General Ledger Transactions

Settings
Transaction Entry
Maintenance

Contents

Document Updates

Date Updated	Updated By	General Description
6/22/22	Daniel Smith	New grid and functionality for Maintenance. New logic for transaction validation around the bank amount and the cash account debit and credit totals.

Grid navigation

Field edit – when a field is highlighted
- Press spacebar to edit and preserve the data.
- Left click field to edit and preserve the data.

Field erase and reenter – when field is highlighted
- Press backspace to re-enter data.

Delete Key – removes the current row unless the cell (column in a row) is being edited.

Enter Key - moves to the next row keeping the cursor position in the same column.

CTRL-C copies an entire row.
CTRL-V pastes an entire row after CTRL C.

Up, down, left and right arrows move you around the grid.
- Down arrow moves to a new row if you are positioned on the last row of data.

General Ledger Settings

Each area of the software has setting. The general ledger settings control the dates that can be used across the system and whether transactions can be reloaded or pulled from the General Ledger back into the transactions area for editing.

Genral Ledger Settings

Beginning Date: 04/01/2021

Ending Date: 06/30/2022

☑ Allow Transaction Reload

Cancel   Save

Basically, the system does not allow any type of entry that will eventually be in a general ledger detail journal to be entered unless it is (>) greater than or (=) equal to the beginning date or (<) less than or (=) equal to the end date in the General Ledger Setting.

If the "Allow Transaction Reload" is checked, transactions can be pulled from the general ledger detail journals back to the transaction area for editing (Reloaded). If it is not checked transactions cannot be pulled back (Reloaded).

Reasons for date range control:

- As each bank reconciliation is completed there should be no entries posted to the General Ledger prior to that bank reconciliation ending date.

Financial Accounting Fundamentals

There are three different ways to run the financial software.

Business Entities

Business entities are stand alone entities representing an entire grant like CSGB or Head Start or an entire company or LLC. Business entities can be used as an ongoing entity or company or as the parent entity for multiple fiscal year grants. Business entities can be connected to Cost Centers and have budgets defined.

Each Business Entity requires the following information:

Edit Business Entity: DOT Transportation		
Name	DOT Transportation	Cash Account	1000 - Operating Cash
Entity Code	DT00	Payable Account	2000 - Accounts Payab
Fiscal Yr Begins	January	Receivable Account	1200 - Accounts Receiv
Fiscal Yr Ends	December	Fund Balance Account	3000 - Fund Balance
Status	Active	Due To/From Account	6000 - Due to Due Fror
Indirect Cost Rate	18.00 %		

Each Business Entity can be a standalone entity or be the parent of one or more fiscal years.

Fiscal Years

Fiscal Years are used to track transactions for a particular financial or fiscal year. The fiscal year is not rescripted to a 12 month period To define a fiscal year, add a row to the Fiscal Year grid and enter the name, code, beginning and ending dates, fiscal year, and the type of Fiscal Year. You can link Cost Centers to a Fiscal Year by double clicking the cog icon under the Cost Centers column.

Fiscal Years									
Name	Code	Status	Beg Date	End Date	Type	Closed	Closed Date	Cost Centers	Action
DOT 2021	DT21	Active	01/01/2021	12/31/2021	Subsidiary	☐	01/20/2022	⚙ (3)	✂🗑
DOT 2020	DT20	Inactive	01/01/2020	12/31/2020	Subsidiary	☐	12/31/2021	⚙ (1)	✂🗑
DOT 2022	DT22	Active	01/01/2021	12/31/2021	Balanced	☐	01/20/2022	⚙ (3)	✂🗑

Fiscal Year Types:

- Balanced – The treats the Fiscal Year as a standalone entity. It basically contains all balance sheet accounts and is balanced within itself. This is much like a Business Entity.
- Subsidiary – The Fiscal Year shares the balance sheet with the Business Entity. All transactions involving balance sheet accounts are posted between the fiscal year and the business entity.

