IMS

INFORMATION MANAGEMENT SERVICES, INC.

General Ledger

User's Manual

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Getting Started

**This manual is best viewed at 100% magnification
for details on smaller screens.**

Welcome Welcome to the **General Ledger**. The **General Ledger** can be used as a standalone product, or as the centerpiece of your financial record keeping. It communicates directly with other IMS software systems and has a budget worksheet module that allows you to work with budgets on a number of levels and then effortless load them into your operating data files. It also has the ability to print custom reports that you create. The 32 bit version will be installed on Windows 95, 98 and NT systems in the original program that your **Customer Support Representative** (**CSR**) provides.   All of our program databases have parent/child relationships. It is generally bad practice to accumulate orphans, which are child records whose parent has been deleted. **Before deleting** items review the Parent/Child Relationship Rules.

System Requirements Hard disk with 10 MB free disk space
Microsoft Windows 9x, Windows NT 4.0, 2000 or later
Accounts Payable 3.221 or later
Occupational Licenses Manager 4.400 or later
Utility Billing 6.130 or later
Inventory Work Order 2.170 or later
Fixed Assets Manager 3.010 or later
Citizen Services 2.200 or later
Vehicle Maintenance 2.071 or later
Building Permits 4.230 or later
Payroll Manager v 4.00 Beta K or later

VGA graphics and monitor
Any pointing device supported by Windows

If **Accounts Payable, Inventory Work Order** or **Vehicle Maintenance** are sharing the **General Ledger** chart of accounts database, this version of **General Ledger** should be installed and initiated first so it can apply the database changes for the other programs sharing the data. The corresponding versions in the other programs are AP 3.220, IW 2.160 and VM 2.070. **Accounts Payable** will maintain its own chart of accounts if it is not configured to share with **General Ledger**, but will not automatically update the chart of accounts.

The new IMS demo and option control system works for existing users who have a license file containing installed options. If there is no license file, then certain options will not be installed on all systems. The Demo program expires 30 days after it is first used.

Installation of Updates

This is where it all begins. Check with your **CSR** and read all Release Notes for directions on converting files from older versions. You will need to periodically install updates as new information is added to the program. As long as your update is saved into the correct directory the original program will use it. When installing, TYPE in the directory (ex. C:, D:, or E\GL): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory (C:\GL\General Ledger). This means the program will not find it and consequently not work. You also do not want it saved into C:\Program Files. This will not allow it to work either.

Windows Basics for 95/98/NT Users

Start Windows if you've not already done so. Insert the Update disk into drive A (or drive B). You first need to find where your **General Ledger** program is installed. Find the icon on your main screen (Program Manager) and highlight the **General Ledger** icon, and right click with your mouse on the icon. Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target. There you will be able to view the directory you need to place the update into.

Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; Select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation. The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).

Select Destination Directory

The General Ledger will be installed into the following directory.

If you would like to install it into a different directory/drive, use the browse list below.

Destination Directory:

C:\IMS\GL

- c:\
  - ims
    - ap
    - bp
    - cem
    - Citiz
    - fa
    - Filesafe

c:

| OK | Cancel |
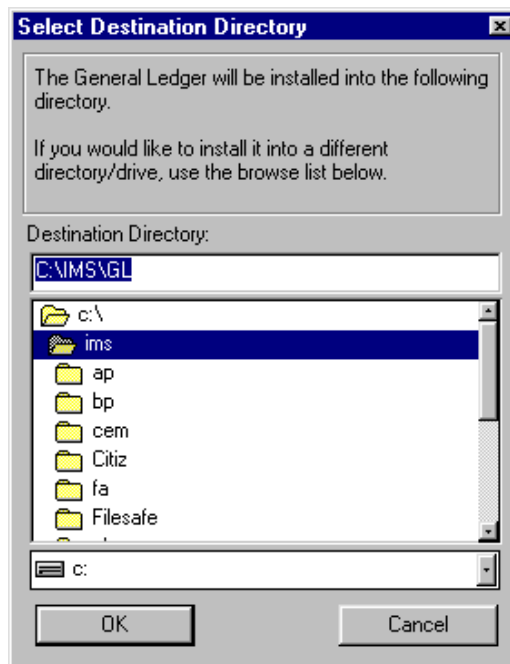
In Windows 95/98/NT the default is C:\Program Files\GL. You may **not want this directory,** so TYPE IN the location to the directory you found the program in (using the directions above). When installing into an empty folder, the current system date, current month and year, and receipts month and year are initialized from the computer date.

Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called BACKUP. After this simply follow the instructions and it installs the update for you.
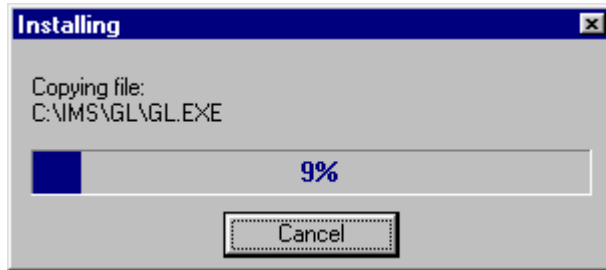
After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the General Ledger, including last minute changes since the manual was printed.

The release documentation for new release can always be viewed at the IMS website, http://www.ims-florida.com. The site will always have the latest release information. The release notes can also be viewed once the program is installed under **Help, Contents, Release Notes**.

Windows 95/98/NT Internet Users

Updating from email:
Your **CSR** will send you updates in the email if you request this method of updating. When you receive the emailed files (for example gl4233.exe, .w02, .w03), save them immediately into the directory that your program is running in. See the Windows update installation instructions above to see how this is done.

The examples show c: drive, but most users will have their program located on d, g, f, or some other drive.

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which Drive and Directory you want the program to install into, such as D:\GL.

Updating from a disk:
Insert the Update disk #1 into drive A (or drive B). In Win 95/98 right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. Insert Disk #2 when prompted.

If you skip this step now, you may view the documentation later in the program itself.

In all of these installations you may choose to read the release notes which are essentially the latest update information and changes to the program.

Windows Skills You'll Need

Because the **General Ledger** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills most useful in using your **General Ledger**. *This does not replace your Windows manual*. If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

Entering information on a screen
When you are entering information into many fields on a screen, such as when adding an entry, use the Tab Key to move to the next field, and Shift+Tab to move to the previous field. **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

Control
If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to. When you go into a window, such as Account Inquiry, there are two areas of the window: one where the account information is and another where the **Find** field and buttons are.

When you first see this screen the cursor is flashing in the **Find** field. That means that if you press a letter (or number) on your keyboard it will appear in this field. However, if you click within the entry information portion of the screen, the control moves there. Then, when you press a letter, the program takes you to the first occurrence of that letter in the list. You can tell where the control is on a particular screen by looking for the flashing cursor in a field, an outlined word on a button, or an outlined record in a list. To move to a screen tab, simply click on it. That screen will be brought to the front. Moving between screen tabs is especially important when entering new information.

Mouse vs. Keyboard

Throughout the manual, the mouse commands are given for procedures (e.g. "Click on OK"). If you prefer to use keyboard commands, you'll want to pay attention to the underlined letters in options throughout the program.

For example, to pull down the **File** menu, you may click on **File**, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined (ex.: Receipts = Alt R) in your choice.

Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you'll click on your right Mouse Button to see it. But you can also press F3.

Using the scroll bars

Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the up and down arrow keys to move incrementally through the display, or drag the box up or down to move more quickly.

Moving a window

There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the Mouse Button.

Resizing a window

Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

Window Setup

Go to **File, Account Inquiry** or any other main screen. Then go over to **Windows** from the Main list and open that at the same time. This allows you to customize your viewing capabilities.

```
Tile
Cascade
Arrange Icons
✔ 1 Browse Accounts
```

On a drop list, press the first character of your selection to go directly to it.

Quick Tip Keys:

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press F3, which is invaluable in IMS programs and will bring up a calendar in a date field or pop up list in many other fields. Always try it if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right clicking on the Mouse Button will also display selections if available.

APR, 2001

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
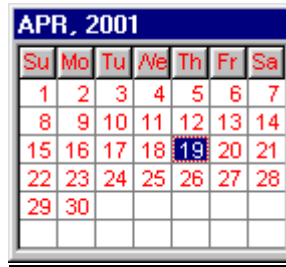
Using the Clipboard

This menu contains the standard Windows editing functions using the clipboard. It is active only when a document window is open.

Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

Paste (^V)

Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

Reference Help/Contents

Your program has assistance under **Help** (press F1 at any time to take you to this section) or **Contents**. **Contents** has a better overview of the entire section. It is filled with explanations of almost every function and key in the program. You may want to familiarize yourself with some of the different items in there before beginning. This makes using the program much simpler. You may print the information you have entered at any time by selecting the appropriate item from the **Reports** menu.

IMS Web Site

You may automatically link to the IMS web site if you are connected to the Internet by clicking within the **General Ledger Manager** program under **Help, IMS Web Site.** You may view the User Manual in this section also.
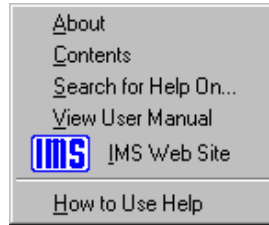
Windows has its own section for assistance with questions about Windows topics - **How to Use Help** which is found within the program. Use it by looking through the Contents, the Index alphabetically, or by using the **Search for Help On…**capability to find the topic or keyword you need help with.
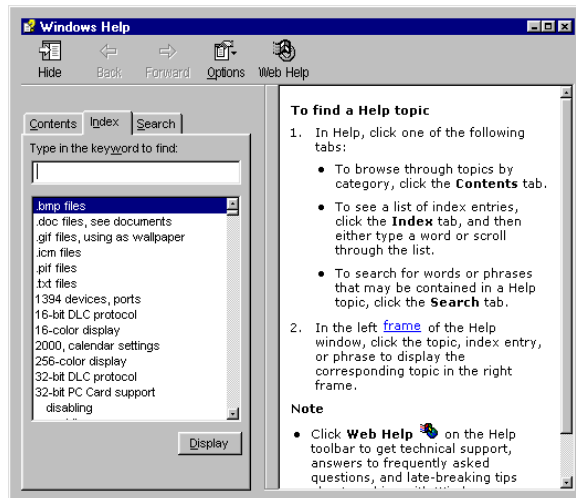
User's Manual

The manual is set up so that each main category is to the left side, each function of the program to the right is **Bolded and Underlined.**   Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily. The steps are directly below it. The manual attempts to follow the natural progression of steps the user would normally take when running the program.   If in doubt always look to the Index for the topic and hyperlink (jump from one point of the document to another) from the page number of the item you seek. Use the Go Back Button to return to where you were last. You may view the User Manual from within the **General Ledger** program under **Help, View User Manual** if you have Adobe Acrobat.

Getting Organized

First Steps

There are a few short, but important, first steps you will want to establish for the security and efficiency of your accounts. The first is to enter codes and some basics preferences on your system. The second is to establish the security of your system. This means that you need to decide who has access to what. After this has been done you are ready to start using your **General Ledger** program. If **General Ledger** is left at the user login window for one minute the program will be terminated. This is to prevent blocking logins by other users.

Because the budget module requires a chart of accounts the first step is always initializing the year of the budget. Then you may create your budget groups, budget names, and members if that has not already been done. When a budget is initialized the fiscal year assumed will be the budget year, not the current fiscal year. The initialize fiscal year procedure clears all account balances prior to setting the opening balances for the year. The initialize fiscal year procedure will set the current period to the first month of the fiscal year if the year was re-initialized (update beginning balances only).

Upon entry in the program you will always have a date open reminder. This reminds you of which month you are working in.

Date discrepancy ⊠

  ⓘ The current month open is January and the system date is in December.

<div align="center">

    OK

</div>
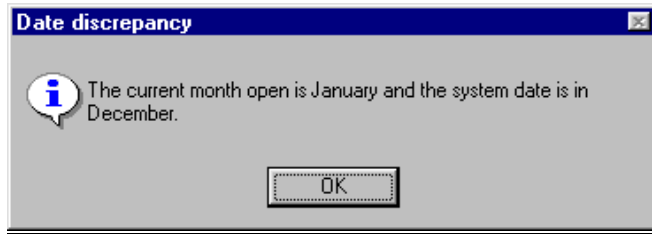
The status bar at the bottom of the main menu window shows the current receipts period and date as well as the current accounting period and date. The receipts period is labeled "Cash" and the accounting period is labeled "Ledger".

Wednesday, November 20, 2002	11:48AM	Syste

System Data

Go to **Setup,** and start with **System Data**.

> System **D**ata ▸
> **C**hart of Accounts ▸
> **B**udget Preparation ▸
> **R**evenue Types ▸
> **J**ournal Entry Types ▸
> **P**roject Codes ▸
> **S**ource Codes ▸
> **T**ransaction Codes ▸
> **I**mport Profiles
> **S**ecurity ▸

> **G**eneral System Data
> Set System **D**ate
> Set **C**urrent Period
> Set **R**eceipts Date
> Set **R**eceipts Period
> Configuration **O**ptions
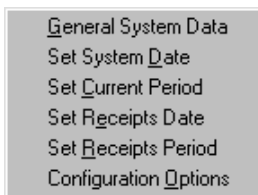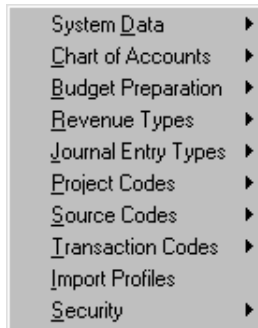
General System Data
Go to **Setup, System Data, General System Data**. On the General Tab fill in the data file version, the **System Date**, the **City Name**, the first month of the fiscal year, the **Current Month** and **Year** that are open, the current **Cash** receipts **Date, Month**, **Year** and the **Budget Fiscal Year**.

Document Path is for the location of PDF documents. Press OK when done.

General Special

Version:	4.2800
System Date:	6/21/2001
City Name:	VILLAGE OF Hotville
Fiscal Year Begins:	10
Current Month:	03
Current Year:	2001
Cash Date:	12/29/2002
Cash Month:	12
Cash Year:	2000
Budget Fiscal Year:	2002
Document Path:	c:\ims\gl\

System File Will Be Updated

General Special

If a month and year is set in the controls below, no changes will be allowed to any accounting period prior to the period set. This is recomended as a precaution after a fiscal year audit has been completed.

First Month: 0

First Year: 0000

[OK] [Cancel] [Help]

The Special Tab allows locking all data files prior to a specified period so they cannot be changed. This tab describes the first month and year.

Set System Date

Go to **Setup**, **System Data, Set System Date.** This will set the date of record for all activity in this session. You may choose to make this a **Temporary Change Only** by checking the box.

Date Will be Changed

System Date: 2/18/1997

☐ Temporary Change Only

OK | Quit | Help

Set Current Period

Go to **Setup**, **System Data, Set Current Period**.
Check the **Temporary Change Only** box if this
change applies to this user only and will revert to the
original date when this session ends.

Period Will be Changed

Current Month: 09

Current Year: 1997

☐ Temporary Change Only

OK | Quit | Help

Set Receipts Date

Go to **Setup**, **System Data, Set Receipts Date**. You
may mark if this is a **Temporary Change Only**. See
also Configuration Options for additional information
on this.

Date Will be Changed

Receipts Date: 12/11/2000

☐ Temporary Change Only

OK | Quit | Help

Set Receipts Period

Go to **Setup**, **System Data, Set Receipts Period**. You
may mark if this is a **Temporary Change Only**.
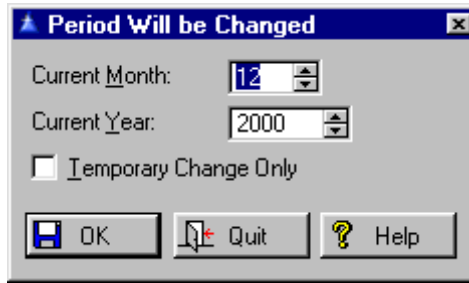
Configuration Options

Go to **Setup**, **System Data, Configuration Options.**
If **Normalize Signs** is checked, amounts shown on
reports and windows will not have signs if a normal
posting. You may choose to **Disable Print Preview** of
built-in reports, **Print Landscape Reports**, and **Hide
Disabled Menu Items, Enable Transaction Logging,
Create PDF Report Files**.
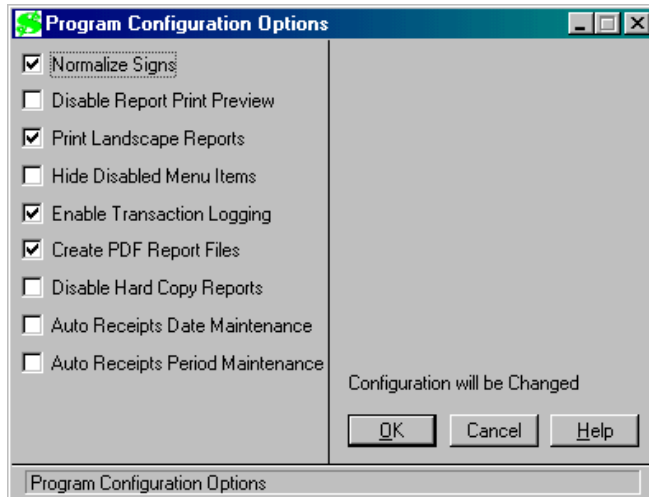
Enable Transaction Logging will log all additions,
changes and deletions to the transaction file. Logging
can be enabled or disabled. Be aware that there is a
processing overhead consumed by the logging process
which will affect processing speed, particularly when a
large number of transaction is involved. The logged
information includes date and time, the user name and
computer name, the field changed and the before and
after value of each changed field. A complete copy of
all deleted transactions is also saved.

The log file may be viewed using **Utility, Miscellaneous Utilities,** Browse Activity Log. The log file may be purged by date using **Utility, Miscellaneous Utilities,** Purge Activity Log.

You may create PDF files of reports. This option is available only if the PDF module is installed. If the PDF module is installed two new checkboxes (**Create PDF Report Files** and **Disable Hard Copy Reports**) will appear. They work in conjunction with the **Disable Print Preview** checkbox. Each of the three controls function individually. Any combination of the three is allowable except the one that disables all print output (**Disable Print Preview** checked, C**reate PDF Report Files** unchecked, and **Disable Hard Copy Reports** checked). You can, for example, set the system up to create PDF files for all reports without showing a preview or printing a hard copy. If print preview is enabled hard copy must also be enabled if you want the option to print or not print hard copy after viewing the preview. The printer button will still appear in the preview header, but pressing it will not print a hard copy if it has been disabled in **Configuration Options**. These options affect all built in reports, but not custom reports. For more details see PDF Reports.

Two configuration options control receipts date and accounting period maintenance. If the **Auto Receipts Date Maintenance** option is set, the receipts date will be set from the computer clock date when **General Ledger** is started. If the **Auto Receipts Period Maintenance** option is set the receipts accounting period will be set from the receipts date when **General Ledger** starts, or when the receipts date is changed using **Setup, System Data, Set Receipts Date**. If both options are enabled, the receipts date and period will be set automatically at startup to the current month and year based on the internal computer clock. The receipts date and period may still be changed using **Setup, System Data, Set Receipts Date and Setup, System Data, Set Receipts Period**.

If the **Auto Receipts Period** option is enabled, setting the current receipts date using **Setup, System Data, Set Receipts Date** will also set the receipts period. The Temporary checkbox applies to both the date and the accounting period. If checked the receipts date and receipts period change will apply only to the user making the change and revert to the previous values when the user next starts **General Ledger**. If it is anticipated that some users may need to work in different receipts periods it is recommended that the **Auto Receipts Period** option be turned off. Unexpected changes in the receipts period for users when another user logs in could occur otherwise.

Accounts Setup

Browse Master Account

Go to **Setup, Chart of Accounts, Master Account File, Browse Master Account File**, Insert Button. There is an enhancement which reduces keystrokes when adding to the master account file: If the account is a line item it can optionally added to all departments in a fund. Enter the expense account number without a department such as "1-511.1". Fill in the account name and the account code, then press the OK Button. If the account code is for a postable expense (code 4) and the department number is missing from the account number, you will get a window asking "Add this line item to all departments in this fund?". If you answer no it will admonish you for omitting the department number. If you answer yes it will add the account to all departments in the fund that have at least one expense account.

If there is more than one chart of accounts it will show you a list and allow you to select the charts to which all these accounts will be added. If there is a single chart the accounts will be added with no additional messages. Should any error occur while the accounts are being added, the entire process will be reverted and no accounts added.

Print Chart of Accounts

Go to **Setup, Chart of Accounts, Print Chart of Accounts**. See a sample.

PDF Name

PDF Name: ChartOfAccounts

OK
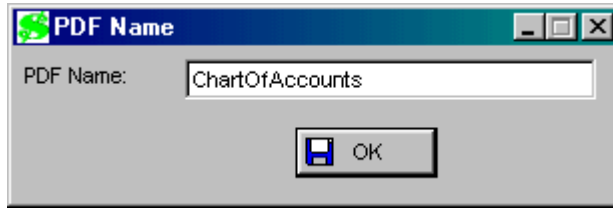
Print Master Account List
Go to **Setup, Chart of Accounts, Master account File, Print Master Account List**. See a sample of this report.   See also **Reports, Lists, Master Account List.**

Browse Account Types
Go **to Setup, Chart of Accounts, Browse Account Types**. All account codes are related to a particular account type, which determines how postings are normally made to the account. This implicitly determines which reports the account will appear on. Press the Edit Button to edit an account type, Insert to add a new account type.

Browse Account Types

Type	Name	Post
1	ASSET	Debit
2	LIABILITY	Credit
3	REVENUE	Credit
4	EXPENSE	Debit
5	EQUITY	Credit

Insert | Edit | Delete
Close | Help
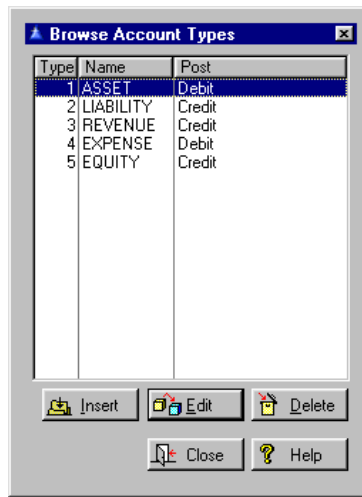
To insert a type press the Insert Button. To make changes highlight the type and press the Edit Button.

On the General Tab select a **Type** code, **Name** of the account, and a **Debit** or **Credit** posting type.

Adding a Type

General

Type: 6

Name:

Posting
- ○ Debit
- ○ Credit

OK | Cancel | Help
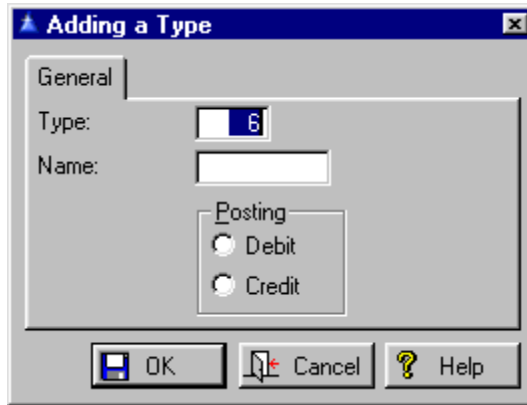
Transaction Codes Setup

Browse Account Codes

Go to **Setup, Chart of Accounts, Browse Account Codes**. Every account is assigned an account code. Account codes determine the function of an account. If it is a non-postable account it also determines on which reports the account will appear.
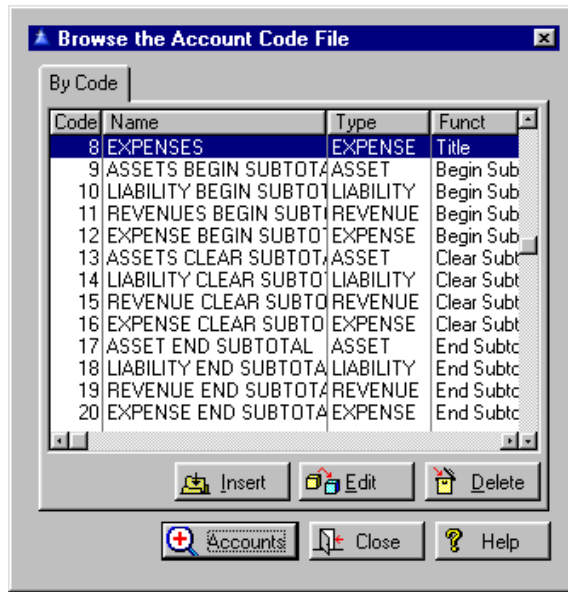
Browse the Account Code File

By Code

Code	Name	Type	Funct
8	EXPENSES	EXPENSE	Title
9	ASSETS BEGIN SUBTOTA	ASSET	Begin Sub
10	LIABILITY BEGIN SUBTOT	LIABILITY	Begin Sub
11	REVENUES BEGIN SUBT	REVENUE	Begin Sub
12	EXPENSE BEGIN SUBTOT	EXPENSE	Begin Sub
13	ASSETS CLEAR SUBTOT	ASSET	Clear Subt
14	LIABILITY CLEAR SUBTO	LIABILITY	Clear Subt
15	REVENUE CLEAR SUBTO	REVENUE	Clear Subt
16	EXPENSE CLEAR SUBTO	EXPENSE	Clear Subt
17	ASSET END SUBTOTAL	ASSET	End Subto
18	LIABILITY END SUBTOTA	LIABILITY	End Subto
19	REVENUE END SUBTOTA	REVENUE	End Subto
20	EXPENSE END SUBTOTA	EXPENSE	End Subto

Insert | Edit | Delete

Accounts | Close | Help

Pressing the Accounts Button will show you the account number and name of the expenses associated with this code. Press the Edit Button to edit the account code. Only postable codes do not show 3 tabs instead of just the General Tab when editing existing codes.

On the General Tab fill in the **Account Code, Name** of the account type, number assigned to that account **Type**. Check one of the **Function** areas. Press OK or go to the next tab.

On the Reports Tab check the columns you want. The "**I**" column applies to reports printed for an individual fund, while "**G**" applies to reports printed for fund groups.

On the Format Tab you may add lines or spaces above
or below non-posting accounts. **Skip Above** means a
blank line will be printed, **Above the Account Line**
means a line will be printed above the account. **Below
Account** is an option which means the reverse. Select
one and press OK.
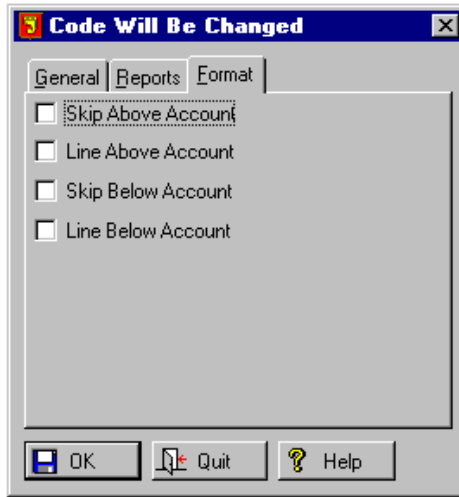
Browse Fund Names
Go to **Setup, Chart of Accounts, Funds, Browse
Fund Names**. This displays a list of all funds. You
can add, delete or change a fund record.
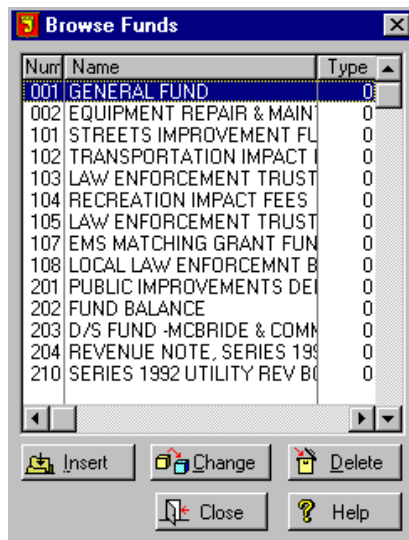
To add a fund, press the Insert Button, to change the
Change Button. Press Close when finished.

Fund Will Be Changed

General

Number: 001

Name: GENERAL FUND

Fund Balance: 271.1000

Due To: 207.0000

Due From: 131.0000

Type: 1   ALL FUNDS

OK | Cancel | Help

Enter the Fund **Number, Name, Fund Balance** and
Type number. Press Ok when finished.

Due To and **Due From** transactions may optionally be
generated when transferring from **Utility Billing**. A
checkbox ("Create Due To/From Transactions") was
added to the transfer setup window.

The default value is checked. This allows different
funds to be used for cash and receipts accounts for a
charge name without having to make journal entries
after the transfer.

The due to transactions will not be created if either
account number is missing or invalid. There must be a
due to and a due from account number for each fund
involved in the transfer. These are set using **Setup,
Chart of Accounts, Funds, Browse Fund Names**,
Change Button. The due to and due from account
numbers follow the standard procedure for IMS
financial applications: If the fractional portion of the
account (last four digits) is zero, the account will be
generated from the number of the correspondent fund.
For example, if the due from account for fund 1 is 001-
131.0000, a due from entry for fund 401 would be
posted to 001-131.4010. If the fractional part is not
zero then the account will be used literally.
The combine setting for the due to and from
transactions will be the same as for the associated
transactions.

Browse Fund Types
Go to **Setup, Chart of Accounts, Browse Fund
Types.** Fund type is an optional parameter for use in
grouping funds for reports.
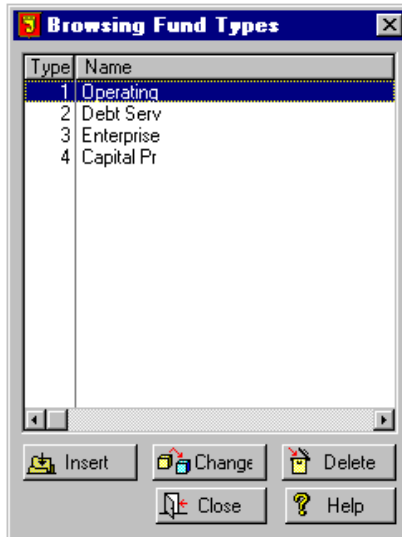
Press Insert to add new information or Change to edit
existing information. Enter the **Type** number and the
Name. Press OK when finished.
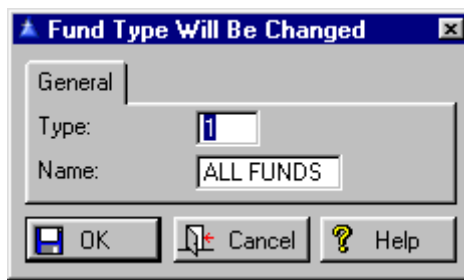
Browse Fund Groups
Go to **Setup, Chart of Accounts, Browse Fund
Groups.** Use the Insert Button to add new fund groups,
or highlight an existing fund and press the Edit Button
to make changes. To enter the group members to a
fund group, you must click in the right hand side of the
window and then press Insert or Edit. You will select
from a pop up window showing the different funds.
Click Close when finished.
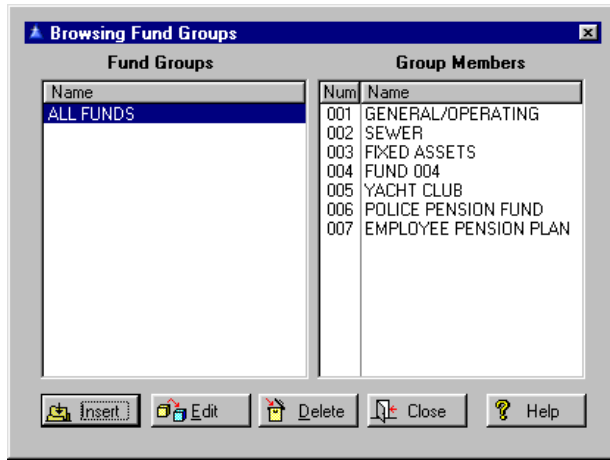
Browse Department Names
Go to **Setup, Chart of Accounts, Departments, Browse Department Names**. This list consists of all defined departments. It is the source of department names used on reports.
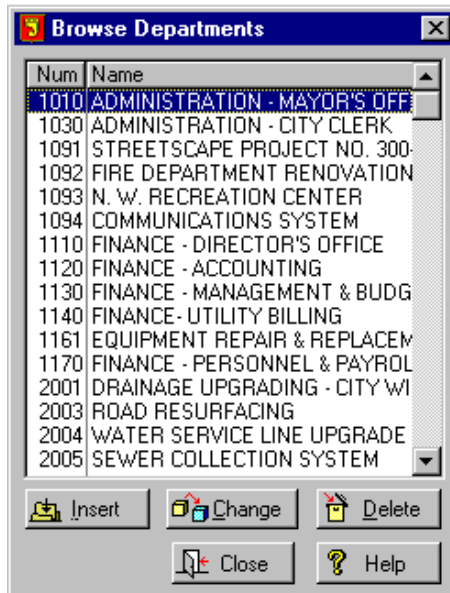
To make changes highlight the department and press the Change Button. To add new department information, press the Insert Button. The department **Number** is assigned automatically but you may change it. Fill in the **Name**. Click OK when finished.

Department Will Be Changed

General

Number: 0011

Name: LEGISLATIVE

OK   Cancel   Help
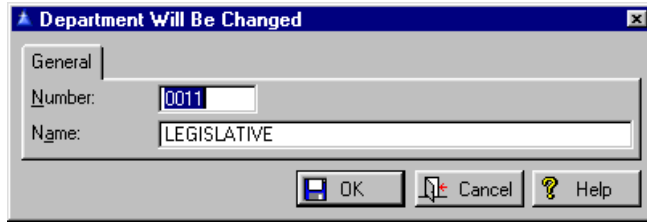
Sources Setup

All transactions added must have a source code which defines where the transaction originated and a project code which allows accounting for the cost of a project. There are three built-in sources: Cash, JE, and Tran. These are listed as internal. The other sources are external, which means the information is transferred from another application.

Browse Sources

Go to **Setup, Sources, Browse Sources**. The source record includes the location and name of the data file containing the information to transfer.

Browse the Source File

By Source Code

Code	Description	Type
AP	Accounts Payable	External
BP	Building Permits	External
Cash	Cash Receipts	Internal
JE	Journal Entry	Internal
OL	Occupational Licenses	External
PR	Payroll	External
Tran	Transaction Entry	Internal
UB	Utility Billing	External

Insert   Edit   Delete

Close   Help
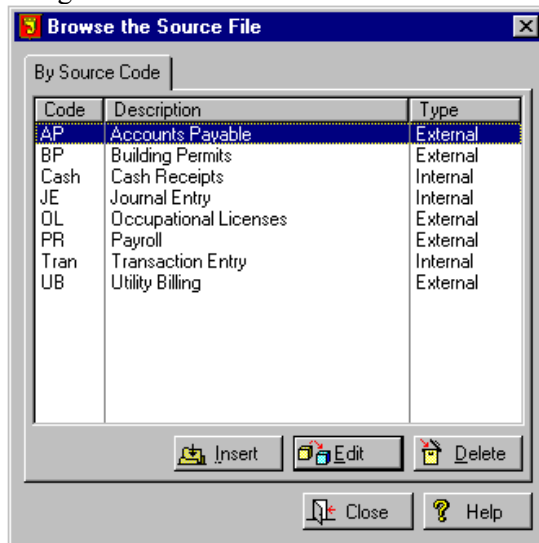
Press the Insert Button to add a code. A typical source record appears below. Select a **Code, Description, Type** (**Internal** or **External**), and **Location** (file path). Click OK when finished.

Changing a Source Record

General

Code: AP

Description: Accounts Payable

Type
- ○ Internal
- ● External

Location: D:\AP

[OK] [Quit] [Help]

*To prevent a bloated **General Ledger** it is recommended that the combine box be checked for all three accounts.*

Before making a transfer, **Utility Billing** and **General Ledger** must be set up properly. In **Utility Billing** the accounting method is set to either cash or accrual. For each charge category a valid account number must be present in each of the three account number fields. (If method is set for cash an Accounts Receivable account is not needed.) In **General Ledger** there must be a source code of "UB6" set up, with the path to **Utility Billing** data.

Nothing will be transferred in charge categories for which the account number fields are blank. They will not appear as rejected transactions, but treated as if they didn't exist. All non-blank account numbers are checked against the chart of accounts, and non-blank invalid numbers will appear in the transfer register as rejected.

All three accounts for each category should be in the same fund because no due to/from transactions will be created. If the funds do differ, the user must be responsible for making the appropriate journal entries after the transfer.

When transferring from **Utility Billing** version 6, an option exists to transfer billings, payments, or refunds separately, as well as all.

When transactions are transferred individually (**Combine** box not checked) the **Description** field in the **General Ledger** transaction will have the name of the charge category and the date will be the date the transaction was created by **Utility Billing**.

If the transaction is a combined one the description will be the source description followed by the date of the transfer, and the date will be the date it was transferred. There is support for the cash out (refund cash) account introduced in **Utility Billing** version 6.16H. If this account is present the amount of deposit refunded will be credited to this account instead of the cash account. If the cash out account is empty the cash account will be used instead, so transfers will function as before if the new account is not used.

