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General Ledger

ACS General Ledger is designed to provide financial record keeping and report functions based on the needs of non-profit organizations. The module provides for all regular accounts and restricted funds that are neither income nor expense to the church, but have been designated for a specific use.

General Ledger meets all Generally Accepted Accounting Principles (GAAP), and adheres to the accounting and reporting standards as set forth by the Financial Accounting Standards Board (FASB).

Using this Guide

If you're new to General Ledger or ACS Financial Suite, check out the General Ledger - Startup Outline . This page outlines each step of setting up General Ledger and the Financial Suite for your church or organization. You may also want to view the Chart of Accounts Worksheets.

If you're familiar with General Ledger, why not learn about ways to make entering and reconciling transactions easier? Check out Working with Memorized Transactions in General Ledger. Or, you could learn about Using Mark from File to Reconcile Transactions.

General Ledger - Startup Outline

Before you start, follow the basic startup procedures found below:

1. Print the Chart of Accounts Worksheets. You can use these to draft your chart of accounts and account headings.
2. Configure the General Ledger defaults.
3. Set up your Bank Accounts. You must set up at least one Bank Account before posting transactions.
4. Set up your Funds.
5. Set up your Departments, Committees, Areas, and Projects as necessary.
6. Set up your Transaction Sources.
7. If you do not have Accounts Payable or Payroll, add any Payees.
8. Enter your Chart of Accounts.
9. Enter your Budget.
10. Enter Beginning Balances.
11. If necessary, edit the Check Layout Design.

Note

We recommend that you make a backup of your ACS financial data before entering transactions for the first time.

General Ledger - Define Lists

You can define lists in General Ledger. Define Lists organizes the chart of accounts.

In Define Lists, you can add and edit funds in the General Ledger funds, add fund codes, departments, and committees, track projects, and set up bank accounts. You can also use Funds, Departments, Committees, and Areas.

Defining General Ledger Funds

Funds in the General Ledger are sets of financial books. Each fund has its own Assets, Liabilities, Fund Principal, Revenue, Expense, and, if applicable, Restricted Accounts. We recommend setting up at least one fund. This allows you room for growth if your chart of accounts expands and you later find it necessary to create multiple funds.

For example, a church's building fund is not just a designated account used to track beginning balance, total revenue, total expense and ending balance. It is a separate set of books with its own assets, fund principal, one or more revenue accounts, and multiple expense accounts.

If you have not yet entered accounts in the chart of accounts, add the fund without accounts. You can later enter the accounts in the chart of accounts, and then edit the fund to include the accounts. If you've set up your chart of accounts, add the appropriate accounts for the fund.

You can print reports by fund, either one report at a time or several consolidated reports.

> **Tip**
>
> Funds are not the same as departments, committees, and areas. In fund accounting, funds are used to create a separate set of books and are treated differently than departments, committees, and areas when closing the year.

To add a fund

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Funds**, and click **Add**.
4. Enter the **Fund Code**, **Fund Description**, **Closing Account**, **Checking Account**, **A/P Discounts**, **A/P** Accrual, and **Due To/From**.
5. **Optional:** To add additional funds, select **Add Another**.
6. Click **OK**.

To update a fund

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Funds**.
4. Select the fund you want to update and click **Edit**.
5. Make any necessary changes. You cannot change the **Fund Code**.
6. Click **OK**.

To delete a fund

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Funds**.
4. Select the fund you want to delete and click **Delete**.
5. If accounts are associated with the fund, a prompt displays that informs you to clear the fund from all accounts before deleting it. Click **Yes** to clear the fund from accounts, or click **No** to continue without deleting the fund.
6. Make any necessary changes. You cannot change the **Fund Code**.
7. Click **OK**.

To print a fund list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Funds**, then click **Print**.
4. To include the fund general ledger account numbers, select **Include Detail?**. To display items marked as not active, select **Include Inactive Lists?**.
5. Click **Preview** or **Print**.

Additional Field Information

Fund Code
Enter a unique identifier for the fund. You can use a combination of letters and numbers.

Fund Description
Enter a name for the fund list item.

Closing Account
Select a closing account for the fund item. The closing account is the fund principal account into which the totals for revenue and expense accounts close into at the end of the year.

Checking Account
Select a checking account for the fund. The selected checking account is the primary checking account for the fund. If you decide to change or no longer use that particular checking account, you'll need to change it in Define Lists as well.

A/P Discounts
Select the discounts account. The selected general ledger account is used to track accounts payable discounts.

A/P Accrual
Select the accrual account. The selected general ledger account is used when Accounts Payable is set for accrual.

Due To/From Account
Enter the to/from account number for the fund. The selected general ledger account is used when the fund balancing transaction is created.

Defining General Ledger Departments

A department is an area to which accounts of a specific type are assigned so that they can be grouped together by reports in General Ledger, Payroll, and Fixed Assets, even if the accounts belong to different sets of funds.

After grouping accounts into departments, you can use the departments for reports and inquiries. Departments can also be associated with the main sections of the chart of accounts so you can print a specific Revenue and Expense Report for one of these sections.

You can use departments to group accounts that are in different locations in the chart of accounts. For example, you can link accounts for a particular area of Ministry, such as the Music Department, Youth Department, and Education Department.

You can edit a department's description or delete a department if it is not used; however, you cannot change the department code.

To add a department

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Departments** and click **Add**.
4. Enter the **Department Code** and **Department Description**.
5. Select if the department is **Active**.
6. To add another department, select **Add Another**.
7. Click **OK**.

To change a department's description

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Departments**.
4. Select the department you want to change and click **Edit**.
5. Update the **Department Description**. You cannot change the department code.
6. Click **OK**.

To delete a department

When you delete a department, it is cleared from any accounts, assets, or employees associated with the department.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Departments**.
4. Select the department you want to delete and click **Delete**.
5. When the confirmation message displays, click **Yes**.

To print a department list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Departments**, then click **Print**.

4. Select as many of the following options as you want to include:
    - **Include General Ledger detail?** — displays general ledger account numbers and account names.
    - **Include Payroll detail?** — displays the numbers and names of employees assigned to each department.
    - **Include Fixed Asset Detail?** — displays the item numbers and asset description of the fixed assets assigned to each department.
    - **Print Bar Code?** — prints the bar code labels for the fixed assets assigned to each department.
    - **Include Inactive Lists?** — displays items marked as not active.
5. Optional: Click **Preview** to display the report before printing.
6. Click **Print**.

Defining General Ledger Committees and Areas

You can use committees and areas to group accounts for reporting purposes and inquiries. For instance, you may want to create a building committee so you can print reports that include only the accounts that the building committee needs to see.

Committees function identically to departments. An account can be assigned to a department, a committee, an area 1, or an area 2 but cannot be assigned to more than one of each. Departments, committees, and areas are not required.

Areas help you break down committees further. As an example of a committee, you can assign a Local Benevolence account to the Missions
Department, a Benevolence Committee and the Senior Pastor (Under Area 1). These assignments determine whether or not the Local Benevolence account prints on a report when Department, Committee, or Area 1 is selected.

To add a committee or area

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Committees**, **Area 1**, or **Area 2**, and click **Add**.
4. Enter information in the **Description** and **Code** fields.
5. **Optional:** To add another committee or area, select **Add Another**.
6. Click **OK**.

To update a committee or area

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Committees**, **Area 1**, or **Area 2**.
4. Select the committee or area that you want to change, and click **Edit**.
5. Enter the revised information, and click **OK**.

To delete a committee or area

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Committees**, **Area 1**, or **Area 2**.
4. Select the list item that you want to remove, and click Delete.
5. Click **Yes** to confirm the deletion.

To print a committee or area report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Committees**, **Area 1**, or **Area 2**.
4. Click **Print**.

Defining General Ledger Projects

A project can refer to a special event, a one-time outreach program, a building project, or anything for which you want to track expenses and revenues for a period of time. Projects help you to keep a record of the revenues and expenses charged to multiple accounts for special reporting purposes.

Once you have added your projects, enter the project code when entering transactions. ACS tracks the amounts charged to the revenue and expense accounts for each project code. Projects allow you to group accounts together for reports even if the accounts belong to different sets of books.

You can add a project at any time, and you can add as many project codes as you want to meet the needs of your organization.

To add a project

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Projects** and click **Add**.
4. Enter the **Project Code**, **Project Description**, **Projected Revenues**, and **Projected Expenses**.
5. To add another project code, select **Add Another**.
6. Click **OK**.

To update a project

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click **Projects**.
4. Select the project you want to change and click **Edit**.
5. Update the **Project Description**, **Projected Revenues**, and **Projected Expenses**, as necessary. You cannot update the **Project Code**.
6. Click **OK**.

To delete a project

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click **Projects**.
4. Select the project you want to delete and click **Delete**. You cannot delete a project if it is assigned to transactions.
5. Click **OK**.

To print a project list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click **Projects**, then click **Print**.
4. To display items marked as not active, select the **Include Inactive Lists?** option.
5. Click **Preview** to display the report before printing, or click **Print**.

Defining General Ledger Transaction Sources

A transaction source is the journal origin of a transaction entered into the general ledger. The source is a shortened form of the transaction term and represents the transaction type of entry.

You cannot add any new source types, but you can add Sources if necessary. For example, the source CHK represents a check transaction while DEP generally represents a deposit transaction.

Eight source types are set up in the General Ledger, including:

- **Adjustment** — A journal entry or correcting entry.
- **Check** — A transaction based upon a check.
- **Deposit** — A transfer of funds from the originator into the bank account.
- **Check Debit** — An electronic deposit of funds to a checking account.
- **Check Credit** — An electronic withdrawal of funds from a checking account.
- **Bank Interest** — Interest added to an account by the bank of origination.
- **Bank Charge** — A service charge imposed by the bank for various transactions, such as insufficient funds.
- **Bank Transfer** — A transfer of funds from one bank account to another.

To add a source

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Sources** and click **Add**.
4. Enter the **Source Code**, **Source Description**, **Source Type**, and **Next Ref. No.**.
5. To add another source, select **Add Another**.
6. Click **OK**.

To update a source

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Sources**.
4. Select the source you want to change, then click **Edit**.
5. Update the **Description** and **Next Ref. No.** as necessary. If no transactions are posted to the source, you can change the source type, but you cannot change the source's code.
6. Click **OK**.

To delete a source

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Sources**.
4. Select the source you want to delete, then click **Delete**. You can delete a source that has never been used. However, you cannot delete the journal entry (JRE) source. ACS uses this source for closing entries at year-end.
5. When the confirmation message displays, click **Yes**.

To print a source list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Sources**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. Click **Preview** to display the report before printing, or click **Print**.

Defining General Ledger Bank Accounts

You can add or enter bank accounts when you set up the General Ledger. They are physical accounts at the bank your organization does business with. You must set up at least one bank account before you can post transactions.

A bank account is the actual account your organization has established with a financial institution, and a check account is the cash (asset) G/L account that prints on your balance sheet. Each checking account must be associated with a bank account.

You can add a new bank account at any time, and you can edit a bank account's information, such as the next check number, next ACH/Online reference number, and bank account name if it changes. However, once bank account codes are set, you cannot change them. Bank codes must differ from payee codes because the bank account is also listed as a payee.

When setting up your chart of accounts, you can set up multiple checking accounts and associate them with a single bank account. This allows you to reconcile a single bank account while keeping separate checking accounts in ACS at the same time.

For example

At the bank, you may have an account called "Church Checking." In ACS, you want to track two different checking accounts, "Operating Checking" and "Restricted Checking."

In this example, you would set up one bank account in ACS called "Church Checking" in Define Lists. In the chart of accounts, you would set up two checking accounts called "Operating Checking" and "Restricted Checking" and assign both to the "Church Checking" bank account.

To add a bank account

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select **Bank Accounts**, then click **Add**.
4. On the **Bank Account** tab, enter the appropriate information.
5. On the **Additional Information** tab, enter the bank account's **Next Check Number** and **Next ACH/Online Ref. #**.
6. Select **Print AP Check Copy** to print a copy of Accounts Payable checks, and enter a **Comment** if necessary.
7. On the **ACH Setup** tab, enter your ACH Setup information. This option is only available if you use either the Payroll or Accounts Payable modules.
8. To add another bank account, select **Add Another**. Otherwise, click **OK**.

To update a bank account's information

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Bank Accounts**.
4. Select the account you want to edit, then click **Edit**.
5. Update the information on the **Bank Account**, **Additional Information**, and **ACH Setup** tabs as necessary. You cannot change the bank account code.
6. When finished, click **OK**.

To delete a bank account

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Bank Accounts**.

4. Select the account you want to delete, then click **Delete**. You cannot delete a bank account that has transactions posted to it, accounts assigned to it, or is assigned to a checking account.
5. When the confirmation message displays, click **Yes**.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Click **Bank Accounts**, then click **Print**.
4. To include the general ledger checking or savings account numbers, select **Include Detail?**. Selecting this option also displays the last statement date and last statement balance, as well as any comments on record.
5. To display items marked as not active, select **Include Inactive Lists?**.
6. To display the report before printing, click **Preview**. Otherwise, click **Print**.

Additional Field Information

Enable ACH?
Select to allow creation of ACH files in the ACS Accounts Payable or Payroll modules.

Bank Rt #
Enter your bank's routing number. This is the information your receiving bank uses to debit your account for the total direct deposit amount. If you are required to send a balanced file to your bank, the routing number that displays in the Bank Rt # field may be your bank's routing number or the routing number of your originating institution.

Bank Name
Enter the bank name.

Company/Originator Rt #
Enter your organization's originator routing number.

Company Name
Enter your organization's name.

Company ID
Enter your organization's company ID number.

Separate Destination Bank
Select to enter a separate destination bank. Then, enter the second bank's routing number and name.

Create a Balanced File
Select to create a balanced ACH file. A balanced file shows the individual credit amounts going into the employees' or vendors' accounts as well as the total debit amount coming out of your organization's account. If selected, enter the bank's routing number and account number.

Send file in advance
Select to send the ACH file to the bank one or two days in advance.

Fill with 9s
Click to place all nines (9) at the end of the ACH file. Some banks require that the file ends in all nines even if the record count is divisible by 10.

Setting up ACH Accounts in General Ledger

To use the ACH feature, make sure your bank — the bank where your organization has one or more accounts — is capable of the following:

- Originating and receiving an ACH file
- Disbursing the amounts to the appropriate employee or vendor accounts
- Debiting your account

If your bank meets these requirements, enter your bank's information in the **Required Information** section of the **ACH Setup** tab and leave the remaining fields blank. Depending on your organization's circumstances, you may need to complete additional fields.

This section explains key features of ACH setup in greater detail. Read it carefully before entering ACH setup information.

✓ **Required information** — This section contains the originating institution's bank routing number followed by your organization's originator ID and name.

✓ **Separate Destination Bank** — If the originating bank is sending the ACH file to another bank for processing, you must specify a separate destination bank by selecting **Separate Destination Bank** and entering the bank's routing number and name.

✓ **Create a Balanced File** — To create a balanced ACH file, select this option on the ACH Setup tab and enter the routing number of the bank where your organization has the account to be debited. In addition, you must also enter the account number that will be debited. If you select **Create a Balanced File** and do not specify a routing number, the Routing Number field is populated with the routing number you entered in the **Required Information section** when you click OK.

If your organization requires you to send a balanced ACH file, select this option on the ACH Setup tab and enter the routing number of the bank where your organization has the account to be debited. In addition, you must also enter the account number that will be debited. If you select **Create a Balanced File** and do not specify a routing number, the **Routing Number** field is populated with the routing number you entered in the **Required Information section** when you click **OK**.

✓ **Sending the ACH file one or two days in advance** — To send the ACH file up to two days in advance, select the option from the drop-down list at the bottom of the ACH Setup tab. Identifying when you want to send the file creates a prompt in the Payroll and Accounts Payable modules to adjust the ACH file date appropriately. This ensures that your ACH transmission is not rejected as some institutions will not accept ACH files (particularly balanced ACH files) that were created too far in advance.

For internal posting purposes, when processing or issuing checks, ACS sets the **Effective Entry Date** as the check date entered in the Payroll or Accounts Payable modules. For file transmission purposes, the **File Creation Date** is set to one or two days before the check date depending on your selection. For example, if you printed Friday's payroll checks on Monday, assigned a later check date of Friday, and indicated that you wanted to send the ACH file two days in advance, the Effective Date is set to Friday's date (the check date) and the creation date is Wednesday, two days after the processing date.

✓ **Fill with 9s** — Some banks require that the file ends in all 9s even if the record count is divisible by 10. Selecting this option places all nines (9) at the end of the ACH file.

Working with Credit Cards in ACS Financial Suite

Sometimes churches or organizations open a credit card account for the purpose of issuing individual cards to its staff for purchases. Using the Bank Accounts in Define Lists, you can set up and reconcile credit card accounts in the Financial Suite software.

This document explains the initial setup, purchases, making payments, and reconciliation processes.

Initial Setup

In General Ledger, set up the following sources, accounts, and headings:

In Define Lists:

- Set up a Source called **Credit Card Charge**. Under **Source Type**, be sure to select **Check**.
- Set up a Bank Account for the credit card. You can use the name of the card (For example, Visa).

In the Chart of Accounts:

- Set up a Heading called **Contra Asset**
- Under the Contra Asset heading, set up checking accounts for the credit card (For example, Pastor's Card, Office Card, etc.). Assign all of these to the bank account you set up in Define Lists.
- Set up an expense account called Credit Card Finance Charges and a **Liability** Accounts called Credit Card Payment Wash.

> **Note**
>
> When adding the bank account/checking account(s), enter the balance as a negative balance. As charges are made to the checking accounts it increases the balance(s) with a credit, reducing the Asset section of the balance sheet.
>
> When payments are made with a debit, it displays the negative balance(s) reducing and increasing the Asset section of the Balance Sheet.

Purchases

When purchasing an item:

- Issue a check in Accounts Payable (or General Ledger, if you do not own Accounts Payable).
- Select the **Bank Account** you set up for the card and the **Vendor** where the purchase was made.
- Enter the invoice using the individual checking accounts (Pastor's Card, Office Card, etc.) used for the purchase and offset to the applicable budgeted expense accounts.
- Use the **Credit Card Charge** source when posting the check.

Payments

The steps for paying for items with a credit card vary if you are issuing a check or paying online.

If issuing a check:

- Enter the check in Accounts Payable or General Ledger.
- Select the **Bank Account** you set up for the card to make the payment and the **Bank Vendor**, which is automatically created when you add the card.
- Select the **Credit Card Payment Wash** account as the expense account.
- To appear in reconciliation, record the payment on the bank account by entering a Deposit transaction in General Ledger. Be sure to use the Credit Card Payment source (which is set up as a deposit source type).
- Select the checking account(s) affected by the payment (debit), and offset the entry to the **Credit Card Payment Wash** account (credit).

If the payment was made online using the credit card website or your bank's online bill pay service:

- Record the payment as a Bank Transfer using the Credit Card Payment source (which is set up as a Bank Transfer source type).
- Select the checking account you made the payment from as the From/Credit account and the checking accounts that were paid as the To/Debit accounts.
- Select the Credit Card Payment Wash account as the Offset for both.

> **Tip**
>
> Save the General Ledger deposit as a memorized transaction for routine monthly payments.

Reconciling

The Visa Bank account is reconciled using the Check Reconciliation option in General Ledger. Charges and payments made to the using the individual checking accounts display under the Bank Account.

When reconciling, follow the same procedures used for other bank accounts, but be sure to enter the beginning and ending balances as negative amounts since they represent money owed, not money in the bank.

The Charges (checks) display under **Withdrawals and Payments** (deposits) display under **Deposits**. Enter any finance charges on the **Adjustments** tab under the **Service Charge** section using the Checking account(s) as the Credit account and the Credit Card Finance account as the Debit account.

Defining General Ledger Budget Ratios

Budget ratios distribute your annual budget over the months of the year based on percentages that you determine. If you know that an account or a group of accounts needs a higher percentage of the budget during a certain month or over a period of months, you can set up a budget ratio to allocate a higher percentage of the budget where it is needed.

Using budget ratios, you can enter a budget for a number of months less than 12, because you do not have to assign a percentage of the budget to every month. However, the monthly percentages must equal 100.

You can edit a budget ratio at any time during the year to change the percentages allocated to each month. If the budget ratio code is assigned to a general ledger account code, ACS displays a message to update the budget with the ratio information. Selecting **Yes** updates the monthly budgets of the selected year with the new ratio percentages. Selecting **No** updates the budget ratio code only; the monthly percentages are not updated.

To add a budget ratio

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Under **Available Lists**, select **Budget Ratios** and click **Add**.
4. Enter the three-digit **Ratio Code**. You can use a combination of letters and numbers.
5. Enter a **Ratio Description**.
6. Enter the percentage of the budget you want to allocate for each month. The **Remaining** field displays the remaining percentage you must allocate.
7. To enter another budget ratio, select **Add Another**.
8. Click **OK**.

To update a budget ratio

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Under **Available Lists**, select **Budget Ratios**.
4. Select the budget ratio you want to edit, then click **Edit**.
5. Make the necessary changes. You cannot change the **Ratio Code**.
6. When finished, click **OK**.

To delete a budget ratio

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Under **Available Lists**, select **Budget Ratios**.
4. Select the budget ratio you want to delete, then click **Delete**. If accounts are associated with the budget ratio, a prompt displays to clear the budget ratio from all accounts before deleting it.
5. When the confirmation message displays, click **Yes**.

To print a Budget Ratio List report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Under **Available Lists**, select **Budget Ratios**.
4. Click **Print**.
5. To include the budget year, select **Include Detail?**.
6. To display items marked as not active, select **Include Inactive Lists?**.
7. Click **Preview** to display the report before printing, or click **Print**.

Defining General Ledger Frequencies

You can assign a frequency to an invoice to track how often the invoice is paid.

Frequencies are used in both Accounts Payable and Accounts Receivable. In Accounts Payable, you can select an invoice frequency option when setting up a memorized invoice or scheduling a memorized invoice. In Accounts Receivable, you can select a frequency option for memorized invoices. You can also assign frequency codes to billing codes.

To add a frequency

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Frequencies**, and click **Add**.
4. Enter the **Frequency Code**, **Description**, **Active Status**, and **Schedule Options**.
5. To add another frequency code, select **Add Another**.
6. When finished, click **OK**.

To update a frequency

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Frequencies**.
4. Select the frequency you want to update, then click **Edit**.
5. Edit the **Frequency Description**, **Active Status**, and **Schedule Options**, as necessary. You cannot change the frequency code.
6. When finished, click **OK**.

To delete a frequency

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Frequencies**.

4. Select the frequency you want to delete, then click **Delete**. You cannot delete a frequency assigned to a memorized or scheduled invoice.
5. When the confirmation message displays, click **Yes**.

To print a frequency list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Frequencies**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. Click **Preview** to display the report before printing, or click **Print**.

Defining General Ledger Terms

A term is a method of assigning the number of days in which an invoice is due for payment, a discount amount or percentage (if one is offered), and the discount date. Vendors usually determine terms, and they can be any number of days. You can usually find the terms on the vendor's invoice.

When you enter an invoice for a vendor or a customer with a defined term, ACS calculates the due date along with the discount date and any discount amount that may apply.

To add a term

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Term**, and click **Add**.
4. Enter the term's name, the number of days the invoice is due in, the discount percentage or amount, and the term of the discount.
5. To add another term, select **Add Another**.
6. When finished, click **OK**.

To update a term

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Terms**.
4. Select the term you want to update, then click **Edit**.
5. Edit the information as necessary, then click **OK**.

To delete a term

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Term**.

4. Select the term you want to delete, then click **Delete**. You cannot delete a term if it is assigned to any transaction.

> **Note**
>
> If a term is assigned to a transaction over two years old, and you want to delete the term, summarize your data. This removes the detail on transactions and allows you to delete the terms associated with those invoices or purchase orders.

5. When the confirmation message displays, click **Yes**.

To print a term list

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Select **Terms**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. Click **Preview** to display the report before printing, or click **Print**.

Defining Other Lists in ACS Financial Suite

In Define Lists, you can set up marital statuses, titles, suffixes, comment types, e-mail types, phone types, relation types, address types, and contact types. After setting up these lists, you can use them throughout ACS Financial Suite.

Defining Marital Statuses in Financial Suite

You can add as many marital statuses as you want to meet the needs of your organization.

To add a marital status

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Marital Status**, and click **Add**.
4. Enter a marital status **Type Description**.
5. If you have more than one item to add, select **Add Another**.
6. Click **OK**.

To update a marital status

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .

3. Click **Marital Status**.
4. Select the marital status that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a marital status

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Marital Status**, then select the marital status that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a marital status list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Marital Status**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Titles in Financial Suite

Title is a user-defined field in the Name Information dialog box in the Add/Edit windows for vendors, employees, contacts, buyers, and customers. Title refers to an individual's formal name of address. For example, Mr., Mrs., or Capt. When adding an individual, Title is an optional field.

You can add as many titles as you want to meet the needs of your organization.

To add a title

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Title**, and click **Add**.
4. Enter a **Type Description**.
5. If you have more than one suffix to add, select **Add Another**.
6. Click **OK**.

To update a title

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Title**.
4. Select the list item that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a title

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Title**, then select the list item that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a title list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Title**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Suffixes in Financial Suite

Suffix is a user-defined field in the Name Information dialog box in the Add/Edit windows for vendors, employees, contacts, buyers, and customers. A suffix follows an individual's name, usually male, to denote the position in the family. When adding an individual, Suffix is an optional field.

When adding a suffix, you can abbreviate the term. For example, Senior is usually written as Sr. You can add as many suffixes as you want to meet the needs of your organization.

To add a suffix

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Suffix**, and click **Add**.
4. Enter a **Type Description**.
5. If you have more than one suffix to add, select **Add Another**.
6. Click **OK**.

To update a suffix

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Suffix**.
4. Select the list item that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a suffix

1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Other** and click **Go** .
3. Click **Suffix**, then select the list item that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a suffix list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Suffix**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Comment Types in Financial Suite

Comment type is a user-defined field on the **Comment** tab in the Add/Edit windows for vendors and customers.

For example, you can use the **Comment** tab to enter medical information for a customer. Comment type describes the contents of the comment. In the example of tracking medical information for customers, you can add a comment type of **Medical**.

You can add as many comment types as you want to meet your organization's needs.

To add a comment type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Comment Type**, and click **Add**.
4. Enter a comment **Type Description**.
5. If you have more than one item to add, select **Add Another**.
6. Click **OK**.

To update a comment type

You can update a comment type list item at any time.

If you change the status of an item in the comment type list to not active, any record with the list item assigned to it retains the comment type, and the comment continues to display. However, the non-active comment type is not available for future assignment to records.

Any comment type marked as not active does not display in lists, unless you select **Show Inactive**.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Comment Type**.

4. Select the list item that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a comment type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Comment Type**, then select the list item that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a comment type list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Comment Type**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining E-mail Types in Financial Suite

E-mail type is a user-defined field on the Phone/E-mail tab in the Add/Edit windows for vendors, employees, contacts, and customers. Assign an e-mail type to an individual's e-mail address to describe where the individual is receiving e-mail from your organization.

To add an e-mail type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **E-mail Type**, and click **Add**.
4. Enter a **Type Description**.
5. If you have more than one e-mail type to add, select **Add Another**.
6. Click **OK**.

To update an e-mail type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **E-Mail Type**.
4. Select the e-mail type that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete an e-mail type

1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Other** and click **Go** .
3. Click **E-mail Type**, then select the e-mail type to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print an e-mail type list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **E-mail Type**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Phone Types in Financial Suite

Phone type is a user-defined field on the Phone/E-mail tab in the Add/Edit windows for vendors, employees, contacts, and customers. Assign a phone type to an individual's phone number to indicate the location of the phone number. You can add as many phone types as you want to meet the needs of your organization.

To add a phone type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Phone Type**, and click **Add**.
4. Enter a phone **Type Description**.
5. If you have more than one item to add, select **Add Another**.
6. Click **OK**.

To update a phone type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Phone Type**.
4. Select the phone type that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a phone type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Phone Type**, then select the phone type that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a phone type list report

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Phone Type**, then click **Print**.
4. To display phone types marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Relation Types in Financial Suite

Relation type is a user-defined field that displays on the Family tab in Add/Edit Customers. You can select the relation type on the Members tab when you add or update a family member. You can also use the relation type when adding a contact in Add/Edit Customers or Add/Edit Employees. When assigning a relation type, the term used for the family member or contact is *Relation*.

You can add as many relation types as you want to meet the needs of your organization.

To add a relation type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Relation Type**, and click **Add**.
4. Enter a relation **Type Description**.
5. If you have more than one relation to add, select **Add Another**.
6. Click **OK**.

To update a relation type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Relation Type**.
4. Select the relation type that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a relation type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Relation Type**, then select the relation type that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a relation type list report

1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Other** and click **Go** .
3. Click **Relation Type**, then click **Print**.
4. To display relations marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

Defining Address Types in Financial Suite

Address type is a user-defined field on the Addresses tab in the Add/Edit windows for vendors, employees, contacts, and customers. Assign an address type to an individual's address to indicate the location or function of the address.

