GENERAL LEDGER MODULE PROCEDURES

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GENERAL LEDGER MODULE PROCEDURES
GENERAL LEDGER OVERVIEW

PURPOSE

To provide users with information needed to perform General Ledger inquiry and entry functions.

OVERVIEW

General Ledger (GL) contains accounting transaction detail, balances, policy, and other accounting information. Most transactions coming into GL originate in other accounting modules. These include: Accounts Payable (AP), Budgetary Control (BC), Financial Controller (FC), and Purchasing (PS).

Transactions from other systems also flow through FC to GL. These transactions, sometimes referred to as financial systems interface (FSI), include: outside payables/payrolls (e.g., central payroll, revenue refunds, etc.); multiple payee (without vendors); warrant imprest transfers; and others.

Some transactions are entered directly into GL, either on-line or through batch. Batch entry includes the budget load, the encumbrance carryover, and high-volume maintenance.

Major general ledger files include the master file, history file, center description file, detail posted transaction file, summary posted transaction file, and the suspended transaction file.

Users have access to the following functions (screen number):

Entry
--Company/Accounts 286
--Company/Account/Centers 287
--Center Descriptions 288

Inquiry
--Company Policy 010
--Company/Accounts 012
--Company/Account/Centers 014
--Period Ending Balance/Activity Amounts by Period by Year 016
--Period Aggregates and Averages 018
--Compare Current vs Prior Year Ending Balances 030
--Edit Rules and Reserved Numbers 034
--Fiscal Calendar 036
--Posted Entry Query 220, 222, 224
--Suspended Transactions 270, 275, 276, 277
--Center Descriptions 292

The following procedures explain in more detail how to perform these functions. Users can contact the Bureau of Finance and Management with questions not resolved by these written procedures.
GENERAL LEDGER MODULE PROCEDURES
GENERAL LEDGER ENTRY

PURPOSE
This procedure provides a method for agencies to add or change accounting codes in their chart of accounts.

OVERVIEW
All accounting documents require accounting codes to be valid on the general ledger master file before they can be completed and transactions posted. The four types of maintenance transactions users will enter include:

--ACCOUNT MAINTENANCE (Screen 286)
  --Add an Account
  --Change an Account Description

--ACCOUNT/CENTER MAINTENANCE (Screen 287)
  --Add/Change an Account/Center

--CENTER DESCRIPTION MAINTENANCE (Screen 288, 292)
  --Add/Change/Delete a Center Description

--HIGH VOLUME MAINTENANCE (Contact BFM)
  --Add or Change Account/Centers from a Model Account or Center

PROCEDURE
To perform accounting code maintenance, users must sign on to the South Dakota Financial Systems and select General Ledger. Instructions about signing on to the system can be found in the Accounting Systems Overview Procedures. The general ledger main menu screen follows.
GENERAL LEDGER ENTRY

GENERAL LEDGER MENU

Select "4" ON-LINE UPDATE, or type either "286" (ACCOUNT MAINTENANCE) or "287" (ACCOUNT/CENTER MAINTENANCE) in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. If you select "4", the ON-LINE UPDATE menu is displayed. If you select "286" or "287", you are taken directly to update screens for the function selected. An explanation of these screens appears later in this procedure.
ON-LINE UPDATE MENU

Type "3", and press ENTER; the Chart of Accounts menu screen appears.

To add or change an account, type "S" in the select field next to 286, Accounts. To add or change an account/center combination, type "S" in the select field next to 287, Account/Centers.

Try adding an account/center combination first. If a valid account is not on file, you will receive the error message "Account not on data base, center cannot be added". In this case, type "286" in the NEXT FUNCTION field, and press ENTER. You will be taken to the account maintenance screen.

To add, change, or delete a center description, type an "S" in the select field next to 288, Center Descriptions.

You may also change or delete a center description by typing "S" in the select field next to 292, Description List. Screen 292 provides a list from which to choose a center to change or delete. You must know the company/center combination to change or delete on screen 288.
GENERAL LEDGER MODULE PROCEDURES
ACCOUNT MAINTENANCE

OVERVIEW

Before an account/center combination can be entered, a valid account must be on file. Accounts may be input real-time for immediate update to the General Ledger Master File (GMP11). You perform this function on screen 286, Add or Change an Account.

PROCEDURE

To access this screen, type “286” in the NEXT FUNCTION field of a General Ledger screen, and ENTER.

An explanation of screen “286” fields follows:

OPTION -- Type “A” to add a new account, “C” to change an existing account, “E” to end processing, or “R” to repeat add.

Use “E” to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen “286” in the middle of an add or change.

An “R” is the same as “A”, but “R” leaves the screen filled in except for the account and account description fields. Using “R” is useful when adding multiple accounts in the same company.

COMPANY -- Type the company for which you want to add or change an account.

ACCOUNT ID -- Type the account you want to add or change. Class “5” (Expense) accounts must be valid on the chart of accounts (Object and Subobject Codes).

CLASS CODE -- Type in the first digit of the account.

GROUP CODE -- Type in the second digit of the account.
ACCOUNT DESCRIPTION -- You must complete the account description for asset, liability, equity, and revenue accounts (classes 1, 2, 3, and 4). You may assign your own description to expense accounts with other than a zero in position seven (e.g., 52040110). Leave account description blank for expenses, appropriations and encumbrances (classes 5, 7, and 8) accounts, when position seven is a zero, e.g., 52040100.

ALL OTHER FIELDS SHOULD BE LEFT BLANK

To ADD a new account, key in the required fields, and press ENTER. If successful, you receive a message indicating the master file was updated (see screen "286", p. 5). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.
To **CHANGE** an existing account, key in the option, company and account, and press ENTER. Information about the account is displayed on the screen. You may only change the account description for asset, liability, equity, revenue and expense accounts if the seventh digit is not equal to zero, e.g., 52040110.

Key in your change to the account description, and press ENTER. As with an add, you will receive a message indicating the master file was updated. An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

![Account Maintenance Screenshot](image)

**NOTE:** When adding or changing on screens “286” or “287”, transactions must be completed in one of the following ways: (1) by being entered and updated; (2) by changing the coding and trying again; or, (3) by using option code “E” to end (type E in OPTION field and press ENTER).

If you are in the middle of an add or change (after receiving an error message, for example) **do not** leave the screen or sign off without using option code "E" to end. This prevents locking the record; a locked record can only be accessed by a specific operator/terminal.
GENERAL LEDGER MODULE PROCEDURES
ACCOUNT/ CENTER MAINTENANCE

OVERVIEW

Before adding an account/center, the account must be on file, and also the center description. Account/centers may be input real-time for immediate update to the General Ledger Master file (GMP11). You perform this function on screen "287", Add or Change an Account/Center.

PROCEDURE

To access this screen, type "287" in the NEXT FUNCTION field of a General Ledger screen, and ENTER.

An explanation of screen "287" fields follows:

OPTION -- Type "A" to add a new account/center, "C" to change an existing account/center, "E" to end processing, "M" to repeat change, or "R" to repeat add.

Use "E" to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen "287" in the middle of an add or change. Using "E" returns you to the Posting Ledger menu, GL screen 280.

An "M" is the same as "C", but "M" leaves the screen filled in except for the center field. Using "M" is useful when changing multiple centers in the same company/account.

An "R" is the same as "A", but "R" leaves the screen filled in except for the center field. Using "R" is useful when adding multiple centers in the same company/account.