The rules for combining transfers from **Utility Billing** 6 enhance the usefulness of the transfer report. When the **Combine** box (In the **Utility Billing** program **Setup, Lists, Charge Names,** Change) is checked for any of the accounts, the identity of the charge category will be preserved. The combine will be by charge name. If the same receipts account is used for more than one service there will still be a separate transaction for each category.

If the **Combine** box is checked on either the cash or receivable accounts they too will be broken down by charge name. Combined transfers have the charge name as description, even for cash and receivable amounts.

Fine receipts may be transferred from **Citizen Services** version 2.100 or later. An external source code of CS must be added using **Setup, Sources** and the path to **Citizen Services** data specified. Only settled amounts are transferred, and the fine is assumed paid on the settlement date. Each fine type is transferred separately, and each may have different receipts and cash accounts.

Either receipts or cash may be transferred individually (one transaction for each fine) or grouped by fine type (one transaction per fine type). This is controlled by settings in the fine type update form in **Citizen Services**. Note that if a fine is rejected for either an invalid receipts or cash account the transfer report will indicate that both accounts are invalid even if one of them is OK.

If the fund or either account number field in the fine type window is blank, all fines of that type will be ignored and will not appear in the transfer report.

<u>Browse Projects</u>

Go to **Setup, Projects, Browse Project s**. This window allows creating, changing or deleting project codes. Press the Activity Button to display a list of all current activity for the selected project. Project codes are used to identify receiptss and expenditures associated with a particular project. It in effect provides a method of accounting for costs that crosses account number boundaries. Projects exist for a finite time period, and may be anything from a capital improvement project to small maintenance work orders.
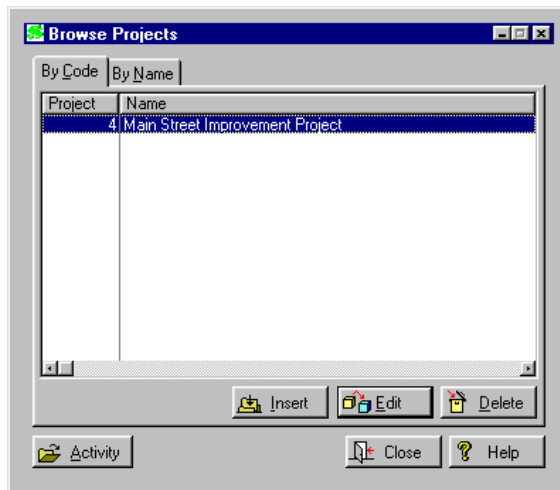
The Activity Button will show you all the activity for the project. Highlight the existing project and press Edit or Insert to add new information. The project update window is displayed below. Fill in the **Project Code** (number)**, Name**, and **Dates Opened** and **Closed.** The number will be assigned automatically but you may change it to whatever you like.

S Changing a Project Record

Project Code: ⬛ 4

Project Name: Main Street Improvement Project

Date Opened: 6/20/2001   Date Closed: ⬛

[🖫 OK] [📇 Quit] [❓ Help]

▲ Activity for testing this project

Fiscal Year | Current Period

Account Number	Date	Period	Batch	Reference	Amount	Description
001-101.1000	1/31/00	4	16	2033	0	bills I can get rid of

Total: 0.00   [🔍 View] [📇 Close] [❓ Help]

🔍 View

You may highlight an activity and view the details by pressing the View Button.

Browse Transaction Codes
Go to **Setup, Transaction Codes, Browse Transaction Codes**. A transaction code is assigned to each transaction. The code is user defined, and is intended to allow isolating a group of transactions. The code can be used for whatever you like. The system processes all transaction codes equally except for reports that have an option of specifying a transaction code. If there are no records in the transaction code file, the transaction code request window will not be shown when entering transactions. This is for the benefit of users that do not use transaction codes.

Highlight the code to change and press Edit to change the code. To add a new one, press the Insert Button. Press OK when finished.

Browse Transaction Codes

| Code	Name
1	Transaction Code 1
2	Transaction Code 2
3	Transaction Code 3
4	Transaction Code 4
5	Transaction Code 5
6	Transaction Code 6
7	Transaction Code 7
8	Transaction Code 8
9	Transaction Code 9
10	Transaction Code 10
11	Transaction Code 11
12	Transaction Code 12
13	Transaction Code 13
14	Transaction Code 14
15	Transaction Code 15
16	Transaction Code 16

Insert   Edit   Delete

Close   Help

Changing aTransaction Code

General

Code: 15

Name: Transaction Code 15

A transaction code is assigned to each transaction. The code is user defined, and may range from 1 to 9999.

OK   Cancel   Help

Receipts Setup

Browse Receipts Types

Go to **Setup, Receipts Types, Browse Receipts Types**. A receipts type may be a member of any receipts group. The receipts types are shown in the left hand table. The right hand table shows the transactions in the currently selected receipts type. This is the combine type. When a receipts transaction is coded as *Batch* combine, all instances of this account number for this receipt will be combined into a single transaction. This transaction will be transferred individually, with a description belonging to the receipt.
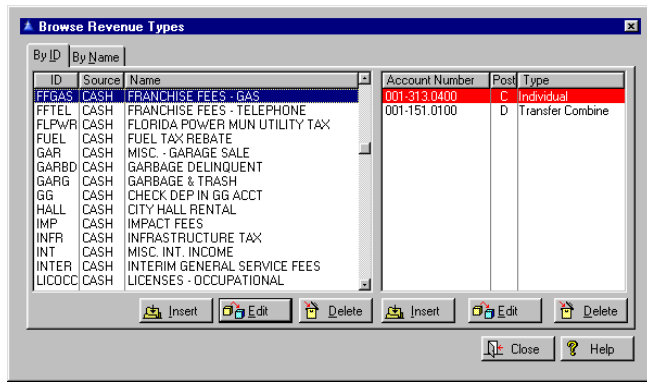
To edit information about one of the receipts types, highlight it on the left side of the window and press the Edit, Delete, or Insert Button for new information.
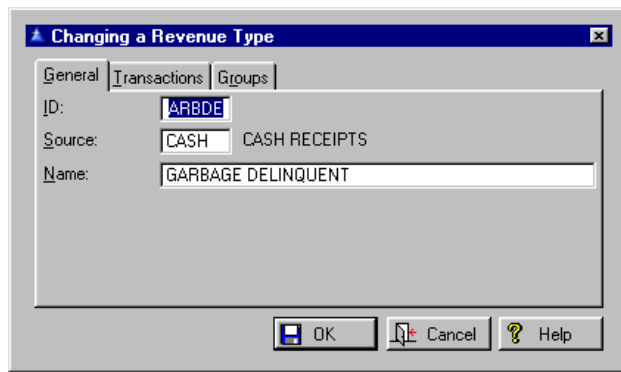
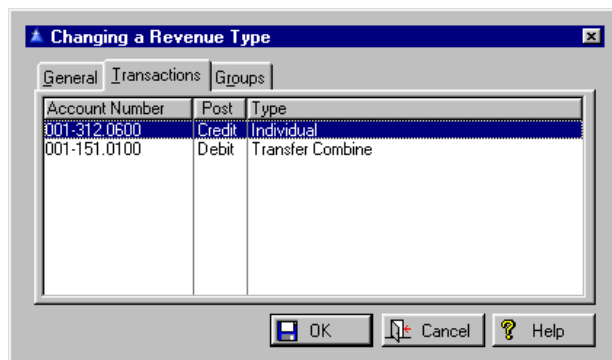On the General Tab, fill in the **ID**, **Source** ID, Receipts **Name** Type.

On the Transaction Tab you may view the transactions for this receipts group.

On the Groups Tab you may view the Receipts Groups associated with this type.

Partially unformatted account numbers will be accepted. Because non-expense accounts Are stored internally with a zero department, such accounts must include four zeros to pad the department number space.
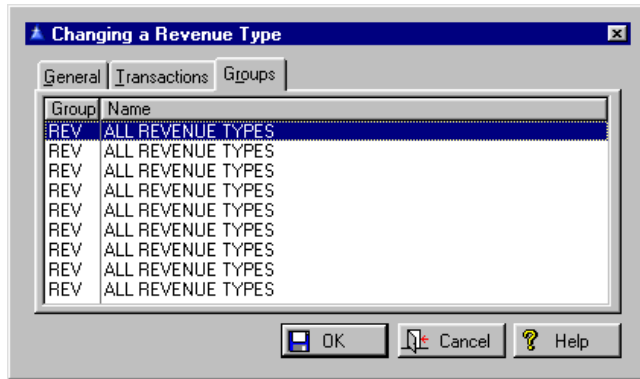
To edit the transaction information go to **Setup, Receipts Type**, highlight the receipts type. On the right side of the window highlight a transaction and press the Edit Button or Insert Button to add new information. Fill out the **Account** number, check the **Sign** box for **Debit** or **Credit**, check the **Type** box, for *Individual, Batch* or *Transfer*. When a receipts transaction is coded as *Batch* combine, all instances of this account number for this receipt will be combined into a single transaction. This transaction will be transferred individually, with a description belonging to the receipt. You may also check the **Receipts Flag**. Click OK when finished.

Funds must be entered in a three digit format with leading zeros as required. If the account number entered contains a formatting character (dash or period) the standing parsing rules will be followed.

Browse Receipt Groups
Go to **Setup, Receipts Types, Browse Receipts
Groups**. Each authorized user is associated with a
specific receipts group, which can contain any number
of receipt types. Each user has access to only the
receipt types contained within their receipt group. The
receipts group record contains a checkbox to enable
automatic validation. This allows cashiers to validate
after each different receipts type in a receipt if
necessary. In such cases the auto validate option would
not be checked, and the cashier can simply press the
Validate Button to validate after each receipts type is
entered.

The more common method would be to check the **Auto
Validate** Box and the receipt will be validated when
the Receipt Button is pressed. The specifics of
endorsement and validation are determined by the
receipts group rather than the receipts type, and the
group in turn is determined by the user login, which
assigns each user to a single receipts group.
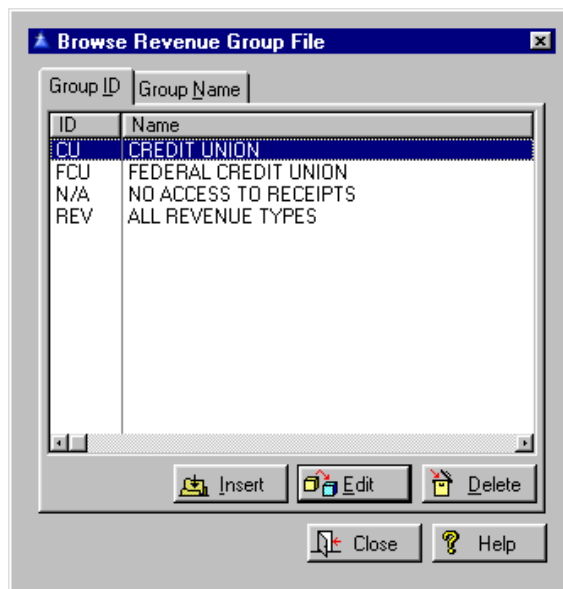
To add a group select Insert.   To change group
information, highlight the group and press Edit.

Changing a Revenue Group

General | Members | Validation | Endorsement

ID: CU

Name: CREDIT UNION

[OK] [Cancel] [Help]

On the General Tab fill out the **ID** number and the Receipts Group **Name.**

On the Members Tab press Insert and add members by assigning them a Receipts Group ID and a Receipts Type ID using letters not numbers. Highlight the members and press the Edit Button to edit the information.

Changing a Revenue Group

General | Members | Validation | Endorsement

Type	Name	Source
ADV	AD VALOREM TAXES	CASH
BP	BUILDING PERMITS	CASH
EMP-G	EMPLOYEE CELLULAR	CASH
EMP-W	EMPLOYEE CELLULAR-W	CASH
FR-C	FRANCHISE FEE - CATV	CASH
FR-E	FRANCHISE FEE - ELECTRIC	CASH
FR-T	FRANCHISE FEE - TELEPHONE	CASH

[Insert] [Edit] [Delete]

[OK] [Cancel] [Help]

Record Will Be Changed

General

Group: REV   ALL REVENUE TYPES

Type: ADV   AD VALOREM TAXES

[OK] [Cancel] [Help]

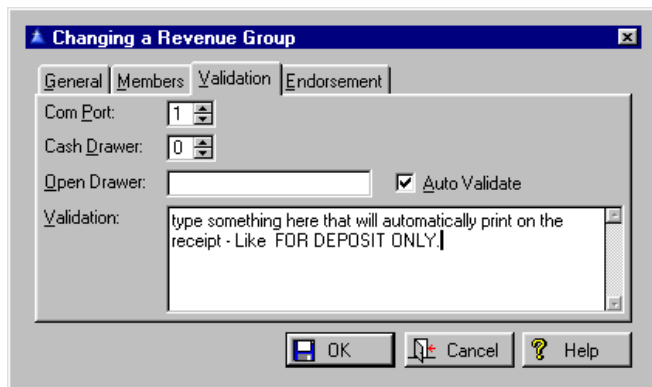Press OK when finished.

On the Validation Tab set the **Com Port ID** (a number). If it is already in use, you will see a box pop up and asking you to try another setting.

Or you may see:

If so, you need to make sure that you have an available com port on your computer.

A drop list of the substitution codes for validation text is available when the hot key (F3 or right click) is pressed.

Check the **Cash Drawer** that you are using. Assign the **Open Drawer** a path. If checked, **Auto Validate** will validate each receipt. In the Validation box enter something that you would like to appear on the receipt. Choose from the following codes. These are used with a $ sign.

(These are substitution variables, that when preceded by a dollar sign will print the specified information where the dollar sign is located on either the validation or endorsement text. Put this with the receipts group documentation).

"D"	Date
"T"	Time
"L"	Last amount entered.
"A"	Total amount for receipt
"I"	Receipts Type code of last amount
"G"	Receipts group code
"E"	Description of last entered
"N"	Receipt description
"R"	Receipt number

On the Endorsement Tab fill in the **Endorsement** box with text to be printed on the receipt and the three fields below it with codes. Their functions are to **Clamp** and **Release Paper**, opening the cash drawer respectively. These facilitate using a receipt printer to print receipts rather than a slip printer to validate bills. A drop list of the substitution codes for endorsement text is available when the hot key (F3 or right click) is pressed. Press OK when finished.

The difference is that the paper may have to remain clamped to tear off the receipt, then released to allow inserting a check for endorsement. There are fields for the clamp and release control strings. These will vary with printer type and must be set to work with the printer being used.

Journal Entry Setup

Browse Journal Entry Type

Go to **Setup, Journal Entry Types, Browse Journal Entry Type**.
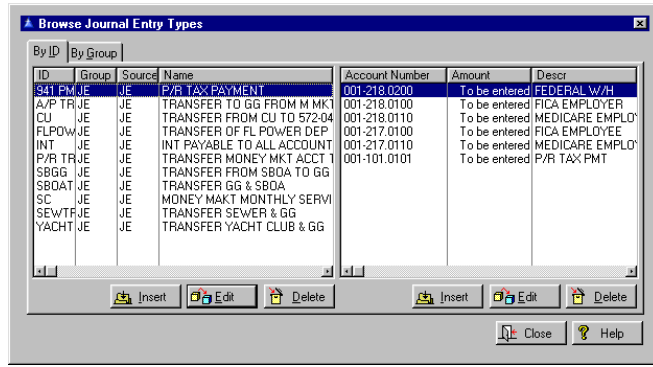
To create new types, select the Insert Button.   To change existing information, highlight the journal entry desired and press Edit.
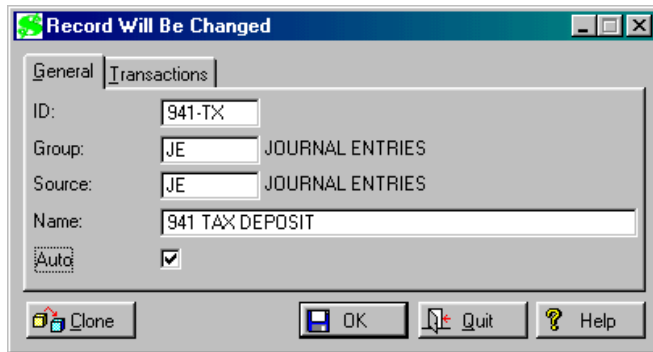
On the General Tab fill in the **ID**, the **Group, Source** (all of these are letters), and the **Name** of the journal entry type. On this window is a checkbox labeled **Auto**. If this is checked the journal entry type will have the Auto attribute. When using "File, Transactions, Journal Entries", if the selected type has the auto attribute the transactions will be added without confirmation if the transaction is complete. To be considered complete a transaction must have a dollar amount, a valid account number and a description. If the transaction is not complete the window will stop and the cursor will be placed in the field with the problem.

◻️ Clone   Journal entry types may be cloned. On the window reached by **Setup, Journal Entry Types, Browse Journal Entry Types**, Edit Button is a Clone button. To clone a journal entry type, select the type to clone, then edit the **ID** and **Name** fields and press the Clone Button. The journal type and all of its transactions will be cloned and saved under the new ID and name. Warning: If you change the ID and Name and press the OK button instead of the Clone button you will change the ID and name of the selected record instead of cloning it.

On the Transaction Tab you may view the individual transactions. To edit a transaction for a journal entry type go to the right side of the screen back at the main Browse Journal Entry Types window and highlight the entry. Press Edit. Press Insert to add a new transaction for this type.

Fill out the **Description, Account Num**ber, and
Amount of the Transaction. Click OK when finished.

Browse Journal Entry Group
Go to **Setup, Journal Entry Types, Browse Journal
Entry Groups**.   Use the Insert or Edit Buttons.
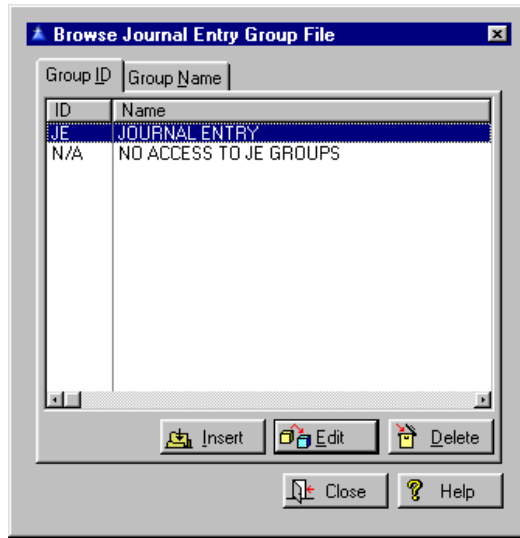
On the General Tab, enter group **ID** and **Name** (letters,
not numbers) of the journal entry group.
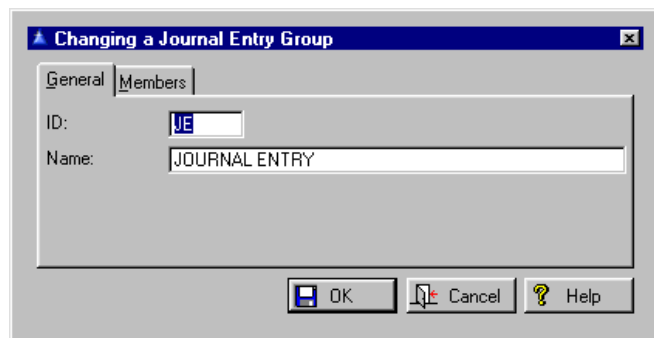
On the Members Tab, you may view the information
on the members only. If you want to change or add
members you have to go to the journal entry types and
make sure that the **ID, Group, Source** and **Name**
information correspond with the group you just created.
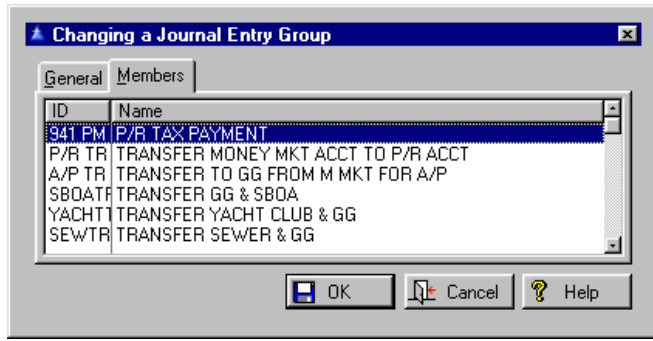
Budget Preparation

Go to **Setup, Budget Preparation**. One of the requirements of the system is that all members of a budget must belong to the same budget group. If you view the members of a budget using **Setup, Budget Preparation, Browse Budget Names**, all members for any parent budget (budget name) must belong to the same budget group. This can be checked by clicking on the edit button for each member. You can also view the list of members for each budget group using **Setup, Budget Preparation, Browse Budget Groups**. Both the budget group and the parent budget may now be edited for a budget member if the user has *System Update* or higher access.
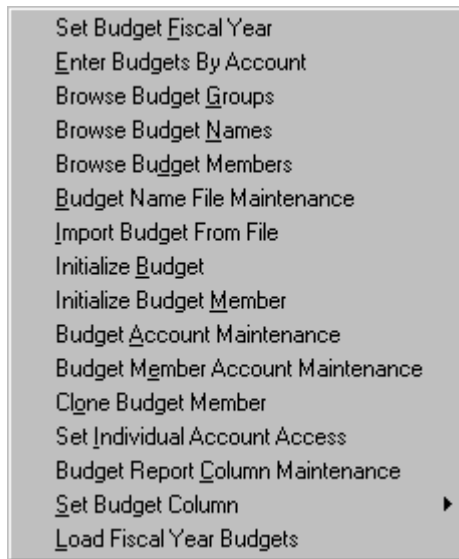
Set Budget Fiscal Year

Go to **Setup, Budget Preparation, Set Budget Fiscal Year.** You may check the box if you want this to be a **Temporary Change Only**. The budget module has its own fiscal year setting. All functions on the budget preparation menu assume that the fiscal year is the budget fiscal year. This means that as you work on budgets your current period may remain unchanged but the budget fiscal year should be in the fiscal year for which the budget is intended. The setting of the budget fiscal year should never be the same as the current fiscal year. Otherwise any changes made to the chart of accounts for the budget year will take place in the current fiscal year. If this program release is being installed over a version earlier than 4.240, after it is installed you should go here under **Budget Name File Maintenance** and set the year of each budget name.
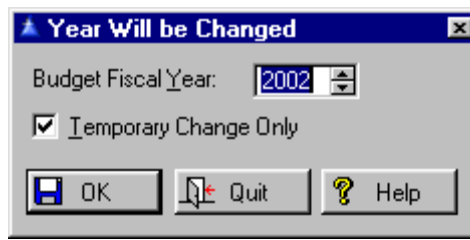
Enter Budgets by Account

Go to **Setup, Budget Preparation, Enter Budgets By Account**. This is to manually enter budgets directly without creating a budget worksheet. It allows entering **budget amounts directly into the budget fiscal year. The fiscal year affected will be the budget fiscal year (**Setup, System Data, General System Data, Budget Fiscal Year**). It is very important to make sure the budget fiscal year is set correctly before beginning.**

If it is set to the same as the current operating fiscal year then those budgets will be affected. The budget amounts that will be set are the beginning balance of the first month of the fiscal year. If this procedure is used to set the budgets in a year with operating history you must subsequently reinitialize each month from the first to the last to roll forward the new budgets.

This budget entry procedure will not allow you to enter new account numbers. It will show only those postable receipts and expenditure accounts in the chart of accounts for the budget fiscal year.

Enter Budgets

Fund Num:	
Account Number:	
Account Name:	
Current Budget:	0.00
New Budget:	0.00
Balance:	0.00

H◄ ◄ ► ►H   ⊟ Save   📂 Fund   Q← Exit   ? Help

The budget entry window will show one fund at a time. To select a fund, enter its value in the fund field or use the hot key to select a fund. Once the fund is selected each budget account number will be displayed one at a time in account number order. The overall budget balance (all receiptss vs. all expenditures) will be shown in the **Balance** field.

A green check will indicate a balanced budget for the fund while a red x will warn of imbalance. For each account, the current budget amount will be shown in the **Current Budget** field and the **New Budget** field will have the same value.

Your options will be to enter a new amount or press the Enter Key to go to the next account. If the system is configured to normalize signs receipts budgets will be displayed without a leading minus sign and should be entered the same way. If not so configured, revue will display as credits and should be entered with a leading minus sign.

A set of VCR buttons is available to move among the accounts, selecting from the first, previous, next or last account.

For mouse-averse users the first account may also be
selected by either control-home or control-page up,
previous by shift-enter or shift-tab, next by the enter
key, and last account by control-end or control-page
down. When a value is entered in the new budget field
that will become the current budget if the account is
viewed again.

The original budgets are not affected until the Save
Button is pressed. If you press the Exit key at any time
the original budget amounts will remain unchanged
regardless of what changes you have made. When you
press the Save Key the original budgets will be
replaced by the values you have entered. When the
changes are saved you may then select another fund.
Pressing the Fund Key will abandon the changes made
to the currently selected fund and allow you to select
another fund.

Browse Budget Group
Go to **Setup, Budget Preparation, Browse Budget
Group**. Every user is assigned to a budget group at
login time. The group is stored in the user file. Users
with *Supervisor* budget access may open a budget
member in any group and do not need to select a
budget group if there is only a single group in the
system. All others are limited to the members
assigned to their group.

When an account number is added to a budget member
using here or in **Setup, Budget Preparation, Browse
Budget Names** or **Setup, Budget Preparation,
Budget Member Account Maintenance**, the account
is also added to the parent budget and to the chart of
accounts and master account file for the budget fiscal
year.   Likewise, when an account is added to a budget
using **Setup, Budget Preparation, Budget Account
Maintenance**, the account is also added to the chart of
accounts and master account file for the budget fiscal
year.

This procedure shows budget information in a tree
format that represents the relationships between data
files.

Budget Groups and Members

☐ Budget Groups
⊞ 🗀 MASTER BUDGET GROUP

[Insert] [Edit] [Delete] [OK] [Help]
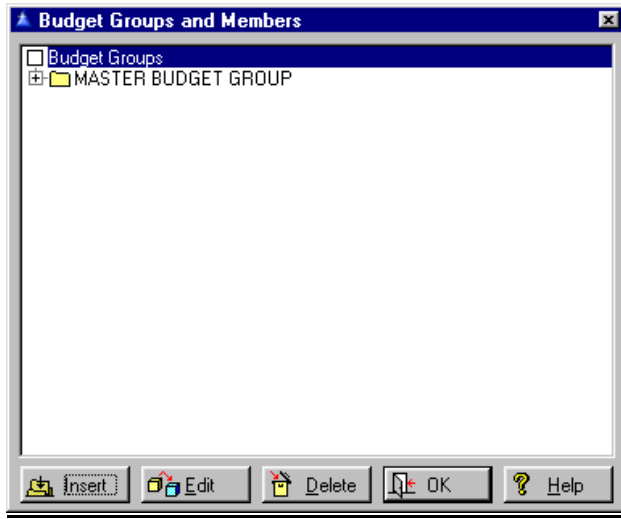
Select Insert to add a new group. You may also right click on a budget to reveal a complete list of members. Double click on the folder to bring up a window allowing a member to be changed.

Budget Groups and Members

☐ Budget Groups
⊞ 🗀 BUDGET

[Insert] [Edit] [Delete] [OK] [Help]

Member Will Be Changed

Group: BUDGET

Budget: FUND 1 BUDGET

Member Name   NERAL FUND 001 WORKSHEET 99/00

OK   Quit   Help
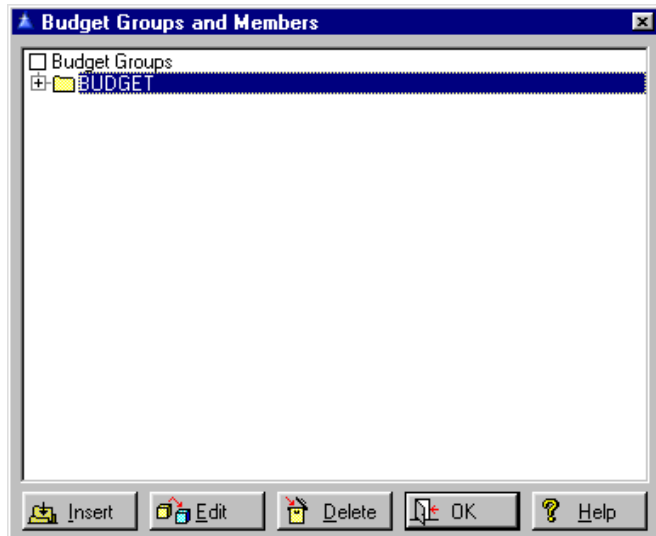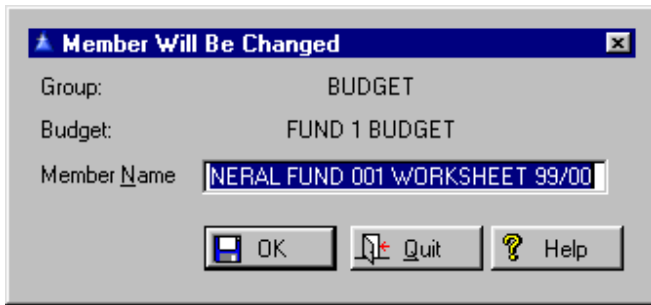
Click on OK when finished.

On the General Tab enter the **Group ID** number and the **Name** of the group.

On the Members Tab press the Insert Button or highlight an existing group to select a budget which you want to include as a member.

Changing a Budget Group

General | Members

Group ID: BUDGET

Name: BUDGET

OK   Cancel   Help
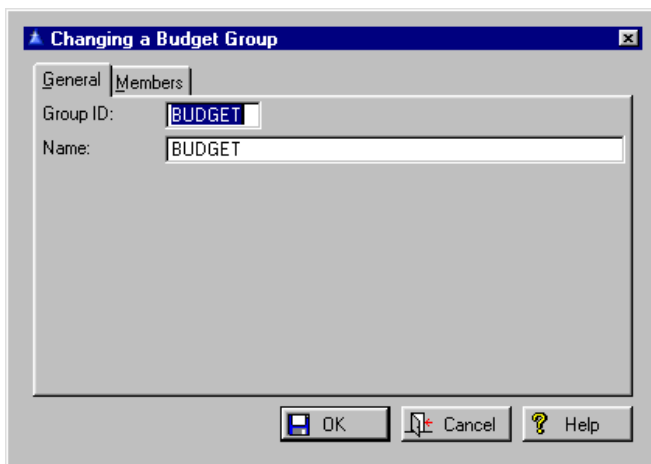
To select members press the Insert Button and you will select from the different budgets.

Changing a Budget Group

General | Members

Budget ID	Member Name
1	GENERAL FUND 001 WORKSHEET 99/00
2	FUND 401 WATER/SEWER WORKSHEET99/00

Insert   Edit   Delete

OK   Cancel   Help
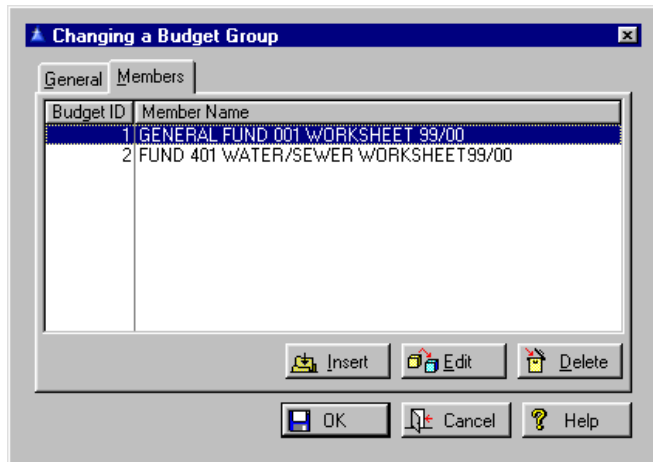
Highlight the budget and press the Select Button to add it.   Assign it a **Member Name**.

Select a Budget

By Name

Name
FUND 1 BUDGET
FUND 401 BUDGET

Select

Close   Help
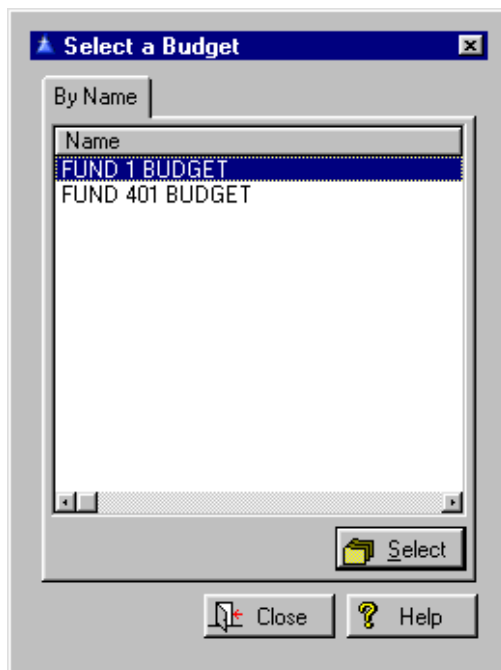
Click OK when finished.

⚠ **Member Will Be Added**	❌
Group:	BUDGET
Budget:	FUND 1 BUDGET
Member Name	

💾 OK   📋 Quit   ❓ Help

This process does not create any account numbers or budget amounts.

Browse Budget Names
Go to **Setup, Budget Preparation, Browse Budget Names**. It is similar to browsing the names in **Budget Groups** except that the root of the tree is the budget name file rather than the budget group file. Budgets cannot be added with blank names.

It merely assigns an identity number, fiscal year, and name to the groups, budgets and members so they may be accessed later.

These procedures are not for setting or changing budget amounts, but for creating identities of budget groups and members that can be used by the other budget procedures. You may create as many budget groups as desired, and as many budgets as you choose that belong to that group. In turn, create as many budget members of each budget as you need.

At this point you may initialize the budget from your chart of accounts or import it from a file. After the budget has been imported or initialized there is one more step required before you can look at it. When an account is added to a budget using the account is also added to the chart of accounts and master account file for the budget fiscal year.

⚠ **Budget Will Be Changed**	❌
General | Members	
Budget ID:	1
Year:	
Budget Name:	FUND 1 BUDGET

💾 OK   📋 Quit   ❓ Help

On the General Tab enter the **Budget ID**, set the **Year** and the **Budget Name**. Press OK when finished.

On the Members Tab press the Edit Button to edit the members or Insert to create new members.
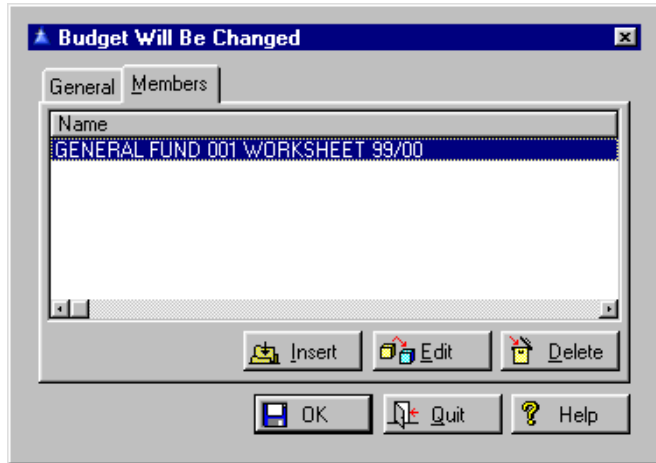
To edit this information press the Edit Button. To insert new information press the Insert Button. Budget members cannot be added with blank names. Enter the **Member Name**. You may also create a budget member in **Setup, Budget Preparation, Initialize Budget Member.**

Press the Insert Button at the list of budget members. Select the budget. Enter the name of the new budget member. Select the member just created. Accept the default account number range, which contains all accounts in the budget. Press the OK Button and the budget member will be initialized. You can immediately browse or print it. See Budget Reports.

