



# GENERAL LEDGER

## JOURNAL ENTRIES—ENTER A ONE TIME JOURNAL ENTRY GL-270

### Overview

This card explains how to create and post a One Time Journal Entry.

One Time Journal Entries are used to make accounting entries that are not automatically generated by other integrated AUC modules. If there are other accounting transactions that you want to repeat on a regular basis but are also not automatically created by other AUC financial modules, you can use Recurring Journals. See the document Enter Recurring Journals in the Help Reference Library.

### Important Notes

- Enter journals against Posting accounts, not Summary or Control accounts.
- Journals that reference a Purchase Order or Voucher will not affect that transaction but will merely refer to it. However, the Transaction Detail report for that PO or Voucher# will list the journal entry transaction.

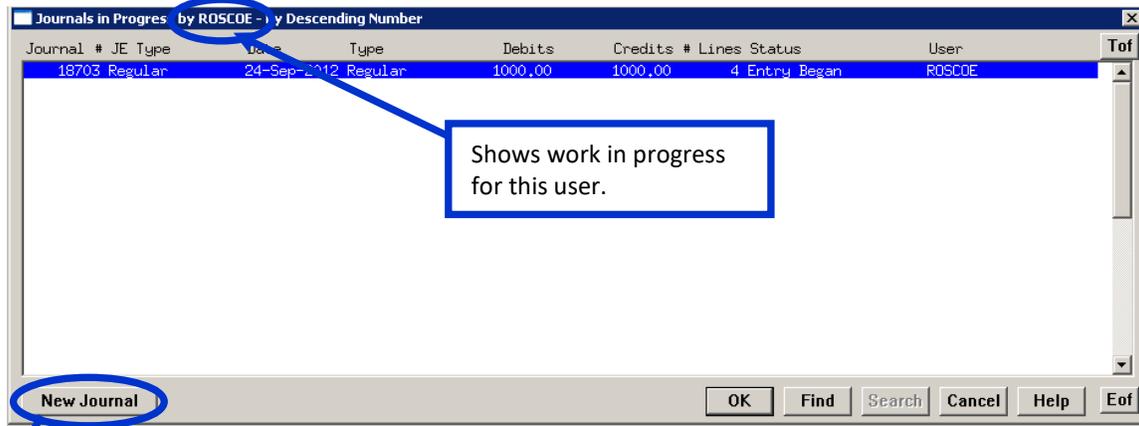
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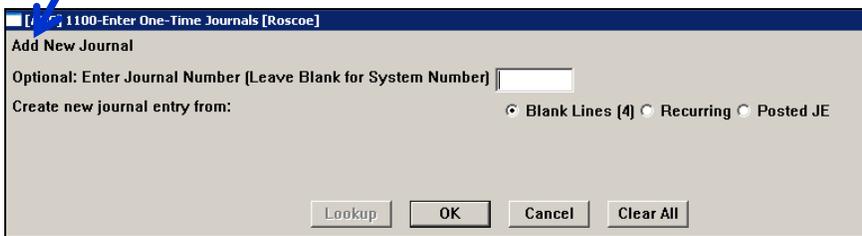


# 1. ENTERING A NEW JOURNAL

To enter a new journal, from the menu select Ledgers ▶ Journal Entry Processing ▶ Enter One Time Journals. The following screen will appear. It will list your journals in progress. The process is user-based, so each user will see only the items that he or she has entered. You can choose to work on a journal in progress by highlighting it and clicking OK, or you can create a new transaction by clicking on New Journal.



When you enter a new journal, you have the option of entering new transactions, activating a recurring journal template, or replicating a previously posted entry.



You can enter your own journal number, or leave the field blank and the system will assign the next sequential number. **NUMERIC ONLY** – up to seven numbers.

## 1.1. Blank Lines

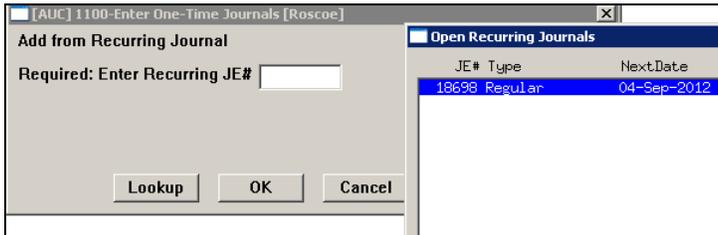
The default for Blank Lines is four (4). When choosing that option, the journal entry screen will automatically display with four lines. Add lines as needed up to 999.

