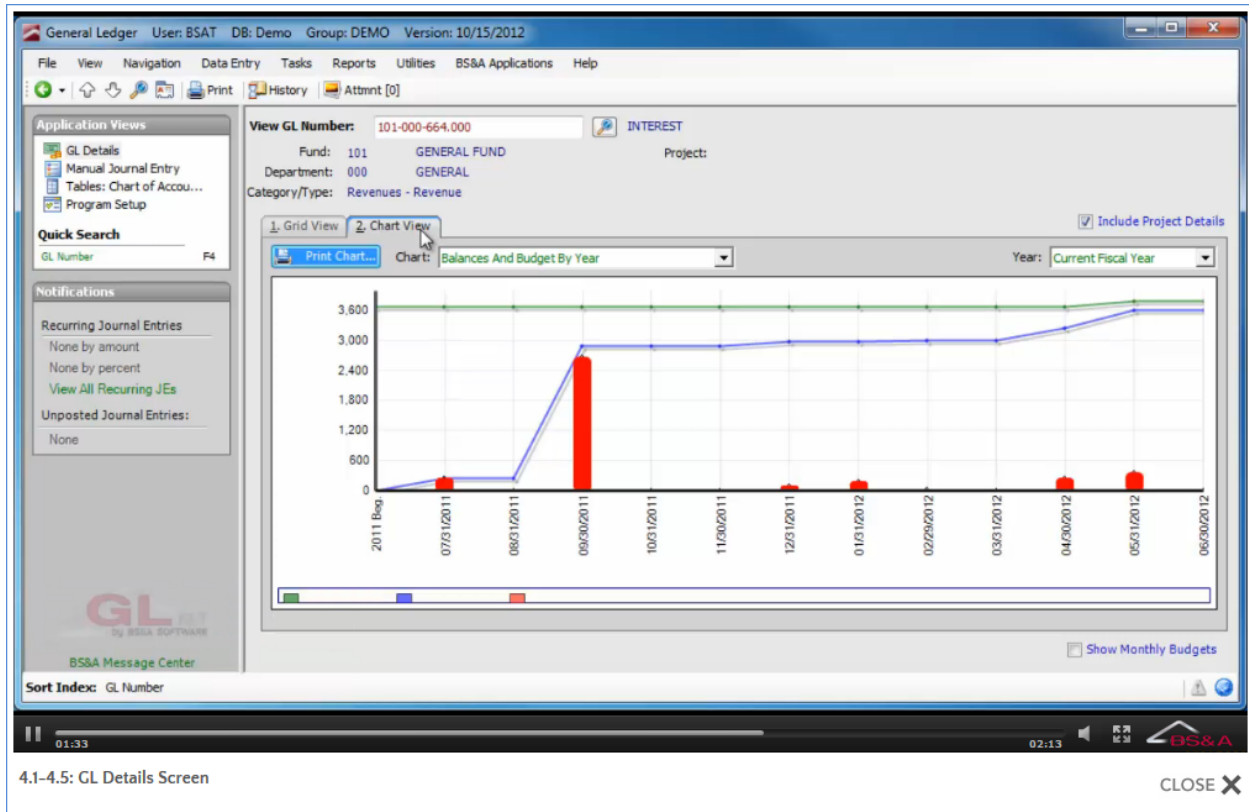
An arrow points to the "Amendments" row in the Budget Information pane, indicating that clicking this link would lead to a detailed report of amendments.

The interface also shows a "Quick Search" field with the value "F4" and a "Sort Index" set to "GL Number". The bottom of the screen displays the system tray with the time 02:13 and a "CLOSE X" button.

Notes

Lesson 4.4: Chart View


Click the Chart View tab to view in chart form the current account's activity for the selected fiscal year (last, current, or next). The display is affected by a user setting in Program Setup>My Settings>My Preferences called Use Monthly Budget in Charts/Graphs Instead of Yearly Budget.



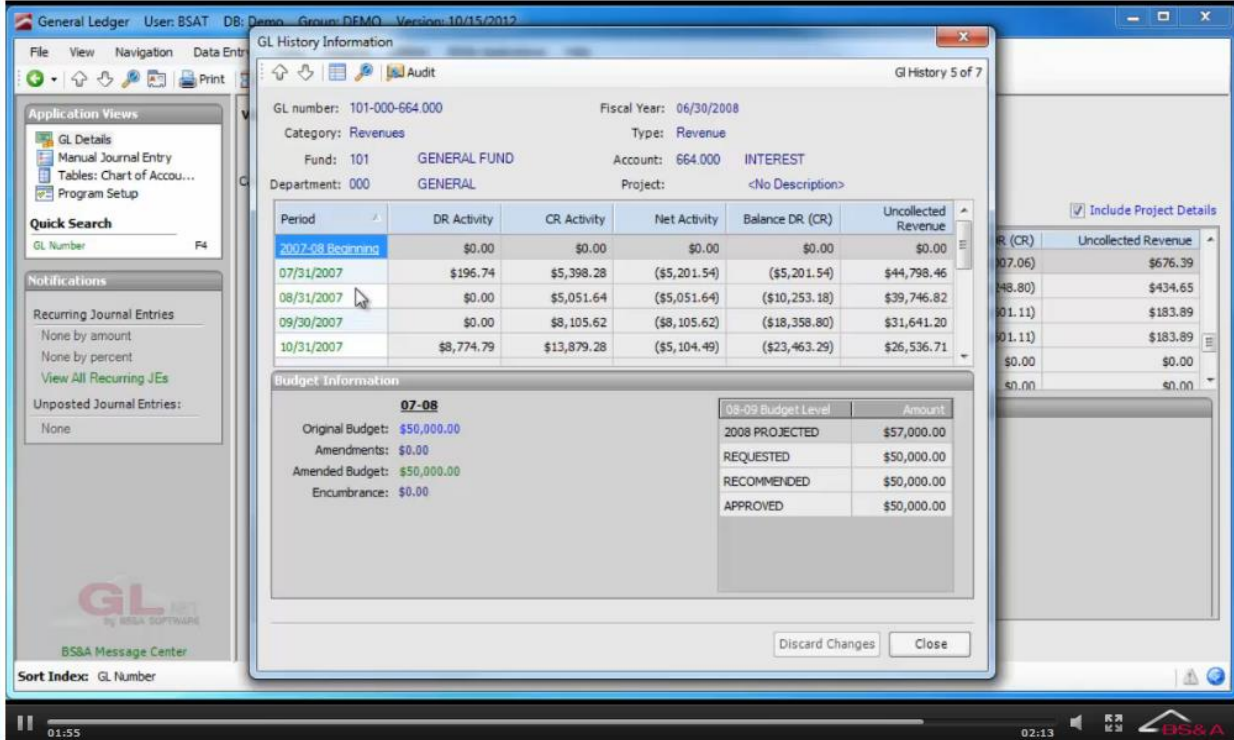
4.1-4.5: GL Details Screen

CLOSE X

Lesson 4.5: GL History

Click the  History button in the Tool Bar to view details and drilldown information for the years prior to those available on the GL Details screen. The up and down arrows change the year you're viewing, and you can still drill down as on the normal screen by clicking on the months.

Drilldown capability may be limited for converted data (i.e., you will not be able to get back to the source application).



The screenshot shows the 'GL History Information' window in the General Ledger software. The window title is 'GL History Information' and it shows 'GL History 5 of 7'. The main data is a table with the following columns: Period, DR Activity, CR Activity, Net Activity, Balance DR (CR), and Uncollected Revenue. The data rows are as follows:

Period	DR Activity	CR Activity	Net Activity	Balance DR (CR)	Uncollected Revenue
2007-08 Beginning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07/31/2007	\$196.74	\$5,398.28	(\$5,201.54)	(\$5,201.54)	\$44,798.46
08/31/2007	\$0.00	\$5,051.64	(\$5,051.64)	(\$10,253.18)	\$39,746.82
09/30/2007	\$0.00	\$8,105.62	(\$8,105.62)	(\$18,358.80)	\$31,641.20
10/31/2007	\$8,774.79	\$13,879.28	(\$5,104.49)	(\$23,463.29)	\$26,536.71

Below the table is the 'Budget Information' section for '07-08':

07-08	08-09 Budget Level	Amount
Original Budget: \$50,000.00	2008 PROJECTED	\$57,000.00
Amendments: \$0.00	REQUESTED	\$50,000.00
Amended Budget: \$50,000.00	RECOMMENDED	\$50,000.00
Encumbrance: \$0.00	APPROVED	\$50,000.00

The window also includes a 'Quick Search' section with 'GL Number' and 'F4' key, and a 'Sort Index' set to 'GL Number'. The background shows the main General Ledger interface with various navigation and application views.

4.1-4.5: GL Details Screen

CLOSE X

Notes


Section 5: Manual Journal Entries



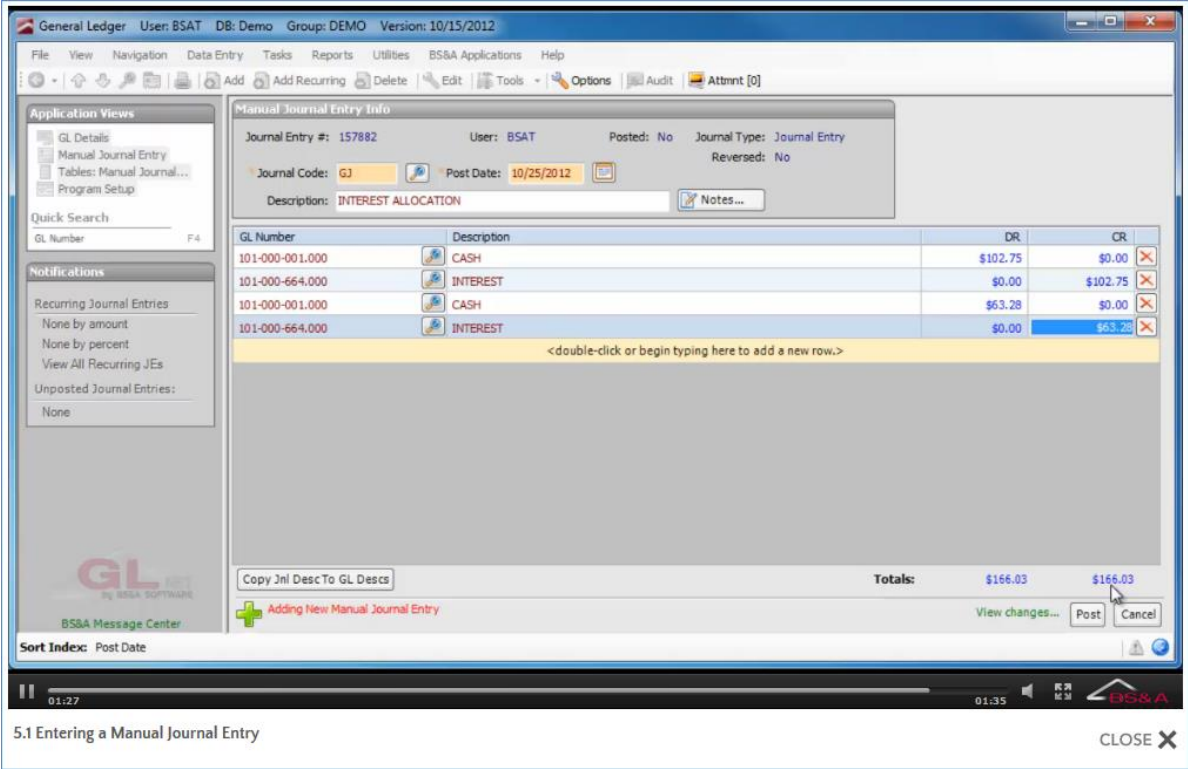
In this section you will learn how to:

- Enter manual journal entries and budget amendments
- Post journal entries
- Set up and enter recurring manual journal entries
- Reverse and edit manual journal entries
- Export, import, and add attachments to journal entries
- Create due to/due from entries

Lesson 5.1 Entering a Manual Journal Entry


1. Click Manual Journal Entry.
2. Click  Add.
3. Select the Journal Code.
4. Verify or enter the Post Date.
5. Enter a Description of the journal entry.
6. (Optional) Click Notes to enter a note about the journal entry; click Close to return to the Journal Entry screen.
7. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
8. Select the first GL account number.
9. Verify or alter the Description.
10. Enter the amount to debit the account.
11. Select the next GL account number.
12. Enter the amount to credit that account number.
13. Continue adding debit and credit account numbers, and the amounts by which to debit and credit.