The budget should ideally contain all account numbers for a particular fund. You can later break it up among various budget members, each having only a part of the chart of accounts.
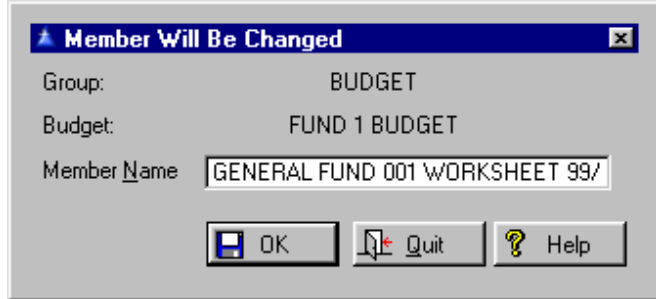
Browse Budget Members
Go to **Setup, Budget Preparation, Browse Budget Members**. You can edit the member information here or in **Setup Budget Preparation, Browse Budge Names**, Edit Button, Members Tab.
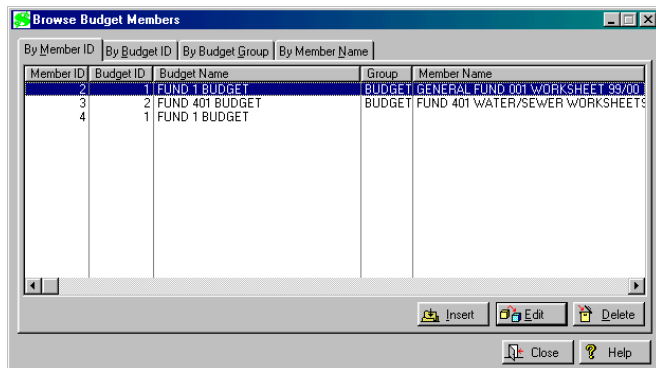
Security

If a user does not log in within one minute, **General Ledger** will terminate. This standard IMS security system allows setting access to functions by menu item. All security profiles should be reviewed after each release is installed because of system setup changes. The IMS menu system allows running all installed IMS programs from a single login, bypassing individual program logins and splash screens.

When initializing an accounting month or fiscal year, exclusive file access is no longer required. This allows the initialization process to continue while other users in **General Ledger** or other applications that share GL data files to continue working.

Security Profiles

Go to **Setup, Security, Security Profiles**. After your budget groups are set up you can go to user file maintenance and assign each user to an appropriate budget group. All SECURITY Profiles setup must be done early, but the budget, receipts group and journal entry groups come first. You will need these groups to get specific in setting up your individual users - depending on which budget you want them to be able to view, edit, etc. When initializing an accounting month or fiscal year, exclusive file access is no longer required. This allows the initialization process to continue while other users in **General Ledger** or other applications that share **General Ledger** data files to continue working.

Note that new security profiles initially provide full access to all functions.

The **General Ledger** has built-in features to provide security for your records. This security is in the form of six levels of password protection.

Security features individual procedure level access for an unlimited number of users. Each user may be assigned to any one of an unlimited number of security profiles. Before you can edit a security profile someone must log in using that profile, because the profile is not initialized until first used. Each security profile assigns one of the following access levels to each function on the menu:

Supervisor - Create and select budgets from any group and edit previous budget changes. Users with security access lower than Supervisor can not change their own security profile. The rules are: Only users with *Supervisor* access can view the list of users or change the security profile assigned to a user.

System Update - Create and change budgets in their group, edit transactions, change chart of accounts and similar activities. You can access all functions with the exception of those that control access of other users. Users with *System Update* access may change their own assignments to the Receipts, Journal Entry and Budget group, and their Chart of Accounts.

Update - View or add a budget change to any existing budget in their group. Users with Update access may change their own Login name and password.

Users with access less than those above may view their own user record but may not change anything.

Data Entry - Undefined.

View Only - View or print any budget in their group but not change it.

No Access -Menu items set to *No Access* for a user cannot be used. They will either display as gray or will not show at all, depending on a program configuration setting.

Setting a menu automatically sets the access to all subordinate items and menus to the same access level. You can also set items under a menu to a higher or lower access level than their parent menu.

The only exception is if you set access to a menu to *No Access*. This disables all items on that menu that are sensitive, including any sub-menus if any, regardless of their individual access levels. If you do not set up your security profiles, it will default to *No Access*.

The *View Only* level allows persons access to transaction information, but does not allow it to be changed. It also prevents confidential information from being viewed by the user when *Data Entry* permits access to data only. The *Update* level allows users to change individual transactions, but does not allow changes to be made affecting many transactions. The *System Update* level permits access to all functions except security. The *Supervisor* level password is the highest security level, permitting access to everything. To make your choices of what each level should include, you may choose Edit. If you want to create a new level, like *CASH REC* below, select Insert.

If you fail to provide Supervisor access to the security functions for at least one security profile you will be unable to make any additions or changes. It doesn't matter whether a password is entered in uppercase, lowercase, or a combination of the two. The program considers them the same You may change the user information at a later date if you have access in the security profiles to change information.

Browse the Security File

Security Profile Name

CASH REC
Data Entry
No Access
supervisor
System Update
Update
View Only

Insert   Edit   Delete

Close   Help
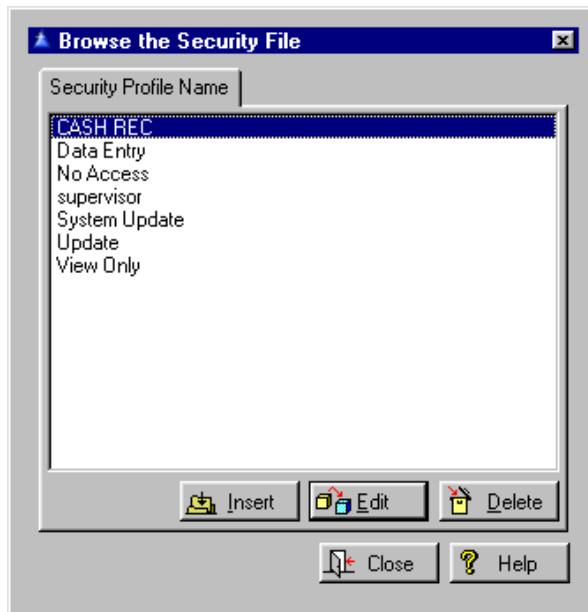
Change All

Press the Change All Button to set the access level of an entire menu.
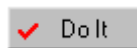
Do It

Then press the Do It Button. Use the Change Button to change the access level of a individual item or menu after you have highlighted a specific title.

Your next step will be to choose who is allowed to use the system and what access you want to assign to them.

Users

Go to **Setup, Security, Users**.   Select Insert to enter a new name. Fill out the information and click OK.

This is a list of all authorized users. You are only allowed to update your own user record unless you have *Supervisor* access.
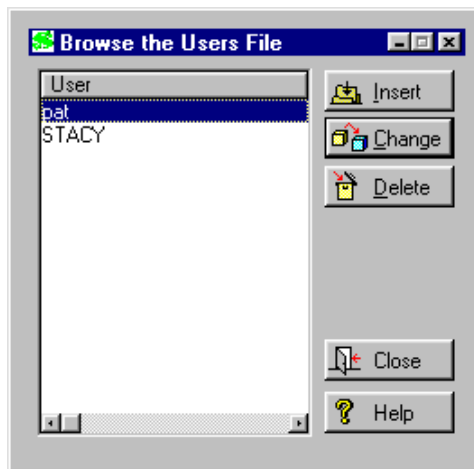
To change a record, highlight it and press the Change Button.

Changing a User Record

General

User Name: STACY
Password: STACY
Security Profile: CASH REC
Receipts Group: REV   ALL REVENUE TYPES
J.E. Group: JE   JOURNAL ENTRIES
Budget Group: BUDGET BUDGET
Chart ID: 1   MASTER

OK   Cancel   Help

To add a new user record, press the Insert Button and fill in the information about the new user. This is where you are getting specific on the security access for this user. Press F3 or right click your mouse to view a selection of the different groups. What you specify in these groups is the **only** access this user will have. Enter the **User Name, Password, Security Profile, Receipts Group** (letter abbreviation), **J**ournal **E**ntry **Group** (abbreviation), **Budget Group** Number Name and the **Chart ID** number. Once you have created security access a screen will pop up when you try to enter the program. Type in the user name and the password and you will be able to access the program.

General Ledger Login

User Name: STACY
Password: *****

OK   Cancel

Print Security Profile List
Go to **Setup, Security, Print Security Profiles**. This report lists all security profiles and the access for each menu item. This report requires *Supervisor* access to print. See a of this list.

Day to Day Use

Budget Worksheet Maintenance

Note that if only a single budget worksheet name exists all users will have access to it regardless of their budget group.

To set up the budget system you must first set up a user with an access level of *Supervisor*, and log into **General Ledger** with that access. See **Setup,** Security. Then create your budget worksheet afterwards. Worksheets may be a member of more than one budget group. Prior to creating a budget worksheet for the new fiscal year you will want to initialize into the new fiscal year creating the October 2000 Chart of Accounts. With your period in October 2000 - you can add new account numbers and names to the master account, you can disable accounts you will not be using in FY 2000/01. You can also edit the chart for 2000/01.

As long as you are in the October 2000 period, you can delete accounts from the chart file thus creating the new chart file for 2000/01. When accounts are deleted from the master account file or chart of accounts they are also deleted from all budget worksheets in the same fiscal year.

With the system still in October 2000 we will then create a budget worksheet so it will be created using the new chart of accounts for 2000-0. You may specify the range of account numbers to include when creating a worksheet. Thus you can restrict it to a single fund or even a single department.

Budget Name File Maintenance
Go to **Setup, Budget Preparation, Budget Name File Maintenance** and highlight the budget name you want to edit or add.
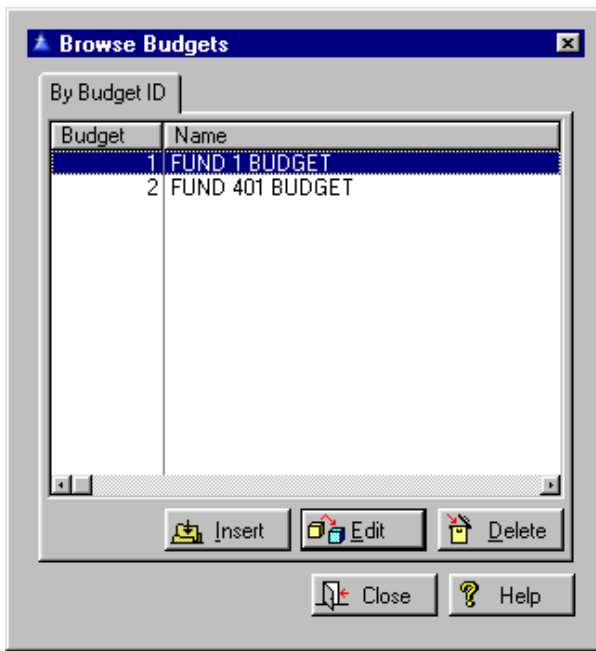
On the General Tab fill out the **Budget ID** number and the **Budget Name**.

Budget Will Be Changed

General | Members

Budget ID: 1

Budget Name: FUND 1 BUDGET

OK | Quit | Help
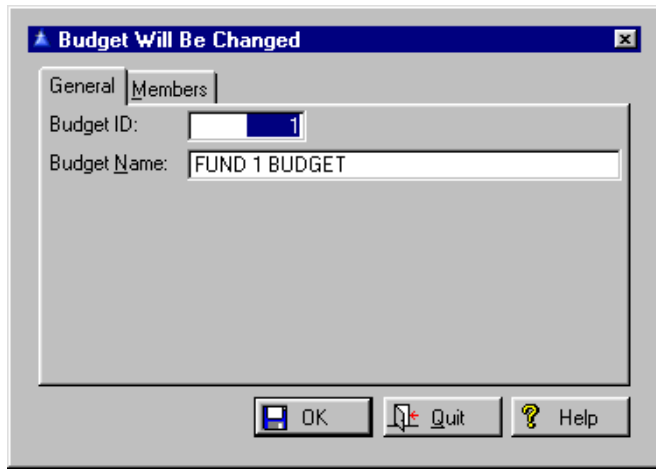
On the Members Tab you may highlight the individual members and change their names.   Click OK when finished.

Budget Will Be Changed

General | Members

Name
GENERAL FUND 001 WORKSHEET 99/00

Insert | Edit | Delete

OK | Quit | Help
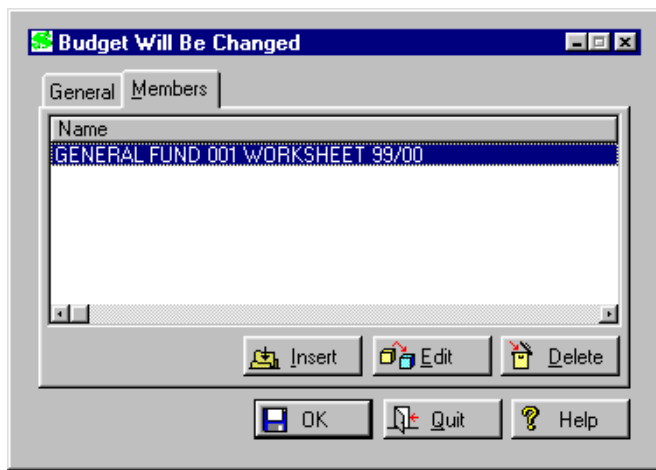
See the _Member Will be Changed_ screen for the fields.

Import Budget from File
Go to **Setup, Budget Preparation, Import Budget from File**. If you already have the import fields filled in you will select the budget with the Select Button.

A button in the warning window appears when importing from a file into a budget that already contains accounts. The window offers three options: leave the existing accounts and import, erase the existing accounts and import, or cancel the import and leave the budget unchanged.
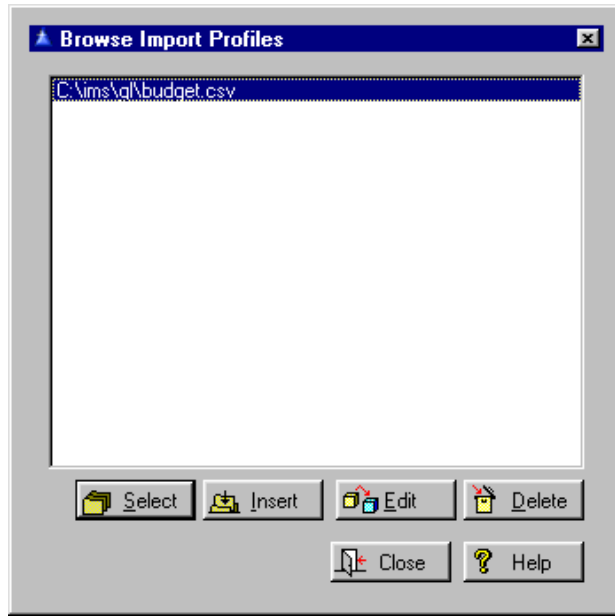
Enter the following information:
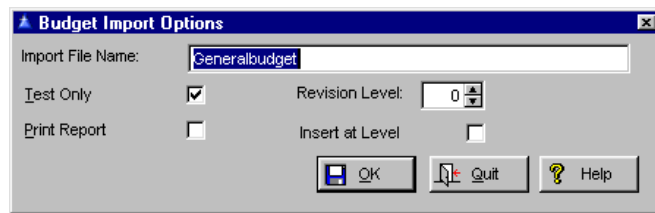
Import File Name
This is the import file path and name. It will be created in a spreadsheet such as Excel or Quattro Pro. (The budget document must be saved from the spreadsheet in either a comma delimited [.csv] or a tab delimited format [.txt].)

Test Only
If checked, this means you want to test only, not import.

Revision Level
See Budget Revision levels for details.

Print Report
If checked you want to print the imported report.

Insert at Level
If the budget exists at the specified revisions level, when checked, this budget will be inserted and other budgets moved up. If not checked this budget will replace existing amount. **Insert at Level** determines what happens if the specified revision level has already been used in the budget. Another option is that if the budget exists you will be given the opportunity to erase it and create a new budget. Budget revision levels start at level zero and increase each time a revision is made.

If adding a new budget press the Insert Button and fill out the following:

On the Default Values Tab enter the **Import Profile Name**, the default path and **File Name** to be imported. Add also the default **Project** number, transaction **Code**, the **Type** (*Actual, Budget,* or *Encumbrance*), default **Description, Source**, and **Field Delimiter** (*Comma* or *Tab*).

On the Field Rows Tab, enter the **First** and **Last Row** to read.
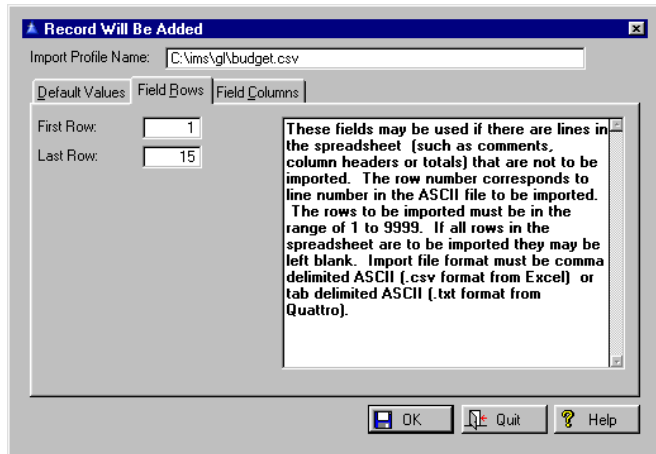
On the Field Columns Tab enter the 9 field positions of the items in the graphic shown below. A corresponding letter will show up next to the name when you choose a number in the box. Press OK when finished.
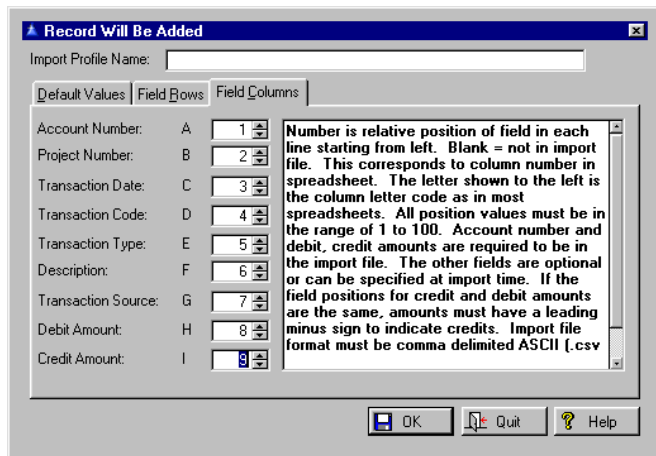
Remember that if you use the insert option you must afterward run the synchronize utility.

Once you have selected a budget to import you will be given a Budget Import Options screen to fill out.

Initializing Budget

Go to **Setup, Budget Preparation, Initialize Budget**.
When initializing a budget the amount is initialized
based on the close of the first month of the budget
fiscal year.   The budget fiscal year is used rather than
the current fiscal year because the chart of accounts for
the budget year could have accounts that are not in the
current fiscal year. The presumption here is that the
budget fiscal year was probably initialized from the
current month of the fiscal year, thus the first month of
the year is guaranteed to have the balance from the
current year unless it is a new account. Select whether
you want the budget for each account initialized at the
current budget or the current actual balance.

In most situations there is no effective difference
between this method and the previous one based on the
closing balance (budget or actual) for the first month of
the budget fiscal year. The only time it would matter is
if a budget was initialized when the current month open
is different from that when the fiscal year for the
budget year was originally initialized. In the former
method the dollar amounts would always be that which
existed when the budget year was initialized. In the
latter method the amounts will be those that exist as of
the current month open.
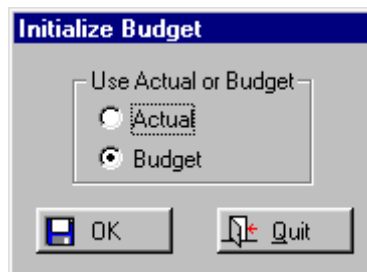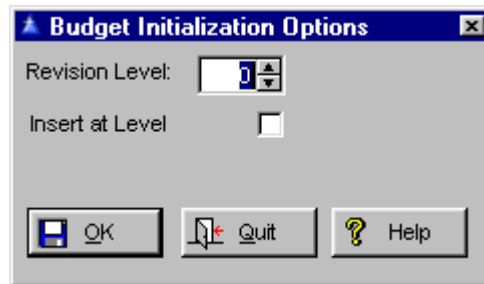
Select from the budgets listed. Select the account number range.

Select Account Number Range

Beginning Account: `001-311.1000`

Ending Account: `401-0581-581.9400`

OK   Cancel   Help

The procedure will be implemented and will transfer a list of account numbers and the initial budget value to a specified budget. All of the accounts in this budget will be available to all members of this budget. You should limit accounts in a budget to a single fund. This will allow the computer to indicate whether the current budget is in balance.

Creating a Budget Worksheet Using Last Year's Budget Groups:
Go to **Setup, Budget Preparation, Budget Name, File Maintenance.** There you will see the names of last year's budgets. Insert the names of this year's budgets, i.e. General Fund FY 00/01. Name all the budgets you will want for each fund in this section.

Go to **Setup, Budget Preparation, Budget Groups**. Select the Budget Group (you should have only 1 but could have several), then click on Edit and click on the Members Tab. You will see last year's budget members. Insert and select one by one this year's budget names you just created. Each time you select a Budget name it will ask you to name their members. Name these something like Gen Fund Worksheet 00/01. That is the worksheet you will be using to build your budget.

Go to **Setup, Budget Preparation, Initialize Budget.** Specify the account numbers to be used for each budget you just created (General Fund 2000/01).

So, for the General Fund Budget you would use 001-3xx.xxxx (the first receipts account) through 001-xxxx-xxx.xxxx (the last expense account). Initialize each budget.

Browse Budget

Go t**o File, Budget, Browse Budget** and you should see the worksheet names you have created, select one and your budget accounts should all be showing. Press the Edit Button and then use the Adjust Button to add in the budget figures. When the budget is in balance (receipts = expenses) you are ready to load the budget.

Account Number	Name	Rev	Amount	Notes
001-311.1000	AD VALOREM TAXES	2	436,857.00	
001-313.1000	FRANCHISE-ELECTRIC	3	40,000.00	
001-313.2000	FRANCHISE-TELEPHONE	1	1,000.00	
001-313.5000	FRANCHISE-CATV	2	150.00	
001-321.1000	V/G OCCUPATIONAL LICENC	1	6,400.00	
001-321.2000	COUNTY OCCUPATIONAL LIC	3	3,600.00	
001-322.1000	BUILDING PERMITS	2	10,000.00	
001-335.1100	STATE CIGARETTE TAX	2		
001-335.1200	STATE REVENUE SHARING	2	2,700.00	
001-335.1500	STATE BEVERAGE LICENCE	1	400.00	
001-335.1800	STATE SALES TAX	2	15,000.00	
001-335.1900	REBATE-FLORIDA GAS TAX	2	18,000.00	
001-347.1000	LIBRARY REVENUE	0		FY 2000 Budget

Browse Budget Worksheet

Group: BUDGET   **Budget:** FUND 1 BUDGET   **Member:** GENERAL FUND 001 WORKS

Locate:

History   Adjust

Total Revenue: 1,045,107.00   Difference: -4,000.00   Close   Help
Total Expense: 1,041,107.00

You can edit here or press the Adjust Button and edit each account there. The Adjust Button allows users to enter a new adjustment to the budget. The revision level is automatically incremented for each adjustment.

FUND 1 BUDGET

AD VALOREM TAXES

Step	Amount	Changed By	Notes
2	436,857.00	PAT	
1	0.00	ims	FY 2002 Budget
0	0.00	PAT	FY 2000 Budget

Edit   Close   Help

The name of the user making the adjustment is recorded when the adjustment is completed You will see the following screen for editing. Press the Edit Button.

The History Button described below also leads to this screen for editing.

Budget Will Be Changed

General | Notes

Account Number: 001-311.1000

Revision Level: 3

Previous Budget: 436,857.00

New Budget: 436,857.00

OK | Quit | Help

On the General Tab enter the **Account Number, Revision Level** (a number), **Previous** and **New Budget Amount** (in dollars).

On the Notes Tab enter your own notes on the budget account that you want to have on record.

General | Notes

Notes:

OK | Quit | Help

Budget History

History

Go to **File, Budget, Browse Budget**. Highlighting an account and pressing the History Button will take you to the changes made on that account. Select the budget to browse. The History Button may be used to view all previous adjustments to the budget.

A prior budget adjustment may not be edited, except by users with access of *Supervisor*. See the Budget Will be Changed screen above for field details. For printing, see Budget History Reports.

Initialize Budget Member

If you decide to eliminate some of the accounts from a budget created you may display the account numbers in the budget and block delete tagged accounts.

Go to **Setup, Budget Preparation, Initialize Budget Member.**. Once you have a budget created and initialized you must initialize one or more budget members. When users view or manipulate a budget they are always working with a specific budget member, which defines what account numbers in the budget are available and whether or not they can change the budget amount. Here you are actually initializing the budget member and creating the worksheet if you don't have one that you will be using to enter the budget figures. Make sure you use the account numbers for the correct funds for each worksheet.

You must select the budget member to be initialized. If one does not exist you may create one here. You may also select the account number range. The default is all of the accounts in the parent budget. Note that this is not necessarily every account in your chart of accounts, but every account you selected when you initialized the budget.

A budget member may also be initialized by cloning an existing budget member. This will create a budget member with an identical list of account numbers and their access settings, which you can then edit to customize it. Once you have initialized a budget member you can actually view it using **File, Budget, Browse Budget**.

Budget Account Maintenance
Go to **Setup, Budget Preparation, Budget Account Maintenance.** To change information about a budget or its members, select the budget to edit, and press Insert to add new information or Change to change existing information. See Adding a Budget Member.

Budget Member Account Maintenance

Go to **Setup, Budget Preparation, Budget Member Account Maintenance.**.   Select the budget member to edit, and press Insert to add new information or Change to change existing information. The account is also added to the parent budget and to the chart of accounts and master account file for the budget fiscal year. See Adding a Budget Member.

Cloning a Budget Member

You may also create a budget member by cloning. Go to **Setup, Budget Preparation, Clone Budget Member**. Select the member to clone. Select the budget. Then press the Insert Button and type in the new member's name.

Set Individual Account Access

Go to **Setup, Budget Preparation, Set Individual Account Access**. Select the budget member you want to change the access information for. You will be accessing individual accounts and marking them for deletion.
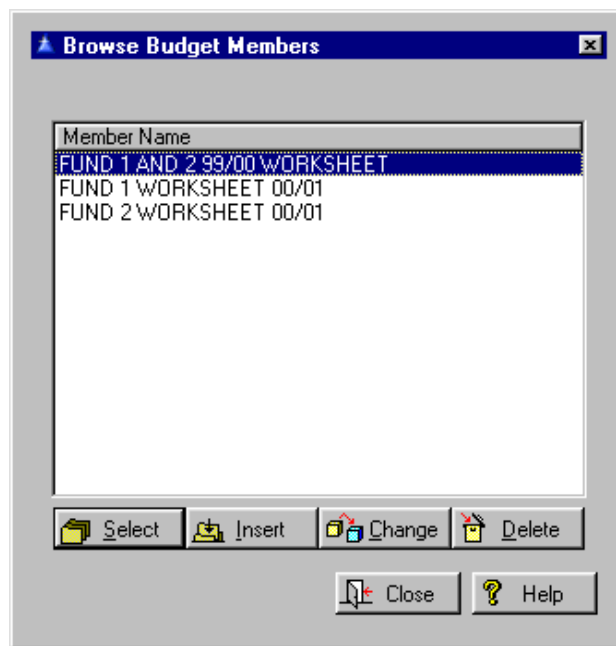
Press the Select Button.

The space bar will alternately turn the tag on and off. Tagged accounts are displayed as gray.
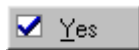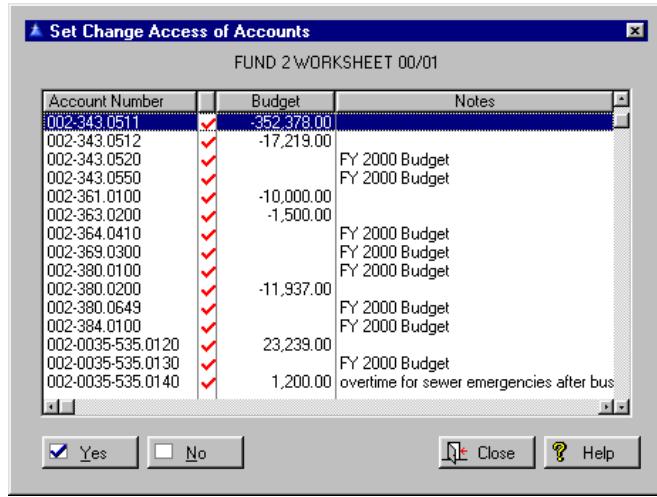
Highlight the account and press Yes if you want the account marked for deletion on the budget worksheet.
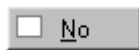
Highlight the account and press No if you don't want the account not marked for deletion on the budget worksheet. Click on Close when finished.

Budget Report Column Maintenance
Go to **Setup, Budget Preparation, Budget Report Column Maintenance.** Choose Edit to change the column information, Budget to change or add new information on the budgets themselves or Insert to add a new budget column.

See a description of a <u>budget column</u> or budget columns in <u>The Budget Preparation Module</u> in the **Appendix** for more details.

Set the column record by selecting a number and then a **Title**. Anything above 0 gives you a **Title**. Above 2 gives you a **Percent** box. Checking the Percent box brings up the **First** and **Second** columns to compare. Click on OK when finished.

Set Budget Column
Go **to Setup, Budget Preparation, Set Budget Column**. You may set the budget column by current or standard revision levels. See the description of a <u>budget column</u> or budget columns in <u>The Budget Preparation Module</u> for details on how the budget column works.

You are given the opportunity to name and select members of the budget column by pressing Select from the Browse Budget Worksheets window.

Browse Budget Worksheets

Budget Name
FUND 401 BUDGET

Select   Insert   Change   Delete

Close   Help
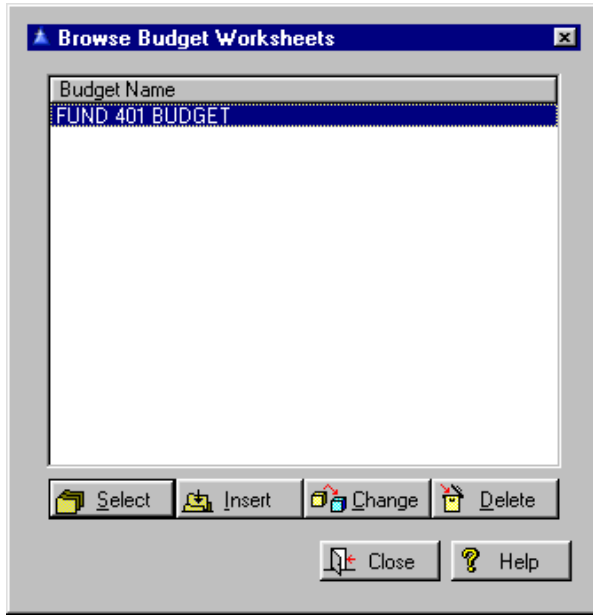
You then select the actual columns.

Browse Budget Column Titles

Column		Title
3	%	Field Budget

Insert   Edit   Delete

Budget   Close   Help
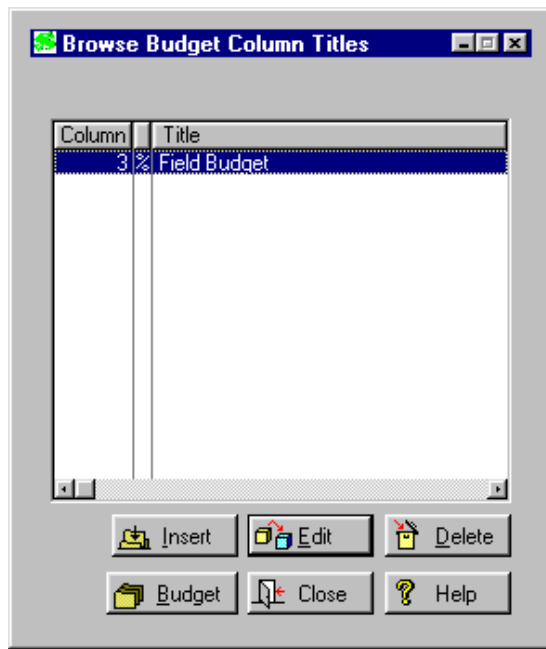
Budget   The Budget Button allows you to browse through the budgets and select one.

If there is no budget column record, create one by selecting the Insert Button.

Press OK when finished.

Load Fiscal Year Budgets
Go **to Setup, Budget Preparation, Load Fiscal Year Budget.** For details see The Budget Preparation Module.

When the approved budget is loaded here it will be loaded in the budget fiscal year. It does not matter what the current period is set to. If the budget year specified has not been initialized you will be notified and not allowed to continue. (This should never happen because you will need a chart of accounts for the budget year to work on the budget, and that can only be created by initializing the fiscal year.) The option to create accounts that don't exist is no longer offered because it serves no purpose. These changes mandate that some changes be made to the usual budget preparation procedures. Because the budget module requires a chart of accounts the first step is always initializing the year of the budget using **Utility, Initialize Period, Fiscal Year**. Then you may create your budget groups, budget names, and members if that has not already been done. When a budget is initialized the fiscal year assumed will be the budget year, not the current fiscal year.

If your year has not been initialized you will see this pop up window. Press OK and you can start over.

Year Not Initialized

Fiscal year 1998 has not been initialized. Initialize new fiscal year and try again.

OK

Otherwise you will be asked to confirm the budget load.

Load Budget

Warning: This process will overwrite any existing budgets!

Are you sure you want to continue?   ○ Y   ⦿ N

Cancel   Abort   Help
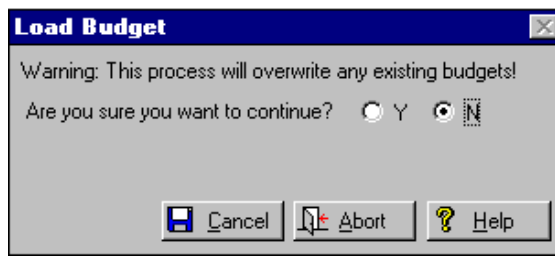
Moving Budgeted Money from one account to another
Go to **File, Transactions, Enter Transactions** screen. To move money from one budgeted item to another, always make sure you are using the correct system date and period for the transactions you enter. Check the box for **Budget** - this will make any entries you make in this batch budgeted entries, moving money from budget to budget and not affecting the actual transactions entries. Save the batch when you are done - just like a regular batch it must be in balance (debits = credits). Press F3 for pop up screens when making selections.

The column indicates the type of transaction as either "A" (actual), "B" (budget) or "E" (encumbrance).

Transaction Will Be Added

Date:	12/31/2000	Debit Total:	0.00
Batch:	95	Credit Total:	0.00
Project:		Balance:	0.00
Code:	1	☐ Budget	

Account:

Description:

Amount: 0.00   ☐ Encumbrance

Account Number	Description	Amount

[🚪 Quit] [? Help]

Add an account to Budget Worksheet
Go to **Setup, Budget Preparation, Budget Account Maintenance** to add a new account to your budget worksheet. Select the budget you want to add the account to, press Select and add the account number you want by browsing the different accounts.

Browse Budget Accounts

FUND 401 BUDGET

Account Number	Budget	Notes
401-361.1000	-3,000.00	
401-361.2000		
401-361.3000	-500.00	
401-365.1000		FY 2000 Budget
401-369.1000		FY 2000 Budget
401-369.7000		FY 2000 Budget
401-369.8000		FY 2000 Budget
401-381.1000		FY 2000 Budget
401-0536-536.1200	145,600.00	
401-0536-536.2100	11,200.00	
401-0536-536.2200	4,100.00	
401-0536-536.2300	23,000.00	
401-0536-536.2400	5,800.00	

[☑ Mark] [☐ Clear] [🗂 Remove Marked] [🗂 Insert] [🗂 Delete]

[🚪 Close] [? Help]
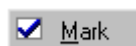
[☑ Mark] The Mark Button will mark or highlight the account to be deleted with gray.

| Clear | The Clear Button will remove the delete marker. |

| Remove Marked | The Remove Marked Button will delete all marked accounts. |

Press the Close Button when finished.

Click on **Setup, Budget Preparation, Budget Member Account Maintenance** and select the worksheet you want to add the account number to. Insert the new account number.

Account Will Be Added

General | Notes

Account Number: [   ]

Initial Budget: [0.00]

OK | Quit | Help

REMEMBER: whichever Period you have the system set prior to working is the Chart of Accounts the system will use. If you want to add an account number that is in the Oct 2000 chart, and not the Sept 2000 chart, you will need to be working in the Oct 2000 period.

Delete an account from Budget Worksheet

This works the same in reverse: to delete an account number from the Budget Worksheet you would start with **Setup, Budget Preparation, Budget Member Account Maintenance.** Select the worksheet to use, and then mark which accounts you want to delete. When you have them all marked, you click on the Remove Marked Button and they will be deleted from the Worksheet. Go back to **Setup, Budget Preparation, Budget Account Maintenance** and select the budget you are working on, and then delete the account number from the budget.
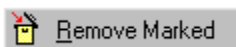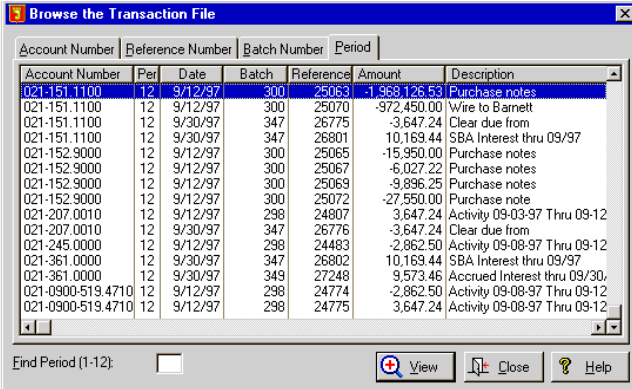
| Remove Marked | Press the Remove Marked Button if you want to do so at this time. |

Transaction Inquiry

Transaction Inquiry

Go To **File, Transactions, Inquiry**. Transactions are displayed in the order indicated by the tab at the top of the window. You may only view the details here. To edit, go to **File, Transactions, File Maintenance**. Press Alt F to enter a specific value to locate. A posted transaction may only be viewed, not edited. Checking the posted box in an unposted transaction is not allowed because it would mark an unposted transaction as posted.

