General Ledger with Abila MIP Fund Accounting Diocese of La Crosse Training

October 2014

Training Topics:

Chart of Accounts

Access chart of accounts creation through the Navigator in Accounting Setup>Chart of Accounts; or through the grey lady or "classic" menu in Maintain>Chart of Accounts Codes

Accounting for Diocese of LaCrosse Training - Abila MIP - [Accounting Setup]

File Edit View Maintain Transactions Activities Reports Options Window Help (0)

Navigator

Accounting Setup

Basic Transactions

Accounts Payable

Budgeting

Session Manager

GASB Reporting

Report Manager

Charting

Help and Support

Accounting Setup

CHART OF ACCOUNTS
Enter your organization's chart of accounts information by segment. Because the system uses a more flexible table-driven chart of accounts, codes are set up independently for each segment in your account structure.

ACCOUNT CODE COMBINATIONS
Add, edit, or delete valid account code combinations depending on what is selected using Administration>Organization>Organization Preferences. Account code combinations are used to define which combinations of segment codes are valid or invalid during transaction entry.

DISTRIBUTION CODES
Add, edit, or delete distribution codes that can be used within Accounting and Payroll. These codes are used to help refine and expedite the transaction entry process. The distribution codes can be edited at any time and are based on dollars, percentages or a combination thereof.

OFFSET ACCOUNT ASSIGNMENTS
Create, edit, or delete offsetting account assignments during transaction entry. The offsets can be edited at any time and are based on key segment code triggers and account types.

CLOSING ACCOUNT ASSIGNMENTS
Create, edit, or delete closing account assignments which are used during the fiscal year close process as well as during the financial reporting pseudo close process. Closing account assignments are required before a fiscal year close and it is highly recommended that you maintain these assignments for financial reporting accuracy as well.

Accounting for Diocese of LaCrosse Training - Abila MIP - [Accounting Set

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Vendors

Chart of Accounts Codes

Distribution Codes

Offset Account Assignments

Closing Account Assignments

Account Code Combinations

F AC

Enter your organizatio

Always use the "Wizard" when creating new Charts of Accounts.

Segment:		Code:		Status:	
Title:			Short Title:		

Account Information
Account Type:
Currency:
Designation:
Form 990 Line Number:
Last Used Check Number:
Check Reorder Point: Order Checks

Required Account Assignments
Available		Selected
	>	
	<	

The Wizard will bring up a series of boxes for you to fill out to create your account. Just follow the instructions. The General Ledger codes are the most complicated to create. In addition to the Segment, you will need to pick an Account Type.

Chart of Accounts Wizard

The Chart of Accounts Wizard will guide you through creating a new account and its assignments or creating new assignments for an existing account.

Tip: If you've already entered the segment and account type, press Next to go on.

What Segment would you like to work with?

GL

What Account Type would you like to work with?

< Back   Next >   Finish   Cancel   Help

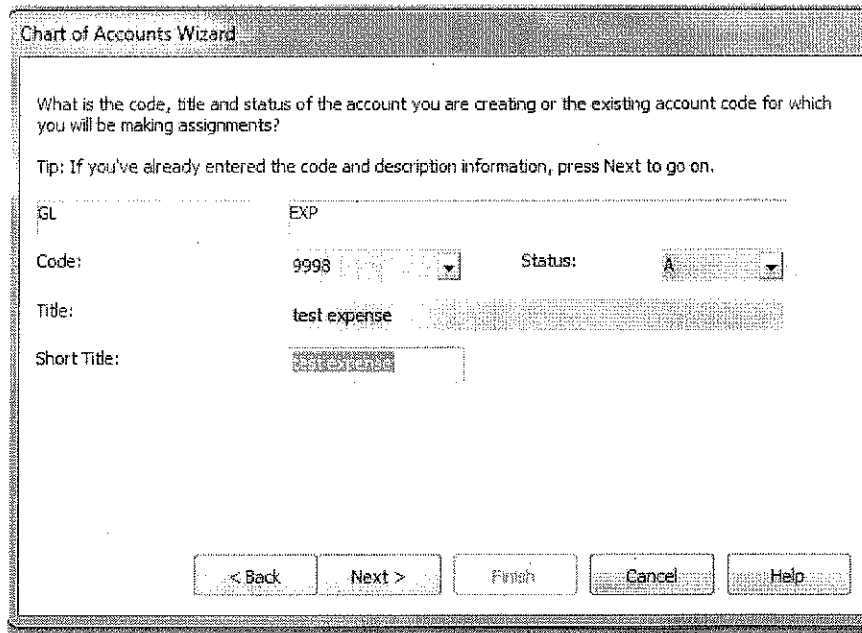On the next screen you will assign a code number, title and short title.

Chart of Accounts Wizard

What is the code, title and status of the account you are creating or the existing account code for which you will be making assignments?

Tip: If you've already entered the code and description information, press Next to go on.

GL   EXP

Code: 9998   Status: A

Title: test expense

Short Title: testexpense

`< Back` `Next >` `Finish` `Cancel` `Help`

Next assign a designation (this allows use of the default financial statements) and a Form 990 Line Number to generate the Form 990 financial information.
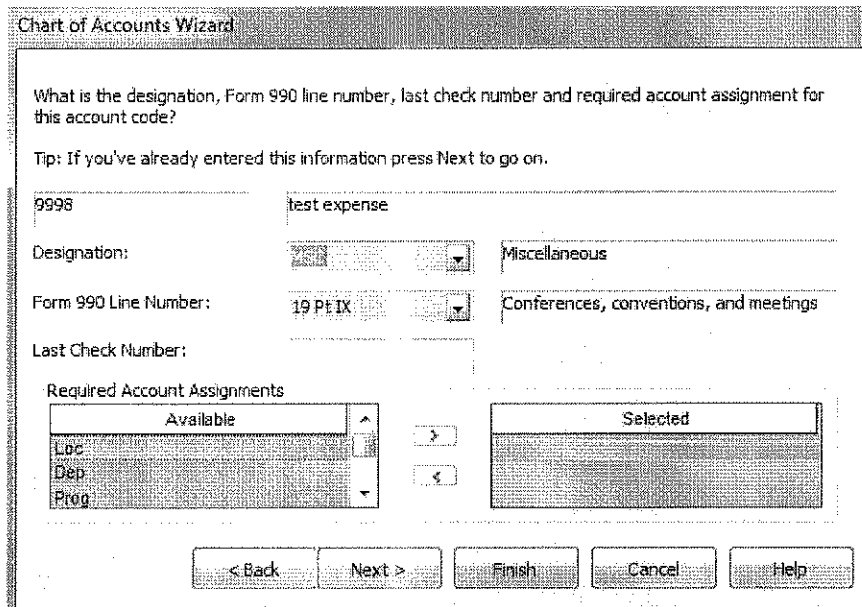
Chart of Accounts Wizard

What is the designation, Form 990 line number, last check number and required account assignment for this account code?

Tip: If you've already entered this information press Next to go on.

9998   test expense

Designation: 2998   Miscellaneous

Form 990 Line Number: 19 Pt IX   Conferences, conventions, and meetings

Last Check Number:

Required Account Assignments

Available		Selected
Loc		
Dep		
Prog		

`< Back` `Next >` `Finish` `Cancel` `Help`

The next screen is the most important one, and where the Wizard makes things easy. Pick a model for your account to mimic so you will not have to create the offset assignments, closing assignments and report assignments by hand. Pick wisely here.

Chart of Accounts Wizard

The wizard will automatically make assignments for this account.

| 9998 | test expense |

Assignments will be made based on a "model" account which has already been assigned in other parts of the system.

What is the model account you would like to use?

| 9090 | Athletic Busing Expense |

Where would you like to assign the account?

☑ Offset Account Assignments   ☑ Financial Statement Assignments

☑ Closing Account Assignments   ☑ Report Group Assignments

☐ Account Code Combinations

[< Back] [Next >] [Finish] [Cancel] [Help]

Eventually you will get to the summary screen, and you will see how many assignments the wizard did automatically for you.

Chart of Accounts Wizard

The Chart of Accounts Wizard Will Create

New Accounts:	1
Offset Account Assignments:	12
Closing Account Assignments:	6
Account Code Combinations:	0
Financial Statement Assignments:	27
Report Group Assignments:	2

[< Back] [Next >] [Finish] [Cancel] [Help]

Basic Transaction Entry

The General Ledger account codes determine what other segment codes are required. For revenues and expenditures, all segment codes are required. For balance sheet accounts, the system verifies that segments designated as Fund and/or Balancing have codes.

The General Ledger account codes determine what other segment codes are required. For revenues and expenditures, all segment codes are required. For balance sheet accounts, the system verifies that segments designated as Fund and/or Balancing have codes. See the table below for complete information.

GL Account Type Entered	Segments			
	Fund	Balancing	Non-Balancing	Restrictions
Revenue and Expense	Required	Required	Required	Required
Net Assets/Equity	Required	Required	Optional	Required
Other Balance Sheet Accounts	Required	Required	Optional	Optional

A transaction can be out of balance for a number of reasons.

- Debits must equal credits within fund, balancing segment, entry type, and effective date.