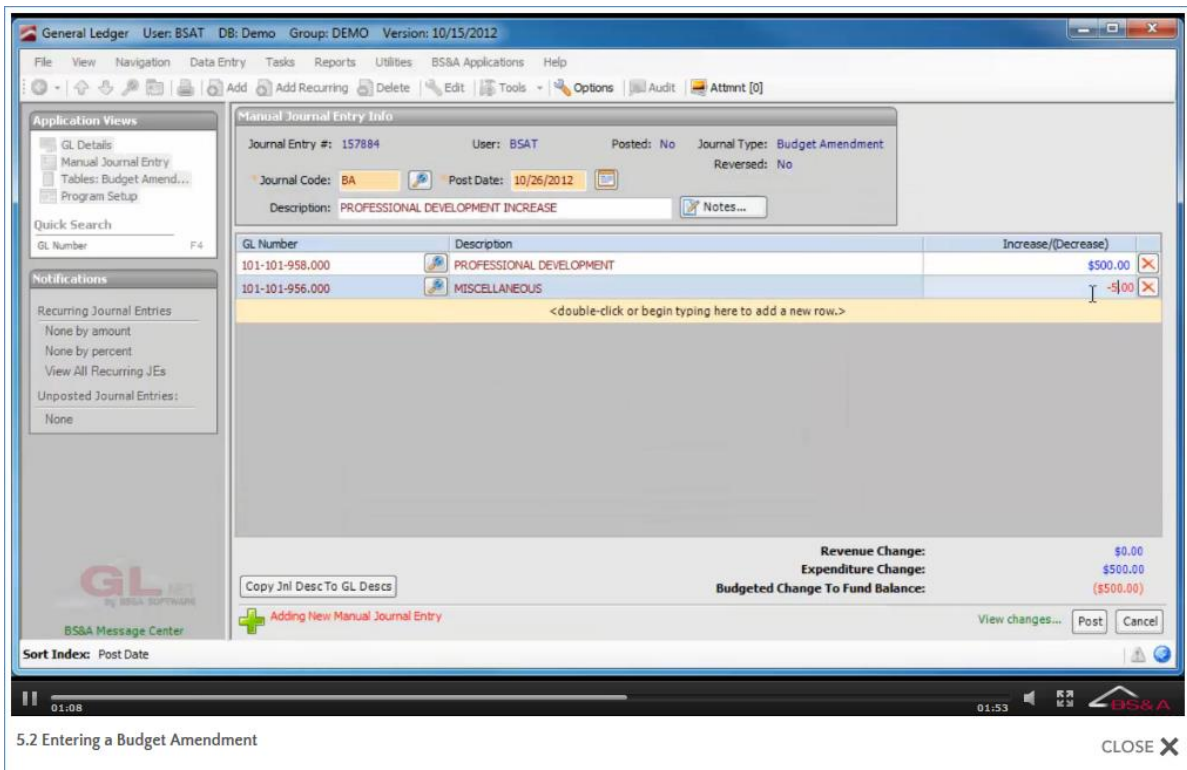
- 14. Verify the Total fields at the bottom are in balance. Unless you are entering a Budget Amendment, these fields must balance.



- 15. Click Post (or Save).

Lesson 5.2 Entering a Budget Amendment

1. Go to Manual Journal Entry.
2. Click .
3. Type BA in the Journal Code field.
4. Verify or enter the Post Date.
5. Enter a Description of the budget amendment.
6. (Optional) Click Notes to enter a note about the budget amendment; click Close to return to the Journal Entry screen.
7. Double-click the bar labeled **<double-click or begin typing here to add a new row.>**.
8. Select the first GL account number.
9. Verify or alter the Description.
10. Enter the amount by which to amend the budget. If decreasing, enter a hyphen before the numeric figures to get a negative number.
11. Select the next GL account number and repeat.



General Ledger User: BSAT DB: Demo Group: DEMO Version: 10/15/2012

File View Navigation Data Entry Tasks Reports Utilities BSA Applications Help

Application Views

- GL Details
- Manual Journal Entry
- Tables: Budget Amend...
- Program Setup

Quick Search

GL Number F4

Notifications

Recurring Journal Entries

- None by amount
- None by percent
- View All Recurring JEs

Unposted Journal Entries:

- None

Manual Journal Entry Info

Journal Entry #: 157884 User: BSAT Posted: No Journal Type: Budget Amendment Reversed: No

Journal Code: BA Post Date: 10/26/2012

Description: PROFESSIONAL DEVELOPMENT INCREASE

GL Number	Description	Increase/(Decrease)
101-101-958.000	PROFESSIONAL DEVELOPMENT	\$500.00
101-101-956.000	MISCELLANEOUS	-\$100.00

<double-click or begin typing here to add a new row.>

Revenue Change: \$0.00
Expenditure Change: \$500.00
Budgeted Change To Fund Balance: (\$500.00)

Copy Jnl Desc To GL Descs

Adding New Manual Journal Entry

View changes... Post Cancel

Sort Index: Post Date

5.2 Entering a Budget Amendment

CLOSE X

12. Verify the Total fields at the bottom are in balance, unless this is not required. If the budget amendment is one-sided, upon saving or posting/saving you will receive one of two messages, depending on your selection in Program Setup (see page 31):
 - *Budget entry doesn't balance... continue anyway?...* You will receive this prompt if you are not set up to force balanced budget amendments. Answer appropriately.
 - *Entry doesn't balance!...* You will receive this prompt if you are set up to force balance budget amendments. Click Ok to correct the entry.
13. Click Post (or Save).

Notes


Lesson 5.3: Posting Manual Journal Entries

Posting may not be necessary if you are set up to post at the time your journal entries are created (see page 28).

...from the Tasks Menu

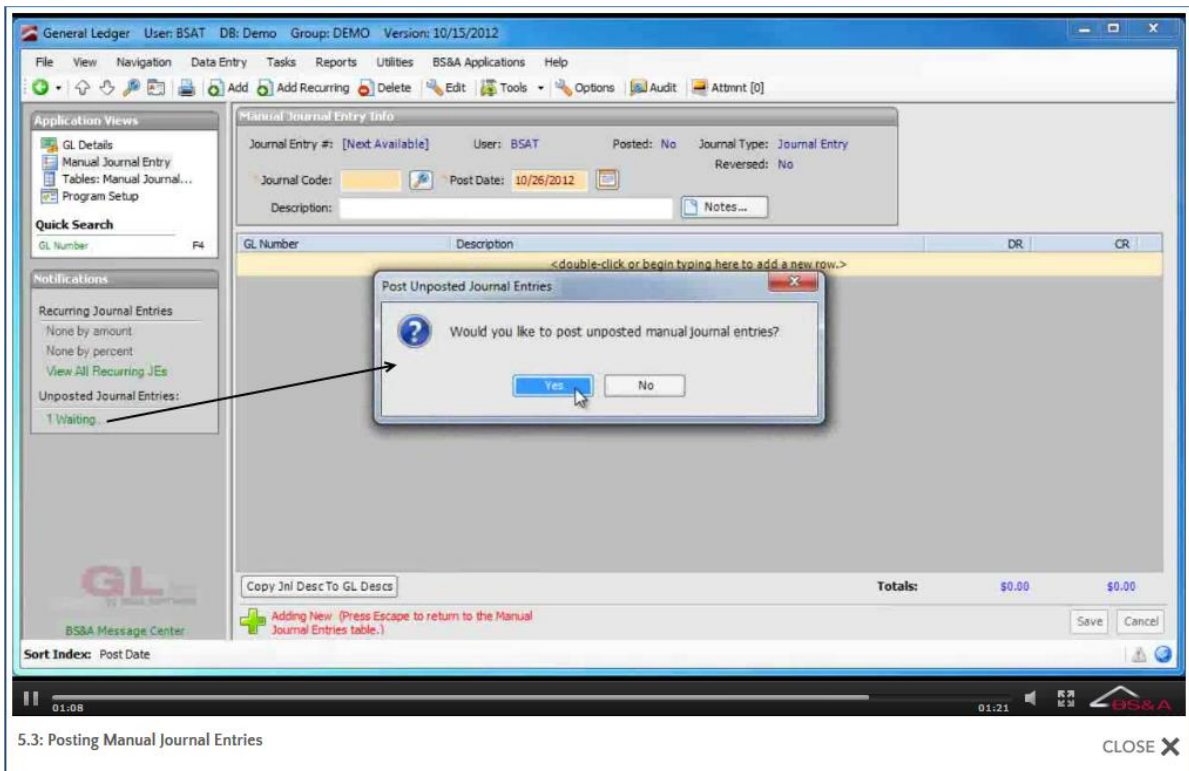
1. Go to Tasks>Post Manual Journal Entries.
2. Select the filter(s) and their criteria and click Ok.

...from the Manual Journal Entries Table

1. Open the Manual Journal Entries table.
2. Sort and block the records.
3. Click  Tools >Post Block of Journal Entries, then Yes.

...from the Notifications Pane

1. Click [n] waiting... and then Yes.




2. Select the filters and their criteria and click Ok.

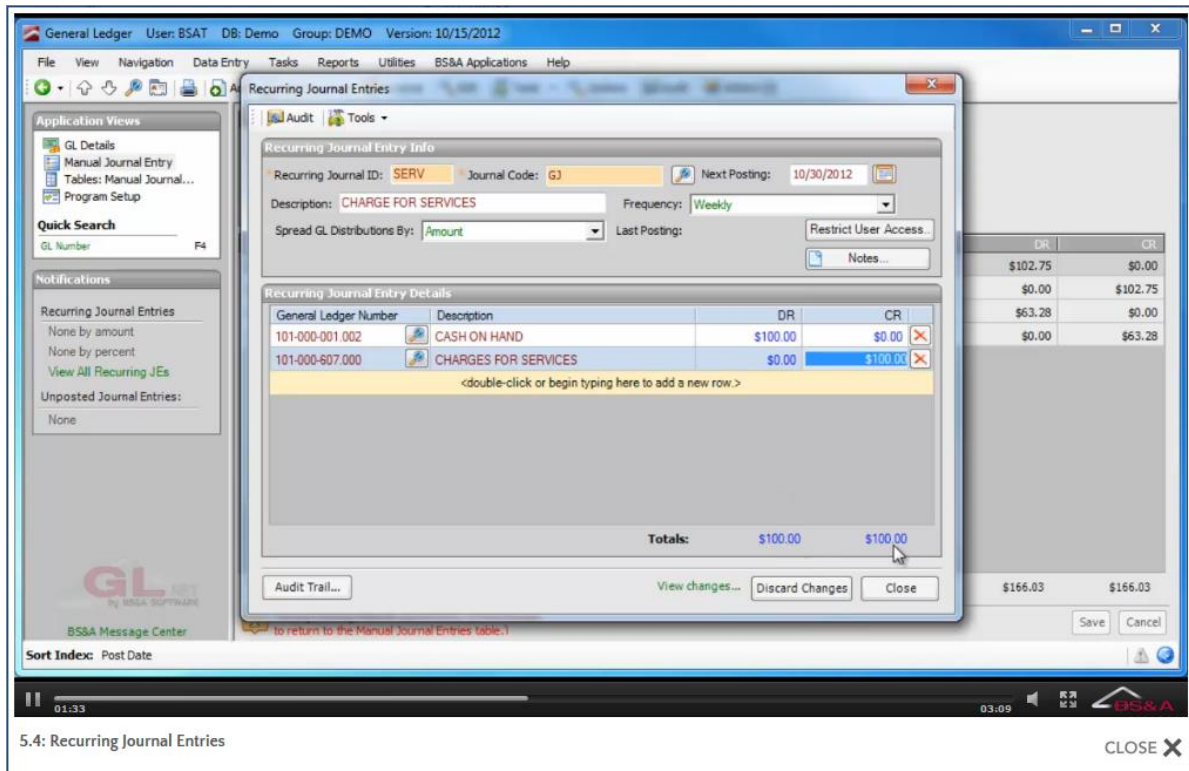
Notes

Lesson 5.4: Recurring Journal Entries

Set Up a Recurring Journal Entry


1. Go to Tasks>Set Up Recurring Journal Entries.
2. Click  Add.
3. Enter the Recurring Journal ID.
4. Select the Journal Code.
5. Enter the Next Posting date.
6. Enter a Description of the Recurring Journal Entry.
7. Select the Frequency. When adding recurring journal entries, the Posting Date updates itself according to the selected frequency.
8. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
9. Select the first GL account number.
10. Verify or alter the Description.
11. Enter the amount to debit the account. This is required for Frequencies other than Select Manually, and any amount entered can be changed when adding a journal entry based on this recurring journal entry.
12. Select the next GL account number.
13. Enter the amount to credit that account number. Again, required for Frequencies other than Select Manually.
14. Continue adding debit and credit account numbers, and the amounts by which to debit and credit.

- Verify the Total fields at the bottom are in balance.



- When you return to the Set Up Recurring Journal Entry screen, set more up or click Ok to close.

