



Overview...

A Summary account reflects the accumulated activity of one or more posting accounts. Summary accounts may be used for verification of available funds (“**Budget Check Accounts**”), if desired. For example,

These Posting Accounts

- 101-000-5401 Salaries, FT
- 101-000-5402 Salaries, PT
- 101-000-5403 Overtime

All roll into this Summary Account

- 101-000-5000 Personal Services Summary
- 101-000-5000 Personal Services Summary
- 101-000-5000 Personal Services Summary

While...

This Posting Account

- 101-000-5401 Salaries, FT
- 101-000-5401 Salaries, FT
- 101-000-5401 Salaries, FT
- 101-000-5401 Salaries, FT

Rolls into all of these Summary Accounts

- 101-999-5000 All Expenses - All Depts
- 101-000-5000 Personal Services Summary
- 101-000-5999 Salaries FT – Finance Dept
- 101-999-5400 Salaries FT – All Depts

Getting Started...

- An unlimited number of summary accounts can be used for a fiscal year
- A posting account may roll into an unlimited number of summary accounts
- A **posting account** may have its “Available Funds” or “**Budget Checking**” performed at a summary account level instead of the individual posting account level. Define this with budget check account on the first line, with the box checked.
- A summary account must exist in the Chart of Accounts before it can be assigned to a posting account
- Transactions cannot be posted to Summary accounts; these are simply aggregate accounts reflecting the detail in the Posting accounts
- A summary account cannot roll into another summary account
- Summary account relationships may be created or modified at any time and the accumulations re-built at any time

Overview of the Summary Accounts screen...

Maintain Summary Accounts

Posting accounts are here

Line	Summary Account	Description	Budget Check Line 1?
1	0096-000-0000-000-00-00-50200	TEST C-PUBLIC SAFETY E	<input checked="" type="checkbox"/>
2	0096-490-0000-004-00-00-52000	EXPENSES	<input type="checkbox"/>
3	0000-000-0000-000-00-00-00000		<input type="checkbox"/>

Enter the Summary account(s) into which this posting account will "roll up".

To use a summary account to verify available funds for this Posting account, enter a summary account on Line 1 and check the **Budget Check Line 1?** box.



Creating Relationships...

Every posting account is listed in the Maintain Summary Accounts screen. When new Posting accounts are created in the Chart of Accounts, a set number of blank lines are added to the Summary Account screen to easily enter relationships. This “number” is controlled by the Module Control parameters set for each site^a. For example, all expenditure accounts could have a default of five summary accounts, revenue could default to four summary accounts, and balance sheet account types (Asset, Liability, Fund Equity) might each have one.

1. Select **Ledgers ▶ Account Maintenance ▶ Summary Accounts**
2. Enter the fiscal year
3. Enter the **POSTING Account #** directly or select it from a lookup
4. Select summary accounts. Use a lookup; either from the summary accounts for the fund that matches the posting account, or all summary accounts



5. Select the summary account into which this posting account will accumulate.
6. Continue adding additional summary accounts as desired. If additional lines are needed, click the Add Lines button 

Delete/Erase Line: Delete or erase a summary account relationship at any time by clicking the on-screen pushbuttons. Deleting a summary account relationship here will **not** delete the Summary Account itself from the Chart of Accounts. It will simply stop that one posting account from rolling up into that summary account.

Budget Checking...

Optional; leave the checkbox empty to check the budget at the individual posting account level; or enter a budget check summary account on line one and check the Budget Check Line 1? box.