Enter One-Time Journals									
Entry Began								Journal Notes required	
Journal#	18704	JE Date		Reversal Date	Debit	Expected	Entered	Remaining	
JE Type	DC Regular				Credit				
Category	<input checked="" type="radio"/> Regular <input type="radio"/> Audit <input type="radio"/> Recurring				Allocation				
Edit Note									
Line	Code	Ref#	Account#	Debit		Credit			
1			0000-000-0000-000-00-00-00000						Line Note
2			0000-000-0000-000-00-00-00000						Line Note
3			0000-000-0000-000-00-00-00000						Line Note
4			0000-000-0000-000-00-00-00000						Line Note



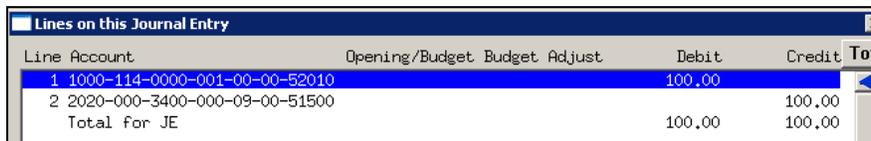
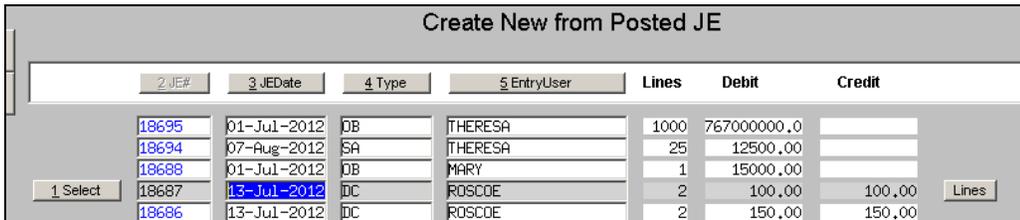
### 1.2. Recurring

If you choose to create an entry from a Recurring Journal template, you will see a dialog box where you can enter the number of the recurring journal you want to activate. You can use LOOKUP to display and select from a list of available recurring journals. For further information on recurring journals, see Enter Recurring Journals in the Help Reference Library. When you select the recurring journal you want, the information on it will be copied into the entry screen and you can make any changes you need to make, just as if you had entered it into blank lines.



### 1.3. Posted JE

If you choose to replicate a previously posted journal entry, you will be presented with a list of all posted journals. You can sort the columns by clicking on the header bar, and you can scroll through the list using the Page Up / Page Down buttons. For further information on a journal, highlight it and click Lines. When you have located the one you want, click Select. When you select the journal you want, the information on it will be copied into the entry screen and you can make whatever changes you need to make, just as if you had entered it into blank lines.





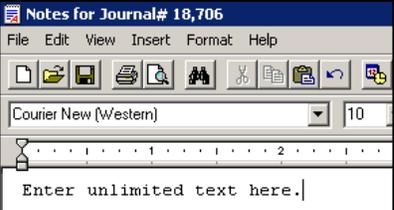
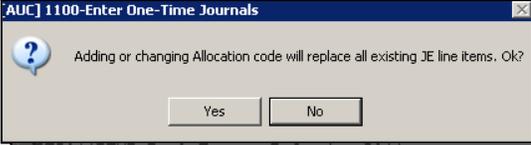
## 2. JOURNAL ENTRY CONTROL

The JE screen is divided into two parts – control (header) and line detail. Following is an explanation of the fields and messages in the control section.