Add a Recurring Journal Entry

- Click Manual Journal Entry.
- Click  or click the [n] waiting command link beneath Recurring Journal Entries, located in the Notifications pane. Only journal entries with a frequency other than Select Manually and that have a next posting date up to the date after today's date (tomorrow, today, or sometime in the past) are available for selection.
- Double-click the recurring journal entry.
- Verify the Journal Code, Description, and Account Numbers.
- Verify or enter the Amounts.
- Verify or enter the Post Date.
- (Optional) Click Notes to enter a note about the journal entry; click Close to return to the Journal Entry screen.


8. Verify the Total fields at the bottom are in balance. Unless you are entering a Budget Amendment, these fields must balance.
9. Click Post (or Save).

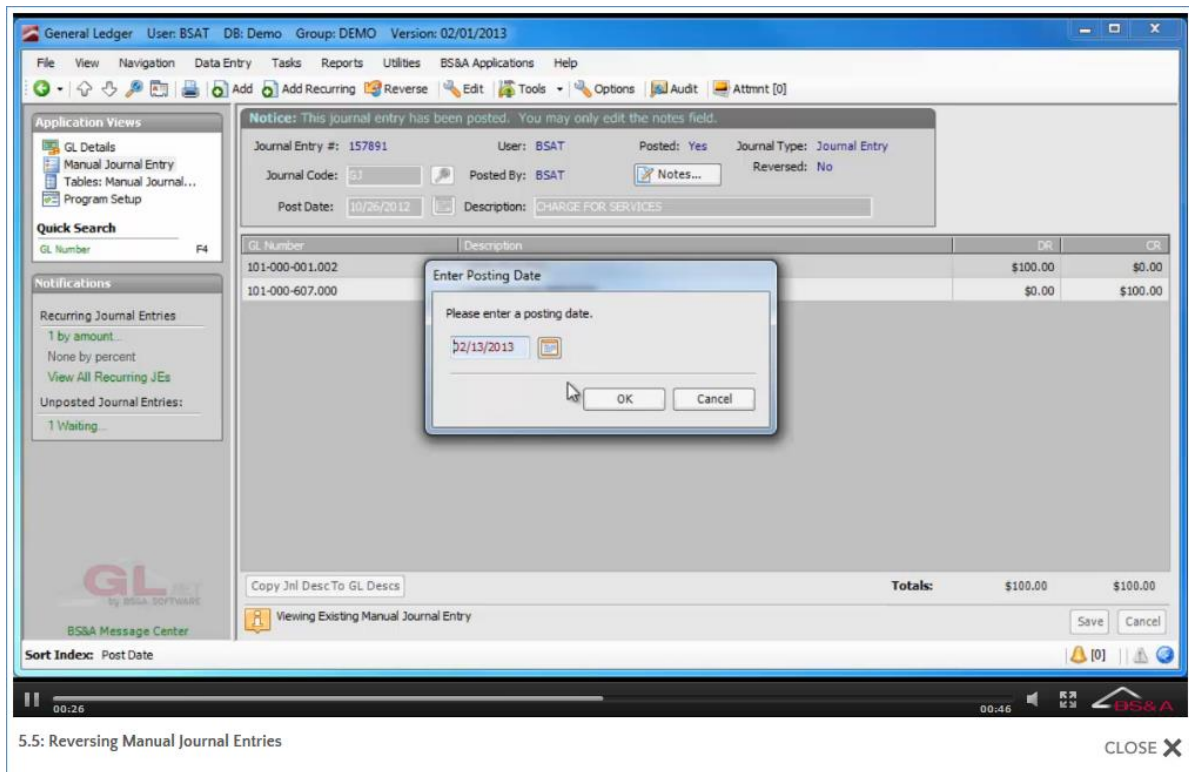
Print a List of Recurring Journal Entries


1. Go to Tasks>Set Up Recurring Journal Entries.
2. Click Print Recurring Journal Entries List.
3. Select the (print) Destination and click Run.

Notes

Lesson 5.5: Reversing Manual Journal Entries

1. Click Manual Journal Entry and locate the journal entry.
2. Click  Reverse. If you see a Delete button instead of a Reverse button, the journal entry has not been posted.
3. Click Yes.
4. Verify or enter the Posting Date and click Ok.




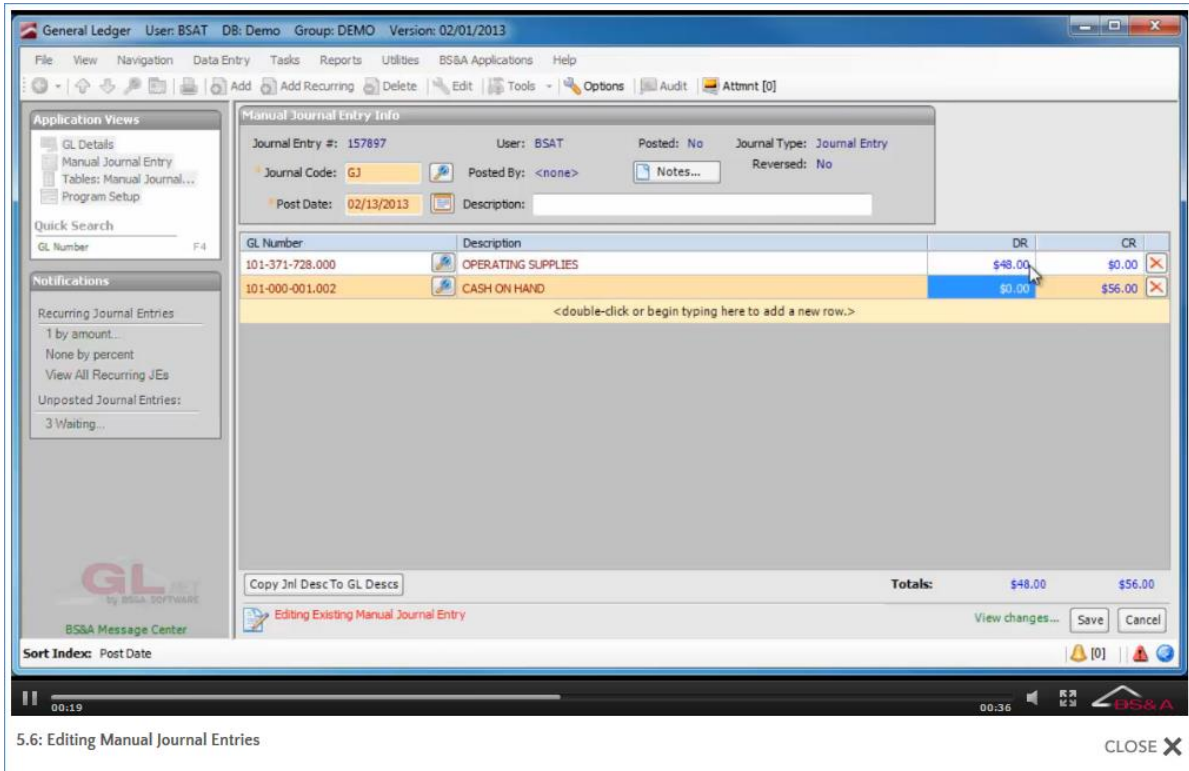
5. Enter a Description.
6. You are prompted to post; answer accordingly. A  button appears on the Manual Journal Entry screen. Click this button to switch between the original journal entry and its reversed journal entry.

Notes

Lesson 5.6: Editing Manual Journal Entries

Editing can only be done on unposted manual journal entries.

1. Click Manual Journal Entry and locate the journal entry.
2. Click .
3. Make your changes and click Close.




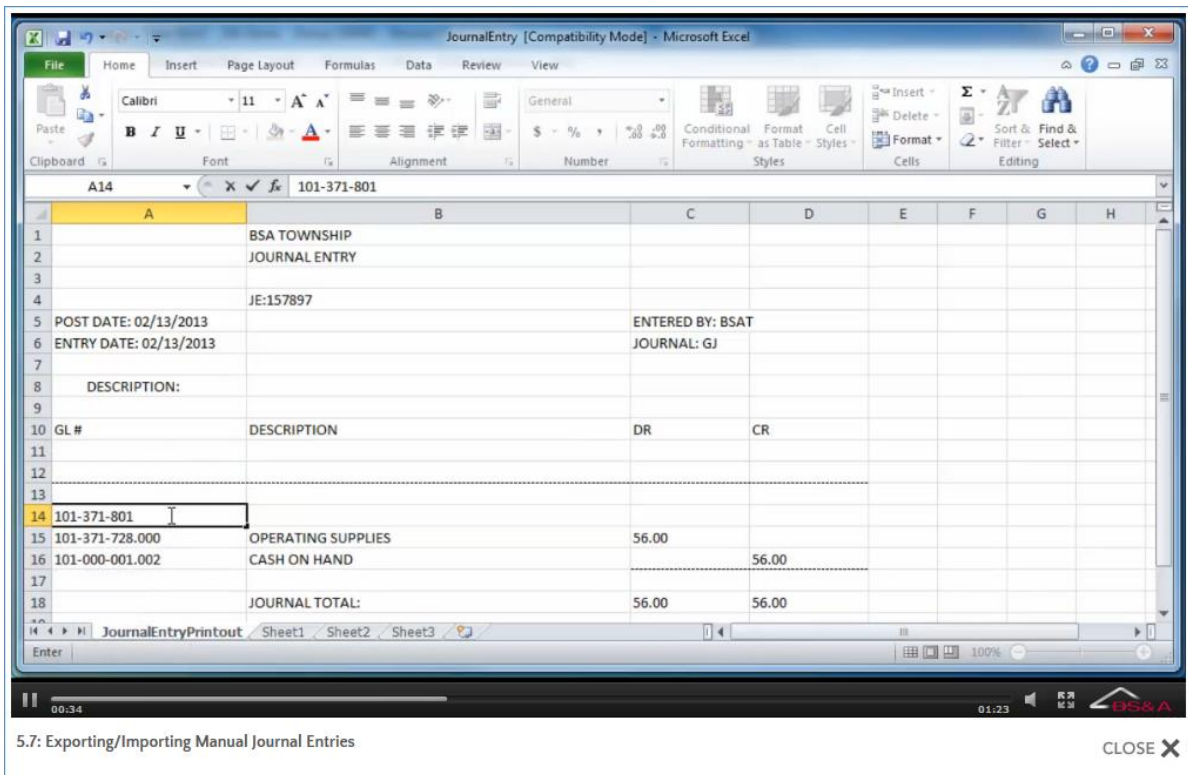
What happens next is affected by the Auto-Print setting in Program Setup (see page 28); if a printout is generated, its appearance is determined by your selection in the Journal Entry Format field on that same screen.

Notes

Lesson 5.7: Exporting/Importing Manual Journal Entries

Exporting

1. Click Manual Journal Entry and locate the journal entry.
2. Click  > Export Journal Entry to Spreadsheet.
3. Select the folder in which to save the file (Save As Type defaults to Excel files) and click Save.
4. Click Yes to open the file.
5. Make your changes and exit and save the file.



The screenshot shows a Microsoft Excel spreadsheet titled 'JournalEntry [Compatibility Mode] - Microsoft Excel'. The spreadsheet contains the following data:

GL #	DESCRIPTION	DR	CR
101-371-801		56.00	
101-371-728.000	OPERATING SUPPLIES	56.00	
101-000-001.002	CASH ON HAND		56.00
JOURNAL TOTAL:		56.00	56.00

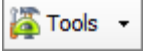
The spreadsheet also includes a header section with the following information:

- BSA TOWNSHIP JOURNAL ENTRY
- JE:157897
- POST DATE: 02/13/2013
- ENTRY DATE: 02/13/2013
- ENTERED BY: BSAT
- JOURNAL: GJ

The spreadsheet is displayed in a window titled 'JournalEntryPrintout' with tabs for 'Sheet1', 'Sheet2', and 'Sheet3'. The status bar at the bottom shows '00:34' and '01:23'.

