

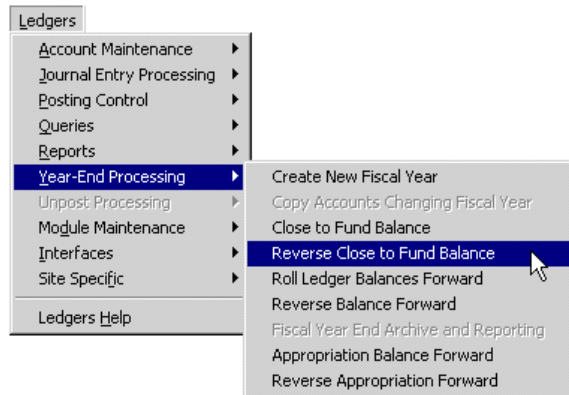


GENERAL LEDGER

REVERSE CLOSE TO FUND BALANCE

This card explains how to Process Reversals of Closeouts for Funds. The Finance Officer may opt to Re-open a fund to incorporate audit changes, to include an added or omitted entry, to make a correction or for some other reason. The terms “Re-Open” and “reverse close” are used interchangeably.

To run the Reverse Close to Fund Balance procedure, select:



The fiscal year will default to the fiscal year defined in module control record #1; you may change it.

The dialog box has a title bar 'Reverse Close to Fund Balance'. It contains two input fields: 'Fiscal Year' with the value '2011' and 'Posting# of Prior Close' which is empty. Below these fields is a button labeled '1-Select for Processing'.

Right click the posting # of Prior Close field or use the lookup button to display a list of close postings available for reversal.

In this example, there are four postings available for reversal. The posting #s are shown in order of the most recent closure at the top. Dates are also shown to aid you in selecting the correct posting to be reversed.

Posting#	FY	Batch	Posted	User	Tof
9792	2010	76988	16-Jul-2010	THERESA	
9778	2010	76910	29-Jun-2010	THERESA	
9761	2010	76886	28-Jun-2010	THERESA	
9765	2010	76890	28-Jun-2010	THERESA	

Buttons at the bottom: OK, Find, Search, Cancel, Help, Eof

Select the Posting to be reversed, and click on **OK**.



The posting you selected is now in the Posting # of Prior Close field. You may now click **Select for Processing**

Reverse Close to Fund Balance

Fiscal Year 2010	Posting# of Prior Close 9792
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Task 1074: Select Funds for Reverse of Closeout to FB

Select Funds for Reverse of Closeout to FB

Run as Preview Print PDF

If Printing use Duplex Yes No

Select your options for printing and click on OK

On the **Process Reverse of Closeout for Funds Listed** screen, you may choose from the funds available to be reversed. Click on Process Reverse once you have made your selections. In this example Fund 113 will be re-opened. If multiple funds had been included in the close, you could choose to ignore some funds and Re-Open others.

Process Reverse of Closeout for Funds Listed

Fiscal Year 2010 **Posting#** 9792

Fund	Description	<input type="radio"/> Ignore <input checked="" type="radio"/> Re-Open Fund (undo closing)
113	Test fund for Year End	

On completion of the reversal, the GL Transaction Posting Report will appear, along with a notice that the Reverse of close procedure has Completed. As shown below, the transactions to be reversed are found under User Batch # 76991.

TedRE - GL_Posting_THERESA_20100716103635[1].lis

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GL Transaction Posting Report (by Batch)

FY	Post #	UserBatch#	Date	Refer #	Code Account / Notes	Description	Budg/BegBal	Debit	Credit	Encumbrance	Budget Adj
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-32110	Fund Bal Res for Enc		-27050.00			
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-32120	Fd Bal Res-Pr Yr Enc			-27050.00		
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-35901	Undesignated Fund Ba		-30300.00			
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-35901	Undesignated Fund Ba			-5600.00		
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-39100	Revenue: Test fund		-5600.00			
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-39300	Expenditures: Test f			-3250.00		
2010	9795	76991	30-Jun-2010	1	GL21 113-00000-39400	Encumbrances: Test f			-27050.00		
*** Total *** User Batch: 76991								-62950.00	-62950.00		

[AUC] 1071-Process Reverse of Closeout for Funds Listed

Reverse of Close Procedure has Completed!



