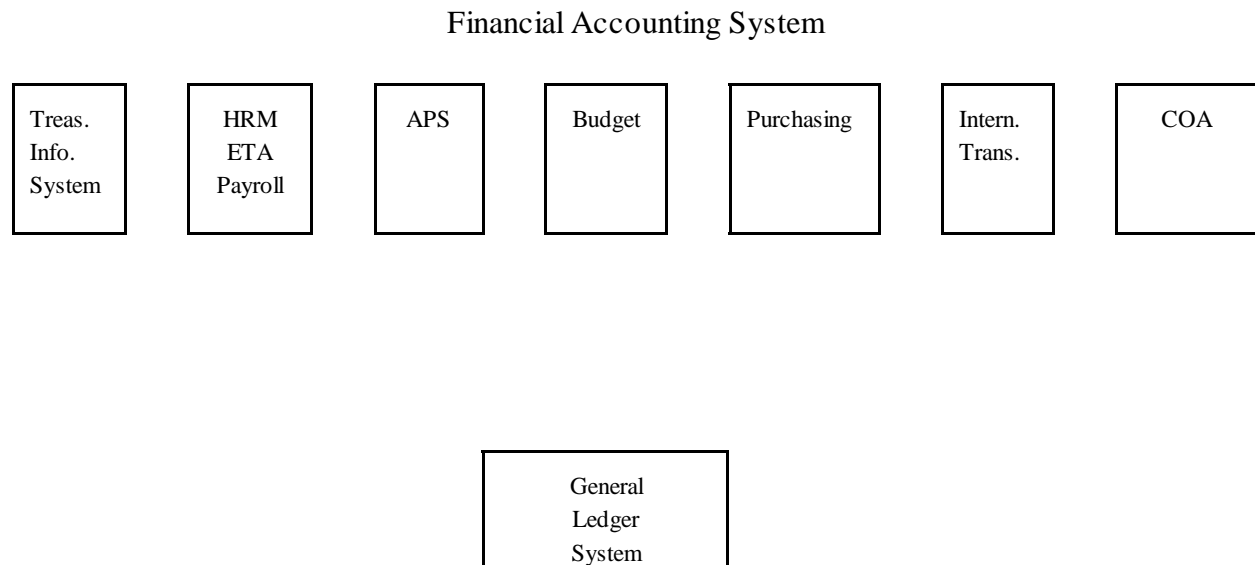


Louisiana State University General Ledger System

Introduction

Purpose of User's Guide

The General Ledger System (GLS) is the core system to the integrated Financial Accounting System of the University. All the financial data of the University is stored in this system. Some of the data is fed to the GLS from other financial systems, as depicted on the chart below, while other data is entered directly into the GLS system via on-line screens. This User's Guide should provide you with the information necessary to use the University Financial Accounting System and the GLS.



Definitions

<i>ACCOUNT CODE</i>	A code (or number) assigned by Accounting Services or Budget and Planning and defined on the Chart of Valid Accounts which defines an entity for which debits and credits are accumulated to produce a financial record. It is the basis by which funds are classified and is used to identify fund, function, organizational unit and activity (source).
<i>BUDGET ADJUSTMENT</i>	An Accounting entry which increases or decreases a budget for revenues or expenditures. These adjustments can be "P"ermanent or "T"emporary.
<i>BUDGET OBJECT</i>	The object code associated with the budget for the University. This object represents the highest level at which funds can be budgeted.
<i>CURRENT STATUS</i>	The status of an accounting entry which has been approved at all necessary levels and has been released into the GLS to affect the ledger balances on account(s).
<i>EFFECTIVE DATE</i>	The date in which the accounting entry becomes effective, allowing post and future-date processing and daily account balancing.
<i>ENCUMBRANCE NUMBER</i>	A number used to relate a transaction to a specific requisition, purchase order, work order, IT order, etc.
<i>ENCUMBRANCE TYPE</i>	An identifier used in conjunction with encumbrance number to distinguish between types of encumbrances (i.e. requisitions, purchase orders, work orders, IT orders).
<i>ENTRY TYPE</i>	An identifier used to distinguish type of accounting entry as follows: BA - Budget Adjustment BF - Batch Feed BT - Bank Transfer CJ - Compound Journal Voucher CS - Cash Journal Voucher DJ - Departmental Journal Voucher EI - Encumbered Internal Transaction GE - Grant Establishment IT - Internal Transaction SJ - Simple Journal Voucher
<i>FUND</i>	An accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and a fund balance. Separate accounts are maintained for each fund to insure observance of limitations and restrictions placed on the use of resources.

