

Tips & Tricks – General Ledger

Infinite Visions Enterprise Edition: General Ledger

CLASS DESCRIPTION

Let's learn something new in the General Ledger module that can help with your daily data entry and also with researching and keeping track of important transactions.

- Data Entry Tricks in General Journal Entry & Budget Adjustments
- Another Option for Budget Input & Review
- Researching Journal and Account detail
- Bank Account Transfer Utility

GENERAL LEDGER | JOURNAL ADJUSTMENTS

General Ledger > Journal Adjustments > General Journal Entry > Auto Balance Using Bank Account

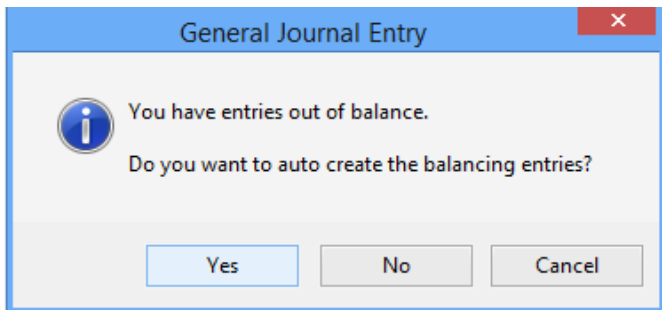
When adding in journal entry transactions that hit more than one fund, the system requires balancing entries. There is a quick way to get the system to add in the additional balancing transaction using a Cash Account that is set up in the selected Bank Account.

Steps to process a journal entry using the Auto Balance option:

- Select the Bank Account you wish to use for the Auto Balancing.
- Add in journal entry lines using two different funds.
- Go into Actions > Post Entry or Submit for Approval.

Account Number	Description	Debit	Credit	Grant Project
001 10 100 5410	SUPPLIES - GENERAL	\$99.00	\$0.00	
110 10 100 5410	SUPPLIES - GENERAL	\$0.00	\$99.00	

- You will receive a message, “You have entries out of balance. Do you want to auto create the balancing entries?”. Click **Yes** to proceed.



General Journal Entry

- The system will auto add the appropriate cash lines to balance the funds.
- You can now go to Actions > Post Entry or Submit for Approval.

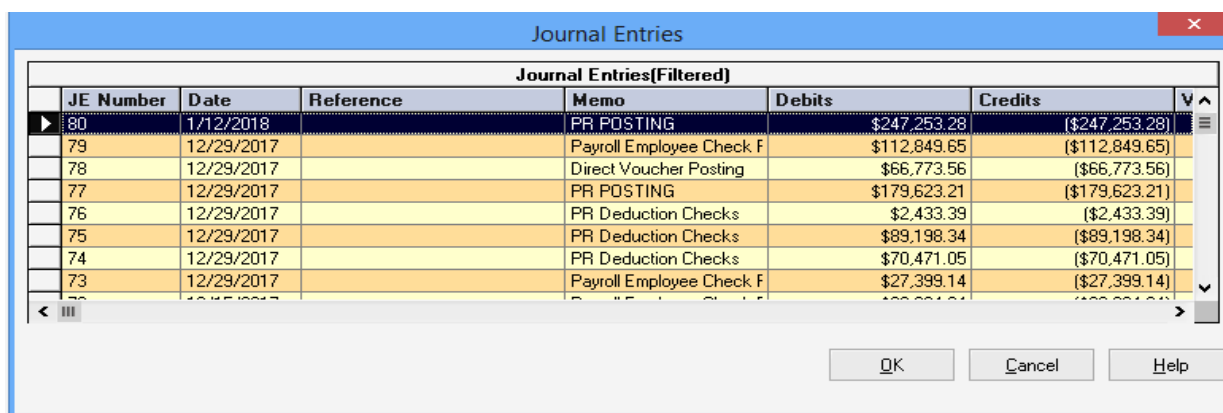
Account Number	Description	Debit	Credit	Grant Project	Journal Entry
001.10.100.5410	SUPPLIES - GENERAL		\$99.00	\$0.00	
110.10.100.5410	SUPPLIES - GENERAL	\$0.00	\$99.00		
001.00.000.1110	CASH ACCOUNT	\$0.00	\$99.00		
▶ 110.00.000.1110	CASH ACCOUNT	\$99.00	\$0.00		

General Ledger > Journal Adjustments > General Journal Entry > Reversing Entries

There are times when a journal entry was posted with an incorrect date. And instead of Reversing the Entry and Adding or Importing it back in the with the correct date, you can use a simple reversing trick.