This number is also available to use as a reference in the Transaction History Screen. Click on the Posting # and then the User Batch button.

Showing All Trx Codes

Transaction History

FY: 2010, Account Number: 113-00000-32120
Fd Bal Res-Pr Yr Encumbrances: Test fund

Type: Fund Equity, Sub-Type: Control, Status: Active, Fund Status: Active

1 Account, 2 Posting#, 3 User Batch, 4 Reference#, 5 Trx Date

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Transaction Desc
30-Jun-2010		1	3	1 GL20	76910	76910	27,050.00	CR	Close to Fund Balance
30-Jun-2010		1	3	1 GL20	76988	76988	27,050.00	CR	Close to Fund Balance
30-Jun-2010		1	3	2 GL21	76914	76914	-27,050.00	CR	Reversal of Close to Fund Balance
30-Jun-2010		1	3	2 GL21	76991	76991	-27,050.00	CR	Reversal of Close to Fund Balance
29-Jun-2010	1795	5	1	JE01	76903	76903	43,000.00	CR	Journal Entry
01-Jul-2009	1787	5	1	JE01	76901	76901	43,000.00	CR	Journal Entry

The User Batch screen will show all the transactions in the reversal posting # 76991.

All Trx Codes are GL

Transaction History

User Batch# FY Reference# Posting#
76991 2010 1 76991

6 Drill Down, 7 Acct Bal Inquiry, 8 Excel, 9 Excel by Date

1 Account, 2 Posting#, 3 User Batch, 4 Reference#, 5 Trx Date

Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display - Transaction Desc
30-Jun-2010	113-00000-32110	1	1	GL21	-27050.00	DR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-32120	3	2	GL21	-27050.00	CR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-35901	1	7	GL21	-5600.00	CR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-35901	2	4	GL21	-30300.00	DR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-39100	2	3	GL21	-5600.00	DR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-39300	1	6	GL21	-3250.00	CR	Reversal of Close to Fund Balance
30-Jun-2010	113-00000-39400	1	5	GL21	-27050.00	CR	Reversal of Close to Fund Balance

This Excel button allows the user to generate an excel spreadsheet showing the transactions that took place to reverse the close:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Trx Date	Account	Description	Ref #	Ln	GLLn Code	Sub Posting #	Post Date	Approp/Open	Approp Adj	Encumbrance	Debit	Credit	Transaction Desc		
30-Jun-2010	113-00000-32110	Fund Bal Res for Encumbranc	0	1	1 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	-27,050.00	0.00	Reversal of Close to		
30-Jun-2010	113-00000-32120	Fd Bal Res-Pr Yr Encumbranc	0	3	2 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	0.00	-27,050.00	Reversal of Close to		
30-Jun-2010	113-00000-35901	Undesignated Fund Balance:	0	1	7 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	0.00	-5,600.00	Reversal of Close to		
30-Jun-2010	113-00000-35901	Undesignated Fund Balance:	0	2	4 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	-30,300.00	0.00	Reversal of Close to		
30-Jun-2010	113-00000-39100	Revenue: Test fund	0	2	3 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	-5,600.00	0.00	Reversal of Close to		
30-Jun-2010	113-00000-39300	Expenditures: Test fund	0	1	6 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	0.00	-3,250.00	Reversal of Close to		
30-Jun-2010	113-00000-39400	Encumbrances: Test fund	0	1	5 GL21	76,991	16-Jul-2010	0.00	0.00	0.00	0.00	-27,050.00	Reversal of Close to		
								0.00	0.00	0.00	-62,950.00	-62,950.00			