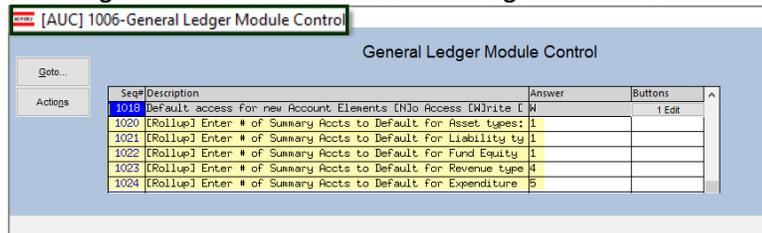
“Budgetary” or “Available Funds” checking may be performed at the **posting account level** or the **summary account level**. For example, there are three Office Supplies expense lines for a department, and each has a budget of \$100. If the system should indicate if any of the accounts exceeds its appropriation of \$100, perform the budget check at the **posting account level** and leave the

Budget Check Line 1? checkbox empty.

To be alerted if the **sum** of expenditures from **all three** of these accounts exceeds \$300 *regardless of how much was expended from each account*, establish a summary account relationship for each of the

three office supplies accounts **and** activate this option by checking the **Budget Check Line 1?** checkbox .

^a See **Ledgers ▶ Module Control ▶ General Ledger Module Control ▶ Sequences 1020 - 1024.**



Seq#	Description	Answer	Buttons
1018	Default access for new Account Elements [N]o Access [W]rite [A]	4	1 Edit
1020	[Rollup] Enter # of Summary Accts to Default for Asset types:	1	
1021	[Rollup] Enter # of Summary Accts to Default for Liability ty	1	
1022	[Rollup] Enter # of Summary Accts to Default for Fund Equity	1	
1023	[Rollup] Enter # of Summary Accts to Default for Revenue type	4	
1024	[Rollup] Enter # of Summary Accts to Default for Expenditure	5	



Copying...

If a standard set of summary accounts are to be used for posting accounts that share similar characteristics, for example, all office supplies accounts should “roll up” to a department summary account, as well as an “office expense” summary account, the summary accounts from one posting account can be copied to another.

1. Click **[Actions]** ▶ **Copy** ▶ **Copy setup from 1 posting account to another**

[AUC] 1020-Maintain Summary Accounts

Copy Summary Accounts from one Posting Account to another

Required: Enter Fiscal Year to Copy from

Enter Posting Account to Copy from

Enter Posting Account to Copy to

Lookup OK Cancel Clear All

2. Fill in the Fiscal Year and Accounts, then click **[OK]**

Rebuild data...

When the “**Post GL Transactions**” command is run, the data is posted to the summary accounts. **Every time a posting/summary account relationship is changed, rebuild the summary accounts.**

1. Click **Actions** ▶ **Rebuild Summary Accounts**

Task 1021: Rebuild Summary Accounts

Rebuild Summary Accounts - this may take a few minutes

Required: Enter Fiscal Year

Lookup OK Cancel Clear All

2. Enter Fiscal Year and Click **[OK]** to run

Review Setup...

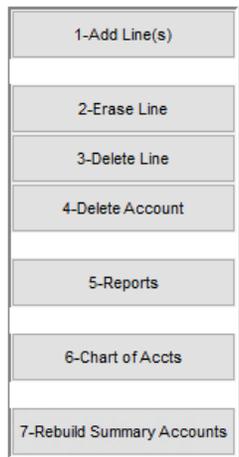
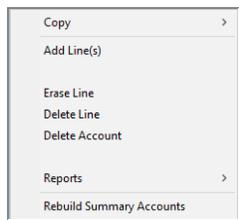
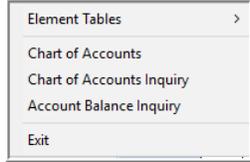
In addition to the “**Maintain Summary Accounts**” screen, review the relationships established for each site using any of these functions:

Ledgers ▶ Queries ▶ Account Balance Inquiry. Retrieve a **Summary** account and click **[3 Detail Accts]** button to view the accounts that are rolling into this Summary Account.

Ledgers ▶ Queries ▶ Account Balance Inquiry. Retrieve a **Posting** account and click **[3 Sum Accts]** button to view the Summary Accounts into which this Posting account summarizes.



Buttons...