COMPANY -- Type the company for which you want to add or change an account/center.

ACCOUNT ID -- Type the account for the account/center you want to add or change.

CNTR ID -- Type the center for the account/center you want to add or change.
STATUS CODE -- When adding, this field should be left blank or coded with a zero. When changing, values are: zero (0) or A, for active; or, one (1) or I, for inactive.

ACTIVE DATE -- The active date is the date an account/center is available for posting. This field defaults to the first day of the current month and year you add the account/center.

Generally, you can leave this field blank. However, complete this field with the appropriate date: (1) if you will code an effective date that is earlier than the default date mentioned above (e.g., a year-end accrual document); or, (2) if you want the account/center to be available for posting at some future date.

INACTIVE DATE -- The inactive date is the date an account/center will no longer be available for posting. This field defaults to 99/99/9999. You should leave this field blank, or type in the date you want the account/center to be unavailable for posting.

ALL OTHER FIELDS SHOULD BE LEFT BLANK

To ADD a new account/center, key in the required fields, and press ENTER. If successful, you will receive a message indicating the master file was updated (see screen "287", p. 8). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.
GENERAL LEDGER MODULE PROCEDURES
ACCOUNT/ CENTER MAINTENANCE

To **CHANGE** an existing account/center, key in the option, company, account ID, and CNTR ID, and press ENTER. Information about the account/center will be displayed on the screen. You can change the status code, the active date, or the inactive date. Valid values for status code are 0 (active) and 1 (inactive).

Key in your change to the account/center, and press ENTER. As with an add, you will receive a message confirming the master file was updated. An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

---

**OPTION** -- Type "C" for change, "E" to End, or "M" for repeat change.

Use "E" to discontinue an incomplete transaction, or to end your maintenance session. Do not leave screen "286" in the middle of an add or change.

An "M" is the same as "C", but "M" leaves the screen filled in except for the center field. Using "M" is useful when changing multiple centers in the same company/account.
MISCELLANEOUS DESCRIPTIONS SCREEN

OVERVIEW

Center descriptions may be input real-time for immediate update of the Custom Control File (CCF, or TM700). You perform this function on screen “288”, Center Descriptions.

PROCEDURE

To access this screen, type “288” in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

<table>
<thead>
<tr>
<th>GL</th>
<th>MISCELLANEOUS DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>____</td>
</tr>
<tr>
<td>PLEASE ENTER KEY INFORMATION</td>
<td>=</td>
</tr>
<tr>
<td>OPTION:</td>
<td>____</td>
</tr>
<tr>
<td>COMPANY:</td>
<td>____</td>
</tr>
<tr>
<td>DESCRIPTION TYPE:</td>
<td>____</td>
</tr>
<tr>
<td>DESCRIPTION ID:</td>
<td>____</td>
</tr>
<tr>
<td>DESCRIPTION:</td>
<td>____</td>
</tr>
</tbody>
</table>

DESCRIPTION TYPE: 
- C = POSTING CENTER
- R = REPORT CENTER
- N = ACN
- T = RECIPIENT
- Z = CONTROL ACCOUNT
- SPACE = COMPANY NAME

PROCESSING OPTIONS: A = ADD  C = CHANGE  D = DELETE

An explanation of screen "288" fields follows:

**OPTION** -- Type "A" to add a center description; "C" to change an existing center description; or, "D" to delete an existing center description.

**COMPANY** -- Type the company for which you want to add, change, or delete a description. This field cannot be spaces.

**DESCRIPTION TYPE** -- Type a space, C, R, or Z in this field. Explanations follow:
- **SPACE (OR BLANK)** = Company names (Description ID field will be blank as well).
- **C** = Posting center; use C for centers that you post to, such as 0111301635.
- **R** = Report center; use R for centers you do not post to, such as 01 and 011, used for reporting only.
- **Z** = Control account. Control accounts are maintained by the Bureau of Finance and Management.

**DESCRIPTION ID** -- Type the center for which you will add, change, or delete a description.

**DESCRIPTION** -- Type the center description; this field may not be blank.
To **ADD** a center description, key in option, company, description type, description (center) ID, and description, then press ENTER.

**Option:** A  
**Company:** 6010  
**Description Type:** C  
**Description ID:** 0111325613  
**Description:** BFM-ACCOUNTING SPECIAL

**Description Type:** C=POSTING CENTER  R=REPORT CENTER  N=ACN  T=RECIPIENT  Z=CONTROL ACCOUNT  SPACE=COMPANY NAME  
**Processing Options:** A = ADD  C = CHANGE  D = DELETE
GENERAL LEDGER MODULE PROCEDURES
CENTER DESCRIPTION MAINTENANCE

To **CHANGE** an existing center, key in option, company, description type, and description (center) ID, then press ENTER. The existing description is displayed. You can only change the description. If description type is wrong, you must delete the record and re-add it with the correct type.

HINT: On changes or deletes, if you do not know the description type, use C. The system will correct it for you. But description type cannot be blank except on company description records (maintained by BFM).

If you are sure you want to proceed, change the description and press ENTER again. If you decide you do not want to change the center description, blank the option field and press ENTER.

---

**GL**

**MISCELLANEOUS DESCRIPTIONS**

---

**NEXT FUNCTION:** ________  **ACTION:** ________

**PLEASE ENTER CHANGES**

---

**OPTION:**  **C**

**COMPANY:**  **6010**

**DESCRIPTION TYPE:**  **C**

**DESCRIPTION ID:**  **0111325613**

**DESCRIPTION:**  **BFM-ACCOUNTING SPECIAL**

---

**DESCRIPTION TYPE:** C=POSTING CENTER  R=REPORT CENTER  N=ACN  T=RECIPIENT  Z=CONTROL ACCOUNT  SPACE=COMPANY NAME

**PROCESSING OPTIONS:** A = ADD  C = CHANGE  D = DELETE
To **DELETE** an existing description, key in option, company, description type, and description (center) ID, then press ENTER. The description is displayed.

If you are sure you want to delete, press ENTER again. If you decide that you do not want to delete the center description, blank the OPTION field, and press ENTER.

```
GL MISCELLANEOUS DESCRIPTIONS 288
NEXT FUNCTION:          ACTION:  
PRESS <ENTER> TO CONFIRM DELETE

OPTION:  D
COMPANY:  6010
DESCRIPTION TYPE:  C
DESCRIPTION ID:  0111325613
DESCRIPTION:  BFM-ACCOUNTING SPECIAL

DESCRIPTION TYPE:  C=POSTING CENTER  R=REPORT CENTER  N=ACN
T=RECIPIENT  Z=CONTROL ACCOUNT  SPACE=COMPANY NAME

PROCESSING OPTIONS:  A = ADD  C = CHANGE  D = DELETE
```

You should receive an UPDATE SUCCESSFUL message after adding, changing, or deleting a center description (see screen "288", p. 11). An error message is displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.

**HINT:** Changes and deletes are generally easier to do when selecting from a list. See page 34 of this manual for procedures on using GL screen 292, Description List, to change or delete center descriptions.

**HIGH VOLUME MAINTENANCE**

High volume maintenance may be done through batch processing. This process uses a model company/center to copy account/centers to a new company/center. Contact the Bureau of Finance and Management if you need to do high volume maintenance.
OVERVIEW

Accounting inquiry screens provide information about accounts, account/centers, period-ending balances and monthly activity, period aggregates and averages (for certain companies), comparison of period-ending balances for current versus prior year, edit rules, reserved numbers, fiscal calendars, and posted transactions.

