

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

October 2014

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# 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

The screenshot shows the Accounting Setup window with a sidebar Navigator and a main content area. The Navigator lists: Accounting Setup, Basic Transactions, Accounts Payable, Budgeting, Session Manager, GASB Reporting, Report Manager, Charting, and Help and Support. The main content area is titled "Accounting Setup" and contains several sections:

- 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.

This screenshot shows the "Maintain" menu open in the Accounting Setup window. The menu items are: Vendors, Chart of Accounts Codes (highlighted with a red box), Distribution Codes, Offset Account Assignments, Closing Account Assignments, and Account Code Combinations. The keyboard shortcut "F A C" is visible next to the last three items. The Navigator sidebar is also visible on the left.



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:

Required Account Assignments

Available		Selected
<input type="text"/>	<input type="button" value="&gt;"/>	<input type="text"/>
<input type="text"/>	<input type="button" value="&lt;"/>	<input type="text"/>

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?

What Account Type would you like to work with?

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:

< 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: 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?

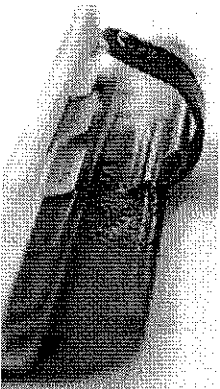
9090 Athletic Busing Expense

Where would you like to assign the account?

Offset Account Assignments       Financial Statement Assignments  
 Closing Account Assignments       Report Group Assignments  
 Account Code Combinations

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

## 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.

Use Distribution Code

Use Distribution Code

Distribution Code: AHS/AMS Food AHS/AMS Food Service Expenses

Transaction

Description: Example AP Invoice

Date: 8/30/2014

GL: Food

Amount to Distribute: \$567.00

Distribute As

Debit  Credit

OK Cancel Help

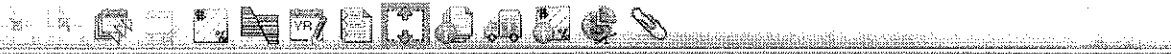
The distribution code that will distribute the expense was previously set up and is shown below. Notice, a distribution code contains all segments except the GL. So it can be used with any GL.

Code:  Status:  Apply To:

Description:

	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:  Date:  Amount:

Description:

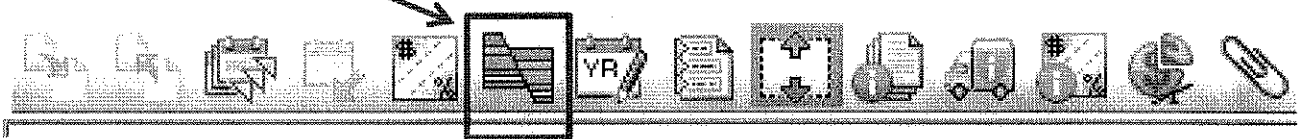
Vendor ID:   Due:

Check Address:

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 Invoice
	20	9005	30	45	605	1000	0	226.80	0.00	N	8/30/2014	Example AP Invoice
*												

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.

Invoice: AP19397 Date: 8/30/2014 Amount: \$5567.00

Description: Example AP Invoice

Vendor ID: ABC Child Care Cen 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 Invoice
20	9005	30	45	605	1000	0	226.80	0.00	N	8/30/2014	Example AP Invoice
20	2005						0.00	340.20	N	8/30/2014	Example AP Invoice
20	2005						0.00	226.80	N	8/30/2014	Example AP Invoice

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."

Voucher: JV5015 Date: 8/30/2014

Description: Text JV

Reverse: [Dropdown]

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

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.

Voucher: JV3015 Date: 8/30/2014 Reverse: In Current Document

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
*											

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		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.

The screenshot shows a software interface for entering a transaction. At the top, there is a toolbar with various icons. Below the toolbar, the form contains the following fields:

- Invoice:** [Dropdown menu]
- Date:** 8/30/2014 [Calendar icon]
- Amount:** \$450.00 [Currency icon]
- Description:** Scrip Inventory
- Vendor ID:** Rocky Rococo [Search icon] Rocky Rococo
- Due:** 9/29/2014 [Calendar icon]
- Check Address:** Main [Dropdown menu] 1041 8th Street South  
Wisconsin Rapids, WI 54984
- 1099 Type:** [Dropdown menu]

Below the form is a table with the following columns: Fund, GL, Loc, Dep, Prag, FS, AE, Debit, Credit, Entry Type, Effective Date, and Description.

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

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: 1/1

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.