On documents where a document amount field is available there are often checks to ensure that the transaction lines reasonably match the document.

- For instance, when entering an AP invoice, the net credit amount to the "AP" account must equal the invoice amount.

Incomplete information will prevent a document from being saved or posted.

- All segment values must be entered that are required by the transaction entry rules.
- Required document fields can be highlighted by navigating to your workstation settings by going to Options > Customize Workstation Settings > Colors tab.

Users are not allowed to post to a period closed in the Organization Preferences > Entry Dates.
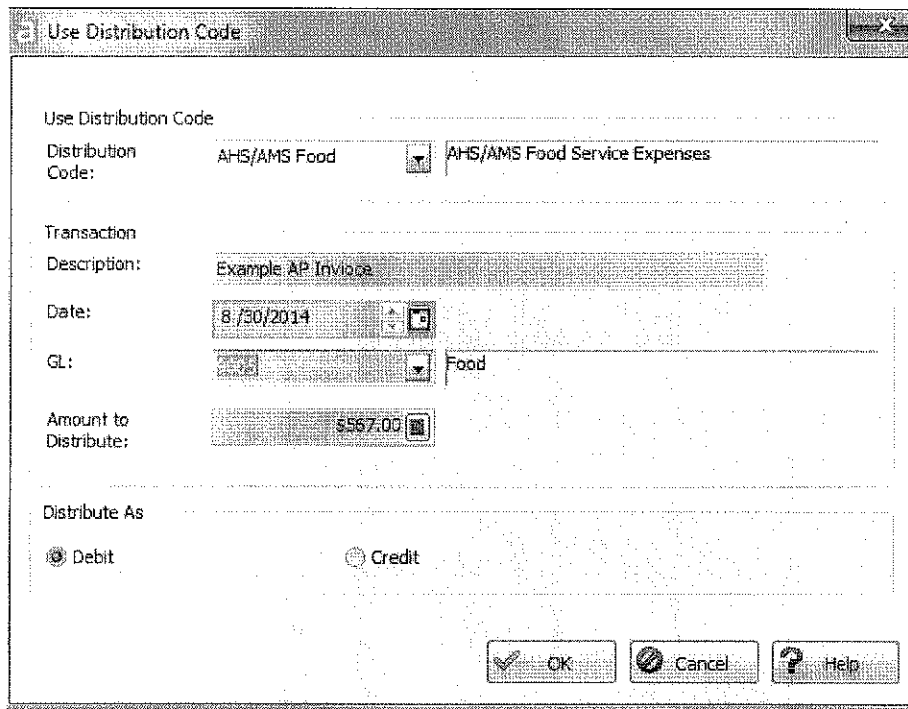
- The document and effective dates must be changed to an open period, or the entry dates must be changed in Administration to allow the transaction to post.

Distribution Codes

- Distribution Codes speed transaction entry and reduce both calculation and data entry errors. They are used to allocate transaction amounts across different funds, programs, grants, etc. based on a fixed allocation template.
- Invoke the Use Distribution Code window by clicking on the Use Distribution Code auxiliary button.

- Choose the distribution code from the drop-down list or accept the default distribution code if present.
- The description represents the transaction line description in the entry form.
- The date is the effective date of the transaction lines. The default value is the document date and may be changed if necessary.
- The GL is the GL segment account used in the transaction lines created by the distribution code.
- The amount to distribute is an amount greater than 0 to be spread by the distribution code.
- The application will default to the expected Debit or Credit distribution based on the transaction type. This setting can be changed.
- If you were doing an API, CD or CDS transaction and pulling up a vendor with default coding in the Vendor Maintenance record, the Distribution Code and/or the expense GL would automatically populate. The same would happen with a customer for ARB, CR or CRS transactions.

The distribution code that will distribute the expense was previously set up and is shown below. Notice, a distribution code contains all segments except the GL. So it can be used with any GL.

Code: AHS/AMS Food ▼   Status: A ▼   Apply To: A ▼

Description: AHS/AMS Food Service Expenses

	Fund	Loc	Dep	Prog	FS	AE	Percent	Units	Amount
▶	20 ▼	20	45	605	1000	0	060.0000	0.0000	0.00
	20	30	45	605	1000	0	040.0000	0.0000	0.00
*							000.0000		

Now that I have my expenses (debits) entered for my API transaction, I need the credits.

Invoice: AP19397 ▼   Date: 8 /30/2014   Amount: $567.00

Description: Example AP Invioce

Vendor ID: ABC Child Care Cer ▼   ABC Child Care Centers   Due: 9 /29/2014

Check Address: Main ▼   602 E. Arnold Street
Marshfield, WI 54449

1099 Type: ▼

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	20 ▼	9005	20	45	605	1000	0	340.20	0.00	N	8 /30/2014	Example AP Invioce
	20	9005	30	45	605	1000	0	226.80	0.00	N	8 /30/2014	Example AP Invioce
*												

Assuming I have my offsets assigned, I can hit my offset button, and my credits will automatically populate.

The credits will automatically balance by my 'Fund" segment to give me a balanced entry by date.

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	20	9005	20	45	605	1000	0	340.20	0.00	N	8/30/2014	Example AP invioce
	20	9005	30	45	605	1000	0	226.80	0.00	N	8/30/2014	Example AP invioce
	20	2005						0.00	340.20	N	8/30/2014	Example AP invioce
	20	2005						0.00	226.80	N	8/30/2014	Example AP invioce
*												

Offsets can be set up for any kind of transaction entry type.

Reversing Journal Entries

Journal entries are the only transaction type in accounting that can be set to automatically reverse at the time you set the accrual. This same functionality can be found in payroll at the time of payroll transfer. When you enter a journal voucher, you have the choice of automatically reversing the entry. The default is "No."

You can choose to reverse the entry in the current document, in a new Document in the Current Session, or in a New Document in a brand New Session.

Code	Description
In Current Document	Include reversal in this document
New Document, Current Session	Include reversal in another document in this session
New Document, New Session	Include reversal in another session

Typically you would code your accrual to the last day of the current month, and reverse it the first day of the new month.

	Fund		GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	10	▼	5005	30	35	181	1000	0	500.00	0.00	N	8/30/2014	Test JV accrual
	10		2205						0.00	500.00	N	8/30/2014	Test JV accrual
✱													

When you make the accrual entry and save the document, the application will prompt you for the reversal date. You can choose to change the description at that time.

Reverse Current Transaction (In Current Document)

Effective Date: 9 / 1 /2014

Replace Line Descriptions With:

[OK]   [Cancel]   [Help]

Then the application will make the appropriate reversing entry on the specified date.

Voucher: JV3015   Date: 8/30/2014   Reverse: No

Description: Test JV
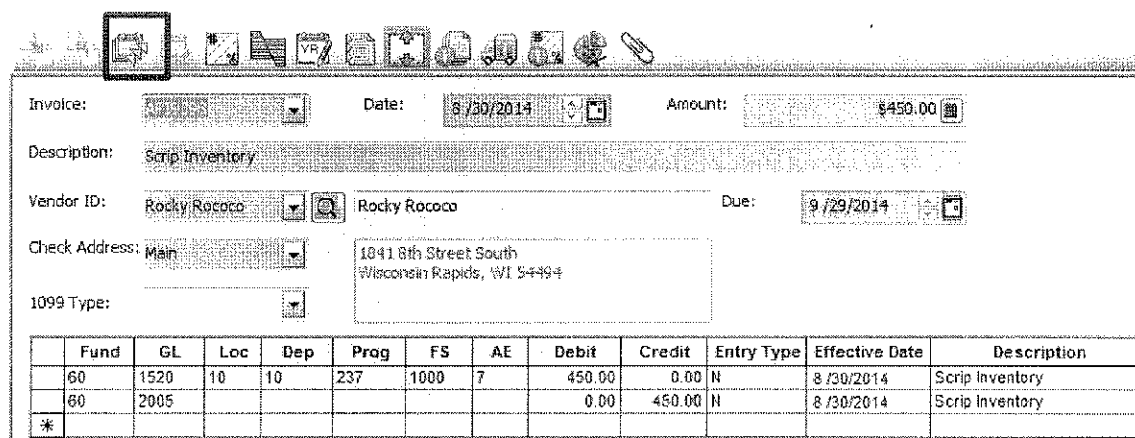
	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
	10	5005	30	35	181	1000	0	500.00	0.00	N	8/30/2014	Test JV accrual
⫽	10	2205						0.00	500.00	N	8/30/2014	Test JV accrual
	10	5005	30	35	181	1000	0	0.00	500.00	N	9/1/2014	Test JV reversal
	10	2205						500.00	0.00	N	9/1/2014	Test JV reversal
✱												

Memorizing/Recurring Transactions

MIP provides an easy method of memorizing, recalling, and scheduling recurring documents.

- Examples of recurring documents are rent payment checks, depreciation expense entries, and cash receipts to record the draw-down of grant funds.
- Memorized documents may be recalled at any time.
- Memorized documents may also be scheduled as recurring documents.

Click on the Memorize/Recurring document button when you have the transaction entered that you want to memorize or recur.

A name for the memorized document can be entered, or an existing name can be pulled from the drop-down list.