PROCEDURE

On the General Ledger Online Processing Menu, type "1" next to the arrow to choose Accounting Inquiry, and press ENTER. The Accounting Inquiry Menu is displayed.

GENERAL LEDGER MENU

GL ONLINE PROCESSING 001
NEXT FUNCTION: ACTION: ___

----------------------------------------------- -----------------------------------------------
- <== ENTER SELECTION
  * * * * * * * * * * * * * * * *
(1) ACCOUNTING INQUIRY
(2) ACCOUNTING ENTRY
(3) MANAGEMENT INQUIRY
(4) ONLINE UPDATE
(5) SECURITY MAINTENANCE
(6) UNLOCK OPERATOR AND TERMINAL
OVERVIEW

This screen is used to go to various General Ledger Inquiry Screens. Agencies have access to the following screens:

<table>
<thead>
<tr>
<th>SCREEN (FUNCTION)</th>
<th>SCREEN NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Policy Information</td>
<td>010</td>
</tr>
<tr>
<td>Account Information</td>
<td>012</td>
</tr>
<tr>
<td>Center Information</td>
<td>014</td>
</tr>
<tr>
<td>Period Ending Balance/Activity</td>
<td>016</td>
</tr>
<tr>
<td>Period Aggregates/Averages</td>
<td>018</td>
</tr>
<tr>
<td>Current vs Prior Year Ending Balances</td>
<td>030</td>
</tr>
<tr>
<td>Edit Rules and Reserved Numbers</td>
<td>034</td>
</tr>
<tr>
<td>Fiscal Calendars</td>
<td>036</td>
</tr>
<tr>
<td>Posted Entry Query</td>
<td>220</td>
</tr>
<tr>
<td>Description List</td>
<td>292</td>
</tr>
</tbody>
</table>

PROCEDURE

Type the selection number of the screen desired as instructed on the Accounting Inquiry Menu Screen or type the function (screen) number in the NEXT FUNCTION field.

Complete the COMPANY, ACCOUNT/ACN and CNTR/RECIPIENT fields, and press ENTER. The desired screen is displayed.
GENERAL LEDGER MODULE PROCEDURES
COMPANY POLICY INQUIRY

OVERVIEW

Screen 010 displays policy information and options for a company (fund). It gives the company description, the last posting date, the current period number and name, the current fiscal year, etc.

PROCEDURE

To access this screen, type selection number "3" on the Accounting Inquiry Menu Screen, or "010" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Company Policy Screen will appear.

Type the desired company at the top of the screen, and press ENTER.

```
GL       COMPAN Y POLICY INFORMATION       10
          NEXT FUNCTION: 10   ACTION: ___

COMPANY: 1000      STATE GENERAL FUND

CURRENT FISCAL PERIOD: 08 FEBRUARY    - OPTIONS -
CURRENT FISCAL YEAR: 2017
LAST POSTING DATE: 02/24/2017
ONLINE POSTING DATE: 02/24/2017
YEARS OF HISTORY RETAINED: 05
DAILY ACTIVITY SEGMENTS: 0

- YEAR END close -
ACCOUNT: 3220000
CNTR: 99997

SEQUENTIAL PROCESS: 0
AGGREGATES: 0
DAYS LATE ALERT: 30
NUMBER PERIODS OPEN: 02
NUMBER ALLOWED OPEN: 12
PREVIOUS YEAR OPEN: 0
ONLINE UPDATE: Y
ONLINE ALERT: Y
ONLINE SUMMARY: Y
NO DECIMAL AGGREGATE: ___
```
GENERAL LEDGER MODULE PROCEDURES
ACCOUNT INQUIRY

OVERVIEW

Screen 012 displays policy information for an existing account. It gives the company name, the account name, the class and group to which the account belongs, etc.

PROCEDURE

To access this screen, type selection number "4" on the Accounting Inquiry Menu Screen, or "012" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Account Information Screen will appear.

Type the desired company and account number at the top of the screen, and press ENTER.

<table>
<thead>
<tr>
<th>GL ACCOUNT INFORMATION</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: 12 ACTION: ___</td>
<td></td>
</tr>
</tbody>
</table>

| COMPANY: 1000 | STATE GENERAL FUND |
| ACCOUNT: 51010100 | F-T EMP SAL & WAGES |
| CLASS: 5 | EXPENSES |
| GROUP: 1 | PERSONAL SERVICES |
| NON-FINANCIAL CODE: F | USER CONTROL ACCOUNT: |
| NORMAL SIGN CODE: 0 | REQUIRED ENTRY CODE: 0 |
| OVER/SHORT CODE: 0 | RECONCILE CODE: 0 |
| PROJ METH OVERRIDE: 0 |
| AUTHORIZED CASH AMOUNT: 0.00 |
| PERCENT CHANGE LIMIT: 0.00 |

- BALANCE - | - TRANSACTION - |
| LOWER AMOUNT LIMIT: 0.00 | 0.00 |
| UPPER AMOUNT LIMIT: 0.00 | 0.00 |
OVERVIEW

Screen 014 provides policy information for an existing company/account/center combination.

PROCEDURE

To access this screen, type selection number "5" on the Accounting Inquiry Menu, or "014" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Center Information Screen will appear.

<table>
<thead>
<tr>
<th>GL</th>
<th>CNTR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: 14</td>
<td>ACTION: ____</td>
</tr>
</tbody>
</table>

| COMPANY: 1000 | STATE GENERAL FUND |
| ACCOUNT: 51010100 | F-T EMP SAL & WAGES |
| CNTR: 01111 | FINANCE AND MANAGEMENT |

| STATUS: 0 | OVER/SHORT CODE: 0 |
| ACTIVE DATE: 07/01/1997 | PER-TO-DATE DAYS SHORT: 00 |
| INACTIVE DATE: 99/99/9999 | PER-TO-DATE DAYS OVER: 00 |
| RECONCILE CODE: 0 | REQUIRED ENTRY: 0 |

| PREV POST END BALANCE: 364,375.32 | LAST ACTIVITY DATE: 02/17/2017 |
| PREV YEAR END BALANCE: 532,902.60 |
| AUTHORIZED CASH AMOUNT: 0.00 | PERCENT CHANGE LIMIT: 0.00 |

- BALANCE - - TRANSACTION -
| LOWER AMOUNT LIMIT: 0.00 | 0.00 |
| UPPER AMOUNT LIMIT: 0.00 | 0.00 |

REPORT LEVELS: 1: 2: 3:

Type the desired company, account, and center number in the fields at the top of the screen, and press ENTER.
OVERVIEW

Screen 016 provides ending balances and activity by period and by year for an existing company/account/center.

PROCEDURE

To access this screen, type selection number "6" on the Accounting Inquiry Menu, or "016" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER. The Period-Ending Balance Screen will appear.

Type the desired company, account, and center in the fields at the top of the screen. The year defaults to the current year. You can view up to four prior years. Simply type in the four-digit year, e.g., 2016, 2017, etc., and press ENTER.

