

General Ledger User Guide

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General Ledger

The General Ledger system allows for a user-defined Chart of Accounts with up to a three-digit division and ten-digit account coding structure.

In addition, existing accounts can be translated into any user specified cross-reference structure for external reporting purposes. Account numbers up to 26 digits can be specified. This facilitates reporting of financial data for external requirements.

Avail provides for interfaces between Accounts Payable, Accounts Receivable, Payroll, Inventory, Work Orders, Fixed Assets and Vehicle Maintenance into the General Ledger. This is done by placing journal entries to a journal holding file that contain all entries from source systems. System is a double entry system – debits and credits must balance before holding files can be transferred to the General Ledger. Journal entries may be posted to the G/L at user's discretion as long as postings are in balance.

THE SYSTEM ALLOWS FOR GENERAL JOURNAL POSTINGS AS WELL AS PRIOR PERIOD ADJUSTMENTS THAT AFFECT LIFE OR YEAR-TO-DATE TOTALS, WITHOUT AFFECTING CURRENT PERIOD FIGURES ON THE MONTHLY FINANCIAL STATEMENTS. OTHER ACCOUNTING TOOLS INCLUDE REOCCURRING JOURNAL ENTRIES, ACCRUAL/REVERSAL POSTINGS, PROJECT TRACKING WITH ENCUMBRANCES, AND AUTO POSTING SURPLUS OR LOSS.

Avail® features include a full set of Financial Reports, monthly budget capabilities, comparative analysis capabilities, and multiple general ledgers by departments, colored graphs for visual reporting, consolidated financial reporting and G/L on-line inquiries.

If you can't find an answer to your question please call our Support Hotline at (800) 258-2762.

General Ledger Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the General Ledger installation.

As with all Avail® modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, (3) copying the client master for individual use.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used throughout FNW applications.



To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to set up the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens up your systems calculator.

General Ledger Checklists

Initial Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	GL01	(a) GL Control Record Setup defined using <u>Control Record Setup.</u>
_____	GL01	(b) GL Fiscal Year defined using <u>Fiscal Year Setup.</u>
_____	GL01	(c) GL Divisions defined using <u>GL Division Setup.</u>
_____	GL01	(d) GL Accounts defined using <u>Chart of Accounts Setup.</u>
_____	GL01	(e) Miscellaneous Codes defined using <u>Miscellaneous Code Setup.</u>
_____	GL01	(f) Redistribution References defined using <u>Redistribution Reference Setup.</u>
_____	GL01	(g) Interface for closing entries defined using <u>Auto Post Setup.</u>
_____	GL01	(h) Consolidation Fields defined using <u>Update Consolidation Fields.</u>

Standard Cycles Checklist

Done	Menu	Program/Procedure
_____	GL03	(a) Process & Update re-occurring journal entries (If applicable). <u>Re-occurring Journal Entry.</u>
_____	GL03	(b) Process & Update re-distribution journal entries (If applicable). <u>Re-distribution Entry.</u>
_____	GL03	(c) Enter & Batch manual journal entries (If applicable). <u>Journal Entry.</u>
_____	GL03	(d) Update closing entries to the general ledger via journal update. <u>Journal Update.</u>

Month End Cycles Checklist

_____	GL03	(a) Run Auto-Post Closing to create closing entries <u>Auto Post Closing.</u>
_____	GL03	(b) Update closing entries to the general ledger via journal update. <u>Journal Update.</u>
_____	GL	(c) Run month end closing <u>Month End Closing.</u>
_____	GL04	(d) Review and/or Print preliminary financial reports. <u>Financial Statements</u>


Fiscal Year End Closing Checklist

Done	Menu	Program/Procedure
_____	GL01	(a) Create New Fiscal Year ** this should be done a few months prior to the end of the current fiscal year. <u>Fiscal Year Setup.</u>
_____	GL02	(b) Create New Budget Year ** this should be done a few months prior to the end of the current fiscal year. <u>Annual Budget Setup.</u>
_____		(c) Complete the G/L Standard Cycle as shown above.
_____	GL04	(d) Run Fiscal Year End Closing. <u>Fiscal Year End Closing.</u>

Financial Main Menu

Click **General Ledger** to begin.

Financials		
1	General Ledger	?
2	Fixed Assets	?
3	Accounts Payable	?
4	Accounts Receivable	?
16	Return To Previous Menu	?




Enter your selection:
☐ Show Details

Vsn: 09.06 [1/3/2018]
Iday FNLV42
FI

General Ledger Setup

Click **General Ledger Setup** to enter all required setup information needed to utilize the General Ledger Module.

General Ledger System Menu		
1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?



Enter your selection:
☐ Show Details

Vsn: 09.06 [1/3/2018]
Iday FNLV42
GL

Control Record Setup

Click **Control Record Setup** to set the starting value for three record types.

General Ledger Setup		
1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?

☐ Show Details

Vsn: 09.06 [1/3/2018] | lday FNLV42 | GL01

Control Record Setup Form		
Record Type	Value	Record Locked
▶ BatchNumber	4044	<input type="checkbox"/>
BudgetBatchNumber	200	<input type="checkbox"/>
TranNumber	215819	<input type="checkbox"/>
* <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Record Type	Value
BatchNumber	Enter the starting number for sequential numbering of general ledger batch transactions.
BudgetBatchNumber	Enter the starting number for sequential numbering of general ledger budget batch transactions.
TranNumber	Enter the starting number for sequential numbering of general ledger transactions.

Record Locked checkbox will be checked when a record type is in use for example updating a batch, during the update process the system will check this box to not allow for the same record value # to be used more than once.

Fiscal Year Setup

Click **Fiscal Year Setup** to define fiscal years.

General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/3/2018] | Iday FNLV42 | GL01

All future fiscal years must be created **prior** to generating any entries, creating budgets, entering payroll data, or creating reports for that year.

Fiscal Year Setup Form

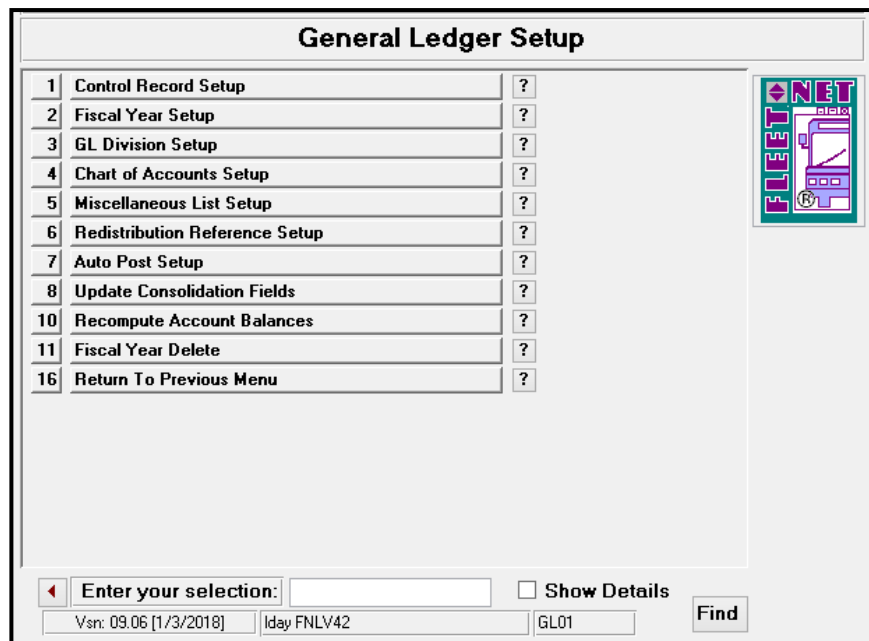
Fiscal Year	Start Date	End Date	Current Period	Offset	Year Closed
2018	7/1/2017	6/30/2018	8	6	<input type="checkbox"/>
2017	7/1/2016	6/30/2017	12	6	<input checked="" type="checkbox"/>
2016	7/1/2015	6/30/2016	12	6	<input checked="" type="checkbox"/>
2015	7/1/2014	6/30/2015	12	6	<input checked="" type="checkbox"/>
2014	7/1/2013	6/30/2014	12	6	<input checked="" type="checkbox"/>
2013	7/1/2012	6/30/2013	12	6	<input checked="" type="checkbox"/>

Field Name	Field Type	Description
Fiscal Year	Number	Enter fiscal year being created.
Start Date	Date/Time	Enter the first day of the fiscal year.
End Date	Date/Time	Enter the last day of the fiscal year.

Field Name	Field Type	Description
Current Period	Number	Enter the current period of the fiscal year. If the year is closed, enter 12. If defining a future fiscal year, enter 1.
Offset	Number	Enter offset period between the fiscal year and the calendar year. i.e. Enter 0 if the fiscal year is January 1 to December 31; 6 if the fiscal year is July 1 to June 30; or 9 if the fiscal year is October 1 to November 30.
Year Closed	Yes/No	Check the box if the fiscal year being defined is closed; leave unchecked if it should be open.

GL Division Setup

Click **GL Divisions Setup** to identify the individual Division(s) associated with the General Ledger Chart of Accounts.

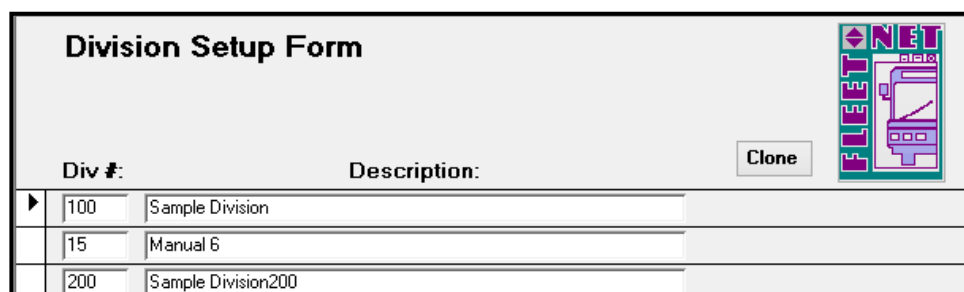


General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/3/2018] Iday FNLV42 GL01



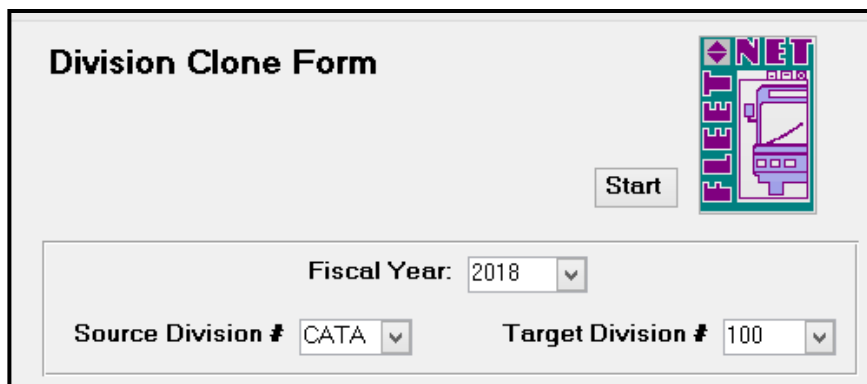
Division Setup Form

Div #: Description:

▶	100	Sample Division
	15	Manual 6
	200	Sample Division200

Field Name	Max Field Size	Field Type	Description
Div #	4	Alpha/Numeric	Enter division(s) as delineated in the Chart of Accounts. When adding a new division, enter the number and description prior to creating Chart of Accounts or cloning an existing division's Chart of Accounts.
Description	50	Alpha/Numeric	Enter description for the division, as it will appear on report headings.

Click **Clone** to copy (clone) Chart of Accounts for an existing division to a new division. The following form displays. (A new division must be created, prior to using the clone function).

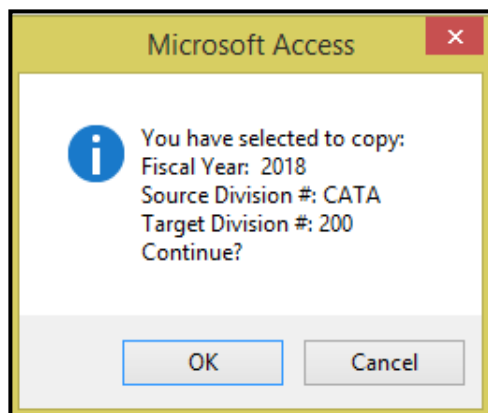


The screenshot shows a form titled "Division Clone Form". In the top right corner, there is a logo with the word "NET" and a graphic of a computer monitor. Below the title, there is a "Start" button. At the bottom of the form, there are three dropdown menus: "Fiscal Year" set to "2018", "Source Division #" set to "CATA", and "Target Division #" set to "100".

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select fiscal year from drop down options.
Source Division #	4	Alpha/Numeric	Enter or select division from drop down options containing the accounts being copied (cloned).
Target Division #	4	Alpha/Numeric	Enter or select new division from drop down options, to create the Chart of Accounts.

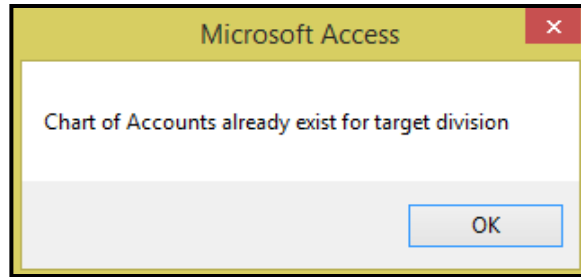
Start

Click **Start** the following prompt displays.



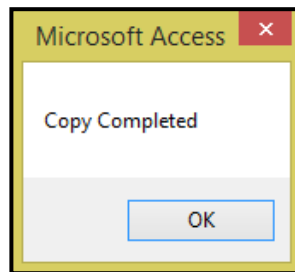
Click **Ok** to create Chart of Accounts for selected division or **Cancel** to return to Division Clone Form.

Target Division with an existing Chart of Account will not allow Cloning. The following message will display.



Click **OK** to return to the Division Clone Form.

Once the clone (copying) is completed the following message displays.



Click **OK**.

Chart of Accounts Setup

Click **Chart of Accounts Setup** to create, add, delete, or maintain existing account(s) numbers in the Chart of Accounts. Each General Ledger Account Number can accommodate up to five Sort/Consolidation fields to allow more defined reports and/or graphs.

*NOTE: If interfaced general ledger account numbers are changed, interface(s) must be modified, or postings will be out of balance or incorrect. See **Auto Post Setup** for explanation of interfaced accounts.*

General Ledger Setup

1

Control Record Setup

?

2

Fiscal Year Setup

?

3

GL Division Setup

?

4

Chart of Accounts Setup

?

5

Miscellaneous List Setup

?

6

Redistribution Reference Setup

?

7

Auto Post Setup

?

8

Update Consolidation Fields

?

10

Recompute Account Balances

?

11

Fiscal Year Delete

?

16

Return To Previous Menu

?

NET

FILE

◀

Enter your selection:

☐ Show Details

Vsn: 09.06 [2/6/2018]

Iday FNLV42

GL01

Find

The following form displays.

Account Setup Form

Fiscal Year: 2018

Division #: CATA

Sample Trans

Account #	Title	Tran Code	Acct Type	Print Colm	Space	Total Level	Bold Print	Under-line	Font Color	Suppress Printing
4070401221	CR - Non Transportation Revenue - Miscellaneous	1	6	1	1	1	<input type="checkbox"/>	N	0	<input checked="" type="checkbox"/>

External Account #: 407.04.012.21

Sort/Consolidation Fields: 407 0401 2 CR

Last Updated: 4/16/2018 3:30:48 PM Iday FNLG_AccountSetupForm

NET

FILE

Edit Accounts

Renumber

Delete

Edit Accounts

Click **Edit Accounts** to add or change an existing account. To add a new account, scroll to the last record

Record: 1

Or use at bottom of the form to open a new record form. The table below defines each field on the Edit Accounts form.

Account Setup Form

Fiscal Year: 2018 Division #: CATA Sample Trans

Account # 1000000000 Title Assets

Tran Code 0 Acct Type 1 Print Colm 1 Space 1 Total Level 1 Bold Print ☒ Under-line ☐ Font Color ☐ Suppress Printing ☐

External Account #:

Sort/Consolidation Fields:

Last Updated: 3/5/2018 4:26:44 PM Day FNGI_FiscalYearEndForm

NET

Edit Accounts
Renumber
Delete

Field	Max Field Size	Field Type	Description
Account #	10	Alpha/Numeric	Account number accommodates up to ten (10) digits.
Title	50	Alpha/Numeric	Description for the General Ledger Account #, as it will appear on financial reports.
Tran Code	1	Alpha/Numeric	Select the type of transaction applicable for the GL account # from the drop-down list.
0			Heading define the heading for Balance Sheet and Income Statement Reports.
1			Valid Posting Account when selected does not allow for reports to be summarized (Grouped) when the Summary option is selected for creating reports. To summarize these accounts the Suppress Print box can be checked to allow for Summary option in Financial Statement report options.
2			Inactive Account utilize this option to prohibit new activity to be posted to the account #. The account number will continue to show on financial reports.
3			Total Totals/subtotals for net on balance sheet.
4			Valid Posting Account /Suppress Printing allows for detail or summary reports to be generated in Financial Statement options: Balance Sheet or Income Statement.
5			Income Summary will be setup as the control account for tracking the Profit or Loss reported on the Income Statement and for Auto Post Closing.
6			Subtotal utilized in conjunction with level(s) option. Generates a total for the selected group (level) of General Ledger Account Numbers. Subtotal line will populate on Income Statement Report.
Acct Type	1	Alpha/Numeric	Identifies type of account for posting and financial reporting.
1			Asset
2			Liability
3			Capital/Equity
4			Revenue
5			Expense
6			Revenue percentage calculation , generates a percentage figure based on the individual revenue source against the total revenue dollar amount.

Field	Max Field Size	Field Type	Description
Print Column	1	Alpha/Numeric	Specify column (1, 2 or 3) for Balance Sheet & Income Statement printing (See Note below).
Space	1	Alpha/Numeric	Specify one of the following to determine vertical print line space between accounts for both Balance Sheets and Income Statements (See Notes below).
1			Skip 1 Line (print on next line).
2			Skip 2 Lines (double space).
3			Skip 3 Lines (triple space).
4			Skip 4 Lines (Skips 3 lines – prints on 4 th).
5			Skip 5 Lines (Skips 4 lines – prints on 5 th).
6			Skip 6 Lines (Skips 5 lines – prints on 6 th).
7			Skip 7 Lines (Skips 6 lines – prints on 7 th).
8			Skip 8 Lines (Skips 7 lines – prints on 8 th).
9			Force new page (starts a new page)
Total Level	1	Alpha/Numeric	Total level code number (1-9) determines where subtotals and totals print on financial reports. The total level code used for heading accounts with Tran Code 0 will not impact the reports (See Note below).
Bold Print		Yes/No	Select checkbox to print the account number, title and amount in bold print on financial reports.
Underline	1	Alpha/Numeric	Select single or double to determine an underline option below the amount on financial reports.
Font Color		Number	Select the palette icon to choose a font color to print the account number, title and amount on financial reports.
Suppress Printing		Yes/No	Select checkbox to suppress the printing for Valid Posting Accounts . If option #4 was selected for Tran Code, no further action is required for utilizing Summary option in Financial Statements.
External Account #	30	Alpha/Numeric	Used for reporting GL # in a format structure utilized by outside agencies. (i.e. State; Federal; etc. account number).
Sort/Consolidation Fields	10	Alpha/Numeric	Allows for up to five sort/consolidation fields to be specified for each Consolidation account number. These fields can be manually edited or automatically updated by using the Update Consolidation Fields Form. These fields are used for consolidating the financial reports and graphs or for sorting the reports.
Last Updated	20	Alpha/Numeric	Time and date stamp when the account was last updated. User name displays in second field; third field displays the form used when updated.

NOTE:

All numbers on financial statements (except contra accounts and/or a loss on income statement) appear as positive numbers. If this is not the case when you print financials, account type specified is incorrect.

Print Column

Although a number must be entered in this field for all accounts, it only affects printing of Balance Sheet accounts.

Spacing

Spacing of financial reports may be changed at any time; this only makes a cosmetic change in printing of financials. If any number except 1 is selected, the added lines will appear above the account.

Totaling Levels

Create a Subtotal or Total line, select the next level required to populate the totals for the lower level.

Examples:

A Total Level 2 account will display the total of all of the accounts listed above it with a Total Level 1.

A Total Level 3 account will display the total of all of the accounts listed above it with a Total Level 2, if there are none, it will display the total of all accounts with a Total Level 1.

A Total Level 4 account will display the total of all of the accounts listed above it with a Total Level 3, if there are none, it will display the total of all accounts with a Total Level 2 or 1 if there are no Total Level 2 accounts.

Renumber

Enter or select Fiscal Year & Division # from drop down options.

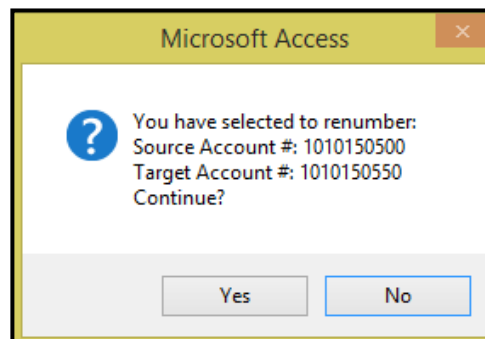
Click **Renumber** to renumber a selected account number to a newly created account number.

The screenshot shows the 'Account Setup Form' with a 'NET' logo in the top right. The 'Account Renumber' section contains two dropdown menus: 'Source Account #' with the value '1010150500' and 'Target Account #' with the value '10111050550'. A 'Start' button is located at the bottom center. On the right side, there are three buttons: 'Edit Accounts', 'Renumber', and 'Delete'.

Field	Max Field Size	Field Type	Description
Source Account #	10	Alpha/Numeric	Enter or select the account being renumbered from the drop down options.
Target Account #	10	Alpha/Numeric	Enter the new account number.

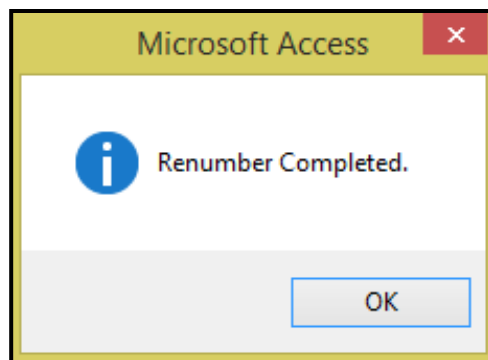
Start

Click **Start**. The following prompt displays.



Click **Yes** to renumber the account # and transfer all historical data to the new number or **No** to return to the Account Renumber form.

The following confirmation message displays upon completion of the renumber.



Click **OK**.

Delete

Enter or select Fiscal Year & Division # from drop down options.

Click **Delete** to delete account numbers that have no transactions associated with the number. Account numbers can be deleted only when there has been no activity in the fiscal year selected. *Note: Utilize this option when an account has been set up in error.*

Enter or select the account # to be deleted.

 The screenshot shows the "Account Setup Form" interface. At the top, there are dropdowns for "Fiscal Year:" (set to 2018) and "Division #:" (set to CATA), followed by a text field for "Sample Trans". On the right side, there is a "NET" logo and three buttons: "Edit Accounts", "Renumber", and "Delete". The main section is titled "Account Delete" and contains a table with two columns: "Account #:" and a description. The table lists various account numbers and their corresponding descriptions, such as "Accounts Receivable for TPA- Federal" and "Construction-In-Progress - Parking Garage".

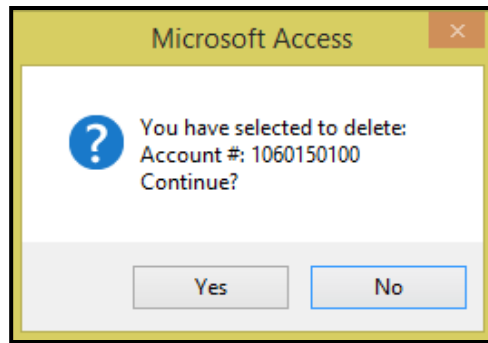
Account #:	Description
1029950300	Accounts Receivable for TPA- Federal
1029950400	Accounts Receivable - Oper. Assist. Federal - STP
1030150100	Inventory
1030150200	Inventory - Grant Parts
1030250100	CB - Inventory - Tokens - Full Fare
1030250200	CB - Inventory - Tokens - Half Fare
1030250300	CR - Inventory - Tokens
1040150100	Prepaid Expenses
1040150200	Prepaid Fuel
1040200000	Total Current Assets
1050000000	Fixed Assets
1050250100	Construction-In-Progress - Parking Garage
1050250200	Construction-In-Progress - Maint./Office Bldg.
1050250300	Construction-In-Progress - Storage/Renovation
1050250400	On-Line Store -- In-Progress
1050250500	Construction-In-Progress - CNG P3

Start

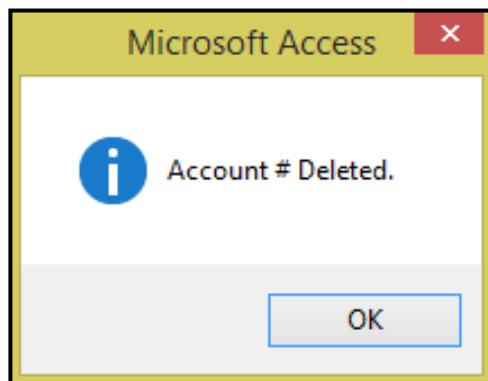
Click **Start**. The following confirmation message displays.

 A confirmation dialog box titled "Account Delete". It features a dropdown menu for "Account #:" with the value "2410150600" selected. At the bottom right, there is a button labeled "Start".

Account #:
2410150600

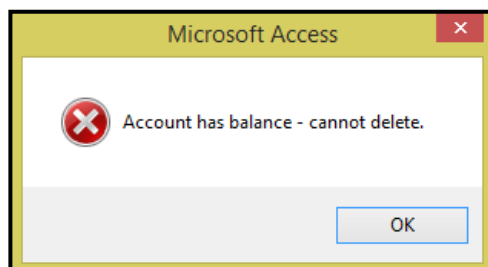


Click **Yes** to delete the General Ledger account number or **No** to return to the Account Delete form.
If, Yes is selected the following confirmation message displays upon completion of the deletion.

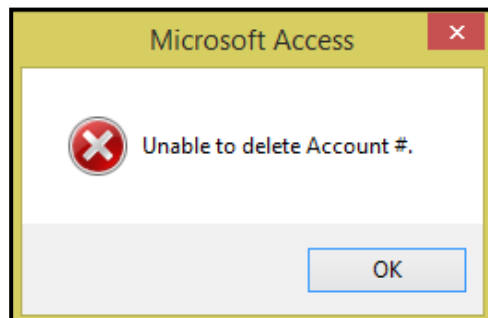


Click **Ok**.

If Account # has activity the following message will be display.



Click **Ok**.

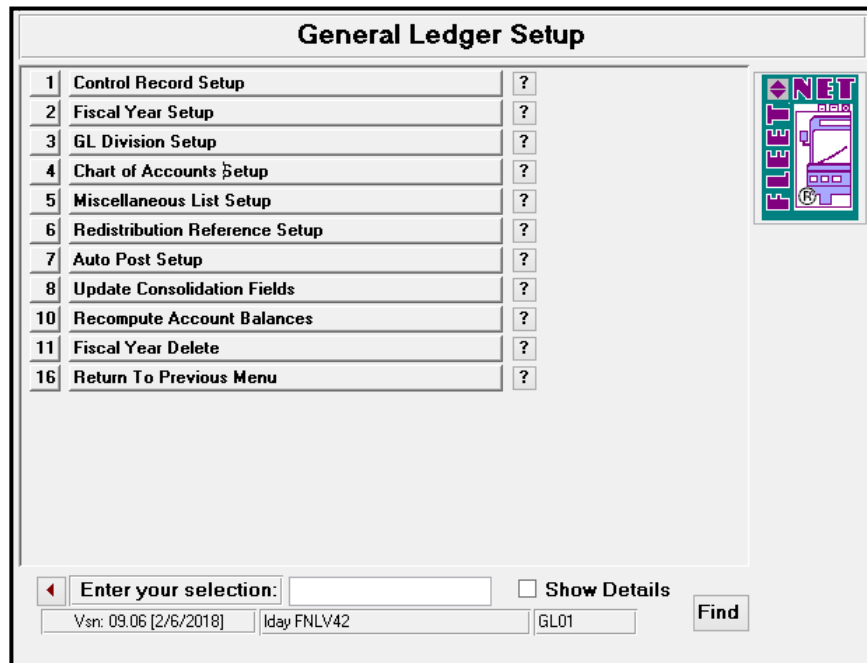


Click **Ok**.

Miscellaneous List Setup

Click **Miscellaneous List Setup** to enter all miscellaneous codes utilized in the General Ledger module.

Each application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Avail (Specific) while others are user defined.

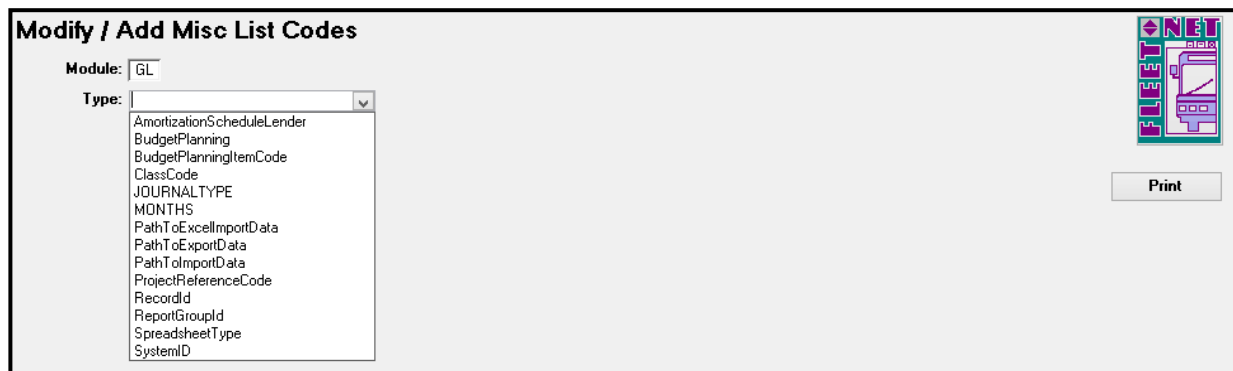


The screenshot shows the 'General Ledger Setup' window. It contains a list of 16 menu items, each with a number and a question mark icon. The items are: 1 Control Record Setup, 2 Fiscal Year Setup, 3 GL Division Setup, 4 Chart of Accounts Setup, 5 Miscellaneous List Setup, 6 Redistribution Reference Setup, 7 Auto Post Setup, 8 Update Consolidation Fields, 10 Recompute Account Balances, 11 Fiscal Year Delete, and 16 Return To Previous Menu. To the right of the list is a 'FLEETNET' logo. At the bottom, there is a section for 'Enter your selection:' with a text box, a 'Show Details' checkbox, and a 'Find' button. Below this, there are three small text boxes containing 'Vsn: 09.06 [2/6/2018]', 'Iday FNLV42', and 'GL01'.

Number	Menu Item	Icon
1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

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The screenshot shows the 'Modify / Add Misc List Codes' window. It has a 'Module:' field set to 'GL'. Below it is a 'Type:' dropdown menu. The dropdown list is open, showing a list of code types: AmortizationScheduleLender, BudgetPlanning, BudgetPlanningItemCode, ClassCode, JOURNALTYPE, MONTHS, PathToExcelImportData, PathToExportData, PathToImportData, ProjectReferenceCode, RecordId, ReportGroupId, SpreadsheetType, and SystemId. To the right of the dropdown is a 'Print' button.

Module: GL

Type:

AmortizationScheduleLender
BudgetPlanning
BudgetPlanningItemCode
ClassCode
JOURNALTYPE
MONTHS
PathToExcelImportData
PathToExportData
PathToImportData
ProjectReferenceCode
RecordId
ReportGroupId
SpreadsheetType
SystemId

Field Name	Max Field Size	Field Type	Description
Type	50	Alpha/Numeric	Select an existing code from the drop down list or enter a new code by typing in the definition provided by Avail.
Code	50	Alpha/Numeric	Enter a code, either user defined or specific.
Value	255	Alpha/Numeric	Enter a description to define the selected code.

AmortizationScheduleLender (User Defined)

Modify / Add Misc List Codes

Module: GL

Type: AmortizationScheduleLender

Code	Value
1	First National Bank

Print

BudgetPlanning (User Defined)

Modify / Add Misc List Codes

Module: GL

Type: BudgetPlanning

Code	Value
PathToData	U:\Cata\2018Budget.txt

Print

BudgetPlanningItemCode (User Defined)

Modify / Add Misc List Codes

Module: GL

Type: BudgetPlanningItemCode

Code	Value
01	Processing Fees
02	Credit Card Fees

Print

ClassCode (User Defined)

Modify / Add Misc List Codes

Module: GL

Type: ClassCode

Code	Value
111	Payroll
444	Office Expenses
Fares	Fares

Print

JOURNALTYPE: (User Defined – Except the Payroll Journal. It must be PRL)

Modify / Add Misc List Codes

Module: GL
Type: JOURNALTYPE

Code	Value
Accounts Payable	A/P
Accounts Receivable	AR
AP	AP
AR	A/R
BR	BR
Cash Receipts	CR
Fixed Assets	FA
GEN	GEN
General Journal Entries	GL
Inventory	INV
Payroll	PRL
Prior Period Adjustments	PPA
Re-occurring Entries	ROC
Vehicle Maintenance	V/M

MONTHS (Specific) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: GL
Type: MONTHS

Code	Value
1	JAN
10	OCT
11	NOV
12	DEC
2	FEB
3	MAR
4	APR
5	MAY
6	JUN
7	JUL
8	AUG
9	SEP

Print

Code	Value
1	JAN
10	OCT
11	NOV
12	DEC
2	FEB
3	MAR
4	APR
5	MAY
6	JUN
7	JUL
8	AUG
9	SEP

PathToExcelImportData (User Defined)

Modify / Add Misc List Codes

Module:

Type:

Code	Value
cwilliams	T:\TechSupport\Journal.xls
jrohtbaugh	U:\Book1.xls

Print

PathToExportData (User Defined)

Modify / Add Misc List Codes

Module:

Type:

Code	Value
FinancialStatement	U:\DATA\
GLTransactions	U:\

Print

PathToImportData (User Defined)

Modify / Add Misc List Codes

Module:

Type:

Code	Value
PCard	

Print

ProjectReferenceCode (Specific) - Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module:

Type:

Code	Value
Contracts	Contract Specific Information
Vendors	Vendor Specific Information

Print

Code	Value
Contracts	Contract Specific Information
Vendor	Vendor Specific Information

RecordId: (**Specific**) - Enter Codes and Values as shown in table below.

Entries for RecordId must be added for use with the post interface form. See below:

Modify / Add Misc List Codes

Module: GL
Type: RecordId

Code	Value
Accounts Payable Retainage	AccountsPayableRetainage
Accounts Payable	AccountsPayable
Discounts Earned	DiscountsEarned
FicaEmployeeCredit - Admin Interns	FicaEmployeeCreditPAA
FicaEmployeeCredit - CATA Ride	FicaEmployeeCreditPAC
FicaEmployeeCredit - Dispatch	FicaEmployeeCreditPAD
FicaEmployeeCredit - Executive Office	FicaEmployeeCreditPAE

Print

Specific entries for RecordId must be added for use with the post interface form.

Code	Value
AccountsPayable	AccountsPayable
DiscountsEarned	DiscountsEarned
MEI	Month End Closing Income Summary
MER	Month End Closing Retained Earnings

**The following RecordId entries must be added
for use with the FNW Payroll program:**

xx = Two Letter State Code; z = One Letter/Number Department Designation Code

Description	Code	Value
Earned Income Credit (EIC)	EicEmployerDebitxx	EicEmployerDebitxx
FICA Payable (Employee)	FicaEmployeeCreditxxz	FicaEmployeeCreditxxz
FICA Payable (Employer)	FicaEmployerCreditxxz	FicaEmployerCreditxxz
FICA Expense (Employer)	FicaEmployerDebitxxz	FicaEmployerDebitxxz
Federal Withholding (FIT)	FitEmployeeCreditxx	FitEmployeeCreditxx
FUTA Payable (Employer)	FutaEmployerCreditxxz	FutaEmployerCreditxxz
FUTA Expense (Employer)	FutaEmployerDebitxxz	FutaEmployerDebitxxz
Medicare Payable (Employee)	MedicareEmployeeCreditxxz	MedicareEmployeeCreditxxz
Medicare Payable (Employer)	MedicareEmployerCreditxxz	MedicareEmployerCreditxxz
Medicare Expense (Employer)	MedicareEmployerDebitxxz	MedicareEmployerDebitxxz
Net Pay (Employee)	NetPayEmployeeCreditxx	NetPayEmployeeCreditxx
State Withholding (SIT)	SitEmployeeCreditxx	SitEmployeeCreditxx
SUTA Payable (Employer)	SutaEmployerCreditxxz	SutaEmployerCreditxxz
SUTA Expense (Employer)	SutaEmployerDebitxxz	SutaEmployerDebitxxz

ReportGroupID (User Defined)

Modify / Add Misc List Codes

Module: GL
Type: ReportGroupID

Code	Value
Board Reports	Board Reports
*	

Print

SpreadsheetType (**Specific**) – Avail will assist in this setup.

Modify / Add Misc List Codes

Module: GL
Type: SpreadsheetType

Code	Value
Microsoft Excel 2003 Format	acSpreadsheetTypeExcel9
Microsoft Excel 2007 Format - Available Soon	acSpreadsheetTypeExcel12
Microsoft Excel 2007 Xml format	acSpreadsheetTypeExcel12xml
Microsoft Excel 2003 Format	acSpreadsheetTypeExcel9
Microsoft Excel 2007 Format - Available Soon	acSpreadsheetTypeExcel12

Print

Code	Value
Microsoft Excel XXXX Format	acSpreadsheetTypeExcel(X)

SystemID (**Specific**) Enter Codes and Values as shown in table below.

Modify / Add Misc List Codes

Module: GL
Type: SystemID

Code	Value
Accounts Payable	AP
General Ledger	GL
Payroll	PR

Print

Code	Value
Accounts Payable	AP
General Ledger	GL
Payroll	PR

Redistribution Reference Setup

Click **Redistribution Reference Setup** to set up references where an amount is posted to an account and then redistributed to other account(s) based on a fixed percentage or percentage of the total amount. (See Redistribution Entry Page 74).

General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?


Enter your selection: ☐ Show Details

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Setup Redistribution References

Fiscal Year 2018

☐ Create New Fiscal Year



Reference	Description	Journal	Fixed Percent	100%
<input type="text" value="HealthInsurance"/>	<input type="text" value="Health Insurance"/>	AP	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Internet"/>	<input type="text" value="Internet"/>	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Utilities"/>	<input type="text" value="Utilities"/>	AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Select fiscal year from the drop down options.
Create New Fiscal Year		Yes/No	Check box to copy redistribution references from the current fiscal year to a new fiscal year. (See below for additional instructions).
Reference	20	Alpha/Numeric	Enter a reference code to identify the redistribution entry. The reference will be used for selection purposes when processing redistribution entries.
Description	20	Alpha/Numeric	Enter a description for the new reference.
Journal	3	Alpha/Numeric	Select subsidiary journal where entries will be posted for the selected reference.
Fixed Percent		Yes/No	Check box if the redistribution will be based upon a fixed percentage. Leave the box blank if the redistribution will be computed based on a source account.
100%		Yes/No	Check box if the fixed percentage distribution must equal 100%. Leave box blank if the redistribution will be computed based on a source account.