- If an existing name is used the current document will overwrite the original memorized document.
- Select Actual Amounts if the dollar amount of the memorized document will remain the same each time you recall or process the memorized entry.
- Select Percentages if the dollar amount will vary each time the memorized document is recalled.
- If you select this option, the application converts the amount for each line item to percentages and then applies the percentages to the new document amount entered when the memorized transaction is recalled.

Memorize/Recurring Document

Save Document As

Name: RockyScripActual

◉ Actual Amounts   ○ Percentages

Recurring Document Setup

☐ Recurring Entry

First Transaction Date: 8 /30/2014

Frequency:

Ending Transaction Date: _/_/_

☐ No Ending Date

[✓ OK]   [✗ Delete]   [⊘ Cancel]   [? Help]

Recurring documents can be created for Journal Vouchers, Cash Receipts, Cash Disbursements, AP Invoices, AR Invoices, Budget, Encumbrance, and Encumbrance Liquidations.

Check the Recurring Entry box if the current memorized document should be a recurring document.

- The First Transaction Date is the first day the recurring transaction is available for processing in the Manage Recurring Entries form.
- The frequency of the recurring transaction can be set to: on hold; weekly; biweekly; every four weeks; semimonthly; monthly; quarterly; semiannually; or annually.
- The last day of the recurring entries can be set in the Ending Transaction Date box.
- Check the No Ending Date box if there is no specific ending date.
- The application will continually schedule future recurring entries for a 12 month period from the current date if no ending date is set.

Memorize/Recurring Document

Save Document As

Name: RockyScrip

○ Actual Amounts   ● Percentages

Recurring Document Setup

☑ Recurring Entry

First Transaction Date: 8 /30/2014

Frequency: Monthly

Ending Transaction Date: __/__/__

☑ No Ending Date

OK   Delete   Cancel   Help

You can then process recurring entries from the Session Manager>Manage Recurring Entries screen.

Manage Recurring Entries

Total Matching Records: 3

Filters

Available Filter		Selected Filter	Compares To	Criteria 1	Criteria 2
Recurring Date		Status	=	Due	
Name					
Session ID					
Source					
ID					

Recurring Entries

Records per Page 1000
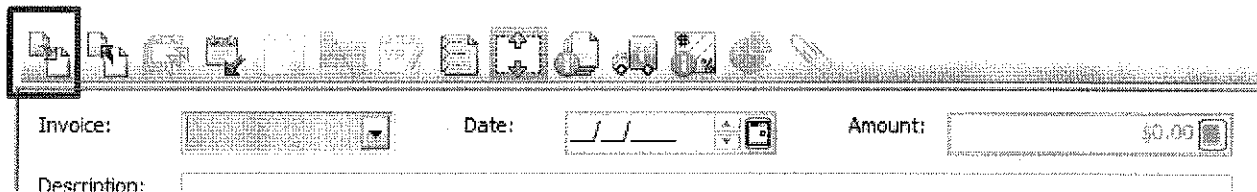
Recurring Date	Name	Session ID	Document ID	Source	ID	Frequency	Amount	Ending Date	Status
7/15/2014	Depreciation			JV		Monthly	1,852.00	None	Due
8/15/2014	Depreciation			JV		Monthly	1,852.00	None	Due
8/30/2014	RockyScrip			AR	Rocky Rococo	Monthly	0.00	None	Due

Record 1

Page 1 of 1

Process   Cancel   Help

Copy and Reverse Posted Documents

- To enable the Copy Posted Document auxiliary button you must be in a blank transaction entry form. As soon as a document number is entered the copy and reverse button is disabled.
- Click on the auxiliary button to open the Copy Posted Document form.
- Use this form to copy a single posted document from an existing session and add it to the current session.

| Invoice: | | Date: | _/_/_ | Amount: | $0.00 |
| Description: | | | | | |

- In order to copy from an existing session you must enter the original session ID and the original document number.
- By default the copy to document number matches the original document number. Using the original document number in this box will create adjustments to the original document when posted. You may change the copy to document number.
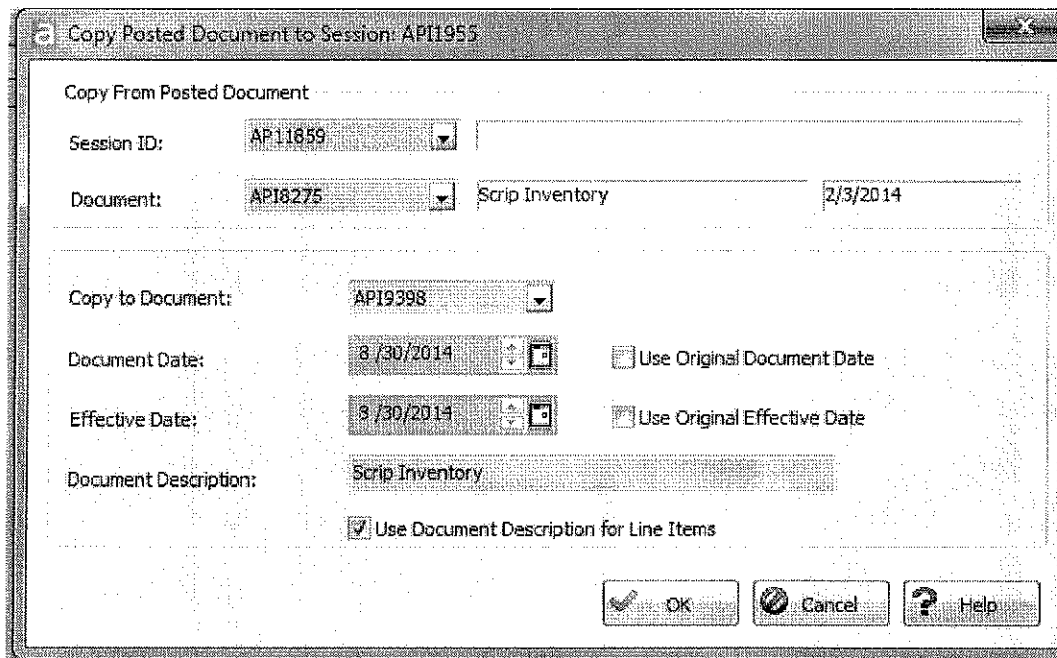- The document date and effective dates can be the same as the original dates or can be changed by the user by deselecting the check boxes.
- The document description for the new document defaults from the source document. You may change the document description.
- Check the box at the bottom of the form to use the document description for transaction line items. If this box is not checked the transaction line descriptions for the source document will be used.

Copy Posted Document to Session: API1955

Copy From Posted Document

Session ID: AP11859

Document: API8275   Scrip Inventory   2/3/2014

Copy to Document: API9398

Document Date: 8 /30/2014   ☐ Use Original Document Date

Effective Date: 8 /30/2014   ☐ Use Original Effective Date

Document Description: Scrip Inventory

☑ Use Document Description for Line Items

OK   Cancel   Help

Once you've made your choices and choose OK, the transaction will then pop up.

Invoice:	API9398			Date:	8/30/2014			Amount:		$450.00

Description: Scrip Inventory

Vendor ID: Rocky Rococo   Rocky Rococo   Due: 9/29/2014

Check Address: Main   1841 8th Street South
Wisconsin Rapids, WI 54494

1099 Type:

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
▶	60	2005						0.00	450.00	N	8/30/2014	Scrip Inventory
	60	1520	10	10	237	1000	7	450.00	0.00	N	8/30/2014	Scrip Inventory
*												

The process for reversing a posted document is similar to copy.

- Click on the auxiliary button to open the Reverse Posted Document form.
- Use this form to reverse a single posted document from an existing session and add it to the current session. This document has the same account code information as the original document with the debits and credits reversed, and if applicable, the sign of the document amount reversed. After clicking OK, the system displays the new document you created.

Invoice:			Date:	_ /_ /_			Amount:		$0.00

Description:

- In order to reverse from an existing session you must enter the original session ID and the original document number.
- By default the reverse to document number matches the original document number. Using the original document number in this box will create adjustments to the original document when posted. You may NOT change the reverse to document number.
- The document date and effective dates can be the same as the original dates or can be changed by the user by deselecting the check boxes.
- The document description for the new document defaults from the source document. You may change the document description.
- Check the box at the bottom of the form to use the document description for transaction line items. If this box is not checked the transaction line descriptions for the source document will be used.

Reverse Posted Document to Session: API1955

Reverse Posted Document

Session ID: API1863

Document: 14867901   Copier Agreement   2/13/2014

Reversed Document: 14867901

Document Date: __/__/__   ☑ Use Original Document Date

Effective Date: __/__/__   ☑ Use Original Effective Date

Document Description: Copier Agreement

☑ Use Document Description for Line Items

OK   Cancel   Help

You may get this message that you are appending to the original invoice. This is exactly what you want to happen if you want to delete the original entry.

Abila MIP

Message

⚠ Vendor ID EO JOHNSON has already posted invoice 14867901; therefore, this entry will be appended to the original invoice. To prevent an appending entry, return to the Appending Invoice field and enter a new invoice number.

What to do?   Click OK to return the form.

1 of 1

OK

Once you click OK, the transaction will then pop up.