<table>
<thead>
<tr>
<th>Period</th>
<th>Ending Balance</th>
<th>Period Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - JULY</td>
<td>46,055.40</td>
<td>46,055.40</td>
</tr>
<tr>
<td>2 - AUGUST</td>
<td>92,074.48</td>
<td>46,019.08</td>
</tr>
<tr>
<td>3 - SEPTEMBER</td>
<td>161,293.90</td>
<td>69,219.42</td>
</tr>
<tr>
<td>4 - OCTOBER</td>
<td>184,285.28</td>
<td>22,991.38</td>
</tr>
<tr>
<td>5 - NOVEMBER</td>
<td>230,340.68</td>
<td>46,055.40</td>
</tr>
<tr>
<td>6 - DECEMBER</td>
<td>315,230.01</td>
<td>84,889.33</td>
</tr>
<tr>
<td>7 - JANUARY</td>
<td>347,573.55</td>
<td>32,343.54</td>
</tr>
<tr>
<td>8 - FEBRUARY</td>
<td>382,082.74</td>
<td>34,509.19</td>
</tr>
<tr>
<td>9 - MARCH</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10 - APRIL</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11 - MAY</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>12 - JUNE</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Amounts shown on screen 016 are "normalized", based on account class (asset, liability, equity, etc.). The normal sign (debit or credit) for an account indicates plus or positive for that account. The contra sign for an account indicates minus or negative for that account.

When viewing the screen, no sign (blank) after an amount means positive. A dash (-) after an amount means negative. These signs indicate debit or credit balance/period activity depending on account class. The following table shows whether amounts are debit or credit based upon account class and the sign shown on screen:

<table>
<thead>
<tr>
<th>Account class</th>
<th>Positive</th>
<th>Negative (-)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Debit</td>
<td>Credit</td>
</tr>
<tr>
<td>2</td>
<td>Credit</td>
<td>Debit</td>
</tr>
<tr>
<td>3</td>
<td>Credit</td>
<td>Debit</td>
</tr>
<tr>
<td>4</td>
<td>Credit</td>
<td>Debit</td>
</tr>
<tr>
<td>5</td>
<td>Debit</td>
<td>Credit</td>
</tr>
<tr>
<td>7</td>
<td>Credit</td>
<td>Debit</td>
</tr>
<tr>
<td>8</td>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

See Appendix A in these procedures for instructions on how to inquire using summary accounts and summary centers.
OVERVIEW

Screen 018 displays, by period, aggregates (the sum of daily balances for the period), and averages (the aggregate divided by the number of days in the period) for a company/account/center.

NOTE: Only the following companies currently have aggregates and averages available for inquiry on this screen: 3009, 3108, 5018, 8000, 8010, and 8610.

PROCEDURE

To access this screen, enter selection number "7" on the Accounting Inquiry Menu, or enter "018" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

Type the desired company/account/center. The year defaults to the current year. You can view up to four prior years. Simply type in the four-digit year, e.g., 2016, 2017, etc., and press ENTER.

<table>
<thead>
<tr>
<th>GL</th>
<th>PERIOD</th>
<th>AGGREGATES AND AVERAGES FOR YEAR 2017</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NEXT FUNCTION: 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACTION:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td></td>
<td>====================================</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMPANY: 8010</td>
<td>SPL AGENCY FUND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCOUNT: 1400000</td>
<td>INVESTMENTS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CNTR: 3001945</td>
<td>INVESTMENT INTEREST &amp; INCOME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PERIOD</td>
<td>AGGREGATE</td>
</tr>
<tr>
<td></td>
<td>1 - JULY</td>
<td>37,436,603.10</td>
<td>1,207,632.35</td>
</tr>
<tr>
<td></td>
<td>2 - AUGUST</td>
<td>41,732,513.11</td>
<td>1,346,210.10</td>
</tr>
<tr>
<td></td>
<td>3 - SEPTEMBER</td>
<td>26,375,103.69</td>
<td>879,170.12</td>
</tr>
<tr>
<td></td>
<td>4 - OCTOBER</td>
<td>19,317,471.86</td>
<td>623,144.25</td>
</tr>
<tr>
<td></td>
<td>5 - NOVEMBER</td>
<td>26,983,949.19</td>
<td>899,464.97</td>
</tr>
<tr>
<td></td>
<td>6 - DECEMBER</td>
<td>44,164,738.90</td>
<td>1,424,668.99</td>
</tr>
<tr>
<td></td>
<td>7 - JANUARY</td>
<td>19,495,016.07</td>
<td>628,871.48</td>
</tr>
<tr>
<td></td>
<td>8 - FEBRUARY</td>
<td>8,265,373.68</td>
<td>344,390.57</td>
</tr>
<tr>
<td></td>
<td>9 - MARCH</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>10 - APRIL</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>11 - MAY</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>12 - JUNE</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
OVERVIEW

Screen 030 displays, by period, the ending balances, variances, and percent variance for the current and prior year for a company/account/center.

PROCEDURE

To access this screen, type selection number "14" on the Accounting Inquiry Menu, or "030" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Current vs Prior Year Ending Balances Screen will appear.

Type the desired company, account, and center in the fields at the top of the screen, and press ENTER.

This screen compares current year period ending balances to those of the prior year. Variance amount is prior year balance minus current year balance. Variance percent is the variance amount divided by prior year balance.

Amounts on screen 030 are “normalized” (see page 20 of these procedures for explanation).
OVERVIEW

Screen 034 displays existing edit rules and reserved numbers information by company.

PROCEDURE

To access this screen, type selection number "1" on the Accounting Inquiry Menu, or "034" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Edit Rules and Reserved Numbers screen appears.

Key in the desired COMPANY, and press ENTER.

```
GL       EDIT RULES AND RESERVED NUMBERS       034
NEXT FUNCTION: ___    ACTION: ___
==========================================================================
COMPANY: 1000  STATE GENERAL FUND
FUTURE DAYS ALLOWED: 030  PROJECT ACCOUNTING:  DATE FORMATS:
DYNAMIC OPTION: 0  OPTION: 0  ENTRY: 1
CLOSED PERIOD ADJUSTMENT: 0  RECEIVING POSITION ACCOUNT: 00  PRINT: 1
USER EDIT OPTION: 0  RECEIVING POSITION CENTER: 00  SYSTEM: 1
SEND POSITION: 00  SEPARATOR: /
FIELD LENGTH: 00

ACCOUNT CENTER REPORT CENTER
MASK: NXXNNNNNNNNNNNNNNX NNXXNNNNNNN XNNNNNNNNNNNNNNNNNN
SUSPENSE: 9999998 99998
SUMMARY: 999999999999999900 99999
```
OVERVIEW

Screen 036 displays GL calendar information by company and fiscal year.

PROCEDURE

To access this screen, type selection number "2" on the Accounting Inquiry Menu, or "036" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Fiscal Calendar screen appears.

Key in the desired COMPANY; year defaults to the current year. You can view up to four prior years. Type in the year (e.g., 2016, or 2017, etc.), and press ENTER.