If you choose to use the Business Entity without Fiscal Years, you can link cost centers to the Business Entity using the list boxes below Fiscal Years:

Business Entity Cost Centers

150 - Operations	100 - Administration
160 - GEAP	110 - Direct Assistance
170 - Housing & Support	130 - Utility Assistance
400 - Heating	
410 - Cooling	
910 - Training	

If you choose to use the built in Indirect Cost for booking revenue for indirect, you must enter an Indirect Rate and define the line items used for calculating the indirect cost for your organization. This is optional.

Indirect Accounts

1000 - Operating Cash	5000 - Salaries
1002 - Payroll Account	
1004 - Non-federal Cash	
1006 - Restricted Cash	
1007 - Peoples Credit Union	
1065 - Furniture And Fixtures	
1070 - Machine And Equipment	

In this version of the software, 1099 statements can be reported for a Business Entity. An example may be a for profit company or a grant that has its own EIN. When 1099s are generated from the system, it will generate 1099s for the main organization and for each Business Entity that has been setup for 1099 reporting. To setup a Business Entity for 1099 reporting check the "Generate 1099s" box and fill in the required information below.

☑ Generate 1099s

Payer EIN

[   ]

Payer Name

[   ]

Payer Address 1

[   ]

Payer Address 2

[   ]

City   **State**   **Zip Code**

[   ]   [   ]   [   ]

Save

<u>Most Important – for any changes or data entry including </u>for fiscal years, linked cost centers, and indirect accounts, you must click the "Save" button to save any changes.

Fiscal Year

A Fiscal Year represents the activity for a grant for one budget or fiscal year. Basically, revenues and expenses will be recorded for fiscal years using a fiscal year code linked to a business entity. However, receivables, fund balances, etc. can be used with a fiscal year to track grant information. Normally a fiscal year will have a budget defined for it, however it is not required. A fiscal year can be made inactive and will not appear in any drop down for data entry. A fiscal year can be closed. If a fiscal year is closed, nominal accounts (revenues and expenses) will not appear on a trail balance, but any balance sheet accounts will continue to be on the trail balance. Budget reports, which include revenues and expenses will still be available for closed fiscal years.

Cost Center

Cost centers are used with Fiscal Years or directly with a business entity to capture revenues or expenses within a Fiscal Year or Business Entity. Normally there is a budget associated with a cost center. A cost center can be used for multiple budgets within a grant or for center locations or different business streams. You can create cost centers and link them to a business entity or a fiscal year in the business entity edit or add.

Sub Cost Center

Sub Cost Centers allow a further breakdown of expenses or revenue such as by location. A budget can be defined for a Sub Cost Center. Sub cost centers are linked to cost centers.

Journals

Journals are used to organize transactions in related groups and assign transaction codes, and transaction numbers to general ledger transactions. Some other modules like Accounts Payable use journals to assign transaction numbers to Vouchers. There are Journals and Journal Codes within a journal. The Journal Codes provide a Code for a General Ledger transaction. Each transaction code has a sequential numbering process that assigns and tracks transaction numbers. You may define any number of journals and journal codes to be used for transactions.

Each Journal has a balancing account used when transactions are entered and the user clicks the "Balance" button. The balancing account is define with the journal:

Example:

Edit Journal: General Journal

| Description | General Journal |
| Balancing Account | 1000 - Operating Cash |

Journal Codes

	Code	Description	Next Transaction Number	Default Code
	JE	Journal Entry	160	☑
	IC	Indirect Cost	41	☐
*				⊟

System Generated Transactions

When the software generates transactions for posting vouchers and completing payment processes (checks) the offsetting debits and credits to cash, accounts payable, etc. are generated using the Business Entity code and the account defined for the business entity:

Edit Business Entity: DOT Transportation

Name	DOT Transportation		Cash Account	1000 - Operating Cash
Entity Code	DT00		Payable Account	2000 - Accounts Payable
Fiscal Yr Begins	January		Receivable Account	1200 - Accounts Receivable
Fiscal Yr Ends	December		Fund Balance Account	3000 - Fund Balance
Status	Active		Due To/From Account	6000 - Due to Due From
Indirect Cost Rate	18.00 %			
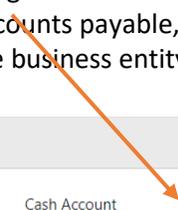
For example, a voucher and check posting for a payment that went through accounts payable (Voucher was posted to A/P) would be similar to this:

	Transaction	Date	Entity	Fiscal Yr	Cost	SubCost	Account	Debit	Credit	Description
➤ CK	1171	8/22/2021	DT00			2000		1,250.00		Accounts Payable Check
CK	1171	8/22/2021	HD00			2000		3,750.00		Accounts Payable Check
CK	1171	8/22/2021	HD00			1004			3,750.00	Accounts Payable Check
➤ CK	1171	8/22/2021	DT00			1004			1,250.00	Accounts Payable Check
								5,000.00	5,000.00	
VO	566	8/10/2021	DT00	DT21	150	5000		1,250.00		Test
➤ VO	566	8/10/2021	DT00			2000			1,250.00	Test
VO	566	8/10/2021	HD00			2000			3,750.00	Test
VO	566	8/10/2021	HD00	HD21	170	5000		3,750.00		Test
								5,000.00	5,000.00	

A Check that did not go through Accounts Payable would be similar to this:

	Transaction	Date	Entity	Fiscal Yr	Cost	SubCost	Account	Debit	Credit	Description
CK	1183	8/24/2021	DT00	DT21	150	5520		300.00		Accounts Payable Check
CK	1183	8/24/2021	CSBG01			1000			200.00	Accounts Payable Check
➤ CK	1183	8/24/2021	DT00			1000			300.00	Accounts Payable Check
CK	1183	8/24/2021	US00			1000		100.00		Accounts Payable Check
CK	1183	8/24/2021	CSBG01	CS21	100	5860		200.00		Accounts Payable Check
CK	1183	8/24/2021	US00	US21	150	5037			100.00	Accounts Payable Check
								600.00	600.00	
				Report Total				**600.00**	**600.00**	

Transaction Entry

Journal entries, Cash Receipts, charges, transfers, etc. can be entered in the General Ledger Transactions. All transactions from every module pass through the Transactions area and can be reviewed before posting to the general ledger.

When General Ledger "Transactions" is selected the following transaction grid is displayed.

Code	Number	Date	Description	Vendor	Bank	Submitter	Status	Action
JE	154	06/23/2021	Test of order entry and update			Smith, Daniel	Submitted	
JE	155	07/01/2021	Test				Saved	
JE	156	09/11/2021	Saturday East Carolina			Smith, Daniel	Submitted	
JE	157	09/11/2021	Test for East Carolina Game			Smith, Daniel	Submitted	
JE	159	10/09/2021	Test			Smith, Daniel	Submitted	
RE	84	10/11/2021	Accounts Payable Electronic Payment	Avery's outlook	Wachovia	Smith, Daniel	Submitted	
VC	24	08/31/2021	Void Check - 1149 CHUCKS AUTO PARTS	CHUCKS AUTO PARTS			Submitted	
VC	27	09/23/2021	Void Check - 1111 ABC SCHOOL SUPPLY	ABC SCHOOL SUPPLY			Submitted	
VC	29	09/26/2021	Void CK1184 Forest Gump	Forest Gump			Submitted	
VC	30	09/30/2021	Void CK1144 Sams	Sams			Submitted	
VO	490	05/09/2021	Monthly Support	Cane Garden Software			Saved	
VO	498	06/09/2021	Monthly Support	Cane Garden Software			Saved	

You can use the Journal filter to select transactions for a particular journal.

Select "New Transaction" to enter a transaction.

Fields that have a red left border are required. You should enter a description and then select the journal and journal code for the transaction. If you had used the filter on the transaction grid before clicking the "New Transaction" button, the journal selected would be pre-filled in a new transaction.

Add Transaction

Transaction Date	11/09/2021 ▼	Bank Account	Wachovia - Operating Wachovia ▼
Description	Record Cash Receipt	Transaction Type	Deposit ▼
Journal	Cash Receipts ▼	Amount	$15,000.00
Journal Code	CR, Cash Receipts ▼		
Transaction Number	0		
Reverse Date	Reverse date ▼		
Explanation	Explanation		

Normally, you should allow the software to assign a Transaction Number. Just leave the number blank and it will generate one from the next transaction number for the journal code you entered. However you can assign your own numbers, but the system will require them to be unique (no duplicates).