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Description
	10	2005						1,624.82	0.00	N	2/13/2014	Copier Agreement
	10	5135	45	10	241	1000	0	0.00	255.00	N	2/13/2014	Copier Agreement
	10	5135	40	10	241	1000	0	0.00	284.82	N	2/13/2014	Copier Agreement
	10	5135	30	10	241	1000	0	0.00	310.00	N	2/13/2014	Copier Agreement
	10	5135	20	10	241	1000	0	0.00	375.00	N	2/13/2014	Copier Agreement
	10	5135	10	40	241	1000	0	0.00	200.00	N	2/13/2014	Copier Agreement
	10	5135	10	10	241	1000	0	0.00	200.00	N	2/13/2014	Copier Agreement

Appending Invoice: 14867901

Date: /13/2014

Amount: ($1,624.82)

Description: Copier Agreement

Vendor ID: EO JOHNSON   EO Johson Company

Due: 3/15/2014

Check Address: Main   P.O. Box 629
Wausau, WI 54402-0629

1099 Type:

Cash Disbursements vs Write Checks

MIP allows users to print individual disbursement checks as needed through the "Write Checks" function. For example, if the organization receives a COD delivery and needs to provide an immediate check payment, the accounting department can issue a single check at the time of the delivery.

To access this feature, the user would Select Basic Transactions Navigator screen and click on the Write Checks icon.
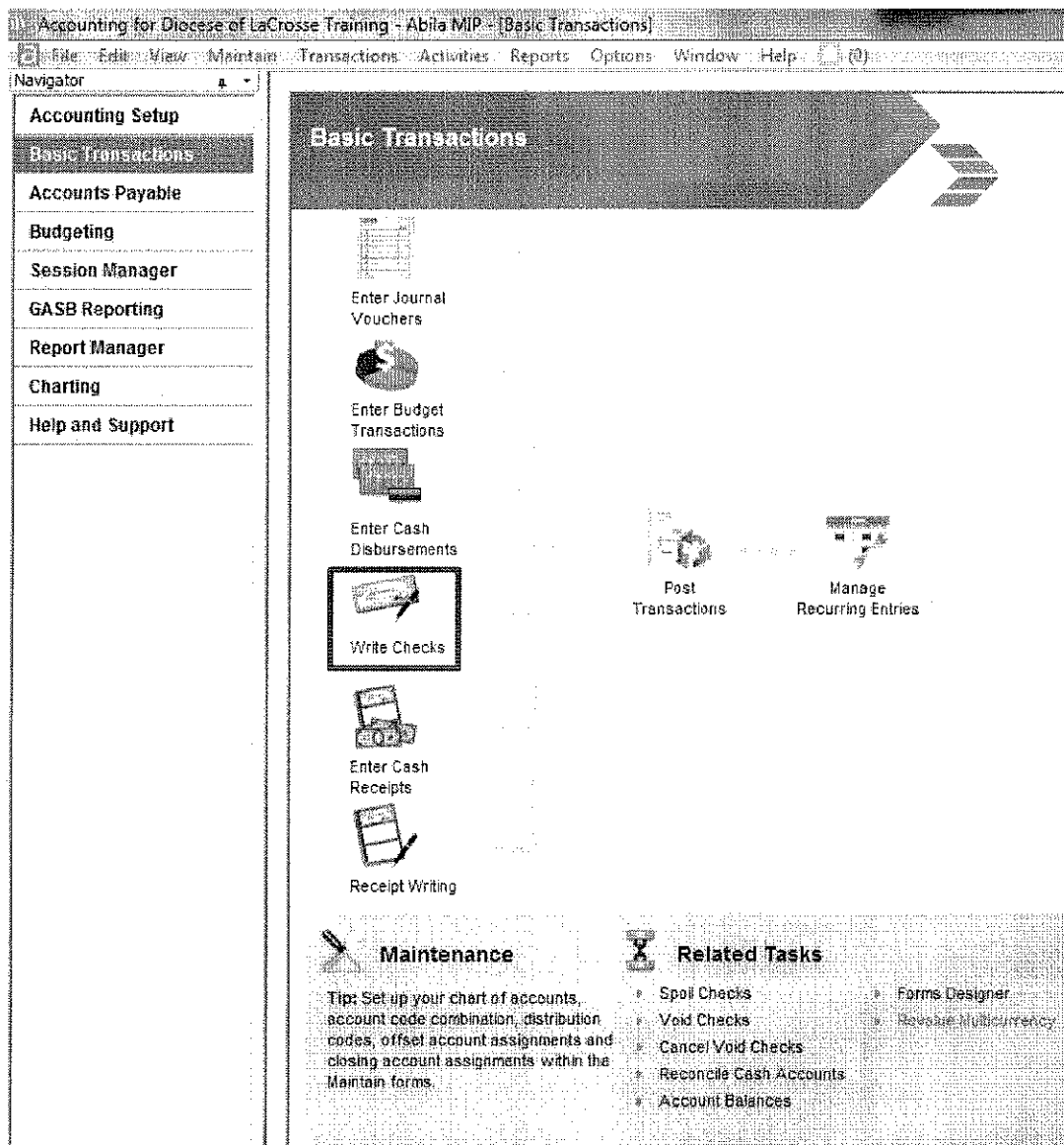
The Write Checks transaction typically is a debit to expense, credit to cash transaction. This is the same kind of transaction as the Cash Disbursement transaction. The only difference between the two transactions is the Write Checks produces a check, while the Cash Disbursement does not. You would use this transaction type to record a bank services fee, or electronic payment where no check is needed. The Enter Cash Disbursements icon is also on the Basic Transactions Navigator.

Enter Cash
Disbursements

As with all transactions we begin with the Session screen. What is different about the cash transactions is we need to determine a cash account on the session screen. Otherwise transaction entry follows the same rules as other transactions.


Session ID: CDW0338	Status: BP
Description:	Date: 9 / 1 /2014
Cash Acct.:	

Session Totals
Total Number of Documents: 0

Total Amount for all Documents: $0.00

Cash Receipts vs Receipt Writing

MIP allows users to print receipts through the Receipt Writing function. For example, if the organization receives a donation from a walk in patron, the receptionist could print a receipt right from the system.

To access this feature, the user would Select Basic Transactions Navigator screen and click on Receipt Writing icon.
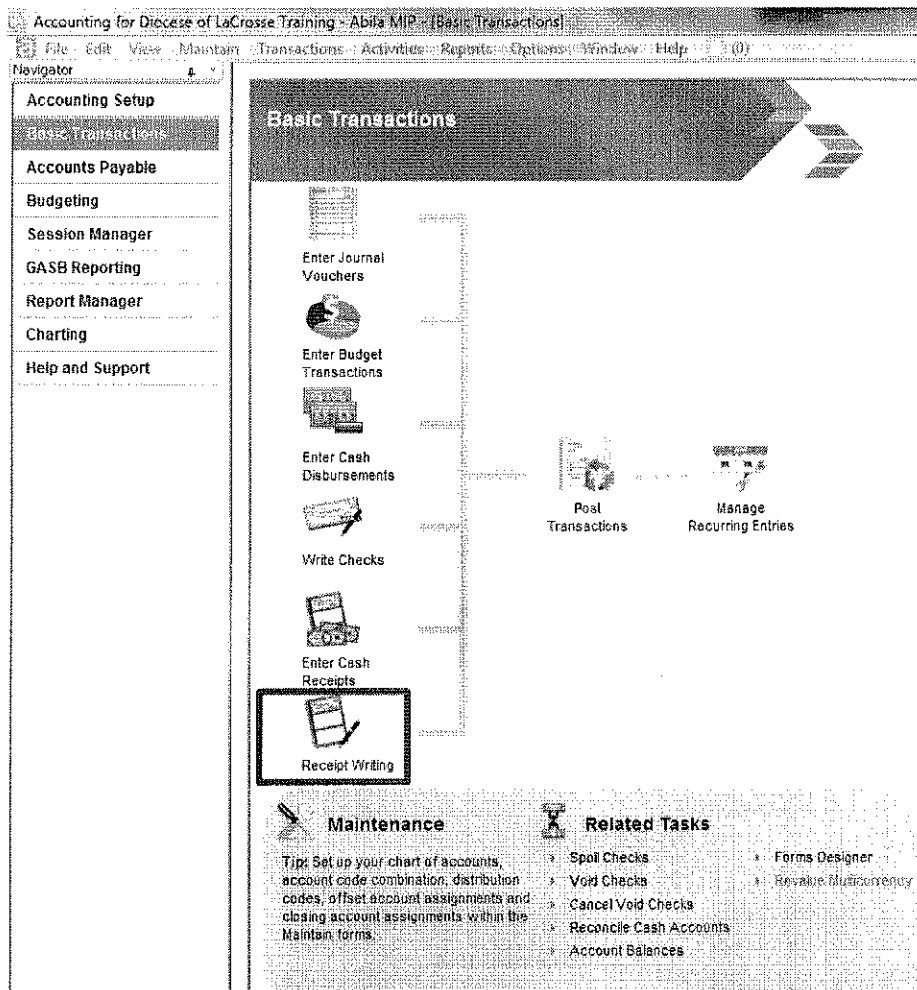
The Receipt Writing transaction typically is a credit to revenue, debit to cash transaction. This is the same kind of relationship as in Write Checks and Cash Disbursements. Receipt Writing produces a receipt, while the Cash Receipts does not. You would use the Cash Receipts transaction type to record bank interest earned on your account, or electronic transfer of funds to your account, such as a grant reimbursement. The Cash Receipts icon is also on the Basic Transactions Navigator. You will also define the cash account on the Session screen, just as in Cash Disbursement transactions.