<table>
<thead>
<tr>
<th>GL</th>
<th>FISCAL CALENDAR FOR YEAR: 2017</th>
<th>036</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION: ___</td>
<td>ACTION: ___</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>COMPANY: 6010 BUDGETARY ACCOUNTING FUND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CURRENT FISCAL YEAR: 2017 CURRENT ALLOCATION YEAR: 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUARTER CONFIGURATION: QUARTER 1: 3 2: 3 3: 4: 3 NUMBER OF PERIODS: 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>PERIOD</td>
<td>DAYS JULIAN</td>
<td>PERIOD</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1 07312016 JULY</td>
<td>031 031 2016213</td>
<td>11 05312017 MAY</td>
</tr>
<tr>
<td>2 08312016 AUGUST</td>
<td>031 062 2016244</td>
<td>12 06302017 JUNE</td>
</tr>
<tr>
<td>3 09302016 SEPTEMBER</td>
<td>030 092 2016274</td>
<td>13 06302017</td>
</tr>
<tr>
<td>4 10312016 OCTOBER</td>
<td>031 123 2016305</td>
<td>14 09302016 QUARTER 1</td>
</tr>
<tr>
<td>5 11302016 NOVEMBER</td>
<td>030 153 2016335</td>
<td>15 12312016 QUARTER 2</td>
</tr>
<tr>
<td>6 12312016 DECEMBER</td>
<td>031 184 2016366</td>
<td>16 03312017 QUARTER 3</td>
</tr>
<tr>
<td>7 01312017 JANUARY</td>
<td>031 215 2017031</td>
<td>17 06302017 QUARTER 4</td>
</tr>
<tr>
<td>8 02282017 FEBRUARY</td>
<td>028 243 2017059</td>
<td>18 12312016 1ST HALF</td>
</tr>
<tr>
<td>9 03312017 MARCH</td>
<td>031 274 2017090</td>
<td>19 06302017 2ND HALF</td>
</tr>
<tr>
<td>10 04302017 APRIL</td>
<td>030 304 2017120</td>
<td>20 06302017 ANNUAL</td>
</tr>
</tbody>
</table>
OVERVIEW

Screen 220 and 222 provides inquiry of transactions posted to General Ledger for the current month and six prior months. (Agencies should use one of the GL transaction query tables in BFM’s data mart to inquire against a full fiscal year of transactions or those of prior fiscal years).

PROCEDURE

To access this screen, type selection number "16" on the Accounting Inquiry Menu, or "220" in the NEXT FUNCTION field of any General Ledger screen, and press ENTER. The Posted Entry Query Screen will appear.

Type a "Y" in the Transaction Display (or leave blank; short entry is the default), type the company, and at least one of the following: account, center, or source code (source code is the document identification number for journal vouchers, purchase orders, and travel advances; for invoices, source code is the auditor approval number).

An effective date or range of effective dates may also be entered to limit the inquiry, if desired. This applies to posting dates and document amounts as well.

To make another selection, press ENTER, or type "220" in the NEXT FUNCTION field.

```
GL POSTED ENTRY QUERY 220
NEXT FUNCTION: _____ ACTION: ___

PLEASE ENTER Y AFTER DISPLAY TYPE SHORT ENTRY: _ FULL ENTRY: _

PLEASE ENTER COMPANY: 6010

PLEASE ENTER AT LEAST ONE OF THE FOLLOWING
ACCOUNT: 2110000000000
CNTR: ____________
SOURCE CODE: ______

THE FOLLOWING ARE OPTIONAL
FROM THROUGH
EFFECTIVE DATE: ____________
POSTING DATE: ____________
ENTRY AMOUNT: ____________

NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE 'FROM' FIELD ONLY
```

After displaying the last screen of data (on GL 222), GL 220 comes back with the data you entered still on screen.
Using “wildcards” on GL 220

An asterisk (*) can be used as a wildcard in the ACCOUNT, CNTR, or SOURCE CODE fields, or any combination of these three. However, nothing can be entered in a field after an asterisk, once it’s used in that field (e.g., in ACCOUNT, you could enter 52* or 5204*, but not 52*4).

The inquiry below will return transactions for company 6010, with accounts beginning 12, effective in February 2017.

```
GL POSTED ENTRY QUERY 220
NEXT FUNCTION: _______ ACTION: ___
-------------------------------------------------------------
PLEASE ENTER Y AFTER DISPLAY TYPE SHORT ENTRY: _ FULL ENTRY: _
PLEASE ENTER COMPANY: 6010

PLEASE ENTER AT LEAST ONE OF THE FOLLOWING
  ACCOUNT: 12*___________
  CNTR: _________
  SOURCE CODE: _______

THE FOLLOWING ARE OPTIONAL
  EFFECTIVE DATE: 02/01/2017 02/28/2017
  POSTING DATE: _________
  ENTRY AMOUNT: _________

NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE ‘FROM’ FIELD ONLY
```

HINT: To select a specific DATE or AMOUNT, complete the FROM field only.
When inquiring the **ACCOUNT**, **CNTR**, or **SOURCE CODE** fields in combination, where you use an * in any one of the fields, you must also enter an * in all fields included in the inquiry. For example, the following inquiry returns transactions in company 6010, for centers beginning with 0111, and document numbers beginning with C01.

If a wildcard is used in one of the three fields, but not in one of the other fields where something is entered, incorrect results could be returned by the screen.

Keep in mind that more complicated criteria, especially if they return large amounts of data, will require longer response times. Therefore, it's best to limit the search as much as possible.
SUMMARY OR DETAIL INQUIRY

The following screen, GL 222, appear if a "Y" were entered in the Short Entry Display type field (or if display type was left blank):

<table>
<thead>
<tr>
<th>GL</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2110000</td>
<td>0111</td>
<td>324.21</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>609.00</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>609.00</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>78.13</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>78.13</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>78.13</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>78.13</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>100.80</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>40.54</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>81.07</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>113.10</td>
</tr>
<tr>
<td>2110000</td>
<td>0111</td>
<td>470.60</td>
</tr>
</tbody>
</table>

ACCUM TOTALS DR: 1,089.47 CR: 1,571.37

The following screen, GL 224, appears when a "Y" is entered in the Full Entry Display Type Field, or when an "S" is entered in the display full column of screen "222" (see above):

<table>
<thead>
<tr>
<th>GL</th>
<th>D/C: 10 ACCT:2110000</th>
<th>AMT: 609.00</th>
<th>TC: PT</th>
<th>CM: 000000</th>
<th>PROJ: 0.00</th>
<th>CUR: FOR: 0.00</th>
<th>EXCH: 0.00</th>
<th>00000000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DESC 1: 1201267802390653</td>
<td></td>
<td></td>
<td>0M 2: 00100381797</td>
<td>3: GASB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOURCE: 166517</td>
<td>EFF DT: 02/08/2017</td>
<td>ENTRY DT: 02/08/2017</td>
<td>PROJ:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>STA: 0.00</td>
<td>CUR: FOR: 0.00</td>
<td>EXCH: 0.00</td>
<td>00000000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TYPE Y FOR NEXT DETAIL SCREEN ELSE RETURN TO SCREEN 222

03/03/2017
Paging forward or backward

The **Page F/B** field on screen "222" can be used to redisplay previously displayed pages.

For example, after viewing page five, you want to see page four again. Type "B" in the Page F/B field, and press ENTER. This takes you backward one page. To return to page five (from page four), type "F" in the Page F/B field, and press ENTER. This takes you forward one page. Or, to continue viewing transactions, simply press ENTER.