Enter One-Time Journals		Journal Notes required	
Entry Began			
Journal# 18704	Reversal Date	Expected	Entered
JE Date 24-Sep-2012		Debit 1200.00	1200.00
JE Type DC Regular		Credit 1200.00	1200.00
Category <input checked="" type="radio"/> Regular <input type="radio"/> Audit <input type="radio"/> Recurring		Allocation	
<input type="button" value="Edit Note"/>		** Journal Not in Balance **	

Item	Description
Entry Began	This is a status message. When you first create the journal, it will be in Entry Began status. After the journal has passed error checks, the message will read Ready for Posting.
Journal Notes Required	Module Control Sequence #1105 determines whether you are required to enter explanatory notes on the journal. If this parameter is set to Y, this message will appear in red. If the parameter is set to N, no message will be displayed. <input type="text" value="1105 Are Journal Entry Notes Required [Y/N] Y"/>
Journal#	The number you entered or was assigned by the system. You cannot change it. If you created the journal in error, you can delete it (see below). If you have entered your own number, you can re-use it, but if the system has assigned the number you cannot re-use it.
JE Date	This is the date you want to post to the General Ledger. You can use a date from the prior or subsequent fiscal year, as long as the period is open, but the date must be within one year of the current date. To get the current date, you can enter <space bar><return> or you can set Module Control Sequence# 1100 to Y and the current date will be supplied automatically. <input type="text" value="1100 Default Journal Entry Date to Todays Date [Y/N] N"/>
JE Type	You can enter several types of journals, depending on your needs. The default is a normal debit/credit journal ; you can use LOOKUP to display and select from a list of types. They are: <ul style="list-style-type: none"> <li><b>DC</b> Regular Debit/Credit To record debit/credit adjustments where total debits equal total credits. This is the default for all journals and the entry must be balanced.</li> <li><b>BA</b> Budget Adjustment To record corrections to the posted appropriations. This can be a one-sided entry.</li> <li><b>BB</b> Beginning Balance To record the opening balance of asset, liability and fund equity accounts. This can be a one-sided entry</li> <li><b>BN</b> Budget Adjustment Exclude from Base This is the same as BA except that any entries will not be included in balances the report the Base Budget.</li> <li><b>BT</b> Budget Transfer To record an appropriation transfer. It must net to zero</li> <li><b>EN</b> Encumbrance To adjust encumbrances on account. This can be a one-sided entry, but can also be used to transfer an encumbrance from one account to another.</li> <li><b>OB</b> Original Budget To record the annual adopted appropriations. May enter revenues and expenditures in the same journal. This does not have to balance.</li> <li><b>SA</b> Supplemental Appropriation To record amended appropriation amounts. This does not have to balance.</li> </ul>



Item	Description
Category	If the journal is intended as a year-end audit adjustment, click the radio button. This will flag the transaction so you can obtain reports with or without the entry. By default, the Regular button will be checked.
Reversal Date	If you want this entry to be automatically reversed, enter the date on which you want the reversal transaction to take place.
Edit Note	Click this button to activate the notepad feature, where you can enter unlimited text to describe the journal. If Module Control Sequence #1105 is set to Y, notes are required. 
Expected Amounts	Depending upon the type of journal you are processing, enter the expected amount(s) of all lines of the journal. Only balanced journals – expected matches actual - will be released for posting.
Allocation	You can use an Allocation Code to populate the detail lines of a journal. Use LOOKUP to display and select from a list of valid Allocation Codes. When you select a code, the system will warn you that it is about to replace any entries you have made. 

### 3. JOURNAL ENTRY DETAILS

After the control section has been completed, you can proceed to populate the line items. The screen display, and the manner in which it manages input, is related to the JE Type that you entered in the Control section.

#### 3.1. Regular (Debit/Credit) Journal

If you have selected Recurring or Posted JE, the fields will be populated from the underlying recurring template or posted JE. If you have selected Blank Lines, you will see four blank lines where you can make the entries. The example below shows a scenario where we have typed in the information.



You are not limited to four lines – you can add lines as needed. Also, you do not need to use all four lines. The system will ignore blank lines.

Line	Code	Ref#	Account#	Debit	Credit	Line Note
1	AP02	293475	0059-000-0000-000-00-30-69034	100,00		Line Note
2	PD02	9924086	1000-300-4450-441-09-00-52260	75,00		Line Note
3	AP01	80122	0001-000-0000-000-00-00-10400	50,00		Line Note
4	JE01		0001-430-0000-004-00-00-52010		225,00	Line Note

<b>Journal Line Item Note</b>	
Enter Note	<input type="text" value="This note relates to the specific line."/>
	OK Cancel

In addition to the **Edit Notes**, you can attach a note to each line. Enter up to sixty (60) characters.