Funds of similar characteristics are combined into fund groups which are generally as follows:

current funds	plant funds
loan funds	agency funds
endowment funds	Foundation

<i>INCOMPLETE STATUS</i>	Status to identify an accounting entry as incomplete, meaning not yet balanced or not passing all edits.
<i>OBJECT CODE</i>	Identifier to distinguish category of expenses, revenues, source of funds, assets, liabilities or fund balances.
<i>PENDING STATUS</i>	Code identifying an accounting entry as complete (i.e. balanced and has passed all edits) but not yet approved or effective.
<i>PROJECT NUMBER</i>	Unique number to identify a specific activity at the University. This activity may be a sponsored project that crosses campuses or departments, or may be projects internal to a department that represent activity in multiple accounts, or multiple activities within a single account.
<i>RELEASED STATUS</i>	Code that identifies an accounting entry as balanced and approved by Accounting Services or Budget and Planning, but is not yet current because the effective date has not been reached.
<i>SOURCE DOCUMENT</i>	A number used to identify related transactions and to locate the backup document(s) that resulted in the accounting entry. Each accounting entry may have up to four source documents associated with it.
<i>SUBJECT CODE</i>	A one digit identifier which can be used to further divide an object code. This number is not pre-defined and can be used by the departments as desired.
<i>SUMMARY OBJECT</i>	A code associated with each object code for reporting and subtotaling. Normally, this is the same level at which budget is defined.
<i>TENTATIVE TRANSACTION</i>	An accounting entry that reflects pre-encumbrances and transactions that are pending. These transactions do not affect ledger balances but do affect tentative balances in the system.
<i>TRANSACTION TYPE</i>	Code used to categorize each line item of an accounting entry. The categories are as follows: A - Assets B - Expenditure Budget C - Commitments (Pre-encumbrances) D - Deferred Revenues E - Encumbrances F - Fund Balance I - Budgeted Income/Revenue L - Liabilities

N - Prepaid Expenses
P - Payroll Expenditures
R - Revenues
S - Summary Control
X - Expenditures

VOUCHER NUMBER A unique identifier assigned to an accounting entry or group of entries.

VOUCHER TYPE A code used to categorize vouchers. Examples of valid codes are as follows:
For a complete list of codes, select the GLS code tables menu.

AP - Accounts Payable
BA - Budget Adjustments
IT - Internal Transactions
JV - Journal Vouchers
PO - Purchase Orders
PR - Payroll
TR - Travel
TS - Treasurer System
WO - Work Orders

Financial System Access

The University financial data has strict security for access. The financial systems have been designed to accommodate this security at two different levels. Inquiry access can be granted down to the department level. When an employee tries to view financial data for a specified account or group of accounts, an access table is referenced to determine whether that employee has been cleared for access to that data by the appropriate authority.

Update capability is also granted at the department level, and can be different from inquiry access. For example, an employee may be given inquiry access to all accounts in the College of Basic Sciences, however that employee may only have update access to the accounts in the Department of Chemistry. This type of access allows flexibility within the departments for allocating work assignments without compromising the integrity of the data in the system.

The form on the following page should be duplicated and used to request access for a specified logonid. The signature of the department head or appropriate authority must be on the form before forwarding to the Office of Accounting Services.

LOUISIANA STATE UNIVERSITY SECURITY ACCESS FORM

Name of User: _____

Department: _____

Logonid of User: _____

Department Phone: _____

Printer Destination: _____

(If you are unsure of your printer destination, contact the office of Information Technology Support at 8-3700). Fill in the Account # or Organizational ID and check (%) the system authorization. If GLSACCT or BGT is selected, then you must choose either update or view.

ACCOUNT # OR ORG ID	GLSACCT	Update and View	View	HRM	ETA	LVT	BGT	U & V	V
Example - 188530500	%		%			%			
0629							%	%	

Authorizing Signature Date

Note: If access is to be granted to all accounts within a department, enter only the first five digits. If access is to be granted to all accounts within a college, enter only the first three digits, however approval of the Dean's office must be acquired. If access is to be granted to all accounts within a campus, enter only the first digit; however, approval of the Chancellor's office must be obtained.