Steps to correct a date for a posted journal entry:

- In Actions > Reversing Entries – Select the journal entry you would like to correct and click **OK**.



Journal Entries

- The reversed Journal Entry will fill the grid. Post this journal entry or Submit for Approval. This reverses the original journal entry with the same date.

- The next step is to go into Actions > Reversing Entries – Select the Reversal Entry on top and click **OK**. Before Posting or Submit for Approval, change the date to the correct Post date. Now you can in Actions > Post the journal entry or Submit for Approval.

MC_TrainData_FY1718 General Journal Entry

Current Batch

GL Entry Date: 01/15/2018 Memo: Reversing journal entry for journal entry 81 - To correct the Posting Date

Account Number	Description	Debit	Credit	Grant Project
001.00.100.5210	CLASSIFIED SALARIES	\$3,021.37	\$0.00	
001.10.100.5110	ADMIN SALARIES	\$5,487.64	\$0.00	
001.10.200.5120	TEACHERS SALARIES	\$25,168.75	\$0.00	
001.10.200.5130	INSTRUCTIONAL AIDES	\$5,241.61	\$0.00	
001.10.200.5190	SUBSTITUTE TCHR PAY	\$1,648.13	\$0.00	
001.20.100.5110	ADMIN SALARIES	\$182.10	\$0.00	
001.20.200.5120	TEACHERS SALARIES	\$41,450.02	\$0.00	
001.20.200.5130	INSTRUCTIONAL AIDES	\$2,330.00	\$0.00	
001.20.200.5190	SUBSTITUTE TCHR PAY	\$1,578.12	\$0.00	
110.10.200.5120	TEACHERS SALARIES	\$837.50	\$0.00	

General General Entry

General Ledger > Journal Adjustments > General Journal Entry > Transfer to Prior/Next

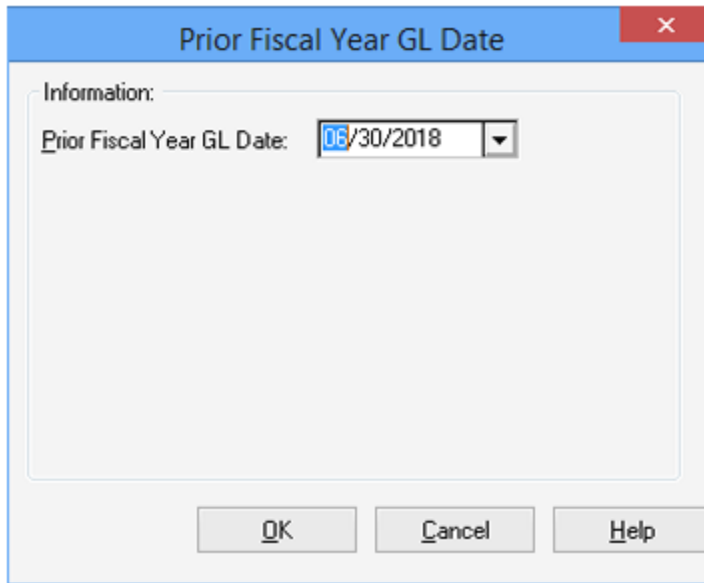
At the beginning of a new fiscal year there are times when processed Expenses and Cash Payments cross fiscal years and need to be posted in the prior or next year connection groups.

We have an Action in General Journal Entry that can assist with Transferring a Journal Entry to Prior and/or Next Fiscal Year.

The Transfer actions will create a reversal for the current year and will export the journal entry you select to either the Prior or Next Fiscal Year with the date you select to post with.

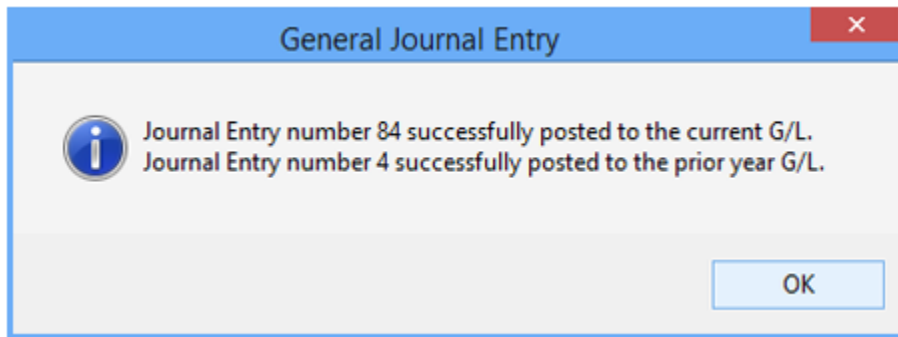
Steps to Transfer a Journal Entry to Prior Fiscal Year:

- In Actions > Transfer to Prior Fiscal Year.
- Select the Journal Entry you want to transfer and click **OK** to fill the grid.
- In Actions > Post Entry. You will get a message asking for Prior Fiscal Year GL Date. You can edit the date to what you want it posted as in the prior Fiscal Year.



Prior Fiscal Year GL Date

- Click **OK**, and the system will create two journal entries. You will receive a message with the journal entry numbers that post to the current G/L (reversal) and that post to the prior year G/L.



General Journal Entry

- Use the same steps above to Transfer to Next Fiscal Year.

GENERAL LEDGER | BUDGET JOURNAL ENTRY

General Ledger > Budgeting > Budget Utilities > Budget Adjustment Entry

There are times when it is necessary to enter a One-Sided Budget Journal Entry. We have an option to that allows you to do this.

Steps to add in an unbalanced budget adjustment:

- In Budget Adjustment Entry screen enter G/L Date, enter Memo, Select Budget Type and Budget Journal Type.
- Right-click to Add in a single transaction.
- In Actions > Post Entry.
- You will receive a message with the Journal Entry number that has been successfully posted to the Budget Journal.

Capital City School District #1

Budget Journal Entry Journal Entry Number 1

Fiscal Year: 2017-2018 Journal Type: Adjustment
 GL Entry Date: 01/06/2018 Budget Type: Current Adopted FY1718
 Memo: One-Sided Budget Journal Entry Reference: Voucher: 0
 User ID: sa
 Originator: sa

Line #	Account	Description	Debit	Credit
1	001.10.100.5110	ADMIN SALARIES	\$52,000.00	\$0.00
			\$52,000.00	\$0.00

Total Items Printed: 1

Master Account Entries			
Fund	Debits	Credits	
001	52,000.00	0.00	
Totals:	52,000.00	0.00	

End of Report

NOTE/TIP Budget Adjustments and Budget Journal Entries both use this window. The difference between budget adjustments and budget journal entries is that budget adjustments can be single sided, and budget journal entries must be balanced. In other words, if you access this program through the Budget Journal Entry menu item, the system requires that the entry’s total debits and credits balance. Each fund’s debits and credits must also balance. If you access this program through the Budget Adjustments menu item, the system will allow you to post an entry out of balance.

GENERAL LEDGER | BUDGET INPUT USING DEFINITION

General Ledger > Budgeting > Custom Budget Input > Budget Input Using Definition

The Budget Input window enables you to identify up to three columns to display while you are working with budget input. However, we have provided another utility you can use to display more than three columns as well as blank, percentage or dollar difference columns. The Budget Input Using Definition utility gives you the tools to define your own customized budget input display.

Steps to create your unique Budget Input display:

- Budget Input Definition – Right-click to Add and Define a new Budget Input Display. You can give it a name that makes sense to the Display.

Description	Budget Column	Sort Order	Type	Edit

- Next, you can start adding in your Budget Definition Detail records. These will be the display columns.

1. Enter a Description.
2. Select the Budget Column you wish to display with a sort order #. If the column is editable or if it a type budget, FTE or YTD Trans, this is a required field.
3. Select the Type. Options are: Budget, FTE, YTD Transactions, \$ Difference, Percent Difference, Blank column, YTD Encumbrance, YTD Expenditure and Encumbrance.
4. Select Col 1 and/or Col 2 or Leave Blank. Options are Budget, Dollar Difference and Notes – Use this selection to specify the columns you want compared (for example, \$ Difference or Percent Difference). The columns you select must already be defined.
5. Select this Budget Column to be Editable or not (only one column can be Editable per Definition. If you select a column that's Use Journal and then also check Editable, you will get an error message and be unable to save the definition).
6. Select options to Print Detail (this option is selected if you want to print account detail for this budget column on reports), Print Note (select this option to print item-level notes for this budget column on reports), and Print Account Note (select this option to print Account-level notes for this budget column on reports. To print notes successfully, the column must have a Sort Order of 1, 2 or 3 and must also be an Editable column).