Voiding Checks

Use this form to set up a session for the checks/vouchers you are going to void.
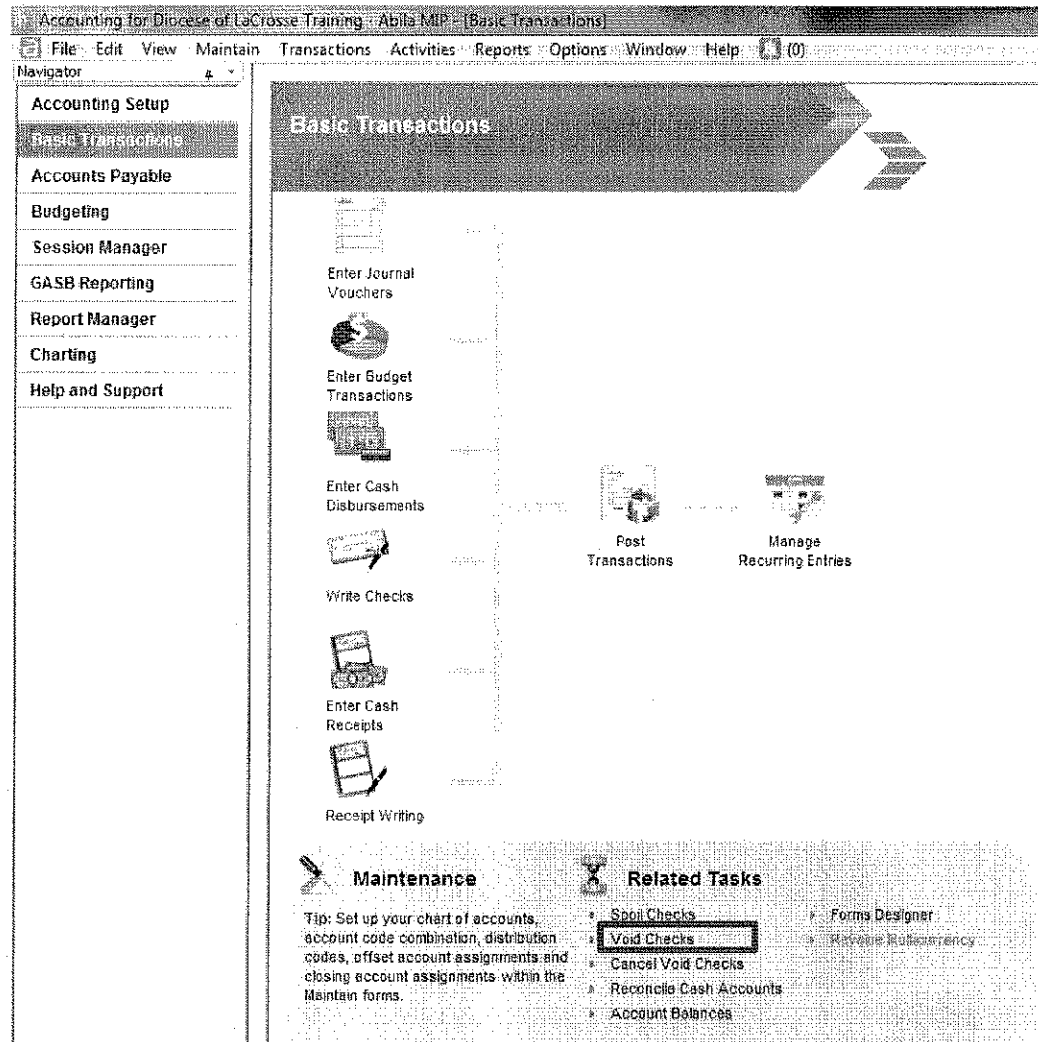
Enter a Session ID to identify a particular batch of documents. Then, enter session information (Status, Description, and Date) and determine if you want to enter a New Effective Date. Click Start to begin voiding checks and vouchers.

Note: *The system uses the New Effective Date and the Original Effective Date when checking for the Prohibit and Warn dates (Organization>Organization Preferences - Entry Dates Tab).*

| | Session ID: | VDC0149 | ▼ | Status: | BP | ▼ |

| Description: | | Date: | 8/30/2014 | ⏶⏷ 📅 |

☑ Use Original Effective Date   New Effective Date: __/__/__   ⏶⏷ 📅

Session Totals

Total Number of Documents: 0

Total Amount for all Documents: $0.00

I used my filter to look for the check I want to void, and chose the check I wanted to void.
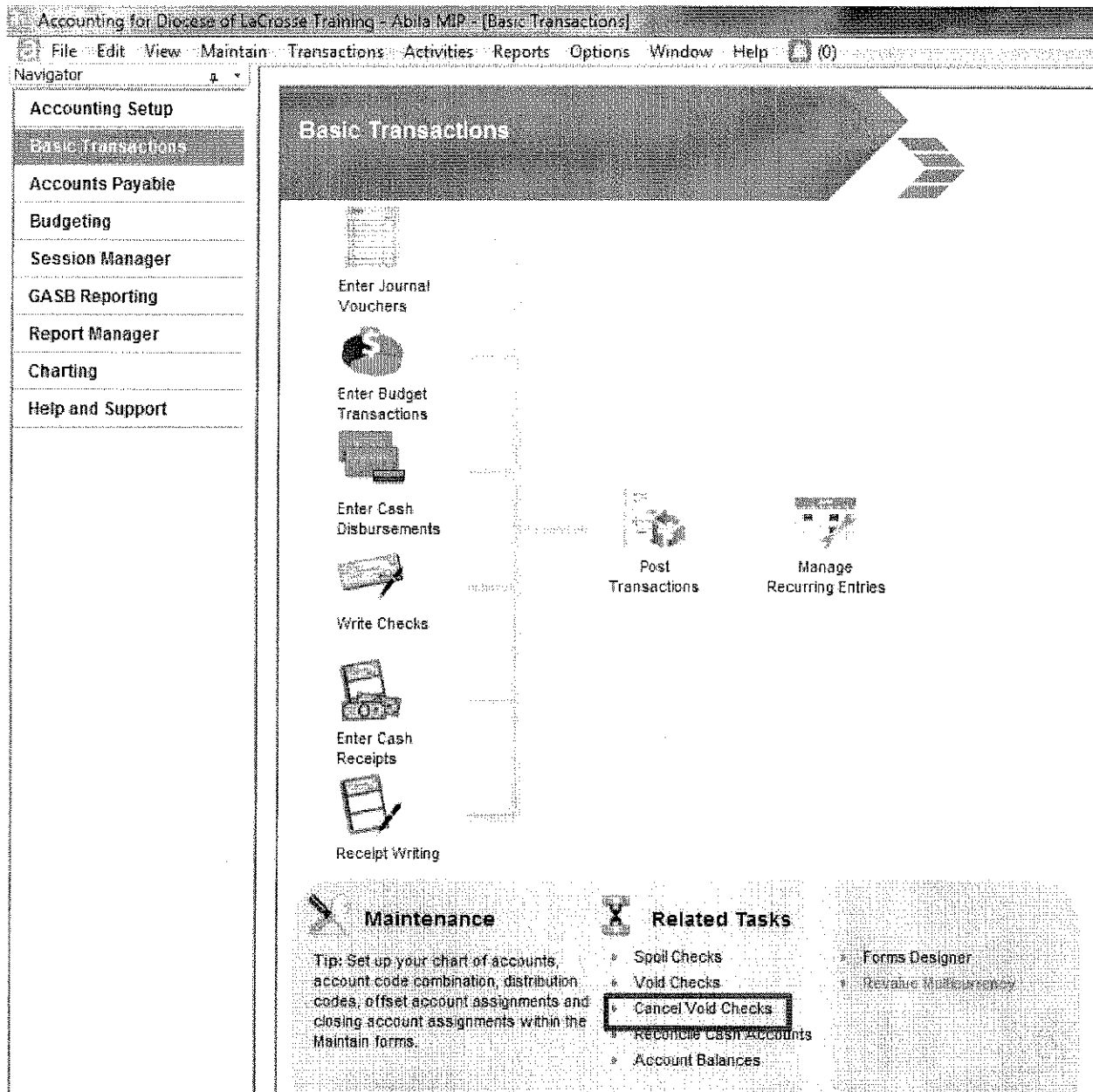
Total Records Selected: 1

Filters

Available Filter		Selected Filter	Compares To	Criteria 1	
GL Code	▷	Date	=	7/1/2014	
Document					
Vendor ID	◁				
Session ID					