Bank Account is optional. If you select a bank and provide the information for the transaction, the transaction will be added to the Bank Transactions and be available for reconciliation. If a bank account is selected, you will be required to enter a bank transaction type and the amount.

Bank Account	Wachovia - Operating Wachovia ▼
Transaction Type	Deposit ▼
Amount	$15,000.00

If you select a bank account and enter the transaction information, before you can save or submit the transaction, the sum of the debit or credit amount (for the Cash Account associated with the bank you have selected) must be equal to the Bank Transaction amount.

The debit or credit amount to the cash account of the bank is determined by the Transaction Type:

- **Deposit** – must have **total debit amounts** for the cash account associated with the selected Bank Account equal to the Amount of the bank transaction.
- **Bank Debit** - must have **total credit amounts** for the cash account associated with the selected Bank Account equal to the Amount of the bank transaction.
- **Bank Credit** - must have **total debit amounts** for the cash account associated with the selected Bank Account equal to the Amount of the bank transaction.

If the amount of the bank transaction and the total amount of debits or credits do not match, the grid will have a red border and the Save and Submit buttons will be disabled until they match.

After the totals match the Save and Submit buttons are enabled and the red border changes to black.

Add Transaction

Transaction Date	06/23/2022 ▼
Description	Program Revenue
Journal	Cash Receipts ▼
Journal Code	CR, Cash Receipts ▼
Bank Account	Wells Fargo Bank - DCCAA Ger ▼
Transaction Type	Deposit ▼
Amount	$5,000.00

Transaction Details

	Fiscal Year	Business Entity	Cost Center	Sub-Cost Center	Account	Debit	Credit
	CSB22 - COMMU... ▼	CS00 - CS00 (DC... ▼	▼	▼	400 - OTHER INCOME ▼	$0.00	$5,000.00
✎	▼	CS00 - CS00 (DC... ▼	▼	▼	100 - OPERATING CASH ACCOUNT ▼	$4,500.00	$0.00
∗	▼	▼	▼	▼	▼		
						$4,500.00	$5,000.00

Debits and credits to the general ledger cash account for the bank must equal $5,000.00

Correct debit amount allows you to Save or Submit the transaction.

Transaction Details

	Fiscal Year	Business Entity	Cost Center	Sub-Cost Center	Account	Debit	Credit
	CSB22 - COMMU... ▼	CS00 - CS00 (DC... ▼	▼	▼	400 - OTHER INCOME ▼	$0.00	$5,000.00
	▼	CS00 - CS00 (DC... ▼	▼	▼	100 - OPERATING CASH ACCOUNT ▼	$5,000.00	$0.00
∗	▼	▼	▼	▼	▼		
						$5,000.00	$5,000.00

[Balance] [Cancel] [Save] [Submit]

Transaction "Balance" Button

When entering transactions, each transaction must be balanced with Debits equaling Credits. In addition, each transaction must balance (Debits = Credits) within each Business Entity used in the transaction to pass validation. To aid in the balancing of transactions within Business Entity, we have provided a "Balance" button. The balance button will generate rows in the transaction to balance the transaction within Business Entity. The rows added to balance within Business Entity will use a Business Entity code and an Account code that is pulled from the journal being used. Once the transaction is balanced the "Submit" button will be enabled.

After the transaction is saved or submitted, it will appear in the list of transactions in the grid.

Code	Number	Date	Description	Vendor	Bank	Submitter	Status	Action
CR	129	11/09/2021	Record Cash Receipt		Wachovia	Smith, Daniel	Submitted	
CV	3	05/13/2021	Bad goods	ABC SCHOOL SUPPLY			Submitted	
DD	94	08/03/2021	Accounts Payable Direct Deposit	Farmers Almanac	Wachovia	Smith, Daniel	Saved	
DD	96	08/08/2021	Accounts Payable Direct Deposit	Cane Garden Software	Wachovia	Smith, Daniel	Saved	
DD	118	10/11/2021	Accounts Payable Direct Deposit	Ingles Grocery Store	Wachovia	Smith, Daniel	Submitted	

Transactions can be edited by clicking the transaction code or the Edit icon on the action menu [icon]. To delete a transaction use the red trash can [icon].