A regular journal must be debit/credit balanced. When posted, it creates transactions for the accounts you specify and creates corresponding transactions for revenue and expenditure control accounts (see Section 5). Debit/Credit (DC)



journals do not check accounts to verify that there are sufficient funds in the budget. Since a Journal Entry is a supervisory level control that bypasses budget verification, you can enter a journal that would cause a line item to be over budget.

Following is an explanation of the fields:

Item	Description																																														
Code	This is an optional field that represents the General Ledger Transaction Code and allows you to reference a particular voucher, purchase order, AP check or previously posted journal. Referencing the item does not affect the source document but the Transaction Detail report for that PO or Voucher# will list the journal entry transaction. Use LOOKUP to display and select from a list of available codes.																																														
Ref#	Using a code allows you to reference the item that you are adjusting. Enter the item number, or use LOOKUP to display a list of items that are relevant to the code you are using. For example, to reference a voucher, use code AP02 and enter a voucher number: <div style="text-align: center; margin: 10px 0;"> <table border="1" style="display: inline-table; margin-right: 20px;"> <thead> <tr> <th>Line</th> <th>Code</th> <th>Ref#</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>AP02</td> <td>293475</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-right: 20px;">           1: AP01 Disbursement - Issue            2: AP02-AP07 Voucher - Issue            3: AP03-AP04 Voucher Change Order            4: AP05 Voucher - Liquidation            5: AP06 Disbursement - Void            6: AP07 Encumbrance Relief            7: Posted Purchase Orders            8: Posted Journal Entries         </div> <div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <table border="1"> <thead> <tr> <th colspan="8">AP02-AP07 Voucher - Issue</th> </tr> <tr> <th>AP#</th> <th>Vendor</th> <th>Line#</th> <th>GL#</th> <th>Type</th> <th>Date</th> <th>Account#</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>293475</td> <td>HARCOURT ASSESSMENT,</td> <td>1</td> <td>1</td> <td>P</td> <td>13-Aug-2012</td> <td>0059-000-0000-000-00-30-69034</td> <td>50.00</td> </tr> <tr> <td>293473</td> <td>100% EDUCATIONAL VID</td> <td>1</td> <td>1</td> <td>P</td> <td>13-Aug-2012</td> <td>0059-000-0000-000-00-30-69034</td> <td>125.00</td> </tr> <tr> <td>293283</td> <td>ADMINS INC</td> <td>1</td> <td>1</td> <td>P</td> <td>07-Aug-2012</td> <td>0059-114-0000-001-00-00-52010</td> <td>10000.00</td> </tr> </tbody> </table> </div> </div>	Line	Code	Ref#	1	AP02	293475	AP02-AP07 Voucher - Issue								AP#	Vendor	Line#	GL#	Type	Date	Account#	Amount	293475	HARCOURT ASSESSMENT,	1	1	P	13-Aug-2012	0059-000-0000-000-00-30-69034	50.00	293473	100% EDUCATIONAL VID	1	1	P	13-Aug-2012	0059-000-0000-000-00-30-69034	125.00	293283	ADMINS INC	1	1	P	07-Aug-2012	0059-114-0000-001-00-00-52010	10000.00
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1	AP02	293475																																													
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AP#	Vendor	Line#	GL#	Type	Date	Account#	Amount																																								
293475	HARCOURT ASSESSMENT,	1	1	P	13-Aug-2012	0059-000-0000-000-00-30-69034	50.00																																								
293473	100% EDUCATIONAL VID	1	1	P	13-Aug-2012	0059-000-0000-000-00-30-69034	125.00																																								
293283	ADMINS INC	1	1	P	07-Aug-2012	0059-114-0000-001-00-00-52010	10000.00																																								
Account#	Enter the GL account number or use LOOKUP to search for one. You have several search options. All accounts must be active in the current fiscal year. <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">             1: Expenditures for FY 2013              2: Expenditures (non-Pers Svcs) for FY 2013              3: All Accts (Posting and Control) for FY 2013              4: Revenues for FY 2013              5: Balance Sheet accounts for FY 2013              6: By Description              7: By Description (Non-Pers Svcs)           </div>																																														
Amount	Enter either a debit or credit amount, as a positive number. Negative numbers will not be accepted. You cannot enter both a debit and a credit for the same line.																																														
Line Note	In addition to the Edit Notes, you can enter up to sixty (60) characters to comment on the specific line item.																																														

### 3.2. Budget Entry and Adjustments

There are four methods of dealing with budget entries:

- JE Type OB permits entries that constitute the Original Budget for revenue and expenditure accounts, and display in the appropriation column in reports and inquiries.
- JE Type BA will create entries in the Appropriation Adjustment column of queries and reports.