For example, on a vendor's record, you may want to add a street address and a mailing address. On a customer's record, you may want to add a work address and a home address.

You can add as many address types as you want to meet your organization's needs.

To add an address type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select Other and click **Go** .
3. Select **Address Type** and click **Add**.
4. Enter an address **Type Description**.
5. To add more than one item, select **Add Another**.
6. Click **OK**.

To update an address type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Address Type**.
4. Select the list item that you want to change, and click **Edit**.
5. Enter the revised information, and click **OK**.

To delete an address type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Click **Address Type**.
4. Select the list item that you want to remove, and click **Delete**.
5. Click **Yes** to confirm the deletion.

To print an address type report

1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Other** and click **Go** .
3. Select **Address Type**, then click **Print**.
4. To display items marked as not active, select the **Include Inactive Lists?** option.
5. Click **Preview** to display the report before printing, or click **Print**.

Defining Contact Types in Financial Suite

Contact type is a user-defined field on the **Contacts** tab in the Add/Edit windows for vendors, employees, and customers.

Assign a contact type to an individual's or company's contact to describe the function of the contact person. For example, on a vendor's record, you may want to add a billing contact and an orders contact. On an employee's record, you may want to add an emergency contact and a family contact.

You can add as many contact types as you need to meet your organization's needs.

To add a contact type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the list, select **Other** and click **Go** .
3. Select **Contact Type**, and click **Add**.
4. Enter a contact **Type Description**.
5. If you have more than one item to add, select **Add Another**.
6. Click **OK**.

To update a contact type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Contact Type**.
4. Select the contact type that you want to change and click **Edit**.
5. Enter the revised information and click **OK**.

To delete a contact type

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **Other** and click **Go** .
3. Click **Contact Type**, then select the contact type that you want to remove.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

To print a contact type list report

1. Under Advanced Tools, click the **Define Lists** tab.

2. In the drop-down list, select **Other** and click **Go** .
3. Click **Contact Type**, then click **Print**.
4. To display items marked as not active, select **Include Inactive Lists?**.
5. To display the report before printing, click **Preview** or click **Print** to print the list without previewing it.

General Ledger - Setup

General Ledger Setup lets you customize ACS Financial Suite to meet your church or organization's needs.

Here's an overview of each area of General Ledger Setup and what you can do in it:

- **The G/L Setup Tab** — Use the General Ledger Setup tab to add or edit fund accounts or set your accounting period.
- **The Account Setup Tab** — Use the Account Setup tab to define or change your account numbering format.
- **The Transaction Setup Tab** — Use the G/L Transaction Setup tab to select default transaction sources, project codes, budget remaining flags, check printing options, and warnings for crossing funds or duplicate reference numbers.
- **The Name Setup Tab** — Use Name Setup to determine how individuals' names display in the ACS Financial Suite's Global Name List. You can also merge individuals in the Global Name List on this tab.
- **Change G/L Period** — Use Change G/L Period to change your financial year (calendar or fiscal).
- **HeadMaster Interface** — Use the HeadMaster Interface area to interface with your HeadMaster program, select a connection type, and enter connection parameters.
- **Check Layout Design** — Use Check Layout Design to create check layouts or edit existing check layouts.

Changing the Financial Year

A **calendar year** runs from January through December, and contributions are tracked by calendar year so that you can give IRS statements to donors.

A **fiscal year** is an organization's accounting cycle and can cover any twelve month period, not necessarily a calendar year. For example, many schools use a fiscal year beginning in July and ending in June. This way, the school can report revenue and expenses in accordance with the school year.

After performing year-end procedures, you can change from fiscal year to calendar year. You cannot change the financial year if you have open transactions, and when changing the fiscal year, all transactions are changed to reflect the new fiscal year. ACS also creates closing month entries for the new year.

If you interface General Ledger with Contributions, you can operate Contributions on a calendar year even if using a fiscal year in General Ledger.

Note

Always make a backup before changing the accounting cycle. It's also a good idea to archive your data prior to changing the financial year. This way you can access the archived dataset for printing financial reports prior to the change.

If the year is changed from a calendar year to a fiscal year or from a fiscal year to a calendar year, print a balance sheet to make sure all accounts are still in balance. Changing the fiscal year makes the current posting period the first month of the new fiscal year.

To change your financial year from calendar to fiscal

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click **Change G/L Period**, then select **Fiscal**.
4. Under **Month** and **Year**, select the start of the fiscal year, then click **OK**. You can also use this method to change the post month back to a previously closed month.
5. When the confirmation message displays, click **Yes**.

To change your financial year from fiscal to calendar

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click **Change G/L Period**, then select **Calendar**.
4. Under **Year**, select the correct year and click **OK**.
5. When the confirmation message displays, click **Yes**.

Changing the Current Posting Period

You can also change the current posting period if you need to. To do this, under **Current Posting Period**, press **CTRL + SHIFT** and right-click on the month. Then, use the down arrow to change the month.

Configuring the Account Setup tab

Account Setup defines an account numbering format using up to 20 alphanumeric characters. The key on the **Account Setup** tab tells you what each symbol represents.

If you need to change the account numbering format after adding transactions, click **Update** to change the account mask. You can change the account mask at any time, but if the Chart of Accounts is already set up, you must enter a new account number matching a new mask for each existing number. Any transactions using the previous number change to the new account number.

> **Tip**
>
> Using only numbers in your account codes increases entry speed because you can use the numeric keypad.

To configure the Account Setup tab

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click on the **Account Setup** tab.
4. Enter the account format and click **OK**.

To edit account formats after transactions have been entered

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click on the **Account Setup** tab, then click **Update**.
4. In the **New Account Mask** field, enter the new account format and click **Next**.
5. For each account in your Chart of Accounts, select the account code and enter the new account code under **New Account Code**.
6. Click **Finish** to save your changes.

Configuring the GL Transaction Setup Tab

Use the **Transaction Setup** tab in General Ledger Setup to select transaction options such as default transaction sources, budget remaining flags, and warnings for crossing funds or duplicated reference numbers. You can also enable project codes on this tab.

To configure the Transaction Setup tab

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. On the **Transaction Setup** tab, enter or select the appropriate options. See the Additional Field Information below to learn about each option.
4. When finished, click **OK**.

Additional Field Information

Auto Fill Payee Amount

To automatically display the amount of the last transaction for the payee while entering a transaction, select this option. This only applies if you do not own Accounts Payable and want to enter or print checks with the **Enter Check** option in General Ledger.

Projects in use

To track transactions that belong to a specific project and then report on the financial status of that project, regardless of fund, department, committee, or area, select this option.

Auto Print Checks after entry

To automatically print checks after each entry, select this option. You can print the check now or click **Continue** to print the check at a later date. This only applies if you do not own Accounts Payable and want to enter or print checks with the **Enter Check** option in General Ledger.

Line Item Comment in use

To enter a comment for each distribution code in addition to a general transaction description, select this option.

Insert Decimal

To recognize an entry of 1000 as $10.00, select this option. Otherwise, 1000 is recognized as $1000.00.

Allow posting to prior periods

To post transactions to a month or year prior to the current accounting month, select this option.

Warn if Crossing Funds

To display a warning if you attempt to enter a transaction that debits an account in one fund and credits an account in a different fund, select this option. When this message displays, click **OK** to accept it (the balance sheet displays out of balance if printed by fund), or click **Cancel** to edit the transaction using accounts from the same fund.

Allow posting to 13th month

To allow adjusting entries to post to the closing month, select this option.

Warn if Duplicating Reference Number

To display a warning message if you attempt to add a transaction with a reference number which has already been used within each source type, select this option.

Automatic Fund Balancing

To automatically create and post balancing transactions for those that are out of balance by fund when posting, select this option. This account must not be assigned to any fund.

Auto save default transaction source

To make the last used transaction source the default for the next transaction, select this option.

Default Transaction Source
Select a default source to use for the transaction source on the Add/Edit Transactions form. If you select the Auto Save Default Transaction Source option, this option is not available.

Default Service Charge
Select the default source to use for entering service charge transactions. If necessary, you can change the transaction source when entering service charges.

Default Bank Interest
Select the default source to use for bank interest transactions. If necessary, you can change the transaction source when entering bank interest transactions.

Default Check Source
Select the default source to use when entering check transactions. This determines the default transaction source to use when you click Enter Checks on the main General Ledger menu.

Auto Fund Balance Source
Select a default source to use when balancing transactions are created.

Over Budget Check
Select **Display Warning** to show a warning when an entered transaction causes an account to go over budget. Select **Disregard Budget** to bypass any warning and accept the entered transaction. Select **Prevent Over Budget** to block an entered transaction if it causes an account to go over budget. Select to base your budget check on either the Check Budget or Check Balance for Restricted Accounts. Click **Select** to choose the budgets and transactions that are affected by the Over Budget Check.

Configuring the GL Setup Tab

Use the **General Ledger Setup** tab to add or edit fund accounts.

Each fund is a complete set of financial books that contains income and expense accounts that close each year into a Fund Principal (or closing) account. The Fund Principal account is similar to an owner's equity account, and the revenue and expense accounts end the year with a zero balance after year-end closing.

After entering your Chart of Accounts, you can set up the Fund Principal account. If you only have one fund, this is the closing account for that fund.

You can also select the financial year and design the check layout on this tab.

New to General Ledger?

The **Current Month/Year** is the accounting month and year when you begin using General Ledger. If you're setting up the program for the first time, enter beginning balances (ending balances from your former account system) in this month. For accurate reporting, you can set your current month to the previous month, enter beginning balances, then close the month or year.

The **Starting Month** is the first month of your accounting year. If operating on a calendar year, this is January.

To configure the General Ledger Setup tab

1. Under Advanced Tools, select the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Enter the default **Fund Principal** account, or click **Lookup** to select it. The **Account Name** displays.
4. Enter the **System Due To/From Account** for fund balancing.
5. To save your changes, click **Close**.

Configuring the Name Setup Tab

On the **Name Setup** tab, you can select the **Display Name Format** for individuals. The format that you choose is used in all modules in ACS Financial Suite, and you must have security rights to select or change the display name format.

You can use any of the ACS name fields and place them in the order you choose when you customize the display name format, but keep in mind that the format you select is used for all individuals in ACS.

You can also select the **Retain** option. When you add an individual, you can select the **Retain** check box and change the display name for that individual. When you update the display name format, you must decide if you want to include those display names that are changed with the **Retain** option. If you want to include them, select **Change Retain names to format above** to change all names to the selected display name format.

To select the display name format

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Click on the **Name Setup** tab.
4. Beside the **Display Name Forma**t field, click **Select**.

5. Select the name fields that you want to include in the Display Name Format.
    - **Individual Name Fields** — Displays the available name fields you can select to include in the display name format. Select the name field you want to include and click the right arrow to move the field to the **Selected Individual Name Fields** column. Click the double right arrow to move all fields to the **Selected Individual Name Fields** column.
    - **Selected Individual Name Fields** — Displays the name fields selected for inclusion in the display name format. To rearrange the order of the fields, click the up and down arrows. If you want to remove a field, select the name field you want to remove and click the left arrow to move the field to the **Individual Name Fields** column. Click the double left arrow to move all fields to the **Individual Name Fields** column.
    - **Change Retain names to format above** — To update the display names changed with the **Retain** option, select this option.
6. When finished, click **OK**.

Merging Individuals in the Global Name List

Before adding a new vendor, employee, or customer record, it's a good idea to verify if the record is already in ACS Financial Suite. However, if many ACS users within your organization enter records, your Global Name List may have duplicate records. If a vendor, employee, or customer has two or more records in the Global Name List, you can merge the records.

Before merging records, evaluate the information in both record types to determine which record type to keep. The merged record is deleted from the Global Name List, and you cannot 'undo' the merge. If an individual has more than one record that you want to keep in ACS, you can select the record type you want to merge the duplicate with.

We recommend backing up your financial data before performing a record merge.

An example of duplicate records

Dennis is an employee who also owns a business repairing and tuning musical equipment. He is already in ACS with an employee record type. He is also hired to take care of the musical equipment for the school's music program, when the accounting supervisor adds a vendor record for him in Accounts Payable. At this time, Dennis has one record in the Global Name List, and two record types: an employee record type and a vendor record type.

When Dennis submits his first invoice with the name of his company on it, We Make Music Happen, the accounts payable clerk adds a new vendor record for the name We Make Music Happen. Now, Dennis has two records in the Global Name List and three record types: an employee record type and two vendor record types.

Dennis has two record types that you want to keep, an employee record type and a vendor record type.

To merge records

1. Make a backup of your Financial data.
2. Under Advanced Tools, click the **Settings** tab.
3. In the drop-down list, click **General Ledger** and click **Go** .
4. Click the **Name Setup** tab, then click **Merge**.
5. Click **Select** to choose the record in the Merge Individuals window you want to keep. If the individual has more than one record type, select the correct record type in the drop-down list. To verify that you selected the correct record, click **View Record**.
6. To choose the records you want to merge, click **Select**. You can select up to three records at one time. To verify that you selected the correct record, click **View**. If you select the wrong record, close the view window, then select the record in the Merge Individuals window, and click **Remove**.
7. When you are ready to merge records, click **OK**.

Working with Financial Suite Notifications

In the Notifications window, you can set up notifications to let you know when:

- Scheduled General Ledger transactions are due
- Scheduled Accounts Payable invoices are due
- HeadMaster transactions need to be imported into ACS Financial Suite.

When you set up and activate a notification, the tasks display when you log into the ACS Financial Suite, and you can click **Run** to complete them. You can also click **Setup** to edit the notification's schedule properties, type, description, owner, and due-within timeframe.

If you don't want the notification to display when you log in, clear **Show Notifications at Startup?**. If you clear the option, you can still access Notifications under **Advanced Tools** > **Admin Utilities** > **Notifications** on the Workbench menu.

To complete notifications

1. Under Advanced Tools, select the **Admin Utilities** tab.
2. In the drop-down list, select **Notifications** and click **Go** .
3. In the Notifications window, select the notification you want to complete, then click **Run**.

Setting up Financial Suite Notifications

Before a notification displays at Startup (or in **Advanced Tools** > **Admin Utilities** > **Notifications**), you must set it up and activate it.

You can activate notifications for importing HeadMaster transactions, when scheduled Accounts Payable invoices are due, or when scheduled General Ledger transactions are due. You can also change the date that you need to perform the action, assign a different priority, or change the status of the notification to alert other users that an action is occurring.

In addition, a user can take ownership of the notification. The first time that a notification displays, all users receive it when they log in to the ACS Financial Suite. Users who are responsible for importing the HeadMaster transactions can edit the notification and take ownership. Once a user owns a notification, only that user sees the notification when logging in to the ACS Financial Suite.

To set up Scheduled Notifications

1. Under Advanced Tools, select the **Admin Utilities** tab.
2. In the drop-down list, select **Notifications** and click **Go** .
3. In the Notifications window, click **Setup**.
4. In the Scheduled Notifications window, select the notification you want to set up or edit, then click **Edit**. To display all notifications, select **Show Inactive**.
5. In the Edit Scheduled Notification window, update or enter the information you want, then click **OK**.

Additional Field Information

Description
Displays the description of the notification. To change the description, enter a new description in the text box.

Active
Clear this checkbox to disable a notification.

Public
Select to display the notification to all users. If you do not want all users to receive the notification, clear the check box.

Notification Type
Displays the type of notification you are editing or setting up. You cannot change this value.

Notification Description
Displays the description that displays in the Notifications window.

Owner
If the notification is assigned to a user, the name of the user displays in the **Owner** field. To assign a notification to a user, select a user name from the drop-down list. To remove the owner from the notification, select the user name in the **Owner** text box and press DELETE.

Due within
Select the timeframe within which the task is due.

Task message box
Displays information about the current notification. You can edit this description if your church or organization has specific procedures.

Importing HeadMaster Transactions to General Ledger

You can interface HeadMaster Billing with the ACS General Ledger module. This lets you import and post payments and adjustments for miscellaneous income from HeadMaster to post to the General Ledger.

After you post payments in HeadMaster Billing, a notification displays when users log in to ACS Financial Suite. The notification informs users that HeadMaster transactions need to be imported. You can edit the notification to change the due date, status, priority, and owner.

Once you import the transactions into ACS Financial Suite, you can view and delete transactions, preview and print the transaction proof list, and post the transactions. If you need to make changes to the HeadMaster transactions, you can delete the transactions and create new transactions in ACS General Ledger Add/Edit Transactions. You cannot edit HeadMaster transactions in ACS Financial Suite.

> **Note**
>
> To import transactions, you must have user rights to General Ledger Add/Edit Transactions. Otherwise, the **Run** button in the Notifications window is disabled.

To import HeadMaster transactions to the ACS Financial Suite

1. Log into the ACS Financial Suite.
2. Under Advanced Tools, select the **Admin Utilities** tab.
3. In the drop-down list, select **Notifications** and click **Go** .
4. In the Notifications window, select the HeadMaster notification and click **Run**. The Importing Transactions window displays as the import runs. When the import is complete, the Transactions have been imported window displays.
5. In the **Go to** drop-down list, select a General Ledger window and click **OK**. Otherwise, click **Cancel**.

General Ledger - Chart of Accounts

The chart of accounts is the official set of accounts that makes up the general ledger. The chart of accounts is made up of two components: headings and accounts.

The first step of setting up your Chart of Accounts is mapping it out on paper. We've included several worksheets and examples to help you do this.

After mapping out your Chart of Accounts, you can create headings and subheadings. Headings make up the outline of the chart of accounts and define the accounts that are placed under them. ACS provides nine major headings (you can create more if you want). Under these headings, you can create up to four additional levels of subheadings. You cannot delete major headings, and you cannot move accounts across different account types if transactions are associated with them.

Once you create headings and subheadings, you can start adding accounts. Accounts are the actual codes to which you can post transactions.

You can also create different views of your chart of accounts for reporting purposes, and you can print a Chart of Accounts or a list of headings.

If you have multiple Financial datasets, your chart of accounts is only associated with the dataset where you created it, and you must contact support if you want to copy it to another dataset.

Chart of Accounts Worksheets

Here are several worksheets and samples to help you set up your chart of accounts. The Account Type worksheet helps you map out your major headings and subheadings. You can use the Account Information worksheet to "pencil in" important information about each account.

Whether or not you use these worksheets, we recommend planning your chart of accounts before entering it into ACS.

Accounting Worksheet

Accounting Worksheet Sample

Chart of Accounts Worksheet

Chart of Accounts Worksheet - Sample

Sample Chart of Accounts

About Accounts and Account Types

On Financial Suite reports, all accounts are grouped by account type. A Balance Sheet Report contains Assets, Liabilities, Fund Principals, and Restricted accounts. Income/Expense reports or ACS Analysis of Revenue reports can contain accounts such as Revenues, Expenses, and other revenue and other expenses.

There are two basic categories of accounts: permanent and temporary.

- **Permanent accounts** have a balance that carries from one fiscal year to the next. Assets, liabilities, and restricted funds are examples of permanent accounts.
- **Temporary accounts** apply only to the current fiscal year. At the end of the year, the balance is transferred to a Fund Principal account. The Fund Principal account is also known as the closing account or owner's equity account. Revenues and expenses are examples of temporary accounts.

✓ **Assets** — A type of account for things of value owned.

- Assets include cash, cash in the bank, land, savings, stock, bonds, investments, accounts receivable, equipment, promises from others to pay, or any other physical resource with value. Asset accounts carry a debit balance.
- Land, buildings, tools, and supplies are called fixed assets and represent items typically held for more than a year that can be easily converted to cash.
- Promises from others to pay the church or organization are often called receivables. These can include tuition commitments for a school.
- Receivables, plus cash, stock, and other available assets are called current assets. They can typically be quickly converted to cash.

✓ **Liabilities** — A type of account for a debt or debt owed.

- Liabilities include goods or services bought on credit or time. Liabilities are also commitments that are owed.
- Loans from the bank are long term liabilities.
- Bills from vendors for services rendered are often called payables.
- Payments owed for payroll taxes, insurance benefits, etc. are also liabilities.
- Income taxes withheld from employees' paychecks are liabilities. Liability accounts carry a credit balance.

✓ **Designated or Restricted Accounts** — A type of account that represents special kinds of liabilities.

- Money has been entrusted to the church for a specific purchase, such as a new building or a Youth Ministry.
- Your organization must spend this money as specified or return it to the donor, unless some other arrangement is made.
- GAAP require that you show Designated and Restricted accounts separately.
- Restricted accounts carry a credit balance. Receipts post to restricted accounts as credits. Disbursements from a restricted account post as debits.
- Restricted accounts are not revenue. They are liabilities in restricted accounts.

- **Temporary Restricted** accounts could be used for a gift designated for a youth trip or memorial, while **Permanent Restricted** accounts could be used for endowments, from which only the interest on the principal can be used, not the principal itself.

✓ **Fund Principal** — The fund principal is the excess of assets over liabilities. It's also called the fund balance or fund equity, and it represents an organization's resources. The Fund Principal equals liabilities plus restricted funds.

- Your organization's resources are located in the fund principal. This fund principal is comparable to an owner's equity in a business.
- The Fund Principal is based on the following equation:

```
[(Assets – Liabilities) – Restricted Accounts] + (Revenues – Expenses) = Fund Principal
```

- The Fund Principal equals your assets minus liabilities and restricted accounts, plus revenue minus expense accounts.
- At the end of the accounting cycle, all revenue and expense accounts, also called temporary accounts, close to a Fund Principal account.
- Fund Principal Accounts must be located under the Fund Principal heading to print the balance sheet correctly. Although the Fund Principal is a main heading, it is also a liability.

✓ **Revenues** — Revenues reflect amounts received by an organization in the form of contributions, donations, receivables, or something of value and other revenues the organization uses in its daily operations.

- Revenues carry a credit balance.
- Examples of revenue forms for a non-profit organization include offerings, tithes, and book sales.
- Revenue Accounts are also called Income Accounts.

✓ **Expenses** — Expenses reflect the cost of operating, such as utilities, salaries, or postage.

- Expenses carry a debit balance.
- Examples of Expenses include utilities, wages, and maintenance expenses.
- Expenses are the monetary measurement of resources the organization uses during a period of time for which cash or other compensation was given.

Quick Reference Chart

Account Type	Definition
Assets	What you own
Liabilities	What you owe
Fund Principal	Net worth
Revenues	Money coming in

Account Type	Definition
Expenses	Money going out
Other Revenues	Non-budgeted revenues
Other Expenses	Non-budgeted expenses
Temporary Restricted	Net worth designated for a specific purpose
Permanent Restricted	Net worth that cannot be spent

Understanding Credits and Debits

Double-entry Bookkeeping

ACS is a Double-entry Bookkeeping system.

- Double-entry bookkeeping keeps your books in balance and requires that each transaction affect two accounts in a self-balancing system.
- Think of an equation with two sides separated by an equal sign. In accounting, an entry in the left side of a transaction is called a debit, and an entry on the right side is called a credit. For each transaction, the sum of all debits must equal the sum of all credits. If the sums are not equal, the entry is out of balance, and you cannot exit the transaction window if all entries do not balance.
- Each account in your general ledger also has a left and a right side. Because of this arrangement, these accounts are called T-accounts.

Debits Left - Credits Right

Debits and credits are the backbone of accounting.

You can split debits and credits between accounts, but the totals self-balance in the double entry bookkeeping system. To split debits and credits between checking accounts, the checking accounts must be associated with the same bank account in the chart of accounts.

- The left side of the account is the debit side. The abbreviation for this is DR.
- The right side of the account is the credit side. The abbreviation for this is CR.
- In accounting, the language of debits and credits is very specific. The meaning of words used in non-profit accounting is different from the words used by the general public. For example, a debit card decreases cash in your bank account, which is an asset account, but in double-entry accounting the same transaction is called a credit. The offset decreases in your liability account, that is, the amount you owe to the vendor you pay with your debit card.

Tip

Debits and credits DO NOT NECESSARILY EQUATE TO INCREASES AND DECREASES. The effect of a debit or a credit on an account depends upon the classification or type of the account.

Examples of Debits and Credits

Example 1

You receive $200.00 in cash for the general offering. You deposit the cash in the bank to the general checking account. Your entries in ACS are:

Debit — General checking account (Asset account type — increases balance)

Credit — General offering account (Revenue account type — increases balance)

Example 2

You receive the electric bill for the month which is $200.00. You issue a check for $200.00 to pay the bill. Your entries in ACS are:

Debit — Utilities account (Expense account type — increases balance)

Credit — General checking account (Asset account type — decreases balance)

Example 3

You realize that the $200.00 that you credited in Example 1 to the general offering account was designated for the youth camping trip. You need to move the funds to the correct account. Your entries in ACS are:

Debit — General offering account (Revenue account type — decreases balance)

Credit — Youth activities account (Revenue account type — increases balance)

Example 4

You write a check to the IRS to pay your payroll taxes for the month. Your entries in ACS are:

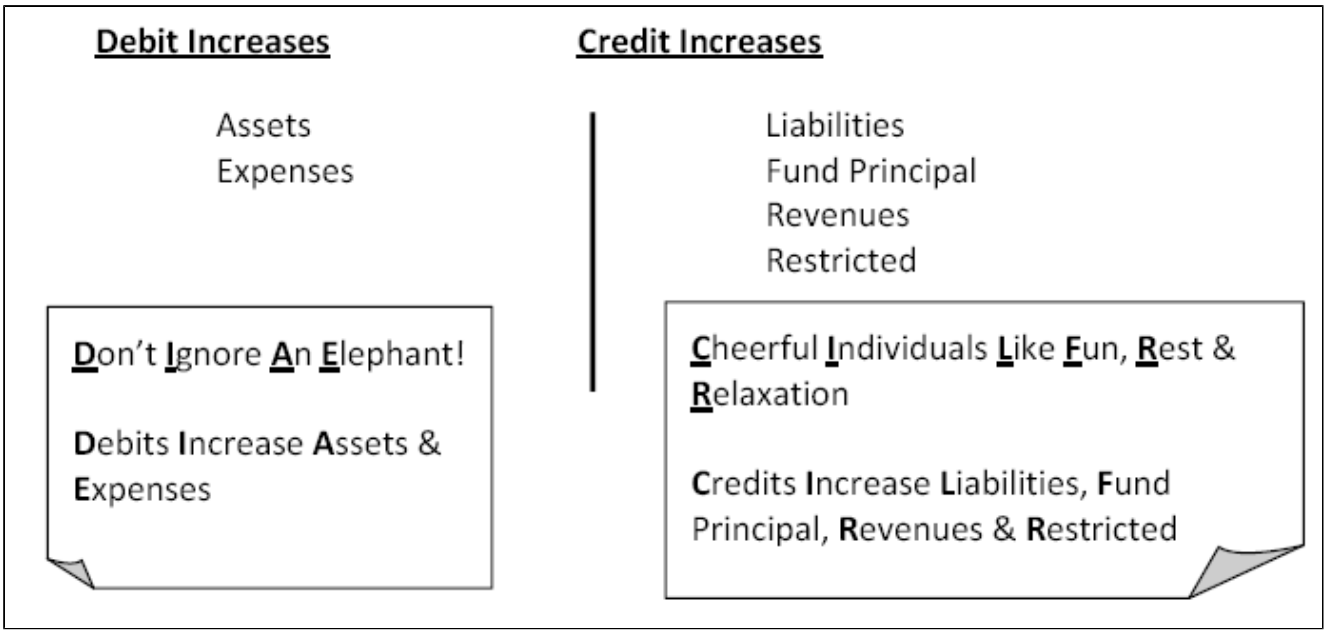
Debit — Payroll taxes withheld account (Liability account type — decreases balance)

Credit — General checking account (Asset account type — decreases balance)

The Summary Chart

Debits increase asset and expense accounts, while they decrease revenue, liability, restricted, and fund principal accounts. Credits increase revenue, liability, restricted, and fund principal accounts, while they decrease asset and expense accounts.

Here are some charts and tables to help you understand and remember how debits and credits affect your accounting balances:



Assets		Liabilities		Fund Principal	
DR	CR	DR	CR	DR	CR
+	-	-	+	-	+
Revenue		**Expenses**		**Restricted**	
DR	CR	DR	CR	DR	CR
-	+	+	-	-	+

Type of Account	What Does a Debit Do?	What Does a Credit Do?
Assets	Increases	Decreases
Liabilities	Decreases	Increases
Fund Principal	Decreases	Increases
Revenues	Decreases	Increases
Expenses	Increases	Decreases
Restricted	Decreases	Increases

Type of Account	Where are the Increases Recorded?	Where are the Decreases Recorded?
Assets	Debit Column	Credit Column
Liabilities	Credit Column	Debit Column

Type of Account	Where are the Increases Recorded?	Where are the Decreases Recorded?
Fund Principal	Credit Column	Debit Column
Revenues	Credit Column	Debit Column
Expenses	Debit Column	Credit Column
Restricted	Credit Column	Debit Column

Working with Account Headings and Subheadings

After planning your Chart of Accounts on paper or using the worksheets, you can set up additional headings if you need them. Then, you can set up subheadings.