Since all transactions flow through the "Transactions" area in the general ledger, it is important to understand when and when not to delete a transaction. If a transaction was generated from a voucher posting or an accounts payable payment process, you should not delete the transaction. It's a good idea to restrict access to this area.

You should only delete transactions that were entered using the Transaction interface, not checks or vouchers that come from another area. Be aware that when you delete a transaction, the journal code number will be unused or wasted. This will cause skips in the numbering of the transactions.

You have several options for Transactions:

Print All

Print Selected

Print Approval

Post All

Post Selected

Upload Transactions

Print All
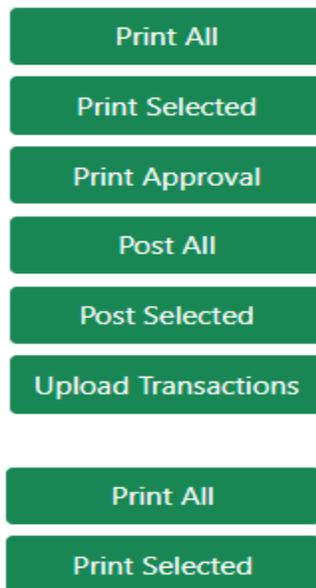
Print Selected

Print All and Print Selected produce a transaction report of all or selected transactions in the grid. Print All will print all transactions in the grid. Print Selected will print selected or highlighted transactions.

Sample:

09-Nov-21
5:13:53 PM

Current Transactions

Transaction	Date	Fiscal Year	Entity	Cost	SubCost	Account	Debit	Credit	Description
JE	23	2021-08-31		CSBG01			2000	175.00		ROBINS HOME CENTER
JE	23	2021-08-31		CSBG01			2000	175.00		ROBINS HOME CENTER
JE	23	2021-08-31		CSBG01			2000	175.00		ROBINS HOME CENTER
JE	23	2021-08-31		CSBG01			2000	175.00		ROBINS HOME CENTER
JE	23	2021-08-31		CSBG01			1000		700.00	ROBINS HOME CENTER
							700.00	700.00	0.00
JE	151	2021-05-31	CV21	CV00			5000	258.00		Test Order stuff once again
JE	151	2021-05-31	CS21	CSBG01			5000	362.00		Test Order stuff once again
JE	151	2021-05-31	CS20	CSBG01			5000	22,588.00		Test Order stuff once again
JE	151	2021-05-31	DT21	DT00			5000	6,000.00		Test Order stuff once again
JE	151	2021-05-31	US21	US00			5000	5,600.00		Test Order stuff once again
JE	151	2021-05-31		CSBG01			1000		22,950.00	Test Order stuff once again
JE	151	2021-05-31		US00			1000		5,600.00	Test Order stuff once again
							34,808.00	28,550.00	6,258.00
JE	152	2021-05-31	DT21	DT00			5000	2,000.00		Test
JE	152	2021-05-31	HD21	HD00			5000	5,000.00		Test
JE	152	2021-05-31	US21	US00			5000	2,000.00		Test
JE	152	2021-05-31		DT00			1000		2,000.00	Test
JE	152	2021-05-31		HD00			1000		5,000.00	Test
JE	152	2021-05-31		US00			1000		2,000.00	Test
							9,000.00	9,000.00	0.00

Print Approval Prints one transaction per page with approval lines at the bottom of each page:

09-Nov-21
5:16:06 PM

Journal Transaction

Journal Code	Transaction Number	Transaction Date
JE	23	2021-08-31

Description

Void Check - 1114 ROBINS HOME CENTER

Entity	Fiscal Yr	Cost	SubCost	Account	Debit	Credit	Account Name
CSBG01				2000	175.00		Accounts Payable
CSBG01				2000	175.00		Accounts Payable
CSBG01				2000	175.00		Accounts Payable
CSBG01				2000	175.00		Accounts Payable
CSBG01				1000		700.00	Operating Cash
					700.00	700.00	

Explanation

Prepared By: Daniel Smith

Approved By:

Posted By:

Date:

Post All

Post Selected

Post All and Post Selected will move transactions into the General Ledger for reporting. Transactions listed in the grid will not show in any financial reports until they are posted to the General Ledger with one of these two buttons. Only transactions that have been Submitted can be posted.

