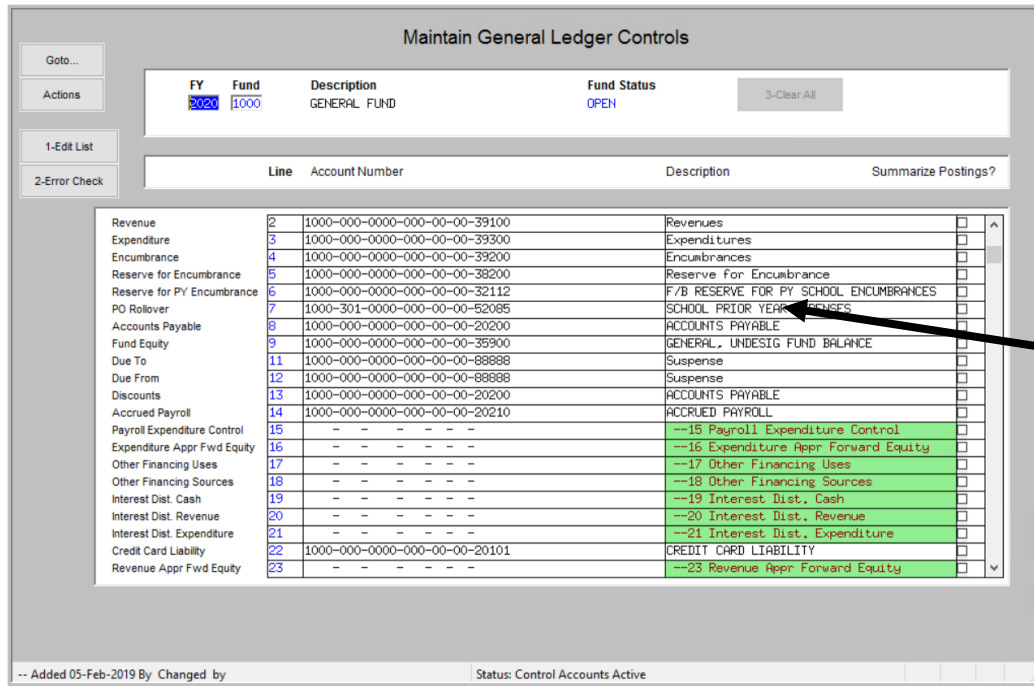


Overview... This card explains how to build Control Accounts that manage proper fund balancing.

A **Control Account** is a Balance Sheet account typically found in the Equity section of your financial statements. These accounts are used strictly to perform fund balancing and reflect the summary of subsidiary ledgers. No transactions (journal entries, receipts, vouchers, etc.) may be processed against a Control account. Only system-generated transactions are accumulated in these accounts.

For more information on how to create valid accounts in the Chart of Accounts, please refer to the **GL-160 Chart of Accounts**.

Overview of the Control Accounts screen...



As account numbers are entered, the account description from each site's Chart will display here (replacing the preset description used by the system).

Getting Started... Before posting may occur to a given fund, Control Accounts must:

- Exist in the Chart of Accounts as valid accounts with a sub-type of "C" for Control, and
- Exist in the Control Accounts Table

If these conditions are not met, then posting procedures will abort. A message will pop up to "correct errors with the Control Account" setup.


Only populate the Control Account lines for the modules in use.

General Ledger	9 Fund Equity
	10 Suspense
	11 Due To
	21 Due From

Accounts Payable	1 Cash 3 Expenditure 8 Accounts Payable 13 Discounts
Purchasing	4 Encumbrances 5 Reserve for Encumbrances 6 Reserve for Prior Year Encumbrances (optional) 7 PO Rollover (optional)
Treasury Receipts	1 Cash 2 Revenue
Tax Collection	1 Cash 2 Revenue
Human Resources	1 Cash 3 Expenditure 8 Accounts Payable 14 Accrued Payroll 15 Payroll Expenditure

Entering an account number...

Position the cursor in the Account Number field.

Press  or **F3** to lookup and select the desired account. If the account is not listed in the lookup then the following may have occurred:

- No access to the account in the Account Security files. Please refer to the **GL-200 Account Security**.
- The account # is not set up as a Control account in the Chart of Accounts. Please see **Ledgers ▶ Account Maintenance ▶ Chart of Accounts**.

Note:

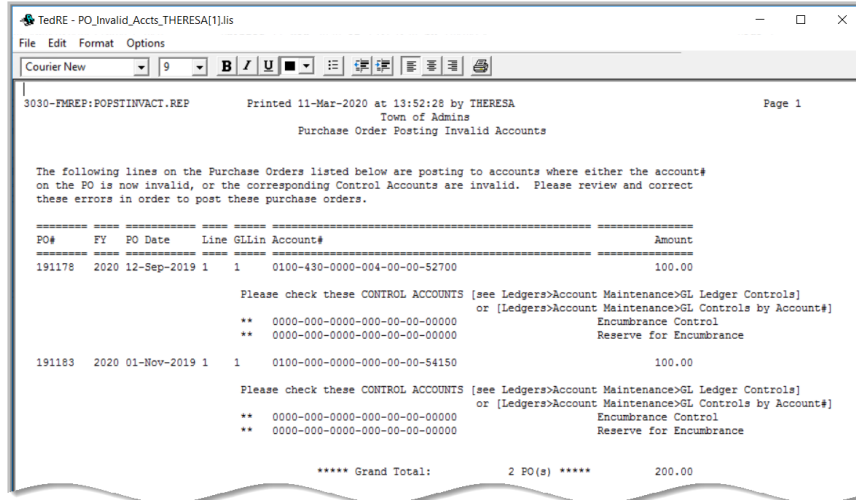
When looking up an account number for a specific control account, some restrictions are in place such as all accounts must have an account sub-type of **"C"** for Control and:

Cash	Only display accounts where the Cash Account? <input checked="" type="radio"/> Yes <input type="radio"/> No is set to Yes on the Chart of Accounts screen
Accounts Payable	Only display liability accounts
Discounts	Only display liability accounts
Due To/From	Only display accounts where the Interfund Transfer? <input type="radio"/> Yes <input checked="" type="radio"/> No is set to Yes on the Chart of Accounts screen

Frequently Asked Questions...

Q: If the Encumbrance Control account is not set up for a fund, will Purchase Orders post properly?

A: No, Purchase Orders will not post at all. Instead, a report that looks like this will be produced and the Purchase Orders will remain in “waiting to be posted” status until the **Control Accounts** are set up:



Q: Are Control Accounts Required?

A: Yes, **AUC** is a modified accrual based system requiring Control Accounts. Here are some examples of how control accounts are used during the posting of specific transaction types in **AUC**. For a more detailed description of the accounting transactions posted in **AUC**, please refer to the **GL-1010 – GL-1040, - Accounting Transactions** in the **Help Reference Library**

To post a PO (i.e., record an encumbrance):

Subsidiary Ledger...

Increase the Encumbered amount and decrease the Remaining balance of an account.

General Ledger...

Debit Encumbrance Control
Credit Reserve for Encumbrance Control

To post a Voucher without a PO (i.e., record an expenditure):

Subsidiary Ledger...

Increase the Debit amount and decrease the Remaining balance of an account.

General Ledger...

Debit Expenditure Control
Credit Accounts Payable

To post a Miscellaneous (Non-Tax) Receipt (i.e., record a revenue receipt):

Subsidiary Ledger...

Increase the Credit amount and increase the Remaining balance of a revenue account.

General Ledger...

Debit Cash
Credit Revenue Control