When Create New Fiscal Year box is checked, the system populates the New Fiscal Year drop down option. The new fiscal year must be setup to populate in the drop down options. (See Fiscal Year Setup Page 11).

Setup Redistribution References

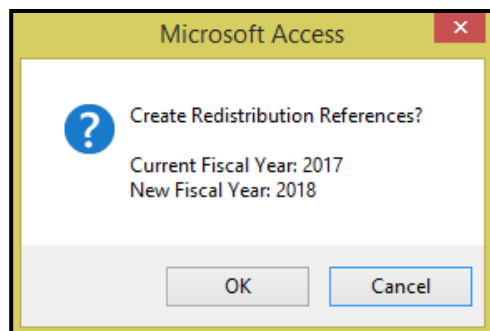
Fiscal Year 2018

☒ Create New Fiscal Year
 New Fiscal Year:



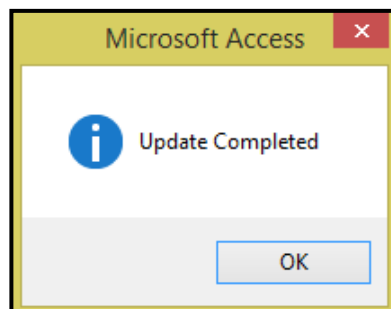
Reference	Description	Journal	Fixed Percent	100%
<input type="text" value="HealthInsurance"/>	<input type="text" value="Health Insurance"/>	AP	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Internet"/>	<input type="text" value="Internet"/>	AP	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Utilities"/>	<input type="text" value="Utilities"/>	AP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select the new fiscal year from the drop down list. The following prompt displays.



Click **OK** to create the redistribution entries to the new fiscal year or **Cancel** to return to the Setup Redistribution Reference form.

If **OK** is selected the following completion confirmation displays.




Click **Ok**.

Auto Post Setup

Click **Auto Post Setup** to specify general ledger interfaces for auto-post closing entries. The following 3 System Id's will be setup at this time, Accounts Payable, General Ledger & Payroll.

General Ledger Setup		
1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?



☐ Show Details


Vsn: 09.06 [2/6/2018] | Iday FNLV42
GL01
Find

Auto Post Setup Form

Fiscal Year: 2018 System Id: Division:

AP Accounts Payable
GL General Ledger
PR Payroll

Print




Accounts Payable Entries: *Setup Accounts Payable, Discounts Earned & Retainage Payable.*

Auto Post Setup Form

Fiscal Year: 2018 System Id: AP Division: CATA

Print




Record Id	Div #	Account	Jrn	Reference	Transaction Description
Accounts Payable	CATA	2010150100	AP	Batch Update	Transactions/Payments
Discounts Earned	CATA	4070416021	AP	Batch Update	Transactions/Payments
Retainage Payable	CATA	201050500	AP	Batch Update	Transactions/Payments

Field Name	Max Field Size	Field Type	Description
Fiscal Year	4	Number	Select the fiscal year from the drop down options.
System ID	4	Alpha/Numeric	Select AP or A/P from the drop down options based on setup.
Division	4	Alpha/Numeric	Select the division containing the accounts payable GL account from the drop down options.
Accounts Payable			
Record ID	30	Alpha/Numeric	Select Accounts Payable from the drop down options.
Div #	4	Alpha/Numeric	Select the division containing accounts payable GL account # from the drop down options.
Account	10	Alpha/Numeric	Select Accounts Payable GL account # from the drop down options.
Jrn	3	Alpha/Numeric	Select the Accounts Payable subsidiary journal from the drop down options. (AP or A/P based on setup).
Reference	20	Alpha/Numeric	Enter a reference to identify the posting in the General Ledger records.
Description	30	Alpha/Numeric	Enter a description, to appear when printing, financial detail reports.
Discounts Earned			
Record ID	30	Alpha/Numeric	Select Discounts Earned from the drop down options.
Div #	4	Alpha/Numeric	Select division containing Accounts Payable GL account # from the drop down options to be credited when vendor discounts are computed and taken based on the setup in Accounts Payable Vendor Master.
Account	10	Alpha/Numeric	Select GL Account Number that will be credited when vendor discounts are computed and taken based on the setup in Accounts Payable Vendor Master.
Jrn	3	Alpha/Numeric	Select Accounts Payable subsidiary journal from the drop down options.
Reference	20	Alpha/Numeric	Enter reference description to identify the posting in General Ledger records.
Description	30	Alpha/Numeric	Enter a description. The description will print on financial detail reports.

Field Name	Max Field Size	Field Type	Description
Retainage Payable			
Record ID	30	Alpha/Numeric	Select Retainage Payable from the drop down options.
Div #	4	Alpha/Numeric	Select the division containing the account that will be credited when retainage is held.
Account	10	Alpha/Numeric	Select the account that will be credited when vendor discounts are computed and taken based on the setup in Accounts Payable vendor master.
Jrn	3	Alpha/Numeric	Select the Accounts Payable subsidiary journal from the drop down options.
Reference	20	Alpha/Numeric	Enter a reference to identify the posting in the General Ledger records.
Description	30	Alpha/Numeric	Enter a description, to appear when printing, financial detail reports.

General Ledger Entries: Setup MEI (Month End Closing Income Summary) & MER (Month End Closing Retained Earnings). Entries shown in the following example must be set up for **every** division. At month-end all divisions must be in balance and all income and expense accounts are closed out to Retained Earnings General Ledger account number.

Auto Post Setup Form


Fiscal Year: 2018 System Id: GL Division: CATA

Print

Record Id	Div #	Account	Jrn	Reference	Transaction Description
MEI	✓ CATA	999999999	GL	Month End	Closing Entry
MER	✓ CATA	3200000000	GL	Month End	Closing Entry
▶	✓				

Field Name	Max Field Size	Field Type	Description
Fiscal Year	4	Number	Select fiscal year from the drop down options.
System ID	4	Alpha/Numeric	Select GL from the drop down options.
Division	4	Alpha/Numeric	Select division being set up from the drop down options.
Record ID	30	Alpha/Numeric	Select MEI (Month End Closing Income Summary) from the drop down options.
Div #	4	Alpha/Numeric	Select division for Income Summary General Ledger Account from the drop down options. This will be the same division that was selected at the top of the form.
Account	10	Alpha/Numeric	Select Income Summary General Ledger account from the drop down options
Jrn	3	Alpha/Numeric	Select the applicable subsidiary journal for the closing entries from the drop down options. This is typically the general ledger division (G/L, GEN, GL, etc.).
Reference	20	Alpha/Numeric	Enter reference description to identify the posting. This is typically Month End.

Field Name	Max Field Size	Field Type	Description
Description	30	Alpha/Numeric	Enter a description. The description will print on financial detail reports. This is typically Closing Entry.
Record ID	30	Alpha/Numeric	Select MER (Month End Closing Retained Earnings) from the drop down options.
Div #	4	Alpha/Numeric	Select division for Retained Earnings General Ledger account number from the drop down options.
Account	10	Alpha/Numeric	Select Retained Earnings General Ledger account number from the drop down options.
Jrn	3	Alpha/Numeric	Select the applicable subsidiary journal for the closing entries from the drop down options. This is typically the general ledger division (G/L, GEN, GL, etc.).
Reference	20	Alpha/Numeric	Enter reference description to identify the posting. This is typically Month End.
Description	30	Alpha/Numeric	Enter a description. The description will print on financial detail reports. This is typically Closing Entry.

Payroll Entries: Creates the payroll tax month end entries.

Auto Post Setup Form

Fiscal Year: 2017 System Id: PR Division: CATA

Print

Record Id	Div #	Account	Jrn	Reference	Transaction Description
EicEmployerDebitPA	✓ CATA	2020250200	PRL	Payroll	Payroll
FicaEmployeeCreditPAA	✓ CATA	2020250300	PRL	Payroll	Payroll
FicaEmployeeCreditPAC	✓ CATA	2020250300	PRL	Payroll	Payroll
FicaEmployeeCreditPAD	✓ CATA	2020250300	PRL	Payroll	Payroll
FicaEmployeeCreditPAE	✓ CATA	2020250300	PRL	Payroll	Payroll
FicaEmployeeCreditPAF	✓ CATA	2020250300	PRL	Payroll	Payroll
FicaEmployeeCreditPAG	✓ CATA	2020250300	PRL	Payroll	Payroll

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Select the fiscal year from the drop down options.
System ID	4	Alpha/Numeric	Select PR from the drop down options.
Division	4	Alpha/Numeric	Select division being set up from the drop down options.
Record ID	30	Alpha/Numeric	Select the applicable Record ID from the drop down options or add a new item. Click Green Check Mark (See below for detailed instructions).
Div #	4	Alpha/Numeric	Select applicable division for the expense or accrual from drop down options.
Account	10	Alpha/Numeric	Select the applicable General Ledger account number from the drop down options.
Jrn	3	Alpha/Numeric	Select the payroll subsidiary (PRL) journal from the drop down options.
Reference	20	Alpha/Numeric	Enter reference description to identify the posting. This is typically Payroll.
Description	30	Alpha/Numeric	Enter a description. The description will print on financial detail reports. This is typically Payroll.

RecordID Codes:*xx = Two Letter State Code**z = One Letter/Number Department Designation Code*

Description	Record ID Entry
Earned Income Credit (EIC)	EicEmployerDebitxx
FICA Payable (Employee)	FicaEmployeeCreditxxz
FICA Payable (Employer)	FicaEmployerCreditxxz
FICA Expense (Employer)	FicaEmployerDebitxxz
Federal Withholding (FIT)	FitEmployeeCreditxx
FUTA Payable (Employer)	FutaEmployerCreditxxz
FUTA Expense (Employer)	FutaEmployerDebitxxz
Medicare Payable (Employee)	MedicareEmployeeCreditxxz
Medicare Payable (Employer)	MedicareEmployerCreditxxz
Medicare Expense (Employer)	MedicareEmployerDebitxxz
Net Pay (Employee)	NetPayEmployeeCreditxx
State Withholding (SIT)	SitEmployeeCreditxx
SUTA Payable (Employer)	SutaEmployerCreditxxz
SUTA Expense (Employer)	SutaEmployerDebitxxz

Print


Click **Print** to generate a report including all divisions and codes. Leave the System Id and Division blank to review all setups. The following report generates.

Auto Post Setup Form

Fiscal Year: 2018 ▼

System Id: ▼

Division: ▼

Print


Interface Accounts

App Div	Record Id	GL Div	GL Account #	Jrn Sce	Reference	Transaction Description
System Id: AP						
100	AccountsPayable	CATA	2010150100	AP	Batch Update	Transactions/Payments
100	DiscountsEamed	CATA	4070416021	AP	Batch Update	Transactions/Payments
100	RetainagePayable	CATA	201050500	AP	Batch Update	Transactions/Payments
200	AccountsPayable	CATA	2010150100	AP	Batch Update	Transactions/Payments
200	DiscountsEamed	CATA	4070416021	AP	Batch Update	Transactions/Payments
200	RetainagePayable	CATA	201050500	AP	Batch Update	Transactions/Payments
300	AccountsPayable	CATA	2010150100	AP	Batch Update	Transactions/Payments
300	DiscountsEamed	CATA	4070416021	AP	Batch Update	Transactions/Payments
300	RetainagePayable	CATA	201050500	AP	Batch Update	Transactions/Payments
CATA	AccountsPayable	CATA	2010150100	AP	Batch Update	Transactions/Payments
CATA	DiscountsEamed	CATA	4070416021	AP	Batch Update	Transactions/Payments
CATA	RetainagePayable	CATA	201050500	AP	Batch Update	Transactions/Payments


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Update Consolidation Fields

Click **Update Consolidation Fields** to automatically update Chart of Accounts General Ledger numbers, utilizing sort/consolidation fields based upon user-defined criteria.


General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?



◀ Enter your selection:
☐ Show Details

Vsn: 09.06 [2/6/2018] | Day FNLV42
GL01
Find



Fiscal Year: 2017
☒ Revenue Accounts ☒ Expense Accounts

Source Divisions

<input checked="" type="checkbox"/>	100	Sample Division
<input checked="" type="checkbox"/>	200	Sample Division200
<input checked="" type="checkbox"/>	300	Sample Division300
<input checked="" type="checkbox"/>	CATA	Sample Trans

Update Consolidation Fields
☒ Consolidation Field 1
☐ Consolidation Field 2
☐ Consolidation Field 3
☐ Consolidation Field 4
☐ Consolidation Field 5

Account #
Starting Position: 1
Length of Data: 3
☐ Add To Existing Data

Div	Account #
From:	 <input type="button" value="v"/>
To:	 <input type="button" value="v"/>
Value	 <input type="text"/>

Record: 1 of 4 No Filter Search

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Select the fiscal year from drop down options.
All Divisions?		Yes/No	Check box if update applies to all divisions for selected fiscal year. If only specific divisions are to be included, select them by checking the box to the left of their Division ID(s).
Revenue Accounts		Yes/No	Check box to update revenue accounts for the selected divisions.
Expense Accounts		Yes/No	Check box to update expense accounts for the selected divisions.

Update Option 1

Using selections as shown below, Consolidation Field #1 will be updated to contain the first 3 numbers of General Ledger Revenue & Expense account numbers.

Update Consolidation Form

Fiscal Year: 2017 ☒ All Divisions?
☒ Revenue Accounts ☒ Expense Accounts

Source Divisions

<input checked="" type="checkbox"/>	100	Sample Division
<input checked="" type="checkbox"/>	200	Sample Division200
<input checked="" type="checkbox"/>	300	Sample Division300
<input checked="" type="checkbox"/>	CATA	Sample Trans

Update Consolidation Fields

☒ Consolidation Field 1
☐ Consolidation Field 2
☐ Consolidation Field 3
☐ Consolidation Field 4
☐ Consolidation Field 5

Account #

Starting Position: 1
Length of Data: 3
☒ Add To Existing Data
Update Option 1

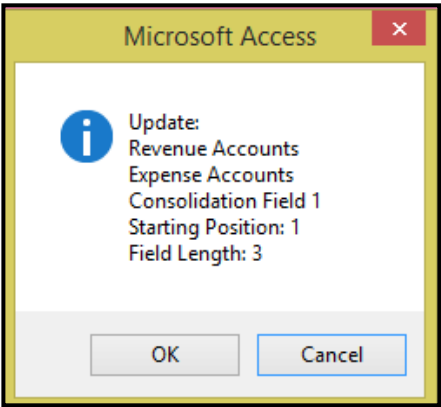
Div Account #

From:
To:
Value:
Update Option 2

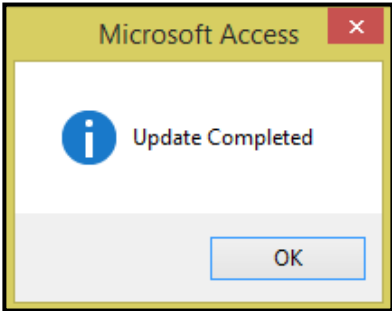
Record: 1 of 4 No Filter Search

Field Name	Max Field Size	Field Type	Description
Update Consolidation Fields		Yes/No	Select one of five available consolidation fields. (Example states Field #1)
Starting Position	2	Alpha/Numeric	Enter starting position of the account number. This will be the beginning value for the consolidation field. (Example shows the first number of the GL Account number).
Length of Data	2	Alpha/Numeric	Specify the number of digits from the starting position to be included in the value for consolidation fields. (Example shows that the first 3 numbers of the General Ledger number will be consolidated).
Add to Existing Data		Yes/No	Check box if selected options above should be applied to existing data.

Click **Update Option 1**, the following confirmation message displays.



Click **OK** to update the General Ledger Account # using the selected criteria or **Cancel** to return to the Update Consolidation form. If **OK** was selected the following confirmation message displays.



Click **OK**.

The screenshot shows the "Account Setup Form" with a header section for "Fiscal Year" (2018) and "Division #:" (CATA). Below this is a table with columns: Account #, Title, Tran Code, Acct Type, Print Colm, Space, Total Level, Bold Print, Under-line, Font Color, and Suppress Printing. The first row shows account number 4010101010 with title "CB - Passenger Fares - Family Passes". Below the table, there are fields for "Sort/Consolidation Fields:" (401), "External Account #:" (401.01.010.10), and "Last Updated:" (4/16/2018 1:05:07 PM). A red arrow points to the "Sort/Consolidation Fields:" field. On the right side, there are buttons for "Edit Accounts", "Re-number", and "Delete".

Using the selections as shown in the example below, Consolidation Field #2 will be updated to contain the 4th thru 8th numbers of General Ledger account number.

Update Option 1 Consolidation Field 2

Update Consolidation Form

Fiscal Year ☐ All Divisions?

☒ Revenue Accounts ☐ Expense Accounts

Source Divisions

<input type="checkbox"/>	100	General Administration
<input type="checkbox"/>	200	Revenue Division
<input type="checkbox"/>	300	Operations Division
<input type="checkbox"/>	40	Manual 3
<input type="checkbox"/>	41	Manual 4
<input type="checkbox"/>	50	Manual 8
<input checked="" type="checkbox"/>	CATA	Sample Trans

Update Consolidation Fields

☐ Consolidation Field 1

☒ Consolidation Field 2

☐ Consolidation Field 3

☐ Consolidation Field 4

☐ Consolidation Field 5

Account #

Starting Position:

Length of Data:

☐ Add To Existing Data

Update Option 1

Div Account #

From:

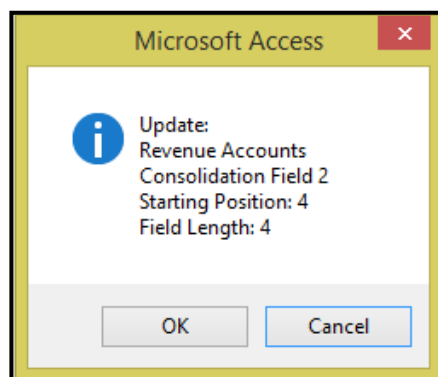
To:

Value

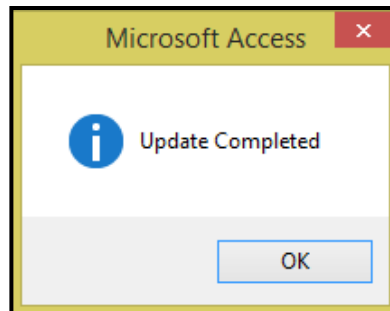
Update Option 2

Field Name	Max Field Size	Field Type	Description
Update Consolidation Field			Select one of five available consolidation fields. (Example states Field #2)
Starting Position	4	Alpha/Numeric	Enter starting position for the second consolidation (Example states starting position for this consolidation will begin with 4th position).
Length of Data	10	Alpha/Numeric	Enter the number of characters to be include in this layer of consolidation. (Example states 4 positions)
Add to Existing Data	4	Alpha/Numeric	Check box if selected options above should be applied to existing data.

Click **Update Option 1** to update the selected options for Consolidation Field 2. The following confirmation message displays.



Click **OK** to update the General Ledger Account # using the selected criteria or **Cancel** to return to the Update Consolidation form. If **OK** is selected the following message displays.



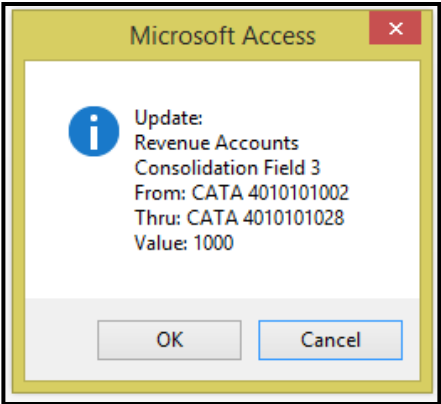
Click **OK**.

After update is run, the Account Setup Form now lists the 4th thru 8th digits of the account number in consolidation field #2.

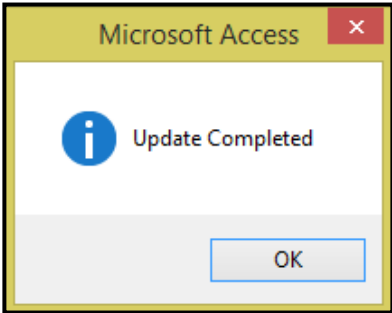
Update Option 2

Using the selections as shown in the example below, Consolidation Field #3 will be updated to 1000 for all CB Revenue Accounts.

Click **Update Option 2** to update the selected options for Consolidation Field 3. The following confirmation message displays.



Click **OK** to execute the selected consolidation option or **Cancel** to return to Update Consolidation Form. If **OK** is selected the following confirmation message displays.



Click **OK**.

After the update is executed, the Account Setup Form now lists the 1000 in consolidation field #3.

A screenshot of the "Account Setup Form" interface. At the top, there are fields for "Fiscal Year" (2018), "Division #:" (CATA), and "Sample Trans". Below this is a table with columns: Account #, Title, Tran Code, Acct Type, Print Colm, Space, Total Level, Bold Print, Under-line, Font Color, and Suppress Printing. The first row shows Account # 4010101022, Title "CB - Passenger Fares - One Passes", and other details. Below the table, there are fields for "External Account #:" (401.01.010.22), "Sort/Consolidation Fields:" (401, 0101, 1000, CB), and "Last Updated:" (4/16/2018 1:05:07 PM). A red arrow points to the "1000" value in the "Sort/Consolidation Fields" section. On the right side, there are buttons for "Edit Accounts", "Renumber", and "Delete".

Re-Compute Account Balances

This process should only be used with assistance from an Avail Technician. Contact Avail Corporation at 800-258-2762.

General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?

◀

Enter your selection:


☐ Show Details

Vsn: 09.06 [2/6/2018]

Iday FNLV42

GL01

Find




Re-Compute Account Balances

Fiscal Year:

Current Period

Start

Vsn: 09.06 [11/28/2017]



Fiscal Year Delete

This process should only be used with assistance from an Avail Technician. Contact Avail Corporation at 800-258-2762.

General Ledger Setup

1	Control Record Setup	?
2	Fiscal Year Setup	?
3	GL Division Setup	?
4	Chart of Accounts Setup	?
5	Miscellaneous List Setup	?
6	Redistribution Reference Setup	?
7	Auto Post Setup	?
8	Update Consolidation Fields	?
10	Recompute Account Balances	?
11	Fiscal Year Delete	?
16	Return To Previous Menu	?


◀

Enter your selection:

☐ Show Details

Vsn: 09.06 [2/6/2018] | Iday FNLV42 | GL01

Find




Fiscal Year Delete Form

Fiscal Year

Division:

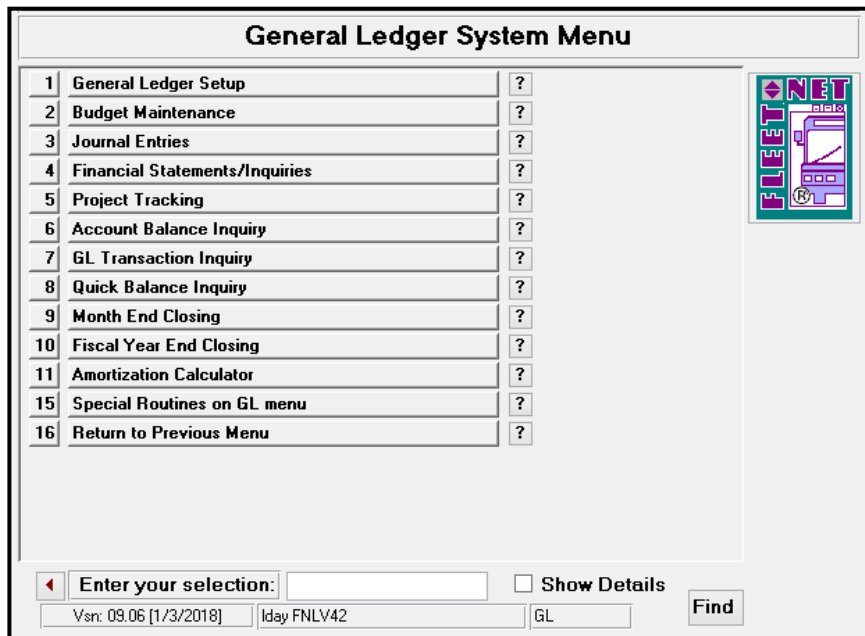
Start

Vsn: 09.06 [11/28/2017]



Budget Maintenance

Click **Budget Maintenance** to create and/or manage budget information.



General Ledger System Menu

1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?

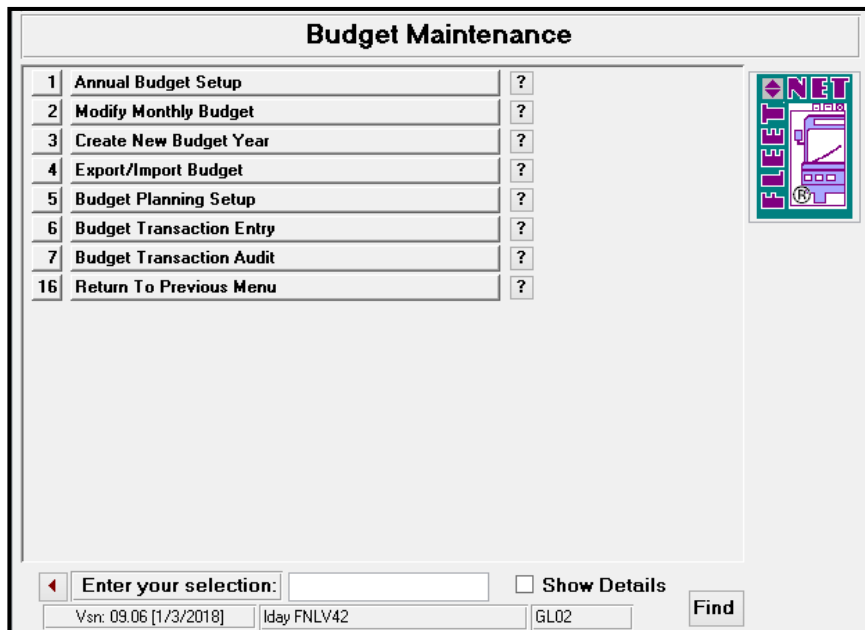
Enter your selection: ☐ Show Details

Vsn: 09.06 [1/3/2018] | Iday FNLV42 | GL

Create New Budget Year

Click **Create New Budget Year** to create (clone) a new chart of accounts from an existing fiscal year.

Note: The new fiscal year must be set up in order for it to be available for selection.



Budget Maintenance


1	Annual Budget Setup	?
2	Modify Monthly Budget	?
3	Create New Budget Year	?
4	Export/Import Budget	?
5	Budget Planning Setup	?
6	Budget Transaction Entry	?
7	Budget Transaction Audit	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/3/2018] | Iday FNLV42 | GL02

The following form displays.

Create New Budget Year



Fiscal Year

Current Period

Start Date

End Date

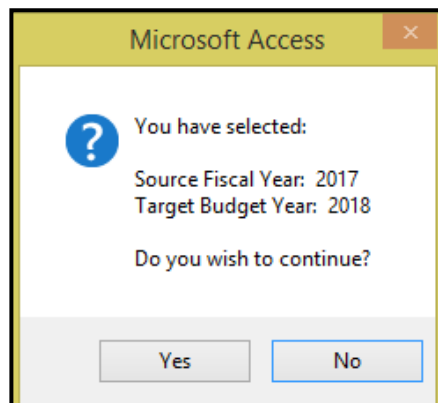
New Budget Year

2018
2017
2016
2015
2014
2013

Field Name	Description
Fiscal Year	Enter or select the fiscal year from the drop down options. (Source)
Current Period	Automatically populates based on the fiscal year selected.
Start Date	Automatically populates based on the fiscal year selected.
End Date	Automatically populates based on the fiscal year selected.
New Budget Year	Select new budget year from the drop down options. (Target)

Create Budget

Click **Create Budget**. The following confirmation message displays.

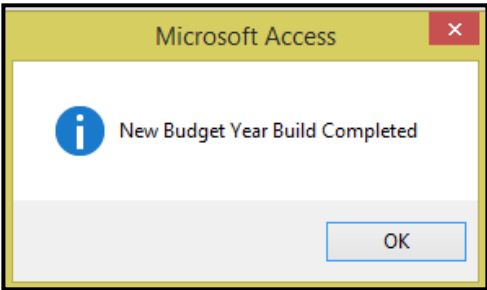


Click **Yes** to create the new budget year cloning the Chart of Accounts from the source fiscal year selected or **No** to return to the Create New Budget Year form.

NOTE: This is a good time to review the chart of accounts. Deleting any accounts from the new fiscal year should be done prior to selecting Yes. Accounts cannot be deleted once entries are posted to them. Deleting an account in the new fiscal year will not affect the previous years.

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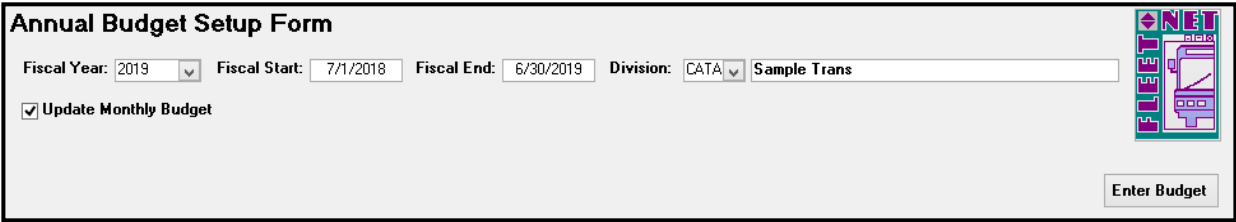
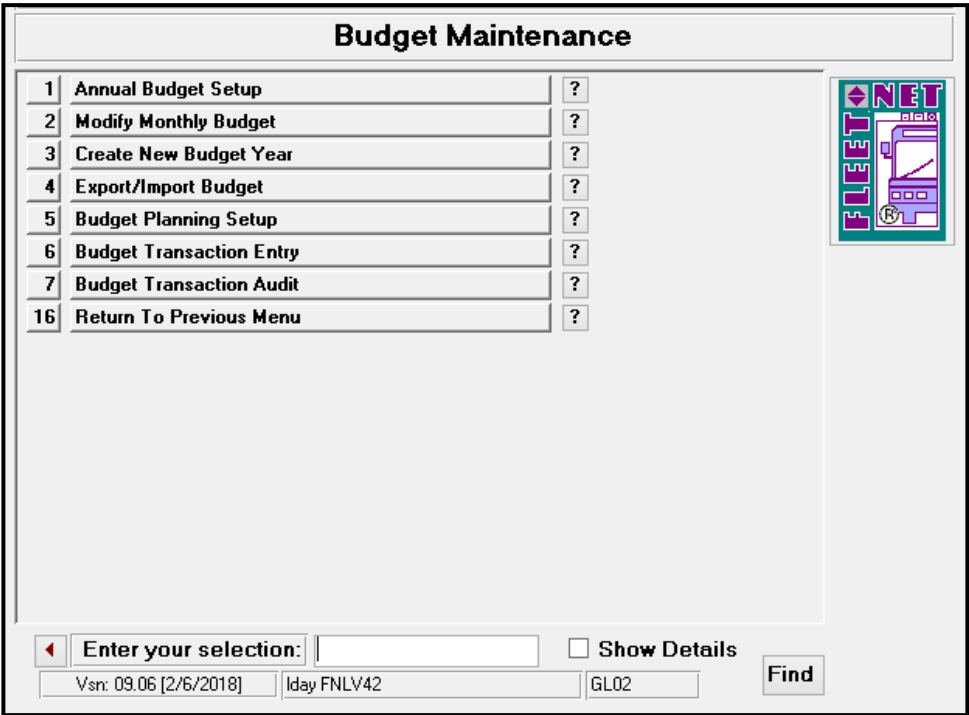
Once **Yes** is selected the following confirmation message displays when the new budget has been built.



Click **Ok**.

Annual Budget Setup

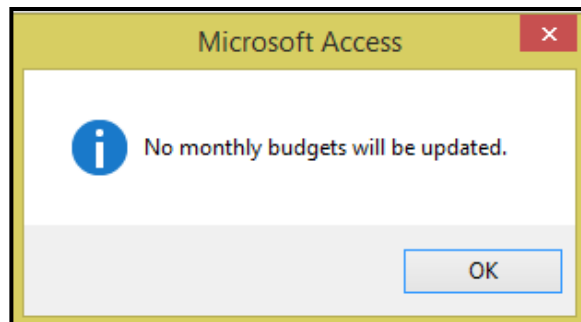
Click **Annual Budget Setup** to enter or modify the annual budget amounts for selected fiscal year.



Field Name	Field Type	Description
Fiscal Year	Number	Enter or select the fiscal year from the drop down options.
Fiscal Start		Automatically populates based on the fiscal year selected.
Fiscal End		Automatically populates based on the fiscal year selected.
Division	Alpha/Numeric	Enter or select Division from the drop down options.
Update Monthly Budget	Yes/No	Check box to implement the allocation 1/12 of the annual budget amount per month. If annual budget amount is being edited and original annual budget amount was previously allocated at 1/12 per month, checking the box to execute the new amounts being allocated monthly. (See Modify Monthly Budget on next page for further details).

Enter Budget

Click **Enter Budget** to add or modify annual budget amounts. If Update Monthly Budget is not checked, the following alert message displays.



Click **OK** to continue, the following form displays.

Annual Budget Setup Form

Fiscal Year: 2018 Fiscal Start: 7/1/2017 Fiscal End: 6/30/2018 Division: CATA Sample Trans

☐ Update Monthly Budget

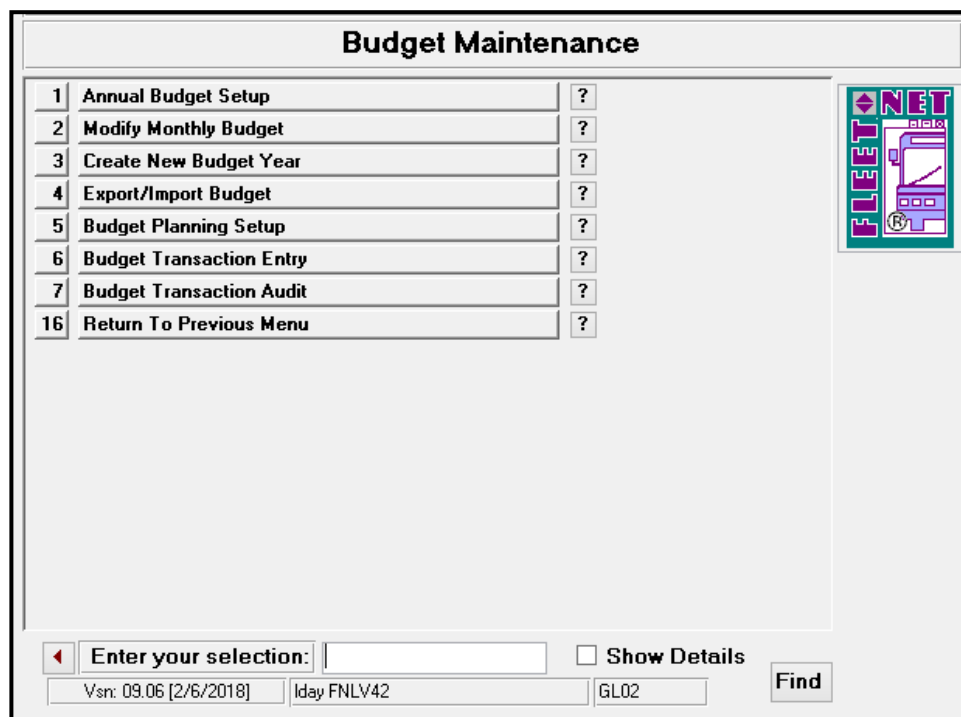
Account #	Title	Annual Budget
4010101020	CB - Passenger Fares - Farebox	-696,410.00
4010101021	CB - Passenger Fares - Tokens	-325,397.00
4010101022	CB - Passenger Fares - One Passes	-602,572.00
4010101024	CB - Passenger Fares - SC Borough Passes	-1,920.00
4010101025	CB - Passenger Fares - Reduced Fare	-7,255.00
4010101026	CB - Passenger Fares - JASI	-16,662.00
4010101027	CB - Passenger Fares - PSU RIDEpass	-1,184,650.00
4010101028	CB - Passenger Fares - Youth Passes	-4,500.00

Enter Budget

Enter the annual budget amounts for each account; if there is no budget amount for an account enter **ZERO**. Do not leave any amount fields blank (If fields are left blank the export/import options will not execute properly). **Revenue accounts must be entered as credits; expense accounts as debits.**

Modify Monthly Budget

Click **Modify Monthly Budget** to change amounts, percentage, total annual budget amounts. Compute the applicable allocation for annual amounts.

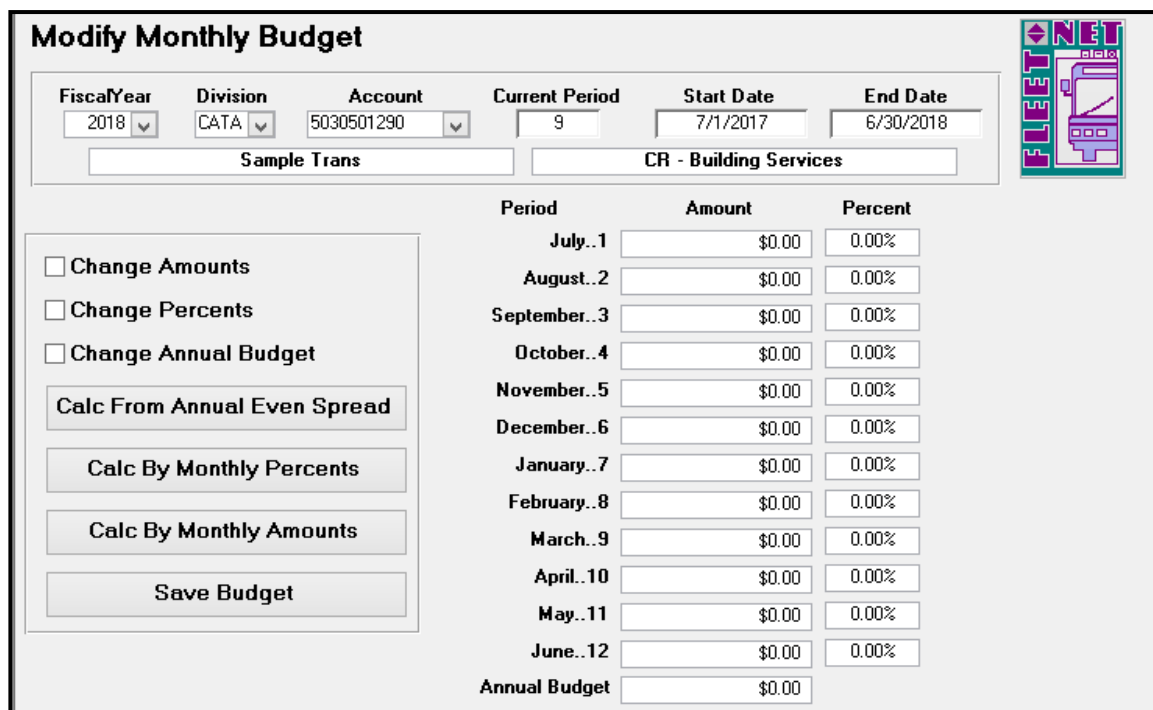


Budget Maintenance		
1	Annual Budget Setup	?
2	Modify Monthly Budget	?
3	Create New Budget Year	?
4	Export/Import Budget	?
5	Budget Planning Setup	?
6	Budget Transaction Entry	?
7	Budget Transaction Audit	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [2/6/2018] Iday FNLV42 GL02

The following form displays.