There are two statuses for transactions.

- Saved – Entered, but not submitted. These transactions have not gone through validation and cannot be Posted to the General Ledger. When entering a transaction, you can save it and come back later to complete and Submit it.
- Submitted – Submitted transactions can be Posted to the General Ledger.

Upload Transactions   Transactions such as payroll posting and others can be uploaded to the Transaction list. The upload file must be a CSV file and must be in the following format with the column headings to match below:

businessentity	fiscalyear	cost	subcost	account	debit	credit
LHG0	LH21	221		503	1416.66	0
LHG0	LH21	221		527	41.25	0
LHG0				102	0	1566.28
LHG0	LH21	221		505	108.37	0
HS00				102	0	59635.68
HS00	HS22	221		527	1590.75	0
HS00	HS22	220		503	8152.94	0
HS00	HS22	220		527	489.17	0
HS00	HS22	221		503	45081.74	0
HS00	HS22	220		505	623.7	0
HS00	HS22	221		505	3448.54	0
HS00	HS22	221		504	248.84	0
USDA00	USDA21	221		503	1864.4	0
USDA00	USDA21	221		505	142.62	0
USDA00	USDA21	221		527	111.87	0
USDA00	USDA21	220		505	14.97	0
USDA00				102	0	2341.13
USDA00	USDA21	220		503	195.53	0
USDA00	USDA21	220		527	11.74	0

When you click the "Upload Transactions" button the following page will prompt you for transaction information:

Transaction Import

Journal Code	JE ▼
Posting Date	11/09/2021 ▼
Description	Payroll Posting

Cancel   Import

The upload process will validate each row and respond with detail information if there is an invalid code, amount error, or invalid heading name. After the transaction is successfully uploaded, it will have a status of "Saved". You will need to edit and "Submit" the transaction before it can be posted to the General Ledger.

General Ledger Maintenance

The General Ledger "Maintenance" option is provided to help the fiscal staff research, print and correct transactions that have been posted to the General Ledger.

It contains a detailed list of transactions for the last 3 years. All columns in the grids can be sorted by clicking on the column heading. The grid in allows for filtering on any column. Click the funnel beside the column heading to filter a column:

Grid Filtering

When you click the filter, a page pops up similar to filtering in Excel:
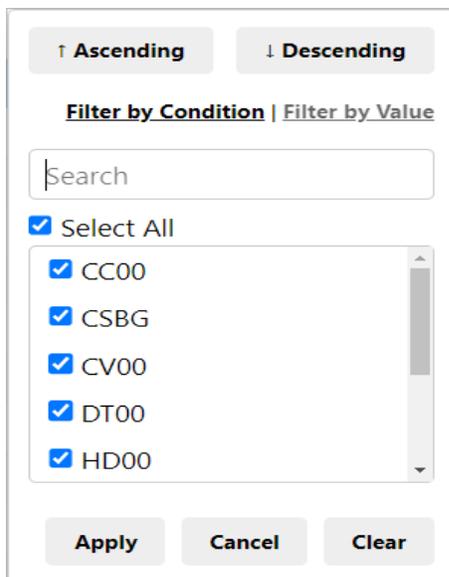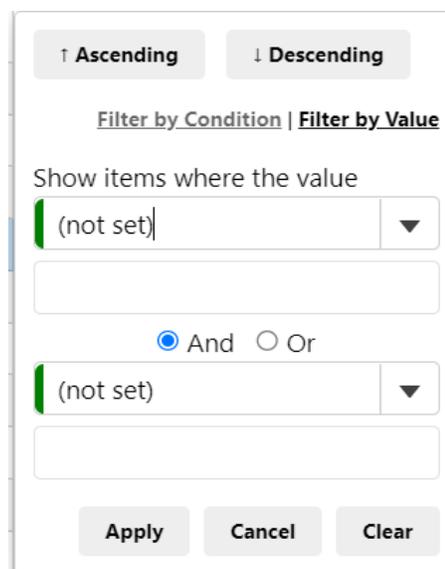
Grid Searching

You can search for any transaction in the grid by any column value. Type any value in the "Search" box at the top of the grid and the grid will filter based on the search value:

You can also search each individual column by clicking in the column and start typing a value.