Once you set up the headings and subheadings, you can add accounts.

Headings

Headings make up the outline of the chart of accounts and define the accounts that are placed under them.

ACS provides nine major Headings (Assets, Liabilities, Fund Principal, Revenues, Expenses, Other Revenues, Other Expenses, Temporary Restricted, and Permanent Restricted). These headings are also referred to as Level 1 Headings or Account Types. You cannot delete Major Headings even if they are not used.

To add a heading

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. To select a different chart of accounts view, click **Change View**.
4. Select the account heading view that you want to display, and click **OK**.
5. In the chart of accounts, select the account heading under which you want to add a heading, and click **Add Heading**.
6. Enter the **Heading Name**.
7. Make the following optional selections:
   - **Subtotal Heading** — If you want to subtotal accounts under this heading on reports on reports such as the Balance Sheet, select this option.
   - **Omit from Sources and Uses Reports** — If you do not want accounts under this heading to display on the Sources and Uses report, select this option.
   - **Page Break on Heading** — If you want to set a page break on account headings to keep accounts and their totals together, select this option. When selected, that heading and those accounts print on the next page.
8. Click **OK**.

Subheadings

Subheadings make up the structure (or outline) of your Chart of Accounts. You can define up to four levels of subheadings, which determine the placement of accounts on reports.

Instead of adding accounts directly under one of the major headings, you can create subheadings. With subheadings, you can define and associate groups of accounts.

For example, under **Assets**, you can create a subheading called **Current Assets**. You can then add a **Checking** subheading for your checking accounts and an **Investments** subheading for any savings accounts, endowments, or other investments.

The view you see in the Chart of Accounts window is the same display that prints on the General Ledger reports. You can also create custom views.

To add a subheading

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. To select a different chart of accounts view, click **Change View**.
4. Select the account heading view that you want to display, and click **OK**.
5. Select the account heading to which you want to assign the subheading.
6. To place a heading on the same level as the heading above it, click **Add Heading**.
7. To place a heading as a subheading to the heading above it, click **Add Subheading**.
8. Enter the **Heading Name**.
9. Make the following optional selections:
    - **Subtotal Heading** — If you want to subtotal accounts under this subheading on reports, select this option.
    - **Omit from Sources and Uses Reports** — If you do not want accounts under this subheading to display on the Sources and Uses report, select this option.
    - **Page Break on Heading** — If you want to set a page break on account headings to keep accounts and their totals together, select this option. When selected, that heading and those accounts print on the next page.
10. Click **OK**.

Working with Accounts

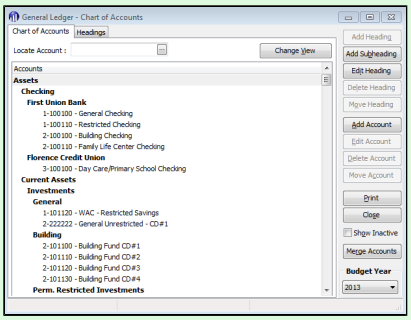
After mapping out your Chart of Accounts on paper and setting up headings and subheadings, it's time to add accounts.

An account is a record of financial transactions for one specific portion of an organization, which shows inflow and outflow of dollar amounts. Each asset, liability, or source of revenue should have its own account. Accounts provide a view of your financial history and allow for future planning.

An organized chart of accounts makes it easy to locate an account in the general ledger. Matching the first character in an account number with the account type is one way to organize accounts. You can organize and number individual accounts, which helps classify the accounts by type and makes transaction entry quick. You can design any account number structure, or account mask, according to your preferences.

For Example

The General Ledger contains books for three funds: a Church Fund (1), a Building Fund (2), and a Day Care/Primary School Fund (3). The account numbers begin with the fund number, followed by a dash and the rest of the number.



Restricted accounts are tracked as a part of the Church Fund, but a separate checking account shows the balance in the restricted accounts. General Checking, Restricted Checking, and Building Checking are all part of the same physical bank account.

To add an account

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add Account** and click **Go** .
3. Enter an **Account Code** and Account **Name**.
4. Click **Lookup** to select the account heading under which you want the account to display.

Note

Verify the heading you want to add to an account before clicking **Add Account**.

After you post a transaction to the account, you cannot move that account to a heading associated with a different account type.

5. Select **Funds**, **Departments**, **Committees**, and **Areas** as necessary.

6. If this is a checking account, select **Checking**. Then, select the bank account associated with the checking account.
7. If necessary, click **Comment** to enter any comments about this account.
8. To continue adding accounts, select **Add Another**.
9. Click **OK**.

To edit an account

If you change an account with a balance to inactive status, make sure to include inactive accounts on reports. This prevents reports from appearing out of balance. If **Inactive Accounts** is not selected in Reports Setup, a warning message displays when the account has a balance.

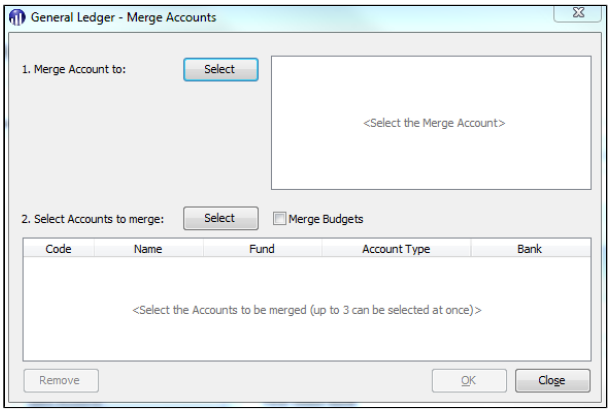
If you move an account to a different fund, you must make a journal entry between the Fund Principal accounts of each fund to keep the funds in balance.

1. Under Manage Records, select the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Select the account that you want to edit and click **Edit Account**.
4. Make your changes (you can edit any of the account fields), then click **OK**.

To merge accounts

You can merge accounts if the account type is the same. For checking accounts, you can only choose to merge accounts within the same bank. You must make a backup before you can merge accounts.

1. Under Manage Records, select the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Select **Merge Accounts**.
4. Under Merge Account to, click **Select** to choose the merge account. Under Select Accounts to merge, click **Select** to choose the accounts to be merged.



5. If you want to merge budget information, select **Merge Budgets**.
6. Click **OK**.

To move an account

If the account type is the same, you can move an account from one subheading to another. You cannot move accounts with transactions associated with them to different account type headings. The exception is moving accounts between the Liability and Restricted headings since these accounts have the same properties. They are both permanent accounts and both carry the same balance.

You can also drag and drop accounts from one subheading to another.

1. Under Manage Records, select the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Select the account that you want to move, then click **Move Account**.
4. Select the new account heading for the account and click **OK**.

To delete an account

You can delete an account if it was added in error. You cannot delete accounts that have activity or a balance for the current or past year, but you can edit the account and deactivate it. When you deactivate an account, it does not display on reports (unless you flag to include deactivated accounts) and ACS alerts you that the account is inactive if you try to post a transaction to it. To display inactive accounts in the Chart of Accounts window, select **Show Inactive**.

You must remove any accounts before deleting a heading or a subheading.

1. Under Manage Records, select the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Select the account that you want to delete, then click **Delete Account**. You cannot delete an account that has transactions associated with it.
4. When the confirmation message displays, click **OK**.

Entering Budgets in the Chart of Accounts

After you set up your headings, subheadings, and accounts, you can enter your account's budget on the **Budget** tab in Edit Account.

To enter a budget through the Chart of Accounts

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. On the **Headings** tab, scroll down to the heading under which you want to enter your budget, for example, Revenues, and select a subheading.
4. The accounts under the subheading display to the right. Double-click on the appropriate account.
5. Click **Edit Account**, then click **Budget**.
6. Under **Enter by**, select to enter the budget by **Month** or by **Year**.
7. If you selected to enter the budget by month, enter a budget amount for each month of the year.
8. Click **Distribute**.
9. Select a distribution method for the annual budget and click **OK**.

10. Enter the annual budget amount and click **OK**.

Printing the Chart of Accounts

After setting up your chart of accounts, you can print a list of accounts or account headings.

To print the Chart of Accounts - List Only

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add Account** and click **Go** .
3. On the **Chart of Accounts** tab, click **Print**.
4. When the report displays, click **Print Report** .

To print Account Headings

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add Account** and click **Go** .
3. On the **Headings** tab, click **Print**.
4. When the report displays, click **Print Report** .

Working with Account Views

In addition to the main chart of accounts view, you can create different account views and print reports for these views. This is helpful if you created a highly structured chart of accounts with several levels of subheadings but need a simplified structure for your auditor or finance committee.

While keeping the chart of accounts structure intact, you can create custom views that display only the major headings. You can also choose to display first or second level subheadings, or create additional subheadings that only display in the custom view. Any structural changes made to a custom view do not affect the main view (for example, moving headings or accounts to a different subheading).

You can also copy an existing account view. This is helpful if you create a new view each year, depending on how ministries prefer to see reports. When you copy a view, you can make any necessary changes without having to completely recreate it.

> **Note**
>
> You cannot add or delete accounts from a custom view. You must add or delete accounts in the main view.

When creating a custom view, you can select which level of subheading displays in the view.

- **Account Type** — A chart of accounts displays with only the major headings. The accounts listed in the main view remain under the proper heading. No subheadings display.
- **Subheading 1** — A chart of accounts displays with the major headings and level 1 subheadings. The accounts remain dispersed under the correct subheadings.
- **Subheading 2** — A chart of accounts displays with the major headings, level 1 subheadings, and level 2 subheadings. The accounts remain dispersed under the correct subheadings.

You can then add additional subheadings which only display in the custom view.

To add a custom view

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Click **Change View**, then **Add**.
4. Enter a **View Description**.
5. Select the **New View's Subheadings**, then click **OK**.
6. Add additional subheadings to the view, as necessary, then rearrange accounts as necessary.

To copy an account view

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Click **Change View**, then **Add**.
4. Enter a **View Description**.
5. Select **Copy From Another View**, then select the view you want to copy from in the drop-down list.
6. Click **OK**.
7. In the General Ledger - Add/Edit Account Heading Views window, select your new view and click **OK**.
8. Add additional subheadings to the view, as necessary, or rearrange accounts as necessary.

To edit a custom view's description

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Click **Change View**.
4. Select the view that you want to edit and click **Edit**.
5. Enter a new **View Description**, then click **OK**.

To delete a custom view

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Click **Change View**.
4. Select the view that you want to delete and click **Delete**.
5. When the confirmation message displays, click **Yes**.

General Ledger - Budgets

Budgets are income and expense estimates used for planning. Throughout the year, you can compare budgeted goals with actual fiscal performance to determine your progress.

You can enter budgets for revenue and expense accounts either by the year or by the month, and you can use different methods for each account. If you choose to enter a monthly budget for an account, you can budget different amounts for each month. If you choose to enter an annual budget for an account, the budget is evenly dispersed over a 12 month period.

To help you enter your budget, you can export it to Microsoft Excel, update it, and import it back into ACS. This is helpful if various departments need to update a budget but do not have access to ACS. You can also edit budgets by grid or copy budgets from previous years.

Adding and Editing Budgets

After setting up your chart of accounts, you can enter budgets.

Budgets are an itemized allotment of funds to each revenue and expense account. You can set up budgets monthly or annually for each account. Budgets are not actual monies held in the account; instead, a budget represents the amount of money you expect to receive and how you to plan to spend it.

You can enter or change budgets at any time during the fiscal year. Changes to budgets are retroactive to the beginning of the fiscal year. If you selected **Confirm Changes** on the Add/Edit Budgets window, a confirmation message displays before budget changes are saved to the annual budget.

To add or edit an account budget

1. Under Manage Records, click the **Budgets** tab.
2. In the drop-down list, select **Add/Edit Budgets** and click **Go** .
3. In the drop-down list, select the **Fiscal Year**.
4. Click **Lookup** to select an **Account Code** in the Account Lookup window. You can also use the scroll arrows to select the next or previous account in the chart of accounts.
5. Click **Edit**.
6. Under **Enter Budget**, click **by Month** or **by Year**.
7. Enter your budget amounts, then click **Distribute.**
8. In the Distribute Annual Budget Information window, select the appropriate distribution option and click **OK**. If you do not click **Distribute**, ACS disburses your annual budget evenly over the twelve months.
9. When finished, click **OK**.

Additional Field Information

Evenly Across Months

Select this option to distribute your annual budget evenly over the twelve months of the year. If the annual budget does not divide evenly by 12, ACS adds or subtracts the remaining amount from the last month of the year.

ACS calculates the monthly amount using the following formula:

```
Annual budget / 12 = Monthly budget
```

Based on monthly actuals from

Select this option to distribute your annual budget across the months based on a percentage of the actual monthly balances of the From year. Select the year from the drop-down list.

ACS calculates the monthly budget amount using the following formula:

```
Account's monthly actual balance / Account's annual actual balance = Monthly %

Annual budget x Monthly % = Monthly budget
```

Based on a budget ratio

Select this option to distribute your annual budget based on a ratio, then choose a budget ratio code in the drop-down list.

ACS calculates the monthly budget based on the following formula:

```
Annual budget x Monthly ratio = Monthly budget
```

Deleting Budgets

You can delete a budget at any time during the year.

To delete an account's budget

1. Under Manage Records, select the **Budgets** tab.
2. In the drop-down list, select **Add/Edit Budgets** and click **Go** .
3. In the drop-down list, select the **Fiscal Year** for the budget you want to delete.

4. Click **Lookup** to select an **Account Code**. You can also scroll to select the previous or next account in the chart of accounts.
5. Click **Delete**.
6. When the confirmation message displays, click **Yes**.

Working with Budgets in Microsoft Excel

Exporting Budget Data

You can export budget data from ACS, edit it in Excel, and import it back into ACS. This is helpful if departments within your organization need to update their individual budgets but do not have access to ACS Financial Suite.

First, enter your budget following the steps in Add/Edit Budgets. Then, you can export your budget to Microsoft® Excel®, edit the dollar amounts, and import the data back into General Ledger. ACS automatically launches the Excel program for you.

> **ACS OnDemand**
>
> Files exported within the OnDemand environment will begin opening in OpenOffice instead of Microsoft Office. For more information, click here.

To export your budget to an Excel worksheet

1. Under Manage Records, select the **Budgets** tab.
2. In the drop-down list, select **Export/Import Budget** and click **Go** .
3. In the **Export/Import** drop-down list, select **Monthly Budgets** or **Annual Budget**.
4. Select the **Export Year** of the budget you want to export.
5. **Optional:** Select **Export Information** and **Account Filters**.
6. Click **Export Data**. This process may take a few minutes depending on the number of accounts you have in your general ledger.
7. In the **Save As** dialog box, navigate to the folder where you want to save the export.
8. Enter a file name for the export and click **Save**. The export saves as a .csv file.
9. A progress bar shows the status of the export. When it is complete, click **OK**.

Updating Budget Data in Excel

ACS exports the budget to Excel using the path x:\acsnet\acsfdat\data1\budget (the x: represents the drive letter ACS is located on. The drive letter varies depending on where your ACS is located). Locate the .csv file in Excel by browsing the path and selecting the budget.

When entering your budget in Excel, do not make any changes to your accounts, such as adding new accounts, moving accounts, renumbering accounts, or deleting accounts.

In Excel, only make changes to the budget amounts. Any other changes that you make in the Excel spreadsheet do not import back into ACS. If you want to change your chart of accounts before entering your new budget, make the changes before exporting the file to Excel.

Importing Budgets from Excel

After making changes in Excel, you can import the budget file back into ACS.

You must close Microsoft Excel to import your budget to ACS. ACS automatically opens Excel and extracts the information. If you have entered budget information in ACS, importing from Excel erases any existing budget information for the selected import year.

The import process may take a few minutes depending on the number of accounts you have in your chart of accounts.

To import a budget into ACS

1. Under Manage Records, select the **Budgets** tab.
2. In the drop-down list, select **Export/Import Budget** and click **Go** .
3. In the **Export/Import** drop-down list, select a budget option to import.
4. In the drop-down list, select the budget's **Import Year**.
5. Click **Import Data**.
6. If you are importing an annual budget, the Import Annual Budget window displays. Select the appropriate budget distribution option.
7. If you are importing a monthly budget, a confirmation message displays. Click **OK**.
8. In the **Open** dialog box, navigate to the file that you want to import.
9. Select the file and click **Open**.
10. Click **OK**. Your data imports from Excel to ACS.

Additional Field Information

Distribute Annual Budget

Evenly Across Months

Select this option to distribute your annual budget evenly over the twelve months of the year. If the annual budget does not divide evenly by 12, ACS adds or subtracts the remaining amount from the last month of the year.

ACS calculates the monthly amount using the following formula:

```
Annual budget / 12 = Monthly budget
```

Based on monthly actuals from

Select this option to distribute your annual budget across the months based on a percentage of the actual monthly balances of the From year. Select the year from the drop-down list.

ACS calculates the monthly budget amount using the following formula:

```
Account's monthly actual balance / Account's annual actual balance = Monthly %

Annual budget x Monthly % = Monthly budget
```

Based on a budget ratio

Select this option to distribute your annual budget based on a ratio, then choose a budget ratio code in the drop-down list.

ACS calculates the monthly budget based on the following formula:

```
Annual budget x Monthly ratio = Monthly budget
```

Editing Budgets by Grid

If you select to enter your budget by month, you must enter an amount for each month. However, you do not have to enter amounts if you enter an annual budget, because ACS can divide the amounts by 12 for each month.

To edit your budget using the grid option

1. Under Manage Records, select the **Budgets** tab.
2. In the drop-down list, select **Edit Budget by Grid** and click **Go** .
3. In the drop-down list, select a **Fiscal Year**.
4. Under **Enter Budget**, select to edit your budget **by Month** or **by Year**.
5. If you selected to enter your budget by month, skip to step #7. If you selected to enter your budget by year, click **Distribute**.
6. Under **Distribute Annual Budget**, select one of the distribution options and click **OK**.
7. **Optional:** In the drop-down lists, select to filter by **Fund** or **Department**.
8. **Optional:** Select an **Account Filter**. You can select more than one Account Filter at a time, and you can also include all accounts and inactive accounts.
9. In the grid, select an account, then enter the budget amount.
10. When finished, click **OK**.

Additional Field Information

Evenly Across Months

Select this option to distribute your annual budget evenly over the twelve months of the year. If the annual budget does not divide evenly by 12, ACS adds or subtracts the remaining amount from the last month of the year.

ACS calculates the monthly amount using the following formula:

```
Annual budget / 12 = Monthly budget
```

Based on monthly actuals from

Select this option to distribute your annual budget across the months based on a percentage of the actual monthly balances of the From year. Select the year from the drop-down list.

ACS calculates the monthly budget amount using the following formula:

```
Account's monthly actual balance / Account's annual actual balance = Monthly %

Annual budget x Monthly % = Monthly budget
```

Based on a budget ratio

Select this option to distribute your annual budget based on a ratio, then choose a budget ratio code in the drop-down list.

ACS calculates the monthly budget based on the following formula:

```
Annual budget x Monthly ratio = Monthly budget
```

Copying Budgets in General Ledger

You can copy a budget from one year to another year. After copying, you can make changes if you need to- for example, adding a certain percentage to an existing budget (such as adding 2% to next year's budget).

You can also filter the budget information that you copy.

> **Useful Information**
>
> If you revise your budget mid-year, you can copy the budget to next year, then set up columns for **Next Year's Budget** and **This Year's Budget** on the Analysis of Revenues and Expenses Report.

To copy a budget from the current year to next year

1. Under Manage Records, click the **Budgets** tab.
2. In the drop-down list, select **Copy Budgets** and click **Go** .
3. In the **Copy** drop-down list, select **Budget**, **Annual Budget**, or **Actual Balances**.
4. To change copied amounts by a percentage, click **Change by** and enter the percentage amount. To decrease the budget, enter a minus sign (-) first. For example, -5.00%.
5. In the **From** field, select the year you want to copy budget figures from.
6. In the **To** field, select the year you want to copy budget figures to.
7. If you selected to copy the annual budget or actual balances, click **Distribute**. In the dialog box, select the method that you want to use to distribute your budget throughout the year.
8. If you want to filter by fund or department, select the **Fund** or **Department** in the drop-down lists.
9. If you want to filter the budget information by account type, select each account type that you want to copy. You can also include all accounts or inactive accounts. If you do not want to include an account type, clear the checkbox.
10. When finished, click **OK**.

Additional Field Information

Evenly Across Months

Select this option to distribute your annual budget evenly over the twelve months of the year. If the annual budget does not divide evenly by 12, ACS adds or subtracts the remaining amount from the last month of the year.

ACS calculates the monthly amount using the following formula:

```
Annual budget / 12 = Monthly budget
```

Based on monthly actuals from

Select this option to distribute your annual budget across the months based on a percentage of the actual monthly balances of the From year. Select the year from the drop-down list.

ACS calculates the monthly budget amount using the following formula:

```
Account's monthly actual balance / Account's annual actual balance = Monthly %

Annual budget x Monthly % = Monthly budget
```

Based on a budget ratio

Select this option to distribute your annual budget based on a ratio, then choose a budget ratio code in the drop-down list.

ACS calculates the monthly budget based on the following formula:

```
Annual budget x Monthly ratio = Monthly budget
```

Printing Budget Reports

After entering your budget, you can print a budget report. This report lists the account and account code the budget is for, as well as the annual budget amount and the monthly disbursements.

To print a budget report

1. Under Manage Records, click the **Budgets** tab.
2. In the drop-down list, select **Add/Edit Budgets** and click **Go** .
3. In the drop-down list, select the **Fiscal Year**.

4. Click **Lookup** to select an **Account Code** in the Account Lookup window. You can also use the scroll arrows to select the next or previous account in the chart of accounts.
5. Click **Print**.
6. When the report displays, click **Print Report** .

General Ledger - Inquiry

In **General Ledger Inquiry**, you can quickly access and print balance information or check the remaining budget information for an account or group of accounts.

You can view and print transactions associated with a particular bank or payee. You can also preview or print a graph that compares balances for the account based on actual amounts, budget amounts, or last year's amounts for the months selected. You can even filter transactions or print an inquiry.

If you have limited rights to Inquiry, you cannot view detailed account transaction information.

Viewing Account Information in General Ledger Inquiry

In General Ledger - Inquiry, you can display transactions for a specific general ledger account on the **Accounts** tab.

Viewing your open transactions in Inquiry before you post them helps you determine that the transaction is set up correctly to increase or decrease the account balance properly. Select the **Open Transactions** check box to view your open transactions in the account display. Otherwise, closed transactions (denoted by a **Status** of **C**) display.

If you select **Transactions**, you can double-click on a transaction to display detailed information for the transaction. You can also click on the headings in the grid to sort by those headings, or right-click and customize the grid.

To view account information

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Click the **Accounts** tab.
4. Select the **Month** and **Year** you want to view.
5. To select an **Account Code**, click **Lookup** .
6. To display a listing of transactions for the General Ledger account, select **Transactions**. To display balances for the General Ledger account, select **Balance**.
7. If necessary, select any other options, such as **MTD**, **YTD**, or **All**, on the **Accounts** tab.

To export an account list to Microsoft Excel

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Click the **Accounts** tab.
4. In the Account field, click **Lookup** . The Account Lookup window displays.
5. Right-click in the grid, and select **Export to Excel**. The Account Listing Export window displays.

6. Enter a file name, and browse to the location where you want to save it.
7. Click **Save**.

Additional Field Information

Account Code
Select the account you want to view.

Current Balance
Displays the current balance of the selected account, based upon the Month and Year selected, even if the YTD or All option is selected.

Show Overspending as Positive
When displaying balances, select to display the Budget to Actual spending as a positive number if more than the budgeted amount was spent.

Include Open Transactions
Select to include open transactions in the current balance calculation and in the Account Transactions window.

Viewing Heading Information in General Ledger Inquiry

In General Ledger - Inquiry, you can display transactions for a specific heading on the **Headings** tab.

If you select the **Transactions** option and have sufficient security rights, you can double-click a transaction to display detailed information for the selected transaction.

To view heading information

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Click on the **Headings** tab.
4. Select the **Month** and **Year** you want to view.
5. Click **Lookup** to select an **Account Heading**.
6. To display a listing of transactions for the selected account heading, select **Transactions**. To display balances for the selected account heading, select **Balance**.
7. If necessary, select any other options on the **Headings** tab.

Additional Field Information

Heading
Select the Chart of Accounts view that you want to display. The available headings may vary depending on your selection and the manner in which you have set up your secondary views.

Graph
Click to create an Inquiry graph.

Explanation/Payee/Comment
Select to display the explanation, the payee, or the comment line (memo) of the transaction.

Balance
Select to display or print a detailed, month-by-month analysis of the selected heading and its consolidated budget information.

MTD/YTD/All
Select to display Month-to-Date, Year-to-Date, or All transactions. The MTD and YTD options are based upon the month and year selected. The All option displays all transactions for every month and year.

Set Filter
Click to set a custom filter to specify which transactions you want to display in the Account Transactions window.

Viewing Bank Account Information in General Ledger Inquiry

In Inquiry, you can display transactions for a specific bank account on the **Bank Accounts** tab. To display detailed information for the transaction, double-click on it.

To view bank account information

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Click the **Bank Accounts** tab.
4. Select the **Month** and Year you want to view.
5. In the drop-down list, select a **Bank Account**
6. If necessary, select any filtering options, such as **MTD**, **YTD**, or **All**, on the **Bank Accounts** tab.

Additional Field Information

Bank Account
Select the bank account that you want to view. You can only display transactions for one bank account at a time. The Total Balance is calculated from the checking accounts associated with the selected bank account. The Last Statement Date and Last Statement Balance are taken from your last completed Bank Reconciliation. All other information is taken from the Bank Accounts tab in Define Lists.

Account Transactions
The transactions for the checking accounts associated with the selected bank account.

Explanation/Payee
Select to display the explanation of the transaction or the payee.

Print
Click to print a report that displays all the transactions in the Account Transactions window along with Balance information.

MTD/YTD/All
Select to display **Month-to-Date**, **Year-to-Date**, or **All** transactions. The **MTD** and **YTD** options are based upon the month and year selected. The **All** option displays all transactions for every month and year.

Viewing Payee Information in General Ledger Inquiry

In Inquiry, you can display transactions for a specific payee on the Payee Information tab. If you have sufficient security rights, you can double-click on a transaction to display detailed information for the transaction.

To view payee information

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Click on the **Payee Information** tab.
4. Select the **Month** and **Year** you want to view.
5. To select a **Payee**, click **Lookup** .
6. If necessary, select any additional filtering options on the **Payee Information** tab.

Additional Field Information

Payee Name
Click to select the payee that you want to view in Vendor Lookup.

Include Open Transactions
Select to include open transactions in the current balance calculation and in the Account Transactions window.

Set Filter
Click to set a custom filter. You can specify which transactions you want to display in the Account Transactions window.

MTD/YTD/All
Select to display **Month-to-Date**, **Year-to-Date**, or **All** transactions. The **MTD** and **YTD** options are based upon the selected month and year. The **All** option displays all transactions for every month and year.

Print
Click to print a report that displays all the transactions in the window.

Viewing Graphs in General Ledger Inquiry

In General Ledger - Inquiry, graphs compare balances for the account or account heading based on actual amounts, budget amounts, or last year's amounts for the months selected. You can print graphs or save them as images to use in other documents or e-mail as attachments.

To create a graph

1. Under Run Inquiries, select the **Inquiry Type** tab.
2. In the drop-down list, select **Account Inquiry** and click **Go** .
3. Select the **Month** and **Year** you want to view transactions for.
4. On the **Accounts** or **Headings** tabs, select the appropriate options, including setting filters if desired.
5. Click **Graph**.
6. Customize your graph as necessary.
7. Enter a **Report Title**.
8. Click **Print** to print your graph, or **Save** to save it.

Additional Field Information

Available Months
Select the months to preview in the graph.

Chart Type
Select to display a **Bar** or **Pie** chart.

Show Actual
Select to display the actual amounts.

Show Budget
Select to display budget amounts.

Show Last Year Actual
Select to display previous year amounts.

General Ledger - Transactions

In General Ledger Transactions, you can enter, post, and work with transactions. You can add a variety of transactions, including split transactions, and you can also import transactions, enter beginning balances, enter zero checks, and enter bank transfers.

Memorized transactions can also save you time in the entry process. A memorized transaction is like a template, and when you add one, you can create the transaction each month, updating only the fields that changed.

After you enter transactions, you can print the proof list, review it, and post the transactions. You can also print the posting journal and close your transaction batches.

The Bank Reconciliation feature lets you compare your bank statement to your General Ledger accounts to ensure the accounts are in balance. If you need to, you can also enter transactions when reconciling accounts.

You can also recalculate your bank account balances at any time to view the current bank account balances after recent transactions.

At the end of the month, after entering and posting all transactions, printing reports and statements, and backing up your financial data, you can close the month in General Ledger.

Entering General Ledger Transactions

In the Add/Edit Transactions window, you can add, edit, view, delete, void, or import transactions. You can also enter beginning balances, memorized transactions, bank transfers, and zero checks.