- JE Type BN will have the same effect, however the entry will not be considered as part of the Adjusted Base Budget when building the next year's budget using the AUC Budget Module.
- JE Type SA is for Supplemental Appropriations, and creates entries in the Adjustment column of queries and reports. This is typically used to record additional funds not included as part of the Original Budget entry but are also not considered corrections to the budget. This entry also affects the Appropriation Adjustment value of an account.

In all cases, you only need to enter an amount – a positive number to increase the budget, or a negative number to decrease the budget. You must still balance the expected amount against the entered amount. The Code and Ref# fields are generally not applicable for this type of entry.

 If you are using the AUC Budget Module, you do not need to use this process to enter the **Original Budget**. The budget figures will be posted from the Budget Module.

**Enter One-Time Journals**

Entry Begun [ ]

<p>Journal# 18704 JE Date 24-Sep-2012 JE Type BA Budget Adjustment Category <input checked="" type="radio"/> Regular <input type="radio"/> Audit <input type="radio"/> Recurring <a href="#">Edit Note</a></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 35%;">Expected</th> <th style="width: 35%;">Entered</th> <th style="width: 20%;">Remaining</th> </tr> </thead> <tbody> <tr> <td>Amount</td> <td style="text-align: right;">10000,00</td> <td style="text-align: right;">10000,00</td> <td></td> </tr> </tbody> </table> <p>Allocation <span style="background-color: blue; color: black; padding: 2px;">[ ]</span></p>		Expected	Entered	Remaining	Amount	10000,00	10000,00	
	Expected	Entered	Remaining						
Amount	10000,00	10000,00							

Line	Code	Ref#	Account#	Amount	
1			0001-430-0000-004-00-00-51131	20000,00	<a href="#">Line Note</a>
2			0001-430-0000-004-00-00-52010	-10000,00	<a href="#">Line Note</a>
3			0000-000-0000-000-00-00-00000		<a href="#">Line Note</a>

### 3.3. Budget Transfer

JE Type BT - Budget Transfer is used to move budgeted funds from one revenue or expenditure account to another. The entries in the FROM column must equal the amounts in the TO column.

Line	Account#	Current Budget	From	To	
1	0001-430-0000-004-00-00-52010	100000,00	1500,00		<a href="#">Line Note</a>
2	0001-430-0000-004-00-00-52030	100000,00		1500,00	<a href="#">Line Note</a>

You have the option of testing Budget Transfer (BT) journal entries for budget verification. General Ledger Module Control Sequence #1110 allows you to control this. If you set this parameter to Y, you can make budget transfers without sufficient funds. If you set the parameter to N, the system will prohibit you from debiting an account if doing so would cause it to exceed its budget.

<a href="#">1100</a>	Are Journal Entry notes required [Y/N]	
<a href="#">1110</a>	Allow Budget Transfers without sufficient Funds [Y/N]	Y

### 3.4. Beginning Balance

Beginning Balance entries are normally used to create or modify the opening balances for balance sheet accounts. As with budget adjustments, you only need to enter an amount, which may be positive or negative. You must still balance the expected amount against the entered amount. The Code and Ref# fields are generally not applicable for this type of entry. The amount you enter here will not replace the currently posted beginning balance, but will add to or subtract from it.