FiscalYear	Division	Account	Current Period	Start Date	End Date
2018	CATA	5030501290	9	7/1/2017	6/30/2018

Sample Trans: CR - Building Services

Period	Amount	Percent
July..1	\$0.00	0.00%
August..2	\$0.00	0.00%
September..3	\$0.00	0.00%
October..4	\$0.00	0.00%
November..5	\$0.00	0.00%
December..6	\$0.00	0.00%
January..7	\$0.00	0.00%
February..8	\$0.00	0.00%
March..9	\$0.00	0.00%
April..10	\$0.00	0.00%
May..11	\$0.00	0.00%
June..12	\$0.00	0.00%
Annual Budget	\$0.00	

☐ Change Amounts
☐ Change Percents
☐ Change Annual Budget

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select Fiscal Year from the drop down options.
Division	4	Alpha/Numeric	Enter or select Division from the drop down options.
Account	10	Alpha/Numeric	Enter or select General Ledger Account number from the drop down options.
Current Period			Automatically populates based on the fiscal year selected.
Fiscal Start			Automatically populates based on the fiscal year selected.
Fiscal End			Automatically populates based on the fiscal year selected.
Change Amounts		Yes/No	Check box to make amount field accessible for editing.
Change Percents		Yes/No	Check box to make percentage field accessible for editing.
Change Annual Budget		Yes/No	Check box to make annual budget field accessible for editing.

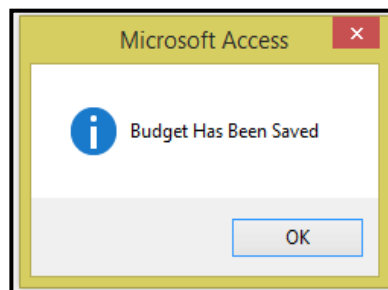
Once changes are made to amount, percentage or annual amount, select one of the following calculation options:

If **Change Annual Budget** was utilized than **Calc From Annual Even Spread** will distributes annual amount by 1/12 for each month.

If **Change Percents** was utilized than **Calc By Monthly Percents** will distributes the monthly amounts based on monthly percentages entered.

If **Change Amount** was utilized than **Calc By Monthly Amounts** will adjust the monthly percentages by monthly dollar amounts entered.

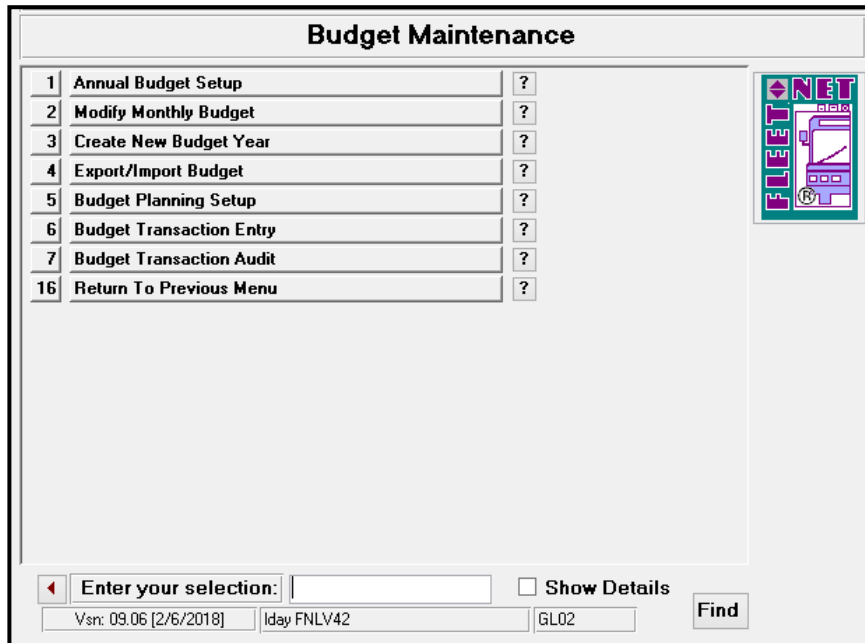
Click **Save Budget** after **EACH** account is edited. The following confirmation message displays.



Click **OK**.

Export/Import Budget

Click **Export/Import Budget** to export the budget to Excel or a Text file. The export will fail if there are any blank records. If no amount is to be budgeted for an account or accounts, enter zeros.



The screenshot shows a window titled "Budget Maintenance". It contains a list of menu items, each with a number and a question mark icon:

1	Annual Budget Setup	?
2	Modify Monthly Budget	?
3	Create New Budget Year	?
4	Export/Import Budget	?
5	Budget Planning Setup	?
6	Budget Transaction Entry	?
7	Budget Transaction Audit	?
16	Return To Previous Menu	?

At the bottom of the window, there is a section labeled "Enter your selection:" with a text input field. To the right of this field is a checkbox labeled "Show Details". Below the input field are three small text boxes containing "Vsn: 09.06 [2/6/2018]", "Iday FNLV42", and "GL02". To the right of these boxes is a "Find" button. On the right side of the window, there is a logo for "NET" with a stylized building and the word "NET" above it.

Export Budget

Click **Export Budget** to export a Working Budget to Excel.



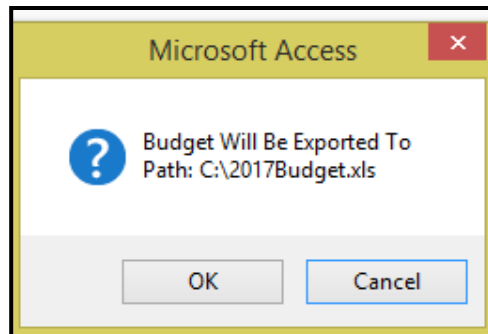
The screenshot shows a dialog box titled "Import / Export Budget". It contains the following fields and buttons:

- Fiscal Year:** A dropdown menu with "2017" selected.
- Path and File Name:** A text input field containing "C:\2017Budget.xls".
- Import Budget:** A button.
- Export Budget:** A button.

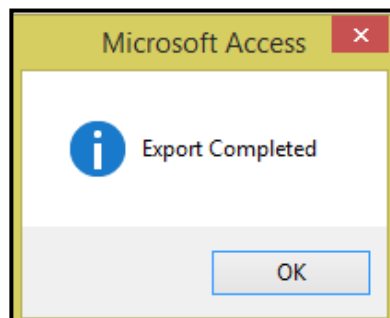
On the right side of the dialog box, there is a logo for "NET" with a stylized building and the word "NET" above it.

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select the fiscal year from the drop down options.
Path and File Name	4	Alpha/Numeric	Specify a path and file name location where budget data will be exported. If an extension on the file name is .xls The budget will be exported to Excel. If the extension is left blank, the budget will be exported to a text file.

The following message displays.



Click **OK** to export the budget or **Cancel** to return to the Import/Export Budget form. When export is completed, the following message displays.



Click **OK**.

Once export is completed, proceed to the specified location to open the Excel Spreadsheet. Budget figures can be entered, then utilizing the Import Budget option import the modified budget back into the program.

1	2017	0	4000001 PASSENGER FARES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	2017	0	4000002 PARA TRANSIT FAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	2017	0	4000003 VAN POOL FARES	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	2017	0	4000004 AUXILIARY TRANSP	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	2017	0	4000005 NON TRANSPORTAT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	2017	0	4000006 LOCAL GRANT REIM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	2017	0	4000007 LOCAL SPECIAL FAF	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Import Budget

Click **Import Budget** to import the budget from a text file. If the budget is exported to Excel so that formulas can be used to update the amounts, prior to importing the data, the formulas must be removed. To remove formulas from the Excel spreadsheet, with the spreadsheet open, select all fields in the spreadsheet [Ctrl-A]; use the Windows *Edit/Copy* function.

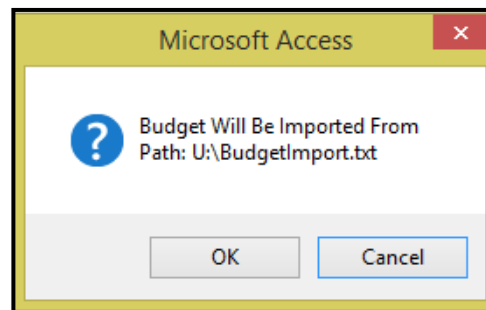
 A form titled "Import / Export Budget". It has a "Fiscal Year:" label with a dropdown menu showing "2018". Below it is a "Path and File Name:" label with a text box containing "C:\2018Budget.txt". On the right side, there is a logo for "NET" with a computer icon. At the bottom right, there are two buttons: "Import Budget" and "Export Budget".

To paste the contents without the formulas, use the Windows *Edit/Paste Special* function and select *Values* from the menu; click OK. The data is now pasted without formulas.

To save the copy of the budget with no formulas, use the Windows *File/Save As* function, and assign a new name to the file.

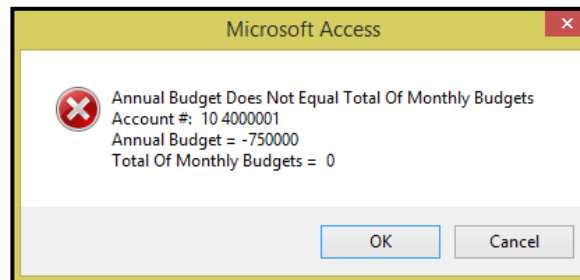
The import file format must be Text (Tab delimited) (*.txt)

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select the fiscal year from the drop down options.
Path and File Name	4	Alpha/Numeric	Enter path and name of the budget file to be imported. If the budget is being imported into a new fiscal year, the fiscal year must be set up, the budget must be built for that year prior to running the import (See <i>Create Budget Year</i> section in this manual).



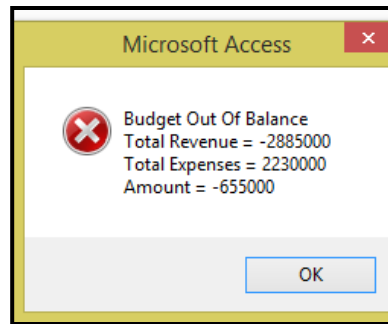
Click **OK** to continue or **Cancel** to cancel.

If the budget is out of balance, the following message displays for each line item that is out of balance. Use these messages to determine what correction need to be made.



When Importing the Budget, if the monthly amounts are not included in the spreadsheet the following message displays. Avail recommends calculating the monthly amounts in Excel prior to importing.

Once the import reviews all records for errors.



Click **OK**.

If budget is out of balance, the data will import. The amounts can be edited to bring the budget into balance or left as is. In the case of the out of balance amount, it could be reflected in Net Profit amount.

Budget Planning Setup

Click **Budget Planning Setup** to create and modification budget figures. View up to 5 years of actual and budget history at one time.

Categorize budget accounts by assigning class codes to each account. Automatically, adjust proposed budget by account number range, percentage increase or decrease amount.

Once budget meets final approval the update option transfers, completed budget to live budget tables within the GL module.

Budget Planning Setup Form Budget Year: 2018 Division #: CATA Sample Trans

Calculation Note:
 Percentage Increase or Decrease = $\frac{\text{Column1} - \text{Column2}}{\text{Column1}}$

Account #	Title	Class Code	2018 Approved Bud	% + -	2018 Proposed Bud	% + -	2017 Actual	2017 Budget	% Act Bud	% Prev
4010101002	CB - Passenger Fares - Mobile Ticketing									
4010101010	CB - Passenger Fares - Family Passes		0.00	(100.00)	0.00	(100.00)	0.00	-900.00	.00	(100.00)
4010101020	CB - Passenger Fares - Farebox		-696,410.00	(12.95)	-696,410.00	(12.95)	-583,565.47	-800,000.00	(37.09)	(15.17)
4010101021	CB - Passenger Fares - Tokens		-325,397.00	(16.56)	-325,397.00	(16.56)	-280,685.43	-390,000.00	(38.95)	(9.59)
4010101022	CB - Passenger Fares - One Passes		-602,572.00	13.69	-602,572.00	13.69	-453,201.65	-530,000.00	(16.95)	(12.07)
4010101024	CB - Passenger Fares - SC Borough Pas		-1,920.00	.00	-1,920.00	.00	-1,600.00	-1,920.00	(20.00)	(16.67)
4010101025	CB - Passenger Fares - Reduced Fare		-7,255.00	20.92	-7,255.00	20.92	-7,384.80	-6,000.00	18.75	11.76
4010101026	CB - Passenger Fares - JASi		-16,662.00	28.17	-16,662.00	28.17	-17,118.00	-13,000.00	24.06	(11.37)
4010101027	CB - Passenger Fares - PSU RIDEpass		-1,184,650.00	(1.28)	-1,184,650.00	(1.28)	-1,052,400.72	-1,200,000.00	(14.03)	(14.68)
4010101028	CB - Passenger Fares - Youth Passes		-4,500.00	66.67	-4,500.00	66.67	-4,795.57	-2,700.00	43.70	60.39
4010201219	CR - Passenger Fares - Cash		-46,286.00	65.31	-46,286.00	65.31	-39,236.00	-28,000.00	28.64	79.73
4010201220	CR - Passenger Fares - Coupons		-64,285.71	(2.60)	-64,285.71	(2.60)	-50,525.84	-66,000.00	(30.63)	(30.26)
4010601020	CB - Passenger Fares - Park & Ride Sub		-555.00	(20.71)	-555.00	(20.71)	-555.00	-700.00	(26.13)	(15.91)
4020501020	CB - Passenger Fares - Purchase of Ser		-2,200,000.00	3.87	-2,200,000.00	3.87	-2,033,298.14	-2,118,000.00	(4.17)	2.00
4020501021	CB - Passenger Fares - Purchase of Ser		-1,000.00	.00	-1,000.00	.00	-1,000.00	-1,000.00	.00	.00
4020501022	CB - Passenger Fares - Purchase of Ser		-2,606,200.36	3.25	-2,606,200.36	3.25	-2,292,244.38	-2,524,165.00	(10.12)	(4.48)
4020601021	CB - Passenger Fares - Football Shuttle		0.00	.00	0.00	.00	0.00	0.00	.00	.00

Field	Description
Budget Year	Enter or select Budget Year from the drop down options.
Division	Enter or select Division # from the drop-down options.

Setup Budget Year

Click **Setup Budget Year**, allows for setup of various years. Before beginning work on a budget for a particular year, it must be setup in the *Budget Year* field. Once the budget year is created, the previous fiscal years fields will auto-populate.

Budget Planning Setup Form Budget Year: 2018 Division #: CATA Sample Trans

Setup Budget Year Setup Class Codes Build Budget Edit Budget Adjust Budget Update Approved Update Live Budget

Calculation Note:
Percentage Increase or Decrease = Column1 - Column2 / Column1

Budget Year	1 Fiscal Year Ago	2 Fiscal Year Ago	3 Fiscal Year Ago	4 Fiscal Year Ago	5 Fiscal Year Ago
2016	2015	2014	2013	2012	2011
2017	2016	2015	2014	2013	2012
2018	2017	2016	2015	2014	2013

Field	Description
Budget Year	Enter new budget year.
1 Fiscal Year Ago	Auto-populates based on the year entered in Budget Year field.
2 Fiscal Year Ago	Auto-populates based on the year entered in Budget Year field.
3 Fiscal Year Ago	Auto-populates based on the year entered in Budget Year field.
4 Fiscal Year Ago	Auto-populates based on the year entered in Budget Year field.
5 Fiscal Year Ago	Auto-populates based on the year entered in Budget Year field.

Setup Class Codes

Click **Setup Class Code**. This feature is optional. Setting up Class Codes allowing for grouping or categorization of the various accounts for generating reports. These codes can be used to adjust budget amounts via the Adjust Budget option. **Example:** If all income referencing, Fares are given the "Fares" class code and a determination is made to increase all fares by 5%. The Adjust Budget utilizing class codes can accomplish this task automatically.

Once the Build Budget button is selected the form will then assign the class code. This button serves as a template for the class codes. Once the Build Budget option has been executed the class codes can be revised via the Edit Budget option, however it will not write back to the Setup Class Codes option here.

Class Code can be alpha/numeric, and up to a maximum of 5 characters.

Budget Planning Setup Form Budget Year: 2018 Division #: CATA Sample Trans

Setup Budget Year Setup Class Codes Build Budget Edit Budget Adjust Budget Update Approved Update Live Budget

Calculation Note:
Percentage Increase or Decrease = Column1 - Column2 / Column1

Div	Account	Title	Class Code	Description
CATA	4010101002	CB - Passenger Fares - Mobile Ticketing	Fares	Fares
CATA	4010101010	CB - Passenger Fares - Family Passes	Fares	Fares
CATA	4010101020	CB - Passenger Fares - Farebox	Fares	Fares
CATA	4010101021	CB - Passenger Fares - Tokens	Fares	Fares
CATA	4010101022	CB - Passenger Fares - One Passes	Fares	Fares
CATA	4010101024	CB - Passenger Fares - SC Borough Passes	Fares	Fares
CATA	4010101025	CB - Passenger Fares - Reduced Fare	Fares	Fares


Field	Description
Div	Enter or select Div (divisions) from the drop-down option.
Account	Enter or select Account (GL Account #) from the drop-down options.
Title	Auto populates description for the GL Account number # selected.
Class Code	Enter or select Class Code from the drop-down option. Click Green Check mark to enter a new Class Code.
Description	Auto populates the description for the selected Class Code.

To create new class codes, Click **Green Check Mark**. The following form displays.

Modify / Add Misc List Codes

Module: GL

Type: ClassCode

Code	Value
▶ 	Payroll
444	Office Expenses
Fares	Fares

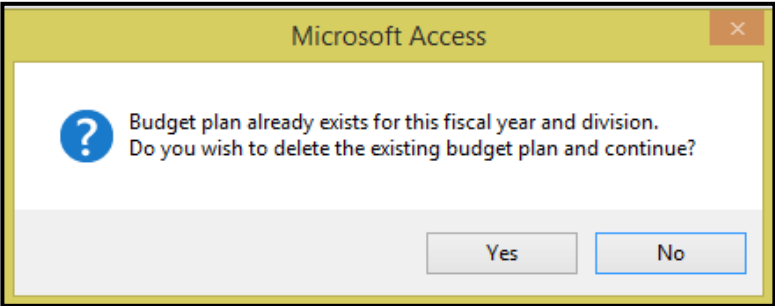
Print

Field Name	Max Field Size	Field Type	Description
Code	5	Alpha/Numeric	Enter a user defined class code.
Value	30	Alpha/Numeric	Enter a user defined class code definition.

Build Budget

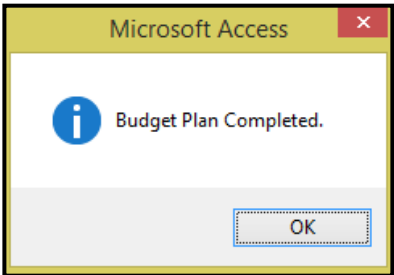
Click **Build Budget** to build the budget for the selected fiscal year and division.

If the Build Budget process has already been executed for the selected year and division .The following message displays.



Click **No** will clear the message and not execute the routine.

Cautionary Note: Click **Yes** will delete the records for the selected year and division specified. If budget amounts have been entered via this form this data will be **DELETED** and it will need to be re-entered. This option may be necessary to execute in the initial stages when no budget information has been entered and it has been determined that new account numbers have been created. The build in this case will need to be executed again in order to bring in the new accounts.



Click **Ok**.

Once built, the budget can then be accessed and modified via the Edit Budget Button.

Edit Budget

Click **Edit Budget**; the following form displays. The Account #, Title and Class Codes displays to the left followed by each fiscal year that was specified via the Setup Budget Year button. In this example fiscal year 2018 has been selected and the five previous years display. By utilizing the horizontal scroll bar at the bottom of the form to view previous year documentation. The years will display in alternating colors.

<

Modification to any of the past years fields (Actual, Budget, % Act/Bud, % Prev) is not allowed. Modification and data entry can only be made to the active Budget Year. Once amounts are entered into the Actual and Budget fields the system automatically calculates the % Act/Bud and % Prev field amounts.

Field	Description
YYYY Actual	Displays account balance for the respective year.
YYYY Budget	Displays account's yearly budget amount entered in Modify Monthly Budget form. Fields will appear blank for those years with no budget established.
% Act / Bud	Automatically displays the percentage difference between the YYYY Actual versus YYYY Budget fields.
% Prev	Automatically displays the percentage difference between the YYYY Actual versus the YYYY Actual from the previous year.
Totals	Click Totals to have the system display the column totals for each respective column. Click Totals again to refresh totals when amounts have been revised to reflect the change.

Double Click **Proposed Bud** line item a drill-down feature is available for each field which can be used as a worksheet to calculate detailed expenses for the specific account. Once the sub form is closed the system will total the detail records and enter the grand total into the YYYY Proposed Bud field.

5099916009	CB - F/Ben - Cell Phone Allow - Executiv			747.60	(11.00)
5099916010	CB - F/Ben - Cell Phone Allow - Human I			2,242.80	33.50
5099916090	CB - Miscellaneous Administration - Othe			2,750.00	175.00
5099916091	CB - Marketing Expense - Apartment Cor			1,200.00	.00
5099916098	CB - Healthcare Transitional Reinsuranc			0.00	(100.00)
5099916099	CB - Employee Activities Team (EAT)			0.00	.00
5100205101	CB - F/Ben - Wages allocation to CR & (-50,670.00	.00
5100916001	CB - Bank Processing Fee			18,000.00	(10.00)
5110116008	CB - Interest Expense - Long Term Debt			0.00	.00
5110216008	CB - Interest Expense - Short Term Debt			0.00	.00
5110316008	CB - Interest Expense - Operating Credit			5,000.00	(50.00)
5110416008	CB - Interest Expense - Equipment Credi			0.00	.00
5110516008	CB - Interest Expense - Building Credit Li			0.00	.00
5121216009	CB - Rent Expense - Office			0.00	.00

FNGI_BudgetPlanningLineItemSubForm			
Fiscal Year:	2018	Division:	CATA
Account:	5100916001		
Item Code	Item Code	Amount	
01	Processing Fees	6,000.00	
02	Credit Card Fees	6,000.00	
03	Service Card Fees	6,000.00	
Total:		18,000.00	
Record: 4 of 4			

Closing the sub form by clicking the 'X' in corner causes the total to update on the main budget form.

Field Name	Max Field Size	Field Type	Description
Item Code			Select the applicable from the drop-down list
Item Description			Auto populates based on the Item code selected
Amount		Currency	Enter the amount for the selected code

To create new Item Codes. Click **Green Check Mark**. The following form displays.

Double Click **Actual** line item a drill-down feature is available for each field which can be used to review the transaction for that selected year's populating individual transaction that reflects the total amount.

Account #	Title	Class Code	2018 Approved Bud	%	2018 Proposed Bud	%	2017 Actual	2017 Budget	% Act Bud	% Prev	2016 Actual	2016 Budget	% Act Bud	% Prev	2015 Actual
4010101002	CB - Passenger Fares - Mobile Ticketing Fares	Fares	0.00	.00	0.00	.00	0.00	0.00	.00	.00	0.00	0.00	0.00	.00	0.00
4010101010	CB - Passenger Fares - Family Passes	Fares	0.00	(100.00)	0.00	(100.00)	-67.67	-900.00	(229.98)	(90.19)	-690.00	0.00	100.00	.00	0.00
4010101020	CB - Passenger Fares - Farebox	Fares	-766,051.00	(4.24)	-766,051.00	(4.24)	-595,859.02	-800,000.00	(34.26)	(13.38)	-687,916.33	-960,000.00	(39.55)	(17.32)	-831,972.61
4010101021	CB - Passenger Fares - Tokens	Fares													
4010101022	CB - Passenger Fares - One Passes	Fares													
4010101024	CB - Passenger Fares - SC Borough Pass Fares	Fares													
4010101025	CB - Passenger Fares - Reduced Fare	Fares													
4010101026	CB - Passenger Fares - JASI	Fares													
4010101027	CB - Passenger Fares - PSU RIDEpass	Fares													
4010101028	CB - Passenger Fares - Youth Passes	Fares													
4010101030	Deferred Revenue														
4010201219	CR - Passenger Fares - Cash														
4010201220	CR - Passenger Fares - Coupons														
4010601020	CB - Passenger Fares - Park & Ride Sub														
4020501020	CB - Passenger Fares - Purchase of Ser														
4020501021	CB - Passenger Fares - Purchase of Ser														
4020501022	CB - Passenger Fares - Purchase of Ser														
4020601021	CB - Passenger Fares - Football Shuttle														
4050100600	CC - Reserve														

Per	Date	Tran #	Batch #	Src	Reference	Description	Debit	Credit
5	11/1/2016	202281	2,788	CR	dep adj M&T	dep adj per M&T bank farebox		\$4.00
5	11/1/2016	202283	2,788	CR	dep adj M&T	dep adj per M&T bank farebox		\$1.00
5	11/1/2016	202285	2,788	CR	dep adj M&T	dep adj per M&T bank farebox		\$2.00
5	11/4/2016	201978	2,770	CR	Batch	Cash receipts summary posting		\$34.00
5	11/8/2016	201105	2,654	CR	Batch	Cash receipts summary posting		\$17,924.15
5	11/14/2016	201107	2,655	CR	Batch	Cash receipts summary posting		\$11,340.69

Adjust Budget

Click **Adjust Budget** to globally revise account numbers by range or within a range by class code assigned. The amounts can be increased or decreased by whatever percentage amount is specified.

Budget Planning Setup Form

Budget Year: 2018 Division #: CATA Sample Trans

Setup Budget Year Setup Class Codes Build Budget Edit Budget Adjust Budget Update Approved Update Live Budget

Calculation Note:
 $\text{Percentage Increase or Decrease} = \frac{\text{Column1} - \text{Column2}}{\text{Column1}}$

Adjust Proposed Budget

From Account: 4010101002 CB - Passenger Fares - Mobile Ticketing

Thru Account: 4010101028 CB - Passenger Fares - Youth Passes

Class Code: Fares Fares

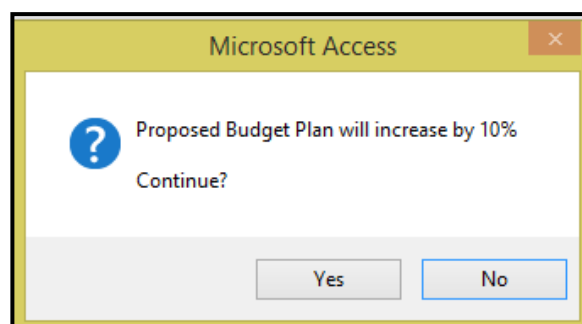
% Increase / Decrease: -10.00 ☒ Increase Budget ☐ Decrease Budget

Start

Note: An account range must always be entered the class code cannot be used alone.

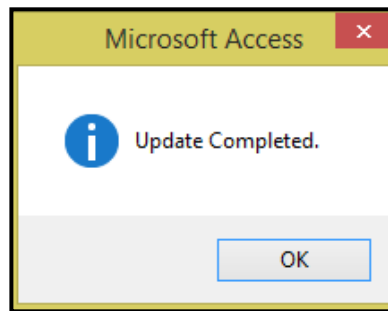
Field	Description
From Account	Enter or select GL Account # from the drop-down options, to determine a range of accounts to be globally revised.
Thru Account	Enter or select GL Account # from the drop-down options, to determine a range of accounts to be globally revised.
Class Code	Enter a class code to update only those accounts within the range that have been assigned that specific class code. This field can be left blank.
% Increase / Decrease	Enter the percentage amount that the accounts are to be increased or decreased by. Entering 10.00 reflects 10 percent.
Increase Budget	Check the box in order to increase the Proposed Bud amounts by the percentage specified.
Decrease Budget	Check the box in order to decrease the Proposed Bud amounts by the percentage specified.

Click **Start** button to begin to global update procedure. The following confirmation message displays.



Click **Yes** to execute the global update procedure or **No** to return to the Budget Planning Setup Form.

If **Yes** was selected the following completion message displays.



Click **OK**.

Update Approved

Click **Update Approved** to transfer the amounts entered in the Proposed Bud to Approved Bud column.

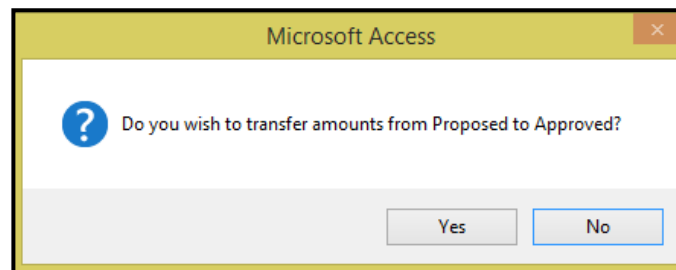
The recommendation is to make this transfer once the board or final deciding parties have finalized the budget.

The following form displays.

Field	Description
From Account	Enter or select GL Account # from the drop down options, to determine a range of accounts to be globally copied from Proposed Bud to Approved Bud.
Thru Account	Enter or select GL Account # from the drop down options, to determine a range of accounts to be globally copied from Proposed Bud to Approved Bud.
Class Code	Enter class code to copy only those accounts within the range that have been assigned the specific class code entered. This field can be left blank.

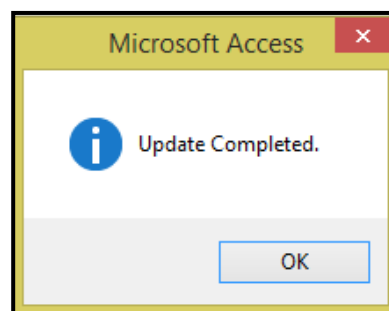
Start

Click **Start** to begin to global update procedure. The following confirmation message displays.



Click **Yes** to execute the global update procedure or **No** to return to Budget Planning Setup Form.

If **Yes** was selected the following completion message displays.



Click **OK**.

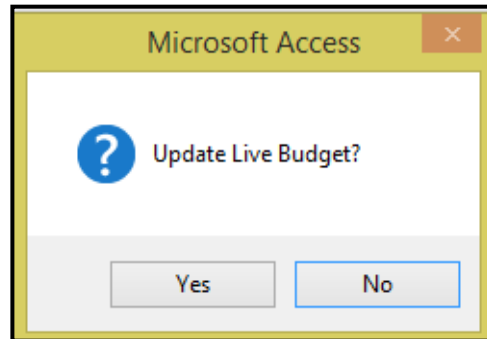
Once completed budget figures will be transferred to the Approved Bud Column.

Account #	Title	Class Code	2018 Approved Bud	% + -	2018 Proposed Bud	% + -
4010101002	CB - Passenger Fares - Mobile Ticketing	Fares	0.00	.00	0.00	.00
4010101010	CB - Passenger Fares - Family Passes	Fares	0.00	(100.00)	0.00	(100.00)
4010101020	CB - Passenger Fares - Farebox	Fares	-766,051.00	(4.24)	-766,051.00	(4.24)
4010101021	CB - Passenger Fares - Tokens	Fares	-357,936.70	(8.22)	-357,936.70	(8.22)
4010101022	CB - Passenger Fares - One Passes	Fares	-662,829.20	25.06	-662,829.20	25.06
4010101024	CB - Passenger Fares - SC Borough Pas	Fares	-2,112.00	10.00	-2,112.00	10.00
4010101025	CB - Passenger Fares - Reduced Fare	Fares	-7,980.50	33.01	-7,980.50	33.01

Update Live Budget

Click **Update Live Budget** to transfer the Approved Budget to Live Budget once Live Budget option is selected the system populates the budget information into General Ledger. This is the final process from Budget Planning Setup Form.

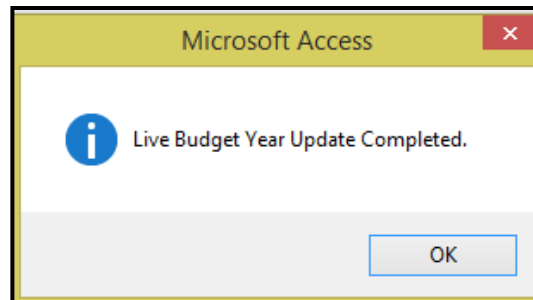
The following confirmation message displays.



Click **Yes** to execute the Live Budget update or **No** to return to the Budget Planning Setup Form.

Cautionary Note: Any budget amounts that exist within the live budget as seen via the Modify Monthly Budget options will be overwritten with the amounts found within the Budget Planning Setup form. This includes any accounts within the Budget Planning Setup form that have a zero they will overwrite the current Live Budget amounts as seen via the Modify Monthly Budget form.

If Yes is selected and update is completed the following confirmation message displays.



Click **OK**.

Import/Export

Click **Excel Icon** to export budget to Excel. Once selected the following prompt displays indicating that the entire year can be selected which will include all divisions, enter the fiscal year only or specify the year and one division.

Click **Yes** to execute the export based on the selection made for Year and Division or **No** to return to the Budget Planning Setup Form.

The following form displays:

Enter the path to the location where the exported Excel file will be saved.

Add the file types available for export by clicking on the green checkmark. The following form displays: (txt and xls are the only available codes)

Modify / Add Misc List Codes

Module: GL

Type: FileExtension

Code

Value

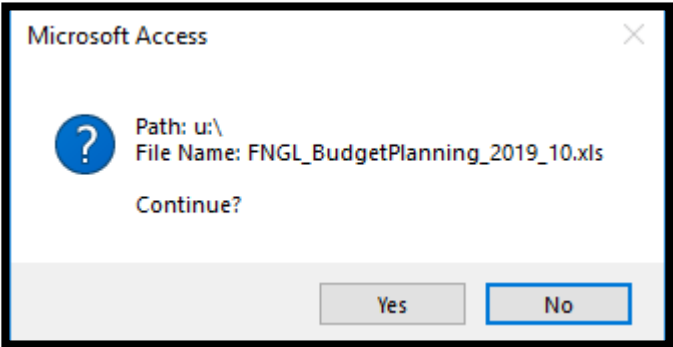
xls	xls
txt	txt

Print

Exports

Click **Budget Export** to export the data to Excel or click **Line Item Export** to export the Item Codes (Distribution Codes) assigned to the budget Line Items.

To proceed with export, Click **Yes** to continue or **No** to return to the Budget Planning Setup Form.



Imports

Click **Excel Icon** to import budget from Excel. Once selected the following prompt displays indicating that the entire year can be selected which will include all divisions enter the fiscal year only or specify the year and one division.

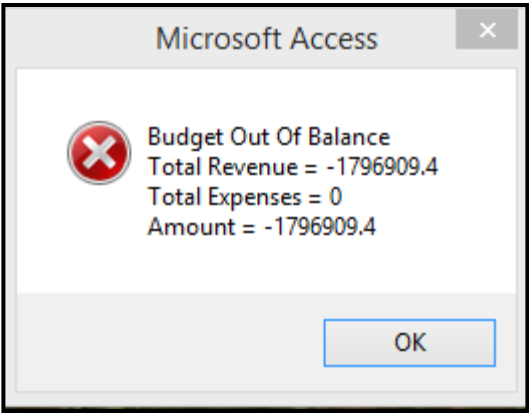
The following form displays.

Click **Budget Import** to import the data from a Text File or click **Line Item Import** to import the Item Codes (Distribution Codes) assigned to the budget Line Items.

Click **Import** to import selected budget that was modified/calculated in Excel to the Proposed Budget in Avail. It is mandatory that the export option be executed first with a blank budget in order to obtain the correct column descriptions, formatting and naming convention required to import back into the selected budget. Remove any formulas entered in the exported spreadsheet and save as a .txt file prior to importing the data into Budget Planning.

Cautionary Note: Do not import a specific division or the entire budget into Avail if the Proposed Budget has already been completed in Budget Projection. Importing will overwrite the data in those fields with the data contained in the Excel file even if Excel account amounts are zero. **Note:** *Only the amounts within the Proposed Budget Amt are actually imported.*

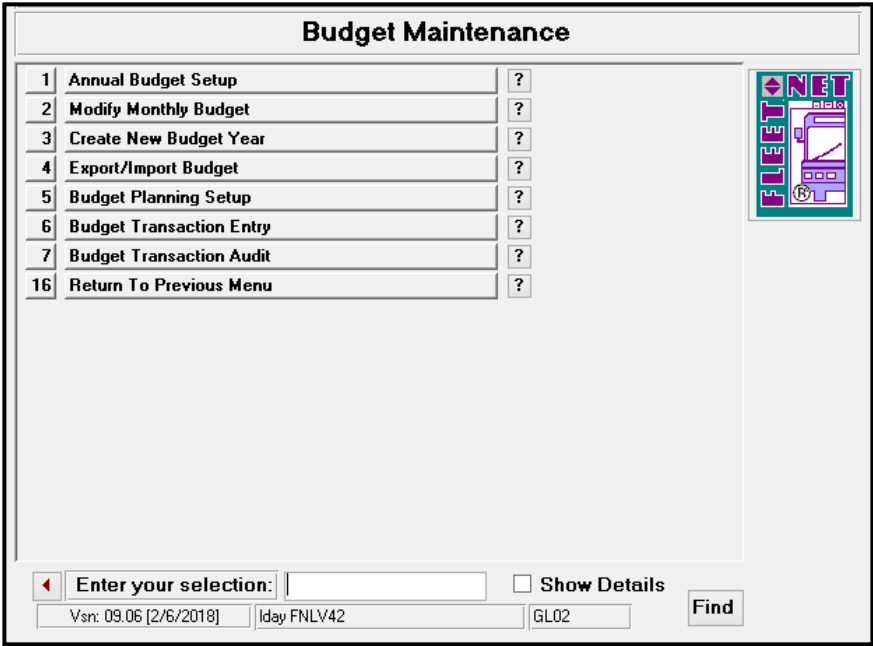
Once budget is imported if not in balance and equal to zero the system will advise that the Budget is out of balance. A budget that reflects a profit/loss will generate an out of balance message.



Click **OK**.

Budget Transaction Entry

Click **Budget Transaction Entry** to enter or edit budget amounts. Utilizing this option will enable users to determine when and why a budget amount was changed.



Enter

Click **Enter** to add or modify existing budget line items, dollar amounts and reason for the adjustment.

Budget Transaction Entry Form

View Batch # Print
Enter Totals

Fiscal Year: 2019 Current Period: 1 Start Date: 07/01/2018 End Date: 06/30/2019 Default Period: 1

Debits: \$50,000.00 Credits: \$50,000.00

Div	Account #	Per	Date	Amount	Reference #	Tran #	Batch #	Description
31	5010200500	1	10/26/2018	\$50,000.00		10	0	New Hire - Marketing
				ADMIN SALARIES		Dist Code: Wages		
00	4139901400	1	10/26/2018	(\$50,000.00)		11	0	New Hire - Marketing
				OTHER OPERATING GRANT REVENUE		Dist Code: Wages		
*							0	
						Dist Code:		

Field Name	Max Field Size	Field Type	Description
Fiscal Year	4	Number	Enter or select the fiscal year from the drop down list.
Current Period		Number	Defaults to the current period for the fiscal year selected.
Start Date		Date/Time	Defaults to the starting date of the fiscal year selected.
End Date		Date/Time	Defaults to the ending date of the fiscal year selected.
Default Period		Number	Defaults to the current period for the fiscal year selected. The edits will be added to or subtracted from the period selected in this field.
Division	4	Number	Enter or select division from the drop down options.
Account #	10	Number	Enter or select the applicable account for the budget account being edited.
Per	2	Number	Defaults to the current period. The period selected in this field must match the period selected at the top of the form in the Default Period field.
Date		Date/Time	Enter the edit date. This date will not affect which period the adjustment is being posted to, it is for tracking the day the change was made.
Amount		Currency	If the budget amount is an expense and it is being increased, enter the amount of the increase as a debit. If it is being decreased, enter the amount of the decrease as a credit. If the budget amount is revenue and it is being increased, enter the amount of the increase as a credit. If it is being decreased, enter the amount of the decrease as a debit.
Reference #	20	Alpha/Numeric	Enter a user defined reference. This is an optional field.
Tran #			The system auto-generates the Tran number.
Description	255	Alpha/Numeric	Enter a user defined description.
Batch #			The system auto-generates the Batch number (see Batch # below).
Dist Code	20	Alpha/Numeric	Select a predefined distribution code from the drop down list. This is an optional field.