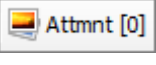

Importing

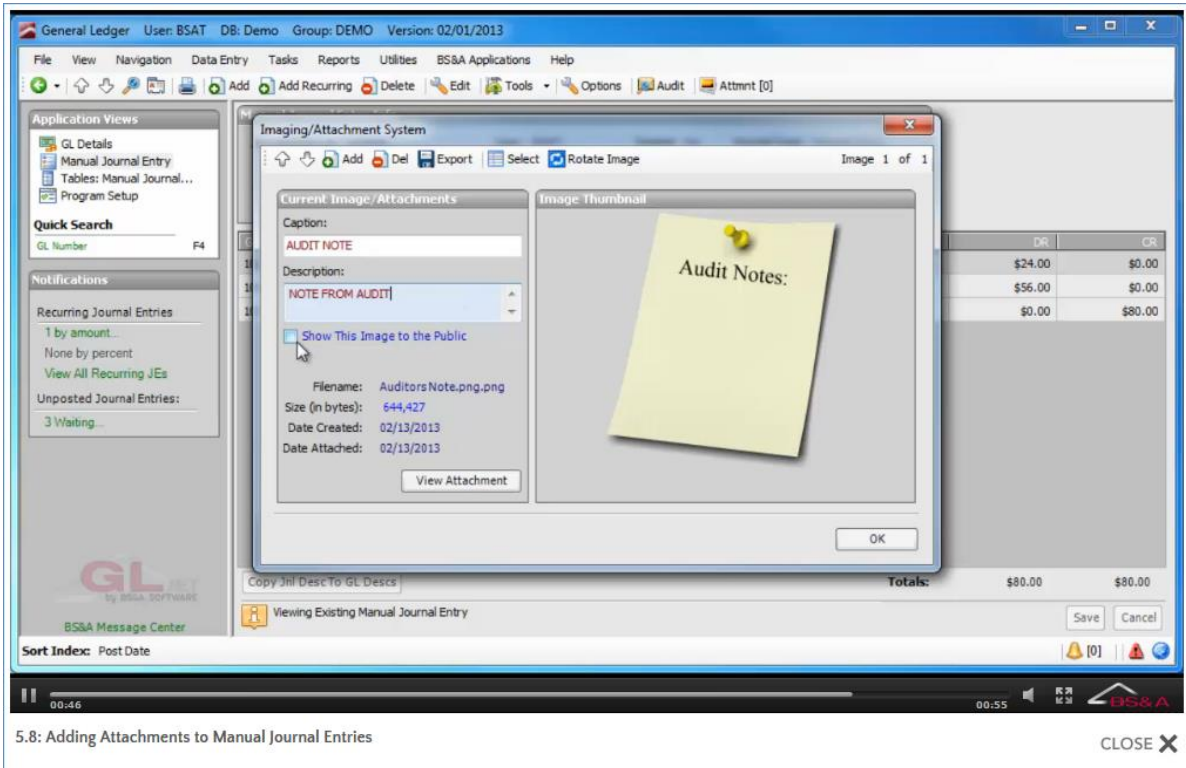
It is crucial that the column headings in the spreadsheet are GL #, DR, and CR, and that the GL account numbers are formatted properly in order for the import to work.

1. Click Manual Journal Entry.
2. Click  Tools > Import Journal Entry From Spreadsheet.
3. Browse to the file and double-click it. The spreadsheet is imported. Once imported, the journal entry can be changed and then saved or posted.

Notes

Lesson 5.8: Adding Attachments to Manual Journal Entries

1. Click Manual Journal Entry and locate the entry.
2. Click  Attmnt [0].
3. Click .
4. Add an Attachment From an Existing File is the default selection. If necessary, select Add an image from a TWAIN device and then select the device.
5. Click Ok.
6. Browse to the file and double-click it.
7. Enter a Caption for the attachment and click Ok.
8. (Optional) Enter a Description (appears below the Caption).



The screenshot displays the 'Imaging/Attachment System' dialog box in the General Ledger software. The dialog box is titled 'Imaging/Attachment System' and has a toolbar with icons for Add, Del, Export, Select, and Rotate Image. It shows 'Image 1 of 1'. The 'Current Image/Attachments' section contains a 'Caption' field with the text 'AUDIT NOTE' and a 'Description' field with the text 'NOTE FROM AUDIT'. Below these fields is a checkbox labeled 'Show This Image to the Public' which is currently unchecked. Further down, the file details are listed: 'Filename: AuditorsNote.png', 'Size (in bytes): 644,427', 'Date Created: 02/13/2013', and 'Date Attached: 02/13/2013'. A 'View Attachment' button is located at the bottom of this section. To the right of the text fields is an 'Image Thumbnail' showing a yellow sticky note with the text 'Audit Notes:'. At the bottom right of the dialog box is an 'OK' button. The background of the screenshot shows the General Ledger interface with a menu bar, a toolbar, and a journal entry form. The journal entry form includes a table with columns 'DR' and 'CR' and rows of monetary values. The status bar at the bottom of the window shows '5.8: Adding Attachments to Manual Journal Entries' and a 'CLOSE X' button.

9. If applicable, check the Show This Image to the Public box.
10. Click Ok.

Notes

Lesson 5.9: Creating Due To/Due From Entries

When using a Pooled Cash fund, a **Create Due To/Due Froms** button is available at the bottom of the Manual Journal Entry screen to expedite your entry. This picture shows a manual journal entry before clicking the button. The remaining lines will need to be manually entered, or created by clicking on the button, in order to balance out.

The screenshot displays the 'Manual Journal Entry Info' window in the General Ledger software. The window title is 'General Ledger User: BSAT DB: DEMO Group: DEMO Version: 02/01/2013'. The main area shows a journal entry with the following details:

- Journal Entry #: 7320
- User: BSAT
- Posted: No
- Journal Type: Due To/Due From
- Journal Code: DTFD
- Posted By: <none>
- Notes... (button)
- Reversed: No
- Post Date: 02/12/2013
- Description: (empty text box)

GL Number	Description	DR	CR
101-000-001.000	CASH CONTROL	\$5,000.00	\$0.00
S82-000-001.000	CASH CONTROL	\$0.00	\$5,000.00

Below the table, there is a blue bar with the text: '<double-click or begin typing here to add a new row.>'. At the bottom of the window, there are several buttons: 'Copy Jnl Desc To GL Descs', 'Create Due To/Due Froms' (highlighted with a mouse cursor), 'Adding New Manual Journal Entry' (with a green plus icon), 'View changes...', 'Post', and 'Cancel'. The 'Totals' row shows a debit of \$5,000.00 and a credit of \$5,000.00. The bottom status bar shows 'Sort Index: Journal Entry #' and a 'CLOSE X' button.

5.9: Creating Due To/Due From Entries

CLOSE X

This picture shows a manual journal entry after clicking the button. All required line items to correctly handle a pooled cash fund have been entered by the program.

The screenshot displays the 'Manual Journal Entry Info' window in the General Ledger application. The window title is 'General Ledger User: BSAT DB: Demo Group: DEMO Version: 02/01/2013'. The main area shows the following details:

- Journal Entry #: 7320
- User: BSAT
- Posted: No
- Journal Type: Due To/Due From
- Journal Code: DTDF
- Posted By: <none>
- Reversed: No
- Post Date: 02/12/2013
- Description: (empty field)

The main table contains the following entries:

GL Number	Description	DR	CR
101-000-001.000	CASH CONTROL	\$5,000.00	\$0.00
582-000-001.000	CASH CONTROL	\$0.00	\$5,000.00
101-000-001.000	CASH CONTROL	\$0.00	\$5,000.00
099-000-214.101	DUE TO GENERAL FUND	\$5,000.00	\$0.00
582-000-001.000	CASH CONTROL	\$5,000.00	\$0.00
099-000-214.582	DUE TO HYRDO UTILITY FUND	\$0.00	\$5,000.00
Totals:		\$15,000.00	\$15,000.00

At the bottom of the window, there are buttons for 'Copy [n] Desc To GL Descs', 'Create Due To/Due Froms', 'View changes...', 'Post', and 'Cancel'. A status bar at the bottom indicates 'Sort Index: Journal Entry #' and a 'CLOSE X' button.

Notes

Section 6: Tasks Menu

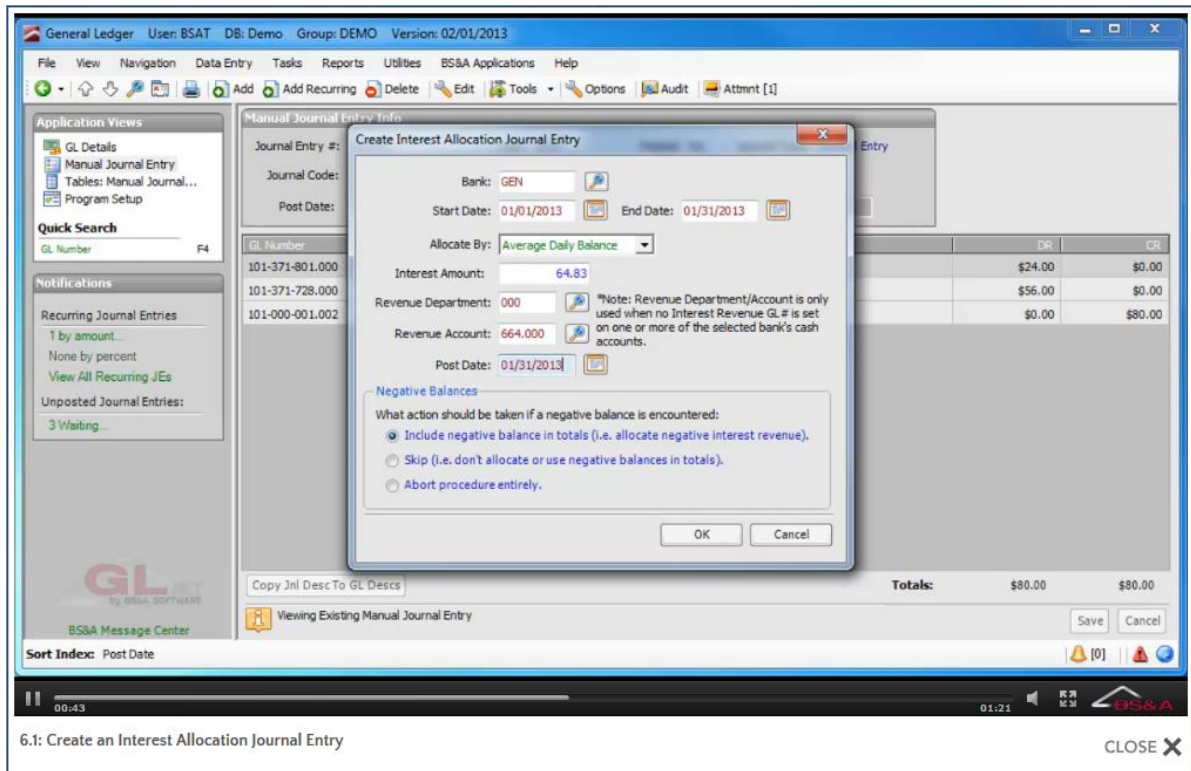


In this section you will learn how to:

- Create interest allocation journal entries
- Batch add budget amendments
- Perform spreadsheet Budget Analysis
- Create a budget
- Perform Long-Term Budget Forecasting
- Use Monthly Budget and Cash Flow
- Create deposits
- Reconcile checks and deposits

Lesson 6.1: Create an Interest Allocation Journal Entry

1. Go to Tasks>Create an Interest Allocation Journal Entry.
2. Select the Bank.
3. Enter the Start and End Dates. These should match the dates on your bank statement.
4. Select either Ending Balance or Average Daily Balance as the Allocate By option.
5. Enter the Interest Amount.
6. Select the Revenue Department and Revenue Account.
7. Verify or enter the Post Date.



8. Select your Negative Balance option:
 - Include Negative Balance in Totals (i.e., Allocate Negative Interest Revenue). Further reduces the account accordingly.
 - Skip (i.e., Don't Allocate or Use Negative Balances in Totals). Applies interest to accounts with positive balances.
 - Abort Procedure Entirely. Does not create an interest journal entry if there are accounts with negative balances.
9. Click Ok.

Notes

Lesson 6.2: Batch Add Budget Amendments

1. Go to Tasks>Batch Add Budget Amendments.
2. (Optional) Enter the following filters by clicking the appropriate Select... button, and then Ok to return to the Batch Budget Amendments screen.
3. (Optional) Select the Account Type.
4. Type BA in the Journal Code field.
5. Verify or enter the Post Date.
6. Enter a Description of the budget amendment.
7. (Optional) Click Notes to enter a note about the budget amendment; click Close to return to the Journal Entry screen.
8. Force Balanced Budget Amendments displays the default setting from Program Setup>Program Settings>General Settings>Budget Options and can only be changed there.
9. Go to the accounts to amend and enter the amount in the New Amended field.