Line	Code	Ref#	Account#	Amount	
2			0001-000-0000-000-00-00-10400	-1000,00	Line Note
3			0001-000-0000-000-00-00-12700	5000,00	Line Note

### 3.5. Encumbrance

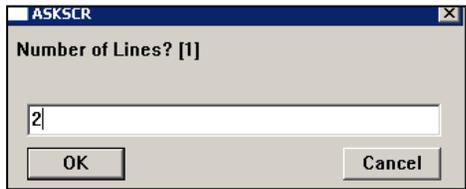
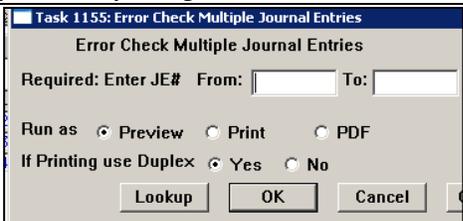
This JE type is used to modify the encumbrance amount on an account. In this case it is useful to use the CODE and REF# fields to associate the transaction with the Purchase Order or Voucher that is the subject of the adjustment. The PO and Voucher file records are not affected by this transaction – only the GL account. A GL transaction report that selects the Ref# will display this transaction along with those that were posted during the PO or AP process.

ADMINS recommends that you use this type of entry carefully. The recommended way to change the encumbrance is via the PO process: change order or liquidation.

Line	Code	Ref#	Account#	Amount	
1	PO01	9031651	1000-300-4220-660-06-00-54120	100,00	Line Note
2	AP07	293282	0200-450-0000-004-00-00-51122	-200,00	Line Note

## 4. OTHER ACTIONS

On the left side of the screen is a series of action buttons. The following table describes each action and its result.

Action	Description	
Add JE	Invokes the Add screen and allows you to enter another JE number.	
Add Line	Lets you add a specified number of lines to the current JE. If you leave the prompt field blank, it will add one line.	
Erase JE	Removes all data from the current JE, leaving it ready for further entry.	
Erase Line	Removes all data from the highlighted line.	
Check JE	Runs the JE through the error checking process to prepare it for posting.	
Check Multiple	Lets you error check a series of JE's. You must enter the starting and ending numbers of the entries you want to check.	
Post	Post the JE to the GL. The entry must have successfully passed the error check and have a status of Ready to Post (displayed at top of screen).	
See WIP	Takes you to the Work in Progress screen, where you can select another JE or add a new one.	
Delete JE	Completely deletes the current entry from the file. The number is not re-usable.	
Delete Line	Deletes the currently highlighted line. The lines will not be re-numbered, so they may appear out of sequence. For example, if you delete line 2 of four, you will see lines numbered 1-3-4.	
Edit List	Prints a report showing all lines of the current JE.	
Swap +/-	In a regular JE, changes all credits to debits and vice-versa.	



## 5. ACCOUNTING CONSIDERATIONS

### 5.1. Control Accounts

When you post a Debit/Credit journal, the system will automatically create transactions to the control accounts that you have set up in Maintain General Ledger Controls.

- If you debit or credit a revenue account, the system will debit or credit the Revenue Control account.
- If you debit or credit an expenditure account, the system will debit or credit the Expenditure Control account.

Maintain General Ledger Controls				
FY	Fund	Description	Fund Status	
2013	1000	General Fund	OPEN	
Line	Account Number	Description	Summarize Posting	
Revenue	2	1000-000-0000-000-00-39100	Revenues	
Expenditure	3	1000-000-0000-000-00-39300	Expenditures	
Encumbrance	4	1000-000-0000-000-00-39200	Encumbrances	
Reserve for Encumbrance	5	1000-000-0000-000-00-38200	Reserve for Encumbrance	
Reserve for PY Encumbrance	6	1000-000-0000-000-00-32150	F/B RES FOR PRIOR YR ENCUMBRANCE	
PO Rollover	7	- - - - -	---7 PO Rollover	
Accounts Payable	8	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE	
Fund Equity	9	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE	
Due To	11	1000-000-0000-000-00-25300	DUE TO OTHER FUNDS	
Due From	12	1000-000-0000-000-00-17100	DUE FROM OTHER FUNDS	

The following examples illustrate:

This journal debits an expenditure account and credits a revenue account.

Line	Code	Ref#	Account#	Debit	Credit
1			1000-135-0000-001-00-00-52040	100.00	
3			1000-000-0000-000-00-00-41420		100.00

The posting report shows a debit to Expenditure Control and a credit to Revenue Control. The journal is balanced and the balance sheet accounts are balanced.