Checks/Vouchers

		GL Code	Document	Vendor ID	Date	Amount	Session ID	Transaction Source	Payee
✏	☑	1106	8222	Assumption Cath	7/1/2014	2,500.00	APS0846	APS	Assumption Catholic Schools
		1106	8223	Becker Vision Center	7/1/2014	148.75	APS0846	APS	Becker Vision Center
		1106	8224	Brings	7/1/2014	668.43	APS0846	APS	Brings
		1106	8225	Cost Cutters	7/1/2014	270.00	APS0846	APS	Cost Cutters
		1106	8226	Cravings	7/1/2014	225.00	APS0846	APS	Cravings Coffee & Ice Crea.
		1106	8227	Culver's	7/1/2014	950.00	APS0846	APS	Culver's
		1106	8228	Grace's Family	7/1/2014	360.00	APS0846	APS	Grace's Family Restaurant
		1106	8229	McDonald's	7/1/2014	1,425.00	APS0846	APS	McDonald's
		1106	8230	Perkins	7/1/2014	475.00	APS0846	APS	Perkins
		1106	8231	Quality Food	7/1/2014	9,500.00	APS0846	APS	Quality Food
		1106	8232	Rocky Rococo	7/1/2014	225.00	APS0846	APS	Rocky Rococo
		1106	8233	Schierl Tire & Serv	7/1/2014	780.00	APS0846	APS	Schierl Tire & Service
		1106	8234	The Feed Store	7/1/2014	378.00	APS0846	APS	The Feed Store Inc.
		1106	8235	Timeless Quality	7/1/2014	19.00	APS0846	APS	Timeless Quality Imaging LLC
		1106	8236	Wirch Oil Co Inc	7/1/2014	147.00	APS0846	APS	Wirch Oil Co. Inc.

Once I click OK at the bottom of the screen, the transaction is created. I just need to post it.

However, what if I realized I chose the wrong check? I now have a choice to cancel a void transaction. Use the Cancel a Void Check choice to delete individual unposted documents or reverse individual posted documents that are from an AP Void Check/Vouchers (APV) or Void Check/Vouchers (VCK) session.

Basic Transactions

Enter Journal Vouchers

Enter Budget Transactions

Enter Cash Disbursements

Write Checks

Enter Cash Receipts

Receipt Writing

Post Transactions

Manage Recurring Entries

Maintenance

Tip: Set up your chart of accounts, account code combination, distribution codes, offset account assignments and closing account assignments within the Maintain forms.

Related Tasks

- Spoil Checks
- Void Checks
- Cancel Void Checks
- Reconcile Cash Accounts
- Account Balances

- Forms Designer
- Revalue Multicurrency

I need to pick my APV or VCK transaction type, then find the appropriate document to void. If I void an unposted transaction I get the following screen.

Cancel Void Checks/Vouchers From:

Transaction Source: APV ▾ A/P Void Checks/Vouchers

Session ID: VDC0149 ▾

Document: 8222 ▾ System Generated Check/Vou 7/1/2014

Cancel Void Checks/Vouchers To:

Session ID: ▾

Description:

Cancelled Document: 8222 ▾

Document Date: __/__/____ ▾ ▣ ☑ Use Original Document Date

Effective Date: __/__/____ ▾ ▣ ☑ Use Original Effective Date

Document Description:

If I need to void a posted check, I will have the opportunity to assign a new session ID to my "unvoid" session.

Cancel Void Checks/Vouchers From:

Transaction Source: APV ▾ A/P Void Checks/Vouchers

Session ID: ReverseReversal2 ▾ voids

Document: 67614 ▾ System Generated Check/Vou 3/6/2014

Cancel Void Checks/Vouchers To:

Session ID: CanAPV001 ▾

Description: Cancel the void of 67614

Cancelled Document: 67614 ▾

Document Date: __/__/____ ▾ ▣ ☑ Use Original Document Date

Effective Date: __/__/____ ▾ ▣ ☑ Use Original Effective Date

Document Description:

Recording Check Spoilage

Use this when one or many unwritten checks have been rendered unusable; such as coffee spilling on them, or the printer ate too many....or maybe you forgot to take the checks out of the printer before someone else printed on them.
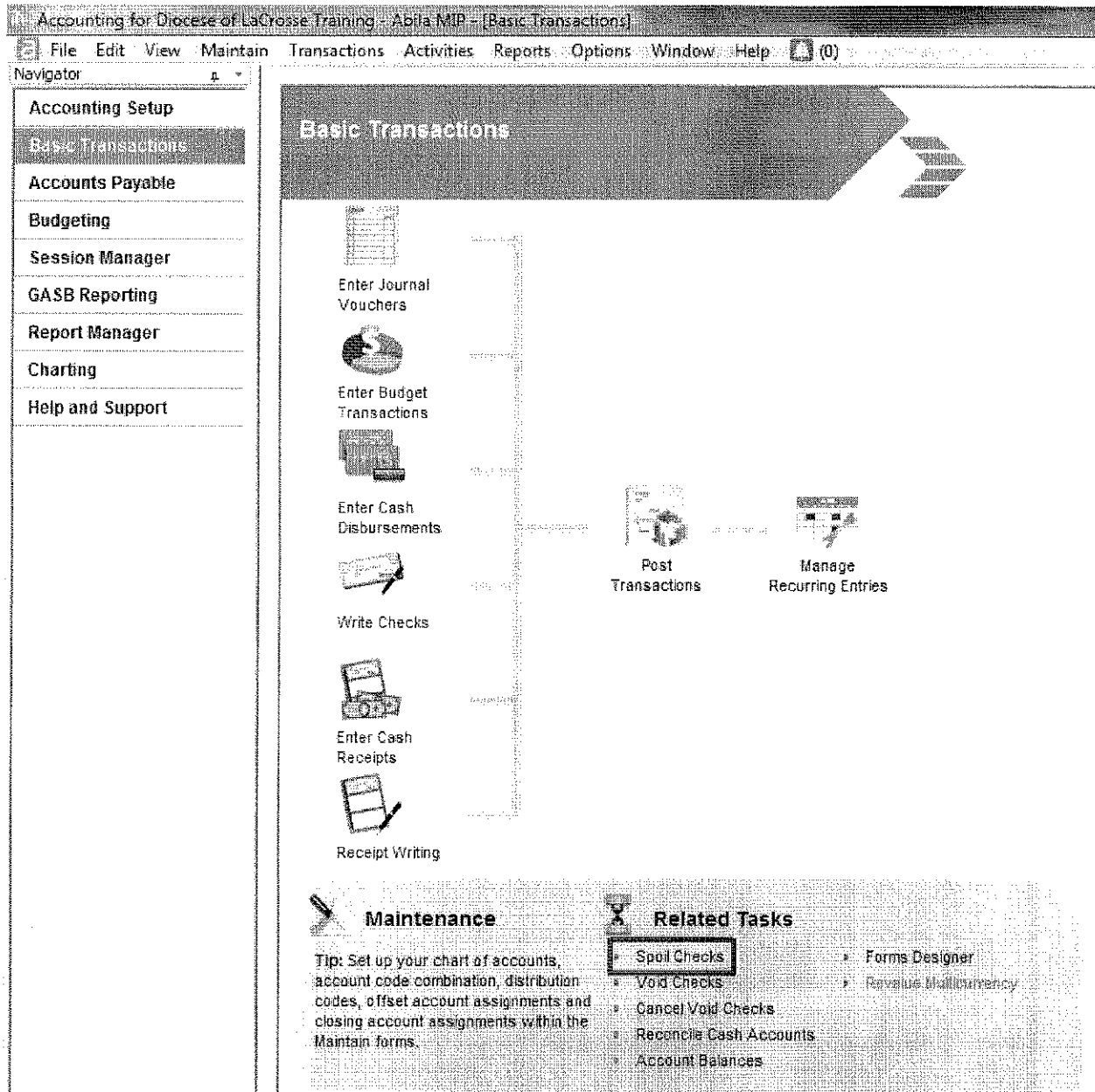
You can spoil one or many checks. Just be careful what you write as the reason. This will show up as the description in your check register.