When entering account numbers, either an asterisk ("*") or a pound sign ("#") may be used as a "wild card" for any part of an account number. When the list of accounts is displayed it will include only those that qualify according to the mask entered. If a segment of the account number (fund, department or object) is represented by a single wild character it will be interpreted matching any value of the segment. Examples; *-101.0 will match any account with an object of 101.0000 in any fund. 10*-*-521.* will match any account number with a fund number beginning with 10, any department, and any object beginning with 521. If there are no wild card characters in the account number entered the program will function as before.

Browse the Transaction File

Account Number | Reference Number | Batch Number | **Period**

Account Number	Per	Date	Batch	Reference	Amount	Description
021-151.1100	12	9/12/97	300	25063	-1,968,126.53	Purchase notes
021-151.1100	12	9/12/97	300	25070	-972,450.00	Wire to Barnett
021-151.1100	12	9/30/97	347	26775	-3,647.24	Clear due from
021-151.1100	12	9/30/97	347	26801	10,169.44	SBA Interest thru 09/97
021-152.9000	12	9/12/97	300	25065	-15,950.00	Purchase notes
021-152.9000	12	9/12/97	300	25067	-6,027.22	Purchase notes
021-152.9000	12	9/12/97	300	25069	-9,896.25	Purchase notes
021-152.9000	12	9/12/97	300	25072	-27,550.00	Purchase note
021-207.0010	12	9/12/97	298	24807	3,647.24	Activity 09-03-97 Thru 09-12
021-207.0010	12	9/30/97	347	26776	-3,647.24	Clear due from
021-245.0000	12	9/12/97	298	24483	-2,862.50	Activity 09-08-97 Thru 09-12
021-361.0000	12	9/30/97	347	26802	10,169.44	SBA Interest thru 09/97
021-361.0000	12	9/30/97	349	27248	9,573.46	Accrued Interest thru 09/30
021-0900-519.4710	12	9/12/97	298	24774	-2,862.50	Activity 09-08-97 Thru 09-12
021-0900-519.4710	12	9/12/97	298	24775	3,647.24	Activity 09-08-97 Thru 09-12

Find Period (1-12): [ ]   🔍 View   📋 Close   ❓ Help

🔍 View   Highlight the transaction to view details and press the View Button.

```
Transaction Detail                                          ×

Account:      [001-101.0101]          □ Posted
Date:         [9/30/2000]             □ Encumbrance Transaction
Period:       [October 2000]          □ Budget Transaction
Code:         [    2]                 □ Prior Period Adjustment
Batch:        [    449]
Reference:    [   5624]
Project:      [        ]
Description:  [ACCOUNTS PAYABLE]
Source:       [ACCOUNTS PAYABLE]
Source ID:    [        ]
Amount:       [  -6,415.63]
Vendor:       [        ]
Check:        [        ]

                                      [ ◄ Close ]    [ ? Help ]
```

This area is for viewing only. If you want to make changes to the details go to **File, Transactions, File Maintenance**, highlight the transaction and press the Edit Button. See the transaction fields for what to enter.

Import Transactions

At import time go to **File, Transactions, Import Transactions.** This is where you define the import file and provide the information needed by **General Ledger** to import it. Each import process creates a single transaction batch containing one transaction for each valid record in the import file. Only the account number and amount fields are required in the import file. The other fields are either optional or may be specified for the entire batch at import time. The account number in the import file may be either formatted (1-101.21, 001-101.2100, 1-100-511.121, 001-0100-511.1210) or raw unformatted (00100001012100, 00101005111210).

Spreadsheets saved in both comma delimited (.csv) and tab delimited (.txt) can be imported. Spreadsheets with debits and credits in separate columns can be handled as well as those with a single amount column. The fields that are in the import file will be hidden.

The essential fields must be filled in before the import can begin. No changes are written to the import file. The same file may be imported any number of times. The import can optionally be for test only, and a report can be printed after the import. The imported transactions may then be posted or edited as any other transactions. An unlimited number of import profiles may be saved, each identified by a name.

The default values can be set only for fields that are not in the import file. The defaults are saved in a file, and can be changed at import time.

Note that as in the transfer reports the batch number does not print in the report header if the test only option was selected.

To add new information, see importing new budget information. If there are existing transactions import options you will have some to choose from. Use the Select Button and make sure that you have the boxes checked that you want to include.

Browse Import Profiles

C:\ims\gl\budget.csv

Select   Insert   Edit   Delete
Close   Help

Transaction Import Options

Import File Name: Generalbudget

Test Only   ☑
Print Report   ☐

OK   Quit   Help
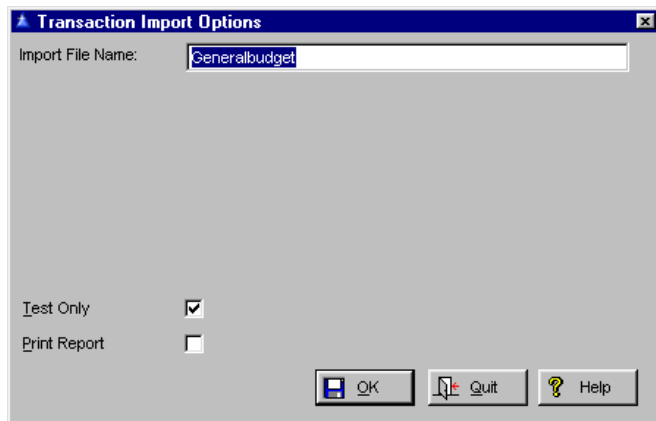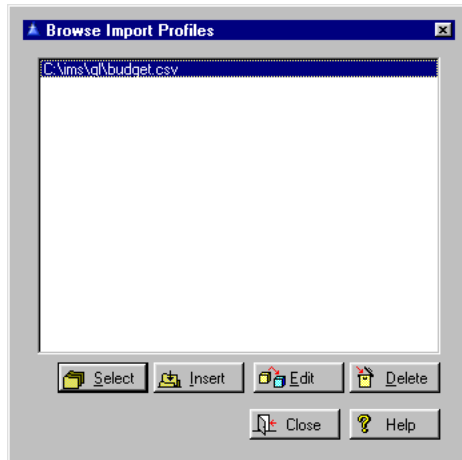
Press OK when finished.

Transfer Transactions

Transferring fees as credits to receipts and debits to accounts receivable is not currently supported by Building Permits. The accounts receivable account number in the building permits fee type file is ignored.

Go to **File, Transactions, Transfer Transactions.** The transfer procedures display in the summary window a list of all funds that are out of balance, and the amount of each. If the transfer report is printed and the transfer was out of balance either overall or intrafund, a list of imbalance amounts by fund is printed at the end of the report. Refunds are transferred from **Utility Billing** version 6 as debits to receipts and credits to cash for both the cash and accrual accounting options. There is an option to the **Utility Billing** transfer procedure to transfer only activity for the current **General Ledger** system date. A batch name may be specified when transferring from **Utility Billing** 6.

If the option for transfer from **Utility Billing** that forces all transactions to be combined by account number is checked the combine settings in **Utility Billing** will be ignored, and all transactions will be combined resulting in a single transaction for each account number. This will also ignore the charge category. (In the normal combine mode, transactions are combined by account number within each charge category, allowing isolation of activity by charge category.) This option is available only for transfers from **Utility Billing** version 6 (Windows version). The checkbox for the new option will also appear in the options window for transfer from **Utility Billing** version 5 (DOS version), but will be ignored. Inquiring users should be aware that the total debits and credits at the end of the transfer report are based on the amounts per **General Ledger** transaction.

When **Utility Billing** transactions are combined, many of the debits and credits will wash, resulting in a smaller total at the end of the report when transferring combined, even though the actual dollar amount transferred is identical. The same holds true when transferring without the **Combine all by Account** box checked, when comparing the same transfer when charge names are checked for combine in **Utility Billing** vs. when not checked for combine.

Transfers from **Accounts Payable** version 3 ignore voided checks and select the most recent check for the activity. Two transactions are transferred for each work order item.

Receipts are transferred as credits to the receipts account and debits to the cash account. General Ledger will not transfer receipts for fee types that have no receipts or cash account number.
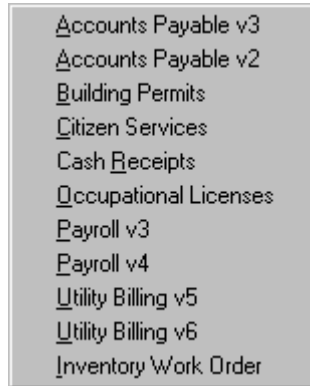
Accounts Payable v3
Accounts Payable v2
Building Permits
Citizen Services
Cash Receipts
Occupational Licenses
Payroll v3
Payroll v4
Utility Billing v5
Utility Billing v6
Inventory Work Order

Transfer Options

☑ Test Only

☐ Print Transfer Report

Beginning Date: 9/01/1997

Ending Date: 9/30/1997

OK   Quit

Check the **Test Only** box if you want to check for valid accounts without making the transfer. Check the **Print Transfer Report** box to print a transfer register. Set the (Cash Receipts) receipt date range to transfer. Right click in date field to display a calendar.

Cash receipts may now be transferred for a single deposit number. If the deposit number field in **File, Transactions, Transfer Transactions,** Cash Receipts is left blank all deposit numbers will be transferred. **Citizen Services** has "drill down" capability for fine transactions. When viewing a fine transaction transferred from **Citizen Services** the View Button will open a window displaying the primary violation and all actions.

If the View Button does not display it means the path to **Citizen Services** is invalid, or the source code(CS) is incorrect or the file version is not compatible. **Citizen Services** version 2.200 or later is required.

IMS **Payroll Manager** version 4.0 Beta 7 or later will transfer also. The source code will be "PR4". How transactions from **Payroll Manager** are combined depends on how **Payroll Manager** is configured and the setting of the **Combine By Account** option in the transfer options window.

If the **Combine By Account** option is unchecked, transactions will not be combined if they are not so coded in the **Payroll Manager** transaction. However, this will result in a large and unwieldy batch and is not recommended. If the transaction is coded from **Payroll Manager** to be combined, it will be combined with other transactions of the same account number and source type. (Source type refers here to the particular pay, benefit, deduction or tax type.

For example, if there are pay types named "Regular Pay" and "Sick Pay", each will be combined separately.) If the **Combine By Account** option is checked (the default option), all transactions will be combined by account regardless of the combine settings in **Payroll Manager** and the source type. This results in the smallest transfer batch size, but transactions will not be traceable to a specific payroll transaction.

Transfers from **Payroll Manager** version 4 may be made by pay period or by accounting period. If the transfer is by accounting period all transactions in the same month and year as **General Ledger** will be transferred, and the description will include the transfer date. If the transfer is by pay period the transfer will include all transactions in the specified pay period that are in the same year as **General Ledger**, even if in a different accounting month. When in this mode the description will include the pay period number and year.

For transfers from **Inventory Work Order**, a checkbox will combine all transactions by account number. When this is checked the batch will be the minimum size, with only one transaction per account. However, it also impairs the "drill down" feature that allows viewing the work order that generated the transaction, because transactions for the same account from other work orders that were included in the batch will all point to the wrong work order. A third option is for the description assigned to each transaction. In addition to Item and Work Order there is an Inventory Group option. The third option is valid only for inventory transactions.

If this option is selected, the description of non-inventory transactions (labor, equipment) will revert to the item description. If the combine all by account option is selected the transaction description may be inaccurate regardless of the description option selected because diverse items, work orders or inventory groups may generate activity in the same account number.

To accommodate cities that prefer to transfer work order activity only after the work order has been closed, you may limit the transferred activity to work orders closed within a specified date range. If a closed work order is reopened after it has been transferred and changes are made to the labor or materials on the work order, the transferred activity will be reversed and new transactions created. Reopening and reclosing a work order will not result in the transfer of previously transferred activity. That has not changed. It is mentioned here for reference.

Post Transactions

Go to **File, Transactions, Post Transactions.** You have the option to post **All Unposted** items or a **Single Batch**. These posting procedures will check for interfund balance. If the **Skip Out of Balance Batches** box was checked the batch will not be posted if it is out of balance either overall or interfund. Check the **Test Only** box if you want to check for valid accounts without updating data files. Check the Print Posting Report Button to print a posting register. Check the **Skip if Batch out of Balance** box if you want to post only batches that are in balance.

Accounts are not automatically added to the fiscal year file when transactions are posted. All accounts are checked when transactions are entered, but if the account should subsequently be deleted before the batch is posted the transaction will be rejected with an invalid account error.
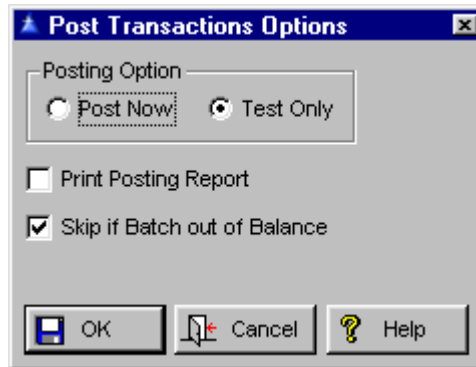
After posting, a window similar to that shown below will display the summary of the posting. If you elected to print the posting register it will be done after this window is closed.
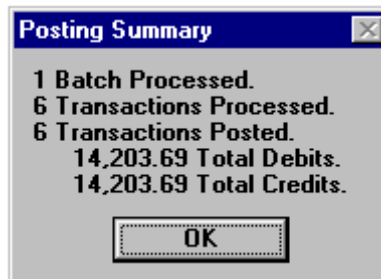
Unpost All Transactions

Go to **Utility, Unpost All Transactions.** All unposted transactions are shown in red to aid in spotting rejected transactions in prior periods. If you see some numbers in the reports that don't make sense - just unpost the whole month, clear MTD balances, and re-post.
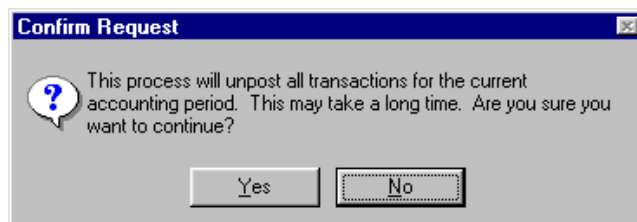
Select from **All Unposted** or **Single Batch**. Press the Yes Button and all transactions for the current period will be unposted. Press the No Button to cancel.

Batch	Date	Type	Size	Description
5452	2/10/1997	A	113	Payroll Batch Transfer
5455	2/01/1997	A	33	RECEIPTS 02-03-97
5456	2/01/1997	A	41	RECEIPTS 2-4-97
5457	2/11/1997	A	25	RECEIPTS 2-5-97
5458	2/11/1997	A	13	RECEIPTS FEB.6-97
5459	2/11/1997	A	21	RECEIPTS 2-7-97
5460	2/11/1997	A	2	CORR. BATCH 5297 1-7-97
5461	2/11/1997	A	2	RE-CLASSIFY CK 37518 10-24-96
5463	2/11/1997	A	2	RECLASSIFY CK 37943 11-19-96
5464	2/11/1997	A	6	VOID CK 1538 COLONY HOMES
5465	2/11/1997	B	4	BUDGET CHANGE
5467	2/01/1997	A	8	02/06/97 FINANCE DEPOSIT
5468	2/12/1997	A	163	SEMINAR
5474	2/12/1997	A	2	FEB97 PHILLIPS PROP,SALES TAX
5475	2/12/1997	A	5	02/07/97 FINANCE DEPOSIT

Search: _____   [Unpost] [Close] [? Help]

The program will show you the total batches and transactions processed and the total of the debits and credits.

Unposting Summary

1 Batches Processed.
1 Transactions Processed.
0.00 Total Debits.
0.00 Total Credits.

[OK]
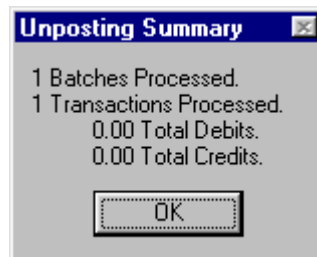
Working with Transactions
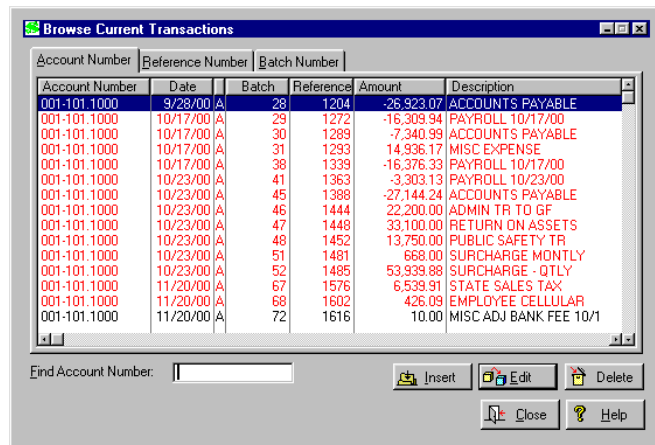
This is where you have the opportunity to change or add new transactions, by either individual transactions or by batch. When entering transactions, the transaction type (Actual, Budget, Encumbrance - you will see these on the tabs when you look at the accounts) is retained for the entire batch or until changed. It displays transactions in the batch as they are entered. It will also display any unsaved transactions from a previous session.

Transaction batches may be assigned names by the user. If the batch has not been assigned a name the description will be that from the first transaction in the batch, which was the practice in previous versions. Users with *System Update* or higher access may change the batch name here. When entering transactions or journal entries the batch name may be entered by pressing the hot key while in the batch number field. When transferring from other applications the batch name will be asked for in the options window unless the transfer is for test only.

File Maintenance

Go to **File, Transactions, File Maintenance.** Select the order of display by clicking on the appropriate tab. Locate a particular transaction by pressing Alt F and entering the value to locate. Press the Edit Button to view or edit the transaction. Select an individual or batch or transactions.

When editing a pending transaction the budget and encumbrance checkboxes are set according to the transaction being edited. When editing a batch of pending transactions, the type of transaction is indicated by the color. Actual transactions will appear no color. Encumbrance transactions will be red and budget transactions will be green.

For adding new individual transactions select Insert. Fill out the fields and click OK. You may also use **File, Transactions, Enter Transactions** to add new information. It contains debit and credit fields, but this form below is more detailed.

Fill in the **Account** number, the **Date**, the **Period**, the **Code, Batch, Reference** number, **Project** number, and a **Description** of the transaction. Also enter the **Source**, the **Source ID**, the **Amount** of the transaction, the **Vendor** and the **Check** number. Don't forget to check whether it is **Posted**, an **Encumbrance Transaction**, a **Budget Transaction**, or **Prior Period Adjustment.**

All current batches are shown in the current window. Press Alt F and enter a batch number to locate. See the fields above for what they should contain.

Kill

Balance

When the desired batch is highlighted press the Edit Button to view or edit transactions in the batch, or the Kill Button to destroy the entire batch. Here you have the option to view the balances by the fund by pressing the Balance Button.

Fund	Actual	Encumbered
001	0.00	0.00
ALL	0.00	0.00

Balance by Fund

Close   Help

Chart of Accounts

If you want to make the account active for specific periods, change the current fiscal year and month to the one you want and edit the account.

Browse Master Account File

Go to **Setup, Chart of Accounts, Master Account File.** This displays all accounts in the master account file, in account number order. Non-postable accounts are color coded according to their function. When an account is added it will also be added to the chart of accounts if there is only one chart of accounts and to the current fiscal year file if the account is coded as postable. The initial chart of accounts when the program was installed (ID = 1) may not be deleted. This is a precautionary measure to prevent accidental deletion of the working chart of accounts. Attempting to delete the only chart of accounts is also denied. An example of this would be: A user clones a chart of accounts, then deletes the original chart of accounts. At the time of the deletion there is another chart of accounts, thus the deletion is allowed. However, until all users are assigned to the newly created chart there would be no accounts in their chart of accounts, causing user panic.
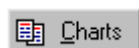
Charts

The Charts Button displays a list of the charts of which selected account is a member.

History

Otherwise you will be prompted for which charts are to be included in the account. The History Button will display the fiscal year history of a selected account. It allows editing the account balance if the user has *System Update* or higher access.
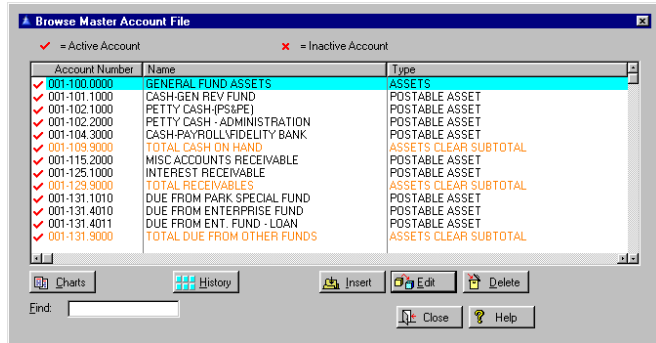
Accounts are rarely deleted from the master account file. Once an account is deleted it will also be deleted from all charts of accounts. This will affect all historical data where the deleted account was involved. To edit the charts of accounts press the Edit Button. **Setup, Chart of Accounts, Master Account File, Browse Master Account File**, Edit Button, **Project Required** forces a project code to be specified whenever this account is specified as a cost distribution account in **Accounts Payable**.
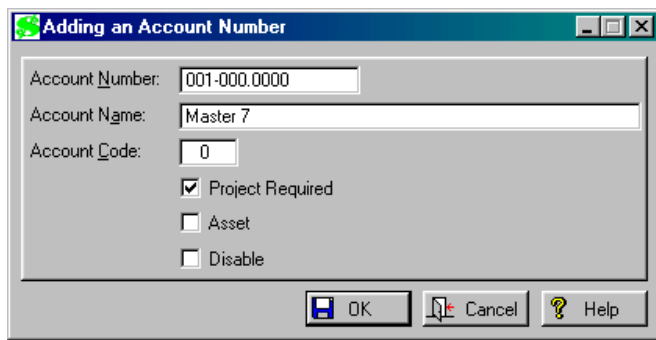
Asset
Purchases against this account will be marked as asset whenever this account is specified as a cost distribution account in **Accounts Payable**.

Disable
Posting is not allowed if this is checked.

Browse Chart of Accounts
Go to **Setup, Chart of Accounts, Browse Chart of Accounts**. The total untransferred amount in **Accounts Payable** for the account number and month is displayed as the last transaction in the list. This feature is active only if there is activity in the month displayed. It functions only with **Accounts Payable** version 3.
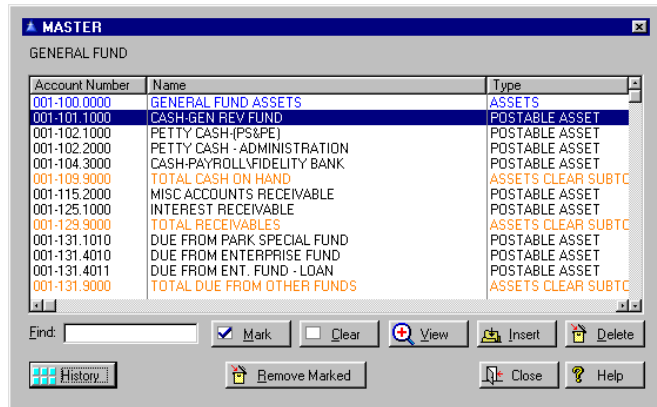
When setting up a new chart of accounts if a new chart was inadvertently created with the clone chart function, use the **Setup, Chart of Accounts, Delete Chart of Accounts**. It will delete the chart of accounts selected from the current fiscal year.

Note that the continuous marking functions as a toggle as does individual marking. This means any accounts already marked will be unmarked.

To mark a block of accounts for deletion, click on the first (or last) account to be marked, then hold down the shift key and use the up or down arrow key to mark each account in succession. Or you may highlight the account and press the Mark Button.
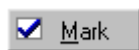
 This button marks the account for deletion.
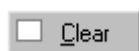
 This takes the mark for deletion off of the account.
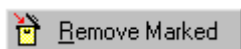
 This removes all of the accounts you just marked.

It should not be used to delete a chart of accounts that has been used in prior fiscal years. Should this happen you would not be able to access this chart of accounts in prior fiscal years.

History

Viewing and Editing MTD Balances
Go to **Setup, Chart of Accounts**. Select the master account, then the specific account and press the History Button.

WARNING: When an account balance is changed, the change is rolled forward to the current open period. You should not change an account balance if you have set the current period back, because the change will be rolled forward only to the current open period not the actual current period.

Account 001-101.1000

Actual | CASH-GEN REV FUND

	Beginning Balance	MTD Activity	Ending Balance
October 2000	15,841.08	48,172.35	64,013.43
November 2000	64,013.43	50,717.29	114,730.72
December 2000	114,730.72	139,730.84	254,461.56
January 2001	254,461.56	0.00	254,461.56

Print   OK   Help

Account Inquiry
Go to **File, Account Inquiry**. This window lists all accounts in the current chart of accounts but does not allow for deletion or changes.

Browse Accounts

Actual | Encumbered | Budgeted

Account	Name	MTD Activity	Current Balance
001-101.1000	CASH-GEN REV FUND	0.00	254,461.56
001-102.1000	PETTY CASH-(PS&PE)	0.00	300.00
001-102.2000	PETTY CASH - ADMINISTRATION	0.00	600.00
001-104.3000	CASH-PAYROLL\FIDELITY BANK	0.00	1,007.06
001-115.2000	MISC ACCOUNTS RECEIVABLE	0.00	0.00
001-125.1000	INTEREST RECEIVABLE	0.00	5,566.34
001-131.1010	DUE FROM PARK SPECIAL FUND	0.00	0.00
001-131.4010	DUE FROM ENTERPRISE FUND	0.00	38,785.73
001-131.4011	DUE FROM ENT. FUND - LOAN	0.00	65,800.00
001-151.1000	S.B.A. MGT FUND#161082	0.00	72,417.99
001-151.2000	S.B.A. MGT FUND #161085	0.00	1,452,045.95
001-161.9000	LAND & IMPROVEMENTS	0.00	341,343.00
001-162.9210	SECURITY COMPLEX	0.00	81,936.00

Find: History   Detail   Close   Help

View

You may view the details on an account by pressing the View Button.

Account Detail

Account:	001-101.1000		Current Balance:	254,461.56

Fund: GENERAL FUND

Name: CASH-GEN REV FUND

Type: POSTABLE ASSET   Normal Posting: Debit

Current | Dec 2000 | Nov 2000 | Oct 2000

Actual Transactions

Date	From	Reference	Description	Amount
1/31/00	Edit	2033	bills I can get rid of	0.00

View Transaction   Close   Help

To look at individual transactions press the View Transaction Button.

You may look at the MTD history or **Beginning and Ending Balances** of the account by pressing the History Button. See Viewing and Editing MTD Balances.

Transaction Detail

Account:	001-101.1000

Date: 1/31/2000

Period: January 2001

Code: 1

Batch: 16

Reference: 2033

Project: 12   testing this project

Description: bills I can get rid of

Source:

Source ID:

Amount: 0.00

Vendor:

Check:

☐ Posted
☐ Encumbrance Transaction
☐ Budget Transaction
☐ Prior Period Adjustment

Close   Help

Print Chart of Accounts
Go to **Setup, Chart of Accounts, Print Chart of Accounts**. You need to select whether you want to show all postable accounts and whether to include all funds.

If the **Show Only Postable Accounts** option is checked, the **Level** and **Reports** column headers and values will not be printed since they do not apply to postable accounts. Two new options were added. If **Include Disabled Accounts** is not checked the list will not include accounts disabled in the current accounting period and the **Active** column header and value will not be printed. If **Show Account Balance** is not checked the **Balance** column header and values will not be printed. The default values for the added options will be such as to make the report print as it did in previous releases. Note that the **Include Disabled Accounts** option is dependent on the account status as of the current accounting period. Since accounts may be disabled for individual months, this report could vary if printed for a different accounting period.
 See a sample of this report.

Clone Chart of Accounts
Go to **Setup, Chart of Accounts, Clone Chart of** Accounts. The most convenient way to create a new chart of accounts is to clone an existing chart and then alter it as required. This function will clone any chart.
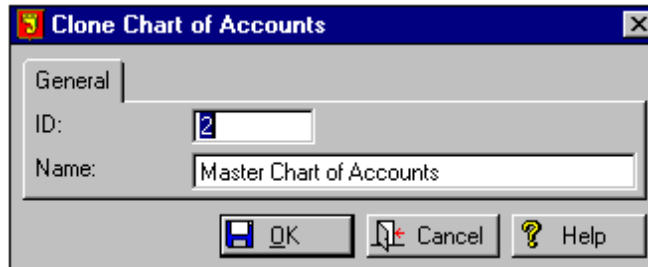
The process will take a few minutes and will create a duplicate of the account. To view and edit further changes, go to **Setup, Chart of Accounts, Browse Accounts.** Find the one you just created and edit it.

Delete Chart of Accounts
Go to **Setup, Chart of Accounts, Delete Chart of Accounts**. Select the account to delete. If you only have the Master Chart of Accounts you cannot delete it.
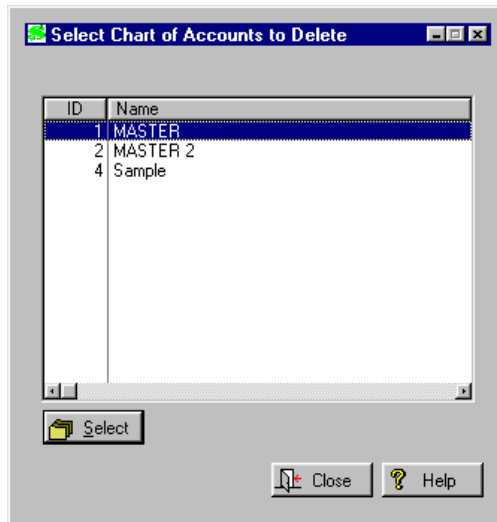
Merge Chart of Accounts
Go to **Setup, Chart of Accounts, Merge Chart of Accounts**. This procedure will merge two charts of accounts. It requires an access level of *System Update* or higher to run. It will merge one chart into another, creating accounts that don't exist in the surviving chart, and delete the merged chart when the process is completed.
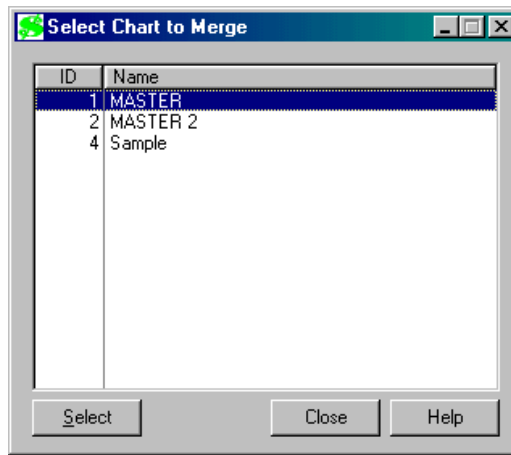
Then select the chart to merge into. You will be asked to confirm your selection. Press OK if everything is correct.

Chart Merging Into

ID	Name
1	MASTER
2	MASTER 2
4	Sample

Select   Close   Help

Confirm

? Merge Chart 4 into 1.

Yes   No
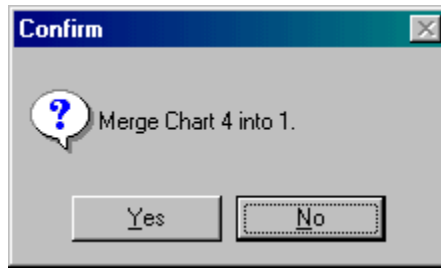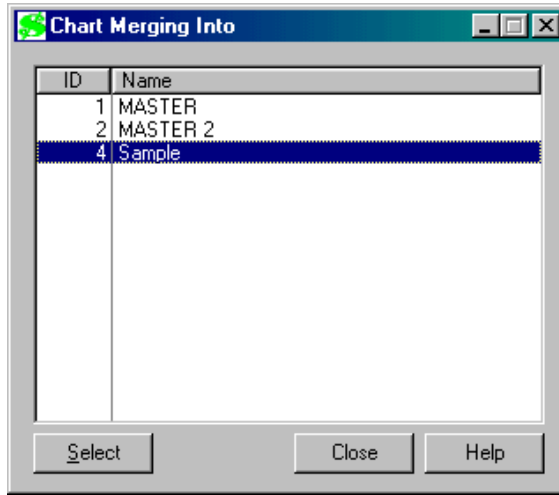
Journal Entries

Adding Transactions to Journal Entries
Go to **File, Transactions, Journal Entries**.

Select Journal Entry Type

Source	Name
JE	P/R TAX PAYMENT
JE	TRANSFER MONEY MKT ACCT TO P/R
JE	TRANSFER TO GG FROM M MKT FOR A
JE	TRANSFER GG & SBOA
JE	TRANSFER YACHT CLUB & GG
JE	TRANSFER SEWER & GG
JE	TRANSFER OF FL POWER DEP
JE	TRANSFER FROM SBOA TO GG
JE	TRANSFER FROM CU TO 572-0460 FOF
JE	INT PAYABLE TO ALL ACCOUNTS - MO
JE	MONEY MAKT MONTHLY SERVICE CHA

Select   Close   Help
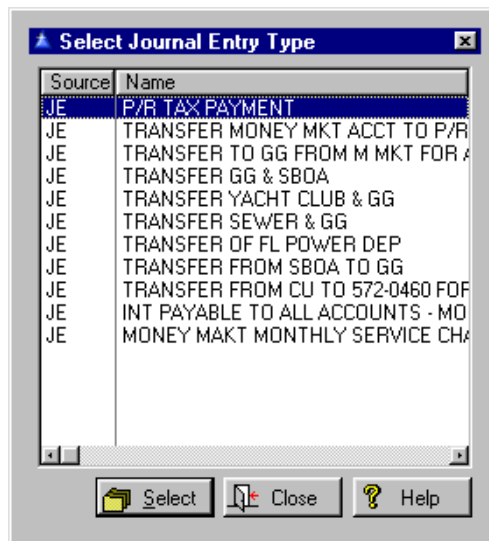
Highlight the journal entry desired and press the Select Button. When you press the Select Button you are brought to the Transaction Will Be Added screen.

Fill out the **Date, Batch #, Code #, Project #, Debit** and **Credit Total**. The **Difference** will automatically update itself, but there is a drop down menu visible that you can select from. Fill out the **Account** number, **Description** of the transaction, and the **Amount** of the transaction. (This will be debited or credited above on the same screen).
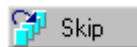
Press OK when finished or the Skip Button if you want to skip the present transaction and go to the next one. When a journal entry is aborted without creating any transactions in the batch, the batch number is restored. You may import journal entries from an external ASCII file.

The name, location and field layout of the file is user defined. The default format may be set in **Setup, Transaction Import File**. Only the account number and amount fields are required in the import file. The other fields are either optional or may be specified for the entire batch at import time.

The essential fields must be filled in before the import can begin. No changes are written to the import file. The same file may be imported any number of times. The import can optionally be for test only, and a report can be printed after the import. The imported transactions may then be posted or edited as any other transactions. An unlimited number of import profiles may be saved, each identified by a name. If the user fails to enter a name for the current batch when adding journal entries, the name field is left blank. When entering journal entries the dollar amounts may be entered without a sign regardless of whether a debit or credit if a normal posting. A project code may be assigned to individual transactions of journal entries.

Receipts

Receipts are the individual transactions and make up deposits.   A deposit may consist of one or more individual receipts. Receipts for the current open receipts period are shown.   Those shown gray have been transferred and cannot be edited. When adding or editing a receipt or deposit the calendar month is displayed instead of the accounting period. This is to minimize confusion on the part of users that tend to equate the two terms. See Calendar Month/Period in the **Glossary**. Receipts may be transferred for a single day or a range of days. The options window now includes beginning and ending date fields. If these fields are left blank the transfer will include all available receipts in the current period. When a deposit is created the default month is set to the current receipts period.

If a beginning or ending date is specified the receipts transferred will be filtered accordingly. Note that the transfer is restricted to the current accounting month regardless of the date range specified. If a date range outside of the accounting month is specified, nothing will transfer.

Multiple deposits may remain open to better handle situations where multiple cashiers each handle their own deposits.