The **[Goto...]** button allows branching to any of the listed screens:

- Select **Element Tables** to choose from a list of the elements on each site.
- Select **Chart of Accounts** to go to the CoA screen for the currently selected posting account.
- Select **Chart of Accounts Inquiry** to branch to the Chart of Accounts Inquiry screen; fill in the desired account or select it from the screen.
- Select **Account Balance Inquiry** to move to the Account Balance Inquiry Screen – Period Breakdown for the currently selected posting account.

The **Actions** button selections have a corresponding button on the screen. The **Copy** action is described [above](#).

- **1-Add Line(s)** Adds blank lines for more summary accounts for this posting account
- **2-Erase Line** Resets the currently selected summary account line to all zeroes
- **3-Delete Line** Deletes the currently selected summary account line
- **4-Delete Account** Initializes the summary account *relationships* for the currently selected posting account (revert them to all zeroes) – the system will ask for confirmation. The posting account will still exist in the chart and be shown on the **maintain summary accounts** screen.

- **5-Reports** Select one of two reports – each report can be filtered by year and any of the account elements.

Posting Accounts and where they summarize

Summary Accounts and what comprises their balance

- o Posting Accounts and Where They Summarize, and

Line	Posting Account	Posting Account Description	Line	Summary Account	Posting Account Description	BudgeChk?	Type	SubType	Entity	Status
1	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	1	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	Yes	E	S	1	Active
2	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	2	0096-490-0000-004-00-00-5200	EXPENSES	No	E	S	1	Active
3	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	3	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	No	E	S	1	Active
4	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	4	0096-490-0000-004-00-00-5200	EXPENSES	No	E	S	1	Active
5	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	5	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	No	E	S	1	Active
6	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	6	0096-490-0000-004-00-00-5200	EXPENSES	No	E	S	1	Active
7	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	7	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	No	E	S	1	Active
8	0096-490-0000-004-00-00-5200	STREET SWEEP & CATCH BASIN CLEANING &	8	0096-000-0000-000-00-00-5200	TEST C-PUBLIC SAFETY E	No	E	S	1	Active
9	0096-490-0000-004-00-00-5200	STREET SWEEP & CATCH BASIN CLEANING &	9	0096-490-0000-004-00-00-5200	EXPENSES	No	E	S	1	Active
10										
11	0100-300-2310-000-00-00-5200	ABABEH TECH PROF DEV CONF FEES - HS	11	1100-300-2310-000-00-00-5200	LAPARAPROF EXPENSES SUMMA	Yes	E	S	1	Active
12	0100-300-2310-000-00-00-5200	ABABEH TECH PROF DEV CONF FEES - HS	12	0100-300-2310-000-00-00-5200	SCHOOL DEPARTMENT BUDGET	No	E	S	1	Active
13										

- o Summary Accounts and What Comprises Their Balance

Line	Summary Account	Summary Account Description	Posting Account	Posting Account Description	Type	SubType	Entity	Status
1	0096-000-0000-000-00-00-5200	EXPENSES	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	E	P	1	Active
2	0096-000-0000-000-00-00-5200	EXPENSES	0096-004-0000-000-00-00-5210	TEST C-UNIFORM RENTAL/	E	P	1	Active
3	0096-000-0000-000-00-00-5200	EXPENSES	0096-490-0000-004-00-00-5200	STREET SWEEP & CATCH BASIN CLEANING &	E	P	1	Active
4	0096-000-0000-000-00-00-5200	EXPENSES	0096-000-0000-000-00-00-5210	TEST C-PUBLIC SAFETY E	E	P	1	Active
5	0096-000-0000-000-00-00-5200	EXPENSES	0096-490-0000-004-00-00-5200	STREET SWEEP & CATCH BASIN CLEANING &	E	P	1	Active
6	0096-490-0000-004-00-00-5200	EXPENSES	0096-000-0000-000-00-00-5210	TEST C-UNIFORM RENTAL/	E	P	1	Active
7	0096-490-0000-004-00-00-5200	EXPENSES	0096-004-0000-000-00-00-5210	TEST C-UNIFORM RENTAL/	E	P	1	Active
8	0096-490-0000-004-00-00-5200	EXPENSES	0096-490-0000-004-00-00-5200	STREET SWEEP & CATCH BASIN CLEANING &	E	P	1	Active
9								
10	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	PROFESSIONAL SERVICES	E	P	1	Active
11	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	TRASH REMOVAL	E	P	1	Active
12	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	TRASH INCINERATION	E	P	1	Active
13	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
14	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
15	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
16	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
17	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
18	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
19	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
20	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
21	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
22	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
23	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active
24	0100-430-0000-004-00-00-5200	EXPENSES (ROLLUP FOR FUND 100 DEPT 430)	0100-430-0000-004-00-00-5200	HAZARDOUS WASTE DAY	E	P	1	Active