To filter the transaction list, you can select the Financial Suite module that contains the transactions you want to work with, and you can select the transaction type (open, closed, or all). You can also use the GL Transaction filter to further customize the list of transactions that displays, and you can select to display transactions for a particular posting period or all ACS users within your organization.

To print the grid, click .

Adding General Ledger Transactions

When you add a transaction, it is considered open until it is posted. You can post transactions to prior dates, the current date, or a future date.

The procedures for adding transactions vary depending on the type of transaction you want to add, but each transaction must balance, meaning the total debits must equal the total credits, and the transaction date and posting month or year must be correct.

Transaction Source Codes

The table below displays when to use transaction source codes.

A Source is the journal origin of a transaction entered into the General Ledger. It represents what type of entry the transaction is. For example, the Source CHK represents a check transaction while DEP generally represents a deposit transaction.

Source Code	Use
Adjustments (ADJ) and Journal Entries (JRE)	Correct account balances or transfers monies between accounts ONLY IF the account is not a checking account.
Checking Account Credit (CCR)	Corrects the checking account if the balance needs to be lowered (due to bank/user error).
Checking Account Debit (CDB)	Corrects the checking account if the balance needs to be raised (due to bank/user error).
Deposit (DEP) and Cash Journal (CSJ)	Show money deposited into the checking account
Check (CHK)	Used when a check is issued

Entering Adjusting Transactions

Adjustments and journal entries are both are used to transfer funds between accounts if the accounts are not checking accounts.

To enter an adjusting transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. Select Adjustments as the **Transaction Source**.
5. Verify the post month and year are correct. Click the up and down arrows to change the posting period.
6. **Optional:** Select **Autofill Text?** to display text from previous transactions in the **Explanation** and **Comment** fields. When adding additional transactions and entering text in those fields, entries from the previous transactions in the session display in a drop-down list.
7. If you want to include the transaction in Bank Reconciliation, select **Include in Bank Reconciliation**.
8. If the transaction is a reconciled transaction, select **Reconciled**.
9. Enter a reference number, or click **Next** to assign the next available reference number. When you transfer money to a restricted account, always enter a reference number.
10. Enter the date of the transaction or select a date in the calendar.
11. If necessary, enter an **Explanation**.
12. Enter a general ledger account number, or click **Lookup** to select an account.

13. Enter the debit or credit amount that you want to charge to the account.
14. Repeat these steps until all accounts are entered, and the transaction is in balance.
15. When finished, click **OK**.

Entering Bank Interest Transactions

If you do not use the Bank Reconciliation option in ACS to reconcile your bank statement, you need to enter a transaction to record any bank interest you earn.

You can also use this procedure to record bank interest before reconciling your bank statement in ACS.

To enter a bank interest transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions**, then click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. In the **Transaction Source** drop-down list, select **Bank Interest**.
5. Enter the account code of the checking or savings account. Click **Lookup** to select an account in the drop-down list.
6. Verify the posting month and year are correct. Click the up and down arrows in the boxes to change the posting period.
7. **Optional:** Select **Autofill Text?** to display text from previous transactions in the **Memo** field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
8. If this is a reconciled transaction, select **Reconciled**.
9. Enter a reference number. Click **Next** to assign the next available reference number.
10. Enter or select the date that the bank posted the interest to your account.
11. Enter the amount of interest earned.
12. Enter a description in the **Memo** field.
13. Select an account to credit. Click **Lookup** to select an account.
14. Click **OK**.

To enter a bank interest transaction with multiple credit and/or debit accounts

1. To enter the initial information, follow the steps above.
2. Click the **Ledger** tab.
3. In the debits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
4. Enter the amount to debit the account entered in step #3.
5. In the credits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
6. Enter the amount to credit the account entered in step #5.
7. Repeat these steps until the transaction is balanced, then click **OK**.

Entering Check Transactions

General Ledger Checks

These procedures are for issuing checks in General Ledger. To read about issuing checks in Accounts Payable, see Issuing checks in Accounts Payable.

You can enter a check transaction in the Add/Edit Transactions window, and you can enter a check that has split transactions. However, if you own the ACS Accounts Payable or Payroll modules, we recommend that you enter, print, post, and void checks in those modules.

After entering a check, you can print it. To do this, on the **Form:Check** tab, click **Print**. You can also set up General Ledger to automatically print checks after entering a check transaction. You can use 8.5 x 11 laser checks in General Ledger.

To enter a check transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Checks** and click **Go** .
3. Enter a **Checking Account** or click **Lookup** to select an account.
4. Verify that the post month and year are correct. Click the up and down arrows in the **Month** or **Year** date box to change the posting period.
5. If this is a hand-written check, select **Check Printed**. If this is a reconciled check, select **Reconciled**.
6. Enter or select the check number and the issue date.
7. Enter a payee in the **Pay To The Order Of** field.
8. Enter the check's amount.
9. Enter a description in the **Memo** field.
10. Enter the general ledger account to debit or click **Lookup** to select an account.
11. Click **OK**, then **Yes**.

To enter a check transaction with multiple credit or debit accounts

1. Follow the steps above to enter the initial check information.
2. Click the **Ledger** tab.
3. In the credits **Account** field, enter a general ledger account number, or click **Lookup** to select an account.
4. Enter the amount to credit to the account entered in step #3.
5. In the debits **Account** field, enter a general ledger account number, or click **Lookup** to select an account.
6. Enter the amount to debit the account entered in step #5.
7. Repeat these steps to balance the transaction, then click **OK**.

Additional Field Information

Transaction Source
Select the type of transaction.

Checking Account
Select the checking account for this transaction.

Month and Year
Displays the default posting month and year.

Autofill Text?
To display text from previous transactions in the **Memo** field, select this option. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.

Select Memorized
Click to select a previously memorized transaction.

Form: Check Tab

Pay to the Order of
Enter a payee or select a payee from the Payee list.

Reference No
Enter a reference number or click **Next** to select the next reference number.

Check No
When you issue a manual check, enter the check number.

Date
Enter the transaction date.

Amount
Enter the total amount of the transaction.

Memo
Displays the default memo. If necessary, enter a comment or description in this text box. If you selected Autofill Text?, text from previous transactions in the session displays when adding transactions and entering text in the Memo field.

Debit
Enter the general ledger account that you want to debit.

Credit
Enter the general ledger account that you want to credit.

Split Credit
Click to credit multiple general ledger accounts. When you select this option, the Ledger form window displays.

Split Debit
Click to debit multiple general ledger accounts. When you select this option, the Ledger form window displays.

Print
Click to print the current check. The default check layout prints 15 lines on the check stub. If there are more lines to print, it prints the additional lines on the next check or plain paper (whichever is in the printer). It does not 'void' the next check in ACS. It prints the same check number on each additional page needed to print the check.

Ledger Tab

Account
Select an account to credit or debit. Click Lookup to select an account in the Account Lookup window.

Description
Displays the account description for the selected account.

Credit
Enter the amount to credit or debit the selected account.

Project
If necessary, enter a project code or select one in the drop-down list.

Comment
If necessary, enter a comment or description.

Total Credits
Displays the total amount for credits.

Total Debits
Displays the total amount for debits.

Balance
Displays the difference between debits and credits.

Reprinting General Ledger Checks

In Add/Edit Transactions, you can reprint checks. When you reprint a check from General Ledger, the check prints using the General Ledger check template format.

To reprint a check

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. In the General Ledger Transactions window, click **Add/Edit Transactions**.
4. In the drop-down list, select the appropriate module, then select which transactions you want to view. Or, locate your transaction using the GL Transaction Filter.
5. In the grid, double-click on the transaction you want to reprint a check for.
6. When the transaction displays, on the **Form: Check** tab, click **Print**.
7. When the confirmation message displays, click **Preview** to preview the check before printing, or click **Print** to print it.

Entering Deposit Transactions

In General Ledger, you can enter deposit transactions. For example, if you posted contributions gifts and the General Ledger interface was not enabled, you could manually post the deposit.

When entering a deposit, enter the date that you made the deposit to the bank for easy reconciling. If you need to split the deposit among several accounts in your general ledger, use the **Split Debit** or **Split Credit** options. These options allow you to select the different accounts for your deposit and enter the amount of the deposit for each account.

To enter a deposit transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. Select **Deposits** as the **Transaction Source**.
5. Enter a checking account or click **Lookup** to select an account.
6. Verify the post month and year are correct. Click the up and down arrows in the **Month** or **Year** date box to change the posting period.
7. **Optional:** Select **Autofill Text?** to display text from previous transactions in the Memo field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
8. If this is a reconciled transaction, select **Reconciled**.
9. Enter a reference number. Click **Next** to assign the next available reference number.
10. Enter the date of the deposit or select a date in the calendar.
11. Enter the total amount of the deposit.
12. If necessary, enter a description in the **Memo** field.
13. Select a general ledger account to credit. Click **Lookup** to select an account in the Account Lookup window.
14. Click **OK**.

To enter a deposit with multiple credit or debit accounts

1. Follow the procedures above to enter the initial deposit information.
2. Click on the **Ledger** tab.
3. In the debits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
4. Enter the amount to debit the account entered in step #3.
5. In the credits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
6. Enter the amount to debit the account entered in step #5.
7. Repeat steps 3-6 as necessary to balance the transaction, then click **OK**.

Entering Direct Deposit Transactions

A direct deposit is a transaction that occurs when funds are deposited in your account through an electronic transfer. Examples of these types of transactions include contributions by members for pledge and monthly tuition payments.

If you need to split the deposit among general ledger accounts, use the **Split Credit** or **Split Debit** options. You can select the different accounts for the deposit and enter the amount for each account.

To enter a direct deposit transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. Select **Direct Deposit** as the **Transaction Source**.
5. Enter a checking account or click **Lookup** to select an account in the drop-down list.
6. Verify the post month and year are correct. Click the up and down arrows in the **Month** or **Year** date boxes to change the posting period.
7. **Optional:** Select **Autofill Text?** to display text from previous transactions in the **Memo** field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
8. If this is a reconciled transaction, select **Reconciled**.
9. Enter the reference number, or click **Next** to assign the next available reference number.
10. Enter the date of the deposit or select a date in the calendar.
11. Enter the amount of the deposit.
12. If necessary, enter a description in the **Memo** field.
13. Enter the general ledger account to credit or click **Lookup** to select an account.
14. Click **OK**.

To enter a direct deposit transaction with multiple credit or debit accounts

1. To enter the initial information, follow the steps above.
2. Click the **Ledger** tab.
3. In the debits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
4. Enter the amount to credit the account entered in step #3.
5. In the credits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
6. Enter the amount to credit the account entered in step #5.
7. Repeat steps 3-6 as necessary to balance the transaction, then click **OK**.

Entering Direct Withdrawal Transactions

A direct withdrawal or direct payment transaction occurs when your bank electronically transfers funds from your account to someone else's account, either in the same bank or another bank. Examples of these types of transfers include payment of invoices, service fees, payment of payroll taxes, and direct deposit of employees' paychecks.

To enter a direct withdrawal transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. Select **Direct Payment** as the transaction source.
5. Enter a checking account. Click **Lookup** to select an account in the drop-down list.
6. Verify the post month and year are correct. Click the up and down arrows to change the posting period.
7. **Optional:** Select **Autofill Text?** to display text from previous transactions in the **Memo** field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
8. If this is a reconciled transaction, select **Reconciled**.
9. Enter a reference number, or click **Next** to assign the next available reference number.
10. Enter the date of the electronic transfer or select a date in the calendar.
11. Enter the payee or click **Lookup** to select a name in the drop-down list.
12. Enter the payment amount.
13. If necessary, enter a description in the **Memo** field.
14. Enter a general ledger account to debit or click **Lookup** to select an account.
15. Click **OK**.

To enter a direct withdrawal transaction with multiple credit or debit accounts

1. To enter the initial information, follow the steps above.
2. Click on the **Ledger** tab.
3. In the credits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
4. Enter the amount to credit the account entered in step #3.
5. In the debits **Account** field, enter a general ledger account number or click **Lookup** to select an account.
6. Enter the amount to debit the account entered in step #5.
7. Repeat steps 3-6 as necessary to balance the transaction, then click **OK**.

Entering Service Charge Transactions

If a service charge is listed on your bank statement, you need to post the transaction to your checking account. You can enter the service charge while you are reconciling your statement in ACS, or you can enter the service charge through General Ledger Add/Edit Transactions.

To enter a service charge transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Add**.
4. Select **Service Charge** as your transaction source.
5. Enter a **Checking Account**. Click **Lookup** to select an account in the drop-down list.

6. Verify that the posting month and year is correct. Click the up and down arrows to change the posting period.
7. If this is a reconciled transaction, select **Reconciled**.
8. Enter a reference number or click **Next** to assign the next available reference number.
9. Enter or select the date the bank posted the service charge to your account.
10. Enter the service charge amount.
11. If necessary, enter a description in the **Memo** field. Select **Autofill Text?** to display text from previous transactions in the **Memo** field. When adding additional transactions and entering text in that field, entries from the previous transactions in the session display in a drop-down list.
12. Enter the general ledger account to debit, or click **Lookup** to select an account.
13. Click **OK**.

To enter a service charge transaction with multiple credit or debit accounts

1. Follow the steps above to enter the initial check information.
2. Click the **Ledger** tab.
3. In the credits **Account** field, enter a general ledger account number, or click **Lookup** to select an account.
4. Enter the amount to credit to the account entered in step #3.
5. In the debits **Account** field, enter a general ledger account number, or click **Lookup** to select an account.
6. Enter the amount to debit the account entered in step #5.
7. Repeat these steps to balance the transaction, then click **OK**.

Editing General Ledger Transactions

If you entered a transaction, you can edit it. If a transaction is open, you can edit any fields. You can also right-click on the entry to delete an account distribution.

If a transaction has been posted, you can edit the date, reference number, explanation, posting month, project code, and comment. To avoid voiding and reentering checks, you can also edit general fields such as the transaction date and post month on checks posted from the Payroll module.

Other ACS users can view transactions you entered but cannot edit them unless they have rights to **Edit All Users Transactions** in Add/Edit Users.

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Select the transaction that you want to change, and click **Edit**.
4. Make your changes to the transaction, and click **OK**.

Viewing General Ledger Transactions

You can view any transactions in the Checking Accounts window with a bank account attached to the transaction. When viewing a transaction, you cannot make any changes to the actual transaction. However, you can select the Check Printed or Reconciled options.

To view transactions from the Checking Accounts window

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Checking Accounts**.
4. In the drop-down list, select a bank account.
5. Select a transaction, and click **View**.
6. If necessary, select or clear the **Check Printed** or **Reconciled** options. If only viewing the transaction, skip to the last step.
7. Click **OK**, then click **Yes**.
8. Click **Close**.

Deleting or Voiding General Ledger Transactions

You can delete open transactions that were entered in error. To maintain an audit trail, you cannot delete posted transactions.

If you need to delete a transaction that is posted (such as a check debiting the wrong expense account that you re-entered), you must void it. You cannot void open transactions, closing entries, or summarized transactions, and you must void check transactions that you entered and posted in the Accounts Payable or Payroll modules in those modules.

> **Useful Information**
>
> If another ACS user within your organization entered the transaction in error, you must have permission to **Edit All Users Transactions** in Users and Security to delete the transaction.

To delete an open transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click the transaction that you want to delete, and click **Delete**.
4. When the confirmation message displays, click **Yes**.

To void a posted transaction in General Ledger

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click the view bar, and select **Closed Transactions**.
5. Click the view bar again, and select **General Ledger**.
6. Under **Posting Period**, select the correct **Month/Year**.
7. Select the transaction you want to void and click **Void**.
8. When the confirmation message displays, click **Yes**.
9. Select the void **Month/Year**, then enter a void explanation.
10. Click **Post Void**.

Importing General Ledger Transactions

Third party companies or programs often provide export files containing payroll or credit card transaction information that can be imported into ACS. Typically, these are CSV (comma separated value) files: simple text files with field values separated by commas. You can import these transactions into General Ledger.

To import transactions

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Import**.
4. Click **Browse**, locate and select the CSV file you want to import, and click **Next**.
5. If you have saved mappings previously and want to re-use one, use **Select a mapping**. You can also edit or delete the mapping. If you are not using a previous mapping, click **Create a new mapping from your import file**. Click **Next**.
6. On the **Configure** tab, specify what information ACS should check for in the import file. For further reference, use the field descriptions that follow this procedure.
7. On the **Mapping** tab, select the Import Field that you want to correspond with each **ACS Field**. The import fields are determined by selections made on the **Configure** tab. If you selected **Import File has a header record**, header descriptions are included in the list. If you selected **Use Field values instead of Field Names** to create the mapping the list includes the data in the first entry line. If you plan to import similar files in the future, click **Save Map** when finished. During future imports, you can re-use the same selections.
8. On the **View Import Data** tab, preview a sample of the values that will be imported. Some fields are pre-programmed to accept only certain types of data (letters, numbers, dates, etc.) Some are also truncated after a set number of characters have been entered.
9. Click **Next**. A data preview page opens. Transactions that have no errors are listed on the **Ready to Import** tab and can now be imported. If there are errors, they are listed on a separate **Errors Detected** tab. Make manual changes as needed in these lines, and click **Reverify Data** to move them to the Ready to Import tab. A list of common errors encountered follows this procedure.

10. When ready, click **Import**. Error-free transactions are imported. Open transactions can be reviewed and posted using Add/Edit Transactions. If you imported without resolving all errors, the problem transactions must be manually entered using Add/Edit Transactions.

Additional Field Information

Import File has a Header Record
Select if the first record in the import file contains field descriptions. The header record is not imported.

Use field values instead of field names to create mapping
Select if the file does not contain a header record and you would like to use the values of the first line in the file to establish the map fields.

Lookup
If the file contains a three-digit source code (such as CHK to denote a check), select **Code** to indicate it must match the ACS source code. If the name of the source (such as Check) is used in the file, select **Description** to indicate it must match an ACS source description. **Lookup Account** and **Lookup Source** function similarly. If the program cannot make a match, the error is noted in the data preview window.

Offset all entries to a single account
Select if the file does not contain debits and credits. An example would be a file created by a credit card processing company that only contains expense accounts and amounts to be offset to a single account (a liability account).

Use Amount field to determine debit/credit entry type
Select if the file does not distinguish debits from credits. A negative amount will credit the account; a positive amount will debit it. The balance carried by the account determines the effect.

For example, the amount is negative, and the account carries a debit balance (as in a checking account). A credit subtracts the amount from the account. If, on the other hand, the amount is negative, and the account carries a credit balance (as in a liability account), a credit adds the amount to the account.

Use two separate fields for debit and credit amounts
Select if the file uses two separate fields to indicate debits and credits. When used, **Debit Amount** and **Credit Amount** fields display on the Mapping tab as required values.

Use a specific field designated for debit/credit entry type
Select if the file contains a field on each entry line to indicate whether an amount is a debit or credit. When used, an **Entry Type** field displays on the Mapping tab as a required value.

Errors When Importing General Ledger Transactions

Here are descriptions of errors you may encounter when importing transactions into General Ledger.

Common Import Errors

The file is not configured to have a header record and an error is detected on the first line of the file
To correct this, click **Back** and select **Import File has header record**.

Reference number exceeds the maximum limit
The program truncates the reference number after 15 characters. To accept this, click **Reverify Data** and it will be moved to the **Ready to Import** tab.

The account is invalid
If the file contains the account name rather than a code (code is the default setting), click **Back** and set the **Lookup Account** field to use Name.

If the file is using account code and it cannot be matched with an ACS account code, you will also receive this error. Select the correct code in the account field and click **Reverify**.

Cannot post to prior periods
This displays if GL settings do not allow posting to prior periods. To correct it, change the GL settings if the posting period is correct for the import file or change the posting period of the file on the errors tab and click **Reverify**.

Debits and credits do not match
If the file contains debits and credits (balanced transactions), the Debit and Credit column amounts can be edited to correct an out-of-balance transaction. If the file only contains charges (no offsets for each transaction), click **Back** and select **Offset all entries to a single account**.

Invalid TranID
To correct this, the file must be edited using Notepad or Excel so each entry line is assigned a transaction ID number. This is a unique identifier that groups the transactions together in the file.

If your file only contains one transaction, each entry line would be assigned a 1. If you have multiple transactions in the file, each transaction should have its own number beginning with 1.

Invalid Date
If the date format in the table is anything other than the mm/dd/yyyy format, a warning displays and today's date is entered. To accept this change, click **Reverify**, and the transaction will be moved to the **Ready to Import** tab.

Invalid Month
This error could mean that the month is set to 13 in the import file. This will be set to 1 for January. This error could also mean that the month field was mapped incorrectly, and the program will use the current month.

To accept this change, click **Reverify**, and the transaction will be moved to the **Ready to Import** tab.

Filtering Transactions in General Ledger

When searching for a particular transaction or group of transactions, you can use **Filter By** to narrow the search criteria.

In addition to filtering by things like transaction status, amount range, date range, transaction type, and bank information, you can also filter by text. Select **Reference**, **Explanation**, **Batch**, or **Comment**, then enter the text in the field below.

To filter in Add/Edit Transactions

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Filter By**.
4. Select your filter options and click **OK**.
5. **Optional:** To find transactions by text or account code, click **Find Transaction**.

To filter in Inquiry

1. Under **Run Inquiries**, select **Account Inquiry**, then click **Go** .
2. Click **Set Filter**.
3. Select your filter options and click **OK**.

Finding Transactions in General Ledger

When filtering transactions in General Ledger Add/Edit Transactions, you can use the **Find Transactions** option to search for transactions by account code or text.

If you know the general ledger account code you posted a transaction to, but do not remember the month you posted it, you can search for the transaction using the account code.

You can enter the transaction explanation or comment as your search criteria to locate a specific transaction or group of transactions. The Explanation and Comment options allow you to define your search by case or as an exact match. Explanations are the notes on a transaction, and comments are the notes on a distribution within a transaction.

To locate a transaction by account code

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Filter by**, then click **Find Transaction**.
5. Click on the Account Search tab.
6. Under **Account Filter**, select an account type.

7. Select an account from the accounts listed on the right. You can also enter an account code in the account field under **Account Filter**, or select an account in the Account Lookup window.
8. Click **Search** to display a list of transactions.
9. On the **Search Results** tab, select the transaction you want to display, then click **Return Selection**.

To locate a transaction using specific text

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Filter by**, then click **Find Transaction**.
5. Click on the **Text Search** tab.
6. Select **Explanation** or **Comment**.
7. In the search text box, enter the text.
8. Under **Match**, select an option for matching upper or lower case, **Case Sensitive**, **Ignore Case**, or **Exact Match**.
9. Click **Find Text**.
10. On the **Search Results** tab, select the transaction you want to view, then click **Return Selection**.

Entering Beginning Balances in General Ledger

When do I enter beginning balances?

If you begin to use General Ledger at the start of your financial year, enter a beginning balance for accounts under the following major headings in your chart of accounts:

- Assets
- Liabilities
- Fund Principal
- Permanent Restricted
- Temporary Restricted

Enter a beginning balance for all accounts. Enter the ending balance in the account for the last month in the software that you used before ACS. After entering all beginning balances, enter the difference between the total debits and the total credits as the beginning balance in the fund principal account.

You can enter beginning balances at any time as long as you have completed the following steps:

✓ Created a fund code in Define Lists for each set of books in your chart of accounts.
✓ Associated the appropriate fund code to each account in Add/Edit Chart of Accounts.
✓ Added a fund principal account for each fund code in Define Lists.

Does it matter if I use multiple funds?

You should enter Beginning Balances one fund at a time. Each fund has its own fund principal account. After you've entered the beginning balance amounts for each account in the fund, you must balance the transaction by entering the offset amount to the fund principal account for that fund. Entering beginning balances one fund at a time makes it less confusing.

For example, if you have a Church fund and a Building fund, you enter two separate Beginning Balance transactions. The first transaction includes only accounts for the Church fund, and the second transaction includes only accounts for the Building fund.

Do I have to enter all my beginning balances at once?

When entering transactions in the General Ledger module, the transactions must balance. Debits and credits must equal to complete the transaction. When you enter beginning balances, you must complete the transaction by entering an offsetting amount to a Fund Principal account before you click **OK**.

If you click **Cancel** before you finish entering balances, the transaction information is not saved, and you must start over.

However, there are two ways you can enter beginning balances in batches. Each batch must balance.

If you have more than one fund

1. Enter beginning balances for one fund.
2. Enter the balance to the Fund Principal account for that fund.
3. Post the entry.
4. Follow steps 1-3 for each fund.

If you have a large number of accounts in one fund

1. Enter beginning balances for a group of accounts.
2. Enter the balance to the appropriate Fund Principal.
3. Post the entry.
4. Follow steps 1-3 for each batch of accounts.

How do I enter beginning balances?

If you want the beginning balance to display on reports as a true beginning balance transaction, you must enter and post beginning balances for the previous posting month and year. For example, if your first month posting in ACS is May 2012, enter the beginning balances with the posting period of April 2012. If you use a calendar year and post beginning balances to January instead of December, they do not display on reports.

If the account is an **Asset** or **Expense** account, enter the beginning balance as a **Debit** amount. If the account is a **Liability**, **Income**, or **Restricted** account, enter the beginning balance as a **Credit** amount. Do not enter the beginning balance for the fund principal account until you have entered all other account beginning balances for the fund.

Enter the fund principal beginning balance based on the balance of the transaction displayed at the bottom of the window. Since the fund principal is a liability account type, enter the balance as follows:

- If the balance displays as a negative amount, enter a debit for the fund principal.
- If the balance displays as a positive amount, enter a credit for the fund principal.

To enter beginning balances

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Beginning Bal.**
4. Enter information in the appropriate fields. For more information on these fields, see the Additional Field Descriptions below.
5. When finished, click **OK**.

Additional Field Information

Transaction Source
Select the transaction source.

Ref No
Enter a reference number or click **Next** to assign the next reference number.

Explanation
Displays the default transaction explanation "Beginning Balance". Do not change the transaction explanation.

Date
Displays the current date. You can also select a date in the calendar.

Month/Year
Displays the month and year for the current posting period. Click the up and down arrows to change the posting period. Remember, if you want beginning balances to display correctly on reports, you must post them to a prior month or year.

Add Account
Click to add a new account.

Transaction Entries

Account and Description
Displays the account number and account description.

Debit
Enter the debit balance. Debit balances are entered for Asset or Expense accounts.

Credit
Enter the credit balance. Credit balances are entered for Liability, Income, or Restricted accounts.

Balance
Displays the difference between the debits and credits of the Beginning Balance transaction.

Account Filter

Tmp Rest
Select to display accounts associated with the Temporary Restricted heading.

Prm Rest
Select to display accounts associated with the Permanent Restricted heading.

Other Rev
Select to display accounts associated with the Other Revenue heading.

Other Exp
Select to display accounts associated with the Other Expense heading.

All Accounts
Select to display all accounts.

Fund Filter
Select a fund to filter accounts by fund, or select **All Funds** to display all funds.

Entering a Bank Transfer in General Ledger

Use the Bank Transfer option in Add/Edit Transactions when you need to transfer funds between two checking accounts that are assigned to different bank accounts.

You can use the fund principal account for that fund as the offset account, or set up an account specifically used as an offset account for bank transfers. Because bank transfers involve two separate banks, one transaction debits one bank and another credits the other bank.

Transferring to accounts within the same bank

If accounts associated with the same bank account are being transferred, you may receive an error message. You can change the bank associated with the checking account, use a different account, or enter two separate transactions to transfer the money.

To enter a bank account transfer

1. Under Manage Records, select the **Banking** tab.
2. In the drop-down list, select **Bank Transfer** and click **Go** .
3. In the drop-down list, select a **Transaction Source**.
4. Enter a reference number or click **Next** to assign the next available reference number.
5. Enter the amount that you want to transfer.
6. Enter the date of the transfer, or select a date in the calendar.
7. Verify the post month and year are correct. Click the up and down arrows to change the month or year.
8. Enter the **Credit Acct**. and **Offset** account from which you want to transfer money, or click **Lookup** to select an account.
9. If necessary, enter a description in the **For** field.
10. Enter the **Debit Acct.** and **Offset** account to which you want to transfer money, or click **Lookup** to select an account.
11. If necessary, enter a description in the **For** field.
12. Click **OK**.

Entering a Zero Check in General Ledger

A Zero Check is a check which has an amount of $0.00, usually because the check is voided for some reason.

At times, you many need to enter a zero check in order to match the check numbers in ACS with the check numbers in the check register. For example, check number 20222 is damaged, torn, the printer runs out of ink, or otherwise unusable. To reflect this in ACS, enter a zero check to preserve the continuity of your checks.

You cannot issue a check in ACS without a payee. Since the amount is $0.00, and the check is never printed, you can select any payee. You may consider adding a payee named Zero Check for the purpose of entering these checks. You must also post a zero check the same way you post any other check.

To enter a zero check

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Zero Check**.
5. In the **Transaction Source** drop-down list, select **Check (CHK)**.