Totals

Click **Totals** to populate the totals for all Debits & Credits entered in Transaction Entry.

Budget Transaction Entry Form

View Batch # Print
Enter Totals

Fiscal Year: 2019 Current Period: 1 Start Date: 07/01/2018 End Date: 06/30/2019 Default Period: 1

Div	Account #	Per	Date	Amount	Reference #	Tran #	Batch #	Description
31	5010200500	1	10/26/2018	\$50,000.00		10	0	New Hire - Marketing
	ADMIN SALARIES							
								Dist Code: Wages
00	4139901400	1	10/26/2018	(\$50,000.00)		11	0	New Hire - Marketing
	OTHER OPERATING GRANT REVENUE							
								Dist Code: Wages
*							0	
								Dist Code:

Debits: \$50,000.00 Credits: \$50,000.00

Batch

Click **Batch #** to assign batch numbers to transactions entered.

The following prompt displays if batch is out of balance.

Click OK.

Return to **Enter** screen. Make correction and Click **Batch #** again.

Budget Transaction Entry Form

Fiscal Year: 2018 Current Period: 1 Start Date: 01/01/2018 End Date: 12/31/2018 Default Period: 1

Debits: \$35,100.00 Credits: \$35,000.00

Out of Balance \$100.00

View Enter Batch # Totals Print

Microsoft Access

Transactions Out of Balance.
No Batch # Can Be Assigned.

OK

The following confirmation message displays.

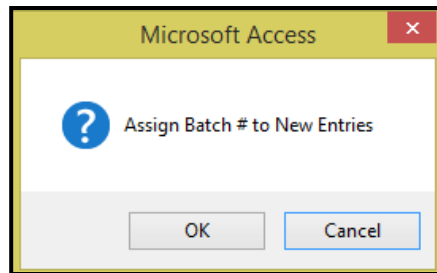
Microsoft Access

Continue with batch # assignment?

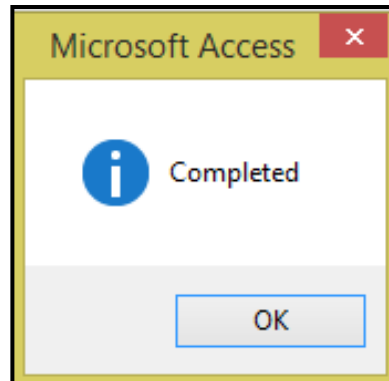
Yes No

Click **Yes** to assign batch #'s or **No** to return to the Budget Transaction Entry Form.

Items must be batched prior to being updated.



Click **OK** to continue or **Cancel** to return to Budget Transaction Entry Form. Once batch #'s are assigned the following message displays.



Click **OK**.

View

Click **View** to populate all entries for the selected options. Both batched and unbatched entries will be available to view. Entries cannot be changed on this form.

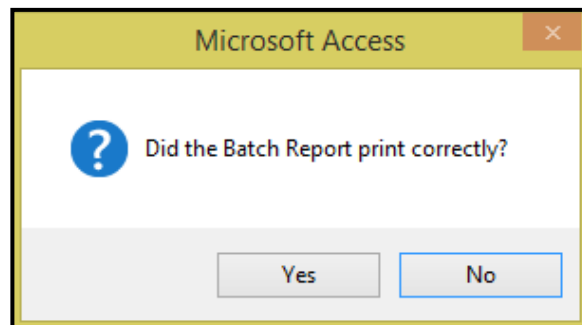
Budget Transaction Entry Form										View	Batch #	Print
										Enter	Totals	
										Debits		Credits
										\$50,000.00		\$50,000.00
Fiscal Year	Current Period	Start Date	End Date					Default Period :	1			
2019	1	07/01/2018	06/30/2019									
Div	Account #	Per	Date	Amount	Reference #	Tran #	Batch #	Description				
31	5010200500	1	10/26/2018	\$50,000.00		10	0	New Hire - Marketing				
ADMIN SALARIES				Dist Code: Wages								
00	4139901400	1	10/26/2018	(\$50,000.00)		11	0	New Hire - Marketing				
OTHER OPERATING GRANT REVENUE				Dist Code: Wages								

Print

Click **Print** to view/print audit reports and to update entries. Only batched entries will be included on the report. Two reports will be generated. The first report Budget Update Batch Listing. Click **Close Print Preview** to generate the second report.

Budget Update Batch Listing									
Fiscal Year: 2018									
Tm #	Date	Div #	Account #	Per	Reference #	Description	Debit	Credit	Balance
Batch #:		3							
8	01/05/2018	20	4000002	1		Adjust for new contract Sunrise Hospital	\$25,000.00		
9	01/05/2018	00	5090009	1		Adjust for new contract Sunrise Hospital		\$25,000.00	
Batch #:		3				Batch Totals:	\$25,000.00	\$25,000.00	\$0.00
Batch #:		4							
10	01/10/2018	00	4000010	1		Transfer from State Reimbursement	\$10,000.00		
11	01/10/2018	00	4000008	1		Transfer to Federal Reimbursement		\$10,000.00	
Batch #:		4				Batch Totals:	\$10,000.00	\$10,000.00	\$0.00
Report Totals:							\$35,000.00	\$35,000.00	\$0.00

The following message displays when print preview is printed and closed.

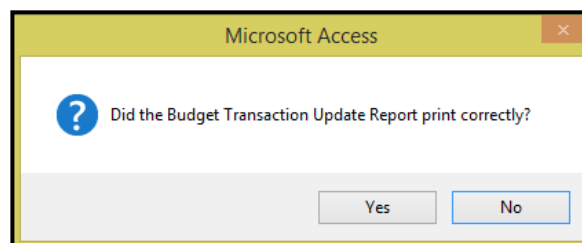


Click **Yes** to generate the second report or **No** to return to Budget Transaction Entry Form.

If **Yes** is selected the Budget Update Report will populate to view/print.

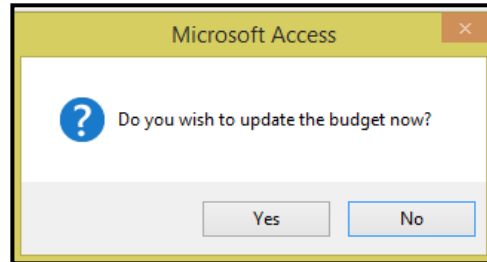
Budget Update Report								
Fiscal Year: 2018								
Batch #	Date	Tm #	Per	Reference #	Description	Debit	Credit	Balance
00 4000008					STATE GRANT REIMBURSEMENT		Annual Budget:	(\$550,000.00)
4	01/10/2018	11	1		Transfer to Federal Reimbursement		\$10,000.00	
						\$0.00	\$10,000.00	(\$10,000.00)
00 4000010					FEDERAL GRANT REIMBURSEMENT		Annual Budget:	(\$1,100,000.00)
4	01/10/2018	10	1		Transfer from State Reimbursement	\$10,000.00		
						\$10,000.00	\$0.00	\$10,000.00
00 5090009					OTHER MISCELLANEOUS EXPENSES		Annual Budget:	\$0.00
3	01/05/2018	9	1		Adjust for new contract Sunrise Hospital		\$25,000.00	
						\$0.00	\$25,000.00	(\$25,000.00)
20 4000002					PARA TRANSIT FARES		Annual Budget:	\$0.00
3	01/05/2018	8	1		Adjust for new contract Sunrise Hospital	\$25,000.00		
						\$25,000.00	\$0.00	\$25,000.00
Report Totals:						\$35,000.00	\$35,000.00	\$0.00

Click **Close Print Preview** the following message displays.



Click **Yes** to proceed to the update confirmation message or **No** to return to Budget Transaction Entry Form.

If **Yes** is selected the following confirmation message displays.



Click **Yes** to update the budget or **No** to return to Budget Transaction Entry Form.

Budget Transaction Audit

Click **Budget Transaction Audit** to view/print all edits made to a selected account.

 A screenshot of the "Budget Maintenance" window. It features a list of menu items with numbers and question marks:

1	Annual Budget Setup	?
2	Modify Monthly Budget	?
3	Create New Budget Year	?
4	Export/Import Budget	?
5	Budget Planning Setup	?
6	Budget Transaction Entry	?
7	Budget Transaction Audit	?
16	Return To Previous Menu	?

 At the bottom, there is a section "Enter your selection:" with a text input field, a "Show Details" checkbox, and a "Find" button. Below this are fields for "Vsn: 09.06 [2/6/2018]", "Iday FNLV42", and "GL02". A "FLEETNET" logo is visible on the right side.

Enter Fiscal Year, General Division and General Ledger Account being reviewed. Click **Display**.

 A screenshot of the "Budget Transaction Audit Form". It includes the following fields:

- Fiscal Year: 2018
- Division: 00
- Account: 4000008
- Period: 1
- Current Period: 1
- Start Date: 1/1/2018
- End Date: 12/31/2018
- Title: STATE GRANT REIMBURSEMENT

 Below these fields is a table with columns: Per, Date, Reference #, Tran #, Description, Debit, and Credit.

Per	Date	Reference #	Tran #	Description	Debit	Credit
1	1/10/2018		11	Transfer to Federal Reimbursement	\$0.00	\$10,000.00

 At the bottom left, there is a "Batch #:" field with the value 4. On the right side, there are "Display" and "Print" buttons. A "FLEETNET" logo is also present.

Print

Click *Print* to generate a report for the selected account.

Budget Audit Report								
Fiscal Year: 2018								
Batch #	Date	Tm #	Per	Reference #	Description	Debit	Credit	Balance
00 4000008							Annual Budget:	(\$560,000.00)
4	01/10/2018	11	1		Transfer to Federal Reimbursement		\$10,000.00	
						\$0.00	\$10,000.00	(\$10,000.00)
Report Totals:						\$0.00	\$10,000.00	(\$10,000.00)

Journal Entries Menu

Journal Entries		
1	Journal Entry	?
2	Re-occurring Journal Entry	?
3	Re-distribution Entry	?
4	Auto Post Closing	?
5	Journal Entry Import From Excel	?
6	Journal Update	?
7	Checkbook Adjustments	?
10	Unpost Journal Entries	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/10/2017] lday FNLV42 GL03

Journal Entry

Click **Journal Entry** to enter, modify manual journal entries, or view entries created from other Avail modules. The entries will remain in the subsidiary journals until the Journal Update is completed.

Note: Journal entries made to Bank Account's General Ledger #'s will not impact Banking Maintenance, Bank Reconciliation and would create a General Ledger out of balance error. (See Checkbook Adjustments for details when making journal entries that will impact the bank accounts).

Journal Entry Form

Fiscal Year: 2017 Current Period: 8 Start Date: 01/01/2017 End Date: 12/31/2017

Journal: (Dropdown menu open showing options: A/P, A/R, ACR, AP, AR, CSH, FA, GEN, GL, INV, P/R, PPR, PRL, ROC, STD, VM)

Debits: Credits:

Buttons: View, Enter, Batch #, Totals, Print

Field Name	Field Type	Description
Fiscal Year	Number	Enter or select fiscal year from the drop down options.
Current Period	Number	Automatically populates based on the fiscal year selected.
Start Date	Date/Time	Automatically populates based on the fiscal year selected.
End Date	Date/Time	Automatically populates based on the fiscal year selected.
Journal	Alpha/Numeric	Enter or select applicable subsidiary journal from the drop down options.

Posting to Period 13 is available. The date used for the entries must be within the fiscal year being posted to. See the Journal Update section of this manual for further instructions.

Enter

Click **Enter** to enter a new journal entry to the selected subsidiary journal.

Journal Entry Form

Fiscal Year: 2017, Current Period: 8, Start Date: 01/01/2017, End Date: 12/31/2017
 Journal: AP, Accounts Payable

Debits: \$2,847.50, Credits: \$2,847.50

Div	Account #	Posting Date	Amount	Reference #	Project	Description	View
00	5140001	08/31/2017	\$1.50	Adj Discount	PROJECT 1	Discount Adjustment	Enter
	VEHICLE PARTS			Dist Code:	Tran #: 1972	Batch #: 0	Batch #
00	2010001	08/31/2017	(\$1.50)	Adj Discount	PROJECT 1	Discount Adjustment	Totals
	ACCOUNTS PAYABLE			Dist Code:	Tran #: 1973	Batch #: 0	Print

Field Name	Max Field Size	Field Type	Description
Division	4	Alpha/Numeric	Enter or select division from the drop down options.
Account #	10	Alpha/Numeric	Enter or select account number from the drop down options.
Posting Date		Date/Time	Enter posting date or select date using calendar.
Amount		Currency	Enter dollar amount applicable to transaction being posted; both the debit and credit entries must be entered. Credits entered as a negative amount. Debits entered as a positive amount.
Reference #	20	Alpha/Numeric	Enter a reference # description (check #, deposit date, invoice number, etc.) for this entry.
Project	20	Alpha/Numeric	Enter or select a project associated with the entry from drop down options, if applicable.
Description	50	Alpha/Numeric	Enter a description for this entry. The description will print on financial reports.
Tran #		Number	Automatically populates with a sequential transaction number.
Batch #		Number	The batch number will be assigned when manual entries are batched. (See Batch # below)

Batch

Click **Batch #** once all debits and credits are entered for the selected subsidiary journal.

Journal Entry Form

Fiscal Year: 2017, Current Period: 8, Start Date: 01/01/2017, End Date: 12/31/2017
 Journal: AP, Accounts Payable

Debits: , Credits:

Posting Cutoff Date: 8/31/2017

Start

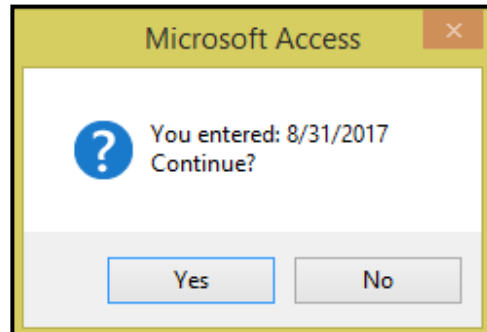
View, Enter, Batch #, Totals, Print

Posting Cutoff Date: Enter the last date for batch assignment. For example, if there are entries posted for October and November and only the October entries are to be batched and updated, enter 10/31/xxxx. Batch numbers will be assigned to all entries with a date less than or equal to 10/31/xxxx. Any entries with dates greater than the date entered will not be assigned batch numbers.

Start

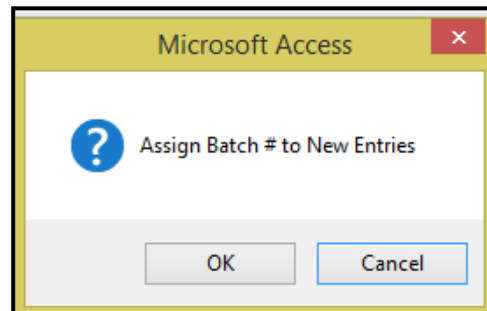
Enter Posting Cutoff Date. *Note: Once batch numbers are assigned, no changes are allowed.*

Click **Start**. The following confirmation message displays.



Click **Yes** to assign Batch #'s or **No** to return to Journal Entry Form.

If **Yes** is selected the following confirmation message displays.



Click **OK** to assign batch #'s or **Cancel** to return to Journal Entry Form.

If **OK** is selected and the batch # are assigned the following confirmation message displays.



Click **OK**.

If the entries are out of balance the following message displays after entering the cutoff date & clicking **Start**.

Journal Entry Form

Fiscal Year: 2017 Current Period: 8 Start Date: 01/01/2017 End Date: 12/31/2017
 Journal: AP Accounts Payable

Debits: \$1,072.25 Credits: \$0.00
Out of Balance \$1,072.25

Microsoft Access

Journal Entries Out of Balance
 No Batch # Can Be Assigned

OK

View Enter Batch # Totals Print

Click **OK** to close the message. Process back to Enter and make corrections, then proceed to assign batch numbers again. (Following instruction on previous pages.)

View

Click **View** to view the batched entries. The following forms displays.

Journal Entry Form

Fiscal Year: 2017 Current Period: 8 Start Date: 01/01/2017 End Date: 12/31/2017
 Journal: AP Accounts Payable

Debits: \$2,849.00 Credits: \$2,849.00

Div	Account #	Posting Date	Amount	Reference #	Project	Description
00	1010006	11/10/2017	(\$562.50)	1008		Charleston Auto Parts
	GRANT FUNDING HOLDING ACCOUNT			Dist Code:	Tran #: 1960	Batch #: 690
00	2010001	11/10/2017	\$562.50	Batch Total		Checks
	ACCOUNTS PAYABLE			Dist Code:	Tran #: 1961	Batch #: 690
00	2010001	11/10/2017	(\$500.00)	1007		Contractor #1
	ACCOUNTS PAYABLE			Dist Code:	Tran #: 1962	Batch #: 691
00	1010006	11/10/2017	\$500.00	1007		Contractor #1
	GRANT FUNDING HOLDING ACCOUNT			Dist Code:	Tran #: 1963	Batch #: 691

View Enter Batch # Totals Print

Note: Once batch number is assigned, no changes are permitted on the batched entries. If corrections are necessary, the entry will need to be reversed and re-entered.

Print

Click **Print** to print a report for audit purposes; the following form displays.

Journal Entry Form

Fiscal Year: 2018 Current Period: 8 Start Date: 07/01/2017 End Date: 06/30/2018
 Journal: GEN GEN

Debits: \$2,500.00 Credits: \$2,500.00

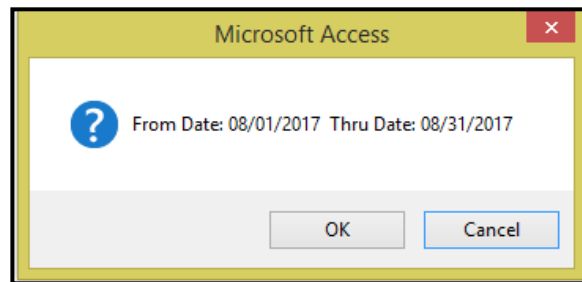
From Date: 8/1/2017 Thru Date: 8/31/2017

Print By Batch Print By Account #

View Enter Batch # Totals Print

Enter the starting and ending date for the report and Click **Print by Batch** or **Print by Account #**.

The following confirmation message displays.



Click **OK** to generate the selected report or **Cancel** to return to the Journal Entry Form.

Use the File/Print option to print the report. The entries for the selected subsidiary journal will print grouped either by Batch number or Account number based on the Print option selected.

Journal Entry By Batch # Report								
Trn #	Date	Div #	Account #	Reference #	Description	Debit	Credit	Balance
Journal Source: AP From Date: 08/01/2017 Thru Date: 08/31/2017								
Batch #:	896							
1972	08/31/2017	00	5140001	Adj Discount	Discount Adjustment	\$1.50		
1973	08/31/2017	00	2010001	Adj Discount	Discount Adjustment		\$1.50	
Batch #:	896						Batch Totals:	
						\$1.50	\$1.50	\$0.00
Batch #:	897							
1974	08/25/2017	00	1020005		Posted to Wrong AR	\$536.25		
1975	08/25/2017	00	1020001		Posted to Wrong AR 1020005		\$536.25	
Batch #:	897						Batch Totals:	
						\$536.25	\$536.25	\$0.00
Journal Source: AP						Journal Totals:	\$537.75	\$537.75
								\$0.00
						Report Totals:	\$537.75	\$537.75
								\$0.00

Journal Entry By Account # Report								
Div	Account #	Batch	Date	Trn #	Reference #	Description	Debit	Credit
Journal Source: AP From Date: 08/01/2017 Thru Date: 08/31/2017								
00	1020001	897	8/25/2017	1975		Posted to Wrong AR 1020005		\$536.25
00	1020005	897	8/25/2017	1974		Posted to Wrong AR	\$536.25	
00	2010001	896	8/31/2017	1973	Adj Discount	Discount Adjustment		\$1.50
00	5140001	896	8/31/2017	1972	Adj Discount	Discount Adjustment	\$1.50	
Division: 00							Division Totals:	
						\$537.75	\$537.75	\$0.00
Journal Source: AP						Journal Totals:	\$537.75	\$537.75
								\$0.00

One Sided Journal Entries

If previously batched entries are out of balance a one-sided journal entry can be made to correct the out of balance. To correct the Out of Balance, click **Enter**; the Out of Balance message displays, Click **OK**. The following form displays.

Journal Entry Form									
Fiscal Year		Current Period		Start Date		End Date			
2017		8		01/01/2017		12/31/2017			
Journal: AP		Accounts Payable							
				Debits		Credits			
				\$3,435.25		\$3,385.25			
				Out of Balance		\$50.00			
Div	Account #	Posting Date	Amount	Reference #	Project	Description			
00	1020002	08/31/2017	(\$50.00)			Out of Balance Correction			
NOTES RECEIVABLE				Dist Code:		Tran #:	1977	Batch #:	0
*						Tran #:		Batch #:	0
				Dist Code:		Tran #:		Batch #:	0
View									
Enter									
Batch #									
Totals									
Print									

Field Name	Max Field Size	Field Type	Description
Division	4	Alpha/Numeric	Enter or select division from the drop down options.
Account #	10	Alpha/Numeric	Enter or select account number from the drop down options.
Posting Date		Date/Time	Enter the posting date or select the date using the calendar. The posting date must be in the same Period as the original entry.
Amount		Currency	Enter dollar amount applicable to the transaction being posted. Credits are entered as a negative figure. Debits as a positive figure.
Reference #	20	Alpha/Numeric	Enter an applicable reference description (check #, deposit date, invoice number, etc.) for this entry.
Project	20	Alpha/Numeric	Select a project associated with this entry from the drop down list if applicable.
Description	50	Alpha/Numeric	Enter a description for this entry. The description will print on financial reports.
Tran #		Number	Automatically populates with a sequential transaction number.
Batch #		Number	The batch number MUST be the same number as the batch that is out of balance.

Once correction have been completed.

Repeat the process for Batch # button.


Click **Batch #**

Enter Posting Cutoff Date:

Click **Start**

Totals

Click **Totals** to display debits and credits for all subsidiary journals not yet updated to the General Ledger.

Journal Entry Form


Fiscal Year: 2017
Current Period: 8
Start Date: 01/01/2017
End Date: 12/31/2017

Journal: AP
Accounts Payable


Debits: \$4,935.25
Credits: \$4,935.25

Jrn	Description	Debits	Credits	Balance	Error Message
A/P	Accounts Payable2	\$0.00	\$0.00	\$0.00	No Journal Entries Found
A/R	Accounts Receivable2	\$0.00	\$0.00	\$0.00	No Journal Entries Found
ACR	Accruals	\$0.00	\$0.00	\$0.00	No Journal Entries Found
AP	Accounts Payable	\$3,435.25	\$3,435.25	\$0.00	

View
Enter
Batch #
Totals
Print

Re-occurring Journal Entry

Click **Re-occurring Journal Entry** to post monthly accrual, reversal entries, and reoccurring journal entries. This form is useful for monthly payroll accruals, depreciation and amortization entries.

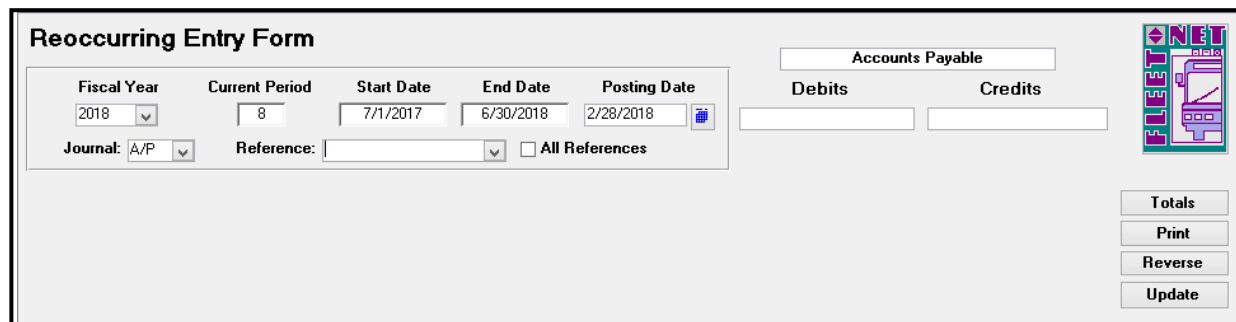


The screenshot shows a window titled "Journal Entries". On the left is a list of menu items, each with a number and a question mark icon:

1	Journal Entry	?
2	Re-occurring Journal Entry	?
3	Re-distribution Entry	?
4	Auto Post Closing	?
5	Journal Entry Import From Excel	?
6	Journal Update	?
7	Checkbook Adjustments	?
10	Unpost Journal Entries	?
16	Return To Previous Menu	?

At the bottom of the window, there is a search bar with the text "Enter your selection:" followed by a text input field. To the right of the input field is a checkbox labeled "Show Details". Below the input field, there are three small text boxes containing "Vsn: 09.06 [1/10/2017]", "Iday FNLV42", and "GL03". To the right of these is a "Find" button. On the right side of the window, there is a logo for "NET" with a stylized building icon.

The following form displays.



The screenshot shows a form titled "Reoccurring Entry Form". The form contains several input fields and buttons:

- Fiscal Year:** A dropdown menu with "2018" selected.
- Current Period:** A dropdown menu with "8" selected.
- Start Date:** A date field with "7/1/2017" entered.
- End Date:** A date field with "6/30/2018" entered.
- Posting Date:** A date field with "2/28/2018" entered.
- Journal:** A dropdown menu with "A/P" selected.
- Reference:** A text input field.
- All References:** A checkbox.
- Accounts Payable:** A text input field.
- Debits:** A text input field.
- Credits:** A text input field.
- Totals:** A button.
- Print:** A button.
- Reverse:** A button.
- Update:** A button.

On the right side of the form, there is a logo for "NET" with a stylized building icon.

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select fiscal year from the drop down options.
Current Period		Number	Automatically populates based on the fiscal year selected.
Start Date		Date/Time	Automatically populates based on the fiscal year selected.
End Date		Date/Time	Automatically populates based on the fiscal year selected.
Posting Date		Date/Tim	Enter general ledger posting date or select date from the calendar.

Field Name	Max Field Size	Field Type	Description
Debits		Currency	Automatically populates based on reference or references selected.
Credits		Currency	Automatically populates based on reference or references selected.
Journal		Alpha/Numeric	Select subsidiary journal where entries from selected reference or references will be posted.
Reference	20	Alpha/Numeric	Select existing reference from the drop down options to view the entries that were previously entered for the reference or create a new reference by entering the new reference number. (See below for further details for a new reference.)
All References		Yes/No	Check box to update all references with the posting date entered to the subsidiary journal selected.

To make changes to an existing reference, select the reference from the drop down list. Edit entries as applicable.

Reoccurring Entry Form

Fiscal Year: 2019, Current Period: 9, Start Date: 1/1/2019, End Date: 12/31/2019, Posting Date: 9/30/2019

Journal: GEN, Reference: 3, All References: ☐

General Journal Entries

Reference #	Rec #	Div	Account #	Amount	Description	Jrn
3	1	10	1010100001	\$40.00	Salary Detail	GEN
3	2	10	5010103001	(\$40.00)	Salary Detail	GEN

Totals: Debits \$40.00, Credits \$40.00

Buttons: Totals, Print, Reverse, Update

To enter a new reference the following form displays.

Reoccurring Entry Form

Fiscal Year: 2019, Current Period: 9, Start Date: 1/1/2019, End Date: 12/31/2019, Posting Date: 9/30/2019

Journal: GEN, Reference: 4, All References: ☐

General Journal Entries

Reference #	Rec #	Div	Account #	Amount	Description	Jrn
4						GEN

Totals: Debits \$0.00, Credits \$0.00

Buttons: Totals, Print, Reverse, Update

Field Name	Max Field Size	Field Type	Description
Reference #	20	Alpha/Numeric	Automatically populates based on the reference selected.
Rec #		Number	Enter a record number. Each record must have a unique number.
Division	3	Alpha/Numeric	Enter or select division from the drop down list.
Account #	10	Alpha/Numeric	Enter or select account number from the drop down list.
Amount		Currency	Enter dollar amount applicable to the transaction being posted. Both the debit and credit entries must be entered. Credits are entered as a negative amount. Debits entered as a positive amount.
Description	20	Alpha/Numeric	Check box to update all references with the posting date entered to the subsidiary journal selected.
Jrn	3	Alpha/Numeric	Automatically populates based on the subsidiary journal selected at the top of the form.
Dist Code	20	Alpha/Numeric	Enter or select distribution code from drop down list. This is optional

Totals

Click **Totals**. The debit and credit fields will calculate and populate. The following form will display.

Recurring Entry Form

Fiscal Year: 2017 | Current Period: 8 | Start Date: 1/1/2017 | End Date: 12/31/2017 | Posting Date: 8/31/2017

Journal: GEN | Reference: Sample | ☐ All References

Reference #	Rec #	Div	Account #	Amount	Description	Jrn
Sample	101	00	2020002	\$563.29	Monthly Tax Accrual	GEN
Sample	102	00	5020001	(\$563.29)	Monthly Tax Accrual	GEN
* Sample						GEN

Debits: \$563.29 | Credits: \$563.29

Totals: Print, Reverse, Update

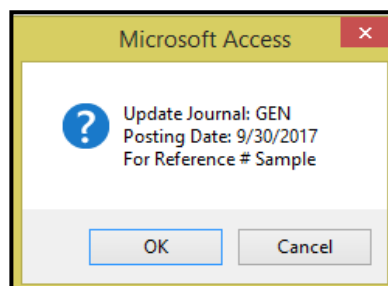
Print

Click **Print** to generate the following recurring entry report.

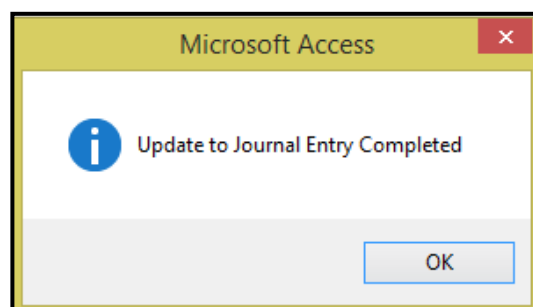
Recurring Entry Report							
Reference #	Div	Account #	Title	Description	Debit	Credit	Balance
Journal Source: GEN							
Sample	00	2020002	TAX LIABILITIES	Monthly Tax Accrual	\$563.29		
Sample	00	5020001	FICA & RETIREMENT	Monthly Tax Accrual		\$563.29	
Totals Journal Source: GEN					\$563.29	\$563.29	\$0.00
Report Totals:					\$563.29	\$563.29	\$0.00

Update

Click **Update** to update the selected references to the applicable subsidiary journals. The following confirmation message displays.

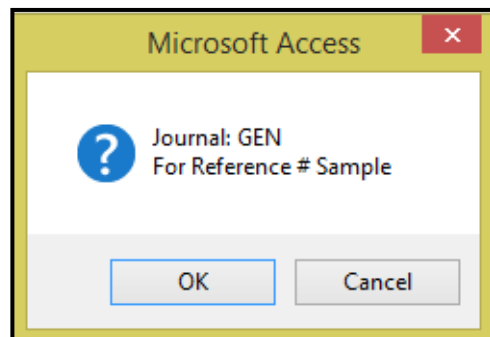


Click **OK** to update Re-occurring entries to the General Ledger or **Cancel** to return to the Recurring Entry Form. If **OK** is selected, an update confirmation message displays.



Reverse

Click **Reverse** to reverse reoccurring entries for the selected references. Debit entries will reverse to credits and credit entries will reverse to debits. This function simplifies reversing accrual entries posted in a previous month. **It's important to verify the Posting Date selected.** The following prompt displays.



Click **OK** to reverse the Re-occurring entries or **Cancel** to return to the Reoccurring Entry Form.

If **Yes** is selected the following message displays once all selected entries have been reversed.

The Reoccurring Entry Form is shown with a Microsoft Access dialog box overlay. The dialog box has a yellow header and a red close button, displaying an information icon and the text: "Transaction Amount Reversal Completed". The "OK" button is at the bottom.

The Reoccurring Entry Form includes the following fields and controls:

- Fiscal Year:** 2017
- Current Period:** 8
- Start Date:** 1/1/2017
- End Date:** 12/31/2017
- Posting Date:** 9/30/2017
- Journal:** GEN
- Reference:** Sample
- All References:** ☐
- Debits:** \$563.29
- Credits:** \$563.29

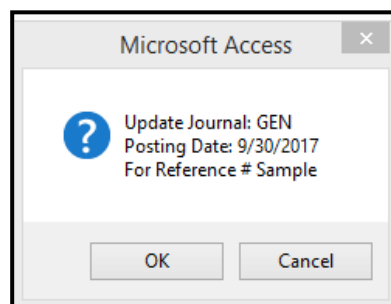
Reference #	Rec #	Div	Account #	Amount	Description	Jrn
Sample	101	00	2020002	(\$563.29)	Monthly Tax Accrual	GEN
Sample	102	00	5020001	\$563.29	Monthly Tax Accrual	GEN
* Sample						GEN

On the right side of the form, there are buttons for **Totals**, **Print**, **Reverse**, and **Update**.

Click **OK**.

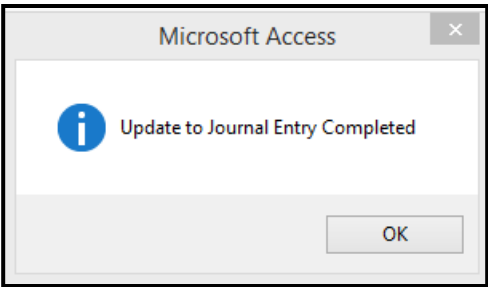
Update

Click **Update** to update the reversing entries to the applicable subsidiary journals. The following message displays.



Click **OK** to update the reversing entries or **Cancel** to return to Reoccurring Entry Form.

If **OK** is selected, an update confirmation message displays.

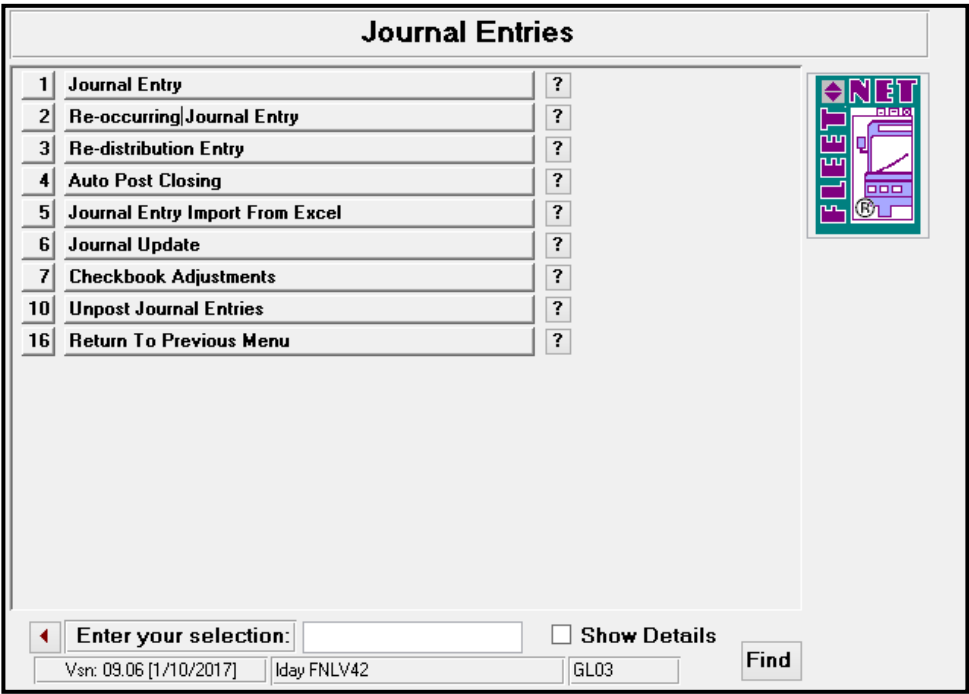


Click **OK**.

Re-distribution Entry

Prior to doing redistribution the General Ledger update for the Journals impacted by the process will need to be performed.

Click **Re-distribution Entry** to redistribute balance(s) from one or more accounts (source accounts) into alternate accounts (destination accounts) based on a percentage computed according to the sum of other specified accounts (percentage base accounts).




Note: Redistribution Reference Setup must be completed prior to generating entries & all journals impacted by the re-distribution must be updated to the General Ledger. See the General Ledger setup section of this manual for details.

Percentage Based on Actual Expenses

Example #1 The monthly health insurance expense of \$208,600.00 (source account) is incurred. The expense is charged to overhead for Finance, Human Resources and Marketing departments (destination accounts) based on the percentage of actual wage expense (percentage base) each department incurs.

NOTE: This program updates only current period figures; it is meant to be used on a monthly basis.

Account Balance Redistribution									
Fiscal Year: 2018		Reference: HealthInsurance		Posting Date: 2/20/2018	Start Date: 7/1/2017	End Date: 6/30/2018	Current Period: 8		
Description: Health Insurance	Journal: AP	Calc %: Yes	Fixed %: No	Must Equal 100 %: No					
Rec #	Fiscal Year	Reference #	Div	Source Account	Div	Destination Account	Div	Percentage Base Account	
3	2018	HealthInsurance	40	5020600000	41	5020600000	41	5010200500	
1	2018	HealthInsurance	40	5020600000	32	5020600000	32	5010200500	
2	2018	HealthInsurance	40	5020600000	31	5020600000	31	5010200500	
▶	2018	HealthInsurance							



 Generate Journal Entries
 Validate Entries
 Print
 Update All Percentages

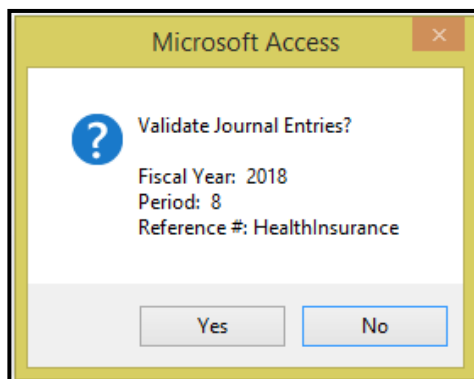
Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select the fiscal year from the drop down options.
Reference #	20	Alpha/Numeric	Enter or select reference previously setup in Re-distribution Setup.
Posting Date		Date/Time	Enter general ledger posting date or select it from calendar.
Start Date		Date/Time	Automatically populates based on fiscal year selected.
End Date		Date/Time	Automatically populates based on fiscal year selected.
Current Period		Number	Automatically populates based on fiscal year selected.
Description	50	Alpha/Numeric	Automatically populates based on reference selected.
Journal	3	Alpha/Numeric	Automatically populates based on reference selected.
Calc %		Yes/No	Automatically populates based on reference selected.
Fixed %		Yes/No	Automatically populates based on reference selected.
Must Equal 100%		Yes/No	Automatically populates based on reference selected.
Fiscal Year		Number	Automatically populates based on fiscal year selected at the top of the form.
Div [Source]	3	Alpha/Numeric	Enter or select source division from drop down options.
Account # [Source]	10	Alpha/Numeric	Enter or select source GL account number from drop down options.
Div [Destination]	3	Alpha/Numeric	Enter or select destination division from drop down options.
Account # [Destination]	10	Alpha/Numeric	Enter or select destination GL account # from drop down options.
Div [Percentage Base]	3	Alpha/Numeric	Enter or select base division for the percentage basis calculation from the drop down options.
Account # [Percentage Base]	10	Alpha/Numeric	Enter or select GL account for the percentage basis calculation from the drop down options.