When the main receipt window is displayed after selecting the receipt type, the first open deposit in alphabetic order of the deposit name will be selected. If this is not the deposit wanted a hot key in the deposit number field will display a list of open deposits and allow selecting the one to be used.

Cash Drawer

Go to **Receipts, File Maintenance, Cash**. At the *View Only* level the user may view receipts but may not add or delete receipts. At the *Data Entry* level receipts may be added, but not changed or deleted. At the *Update* level receipts may be added, changed, or deleted. They cannot delete deposits. At the *System Update* level and higher there are no restrictions. Affected are **File, Receipts, File Maintenance, Cash/Receipts/Deposits**. When browsing cash , the records coded as revenue are displayed in red. Likewise, when browsing the components of a receipt (**File, Receipts, File Maintenance, Receipts**, View or Change, Cash Tab), the records coded as revenue are displayed in red.

The cash drawer is like a cash register drawer that can open every time you enter a cash receipt. You may either put the payment into the drawer or make change from the drawer. Many times it is hooked up to a receipt printer/validator and there you can print out a receipt from the slip printer to give to someone. You can validate the back of a bill, marking it paid and in this way that becomes their receipt. You can endorse a check with the FOR DEPOSIT ONLY - CITY OF XXXX - and acct. number. There is space under **Setup, Receipts Types, Browse Receipts Groups**, Validation Tab to enter what information you want to use on this. See the Codes to use with this.

Select from **Account Number**, or **Receipt/Date order**. In the main browse window, highlight the receipt to look at by pressing the View Button. To add a new receipt you may press the Insert Button.

Browse Receipts by Account Number

By Account Number

Account Number	Receipt	Date	Source	Amount	Description
001-101.1000	61	12/11/00	CASH	1,042.41	STATE SALES TAX
001-101.1000	62	12/11/00	CASH	1,082.73	STATE SALES TAX
001-101.1000	62	12/11/00	CASH	485.28	STATE SALES TAX
001-101.1000	63	12/11/00	CASH	500.00	POST OFFICE METER
001-101.1000	64	12/11/00	CASH	200.00	LIBRARY REVENUE
001-101.1000	64	12/11/00	CASH	50.00	OCCUPATIONAL LICENSES - V/G
001-101.1000	64	12/11/00	CASH	30.00	SERVICE SALES - MOWING
001-101.1000	64	12/11/00	CASH	6,050.00	BUILDING PERMITS
001-101.1000	64	12/11/00	CASH	60.00	BUILDING PERMITS
001-101.1000	65	12/19/00	CASH	255,711.45	AD VALOREM TAXES
001-101.1000	66	12/12/00	CASH	300.00	POST OFFICE METER
001-101.1000	70	12/12/00	CASH	137.00	BUILDING PERMITS
001-101.1000	70	12/12/00	CASH	9.93	MISC DEPOSIT-ATT C. MARCIAN(
001-101.1000	70	12/12/00	CASH	50.95	OCCUPATIONAL LICENSES - COU

Find: [ ]   Insert   View   Delete   Close   Help

Adding a Receipt

Deposit: [77] test deposit

Receipt: [81] ims December 29, 2000

Type: ADV   AD VALOREM TAXES

Description: AD VALOREM TAXES

Amount: [0.00]   ☑ Fix Description

Payment
○ A=Cash ⦿ H=Check ○ R=Credit ○ E=EFT

Type   OK   Receipt
Deposit   Open   Done

Description	Amount

Help

Description: AD VALOREM TAXES

Amount: [0.00]   ☑ Fix Description

Payment
○ A=Cash ⦿ H=Check ○ R=Credit ○ E=EFT

The receipt code of "**E**" is for electronic fund transfer was added to the existing codes of "**A**" which is Cash, "**H**" which is Check, and "**R**" which is for Credit.
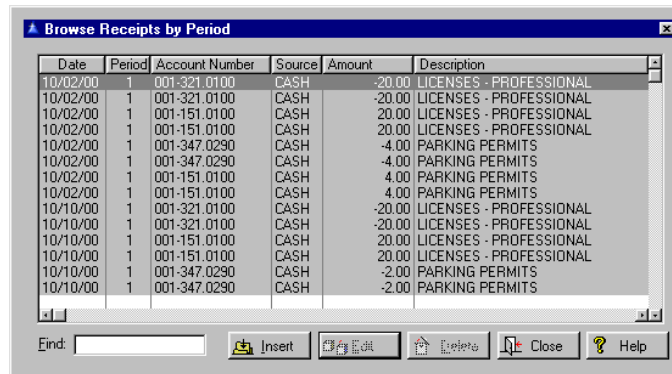
Enter the **Account** number, the **Receipt** number, the **Type**, the **Period**, the **Date**, and the **Drawer** number. Check the method of **Payment** and select from **Receipts**, **Transferred** or **Combine**. Enter in a **Description** and the **Amount** of the receipt. Enter in the fields of information, particularly the cash **Drawer** number. Press OK when finished.

When browsing receipts, an orphan receipt (a receipt belonging to a nonexistent deposit) will be identified by displaying the missing deposit number in red.

Browse All Receipts

Go to **Utility, Browse All Receipts**. This displays all receipts in the database by period. Receipts for the current open receipts period are shown. Receipts that have not been transferred may be edited or deleted. Those shown gray have been transferred and cannot be edited.

For a detailed graph and definitions on the IMS Receipting System see_ Graph 1 and Graph 2 in Technote 4.

Users with Supervisor access may add records to a receipt via file maintenance.

Entering Receipts

Go to **File, Receipts, Enter Receipts**. (Receipts can be entered under **File, Receipts,** File Maintenance, but you wont have the Type, Receipt, and Deposit Buttons). Each time a user enters receipts, a new receipt record will be created and all receipts entered in that session regardless of receipts type will be related to that receipt number. Mark the box if you want this to be a **Temporary Change Only**.

When beginning a session of entering receipts, after the date and receipt type have been entered, the user has more options for selecting the deposit to be used. If there is only one open deposit for the receipt group in the current receipts period, it will be selected automatically.
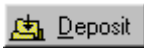
Deposit

If there is more than one qualifying deposit, a list will be shown and the user may select one. If the user declines to select a deposit the dialog for opening a new deposit will be displayed. If there are no open deposits available the dialog for adding a new deposit will be shown. Once the main receipts window is displayed the current deposit selection may be changed to another open deposit by pressing a hot key while in the deposit number entry field, or a new deposit created by pressing the Deposit Button.

In previous releases an initial deposit could not be selected from the available list. If there were open deposits the first one found would be selected even if not in the same receipts period. If there were none the create deposit dialog would be shown. These changes are intended to minimize the possibility of users inadvertently entering receipts into the wrong deposit.
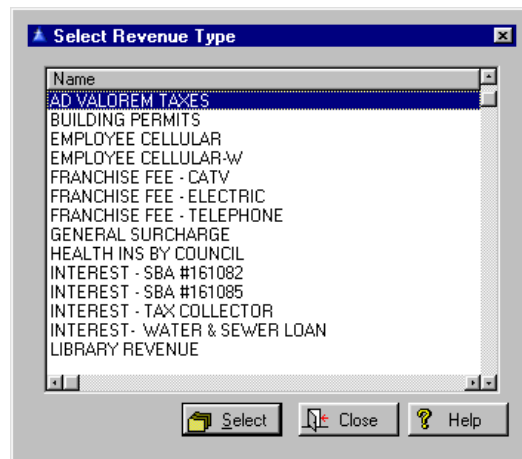
Enter the **Deposit** and **Receipt** numbers, the **Description**, the **Amount**. The deposit number may be changed by using the hot key to select among open deposits without causing a conflict with the deposit

number of the current receipt. If the deposit number is changed, if the receipt is empty its deposit number will be changed to agree with the most recent deposit selection. If it is not empty it will be saved and a new receipt created. As long as the user remains in the window the deposit number will remain until changed. If the user exits and comes back into the window the deposit selected will be the first open deposit in the current receipts period.

Assign a **Name** to the receipt.

Select the form of payment, enter the amount, and press the OK Button to post the receipt. If this receipt type is coded for validation, it will be printed then. If it is coded for endorsement an Endorse Button will appear, which will print the endorsement when pressed.

The description field defaults to the description of the receipt type but can be changed to whatever needed. The description will remain until changed. To switch to a new receipt type without changing the description, press the Select Button.

This will cause the receipt type list to be displayed, from which you can select a new type. To select a new receipt type and change the description to that of the new type, right click in the description field. The same receipt type window will be displayed, and the description will be changed to that of the receipt type selected.

If it is checked the **Description** field will be retained until changed manually, even if a different receipts type is selected. If not checked, it will change each time a new receipts type is selected to the description of the receipts type. Out of order receipt numbers may be created when entering receipts, as long as it does not create a duplicate receipt number. In the IMS receipt system a deposit is meant to correspond to the actual bank deposit made.

Fix Description, if checked, will keep the description if the receipts type is changed.
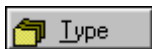
Type	Select the Receipts Type.
Endorse	Endorse the receipt.
Validate	Print validation.
OK	Save this receipt and continue.
Receipt	Start a new receipt.
Deposit	Close this deposit and open a new deposit. Pressing the Deposit Button will flush any pending receipts, close the deposit, and create a new deposit. It will ask if you want to close the current deposit. If a negative response is received the current deposit will be left open and a new deposit created. If the current deposit is empty the user will be so advised and it will not be closed.
Clamp	Clamp the paper.
Release	Release the paper.
Open	Open the cash drawer.
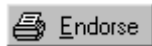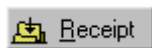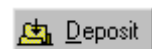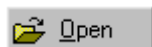
Done - no more receipts to enter.

Transfer Receipts

Go to **File, Receipts, Transfer Receipts**. Check the **Test Only** box if you want to check for valid accounts without making the transfer. Check the **Print Transfer Report** box to print a transfer register. A transaction code is required before transferring receipts.

Enter Transaction Code

Transaction Code: [0]

[OK]   [Quit]

Press OK. You will need to select the transaction code if the choice you typed in is not valid.

Select Transaction Code

By Code

Code	Name
1	GL ENTRIES
2	ACCOUNTS PAYABLE
3	CASH RECEIPTS
4	PAYROLL

[Select]

[Close]   [Help]
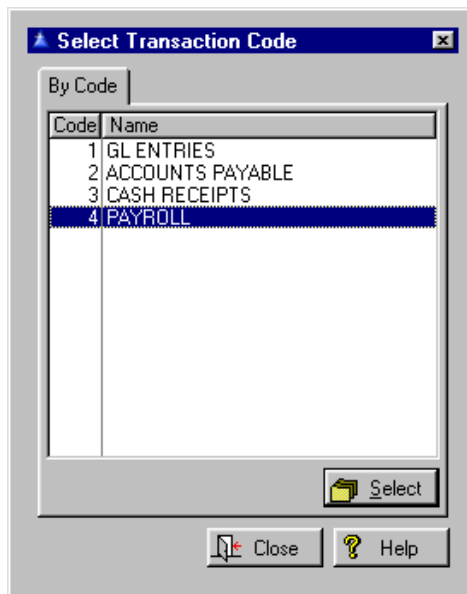
The transfer summary is completed and the details are shown to the user.

Transfer Summary

0 Batch Processed.
0 Transactions Processed.
0 Transactions Accepted.
0.00 Total Debits.
0.00 Total Credits.

[OK]
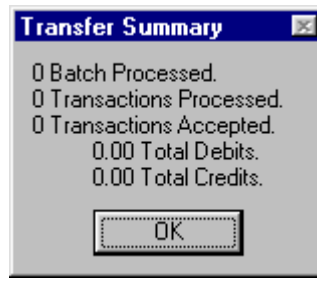
Print Receipts

Go to **File, Receipts, Print Receipts Report**. (Or alternately, **Reports, Standard Reports, Receipts Report**.) Select the range this report is to cover from the drop down list. Note that if you select the specified **Report Range** option and enter a date outside the current fiscal year the report will include only those receipts within the current fiscal year.

Receipts Report Options

Report Range: Current Period

Current Period
Fiscal Year to Date
Current Day
Current Month
Specified Date Range
Receipt Number Range

[OK]
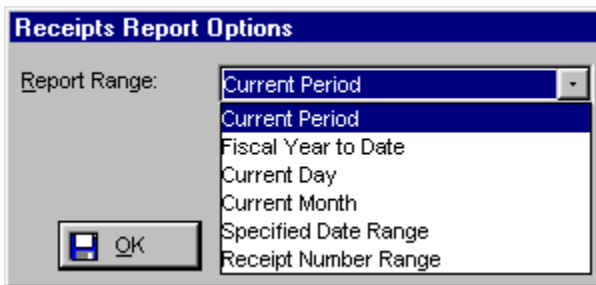
See a sample of this report.

File Maintenance - Cash

Go to **File, Receipts, File Maintenance, Cash**. This displays all receipts in the database by period or account number that have not been transferred in white - which may be edited or deleted. Those transferred already are in gray and may not be edited. When browsing cash the records coded as revenue are displayed in red. Likewise, when browsing the components of a receipt , the records coded as revenue are displayed in red.

Browse Receipts by Period

Date	Period	Account Number	Source	Amount	Description
3/20/96	6	001-322.0002		70.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0003		162.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0004		60.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0005		80.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0006		-20.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0006		20.00	RECEIPTS 3-20-96
3/20/96	6	001-322.0006		20.00	RECEIPTS 3-20-96
3/20/96	6	001-331.2100		2,092.31	RECEIPTS 3-20-96
3/20/96	6	001-341.2000		350.00	ZONING
3/20/96	6	001-341.4000		4.00	MONEY TRANSFER POLICE
3/20/96	6	001-341.4000		3.30	MONEY TRANSFER POLICE
3/20/96	6	001-341.9000		10.00	MONEY TRANSFER POLICE
3/20/96	6	001-341.9000		2.00	MONEY TRANSFER POLICE
3/20/96	6	001-342.6000		2,061.61	RECEIPTS 3-20-96

Find: [Insert] [Edit] [Delete] [Close] [Help]

File Maintenance -Receipts
Go to **File, Receipts, File Maintenance, Receipts**.
Press the View Button to view the details.

Browse the Receipt File

By Receipt | By Deposit | By Date

Receipt	Deposit	Period	Date	Amount	Description
1	1	1	10/02/00	-24.00	IMS October 2, 2000
2	1	1	10/10/00	-22.00	IMS October 10, 2000
3	2	1	10/09/00	-2.00	IMS October 9, 2000
4	3	1	10/12/00	-39,412.13	IMS October 12, 2000
5	4	1	10/06/00	4,216.82	IMS October 6, 2000
6	5	1	10/05/00	-8,763.56	myrna October 5, 2000
7	5	1	10/04/00	-119.43	myrna October 4, 2000
8	6	1	10/03/00	-40.00	myrna October 3, 2000
9	7	1	10/03/00	-158.00	myrna October 6, 2000
10	8	1	10/03/00	-368.00	myrna October 3, 2000 #138
11	9	1	10/03/00	-206.00	myrna October 3, 2000
12	9	1	10/13/00	-126.00	myrna October 13, 2000
13	9	1	10/13/00	678.09	myrna October 13, 2000
14	9	1	10/16/00	-2,360.00	myrna October 16, 2000

[Insert] [View] [Delete]

[Close] [Help]

To change a receipt record, press the Edit Button. To
insert a new record, press the Insert Button. Fill in the
Receipt number, **Deposit** number, **Period**, **Date**,
Drawer number, **Amount**, **Description**, and who it
was **Received By**.

Changing a Receipt Record ⊠

General | Cash |

Receipt: ____5____

Deposit: ____4

Period: [1]   October 2000

Date: [10/06/00]

Drawer: [0] ⬍

Amount: ____4,216.82

Description: [IMS October 6, 2000]

Received By: [IMS]

[🖫 OK] [🚪 Quit] [❓ Help]

On the Cash Tab press the View Button again to see the cash details. You may insert new information. See **File, Receipts, File Maintenance, Cash**, Insert Button fields for details.

Deposits

Go to **File, Receipts, File Maintenance, Deposits**. You can view and edit deposits by deposit number, by period, or by date. Use the Insert Button to add a new information and the Edit Button to change existing information. To facilitate selecting from among multiple open deposits created by multiple cashiers, deposits are now coded with the receipts group of the user that created the deposit. When entering receipts, pressing a hot key while in the deposit number field will display a list of all open deposits that are in the user's receipts group. This should help prevent selecting the wrong deposit. Note that this applies only to deposits that were created after this release is installed. The format of the deposit file will be changed for all fiscal years found on the disk, but the receipts group will be blank. For compatibility with existing data, the list of open deposits displayed will include those with a blank receipts group as well as those in the user's receipts group.

Browse the Deposit File

By Deposit | By Period | By Date

Deposit	Period	Date	Amount	Name
1	1	10/02/00	-46.00	DEP 10/2/00
2	1	10/09/00	-2.00	DEPOSIT 10/9/00
3	1	10/09/00	-38,268.57	10/12/00 DEP
4	1	10/12/00	4,216.82	10/6/00 DEP
5	1	10/06/00	-8,882.99	10/5/00 DEP
6	1	10/03/00	-40.00	dep 10/3/00
7	1	10/06/00	-158.00	YACHT CLUB 10/6/00 DEP
8	1	10/03/00	-368.00	YACHT CLUB COLL 10/3/00
9	1	10/02/00	-32,197.36	YACHT CLUB 10/2/00 COLL BS#6
10	1	10/19/00	-6.00	COLL 10/19/00
11	1	10/19/00	-48,939.90	COLL 10/24

Insert | Edit | Delete

Close | Help

To enter a new deposit, press the Insert Button. Enter the **Deposit** number, the **Period**, **Date** and **Name** of the deposit.

Deposit Will Be Added

Deposit: 3001

Period: 3

Date: 12/29/00

Name:

OK | Quit | Help

To change an existing deposit, press the Edit Button after highlighting the deposit you want to change.

Deposit Will Be Changed

General | Receipts

Deposit: 59

Period: 3 December 2000

Date: 12/11/00

Amount: -1,042.41

Name: ST OF FL SALES TAX-NOV

☑ Closed

OK | Quit | Help

On the General Tab fill in the **Deposit** number if this is new information.   Click on the correct **Period**, enter the **Date, Amount,** and **Name**. Check the **Closed** box if you don't want this deposit to accept any more receipts.

On the Receipts Tab you can insert new information or edit existing information. See the <u>Changing Receipt Record Tab.</u>

Initialize Period

Go to **Utility, Initialize Period, Month or Fiscal Year**. When you initialize by month all accounts disabled in the current month will be disabled in the new month.   While the period has been changed temporarily for the workstation doing the initialization, the month is advanced to the next month locally only.

The user will be warned of unposted transactions and unfinished transaction entry batches in the current period before the initialization process is started. This utilizes transaction framing to assure file integrity. When the process is aborted due to a file conflict with another user, the data files are rolled back to the pre-initialization state. Also, if the user elects to have it set the period forward to the month being initialized, this will be done even if the process has been aborted. Additionally, safeguards prevent the initialization process from aborting when a user logs in or attempts to access files updated during initialization.

There is no requirement for exclusive file access during the initialization process. However, there is a brief period before initialization begins that does require exclusive access. During this time the system checks to see if data for the year to be initialized already exists. If reinitializing an existing fiscal year the user is given the option of erasing the existing file if no transactions have yet been entered. If the user elects to erase the file, exclusive write access to the file will still be required. The change in this release was to not request exclusive access until the user elects to erase the existing fiscal year data. In a normal reinitialization where only beginning balances are updated, other users will be allowed file access and thus may continue working.

Because the budget module requires a chart of accounts the first step is always initializing the year of the budget. Then you may create your budget groups, budget names, and members if that has not already been done. When a budget is initialized the fiscal year assumed will be the budget year, not the current fiscal year.

The initialize fiscal year procedure clears all account balances prior to setting the opening balances for the year. The initialize fiscal year procedure will set the current period to the first month of the fiscal year if the year was re-initialized (update beginning balances only).

Select **Month**, or **Fiscal Year**. If the current period open is the last month of the fiscal year you will see the following window.
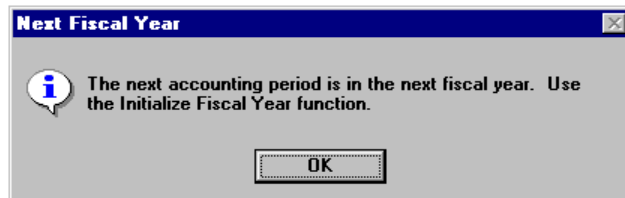
Otherwise, if the next period has been initialized before you will get the following window:
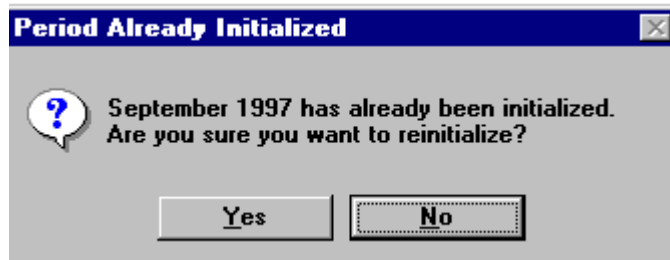
You can elect to set the current period forward after initialization, or leave it unchanged:

Change current period? ⊠

❓ Set the current period to September 1997?

[**Yes**]   [**No**]
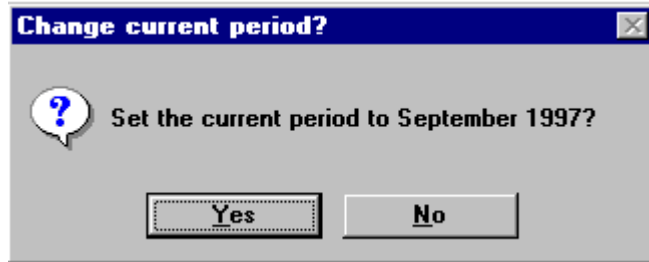
Finally you will get a confirmation window allowing you to cancel or continue:

Please Confirm ⊠

❓ Initialize September 1997.
Set current period to September 1997.

[**OK**]   [**Abort**]
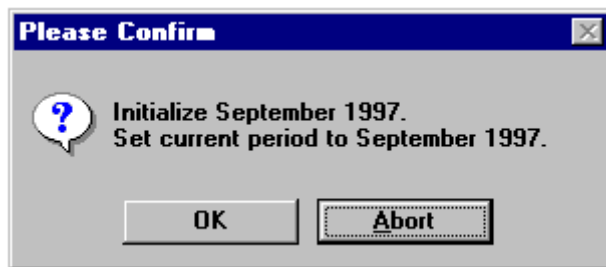
You may go back to **Utility, Initialize Period** and select some options for initializing.

When the fiscal year is initialized with the update fund balance option, the fund balance account in the new fiscal year is initialized at the closing balance in the prior fiscal year plus the excess of receipts over expenses in the same year. In previous versions in some cases the closing fund balance was not carried forward.

Initialize Fiscal Year Options

☑ Create Accounts That Don't Exist in New Fiscal Year
☑ Zero Revenue & Expenditure Account Balances
☐ Update Fund Balance Accounts
☑ Zero Budget Balances in New Fiscal Year
☐ Update Budgets in New FY to Ending Budget in Old FY
☑ Discard Remaining Encumbrances
☐ Adjust Budget in New Year For Remining Encumbrances
☐ Zero Balance Sheet Account Balances

[🖫 Begin] [🚪 Abort] [❓ Help]

Press the Begin Button to continue with the initialization or the Abort Button to stop.

Create Accounts That Don't Exist in New Fiscal Year
Check this if you want all account numbers carried forward from the old fiscal year. Don't check it if you are changing your chart of accounts and will not be using some accounts any more. The default is to create all accounts.

Zero Receipts & Expenditure Account Balances
Normally all receipts and expenditures are cleared into fund balance or retained earnings. Check this if you want to clear these account balances.

Update Fund Balance Accounts
This is the usual action when initializing a fiscal year. The fund balance account for each fund will be updated by the difference between receipts and expenditures in the previous year.

Zero Budget Balances in New Fiscal Year
You can elect to clear all budgets in preparation for entering new budgets. This option should be taken the first time a fiscal year is initialized, but not when reinitializing after budgets have been entered. Budgets are normally loaded directly from the budget preparation module.

Update Budgets in New FY to Ending Budget in Old FY
If this box is checked the budget for the new fiscal year will be set to the ending value of the budget in the old fiscal year.

Discard Remaining Encumbrances
Encumbrances are generally for expenditures in the current fiscal year. Occasionally an encumbrance may remain because of delays in delivery or a change in the order. If this box is checked these encumbrances will not be carried forward to the new fiscal year.

**Adjust Budget in New Year For Remaining
Encumbrances**
If this box is checked the budgets for any account with
remaining encumbrances will be increased by the
amount of the remaining encumbrance, effectively
moving the expenditure into the new fiscal year.

Zero Balance Sheet Account Balances
This option should be used only if creating a new fiscal
year during program installation. You would then have
to manually adjust each asset and liability account
balance before beginning operation.

Browse All Batches

Go to **Utility, Browse All Batches**.   All current
batches are shown in the current window. Press Alt F
and enter a batch number to locate. After that press the
Edit Button to view or edit transactions in the batch, or
the Kill Button to destroy the entire batch.

Browse Current Batches

Batch	Date	Type	Size	Posted	Description
298	9/12/97	A	341	No	Activity 09-03-97 Thru 09-12-97
299	9/05/97	A	171	No	Payroll Batch Transfer
300	9/12/97	A	86	No	Devonshire Nursing Home
301	9/19/97	A	709	No	19395 Vintage Properties
302	9/26/97	A	20	No	Purchase notes
303	9/30/97	A	212	No	Activity 09-25-97 Thru 09-30-97
304	9/30/97	A	1	No	End of year JE
305	9/30/97	A	86	No	Activity 09-25-97 Thru 09-30-97
306	9/30/97	A	103	No	Wire from SBA
307	9/19/97	A	121	No	19711 393253-393257
308	9/30/97	A	1	No	Payroll Batch Transfer
309	9/24/97	A	10	No	19786 WEISS SCHOOL
310	9/30/97	A	1	No	Payroll Batch Transfer
311	9/25/97	A	2	No	Receipts 09-25-97 Thru 09-29-97
312	9/30/97	A	1	No	Payroll Batch Transfer
313	9/25/97	A	1	No	19792 TRINITY METHODIST

Find Batch: [   ]   Edit   Kill   Close   Help

Batches in red type cannot be killed as they have
already been posted. If you want you can unpost a
batch. Change the current period to that of a batch,
then use **Utility, Unpost Transactions, Single Batch**
to unpost it. See Unpost All Transactions or a single
batch. After correcting and reposting it, if the batch
was in a prior period you must roll any changes
forward to the current period by initializing forward
month by month. This is not a normal procedure that
you would use on a continuous basis.

Miscellaneous Utilities

Clear MTD Balances
Reverse Signs
Browse Fiscal Year Accounts
Check Fiscal Year Accounts
Check Fiscal Year Balances
Renumber All Batches
View Pending Transactions
Move Batch to Another Period
Recompute Receipt Amounts
Recompute Deposit Amounts
Synchronize Budget Account Levels
Check Batch Headers   ▶
Merge Batches
Check Receipts
Browse Activity Log
Purge Activity Log
Search For Amount
Purge PDF Reports
Fix Transactions

WARNING: When an account balance is changed, the change is rolled forward to the current open period. You should not change an account balance if you have set the current period back, because the change will be rolled forward only to the current open period not the actual current period.

Clear MTD Balances
Go to **Utility, Miscellaneous Utilities, Clear MTD Balances**. After this utility has been used you must unpost all current transactions and post them again. Select Yes or No.

Confirm Request

This process will clear the month to date activity for the current accounting period. After it is complete you must unpost and repost all current transactions. Before continuing be sure no other stations are in the current fiscal year. Are you sure you want to continue?

Yes   No
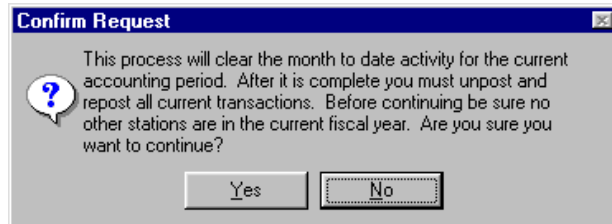
Reverse Signs
Go to **Utility, Miscellaneous Utilities, Reverse Signs**. This is to accommodate situations where the user set up the normal posting for an account code incorrectly, specifying, for example, credit instead of debit. It is available to users with system update access or higher. It can be used only on unposted batches. If a batch was posted incorrectly it must be first unposted. Select the batch you want to reverse.
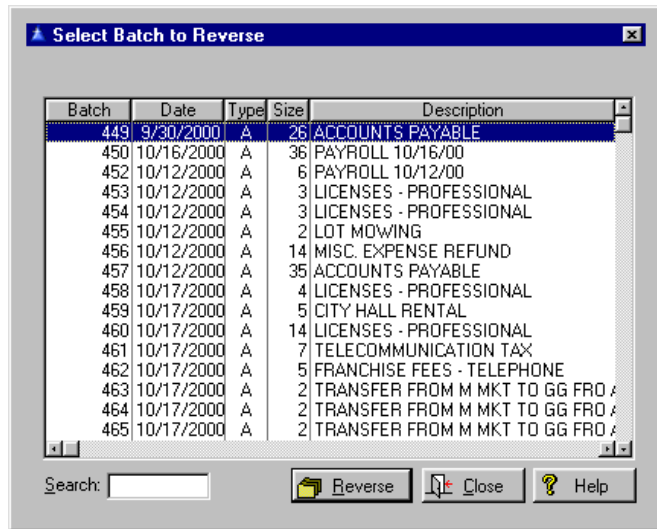
Browse Fiscal Year Accounts
Go to **Utility, Miscellaneous Utilities, Browse Fiscal Year Accounts**.
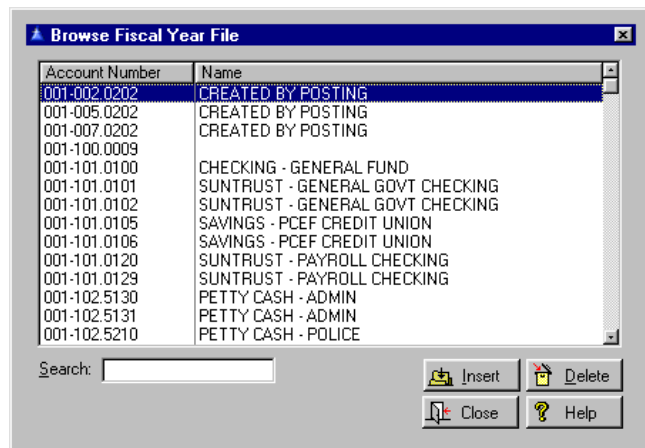
To add a fiscal account press the Insert Button or to delete an account, highlight it and press the Delete Button.
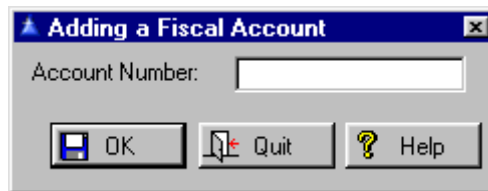
Click on OK when finished.

Check Fiscal Year Accounts

Go to **Utility, Miscellaneous Utilities, Check Fiscal Year Accounts**. This checks the fiscal year accounts against the current account file. It will also create fiscal year accounts for any missing postable accounts.

Confirm Request

This process will check the current fiscal year file against the current account file. It will also create fiscal year accounts for any missing postable accounts. Before continuing be sure no other stations are in the current fiscal year. Are you sure you want to continue?
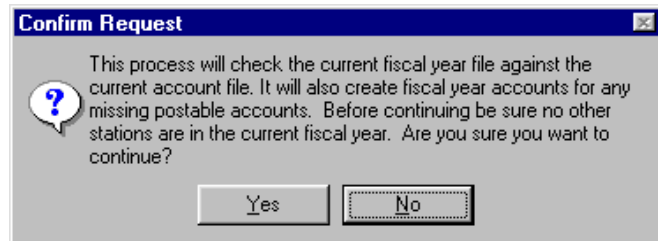
Yes   No

If you want to proceed then press Yes.

Check Fiscal Year Balances

Note that it will check up thru whatever month is set as the current period. If the current period is set ahead of the last month initialized it will report an error for every account.

Go **Utility, Miscellaneous Utilities, Check Fiscal Year Balances.** For each period in the current fiscal year this will check the ending balance against the beginning balance of the following period, check the current balance against the transaction total amount. It also checks the MTD balance of each account against the total of transactions for the account. The utility checks budget, encumbered and actual balances for all accounts for all months of the fiscal year. If a discrepancy is found it will display a message indicating the account number, period and which balance.

Confirm Request

For each period in the current fiscal year this process will do the following for each postable account:
1. Check the ending balance of the period against the beginning balance of the following period.
2. Check the current account balance against the transaction total amount.
Are you sure you want to continue?

Yes   No
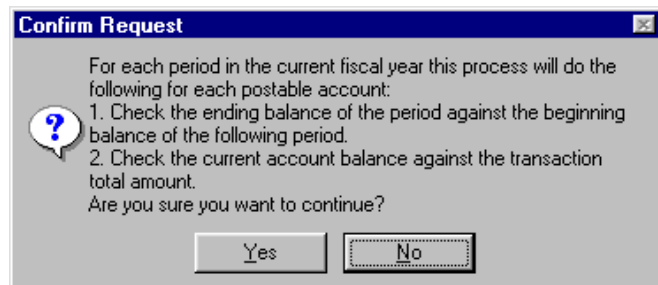
It will stop after displaying the first error. After the problem is fixed it should be run again to see if more errors exist.

No Problems Found

✔ No discrepancies were found in the current fiscal year account balances.

[OK]
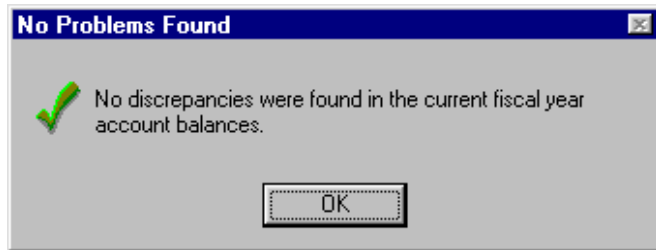
Renumber All Batches
Go to **Utility, Miscellaneous Utilities, Renumber All Batches**. It will assign a new batch number to any group of transactions that had the same batch number as a group of transactions in another month or fiscal year and will renumber all batches beginning with 1. It takes a few minutes and cannot be interrupted.

View Pending Transactions
Go to **Utility, Miscellaneous Utilities, View Pending Transactions**. Because pending transactions are not displayed until a user attempts to enter additional transactions, a user could forget that an unfinished batch existed. This utility allows checking what has been entered and not completed.. It is available to users with *System Update* access or higher. After a pending batch transaction is added or edited, the transaction just edited or added is selected. When editing a batch of pending transactions, the type of transaction is indicated by the color. Actual transactions will appear no color. Encumbrance transactions will be red and budget transactions will be green.
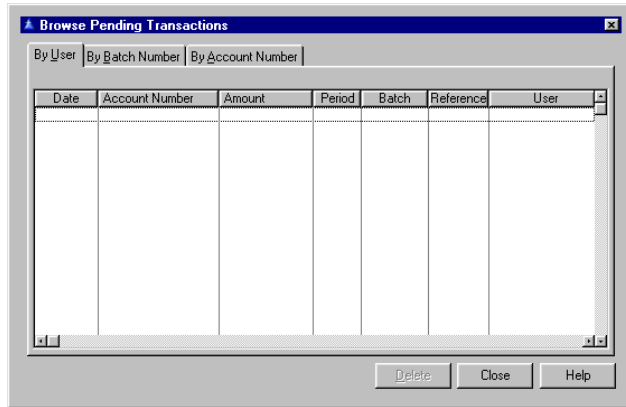
Move Batch to Another Period

Go to **Utility, Miscellaneous Utilities, Move Batch to Another Period**. This is available to system update or higher access users. This will move your unposted batches to another period. You may move batches from one fiscal year to another. The transactions are physically moved to the new year by deleting from the old year and adding to the new year. The purpose is to correct situations where a batch of transactions was transferred into the wrong month. (Such problems will happen only when transferring from DOS versions of **Payroll** or **Utility Billing**, where the month is not embedded in the transfer data.)

It will move all transactions in the specified batch from the current period to the specified period. There are some restrictions to this process: first, the batch must be unposted.

Second, the period the batch is being moved to must not be prior to the closed date (**Setup, System Data, General System Data**, Special Tab) and the period obviously must not be the same as the current period. In the case of receipts that were entered for the wrong period, they must first be transferred to the period for which they were entered, then moved to the correct period. duplicate reference numbers are possible. If one is encountered it will be automatically replaced without notifying the user by a unique reference number valid for the new fiscal year. Any other duplicate problems will be displayed to the user and the process aborted.