6. Enter a checking account or click **Lookup** to select an account.
7. Verify the post month and year are correct. Click the up and down arrows to change the posting period.
8. If this check is reconciled, select **Reconciled**.
9. Enter the check number.
10. Enter the date or select it in the calendar.
11. Enter or select a payee in the **Pay to the Order of** field.
12. Enter a description in the **Memo** field.
13. Click **OK**.

Working with Memorized Transactions in General Ledger

If you have a transaction that is used frequently in your organization, you can memorize it so that you do not need to enter the transaction multiple times.

If necessary, you can edit a memorized transaction. Editing a memorized transaction affects only future transactions- transactions that have been entered or posted do not change. If you no longer need a memorized transaction, one was entered in error, or you receive an error when trying to delete an account that has a memorized transaction attached, you can delete the memorized transaction.

You can also memorize existing transactions and create memorized transactions when you need to enter the transaction you've memorized.

To add a memorized transaction

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Memorized**, then **Add**.
5. In the drop-down list, select a **Transaction Source**.
6. Follow the steps to enter the appropriate transaction and click **OK**.
7. Enter a description for the memorized transaction.
8. Click **OK** to continue.
9. Click **Yes**.

To edit a memorized transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Memorized**.
4. Select the memorized transaction that you want to change and click **Edit**.
5. Make the necessary changes and click **OK**.
6. When the confirmation message displays, click **Yes**.

To delete a memorized transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Memorized**.
4. Select the transaction you want to delete and click **Delete**.
5. When the confirmation message displays, click **Yes**.

Memorizing Existing General Ledger Transactions

In addition to adding memorized transactions before entering regular transactions, you can "memorize" an existing transaction and save it for future use.

To memorize a transaction which has already been entered

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Select the transaction that you want to memorize and click **View**.
5. Click **Memorize**, then **Yes**.
6. Enter a description in the **Memorized Transaction Description** text box and click **OK**.

Creating Memorized Transactions in General Ledger

Once a transaction has been memorized, you can enter it as a regular transaction in the general ledger at any time. You can easily use the transactions to add new transactions for each month. You only need to change the necessary information, such as the reference number or amount.

To enter a memorized transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions**, then click **Go** .
3. Click **Add/Edit Transactions**, then click **Memorized**.
4. Select the transaction that you want to enter in the general ledger, and click **Generate Transactions**. To select multiple transactions for creation, hold down the **SHIFT** or **CTRL** keys while clicking in the transaction list, then click **Generate Transactions**.
5. If you selected to generate only one memorized transaction, edit any information, and click **OK**.

To select a memorized transaction

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Add**.
4. Click **Select Memorized**.

5. Select the transaction that you want to add, and click **OK**.
6. Make any necessary changes, and click **OK**.
7. Click **Yes**.

Scheduling Memorized Transactions in General Ledger

In General Ledger, you can schedule memorized transactions. For example, you can set up and schedule recurring journal entries so that you don't have to remember if you've posted them.

You can schedule memorized transactions at the same time you add them, or edit one to schedule it. If you no longer need a memorized transaction to be scheduled, you can clear the schedule.

Just like unscheduled memorized transactions, a scheduled one basically serves as a template for the transaction. You still need to enter the selected transaction to Add/Edit Transactions, and you can update the transaction (such as changing the reference number or amount) if needed before posting it.

To schedule a new memorized transaction

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. Click **Memorized**, then click **Add**.
5. In the drop-down list, select a **Transaction Source**.
6. Follow the steps to enter the appropriate transaction.
7. In the drop-down list, select a **Frequency**, then click **Schedule**.
8. Under **Schedule Information**, select the frequency pattern, **Start Date**, and appropriate ending option.
9. To view a calendar that displays the recurrence dates, click **View Calendar**.
10. When finished, click **OK**.
11. In the Add/Edit Transaction window, click **OK**, then **Yes** to save the transaction.

To schedule an existing memorized transaction

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Memorized**.
4. In the General Ledger - Memorized Transactions window, select the transaction's frequency in the **Frequency Filter**, then select **Memorized**.
5. Select the memorized transaction you want to schedule, then click **Edit**.
6. In the Add/Edit Transaction window, select a **Frequency**, then click **Schedule**
7. Under **Schedule Information**, select the frequency pattern, **Start Date**, and appropriate ending option.
8. To view a calendar that displays the recurrence dates, click **View Calendar**.
9. When finished, click **OK**.
10. In the Add/Edit Transaction window, click **OK**, then **Yes** to save the transaction.

To enter a transaction for a scheduled memorized transaction

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Memorized**.
4. In the General Ledger - Memorized Transactions window, select the frequency in the **Frequency Filter**, then select **Scheduled**. A list of scheduled memorized transactions displays.
5. **Optional:** To filter the list, select **Due Within**, then select the number of days you want to filter for.
6. In the grid, select the memorized transaction you want to create an entry for. To select multiple transactions, press the CTRL or Shift keys while clicking on the transactions.

> **Tip**
>
> When you select a transaction, the scheduled frequency displays as a hyperlink at the top of the window, and the **Next Due Date** displays beside the grid.

7. Click **Generate Transactions**.
8. In the Add/Edit Transaction window, update any transaction details if necessary, then click **OK**. This option is only available if entering a single memorized transaction.
9. Click **Yes** to save your changes.
10. In the General Ledger - Memorized Transactions window, click **Close**. The new transaction displays in the Add/Edit Transactions window.

To clear scheduling from a memorized transaction

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Memorized**.
4. In the General Ledger - Memorized Transactions window, select the frequency in the **Frequency Filter**, then select **Scheduled**. A list of scheduled memorized transactions displays.
5. **Optional:** To filter the list, select **Due Within**, then select the number of days you want to filter for.
6. In the grid, select the memorized transaction you want to clear scheduling for, then click **Edit**.
7. In the Add/Edit Transaction window, click in the **Frequency** drop-down list, then press **Delete** on your keyboard.
8. To save your changes, click **OK**.
9. When the confirmation message displays, click **Yes** to clear the frequency.

Posting General Ledger Transactions

After entering your transactions, you can print and review the proof list, then post the transactions.

Printing the proof list is an important step in the posting process because it lets you make sure your entries are correct. The **Account Hash Total** represents the sum of all the account codes. This enables you to audit the batch processing by comparing the total on the report to the account numbers you summed separately. This lets you know that you used the correct account numbers and entered all transactions.

When you enter transactions in other modules, they automatically post to the General Ledger. To post to previous periods, you must select **Allow posting to prior periods** on the **Transaction Setup** tab in General Ledger Setup.

Posting transactions to inactive accounts activates those accounts.

To post transactions

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Post Transactions**.
4. Verify the **Post Month/Year**. To change the posting period, click the up and down arrows in the **Post Month** or **Year** date box. If you don't see your transaction, select **All Users** and/or **All Periods**.
5. If you do not want to create balancing transactions, clear **Generate Auto Fund Balancing Transactions**.
6. All transactions will post by default. If you don't want to post all transactions, select the transaction you want to post. To select multiple transactions for posting, hold down the **Ctrl** key while clicking on the transactions you want to post.
7. To preview the proof list, click **Preview**. To print the proof list, click **Print**.
8. Review the proof list to ensure accuracy and correct transactions, if necessary. If you make corrections, you should print another proof list and review it prior to posting.
9. After reviewing the proof list, click **Post Transactions**.
10. Verify the transactions you have selected, then click **Yes**.
11. Click **OK**.

Posting Transactions for Network Users

The network version of ACS Financial suite includes a feature that affects the way ACS handles the posting process. If multiple users attempt to post transactions at the same time, ACS posts each batch separately, for one user at a time. Once the transactions for the first user post, the transactions for the second user post (and so on, for all users who are trying to post).

The posting feature is in every ACS Financial module and affects the timing of posting transactions from each module. It does not matter whether you are posting adjustments in General Ledger, invoices in Accounts Payable, Payroll checks, or any other transaction.

When multiple users try to post at the same time, ACS determines who began first and starts posting that user's entries. The second user sees a progress meter with "Initializing posting..." displayed.

After 10 seconds, if the first user's transactions are still posting, the second user receives a prompt asking if they would like to retry posting. The second user can click **Yes** and continue to wait, or click **No** and try again later.

Once the first user's transactions are posted, ACS checks to see if the second user is still waiting (if they clicked **Yes**). If so, the second user's transactions automatically begin posting.

Printing the Posting Journal and Closing Batches

Each time transactions are posted to the general ledger, the posting journal is updated with the activity. The posting journal prints transactions by the date posted. After printing it, you can close batches.

Transactions can post from the other modules in the ACS Financial Suite as well as contributions (if you interface the Contributions module with General Ledger) and Headmaster. You can select a module or select **All Modules** to post all transactions.

To print the posting journal and close transaction batches

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. In the Enter/Post Transactions window, click **Posting Journal**.
4. If necessary, select **Print Options**.
5. To preview the posting journal before printing, click **Preview**. Otherwise, click **Print**.
6. To close the batch, click **Yes**. To leave the batch open and continue posting to it, click **No**.
7. Click **Close**.

Reconciling Bank Accounts in General Ledger

Reconciling a Bank Account for the First Time

You can perform a bank reconciliation at any time. When you are ready to reconcile your bank accounts in ACS, you must enter information from the previous month's bank statement date and balance in Define Lists.

To edit bank accounts

1. Under Advanced Tools, select the **Define Lists** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Under **Available Lists**, select **Bank Accounts**.
4. Select the bank account you want to reconcile and click **Edit**.
5. In the **Last Statement Date** field, enter the ending date of the previous month's bank statement.
6. In the **Last Statement Balance** field, enter the ending balance from the previous month's bank statement.
7. Click **OK**.

Reconciling Bank Accounts in General Ledger

Reconciling the bank account by comparing your bank statement to the General Ledger accounts ensures the account is in balance for the reconciliation period. You can enter service charges or interest while reconciling transactions, and you can reconcile the bank account at any time. To sort the reconciliation window based on a particular column, click the column header.

If you have used the ACS Bank Reconciliation feature, the **Reconcile from date** and **Previous Stmt Bal** fields are already completed (If this is your first time reconciling, be sure to enter the Last Statement Balance in Define Lists).

When reconciling, you'll print the bank reconciliation report, which you can store with your bank files. This report displays the total withdrawals and deposits, and you can include cleared or uncleared transactions on the report. If you include both cleared and uncleared transactions, the transactions for each are listed separately with their own totals.

You can also print all cleared and uncleared items together by clearing the **Page Break on Transaction Status** option. If you want to compare reports or see differences, you can also print the Bank Account Journal in General Ledger Reports.

If you do not select to include cleared or uncleared transactions, a summary report prints.

> **Note**
>
> If you need to stop in the middle of reconciling and do not want to lose your selections, click **Save**. If you click **Cancel**, you will lose all selections since you last clicked **Accept Balance** and reconciled.

To reconcile your bank account

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. In the Enter/Post Transactions window, click **Bank Reconciliation**.
4. In the drop-down list, select the bank account that you want to reconcile.
5. Enter the reconciliation dates by entering the **To** date. If necessary, you can select a date in the calendar.
6. Verify the **Previous Stmt Balance**. If necessary, you can change the previous statement balance.
7. Enter the ending balance on your bank statement in the **Curr Statement Balance** field. Generally, this equals the bank balance, but may not match if you changed the **Previous Stmt Balance**, entered an adjustment source (like journal entries) or dated a transaction incorrectly.
8. To mark transactions as reconciled, select the transactions to reconcile in the **C** field for each transaction. You can also use the space bar to mark or clear transactions and the up and down arrows to move between transactions.
9. Enter any missing transactions.
10. Enter any **Bank Interest** or **Service Charges**.
11. To print the Bank Account Reconciliation Report, click **Print**. After you click **Accept Balance**, you can still print the Bank Reconciliation Report for the reconciliation period. To do this, change the **Reconcile From** dates to the period you want to print the report for.
12. To reconcile this bank account and accept the balance as the next statement balance, click **Accept Balance**. To print the Bank Reconciliation Report after accepting the balance, click **Print/Reprint**, enter the reconciliation dates, and click **Reprint**.

Entering Transactions while Reconciling

You can enter transactions "on the fly" while reconciling the bank account. This way, if you have to enter a missing transaction or make an adjusting entry, you do not have to exit bank reconciliation.

After completing your bank reconciliation, you must post the entered transactions in Enter/Post Transactions.

To enter transactions while reconciling

1. In the Reconcile Transactions window, click the **Adjustments** tab.
2. Click **Add New Transaction**.
3. Enter the transaction.
4. To continue reconciling your bank statement, click the **Transactions** tab.

Entering Bank Statement Transactions

After completing your bank reconciliation, you must enter and post the bank statement transactions in Enter/Post Transactions.

To enter bank interest or service charges while reconciling

1. In the Reconcile Transactions window, click the **Adjustments** tab.
2. Enter or select the transaction date from your bank statement.
3. Verify that the **Post Month** and **Year** are correct. Click the up and down arrows to change the posting period.
4. Verify the **Source** and **Description**.
5. Enter a **Reference Number**. Click **Next** to assign the next available reference number.
6. Enter the **Amount** of the transaction.
7. Enter a general ledger account to credit, or click **Lookup** to select an account.
8. Enter a general ledger account to debit, or click **Lookup** to select an account.
9. To complete the reconciliation process, click the **Transactions** tab.

Using Mark from File to Reconcile Transactions

You can download your account statement in Open Office Exchange (.OFX) format from your bank's Web site to a location on your PC. Once the file is on your PC, open it with the **Mark from File** button. ACS matches the items in the bank file with transactions in ACS. ACS marks the matched transactions as cleared. The cleared transactions display on the Matched Transactions window. Any items in the bank file that do not find a matching transaction in ACS display on the Non-matching Transactions window.

You can print a report of the matching and non-matching transactions. When you finish reviewing the matching and non-matching transactions and printing the reports, you can continue with the check reconciliation as normal.

If you open the wrong file, you can click <Back to select a different file. ACS does not update the transactions as reconciled until you complete the bank reconciliation process.

For audit purposes, ACS Technologies recommends that you define a folder on your hard drive for the .OFX files. You can give the file a unique name each month and place it in the defined folder. If necessary, your network or system administrator can help with setting up the folder and show you how to download the file from your bank's Web site.

To clear transactions using Mark from File

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Check Reconciliation**.
4. Select a bank account in the **Bank Account** list.

5. Enter or select the bank statement dates.
6. Enter the current statement ending balance.
7. Click **Mark Group**. The Mark Group window displays.
8. Click **From File**.
9. Locate the .OFX file on your PC. Select the appropriate file and click **Open**.
10. If necessary, print the matching transactions and non-matching transactions reports.
11. Click **Finish**.

Recalculating Bank Account Balances

Use the Recalculate Total Balance option to view the current balance of your bank accounts after any recent transactions or if the balance is incorrect when entering checks or marking transactions. This updates the "checkbook" balance.

You can also view a transaction's details in this window.

To recalculate the current balance

1. Under Manage Records, select the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. In the Enter/Post Transactions window, click **Bank Accounts**.
4. In the drop-down list, select a bank account.
5. **Optional:** When the list of transactions displays, click **View** to view detailed transaction information.
6. Click **Recalculate Total Balance**. The **Total Balance** field updates with the correct information.
7. Click **Close**.

Closing the General Ledger Month

After entering and posting all monthly transactions, and then printing reports and statements, you need to perform month-end procedures.

When you close the current month, the current posting period is updated to the next month. If there are open transactions for the month, you cannot close the month; however, you can close the month if there are open transactions for a past or future month.

Perform month-end closing only for months 1-11 of the fiscal year. Month 12 of the fiscal year closes with year-end procedures. If you are operating in a month other than month 12 of your fiscal year, you must close all months until you reach month 12. If you are not in month 12, you cannot close the year.

We recommend backing up your financial data each month and keep a copy, so that at the end of the year you have 12 separate months on file.

To close the current month

1. Under Manage Records, select the **Transactions** tab.

2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. In the G/L Posting Menu window, click **Close Current Month**.
4. When the confirmation message displays, click **Yes**.

General Ledger - Reports

The ACS General Ledger module contains many reports that you can print or preview. These reports include graphs, such as the Revenues and Expenses Graph; lists, such as a Chart of Accounts or the Bank Accounts List; journals, such as a Posting Journal or a Check Register; and statements, such as a Balance Sheet or an Analysis of Revenues & Expenses.

Features in ACS General Ledger Reports

✓ **Setting a Custom Month Range for the Posting Period** — If you want to include data for a period of months, you can enter a customized month range for the report. For example, you can set the range of months for a quarter, two months, six months, or any combination of months that you need to report. The month range feature is not available for all reports.

✓ **Saving Reports** — You can save multiple copies of a report per user, per dataset. In your report settings, you can save reports with a new name and enter comments or a description of the report. You can also save the report for its purpose, as a private user report that only you can view, or a public report that any user can view and print.

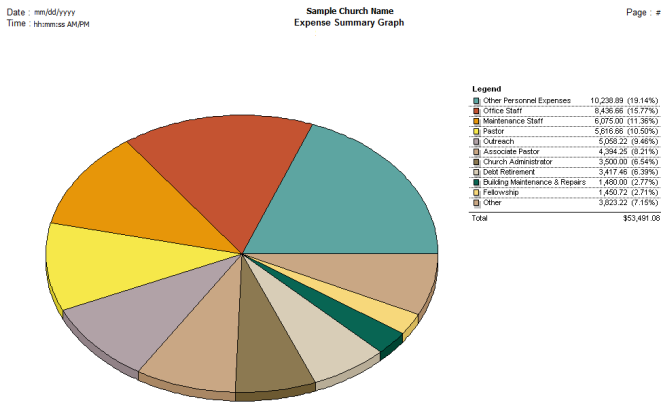
✓ **Including Open Transactions** — You can view all open general ledger transactions on reports before posting, so you can see the effect of transactions before they are finalized. This is an easy way to verify the transaction details and correct them before posting, if necessary.

✓ **Batch Reports** — You can set up a different batch for the reports you want to print weekly, monthly, or anytime. The batches can include ACS default reports or your own customized reports. You can set up as many report batches as you want to meet the needs of your organization.

✓ **Selecting the module to generate a report** — In the Financial Reports window, a selection bar is available on the Reports tab. Depending on the ACS modules that your organization owns, you can click the selection bar to select the type of report you want to generate, whether it is General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, or Purchase Orders.

General Ledger Graphs

With graphs, you can create a visual representation of your data in the General Ledger module. For each graph, you can choose a date range, select different report options, and you can also export the data.



The following graphs are available in the General Ledger:

Graph Name	Graph Description
Expense Budget vs. Actual Graph	This graph displays budget and actual amounts for expense accounts for a selected date range.
Expense Summary Graph	This graph displays an expense breakdown for a selected date range.
Revenue Budget vs. Actual Graph	This graph displays budget and actual amounts for revenue accounts for a selected date range.
Revenue Summary Graph	This graph displays a revenue breakdown for a selected date range.
Revenues & Expenses Graph	This graph displays total revenue and total expenses for a selected date range.

To customize, preview, and print a graph

1. Under Generate Reports, click the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. In the upper sidebar, select the graph you want to work with and click **Customize**.
4. On the **Report Options** tab, select the appropriate options for your graph.
5. Click **Preview**. Your customized graph displays in the preview pane.
6. **OPTIONAL:** To customize your graph's legend, axes, or other properties, click on your graph to access the Interactive Graph View. Once you've finished, click **Close** to return to your graph.
7. To print your graph, click **Print** .
8. In the Print window, select the appropriate printer, page range, and number of copies, if applicable, then click **OK** to print your graph.

Edit Chart Layout - General Ledger Graphs

In the Edit Chart Layout window, you can select the fields your graph is based on, your graph's type (pie, bar, or line), and the sort order of the graph. You can also change the title that displays on your graph.

Note

This feature is not available on all General Ledger Graphs.

To edit your graph's layout

1. Under Generate Reports, click the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. In the upper sidebar, select the graph you want to work with, then click **Customize**.
4. On the **Report Options** tab, select the appropriate options and click **Edit Chart Layout**.
5. In the Edit Chart Layout window, select the appropriate options under **Summary Calculation**, **Graph Type**, **"Other" Pie Slice**, and **Sort Order**.
6. Click **OK** to return to the customization window.
7. Click **Preview**. Your graph displays in the preview pane.

Additional Field Information

Series Title

Enter the title that you want to display above your graph.

Summary Calculation

- **SUM** — Select to calculate your graph based on the grand total for the field the graph is subtotaled by. For example, if you calculate the **SUM** of **Amount** subtotaled by **Fund Code** in the Revenue Summary Graph, the graph displays the total amount of revenue from each fund code during the date range selected.
- **Average** — Select to calculate your graph based on the average value for the field the graph is subtotaled by.
- **Count** — Select to display a graph that shows the values in the field the graph is subtotaled by.
- **Max** — Select to calculate your graph based on the maximum value for the field the graph is subtotaled by.
- **Min** — Select to calculate your graph based on the minimum value for the field the graph is subtotaled by.
- **Subtotaled by** — Select the field on which to base your graph's calculation.
- **Then by** — To narrow down your graph, select another field by which to subtotal the graph.

Graph Type

- **Pie Chart** — Select to preview your selections as a pie chart. Pie charts are helpful for showing groups of data in proportion to the whole data set.
- **Bar Graph** — Select to preview your selections as a bar graph. Bar graphs are helpful for comparing groups of data for analysis.
- **Line Graph** — Select to preview your selections as a line graph. Line graphs are helpful for tracking how data changes over time.

Other" Pie Slice

The "other" pie slice is used when your graph's **Subtotaled By** selection has many values. If you're using a bar or line graph, these fields will be grayed out.

Style

In the drop down list, select the style for the "Other" pie slice.

- **Auto** — Select to apply the default settings for the "other" pie slice. By default, the legend displays 13 fields with values less than or equal to 10.
- **Below Percent** — Select to group fields with a value less than a specified percentage in the "other" pie slice. If selected, enter the percentage in the **Value** field.
- **Below Value** — Select to group fields with a value less than a specified number in the "other" pie slice. If selected, enter the number in the **Value** field.
- **None** — Select to display all fields in the graph, regardless of value or percentage. If selected, the graph does not contain an "other" pie slice.

Value

If **Below Percent** or **Below Value** is selected, enter the percentage or value in this field.

Label

Enter the label name for the "other" pie slice. By default, **Other** displays in the legend, but you can change this to read "Other Fund Codes" or "Other Projects".

Sort By

If your graph is a Line or Bar Graph, select which order in which to sort the lines or bars. You can sort by the calculation value or the **Subtotaled By** field.

General Ledger Graphs - Report Options

You can customize the information that displays in the General Ledger Graphs by selecting from the available report options.

Note

All options are not available for each general ledger graph. Options that are unavailable either do not display, or display as disabled on the Report Options tab in the Customize window.

Report Options

Report Options

- **Chart of Accounts View: —** Select the view to display the chart of accounts. The chart of accounts views are set up under add/edit chart of accounts.
- **Include Encumbered Amounts —** Includes the encumbered amounts in the total expense amount.
- **Include Restricted Net —** Includes net assets released from restriction for total revenues and total expenses.
- **Net Assets Released Accounts Exist —** Select this option if you have transferred money into revenue accounts, so that you will not need to add the restricted debits to revenue.
- **Subtotal by —** Select the field on which to base your graph's calculation.
- **Edit Chart Layout** — This option opens another window for you to select calculations for the graph, and also what type of graph you want to create (pie chart, bar graph, or line graph).

Account Selection

- **Define List Filter —** Select fields to filter the information included on the graph, for example, you can filter on the Finance Committee.
- **Account —** Select one account to display only information from that account on the graph.
- **Select Multiple Accounts —** Select two or more accounts to display only information from them on the graph.
- **Include Inactive Accounts** -– Includes inactive accounts on the graph.
- **Include Inactive Accounts Only** -– Includes only inactive accounts on the graph.
- **Include Other Accounts —** Includes non-budgeted expense and revenue accounts on the graph.
- **Include Other Expense Accounts —** Includes non-budgeted expense accounts on the graph.
- **Include Other Revenue Accounts —** Includes non-budgeted revenue accounts on the graph.

Transaction Options

- **Project —** Select to include only transactions attached to certain projects, then click **Select** to specify which projects you want to include.
- **Include Open Transactions —** Includes open transactions on the graph. These are transactions which have been entered but not posted.
- **Include Closing Year Entries —** Includes closing year entries on the graph.

Interactive Graph View - General Ledger

When previewing a graph, if you click on the graph or click on **Edit Graph** on the toolbar, the Interactive Graph View window displays. From here, you can customize the legend, title, labels, and the graph's appearance.

Additional Field Information

Chart Tab

General

- **Show 3-D —** Select to display the graph in 3-D. To display the graph in two dimensions, clear this checkbox.
- **Show Title —** Click to display a title about your graph. By default, the graph's title in ACS displays. To change it, click **Lookup** and enter a new title. To change the font of your title, click **Font**.
- **Show Marks —** Select to display marks or callouts that describe your graph's data beside the pie pieces, lines, or bars. To change the font of these callouts, click **Font**.

Scale

- **Auto Scale —** Use the up and down arrows to change the scale of the left axis. For example, if one of the bars in your graph is too near the title, you can increase the scale to create more space around the title. As you change the scale, the graph automatically adjusts to reflect your selections.

Axes Tab

Left Axis

- **Show Axis Title** — Select to display a caption on the left axis of the graph. If selected, click **Lookup** to enter your caption's text. You can also change the caption's **Font.**
- **Alternate Labels** — Select to alternate the labels on the left axis, making the graph look neater and easier to read. You may want to use this feature if the text on the left axis runs together.

Bottom Axis

- **Show Axis Title** — Select to display a caption on the bottom axis of the graph. If selected, click **Lookup** to enter your caption's text. You can also change the caption's **Font**.
- **Alternate Labels** — Select to alternate the labels on the bottom axis, making the graph look neater and easier to read. You may want to use this feature if the text in the axis runs together. When selected, every other axis labels is located slightly below your graph's bar or line.
- **Vertical Labels** — Select to orient the labels on the bottom axis vertically. This is also a solution if the label's text runs together.

Legend Tab

- **Show Legend** — Select to display the legend. To display the chart or graph without a legend, clear the checkbox.
- **Show Title** — Select to display a title on the legend. By default, the title is "Legend", but you can click **Lookup** to enter a new one. You can also change the title's **Font**.
- **Show Value** — Select to display a numerical value for each item in the legend.
- **Show Percentage** — Select to display the percentage value for each item in the legend.
- **Show Label** — Displays, in the legend, fields represented in your graph. For example, if you are working with the Revenues Summary Graph, the labels would be the revenue accounts.
- **Show Currency Symbol ($)** — Select to display currency symbols in your legend.
- **Show Total** — Select to show the total in your legend.

Working with the Positive Pay Extract

Positive Pay is a feature that is offered by many banks to help protect their customers from check fraud. The customer provides the bank with a file that contains information about issued checks within a date range. As checks are presented for payment, the bank verifies each check against the information in the customer's file.

Where to start?

If this is your first time working with the Positive Pay Extract, see Setting up the Positive Pay Extract.

If you've used the extract before and saved the report, see Creating the Positive Pay Extract.

Benefits of Positive Pay

Since you provide an extract file to your bank that contains the check number, check date, payee, and check amount of the checks you issued, using the Positive Pay extract in ACS can help protect you from check fraud by making sure that lost or stolen checks are not cashed. Voided checks are identified in the file that you provide to the bank so no one can cash those either.

If a check is presented for payment that does not match the extract file information, the bank does not honor the check and contacts you for instructions.

When to create a Positive Pay extract

You create a Positive Pay extract each time that you issue checks through the ACS Accounts Payable, Payroll, or General Ledger modules. Check with your bank to verify how often you should send the extract file.

Extract File Layout

Since each bank has their own file layout, you must contact each bank that you use for checking purposes to obtain a file format document which contains the field specifications for the extract file.

Creating the Positive Pay Extract

You can create the Positive Pay extract in General Ledger Reports.

On the **General** tab, you can enter a range of check dates to include in the extract. When the extract is complete, it lists the check information included in the extract. We recommend that you print the extract report so that you have a record of the check information that you sent to the bank.

When you create the Positive Pay extract the first time, you should save the extract report. By saving the report settings, you do not have to set up the file layout again, unless the bank changes the layout. After the first extract, you only need to enter the date range. This is helpful if you use different banks for checking purposes. You can name the extract report for the bank account so you know the correct extract to use for the bank account.

If this is your first time creating the extract, see Setting up the Positive Pay Extract.

To create the Positive Pay extract

1. Under Generate Reports, select the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. In the Reports window, expand **Extracts**, then select **Positive Pay Extract**. If you have saved the extract report, select the saved report.
4. Click **Customize**.
5. Click on the **General** and **Report Options** tabs, then select the date range and customization options.
6. Click **Extract**.
7. In the **Save in** drop-down list, select a location to save the file. Then, enter a unique **File Name**, and click **Save**.
8. To print the extract report, click **Yes**.