Cash Account: 1105 ▾ Checking - Operational

Date: 8/30/2014

Description: Coffee spilled on checks

Check Selection

○ Single Check

Check Number:

◉ Range of Checks

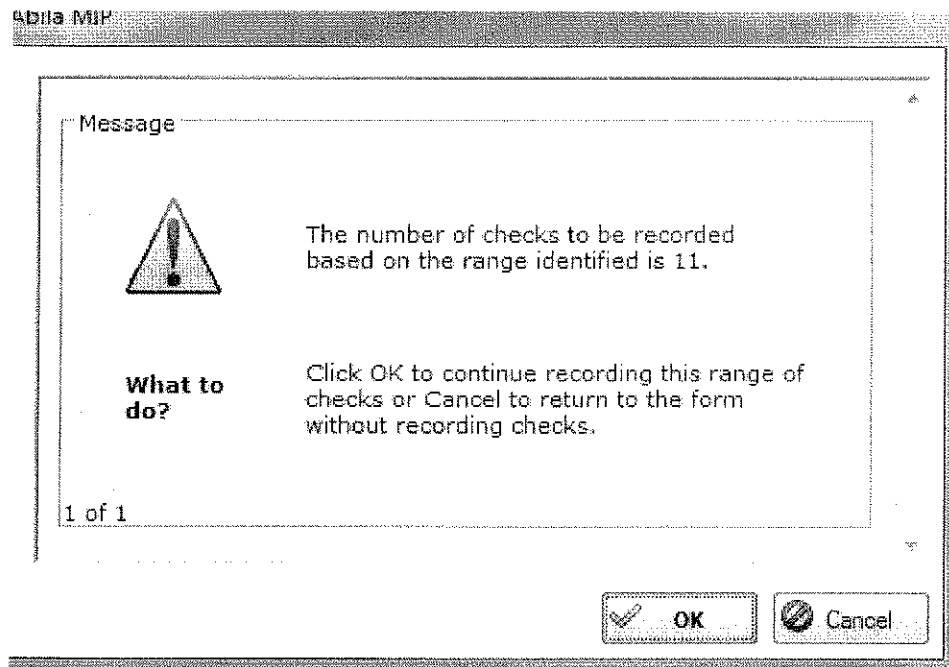Starting: 70000   Ending: 70010

[Find] [Save] [Undo] [Close] [Help]

Diocese of LaCrosse Training
Check/Voucher Register - checks
1105 - Checking - Operational
From 7/1/2014 Through 6/30/2015

Check Number	Check Description	Vendor Name	Effective Date	Check Amount
69192	Employee: WhitrockMich; Pa...	Michaeleen Whitr...	7/15/2014	467.89
69193	Employee: WickTamara; Pa...	Tamara Wick	7/15/2014	631.32
69194	Employee: ZacherAnne; Pay...	Anne M. Zacher	7/15/2014	995.95
69195	System Generated Check/Vo...	Curtis1000	7/16/2014	532.17
69196	System Generated Check/Vo...	ACS HOT LUNCH	7/23/2014	6,750.23
70000	Coffee spilled on checks			0.00
70001	Coffee spilled on checks			0.00
70002	Coffee spilled on checks			0.00
70003	Coffee spilled on checks			0.00
70004	Coffee spilled on checks			0.00
70005	Coffee spilled on checks			0.00
70006	Coffee spilled on checks			0.00
70007	Coffee spilled on checks			0.00
70008	Coffee spilled on checks			0.00
70009	Coffee spilled on checks			0.00
70010	Coffee spilled on checks			0.00

If you spoil a range of checks, when you click "save" the application will let you know how many actual checks you are spoiling. It is worth double counting to make sure.

Message

⚠️ The number of checks to be recorded
based on the range identified is 11.

What to do? Click OK to continue recording this range of
checks or Cancel to return to the form
without recording checks.

1 of 1

✓ OK   ⊘ Cancel

To un-spoil a check go the Activities>Check Writing>Check Spoilage and click on the
Find button. This will bring up a box that can be used to search for spoiled checks.
Once you have found it, select the check number(s) and click the Red X to delete it.

Using Display Balances

From the Basic Transactions Navigator, Related Tasks, click on the "Account Balances" to display the balances in a selected GL account filtered by any selected segment combination.
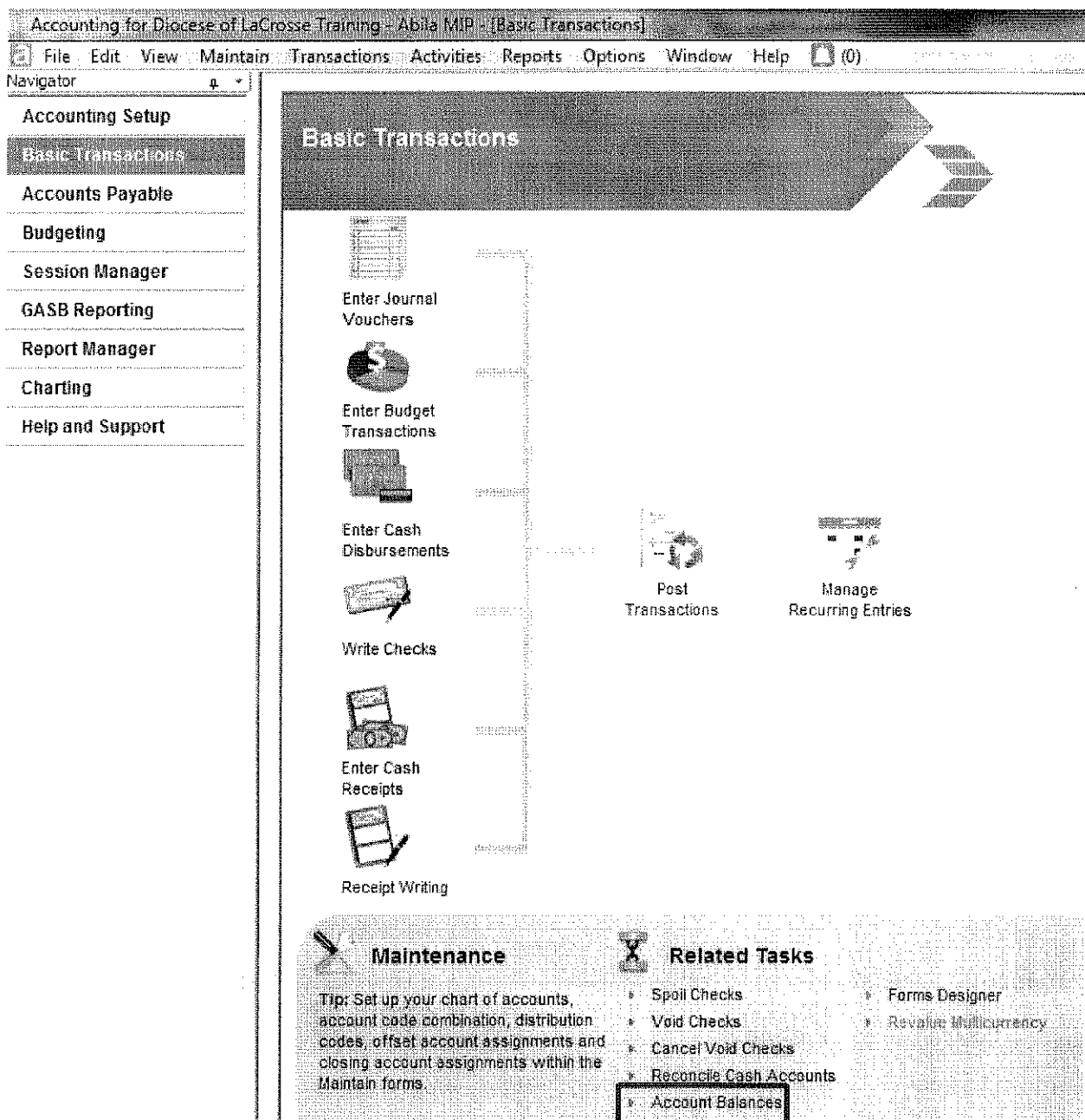
By setting the date range, and filtering for just the bit of information you are looking for, you can then drill down to the individual transaction entry to find the information you are looking for.

Date Range for Balances

Date From: 7 / 1 /2013   Date To: 5/30/2014

Display Accounts

Available Filter		Selected Filter	Compares To	Criteria 1	Criteria 2
Loc		GL	=	4205	
Dep		Fund	=	10	
Prog					
FS					
AE					

[Display] [Clear] [Print]

Balances

	Fund	GL	Description	From Date	Through Date	Posted Amount
+	10	4205	Beginning Balance	7/1/2009	6/30/2013	(92,463.00)
−	10	4205	Current Activity	7/1/2013	5/30/2014	(10,173.10)

	Effective Date	Transaction Type	Document Number	Posted Amount	ID	Session ID	Document Date	Document Description
	9/30/2013	JV	JV2540	(2,201.17)		JV1027	9/30/2013	We Belong to Christ Sept 2013
	9/30/2013	JV	JV2541	1,655.88		JV1027	9/30/2013	We Belong to Christ Sept 2013
	12/31/2013	JV	JV2875	(2,384.52)		JV1107	12/31/2013	Month End WBTC
	3/31/2014	JV	JV2940	(7,243.29)		JV1202	3/31/2014	month end WBTC

	Fund	GL	Loc	Dep	Prog	FS	AE	Debit	Credit	Entry Type	Effective Date	Transaction Description
	10	1205	10	10	245	2000	0	3,343.65	0.00	N	3/31/2014	month end WBTC
	10	4110	10	10	245	2000	0	0.00	1,600.36	N	3/31/2014	month end WBTC
	10	4205	10	40	245	2000	0	0.00	7,243.29	N	3/31/2014	month end WBTC
	10	1205	10	10	245	2000	0	47.95	0.00	N	3/31/2014	month end WBTC
	10	4260	10	10	245	2000	0	0.00	47.95	N	3/31/2014	month end WBTC

Common General Ledger Reports

When you are in the Basic Transactions Navigator and on the "Reports" tab in the Process Navigator, you get quick access to reports most commonly used in conjunction with basic general ledger activities.

Transaction Reports

Posted General Ledger Transactions – use these reports to provide an audit trail for internal use and for your auditors. These can be filtered by time as well as segment combination. You can also print these reports to determine who performed specific transactions and when.