You can also move by more than one page at a time. Do this by typing "Bxxx" or "Fxxx" where xxx is the number of pages you want to go backward or forward (e.g., "B5", "B18", or "F11"). Remember: you can only go backward or forward to previously displayed pages.
SUSPENDED BATCH MASTER PROCESSING MENU

OVERVIEW

Suspense inquiry screens allow agencies to view batches and detail entries which are suspended in General Ledger. Screen 270 is used to access other screens relating to the suspense file in General Ledger. Any batch which attempts to post in General Ledger and contains errors (invalid accounts or centers, prior period or future dates, etc.) is placed on the General Ledger Suspense File. Transactions while on the GL suspense file do not affect the available funds file (AFF).

Agencies have access to the Batch Review Screens listed at the bottom of this screen so they may view the batches and detail entries which have suspended. Agencies do not have access to the Batch Corrections and Batch Actions options.

PROCEDURE

To access the suspense inquiry screens type "4" (on-line update) in the Processing Selection Field of the On-Line Processing Menu Screen, and press ENTER. The On-Line Update Menu Screen is displayed.

Type "1" (Suspended Batch Master Processing Menu) in the Processing Selection Field, or enter "270" in the NEXT FUNCTION field, and press ENTER. The Suspended Batch Master Processing Screen will appear.

<table>
<thead>
<tr>
<th>GL</th>
<th>SUSPENDED BATCH MASTER PROCESSING</th>
<th>270</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT FUNCTION:</td>
<td>275</td>
<td>ACTION:</td>
</tr>
</tbody>
</table>

=============================================  ================================================

<table>
<thead>
<tr>
<th>SBM INFO=</th>
<th>SBM CO ID</th>
<th>SBM POSTING DATE</th>
<th>SBM BATCH NBR</th>
<th>SBM ITEM NBR</th>
</tr>
</thead>
<tbody>
<tr>
<td>6010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- BATCH CORRECTIONS
  - 271. CHANGE BATCH HEADER
  - 272. ADD, CHANGE, OR DELETE AN ENTRY
  - 273. MASS CHANGE TO BATCH

- BATCH ACTIONS
  - 274. DELETE, ACTIVATE, OR RELEASE A BATCH

- BATCH REVIEW
  - 275. LIST BATCH HEADERS
  - 276. LIST ENTRIES
  - 277. LIST ERROR ENTRIES

To access the Batch Review Screens listed on this screen type "S" in the blank field next to the Review Screen desired. Or type screen number in NEXT FUNCTION field at top of the screen and company number in SBM CO ID field (as shown above), then press ENTER. The desired screen appears.
SBM—LIST BATCH HEADERS (GL 275)

OVERVIEW

Screen 275 lists all batch headers for a particular company on the Suspense File.

PROCEDURE

Type "S" in the blank field next to List Batch Headers, or "275" in the NEXT FUNCTION field of any Suspended Batch Master Screen, and press ENTER. The List Batch Headers Screen appears.

Type the desired company number, and press ENTER. All suspended batches for that company are listed.

```
GL         S B M -- LIST BATCH HEADERS 275
NEXT FUNCTION:    ACTION: ___
*** END OF LIST ***
=================================================================== PAGE 1
VIEW:  SBM CO ID = 2012  SBM POSTING DTE = 02/24/2017  SBM BATCH NBR = 0001
       ### SEL = SELECT OPTIONS ###
L = LIST ENTRIES  E = LIST ERR ENTRIES  R = RELEASE BATCH  D = DELETE BATCH
C = CHANGE HDR    P = PRINT AND DELETE BATCH  A = ACTIVATE
* * * * * * * B A T C H   H E A D E R   I N F O R M A T I O N * * * * * * *
SEL  BATCH DATA CO APPL BATCH BATCH EFFECTIVE ---- SBM KEY ----
    COND/TYP  TYPE AREA NBR   TOTAL   DATE   POSTING DTE   BATCH
---  ------- ---- ---- ----- -------- ---- ---- ---------------
   F U T  2   2012   03   01   10900.28   02/27/2017   02/24/2017   0001
```
GENERAL LEDGER MODULE PROCEDURES
GL SUSPENSE INQUIRY

SBM—LIST ENTRIES (GL 276)

OVERVIEW

Screen 276 lists all detail entry lines in a certain suspended batch.

PROCEDURE

To access the List Entries Screen, type "L" next to the desired batch header on the List Batch Headers Screen "275", or type "S" in the blank field next to List Entries on the SBM Processing Menu, or type the Screen Number "276" in the NEXT FUNCTION field of any SBM Screen, and press ENTER. The List Entries Screen is displayed.

NOTE: The following fields must be filled in to display detail suspended entries:

--SBM Item Number
--SBM Batch Number
--SBM Company Identification
--SBM Posting Date

If the List Entries Screen is accessed by selecting a specific batch on the List Batch Headers Screen (275), these fields are completed by the system.
SBM—LIST ERROR ENTRIES (GL 277)

OVERVIEW

Screen 277 lists detail lines of coding which contain errors in a certain suspended batch.

PROCEDURE

To access the List Error Entries Screen, type "E" next to the desired batch header on the List Batch Headers Screen "275", or type "S" in the blank field next to List Error Entries on the SBM Processing Menu, or type the screen number "277" in the NEXT FUNCTION field of any SBM Screen, and press ENTER. The List Error Entries Screen is displayed.

```
GL S B M -- LIST ERROR ENTRIES 277
NEXT FUNCTION: END OF LIST
*** ACTION: ***
=====================================================================
STARTING ITEM SBM ITEM NBR SBM BATCH NBR SBM CO ID SBM POSTING DATE
NBR IN BATCH: 000010 0001 2002 02/24/2017

SEL = SELECT OPTIONS: D = DELETE ENTRY C = CHANGE ENTRY
HDR TOT 9719.64 SBM TOTALS 9719.64 9719.64
**DEBIT**: **CREDIT**: **
*** B A T C H E R R O R E N T R Y S I N F O R M A T I O N ***
SEL ST DR/ ACCOUNT CNTR EFFECTIVE SOURCE AMOUNT
CR DATE CODE
  E 60 114000006 20000037601 02/24/2017 188838 14.98
  E 60 114000006 20000037601 02/24/2017 188839 6.19
```

NOTE: The following fields must be completed in order to display detail error entries for a specific batch:

--SBM Item Number
--SBM Batch Number
--SBM Company Identification
--SBM Posting Date

If the List Error Entries Screen is accessed by selecting a specific batch on the List Batch Headers Screen (275), these fields are completed by the system.
OVERVIEW

The description list provides inquiry of center descriptions by company. Center descriptions may also be changed or deleted. (See also screen 288, page 11 of this manual.)

PROCEDURE

To access this screen, type "292" in the NEXT FUNCTION field of a General Ledger screen, and press ENTER.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY:</td>
<td>---</td>
</tr>
<tr>
<td>MISCELLANEOUS:</td>
<td>_</td>
</tr>
<tr>
<td>CLASS/GROUP:</td>
<td>_</td>
</tr>
<tr>
<td>BUDGET VERS:</td>
<td>_</td>
</tr>
<tr>
<td>OPT: _</td>
<td>SPACE OR (F)ORWARD (B)ACKWARD</td>
</tr>
</tbody>
</table>

An explanation of screen "292" fields follows:

COMPANY – Type the company for descriptions you want to view.

DESCRIPTIONS – Type "X" next to one of the following:

1. Miscellaneous - Includes: company, centers, and control accounts. Here is how to recognize them:
   a. The company description is listed first; it is blank in the Description ID field;
   b. Center descriptions are listed next; the center number begins in position seven of the Description ID field;
   c. Control account descriptions are listed last; they have left-justified numbers in the Description ID field (these are maintained by BFM).