General Ledger User: BSAT DB: Demo Group: DEMO Version: 10/15/2012

Batch Budget Amendments

Fund: Select Funds... All Funds Journal Code: BA Post Date: 06/30/2012

Department: Select Depts... All Departments Description: BA DEMO

Account: Select Accounts... All Accounts Help Notes... Force Balanced Budget Amendments: No

Project: Select Projects... All Projects

Account Type: Revenues And Expenditures Hide Accounts With No Activity Or Budget Set

Amend Budget To PROJECTED Year-End Amounts

GL Number	Description	11-12 Adop...	11-12 Amen...	11-12 Activity	New Amended	Change
101-000-403.000	CURRENT PROPERTY TAXES	1,388,185.37	1,388,185.37	0.00	1,388,185.37	0.00
101-000-407.000	DEL PERS CITY	0.00	0.00	0.00	0.00	0.00
101-000-445.000	INTEREST AND PENALTIES TAXES	1,056.48	1,056.48	0.00	1,156.45	0.00
101-000-446.000	ADMIN. FEES - TAXES	13,650.81	13,650.81	0.00	13,650.81	0.00
101-000-451.000	LICENSE & PERMITS	0.00	0.00	0.00	0.00	0.00
101-000-451.001	BUILDING PERMITS	8,059.00	8,059.00	0.00	8,059.00	0.00
101-000-451.002	ELECTRICAL PERMITS	1,905.00	1,905.00	0.00	1,905.00	0.00
101-000-451.003	YARD SALE PERMITS	71.00	71.00	0.00	71.00	0.00
101-000-451.004	ZONING VARIANCES	150.00	150.00	0.00	150.00	0.00
101-000-451.005	REZONING APPLICATIONS	250.00	250.00	0.00	250.00	0.00
Total Revenues:		2,535,678.80	4,935,780.35	544,962.17	4,935,780.35	0.00
Total Expenditures:		1,862,866.65	4,276,483.76	134,622.91	4,276,483.76	0.00
Net of Rev/Exp:		672,812.15	659,296.59	410,339.26	659,296.59	0.00

Tools Number of Amendments Entered: 0 Close

6.2: Batch Add Budget Amendments

10. Verify the Total fields at the bottom are in balance, unless this is not required.
11. Click Post (or Save).

Notes

Horizontal lines for taking notes.

Lesson 6.3: Spreadsheet Budget Analysis

Budget figures imported into General Ledger from a spreadsheet will override any existing figures.

Create Budget Spreadsheet

1. Go to Tasks>Spreadsheet Budget Analysis>Create Budget Spreadsheet.
2. (Optional) Select a Fund and/or Department and/or range of Accounts and/or Project.
3. Select the Account Type.
4. Check the boxes of the levels you want to export.
5. Select whether or not to Include Current Adopted Budget.
6. Select either Amended or Adopted as the For Current/Previous Year Budgets Show option.
7. Select whether or not to Lock Spreadsheet Columns.
8. Click Ok.
9. Make your changes in the spreadsheet, and save and close the file.

	2010-11 Actual	06/30/2012 Amended Budget	YTD As Of 06/30/2012	2012-13 REQUESTED	2012-13 RECOMMENDED
1					
2					
3	71.00	71.00	0.00	71.00	71.00
4	150.00	150.00	0.00	150.00	150.00
5	250.00	250.00	0.00	250.00	250.00
6	75.00	75.00	0.00	75.00	75.00
7	250.00	250.00	125.00	250.00	250.00
8	500.00	500.00	0.00	500.00	700.00
9	210.00	200.00	810.00	200.00	200.00
10	0.00	0.00	0.00	0.00	0.00
11	10.86	10.86	0.00	10.86	10.86
12	0.00	0.00	0.00	0.00	0.00
13	15,000.00	0.00	150,000.00	0.00	0.00
14	20,000.00	0.00	150,000.00	0.00	0.00
15	0.00	0.00	450,000.00	0.00	0.00
16	4,358.75	4,358.75	0.00	4,358.75	4,358.75

6.3: Spreadsheet Budget Analysis

CLOSE X

Create Budget Spreadsheet for Departments

This method lets you create a separate spreadsheet for each department: if you select three departments, three separate spreadsheet files will be created, using the department number as the file name.

1. Go to Tasks>Spreadsheet Budget Analysis>Create Budget Spreadsheet for Departments.
2. Specify the Destination Folder only of where the spreadsheet(s) will be created. In this step, you are specifying the location only; the program will assign the file name(s) based on the department(s) for which spreadsheets are being created.
3. (Optional) Select a Fund.
4. Select the Account Type.
5. Move the items from the left column to the right column.
6. Check the boxes of the levels you want to export.
7. Select whether or not to Include Current Adopted Budget.
8. Select either Amended or Adopted as the For Current/Previous Year Budgets Show option.
9. Select whether or not to Lock Spreadsheet Columns.
10. Click Ok.
11. Notify the appropriate personnel in each department that a spreadsheet is now available for them to work their budget.

Import Budget from Spreadsheet

1. Go to Tasks>Spreadsheet Budget Analysis>Import Budget from Spreadsheet.
2. (Optional) Select a Fund and/or Department. This brings in just that fund and/or department from the previously exported spreadsheet.
3. Select the Account Type.
4. Browse to the file and double-click it.
5. Click Import Excel File. The figures are not saved to your General Ledger database at this point. A proof report is generated for you to verify the figures before saving them to your database.

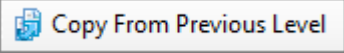
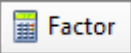
6. Carefully review the report before closing it.
7. All relevant Budget Levels to Save boxes are checked; any of them can be unchecked.
8. (Optional) Click [View imported data](#) to verify the data once more.
9. Click Save Imported Data, then Yes.

Notes

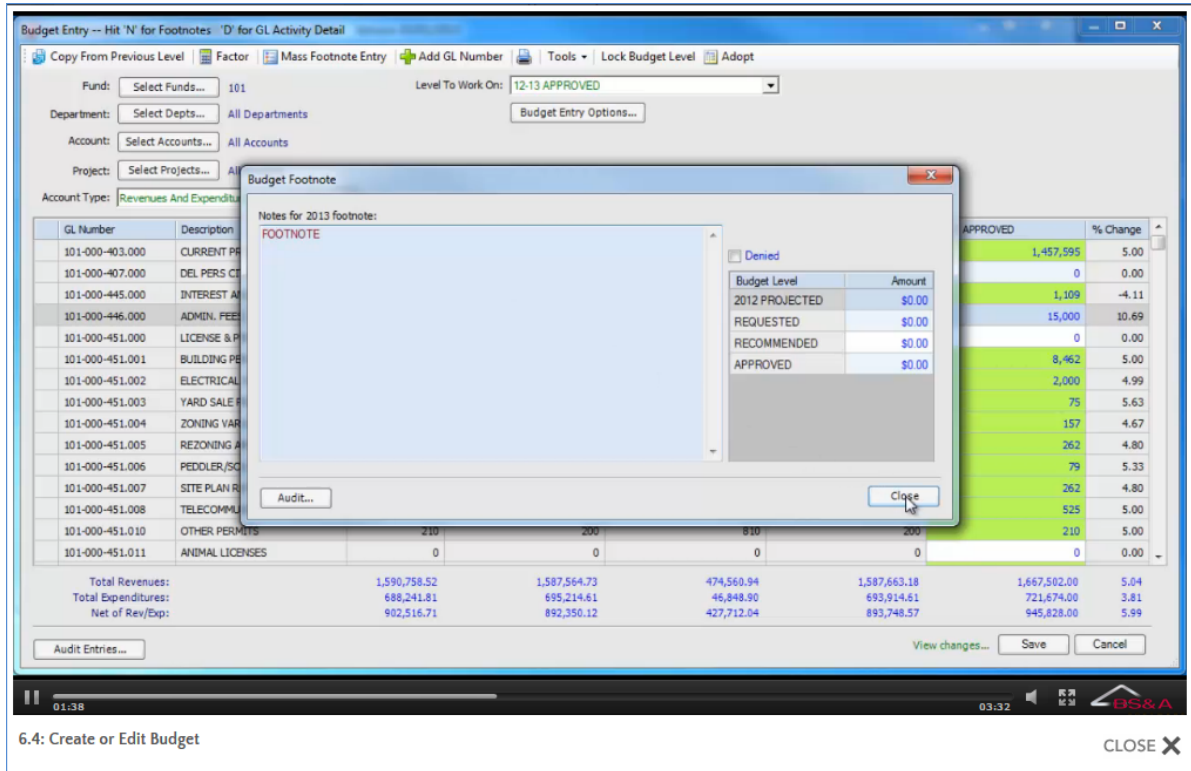
Lesson 6.4: Create or Edit Budget


Creating a Budget

This lesson will focus on creating a Requested budget. The steps are similar for other budget levels.

1. Go to Tasks>Create or Edit Budget.
2. Select your first level in the Level to Work On field.
3. (Optional) Click  and select the appropriate level. The levels available to copy from are determined by the budget level you are working on.
4. (Optional) Use the Department, Account Range, Project, and Account Type to further filter the records. The accounts you are able to view/filter on are determined by the Department/Fund access defined for your user name (if any; see page 23).
5. If you will be factoring revenues and/or expenses, select a Fund.
6. (Optional) Click .
 - i. Check Factor Revenues and/or Factor Expenses.
 - ii. Select whether to Increase or Decrease.
 - iii. Enter the percentage(s) by which to increase or decrease and click Ok, then Yes.

7. Where required, enter your [current working level] Amounts. While entering amounts, you may hit N to enter a footnote (pictured) and D to view the current fiscal year's transaction detail for the current account number.



8. Click Save.
9. (Optional) Print your budget report to give to the appropriate person/department:
 - i. Click .
 - ii. Select Printer as the Destination or click **Select Spreadsheet** to generate the output to a spreadsheet.
 - iii. Click Report Options.
 - iv. Set your options and filters and click Ok.
 - v. Click Run Report.
10. (Optional) Once all amounts are entered, click the Lock Budget Level button to prevent further changes to the budget at this level.

Adopting a Budget

Once a budget is adopted, no more modifications can be made to the Original Budget numbers. Any changes must be entered as Budget Amendments (see page 79).

1. Go to Tasks>Create or Edit Budget.
2. Select the Level to Work On. Be sure that it is your last (highest) level - usually "Approved."
3. Click Adopt. Depending on your unit's procedures and methods, as well as the budget information entered, you will receive prompts if anything is detected that affects the adoption of a budget, such as expenditures that exceed revenues, or funds without budgets. Follow the prompts and feel free to contact Tech Support for assistance.

Notes

Lesson 6.5: Long Term Budget Forecasting

Long-Term Budget Forecasting lets you project the impact of changes in Revenues, Expenses, and Liabilities. It can be useful for:

- Creating strategic context for evaluating annual budgets
- Evaluating long-term financial effects of decisions and proposed initiatives
- Testing best- and worst-case scenarios
- Communicating financial issues to elected officials, citizens, and other stakeholders

The Long-Term Budget Forecast screen uses snapshots to allow for several different projections to be run starting from the same data, but allowing for different assumptions to be made about future events and trends. Each snapshot can alter these assumptions and show the possible long-term impacts of these decisions on future budgets. Forecast snapshots can be copied into a Projected or Requested budget.

The screenshot shows the 'Long-Term Budget Forecast' application window. At the top, there are menu options like 'Tools', 'Calculate Default Values', 'Options...', and 'Snapshots'. Below the menu, there are input fields for 'Fund: 101', 'Pct or Amt: Amount', and 'Budget Snapshots' information including 'Snapshot Date: 10/30/2012', 'Locked: No', and 'Snapshot Description: SNAPSHOT DEMO'. The main area is a table with the following data:

GL #	Classification	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
R 101-000-403.000	TAXREV	1,343,261	1,471,006	1,555,835	1,388,185	1,388,185	1,457,595	1,457,595	1,457,595	1,457,595	1,457,595
R 101-000-407.000	TAXREV	3,799	3	177	0	0	0	0	0	0	0
R 101-000-445.000	TAXREV	10,571	3,534	3,594	1,056	1,156	1,214	1,214	1,214	1,214	1,214
R 101-000-446.000	TAXREV	23,215	22,837	24,028	13,651	13,551	14,228	14,228	14,228	14,228	14,228
R 101-000-451.000	PMTLIC	0	0	0	0	0	0	0	0	0	0
R 101-000-451.001	PMTLIC	23,873	15,296	15,516	8,059	8,059	8,462	8,462	8,462	8,462	8,462
R 101-000-451.002	PMTLIC	7,730	8,483	9,422	1,905	1,905	2,000	2,000	2,000	2,000	2,000
R 101-000-451.003	PMTLIC	141	141	148	71	71	75	75	75	75	75
R 101-000-451.004	PMTLIC	250	0	125	150	150	158	158	158	158	158
R 101-000-451.005	PMTLIC	0	0	0	250	250	263	263	263	263	263
R 101-000-451.006	PMTLIC	155	230	245	75	75	79	79	79	79	79
R 101-000-451.007	PMTLIC	250	375	125	250	250	263	263	263	263	263
R 101-000-451.008	PMTLIC	0	0	0	500	500	525	525	525	525	525
R 101-000-451.010	PMTLIC	0	20	0	210	200	210	210	210	210	210
R 101-000-451.011	PMTLIC	0	0	0	0	0	0	0	0	0	0
R 101-000-501.000	REVENUES	199,809	0	115,973	11	11	11	11	11	11	11
R 101-000-530.000	EXPENSES	0	0	0	0	0	0	0	0	0	0
	Net of Rev/Exp:	-136,921	14,423	-144,344	934,517	891,695	936,280	936,280	936,280	936,280	936,280
	Beg. Fund Balance:	1,077,796	943,482	957,905	813,561	1,748,078	2,639,773	3,576,053	4,512,333	5,448,613	6,384,893
	Ending Fund Balance:	940,875	957,905	813,561	1,748,078	2,639,773	3,576,053	4,512,333	5,448,613	6,384,893	7,321,173
	Fund Bal. As % Bdg:	36.43	38.05	31.60	107.52	166.28	214.53	270.70	326.86	383.03	439.20

Print Button. Click to generate a printout of the currently-loaded snapshot.