IMPORTANT

There is one important thing about searching for amounts in a grid. Because the grid contains data in a text format, you must enter the amount you search for with the dollar sign $ and the commas and the period in the amount. For example to search for 50245.33 you would type $50,245.33 in the search box.

The grid has the number of Total Rows and Selected Rows at the bottom right of the grid. The Total Rows number will change based on filters you set and searches you execute.

General Ledger Maintenance

Code	Number	Date	Description	Vendor	Business Entity	Fiscal Year	Cost Center	Sub-cost Center	Account	Debit	Credit
JE	182	02/24/2022	Test		CC00				4000	$3,900.00	$0.00
JE	162	01/24/2022	test		CC00				1004	$0.00	$10,000.00
JE	182	02/24/2022	Test		CC00				1004	$0.00	$3,900.00
JE	184	02/27/2022	Second test Balanced...		CC00				1004	$10,000.00	$0.00
CA	66	05/12/2022	Indirect Cost Allocati...		CC00	CC22			1000	$0.00	$1,980.00
CA	67	05/12/2022	Indirect Cost Allocati...		CC00	CC22			1000	$0.00	$1,980.00
CA	69	05/12/2022	Indirect Cost Allocati...		CC00	CC22			1000	$0.00	$1,980.00
CR	152	02/20/2022	Grant Revenue		CC00	CC22			4000	$0.00	$100.00
CR	152	02/20/2022	Grant Revenue		CC00	CC22			4000	$0.00	$2,500.00
JE	184	02/27/2022	Second test Balanced...		CC00	CC22			4000	$0.00	$10,000.00
JE	162	01/24/2022	test		CC00	CC22			5000	$10,000.00	$0.00
PR	55	01/19/2022	Payroll January		CC00	CC22			5000	$1,000.00	$0.00
PR	55	01/19/2022	Payroll January		CC00	CC22			1002	$0.00	$1,000.00
CR	152	02/20/2022	Grant Revenue		CC00	CC22			1004	$2,600.00	$0.00
CA	69	05/12/2022	Indirect Cost Allocati...		CC00	CC22			5999	$1,980.00	$0.00
CA	65	05/12/2022	Indirect Cost Allocati...		CC00	CC22			4001	$1,980.00	$0.00
CA	66	05/12/2022	Indirect Cost Allocati		CC00	CC22			4001	$1,980.00	$0.00

Search ×   Clear Column Filters

Total Rows: 280
Selected Rows: 1

Functionality provided with the Maintenance option:

When using any of the option buttons listed to the left, you only need to highlight one row within a transaction in the grid to perform the option. There may be lots of rows for one transaction. Highlighting (selecting) one row within a transaction will identify which transaction to use with the option.

Reverse - The Reverse option allow you to select any transaction and generate a reversing entry into the General Ledger "Transactions" area. This option displays the following page, which allow you to select the journal code and date for the revering entry.

Clone - The Clone options creates a new entry exactly like the entry you have selected, with the same journal code, but the next transaction number. After the clone is executed, a popup message will give you the new transaction number:

Success ✕

The selected general ledger transaction has been cloned successfully as VO 630.

Close

Reload

Reload - This option allows you to pull a transaction out of the general ledger and move it back into the "Transactions" area to be edited or deleted. You can select any row within a transaction and click "Reload". This will remove the transaction from this grid view and move it to the Transactions grid. It is very important to control this area of the application and to use it within reason. Meaning that when you decide to correct an entry instead of entering an adjusting journal entry, you need to consider the effects.

- Does changing the transaction affect previously completed bank reconciliations?
- Does changing a transaction affect account balances that would change a report already submitted to a funding source?