Forward completed request to the attention of:
 Security Officer
 Financial System Services
 216 c Thomas Boyd Hall

Louisiana State University General Ledger System

Account Code Structure

Account Code Structure

The account code structure at LSU consists of two different types of accounts; a general ledger (G/L) account and a subsidiary ledger (S/L) account. The general ledger accounts are further divided into three types; assets, liabilities and mapping accounts. Each of these types of accounts is explained in detail in the pages that follow.

A separate G/L mapping account is established for each fund/campus, or for each entity within a fund for which fund balances are maintained or for which separate financial statements are needed. Each S/L account is "mapped" to a specified G/L mapping account, and all budget, encumbrances, revenues, expenditures and pre-encumbrances in S/L accounts are recorded in summary in the G/L mapping account. Each S/L account maps to a single G/L mapping account while one G/L mapping account represents summary information for a group of related S/L accounts. Summary entries to these G/L mapping accounts are system generated and are not the responsibility of the personnel in the departments.

To determine the mapping account for a specific S/L account, view the "Basic Account Information" in the Chart of Accounts (COA) system. See the appropriate section of this guide for how to use the COA.

**LSU Account Number
Meaning of the Digits
Subsidiary Ledger Accounts**

First Digit - identifies campus as follows:

- 0 - LSU System
- 1 - LSU and A&M College
- 2 - LSU at Alexandria
- 6 - LSU at Eunice
- 8 - Paul M. Hebert Law Center
- 9 - LSU Agricultural Center

Second and Third Digits - identify college or major unit

Fourth and Fifth Digits - identify department or division

Sixth Digit - identifies source of funds as follows:

- 0 - Unrestricted state and federal appropriations and self-generated funds

1 -

Restricted fees

- 2 - Restricted state appropriations
- 3 - Restricted federal appropriations
- 4 - Restricted state and local grants and contracts
- 5 - Restricted federal grants and contracts
- 6 - Restricted private grants and contracts
- 7 - Restricted endowment income
- 8 - Restricted sales and services of educational departments
- 9 - Restricted from other sources, indirect costs recovered, and reimbursements from LSU Retirement System.
- P - Unexpended Plant
- A - Agency Fund

Seventh and Eight Digits - identify function as follows:

00 - 09 Instruction - All activities which are part of the instructional program, including organized activities relating to educational departments, extramural teaching and correspondence study; excludes office of college deans and equivalent academic administration.

10 - 19 Research - All sponsored research and other separately budgeted research.

20 - 29 Public Services - Cooperative extension, short courses and conferences, institutes and other non-instructional services beneficial to external groups.

30 - 39 Academic Support - Libraries, museums and galleries, audio-visual services, academic computing support, demonstration schools, deans of colleges and equivalent academic

administration and course and curriculum development.

40 - 49 Student Services - Social and cultural development, such as intramural athletics, student organizations, etc., financial aid administration, student admissions and records, student health services, etc.

50 - 59 Institutional Support - Executive management, fiscal operations, general administrative services, logistical services (including campus police, campus mail and motor pools) and community relations.

60 - 69 Operation and Maintenance of Plant - Services and maintenance related to campus grounds and facilities, including utilities, property insurance, fire protection, and similar items.

70 - 79 Scholarships and Fellowships - Grants - in-aid, trainee stipends, tuition and fee waivers and prizes.

80 - 89 Auxiliary Enterprises - Essentially self-supporting operations designated as auxiliary enterprises by the Board of Supervisors.

90 Transfers - Debt service requirements, loan fund matching and other transfers to unexpended plant.

95 Hospital - Restricted expenditures.

97 Hospital - Unrestricted expenditures.

99 Clearing - Charge-outs.

The following page illustrates the account code structure for University and Foundation accounts. All accounts are maintained on the University's Chart of Valid Accounts (COA) system. All IMS users have access to this COA and can get to the main menu of that system by typing **/for coamenu** after signing on to IMS.

