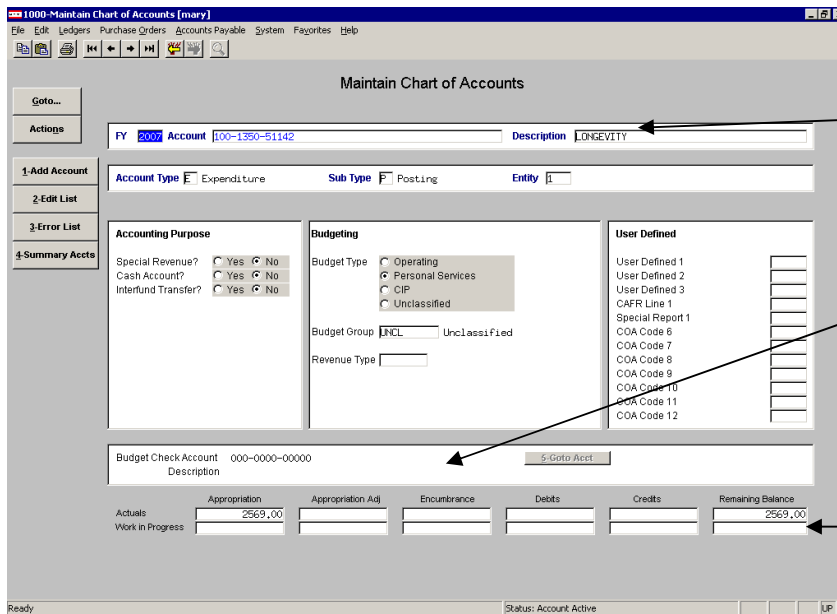


**QUICK REFERENCE CARD**  
*General Ledger*

**TOPIC:** Account Maintenance  
**SUB-TOPIC:** Chart of Accounts

**Overview...** This card explains how to build new accounts for your organization. Elements must exist in the element tables before they may be used in account strings.

**Overview of Chart of Accounts screen...**



Account Descriptions default to the Object Code description unless an alternative is specified in the System>User Menu>Default Account Description table.

If this account uses a **Summary Account** to perform Available Funds verification ("Budget Checking") then it will appear here. See "Summary Accounts" for more

Account Activity is displayed here and cannot be changed.

**Accounting Purpose**

These flags indicate specialized processing based on the purpose of an account.

Accounting Purpose	
Special Revenue?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cash Account?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Interfund Transfer?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Special Revenue**

If set to Yes then this account:

- Will be included in the Ledgers>Reports>Special Revenue report.

**Cash Account**

If set to Yes then this account:

- Will be included in the Ledgers>Reports>Cash Reconciliation report.
- May be selected when populating the Ledgers>Account Maintenance>Control Accounts table for the Cash Account line.
- May be select when populating the Ledgers>Account Maintenance>Bank Codes table.

**Interfund Transfer**

If set to Yes then this account:

- Will be included in the Ledgers>Reports>Transaction Detail – Interfund Transfers

report.

- May be selected when populating the Ledgers>Account Maintenance>Control Accounts table for the Due To and Due From lines.

## Budgeting

These fields are used to populate the Unified Community Budget module. If you do not use the Budget module then you may ignore these fields.

<b>Budgeting</b>	
Budget Type	<input type="radio"/> Operating <input checked="" type="radio"/> Personal Services <input type="radio"/> CIP <input type="radio"/> Unclassified
Budget Group	<input type="text" value="UNCL"/> Unclassified
Revenue Type	<input type="text"/>

### Budget Type

Used to build the various types of budgets in the Budget module

### Budget Group

Specify which budget group is responsible for entering and managing this account. In the Budget module you define who has access to which budget groups and therefore which accounts a user may access in the budget module.

### Revenue Type

Provides summary reporting options in the Budget module in order to see, for example, all budgeted Fees versus Grants.

## User Defined

These fields are used for reporting purposes in any manner you choose to group like accounts together.

<b>User Defined</b>	
User Defined 1	<input type="text"/>
User Defined 2	<input type="text"/>
User Defined 3	<input type="text"/>
CAFR Line 1	<input type="text"/>
Special Report 1	<input type="text"/>
COA Code 6	<input type="text"/>
COA Code 7	<input type="text"/>
COA Code 8	<input type="text"/>
COA Code 9	<input type="text"/>
COA Code 10	<input type="text"/>
COA Code 11	<input type="text"/>
COA Code 12	<input type="text"/>

Once these values are set on a series of accounts, you may use these values when running reports.

1620 General Ledger Expenditure Summary

Report Title: General Ledger Expenditure Summary

FY: 2007 To 2007 OFF Start Date: OFF End Date: OFF

1 Selection Criteria 2 Miscellaneous 3 Sort Criteria 4 Misc Sort

Miscellaneous	User Defined
Posted Date OFF	User Defined 1
Journal# OFF	User Defined 2
Journal Type OFF	User Defined 3
Jrn Subtype OFF	CAFR Line 1
GL Code OFF	Special Report 1
Sub GL Code OFF	COA Code 6
Control# OFF	COA Code 7
Batch OFF	COA Code 8
User Batch OFF	COA Code 9
Vendor OFF 000000	COA Code 10
Dept Group OFF	COA Code 11
Pos# OFF	COA Code 12
Voucher# OFF	

For more information on reporting please see *Quick Reference Card GL-9 [Reports]*.