General Ledger Reload Guidelines

While we provide a convenient way to handle posting and other corrections, it is important that you understand the effects of reloading and changing transactions. We suggest that the option to reload transactions be highly restricted. This can be done by assigning the "General Ledger Administrator" role as read only. General Ledger Maintenance is very useful for looking up transactions and printing transactions from the general ledger. You should assign this role as read only to all fiscal staff that need to research or search for transactions. This will allow users to use the General Ledger Maintenance option, but not reverse or reload transactions.

- It is very important that when reloading payment transactions (Checks, Direct Deposits, and Electronic payment) that you **never change the bank amount**.

Edit Transaction: 45			
Transaction Date	05/09/2021 ▼	Bank Account	Wachovia - Operating Wachovia ▼
Description	Accounts Payable Check	Transaction Type	Check ▼
Journal	Cash Disbursements ▼	Amount	$940.52
Journal Code	CK, Checks ▼		
Transaction Number	45		
Reverse Date	Reverse date ▼		
Explanation	Explanation		

- o If the amount of the check, direct deposit or electronic payment is incorrect you need to void the payment and replace it with a new payment.

- Checks, Direct Deposits, or Electronic payments that have been voided cannot be reloaded.
  - o You can Un-Void the check in the reconciliation and then reload it. However please research the void and determine if the check needs to be in the general ledger.
- When Checks, Direct Deposits, or Electronic payments (and any other transaction that has a bank transaction - Bank Charges, etc.) are reloaded, the bank transaction will be deleted and replaced when the transaction is updated to the general ledger unless the transaction has been used in a saved reconciliation.
  - o A bank transaction will not be deleted if it was used in a reconciliation. If a reconciliation was saved while this item was outstanding in the month selected for the reconciliation it will be in the reconciliation. It's ok to re-load this transaction, but you should not change the bank or the date because it will not be changed in the bank transactions. Only the description, journal, explanation, and/or accounts should be change, but not the bank or the date.
  - o If the bank transaction has not been used in a reconciliation then it is deleted and replaced when the transaction that has been reloaded is updated to the general ledger.
    - ▪ This captures new dates or a new bank.
    - ▪ **The amount of a Check, Direct Deposit, or Electronic payment should never be changed.**
      - Only account charge information, date, description, journal, explanation, and bank can be changed, **but not the total amount**.

- o If a Checks, Direct Deposits, or Electronic payment is reloaded, you must make sure the Bank "Amount" stays the same otherwise the general ledger cash will never balance to the bank.

- o The bank and the date of the transaction can change if necessary, but the amount should always be the same as the amount of the original Check, Direct Deposit, or Electronic Payment.

Print Selected

Print Selected - will print the full transaction that includes the row(s) selected.

09-Nov-21
7:01:03 PM

Current Transactions

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Transaction		Date	Fiscal Year	Entity	Cost	SubCost	Account	Debit	Credit	Description
VO	610	2021-09-09	CS21	CSBG01	100		5620	125.00		Cane Garden Software
VO	610	2021-09-09		CSBG01			2000		125.00	Cane Garden Software
VO	610	2021-09-09	DT21	DT00	150		5620	125.00		Cane Garden Software
VO	610	2021-09-09		DT00			2000		125.00	Cane Garden Software
								250.00	250.00	0.00

Report Total   250.00 250.00   0.00

Print Approval

Print Approval - prints one transaction per page with approval lines:

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7:02:25 PM

Journal Transaction

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Journal Code	Transaction Number	Transaction Date
VO	610	2021-09-09

Description

Monthly Support

Entity	Fiscal Yr	Cost	SubCost	Account	Debit	Credit	Account Name
CSBG01	CS21	100		5620	125.00		Software Support
CSBG01				2000		125.00	Accounts Payable
DT00	DT21	150		5620	125.00		Software Support
DT00				2000		125.00	Accounts Payable
					250.00	250.00	

Explanation

Prepared By: _____

Approved By: _____

Posted By: _____

Date: _____

Print Vouchers for Payment

Print Vouchers for Payment - If you do not post vouchers to Accounts Payable, and use a cash basis system, you may need to know which vouchers were combined to produce a particular payment or check. Use this button to print vouchers that were used for Checks, Direct Deposits, and Electronic payments.