Edit Budget Input Detail

- After you have created your Budget Input Definitions, you can then see the results by selecting it in Budget Input Using Definition.

Edit Budget Input Definitions

Information:
Name: Budget Comparison NY 1.5 % to Current Budget

Budget Comparison NY 1.5 % to Current Budget : Definitions							
	Description	Budget Column	Sort	Type	Editabl	Col 1	Col 2
▶	Next Year One an	Next Year Proposed 1.50%	1	Budget	<input checked="" type="checkbox"/>		
	Budget	Current Budget	2	Budget	<input type="checkbox"/>		
	Dollar Difference		3	\$ Difference	<input type="checkbox"/>	Budget	NextYearOneandaHalf
	Notes		4	Blank columr	<input type="checkbox"/>		

Mode: Edit - Record 1 of 1

Close this dialog after update?

OK Cancel Help

Budget Input Definition Selection

Information:
Budget Input Definition: Budget Comparison NY 1.5 % to Current Budget

OK Cancel Help

MC_TmgData_FY1415 Budget Input Using Definition

Filter Criteria
Budget Input Definition: Budget Comparison NY 1.5 % to Current Budget
Account Filter: ???-??-????-???? Include Inactive Accounts
Account Type: All
Control Group: CAPITAL CITY ELEMENTARY SUPPLIES

Account	Account Type	Description	Next Year One and a Half Percent	Budget	Dollar Difference	Notes	FUND	UNIT	FUNCTION	OBJECT	Column 18
001 10 100 5410	EXPENDITURE	SUPPLIES - GENERAL	\$11,000.00	\$10,591.94	\$408.06		001	10	100	5410	
001 10 100 5419	EXPENDITURE	WHS CC ELEM ADMIN ORDERS	\$13,596.68	\$13,394.76	\$201.92		001	10	100	5419	
001 10 200 5410	EXPENDITURE	SUPPLIES - GENERAL	\$1,015.00	\$1,000.00	\$15.00		001	10	200	5410	
001 10 200 5419	EXPENDITURE	WHS CC ELEM INSTRUCT ORDERS	\$11,692.00	\$11,520.00	\$172.00		001	10	200	5419	
001 10 300 5410	EXPENDITURE	SUPPLIES - GENERAL	\$1,915.00	\$1,900.00	\$15.00		001	10	300	5410	
001 10 300 5419	EXPENDITURE	WHS CC ELEM MDO ORDERS	\$7,575.45	\$7,463.50	\$111.95		001	10	300	5419	
001 55 100 5410	EXPENDITURE	SUPPLIES - GENERAL	\$0.00	\$0.00	\$0.00		001	55	100	5410	
001 55 100 5419	EXPENDITURE	WHS CC ELEM ADMIN ORDERS	\$0.00	\$0.00	\$0.00		001	55	100	5419	
001 55 200 5410	EXPENDITURE	SUPPLIES - GENERAL	\$0.00	\$0.00	\$0.00		001	55	200	5410	
001 55 200 5419	EXPENDITURE	WHS CC ELEM INSTRUCT ORDERS	\$0.00	\$0.00	\$0.00		001	55	200	5419	
001 55 300 5410	EXPENDITURE	SUPPLIES - GENERAL	\$0.00	\$0.00	\$0.00		001	55	300	5410	

- You have other Filer Criteria options: Account Filter | Include Inactive Accounts selection box | Account Type | Control Group – Apply Selection to fill the grid. You can now open records to edit the budget amounts.
- In Actions you also have other utilities: Refresh (can be used after editing an amount to get system to recalculate a Difference column) | Column Total (highlight a column and in Actions select Column Total – system displays the total) | Apply Factor to Selected Accounts (Apply an additional factor as you wish)
- Finally, you can select the Definition in GL Report Writer reports.