Select New Accounting Period

Month: 1

Year: 2001

OK | ?Quit | Help
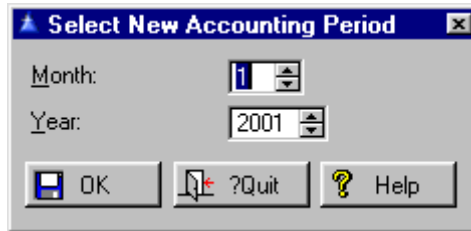
Recompute Receipt Amounts
Go to **Utility, Miscellaneous Utilities, Recompute Receipt Amounts**. The receipts will be processed automatically. This utility will display a warning message explaining the problem and identifying where it exists, and allows the user to accept or decline correcting the discrepancy. The error conditions handled include orphan receipts (missing deposits), empty deposits, amount discrepancy, and transferred discrepancy.

Recompute Deposit Amounts
Go to **Utility, Miscellaneous Utilities, Recompute Deposit Amounts**. The deposits will be processed automatically. This utility will display a warning message explaining the problem and identifying where it exists, and allows the user to accept or decline correcting the discrepancy. The error conditions handled include orphan receipts (missing deposits), empty deposits, amount discrepancy, and transferred discrepancy.

Synchronize Budget Account Levels
This will set the revision level in each record of the budget account file to agree with the highest revision level in the budget file. Go to **Utility, Miscellaneous Utilities, Synchronize Budget Account Levels**. This will be processed automatically.

Confirm

? This process will set the revision level in each record of the budget account file to agree with the highest revision level in the budget file. OK?

Yes | No
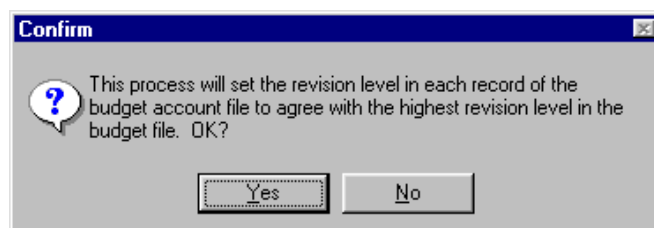
Check Batch Headers

Go to **Utility, Miscellaneous Utilities, Check Batch Headers**. This utility will check all current transaction batch headers against actual transactions and adjust the transaction count and amount if necessary. This includes the number of posted and unposted transactions, and the overall balance. If any value is incorrect it will be adjusted. This checks only the batches in the current period.
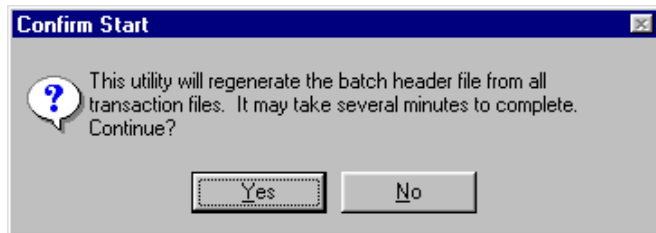
It will display a message if there are any errors and will abort the process while you go find the error.
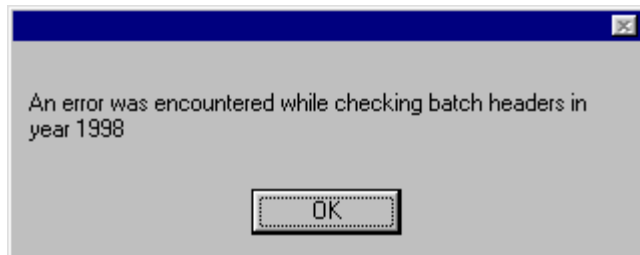
To check another period, change the current period and run again. This is to prevent errors when posting or unposting batches.

Merge Batches

Go to **Utility, Miscellaneous Utilities, Merge Batches**. This utility will merge two current period batches. Both batches must be in the current period. The current period may be temporarily changed to allow merging batches in a prior period, but both batches must be in the same period. All of the transactions from the merging batch will be moved to the surviving batch, and the batch headers updated. If any errors occur during the merge all changes will be reverted and the data will remain unchanged.

Select merging Batch Numbers

Merging Batch: 0

Surviving Batch: 2

OK   Cancel   Help
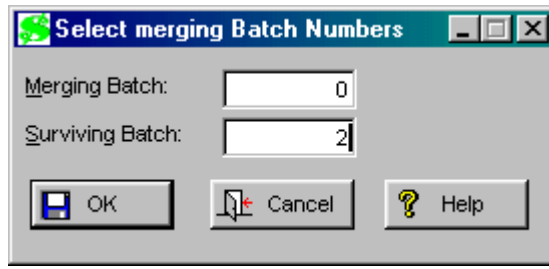
Should the information in the batch header be incorrect it could cause some transactions to be skipped. It could also cause an unbalanced batch to be posted or the failure to post a balanced batch when the user elected to post only balanced batches.

Check Receipts

Go to **Utility, Miscellaneous Utilities, Check Receipts**. This utility will check for common discrepancies including orphan records (Cash record belonging to nonexistent receipt, receipt belonging to nonexistent deposit), period mismatch (receipt in different period than parent deposit), and other errors. It will re-add your receipts in the cash file.

Error Detected

The following deposit has no receipts. Delete it?

⚠️ ID:64
Date:12/12/00
Description:
Amount:0.00

Yes   No   Abort
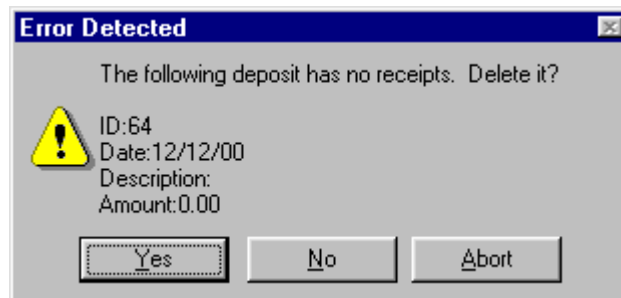
After entering cash receipts, go to file maintenance to make changes to receipt amounts, or cash amounts, due to entry error. Then run **Check Receipts** to re-add the receipts. Follow this with **Utility , Miscellaneous Utilities, Recompute Deposit Amounts**. This will then re-add the deposit, using the new receipts amounts**.**

Browse Activity Log

Go to **Utility, Miscellaneous Utilities, Browse Activity Log**. The log file logs all changes to the transaction file, including additions, deletions and changes.

If the value of any field is changed it will be logged, showing the value of the field before it was changed and after. If a transaction is deleted, it will allow you to look at the transaction as it was at the time of deletion. The Deletions Button will be disabled if there are no deleted transactions in the log file. If there were some it would display the currently selected deleted transaction. The log file logs all changes to the transaction file, including additions, deletions and changes.
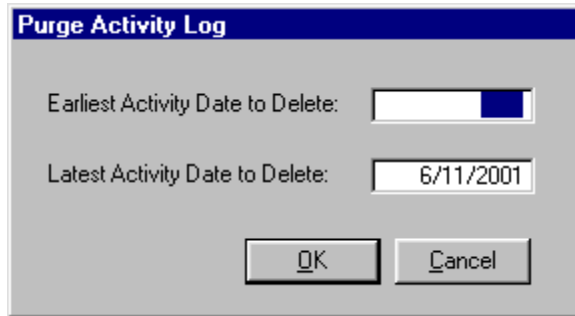
If the value of any field is changed it will be logged, showing the value of the field before it was changed and after. If a transaction is deleted, it will allow you to look at the transaction as it was at the time of deletion. The Delete Button will delete the record when it is highlighted.
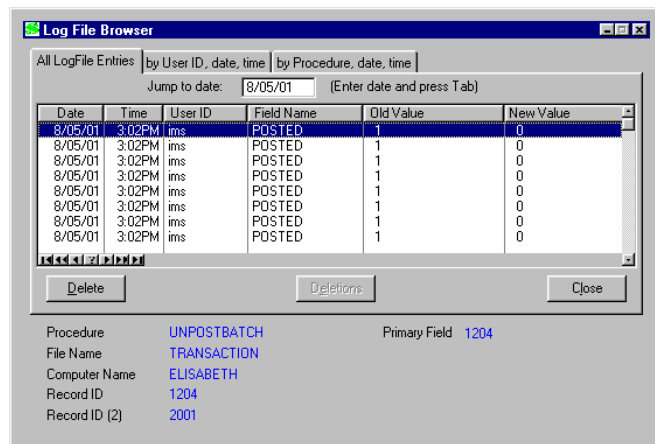
Press Close when finished.
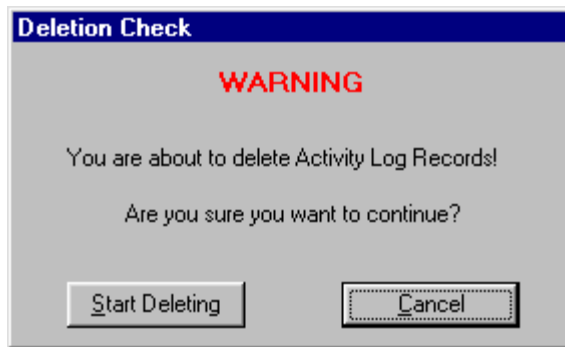
Purge Activity Log
Go to **Utility, Miscellaneous Utilities, Purge Activity Log**. Fill in the **Earliest** and **Latest Activity Date to Delete**. This process will purge all records from the activity log. Press the Start Deleting Button when you are sure you want to continue. Records will be processed automatically.

Purge Activity Log

Earliest Activity Date to Delete: [ ]

Latest Activity Date to Delete: [6/11/2001]

[OK]   [Cancel]

Deletion Check

WARNING

You are about to delete Activity Log Records!

Are you sure you want to continue?

[Start Deleting]   [Cancel]

You can cancel by pressing the Cancel Button if you decide to quite at this point, but once the process is started you cannot abort.

Search for Amount
A procedure that locates transactions of a specified dollar amount was added at **Utility, Miscellaneous Utilities, Search For Amount**. Its purpose is to aid in tracking down the cause of an out of balance ledger, batch, or other balancing problems. The search may cover the entire fiscal year or only the current period. Transactions that have been posted are displayed in gray. The display will include all transactions that have either a debit or credit amount matching the amount entered.
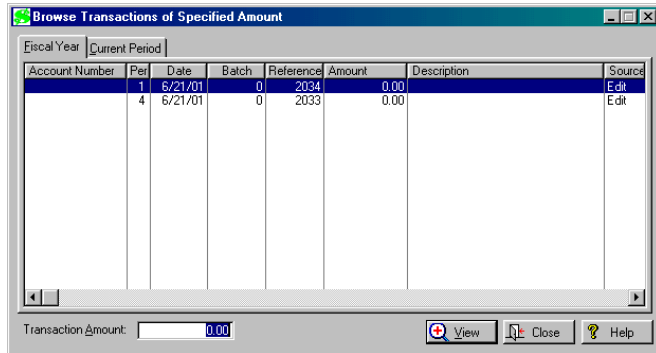
Purge PDF Reports

Go to **Utility, Miscellaneous Utilities, Purge PDF Reports**. A procedure was added to the utility menu for purging archived PDF reports (Whenever a date is entered for the oldest report to retain, the list of candidates for purge (older than the date specified) is updated. Pressing the Delete Button will delete the list. This utility functions similarly to the PDF view and print procedure in that only the documents created by the logged in user will be shown unless the user has *Supervisor* access, in which case all documents are shown.
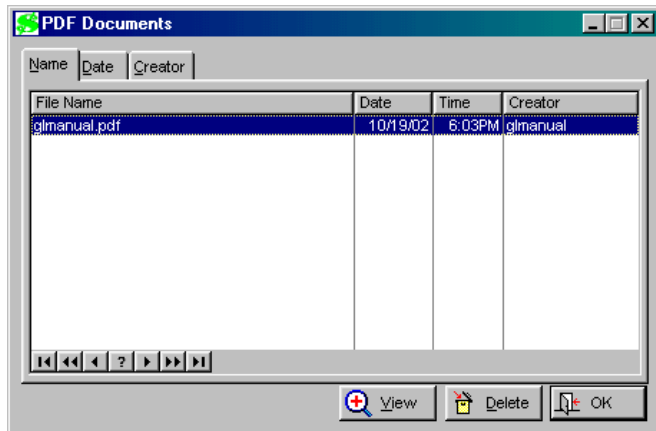
This utility functions only in v 4.281

Fix Transactions

Go to **Utilities, Fix Transactions**. To prevent uninitialized data in subsequent transactions this utility will correct errors in the transaction file . This utility requires *Supervisor* access and should be used only when other users are not in **General Ledger**.

This is a one time utility to correct this specific problem only and will be removed from future releases. If you have entered adjusting corrections to adjust for what appeared to be missing transactions, you will have to delete either the correcting transactions or the ones restored by the utility.

Confirm Request

This process will check all transactions for a missing accounting period and correct those found. If you have already added transactions to adjust for the error you will have to correct the batches affected. This is a temporary utility and will be removed from the menu in a future release. Are you sure you want to continue?

Yes   No
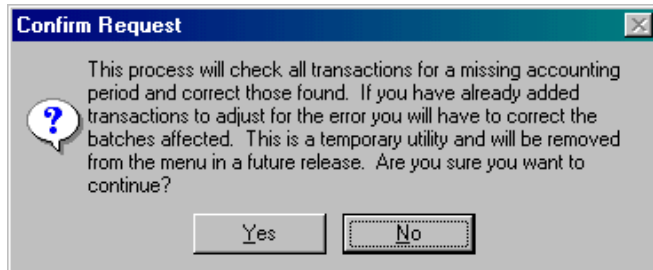
Print Preview

The **General Ledger** has a feature which allows you to see your reports on the screen before they print. This is useful when you only want to see the information on the screen, but it also gives you the opportunity to fine-tune the appearance of reports you will be sending to the printer.

Preview

Do you wish to PREVIEW this Report?

Yes   No   Cancel
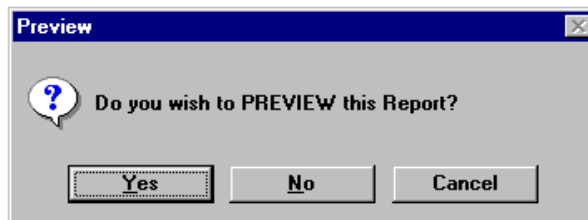
See each of the Print Preview Buttons in the Glossary to explain how they'll affect your report.

Standard Reports

Go to **Reports, Standard Reports**. See PDF Reports for flagging reports as **private**. All reports print from the chart of accounts. If an account is in the fiscal year file but not in the current chart of accounts it will not be printed. The options for all of the 10 standard built-in reports are saved, and become the defaults the next time a report is run. Select from the ten options shown below:

Account Activity
Project Activity
Transaction Register
Budget Summary
Detail Budget
Balance Sheet
Revenue And Expenditure
Trial Balance
General Ledger
Receipts Report
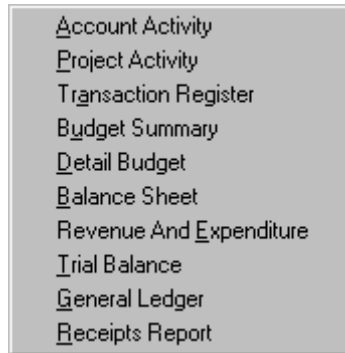
Account Activity

Go to **Reports, Standard Reports, Account Activity**. The account activity report includes only posted transactions, vendor and check numbers for **Accounts Payable** transactions. When the fiscal year to date option is specified: If the current period is set to within a prior fiscal year, the report will be limited to transactions that fall between the first day of the current fiscal year to the system date. This means that if you want to print a report for fiscal year to date for a fiscal year earlier than the current fiscal year, the current period must be set to any month in the fiscal year wanted, and the system date must be set to the last date for which activity is to be printed.

Account Activity Report Options

☐ Include Encumbrance Transactions

☐ Include Unposted Transactions

Beginning Account: [   ]

Ending Account: [   ]

Report Range: [Current Period ▾]

[🖫 OK]   [🚪 Cancel]   [❓ Help]

See a sample of this report.

Project Activity

Go to **Reports, Standard Reports, Project Activity**.
The report can selectively print individual transactions,
subtotals by account number, or both. The report also
includes all account types, expense accounts and prints
individual transactions with no subtotals. You may
print an individual project or all projects. See a sample
of this report.

Transaction Register

Go to **Reports, Standard Reports, Transaction
Register**. The Transaction Register can print for any
range of months in the current fiscal year. It includes
the total debits and credits by batch as well as overall.
Column headers are on each page of the report.
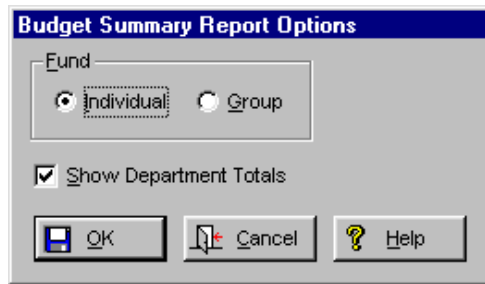
See a sample of this report.

Budget Summary
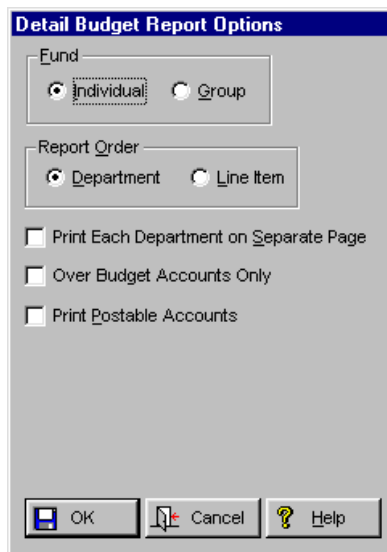
Go to **Report, Standard Reports, Budget Summary**.
The end of the Budget Summary Report displays a line
with the total receipts versus total expenditures for the
current month and year-to-date. If receipts exceed
expenditures the value is positive and negative when
expenditures exceeded receipts. See a sample of this
report.

Detail Budget

Go to **Report, Standard Reports, Detail Budget**.
You have an option to print only over budget accounts.
When this is checked the contents and format of the
report is changed. This option is available only for the
department order version of the report. The percent
column on report allows 4 digits (9999%).
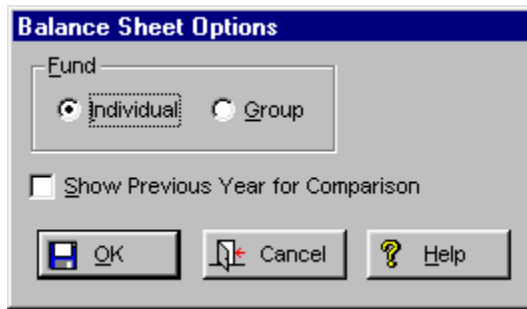
While only over-budget accounts are listed in the report, the department and fund subtotals include all expense accounts whether over budget or not. The detail budget report prints the total for the last department when printing in department order.

See a sample of this report.

Balance Sheet
Go to **Reports, Standard Reports, Balance Sheet**.
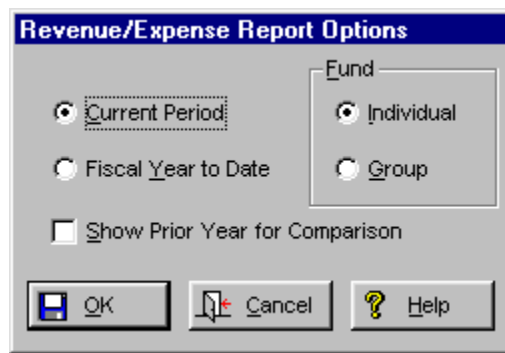
See a sample of this report.

Receipts and Expenditure
Go to **Reports, Standard Reports, Receipts and Expenditure**. This report includes results for the same period last year now includes a column indicating the percent change. See a sample of this report.

Trial Balance

Go to **Reports, Standard Reports, Trial Balance**.
The trial balance report indicates an out of balance
condition in opening balances for the fiscal year
checking for overall account balance as well as debits
and credits. Column headers are on each page of the
report.

You will need to select the date range from which you
want to print the report. Your options are *Current
Period, Fiscal Year to Date, Current Day, Current
Month, Specified Date Range, or Receipt Number
Range*. Click OK.   See a sample of this report.

General Ledger

Go to **Reports, Standard Reports, General Ledger**.

See a sample of this report.

<u>Receipts Report</u>

Go to **Reports, Standard Reports, Receipts Report**. Print order options are shown below in the graphic. *Deposit Number Range* variation will print the same breakdowns as for the other report orders, with each deposit on a separate page and the breakdowns for each deposit.   The receipts report by date and by period have a column for the method of payment. The first part of the receipts report lists receipts and excludes balancing accounts such as cash or accounts receivable. The first account in the list of accounts for a receipt type is assumed to be the receipts account. A blank account will be counted as the receipts account if it is the first for that receipt type.

Each of these include EFT receipts in totals or including credit card receipts in the EFT totals, depending on the report order selected. The cash drawer number in the breakdown by cash drawer agrees with the drawer number specified in the receipt group setup window. The EFT total amount is below the breakdown by drawer totals. See a sample of this report.
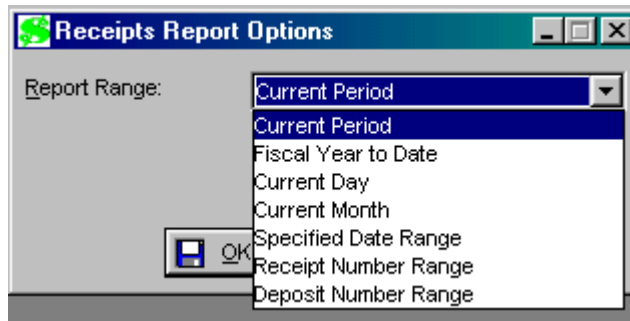
Custom Reports

Go to **Reports, Custom Reports**. This will invoke the Clarion Report Writer if it is installed; otherwise nothing will happen. The Clarion Report Writer is a 3rd party product that can be purchased from IMS or directly from Soft Velocity Corporation.

All built-in reports include printing of all accounts in the fiscal year regardless of whether or not the account is in the user's chart of accounts, if the user's access level is *System Update* or higher. For users with lower access the reports exclude accounts not in the user's assigned chart of accounts, as was the case in prior versions. This is to accommodate printing reports for past fiscal years that may have used accounts no longer in the current chart of accounts. Because this allows reports to include accounts that may not be in the user's chart of accounts, it is limited to system update access level or higher under the presumption that such users would generally be assigned an unrestricted chart of accounts.

All built-in reports print in either portrait or landscape format. Use a smaller font if your information doesn't fit. These fonts must be on the user's system for these reports to print correctly. The default font on reports is Arial 8pt.
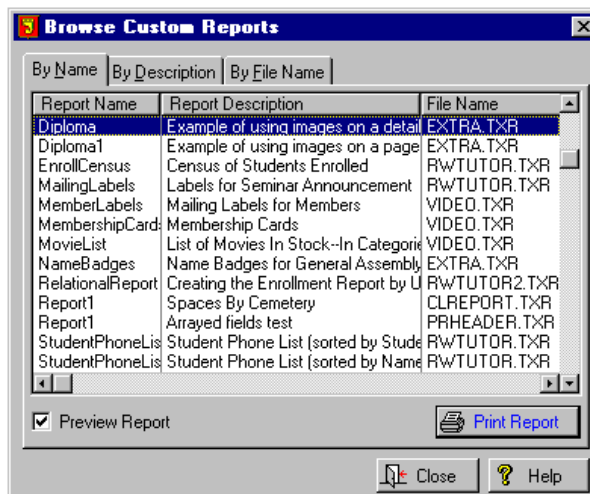
All subtotals are cleared between account types in certain reports in case the user failed to have a subtotal end account for each subtotal begin account. Note that this prevents having overall subtotals on these reports. The reports affected are:

Budget Summary - At end of receipts accounts.
Detail Budget - At end of receipts accounts.
Receipts & Expenditure - At end of receipts accounts.
Balance Sheet - At end of asset accounts.

Batch Reports

An unlimited number of report batches may be created, each with an unlimited number of reports. Any of the ten standard built-in reports may be printed, each with any combination of options. A report batch may consist of many instances of the same report, each with the same or different options. A report batch may be interrupted only at the end of a report. To abort a report batch, the Abort Button should be pressed and held down until the currently printing report has finished.

File Maintenance
Go to **Reports, Batch Reports, File Maintenance**. Change information about your Report Batch record by pressing the Insert Button for new information, or highlight the record and select the Edit Button to change the existing information.
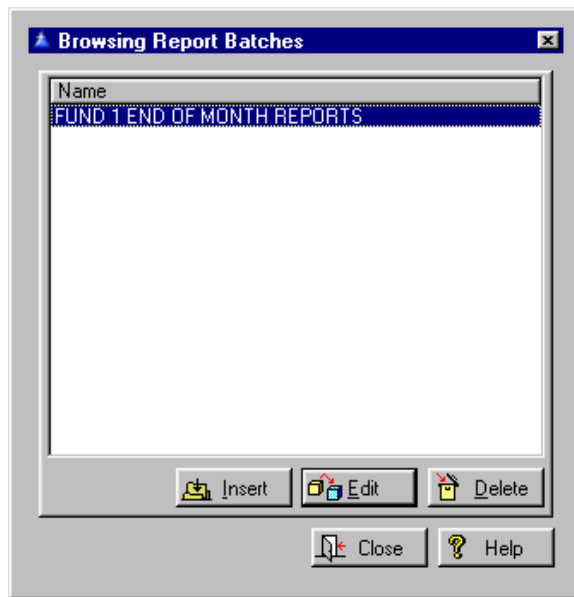
Insert the information with a **Batch Name**, and the name of the reports you want. For a list of these press the Insert Button.
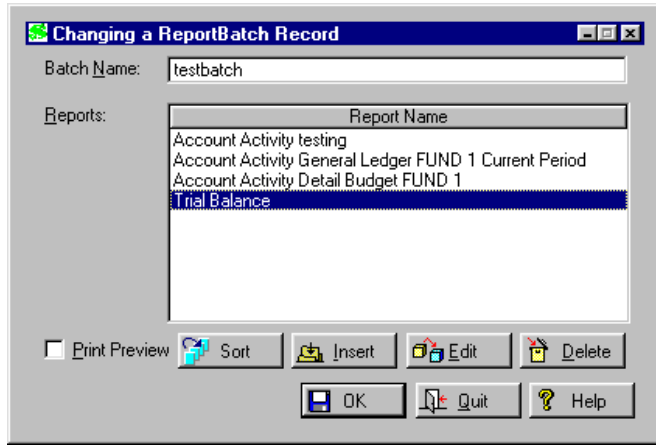
The Sort Button will sort the batch reports by description.

You have a drop down list of choices. Select one. Press the Change Button to make further changes within the selection you just made. When finished press the OK Button, and then finally the Close Button to exit.
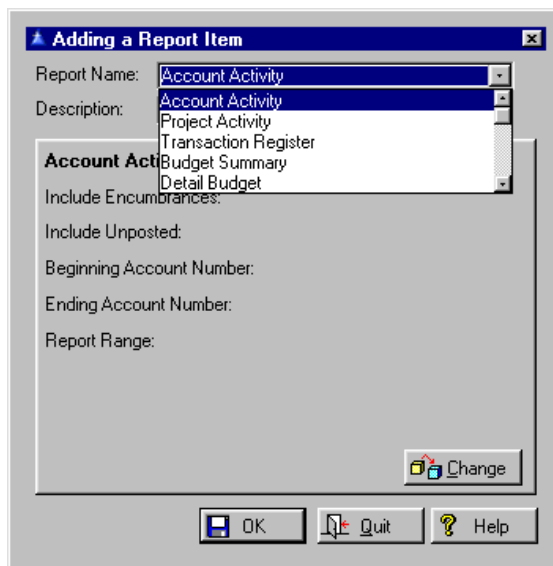
Run Batch Report

Go to **Reports, Batch Reports, Run Batch Report**.
Press the Run Button to accept the selection that is
highlighted and to exit the window. The report will be
run.   See the individual report you selected for a
sample of this report.

Run a Report Batch
Name
testbatch

⟶ Run   ⟶ Close   ? Help
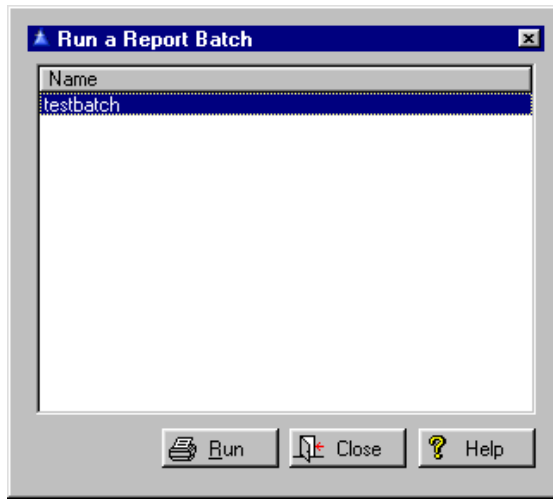
Budget Reports

Budget History Reports

Go to **Reports**, **Budget Reports** or **File, Budget, Print
Budget History**.   The budget history report may be
printed at any time.
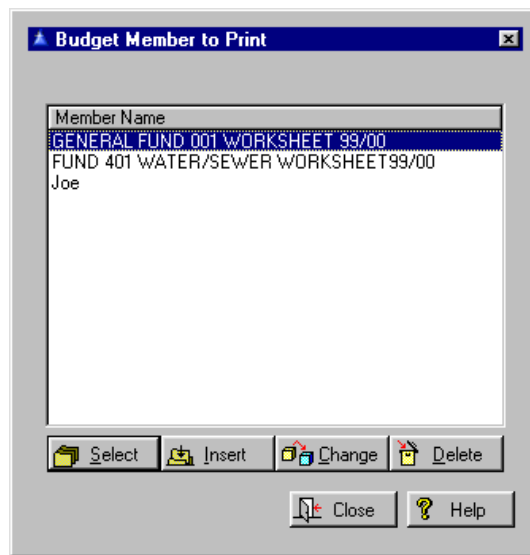
Budget Member to Print
Member Name
GENERAL FUND 001 WORKSHEET 99/00
FUND 401 WATER/SEWER WORKSHEET99/00
Joe

Select   Insert   Change   Delete

Close   ? Help

It will show the change history for each account in the budget member, in increasing account number order and decreasing revision level order. Print the budget. Simply use the Select Button all the way through and it will process the report. See a sample of this or the Budget History Report.

PDF Reports

Go to **Reports, PDF Reports**. All PDF report files will saved in the document path and named in the format XXXXXYYMMDDHHMMUUUUU.PDF, where XXXXX is the title of the report (may be up to 32 characters long), YYMMDD is the date the document was created, HHMM is the time it was created (24 hour time), and UUUUU is the login name of the creator. The default title for each report will be displayed before it is generated and may be changed. (Note that this name exceeds the old 8.3 file name limitation, thus the host file server must have long file name support. This is an issue only with older Novell Netware systems.)

Security rules allow system wide access to reports while restricting delete rights. All PDF documents are available to all users unless the creator specifies that it is a **private** report. Before a report is created the user will be given the option of flagging it as a public or **private** report in the same dialog that requests the name to assign to the file. The setting of the **private** flag is "sticky". That is, it will retain whatever setting was selected for the previous report. It is also saved locally, so that each workstation may have a different default setting. If a report is flagged as **private** it will be available only to the creator and to users with *Supervisor* access. Otherwise it will be available to all users. A report may be deleted only by the creator or a user with *Supervisor* access, regardless of whether the report is **private** or not. When this release is installed all existing PDF reports will be treated as public.
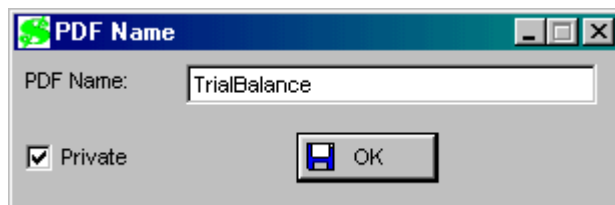
In **Setup, System Data, General System Data**, a new field name **Document Path** should be set to the directory where the PDF documents are to be saved. If left blank they will be saved in the Windows\Temp directory. **Reports, PDF Reports** will display all saved PDF documents and allow viewing and printing. You may view the selected document by pressing the View Button or double clicking on the document. The viewing and printing option requires that a PDF viewer be installed on the computer, and registered as the handler of files with the .pdf extension. The Adobe reader is distributed at no cost and is available at http://www.adobe.com. The listing of documents may be shown in order of user name, Only the documents created by the logged in user will be shown unless the user has *Supervisor* access, in which case all documents are shown. You may also Purge PDF reports.

Report Lists

Go to **Reports, Lists**. Report lists are reports that print data files that are not part of your everyday working files. These files contain data that is created when the system is installed and not frequently changed during operations. Examples include: account numbers, funds, departments, users, etc.

Master Account List
Fund List
Department List
Fund Type List
Fund Group List
Account Code List
Account Type List
Chart of Accounts
Charts of Accounts List
Project Code List
Transaction Sources List
Transaction Code List
Receipts Groups List
Revenue Types List
Journal Entry Groups List
Journal Entry Types List
User List

Master Account List

Go to **Reports, Lists, Master Account List**. This prints a report listing all accounts in the master account file. This is very handy for setting up non-postable accounts for formatting reports. You may also print from **Setup, Chart of Accounts, Master Account File**. See a sample of this report.

Fund List

Go to **Reports, Lists, Fund List**. This prints a report listing all funds and their particulars. You may also print from **Setup, Chart of Accounts, Funds**. See a sample of this report.

Department List

Go to **Reports, Lists, Department List**. This prints a report of all departments. You may also print from **Setup, Chart of Accounts, Departments**. See a sample of this report.

Fund Type List

Go to **Reports, Lists, Fund Type List**. This prints a report of all defined fund types. You may also print from **Setup, Chart of Accounts, Fund Types**. See a sample of this report.

Fund Group List

Go to **Reports, Lists, Fund Group List**. This prints a report of all fund groups defined. You may also print from **Setup, Chart of Accounts, Fund Groups**.   See a sample of this report.

Account Code List

Go to **Reports, Lists, Account Code List**. This prints a report of all account codes defined. You may also print from **Setup, Chart of Accounts, Account Codes**. See a sample of this report.

Account Type List

Go to **Reports, Lists, Account Type List**. This prints a report of all account types defined. You may also print from **Setup, Chart of Accounts, Account Types**. See a sample of this report.

Chart Of Accounts
Go to **Reports, Lists, Chart of Accounts**. This prints
a list of the chart of accounts including balance,
activity level, account name, number and type. It
shows the nesting level for subtotal accounts as an aid
in setting up reports. You can choose postable
accounts only.   You may also print from **Setup, Chart
of Accounts**.

Chart of Accounts Options

☐ Show only Postable Accounts

☑ Include All Funds

[💾 OK]   [🚪 Cancel]   [❓ Help]
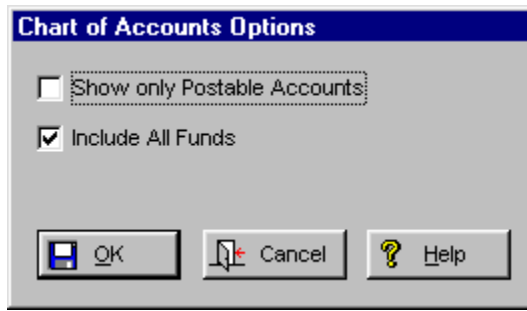
See a sample of this report.

Chart of Accounts List
Go to **Reports, Lists, Chart of Accounts List**. This
prints a list of the chart of accounts.   See a sample of
this report.

Project Code List
Go to **Reports, Lists, Project Code List**. This prints a
list of the project codes.   See a sample of this report.

Transaction Sources List
Go to **Reports, Lists, Transaction Sources List**. This
prints a list of the transaction sources.   See a sample
of this report.

Transaction Code List
Go to **Reports, Lists, Transaction Code List**. This
prints a list of the transaction codes. You may also
print this from **Setup, Transaction Codes**. See a
sample of this report.

Receipts Groups List

Go to **Reports, Lists, Receipts Groups List**. This prints a list of the receipts groups. You may also print from **Setup, Receipts Types**. See a <u>sample</u> of this report.

Receipts Types List

Go to **Reports, Lists, Receipts Types List**. This prints a report of the receipts types on file. You may also print from **Setup, Receipts Types**. See a <u>sample</u> of this report.

Journal Entry Groups List

Go to **Reports, Lists, Journal Entry Groups List**. This prints a list of the journal entry groups. You may also print from **Setup, Journal Entry Types**. See a <u>sample</u> of this report.

Journal Entry Types List

Go to **Reports, Lists, Journal Entry Types List**. This prints a list of the types of journal entries. You may also print this under **Setup, Journal Entry Types**. See a <u>sample</u> of this report.

User List

Go to **Reports, Lists, User List**. This prints a report of the users on file. You may also print this from **Setup, Security, Users**. See a <u>sample</u> of this report.