2. Class/Group - Includes class/group descriptions only. These are maintained by BFM.

3. Budget Vers (Versions) - Not used.

OPT – Use this field to scroll backwards after having scrolled forward at least one page. Leave it blank or type F in the field to go forward; type B in the field to go backward. B remains in the field unless you change it or unless you scroll backward to top of list.
Press ENTER; the descriptions you selected will be displayed.

If you selected "Miscellaneous" descriptions, you can now select a center with which to begin your inquiry. This is useful when inquiring companies used by more than one agency, such as 1000 or 8000.

Tab or line-down to the Description ID field of the first row listed. Type your starting center in position seven (under first I in the heading DESCRIPTION ID), and press ENTER.

NOTE: If you enter a left-justified number, you will get control accounts (these are maintained by BFM). Centers begin in position seven of the DESCRIPTION ID field. Also, if you enter a starting center that does not exist, the inquiry begins with the first center after the one you entered.
Since screen "292" is secured by company and center, you may see the message: NOT AUTH COMPANY (see below). This means descriptions in unauthorized companies or centers are not being displayed.

To CHANGE a center description, type a "C" in the blank field to the left of the Description ID, and press ENTER. Screen "288" is displayed.

If you are sure you want to proceed, make your change to the description, and press ENTER again. Screen "292" be redisplayed and you will see the updated description.
If you decide you do not want to change the center description, type "292" in the NEXT FUNCTION field, and press ENTER. This returns you to screen "292" without a change.

<table>
<thead>
<tr>
<th>DESCRIPTION ID</th>
<th>DT</th>
<th>DESCRIPTION</th>
<th>DGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>0115</td>
<td>BFM-Accounting Test</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0113</td>
<td>Computer Services and Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>013000635</td>
<td>Central Accounting &amp; Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>017</td>
<td>Employee Compensation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0171</td>
<td>Across the Board Salary Increase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0174</td>
<td>Career Band Pay for Performance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0175</td>
<td>Health Insurance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0176</td>
<td>Targeted Compensation Adjustments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>88</td>
<td>General Purpose</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>88000</td>
<td>General Purpose</td>
<td></td>
</tr>
</tbody>
</table>

To DELETE a center description, type a "D" in the blank field to the left of the Description ID (see above), and press ENTER. Screen "288" is displayed.

<table>
<thead>
<tr>
<th>DESCRIPTION TYPE</th>
<th>DESCRIPTION ID</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>0115</td>
<td>BFM-Accounting Test</td>
</tr>
</tbody>
</table>

DESCRIPTION TYPE: C=Posting Center, R=Report Center, N=ACN, T=Recipient, Z=Control Account, SPACE=Company Name

PROCESSING OPTIONS: A = ADD, C = CHANGE, D = DELETE
If you are sure you want to delete, press ENTER again. The description will be deleted and GL screen "292" redisplayed.

If you decide you do not want to delete a center description, type "292" in the NEXT FUNCTION field, and press ENTER. This returns you to screen "292" without deleting the description.

You should receive an UPDATE SUCCESSFUL message after changing or deleting (see above). An error message will be displayed if something is wrong. Contact the Bureau of Finance and Management for assistance in resolving a problem.
OVERVIEW

To inform users on how to take advantage of "roll-up" inquiry using summary centers and summary accounts (on General Ledger screen 016, Period Ending Balances and Activity).

PROCEDURE

Summary centers, 99999, may be used with any valid account. They show the total of that account, for all centers, in the company.

For example, company 6010, account 3210010, center 99999, shows total reserved for encumbrances in company 6010.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>ENDING BALANCE</th>
<th>PERIOD ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - JULY</td>
<td>140,100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2 - AUGUST</td>
<td>93,399.08</td>
<td>46,700.92-</td>
</tr>
<tr>
<td>3 - SEPTEMBER</td>
<td>70,048.62</td>
<td>23,350.46-</td>
</tr>
<tr>
<td>4 - OCTOBER</td>
<td>86,398.16</td>
<td>16,349.54</td>
</tr>
<tr>
<td>5 - NOVEMBER</td>
<td>63,047.70</td>
<td>23,350.46-</td>
</tr>
<tr>
<td>6 - DECEMBER</td>
<td>140,173.08</td>
<td>77,125.38</td>
</tr>
<tr>
<td>7 - JANUARY</td>
<td>116,752.30</td>
<td>23,420.78-</td>
</tr>
<tr>
<td>8 - FEBRUARY</td>
<td>93,401.84</td>
<td>23,350.46-</td>
</tr>
<tr>
<td>9 - MARCH</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>10 - APRIL</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11 - MAY</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>12 - JUNE</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Summary accounts begin with sixteen nines and end with an account class/group code. For example, summary account 999999999999999940 represents revenues. Summary accounts may only be used with summary centers. A summary center is always five nines (99999). Summary account/center combinations summarize all accounts for all centers in a particular class/group of a company.

For example, company 6010, account 999999999999999940, center 99999, shows total revenues for company 6010 (see screen below). Or, company 2002, account 999999999999999952, center 99999, will show total operating expenses (including operating transfers and non-operating expenses) for company 2002.
OVERVIEW

“GL edits” refers to custom SD edits in effect on GL screens 286, 287 and 288. These edits provide additional control of chart of accounts maintenance.

ACCOUNTS in General

Account is a left-justified, 18 character field. It must be at least seven digits long, eight digits for expense accounts (except 5228 accounts). The edit rule account mask (see GL screen 034) controls whether numeric or alphanumeric characters can be used, and in what position of account.

The first digit of account represents class code; the second digit indicates group code. See the chart of accounts for a complete listing of class/group codes.

For classes 5, 7, and 8, the third digit of an account indicates the type of appropriation. The fourth digit of account is the object level. Account positions five through seven define the sub-object level.

The standard value for position seven of expense accounts is zero. Agencies may use 1-7 and 9 as further breakdown of sub-object, except in capital outlay (52x7) accounts, where position seven may only be 1, 5 or 9 (does not apply to operators 1500-1599; see account edit 7). An 8 in account position seven is reserved to indicate expenditures exempt from the Purchasing billing. Alternatively, position seventeen may be used; see below.

If position three of account is 0, position eight must be filler (0). This combination indicates current year budgets, expenditures and/or encumbrances (B). If position three is C, D, R, or S, position eight indicates the budget year appropriations would normally revert (0-9 or N; an S may also use A-H, J-N, R-W or Y-Z; see table in the Accounting Systems Overview Procedures manual, page 28). For appropriations (C, D, R or S in position 3) that have no reversion date, an N is used in position eight, e.g. 52S6010N.

Account position nine indicates the grant year (0-9 and Z). For federal grants, grant year is the federal fiscal year in which the grant was awarded. For non-federal grants, it is the state fiscal year in which the grant was awarded. Because 0 is used as filler, Z is used to represent grant years ending in 0, e.g., 2020, 2030, etc.

Account digits ten through fourteen are currently reserved for future use as function and subfunction.

Position fifteen of account indicates project year (0-9 and Z). Because 0 is used as filler, Z is used to represent project years ending in 0, e.g., 2020, 2030, etc.

Position sixteen may be any valid value.