Setting up the Positive Pay Extract

The Positive Pay extract contains information from several sources:

Information	Source
Bank account	ACS General Ledger module — Define Lists
Check	ACS Accounts Payable, Payroll, and General Ledger modules

Information	Source
File Layout	Your bank

Once you receive the file format document from your bank, you can define the file detail in Report Options. The file format document contains the field specifications for the extract file, along with the record size. The document also specifies if the bank uses a block size and the type of file filler used with blocks. If you use more than one bank for checking purposes, you must define the file detail for each bank account separately.

The extract has ten customizable fields. As you enter each description, ACS populates the number of characters for the field and the record position. You can change the number of characters if necessary. ACS displays and adjusts the record positions of each field in the extract according to the number of characters for the selected field. ACS also alerts you if the total number of characters differs from the record size.

When you create the Positive Pay extract the first time, you should save the extract report. By saving the report settings, you do not have to set up the file layout again unless the bank changes the layout. After the first extract, you only need to enter the date range. This is helpful if you use different banks for checking purposes- you can name the extract report for the bank account so you know the correct extract to use for the bank account.

To set up the extract

1. Under Generate Reports, select the **Reports** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Expand **Extracts**, then select **Positive Pay Extract** and click **Customize**.
4. Enter the information of your choice in the **Report Title** fields.
5. Under **Extract Information**, enter the correct information in the appropriate fields. For help, see the Additional Field Descriptions below.
6. Under **Detail**, select the name description for each field in the record as specified by your bank.
7. Verify the number of characters for each field. You can change the number of characters if necessary. ACS alerts you if the record size is different than the record size entered in the extract information.
8. Click in the **Format** field, and select the correct format.
9. For each field in the file layout that your bank does not use, click in the **Name Description** field and select **<None>**.

Additional Field Information

Positive Pay Extract

- **Bank Account** — In the Bank Account list, select the bank account from which you want to extract check information.
- **Record Size** — Click in the Record Size box and enter the length of each record in the file.
- **Use Block Size** — If your bank specifications show a block format, select this option.
- **Fill With** — This option is used with the block size only. Select the file filler type specified by your bank. The three filler types are, 0's, 9's, and Spaces.
- **Sources** — Select to extract only specific check type sources. Click Select to specify these sources.
- **Exclude Payroll Checks** — If you do not want to include payroll checks in the extract file, select the check box.
- **Exclude Zero Checks** — If you do not want to include zero checks in the extract file, select the check box.
- **Include Header Record** — If your bank requires a header record in your extract file, select the check box. Enter the information on the Header tab.

Detail Tab

- **Name Description**— Displays a description of the data assigned to each field of the extract file. Here are some descriptions.
    - **Account Number** — Displays the bank account number.
    - **Amount** and **Amount with decimals** — Displays the check amount (with or without) a decimal included.
    - **Filler (0's)** — Used to separate fields within a record using zeros.
    - **Filler (blanks)** — Used to separate fields within a record using blanks.
    - **Payee** — Displays the name of the payee on the check.
    - **Void Indicator (V), (2), and (CN)** — Uses a V, 2, or CN to indicate a voided check.
    - **<None>** — Indicates field is not used in this extract.
- **Number of Characters** — Displays the number of characters in the assigned field.
- **Format** — Determines the format of the assigned field. The three formats are: **Zero Filled** (Field is filled with zeros), **Spaces left** (Field is right-justified and filled with spaces) and **Spaces right** (Field is left-justified and filled with spaces).
- **Record Position From To** — Displays the start and end position of the assigned field. The end position of the last field in the layout must equal the record size in the extract information.

Header tab

You must obtain some of the information in the header record from your bank, such as the bank number and the format.

- **Name Description** — Displays a description of the data assigned to each field of the header record.
- **Account Number** — The bank account number from which the checks in the extract were written.
- **Bank Number** — A unique identifier for your bank.
- **Header Description** — Displays a description of the extract.
- **Format** — Determines the format of the assigned field. The three formats are: Zero Filled (Field is filled with zeros), Spaces left (Field is right-justified and filled with spaces) and Spaces right (Field is left-justified and filled with spaces).
- **Record Position From To** — Displays the start and end position of the assigned field. The end position of the last field in the layout must equal the record size in the extract information.

General Ledger Lists

You can print a General Ledger List report for your archives. These reports provide listings of your financial organization.

The following General Ledger Lists are available:

Report	Description
Account Headings	Lists all account headings and subheadings. The report also lists if the Page Break, Subtotal, or Sources and Uses flags are checked for the accounts.
Bank/Checking Account Proof List	Lists all bank accounts with their associated checking accounts.
Budget Proof List	Lists all accounts and their budget amounts.
Chart of Accounts — Detail	Lists all general ledger accounts with the fund, department, and committee assigned to them.
Chart of Accounts — List Only	Lists all active general ledger accounts along with comments associated with the account.
Chart of Accounts — Summary	Lists all general ledger accounts with the fund code, department code, committee code, and area codes assigned to them displayed. The active flag also displays.
Memorized Transactions List	Lists all memorized transactions with their default accounts, debits, and credits.
Payees List	Lists payees with their addresses, phone numbers, e-mail addresses, and identification numbers.

Chart of Accounts Labels

In General Ledger Reports, you can print labels for your chart of accounts. Three columns of address labels print per page, or you can define other label formats if exporting. You can print up to five lines of information on each label.

We recommend Avery 5160/ACS 12215 Address Labels — 2-5/8"x1" label size, 8-1/2"x11" sheet size (30 labels per sheet) when printing these labels.

To print Chart of Accounts labels

1. Under Generate Reports, select the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Expand **Labels**, then select **Chart of Accounts Labels**.
4. In the lower sidebar, click **Customize**.
5. Select any applicable report options, then click **Preview**.
6. When the labels display, click **Print Report** .

General Ledger Journals

You can print a General Ledger Journal that displays your organization's financial activity.

The following General Ledger Journal reports are available:

Report	Description
Account Inquiry — Detail or Summary	Lists account information such as balance, debits, credits, budget, and actual totals.
Bank Account Journal	Creates a journal of transactions referenced by bank account.
Batch Posting Journal — Detail or Summary	Lists posted transactions for the current open General Ledger batch, according to transaction date. To display previously closed batches, click **Customize**.
Check Register — Bank Account or Check Order	Lists check transactions in bank account or reference number order.
Check Register List	Lists check information in reference number order. You can print this report for any of your bank accounts.

Report	Description
Funds Out of Balance Report	Lists the transactions that are out of balance by fund, balancing transactions, and a recap of totals for each fund. System Account displays for accounts that do not have a fund attached.
GL Transaction Changes Log	Lists changes made to posted transactions for the selected date range, including the date changed, payee, transaction date, source, reference number, field changed (along with the old and new values), and the ACS user who made the changes.
Payee Journal	Lists transactions referenced by payee.
Posting Journal — Detail or Summary	Lists posting activity by account, including beginning balance, all debits and credits, the account's current balance, transaction comments and project information. You can print this report for one account or multiple accounts.
Project Analysis — Detail or summary	Lists projected revenues and expenses, referenced by project.
Source Journal — Detail or Summary	Lists transactions referenced by source type, including comment and project information.
Transaction List by Date — Detail or Summary	Lists all posted transactions, including comments and project information for the selected date range.

General Ledger Journals - Layout Tab

Use the General Ledger Journals **Layout** tab to edit the header and footer information that prints on journal reports. You can also select which subheadings display and print the dollar sign ($) or cents on the report.

All of the information on the **Layout** tab defaults from the selections you make on the **General** or **Options** tabs.

To customize your report's layout

1. Under Generate Reports, click the **Reports** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select a journal report, then click **Customize**.
4. On the **General** and **Options** tabs, select the date range and customization options.
5. On the **Layout** tab, select to use the default subheadings, or clear the checkbox to enter the subheading of your choice.
6. **Optional:** To set up a custom header or footer for your report, click **Page Setup**.
7. To display your report, click **Preview**.

Additional Field Information

Report Title
Displays the report title. To create a new report title, click in the **Report Title** field and enter the title you want to print on the report.

Use Default Subheading 1-4
Displays the default subheadings for the report headers and footers. To customize the header and footer, clear the checkboxes and enter the information you want to print in the fields.

Page Setup
Click to customize your header and footer.

- **Use Default Header** — Prints the header selected in Printer Setup. To select a different header, or enter a header of your own, clear this option. To enter header information of your own, click **Edit**.
- **Always Retain Font** — To always use the font of the selected header or footer, select this option.
- **Use Default Footer** — Prints the footer selected in Printer Setup. To select a different footer, or enter a footer of your own, clear this option. To enter header information of your own, click **Edit**.
- **Use Default Title Section** — Prints the title section selected in Printer Setup. To select a different title section, or enter a title section of your own, clear this option. Or, click **Edit** to enter your own title.
- **Print as Separate Page** — To print the title section on a separate page from the report, select this option.
- **Preview Sample** — Click to display a sample report with the selected settings.

Print $
To remove the dollar sign ($) in front of all amounts on the report, clear this option.

Print Cents
Select this option to print cents on your journal report. This option is not available on the Funds Out of Balance journal or GL Transaction Changes log.

General Ledger Statements

You can print out General Ledger Statements for your archives. These reports provide an analysis of current balance information for your financial organization.

If you have accounts listed directly below a major heading in your chart of accounts, these account balances are included in the total, but the accounts don't display on the report. To view them on the report, move the accounts to one of the subheadings under the appropriate major heading.

The following General Ledger Statements are available:

Report	Description
Analysis of Revenues and Expenses — Detail or Summary	This report creates a budget to actual statement comparison for revenue and expense accounts in a detailed chart of account format. To view balances in all revenue and expense accounts, select the **Detail** report. To view only the total balances for the subheadings of each revenue and expense account type, select the **Summary** report. When customizing the report, you can select to print the report in Portrait or Landscape mode. You can also subtotal selected headings and set up columns.
Balance Sheet	This report lists assets, liabilities, and fund balances for all permanent accounts as of the selected month and year. You can also print this for the 13th month.
Balance Sheet Analysis	This report creates a statement of assets, liabilities, and fund balances for all permanent accounts, comparing the current year's and last year's balance.
Sources and Uses of Funds	To help you manage cash flow, this report creates a statement that shows how funds are acquired and spent.
Statement of Activities	The Statement of Activities report shows a complete picture of revenues and expenses, including restricted amounts, and how they affect net assets on the Statement of Financial Position. Contributions are categorized by unrestricted, temporarily restricted, and permanently restricted, followed by the total change to net assets for the period.
Statement of Financial Position	This report creates a statement of assets, liabilities, and net assets for a specific point in time. Net assets include donor restriction showing unrestricted, temporary restricted, and permanent restricted totals. It also displays the Total Unrestricted amount of net assets, which is the difference between the total revenues and total expenses year-to-date.
Summary of Restricted Accounts — Portrait or Landscape	This report creates a statement of restricted account activity, designating journal entry sources from revenue and expense sources. When customizing the report, you can include accounts with zero balances or no activity.
Trial Balance	This report creates a statement of all accounts and their budget and current balance activity. If the books are in balance, total debits and credits equal. You can also print this for the 13th month.
Trial Balance — Work Sheet	This report creates a statement of all accounts and their budget with summarized balance activity. If the books are in balance, total debits and credits equal. You can also print this for the 13th month.

Working with the Analysis of Revenues and Expenses Report

The Analysis of Revenues and Expenses reports create a budget-to-actual comparison for active revenue and expense accounts. The Detail report displays revenues and expenses in a format similar to your Chart of Accounts, while the Summary report compares accounts by headings.

You can customize either report to display the columns that you want, and you can select up to 13 columns for the landscaped reports and up to six columns for the portrait reports. You can also customize the Detail report to display subtotals for the major headings in your chart of accounts.

In the Lower Sidebar of the Financial Reports window, you can set the report view, which lets you view the report for this month, or the fiscal quarter, fiscal year, last month, last fiscal year, last fiscal quarter, another range of months, or a custom range. For example, this lets you compare actuals from this year and last year, instead of just comparisons between budgets and actuals.

The report also has all of the same functions as other ACS reports, such as exporting to Excel and e-mailing.

Displaying Subtotals on the Analysis of Revenues and Expenses Report

When printing the Detail Analysis of Revenues & Expenses report, you can print subtotals for specific account headings. You can subtotal accounts for the following major headings:

- Revenues
- Expenses
- Other Revenues
- Other Expenses

The **Summary Flag** option in Add/Edit Chart of Accounts, in conjunction with the **Subtotal on Selected Headings** option in Report Options, lets you print detail and summary information on the same report. You can select the Summary Flag on specific account headings, which produces a report with the following:

- Detailed information on those account headings without the Summary Flag option selected.
- Totals for all account headings with the Summary Flag option selected.

Subtotals display only for account headings with the Summary Flag option selected.

To display subtotals on the Analysis of Revenues & Expenses - Detail report

1. On the **Headings** tab in Add/Edit Chart of Accounts, select the subheading for which you want to display subtotals on the Detail Analysis of Revenues & Expenses report and click **Edit Heading**.
2. Select **Summary Flag** and click **OK**.
3. Repeat steps 1 and 2 for each subheading for which you want to display subtotals.
4. Click **Close**.
5. In the General Ledger Reports window, select **Statements**, then **Analysis of Revenues & Expenses - Detail**.
6. Click **Customize**.

7. On the **Report Options** tab, select **Subtotal on Selected Headings**, then select any other applicable report options.
8. Click **Preview** or **Print**.

Setting up Columns on the Analysis of Revenues and Expenses Report

You can change the columns that print on the Analysis of Revenues and Expenses reports. You can select up to 13 columns for the landscaped reports and up to six columns for the portrait reports.

To set up columns on the Analysis of Revenues and Expenses reports

1. Under Generate Reports, select the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Expand **Statements**.
4. Select the **Analysis of Revenues & Expenses - Detail** or **Analysis of Revenues & Expenses - Summary** and click **Customize**.
5. On the **Options** tab, click **Setup Columns**.
6. Under **Available Fields**, click the plus sign to view column headings associated with a category.
7. To move a column heading from **Available Fields** to **Columns to Include**, click **Move Right** .
8. To move a heading from **Columns to Include** to **Available Fields**, click **Move Left** .
9. When the report range includes multiple years, click **Include Closing entries in Custom Range Fields** to include closing entries in the columns for Custom Range Fields.
10. If you want to change the description of any column, select the column heading in **Columns to Include** and enter the new text in the Heading field under **Column Settings**.
11. Click **OK**.

Analysis of Revenue and Expenses - Actual Budget Comparison Fields

The following Column headings are available in the Actual/Budget Comparison Fields for the Analysis of Revenues and Expenses report:

Last Year

Heading	Description
Annual Budget/Actual (Last Year)	**Revenue Accounts** — Displays the year-to-date actual minus the annual budget for last year. **Expense Accounts** — Displays the annual budget minus the year-to-date actual for last year.
YTD Budget/Actual (Last Year)	**Revenue Accounts** — Displays the year-to-date actual minus the year-to-date budget for last year. **Expense Accounts** — Displays the year-to-date budget minus the year-to-date actual for last year.

Heading	Description
QTD Budget/Actual (Last Year)	**Revenue Accounts** — Displays the quarter-to-date actual minus the quarter-to-date budget for this quarter, last year. **Expense Accounts** — Displays the quarter-to-date budget minus the quarter-to-date actual for this quarter, last year.
MTD Budget/Actual (Last Year)	**Revenue Accounts** — Displays the month-to-date actual minus the month-to-date budget for last year. **Expense Accounts** — Displays the month-to-date budget minus the month-to-date actual for last year.
Annual Budget Remaining (Last Year)	Displays the annual budget minus the year-to-date actual for last year.
YTD Budget Remaining (Last Year)	Displays the year-to-date budget minus the year-to-date actual for last year.
QTD Budget Remaining (Last Year)	Displays the quarter-to-date budget minus the quarter-to-date actual for this quarter, last year.
MTD Budget Remaining (Last Year)	Displays the month-to-date budget minus the month-to-date actual for last year.
% of Annual Budget Used (Last Year)	Displays the year-to-date actual divided by the annual budget for last year.
% of YTD Budget Used (Last Year)	Displays the year-to-date actual divided by the year-to-date budget for last year.
% of QTD Budget Used (Last Year)	Displays the quarter-to-date actual divided by the quarter-to-date budget for this quarter, last year.
% of MTD Budget Used (Last Year)	Displays the month-to-date actual divided by the month-to-date budget for last year.

This Year

Heading	Description
Annual Budget/Actual (This Year)	**Revenue Accounts** — Displays the year-to-date actual minus the annual budget for this year. **Expense Accounts** — Displays the year-to-date budget minus the annual actual for this year.
Quarterly Budget/Actual (This Year)	**Revenue Accounts** — Displays the quarter-to-date actual minus the year-to-date budget for this quarter.

Heading	Description
	Expense Accounts — Displays the quarter-to-date budget minus the year-to-date actual for this quarter.
YTD Budget/Actual (This Year)	**Revenue Accounts** — Displays the year-to-date actual minus the year-to-date budget for this year. **Expense Accounts** — Displays the year-to-date budget minus the year-to-date actual for this year.
QTD Budget/Actual (This Year)	**Revenue Accounts** — Displays the quarter-to-date actual minus the quarter-to-date budget for this quarter, this year. **Expense Accounts** — Displays the quarter-to-date budget minus the quarter-to-date actual for this quarter, this year.
MTD Budget/Actual (This Year)	**Revenue Accounts** — Displays the month-to-date actual minus the month-to-date budget for this year. **Expense Accounts** — Displays the month-to-date budget minus the month-to-date actual for this year.
Annual Budget Remaining (This Year)	Displays the annual budget minus the year-to-date actual for this year.
Quarterly Budget Remaining (This Year)	Displays the budget minus the quarter-to-date actual for this quarter.
YTD Budget Remaining (This Year)	Displays the year-to-date budget minus the year-to-date actual for this year.
QTD Budget Remaining (This Year)	Displays the quarter-to-date budget minus the quarter-to-date actual for this quarter, this year.
MTD Budget Remaining (This Year)	Displays the month-to-date budget minus the month-to-date actual for this year.
% of Annual Budget Used (This Year)	Displays the year-to-date actual divided by the annual budget for this year.
% of YTD Budget Used (This Year)	Displays the year-to-date actual divided by the year-to-date budget for this year.
% of QTD Budget Used (This Year)	Displays the quarter-to-date actual divided by the quarter-to-date budget for this quarter, this year.

Heading	Description
% of MTD Budget Used (This Year)	Displays the month-to-date actual divided by the month-to-date budget for this year.
Change in Budget	Displays the current year's budget minus last year's budget.
% Change in Budget	Displays the change in budget divided by last year's annual budget.
Change in Proposed Budget	Displays next year's proposed budget minus the current year's budget.
% Change in Proposed Budget	Displays the change in proposed budget divided by the current year's budget.

Analysis of Revenue and Expenses - Multiple Years Actual Budget

The following Column headings are available in the Multiple Years Actual/Budget area for the Analysis of Revenues and Expenses report. You can select the appropriate columns to display multiple years of actual and budget data.

Multiple Years Actual

Heading	Description
This Year YTD Actual	Displays the actual totals for the current year.
Last Year Yearly Actual	Displays the actual totals for last year.
Last Year YTD Actual	Displays the year-to-date totals for last year.
2-9 Years Ago Yearly Actual	Displays the yearly actual totals for the selected year.
2-9 Years Ago YTD Actual	Displays the year-to-date actual totals for the selected year.

Multiple Years Budget

Heading	Description
This Year Annual Budget	Displays the annual budget for this year.
This Year YTD Budget	Displays the year-to-date budget for the current year.
Last Year Annual Budget	Displays the annual budget for last year.
Last Year YTD Budget	Displays the year-to-date budget for last year.
2-9 Years Ago Annual Budget	Displays the annual budget totals for the selected year.
2-9 Years Ago YTD Budget	Displays the year-to-date budget totals for the selected year.

Analysis of Revenues and Expenses - Actual Balance Fields

The following column headings are available in the Actual Balance Fields for the Analysis of Revenues and Expenses report:

Last Year's Actuals

Heading	Description
Current Balance (Last Year)	Displays the year-to-date balance for last year.
YTD Actual (Last Year)	Displays the year-to-date actual for last year.
QTD Actual (Last Year)	Displays the quarter-to-date totals for this quarter, last year. For example, your Posting Period in reports is set to May 2004 (a month in the 2nd Quarter). Totals for this heading would print for the 2nd Quarter of 2003.
MTD Actual (Last Year)	Displays the month-to-date actual for last year.
YTD Debits (Last Year)	Displays the year-to-date debits for last year.
YTD Credits (Last Year)	Displays the year-to-date credits for last year.
QTD Debits (Last Year)	Displays the quarter-to-date debits for this quarter, last year.
QTD Credits (Last Year)	Displays the quarter-to-date credits for this quarter, last year.
MTD Debits (Last Year)	Displays the month-to-date debits for this month, last year.
MTD Credits (Last Year)	Displays the month-to-date credits for this month, last year.
January through December Actual (Last Year)	Displays last year's actual total for the month selected. For example, July Actual (Last Year) displays the actual for July of last year.
Monthly Average (Last Year)	Displays the total for the YTD Actual (Last Year) divided by the number of months YTD.
Total Actual (Last Year)	Displays the total annual amount for last year.
	Displays last year's totals for Quarter 1.

Heading	Description
Quarter 1 (Last Year)	
Quarter 2 (Last Year)	Displays last year's totals for Quarter 2.
Quarter 3 (Last Year)	Displays last year's totals for Quarter 3.
Quarter 4 (Last Year)	Displays last year's totals for Quarter 4.

This Year's Actuals

Heading	Description
Beginning Month Balance	Displays the balance for the beginning of the month.
Beginning Year Balance	Displays the balance for the beginning of the year.
Current Balance (This Year)	Displays the year-to-date balance for this year.
YTD Actual (This Year)	Displays the year-to-date actual for this year.
QTD Actual (This Year)	Displays the quarter-to-date totals for this quarter, this year.
MTD Actual (This Year)	Displays the month-to-date actual for this year.
Week 1-5 Actual (This Year)	Displays the selected weeks' actual for this year. The report generates totals based on dates, not Sunday-Saturday for the given week.
YTD Debits (This Year)	Displays the year-to-date debits for this year.
YTD Credits (This Year)	Displays the year-to-date credits for this year.
QTD Debits (This Year)	Displays the quarter-to-date debits for this quarter, this year.
QTD Credits (This Year)	Displays the quarter-to-date credits for this quarter, this year.
MTD Debits (This Year)	Displays the month-to-date debits for this month, this year.
MTD Credits (This Year)	Displays the month-to-date credits for this month, this year.
January through December Actual (This Year)	Displays this year's actual total for the month selected. For example, July Actual (This Year) displays the actual for July of this year.
Monthly Average (This Year)	Displays the total for the YTD Actual (This Year) divided by the number of months YTD.

Heading	Description
Quarter 1 (This Year)	Displays the QTD total for Quarter 1 of the current year.
Quarter 2 (This Year)	Displays the QTD total for Quarter 2 of the current year.
Quarter 3 (This Year)	Displays the QTD total for Quarter 3 of the current year.
Quarter 4 (This Year)	Displays the QTD total for Quarter 4 of the current year.

Analysis of Revenues and Expenses - Budget Fields

The following Column headings are available in the Budget Fields for the Analysis of Revenues and Expenses report. You can use them to print next year's budget on the Analysis of Revenues and Expenses report.

Last Year's Budget

Heading	Description
Annual Budget (Last Year)	Displays the yearly budget entered for last year.
Quarterly Budget (Last Year)	Displays the quarterly budget for this quarter, last year.
YTD Budget (Last Year)	Displays year-to-date budget for last year. The YTD Budget (Last Year) is last year's annual budget divided by 12 multiplied by the number of months printing on the report. For example, the report is being printed for the Posting Period May 2002. Last year's annual budget is $24,000. To calculate the YTD Budget (Last Year), divide 24,000 (last year's annual budget) by 12 then multiply by 5 (the number of months printing on this report for the Posting Period May 2002).
QTD Budget (Last Year)	Displays the quarter-to-date budget for last year. The QTD Budget (Last Year) is last year's annual budget divided by 12 times the number of months in the current quarter. For example, the report is being printed for the Posting Period May 2002. Last year's annual budget is $24,000. To calculate the QTD Budget (Last Year), divide 24,000 (last year's annual budget) by 12 and multiply by 2 (the number of month's printing on the report.
MTD Budget (Last Year)	Displays the month-to-date budget for last year. For example, the report is being printed for the Posting Period May 2002. Last year's annual budget is $24,000. To calculate the MTD Budget (Last Year), divide 24,000 (last year's annual budget) by 12.

Heading	Description
January through December Budget (Last Year)	Displays last year's budget for the month selected. For example, July Budget (Last Year) displays the budget for July of last year.

This Year's Budget

Heading	Description
Annual Budget (This Year)	Displays the yearly budget entered for this year.
Quarterly Budget (This Year)	Displays the quarterly budget for this quarter, this year.
YTD Budget (This Year)	Displays year-to-date budget for this year. The YTD Budget (This Year) is this year's annual budget divided by 12 multiplied by the number of months printing on the report. For example, the report is being printed for the Posting Period May 2002. This year's annual budget is $24,000. To calculate the YTD Budget (This Year), divide 24,000 (This year's annual budget) by 12 then multiply by 5 (the number of months printing on this report for the Posting Period May 2002).
QTD Budget (This Year)	Displays the quarter-to-date budget for this year. The QTD Budget (This Year) is this year's annual budget divided by 12 times the number of months in the current quarter. For example, the report is being printed for the Posting Period May 2002. This year's annual budget is $24,000. To calculate the QTD Budget (This Year), divide 24,000 (this year's annual budget) by 12 and multiply by 2 (the number of months printing on the report).
MTD Budget (This Year)	Displays the month-to-date budget for this year. For example, the report is being printed for the Posting Period May 2002. This year's annual budget is $24,000. To calculate the MTD Budget (This Year), divide 24,000 (this year's annual budget) by 12.
January through December Budget (This Year)	Displays this year's budget for the month selected. For example, July Budget (This Year) displays the budget for July of this year.

Next Year's Budget

Heading	Description
Annual Budget (Next Year)	Displays the yearly budget entered for next year.
Quarterly Budget (Next Year)	Displays the quarterly budget for this quarter, next year.
YTD Budget (Next Year)	Displays year-to-date budget for next year. The YTD Budget (Next Year) is next year's annual budget divided by 12 multiplied by the number of months printing on the report. For example, the report is being printed for the Posting Period May 2002. Next year's annual budget is $24,000. To calculate the YTD Budget (Next Year), divide 24,000 (next year's annual budget) by 12 then multiply by 5 (the number of months printing on this report for the Posting Period May 2002).
QTD Budget (Next Year)	Displays the quarter-to-date budget for next year. The QTD Budget (Next Year) is next year's annual budget divided by 12 times the number of months in the current quarter. For example, the report is being printed for the Posting Period May 2002. Next year's annual budget is $24,000. To calculate the QTD Budget (Next Year), divide 24,000 (next year's annual budget) by 12 and multiply by 2 (the number of months printing on the report.)
MTD Budget (Next Year)	Displays the month-to-date budget for next year. For example, the report is being printed for the Posting Period May 2002. Next year's annual budget is $24,000. To calculate the MTD Budget (Next Year), divide 24,000 (next year's annual budget) by 12.
January through December Budget (Next Year)	Displays next year's budget for the month selected. For example, July Budget (Next Year) displays the budget for July of next year.

Analysis of Revenues and Expenses - Custom Range Fields

Column totals for Custom Range Fields are based on the report view. For example, if the report view is set to YTD, year-to-date totals display through the selected month and year. If a range is entered, the totals display within the range of the from and through dates. The following column headings are available in the Custom Range Fields for the Analysis of Revenues and Expenses report:

Actual for Custom Range

Heading	Description
Actual (This Period)	Displays the actual for the selected period.
Actual (Prior Period)	Displays the actual for the period prior to the selected period.
Actual (Prior Year Period)	Displays the actual for the same period of the previous year.
Actual Change (from Prior Period)	Displays the actual for this period minus the actual for the prior period.
Actual Change (from Prior Year Period)	Displays the actual for this period minus the actual for the same period in the previous year.
Actual % Change (from Prior Period)	Displays the actual change from the period prior to the selected period divided by the actual for the period prior to the selected period.
Actual % Change (from Prior Year Period)	Displays the actual change from the same period of the prior year divided by the actual of the prior year period.
Monthly Average (This Period)	Displays the Actual (This Period) divided by the number of months.
Monthly Average (Prior Period)	Displays the Actual (Prior Period) divided by the number of months.
Monthly Average (Prior Year Period)	Displays the Actual (Prior Year Period) divided by the number of months.

Budget for Custom Range

Heading	Description
Budget (This Period)	Displays the budget for the selected period.
Budget (Prior Period)	Displays the budget for the period prior to the selected period.
Budget (Prior Year Period)	Displays the budget for the same period of the previous year.
Budget (Next Year Period)	Displays the budget for the same period of the next year.
Budget Change (from Prior Period)	Displays the budget this period minus the budget for the previous period.
Budget Change (from Prior Year Period)	Displays the budget this period minus the budget for the same period in the previous year.