Journal Entry Posting Report						
Journal#	JE Date	GL Post#	Type and Description	Code Audit?	Recur?	Allocation Entered By
18685	13-Jul-2012	8832892	DC Regular	JE01 No	No	ROSCOE
Line	Account# and Description	Trx Date	Line Note	Debit	Credit	
1	1000-135-0000-001-00-00-52040 PRINTING/COPYING	13-Jul-2012		100.00		
2	1000-000-0000-000-00-00-41420 TAX LIENS REDEEMED REVENUE	13-Jul-2012			100.00	
*** Total Detail Accounts ***				100.00	100.00	
				Debit	Credit	
10001	1000-000-0000-000-00-00-39300 Expenditures	13-Jul-2012		100.00		
10002	1000-000-0000-000-00-00-39100 Revenues	13-Jul-2012			100.00	
*** Total Control Accounts ***				100.00	100.00	

In this example, there is a debit to an expenditure account and a credit to a balance sheet account. The system automatically posts a debit to Expenditure Control, thereby keeping the balance sheet in balance.



Line	Code	Ref#	Account#	Debit	Credit
1			1000-114-0000-001-00-00-52020	100.00	
2			1000-000-0000-000-00-00-11101		100.00

Account# and Description	Trx Date	Line Note	Debit	Credit
1000-114-0000-001-00-00-52020 POSTAGE	13-Jul-2012		100.00	
1000-000-0000-000-00-00-11101 CASH	13-Jul-2012			100.00
*** Total Detail Accounts ***			100.00	100.00
			Debit	Credit
1000-000-0000-000-00-00-39300 Expenditures	13-Jul-2012		100.00	
*** Total Control Accounts ***			100.00	

684 Journal Note: New journal

A debit to one expenditure account and a credit to another expenditure account in the same fund would produce both a debit and a credit to the Expenditure Control account.

## 5.2. Inter-fund Transactions

When you post Debit/Credit journals that affect more than one fund, the system will still create the requisite Expenditure and Revenue control transactions. However, posting a journal means posting it to the General Ledger Unposted file, in preparation for final posting to the ledger. The final posting will check to see if the balance sheet for each fund is balanced in the journal. If not, it will look to the Due To and Due From accounts in the Maintain General Ledger Controls screen and create transactions accordingly.

Maintain General Ledger Controls				
FY	Fund	Description	Fund Status	
2013	1000	General Fund	OPEN	
Line	Account Number	Description	Summarize Posting	
Revenue	2 1000-000-0000-000-00-00-39100	Revenues		
Expenditure	3 1000-000-0000-000-00-00-39300	Expenditures		
Encumbrance	4 1000-000-0000-000-00-00-39200	Encumbrances		
Reserve for Encumbrance	5 1000-000-0000-000-00-00-38200	Reserve for Encumbrance		
Reserve for PY Encumbrance	6 1000-000-0000-000-00-00-32150	F/B RES FOR PRIOR YR ENCUMBRANCE		
PO Rollover	7 - - - - -	---7 PD Rollover		
Accounts Payable	8 1000-000-0000-000-00-00-20200	ACCOUNTS PAYABLE		
Fund Equity	9 1000-000-0000-000-00-00-35900	UNDESIGNATED FUND BALANCE		
Due To	11 1000-000-0000-000-00-00-25300	DUE TO OTHER FUNDS		
Due From	12 1000-000-0000-000-00-00-17100	DUE FROM OTHER FUNDS		

Consider the following journal entry example:

Account#	Debit	Credit
1000-114-0000-001-00-00-52010	100.00	
2020-000-3400-000-09-00-51500		100.00



Journal Entry Posting Report							
Journal#	JE Date	GL Post#	Type and Description	Code Audit?	Recur?	Allocation	Entered By
18687	13-Jul-2012	8832895	DC Regular	JE01	No		ROSCOE
Line	Account# and Description	Trx Date	Line Note	Debit	Credit		
1	1000-114-0000-001-00-00-52010	13-Jul-2012	ADVERTISING	100.00			
2	2020-000-3400-000-09-00-51500	13-Jul-2012	CAFETERIA OVERTIME WAGES		100.00		
*** Total Detail Accounts ***				100.00	100.00		
				Debit	Credit		
10001	1000-000-0000-000-00-00-39300	13-Jul-2012	Expenditures	100.00			
10002	2020-000-0000-000-00-00-39300	13-Jul-2012	EXPENDITURES		100.00		
*** Total Control Accounts ***				100.00	100.00		

18687 Journal Note:

The Journal Entry posting report is balanced, with debits and credits to both the subsidiary and the general ledger, so the intermediate posting shows no errors. However, the balance sheet for each fund is not balanced. During the final posting to the GL, the system will attempt to balance them using the DT/DF accounts in the control screen. For Fund 2020, these have not been specified.