Position seventeen may be any valid value, but 8 is reserved to indicate expenditures exempt from Office of Procurement Management billing, an alternative to using 8 in account position seven as described above.

Account position eighteen is agency defined; it may be any valid value.

Account descriptions are taken from the account description table (GLACDESC), as established in the edits below, see account edit 10.

Accounts are maintained on GL screen 286.
ACCOUNT EDITS (GL screen 286)

(1) All positions prior to the last alphanumeric (A/N) character must be A/N. When a blank occurs, all positions following must be blank (0 is used as filler).

(2) Position 9 must be numeric, Z or blank; positions 10-14 must be zero or blank; position 15 must be numeric, Z or blank; positions 16-18 may be any value, however, an 8 in position seventeen is reserved to indicate expenditures exempt from the Office of Procurement Management billing.

(3) If company is in the range 8000 through 8299 (inclusive), or equal to 9000, then account class must be 1, 2, or 3.

(4) If account class is 5, 7 (excluding 79), or 8, then the group must be 1 or 2.
   (a) If group is 1, then the object must be 1 or 2.
   (b) If group is 2, then the object must be 3, 4, 5, 6, 7, or 8.

(5) If account class is 5, 7 (excluding 79), or 8, then third digit of account must be 0, 1, 2, C, D, R, or S.
   (a) If third digit is 0 or 1, then eighth digit must be zero.
   (b) If third digit is C, D or R, then eighth digit must be numeric (0-9) or N.
   (c) If third digit is S, then eighth digit must be 0-9, A-H, J-N, R-W or Y-Z.
   (d) If third digit is 2, then second digit must be 2, and fourth digit must be 8, e.g., 5228000.

(6) For account classes 5, 7, and 8, positions five through seven (subobject) cannot be 000. If the class code is 7 (excluding 79), then subobject must be 010.

(7) For account classes 5 and 8, when position four is 7, position seven may only be 1, 5 or 9 (does not apply to operators 1500-1599).

(8) If account class/group is 52 (except for 5228), then generate accounts as follows:

```
<table>
<thead>
<tr>
<th>Comp</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>52040800</td>
</tr>
</tbody>
</table>

Encoded on screen 286: 1000 52040800
Generated accounts: 1000 72040100
                     1000 82040800
```

(9) If account class/group is 51, and object is 1 (i.e., 51X1), then add the following accounts: 51X2010, 51X2020, 51X2040, 51X2060, 51X2070, 51X2080, 51X2090, 71X1010, and 71X2010.

Wildcard X may be 0, 1, C, D, R, or S and carries forward into the generated accounts. Any values in positions eight through eighteen of the original account would also be carried into the generated accounts. This applies to (5) above also.
ACCOUNT EDITS (GL screen 286) (continued)

(10) Access the account description table (GLACDESC) for the account description as follows:

(a) If account class is 5, 7, or 8:

   (1) and, if positions one, two, four, five, six, and seven of the entered account match GLACDESC exactly, then bring in that description regardless of what was entered by the operator (in account description field).

   (2) and, if positions one, two, four, five, and six (but not seven) of the entered account match GLACDESC exactly, bring in that description only if the operator has not entered an account description.

   (3) and, if no match is found on GLACDESC and the operator entered no account description, then display an error message.

(b) If account class is 1, 2, 3, or 4:

   (1) and, if account positions one through seven match GLACDESC exactly, and if no account description has been entered, then bring in the table description.

   (2) and, if no match is found on GLACDESC, and if no account description was entered by the operator, then display an error message, prompting the operator to enter an appropriate account description.

(11) If the class is 4, then positions 2, 3, and 4 must all be greater than zero, except if they are: 910, 920, 930, 940, or 950.

(12) For all except summary accounts, e.g., 9999999999999999xx, the class and group codes entered on screen 286 must equal the first and second digits of the account code that was entered. For example, for account 5102080, the class code must be 5, and the group code must be 1.

In the case of summary accounts, the class and group codes must equal the seventeenth and eighteenth digits of the account. For example, for summary account 999999999999999912, the class code must be 1, and the group code must be 2.

An appropriate error message is displayed when data entry by user operators fail on an account edit.
Centers are left justified in a 12 character field. Center is comprised of two elements: program and funding source, each of which is broken into two parts.

Program includes budget unit and activity. It indicates the organizational unit charged with responsibility for expending funds.

Funding source includes source and sub-fund. It indicates the origin of funds and other detailed levels required for reporting sources.

The first three, four, five or six positions of center indicate the budget unit, e.g., 0111 is the Bureau of Finance and Management; 150 is the Board of Regents Central Office. This level denotes General Appropriations bill authority.

Positions four, five or six through seven of center indicate the activity, which signifies an organizational unit within an agency.

Center positions eight through ten represent a source. It is used to identify a revenue source, such as a federal grant or funds tracked for a specific purpose.

Positions eleven and twelve represent a sub-fund. It provides further detail of source as needed by an agency depending on reporting requirements.

See also the Accounting Systems Overview Procedures manual, page 29.

Account/center records are maintained on GL screen 287. Center descriptions are maintained on screen 288 (add/update/delete) and screen 292 (update/delete).
CENTER EDITS (GL screen 287)

(1) When adding or repeat adding (option A or R), the company and center encoded on the screen would be checked on the TM700 file. If a C8CD (center description) does not exist, then an error message would be displayed.

Neither data entry, nor account and account/center generation, may proceed until the center description exists on TM700.

(2) If an account with class/group equal to 52 is encoded, except 5228, then generate accounts and account/centers in the following manner:

<table>
<thead>
<tr>
<th>Comp</th>
<th>Account</th>
<th>Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>6010</td>
<td>520420008</td>
<td>0111000635</td>
</tr>
</tbody>
</table>

Generated accounts:

- 6010 720401008
- 6010 820420008

Generated centers:

- 6010 720401008 0111000635
- 6010 820420008 0111000635

(3) If an account beginning with 51X1 is encoded, then generate accounts and account/centers in the following manner:

<table>
<thead>
<tr>
<th>Comp</th>
<th>Account</th>
<th>Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>51010100</td>
<td>0111000635</td>
</tr>
</tbody>
</table>

Generated accounts:

- 1000 51020100
- 1000 51020200
- 1000 51020400
- 1000 51020600
- 1000 51020700
- 1000 51020800
- 1000 51020900
- 1000 71010100
- 1000 71020100

Generated centers:

- 1000 51020100 0111000635
- 1000 51020200 0111000635
- 1000 51020400 0111000635
- 1000 51020600 0111000635
- 1000 51020700 0111000635
- 1000 51020800 0111000635
- 1000 51020900 0111000635
- 1000 71010100 0111000635
- 1000 71020100 0111000635

(3) If account class is 4, 5, 7, or 8, then center length should be: three, four, five, six, seven, ten, or twelve digits.

An appropriate error message is displayed when data entry by user operators fail on an account/center edit.
CENTER DESCRIPTION EDITS (GL screen 288)

(1) Company must be valid on TM700 file.

(2) All center positions prior to the last alphanumeric (A/N) character must be A/N. When a blank occurs, all positions following must be blank.

(3) Validate source id codes, center positions eight through ten, to control accounts on the TM700 file in company 0004.

(4) Center description field cannot be blank.

(5) Only operator ID's from 6000 through 6999 may add, change, or delete “Z” type descriptions. Z types are control accounts; they provide online validation and descriptions for funding source ids.