Tools Button. Click to select from a variety of tools to use on the currently-loaded snapshot.

Calculate Default Values Button. Click to calculate initial default projections based on one of the following:

- Moving Average. Projections will be based on moving averages of the previous years' information.
- Linear Regression. Projections will be based on a Linear Regression model using the previous years' information.

The number of previous years to "look back" defaults to 5 when you add a snapshot, and can be changed through a Tool on this screen.

Options Button. Click this button to set options for the currently-loaded snapshot:

- Round Amounts To. Anywhere from Nearest Cent to Nearest \$10,000.
- Budget Entry. Select from "Edit at the..." Budget Classification Level; Budget Classification/Department Level; General Ledger Number Level. If the latter, you may further filter the numbers by Department, Account, and/or Project.
- Using the Enter Key...Below...Instead of to the Right
- Show Description Column. The description entered for the GL number.
- Show Scrollbars... If you shrink the screen, check this option to make it easier to view the figures; a scrollbar appears for you to scroll left-to-right.
- Show Budget Footnotes...
- Sort by GL Number When Editing at GL Number Level
- Hide Project Details When Editing at GL Number Level
- Additional Filters When Viewing at GL Number Level. Click the appropriate button to further filter the numbers for the currently-loaded snapshot.

Snapshots Button. Click to add a new snapshot, load a saved snapshot, or delete a snapshot.

Fund. Used to select the fund on which to base the snapshot.

Charts Button. Click to view a chart of your fund balance. You may select from Change in Fund Balance by Year and Fund Balance as Percent of Budget By Year.

Budget Snapshots Details. Displays information about the currently-loaded snapshot and provides a Notes button.

Grid. Affected by your Budget Entry selection in the Options button. Double-click a line item to view the Long-Term Forecast Details screen (see below).

Long-Term Forecast Details Screen. Available by double-clicking a line item in the Grid (see above). Regardless of your Budget Entry selection, all GL numbers for the selected budget classification appear in this screen. The Select Budget Class Code button lets you select a different or additional budget classifications; the Budget Class Code field to the right reflects your selection:

Long-Term Forecast Details For 'PROPTX' Fund '101'

Select Bdgt Class. Code... Bdgt Class. Code: **PROPTX** Print...

GL Number	Code	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	20
101-000.00-403.000	PROPTX	14,416,350	15,534,193	16,662,474	17,490,745	17,056,460	15,335,401	14,613,832	0	
101-000.00-424.000	PROPTX	9,351	8,565	8,579	8,353	8,071	7,860	5,282	0	

Long-Term Forecast Details For 'PROPTX' Fund '101'

Select Bdgt Class. Code... Bdgt Class. Code: **Multiple** Print...

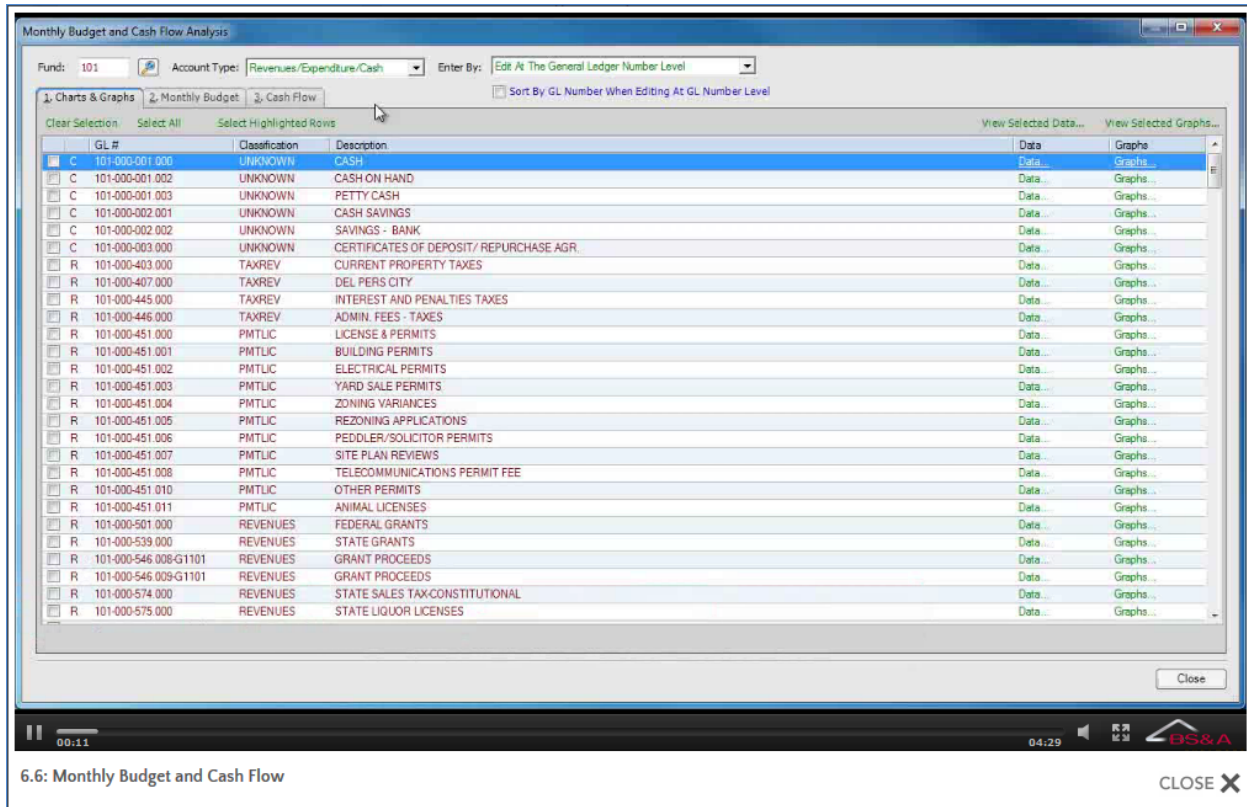
GL Number	Code	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	20
101-000.00-403.000	PROPTX	14,416,350	15,534,193	16,662,474	17,490,745	17,056,460	15,335,401	14,613,832	0	
101-000.00-424.000	PROPTX	9,351	8,565	8,579	8,353	8,071	7,860	5,282	0	

If you have set the Show Budget Footnotes setting in the Options screen, you will be able to view, edit, and add footnotes, and copy footnote totals to a budget year.

Fund Summary. The bottom of the Long-Term Budget Forecast screen summarizes each year.

Lesson 6.6: Monthly Budget and Cash Flow

Monthly Budget and Cash Flow Analysis lets you analyze Revenues, Expenses, and Liabilities at a more detailed level. As with Long-Term Budget Forecasting, you can evaluate short-term financial effects of decisions and proposed initiatives, and test best- and worst-case scenarios.



Main Filters

Your selection here affects the data displayed and exported to Excel (if done).

Fund. Used to select the fund on which to base the analysis.

Account Type. Select from Revenues Only; Expenditures Only; Cash Accounts Only; Revenues and Expenditures; Revenues/Expenditures/Cash.

Enter By. Select from "Edit at the..." Budget Classification Level; Budget Classification/Department Level; General Ledger Number Level. If the latter is selected, a Sort by GL Number checkbox is available.

Charts and Graphs Tab

Grid. The rows appearing are affected by both your Account Type and Enter By selections in the main filters. Each row contains a box that must be checked in order to View Selected Data or View Selected Graphs (see below).

Clear Selection. Click this command link to clear either the checked boxes or the highlighted selections.

Select All. Click this command link to select all of the boxes.

Select Highlighted Rows. Random multiple rows can be highlighted using your Ctrl key and left mouse button. Once highlighted, click this command link to check the boxes of those rows.

View Selected Data. Click this command link to view data (Activity² or Year Correlation) for the rows selected. The selected rows must be in one category (revenue, expenditure, or cash).

View Selected Graphs. Click this command link to view graphs for the rows selected. Unlike View Selected Data, above, the selected rows can be in multiple categories.

Data; Graphs. Provide the same information as the [View Selected...](#) command links above, but for the individual row.

Export to Excel. This button is available through the [Data...](#) and [View Selected Data...](#) command links. Click it to send the data to a spreadsheet for further analysis.

²"Activity" for cash; "Activity/Budget/Variance" for revenues/expenditures.

Monthly Budget Tab

Grid. The rows appearing are affected by both your Account Type and Enter By selections in the main filters. You may manually enter amounts or calculate via one of the methods located in the Model. The Totals at the bottom of the grid are recalculated with each update.

Model. If your Enter By selection is General Ledger Number Level, a Model column appears. You can select a different model for each GL number, or set a range of GL numbers to the same model.

Year. Used to select the budget year.

Pct or Amt. Lets you view figures by percentage or amount.

Round Amounts To. Anywhere from Nearest Cent to Nearest \$10,000.

Tools Button. Click to select from a variety of tools to use on the currently-loaded grid.

Cash Flow Tab

View Cumulative Cash Flow Graph. Click to view a graph for the selected Fund. While viewing the graph, you may...

- select another Fund/Years to Include
- select another Fiscal Year
- print the graph

View Monthly Variance Analysis Table. Click to view a table for the selected Fund. While viewing the table, you may...

- change the Period Ending
- select another Fund
- select the Account Type
- export to Excel (for further analysis)

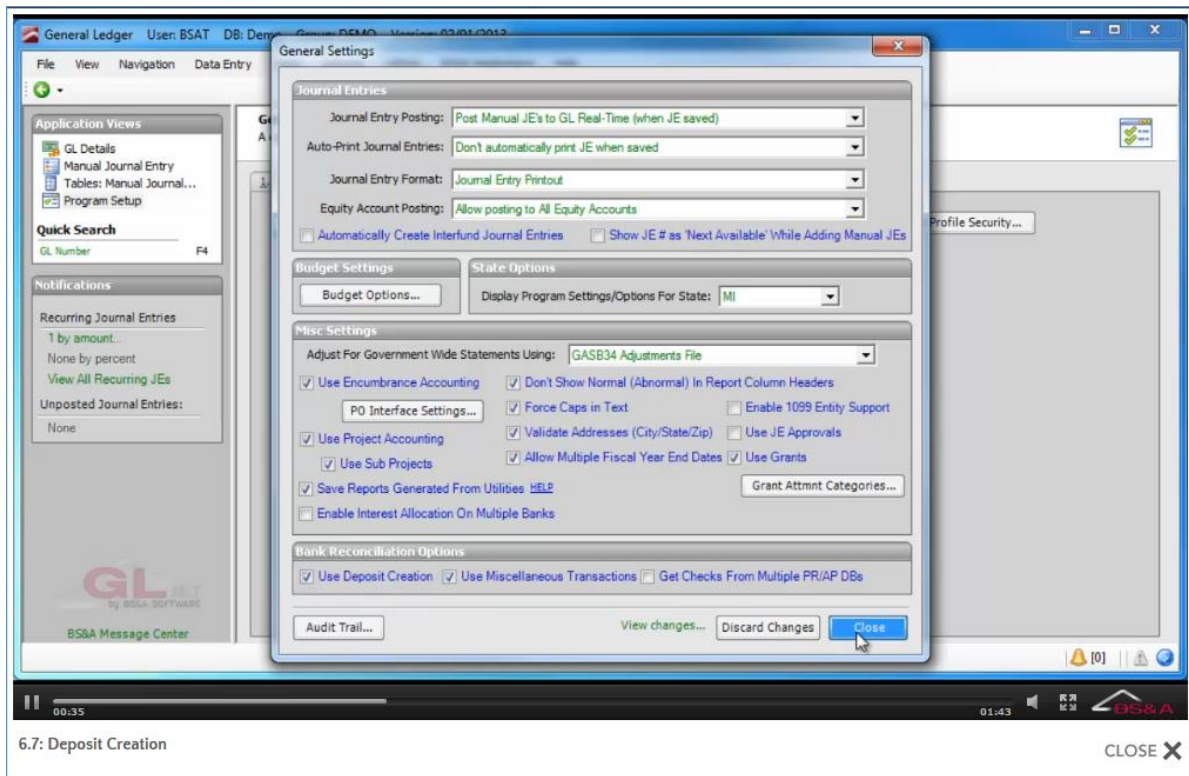
Notes

Lesson 6.7: Deposit Creation

Deposit creation in General Ledger is typically used when cash (deposit) related transactions are done through Cash Receipting, but deposits are to be created in General Ledger. The details used to create deposits will be available as Miscellaneous Transactions in GL if not used to create deposits.