Validate Entries

Click **Validate Entries** to validate entries for selected reference. The following message displays.

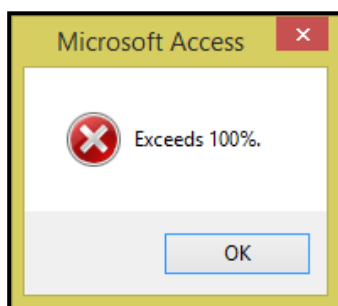
Rec #	Fiscal Year	Reference #	Div	Source Account	Div	Destination Account	Div	Percentage Base Account
3	2018	HealthInsurance	40	5020600000	41	5020600000	41	5010200500
1	2018	HealthInsurance	40	5020600000	32	5020600000	32	5010200500
2	2018	HealthInsurance	40	5020600000	31	5020600000	31	5010200500
	2018	HealthInsurance						

Generate Journal Entries
Validate Entries
Print
Update All Percentages



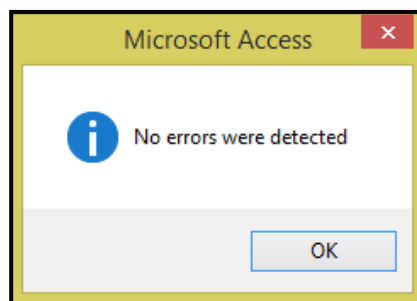
Click **Yes** to validate posting entries or **No** to return to the Account Balance Redistribution form.

If 'Must Equal 100%' was selected in redistribution setup and entries do not total 100%. The following message displays.



Click **OK**; make appropriate correction and Validate Entries again.

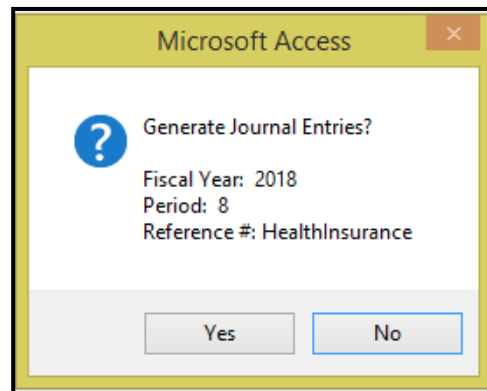
If no errors are detected the following message displays.



Click **OK**, proceed to Generate Journal Entries.

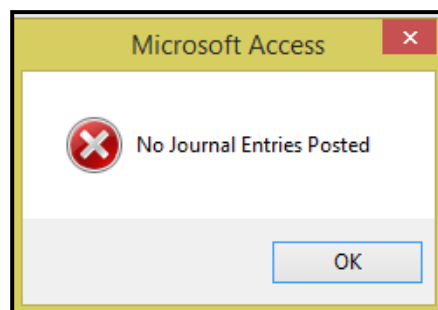
Generate Journal Entries

Click **Generate Journal Entries** to create the re-distribution entries that will be updated to the General Ledger.



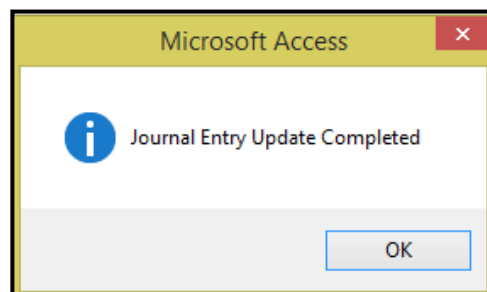
Click **Yes** to generate journal entries or **No** to return to the Account Balance Redistribution form.

If re-distribution journal entries have not been validated the following message displays.



Click **OK**. Validate the entries and re-execute **Generate Journal Entries**.

Once Journal Entries are updated without issues the following message displays.

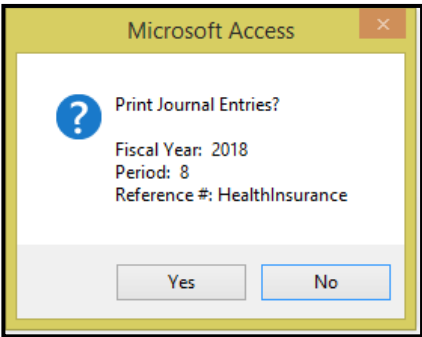


Click OK. The updated entries are now in the applicable subsidiary journals.

Once the system has updated the Journal Entries the General Ledger Update process will need to be performed for the redistribution process to be completed. Proceed to the Print option for updating journal entries.

Print

Click **Print** view or print the Redistribution Reference Report & update Journal Entries. The following message displays.



Click **Yes** to print reports and update Journal Entries or **No** to return to Account Balance Redistribution.

Redistribution Reference Report									
Fiscal Year	Reference #	Description	Jm	Fixed %	100 %	Div	Account	Title	Percent
2018	HealthInsurance	Health Insurance	AP	No	No				
						Source	40 5020800000	Redistribution 1	
						Destination	31 5020800000	Redistribution 1	
						Percentage Base	31 5010200500	Redistribution 2	
						Source	40 5020800000	Redistribution 1	
						Destination	32 5020800000	Redistribution 1	
						Percentage Base	32 5010200500	Redistribution 2	
						Source	40 5020800000	Redistribution 1	
						Destination	41 5020800000	Redistribution 1	
						Percentage Base	41 5010200500	Redistribution 2	
				Fiscal Year	2018	Reference #	HealthInsurance	Total %	0.00

Example of redistribution calculation based on a calculated percentage:

Redistribution Setup							
Source			Destination			Percentage Base	
Division	Account		Division	Account		Division	Account
40	5020600000		41	5020600000		41	5010200500
40	5020600000		32	5020600000		32	5010200500
40	5020600000		31	5020600000		31	5010200500

Postings for Period X					
Source			Percentage Base		
Division	Account		Division	Account	
40	5020600000	\$5,000.00	41	5010200500	\$35,750.00
			32	5010200500	\$47,850.00
			31	5010200500	\$125,000.00
					\$208,600.00

Redistribution Calculation									
Source			Destination			Percentage Base			
Division	Account		Division	Account		Division	Account		
40	5020600000	\$5,000.00	41	5020600000	\$856.90	41	5010200500	\$35,750.00	17.14%
			32	5020600000	\$1,146.93	32	5010200500	\$47,850.00	22.94%
			31	5020600000	\$2,996.16	31	5010200500	\$125,000.00	59.92%
					\$5,000.00			\$208,600.00	100.00%

Example: The redistribution process will total all amounts in the specified Percentage Base accounts (\$208,600.00) and calculate the percentage of each of the accounts (\$35,750.00 / \$208,600.00 = 17.14%; \$47,850.00 / \$208,600.00 = 22.94%; \$125,000.00 / \$208,600.00 = 59.92%).

It then multiplies the calculated percentage by the amount in the Source account (\$5,000.00 x 17.14% = \$856.90; \$5,000.00 x 22.94% = \$1,146.93; \$5,000.00 x 59.92% = \$2,996.16).

Journal entries are created as follows:

Division 41 – Account 5020600000 - \$856.90 debit
 Division 40 – Account 5020600000 - \$856.90 credit


Division 32 – Account 5020600000 - \$1,146.93 debit
 Division 40 – Account 5020600000 - \$1,146.93 credit

Division 31 – Account 5020360000 - \$2,996.16 debit
 Division 40 – Account 5020600000 - \$2,996.16 credit

Fixed Percentage

If the distribution is based on a fixed percentage, the redistribution setup would be entered as shown below: Redistribution Setup for this option would be checkmarks in Fixed Percent and 100%.

To change percentage for a specific reference, Click percentage amount field and modify percentage amount save the record.

Account Balance Redistribution


Fiscal Year: 2018 Reference: Utilities Posting Date: 9/30/2017 Start Date: 7/1/2017 End Date: 6/30/2018 Current Period: 3

Description: Utilities Journal: AP Calc %: No Fixed %: Yes Must Equal 100 %: Yes

Record #	Fiscal Year	Reference #	Div	Source Account	Div	Destination Account	Percent
1	2018	Utilities	35	5050205000	15	5050205000	25.0000
2	2018	Utilities	35	5050205000	30	5050205000	15.0000
3	2018	Utilities	35	5050205000	50	5050205000	60.0000
*	2018	Utilities					

Generate Journal Entries
Validate Entries
Print
Update All Percentages

Field Name	Max Field Size	Field Type	Description
Fiscal Year		Number	Enter or select fiscal year from drop down options
Reference #	20	Alpha/Numeric	Enter or select reference from drop down options.
Posting Date		Date/Time	Enter general ledger posting date or select it from calendar.
Start Date		Date/Time	Automatically populates based on fiscal year selected.
End Date		Date/Time	Automatically populates based on fiscal year selected.
Current Period		Number	Automatically populates based on fiscal year selected.
Description	50	Alpha/Numeric	Automatically populates based on reference selected.
Journal	3	Alpha/Numeric	Automatically populates based on reference selected.
Calc %		Yes/No	Automatically populates based on reference selected.
Fixed %		Yes/No	Automatically populates based on reference selected.
Must Equal 100%		Yes/No	Automatically populates based on reference selected.
Rec #		Number	Enter a record number. Each record must have a unique number.
Fiscal Year		Number	Automatically populates based on fiscal year selected at the top of the form.
Div [Source]	3	Alpha/Numeric	Enter or select source division from drop down options.
Account # [Source]	10	Alpha/Numeric	Enter or select source GL Account # from drop down options.
Div [Destination]	3	Alpha/Numeric	Enter or select destination division from the drop down options
Account # [Destination]	10	Alpha/Numeric	Enter or select destination GL Account # from the drop down options.
Percent		Number	Enter percentage for each destination GL Account #.

Example of redistribution calculation based on fixed percentages:

Redistribution Setup					
Source			Destination		
<i>Division</i>	<i>Account</i>		<i>Division</i>	<i>Account</i>	<i>Percentage</i>
35	5050205000		15	5050205000	25.00%
35	5050205000		30	5050205000	15.00%
35	5050205000		50	5050205000	60.00%
					100.00%

Postings for Period 9		
Source		
<i>Division</i>	<i>Account</i>	
35	5050205000	\$17,000.00

Redistribution Calculation					
Source			Destination		
<i>Division</i>	<i>Account</i>		<i>Division</i>	<i>Account</i>	
35	5050205000	\$17,000.00	15	5050205000	\$4,250.00
			30	5050205000	\$2,550.00
			50	5050205000	\$10,200.00
					\$17,000.00

In the example shown above, the redistribution process will multiply the Source Amount (\$17,000.00) by the percentages listed: (\$17,000.00 x 25% = \$4,250.00; \$17,000.00 x 15% = \$2,550.00; \$17,000.00 x 60% = \$10,200.00).

Journal entries are created as follows:

Division 15 – Account 5050205000 - \$4,250.00 debit
 Division 35 – Account 5050205000 - \$4,250.00 credit

Division 30 – Account 5050205000 - \$2,550.00 debit
 Division 35 – Account 5050205000 - \$2,550.00 credit

Division 25 – Account 5050205000 - \$10,200.00 debit
 Division 35 – Account 5050205000 - \$10,200.00 credit

Update All Percentages

Click **Update All Percentages**. The following form displays.

Account Balance Redistribution

Fiscal Year: 2017 Reference: Utilities Posting Date: Start Date: 1/1/2017 End Date: 12/31/2017 Current Period: 8

Description: Utilities Journal: AP Calc %: No Fixed %: Yes Must Equal 100 %: No

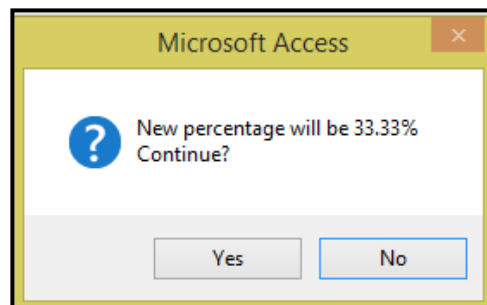
Enter new fixed percentage to be updated into all entries for this reference.

New Percentage: 33.33 **Update**

Generate Journal Entries
Validate Entries
Print
Update All Percentages

Update

Enter the new percentage. Click **Update**. In the sample above ALL items for reference Utilities will be updated to 33.333%.



Account Balance Redistribution

Fiscal Year: 2017 Reference: Utilities Posting Date: Start Date: End Date: Current Period:

Description: Utilities Journal: AP Calc %: No Fixed %: Yes Must Equal 100 %: No

Record #	Fiscal Year	Reference #	Div	Source Account	Div	Destination Account	Percent
1	2017	Utilities	00	5050001	10	5050001	33.3300
2	2017	Utilities	00	5050001	20	5050001	33.3300
3	2017	Utilities	00	5050001	30	5050001	33.3300
*	2017	Utilities					

Generate Journal Entries
Validate Entries
Print
Update All Percentages

Record: 1 of 3

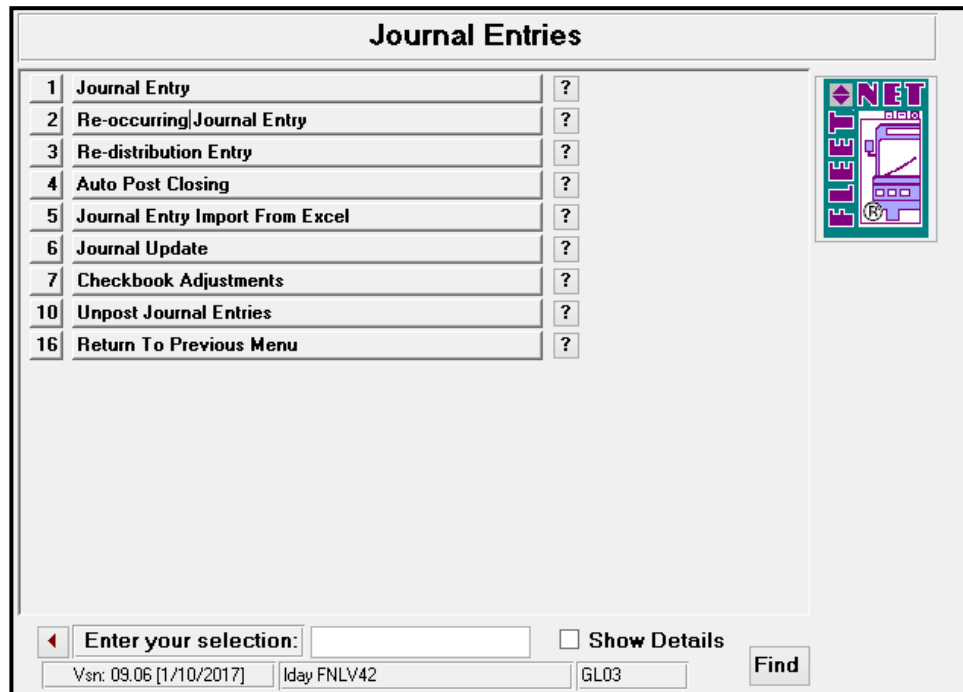
Microsoft Access Update Completed. OK

Auto Post Closing

Auto Post Closing generates closing entries to Retained Earnings and Income Summary for the current period.

It is recommended that Auto Post Close be run only once. However, if Auto Post Closing has been run, updated, and additional entries are necessary, running Auto Post Close again will only generate closing entries for the additional postings. It will not duplicate the previous generated closing entries.

Click **Auto Post Closing** to generate month end closing entries based on the posting date selected.



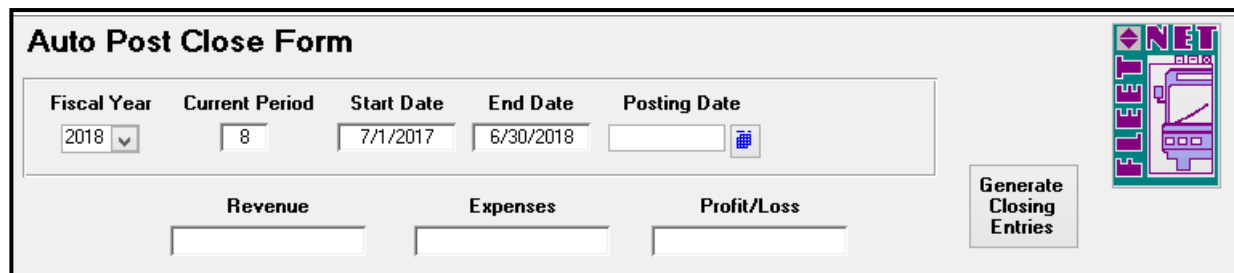
Journal Entries

1	Journal Entry	?
2	Re-occurring Journal Entry	?
3	Re-distribution Entry	?
4	Auto Post Closing	?
5	Journal Entry Import From Excel	?
6	Journal Update	?
7	Checkbook Adjustments	?
10	Unpost Journal Entries	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/10/2017] lday FNLV42 GL03

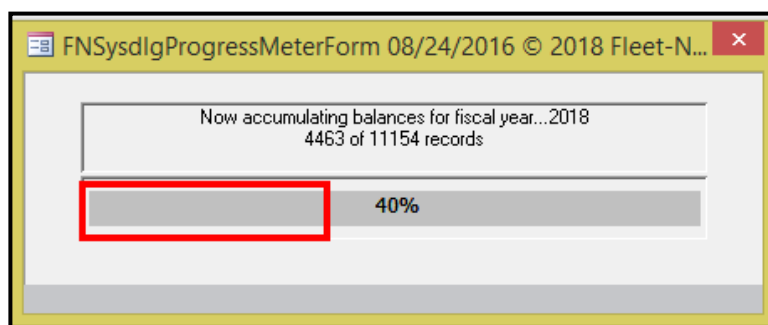
Enter Fiscal Year. Program will begin immediately compiling the month end closing data.



Auto Post Close Form

Fiscal Year	Current Period	Start Date	End Date	Posting Date
2018	8	7/1/2017	6/30/2018	<input type="text"/>

Revenue Expenses Profit/Loss

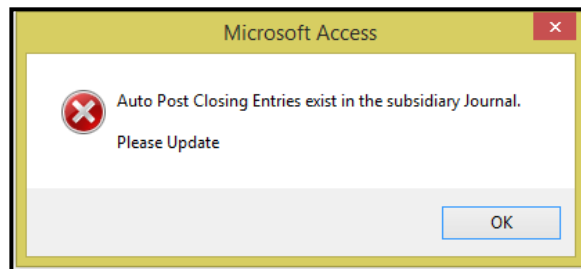


FNSysdIlgProgressMeterForm 08/24/2016 © 2018 Fleet-N...

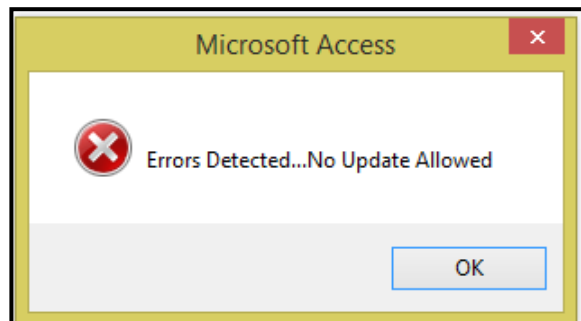
Now accumulating balances for fiscal year...2018
4463 of 11154 records

40%

If Auto Post Closing has been run and not updated, the following message displays.



If errors (Out of Balance Issues) are detected the program will display the following message.



Click **Ok** make any applicable correction or **X** out to return to the Auto Post Close Form.

Auto Post Close Form

Fiscal Year: 2018 | Current Period: 8 | Start Date: 7/1/2017 | End Date: 6/30/2018 | Posting Date: 2/28/2018

Revenue: \$1,760.93 | Expenses: \$303,887.14 | Profit/Loss: (\$302,126.21)

Generate Closing Entries

Division	Revenue	Expenses	Profit/Loss	Error Message
100	\$0.00	\$0.00	\$0.00	Nothing to Post
15	\$0.00	\$0.00	\$0.00	Nothing to Post
200	\$0.00	\$0.00	\$0.00	Nothing to Post
30	\$0.00	\$0.00	\$0.00	Nothing to Post
300	\$0.00	\$0.00	\$0.00	Nothing to Post
31	\$0.00	\$0.00	\$0.00	Nothing to Post
32	\$0.00	\$0.00	\$0.00	Nothing to Post
35	\$0.00	\$0.00	\$0.00	Nothing to Post
40	\$0.00	\$208,600.00	(\$208,600.00)	Auto Posting Account Missing


Once the system has accumulated data for closing entries the following form displays, if no errors are detected program will now allow Closing Entries to be generated. Proceed to Generate Closing Entries.

Auto Post Close Form

Fiscal Year	Current Period	Start Date	End Date	Posting Date
2018	3	7/1/2017	6/30/2018	9/30/2017

Revenue	Expenses	Profit/Loss
\$250,000.00	\$10,510.35	\$239,489.65

Generate Closing Entries



Division	Revenue	Expenses	Profit/Loss	Error Message
100	\$125,000.00	\$0.00	\$125,000.00	
200	\$125,000.00	\$284.11	\$124,715.89	
300	\$0.00	\$0.00	\$0.00	Nothing to Post
CATA	\$0.00	\$10,226.24	(\$10,226.24)	
CBCR	\$0.00	\$0.00	\$0.00	Nothing to Post

Field Name	Field Type	Description
Fiscal Year	Number	Enter or select fiscal year from drop down options.
Current Period	Number	Automatically populates based on fiscal year selected.
Start Date	Date/Time	Automatically populates based on fiscal year selected.
End Date	Date/Time	Automatically populates based on fiscal year selected.
Posting Date	Date/Time	Enter general ledger posting date or select from calendar.

Generate Closing Entries


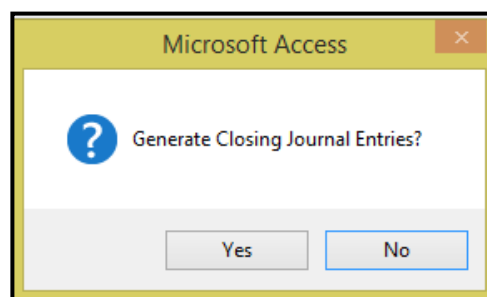
Click **Generate Closing Entries**; the following message displays.

Auto Post Close Form

Fiscal Year	Current Period	Start Date	End Date	Posting Date
2018	8	7/1/2017	6/30/2018	

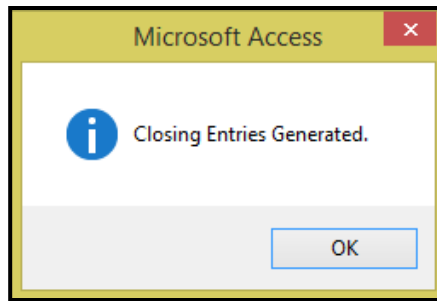
Revenue	Expenses	Profit/Loss
\$1,760.93	\$303,887.14	(\$302,126.21)

Generate Closing Entries

Click **Yes** to create the month end closing General Ledger entries or **No** to return to Auto Post Close Form.

The following confirmation message displays.



Click **OK**.

Auto Post Close Form

Fiscal Year: 2018 | Current Period: 8 | Start Date: 7/1/2017 | End Date: 6/30/2018 | Posting Date: 2/28/2018

Revenue: \$1,760.93 | Expenses: \$303,887.14 | Profit/Loss: (\$302,126.21)

Generate Closing Entries

Division	Revenue	Expenses	Profit/Loss	Error Message
40	\$0.00	\$208,600.00	(\$208,600.00)	
50	\$0.00	\$5,194.00	(\$5,194.00)	
CATA	\$1,760.93	\$90,093.14	(\$88,332.21)	

NOTE: After the Auto Post Closing entries are generated Journal Update must be run.

General Ledger Excel Journal Entry Import Tool

Click **General Ledger Excel Journal Entry Import Tool**. To import data from Excel in the General Ledger module.

Journal Entries

1	Journal Entry	?
2	Re-occurring Journal Entry	?
3	Re-distribution Entry	?
4	Auto Post Closing	?
5	Journal Entry Import From Excel	?
6	Journal Update	?
7	Checkbook Adjustments	?
10	Unpost Journal Entries	?
16	Return To Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [1/10/2017] | Iday FNLV42 | GL03 **Find**

Prior to using the import, the following: Miscellaneous Codes must be setup. From the General Leger Setup menu (GL01), select menu item #5 – Miscellaneous List Set up

PathToExcelImportData

The screenshot shows a window titled "Modify / Add Misc List Codes". At the top, "Module:" is set to "GL" and "Type:" is set to "PathToExcelImportData". Below this is a table with two columns: "Code" and "Value".

Code	Value
cnewell	u:\JournalEntriesExcel\JournalEntries.xls
ethorn	u:\JournalEntriesExcel\ethorn.xls
*	

A "Print" button is located on the right side of the window.

SpreadsheetType

The screenshot shows a window titled "Modify / Add Misc List Codes". At the top, "Module:" is set to "GL" and "Type:" is set to "SpreadsheetType". Below this is a table with two columns: "Code" and "Value".

Code	Value
Microsoft Excel 2000 format	acSpreadsheetTypeExcel9
Microsoft Excel 2003 format	acSpreadsheetTypeExcel9
Microsoft Excel 2007 format	acSpreadsheetTypeExcel12
Microsoft Excel 2007 Xml format	acSpreadsheetTypeExcel12xml
Microsoft Excel 3.0 format	acSpreadsheetTypeExcel3
Microsoft Excel 4.0 format	acSpreadsheetTypeExcel4
Microsoft Excel 5.0 format	acSpreadsheetTypeExcel5
Microsoft Excel 95 format	acSpreadsheetTypeExcel7
Microsoft Excel 97 format	acSpreadsheetTypeExcel8
*	

A "Print" button is located on the right side of the window.

Field Name	Field Type	Description
Type	Alpha	Enter PathToExcelImportData.
Code	Alpha/Numeric	Enter Avail username of the person running the import.
Value	Alpha/Numeric	Add location and file name of the spreadsheet containing the journal entries being imported.
Type	Alpha	Enter SpreadsheetType
Code	Alpha/Numeric	Enter Excel
Value	Alpha/Numeric	Enter acSpreadsheetTypeExcel

The spreadsheet must contain a header row with all nine fields exactly as shown below:

Division	Account	PostingDate	Reference	Project	Description	DebitAmount	CreditAmount	DistributionCode

The Division and Account numbers must be listed correctly in the spreadsheet. The import will fail if the Division and Account numbers cannot be validated.

The posting date (format is mm/dd/yyyy) must be within the selected fiscal year. The import will fail if the date cannot be validated.

The maximum number of characters for the Reference field is 20. If more characters are added they will be truncated when imported into Avail. (This field can be left blank)

The Project number must be a valid Avail Project number. The import will fail if the Project number cannot be validated. (This field can be left blank)

The maximum number of characters for the Description field is 225. If more characters are added they will be truncated when imported into Avail. (This field can be left blank)

The debit and credit amounts are currency format with 2 decimal positions. The import will fail if the debits and credits do not balance.

The DistributionCode must be a valid Avail Distribution code. The import will fail if the Distribution Code cannot be validated. (This field can be left blank)

The completed spreadsheet must be saved prior to running the import. The spreadsheet must be saved in 97-2003 Workbook format regardless of the version of Excel running on the workstation.

Click **Journal Entry Import From Excel** to import journal entries from an Excel spreadsheet, the following form displays.

**General Ledger Excel
Journal Entry Import Tool**

Fiscal Year: 2018 **Current Period:** 3 **Start Date:** 7/1/2017 **End Date:** 6/30/2018 **Spreadsheet Type:** Microsoft Excel 2007 format

Journal: GEN

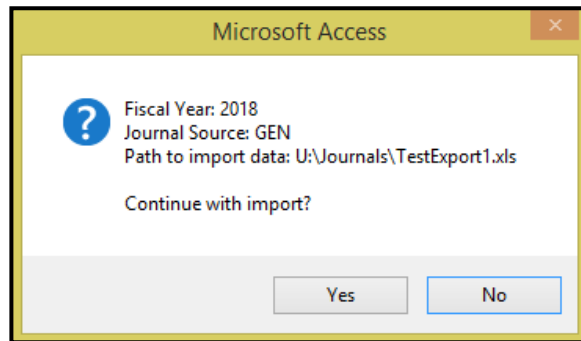
User Id: lday

Excel Data Path and File Name: U:\Journals\TestExport1.xls

Field Name	Description
Fiscal Year	Enter or select fiscal year from the drop down options.
Current Period	Auto-populates based on fiscal year selected.
Start Date	Auto-populates based on fiscal year selected.
End Date	Auto-populates based on fiscal year selected.
Journal	Enter or select subsidiary journal from drop down options.
Description	Auto-populates based on subsidiary journal selected.
Spreadsheet Type	Select spreadsheet type from drop down options.
User ID	Select the user Id for the employee running the import.
Excel Data Path and File Name	Auto-populates based on the User Id selected.

Start

Click **Start**, the following confirmation message displays.




Click **Yes** to begin import or **No** to return to General Ledger Excel Journal Entry Import Tool form.

Journal Update

Click **Journal Update** to update subsidiary journal; the following form displays:

Journal Update



Fiscal Year

2018

Current Period

3

Start Date

7/1/2017

End Date

6/30/2018

Posting Date

9/30/2017

Period To Be Updated:

3

Select Jrn

All Journals

Print

Update

Get Balances

Field Name	Field Type	Description
Fiscal Year	Number	Enter or select fiscal year from drop down options.
Current Period	Number	Automatically populates based on fiscal year selected.
Start Date	Date/Time	Automatically populates based on fiscal year selected.
End Date	Date/Time	Automatically populates based on fiscal year selected.
Posting Date	Date/Time	Enter GL posting date or select from the calendar. It is very important that the correct posting date is entered. Entries in the subsidiary journals with the date entered or earlier will be updated to the period shown in the Period To Be Updated field.
Period To Be Updated	Alpha/Numeric	The system defaults to the current period however any period in the current fiscal year can be selected. Review the Posting to a Period Other than the Current Period section of this manual for instructions.

Select Jrn

Click **Select Jrn**; the following form displays.

Journal Update

Fiscal Year: 2018 Current Period: 3 Start Date: 7/1/2017 End Date: 6/30/2018 Posting Date: 9/30/2017 Period To Be Updated: 3

Journal	Debits	Credits	Balance	Printed?	Error Message
A/P <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
AR <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
BR <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
CR <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
FA <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
GEN <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
GL <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
INV <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
PPA <input type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	

Select Jrn
All Journals
Print
Update
Get Balances

All Journals

Click **All Journals** to select all journal options to select specific subsidiary journals by clicking box to the right of the subsidiary journal name. The following form displays with all boxes checked based on the selection.

Journal Update

Fiscal Year: 2018 Current Period: 8 Start Date: 7/1/2017 End Date: 6/30/2018 Posting Date: 2/28/2018 Period To Be Updated: 8

Journal	Debits	Credits	Balance	Printed?	Error Message
A/P <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
A/R <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
AP <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
AR <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
BR <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
CR <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
FA <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
GEN <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	
GL <input checked="" type="checkbox"/>	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	

Select Jrn
All Journals
Print
Update
Get Balances

Get Balances

Click **Get Balances** the following form displays listing balances or No Journal Entries Found for all checked subsidiary journals. Once balances have populated and before the system will allow for updates the Print option must be selected.

Journal Update

Fiscal Year: 2018, Current Period: 8, Start Date: 7/1/2017, End Date: 6/30/2018, Posting Date: 2/28/2018, Period To Be Updated: 8

Journal	Debits	Credits	Balance	Printed?	Error Message
A/P	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
A/R	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
AP	\$208,600.00	\$208,600.00	\$0.00	<input type="checkbox"/>	
AR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
BR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
CR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
FA	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
GEN	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
GL	\$302,126.21	\$302,126.21	\$0.00	<input type="checkbox"/>	

Buttons: Select Jm, All Journals, Print, Update, Get Balances

Print

Click **Print** to print a journal proof listing (this option must be selected in order to update the entries). If Print has not been executed the system will display an error detected message. Error Message for individual Journal line will state. **Journal Not Printed**.

Journal Update

Fiscal Year: 2018, Current Period: 3, Start Date: 7/1/2017, End Date: 6/30/2018, Posting Date: 9/30/2017, Period To Be Updated: 3

Journal	Debits	Credits	Balance	Printed?	Error Message
A/P	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
AR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
BR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
CR	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
FA	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
GEN	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	No Journal Entries Found
GL	\$259,942.13	\$259,942.13	\$0.00	<input type="checkbox"/>	Journal Not Printed
INV	\$0.00			<input type="checkbox"/>	No Journal Entries Found
PPA	\$0.00			<input type="checkbox"/>	No Journal Entries Found
PRL	\$0.00			<input type="checkbox"/>	No Journal Entries Found
ENC	\$0.00			<input type="checkbox"/>	No Journal Entries Found

Buttons: Select Jm, All Journals, Print, Update, Get Balances

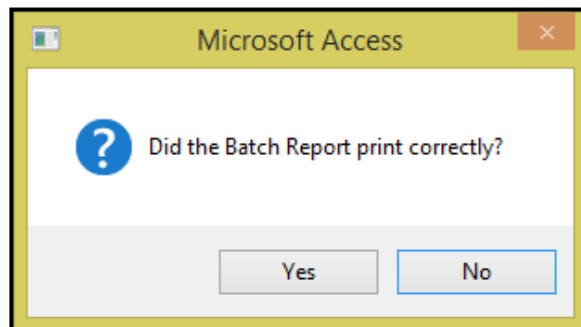
Record: 1 of 13, No Filter, Vsn: 09.06 [11/17/2017]

Microsoft Access Error: Errors Detected...No Update Allowed

One no errors are detected the program will generate 2 reports. The first report being: Journal Proof Batch Listing. View/Print/Save the documentation. Once completed. Click **Close Print Preview** to generate the next report, Journal Proof Listing Report.

Journal Proof Batch Listing								
Fiscal Year: 2018			Period: 3		Posting Date: 9/30/2017			
Trn #	Date	Div #	Account #	Reference #	Description	Debit	Credit	Balance
Journal Source: GL General Journal Entries								
Batch #: 8								
215833	09/30/2017	CATA	3200000000	Month End	Month End		\$125,000.00	
215834	09/30/2017	CATA	9999999999	Month End	Month End	\$125,000.00		
215835	09/30/2017	CATA	3200000000	Month End	Month End		\$124,715.89	
215836	09/30/2017	CATA	9999999999	Month End	Month End	\$124,715.89		
215837	09/30/2017	CATA	3200000000	Month End	Month End	\$10,226.24		
215838	09/30/2017	CATA	9999999999	Month End	Month End		\$10,226.24	
Batch Totals:						\$259,942.13	\$259,942.13	\$0.00
Journal Source: GL General Journal Entries						Journal Totals:	\$259,942.13	\$259,942.13
								\$0.00

Close the report after printing; the following message displays.

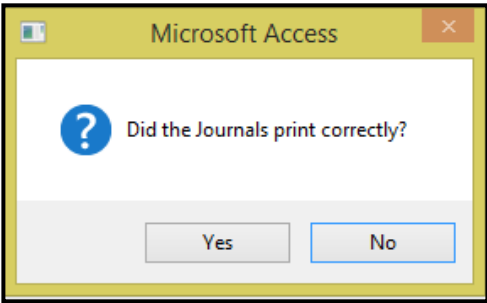


Click **Yes** to view and print the journal proof by Journal, Division and Account Number or **No** to be returned to the Journal Update screen.

Journal Proof Listing								
Fiscal Year: 2018			Period: 3		Posting Date: 9/30/2017			
Batch	Date	Trn #	Reference #	Description	Debit	Credit	Balance	
Journal Source: GL General Journal Entries								
Division: CATA Sample Trans								
3200000000 Retained Earnings								
8	09/30/2017	215833	Month End	Month End		\$125,000.00		
8	09/30/2017	215835	Month End	Month End		\$124,715.89		
8	09/30/2017	215837	Month End	Month End	\$10,226.24			
3200000000 Retained Earnings						\$10,226.24	\$249,715.89	(\$239,489.65)
9999999999 Income Summary Account								
8	09/30/2017	215834	Month End	Month End	\$125,000.00			
8	09/30/2017	215836	Month End	Month End	\$124,715.89			
8	09/30/2017	215838	Month End	Month End		\$10,226.24		
9999999999 Income Summary Account						\$249,715.89	\$10,226.24	\$239,489.65
Division: CATA Sample Trans						Division Totals:	\$259,942.13	\$259,942.13
Journal Source: GL General Journal Entries						Journal Totals:	\$259,942.13	\$259,942.13
								\$0.00

These reports should always be reviewed/printed/saved before update is initiated. The entries cannot be updated until the proofs have been printed.

Once the reports have been printed and reviewed close the document; the following prompt displays.



Click **Yes** to confirm reports have been reviewed/saved/printed or **No** to return to Journal Update form. If **Yes** is selected the Printed? field will now be checked as shown below.

Journal Update

Fiscal Year

2018

Current Period

8

Start Date

7/1/2017

End Date

6/30/2018

Posting Date

2/28/2018

Period To Be Updated:

8

Journal

Debits

Credits

Balance

Printed?

Error Message

A/P

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

A/R

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

AP

☒

\$208,600.00

\$208,600.00

\$0.00

☒

AD

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

Select Jrm

All Journals

Print

Update

Get Balances

Update

Click **Update** to update the selected subsidiary journals to the General Ledger. The following message displays.

Journal Update

Fiscal Year

2018

Current Period

8

Start Date

7/1/2017

End Date

6/30/2018

Posting Date

2/28/2018

Period To Be Updated:

8

Journal

Debits

Credits

Balance

Printed?

Error Message

A/P

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

A/R

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

AP

☒

\$208,600.00

\$208,600.00

\$0.00

☒

AD

☐

\$0.00

\$0.00

\$0.00

☐

No Journal Entries Found

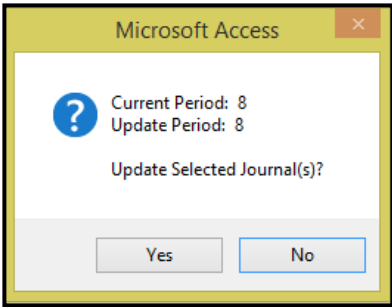
Select Jrm

All Journals

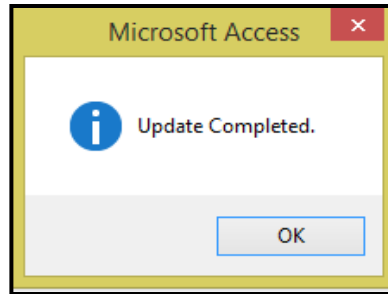
Print

Update

Get Balances



Click **Yes** to execute the update or **No** to return to the Journal Update form. If **Yes** is selected, the system will post the entries to the GL. The following message displays.



Click **OK**.

Journal Update [Alternate Periods]

Entries can be posted to a period other than the current period.

 A screenshot of the 'Journal Update' form in Microsoft Access. The form has a title bar 'Journal Update'. It contains several fields: 'Fiscal Year' (set to 2018), 'Current Period' (set to 3), 'Start Date' (7/1/2017), 'End Date' (6/30/2018), and 'Posting Date' (10/31/2017). There is also a 'Period To Be Updated' field set to 4. On the right side, there is a 'NET' logo and a vertical stack of buttons: 'Select Jrm', 'All Journals', 'Print', 'Update', and 'Get Balances'.

Field Name	Field Type	Description
Fiscal Year	Number	Enter or select fiscal year from drop down options.
Current Period	Number	Automatically populates based on fiscal year selected.
Start Date	Date/Time	Automatically populates based on fiscal year selected.
End Date	Date/Time	Automatically populates based on fiscal year selected.
Posting Date	Date/Time	Enter the GL posting date or select from the calendar. It is very important that the correct posting date is entered. Entries in the subsidiary journals with the date entered or earlier will be updated to the period shown in the Period To Be Updated field.
Period To Be Updated	Alpha/Numeric	The system defaults to the current period however any period in the current fiscal year can be selected.