Unposted General Ledger Transactions – use these reports to print accounting entries that have been *posted.*

- Provides an audit trail for *auditors.*
- Can include items created as a *User Defined Field.*
- Contains the *Custom Column* feature which allows you to create report columns not provided by the system. These columns need to be set up with custom formulas.

General Ledger Analysis Reports

Trial Balances – there are several flavors of trial balance reports. They are most effective when used in conjunction with a Balancing or Fund segment, as these reports include both balance sheet and income statement accounts.

- **Comparative Trial Balance** – Use this report to print a trial balance with comparative information representing the beginning year balance, beginning period balance, and the current balance. It prints in a stair-step format: all the account codes are in one column, all the account titles in another column. It is useful as a quick reference or analytical tool, as the trial balance report shows account balances at a specific point in time.

Diocese of LaCrosse Training
Comparative Trial Balance - <Comparative Trial Balance - This Year>
From 7/1/2009 Through 6/30/2010

Account Code	Account Title	Begin Year Balance	Begin Report Period Balance	Current Balance	Net PTD $ Change	Net PTD % Change
1001	Petty Cash	550.00	550.00	550.00	0.00	0.00%
1105	Checking - Operational	306,963.79	306,963.79	214,833.79	(92,130.00)	(30.01)%
1106	Checking - Scrip	18,127.33	18,127.33	33,042.55	14,915.22	82.28%
1107	Checking - Restricted Funds	210,821.71	210,821.71	217,903.77	7,082.06	3.36%
1108	Checking - Athletic Association	17,079.92	17,079.92	17,582.02	502.10	2.94%
1109	Checking - Royal Parents	379.35	379.35	1,993.32	1,613.97	425.46%
1110	Checking - Music Association	17,548.81	17,548.81	16,338.98	(1,209.83)	(6.89)%
1111	Checking - Food Service	0.00	0.00	13,983.07	13,983.07	100.00%
1205	Savings - Diocese	47,109.67	47,109.67	66,428.25	19,318.58	41.01%
1209	Savings - Home & School	10,388.08	10,388.08	5,255.96	(5,132.12)	(49.40)%
1350	Endowment Funds	413,750.65	413,750.65	443,563.22	29,812.57	7.21%
1405	A/R - Parish Investment	0.00	0.00	0.00	0.00	0.00%
1410	A/R - Tuition & Fees (C/Y)	73,948.54	73,948.54	84,298.92	10,350.38	14.00%
1415	A/R - Tuition & Fees (P/Y)	3,969.27	3,969.27	4,438.15	468.88	11.81%
1430	A/R - Food Service	0.00	0.00	0.00	0.00	0.00%

- **Normal Trial Balance** – This report also prints in a stair-step format, for information at a specific point in time. This trial balance contains a "Drill Down" feature which could be useful for tracing balances to transaction entry.

Diocese of LaCrosse Training
Normal Trial Balance - Normal TB w/ Codes
From 7/1/2009 Through 6/30/2010

Account Code	Account Title	Debit Balance	Credit Balance
8045	General Supplies		
10	Central Office		
10	Administrative		
245	No Prog		
0	No Activity	126.96	
40	Advancement		
237	Scrip		
0	No Activity	21.90	
245	No Prog		
17	Benefactors' Dinner	724.13	
18	Alumni	121.80	
65	Maintenance		
245	No Prog		
0	No Activity	214.80	
20	Assumption High School		
10	Administrative		
245	No Prog		
0	No Activity	600.00	
413	Theater		
0	No Activity	0.00	

- **Working Trial Balance** – This report also prints in a stair-step format, for information at a specific point in time. It has four additional columns available for writing in manual adjustments. Use this version of the trial balance to export to Excel, and give to your auditor for their adjustments.

Diocese of LaCrosse Training
Working Trial Balance - <Working Trial Balance - This Year>
From 7/1/2009 Through 6/30/2010

Account Code	Account Title	Debit Balance	Credit Balance	Adjusting Debit Balance	Adjusting Credit Balance	Adjusted Debit Balance	Adjusted Credit Balance
1001	Petty Cash	550.00					
1105	Checking - Operational	214,833.79					
1106	Checking - Scrip	33,042.55					
1107	Checking - Restricted Funds	217,903.77					
1108	Checking - Athletic Association	17,582.02					
1109	Checking - Royal Parents	1,993.32					
1110	Checking - Music Association	16,338.98					
1111	Checking - Food Service	13,983.07					
1205	Savings - Diocese	66,428.25					
1209	Savings - Home & School	5,255.96					
1350	Endowment Funds	443,563.22					
1405	A/R - Parish Investment	0.00					
1410	A/R - Tuition & Fees (C/Y)	84,298.92					
1415	A/R - Tuition & Fees (P/Y)	4,438.15					
1430	A/R - Food Service	0.00					
1440	Due From Diocese	0.00					
1450	Accounts Receivable - Other	17,579.38					
1490	Allowance for Bad Debt C/Y		40,000.00				
1510	Prepaid Unemployment Fund	28,430.00					
1515	Prepaid - Other	0.00					

Ledger Reports

There are two ledger reports. These are most effective when doing detailed analysis of individual accounts.

- **Standard General Ledger** – This report prints the general ledger. It contains opening balance and complete detail for any report range and account codes selected. It prints in a stair-step format: all the account codes are in one column, all the account titles in another column. And since the general ledger is basic to your accounting records and is a must for auditors, you will want to print an archive copy each month after all adjustments are entered and posted of either the Standard General Ledger or the Expanded General Ledger (depending on the presentation style preferred).

Diocese of LaCrosse Training
Standard General Ledger - Standard GL Example
From 11/1/2009 Through 11/30/2009

Account Code	Account Title	Document Number	Session ID	Effective Date	Debit	Credit
Balance 71	ACS New Student Schlr					3,900.00
9	Corporate Sponsors					
2170	TSA Withholding			Current Balance	300.00	
2000	Temporarily Restricted					
0	No Activity					
1107	Checking - Rest...			Opening Balance	217,201.41	
		1637	CD0040	11/10/2009		2.05
		1638	CD0040	11/10/2009		141.25
		1639	CD0040	11/10/2009		216.00
		1640	CD0040	11/10/2009		75.00
		1641	CD0040	11/16/2009		200.00
		1642	CD0040	11/16/2009		100.00
		1643	CD0040	11/23/2009		370.00
		1644	CD0040	11/23/2009		921.05
		CR0340	CR0155	11/6/2009	5,544.60	
		CR0341	CR0155	11/20/2009	2,458.95	
		JV0606	JV0247	11/30/2009	9.44	
				Transaction Total	8,012.99	2,025.35
Balance 1107	Checking - Restricted Funds				223,189.05	
4230	Donations & Gr...			Opening Balance	0.00	
		CR0340	CR0155	11/6/2009		200.00
				Transaction Total	0.00	200.00
Balance 4230	Donations & Grants					200.00
4255	Tuition Assistance			Opening Balance	200.00	
		CR0340	CR0155	11/6/2009		1,000.00
				Transaction Total	0.00	1,000.00
Balance 4255	Tuition Assistance					800.00

- **Expanded General Ledger** – This report prints your general ledger. It contains opening balance and complete detail for any report range selected and for all account codes selected. It displays each account segment in its own column. In addition, it allows you to select transaction information columns (such as Transaction Source or Transaction Description) that are not available on the Standard General Ledger. And since the general ledger is basic to your accounting records and is a must for auditors, you will want to print an archive copy each month after all adjustments are entered and posted of either the Standard General Ledger or the Expanded General Ledger (depending on the presentation style preferred). This report also contains additional items, columns, and filters if any user defined fields were created.

Diocese of La Crosse Training
Expanded General Ledger - Expanded GL Example
From 11/1/2009 Through 11/30/2009

Fund Code	Loc Code	Dep Code	Prog Code	FS Code	AE Code	GL Code	GL Title	Doc Number	Description	Session ID	Effective	Doc Date	Debit	Credit	Tran...
10	10	10	241	1000	0	5135	Office Equip				Opening Balance		584.00		
10	10	10	241	1000	0	5135	Office Equip...	10550	copier	AP1144	11/17/2009	11/17/2009	148.60		AP
											Transaction Total		148.60	0.00	
						Balance 5135	Office Equip						732.60		
10	10	10	241	1000	0	5145	Office Supplies				Opening Balance		516.55		
10	10	10	241	1000	0	5145	Office Supplies	AP0349	deposit books	AP1139	11/2/2009	11/2/2009	69.12		AP
10	10	10	241	1000	0	5145	Office Supplies	AP0354	supplies	AP1139	11/2/2009	11/2/2009	23.37		AP
10	10	10	241	1000	0	5145	Office Supplies	0932011600	bags	AP1145	11/23/2009	11/23/2009	125.43		AP
10	10	10	241	1000	0	5145	Office Supplies	AP0410	bags	AP1145	11/23/2009	11/23/2009	27.26		AP
10	10	10	241	1000	0	5145	Office Supplies	AP0408	supplies	AP1145	11/23/2009	11/23/2009	112.42		AP
											Transaction Total		357.60	0.00	
						Balance 5145	Office Supplies						873.65		