Enabling Deposit Creation

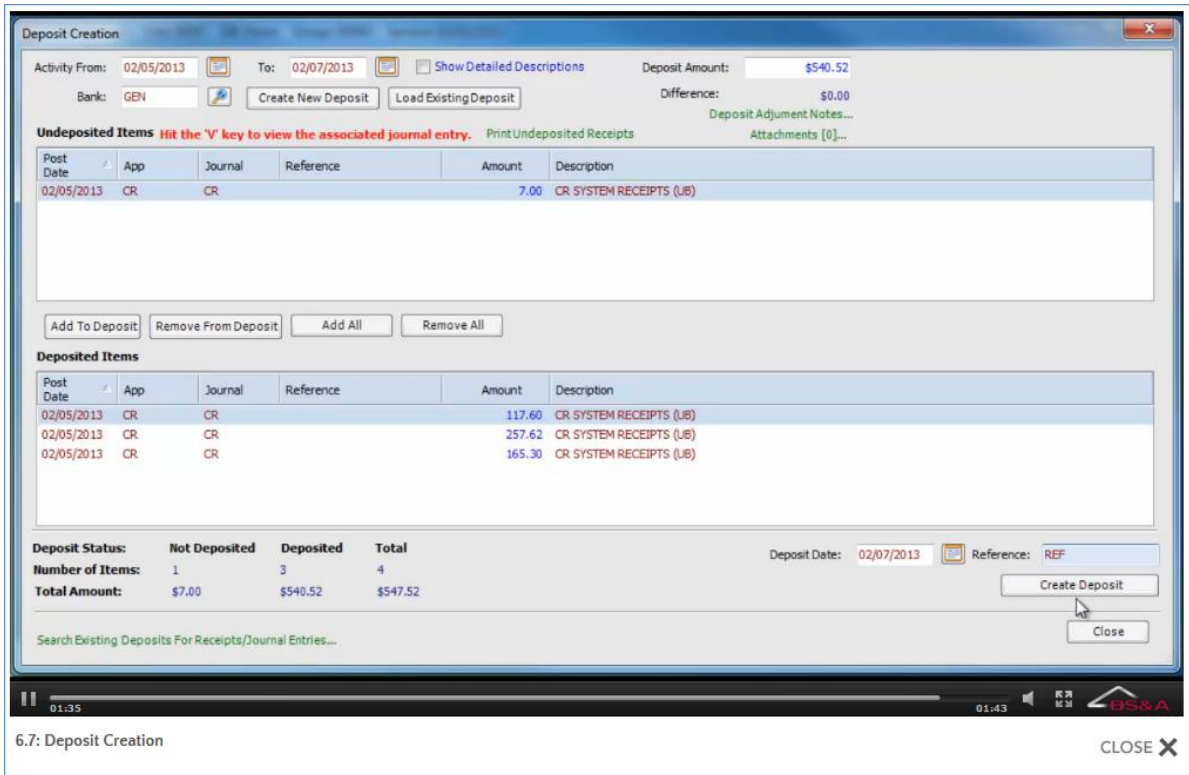
1. Go to Program Setup>Program Settings>General Settings.
2. Check the Use Deposit Creation box.



Deposit Creation

1. Go to Tasks>Deposit Creation.
2. Enter the Activity From and To.
3. Select the Bank Code.

4. Enter the Deposit Amount.
5. Click Create New Deposit.
6. Double-click a journal entry to move it from the Undeposited Items pane to the Deposited Items pane. Another option is to use your Shift or Ctrl key to select multiple journal entries and then click Add to Deposit.
7. (Optional) click Deposit Adjustment Notes to enter a note about the current deposit adjustment; click Ok to return to deposit creation.
8. Verify or enter the Deposit Date.
9. (Optional) Enter a Reference.

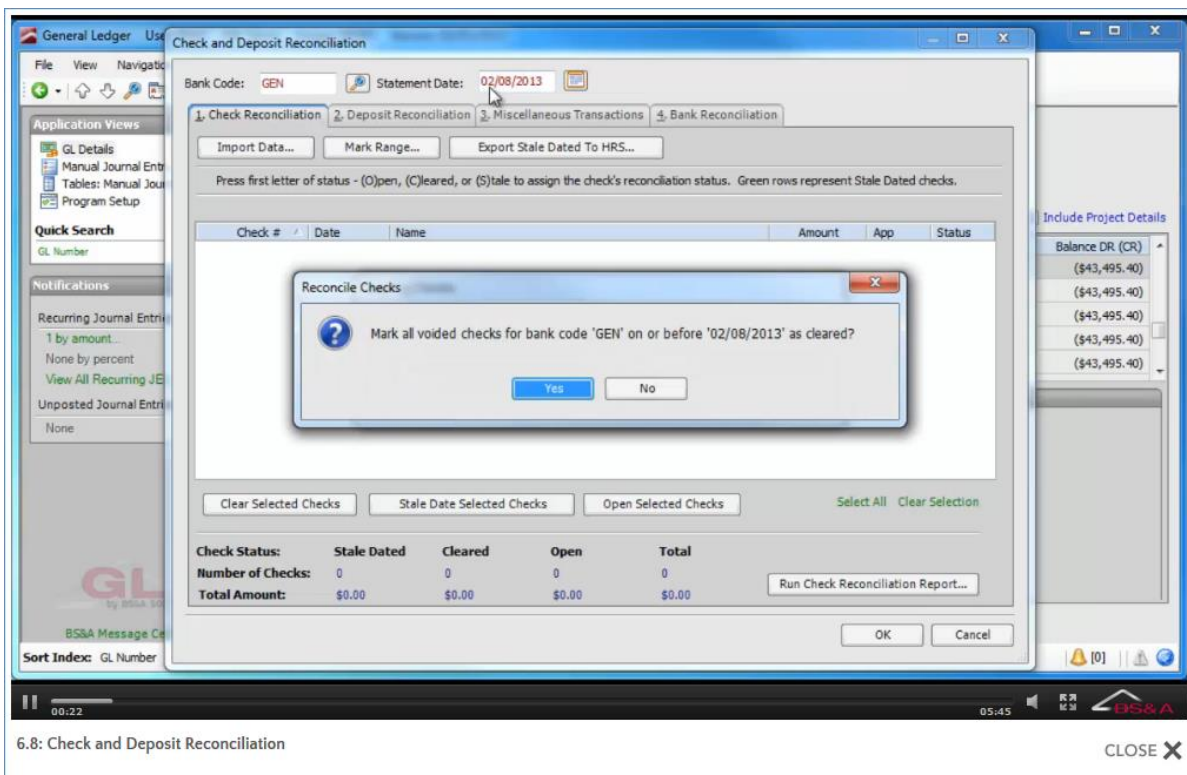


10. Click Create Deposit, then Yes.

Lesson 6.8: Check and Deposit Reconciliation

The availability of the Miscellaneous Transactions tab on this task is determined by a Bank Reconciliation setting in Program Setup (see page 28). A Miscellaneous Transaction is a transaction that affects cash, but is not part of a check or a deposit.

1. Go to Tasks>Check and Deposit Reconciliation. The task opens to the Check Reconciliation tab.
2. Enter the Statement Date.
3. You are prompted to mark all voided and/or EFT/ACH checks found on or before that date as cleared (reconciled if EFT/ACH); click Yes.



This speeds up the reconciliation process; the checks can be re-opened or marked as stale-dated.

- i. If you use Positive Pay, and your bank provided a file of cleared checks for you to import, click Import Data and follow the prompts. All checks that cleared the bank are marked as such.
- ii. (Optional) Sort the list by clicking in the desired column headings. A sort indicator - ▾ - appears in the indexed column heading.

- iii. Mark checks as Cleared, Open, or Stale Dated. Options:
 - o Double-click a single check.
 - o Highlight a single check and hit C for Clear; O for Open; S for Stale-Dated.
 - o Select multiple checks with your Shift or Ctrl keys and click the appropriate button: Clear...; Open...; Stale Date... Selected Checks.
 - o Select multiple checks with your Shift or Ctrl keys and hit C for Clear; O for Open; S for Stale-Dated.
 - iv. Click Run Check Reconciliation Report.
 - v. Click Report Options, select your options, and click Close.
 - vi. Select the (print) Destination and click Run Report.
 - vii. Carefully review the report and return to the reconciliation screen. Make any necessary corrections.
4. Click the Deposit Reconciliation tab. As on the Check Reconciliation tab, you may sort this list.
- i. Double-click a deposit to move it from the Unreconciled Deposits pane to the Reconciled Deposits pane (another option is to use your Shift or Ctrl key to select multiple deposits), then click Clear Selected Deposits.
 - ii. Click Run Deposit Reconciliation Report and follow the same methods as for the Check Reconciliation report.
5. If available, click the Miscellaneous Transactions tab. As on the Check and Deposit tabs, you may sort this list.
- i. Verify or enter the Start and End Dates.
 - ii. Select whether or not to Hide Transactions With No Net Cash Effect. Some transactions may affect the cash accounts, but not cause a change in the overall cash balances, such as a transfer between funds that use the same 'pooled' bank account. Marking this checkbox will hide those transactions. Since no change to cash balances actually occurred, it is unlikely to appear on bank statements and require reconciliation.
 - iii. Select whether or not to Use Separate Start Date for Miscellaneous Transactions. If checked, enter the Start Date. Since Miscellaneous Transactions are not parts of deposits or checks, they are not carried forward until they are cleared; rather, a start date filter is used. The default start date assumes that the Misc Transactions are coming from the beginning of the month, as checks and deposits are, except as previously outstanding items. By selecting a separate start date, a different beginning date can be selected just for these Misc Transactions.

- iv. Double-click a transaction to move it from the Outstanding Transactions pane to the Cleared Transactions pane (another option is to use your Shift or Ctrl key to select multiple transactions), then click Clear.
 - v. Click Print Misc. Transactions and follow the same methods as for the previous reports.
6. Click the Bank Reconciliation tab.
- i. Verify or enter the Start and End Dates.
 - ii. Enter the ending balance from your bank statement in Balance Per Bank.
 - iii. If applicable, select whether or not to Use Separate Start Date for Misc Transactions and/or Hide Misc Transactions With No Net Effect.
 - iv. If deposits were not created separately (page 124), you may create them here by double-clicking the orange bar and entering a description and an amount.
 - v. Check the Print... and Detail... boxes you want to use for this reconciliation.
 - vi. Click Run Bank Reconciliation Report and follow the same methods as for the previous reports.
7. Click Ok.

Notes

Section 7: Utilities Menu



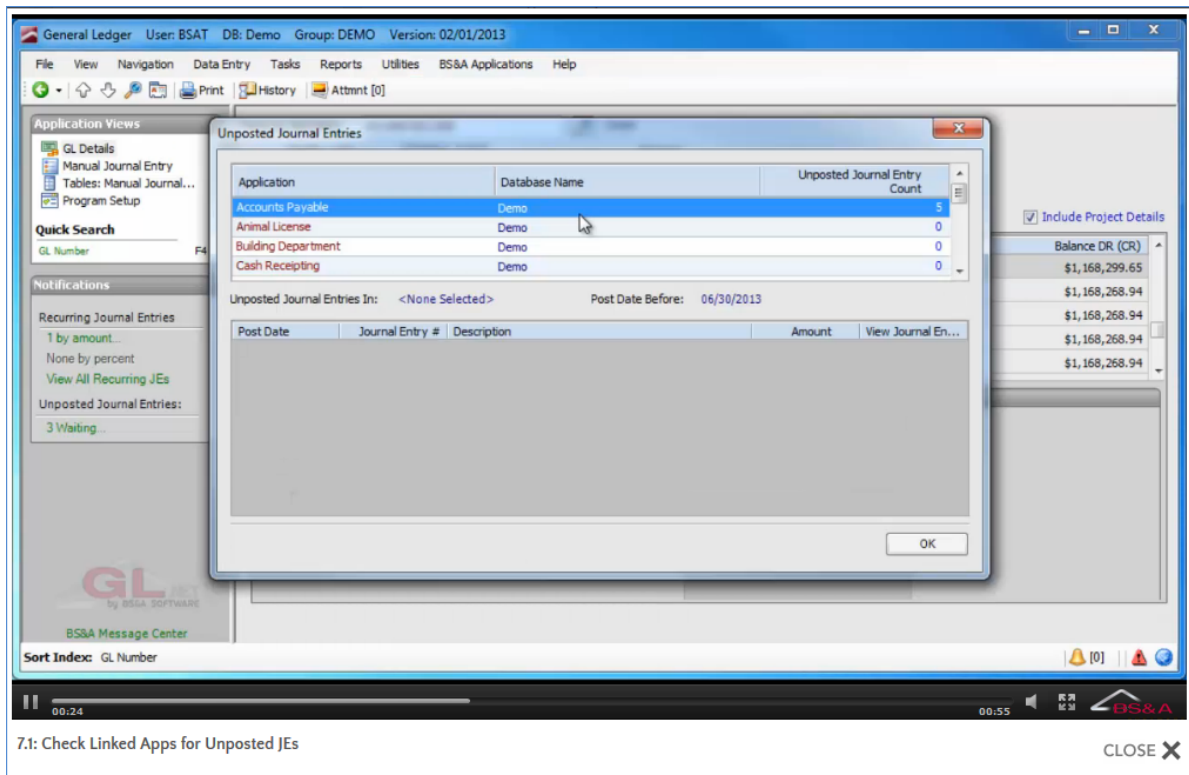
In this section you will learn how to:

- Check linked programs for unposted journal entries
- Perform year-end closing

Lesson 7.1: Check Linked Apps for Unposted JEs

This utility scans all linked BS&A applications for unposted journal entries and generates a report. The Year-End Rollover utility should not be run until those journal entries are posted.