Once a journal has been posted to the General Ledger Unposted file, it cannot be changed or deleted. If you posted in error, you will need to make correcting entries.

Maintain General Ledger Controls				
FY	Fund	Description	Fund Status	
2013	2020	SCHOOL LUNCH	OPEN	
Line	Account Number	Description	Status	
Revenue	2	2020-000-0000-000-00-00-39100	REVENUE	
Expenditure	3	2020-000-0000-000-00-00-39300	EXPENDITURES	
Encumbrance	4	2020-000-0000-000-00-00-39200	Encumbrances	
Reserve for Encumbrance	5	2020-000-0000-000-00-00-38200	Reserve for Encumbrance	
Reserve for PY Encumbrance	6	2020-000-0000-000-00-00-88888	Suspense	
PO Rollover	7	2020-000-0000-000-00-00-88888	Suspense	
Accounts Payable	8	2020-000-0000-000-00-00-20200	ACCOUNTS PAYABLE	
Fund Equity	9	2020-000-0000-000-00-00-35900	UNDESIGNATED FUND BALANCE	
Due To	11	- - - - -	--11 Due To	
Due From	12	- - - - -	--12 Due From	

The funds in this journal are unbalanced, so the system will attempt to balance them using the DT/DF accounts in the control screen. For Fund 2020, these have not been specified.



Therefore, on final posting, you will get this error message and the transactions will not post.

Town of ADMINS GL Posting - Due To/Due From Error Report							
The Following Due To/Due From Accounts are invalid or inactive in the Ledgers> Account Maintenance> General Ledger Control the posting has been terminated and once these errors have been fixed the posting can be run again							
FY	UserBatch#	Date	Refer #	Code	Error Message	Debit	Credit
2013	8832895	13-Jul-2012	18687	JE01	Fund 2020 Line 12 - Due From Account Inactive/Invalid	100.00	
*** Total *** User Batch: 8,832,895						100.00	

To correct the Due-to / Due-from accounts, enter valid accounts in the Maintain General Ledger Controls screen.

Due To	11	2020-000-0000-000-00-00-10400	CASH
Due From	12	2020-000-0000-000-00-00-88888	Suspense



You may designate any balance sheet account you wish, so long as you designate it as an Interfund Transfer account on the Account Maintenance screen. It is important to note that, while we have used a cash account as a Due-to account, the system does not automatically post to cash. The system looks exclusively to the accounts you set up in the General Ledger Control screen to determine how to balance funds.

Accounting Purpose	
Special Revenue?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cash Account?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Interfund Transfer?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Select for Int. Dis?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Once the accounts have been corrected, the journal entry transactions will post, and the balance sheet for each fund will be balanced.

Posted on 13-Jul-2012

GL Account#	Account Description	Debit	Credit
1000-000-0000-000-00-00-25300	DUE TO OTHER FUNDS		100.00
	*** Total *** Liability		100.00
1000-000-0000-000-00-00-39300	Expenditures	100.00	
	*** Total *** Fund Equity	100.00	
	*** Total *** BALANCE SHEET	100.00	100.00
1000-114-0000-001-00-00-52010	ADVERTISING	100.00	
	*** Total *** Expenditure	100.00	
	*** Total *** EXPENDITURE LEDGER	100.00	
	General Fund *** Total *** Fund 1000	200.00	100.00
2020-000-0000-000-00-00-39300	EXPENDITURES		100.00
2020-000-0000-000-00-00-88888	Suspense	100.00	
	*** Total *** Fund Equity	100.00	100.00
	*** Total *** BALANCE SHEET	100.00	100.00
2020-000-3400-000-09-00-51500	CAFETERIA OVERTIME WAGES		100.00
	*** Total *** Expenditure		100.00