Heading	Description
Budget Change (for Next Year Period)	Displays the budget for this period in next year minus the budget for this period for the current year.
Budget % Change (from Prior Period)	Displays the budget change from a prior period divided by the budget from the same prior period.
Budget % Change (from Prior Year Period)	Displays the budget change from a prior year period divided by the budget from the same prior year period.
Budget % Change (for Next Year Period)	Displays the budget change for a period next year divided by the budget of this period.

Budget/Actual for Custom Range

Heading	Description
Budget/Actual (This Period)	**Revenue Accounts** — Displays the actual for the selected period minus the budget for the selected period. **Expense Accounts** — Displays the budget for the selected period minus the actual for the selected period.
Budget/Actual (Prior Period)	**Revenue Accounts** — Displays the actual for the period prior to the selected period minus the budget for the period prior to the selected period. **Expense Accounts** — Displays the budget for the period prior to the selected period minus the actual for the period prior to the selected period.
Budget/Actual (Prior Year Period)	**Revenue Accounts** — Displays the actual for the same period of the previous year minus the budget for the same period of the previous year. **Expense Accounts** — Displays the budget for the same period of the previous year minus the actual for the same period of the previous year.
% Budget Used (This Period)	Displays the actual for the selected period divided by the budget for the selected period.
% Budget Used (Prior Period)	Displays the actual for the period prior to the selected period divided by the budget for the period prior to the selected period.
% Budget Used (Prior Year Period)	Displays the actual for the same period of the previous year divided by the budget for the same period of the previous year.
Budget Remaining (This Period)	Displays the budget for the selected period minus the actual for the selected period.

Heading	Description
Budget Remaining (Prior Period)	Displays the budget for the period prior to the selected period minus the actual for the period prior to the selected period.
Budget Remaining (Prior Year Period)	Displays the budget for the same period of the previous year minus the actual for the same period of the previous year.
% Budget Remaining (This Period)	Displays the budget for the selected period minus the actual for the period divided by the budget for this period.
% Budget Remaining (Prior Period)	Displays the budget for the period prior to the selected period minus the actual for the period prior to the selected period divided by the budget for the period prior to the selected period.
% Budget Remaining (Prior Year Period)	Displays the budget for the same period of the previous year minus the actual for the same period of the previous year divided by the budget for the same period of the previous year.

Analysis of Revenues and Expenses - Encumbered Fields

The following column headings are available in the Encumbered Fields for the Analysis of Revenues and Expenses report:

Encumbered Fields

Heading	Description
YTD Encumbered	Displays the year-to-date encumbered amount.
QTD Encumbered	Displays the quarter-to-date encumbered amount.
MTD Encumbered	Displays the month-to-date encumbered amount.
Annual Bud. Remaining (Encumbered)	Displays the annual budget minus the year-to-date actual added to year-to-date encumbered amounts.
MTD Bud. Remaining (Encumbered)	Displays the budget minus the month-to-date actual, including any encumbered amounts.
QTD Bud. Remaining (Encumbered)	Displays the budget minus the quarter-to-date actual, including any encumbered amounts.
YTD Bud. Remaining (Encumbered)	Displays the budget minus the year-to-date actual, including any encumbered amounts.

Blank Column

Select **Blank Column** to display a blank column in the Analysis of Revenues and Expenses.

General Ledger Statements - Layout Tab

Use the General Ledger Statements **Layout** tab to edit the header and footer information that prints on the statements. You can also select which subheadings display and print the dollar sign ($).

All of the information on the **Layout** tab defaults from the selections you make on the **General** or **Options** tabs.

To customize your report's layout

1. Under Generate Reports, click the **Reports** tab.
2. In the list, select **General Ledger** and click **Go** .
3. Select a Statement, then click **Customize**.
4. On the **General** and **Options** tabs, select the date range and customization options.
5. On the **Layout** tab, select to use the default subheadings, or clear the checkbox to enter the subheading of your choice.
6. **Optional:** To set up a custom header or footer for your report, click **Page Setup**.
7. To display your report, click **Preview**.

Additional Field Information

Report Title

Displays the report title. To create a new statement title, click in the Report Title field and enter the title you want to print on the statements.

Use Default Subheading 1

Displays the List selection. To delete the default and enter a subtitle of your own, clear the check box.

Use Default Subheading 2

When the option to include open transactions is selected in the Setup window, a statement displays. To delete the default and enter a subtitle of your own, clear the check box.

Page Setup

Click to customize your header and footer.

- **Use Default Header** — Prints the header selected in Printer Setup. To select a different header, or enter a header of your own, clear this option. To enter header information of your own, click **Edit**.
- **Always Retain Font** — To always use the font of the selected header or footer, select this option.
- **Use Default Footer** — Prints the footer selected in Printer Setup. To select a different footer, or enter a footer of your own, clear this option. To enter header information of your own, click **Edit**.

- **Use Default Title Section** — Prints the title section selected in Printer Setup. To select a different title section, or enter a title section of your own, clear this option. Or, click **Edit** to enter your own title.
- **Print as Separate Page** — To print the title section on a separate page from the report, select this option.
- **Preview Sample** — Click to display a sample report with the selected settings.

Print Cents
Select this option to print cents on your statements.

Working with the Sources and Uses of Funds Report

The Sources and Uses of Funds report displays the cash position of your organization. ACS calculates your current period balance and the total balance of cash on hand. If the appropriate headings are selected in Add/Edit Chart of Accounts and you are in balance, these two amounts are equal.

The Current Period Balance is derived by adding the beginning balance of the selected Asset Accounts to the total of all revenues, and then subtracting the total of all expenses.

```
Current Period Balance = Selected Asset Acct Beginning Bal + (Revenues - Expenses)
```

ACS then calculates the Total Balances on Hand by adding the current balance of the selected Asset accounts. If the report is set up correctly, the Current Period Balance is equal to the Total Balances on Hand.

```
Total Balances on Hand = Total of the current balance of the selected asset accounts
```

The beginning period balance depends on which report you select. For the MTD (Month-To-Date) report, the amount is the beginning balance for the selected month. For the YTD (Year-To-Date) report, the amount is the beginning balance for the selected year.

By default, all accounts are included on the Sources and Uses of Funds report. If you want accounts for a specific subheading excluded from this report, you must select the **Omit from Sources and Uses Reports** option for that subheading in Add/Edit Chart of Accounts.

Working with the Balance Sheet Analysis Report

The Balance Sheet Analysis report creates a statement of assets, liabilities, and fund balances comparing the current year's balance to other years' balances so you can print a comparison report.

You can customize either report to display the columns that you want in either portrait or landscape orientation. You can include up to three columns if using portrait orientation (six if using landscape), and you can also customize your column's heading. The default columns are Current Balance (Last Year) and Current Balance (This Year).

We also recommend selecting **Include Deactivated Accounts** when customizing the report. For example, if these accounts had activity during the prior year (even if the ending year balance was zero) before deactivation, the report may show last year's balance as out of balance.

To set up and print the Balance Sheet Analysis Report

1. Under Generate Reports, select the **Reports** tab.
2. In the drop-down list, select **General Ledger** and click **Go** .
3. Under **Financial Reports**, expand **Statements** and select **Balance Sheet Analysis**.
4. In the lower sidebar, select a date range, then click **Customize**.
5. On the **Options** tab, select any report options you want to include.
6. Under **Orientation**, select **Portrait** or **Landscape**.
7. Click **Setup Columns**.
8. In the Select Fields for Balance Sheet Analysis window, under **Available Fields**, use the **Add** and **Remove** arrows to choose the columns you want to include in the report. You can also use the **Move Up** and **Move Down** arrows to customize where the columns display on the final report.
9. **Optional**: Under **Column Settings**, in the **Heading** field, enter a different heading for the column.
10. When finished, click **OK**.
11. To preview the report, click **Preview**. When the report displays, click **Print** to print it.

Additional Field Information

Actual Balance (This Year)

- **Current Balance (This Year)** — Select to display the account's current balance for this month, this year. This column is selected by default.
- **January - December Actual (This Year)** — Select to display the account's actual balance for the selected month, this year. This is helpful if comparing two or more months.

Actual Balance (Last Year)

- **Current Balance (Last Year)** — Select to display the account's current balance for this month, last year. This column is selected by default.
- **January - December Actual (Last Year)** — Select to display the account's actual balance for the selected month, last year. This is helpful if comparing two or more months.

Actual Balance (Multiple Years)

- **This Year YTD Actual** --- Select to display the actual YTD balance for this year.
- **Last Year YTD Actual** — Select to display the actual YTD balance for last year.
- **2-9 Years Ago YTD Actual** — Select to display the actual YTD balance for other years.

Working with the Statement of Activities Report

The Statement of Activities report shows a complete picture of revenues and expenses, including restricted amounts, and how they affect net assets on the Statement of Financial Position. Contributions are categorized as unrestricted, temporarily restricted, and permanently restricted, followed by the total change to net assets for the period.

You can customize the report to display in either portrait or landscape orientation, and you can select the columns that you want to display. You can include up to six columns using the portrait orientation, and you can include up to 13 columns when using the landscape orientation.

You can also set up the Net Assets Released option in the customize window to select your current process for spending restricted revenue and how it will appear in the Unrestricted category. The options available are:

- **Write checks directly from the Restricted account(s)** — Restricted accounts are used for Contributions and Checks are written from these accounts when money is ready to be spent (released). The Unrestricted category will show all debits in the **Net assets released from restriction** line and is offset by a **Restricted Expense** line. Note: Journal entries where money is debited from one restricted account and credited into another will show the debit as a 'release' in the Unrestricted category, and the credit is included in the Contributions total of Temporarily Restricted as required.
- **Journal Entry to various Revenue account(s)** — Restricted accounts are used for Contributions and Revenue accounts have been setup to transfer money to when it's ready to be spent (released). In this process, the user transfers money to the comparable revenue account and checks are written using regular expense accounts to show how the money was spent. None of this activity is reported in the **Net Assets released from restriction** line or **Restricted Expense** line in the Unrestricted category as those monies are accounted for in the regular income and expense accounts once the transfer is made.
- **Journal Entry to a Net Assets Released account(s)** — Restricted accounts are used for Contributions and a Net Assets Released revenue account has been setup to transfer money to when it's ready to be spent (released). In this process, the user transfers the money into a Net Asset Released revenue account for the total amount released (spent) for that period. Expense accounts are then used to write checks, showing how the money was spent. The Unrestricted category will show the actual total for the selected account in the **Net assets released from restriction** line. The **Restricted Expense** line is not used as those monies are accounted for in the regular expense accounts when the checks are written.

General Ledger Report Options

Use the options below to customize General Ledger reports.

Not all options are available for all reports.

Additional Field Information

Report Title

Displays the ACS report name. To enter a report name of your own, click in the **Title** field.

Report Options

- **Chart of Accounts View** — You can select a custom Chart of Accounts view.
- **Page Break on Account Type** — Select to start a new page after each major heading in the chart of accounts.
- **Subtotal on Selected Headings** — Select to display subtotals for those account headings with the **Subtotal Headings** option selected in Add/Edit Chart of Accounts.
- **Page Break on Selected Headings** — Select to set a page break on account headings with **Page Break on Heading** selected in Add/Edit Chart of Accounts.
- **Show Overspending as Positive** — Select to display the Budget to Actual spending as a positive number if more than the budgeted amount was spent.
- **Include Encumbered Amounts** — Select to include encumbered amounts as part of an account's balance.
- **Total Excess Cash By Fund** — Select to display the total excess cash by fund on the report.
- **Show Negative Percentages** — Select to calculate percentages for negative budget/actual amounts for Analysis Reports.
- **Print Excess Cash by Fund** — Select to display the total for the excess cash for each fund on the report.
- **Add Excess Cash to Fund Balance** — Select to add excess cash into the appropriate fund balance.

Account Selection

By default, all active accounts that have activity for the period are included in the report. You can choose to print a single account, or a group of accounts.

- **List** — Select whether to print a particular fund, department, committee, area1 or area2, and then click **Select** to select one or more funds, departments, committees, or areas.
- **Define List Filter** — Select this option, then click **Select** to choose which funds, departments, committees, or areas to print on the report.
- **Group on List** — Select to print multiple funds, departments, committees, or areas separately.
- **Account** — Select a single account to print.
- **Select Multiple Accounts** — Select to include more than one account. To select multiple accounts to print, click **Select**.
- **Include Inactive Accounts** — Select to include inactive accounts on the report.
- **Include Inactive Accounts Only** — Select to only include inactive accounts on the report.
- **Include Accounts with Zero Balances** — Select to include accounts with no activity during the date range and a balance of $0.00 on the report. This includes transactions that have been posted to a prior or future periods.
- **Include Accounts with no Activity** — Select to include accounts with a balance but no activity for the period.

Transaction Options

By default, all posted transactions for the selected period print on the report. You can choose to print a report for a specific batch or project, among other options.

- **User Name** — Select only those transactions entered and posted by a specific user.
- **Posting Batch** — Enter a specific posting batch number. Only the transactions in that batch print.
- **Module** — Select a specific module. Only the transactions entered through that module print. For example, you could use this to print an Accounts Payable Check Register for a particular date range.
- **Project** — Select to include only those transactions attached to a project, and then click **Select** to specify the project to print.
- **Sources** — Select to base the journal on one or more sources, and then click **Select** to select the sources for which you want to print the report.
- **Group on Source** — Select to group transactions by source on the Source Journal.
- **Include Open Transactions** — Select to include open transactions on the report. This includes transactions that have been entered and not yet posted.

Journal Options

Some General Ledger Journals can be printed for a single payee, source, or bank account.

- **Select from Vendors** — Select to print journal information for a single vendor.
- **Select from Employees** — Select to print journal information for a single employee.
- **Payee** — Select the vendor or employee in the drop-down list for which you want to print the report.
- **Bank Account** — Select the bank account in the drop-down list for which you want to print the report.
- **Date Range** — Enter or select a range of dates to print on the Check Register, Posting Journal, and Batch Posting Journal reports. Click the down arrow to select a date in the calendar.

Select Columns

On the Setup tab for the Analysis of Revenues and Expenses report, you can select columns to print on the report.

- **Available Fields** — Select the columns that you want to print on the Analysis of Revenue & Expenses.
- **Columns to Include** — Displays the list of columns that print on the Analysis of Revenue & Expenses.
- **Include Closing Entries in Custom Range Fields** — Includes closing entries in the columns for Custom Range Fields when the report range includes multiple years. If you do not want to include closing entries on your report, clear this option.

Column Settings

- **Heading** — Enter a new name for the selected column heading to print on the Analysis of Revenues & Expenses.
- **Show Net/Operating Totals** — Select to display net/operating totals for the selected column heading on the Analysis of Revenues and Expenses Report.

Additional Options

- **Excess Cash Description** — Enter the description to print in place of Excess Cash Received for the Balance Sheet and Balance Sheet Analysis reports.
- **Print Account Code** - Select to print the account codes on the report. Clear this option to display only the descriptions.

Net Total Descriptions

- **Net Total** — Enter the description to print in place of the Net Total on the Analysis of Revenues and Expenses reports.
- **Net Operating Total** — Enter the description to print in place of the Net Operating Total on the Analysis of Revenues and Expenses reports.

General Ledger Report Tips

These tips may help you with some common reports questions.

Bank Account Journal

This report is a journal of transactions by bank account.

If you have a separate bank account for restricted checking and the balance does not match the Summary of Restricted Accounts report, review the Monthly Posting Journal to determine if the matching transactions posted to the restricted checking account were posted to only restricted accounts. Also, make sure the reports are set up identically.

If the Current Balance on the Bank Account Journal does not match the Total Balance in Bank Account Inquiry, keep in mind that the Total Balance in Inquiry includes all transactions for all periods. The Bank Account Journal includes only those transactions for the selected report view.

If some lines display only the account code and distribution amount, these lines are part of the breakdown from the transaction that displays above. This occurs when you post from Contributions and have split debits and credits between funds or when you post a check or deposit that debits and credits the same checking account.

Check Register — Bank Account Order or Check Order

This report displays a journal of check transactions. You can print this report in checking account order or bank account order.

The asterisks * indicate there is a break in the check number sequence. The asterisk does not necessarily mean the checks are not entered in ACS. The checks may be posted to a different time period since the check register prints by posting month and year.

Funds out of Balance

This report is a journal that displays the transactions that are out-of-balance by fund, any balancing transactions, and a recap of totals for each fund. The Funds out of Balance report displays transactions that cross funds and create an out-of-balance by funds situation.

If you have one fund only and an out-of-balance by funds transaction displays on the report, you can print the Chart of Accounts - Detail or Summary List report to verify that the correct fund is attached to the appropriate accounts.

Posting Journal — Detail

The Posting Journal is a journal of all accounts, along with the detail of the debits and credits posted to each account.

The following list includes a few reasons that the Bank Reconciliation and the Posting Journal may not match:

- Current month transactions are voided to a future month. The original transaction appears in the current month's reconciliation. The void transaction appears in the future month's reconciliation.
- Current month transactions are posted with a future month's transaction date. Bank reconciliation displays based on the transaction date range. The Balance Sheet and Posting Journal display transactions based on a post month and year.
- Journal entries are made to the cash account and are included on your bank statement but not in bank reconciliation. However, if a journal entry includes a checking or saving account, you can mark the entry to include in bank reconciliation.

You can check for these in one of two ways:

- Compare a complete Bank Reconciliation report (including cleared and uncleared transactions without the page break) and the Bank Journal for the month you are reconciling.

- In General Ledger - Inquiry, select the cash account, select the current reconciliation month and MTD, then right-click in the grid to sort transactions by date. Check for transactions dated in a future month. For example, reference number 5182 is a deposit for $2,212.80 with a transaction date of 03/02/08 and a posting date of 02/2008. Next, select the next month and MTD. Check for transactions dated in the current reconciliation month. For example, a voided transaction dated 02/28/08 but posted to 03/2008.

Balance Sheet

If the Balance Sheet and Summary of Restricted Accounts do not balance, make sure you select the same period for both reports. Also, select the **Include Accounts with no Activity** and **Include Inactive Accounts** options on the Options tab when you select to customize the reports.

To display the separate totals for excess cash received for each fund, select **Total Excess Cash by Fund** on the **Options** tab when customizing the report.

The Fund Principal is the resources of an organization (comparable to owner's equity in a business). Its balance is based on the following equation:

```
((Assets - Liabilities) - Restricted Accounts) + (Revenue - Expenses) = Fund Principal
```

All revenue and expense accounts are closed to a fund principal account at the end of a year.

Although the fund principal heading is a major heading in the chart of accounts, it is also a liability account. For the balance sheet to display correctly, you must have your fund principal accounts located under the Fund Principal heading.

Excess Cash Received: Amount on the General Ledger Balance Sheet that is the difference between revenue and expense account totals. It is comparable to the net total on the Analysis of Revenues and Expenses report.

If your balance sheet displays liability account information but not liability headings, add subheadings to the Chart of Accounts for each heading that does not display.

Tips for determining a true out of balance:

- If your balance sheet is out of balance for January of the new year but was in balance for December or the 13th month of the previous year, you have not performed year-end procedures for the year ending December 31. The report will be out of balance for the amount of the excess cash.
- Verify the correct fiscal month and year are selected on the report.
- If you include open transactions in the report, verify that none are open for previous years.

Summary of Financial Position

The Statement of Financial Position report is comparable to the Balance Sheet with one additional section that separates net assets into Unrestricted, Temporary Restricted, and Permanent Restricted.

Total Unrestricted (total of income minus total expenses) also displays on the Analysis of Revenues & Expenses report as a net total in the YTD Actual column.

The Total Temporary Restricted and the Total Permanently Restricted amounts added together are the same as the ending balance on the Summary of Restricted Accounts report. If the totals are not the same, select **Include Accounts with no Activity** on the **Options** tab when customizing the Summary of Restricted Accounts report.

Summary of Restricted Accounts

This report lists the beginning balance, any revenues or expenses during the selected period, and a current balance. Also available is a six column report that includes columns for any credit or debit adjustments made to the restricted accounts. You must identify which sources you want reflected as revenues and expenses.

The beginning balance on the report is the same as the beginning balance in the General Ledger - Inquiry window for the same period.

For transactions to display under the Restricted Revenue or Restricted Expense column, you must select the sources for revenues and expenses. For revenues, select **Deposit** and **Checking Account Debit**. For expenses, select **Check** and **Checking Account Credit**. You can make these selections on the **Options** tab when customizing the report.

Because restricted accounts often have no transactions posted for several months, ACS Technologies recommends that you select **Include Accounts with no Activity** when printing this report.

If the balance displaying on the Summary of Restricted Accounts report does not match the balance on the Balance Sheet for restricted accounts, make sure that all accounts are included on the Summary of Restricted Accounts report. On the **Options** tab under **Customize**, select **Include Inactive Accounts** and **Include no Activity and Zero Balances**.

Trial Balance

The Trial Balance report is a statement of each general ledger account and its corresponding budget and current balance. You can also print a trial balance report for the 13th month.

The current balance is the YTD actual balance for the selected account. This balance matches the account's current balance for the same period in General Ledger - Inquiry.

If the Trial Balance Report does not balance, an inactive account may have a balance. To include the balance on the report, select **Include Inactive Accounts** on the **Options** tab when customizing the report.

Trial Balance Worksheet

The Trial Balance Worksheet displays all general ledger accounts, beginning balances, and all debits and credits for each account in the selected period.

The Current Balance is the account's actual balance for the selected period and matches the balance for the same period in General Ledger - Inquiry. The annual budget displays for any account with a budget amount entered.

The most important use of a trial balance is to make sure that the debits and credits are in balance. If the total for the current balance column is not zero, the trial balance report is out of balance.

Sources and Uses of Funds

If your asset accounts have a zero balance, the available balance does not display on the Sources and Uses of Funds report. To display accounts with zero balances, select **Include Accounts with Zero Balances** when customizing the report.

General Ledger - Period End Procedures

At Month-End

At the end of each month, you should enter and post all transactions for that month, print any necessary reports, back up your data files, and close the current month. However, you do not have to close the last month of the year- it closes while performing Year-End Procedures, regardless of which accounting basis you are using.

At Year-End

Before beginning your organization's business for a new year, you must perform Year End Procedures at the end of your current fiscal year, regardless of when the fiscal year ends.

Year-end procedures include entering and posting all transactions for the current month, printing any necessary reports, backing up your data files, and closing the current year.

If you operate on a calendar basis, perform year-end procedures at the end of December. If you operate on a fiscal basis, perform year-end procedures at the end of your fiscal year. For example, if your fiscal year is July 1 through June 30, perform year-end procedures at the end of June.

Archiving a Financial Dataset

When you archive data, you make an exact copy of your financial dataset. This is helpful before you make major changes to your data. Examples of major changes include changing your general ledger period from a calendar year to a fiscal year and renumbering your chart of accounts.

As with your primary dataset, you can enter and retrieve information from archived datasets. If you make any changes in an archived dataset, those changes affect only the archived dataset. You can make a backup of an archived dataset.

You can archive data at any time of the year and as frequently as you want during the year.

To archive a dataset

1. Under Manage Records, click the **Period End Procedures** tab.
2. In the drop-down list, select **Archive Financial Data**, then click **Go** .
3. Click **Yes**.
4. Enter a name for the archived dataset. For example: 2010 Church of Good Training History File. Click **OK** .
5. After the files are copied, a message displays. Click **OK**.

To access an archived dataset

1. Under Advanced Tools, click **Select Dataset**.
2. Select **Include Archived Datasets**.
3. Select the archived dataset that you want to make active.
4. Click **OK**.

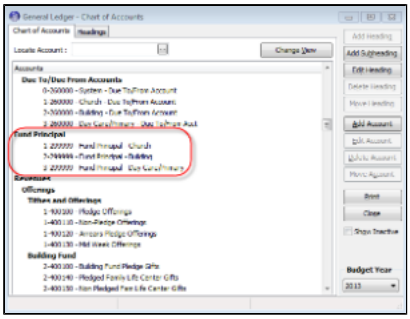
Closing the General Ledger Year

Before beginning your organization's business for a new year, you should perform year-end procedures at the end of your current fiscal year, regardless of when the fiscal year ends. Working in a new year without closing the previous year causes the balance sheet to appear out of balance until year-end closing is performed.

If you operate on a calendar basis, perform year-end procedures at the end of December. If you operate on a fiscal basis, perform year-end procedures at the end of your fiscal year. For example, if your fiscal year is July 1 through June 30, perform year-end procedures at the end of June. Whether you use cash or accrual accounting, the last month of the year closes with year end procedures.

Closing the year closes all revenue and expense accounts. The balances for these accounts are transferred to the fund principal account associated with each fund in Define Lists. If an account is not associated with a fund, the account balance is transferred to the default fund principal account assigned in General Ledger - Setup. The closing account must be under the Fund Principal heading.

If you have only one fund, close all revenue and expense accounts to a single fund principal account. If you have multiple funds, you must close each fund to its own fund principal account. If you have multiple fund codes and close all funds to one account, the general ledger is out of balance when reporting by fund.



You can also print a report of the year-end transactions. You can print this at any time- it always reflects the prior year's closing entries.

Notes on Closing the Year

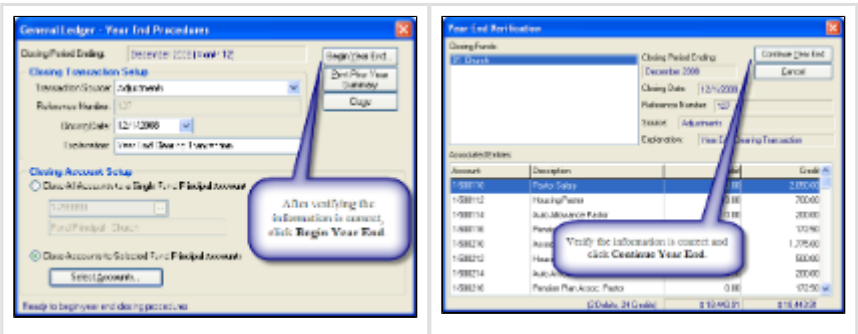
Transaction entry errors that you made and did not correct properly during the accounting period may disrupt the year-end process. If an error message displays, follow the instructions that display in the window for the appropriate action.

Budget information is not affected during year-end procedures. You can create a budget at any time during the year. When the new fiscal year begins, ACS automatically refers to the new budget.

You cannot close the year if you have open transactions. To see which users have open transactions and correct this, you can add a **User** column on the Add/Edit Transactions Grid. To learn more, see Working with ACS Grids.

To close the current year

1. Back up your financial data files.
2. Under Manage Records, click the **Period End Procedures** tab.
3. In the drop-down list, select **General Ledger Year End Procedures** and click **Go** .
4. Verify that the information displayed in the **Closing Period Ending** field is correct. If you operate on a calendar year, the closing period ending must read December 2XXX (Month 12). If you operate on a fiscal year, the closing period ending must read Month (the last month of your fiscal year) 2XXX (Month 12).
5. In the drop-down list, select a **Transaction Source**.
6. Enter a **Reference Number**.
7. Select the **Closing Date**.
8. Enter an **Explanation**.
9. Select how you want to close your accounts. For your accounts to balance properly, the closing account must be a liability account under the Fund Principal heading in your chart of accounts. Each fund has a different Fund Principal Account
   - **Close All Accounts to a Single Fund Principal Account** — If you only have one fund, close all revenue and expense accounts to a single fund principal account. Click **Lookup** to select the closing account.
   - **Close Accounts to Selected Fund Principal Accounts** — If you have multiple funds, close each fund to its own fund principal (or closing) account. For each fund, in the **Accounts** field, click **Lookup** to select the closing account. Then, enter a reference number.
10. Click **Begin Year End**.
11. Verify the information in the Year-End Verification window and click **Continue Year End**.
12. Click **Yes** to print the Prior Year Summary Report.



Reports to Print when Closing General Ledger

You can print any General Ledger Report that includes YTD information. Some suggested reports include:

Report	Reason for Printing
Chart of Accounts Detail	Print this report to make sure each account has the proper fund attached. Be sure to select **Include Deactivated Accounts** on the **Report Options** tab.
Balance Sheet	Print this report to make sure you are in balance before closing.
Year-End Summary Report	At the end of closing the year, you can print the Year-End Summary Report to make sure all accounts closed properly.
Balance Sheet (after closing)	After closing, print this report again to make sure you are still in balance. The balances may not be the same as they were before closing if you have entered transactions for the new year.
Transaction Posting Journal	To see what date the year was physically closed, print this report. The posted data should be the closing date entered (the last date of your calendar year), and the Year should display the year that was closed.

Renumbering the Chart of Accounts

The best time to create a new chart of accounts or renumber accounts is after closing the year in General Ledger. This gives you an easy-to-remember date, and your revenue and expense account balances are zero, which means you have fewer balances to enter.

Before renumbering your accounts, ACS Technologies recommends that you archive your financial data. Archiving your data gives you an exact copy of your dataset before any changes are made. You can still make entries to the archived dataset and print any needed reports.

When renumbering accounts, some clients want to change the format of the account. In ACS, an account format change is called the account mask. Here are the variables that you can use in your account numbers. You can use these variables in any order.