If entries are being posted to a future period, **prior to updating the future period entries verify that all entries in the current period have been updated.** This will prevent postings of current items to a 'non-current' period.

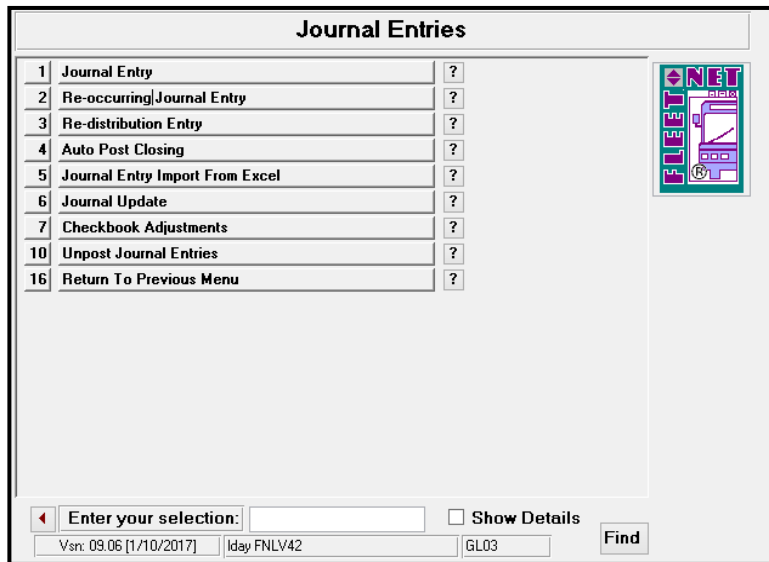
Example provided shows current period is period 3 (September 2017) and the user wants to update period 4 (October 2017) postings for the ALL journals.

Once Period 3 entries have been updated, change the posting date to 10/31/xxxx and change the Period to Be Updated to 4. All entries present will populate by Journal code.

If posting to period 13 verify that all period 12 entries have been updated for all journals. Select Period 13 from the dropdown list in the 'Period to be Updated' field. (Can be used for yearend journal entries to not impact the current year totals).

Checkbook Adjustment Form

Click **Checkbook Adjustment** to create Journal entries affecting the checking accounts. Checking Account entries made through Journal Entry will cause Checking Accounts General Ledger Accounts to be out of balance. Creating an error when reconciling checking accounts.



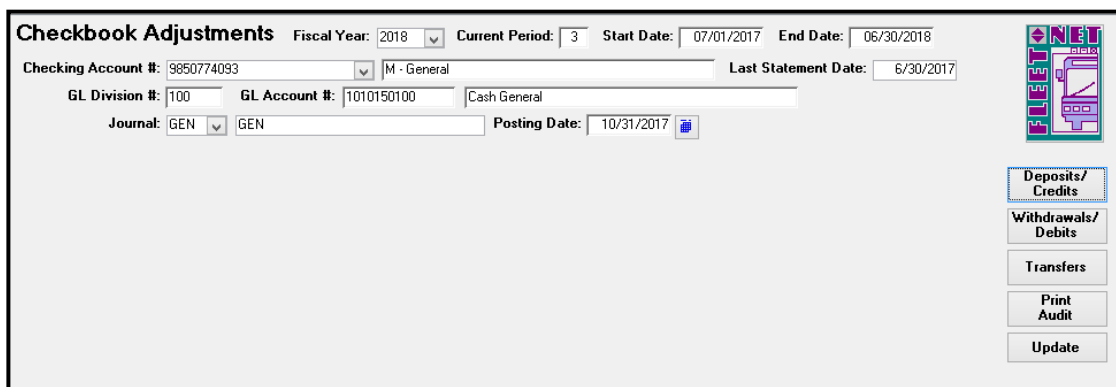
The screenshot shows a window titled "Journal Entries". It contains a list of menu items, each with a number and a question mark icon:

1	Journal Entry	?
2	Re-occurring Journal Entry	?
3	Re-distribution Entry	?
4	Auto Post Closing	?
5	Journal Entry Import From Excel	?
6	Journal Update	?
7	Checkbook Adjustments	?
10	Unpost Journal Entries	?
16	Return To Previous Menu	?

At the bottom of the window, there is a section labeled "Enter your selection:" with a dropdown menu, a "Show Details" checkbox, and a "Find" button. Below this, there are fields for "Ver: 09.06 [1/10/2017]", "Iday FNLV42", and "GL03".

The form allows for entries that affect bank accounts. Entries made on this form will write to the checkbook and will create batched journal entries.

Field Name	Description
Fiscal Year	Enter or select fiscal year from the drop down option.
Period	Auto populates the current period.
Start Date	Auto populates starting date for selected fiscal year.
End Date	Auto populates ending date for selected fiscal year.
Checking Account	Enter or select checking account. If transaction is a transfer, the account selected will be the account that funds are being taken from (credited).
GL Division & Account	Auto populates based on the Checking Account selected above.
Journal	Enter or select subsidiary journal that transaction will be written to.
Posting Date	Enter or select from the calendar, the General Ledger date for the transaction record.



The screenshot shows the "Checkbook Adjustments" form. It includes the following fields and controls:

- Fiscal Year:** 2018 (dropdown)
- Current Period:** 3 (dropdown)
- Start Date:** 07/01/2017
- End Date:** 06/30/2018
- Checking Account #:** 9850774093 (dropdown)
- GL Division #:** 100 (dropdown)
- GL Account #:** 1010150100 (dropdown)
- Journal:** GEN (dropdown)
- Posting Date:** 10/31/2017 (calendar icon)
- Last Statement Date:** 6/30/2017

On the right side of the form, there is a vertical stack of buttons: "Deposits/Credits", "Withdrawals/Debits", "Transfers", "Print Audit", and "Update".

Deposit/Credits

Click **Deposits/Credits** make adjustments that will be records as funds received to the selected checking account. The following form displays. Once transaction has been entered Click **Refresh** to save the line item.

Checkbook Adjustments Fiscal Year: 2018 Current Period: 3 Start Date: 07/01/2017 End Date: 06/30/2018

Checking Account #: 9850774093 M - General Last Statement Date: 6/30/2017

GL Division #: 100 GL Account #: 1010150100 Cash General

Journal: GEN GEN Posting Date: 10/31/2017

Total Deposits / Adjustments: \$0.00 Refresh

Ref #	Ref Date	Amount	Comment	Div	Account #
20171031	10/31/2017	\$1.32	Deposit Error	100	1020150100
*					

Deposits/Credits
Withdrawals/Debits
Transfers
Print Audit
Update

Field Name	Description
Ref #	Enter user defined Reference #. The Reference entered will be recorded in the Checkbook and General Ledger.
Rec	Check box if entering items from bank statement that have cleared (service fee, interest, etc.).
Amount	Enter amount being deposited to the selected Checking Account.
Comment	Enter a comment/description, if desired.
Div/Account	Enter or select General Ledger Division and Account that will be credited for the transaction. Multiple accounts can be credited on this form.

Withdrawals/Debits

Click **Withdrawals/Debit** make adjustments that will be records as funds withdrawn from the selected checking account. The following form displays. Once transaction has been entered Click **Refresh** to save the line item.

Checkbook Adjustments Fiscal Year: 2018 Current Period: 3 Start Date: 07/01/2017 End Date: 06/30/2018

Checking Account #: 9850774093 M - General Last Statement Date: 6/30/2017

GL Division #: 100 GL Account #: 1010150100 Cash General

Journal: GEN GEN Posting Date: 10/31/2017

Withdrawals / Debits: \$0.00 Refresh

Ref #	Ref Date	Amount	Comment	Div	Account #
20171031D	10/31/2017	\$562.32	Missing Withdrawal for Board of Director	CAT/	5090116090
*					

Deposits/Credits
Withdrawals/Debits
Transfers
Print Audit
Update

Field Name	Description
Ref #	Enter user defined Reference #. The Reference entered will be recorded in the Checkbook and General Ledger.
Rec	Check box if entering items from bank statement that have cleared (service fee, interest, etc.)
Amount	Enter amount being withdrawn from selected Checking Account.
Comment	Enter a comment/description, if desired
Div/Account	Enter or select General Ledger Division and Account that will be debited for the transaction. Multiple accounts can be debited on this form.

Transfer

Click **Transfer** when funds need to be transferred between Checking Accounts. The following form displays. Once transaction has been entered Click **Refresh** to save the line item.

Checkbook Adjustments Fiscal Year: 2018 Current Period: 3 Start Date: 07/01/2017 End Date: 06/30/2018

Checking Account #: 9850774093 M - General Last Statement Date: 6/30/2017

GL Division #: 100 GL Account #: 1010150100 Cash General

Journal: GEN GEN Posting Date: 10/31/2017

Total Transfer Amount: \$0.00 Refresh

Ref #	Ref Date	Amount	Comment	Xfer To Checking Account #
20171031	10/31/2017	\$50,000.00		9865511571
*				

Deposits/Credits
Withdrawals/Debits
Transfers
Print Audit
Update

Field Name	Description
Ref #	Enter user defined Reference #. The Reference entered will be recorded in the Checkbook and General Ledger.
Rec	The Reconciled checkbox will automatically be checked. The box can be unchecked. Leaving it checked on this form will flag it as cleared when processing bank statement reconciliation.
Amount	Enter amount being transferred from the selected Checking Account.
Comment	Enter a comment/description, if desired.
Xfer To Checking Account #	Enter or select the Checking Account the money will be transferred to.

Print Audit

Click **Print Audit** to generate reports for reviewing/saving/printing. The following report displays.

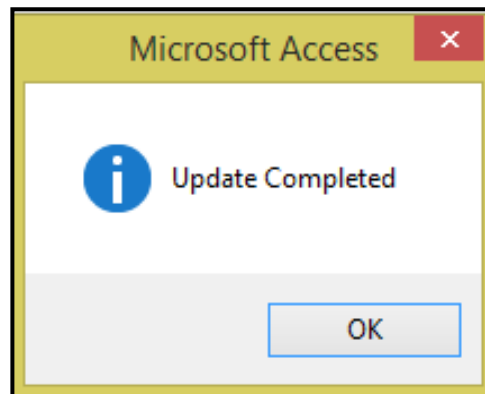
Checkbook Adjustments Audit Report							
Checking Account #: 9850774093		M - General			Div #: 100		GL Account #: 1010150100
Journal: GEN		Posting Date: 10/31/2017					
Deposits/Credits							
Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
20171031	<input type="checkbox"/>	10/31/2017	100	1020150100		\$1.32	Deposit Error
Total:						\$1.32	
Transfers							
Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
20171031	<input type="checkbox"/>	10/31/2017	CATA	1010150900	9855511571	\$50,000.00	
Total:						\$50,000.00	
Withdrawals/Debits							
Reference #	Rec	Date	Div	GL Account #	To Checking Account #	Amount	Comment
20171031D	<input type="checkbox"/>	10/31/2017	CATA	5090118090		\$682.32	Missing Withdrawal for Board of Director
Total:						\$682.32	

Update

Click **Update** to update all entries to Checking Account(s) and General Ledger Accounts.

The screenshot shows the 'Checkbook Adjustments' form. At the top, there are fields for Fiscal Year (2018), Current Period (3), Start Date (07/01/2017), End Date (06/30/2018), and Last Statement Date (6/30/2017). Below these are fields for Checking Account # (9850774093), GL Division # (100), GL Account # (1010150100), Journal (GEN), and Posting Date (10/31/2017). On the right side, there are buttons for 'Deposits/Credits', 'Withdrawals/Debits', 'Transfers', 'Print Audit', and 'Update'. A Microsoft Access dialog box is open in the center, asking 'Update Checkbook and GL Journal?' with 'Yes' and 'No' buttons.

Click **Yes** to update Checking Account entries and General Ledger subsidiary Journal or **No** to return to Checkbook Adjustment form. Once completed the following message displays.

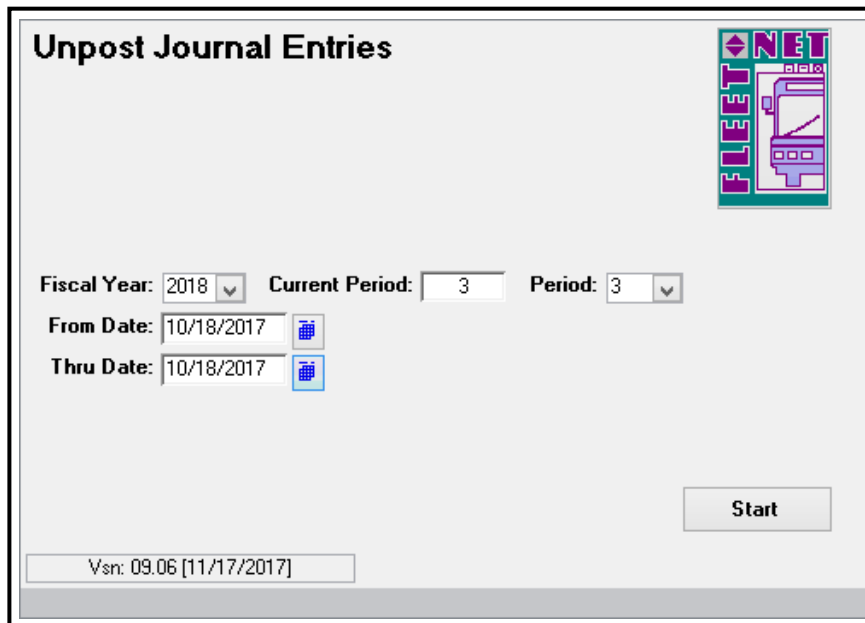


Click **OK**.

Un-post Journal Entries

Please contact Avail prior to using this feature.

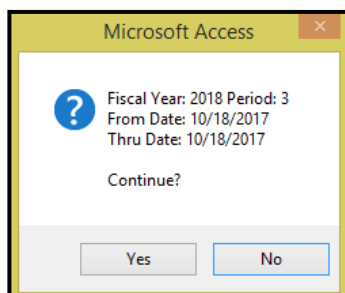
If entries were posted to an incorrect period they can be 'un-posted.' Using this process returns the entries to the subsidiary journal(s) where they can be re-updated to the correct period. In the example below October 18th entries posted to Period 3 (September).



Field Name	Field Type	Description
Fiscal Year	Number	Enter or select fiscal year from the drop down options.
Current Period	Number	Auto populates based on fiscal year selected.
Period	Number	Defaults to current period but can be changed if the un-post is being processed for a period other than current.
From Date	Date/Time	Determine earliest date is for the entries being un-posted.
Thru Date	Date/Time	Determine latest date is for the entries being un-posted.

Start

Click **Start**, the following confirmation message displays.



Click **Yes** to un-post entries for the selected date range or **No** to return to Un-post Journal Entries.

Click **OK** on completion message.


Financial Statements/Inquiries

Click **Financial Statements/Inquiries**.

General Ledger System Menu		
1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?

☐ Show Details

Vsn: 09.06 [8/24/2017] | Iday FNLV42 | GL



Financial Statements

Click **Financial Statements**, the following form displays:

Field Name	Field Type	Description
From Fiscal Year	Number	Enter or select fiscal year from drop down options.
From Period	Number	Enter or select applicable period from drop down options.
Thru Fiscal Year	Number	Enter or select fiscal year from drop down options. Allows for different fiscal year to be selected for through year.
Thru Period	Number	Enter or select applicable period from drop down options.
Report Date	Date/Time	Enter or select date from calendar. Date displays in Header area of selected financial report. The date selected will not impact the data included in the reports.
Include Subsidiary Journals?	Yes/No	Check box to include entries in the subsidiary journals, not yet updated to the General Ledger. Only available when generating the Income Statement or Balance Sheet.
Summary?	Yes/No	Check box to generate a report without posting account detail. Report would show only accounts classified as subtotals or totals (TRAN CODE 3 or 6 defined via Chart of Accounts Setup).
Print Account #'s	Yes/No	Check box to include General Ledger Chart of Account numbers on reports.
Consolidation?	Yes/No	Check box to generate a consolidated report. (See below).
Report Division	Alpha/Numeric	Select report division from the drop down options. These options have been setup to generate a summarized report. A Target Report Division will have general account descriptions, (not specific to any division). The Target Report Division must also be selected in the Source Division list.
Print Zero Balances?	Yes/No	Uncheck box to omit accounts with zero balances from the reports.
All Divisions?	Yes/No	Check box to include data from all divisions on selected report. Leave box unchecked to select specific divisions. Utilizing Division button on right side task bar.

Field Name	Field Type	Description
Report Name	Alpha/Numeric	Enter or select report name from the drop-down list. (See below)
Report Title	Alpha/Numeric	Auto populates based on Report Name selected. See Financial Statement Builder section of this manual for information on customizing the Report Titles.
Report Group	Alpha/Numeric	If Report Groups have been previously setup. Enter or select the group from the drop-down options.
Source Divisions	Yes/No	Check the applicable boxes to indicate which Divisions are to be included on the report.
Report Sort Order	Number	If consolidation fields were created select the order that data will appear on the selected reports.
Report Data Range	Number	Enter a starting and ending consolidation field number.

NOTE: Items posted but not updated do not appear on the Financial Reports unless the 'Include Subsidiary Journals' box was checked

Report Options

Financial Statement Form

Select Current Period Range

From Fiscal Year: From Period: Thru Fiscal Year: Thru Period: Report Date:

☐ Include Subsidiary Journals? ☐ Summary? ☐ Print Account #'s ☐ Consolidation? Report Division: ☒ Print Zero Balances?

Period Reports:

Reports can be generated for range of periods within a fiscal year or from one fiscal year to another by utilizing the From & Thru Fiscal Year and From & Thru Period.

Include Subsidiary Journals:

Include Subsidiary Journal option is only available on the following reports: Income Statement & Balance Sheet. When selected the report will include entries not yet updated to the General Ledger.

Summary Reports:

When selected and General Ledger Chart of Accounts numbers have been identified as suppressed, the report generated will only show the dollar values in Subtotal and Total format.

Print Account #'s:

Reports default to generate NO Account #'s on reports. If Account #'s are required, select this option.

Consolidated Report:

The Consolidated Report lists the total for each account number regardless of the Division. For example, if in every Division the expense account for FICA is 5020100000, the Consolidation Report will list that account number once; the amount listed would be the sum of every instance of that account number.

Report Division:

The Report Division option is used in conjunction with the consolidation fields. The division must be set up and defined in Chart of Accounts setup prior to being available for selection.

Print Zero Balances: Reports default to show all account numbers and balances even if the balance is \$0.00. To eliminate the accounts with zero balances, select this option.

Reports

Click **Balance Sheet** to review and/or print a balance sheet for the selected division(s). Balance Sheet is a result of prior period (beginning balance) totals plus postings updated via Journal Update. Closing entries must be made to income summary account(s) and retained earnings (via Auto Post Closing), each month or the Balance Sheet will not be in balance and Month End Closing will not be permitted.

Check the summary box, to print balance sheet totals without posting account detail. Balance sheet would show only accounts classified as subtotals or totals (TRAN CODE 6 defined via Chart of Accounts Setup).

Click **Budget Analysis Report** to review, print or export to Excel, a budget analysis report. Data included on the report: actual and budgeted dollars for current period and actual amount for the same period in the previous fiscal year as well as year to date comparisons for the same categories.

Click **Budget Master Listing** to review, print or export to Excel, a budget master listing for each account by periods, quarters and annual budget total.

Click **Budget Projection** to review, print or export to Excel, a budget projection report which will list the current period's actual, budget, balance of budget remaining, and percentage spent figures. Year-to-date actual, annual budget, balance of budget remaining, and percentage spent figures also print.

Click **Budget Variance** to review, print or export to Excel, a budget variance report comparing actual and budget and variance figures for the current period as well as year-to-date comparisons.

Click **Budget Variance by Consolidation Fields Report** to review, print or export to Excel, a budget variance report comparing actual and budget and variance figures for the current period as well as year-to-date comparisons. This report also includes the annual budget amount for each account. This report is based on Consolidation Fields and Report Divisions being set up prior to running.

Click **Budget Variance with Annual Budget** to review, print or export to Excel, a budget variance report comparing actual and budget and variance figures for the current period as well as year-to-date comparisons. This report also includes the annual budget amount for each account.

Click **Chart of Accounts** to review, print or export to Excel, a chart of accounts for the selected division(s).

Click **Comparative Balance Sheet** to review, print or export to Excel, a balance sheet (detail or summary) showing figures for current year-to-date, last year-to-date, and the variance between the two.

Check the summary box, to print a comparative balance sheet report without posting account detail. Report would show only accounts classified as subtotals or totals (TRAN CODE 6 defined via Chart of Accounts Setup).

Click **Comparative Balance Sheet Last Period** to review, print or export to Excel, a balance sheet (detail or summary) showing figures for current period, last period, and the variance between the two.

Check the summary box, to print a comparative balance sheet report without posting account detail. Report would show only accounts classified as subtotals or totals (TRAN CODE 6 defined via Chart of Accounts Setup).

Click **Comparative History Report** to review, print or export to Excel, a report that includes an analysis between current period for current year and current period for previous year as well as comparisons year-to-date for current and previous years.

Click **Comparative History Multiple-Year Report** to review, print or export to Excel, a report that includes an analysis between current period for current year and other multiple year periods.

Click **Encumbrance Ytd** to review, print or export to Excel, a year-to-date Expense/Encumbrance vs Budget Report. The report lists the following data for each account: Annual Budget Amount, Current Month Actual Amount, Year-to-Date Actual Amount, Year-to-Date Encumbrance Amount, Year-to-Date total of Actual plus Encumbrance, Year-to-Date Amount Over/Under Budget and Year-to-Date Percentage of Budget expended. Encumbrance amounts will only be available if the budget division and general ledger account fields are completed in Purchase Order entry.

Click **General Ledger** to review, print or export to Excel, a general ledger report that includes all entries (except those made via Prior Period Adjustments) posted to the current G/L accounting period for the selected division(s). Click **Division** select either all division or individual divisions. Click **Printer Icon**. Enter or select the range of General Ledger Account # to be included on the report. *This is the only report that allows for the entry: From and Thru Account #'s.*

Click **Income Statement** to review, print or export to Excel, an income statement for the selected division(s). The Income Statement is a result of prior period (beginning balance) total plus postings updated via Journal Update.

Click **Income Statement Approved Budget** to review, print or export to Excel, an income statement that includes amounts for current period and year-to-date as well as the approved annual budget amounts.

Click **Income Statement Budget Remaining** to review, print or export to Excel, an income statement that includes amounts for current period/current fiscal year, current period budget, variance in dollars, variance by percentage, current period/last fiscal year and variance in dollars between current period/current fiscal year, current period/last fiscal year and year-to-date/current fiscal year, year-to-date budget, variance in dollars, variance by percentage, year-to-date/last fiscal year and variance in dollars between year-to-date /current fiscal year and year-to-date/last fiscal year.

Click **Income Statement by Period** to review, print or export to Excel, an income statement that includes amounts for each account for each period in the selected fiscal year.

Click **Statement of Expenses** to review, print or export to Excel, a statement of expenses report (detail or summary) listing current period, year-to-date totals and the percentage of each.

Click **Statement of Revenue** to review, print or export to Excel, a statement of revenue report (detail or summary) showing current period, year-to-date totals and the percentage of each.

Click **Trial Balance** to review, print or export to Excel, a trial balance for the selected division(s). The report lists account numbers, titles, beginning balances, current period and ending balances. At the end of each division, the trial balance totals each column and displays a division total.

Click **Trial Balance with Fiscal Year Starting Balance** to review, print or export to Excel, a trial balance for the selected division(s) with opening balances. The report lists account numbers, titles, beginning balances, current period and ending balances. At the end of each division, the trial balance totals each column and displays a division total.

Click **Working Trial Balance** to review, print or export to Excel, a working trial balance for the selected division(s). The report includes data for the selected period that can be used to reconcile accounts, providing columns for noting adjusting entries.



Printer

Click **Printer** Icon (Right Task Bar) to generate the selected report, for viewing/saving/printing. The following form displays.

Accounts #'s are optional. No entries are required.

From Account #:

Thru Account #:

Report Sort Order

Division:

Cons 1:

Cons 2:

Cons 3:


Cons 4:

Cons 5:

Report Data Range

From Value:

To Value:

 **Export**

Divisions

Report Group

Click **View Icon** to review reports prior to printing.

Click **Printer Icon** to print selected reports, the preview view will not be generated, report will go directly to the printer.

Division

Click **Divisions** to populate a list of the divisions. Select a Division if the report being generated should only include one or a selected group of divisions.

Financial Statement Form

Select Current Period Range

From Fiscal Year: From Period: Thru Fiscal Year: Thru Period: Report Date:

☐ Include Subsidiary Journals? ☐ Summary? ☐ Print Account #'s ☐ Consolidation? Report Division: ☒ Print Zero Balances?

Report Name: Report Title: ☐ All Divisions?

Report Group:

Source Divisions

<input type="checkbox"/>	100	Sample Division
<input type="checkbox"/>	200	Sample Division200
<input type="checkbox"/>	300	Sample Division300
<input type="checkbox"/>	CATA	Sample Trans

Report Sort Order

Division:

Cons 1:

Cons 2:

Cons 3:


Cons 4:

Cons 5:

Report Data Range

From Value:

To Value:

 **Export**




Divisions

Report Group

Export

Click **Export** to create a Word, Excel or PDF file of the selected report. Program requires Path To Export Data field has a location prior to exporting the documentation. The following form displays.


Accounts #'s are optional. No entries are required.
From Account #:
Thru Account #:
Path To Export Data:



Report Sort Order

Division:
Cons 1:
Cons 2:
Cons 3:
Cons 4:
Cons 5:

Report Data Range
From Value:
To Value:



Export

Divisions

Report Group

Click **Word Icon** to create a Word document.
Click **PDF Icon** to create a PDF document.
Click **Excel Icon** to create an Excel Spreadsheet.

Report Group

Click **Report Group** to set up and define the reports to be generated together for that Group.

Report Group Id: ☒ Board Reports

Report Name

Balance Sheet

Budget Analysis

Budget Master Listing

Budget Projection

Budget Variance

Budget Variance By Consolidation Fields Report

Budget Variance With Annual Budget

CB

CBREV&Exp

Chart Of Accounts

Comparative Balance Sheet

Comparative Balance Sheet Last Period

Comparative History

Comparative History Multi-Year


Encumbrance Y-T-D

General Ledger

Report Sort Order

Division:
Cons 1:
Cons 2:
Cons 3:
Cons 4:
Cons 5:

Report Data Range
From Value:
To Value:



Export

Divisions

Report Group

Field Name	Field Type	Description
Report Group Id	Alpha/Number	Enter or select the Report Group Id. Click Green Checkmark to create a new group.
Report Name		Highlight / Click Reports to be included in Group Id for preparing multiple documents for the selected group.

Report Group Id: ☒ Board Reports

Report Name

Balance Sheet

Income Statement

General Ledger

*

Balance Sheet


Income Statement

General Ledger

Report Sort Order

Division:
Cons 1:
Cons 2:
Cons 3:
Cons 4:
Cons 5:

Report Data Range
From Value:
To Value:



Export

Divisions

Report Group

Page 112 of 147

Encumbrance Inquiry

Click **Encumbrance Inquiry** to display the monthly activity against current fiscal budget amounts. Inquiry is populated based on selected account number. **Encumbrance amounts are updated when line items are entered on Purchase Orders.**

Encumbrance Inquiry Form			Fiscal Start:	Fiscal End:	Current Period:	
Fiscal Year	Division	Account	Sample Trans			
2018	CATA	5040201008	CB - Tires - Revenue Vehicle			
Period	Month	Budget	Encumbered	Expensed	Subsidiary Journals	Remaining
1	July	\$5,416.67	\$0.00	\$0.00		\$5,416.67
2	August	\$5,416.67	\$0.00	\$0.00		\$5,416.67
3	September	\$5,416.67	\$0.00	\$0.00		\$5,416.67
4	October	\$5,416.67	\$0.00	\$0.00		\$5,416.67
5	November	\$5,416.67	\$0.00	\$0.00		\$5,416.67
6	December	\$5,416.67	\$0.00	\$0.00		\$5,416.67
7	January	\$5,416.67	\$0.00	\$0.00		\$5,416.67
8	February	\$5,416.67	\$0.00	\$0.00		\$5,416.67
9	March	\$5,416.67	\$0.00	\$0.00		\$5,416.67
10	April	\$5,416.67	→ \$1,142.56	\$0.00		\$4,274.11
11	May	\$5,416.67	\$0.00	\$0.00		\$5,416.67
12	June	\$5,416.63	\$0.00	\$0.00		\$5,416.63
Totals:		\$65,000.00	\$1,142.56	\$0.00	→ \$2,864.00	\$60,993.44

Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Division	Enter or select division from drop down options.
Account	Enter or select GL Account # from drop down options.
Fiscal Start	Auto populates based on fiscal year selected.
Fiscal End	Auto populates based on fiscal year selected
Current Period	Auto populates current period.
Division Description	Auto populates based on division selected.
Account Description	Auto populates GL Account # description from Chart of Accounts.
Month	Auto populates months in period order based on fiscal year setup.
Budget	Auto populates budgeted amounts for Division and GL Account # selected by month.
Encumbrance	Auto populates dollar amounts from open Purchase Orders posted to selected Division and GL Account #.
Subsidiary Journals	Auto populates funds updated to subsidiary journals for the Division and GL Account # selected.
Remaining	Auto populates remaining total budget balance.

Financial Graphs

Click **Financial Graphs** to generate pie or bar charts based on criteria selected, utilizing consolidation fields and values defined via Chart of Accounts Setup.

Pie Chart

Click **Pie Chart** to generate a pie graph based on selected criteria. This graph requires the following items to be selected prior to generating: Fiscal Year, Period, Revenue or Expenses, Divisions (either All or Specific Divisions), selection of a consolidation field previously defined in the Chart of Accounts Setup, selection of number of items to chart and sort order, either ascending or descending.

Financial Graph Form

Fiscal Year: 2017 Period: 3 ☒ Revenue ☐ Expenses

☒ All Divisions? ☐ Year To Date ☐ History ☐ Budget ☐ Annual Budget

Source Divisions

<input type="checkbox"/>	100	General Administration
<input type="checkbox"/>	200	Revenue Division
<input type="checkbox"/>	300	Operations Division
<input type="checkbox"/>	40	Manual 3
<input type="checkbox"/>	41	Manual 4
<input type="checkbox"/>	50	Manual 8
<input checked="" type="checkbox"/>	CATA	Sample Trans

☒ Consolidation Field 1 ☐ Consolidation Field 2 ☐ Consolidation Field 3 ☐ Consolidation Field 4 ☐ Consolidation Field 5

From Value: To Value:

Of Items To Chart: 5

☐ Ascending Sort ☒ Descending Sort

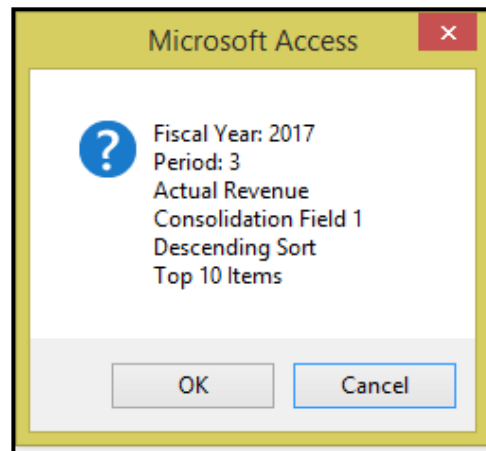
Amounts Over: Amounts Under:

Pie Chart Options:
 Show nothing
 Show value
 Show percent
 Show labels
 Show labels and percent

Record: 14 6 of 7 No Filter Search

Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Period	Enter or select period from the drop down options.
Revenue or Expenses	Check either box for the desired graph.
All Divisions	Check box to generate chart to include all divisions or select specific divisions by checking box (es) to the left of the division number.
Year To Date	Check box to generate a year-to-date chart.
History	Check box to generate a consolidated chart for the previous year. If Year-to-Date box is also checked, Historical chart will contain Year-to-Date figures for previous year. If only history box is check, historical chart will contain revenue/expenses for same period for previous year.
Budget	Check box to generate a consolidated graph for amounts budgeted for selected period.
Annual Budget	Check box and leave Budget box checked to generate a consolidated graph for annual amounts budgeted.
Consolidation Fields	Select one of the five consolidation fields defined in Chart of Accounts Setup
From Value	Enter a beginning consolidation value for range or leave blank to include all values
To Value	Enter an ending consolidation value for range or leave blank to include all values
Number of Items to Chart	Select number of items to be include in graph from the drop down list. i.e. If 5 is selected, the chart will display top 5 account balances.
Ascending or Descending Sort	Check box to select sort order
Amounts Over/Under	Enter minimum and maximum amounts to be included in the graph or leave blank to include all amounts.
Pie Chart Options	Select chart options from the drop down list. (See examples below)

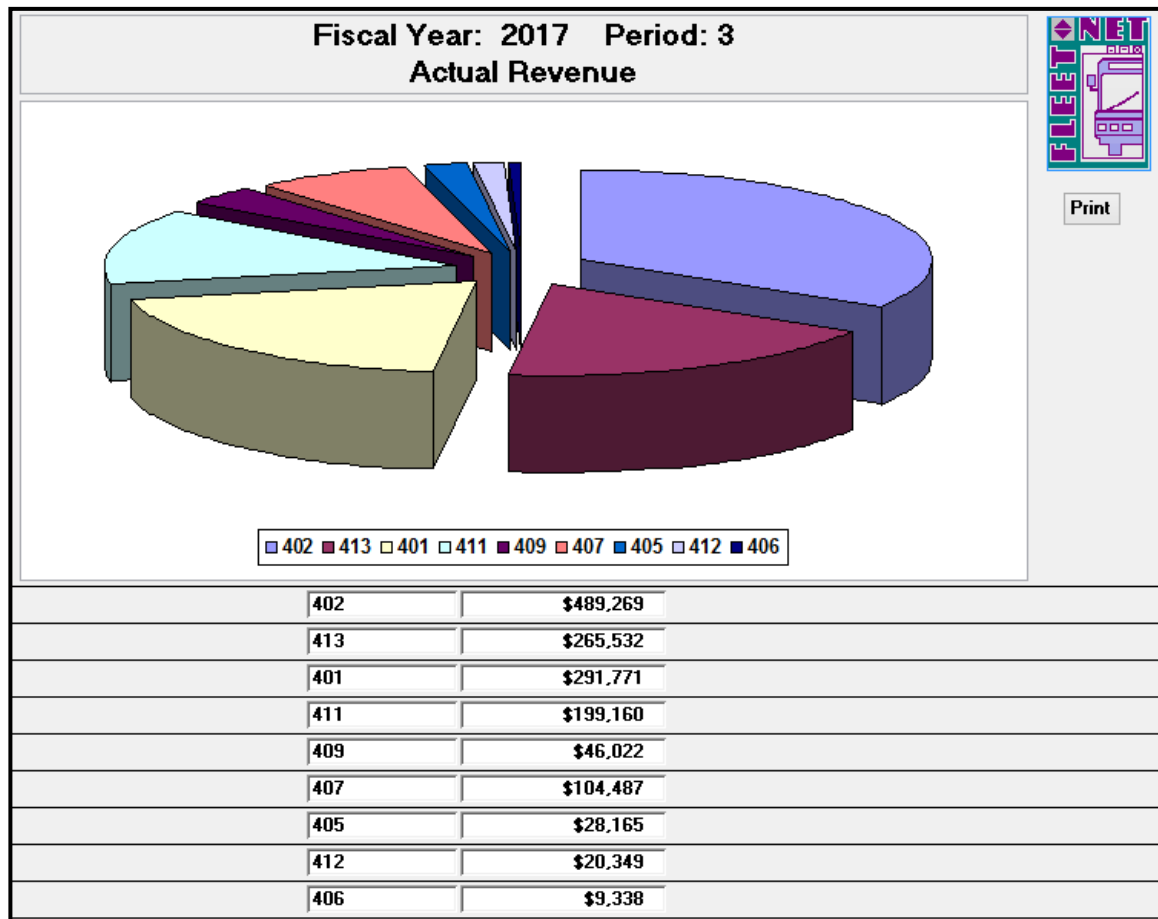
The following confirmation message will display.



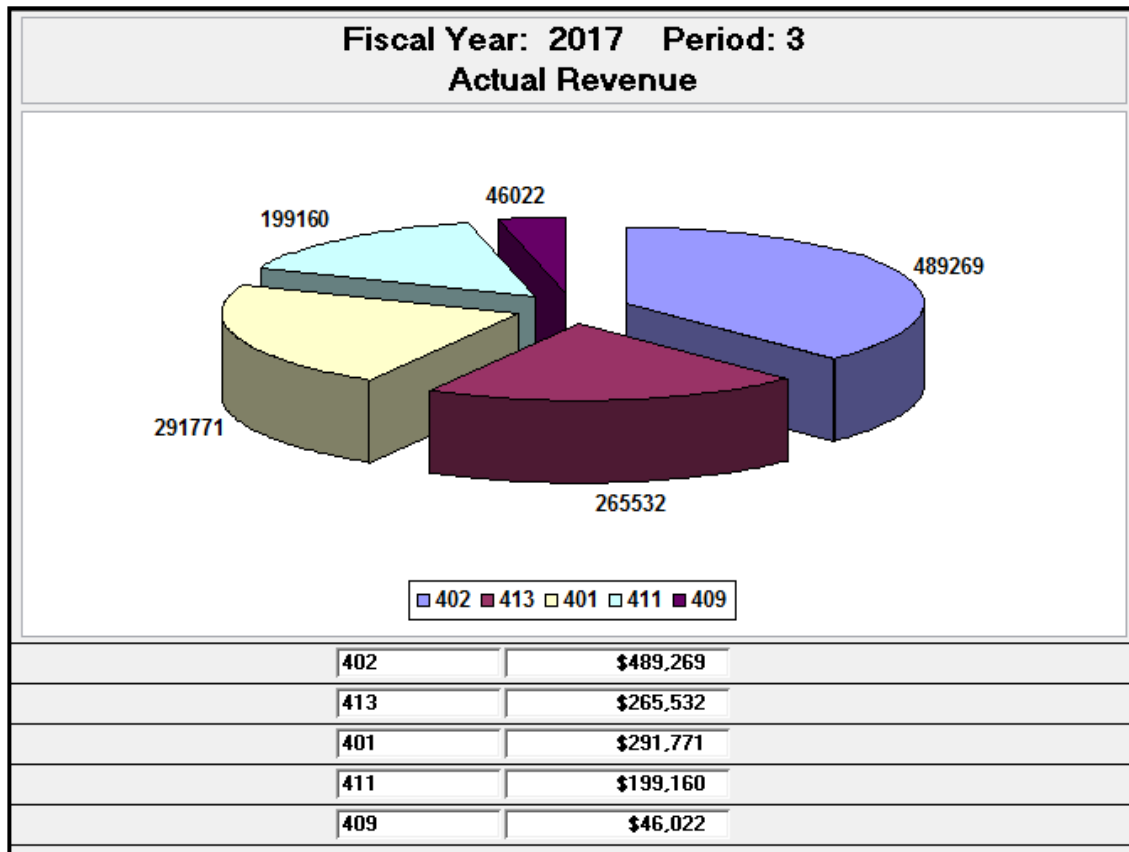
Click **OK** to create selected options graph or **Cancel** to return to Financial Graph Form.

If **OK** is selected, the graph will preview on the screen. Click **Print** to print the graph.