**Note:** The descriptions shown here may be changed at any time by selecting System>Administrator>System Profile>General Ledger tab.

### Adding Accounts...

1. Select Ledgers > Account Maintenance > Chart of Accounts
2. Click **1-Add Account**
3. A dialog box appears (the account structure will be different from site to site):

**Add Account**

Fiscal Year: 2007

Account Type:

Sub Type:

Fund: 000

Department: 0000

Object: 00000

OK Cancel Lookup

Complete the values for the account you wish to create.

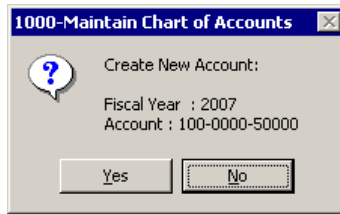
Valid choices for Account Type are:

- A = Asset
- L = Liability
- F = Fund Equity
- R = Revenue
- E = Expenditure

Valid choices for Account Sub-Type are:

- P = Posting → Where transactions post to
- C = Control → Balance sheet control accounts
- S = Summary → Informational “Roll Up” accounts

4. Click **OK** when done
5. You will see:



6. Click **Yes** to Continue or **No** to Abort. If you click Yes then you will see:



7. Click **OK**. You will see:



8. Click **OK** and the account is added.

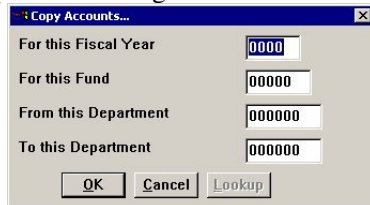
**Required Fields:**

- If adding a POSTING or CONTROL account: Fiscal Year, Account Type, Account Sub Type and Fund are required.
- If adding a SUMMARY account: Fiscal Year, Account Type and Account Sub Type are required.

**Copying Accounts...**

You may copy a “template” of accounts saving time during data entry. For example, if you created a set of accounts for a department then you may copy those accounts from 1 department to another. The same can be said for copying from one fund to another, one program to another, etc.

1. Select Actions > Copying Accounts Changing...
2. Select an element from the drop down list, such as Department
3. Complete the dialog box and click **OK**



4. The new Accounts will be created and account security will be built.

**Deleting Accounts...**

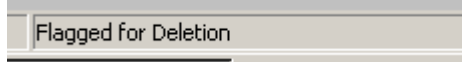
You may flag accounts to be deleted only if the account has no actual or work in progress history. In AUC, accounts are not immediately deleted just in case they were flagged in error.

To flag an account for deletion,

- Locate the Account in the Chart of Accounts screen

- Click Actions>Flag Account for Deletion

If the account cannot be flagged then you will receive a message. If the account can be flagged then you will see the status appear in the lower status bar on the screen.



Once flagged, an account may not be used in any further transactions unless the account is “unflagged” by clicking Actions>Unflag Account for Deletion.

In order to physically remove accounts flagged for deletion, select Ledgers>Module Maintenance>Remove Accounts Flagged for Deletion.

### Frequently Asked Questions...

**Q: *How do I view the remaining balance of an account?***

**A:** This information is displayed at the bottom of this screen. It is also displayed in the Ledgers > Queries > Account Inquiry screen.

**Q: *How do I get a report of the remaining balances?***

**A:** You’ll need to run a report such as Ledgers>Reports>Expenditure Summary

**Q: *How do I print an Account Listing?***

**A:** Click Alt-2 Edit List and complete the parameters.

**Q: *How do I see who has access to a specific account?***

**A:** You may see a list of users having access to a specific account by clicking Ledgers > Queries > Account Security Inquiry by Account.

**Q: *How do I see which accounts a user may access?***

**A:** You may see a list of accounts that a specific user has been granted access to by clicking Ledgers > Queries > Users Account Security Inquiry.

**Q: *What is the Error List button for?***

**A:** This produces a report of accounts in your Chart that contains errors such as an element that has been inactivated after being used to create an account#, or a budget verification account that is no longer valid. Error conditions are tested when an account is added.

**Q: *What is the Detail Accounts button for?***

**A:** This applies to SUMMARY Accounts only. If the account type of the account you are viewing is S for Summary then this button becomes in focus. If you click on it then it will show you a list of accounts that are currently rolling into the summary account that you are viewing.

**Q: *I created a Summary account, now how do I roll other account balances into it?***

**A:** Once a Summary account has been created in the Chart of Accounts screen, you must then define the relationship before you will see balances appear in the Summary account. To do this, select Ledgers>Account Maintenance>Summary Accounts. Locate the desired Summary account and populate which accounts roll into this Summary account. For more information on creating Summary Relationships please see *Quick Reference Card GL-6 [Summary Accounts]*.