Reports			
Location	Name	Description	Selected
Business and Finance Services	Expenditures less Payroll Rep	Expenditures less Payroll Rep	<input checked="" type="checkbox"/>

Report Information

From Date: 01/01/2018 To Date: 01/31/2018

Print GL Report Print Budget Report
 Print GL Report with Budget Adjustments Print Trial Balance Report
 Print GL Report Using Collapse Mask as Subtotal Print Account Detail
 Include Pre Encumbrance Use Budget Definition
 Filter Encumbrance Detail by Date Range Definition: Budget Comparison NY 1.5 % to Current Budget
 Detail Level: Standard Maximum Round to whole dollars Account on new page

OK Cancel Help

Capital City School District #1

Expenditures less Payroll Report

Fiscal Year: 2014-2015

From Date: 1/1/2018 To Date: 1/31/2018

Print accounts with zero balance Round to whole dollars Account on new page
 Exclude inactive accounts with zero balance
 Definition: Budget Comparison NY 1.5 % to Current Budget

Account	Description	Next Year One and a Half Percent	Budget	Dollar Difference	Notes
001.00.100.5410	SUPPLIES - GENERAL	\$10,377.18	\$10,223.82	\$153.36	
001.00.100.5419	WHS DISTRICT WIDE ADMIN	\$1,015.00	\$1,000.00	\$15.00	
001.00.100.5610	PROFESSIONAL DEVELOPA	\$1,015.00	\$1,000.00	\$15.00	
001.00.100.5710	PURCHASED SERVICES	\$25,375.00	\$25,000.00	\$375.00	
001.00.100.5720	TRAVEL	\$1,015.00	\$1,000.00	\$15.00	
001.00.300.5410	SUPPLIES - GENERAL	\$1,015.00	\$1,000.00	\$15.00	

GENERAL LEDGER | TRANSACTION INQUIRY

General Ledger > Transaction Inquiry > Journal Detail

Journal Detail is a tool for researching Transaction Journals / Budget Journals / Purchase Encumbrance and Payroll Encumbrance transactions. This tool is your best source for viewing all account activity within the four different tabs.

The Journal Detail shows data for the current fiscal year connection group, and recently we have added the option for History. This saves the step of Changing Connection Groups to view the transactions from a prior/next fiscal year.

You must first add in your History Connection Groups under Security > Workflow Configuration. Once the Connection Groups are added in, you can select this filter option to bring in prior/next year transactions.

Steps to use the “Include GL History” option in Journal Detail:

- You can enter Account Filter criteria.
- Select the Type of transaction: Transaction | Budget | Purchase Encumbrance | Payroll Encumbrance.
- Enter the Entry Date range.
- Select the Option “Include GL History” and Apply Selection.
- You will receive a message, “You have selected ‘Include GL History’, which may result in a large amount of data being returned from the server. Do you wish to continue?” Click **Yes** to fill the grid.
- Make sure you make a selection to narrow down the data, otherwise, it could take a while filling the grid.

NOTE/TIP The Entry Number dropdown will only show journal entry numbers in the current connection group. The other filter criteria will need to be used to pull in prior/next year connection group transactions.

General Ledger > Transaction Inquiry > Account Detail

Account Detail now has additional filter options, “Account Range Filter”. This additional filter tab assists with selecting a range of data by account elements of the desired transactions to display.

Steps to use the additional Account Range Filter:

- Click on the Account Range Filter tab and enter the element range to narrow down the detail to display. Apply selection to fill the grid.

Range		FUND	UNIT	FUNCTION	OBJECT
From		001	10	100	5100
To		110	20	100	5400

Active	Account	Description	Account Type	Budget Control	Account Element
<input checked="" type="checkbox"/>	001.10.100.5110	ADMIN SALARIES	EXPENDITURE	PAYROLL CERTIFIED	
<input checked="" type="checkbox"/>	001.10.100.5210	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.10.100.5220	MAINT/DPS SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.10.100.5299	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.10.100.5330	FICA EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.10.100.5340	RETIREMENT EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.10.100.5350	EMPLOYER BENEFITS	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.15.100.5110	ADMIN SALARIES	EXPENDITURE	PAYROLL CERTIFIED	
<input checked="" type="checkbox"/>	001.15.100.5210	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.15.100.5220	MAINT/DPS SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.15.100.5299	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.15.100.5330	FICA EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.15.100.5340	RETIREMENT EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.15.100.5350	EMPLOYER BENEFITS	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.20.100.5110	ADMIN SALARIES	EXPENDITURE	PAYROLL CERTIFIED	
<input checked="" type="checkbox"/>	001.20.100.5210	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.20.100.5220	MAINT/DPS SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.20.100.5299	CLASSIFIED SALARIES	EXPENDITURE	PAYROLL CLASSIFIED	
<input checked="" type="checkbox"/>	001.20.100.5330	FICA EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.20.100.5340	RETIREMENT EXPENSE	EXPENDITURE	PAYROLL BENEFITS	
<input checked="" type="checkbox"/>	001.20.100.5350	EMPLOYER BENEFITS	EXPENDITURE	PAYROLL BENEFITS	

NOTE/TIP If you use the Account Range Filter fields to specify a range of accounts, be sure to specify each character of the desired elements. Do not use question marks or asterisks to specify elements.