- **6-Chart of Accts** Branches to the CoA screen for the currently selected posting account
- **7-Rebuild Summary Accounts** Immediately **rebuilds** all summary account balances – **always use this if a change is made to the summary accounts**



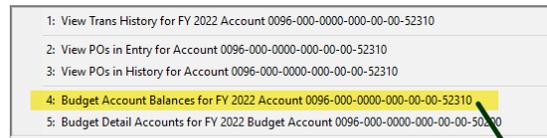
Frequently Asked Questions...

Q: What is the purpose of Summary Accounts?

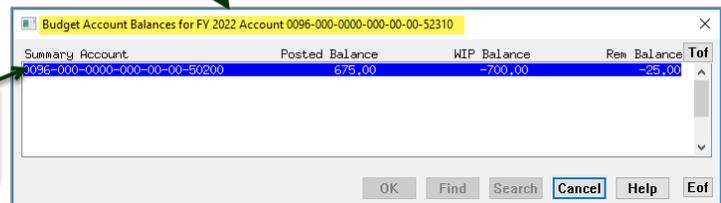
A: Summary accounts allow “grouping” or “accumulating” several posting accounts into one. If there are five different salary accounts for a single department, and the sum of those five accounts (budget, activity and remaining balance) is needed at any time then create a summary account relationship to accomplish this.

Q: What does this look like on the PO or the voucher?

A: Right click on the expenditure line on the PO or voucher to reveal a lookup with five options.



The Budget Check Summary account is shown in the lookup



Q: What does this look like on a report?

A: Only Summary accounts are shown because the Summary Account Sub Type box is the only one checked:

Account Number and Description	Appropriation	Adjustments	Encumbrances	Expenditures	Remaining Balance	% Used
0096-000-0000-00-00-50200 TEST C-PUBLIC SAFETY E	800.00	.00	.00	250.00	550.00	31.25
0096-490-0000-004-00-00-52000 EXPENSES	900.00	.00	.00	250.00	650.00	27.78
Accounts : 2 **** Grand Total ****	1,700.00	.00	.00	500.00	1,200.00	29.41

==== Selection Legend =====

Account Type: E

FY: 2022 to 2022

Fund: 0096 to 0096

Account Sub Type: S

Account Sub Type

Control

Posting

Summary

Click on the Summary box on the General Ledger Report Selector Screen

Q: Do I need to setup Summary Accounts for each fiscal year?

A: No. *Summary accounts are copied from year to year during the GL Year End process.* Create or maintain new relationships as needed; *immediately rebuild the balances.*

Q: Do I need to set Summary Accounts before using the system?

A: No, Summary account relationships may be defined or redefined at any time.

Note: If the Summary Relationships are changed, *immediately rebuild the balances.* See [“Rebuilding Data”](#) above.

Q: Can I set them up for an account that I have already posted to?

A: Yes, then rebuild the account balances. See [“Rebuilding Data”](#) above.