Print Budget

Before the final budget report can be printed you must perform a few additional setup functions. The budget report will print in columnar fashion, in account number order vertically and column order horizontally. Each column has a title that prints at the top of the page. Up to four columns can be placed on the report. One of the columns may be a percent difference between two other specified columns in the report. The budget report has an option of printing or not printing postable accounts. The default is to not print them. If this option is selected the report will print only title and subtotal accounts, allowing the user more control over the appearance of the report.

The first thing that must be done is to assign titles to the columns. Select **Setup, Budget Preparation, Budget Column Maintenance.** Press the Budget Button and select a budget to which this column title applies.

To make room for the columns on the budget report certain formatting variations are made: The account numbers are printed without the fund number prefix. The fund number and name is shown in the report page header. For this reason and other considerations you should never mix funds in a budget. Budget amounts are printed in whole dollars. The column headers are limited to the same width as the budget amounts. The column title will be wrapped to as many as two additional lines if too long to fit on a single line (about 12 characters).

To set up your report you must select which steps represent milestones where the budget is viewed as a whole for progress. The first such milestone might be either the approved budget for the prior fiscal year or the actual results from the prior fiscal year.

When there are transactions for the account, the value printed in the current balance column (on the same line as the account name) will always be zero.

If the report is for the fiscal year the value printed in the fiscal year to date column will be the beginning balance for the fiscal year. If printing the current period it will be the beginning balance for the current period. Transaction amounts are printed in two columns, one each for credits and debits.

A new subtotal line at the end of the transaction listing prints the total debits and credits for the period (current or year-to-date, depending on the option selected), the total activity for the period (credits + debits), and the ending balance for the period.

These values would usually be set when budgets are initialized at revision level zero. Then there may be a step where department heads submit "wish list" budget requests. The final approved budget might be the fourth. This would be the budget that is uploaded into the working **General Ledger** data files for the new fiscal year.

Each milestone that is to be printed must be assigned a column number in which the budget at that point will print for the final budget report. This prints a budget worksheet report listing the budget for each account and providing space for entering new budgets and accompanying justification.

The Set Budget Column procedure will set the latest budget revision regardless of the level to the specified column.

The percent column must follow the two columns being compared. That means it must be in column 3 or 4. To create such a column, go to **Setup, Budget Preparation, Budget Report Column Maintenance**. Select the budget. Then insert a column. Check the **Percent** Box and two fields will appear.

Budget

The Budget Button allows you to select from the current budgets.

Title is what you want to name this budget column. When the budget is printed the percent column will contain the **Percent** difference of the second column compared to the first column.

In mathematical notation the value in the percent column will be (B Second / B First) - 1 * 100, where B is the budget in the subscript column. The field labeled **First** is the column number of the base budget. That is the budget the other field will be compared to. The field labeled **Second** is the field that is compared to the first field.

Changing a Budget Column Record		✕
Budget:	FUND 401 BUDGET	
Column:	3	
Title:	anything you want	
Percent	☑	
First:	2	
Second:	1	
	💾 OK 🔚 Quit ❓ Help	

Whatever the last revision as of the time the process is performed will be assigned to the specified column. It also means you cannot go back later and set a prior column after additional budget revisions have been made. However you can reassign the current revision level for all accounts to the same column number. Such may be useful if some account budgets were not up to date at the time of the assignment. As long as another column assignment hasn't been made in the interim you can update the budgets and reassign to the same column. The base budget is always loaded and includes all account numbers regardless of how many members may have comprised it. Go to **Setup, Budget Preparation, Load Fiscal Year Budgets**. Make sure that you want to overwrite any existing budgets.

Warning ×

? This process will overwrite any existing budgets!
Are you sure you want to continue?

[Yes]   [No]
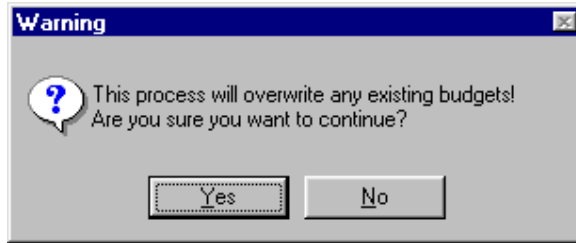
You will need to choose from the budget worksheets.

Browse Budget Worksheets ×

Budget Name
FUND 401 BUDGET

[Select] [Insert] [Change] [Delete]

[Close] [Help]

Press the Select Button and your budget will be loaded.
If your years are mismatched you will be alerted to
that. You will be asked to confirm the load in any case.
The budget will be updated.

Year Mismatch ×

⚠ The current budget year is set to 2002 and the budget you
selected is from 0000. Are you sure?

[Yes]   [No]
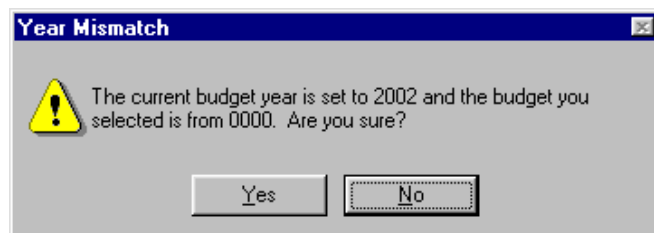
When you are ready to print, go to **File, Budget, Print
Budget.** You may also print from **Reports, Budget
Reports, Print Budget**. See a sample of this report.

APPENDIX A

IMS Technote 1

Formatting Reports Using Account Codes
February 21, 2000

Every account number in your chart of accounts must have an account code. Any number of accounts may share an account code. Most account codes just define the account type (asset, liability, etc.), but you can have special accounts that format reports. You can't post to these accounts. They can print titles, start subtotals or end subtotals. Each account code is related to a single account type (asset, liability, etc.). The special account codes may be a title, subtotal begin, subtotal end, or subtotal clear. A subtotal clear is the same as an end followed by a begin. If you do not need subtotal nesting (one subtotal contained inside another) you can do everything using subtotal clear accounts.

Reports are generally printed in account number order, so the special accounts you put in your chart of accounts should have a number that places it in the proper sequence relative to the other accounts. When a subtotal begin account is read for a report a new accumulator will be created and the balance in each subsequent account will be summed into that accumulator and all other active accumulator. You can have as many as 256 active accumulators at one time. When a subtotal end account is hit it will print the balance in the last (innermost) accumulator

created and then destroy the accumulator. Think of it as closing a parenthesis. Each subtotal begin increments the nesting level and each subtotal end decrements it.

A subtotal clear prints the value in the accumulator and then clears it. The subtotal accumulator remains active. Use it when you do not need to nest subtotals.

Each of the special account codes also defines which of the built-in reports it functions in. For example an asset subtotal begin might be used on the balance sheet, but not on the receipts and expenditure report. We are going to set up a balance sheet to illustrate how easy it can be. Below is a typical master file listing showing an asset subtotal clear account.

To create such an account we use **Setup, Chart of Accounts, Master Account File, Browse Master Account File**. Press Insert to add an account. In this example we assigned it an account code with a function of asset subtotal clear. Note that you can create as many different account codes as you like, each with its own function and list of reports it will appear on. You can call it anything you like, but it is helpful to indicate the function in the title.

Code Will Be Changed

General | Reports | Format

Code: 13

Name: ASSET SUBTOTAL CLEAR

Type: 1 ASSET

Function
- ○ Postable
- ○ Title
- ○ Begin Subtotal
- ● Clear Subtotal
- ○ End Subtotal

OK | Quit | Help

Click on the Reports Tab and set it to print on the reports you want. In this case we selected the balance sheet.

Code Will Be Changed

General | Reports | Format

- ☑ ☐ Balance Sheet
- ☐ ☐ Detail Budget Report by Department
- ☐ ☐ General Ledger
- ☐ ☐ Revenue and Expenditure Report
- ☐ ☐ Trial Balance
- ☐ ☐ Budget Summary Report
- ☐ ☐ Detail Budget Report by Line Item
- ☐ Budget Worksheet

I G

OK | Quit | Help

We only need a few special accounts to make our balance sheet. Here's what a balance sheet report looks like with no formatting accounts.

And this is what it looks like after we're finished.

IMS Technote 2

The AP - IW - FA - GL Connection

January 15, 2001

Accounts Payable

Assets

When items are coded as assets and the asset information filled in, it will be added to the **Fixed Assets Manager** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Asset Update**). Otherwise it may be done explicitly using **Utility, Update Fixed Assets**.

For an asset to be transferred the activity must be marked as paid. It also must have the **Asset** Box checked on the activity, and/or at least one item must have the asset or **Component** Box checked. The item list may include items that are not to be part of the asset, but those that are to become components of the asset must have the **Asset** or **Component** Box checked.

If the asset box is checked on one or more items in an activity that does not have the asset attribute, each checked item will become an asset rather than a component. If the asset or component box is checked on an item, an info button will be available that displays a window where you may enter information that will be needed for the fixed assets database after the activity is paid. The information includes manufacturer, model number and serial number.

When the information is transferred to **Fixed Assets Manager**, the activity description will become the asset description, and the components will be all items of the activity with the asset attribute. Each component will have the appropriate manufacturer, model and serial information. Items that have no asset record, or have all blank fields, will not be transferred.

It is very important to remember that if you want multiple items on the same activity to be components of the same asset you must check the asset box for the activity. Otherwise each item will be added as a separate asset. If for, example a vehicle is purchased, and options such as engine, transmission, etc. are listed in separate items, each option will become a separate asset if the asset box is not checked for the activity.

A utility is available in the event that items were incorrectly transferred as assets rather than components (**Utility, Restore Transferred Assets**). It will restore all assets transferred during the current accounting period. (It is highly recommended that this menu item, and similar ones that should only be used in extraordinary situations, be given the highest security level to prevent casual use.)

After the asset items are restored they can then be corrected and transferred once again. Be aware that restoring an asset as untransferred does not remove it from the **Fixed Assets Manager** database. You must also delete restored assets and their components from Fixed Assets before transferring again, or the assets will be in the database twice.

When assets are added to the **Fixed Assets Manager** database, the asset number is generated from the current system date in YYMMDD format followed by a sequence number from 0001 to 9999. The asset type, class and group will be the default values in the system file.

The fund and department of the asset will be taken from the cost distribution account. If the cost was distributed to multiple funds or departments the first will be used.

The default asset number, type, class and group for transferred assets may be changed in **Fixed Assets Manager**. It is recommended that you use a special value for the group number so transferred assets may be easily located for filling in additional information not available from **Accounts Payable**.

Inventory

When items are coded as inventory and the inventory information filled in, it will be added to the **Inventory Work Order** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

Work Order Direct Purchases

When items are coded as for a work order and the work order specified, it will be added to the **Inventory Work Order** database when the activity is fully paid. The transfer takes place each time **Accounts Payable** is started if configured for automatic transfer (**Setup, System Data, Configuration Options, Auto Inventory Update**). Otherwise it may be done explicitly using **Utility, Update Inventory**.

Items coded to a particular work order will appear in list of materials for the specified work order after transfer to **Inventory Work Order**. The description appearing in the work order materials list will be the item description. When purchasing for a work order, the cost distribution account should be the standard expense account for such purchases. The **Inventory Work Order** program will reverse the expense and move it to the work order asset account.

There are certain restrictions that must be observed for successful operation. An activity item may be either material for inventory or direct materials for a specific work order, not both. A single cost distribution account should be used for the activity. This account number will be sent to **Inventory Work Order** for direct purchases. No project number should be specified for inventory or direct purchases. If one is entered, it will be erased.

Inventory Work Order

When in the *Asset* configuration, **Inventory Work Order** will transfer closed capital work orders to the **Fixed Assets Manager** database when the Transfer Button is pressed (**File, Work order, Transfer**). When in the *Project* configuration, work order information needed by **General Ledger** is saved in a transaction file. This information consists of the account number, amount, work order, project, month and year for each item of a work order. Each item of a work order (employee, contracted, inventory, direct purchases) will generate one debit and one credit transaction. These transactions are created whenever an item is added to a work order or a change is made to an item in a work order. (Note that the **Inventory Work Order** transaction file is *not* the file that receives the transfers from **Accounts Payable**. **Accounts Payable** directly updates the inventory and purchases file for inventory, and the work order materials used file for direct purchases.) As in all IMS applications, **Inventory Work Order** cannot transfer this information to **General Ledger**. **General Ledger** must initiate the transfer from all interactive applications.

General Ledger

Accounts Payable

Transfer from Accounts Payable **is initiated using** File, Transactions, Transactions, Accounts

Payable v3. **Transfer is from the** Accounts Payable **transaction file to the** General Ledger **transfer file.**

Inventory Work Order
Transfer from **Inventory Work Order** is initiated using **File, Transactions, Transactions, Inventory Work Order**. Transfer is from the **Inventory Work Order** transaction file to the **General Ledger** transaction file.

IMS Technote 3

The Budget Preparation Module
April 9, 2001

Beginning with version 4.15 the budget preparation module was rewritten to provide additional flexibility for cities where partial budgets are prepared by individual departments.

Definitions
Each user is assigned to a single budget group, and the budgets available to that user are limited to those in the assigned group. There is one exception to this rule: A user with access of Supervisor may select any budget group, and thus has access to all budgets and their members. Budget members are lists of account numbers and whether the budget may be changed for each account. Each budget member is assigned to a specific budget name and to a specific budget group. The actual account numbers in a budget member are in a budget account file. The budget amounts themselves, along with justification notes and other data, are stored in the budget file. The relationship between data files is hierarchical as shown below:

Budget Group → **Budget Member** → **Budget Account** → **Budget**

Budget Name → **Budget Member** → **Budget Account** → **Budget**

Data Files
The budget module interacts directly with the working **General Ledger** data files, but also has its own set of files devoted exclusively to the budget module.

Budget Group

Every user is assigned to a budget group at login time. The group is stored in the user file. Users with *Supervisor* budget access may open a budget member in any group. All others are limited to the members assigned to their group.

Budget Name

The budget name file defines the name, fiscal year, and identity code of a budget.

Budget

The budget file is a child of the budget name file. It contains all budget account numbers, change history, etc. It is indexed so individual budgets may be accessed. Each budget change is assigned a revision level, beginning with zero when the budget is initialized.

Budget Member

The budget member file is a child of the budget name file and of the budget group file. This means a budget member must belong to a single budget name and a single budget group.

Budget Account

The budget account file is a child of the budget member file. It contains a list of all account numbers included in the budget member and whether or not the budget for an account may be changed. The actual budget amounts, comments, etc. are contained in the budget file. The budget account file merely defines a subset of its parent budget file.

Budget Column

The sole purpose of this file is to define the column headers for the budget report and which revision level for each account number is assigned to that column.

Setting Up

To set up the budget system you must first set up a user with an access level of *Supervisor*, and log into **General Ledger** with that access. Select from the main menu **Setup, Budget Preparation, Browse Budget Groups**. This procedure shows budget information in a tree format that represents the relationships between data files. You can also use procedure **Setup, Budget Preparation, Browse Budget Names**.

It is similar to the other procedure except that the root of the tree is the budget name file rather than the budget group file. These procedures are not for setting or changing budget amounts, but for creating identities of budget groups and members that can be used by the other budget procedures.

You may create as many budget groups as desired, and as many budgets as you choose that belong to that group. In turn, create as many budget members of each budget as you need. Note that this process does not create any account numbers or budget amounts. It merely assigns an identity number and name to the groups, budgets and members so they may be accessed later.

Budget files do not change with each fiscal year as does your chart of accounts, so you should identify the fiscal year of the budget so you will not confuse it next year with last year's budget. However, they do depend on the prevailing budget fiscal year as set in **Setup, Budget Preparation, Set Budget Fiscal Year**.

All budget preparation functions will use the chart of accounts for the budget fiscal year. If your budget fiscal year is the same as the current fiscal year while you are working on the budget, the current chart of accounts will be used. Since budget preparation is always done for the next

fiscal year, the first step is always to initialize the upcoming fiscal year (**Utility, Initialize Period, Fiscal Year**) so you will have a chart of accounts to work with.

(If the account is not in the chart of accounts it will not display.) If you plan to initialize your budget amounts from the current fiscal year budget, do not check the **Zero Budget Balances in New Fiscal Year** Box. You will need them when you initialize budgets. Remember that while working in the budget be sure that the budget fiscal year is set to the new fiscal year.

After your budget groups are set up you can go to user file maintenance and assign each user to an appropriate budget group. You also must assign access levels to each user for each budget function on the menu. The standard access levels function as specified below when in the context of a budget preparation function:

Supervisor **-** Create and select budgets from any group and edit previous budget changes.

System Update **-** Create and change budgets in their group.

Update **-** View or add a budget change to any existing budget in their group.

Data Entry **-** Undefined.

View **-** View or print any budget in their group but not change it.

The key things to remember about budget security: Only users with access of *System Update* or higher may create budgets, budget members and budget accounts. Those with *Supervisor* access may create budget groups and access all budget groups. All other users are

denied access to any of the functions in the **Setup, Budget Preparation** menu. They may only view and print budget members in their group. Users with *Update* access may adjust budget accounts that allow changes to be made.

Initializing a Budget
Your next step is to initialize a budget. (**Setup, Budget Preparation, Initialize Budget**) This procedure will transfer a list of account numbers and the initial budget value to a specified budget.

Since budgets are always prepared in advance, your general ledger would generally be in the fiscal year prior to that of the budget being initialized.   If you have already initialized the new fiscal year as recommended above under **Setting Up**, you should set your budget fiscal year to the new fiscal year before initializing the budget. This is particularly important if you have added new accounts to your chart of accounts for the new fiscal year, so these accounts will be available to your budgets. The initialization process adds the specified range of receipts and expense accounts in your chart of accounts to the budget, and sets the budget amount for each to either the current actual balance or current budget, whichever you specified.

If you have supervisor access and your system has more than one chart of accounts you will be asked for the chart to use. All of the accounts in this budget will be available to all members of this budget. Generally speaking you should limit accounts in a budget to a single fund. This will allow the computer to indicate whether the current budget is in balance.

Normally a budget is initialized at revision level zero, but it also may be inserted at a specified level or replace the existing budget at a specified level. This feature is available on both the initialize budget procedure (**Setup, Budget preparation, Initialize Budget**) and the budget

import procedure (**Setup, Budget preparation, Import Budget from File**). **Budget revision levels** start at level zero and increase each time a revision is made. You may select any level from zero to 99.

The **Insert at Level** field determines what happens if the specified revision level has already been used in the budget. If the field is left blank the new budget amount will overwrite the previous amount at that level. If the field is checked it will move all existing revision levels at the specified level or higher up one level and insert the new budget at the specified level.

If the budget exists you will be given the opportunity to erase it and create a new budget. If you elect to erase the old budget the **Insert at Level** field can be ignored because a new file will be created. Also, if you select a revision level that is higher than existing revision levels the **Insert at Level** option will have no effect.

If you use the insert option you must afterward run the synchronize utility (**Utility, Miscellaneous Utilities, Synchronize Budget Account Levels**) to set the current level of each account to the higher level. For example, if you have three levels of revisions in a budget and decide to insert a new level zero, there will be four revision levels when you are done.

But since the budget account file stores the last level used for each account, you would now be looking at the next lower level when browsing a budget because everything has been moved up a level.

If you decide to eliminate some of the accounts from a budget created you may display the account numbers in the budget and block delete

tagged accounts. (**Setup, Budget Preparation, Budget Account Maintenance**) The space bar will toggle (alternately turn on and off) the tag . Tagged accounts are displayed gray.

Initializing a Budget Member
Once you have a budget created and initialized you must initialize one or more budget members. When users view or manipulate a budget they are always working with a specific budget member that defines what account numbers in the budget are available and whether or not they can change the budget amount. Select **Setup, Budget Preparation, Initialize Budget Member**.

You must select the budget member to be initialized. If one does not exist you may create one here. You may also select the account number range. The default is all of the accounts in the parent budget. Note that this is not necessarily every account in your chart of accounts, but every account you selected when you initialized the budget.

A budget member may also be initialized by cloning an existing budget member. This will create a budget member with an identical list of account numbers and their access settings, which you can then edit to customize it. Once you have initialized a budget member you can actually view it using **File, Budget, Browse Budget.**

If budget preparation in your organization is handled by a single person all you need is one budget group, one budget name, one budget member. Typically you would have perhaps a single budget for each fund that contained all accounts, and one budget member for each budget name containing all the accounts in its parent budget name.

In an organization where budget requests are prepared individually by department heads you would typically have several budget members belonging to the same budget but to different budget groups. At least one should have the complete budget list so you can easily check for balance.

The others would be subsets containing only the accounts used by the specific department. Using **Setup, Budget Preparation, Budget Member Account Maintenance** you have the same block delete facility as with budgets so you can cull a budget member for a particular department to only the account numbers that concern them.

The final step in setting up a budget can be setting whether or not the budget in individual account numbers may be changed. This attribute is set in the budget account file, which means it can be different in each member of a budget. When budget members are initialized the default setting on all accounts is to allow changes to be made. This can be changed in several places. Select **Setup, Budget Preparation, Browse Budget Groups** or **Setup, Budget Preparation, Browse Budget Names**.

Open the budget member and locate the account number. If the budget for the account cannot be changed it will be displayed in gray. To change this setting, press the Edit Key or double click on the account. Check or uncheck the **Allow Change** checkbox as desired.

You can also browse and change this setting using **Setup, Budget Preparation, Set Individual Account Access**. A red check will be displayed for the account if changes are allowed, and a red x will be displayed if changes are not allowed. The space bar will toggle the setting for the current account, or you can use the Yes or No Buttons as needed.

Titles and Subtotals

The budget report supports the same range of special formatting accounts as do the standard reports. These special accounts work for the budget exactly as they do for standard reports, except they print only on the budget. They will appear in colors when you browse a budget so you can see where titles and subtotals will appear.

When the budget is printed they will act on each of the columns in the budget, including a percent column. To create these special accounts, first create some new account codes to support them. Use **Setup, Chart of Accounts, Account Codes, Browse Account Codes** to view the list.

Press the Insert Button to add a new code. Remember that budget accounts will be either receipts or expense account types, so you don't need to add any codes for balance sheet accounts. Click on the Reports Tab and check the box to the left of Budget Worksheet.

This will make the account active only for budgets. After the account codes have been added, use **Setup, Chart of Accounts, Master Account File, Browse Master Account File** to view the master account list. Press the Insert Button to add a special budget account. Enter the account number and the appropriate account code (one of the special codes we just added).

Importing Budgets

In addition to initializing a budget from your chart of accounts, you may also import it from a spreadsheet such as Excel or Quattro Pro. (The budget document must be saved from the spreadsheet in either a comma delimited [.csv] or a tab delimited format [.txt].) It uses the same transaction profile system as used to import journal entries.

When setting up an import profile for budgets the **Project, Code** and **Source** fields on the default values are not used. On the Field Columns Tab only the **Account Number, Debit Amount** and **Credit Amount** fields are used. Before a file may be imported a budget and a budget member must exist. A budget may be created in several ways.

One way is to use **Setup, Budget Preparation, Browse Budget Names**. Set the cursor on the top line labeled Budgets and press the Insert Button. You will be prompted for a budget name. Enter the name and press the OK Button. In the original window the new budget should now appear in the tree. Place the cursor on the new budget line and press the Insert Button.

The next window, Browse Budgets should show the new budget line highlighted. Press the Select Button. What you are doing here is selecting the budget to which to add a member. You will then be prompted for the name of the new budget member. Enter the name and press the OK Button.

The original window will now show the budget and its member in a tree format. At this point you may initialize the budget from your chart of accounts or import it from a file. The budget should ideally contain all account numbers for a particular fund. You can later break it up among various budget members, each having only a part of the chart of accounts.

After the budget has been imported or initialized there is one more step required before you can look at it. Use **Setup, Budget Preparation, Initialize Budget Member**. Select the account number range for the budget member and press the OK Button. The accounts in the range specified will be assigned to the specified budget member. Remember to have one member in each budget with all of the accounts in the budget, so you can check it for balance.

Before you can print the budget using **File, Budget, Print Budget** you must create a budget column to hold the budget amount. To do this, use **Setup, Budget Preparation, Set Budget Column**. In the select Budget window, select the budget you want to print.

In the Select Column window, press the Insert Button and set the column number to 1. Then enter a column title and press the OK Button. You may now print the budget. Later, you may go back and assign a later generation of the budget to column one. What we did here was only temporary so we could print the budget.

Operation

Once the budget system is set up all operations are performed via **File, Budget, Browse Budget**. Once the budget member is selected from the list of available members, all accounts of the member will be shown in account number order. Also shown are total credits, total debits, and balance.

To take full advantage of the balance feature it is recommended that each budget contain all receipts and expenditure accounts in a single fund. A budget member that only contains a partial list of accounts will not be useful in checking balance, but the member that contains all accounts in its parent budget can be used for checking balance.

The History Button may be used to view all previous adjustments to the budget. A prior budget adjustment may not be edited, except by users with budget access of *Supervisor*. The Adjust Button allows users to enter a new adjustment to the budget. The revision level is automatically incremented for each adjustment. The name of the user making the adjustment is recorded when the adjustment is completed.

Printing Reports

Remember that reports are printed for a budget member, so you should always have a member for each budget name that contains all account numbers in the budget. The budget history report may be printed at any time. It will show the change history for each account in the budget member, in increasing account number order and decreasing revision level order.

(If you don't have a budget member that contains all accounts in a budget you can easily create one: Use **Setup, Budget Preparation, Initialize Budget Member**. Press the Insert Button at the list of budget members. Select the budget. Enter the name of the new budget member. Select the member just created. Accept the default account number range, which is all accounts in the budget. Press the OK Button and the budget member will be initialized. You can immediately browse or print it.)

Before the final budget report can be printed you must perform a couple more setup functions. The budget report will print in columnar fashion, in account number order vertically and column order horizontally. Each column has a title that prints at the top of the page. Up to four columns can be placed on the report. One of the columns may be a percent difference between two other specified columns in the report.

The first thing that must be done is to assign titles to the columns. Select **Setup, Budget Preparation, Budget Column Maintenance**. Press the Budget Button and select a budget to which this column title applies. Note that the report will print for a specific budget member, but the title assignments are the same for all members of a budget. If no column title is created the column will be left blank on the report.

To make room for the columns on the budget report certain formatting variations are made: The account numbers are printed without the fund number prefix. The fund number and name is shown in the report page header. For this reason and other considerations you should never mix funds in a budget. Budget amounts are printed in whole dollars. The column headers are limited to the same width as the budget amounts. The column title will be wrapped to as many as two additional lines if too long to fit on a single line (about 12 characters).

In a typical organization there may be any number of intermediate steps in the budgeting process. The budget report may have as many as four steps shown. (If you use the percent difference column that leaves three steps that can be printed.) To set up your report you must select which steps represent milestones where the budget is viewed as a whole for progress.

The first such milestone might be either the approved budget for the prior fiscal year or the actual results from the prior fiscal year. These values would usually be set when budgets are initialized at revision level zero. Then there may be a step where department heads submit "in their dreams" budget requests. There may be another round of adjustments comprising the third milestone, and the final approved budget might be the fourth.

This would be the budget that is uploaded into the working **General Ledger** data files for the new fiscal year. Each milestone that is to be printed must be assigned a column number in which the budget at that point will print for the final budget report.

That is the purpose of the procedures in **Setup, Budget Preparation, Set Budget Column**. There are two options for setting budget column. The first (Current Revision Levels) will assign the budget value at the latest revision level of each account number to the selected column number.

If there have been no changes in the budget for an account since the last column assignment for that account, a record will be added to the budget file. The revision level of this added record will be incremented from the last revision, and the notes field will indicate that it was assigned to column x of the report. The budget amount will not be changed. The purpose of this scheme is to allow the same budget revision to be assigned to several columns in the report in cases where the budget did not change.

The second option (Specified Revision Level) will assign the budget value at the specified revision level of each account number to the selected column number. When a budget is initialized the revision level for all accounts in the budget are the same. This initial level usually represents last year's actual or budget.

At that point in time (before any budget changes are made to individual accounts) there is no functional difference between the two options. Once revisions have been made to individual accounts the current level may vary from account to account. The first method of column assignment uses the latest revision of each account regardless of the level.

This option allows selecting a specific level for all accounts. It should be used carefully because the budget column amounts will be meaningless unless you know that all account levels were synchronized at the specified level. One possible application for this method would be if the first method had been used to set the latest revision of all accounts to column one, for example. If you instead wanted to assign last year's budget, which

you knew had been put in level zero of all accounts, you could use the second method to replace column one, then assign current revision levels to column two using the first method.

In addition to printing budget amounts for each account, a report column may be set to print a value representing the percent difference between two other columns of the report. The percent column must follow the two columns being compared. That means it must be in column 3 or 4. To create such a column, use **Setup, Budget Preparation, Budget Report Column Maintenance** select the budget. Then insert a column.

Check the Percent Box and two fields will appear. The field labeled **First** is the column number of the base budget. That is the budget the other field will be compared to. The field labeled **Second** is the field that is compared to the first field. When the budget is printed the percent column will contain the percent difference of the second column compared to the first column. In mathematical notation the value in the percent column will be $(B_{Second} / B_{First}) - 1 * 100$, where B is the budget in the subscript column.

It is very important that you understand that the **Set Budget Column, Current Revision Levels** procedure will set the latest budget revision regardless of the level to the specified column. It doesn't matter if one account budget has been revised 20 times and another one time. Whatever the last revision as of the time the process is performed will be assigned to the specified column.

It also means you cannot go back later and set a prior column after additional budget revisions have been made. However you can reassign the current revision level for all accounts to the same column number. Such may be useful if some account budgets were not up to date at the time of

the assignment. As long as another column assignment hasn't been made in the interim you can update the budgets and reassign to the same column.

Uploading Approved Budget

The upload procedure (**Setup, Budget Preparation, Load Fiscal Year Budgets**) will load the specified budget into the budget fiscal year. If the year of the budget selected does not match the current budget fiscal year you will receive a warning message. The base budget is always loaded, not a budget member. Thus, the budget includes all account numbers regardless of how many members may have comprised it.

IMS Technote 4

The IMS Receipting System
Last Revised March 4, 2003

Note: This document is based on the IMS
General Ledger version 4.18

The IMS Receipting System provides for multiple
cashiers accepting receipts for a variety of fees
and services, without the cashier having to use
account numbers. It is quick and it is simple to
operate. To make the most of the system you
must do some thoughtful preparation, which
involves setting up receipts groups and types. To
do that intelligently you must know what they are,
so let's review the overall system design:

Receipts types are predefined sets of debits and
credits to specified account numbers. Each
receipts type belongs to a receipts group. Each
user is assigned to a single receipts group, which
allows access to all the receipts types in their
group. For each receipts type there is a receipts
header and any number of receipts transactions.
A graphical representation of the data files and
their relationships is shown in Figure 1. Now let's
look at what's contained in the files:

Receipts Group:
A receipts group consists of a group code and
name, and all of the physical characteristics
required for operating a cash drawer and receipt
validator. This information is located here
because each user is assigned to a single
receipts group. Each user may well have a
different physical setup, including the port used to
communicate with the validator and cash drawer,
the codes required to open the drawer, etc. The
validation and endorsement text is also defined in
the receipts group file. A receipts group consists
of one or more receipts types.

Receipts Type:
A receipts type is an instance of a particular receipts header for a particular receipts group. This allows the same receipts header to be used in multiple receipts groups. The record consists of a name field, the receipts group to which it belongs, and the receipts header it uses.

Receipts Header:
The receipts header file defines a specific combination of a receipts type and receipts source. Although not shown in Figure 1, the source file defines whether a source is internal (data stored locally) or external (data stored in files belonging to another application). The default source for receipts is "CASH", which is an internal source.

Receipts Transaction: This is where the actual nuts and bolts of the receipts type is stored. Each transaction must belong to a receipts header. When a receipt is entered all of the transactions contained in the receipts header are applied for the amount of the receipt. A receipts header will usually have two transactions - one for the receipts account and one for the cash account. But it could also contain other transactions such as a due to and due from entry. Each receipts transaction defines the account number, whether a debit or credit, a combine code and a receipts flag. The combine code defines whether the transaction amounts are combined or kept individual. The options are *Individual, Batch* and *Transfer*. *Individual* means the transaction will remain individual. *Batch* means it will be combined with other transactions to the same account number within the receipt. *Transfer* means it will remain as individual in the receipt file, but be combined when transferred to **General Ledger**. The receipts flag identifies the transaction that will be counted as the receipts in reports.

Once these files are set up, accepting a receipt is as simple as selecting the receipts type and entering the amount.

RevGroup (REG)
IDKey
NameKey
Validation
Endorsement
ID
Name
Port
Drawer
Open
Validate

RevHead (REV)
IDKey
NameKey
ID
Source
Name

RevType (RTY)
GroupKey
NameKey
Group
Type
Name

RevTran (RET)
IDKey
ID
Account
Sign
Type
Revenue
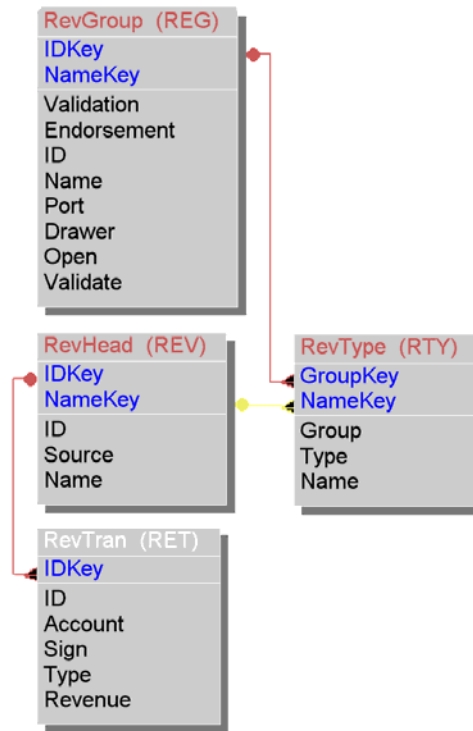
Figure 1

Graphical Representation of receipts files

Now that we understand how the receipts types and groups work, we also need to understand how the actual receipts are stored. There are three files used (*Deposit, Receipt*, and *Cash*), and they are all related in a hierarchical manner. At the top of the order is the deposit file. A deposit will contain one or more receipt. A receipt in turn will contain two or more cash records. Visualize a physical metaphor of a cashier accepting a payment for several things from someone at the window. Each receipt will represent the sum of the transactions for the payment. At the end of the day the receipts by the cashier will be tallied

and balanced with the actual amounts in the cash drawer, and deposited in the bank. The deposit file represents the day's receipts. Now let's look at each file in more detail:

Deposit:

A deposit record will contain a deposit number, an optional description, the accounting period to which it is to be posted, the total amount of the deposit, and a closed flag. The total amount of the deposit will simply be the sum of the amounts of the receipts belonging to the deposit. The closed flag is set when no more receipts are added to the deposit. This prevents discrepancies between the amount actually deposited and the amount shown in the deposit as a result of adding a receipt after the physical deposit was made.

Receipt:

Since a receipt record must be a member of a deposit it will contain the identity of the deposit of which it is a member. It also contains the date the receipt was accepted, the accounting period to which it is to be posted, the cash drawer in which it was placed, an optional description, the total amount of the receipt, the identity of the user that entered the receipt, and a transferred flag.

Cash:

A cash record will be created for each record in the receipts transaction file for the receipts type being entered. It will contain the identity of the receipt to which it belongs, the account number, method of payment (*cash, check,* or *credit card*), a description, the amount, whether or not it is receipts, the combine code, the receipts type, and a transferred flag. Most of the information is copied from the receipts transaction from which it emanated. When receipts are transferred to **General Ledger** this is where it comes from. When a cash record is transferred the transferred flag is set. When all cash records for a receipt are transferred the transferred flag in the receipts record is set.

A graphical representation of the deposit, receipt and cash files is shown in Figure 2.

Figure 2.
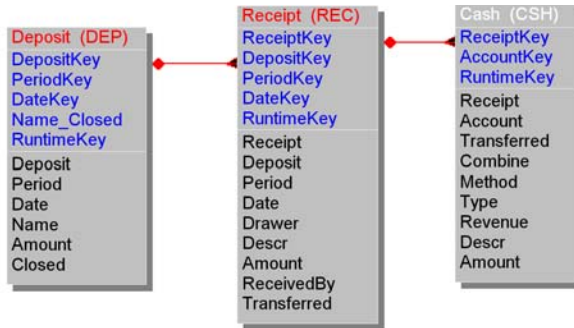
Parent/Child Relationship Rules
June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted.   Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children.   The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wtaname),PR
E(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT                    !Task
Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
!Work Order Key

WTA:By_Task <<--> TAS:By_Task  Update=CASCADE
Delete=RESTRICT
WTA:By_Order <<--> ORD:By_ID  Update=CASCADE
Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed likewise.