1. Go to Utilities>Check Linked Apps for Unposted Journal Entries.



If any are found³, you are prompted with the number of entries and the programs from which they need to be posted; click Ok. You will need to open those applications and post the journal entries; instructions are provided in the appropriate User Manual.

³If General Ledger detects any unposted journal entries from Purchase Order, its Year-End Task has not yet been performed. It should be before continuing with General Ledger Year-End.

Lesson 7.2: Year-End Closing

The Year-End utility should be done no later than six months after the end of your fiscal year. The following requirements must be met before completing your rollover:

- Your budget must be adopted.
- Your funds' closing account numbers must be entered.
- All journal entries from linked applications need to be posted. The Year-End utility checks for unposted journal entries; if found, you can exit the utility and post them. Another option is to run the Check Linked Apps for Unposted JEs utility.
- Two backups of your data need to be made. The Year-End utility gives you two opportunities, or you may make the backups prior to beginning the utility.

1. Go to Utilities>Year-End Closing.
2. Read the warning.
3. Click the [Click here to view unposted journal entries now](#) command link.
 - If unposted entries are found, you are prompted with the number of entries and the programs from which they need to be posted; click Ok. Open those applications and post the journal entries.
 - If no unposted entries are found, click Ok to clear the prompt.
4. You are prompted to back up. If you made a backup prior to performing this task, click Yes to proceed. If not, click the [<Click here to create a backup now...>](#) command link and follow the prompts.
5. When you return to the utility, click Ok to clear the warning and proceed.
6. You are prompted again to make a backup. It is highly recommended you make another backup.
7. Click Yes in response to having the second backup to proceed with the utility.
8. You are prompted that you are about to roll over your database to the fiscal year ending on XX/XX/XXXX; click Yes. If any unadopted budgets are detected, you are prompted to view them, and given the option to proceed anyway. If any of the funds should have an adopted budget, do not proceed with this utility until they are adopted.
9. Click Ok.

- The Year-End Closing Report appears on your screen; print and close this report; click Yes.

02/11/2013 02:48 PM
 User: BSA
 DB: Demo

YEAR-END CLOSING FOR BSA TOWNSHIP
 PRELIMINARY CLOSING REPORT - Fiscal Year Ended 06/30/2012

Page: 1/2

FUND	DESCRIPTION	PREV BALANCE	NEW BALANCE	CHANGE
101	GENERAL FUND 101-000-391.000	\$1,748,077.97	\$2,475,790.01	\$727,712.04
102				
109	DEMO FUND 1 109-000-390.000	\$0.00	\$0.00	\$0.00
150	CEMETERY PERPETUAL CARE 150-000-390.000	\$40,284.99	\$43,495.40	\$3,210.41
202	MAJOR STREETS 202-000-391.000	\$75,649.95	\$75,805.97	\$156.02
203	LOCAL STS FUND 203-000-391.000	\$1,702.87	\$1,724.95	\$22.08
206	FIRE FUND 206-000-391.000	\$69,167.32	\$69,746.28	\$578.96
208	PARKS AND RECREATION 208-000-390.000	\$17,771.87	\$17,755.92	(\$15.95)
210	IDR (DOWNTOWN DULRMT AUTHORITY) 210-000-391.000	\$154,397.16	\$154,397.16	\$0.00
211	SIDEWALK REPLACEMENT FUND 211-000-390.000	\$31,248.94	\$31,325.47	\$76.53
214	LOCAL DEVELOPMENT FINANCE AUTH 214-000-391.000	\$152,082.88	\$152,082.88	\$0.00

7.2: Year-end Closing

CLOSE X

- Carefully review the report.

Notes

Section 8: Reports

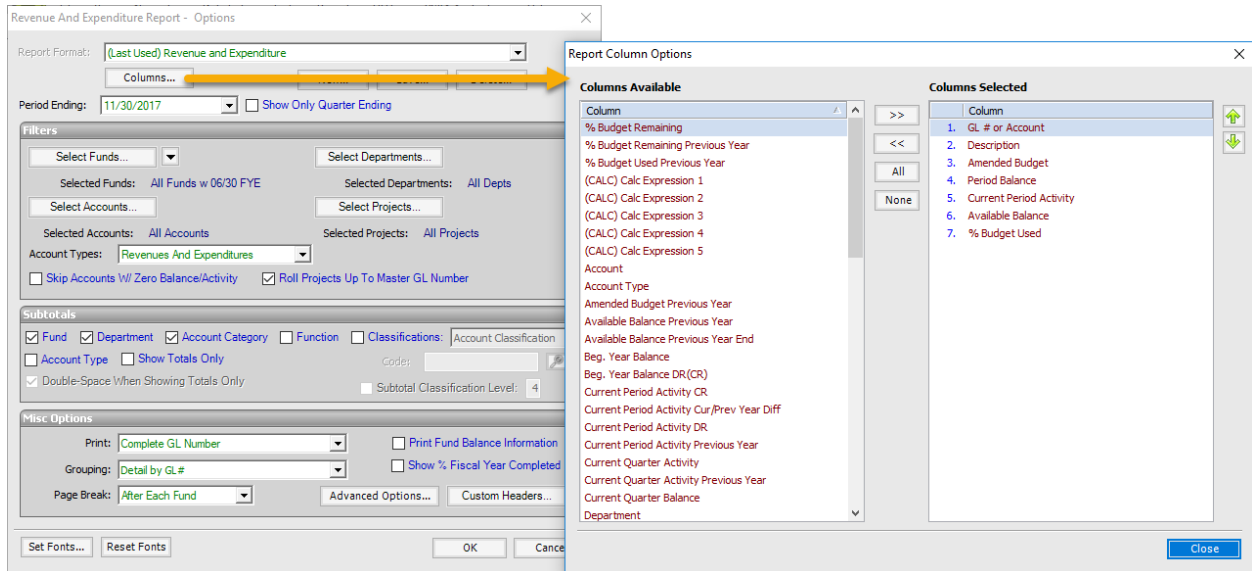


In this section you will learn about commonly-run reports. Screen shots show the main Report Options screen for each report.

Lesson 8.1: Revenue/Expenditure Report

Category: **General Ledger Reports**

Click the Columns button to select the columns to appear on the report.



Lesson 8.2: Trial Balance Report

Category: **General Ledger Reports**

This report also offers the Columns button illustrated on page 138.

Trial Balance Report - Options

Report Format: **(Last Used) General Ledger Report - Cur/Prev YTD Balances**

Columns... New... Save... Delete...

Period Ending: **2015-2016 Beginning** Select Funds...
Selected Funds: All Funds w 06/30 FYE

Skip Accounts W/ Zero Balance/Activity Print Greenbar (Excel-Only)
 Custom Headers... Roll Projects Up To Master GL Number

Subtotals

Fund Department Account Category Function Classifications: Account Classification
 Account Type Code:
 Use Sub Account Totals AAA.AAA Subtotal Classification Level: 4
 Use Sub Account Descriptions Show Totals Only
 Show Department Mask Totals DDD.DD

Grouping: **Detail by GL#** Advance Page For Each Dept
 Balance Sheet By Account, Income Statement By Category
 Exclude Audit Adjustment Journal Entries

Set Fonts... Reset Fonts **OK** Cancel

Notes

Lesson 8.3: GL Activity Report

Category: **Journal Detail/Account Activity**

GL Activity Report - Options

Filter By GL Number

From: _____ To: _____

From: 04/30/2018 To: 05/30/2018

Select Departments... Selected Departments: All Depts

Select Funds... Selected Funds: All Funds w 06/30 FYE

Select Accounts... Selected Accounts: All Accounts

Filter By Account Type Accounts Payable

Filter By Account Category Assets

Filter By Journal Code Select Journal Codes...
Selected Journal Code: All Journal Codes

Skip Accounts W/ Zero Activity Roll Projects Up To Master GL Number

Skip Accounts W/ Zero Balance

AP Journals - Print: Invoice Description CD Journals - Print: Check Number

CR Journals - Print: Jnl Line Description GJ Journals - Print: Default

Report Format: Detailed Apply Advanced Query to Population

Show Available Balance Dont Apply Page Breaks To Funds Advanced Query...

Print Subtotals By...

Fund Department Account Category Classifications: Account Classification

Grand Totals Day Month Code: _____

Set Fonts... Reset Fonts OK Cancel

Lesson 8.4: Budget Report

Category: Budget Reports

Budget Report - Options

Budget Report Options: (Last Used) Misc Options...

New... Save... Delete...

Report Columns

Add: Activity... Amnd/Orig Budget... Budget Approval Levels...
Calculated Value... % Change... Amount Change...

Selected Columns

Year	Level	Budget Level
------	-------	--------------

Remove Selected Remove All Adjust Years... Sort By Year...

GL Number Filters

Fund: Select Funds... All Funds
Department: Select Depts... All Departments
Account: Select Accounts... All Accounts
Project: Select Projects... All Projects
Account Type: Revenues And Expenditures

Revenue Values: Detail by GL#
Expenditure Values: Detail by GL#
Calc 'Actual' as of: 06/30/2017
Print Footnotes: Don't Print Footnotes
 Skip Accounts With Zero Balance/Activity

Print Subtotals By...

Fund Department Account Category Function Classifications: Account Classification
 Project Account Type Show Totals Only

Code:
 Subtotal Classification Level: 4

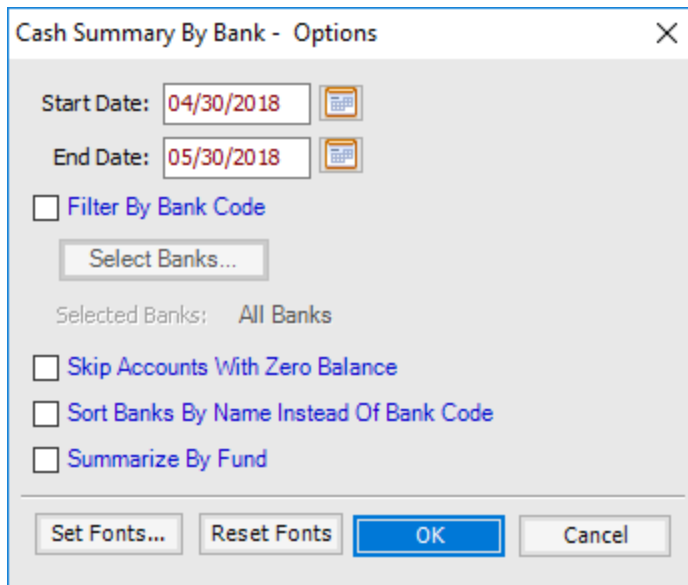
Subtotals Sort Order And Page Breaks...

Set Fonts... Reset Fonts OK Cancel

Notes

Lesson 8.5: Cash Summary by Bank Report

Category: **Banking Reports**



The screenshot shows a dialog box titled "Cash Summary By Bank - Options" with a close button (X) in the top right corner. The dialog contains the following elements:

- Start Date:** A text box containing "04/30/2018" and a calendar icon to its right.
- End Date:** A text box containing "05/30/2018" and a calendar icon to its right.
- Filter By Bank Code**
-
- Selected Banks: All Banks
- Skip Accounts With Zero Balance**
- Sort Banks By Name Instead Of Bank Code**
- Summarize By Fund**

At the bottom of the dialog, there are four buttons: "Set Fonts...", "Reset Fonts", "OK" (highlighted in blue), and "Cancel".

Notes

Lesson 8.6: Bank Reconciliation Report

Category: **Banking Reports**

Bank Reconciliation - Options

Reconciliation Record ID:

Bank Code:

Start Date: End Date:

Balance Per Bank:

Miscellaneous Transactions: \$0.00

Total Deposits In Transit: \$0.00

Hide Misc Transactions With No Net Cash Effect

Deposits in Transit: **Computed**

Date	Description	Amount	Det
------	-------------	--------	-----

Deposits in Transit: **Manual** Clear Values

Description	Amount
<double-click or begin typing here to add a new row.>	

* Indicates deposit split between months

Set Fonts... Reset Fonts OK Cancel

Notes