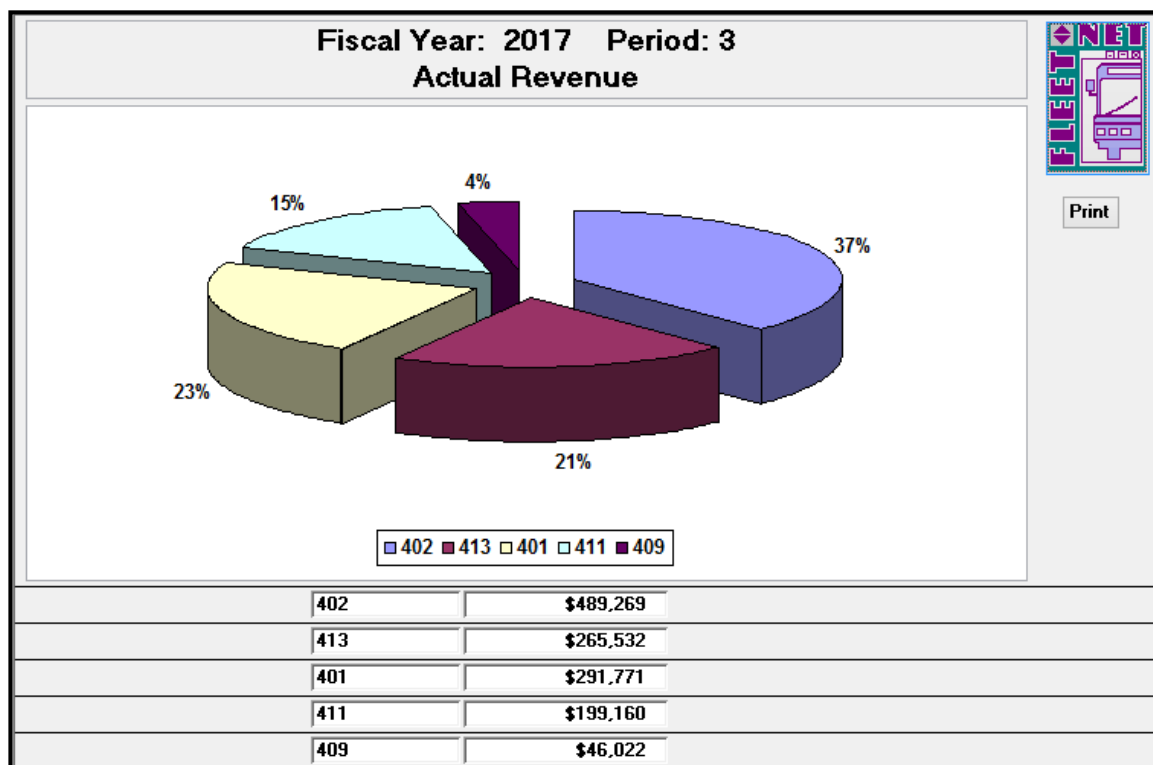
Show Nothing:



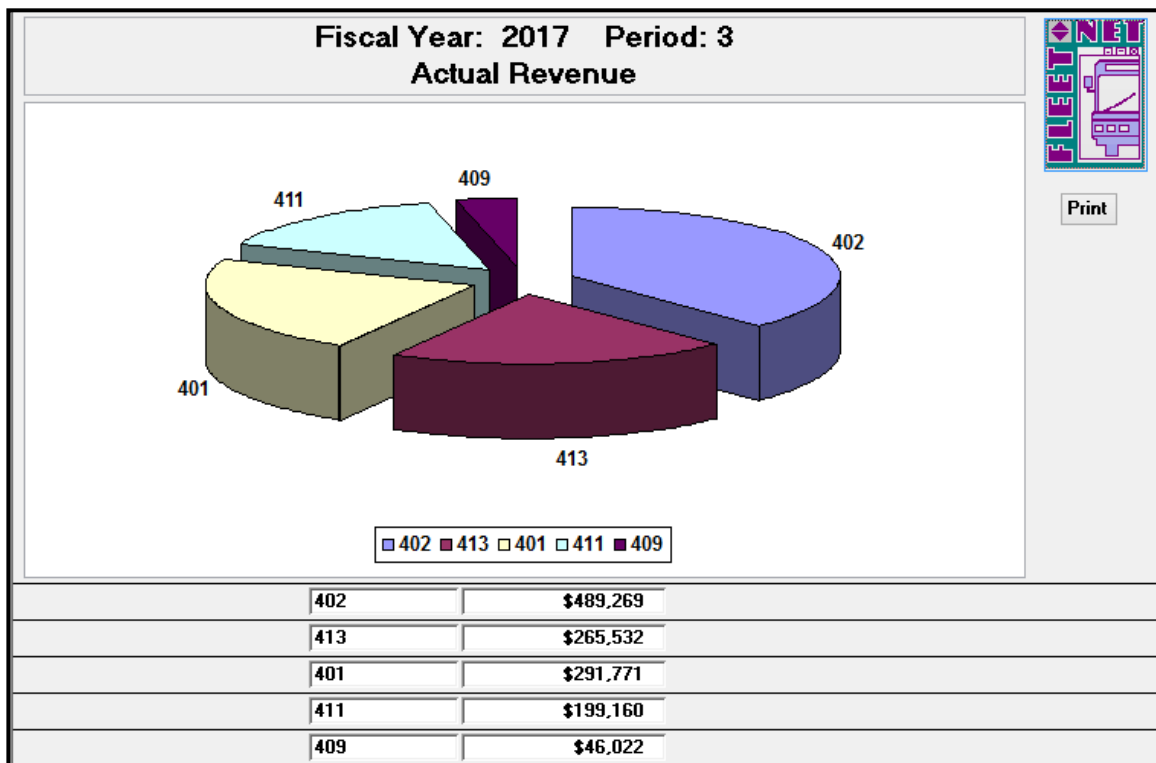
Show Value:



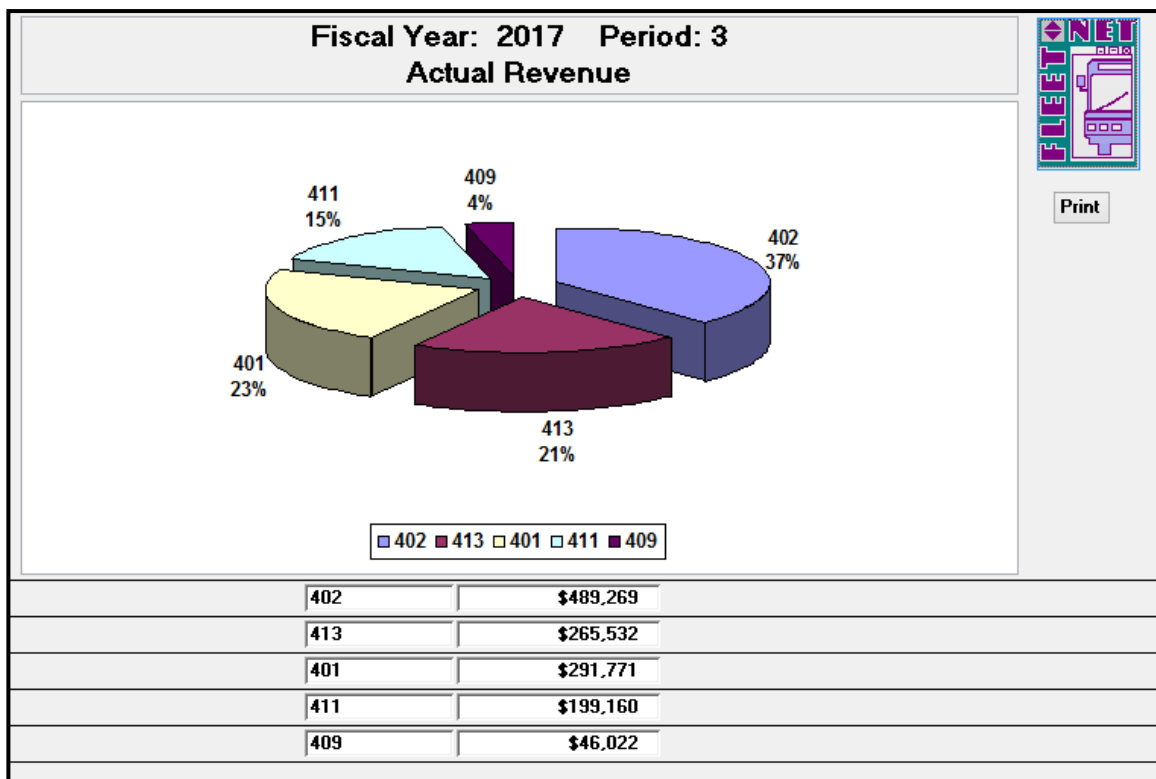
Show Percent:



Show Labels:



Show Labels and Percent:



Bar Chart

Click **Bar Chart** to generate a bar graph based on the selected criteria. This graph requires the following items to be selected prior to generating: Fiscal Year, Period, Revenue or Expenses, Divisions (either All or Specific Divisions), selection of a consolidation field previously defined in the Chart of Accounts Setup, selection of number of items to chart and sort order, either ascending or descending.

Financial Graph Form

Fiscal Year: 2018 Period: 3 ☒ Revenue ☐ Expenses

☒ All Divisions? ☐ Year To Date ☐ History ☐ Budget ☐ Annual Budget

Source Divisions

<input type="checkbox"/>	100	General Administration
<input type="checkbox"/>	200	Revenue Division
<input type="checkbox"/>	300	Operations Division
<input type="checkbox"/>	40	Manual 3
<input type="checkbox"/>	41	Manual 4
<input type="checkbox"/>	50	Manual 8
<input checked="" type="checkbox"/>	CATA	Sample Trans

☒ Consolidation Field 1 ☐ Consolidation Field 2 ☐ Consolidation Field 3 ☐ Consolidation Field 4 ☐ Consolidation Field 5

From Value: To Value:

Of Items To Chart: 10

☐ Ascending Sort ☒ Descending Sort

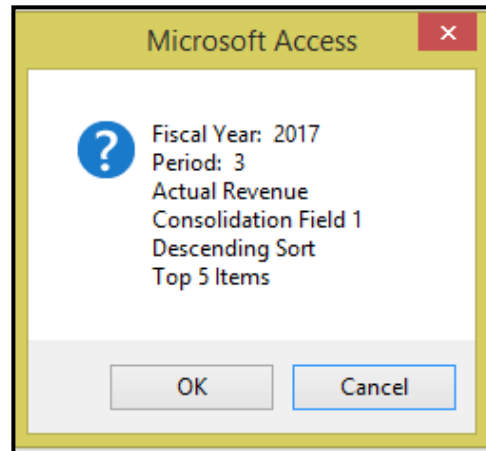
Amounts Over: Amounts Under:

Pie Chart Options:

Pie Chart Bar Chart Monthly Annual Chart

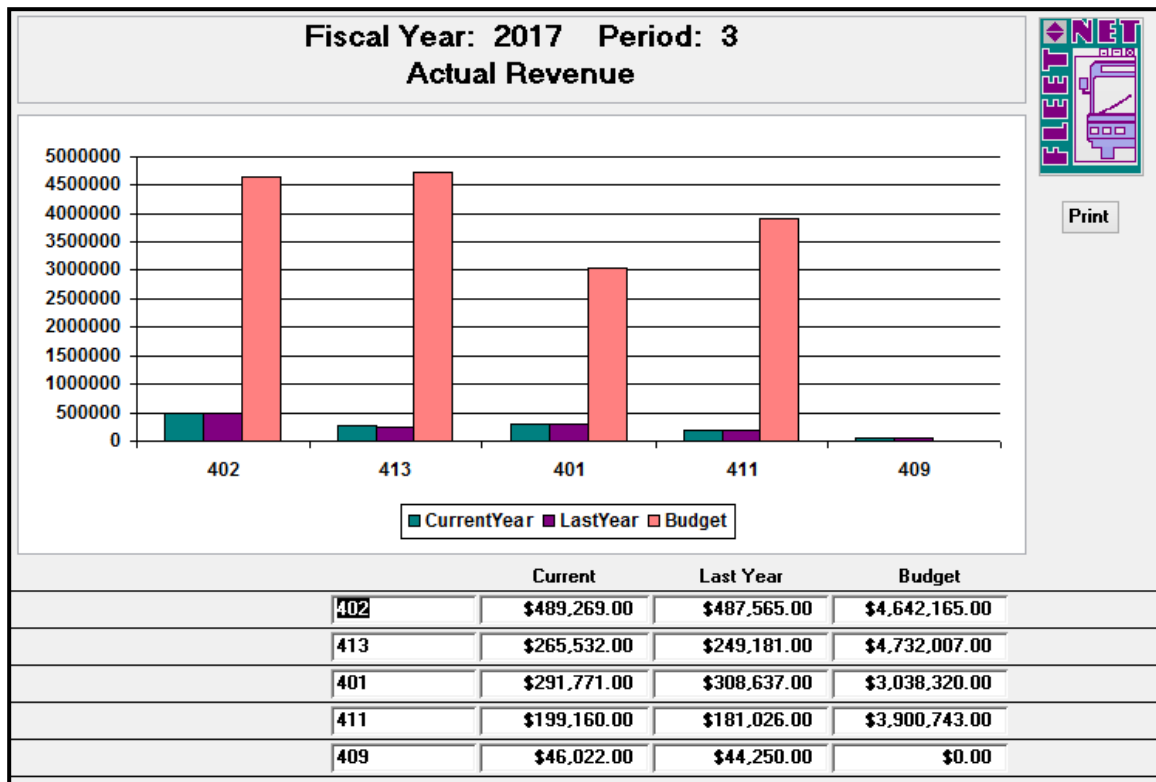
Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Period	Enter or select period from the drop down options.
Revenue or Expenses	Check either box for the desired graph.
All Divisions	Check box to generate chart to include all divisions or select specific divisions by checking box(es) to the left of the division number.
Year To Date	Check box to generate a year-to-date chart.
History	Check box to generate a consolidated chart for the previous year. If Year-to-Date box is also checked, Historical chart will contain Year-to-Date figures for previous year. If only history box is check, historical chart will contain revenue/expenses for same period for previous year.
Budget	Check box to generate a consolidated graph for amounts budgeted for selected period.
Annual Budget	Check box and leave Budget box checked to generate a consolidated graph for annual amounts budgeted.
Consolidation Fields	Select one of the five consolidation fields defined in Chart of Accounts Setup
From Value	Enter a beginning consolidation value for range or leave blank to include all values
To Value	Enter an ending consolidation value for range or leave blank to include all values
Number of Items to Chart	Select number of items to be include in graph from the drop down list. i.e. If 5 is selected, the chart will display top 5 account balances.
Ascending or Descending Sort	Check box to select sort order
Amounts Over/Under	Enter minimum and maximum amounts to be included in the graph or leave blank to include all amounts.
Pie Chart Options	No selection is required for Bar Charts.

The confirmation message displays.



Click **OK** to create selected options graph or **Cancel** to return to Financial Graph Form.

If **OK** is selected, the graph will preview on the screen. Click **Print** to print the graph.

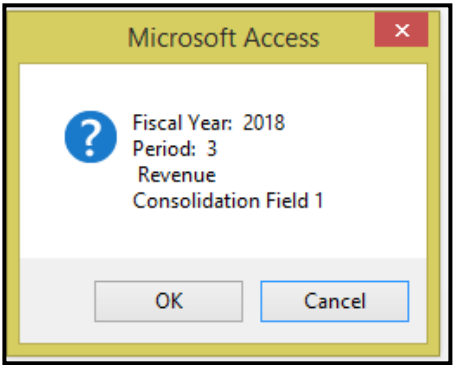


Monthly

Click **Monthly** to generate a bar graph for selected criteria. This graph requires the following items to be selected prior to generating: Fiscal Year, Period, Revenue or Expenses, Divisions (either All or Specific Divisions), selection of a consolidation field previously defined in the Chart of Accounts Setup, selection of number of items to chart and sort order, either ascending or descending.

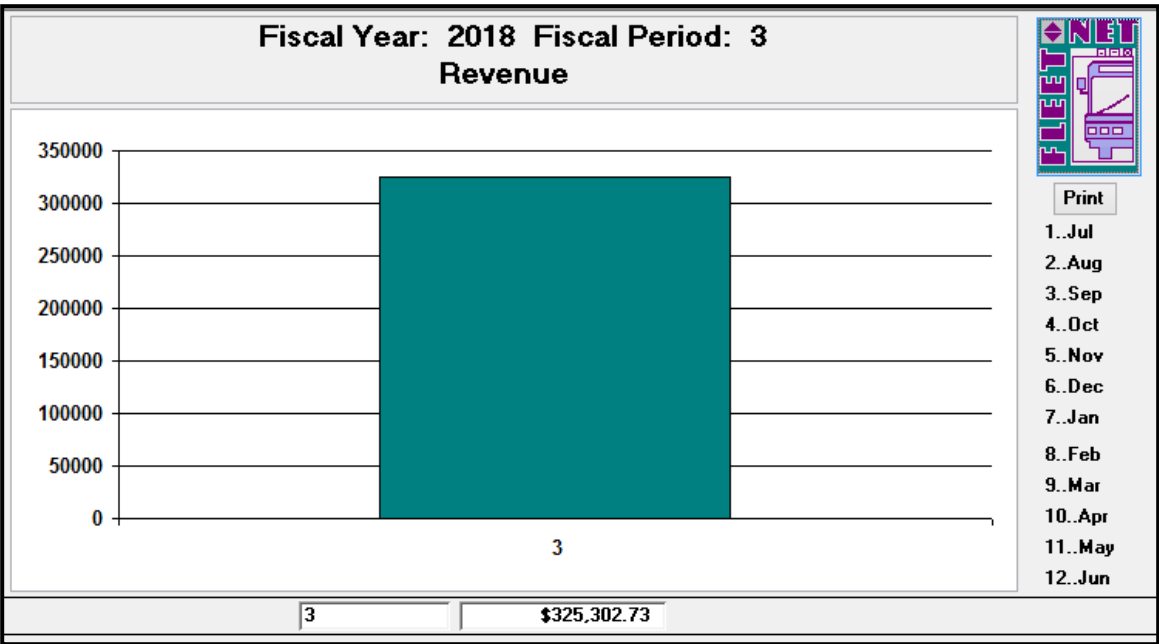
Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Period	Enter or select period from the drop down options.
Revenue or Expenses	Check either box for the desired graph.
All Divisions	Check box to generate chart to include all divisions or select specific divisions by checking box (es) to the left of the division number.
Year To Date	Check box to generate a year-to-date chart.
History	Check box to generate a consolidated chart for the previous year. If Year-to-Date box is also checked, Historical chart will contain Year-to-Date figures for previous year. If only history box is check, historical chart will contain revenue/expenses for same period for previous year.
Budget	Check box to generate a consolidated graph for amounts budgeted for selected period.
Annual Budget	Check box and leave Budget box checked to generate a consolidated graph for annual amounts budgeted.
Consolidation Fields	Select one of the five consolidation fields defined in Chart of Accounts Setup
From Value	Enter a beginning consolidation value for range or leave blank to include all values
To Value	Enter an ending consolidation value for range or leave blank to include all values
Number of Items to Chart	Select number of items to be include in graph from the drop down list. i.e. If 5 is selected, the chart will display top 5 account balances.
Ascending or Descending Sort	Check box to select sort order
Amounts Over/Under	Enter minimum and maximum amounts to be included in the graph or leave blank to include all amounts.
Pie Chart Options	No selection is required for Monthly.

The following confirmation message displays.



Click **OK** to create selected options graph or **Cancel** to return to Financial Graph Form.

If **OK** is selected, the graph will preview on the screen. Click **Print** to print the graph.



Annual Chart

Click **Annual Chart** to generate a bar graph illustrating previous years as selected by user. This graph requires the following items to be selected prior to generating: Fiscal Year, Period, Revenue or Expenses, Divisions (either All or Specific Divisions), selection of a consolidation field previously defined in the Chart of Accounts Setup, selection of number of items to chart and sort order, either ascending or descending.

Financial Graph Form

Fiscal Year: 2013 Period: 3 ☒ Revenue ☐ Expenses

☒ All Divisions? ☐ Year To Date ☐ History ☒ Budget ☒ Annual Budget

Source Divisions

<input checked="" type="checkbox"/>	100	General Administration
<input checked="" type="checkbox"/>	200	Revenue Division
<input checked="" type="checkbox"/>	300	Operations Division
<input checked="" type="checkbox"/>	40	Manual 3
<input checked="" type="checkbox"/>	41	Manual 4
<input checked="" type="checkbox"/>	50	Manual 8
<input checked="" type="checkbox"/>	CATA	Sample Trans

☒ Consolidation Field 1 ☐ Consolidation Field 2 ☐ Consolidation Field 3 ☐ Consolidation Field 4 ☐ Consolidation Field 5

From Value: To Value:

Of Items To Chart: 10

☐ Ascending Sort ☒ Descending Sort

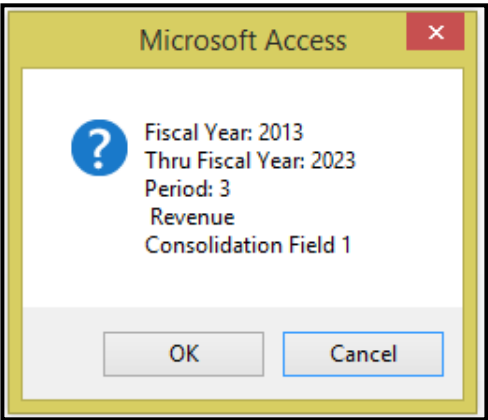
Amounts Over: Amounts Under:

Pie Chart Options:

Pie Chart Bar Chart Monthly **Annual Chart**

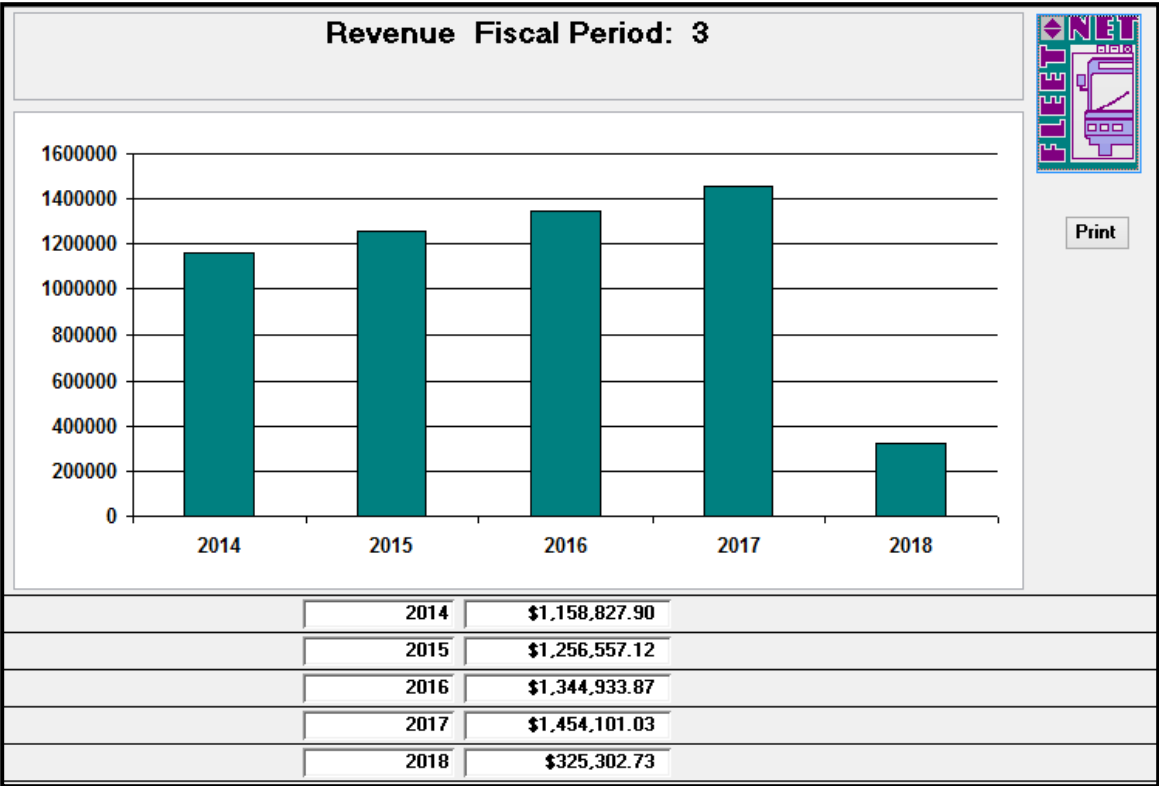
Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Period	Enter or select period from the drop down options.
Revenue or Expenses	Check either box for the desired graph.
All Divisions	Check box to generate chart to include all divisions or select specific divisions by checking box(es) to the left of the division number.
Year To Date	Check box to generate a year-to-date chart.
History	Check box to generate a consolidated chart for the previous year. If Year-to-Date box is also checked, Historical chart will contain Year-to-Date figures for previous year. If only history box is check, historical chart will contain revenue/expenses for same period for previous year.
Budget	Check box to generate a consolidated graph for amounts budgeted for selected period.
Annual Budget	Check box and leave Budget box checked to generate a consolidated graph for annual amounts budgeted.
Consolidation Fields	Select one of the five consolidation fields defined in Chart of Accounts Setup
From Value	Enter a beginning consolidation value for range or leave blank to include all values
To Value	Enter an ending consolidation value for range or leave blank to include all values
Number of Items to Chart	Select number of items to be include in graph from the drop down list. i.e. If 5 is selected, the chart will display top 5 account balances.
Ascending or Descending Sort	Check box to select sort order
Amounts Over/Under	Enter minimum and maximum amounts to be included in the graph or leave blank to include all amounts.
Pie Chart Options	No selection is required for Annual Chart.

The following confirmation message displays.



Click **OK** to create selected options graph or **Cancel** to return to Financial Graph Form.

If **OK** is selected, the graph will preview on the screen. Click **Print** to print the graph.



Financial Statement Builder

Click **Financial Statement Builder** to allow users to create customized reports.

Sample Transit

Financial Statements and Inquiries

1

Financial Statements

?

2

Encumbrance Inquiry

?

3

Financial Graphs

?

4


Financial Statement Builder

?

16

Return to Previous Menu

?



◀ Enter your selection:

☐ Show Details

Vsn: 09.06 [2/6/2018]

Iday FNLV42

GL04

Report Names

Enter or select fiscal year from the drop down options.

Click **Report Names** to populate a list of reports that can be generated. The following form displays.

Go to the last record on the form to add a new report.

Financial Statement Builder

Fiscal Year: 2017

Report Name:

Sequence #:

Report Name	Report Title	Standard Format
Balance Sheet	Balance Sheet	<input checked="" type="checkbox"/>
Report Format: FNG_L_BalanceSheetReport		
Budget Analysis	Budget Analysis Report	<input checked="" type="checkbox"/>
Report Format: FNG_L_BudgetAnalysisReport		
Budget Master Listing	Budget Master Listing	<input checked="" type="checkbox"/>
Report Format: FNG_L_BudgetMasterListingReport		

Report Names

Print Names

Report Format

Print Setup

Print Report

Field	Description
Report Name	Enter a report name. This is the name that will display in the drop down selection list.
Report Title	Enter a report title. The title will appear at the top of the printed report.
Report Format	Enter one of the four available report formats (See Below).
Standard Format	Leave the box unchecked.

The following Report Formats are available for use in creating customized reports:

FNGL_FinancialAssetLiabilityReport
 FNGL_FinancialRevExpByPeriodReport
 FNGL_FinancialRevenueExpenseReport
 FNGL_FinStmntBldrBudgetVarianceReport

Print Names

Click Print to generate a report for view/print. All standard reports are listed on this form.

Financial Statement Report Names		
Report Name	Report Title / Report Format	Standard Format
Balance Sheet	Balance Sheet FNGL_BalanceSheetReport	<input checked="" type="checkbox"/>
Budget Analysis	Budget Analysis Report FNGL_BudgetAnalysisReport	<input checked="" type="checkbox"/>
Budget Master Listing	Budget Master Listing FNGL_BudgetMasterListingReport	<input checked="" type="checkbox"/>
Budget Projection	Budget Projection Report FNGL_BudgetProjectionReport	<input checked="" type="checkbox"/>
Budget Variance	Budget Variance Report FNGL_BudgetVarianceReport	<input checked="" type="checkbox"/>
Budget Variance By Consolidation Fields Report	Statement of Revenue and Expenditures Actual vs. Budget FNGL_BudgetVarianceWithRevExpByConsReport	<input checked="" type="checkbox"/>
Budget Variance With Annual Budget	Budget Variance Report FNGL_BudgetVarianceWithAnnualBgtReport	<input checked="" type="checkbox"/>
CB	CB Income Statement FNGL_IncomeStatementReport	<input type="checkbox"/>
CBREV&Exp	FNGL_CBRevandExp	<input type="checkbox"/>
Chart Of Accounts	Chart Of Accounts Report FNGL_ChartOfAccountsReport	<input checked="" type="checkbox"/>
Comparative Balance Sheet	Comparative Balance Sheet FNGL_CompBalanceSheetReport	<input checked="" type="checkbox"/>
Comparative Balance Sheet Last Period	Comparative Balance Sheet Last Period FNGL_ComparativeBalanceSheetLastPeriodReport	<input checked="" type="checkbox"/>
Comparative History	Comparative History Report FNGL_ComparativeHistoryReport	<input checked="" type="checkbox"/>
Comparative History Multi-Year	Comparative History Multi-Period Report FNGL_ComparativeHistoryMultiYearReport	<input checked="" type="checkbox"/>
Encumbrance Y-T-D	Revenue/Expense Encumbrance Ytd Report FNGL_EncumbranceYtdReport	<input checked="" type="checkbox"/>
General Ledger	General Ledger FNGL_GeneralLedgerReport	<input checked="" type="checkbox"/>

Report Format

Click **Report Format** define the setup for view/printing selected customized report. The following form displays.

Enter or select a Report from the Report Name drop down options.

Financial Statement Builder

Fiscal Year: 2018

Report Name: Test Income Statement

Sequence #:

Report Names
Print Names
Report Format
Print Setup
Print Report

Financial Statement Builder

Fiscal Year: 2018

Report Name: Test Income Statement

Sequence #:

Sequence #	Account #	Title	Tran Code	Acct Type	Print Colm	Vert Space	Total Level	Bold Print	Under-line	Font Color
2	4010101010	CB Family Passes	1	4	1	1	1		S	
3	4010101020	CB Farebox	1	4	1	1	1		S	
5	4010101021	CB Tokens	1	4	1	1	1		S	
7	4010101022	CB One Passes	1	4	1	1	1		S	
1	4000000000	Revenue	0	4	1	1	1		D	
10	5000000000	Wage Expenses	0	4	1	1	1		D	
12	5010101001	CB Wages - Operators	1	5	1	1	1		S	
14	5010201005	DB Wages - Dispatch	1	5	1	1	1		S	
16	5010204106	CB Wages - Mechanics	1	5	1	1	1		S	

Report Names
Print Names
Report Format
Print Setup
Print Report

NOTE:

All numbers on financial statements (except contra accounts and/or a loss on income statement) appear as positive numbers. If this is not the case when you print financials, account type specified is incorrect.

Print Column Note:

Although a number must be entered in this field for all accounts, it only affects printing of Balance Sheet accounts

Space Note:

Spacing of financial reports may be changed at any time; this only makes a cosmetic change in printing of financials. If any number except 1 is selected, the added lines will appear above the account.

Total Level Note:

If subtotals or totals on financial reports are not correct but posting account figures are, this is only a cosmetic problem. Total level codes must be corrected to remedy this situation.

A Total Level 2 account will display the total of all of the accounts listed above it with a Total Level 1.

A Total Level 3 account will display the total of all of the accounts listed above it with a Total Level 2, if there are none, it will display the total of all accounts with a Total Level 1.

A Total Level 4 account will display the total of all of the accounts listed above it with a Total Level 3, if there are none, it will display the total of all accounts with a Total Level 2 or 1 if there are no Total Level 2 accounts.

To assign general ledger accounts to the Financial Statement Builder accounts (only accounts with Tran Code 1 are eligible for general ledger account assignment), double click in the Sequence # field, the following form displays.

Field	Max Field Size	Field Type	Description
Sequence #	10	Number	Enter a sequence number. This number will determine order the 'accounts' are listed on this form. Duplicate numbers are not allowed.
Account #	20	Alpha/Numeric	Assign an account number. This number determines order the accounts are listed on the report. If accounts include letters the data is sorted first by number, then by letter.
Title	50	Alpha/Numeric	Enter account title as it will appear on financial reports.
Tran Code	1	Number	Select type of transaction applicable for the GL account from the drop-down options.
0			Heading account (non-posting).
1			Acquire total from account balances.
3			Combined Revenue/Expense from total level.
6			Subtotal/Total from total level.
Acct Type	1	Alpha/Numeric	Identifies type of account for posting and financial reporting.
1			Asset
2			Liability
3			Capital/Equity
4			Revenue
5			Expense
6			Revenue percentage calculation.
Print Column	1	Alpha/Numeric	Specify column (1 thru 3) for balance sheet printing (See Note below).
Space	1	Alpha/Numeric	Specify one of the following to determine vertical print line space between accounts on Balance Sheets and Income Statements (See Note below).
1			Skip 1 Line (print on next line)
2			Skip 2 Lines (double space)
3			Skip 3 Lines (triple space)
4			Skip 4 Lines (skips 3 lines – prints on 4th)
5			Skip 5 Lines (skips 4 lines – prints on 5th)
6			Skip 6 Lines (skips 5 lines – prints on 6th)
7			Skip 7 Lines (skips 6 lines – prints on 7th)
8			Skip 8 Lines (skips 7 lines – prints on 8th)
9			Force new page
Total Level	1	Alpha/Numeric	A total level code number (1-9) determines where subtotals and totals print on financial reports. The total level code used for heading accounts with Tran Code 0 will not impact the reports (See Note below).
Bold Print		Yes/No	Select the checkbox to print the account number, title and amount in bold print on financial reports.
Underline	1	Alpha/Numeric	Select single or double to underline the amount on financial reports.
Font Color		Number	Select the palette icon to choose a font color to print the account number, title and amount on financial reports.
Sup Print		Yes/No	Select the checkbox to suppress the printing of the account on financial reports when the Summary Option is selected.
Sub Amt		Yes/No	Select the checkbox to subtract the amount from the total.
Rev Sign		Yes/No	Select the checkbox to show credits as positive numbers and/or debits as negative numbers.

Financial Statement Builder

Fiscal Year: 2018

Report Name: Test Income Statement

Sequence #: 2 4010101010 CB Family Passes

Record #	Fiscal Year	Division	From Account	Title	Thru Account	Title
	2017	CATA	1010150100	Cash General	1010250100	Cash - Payroll Account
*						

Report Names
Print Names
Report Format
Print Setup
Print Report

Field	Max Field Size	Field Type	Description
Record #	10	Number	Enter a record number. This number will determine order the accounts are listed on this form. Duplicate numbers are not allowed.
Fiscal Year		Number	Enter or select fiscal year from drop down options. Fiscal year is used to validate general ledger account numbers only.
Division		Number	Enter or select division from drop down options.
From Account		Number	Select first account number that will be grouped under Financial Statement Builder account number from the drop down options (See below)
Title		Alpha/Numeric	Auto populates based on general ledger account # selected in previous step
Thru Account		Number	Select last account number that will be grouped under Financial Statement Builder account number from drop down options. (See below)

Print Setup

Click **Print Setup** to generate a report listing report specifications.

Financial Statement Report Specifications

Report Name: Test Income Statement

Report Title: Test Income Statement

Sequence	Account	Title	Tran Code	Acct Type	Prt Col	Vert Spac	Tot Lev	Bold Print	Under line	Font Color	Sup Prt	Sub Amt	Rev Sign	Beg Bal
1	4000000000	Revenue	0	4	1	1	1	<input checked="" type="checkbox"/>	D		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	4010101010	CB Family Passes	1	4	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	4010101020	CB Farebox	1	4	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	4010101021	CB Tokens	1	4	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	4010101022	CB One Passes	1	4	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	5000000000	Wage Expenses	0	4	1	1	1	<input checked="" type="checkbox"/>	D		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	5010101001	CB Wages - Operators	1	5	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	5010201005	DB Wages - Dispatch	1	5	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	5010204106	CB Wages - Mechanics	1	5	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	9999999999	Net Income	3	3	1	1	1	<input type="checkbox"/>	S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Report

Click **Print Report** to generate final report, the following form displays.

Financial Statement Builder

Fiscal Year: 2018

Report Name: Test Income Statement

Sequence #:

From Fiscal Year: 2018 From Period: 1 Thru Fiscal Year: 2018 Thru Period: 10

Report Date: 11/21/2017 ☒ Print Account #'s ☒ Print Zero Balances? ☐ Summary?

Path To Export Data: J:\CATA\

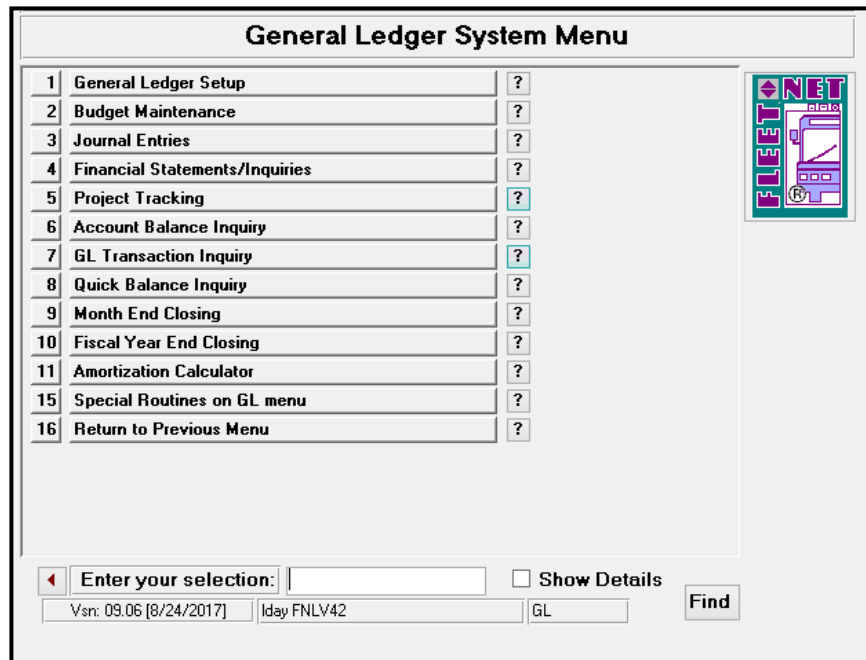
STOP

Report Names
Print Names
Report Format
Print Setup
Print Report

Field	Field Type	Description
From Fiscal Year	Number	Enter or select starting fiscal year from drop down options. (See Below)
From Period	Number	Enter or select first accounting period that will be included on the report from drop down options.
Thru Fiscal Year	Number	Enter or select ending fiscal year from drop down options. (See Below)
Thru Period	Number	Enter or select last accounting period that will be included on the report from drop down options.
Report Date	Date	Enter or select date from calendar that will be displayed at top of the report.
Print Account #'s	Yes/No	Check box to include GL account numbers on the report. Account Numbers that will display are those that were created on Report Format form.
Print Zero Balances?	Yes/No	Check box to include GL account numbers with zero balances on the report. Unchecking the box will exclude accounts with zero balances.
Summary?	Yes/No	Check box to generate a report that excludes GL account numbers set up as suppressed print, which were checked Sup Print .

Account Balance Inquiry

Click **Account Balance Inquiry** to display and/or print an account balance and transaction listing for a specific account number.