Appendix B

Account Activity Report

Run: 8/05/2001 7:58PM

VILLAGE OF Greatness
Account Activity Report
Account 001-101.1000   CASH-GEN REV FUND

Page: 1

Period October 2000

Date	Batch	Reference	Description	Typ	Source	Vendor	Check	Amount	Balance
Account 001-101.1000			CASH-GEN REV FUND		Beginning Balance - October 2000				15,841.08
9/28/00	28	1204	ACCOUNTS PAYABLE	A	AP3			-26,923.07	-11,081.99
10/17/00	29	1272	PAYROLL 10/17/00	A	PR			-16,309.94	-27,391.93
10/17/00	30	1289	ACCOUNTS PAYABLE	A	AP3			-7,340.99	-34,732.92
10/17/00	31	1293	MISC EXPENSE	A	CASH			14,936.17	-19,796.75
10/17/00	38	1339	PAYROLL 10/17/00	A	PR			-16,376.33	-36,173.08
10/23/00	41	1363	PAYROLL 10/23/00	A	PR			-3,303.13	-39,476.21
10/23/00	45	1388	ACCOUNTS PAYABLE	A	AP3			-27,144.24	-66,620.45
10/23/00	46	1444	ADMIN TR TO GF	A	JE			22,200.00	-44,420.45
10/23/00	47	1448	RETURN ON ASSETS	A	JE			33,100.00	-11,320.45
10/23/00	48	1452	PUBLIC SAFETY TR	A	JE			13,750.00	2,429.55
10/23/00	51	1481	SURCHARGE MONTLY	A	JE			668.00	3,097.55
10/23/00	52	1485	SURCHARGE - QTLY	A	JE			53,939.88	57,037.43
11/20/00	67	1576	STATE SALES TAX	A	CASH			6,539.91	63,577.34
11/20/00	68	1602	EMPLOYEE CELLULAR	A	CASH			426.09	64,003.43
11/20/00	72	1616	MISC ADJ BANK FEE 10/1	A	JE			10.00	64,013.43
							Total Debits	145,570.05	
							Total Credits	97,397.70	
							Net Change	48,172.35	

Project Activity Report

Run: 4/07/2001 12:56PM

Project Activity Report
testing this project

Page: 1

Account Number	Date	Description	Source	Amount
001-101.1000	1/31/00	bills I can get rid of	Edit	0.00
001-115.2000	12/31/00	nothing	Edit	0.00
			Total Debits	0.00
			Total Credits	0.00
			Grand Total	0.00

Transaction Register

Run: 8/05/2001
7:56PM
Page: 1

Batch   28

Account Number	Account Description	Date	Reference	Description	Type	Source	Amount	Posted
001-101.1000	CASH-GEN REV FUND	9/28/00	1204	ACCOUNTS PAYABLE	A	AP3	-26,923.07	☐
401-101.1000	CASH-OPERATING	9/28/00	1205	ACCOUNTS PAYABLE	A	AP3	-13,148.02	☐
401-0536-536.4500	INSURANCE (LIABILITY)	10/16/00	1206	Polution liability insuranc	A	AP3	1,825.00	☐
001-0513-513.5200	OPERATING SUPPLIES	10/16/00	1207	SUPPLIES	A	AP3	123.43	☐
001-0521-521.5200	OPERATING SUPPLIES	10/16/00	1208	SUPPLIES	A	AP3	194.66	☐
401-0536-536.5200	OPERATING SUPPLIES	10/16/00	1209	SUPPLIES	A	AP3	107.08	☐
001-0513-513.2300	HEALTH INSURANCE EXPENSE	10/16/00	1210	INV# 100275106344	A	AP3	3,449.70	☐
001-0521-521.2300	HEALTH INSURANCE EXPENSE	10/16/00	1211	INV# 100275106344	A	AP3	2,633.90	☐
001-0539-539.2300	HEALTH INSURANCE	10/16/00	1212	INV# 100275106344	A	AP3	286.96	☐
401-0536-536.2300	HEALTH INSURANCE EXPENSE	10/16/00	1213	INV# 100275106344	A	AP3	1,143.76	☐
001-0513-513.2300	HEALTH INSURANCE EXPENSE	10/16/00	1214	GROUP # 7010650	A	AP3	341.46	☐
001-0521-521.2300	HEALTH INSURANCE EXPENSE	10/16/00	1215	GROUP # 7010650	A	AP3	176.07	☐
001-0539-539.2300	HEALTH INSURANCE	10/16/00	1216	GROUP # 7010650	A	AP3	51.39	☐
401-0536-536.2300	HEALTH INSURANCE EXPENSE	10/16/00	1217	GROUP # 7010650	A	AP3	127.29	☐
001-0513-513.4100	TELEPHONE	10/16/00	1218	OCTOBER BILLING	A	AP3	445.52	☐
001-0521-521.4100	TELEPHONE	10/16/00	1219	OCTOBER BILLING	A	AP3	52.70	☐
401-0536-536.4100	TELEPHONE	10/16/00	1220	OCTOBER BILLING	A	AP3	76.60	☐
001-0513-513.2400	WORKERS COMPENSATION	10/16/00	1221	1ST QTR LIABILITY & W/C	A	AP3	230.36	☐
001-0513-513.4500	INSURANCE (LIABILITY)	10/16/00	1222	1ST QTR LIABILITY & W/C	A	AP3	876.22	☐
001-0521-521.2400	WORKERS COMPENSATION	10/16/00	1223	1ST QTR LIABILITY & W/C	A	AP3	2,585.99	☐
001-0521-521.4500	INSURANCE (LIABILITY)	10/16/00	1224	1ST QTR LIABILITY & W/C	A	AP3	2,210.04	☐
001-0539-539.2400	WORKERS COMPENSATION	10/16/00	1225	1ST QTR LIABILITY & W/C	A	AP3	587.05	☐
001-0539-539.4500	INSURANCE (LIABILITY)	10/16/00	1226	1ST QTR LIABILITY & W/C	A	AP3	724.66	☐
401-0536-536.2400	WORKERS COMPENSATION	10/16/00	1227	1ST QTR LIABILITY & W/C	A	AP3	1,550.60	☐
401-0536-536.4500	INSURANCE (LIABILITY)	10/16/00	1228	1ST QTR LIABILITY & W/C	A	AP3	3,546.08	☐

Budget Summary

Run: 8/05/2001
7:55PM
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VILLAGE OF Greatness
Budget Summary Report
Fiscal Year to Date Thru October 2000
Fund 001
GENERAL FUND

Revenues

	Budgeted	Current Receipts	YTD Receipts	Uncollected Bal	% Collected
Total Revenues	0.00	135,140.7!	135,140.7	-135,140.7!	0

Expenditures

Department	Budgeted	Current Expend	YTD Expend	YTD Encumb	Unencumb Bal	Unexpend Bal	% Exp
	0.00	0.00	0.00	0.00	0.00	0.00	0
ADMINISTRATIVE	0.00	19,573.0:	19,573.0	0.00	-19,573.0:	-19,573.0:	0
PUBLIC SAFETY	0.00	20,475.0(	20,475.0	0.00	-20,475.0(	-20,475.0(	0
FIRE RESCUE	0.00	0.00	0.00	0.00	0.00	0.00	0
PHYSICAL ENVIRONMENT	0.00	7,765.2:	7,765.2:	0.00	-7,765.2:	-7,765.2:	0
LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0
Total Expenditures	0.00	47,813.2!	47,813.2	0.00	-47,813.2!	-47,813.2!	0
Revenues vs. Expenditures	0.00	87,327.5(	87,327.5	87,327.5(			

Detail Budget

VILLAGE OF Greatness
Detail Budget Report
Fiscal Year to Date Thru February 2001
Fund 001 GENERAL FUND

Revenues

	Budgeted	Current Receipts	YTD Receipts	Uncollected Bal	% Collected
TOTAL REVENUE	0.00	0.00	462,724.51	-462,724.51	0
TOTAL REVENUE	0.00	0.00	462,724.51	-462,724.51	0
TOTAL INTERFUND TRANSFER	0.00	0.00	89,153.15	-89,153.15	0
Total Revenues	0.00	0.00	551,877.66	-551,877.66	0

Balance Sheet

VILLAGE OF Greatness
Balance Sheet
Fund 001
GENERAL FUND
Fiscal Year to Date Thru February 2001

	This Year	Last Year
GENERAL FUND ASSETS		
TOTAL CASH ON HAND	256,368.62	70,668.69
TOTAL RECEIVABLES	5,566.34	12,138.84
TOTAL DUE FROM OTHER FUNDS	104,585.73	77,000.00
TOTAL INVESTMENT	1,524,463.94	1,690,919.03
TOTAL FIXED ASSETS	1,198,190.00	1,025,117.00
Total Assets	3,089,174.63	2,875,843.56
GENERAL FUND LIABILITY		
ACCOUNTS PAYABLE	0.00	0.00
TOTAL DUE TO WATER & SEWER	0.00	0.00
TOTAL ACCRUED PAYROLL	0.00	0.00
TOTAL TAX LIABILITY	0.00	0.00
TOTAL ACCRUED HEALTH DEDUCTIONS	2,259.46	2,061.88
TOTAL BUILDING PERMITS (ESCROW)	0.00	0.00
TOTAL DEFERRED COMPENSATION	0.00	0.00
TOTAL FUND BALANCE	1,596,856.90	1,548,257.13
TOTAL INV CAP PROJECTS	1,198,190.00	1,025,117.00

Receipts/Expenditures

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VILLAGE OF Greatness
Revenue and Expenditure Statement
October 2000
Fund 101
PARK SPECIAL FUND

	This Year	Last year
TOTAL DONATIONS	0.00	0.00
TOTAL INTEREST INCOME	98.71	0.00
Total Revenues	523.71	0.00
TOTAL EXPENSE	310.00	0.00
Total Expenditures	310.00	0.00
Excess of Revenues over Expenditures	213.71	0.00

Trial Balance

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VILLAGE OF Greatness
Trial Balance
As of June 21, 2001
Fund 401
WATER & SEWER OPERATING

Account Number	Account Name	Current Debits	Current Credits	FYTD Debits	FYTD Credits	Current Balance
401-101.1000	CASH-OPERATING	292,221.0	180,306.0	292,221.0	180,306.0	117,798.19
401-101.2000	CAPITAL OPERATING	31,539.7	0.0	31,539.7	0.0	44,221.82
401-102.2000	PETTY CASH	0.0	0.0	0.0	0.0	100.00
401-115.1000	OPERATING ACCOUNTS RECEIVABLE	296,320.6	291,460.6	296,320.6	291,460.6	4,481.93
401-115.2000	MISC ACCOUNTS RECEIVABLE	0.0	0.0	0.0	0.0	0.00
401-131.0010	DUE FROM GENERAL FUND	0.0	0.0	0.0	0.0	0.00
401-151.1000	S.B.A MGT FUND #161081	0.0	0.0	0.0	0.0	27,730.76
401-151.2000	S.B.A. MGT FUND #161083 (CAPITAL)	0.0	0.0	0.0	0.0	133,450.59
401-151.3000	S.B.A. MGT FUND #161086	0.0	0.0	0.0	0.0	10,953.31
401-161.9000	LAND - UTILITY CAPITAL	0.0	0.0	0.0	0.0	17,797.50
401-164.9000	CAPITAL IMPROVEMENTS	0.0	0.0	0.0	0.0	7,671.40
401-164.9310	SEWER COLLECTION-UTILITY CAPITAL	0.0	0.0	0.0	0.0	2,521,544.82
401-164.9320	WATER DISTRIBUTION-UTILITY CAPITAL	0.0	0.0	0.0	0.0	1,400,291.95
401-165.9000	ACCUMULATED DEPRECIATION	0.0	0.0	0.0	0.0	-4,044,765.24
401-166.9420	MACHINERY & EQUIPMENT-UTILITY CAP	0.0	0.0	0.0	0.0	1,327,609.74
401-166.9430	METERS-UTILITY CAPITAL	0.0	0.0	0.0	0.0	89,311.12
401-166.9440	VEHICLES-UTILITY CAPITAL	0.0	0.0	0.0	0.0	50,608.45
401-166.9450	COMPUTER-UTILITY CAPITAL	0.0	0.0	0.0	0.0	2,849.56
401-202.1000	ACCOUNTS PAYABLE-OPERATING	0.0	0.0	0.0	0.0	0.00
401-202.2000	ACCOUNTS PAYABLE-MISC	0.0	0.0	0.0	0.0	0.00
401-207.0010	DUE TO GENERAL FUND	0.0	12,812.5	0.0	12,812.5	12,812.50
401-207.0011	DUE TO GENERAL FUND - LOAN	0.0	0.0	0.0	0.0	65,800.00
401-215.1000	ACCRUED INTEREST PAYABLE	0.0	0.0	0.0	0.0	5,566.34

General Ledger

VILLAGE OF Greatness
General Ledger
Fiscal Year to Date Thru October 2000
Fund 101
PARK SPECIAL FUND

Account Number	Department				Account Name					Current Period	Fiscal Yr To Date
101-101.1000					PARKS - EQUITY / CASH					0.00	29,600.05
	Batch	Reference	Per	Date	Description	Debit	Credit	Source	Vendor	Check	
	45	1422	1	10/23/00	ACCOUNTS PAYABLE		310.00	AP3			
	67	1583	1	10/19/00	PARKS INTEREST	98.71		CASH			
	67	1597	1	10/19/00	PARKS BEAUTIFICATION	425.00		CASH			
						523.71	310.00			213.71	29,813.76
101-202.1000					ACCOUNTS PAYABLE					0.00	0.00
101-207.0010					DUE TO GENERAL FUND					0.00	0.00
101-271.1000					FUND BALANCE - PARKS					0.00	29,600.05
101-361.1000					INTEREST INCOME					0.00	0.00
	Batch	Reference	Per	Date	Description	Debit	Credit	Source	Vendor	Check	
	67	1584	1	10/19/00	PARKS INTEREST		98.71	CASH			
						0.00	98.71			98.71	98.71
101-366.1000					DONATIONS FOR BEAUTIFICATION					0.00	0.00
	Batch	Reference	Per	Date	Description	Debit	Credit	Source	Vendor	Check	
	67	1598	1	10/19/00	PARKS BEAUTIFICATION		425.00	CASH			
						0.00	425.00			425.00	425.00

Receipts Report

VILLAGE OF Greatness
Receipts Report
Period October 2000

Account Number	Date	Description	Type	Source	Amount
401-115.1000	10/04/00	WATER SEWER REVENUE	H	WS	-30,097.90
401-115.1000	10/06/00	WATER SEWER REVENUE	H	WS	-5,775.00
401-115.1000	10/06/00	WATER SEWER REVENUE	H	WS	-20,158.20
401-115.1000	10/06/00	WATER SEWER REVENUE	H	WS	-20,725.41
401-115.1000	10/06/00	WATER SEWER REVENUE	H	WS	-15,273.82
401-115.1000	10/10/00	WATER SEWER REVENUE	H	WS	-67,194.00
001-0521-521.1200	10/10/00	MISC EXPENSE	H	MEXP	-1,612.39
001-321.1000	10/10/00	OCCUPATIONAL LICENSES - V/G- 1	H	OL V/G	2,462.00
001-321.1000	10/10/00	OCCUPATIONAL LICENSES - V/G- 2	H	OL V/G	2,750.00
001-0513-513.2300	10/10/00	HEALTH INS BY COUNCIL-RABORN	H	HEALTH	-798.02
001-0513-513.2300	10/10/00	HEALTH INS BY COUNCIL-OTTAWAY	H	HEALTH	-419.82
001-0513-513.2300	10/10/00	HEALTH INS BY COUNCIL-GUSTAFSON	H	HEALTH	-419.82
001-0539-539.4600	10/10/00	MISC EXPENSE	H	MEXP	-43.64
001-322.1000	10/10/00	BUILDING PERMITS-6	H	BP	231.00
001-0539-539.6400	10/10/00	MISC EXPENSE	H	MEXP	-6,199.48
401-115.1000	10/12/00	WATER SEWER REVENUE	H	WS	-23,985.65
401-115.1000	10/12/00	WATER SEWER REVENUE	H	WS	-29,995.17
401-115.1000	10/16/00	WATER SEWER REVENUE	H	WS	-12,159.41
401-115.1000	10/16/00	WATER SEWER REVENUE	H	WS	-17,158.14
401-115.1000	10/17/00	WATER SEWER REVENUE	H	WS	-7,517.64
401-115.1000	10/31/00	WATER SEWER REVENUE-M4	H	WS	-851.41

Budget Report

343.3000	REVENUE-WATER
343.5000	REVENUE - SEWER
361.1000	INTEREST INCOME S.B.A. #161081
361.2000	INTEREST INCOME S.B.A. $161063
361.3000	INTEREST INCOME-S.B.A. #161086
365.1000	SALE OF ASSETS
369.1000	LATE FEES
369.7000	OTHER INCOME-OPERATING
369.8000	OTHER INCOME-CAPITAL
381.1000	TRANSFER IN-SETTLEMENT
0536-536.1200	PAYROLL-W & S
0536-536.2100	FICA TAX EXPENSE
0536-536.2200	SEP/IRA CONTRIBUTIONS
0536-536.2300	HEALTH INSURANCE EXPENSE
0536-536.2400	WORKERS COMPENSATION
0536-536.2500	UNEMPLOYMENT COMPENSATION
0536-536.3100	PROFESSIONAL SERVICES
0536-536.3200	CPA AUDIT
0536-536.3400	WASTE WATER TREATMENT
0536-536.4100	TELEPHONE
0536-536.4300	UTILITIES
0536-536.4500	INSURANCE (LIABILITY)

Budget History Report

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VILLAGE OF Greatness
Budget History
GENERAL FUND 001 WORKSHEET 99/00
Page: 1

Revision	Budget	Changed By	Notes
001-311.1000		AD VALOREM TAXES	
2	-436,857.00	PAT	
1	-424,442.00	PAT	
0	0.00	PAT	FY 2000 Budget
001-313.1000		FRANCHISE-ELECTRIC	
3	-40,000.00	PAT	
2	-40,000.00	PAT	
1	-41,500.00	PAT	
0	0.00	PAT	FY 2000 Budget
001-313.2000		FRANCHISE-TELEPHONE	
1	-1,000.00	PAT	
0	0.00	PAT	FY 2000 Budget
001-313.5000		FRANCHISE-CATV	
2	-150.00	PAT	
1	-1,400.00	PAT	
0	0.00	PAT	FY 2000 Budget

Master Account List

VILLAGE OF Greatness
Master Account List

Account Number	Account Name	Account Type	Active	Account Balance
001-100.0000	GENERAL FUND ASSETS	ASSETS	☒	
001-100.0000	GENERAL FUND ASSETS	ASSETS	☒	
001-101.1000	CASH-GEN REV FUND	POSTABLE ASSET	☒	90,936.50
001-101.1000	CASH-GEN REV FUND	POSTABLE ASSET	☒	90,936.50
001-102.1000	PETTY CASH-(PS&PE)	POSTABLE ASSET	☒	300.00
001-102.1000	PETTY CASH-(PS&PE)	POSTABLE ASSET	☒	300.00
001-102.2000	PETTY CASH - ADMINISTRATION	POSTABLE ASSET	☒	600.00
001-102.2000	PETTY CASH - ADMINISTRATION	POSTABLE ASSET	☒	600.00
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒	1,007.06
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒	1,007.06
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒	1,007.06
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒	186,694.18
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒	0.00
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒	0.00
001-115.2000	MISC ACCOUNTS RECEIVABLE	POSTABLE ASSET	☒	0.00
001-115.2000	MISC ACCOUNTS RECEIVABLE	POSTABLE ASSET	☒	0.00
001-125.1000	INTEREST RECEIVABLE	POSTABLE ASSET	☒	5,566.34
001-125.1000	INTEREST RECEIVABLE	POSTABLE ASSET	☒	5,566.34

Fund List

VILLAGE OF Greatness
Fund List

Fund Number	Fund Name	Fund Balance	Fund type
001	GENERAL FUND	2711000	1
101	PARK SPECIAL FUND	2711000	1
401	WATER & SEWER OPERATING	2721000	1

Department List

VILLAGE OF Greatness
Department List

Number	Name
0513	ADMINISTRATIVE
0521	PUBLIC SAFETY
0522	FIRE RESCUE
0536	WATER/SEWER DEPT
0539	PHYSICAL ENVIRONMENT
0571	LIBRARY
0572	PARKS SPECIAL REVENUE
0580	NON OPERATING
0581	TRANSFERS OUT

Fund Type

VILLAGE OF GOLF
Fund Types List

Type	Name
1	ALL FUNDS
2	General
3	Plush Fund
4	CASH

Fund Group List

VILLAGE OF Greatness
Fund Group and Member List

Sample	
Member Funds	
Fund	Fund Name
401	WATER & SEWER OPERATING
101	PARK SPECIAL FUND

Account Code List

VILLAGE OF Greatness
Account Code List

Code	Name	Type	Function	Reports
1	POSTABLE ASSET	ASSET	Postable	None
2	POSTABLE LIABILITY	LIABILITY	Postable	None
3	POSTABLE REVENUE	REVENUE	Postable	None
4	POSTABLE EXPENSE	EXPENSE	Postable	None
5	ASSETS	ASSET	Title	B/S
6	LIABILITIES	LIABILITY	Title	B/S
7	REVENUES	REVENUE	Title	None
8	EXPENSES	EXPENSE	Title	None
9	ASSETS BEGIN SUBTOTAL	ASSET	Subtotal Begin	None
10	LIABILITY BEGIN SUBTOTAL	LIABILITY	Subtotal Begin	None
11	REVENUES BEGIN SUBTOTAL	REVENUE	Subtotal Begin	B/R
12	EXPENSE BEGIN SUBTOTAL	EXPENSE	Subtotal Begin	B/R
13	ASSETS CLEAR SUBTOTAL	ASSET	Subtotal Clear	B/S
14	LIABILITY CLEAR SUBTOTAL	LIABILITY	Subtotal Clear	B/S
15	REVENUE CLEAR SUBTOTAL	REVENUE	Subtotal Clear	R/E
16	EXPENSE CLEAR SUBTOTAL	EXPENSE	Subtotal Clear	R/E
17	ASSET END SUBTOTAL	ASSET	Subtotal End	None
18	LIABILITY END SUBTOTAL	LIABILITY	Subtotal End	None

Account Type List

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VILLAGE OF Greatness
Account Types List

Type	Name	Post
1	ASSET	Debit
2	LIABILITY	Credit
3	REVENUE	Credit
4	EXPENSE	Debit

Chart of Accounts

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VILLAGE OF Greatness
MASTER 2

Account Number	Account Name	Account Type	Active	Level	Reports	Balance
001-100.0000	GENERAL FUND ASSETS	ASSETS	☒		B	
001-101.1000	CASH-GEN REV FUND	POSTABLE ASSET	☒			90,936.50
001-102.1000	PETTY CASH-(PS&PE)	POSTABLE ASSET	☒			300.00
001-102.2000	PETTY CASH - ADMINISTRATION	POSTABLE ASSET	☒			600.00
001-104.3000	CASH-PAYROLL\FIDELITY BANK	POSTABLE ASSET	☒			1,007.06
001-109.9000	TOTAL CASH ON HAND	ASSETS CLEAR SUBTOTAL	☒	0	B	92,843.56
001-115.2000	MISC ACCOUNTS RECEIVABLE	POSTABLE ASSET	☒			0.00
001-125.1000	INTEREST RECEIVABLE	POSTABLE ASSET	☒			5,566.34
001-129.9000	TOTAL RECEIVABLES	ASSETS CLEAR SUBTOTAL	☒	0	B	5,566.34
001-131.1010	DUE FROM PARK SPECIAL FUND	POSTABLE ASSET	☒			0.00
001-131.4010	DUE FROM ENTERPRISE FUND	POSTABLE ASSET	☒			12,812.50
001-131.4011	DUE FROM ENT. FUND - LOAN	POSTABLE ASSET	☒			65,800.00
001-131.9000	TOTAL DUE FROM OTHER FUNDS	ASSETS CLEAR SUBTOTAL	☒	0	B	78,612.50
001-151.1000	S.B.A. MGT FUND#161082	POSTABLE ASSET	☒			71,623.65
001-151.2000	S.B.A. MGT FUND #161085	POSTABLE ASSET	☒			1,436,118.77
001-151.9000	TOTAL INVESTMENT	ASSETS CLEAR SUBTOTAL	☒	0	B	1,507,742.42
001-161.9000	LAND & IMPROVEMENTS	POSTABLE ASSET	☒			341,343.00

Chart of Accounts List

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VILLAGE OF Greatness
Project Code List

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Code	Name	Opened	Closed
1	testing this project	2/08/2001	8/13/2001
2	Project UnderWraps	7/09/2000	7/09/2001
3	any project	7/09/2000	7/23/2001

Project Code List

Run: 8/05/2001
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VILLAGE OF Greatness
Project Code List

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Code	Name	Opened	Closed
1	testing this project	2/08/2001	8/13/2001
2	Project UnderWraps	7/09/2000	7/09/2001
3	any project	7/09/2000	7/23/2001

Transactions Sources List

VILLAGE OF Greatness
Transaction Sources List

Code	Description	Type	Location
AP3	ACCOUNTS PAYABLE	External	C:\AP
CASH	CASH RECEIPTS	Internal	
JE	JOURNAL ENTRIES	Internal	
OL	occupational licenses	External	c:\ims\ol
PR	PAYROLL	External	C:\PR

Transactions Code List

VILLAGE OF Greatness
Transaction Code List

Code	Name
1	GL ENTRIES
2	ACCOUNTS PAYABLE
3	CASH RECEIPTS
4	PAYROLL

Receipts Group List

VILLAGE OF Greatness
Revenue Group and Members List

Group	Group Name	Port	Drawer
REV	ALL REVENUE TYPES	0	0

Type	Type Name	Source
ADV	AD VALOREM TAXES	CASH
BP	BUILDING PERMITS	CASH
EMP-G	EMPLOYEE CELLULAR	CASH
EMP-W	EMPLOYEE CELLULAR-W	CASH
FR-C	FRANCHISE FEE - CATV	CASH
FR-E	FRANCHISE FEE - ELECTRIC	CASH
FR-T	FRANCHISE FEE - TELEPHONE	CASH
GS	GENERAL SURCHARGE	CASH
HEALTH	HEALTH INS BY COUNCIL	CASH
IN-SB1	INTEREST - SBA #161082	CASH
IN-SB2	INTEREST - SBA #161085	CASH
INTX	INTEREST - TAX COLLECTOR	CASH
INWS	INTEREST- WATER & SEWER LOAN	CASH
LIBREV	LIBRARY REVENUE	CASH
MDEP	MISC DEPOSIT	CASH
MISCW	MISC WATER & SEWER	CASH
NSF-W	NSF-WATER & SEWER	CASH

Receipts Type List

VILLAGE OF Greatness
Revenue Types and Members List

Type	Type Name			Source
ADV	AD VALOREM TAXES			CASH
	Account Number	Post	Type	Revenue
	001-101.1000	Debit	Transfer	☐
	001-311.1000	Credit	Individual	☒
BP	BUILDING PERMITS			CASH
	Account Number	Post	Type	Revenue
	001-101.1000	Debit	Transfer	☐
	001-322.1000	Credit	Individual	☒
EMP-G	EMPLOYEE CELLULAR			CASH
	Account Number	Post	Type	Revenue
	001-101.1000	Debit	Transfer	☐
		Credit	Individual	☒
EMP-W	EMPLOYEE CELLULAR-W			CASH
	Account Number	Post	Type	Revenue
	401-101.1000	Debit	Transfer	☐
		Credit	Individual	☒
FR-C	FRANCHISE FEE - CATV			CASH

Journal Entry Group List

VILLAGE OF Greatness
Journal Entry Group and Member List

Group	Group Name
JE	JOURNAL ENTRIES

Member Journal Entry Types

Type	Type Name	Source
SBA	SBA INVESTMENT INTEREST/FEES	JE
Q-BILL	QTR RESIDENTIAL BILLING	JE
M-BILL	COMMERCIAL BILLING-MONTHLY	JE
PRTRAN	TR FUNDS FROM 401 TO FUND 001 FOR PAYROLL	JE
A-BIL	ANNUAL FIRE HYDRANT BILLING	JE
941-TX	941 TAX DEPOSIT	JE
QADMIN	ADMIN TR FROM W&S TO GF	JE
Q-ROA	RETURN ON ASSETS TR FR W&S TO GF	JE
Q-PUBS	PUBLIC SAFETY TR FROM W&S TO GF	JE
QCAP	CAPITAL RENEW & REPLACE TR	JE
CONTG	CONTINGENCY TR TO SBA	JE
SUR-MO	SURCHARGE MONTHLY	JE
SURG-Q	SURCHARGE QUARTERLY	JE
ADJ-FY	GF-ADJ ENTRIES-AUDIT 99-00	JE
GF-CJE	GF CLOSING JE - 99-00	JE

Journal Entry Type List

VILLAGE OF Greatness
Journal Entry Type and Members List

	Group	Type	Type Name			Source	
	JE	941-TX	941 TAX DEPOSIT			JE	
Description			Account Number	Amount	Post	Type	Method
941 TAX DEPOSIT-CREDIT			001-101.1000	0.00	Debit	Actual	Individual
941 TAX DEPOSIT-DEBIT (-)			001-217.1000	0.00	Debit	Actual	Individual
941 TAX DEPOSIT-DEBIT (-)			001-217.2000	0.00	Debit	Actual	Individual
941 TAX DEPOSIT-DEBIT (-)			001-217.3000	0.00	Debit	Actual	Individual
	JE	A-BIL	ANNUAL FIRE HYDRANT BILLING			JE	
Description			Account Number	Amount	Post	Type	Method
WATER REVENUE/FIRE HYDRANTS			401-343.3000	0.00	Debit	Actual	Individual
ACCOUNTS RECEIVABLE-FIRE HYDRANTS			401-115.1000	0.00	Debit	Actual	Individual
	JE	ADJ-FY	GF-ADJ ENTRIES-AUDIT 99-00			JE	
Description			Account Number	Amount	Post	Type	Method
ADJUSTING JE-FY 99-00 (DR)			001-164.9410	0.00	Debit	Actual	Individual
ADJUSTING JE-AUDIT 99-00 (DR)			001-161.9000	0.00	Debit	Actual	Individual
ADJUSTING JE-AUDIT FY 99-00 (DR)			001-162.9210	0.00	Debit	Actual	Individual
ADJUSTING JE-AUDIT 99-00 (CR)			001-280.8030	0.00	Debit	Actual	Individual
ADJUSTING JE-AUDIT 99-00 (CR)			001-280.8040	0.00	Debit	Actual	Individual

Security Profile List

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General Ledger Security Profiles

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ID	Profile Name	Menu Item	Access
7	CASH REC		
		File	Supervisor
		Account Inquiry	Supervisor
		Transactions	No Access
		Inquiry	No Access
		Enter Transactions	No Access
		Journal Entries	No Access
		Import Transactions	No Access
		Transfer Transactions	No Access
		Accounts Payable v3	No Access
		Accounts Payable v2	No Access
		Building Permits	No Access
		Cash Receipts	No Access
		Occupational Licenses	No Access
		Payroll v3	No Access
		Utility Billing v5	No Access
		Utility Billing v6	No Access
		Inventory Work Order	No Access
		Post Transactions	No Access
		All Unposted	No Access
		Single Batch	No Access
		File Maintenance	No Access
		By Transaction	No Access

Users List

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User List

User Name	Access	Chart of Accounts	Receipts Group	Journal Entry Group
IMS	0 0 B	MASTER	ALL REVENUE TYPES	JOURNAL ENTRIES
pat	0 0 B	MASTER	ALL REVENUE TYPES	JOURNAL ENTRIES
STACY	0 0 B	MASTER	ALL REVENUE TYPES	JOURNAL ENTRIES

Glossary

Access The ability of a user to get into different levels of the **General Ledger** System, use it and make changes.

Account Place where money is debited and credited according to each transaction

Balance The amount of money in a account at any given time. Also: to have debits and credits evenly accounted for in an account.

Batch Group of transactions.

Budget The budget file is a child of the budget name file. It contains all budget account numbers, change history, etc. It is indexed so individual budgets may be accessed. Each budget change is assigned a revision level, beginning with zero when the budget is initialized

Budget Account The budget account file is a child of the budget member file. It contains a list of all account numbers included in the budget member and whether or not the budget for an account may be changed. The actual budget amounts, comments, etc. are contained in the budget file. The budget account file merely defines a subset of its parent budget file.

Budget Column The sole purpose of this file is to define the column headers for the budget report and which revision level for each account number is assigned to that column.

Budget Group Every user is assigned to a budget group at login time. The group is stored in the user file. Users with *Supervisor* budget access may open a budget member in any group. All others are limited to the members assigned to their group.

Budget Member The budget member file is a child of the budget name file and of the budget group file. This means a budget member must belong to a single budget name and a single budget group.

Budget Name   The budget name file defines the name and identity
code of a budget.

General Buttons   Listed below are standard pushbuttons used throughout
General Ledger. Some buttons will not be visible due
to the security access level of the user.

Activity Button
This button shows activity for the current project.
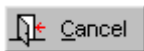
Adjust Button
Add a budget change.

Apply Button
Apply the change immediately.

Balance Button
In File, Transactions, File Maintenance, Batches
will show a Balance Button. Press it to see if any funds
are out of balance and by how much.

Cancel Button
This button usually appears in an entry form. Pressing
it will abandon any changes you have made and close
the current window.

Change Button
Same function as Edit Button.

Change All Button
Change the access level for all items.
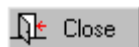
Close Button
This button will close the current window.
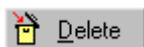
Delete Button
This button will cause the currently selected record to
be deleted. Note that deleting a record in a file that has
associated records in another file will also delete all
associated records in the other file. For example, if you
delete a record from the master file you will also delete
all records below it.

Edit Button
This will allow you to edit the record currently selected in the browse table.
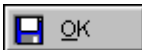
Help Button
Press the Help Button for help in the context of the current window.

Insert Button
This button in a browse screen will allow you to add a record to the file currently being browsed.

Kill Button
Delete selected batch and all its transactions.

OK Button
This button usually appears in an entry form. Pressing the OK Button will save any changes you have made and close the current window.

Post Button
Post this transaction. now.

Print Button
Print this transaction now.

Quit Button
Abandon changes and exit.

Select Button
Accept current selection and continue.

View Button
View selected account.
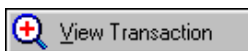
View Transaction
View selected transactions.

Print Preview Buttons

This button allows you to change the report so it uses the full available page width.

This button allows you to change the report so it uses the full available page height.

Zoom Pct This box shows you what current percentage of full size the report is displayed in. You may enter a new percentage to change the size, or click on the down arrow to choose 25, 50, 75, or 100 percent.

This button takes you to the first page of the report.

This button takes you to the previous page of the report.

This button takes you to the next page of the report.

This button takes you to the last page of the report.

This prints the current page only.

Page of 1 This box allows you to move to any page of the report. You may enter the desired page number, or use the up and down arrows to change the page number (the current page number is displayed.)

Pages to Print

All

This box allows you to choose which pages to print. You may choose All, or enter ranges of pages such as 4-5,8,10-12,15.

This button sends the report as is to the printer.

Copies

1

This box allows you to print any number of copies you wish. You may enter the desired number, or use the up and down arrows to change the number of copies.

This closes the report preview window without printing.

Calendar Month/Period	Month begins with the calendar year, thus month 1 is always January. Period begins with the fiscal year, which isn't necessarily the same as the calendar year.) Internally the period is still used, and the month value shown is translated internally to the period number.
Cash Receipts	The files are arranged in a hierarchal fashion, with the cash file being a child of the receipt file, and the receipt file being a child of the deposit file. The file design is a metaphor of the physical handling of cash receipts.
Credit	Addition to the account.
Debit	Withdrawal from the account.
Department	Group of people working together who have funds to be accounted for.
Deposit	A deposit consists of one or more receipts, and represents a bank deposit.
External source	Data transferred from outside the **General Ledger** program.
Funds	A fund group is defined as a list of funds, usually but not necessarily with something in common. A fund may be a member of any number of fund groups. A fund group could even consist of all funds. Each fund group is assigned a title, and when reports are printed for a fund group the group name will be printed in the report header instead of a fund name.
Internal source	Data transferred from within another section of the **General Ledger** program.
Kill	Deleted a specific batch and all its transactions.
Receipt	A receipt consists of one or more cash records, and represents a payment event. The cash record identifies the amount and account number to which the amount is posted. Each time a user enters receipts, a new receipt record will be created and all receipts entered in that session regardless of receipts type will be related to that receipt number.

Receipts Type	Receipts type may be a member of any receipts group.
Source Codes	Where the data is being transferred from. Examples of the source ID are: AP3 for **Accounts Payable**. UB6 for **Utility Billing** , JE for Journal Entries, CASH for cash receipts, PR for **Payroll.,** CS for **Citizen Services.**
Transaction	Transactions are debits or credits to accounts.
User Data Files	Files are named with extensions like .gl4. Make a backup copy of your data files before installing each release.

Internal Files:
Cash
Journal Entries
Transactions

External Files: (IMS programs)
Accounts Payable
Building Permits
Citizen Ser vices
Inventory Work Order
Occupational Licenses
Payroll
Utility Billing

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