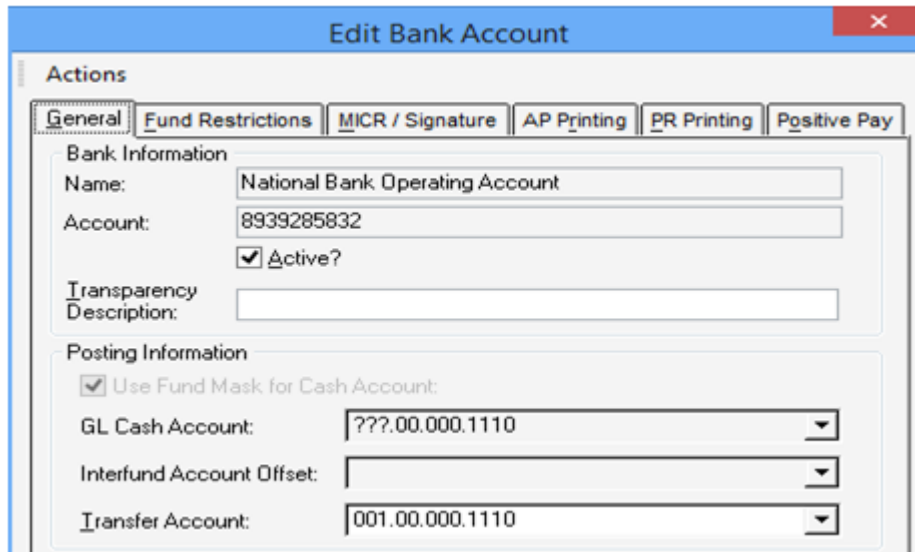
GENERAL LEDGER | BANK ACCOUNT TRANSFER UTILITY

General Ledger > Banking > Bank Account Transfer Utility

You can use the bank transfer utility to record the transfer of amounts between bank accounts and to post the transfer.

Before using this utility, you need to define transfer accounts for the bank accounts you plan to transfer funds from and to.

- First step in Bank Accounts under Configuration select a Transfer Account.



- Now go to the Bank Account Transfer Utility
- Add in a Bank Account Transfer
- Select a Date
- Enter a Memo
- Enter the Amount
- Select the Transfer from Bank Account and enter a From Description
- Select the Transfer to Bank Account and enter a To Description and click **OK**.

MC_TrainData_FY1718 Bank Account Transfer Utility

Filter Criteria

From Bank Account: National Bank Operating Account 8939285832

Date	Memo	Amount	Entry Number	From Bank	Description
<div style="border: 1px solid blue; padding: 5px;"> <p>Add Bank Account Transfer Utility</p> <p>Bank Transfer Utility</p> <p>Date: 01/06/2018</p> <p>Memo: Transfer cash from National to State Bank</p> <p>Amount: \$10000.00</p> <p>Transfer From Bank: National Bank Operating Account 8939285832 From Description: From National</p> <p>Transfer To Bank: State National Bank 123456789 To Description: To State</p> <p><input type="checkbox"/> Close this dialog after update?</p> <p>Mode: Add</p> <p>OK Cancel Help</p> </div>					

- You will receive a message, "Transfer completed successfully. Please review the following Journal Entry report." Click **OK**, and the report will display. The system Credits the From Bank Account and Debits the To Bank Account.

Capital City School District #1

Journal Entries for Bank Transfer Journal Entry Number 85

Fiscal Year: 2017-2018 Journal Type: Adjusting

GL Entry Date: 01/06/2018 Reference: Bank Account Transfer

User ID: ss Voucher: 0

Originator: ss

Created On: 01/06/2018 16:29:46

Line #	Account	Description	Debit	Credit	Grant Project
1	001.00.000.1110	From National	\$0.00	(\$10,000.00)	GrantProject
2	001.00.000.1112	To State	\$10,000.00	\$0.00	GrantProject
Total Items Printed: 2			\$10,000.00	(\$10,000.00)	

Master Account Entries		
Fund	Debits	Credits
001	10,000.00	(10,000.00)
Totals:	10,000.00	(10,000.00)

End of Report

- The Bank Account Transfer Utility grid now displays any and all Bank Transfers that have been processed in this fiscal year.