- # — numeric characters
- ? — alphabetic characters
- & — alphabetic characters in forced upper case
- ~ — alphabetic characters in forced lower case

- @ — any character
- ! — any character in forced upper case
- any other character is literal (for example, * displays and prints as *)

After you renumber your chart of accounts, it's a good idea to print the Chart of Accounts report to verify your entries. You can correct entries if you need to.

To change the account mask and renumber your accounts

1. Under Advanced Tools, click the **Settings** tab.
2. Select **General Ledger** in the drop-down list, and click **Go** .
3. Click the **Account Setup** tab.
4. Click **Update**.
5. Enter the account number format and click **Next**.
6. As ACS highlights each account, enter the new account number and press **ENTER**.
7. Repeat step #6 until all account numbers are updated, then click **Finish**.

When you click **Finish**, ACS remaps your accounts and updates the account numbers in the other modules in which account numbers are used. For example, in the Payroll module, the expense account and checking account for each cost center are updated.

To print the Chart of Accounts - List Only

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add Account** and click **Go** .
3. On the **Chart of Accounts** tab, click **Print**.
4. When the report displays, click **Print Report** .

Summarizing the Financial Year

Financial Suite Procedures

These procedures are for summarizing transactions in ACS Financial Suite.

To learn about summarizing transactions in ACS Contributions, see Summarizing Contributions Data.

Summarizing a year, or years, compresses the amount of data that is stored in ACS. This is particularly beneficial if you have a large dataset, as it can make certain tasks faster. After you summarize, you can delete vendors, customers, or employees because their history is removed. You can also delete accounts if the accounts had a zero balance at the time of summarizing and there were no transactions posted to the account during the current year or last year.

When you summarize, ACS creates a summary transaction for the last month of your fiscal or calendar year, and the applicable Accounts Payable invoices are deleted. You can summarize multiple times, but you cannot summarize data for the current year or your last year. However, you can summarize any year outside of those two years.

When summarizing the General Ledger, you must summarize the other modules as well. Only Accounts Receivable and Payroll can be summarized independently. Transactions, invoices, and checks must meet the following criteria before summarizing:

- **General Ledger** — All transactions that were posted in or before the year that you select to summarize.
- **Accounts Payable** — All paid invoices that were posted in or before the year that you select to summarize and were paid on or before the Paid on or Before date.
- **Accounts Receivable** — All invoices that have an invoice date on or before the year that you select to summarize and were paid on or before the Paid on or Before date. This also includes all applied payments that have a payment date on or before the year that you select to summarize.
- **Payroll** — All checks that have a date in or before the year that you select to summarize.

You must make a backup of your financial data before summarizing years, and we also recommend printing a Trial Balance Report before summarizing. After the summarize utility finishes, use this report for comparison purposes.

To summarize years

1. Under Manage Records, select the **Period End Procedures** tab.
2. In the drop-down list, select **Summarize Financial Data** and click **Go** .
3. In the drop-down list, select the **Fiscal Year** that you want to summarize. Any non-summarized years before the selected year are summarized also. For example: If you select 2009, the summarize utility summarizes all years through and including 2009.
4. In the **GL Summary Source** drop-down list, select a transaction source. To use this option, you must summarize General Ledger transactions.
5. Choose which modules you want to summarize. Select from the following: **Summarize General Ledger & Clear AP Invoices**, **Clear Accounts Receivable**, **Summarize Balances**, and **Clear Payroll**.
6. Click **Summarize Year**.

Additional Field Information

Fiscal Year
Select a year to summarize from the drop-down list. Any years prior to the selected year that are not summarized are summarized at this time.

You can summarize for any year outside of the current year or last year. For example, if you are operating in the year 2011, you can summarize year 2009 and any year before 2005. However, you cannot summarize years 2011 (current year) or 2010 (last year).

GL Summary Source

Select an adjustment transaction source. When accounts are summarized in General Ledger, ACS uses the selected transaction source in the summary transactions.

Summarize General Ledger & Clear AP Invoices
Click to summarize General Ledger accounts and clear Accounts Payable invoices. When you select this option, all modules are summarized.

Posted on or before
Displays the last month of your fiscal or calendar year.

Paid on or before
Displays the last date of your fiscal or calendar year.

Clear Accounts Receivable
Click to clear invoices and payments from customer records.

Summarize Balances
Click to clear all detail transactions and create a summary of transactions for unpaid invoices and unapplied payments for the Fiscal Year selected.

Clear Payroll
Click to clear checks from employee records.

Common Questions about General Ledger Year-End Procedures

Can I post entries to January before I close the year?

Yes, you can post entries to January before closing the current year. Make sure to change the posting month and year when entering the transaction. You must also select **Allow Posting to Prior Periods** in General Ledger Transaction Setup.

To allow posting to prior periods

1. Under Advanced Tools, click the **Settings** tab.
2. From the drop-down list, select **General Ledger** and click **Go** .
3. On the **Transaction Setup** tab, click **Edit**.
4. Select **Allow posting to prior periods**, then click **OK**.

When I try to close my year, I get a message that one of the closing accounts is attached to the wrong fund. Why?

To ensure that your books remain balanced after closing the year, each account in your chart of accounts is assigned to a fund, and each fund in **Add/Edit Lists** is assigned to a closing account. The closing account is also known as the Fund Principal account in the Chart of Accounts.
For Example:

Chart of Accounts Add/Edit Lists

Fund Principal Account	1-299999	**Fund**	001	**Closing Account**	1-299999	**Fund**	001
Fund Principal Account	2-299999	**Fund**	002	**Closing Account**	2-299999	**Fund**	002

This example includes two **Fund Principal** accounts in Add/Edit Chart of Accounts. One is assigned to Fund 001 and the other is assigned to Fund 002. In Add/Edit Lists, the appropriate Fund Principal account is entered in the **Closing Account** field of each fund.

Also, each account in your Chart of Accounts must have a fund assigned to it. To verify that all accounts have a fund assigned, print the **Chart of Accounts - Detail** report. You can review each account and its fund. If an account is missing a fund, edit the account in Add/Edit Chart of Accounts and enter the fund.

When I try to perform year-end procedures, I get a message that there are open transactions. How do I find them?

If you receive this message, the open transactions are in General Ledger, not in any other modules in the Financial Suite. However, they were entered in a prior period or by a different user.

To find open transactions

1. Under Manage Records, click the **Transactions** tab.
2. From the drop-down list, click **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**.
4. In the drop-down lists, select **General Ledger**, and **Open Transactions**.
5. Under **Posting Period**, select **All Users** and **All Periods**. The open transactions will display.
6. Delete or post the open transactions.

What transaction source should I use for year-end closing?

You must use an Adjustment Source Type for year-end closing. You can define adjustment source types in Define Lists.

The first adjustment source type listed in Define Lists is the transaction source that displays in the General Ledger - Year End Procedures window. You can select other adjustment sources in the **Transaction Source** drop-down lists. Since each adjustment source is defined as an adjustment source type, you can select any of them.

What is the difference between the transaction sources available for year-end closing?

The only difference between the transaction sources available for year-end closing is the **Source Code** and **Description** assigned to each in Define Lists. Since each transaction source is an adjustment source type, they each post to General Ledger the same way- just select the **Source Code** you prefer to display on year-end reports.

What if my audit is not done and I need to enter adjustments? Can I do these later, or do I have to wait to close my year?

You can enter adjustments at any time. Some audits are performed months after the first of the year, so you should close General Ledger as usual. Once the audit is complete, if you need to post adjusting entries after the year is closed, you can post them to the General Ledger. When you are posting, make sure you set the **Posting Period** to December of the Previous Year in the transaction window. This entry changes December's ending balance and January's beginning balance on reports.

If you have adjusting entries to post and the year is closed, you can post them to the General Ledger by using the 13th month feature. When you key your entries, set the 13th month and the Previous Year in the transaction window. These entries do not affect December's ending balance but will reflect January's beginning balance.

The 13th month feature was created for year-end audit adjustments that are Journal Entry and Adjustments entries. It is a false month that falls between the last month of the prior fiscal year and the first month of the new fiscal year. The Office of Accounting uses it to complete year-end entries for reporting purposes. All 13th month transactions, such as closing entries of all expenditures and income for the prior year, post to the 13th month. Therefore, when you enter those transactions, select the 13th month and the previous year.

What reports should I print before closing?

Print all reports that your Finance Committee, CPA, financial advisers, or auditors need to review. These may include the **Bank Account Journal**, **Check Register**, **Posting Journal**, and Statement reports such as the **Analysis of Revenues and Expenses**, **Balance Sheet**, and **Trial Balance**.

If I am out of balance, will closing my year put me back in balance?

No. Performing year-end procedures while your funds are out of balance only causes you to start the new year out of balance.

Balance your books before closing the year. You can begin by printing the balance sheet with the option **Include Inactive Accounts** selected. Perhaps a transaction was posted to an inactive account in error. If so, you can leave the transaction posted to that account or reverse it and post it to an active account.

Another way to determine if your accounts are out of balance is to print the balance sheet for all funds. If your accounts display as balanced, you have a crossing funds transaction that you need to correct.

Can I print reports after closing the year?

Yes, you can. When printing reports, you can change the **Post Month/Year** to a previous period.

Common General Ledger Questions

Reconciled checks display in bank reconciliation. How do I get rid of them?

To remove these checks from Bank Reconciliation, you must reconcile them outside of Bank Reconciliation.

To reconcile checks in General Ledger

1. In Bank Reconciliation, do not mark the check for reconciliation.
2. Click **Save** to close Bank Reconciliation.
3. On the G/L Posting Menu, click **Add/Edit Transactions**, then **View**.
4. Click **Find Transaction** .
5. On the **Text Search** tab, select **Ref. No**.
6. Enter the check number and click **Find Text**.
7. When the Search Results display, double-click on the check. The Add/Edit Transactions list displays with the check selected.
8. Select **Reconciled**. When you return to the bank reconciliation window, the check does not display.

How do I transfer funds from one bank account to another so transactions display in Bank Reconciliation?

When you move funds from one bank account to another, you must use the Bank Transfer option so the entries display in Bank Reconciliation. This function splits the transaction into two transactions: a withdrawal and a deposit. The withdrawal displays in Bank Reconciliation for the account the money is taken from; the deposit displays in Bank Reconciliation for the account the money is deposited into.

To transfer funds between bank accounts

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then click **Bank Transfer**.
4. Enter a reference number or click **Next** to auto-assign the available reference number for the Transaction Source (Bank Account Transfer).
5. Enter the amount of the funds transfer, then enter or select the date of the funds transfer.
6. On the **Transfer** tab, in the **Credit Acct** field, enter the general ledger account number that will decrease. ACS deducts the funds from this account.
7. Optional: In the **For** field, enter an explanation.

8. In the **Offset** field, enter the general ledger transfer account number. If you do not have a transfer account in your chart of accounts, use the fund principal account for the credit account.
9. In the **Debit Acct** field, enter the general ledger account number that will increase. ACS adds the funds to this account.
10. Optional: In the **For** field, enter an explanation.
11. In the **Offset** field, enter the general ledger transfer account number. If you do not have a transfer account in your chart of accounts, use the fund principal account for the debit account.
12. Click **OK**, then **Close**.
13. Print the **Proof List** report.
14. Click **Begin Post**.
15. Click **Yes**, **OK**, and **Close**.

I added a new expense account to my chart of accounts, but it does not display on the Analysis of Revenues and Expenses report.

When you add an account to your chart of accounts, you must select the heading you want the account to display under before clicking **Add Account**. If the account is active with a balance for the month, it displays on your printed report appropriately. If the account does not display in the correct place on the report, the account was added under the wrong heading.

If no transactions are posted to the account, you can move the account to the correct location in the chart of accounts.

To move an account

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts** and click **Go** .
3. Select the account you want to move, then click **Move Account**.
4. Select the heading under which the account should display.
5. Click **OK**.

You can also drag and drop an account from one heading to another.

Note

If transactions are posted to the account, you must move the account within the same account type. For example, you can move an expense account to any subheading in the Expenses account type, but you cannot move an expense account to a subheading in the Liabilities account type.

If the account is under the wrong account type and transactions are posted to it, you cannot move it.

You must add the account under the correct heading. However, you must first change the account number and description under the present heading so you can add the present account number under the correct heading.

To add an account with transactions to another heading

1. Under Manage Records, click the **Chart of Accounts** tab.
2. In the drop-down list, select **Add/Edit Chart of Accounts**, and click **Go** .
3. Select the account under its present heading, and click **Edit Account**.
4. Enter a new account code. We suggest choosing an account code you will not use, such as all nines (9-999999, 0099999, or similar to fit your account mask).
5. In the **Name** field, enter a new description to indicate that this is no longer a valid account, then click **OK**.
6. Select the correct account heading and click **Add Account**.
7. Enter the original account code and account name.
8. Select the fund and any other options that apply to the account, then click **OK**.

Once the account is added under the correct heading, you must move the balance of the account from the original account to the new account. You cannot move the transactions, only the balance. You can enter a transaction and post it to move the balance.

When you move the balance of the account, you debit one account and credit another account. The account type of the two accounts determines which account is debited and which account is credited. Refer to the following table to determine the correct balance type for each account type. When you want to reduce the balance in one account to zero ($0.00), enter the balance amount as the opposite of its correct balance type.

For example, an expense account has a balance of $250.00. The account should be a liability account. After adding the account with transactions to another heading, you want to move the balance. Enter a transaction to credit the “old” account because the expense account has a debit balance, then credit the new account because liability accounts carry a credit balance. To balance this transaction, enter a debit amount equal to the amount of the two credits. Use the fund principal account because you have no other account involved in this transaction. However, if you have two accounts to which you enter a debit amount and a credit amount that are equal, do not make any other entries because the transaction is balanced.

Asset Type	Balance Type
Assets	Debit
Liabilities	Credit
Fund Principal	Credit
Revenues	Credit
Expenses	Debit
Other Revenues	Credit

Asset Type	Balance Type
Other Expenses	Debit
Temporary Restricted	Credit
Permanent Restricted	Credit

To move the balance from one account to another

1. Under Manage Records, click the **Transactions** tab.
2. In the drop-down list, select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. In the **Transaction Source** drop-down list, select **Journal Entry (JRE)**.
5. Verify the posting period is correct. If necessary, edit the Month 9 or Year 2011 field to change the posting period.
6. Under **Transaction Entries**, click **Next**, or enter a reference number.
7. Enter a date, or press **Enter** to accept the current date.
8. Optional: Enter an explanation.
9. Click inside the **Transaction Entries** grid and enter the old general ledger account number. This is the account number when adding an account with transactions to another heading.
10. Enter the balance in the correct **Debit** or **Credit** field, and press **Enter**.
11. Optional: Enter a comment.
12. Optional: Click in the **Project** column and select a project code from the drop-down list.
13. Enter the new general ledger account number.
14. Enter the balance in the correct **Debit** or **Credit** field, and press **Enter**.
15. Optional: Enter a comment.

To print the Proof List

1. On the G/L Posting Menu, click **Preview**.
2. When the Proof List displays, click **Print** , then **Close**.

To post the transaction

1. On the G/L Posting Menu, click **Post Transactions**.
2. In the Posting Period dialog box, make the selections that you want.
3. Click **Begin Post**, then **Yes**.
4. Click **OK**, then **Close**.

I received my bank statement and found that the bank cleared a check for the wrong amount. What do I do?

When you discover that a check for an incorrect amount cleared the bank, contact your bank representative immediately so the error can be corrected. However, it may take a couple of months for the correction to display on your statement, and you need to reconcile your current statement.

To reconcile your current statement, you must post an entry in ACS for the difference in the true amount of the check and the amount that cleared the bank. Determine the difference by subtracting the smaller amount from the larger amount, then enter and post a transaction for the amount of the bank error.

To correct a bank error while in Bank Reconciliation

1. In Bank Reconciliation, from the drop-down list, select the **bank account**, then click the **Adjustments** tab.
2. Click **Add New Transaction**.
3. In the **Transaction Source** drop-down list, select **Checking Account Credit (CCR)** or **Checking Account Debit (CDB).**
4. Select the appropriate **Checking Account**.
5. Enter a **Reference Number**, or click **Next** to assign the next available reference number for the transaction source.
6. In the **Date** field, enter or select the date of the bank error.
7. If you are entering a CCR, click **Lookup** to select a vendor in the **Pay to the Order of** field.
8. Enter the amount of the bank error.
9. Optional: Enter a memo.
10. In the **Debits** field (if entering a CCR), or in the Credits field (if entering a CDB), enter the general ledger account number that you want to charge for the bank error. (You can use the same account number from when you entered the original check or deposit in ACS.)
11. Click **OK**, then **Yes**.
12. Click the **Transactions** tab and continue with bank reconciliation.

To enter a transaction to correct a bank error

1. Under Manage Records, click the **Transactions** tab.
2. Select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions**, then **Add**.
4. In the **Transaction Source** drop-down list, select **Checking Account Credit (CCR)** or **Checking Account Debit (CDB).**
5. Select the appropriate **Checking Account**.
6. Enter a **Reference Number**, or click **Next** to assign the next available reference number for the transaction source.
7. In the **Date** field, enter or select the date of the bank error.
8. If entering a CCR, click **Lookup** to select a vendor in the **Pay to the Order of** field.

9. Enter the amount of the bank error.
10. Optional: Enter a memo.
11. In the **Debits** field (if entering a CCR), or in the Credits field (if entering a CDB), enter the general ledger account number that you want to charge for the bank error. (You can use the same account number from when you entered the original check or deposit in ACS.)
12. Click **OK**, then **Yes**.
13. Click **Close** twice.

Whether you entered the adjustment in Bank Reconciliation or you entered a transaction through Add/Edit Transactions, you must post the transaction.

To post the bank error transaction

1. Under Manage Records, click the **Transactions** tab.
2. Select **General Ledger Transactions** and click **Go** .
3. Click **Post Transactions**.
4. To print the Proof List, click **Print**. Or, click **Preview** to preview it before printing.
5. After reviewing the Proof List, click **Post Transactions**.
6. Click **Begin Post**.
7. Click **Yes**, then **OK**.

I received a returned check from the bank. How do I enter this in ACS?

If the non-sufficient funds (NSF) check was posted in ACS Contributions or Accounts Receivable and you are interfaced with the ACS General Ledger module, ACS corrects the general ledger when you post the correction in the Contributions or Accounts Receivable module.

If the check was posted in the General Ledger module only, you can deduct the amount of the check from your checking account balance in the general ledger.

If your bank charged your account with a processing fee as a result of the NSF check, you must post the bank charge in the General Ledger module regardless of which module the check was posted in originally.

You can add an NSF check using one of two transaction sources- a checking account credit (CCR) or a deposit (DEP) with a negative amount. The CCR displays with the withdrawals in ACS Bank Reconciliation. The "negative" deposit displays with the deposits in ACS Bank Reconciliation.

To add a checking account credit (CCR)

1. Under Manage Records, click the **Transactions** tab.
2. Select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions** then click **Add**.
4. In the **Transaction Source** drop-down list, select **Checking Account Credit (CCR)**.

5. Click **Lookup** to select a checking account in the list.
6. Enter a **reference number**, or click **Next** to assign the next available reference number for the transaction source.
7. In the **Date** field, enter or select the date that the bank posted the NSF to your account.
8. In the **Pay to the Order of** field, enter or select a vendor. Since this is a returned check, the individual may not be a vendor for your organization. You can add the individual as a vendor, or you can add a generic vendor with the name “Returned Check.”
9. Enter the amount of the NSF check plus the amount of the bank charge.
10. Optional: Enter either the individual’s name (if using the generic vendor name of “Returned Check”) or the phrase “Returned Check” (if you added the individual as a vendor).
11. Click **Split Debit**.
12. In the Debits **Account** field, enter the general ledger account number that you used for the original deposit. For example, if this check was a part of your weekly deposit for general tithes, enter the account number for general tithes. The checking account displays in the **Cred** field.
13. Press **Enter** until a new distribution line displays.
14. In the Credits **Account** field, enter the general ledger checking account number, and press **Enter**.
15. In the **Amount** field, enter the amount of the bank charge for processing the NSF check, and press **Enter** .
16. Click in the Debits **Account** field, and press **Enter** until a new distribution line displays.
17. In the Debits **Account** field, enter the general ledger account number for bank charges or fees, and press **Enter**.
18. Optional: Enter a comment.
19. Click **OK**, then **Yes**.

To add a “negative” deposit (DEP)

1. Under Manage Records, click the **Transactions** tab.
2. Select **General Ledger Transactions** and click **Go** .
3. Click **Add/Edit Transactions** then click **Add**.
4. In the **Transaction Source** drop-down list, select **Deposits (DEP)**.
5. Click **Split Debit**.
6. In the Debits **Account** field, click **Lookup** to select the general ledger checking account number and press **Enter**.
7. In the **Amount** field, enter the amount of the check as a negative, and press **Enter**. For example, enter -$30.00. Since this is a negative amount, it displays in parenthesis after you enter it.
8. Press **Enter** until a new distribution line displays.
9. In the Debits **Account** field, enter the general ledger checking account number, and press **Enter**.
10. In the **Amount** field, enter the amount of the bank charge for processing the NSF check as a negative, and press **Enter**. For example, enter -$15.00.
11. Click in the Credits **Account** field, select the general ledger account number that you used for the original deposit, and press **Enter**. For example, if this check was a part of your weekly deposit for general tithes, enter the account number for general tithes.
12. In the **Amount** field, enter the amount of the NSF check as a negative amount, and press **Enter**. The amount displays in parenthesis.

13. Optional: Enter a comment.
14. Press **Enter** until a new distribution line displays.
15. In the Credits **Account** field, enter the general ledger account number for bank charges or fees, and press **Enter**.
16. In the **Amount** field, enter the amount of the bank charge for processing the NSF check as a negative, and press **Enter**.
17. Click **OK**, then **Yes**.
18. Enter a **reference number**, or click **Next** to assign the next available reference number for the transaction source DEP.
19. In the **Date** field, enter or select the date that the bank posted the NSF to your account.
20. Click **OK**, then **Yes**.

After adding the transaction for the NSF check and the bank charge, you must post the transaction.

I posted a deposit for the wrong amount. The bank cleared it for the correct amount. How do I correct this in ACS?

If you posted the deposit in ACS Contributions or Accounts Receivable, check the Contributions and Accounts Receivable help for instructions on correcting the contributor's or customer's records.

If you are interfaced with the ACS General Ledger module, ACS corrects the general ledger when you post the correction in the Contributions or Accounts Receivable module. However, if you are not interfaced with the general ledger or the deposit was posted in the General Ledger module, you must adjust your checking account balance in ACS for the difference. If you do not make the adjustment and you use ACS Bank Reconciliation, you will not be able to reconcile the bank account.

If you posted the original amount for less than the correct amount, you can post another deposit for the amount of the difference. Use the same date of the original deposit, as well as the correct checking account and the general ledger account for which the funds were given or collected. You can use either the transaction source of Deposit (DEP) or Checking Account Debit (CDB).

If you posted the original amount for more than the correct amount, you can correct the checking account balance the same way you would for a returned check. You can use either the transaction source Checking Account Credit (CCR) or use Deposit (DEP) with a negative amount. The only exception is that you do not have any bank charges or fees to post.

The book balance in Bank Reconciliation does not match my checking account balance in General Ledger even though I reconcile to 0.00 every month.

The Bank Reconciliation program in ACS is designed to assist you in balancing your bank statement only. However, you can reconcile the difference between the ending balance in Bank Reconciliation as compared to the figures on your balance sheet.

In a normal setting where all transactions are posted to the correct month and your bank statement includes the first date of the month and the last date of the month, the Current Bank Statement Balance plus In Transit Deposits plus In Transit Withdrawals should match the balance on your balance sheet for the same month. If the two amounts are not the same, you have transactions included in the amount on your balance sheet that are not included in bank reconciliation or some transactions are included in bank reconciliation that are not included on the balance sheet.

Here are some examples:

1. Transactions display in Bank Reconciliation based on transaction date (the check date or the deposit date). The balance sheet is calculated by the posting period of transactions. For example, you issue check number 2365 on 03/04/2XXX but date the check 02/14/2XXX. Your posting period is 03/2XXX. Check number 2365 displays in ACS Check Reconciliation for the period 02/01/2XXX-02/28/2XXX and affects the book balance in Check Reconciliation for February. However, the checking account balance in General Ledger is not affected by this check until March because the posting period was 03/2XXX. When you print your balance sheet for February, the amount of check 2365 is not included in the checking account balance because the transaction was posted to 03/2XXX.
2. A current or previously posted check was voided to a future posting period. For example, a check dated 01/24/2XXX is posted to 01/2XXX but the void is posted to 02/2XXX. You are reconciling your bank statement with dates of 01/01/2XXX-01/31/2XXX. The check and the voided transaction displays in Check Reconciliation for January; however, the balance sheet balance for January includes only the original check, not the void. You should always void a check to the current General Ledger month (yet to be reconciled) so that this does not occur.
3. The initial beginning balance entered for the checking account in Add/Edit Transactions did not take into consideration in-transit transactions. When entering the beginning balance for a checking account, you should always back out the outstanding checks and deposits from the checking account balance and enter them as transactions so that you will reconcile correctly. This lets you clear the items when they display on your bank statement and match what you see in Check Reconciliation with the balance you see on the balance sheet.

In examples 1 and 2, you must consider the transactions when you attempt to reconcile the items in Check Reconciliation to your balance sheet balance. In example 3, you might not be able to reconcile back to the balance sheet even when considering the transactions mentioned in examples 1 and 2. In this situation, consider making a journal entry if the difference is the same each month (once all transactions are considered).

I have posted several transactions to the wrong month. Can I correct the posting period?

One of the most important items in General Ledger is the posting period. If you close your month on a timely basis and change the post month to the current month, you should not experience posting errors. However, this is not always possible.

Whenever your posting period is not the same as the current month, you must remember to change the post month/year to the desired period while entering transactions. ACS prompts you to do this, but if you don't, you must make corrections to ensure financial reports are accurate.

Void the transactions and post them to same month of the original transactions. Then re-enter and post the transactions to the correct posting period.

I entered a journal entry, and when I clicked OK, I received a warning that I was crossing funds. What does this mean?

The accounts you use to post entries and report to your finance committee or church members make up your Chart of Accounts. These accounts are assigned to funds, which is also known as a set of books in General Ledger. You might have one fund set up for the church's accounts and another fund set up for the day care's accounts.

When you add accounts to your chart of accounts, you must attach one of these funds to an account and indicate that the account is for that fund only.

When entering transactions in General Ledger or any other module in ACS Financial Suite, you use debit and credit accounts that are assigned to the same fund. If you use a debit account assigned to the church fund and a credit account assigned to the day care fund, you are "crossing funds," which means you are not using accounts from the same fund.

You might need to cross funds at times, however. If you are certain that your entry is correct, you can accept the warning and continue posting the transaction. However, if you print your balance sheet by fund, your balance sheet displays out of balance due to the cross-fund transaction.

ACS includes an Automatic Fund Balancing feature that corrects funds after posting so that reports are always in balance by fund.

I printed my balance sheet, and it indicates that it is out of balance. What do I do?

To determine if you are truly out of balance, print the balance sheet for all accounts with no fund filters and include inactive accounts. If you are in balance when you print the balance sheet using these settings, you are not truly out of balance. The filters you selected caused it to appear out of balance.

If you are only out of balance when printing the balance sheet by fund, you have crossed funds while entering a transaction. For example, you have posted one side of the transaction to one fund and the other side of the transaction to another fund. If the transaction is correct, you can enter a transaction between your fund principal accounts for each fund to offset the amount that you crossed. For example:

Original Entry	Amount
Debit Checking	Church $50.00
Credit Expense	Building $50.00

Correcting Entry to Balance the Amount Between Funds	Amount
Credit Fund Principal	Church $50.00
Debit Fund Principal	Building $50.00

If the transaction was posted incorrectly, you can reverse the transaction and repost it correctly, or you can correct the portion of the transaction that was posted to the wrong fund.

For example, you have two funds: one for the church and one for the day care. You have purchased a new crib for the church nursery that is not used in the day care. When the invoice is paid, the message “This transaction crossed funds and will cause the balance sheet to appear out of balance when printing by fund” displays. When the invoice is paid, the entry is as follows:

Transaction Type	Description
Debit	Nursery Furniture - Day Care
Credit	Checking - Church

This transaction crossed funds and will cause the balance sheet to appear out of balance when printing by fund. You can correct this in one of two ways:

Transaction Type	Description
Debit	Checking - Church

Transaction Type	Description
Credit	Nursery Furniture - Day Care

Transaction Type	Description
Debit	Nursery Furniture - Church
Credit	Checking - Church

OR

Transaction Type	Description
Debit	Nursery Furniture - Church
Credit	Nursery Furniture - Day Care

When entering the correcting entries, the system displays a warning that you are crossing funds. Accept the warning since you are correcting a previous entry. Once the correcting transaction is posted, your balance sheet should be in balance for all funds.

Reviewing Crossed Funds

You can print the Funds out of Balance report to review crossed funds.