General Ledger System Menu

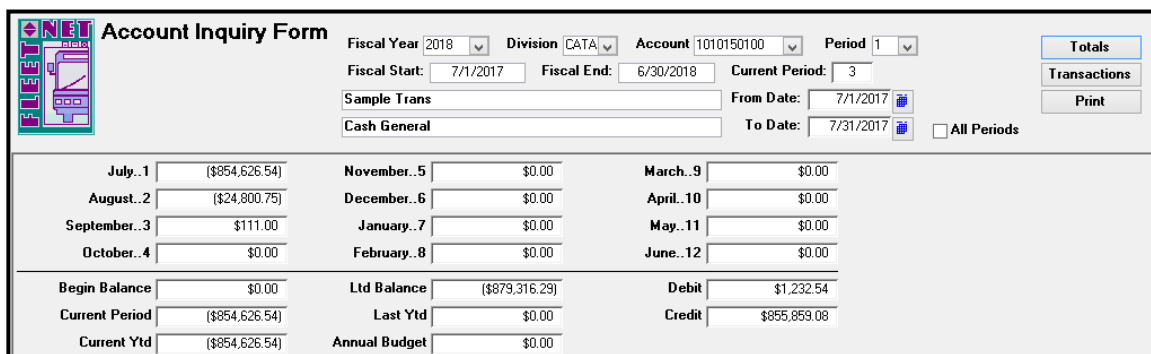
1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?

Enter your selection: ☐ Show Details

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Totals

Click **Totals** to view transaction totals by month, current period, YTD, LTD and Debit & Credits for selected Period.



Account Inquiry Form

Fiscal Year: 2018 Division: CATA Account: 1010150100 Period: 1

Fiscal Start: 7/1/2017 Fiscal End: 6/30/2018 Current Period: 3

Sample Trans: From Date: 7/1/2017 To Date: 7/31/2017 ☐ All Periods

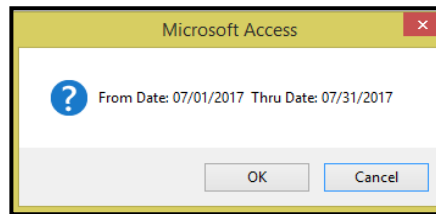
Cash General

July..1	(\$854,626.54)	November..5	\$0.00	March..9	\$0.00
August..2	(\$24,800.75)	December..6	\$0.00	April..10	\$0.00
September..3	\$111.00	January..7	\$0.00	May..11	\$0.00
October..4	\$0.00	February..8	\$0.00	June..12	\$0.00
Begin Balance	\$0.00	Ltd Balance	(\$879,316.29)	Debit	\$1,232.54
Current Period	(\$854,626.54)	Last Ytd	\$0.00	Credit	\$855,859.08
Current Ytd	(\$854,626.54)	Annual Budget	\$0.00		

Field	Description
Fiscal Year	Enter or select fiscal year from drop down options.
Division	Enter or select division from drop down options.
Account	Enter or select GL account number from drop down options.
Period	Enter or select period from drop down options.
Fiscal Start	Auto populates based on fiscal year selected.
Fiscal End	Auto populates based on fiscal year selected.
Current Period	Auto populates based on current period in General Ledger.
Period	Enter or select period from drop down options.

Transactions

Click **Transaction** to display/and or print the account balances by month. The following form displays.



Click **OK** to continue or **Cancel** to cancel. If **OK** is selected the following form displays.

Account Inquiry Form

Fiscal Year: 2018 Division: CATA Account: 1010150100 Period: 1

Fiscal Start: 7/1/2017 Fiscal End: 6/30/2018 Current Period: 3

Sample Trans: From Date: 7/1/2017 To Date: 7/31/2017

Cash General: ☐ All Periods

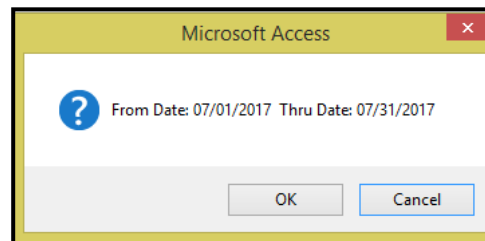
Totals Transactions Print

Per	Date	Tran #	Batch #	Src	Reference	Description	Debit	Credit
1	7/1/2017	214240	3737	AP	Batch Total	Checks		\$138,159.28
1	7/3/2017	214539	3770	AP	Batch Total	Checks		\$154,055.54
1	7/7/2017	214925	3801	AP	Batch Total	Checks		\$1,192.00
1	7/7/2017	214963	3809	AP	Batch Total	Checks		\$61,112.00
1	7/10/2017	214911	3799	AP	Batch Total	Checks		\$226,080.58
1	7/13/2017	215130	3821	AP	Batch Total	ACH Payments		\$1,197.18
1	7/14/2017	215195	3834	PRL	Batch	Payroll summary posting		\$177,046.73
1	7/14/2017	215366	3839	PRL	Batch	Payroll summary posting	\$1,232.54	
1	7/17/2017	215172	3828	AP	Batch Total	Checks		\$80,484.41
1	7/19/2017	215473	3848	AP	Batch Total	ACH Payments		\$16,531.36

Print

Click **Print** to display/and or print the account balance inquiry report for the selected account.

The following reports display.



General Ledger Account Inquiry					
Fiscal Year: 2018		Period: 1			
CATA Sample Trans					
1010150100 Cash General					
1..July	(\$854,626.54)	5..November	\$0.00	9..March	\$0.00
2..August	(\$24,800.75)	6..December	\$0.00	10..April	\$0.00
3..September	\$111.00	7..January	\$0.00	11..May	\$0.00
4..October	\$0.00	8..February	\$0.00	12..June	\$0.00
Begin Balance	\$0.00	Ltd Balance	(\$879,316.29)	Debit	\$1,232.54
Current Period	(\$854,626.54)	Last Ytd	\$0.00	Credit	\$855,859.08
Current Ytd	(\$854,626.54)	Annual Budget	\$0.00		


General LedgerAccount Inquiry										
Fiscal Year: 2018		Period: 1		From Date: 07/01/2017		Thru Date: 07/31/2017				
CATA Sample Trans										
1010150100 Cash General										
Per	Batch	Date	Trn #	Jrn	Reference #	Description	Project	Debit	Credit	Balance
1	3737	7/1/2017	214240	AP	Batch Total	Checks			\$138,159.28	
1	3770	7/3/2017	214539	AP	Batch Total	Checks			\$154,055.54	
1	3809	7/7/2017	214963	AP	Batch Total	Checks			\$61,112.00	
1	3801	7/7/2017	214925	AP	Batch Total	Checks			\$1,192.00	
1	3799	7/10/2017	214911	AP	Batch Total	Checks			\$226,080.58	
1	3821	7/13/2017	215130	AP	Batch Total	ACH Payments			\$1,197.18	
1	3839	7/14/2017	215366	PRL	Batch	Payroll summary posting		\$1,232.54		
1	3834	7/14/2017	215195	PRL	Batch	Payroll summary posting			\$177,046.73	
1	3828	7/17/2017	215172	AP	Batch Total	Checks			\$80,484.41	
1	3848	7/19/2017	215473	AP	Batch Total	ACH Payments			\$16,531.36	
							Period: 1	\$1,232.54	\$855,859.08	(\$854,626.54)
1010150100 Cash General								\$1,232.54	\$855,859.08	(\$854,626.54)

GL Transaction Inquiry

Click **GL Transaction Inquiry** to view GL Transactions.

General Ledger System Menu

1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?



☐ Show Details

Vsn: 09.06 [8/24/2017]
Iday FNLV42
GL
Find

The inquiry can be general or refined to include one or more selection criteria. The only required field is the fiscal year.

Refresh

Click **Refresh** to refresh the screen to view selected options.



Highlight a selected field. Click **Binocular Icon** will to open Find form.

Find and Replace ? x

Find **Replace**

Find What: 1010150100 Find Next

Cancel

Look In: Current field

Match: Whole Field

Search: All

☐ Match Case ☒ Search Fields As Formatted

Transaction Inquiry Form

Fiscal Year: 2017 Period: 1 Fiscal Start: 7/1/2016 Fiscal End: 6/30/2017 Current Period: 9

Division: CATA Account: 1010150100 Source: Reference #: Batch #:

From Posting Date: Thru Posting Date:

Div	Account #	Per	Date	Tran #	Batch #	Src	Reference	Debit	Credit	
CATA	1010150100	1	07/01/2016	155648	155,648	PRL	000519		\$170,335.03	P/R PAYROLL JOUR
Cash General										
CATA	1010150100	1	07/01/2016	155835	155,835	PRL	000520		\$619.73	P/R PAYROLL JOUR
Cash General										
CATA	1010150100	1	07/01/2016	155945	155,945	CD	001146		\$1,360.49	Nittany Office Equipm
Cash General										
CATA	1010150100	1	07/01/2016	155946	155,945	CD	001146		\$22.53	Columbia Gas 00830
Cash General										
CATA	1010150100	1	07/01/2016	155947	155,945	CD	001146		\$57.00	Centre County Unitec
Cash General										
CATA	1010150100	1	07/01/2016	155948	155,945	CD	001146		\$237.75	Mohawk Mfg. & Supp
Cash General										
CATA	1010150100	1	07/01/2016	155949	155,945	CD	001146		\$161.24	New Pig Corporation
Cash General										
Total:								\$3,985,228.67	\$3,602,715.32	

Refresh

Field	Description
Fiscal Year	Enter or select fiscal year from the drop down options – Mandatory field.
Period	Enter or select period from the drop down options – <i>Optional field.</i>
Posting Date	Enter or select posting date from the drop down options – <i>Optional field.</i>
Batch #	Enter or select batch number from the drop down options – <i>Optional field.</i>
From Posting Date	Enter a starting date or select it from the calendar – <i>Optional field.</i>
Thru Posting Date	Enter an ending date or select it from the calendar – <i>Optional field.</i>

Excel Icon



Click **Excel Icon** to export inquiry screen data into an Excel spreadsheet.

Excel Spreadsheet:

FiscalYear	Account	Period	PostingDate	Transactio	BatchNurr	Source	Reference	Description	DebitAmc	CreditAmount	CreatedDate	Time	CreatedByFunction	Title
2018	1010150100	1	7/1/2017	214240	3737	AP	Batch Total	Checks		138,159.28	6/26/2017		FNAP_CheckPrintReport	Cash General
2018	1010150100	1	7/3/2017	214539	3770	AP	Batch Total	Checks		154,055.54	6/30/2017		FNAP_CheckPrintReport	Cash General
2018	1010150100	1	7/7/2017	214925	3801	AP	Batch Total	Checks		1,192.00	7/7/2017		FNAP_CheckPrintReport	Cash General
2018	1010150100	1	7/7/2017	214963	3809	AP	Batch Total	Checks		61,112.00	7/10/2017		FNAP_CheckPrintReport	Cash General
2018	1010150100	1	7/10/2017	214911	3799	AP	Batch Total	Checks		226,080.58	7/7/2017		FNAP_CheckPrintReport	Cash General


Quick Balance Inquiry

Click **Quick Balance Inquiry** to display current fiscal period balance information by division number.

To ensure that you are in balance, run periodically and prior to month end or year end.

General Ledger System Menu


1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?



◀ Enter your selection: ☐ Show Details

Vsn: 09.06 [8/24/2017] | Iday FNLV42 | GL

Quick Balance Inquiry



Fiscal Year	Current Period	Start Date	End Date	Year Closed
2017 ▼	9	7/1/2016	6/30/2017	

Debits	\$65,122,957.64		Balance Sheet	\$0.00
Credits	\$65,122,957.64	Balance	\$0.00	Income Statement
				\$0.00

Division	Debits	Credits	Balance	Error Message
100	\$0.00	\$0.00	\$0.00	
CATA	\$65,122,957.64	\$65,122,957.64	\$0.00	
CBCR	\$0.00	\$0.00	\$0.00	

Field	Description
Fiscal Year	Enter or select fiscal year from drop down option. Totals will accumulate automatically.
Current Period	Auto populates based on fiscal year selected.
Start Date	Auto populates based on fiscal year selected.
End Date	Auto populates based on fiscal year selected.
Debits	Auto populates after balances are accumulated.
Credits	Auto populates after balances are accumulated.
Balance	Auto populates after balances are accumulated.
Balance Sheet	Auto populates after balances are accumulated.
Income Statement	Auto populates after balances are accumulated.

Month End Closing

Click **Month End Closing** to close accounting period and post income and expenses to retained earnings. The previous period does NOT need to be closed prior to posting to the current period.

General Ledger System Menu

1

General Ledger Setup

?

2

Budget Maintenance

?

3

Journal Entries

?

4

Financial Statements/Inquiries

?

5

Project Tracking

?

6

Account Balance Inquiry

?

7

GL Transaction Inquiry

?

8

Quick Balance Inquiry

?

9

Month End Closing

?

10

Fiscal Year End Closing

?

11

Amortization Calculator

?

15

Special Routines on GL menu

?

16

Return to Previous Menu

?

NET

data

◀

Enter your selection:

☐ Show Details

Vsn: 09.06 [8/24/2017]

Iday: FNLV42

GL

Find

Month End Closing clears current period income statement figures and posts totals to retained earnings for the selected period. Current accounting month flag is incremented during this process.

End Of Month Update

Fiscal Year:

Current Period

Start Date

End Date

2018

3

7/1/2017

6/30/2018

Update

Debits

Credits

Balance

Balance Sheet

Income Statement

NET

data

FNSysdIlgProgressMeterForm 08/24/2016 © 2017 Fleet-N...

Now accumulating balances for fiscal year: 2018

336 of 4092 records

8%

After accumulating account balances, the following form displays. If debits and credits are out of balance or closing entries have not been generated and updated the following error message displays.

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End Of Month Update

Fiscal Year: 2018
 Current Period: 3
 Start Date: 7/1/2017
 End Date: 6/30/2018

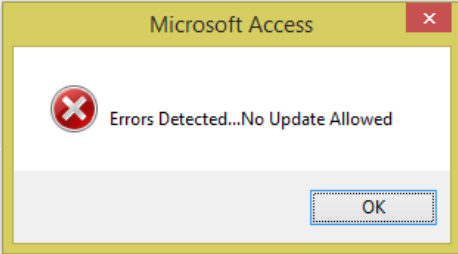
Debits: \$1,533,899.18
 Credits: \$1,533,899.18
 Balance: \$0.00

Balance Sheet: \$0.00
Income Statement: \$0.00

Division	Debits	Credits	Balance	Error Message
100	\$250,000.00	\$125,000.00	\$125,000.00	Out Of Balance
200	\$284.11	\$125,284.11	(\$125,000.00)	Out Of Balance
300	\$0.00	\$0.00	\$0.00	
CATA	\$1,283,615.07	\$1,283,615.07	\$0.00	
CBCR	\$0.00	\$0.00	\$0.00	



Update



Field	Description
Fiscal Year	Enter or select fiscal year from the drop down options. Totals will accumulate automatically.
Current Period	Auto populates based on fiscal year selected.
Start Date	Auto populates based on fiscal year selected.
End Date	Auto populates based on fiscal year selected.
Debits	Auto populates after balances are accumulated.
Credits	Auto populates after balances are accumulated.
Balance	Auto populates after balances are accumulated.
Balance Sheet	Auto populates after balances are accumulated.
Income Statement	Auto populates after balances are accumulated.

This is due to the fact that Auto Post Closing entries have not been generated and updated wherein the profit or loss is posted from the income summary accounts to the retained earnings account. Once that process has been run, the accounts will be in balance and the End of Month Update form will display as shown below.


End Of Month Update

Fiscal Year: 2017
 Current Period: 9
 Start Date: 7/1/2016
 End Date: 6/30/2017

Debits: \$88,251,262.67
 Credits: \$88,251,262.67
 Balance: \$0.00

Balance Sheet: \$0.00
Income Statement: \$0.00

Division	Debits	Credits	Balance	Error Message
100	\$0.00	\$0.00	\$0.00	
CATA	\$88,251,262.67	\$88,251,262.67	\$0.00	
CBCR	\$0.00	\$0.00	\$0.00	

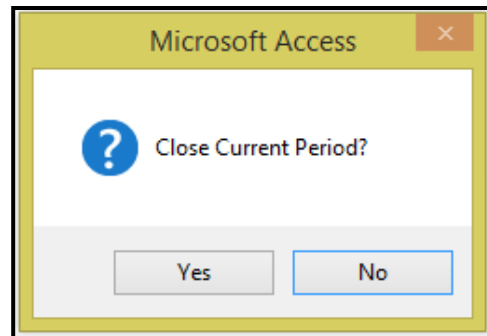


Update

Update

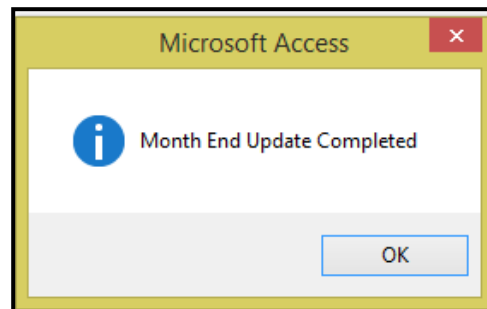
Click **Update** to update month end closing entries to General Ledger and close current period.

The following prompt displays.



Click **Yes** to continue or **No** to return to End of Month Update form.

Once completed the following confirmation message displays.

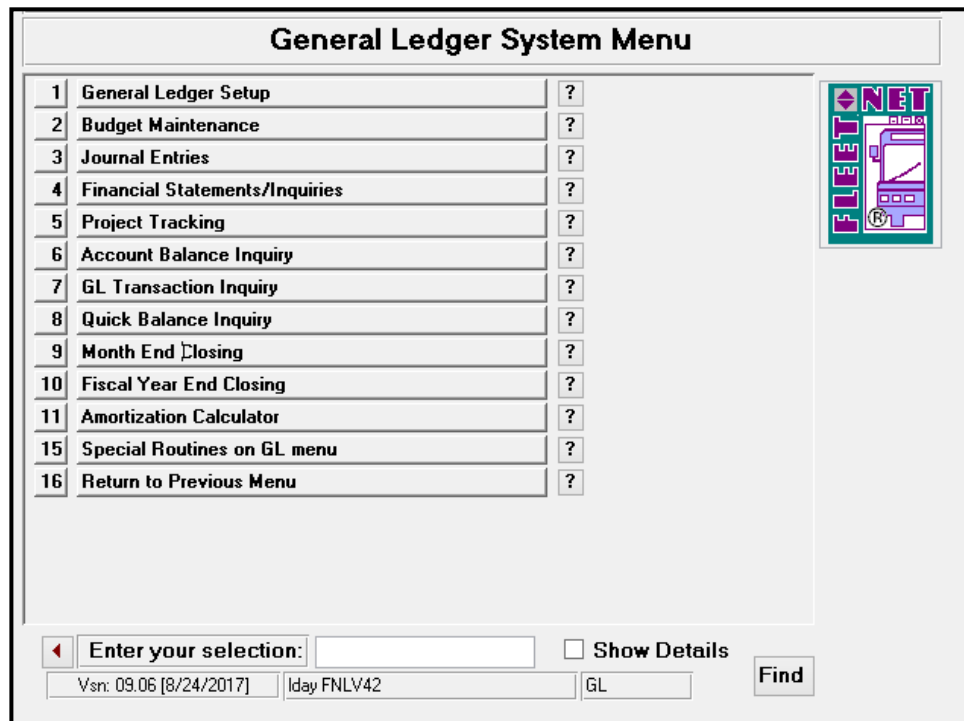


Click **Ok**.

Fiscal Year End Closing

Click **Fiscal Year End Closing** to perform fiscal year end update on all general ledger files. Before this can be done, all current period journal entries must be updated.

Note: *Month End Closing must be executed prior to running Fiscal Year End Closing.*



General Ledger System Menu

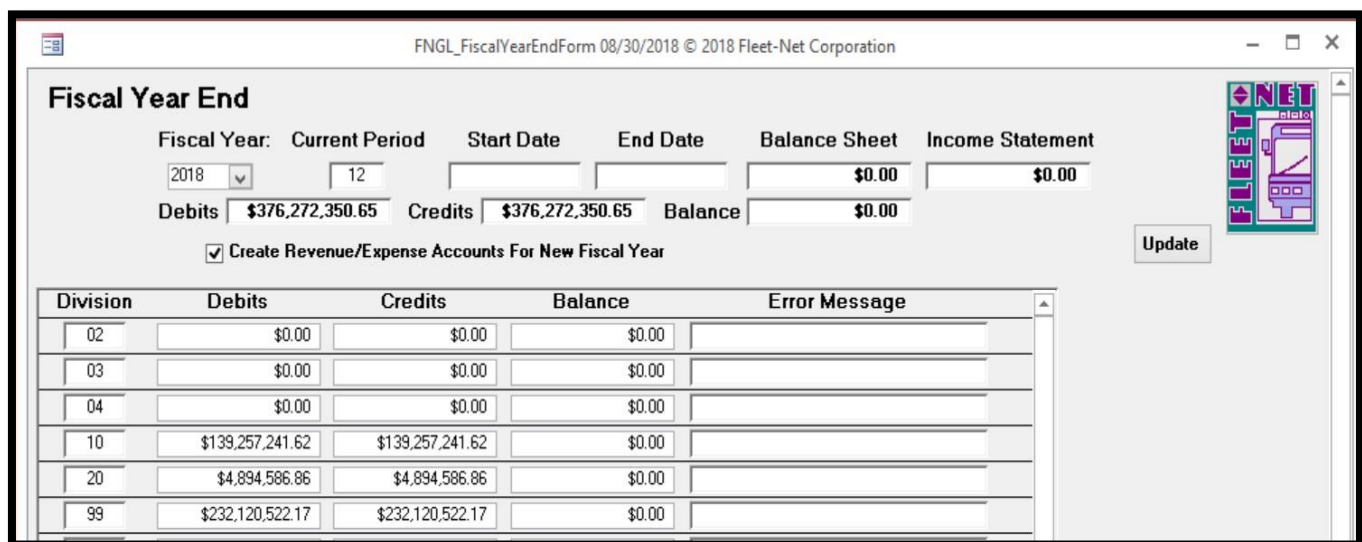
1	General Ledger Setup	?
2	Budget Maintenance	?
3	Journal Entries	?
4	Financial Statements/Inquiries	?
5	Project Tracking	?
6	Account Balance Inquiry	?
7	GL Transaction Inquiry	?
8	Quick Balance Inquiry	?
9	Month End Closing	?
10	Fiscal Year End Closing	?
11	Amortization Calculator	?
15	Special Routines on GL menu	?
16	Return to Previous Menu	?

Enter your selection: ☐ Show Details

Vsn: 09.06 [8/24/2017] Iday FNLV42 GL

This process moves the current year-to-date balances to the last year-to-date field and beginning balance is set to zero on income statement accounts.

Enter or select Fiscal Year from the drop-down options. All other fields automatically populate after the process completes. See next page for explanation of the *Create Revenue/Expense Accounts for New Fiscal Year*



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Fiscal Year End

Fiscal Year: Current Period: Start Date: End Date: Balance Sheet: Income Statement:

Debits: Credits: Balance:

☒ Create Revenue/Expense Accounts For New Fiscal Year

Division	Debits	Credits	Balance	Error Message
02	\$0.00	\$0.00	\$0.00	
03	\$0.00	\$0.00	\$0.00	
04	\$0.00	\$0.00	\$0.00	
10	\$139,257,241.62	\$139,257,241.62	\$0.00	
20	\$4,894,586.86	\$4,894,586.86	\$0.00	
99	\$232,120,522.17	\$232,120,522.17	\$0.00	

Create Revenue/Expense Accounts for New Fiscal Year

If this box is checked, all accounts in the Chart of Accounts for the Fiscal Year being closed will be written to the next year's Chart of Accounts.

Uncheck this box if accounts were deleted when the Chart of Accounts was created for the upcoming fiscal year. The Year End Close process will not write accounts from the year being closed that are not in the Chart of Accounts for the next year.

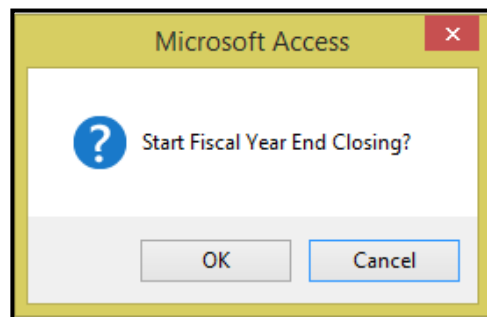
If the Chart of Accounts was not previously created using the Create New Budget Year function, the Create Revenue/Expense Accounts for New Fiscal Year check box **MUST** be checked due to the following provisions:

If **UNCHECKED** only Assets (1), Liabilities (2) and Capital (3) accounts are created for the next fiscal year. **NO** Revenue (4), Expense (5) or Revenue % Calculation (6) accounts are created for the next fiscal year.

Debits and credits are displayed. Balance Sheet and Income Statement fields should be \$0.00. Error Message field should be blank.

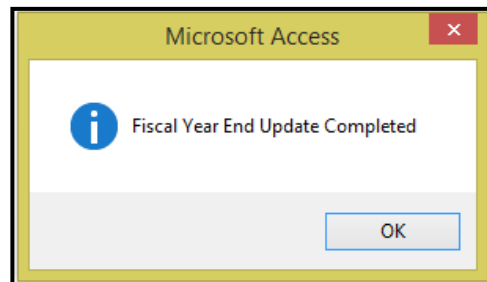
Update

Click **Update** to update year end closing entries to General Ledger and close current fiscal year.



Click **OK** to continue or **Cancel** to return to Fiscal Year End form.

Once closing is completed the following confirmation message displays.



Click **OK**.

Uniform System of Accounts

(USOA) for National Transportation Database (NTD) Reporting

USOA Appendix of Asset Categories – for definitions see USOA Publication

As these categories, functions, and object classes are defined by FTA, please check the latest USOA Publication for the most current data.

List of Asset Categories

101. CASH AND CASH ITEMS

- 01. Cash
- 02. Working (Interest) Funds
- 03. Special Deposits, Interest
- 04. Special Deposits, Dividends
- 05. Special Deposits, Other
- 06. Temporary Cash Investments

102. RECEIVABLES

- 01. Accounts Receivable
- 02. Notes Receivable
- 03. Interest and Dividends Receivable
- 04. Receivables from Associated Companies
- 05. Receivable Subscriptions to Capital Stock
- 06. Receivables for Capital Grants
- 07. Receivables for Operating Assistance
- 08. Other Receivables
- 09. Reserve for Uncollectible Accounts

103. MATERIALS AND SUPPLIES INVENTORY

- 02. Accumulated Depreciation

104. OTHER CURRENT ASSETS

105. WORK IN PROCESS

- 01. Unbilled Work for Others
- 02. Capital Projects

111. TANGIBLE TRANSIT OPERATING PROPERTY

- 01. Property Cost
- 02. Leased-Out Property Cost
- 03. Accumulated Depreciation

112. TANGIBLE PROPERTY OTHER THAN FOR TRANSIT OPERATIONS

- 01. Property Cost

121. INTANGIBLE ASSETS

- 01. Organization Costs
- 02. Franchises
- 03. Patents
- 04. Goodwill
- 05. Other Intangible Assets
- 06. Accumulated Amortization

131. INVESTMENTS

- 01. Investments and Advances, Associated Companies
- 02. Other Investments and Advances
- 03. Reserve for Revaluation of Investments

141. SPECIAL FUNDS

- 01. Sinking Funds
- 02. Capital Asset Funds
- 03. Insurance Reserve Funds
- 04. Pension Funds
- 05. Other Special Funds

151. OTHER ASSETS

- 01. Prepayments
- 02. Miscellaneous Other Assets

List of Liabilities

201. TRADE PAYABLES

- 01. Payables to Associated Companies

202. ACCRUED PAYROLL LIABILITIES

203. ACCRUED TAX LIABILITIES

204. SHORT-TERM DEBT

- 01. Notes Payable
- 02. Matured Equipment and Long-Term Obligations
- 03. Unmatured Equipment and Long-Term Obligations, Current Portion
- 04. Matured Interest Payable
- 05. Accrued Interest Payable
- 06. Current Pension Liabilities

205. OTHER CURRENT LIABILITIES

- 01. Unredeemed Fares
- 02. CODs Unremitted
- 03. Dividends Declared and Payable
- 04. Short-Term Construction Liabilities
- 05. Miscellaneous Other Current Liabilities

211. ADVANCES PAYABLE

- 01. Advances Payable to Associated Companies
- 02. Other Advances Payable

221. LONG-TERM DEBT

- 01. Equipment Obligations
- 02. Bonds
- 03. Receivers' and Trustees' Securities
- 04. Long-Term Construction Liabilities
- 05. Other Long-Term Obligations
- 06. Unamortized Debt Discount and Expense
- 07. Unamortized Premium on Debt
- 08. Reacquired and Nominally Issued Long-Term Obligations

231. ESTIMATED LIABILITIES

- 01. Long-Term Pension Liabilities
- 02. Uninsured Public Liability and Property Damage Losses
- 03. Other Estimated Liabilities

241. DEFERRED CREDITS

Revenue Categories – for definitions see USOA Publication

401. PASSENGER FARES FOR DIRECTLY-OPERATED TRANSIT SERVICE

- 01. Full Adult Fares
- 02. Senior Citizen Fares
- 03. Student Fares
- 04. Child Fares
- 05. Disabled Rider Fares
- 06. Park and Ride - Parking Revenue Only
- 90. Special Ride Fares
- 99. Other Primary Fares

402. SPECIAL TRANSIT FARES

- 01. Contract Fares for Postal Workers
- 02. Contract Fares for Police Officers
- 03. Special Route Guarantees
- 04. State and Local Government
- 05. Other Special Contract Transportation Fares - Other Sources
- 06. Non-Contract Service Fees

403. SCHOOL BUS SERVICE REVENUES

404. FREIGHT TARIFFS

405. CHARTER SERVICE REVENUES

406. AUXILIARY TRANSPORTATION REVENUES

- 01. Station Concessions
- 02. Vehicle Concessions
- 03. Advertising Services
- 04. Automotive Vehicle Ferriage
- 99. Other Auxiliary Transportation Revenues

407. NON-TRANSPORTATION REVENUES

- 01. Sales of Maintenance Services
- 02. Rental of Revenue Vehicles
- 03. Rental of Buildings and Other Property
- 04. Investment Income
- 05. Parking Facilities Revenue
- 99. Other Non-Transportation Revenues

408. TAXES LEVIED DIRECTLY BY THE TRANSIT SYSTEM - TAXES DEDICATED TO TRANSIT AT THEIR SOURCE

- 01. Property Taxes
- 02. Sales Taxes
- 03. Income Taxes
- 04. Payroll Tax Revenue
- 05. Utility Tax Revenue
- 06. Gasoline Taxes
- 99. Other Taxes

409. LOCAL CASH GRANTS AND REIMBURSEMENTS

- 01. General Operating Assistance
- 02. Special Demonstration Project Assistance - Local Projects
- 03. Special Demonstration Project Assistance - Local Share for State Projects
- 04. Special Demonstration Project Assistance - Local Share for FTA Projects
- 05. Reimbursement of Taxes Paid
- 06. Reimbursement of Interest Paid
- 07. Reimbursement of Transit System Maintenance Costs
- 08. Reimbursement of Snow Removal Costs
- 09. Reimbursement of Security Costs
- 99. Other Financial Assistance

410. LOCAL SPECIAL FARE ASSISTANCE

- 01. Disabled Citizen Fare Assistance
- 02. Senior Citizen Fare Assistance
- 03. Student Fare Assistance
- 99. Other Special Fare Assistance

411. STATE CASH GRANTS AND REIMBURSEMENTS

- 01. Operating Assistance
- 03. Special Demonstration Project Assistance - State Projects
- 04. Special Demonstration Project Assistance - State Share for FTA Projects
- 05. Reimbursement of Taxes Paid
- 06. Reimbursement of Interest Paid
- 07. Reimbursement of Transit System Maintenance Costs
- 09. Reimbursement of Security Costs
- 99. Other Financial Assistance

412. STATE SPECIAL FARE ASSISTANCE

- 01. Disabled Citizen Fare Assistance
- 02. Senior Citizen Fare Assistance
- 03. Student Fare Assistance
- 99. Other Special Fare Assistance

413. FEDERAL CASH GRANTS AND REIMBURSEMENTS

- 04. Special Demonstration Project Assistance
- 99. Other Financial Assistance

414. REVENUE ACCRUED THROUGH A PURCHASED TRANSPORTATION AGREEMENT

415. FARE REVENUE RETURNED BY SELLER (CONTRACTOR)

416. FARE REVENUE RETAINED BY SELLER (CONTRACTOR)

430. CONTRIBUTED SERVICES

- 01. State and Local Government
- 02. Contra Account for Expense

440. SUBSIDY FROM OTHER SECTORS OF OPERATIONS

- 01. Subsidy from Utility Rates
- 02. Subsidy from Bridge and Tunnel Tolls
- 99. Other Subsidies

Summary of Expense Functions

10. VEHICLE OPERATIONS

11. TRANSPORTATION ADMINISTRATION AND SUPPORT

151. TICKETING AND FARE COLLECTION

161. SYSTEM SECURITY

030. REVENUE VEHICLE OPERATIONS

12. REVENUE VEHICLE MOVEMENT AND CONTROL

021. SCHEDULING OF TRANSPORTATION OPERATIONS

041. MAINTENANCE ADMINISTRATION - VEHICLES

051. SERVICING REVENUE VEHICLES

061. INSPECTION AND MAINTENANCE OF REVENUE VEHICLES

062. ACCIDENT REPAIRS OF REVENUE VEHICLES

071. VANDALISM REPAIRS OF REVENUE VEHICLES

081. SERVICING AND FUEL OF SERVICE VEHICLES

091. INSPECTION AND MAINTENANCE OF SERVICE VEHICLES

042. MAINTENANCE ADMINISTRATION - FACILITIES

101. MAINTENANCE OF VEHICLE MOVEMENT CONTROL SYSTEMS

111. MAINTENANCE OF FARE COLLECTION AND COUNTING SYSTEMS

121. MAINTENANCE OF ROADWAY AND TRACK

122. MAINTENANCE OF STRUCTURES, TUNNELS, BRIDGES, AND SUBWAYS

123. MAINTENANCE OF PASSENGER STATIONS

124. MAINTENANCE OF OPERATING STATION BUILDINGS, GROUNDS, AND EQUIPMENT

125. MAINTENANCE OF GARAGES AND SHOP BUILDINGS, GROUNDS, AND EQUIPMENT

126. MAINTENANCE OF COMMUNICATIONS SYSTEM

127. MAINTENANCE OF GENERAL ADMINISTRATION BUILDINGS, GROUNDS, AND EQUIPMENT

128. ACCIDENT REPAIRS OF BUILDINGS, GROUNDS, AND EQUIPMENT

131. VANDALISM REPAIRS OF BUILDINGS, GROUNDS, AND EQUIPMENT

141. OPERATION AND MAINTENANCE OF ELECTRIC POWER FACILITIES

- 160. GENERAL ADMINISTRATION
- 165. INJURIES AND DAMAGES
- 166. SAFETY
- 167. PERSONNEL ADMINISTRATION
- 168. GENERAL LEGAL SERVICES
- 169. GENERAL INSURANCE
- 170. DATA PROCESSING
- 171. FINANCE AND ACCOUNTING
- 172. PURCHASING AND STORES
- 173. GENERAL ENGINEERING
- 174. REAL ESTATE MANAGEMENT
- 175. OFFICE MANAGEMENT AND SERVICES
- 176. GENERAL MANAGEMENT
- 145. PRELIMINARY TRANSIT SYSTEM DEVELOPMENT
- 181. GENERAL FUNCTION
- 162. CUSTOMER SERVICES
- 163. PROMOTION
- 164. MARKET RESEARCH
- 177. PLANNING

Summary of Object Class Expenses

501. LABOR

- 01. Operators' Salaries and Wages
- 02. Other Salaries and Wages

502. FRINGE BENEFITS

- 01. FICA or Railroad Retirement
- 02. Pension Plans
- 03. Hospital, Medical, and Surgical Plans
- 04. Dental Plans
- 05. Life Insurance Plans
- 06. Short-Term Disability Insurance Plans
- 07. Unemployment Insurance
- 08. Worker's Compensation Insurance or Federal Employees' Liability Act
Contribution
- 09. Sick Leave
- 10. Holiday
- 11. Vacation
- 12. Other Paid Absence
- 13. Uniform and Work Clothing Allowance
- 14. Other

503. SERVICES

- 01. Management Service Fees
- 02. Advertising Fees
- 03. Professional and Technical Services
- 04. Temporary Help
- 05. Contract Maintenance Services
- 06. Custodial Services
- 07. Security Services
- 99. Other Services

504. MATERIALS AND SUPPLIES CONSUMED

- 01. Fuel and Lubricants
- 02. Tires and Tubes
- 99. Other Materials and Supplies

505. UTILITIES

- 01. Propulsion Power
- 02. Utilities Other than Propulsion Power

506. CASUALTY AND LIABILITY COSTS

- 01. Premiums for Physical Damage Insurance
- 02. Recoveries of Physical Damage Losses
- 03. Premiums for Public Liability and Physical Damage Insurance
- 04. Payouts for Uninsured Public Liability and Physical Damage Settlements
- 05. Provision for Uninsured Public Liability and Physical Damage Settlements
- 06. Payouts for Insured Public Liability and Physical Damage Settlements
- 07. Recoveries for Public Liability and Physical Damage Settlements
- 08. Premiums for Other Corporate Losses
- 09. Other Corporate Losses
- 10. Recoveries of Other Corporate Losses

507. TAXES

- 01. Federal Income Tax
- 02. State Income Tax
- 03. Property Tax
- 04. Vehicle Licensing and Registration Fees
- 05. Fuel and Lubricant Taxes
- 06. Electric Power Taxes
- 99. Other Taxes

508. PURCHASED TRANSPORTATION SERVICE

- 01. In Report
- 02. Filing Separate Report

509. MISCELLANEOUS EXPENSES

- 01. Dues and Subscriptions
- 02. Travel and Meetings
- 03. Bridge, Tunnel and Highway Tolls
- 04. Entertainment Expenses
- 05. Charitable Donations
- 06. Fines and Penalties
- 07. Bad Debt Expense
- 08. Advertising/Promotion Media
- 99. Other Miscellaneous Expenses

510. EXPENSE TRANSFERS

- 01. Function Reclassifications
- 02. Expense Reclassifications
- 03. Capitalization of Non-Operating Costs

511. INTEREST EXPENSE

- 01. Interest on Long-Term Debt Obligations
- 02. Interest on Short-Term Debt Obligations

512. LEASES AND RENTALS

- 01. Transit Way and Transit Way Structures and Equipment
- 02. Passenger Stations
- 03. Passenger Parking Facilities
- 04. Passenger Revenue Vehicles
- 05. Service Vehicles
- 06. Operating Yards or Stations
- 07. Engine Houses, Car Shops, and Garages
- 08. Power Generation and Distribution Facilities
- 09. Revenue Vehicle Movement Control Facilities
- 10. Data Processing Facilities
- 11. Revenue Collection and Processing Facilities
- 12. Other General Administration Facilities

513. DEPRECIATION

- 01. Transit Way and Transit Way Structures and Equipment
- 02. Passenger Stations
- 03. Passenger Parking Facilities
- 04. Passenger Revenue Vehicles
- 05. Service Vehicles
- 06. Operating Yards or Stations
- 07. Engine Houses, Car Shops, and Garages
- 08. Power Generation and Distribution Facilities
- 09. Revenue Vehicle Movement Control Facilities
- 10. Data Processing Facilities
- 11. Revenue Collection and Processing Facilities
- 12. Other General Administration Facilities
- 13. Depreciation and Amortization - Amortization of Intangibles

514. PURCHASE LEASE PAYMENTS

515. RELATED PARTIES LEASE AGREEMENT

516. OTHER RECONCILING ITEMS