**LSU Account Number
Meaning of the Digits
General Ledger Accounts**

All General Ledger (G/L) accounts can be identified by the following account code structure:

X84-4X-XXXX
X92-XX-X3XX
193-XX-X3XX

First Digit - identifies campus as follows:

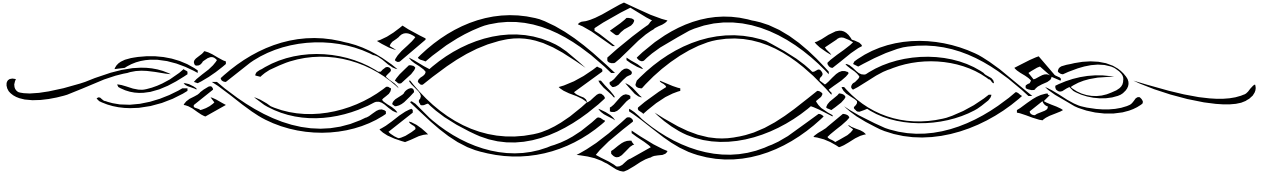
- 0 - LSU System
- 1 - LSU and A&M College
- 2 - LSU at Alexandria
- 6 - LSU at Eunice
- 8 - Paul M. Hebert Law Center
- 9 - LSU Agricultural Center

Sixth Digit - identifies fund as follows:

- 0 - Current Unrestricted Fund
- 1 - Current Restricted Fund
- 2 - Current Restricted Auxiliary Enterprise Fund
- 3 - Loan Fund
- 4 - Endowment Fund
- 5 - Unexpended Plant Fund
- 6 - Renewals & Replacements Fund
- 7 - Retirement of Indebtedness (Sinking) Fund
- 8 - Investment in Plant Fund
- 9 - Agency Fund
- E - LSU Foundation Endowed Fund
- F - LSU Foundation Non-Endowed Fund

Seventh Digit - identifies type of account as follows:

- 1 - Assets
- 2 - Liabilities
- 3 - Mapping (Fund Balances)



Louisiana State University

General Ledger System

Chart of Accounts



COA System

The LSU Chart of Accounts system (COA) was developed to maintain the University's valid general ledger and subsidiary ledger account numbers. These numbers are structured nine digit numbers that are unique across the system. The account structure section of this guide explained in detail the meaning of the digits and the relationship between subsidiary ledger and general ledger accounts. This section of the guide is provided to aid the user in how to inquire into the COA and to interpret the information.

There are two different menus that relate to the University account numbers. The first is the COAMENU which is used to inquire into specific accounts and review the attributes associated with specific accounts. The second is the COA/GLS MENU, which is used to review the relationship that has been established between an account number and specific objects, transaction types and project numbers.

From the IMS System Menu type COA and you will receive the **Chart of Accounts Menu** as shown below. For complete instructions for signing on to IMS see page 71.

```
COAMENU                CHART OF ACCOUNTS MENU                01/17/01 10:58:4
ACTION:  (A/ADD, C/CHANGE, V/VIEW)  CODE:          ACCT CODE          FY
----- CODES FOR DATA ENTRY -----
ACC - ACCOUNTS                ADR - CODE TABLE ADDRESSES
ACQ - ACCOUNTS QUERY          AUX - AUXILIARY CODES AND DEPARTMENTS
EXP - EXPENDITURE/REVENUE INFO  CDM - CODE MENU
RST - ACCOUNT DONOR RESTRICTIONS  COD - CODE DETAIL INFORMATION
SPA - SPONSORED PROGRAM ACCOUNTING
SPQ - SPONSORED PROGRAMS QUERY

----- PF KEYS -----
1 - ACCOUNT INFO                7 - SPS MENU (WHEN AVAILABLE)
2 - EXPENDITURE/REVENUE INFO    8 - ACCOUNT RESTRICTIONS
3 - SPONSORED PROGRAM ACCOUNTING/GRANTS  9 - ACCOUNT QUERY
4 - SPONSORED PROGRAMS QUERY    10 - GLSMENU
```

There are many options available from this menu. Begin by typing the Account Type (G or S for general ledger or subsidiary ledger accounts), the nine-digit account number, and the appropriate fiscal year. If fiscal year is not entered, it will default to current fiscal year. The first three options provide the user with screens displaying the attributes that have been established for an account. For example, the **Basic Account Information** screen shown on the next page displays the account title, distribution code, begin date, expire date, and other generic account information normally captured on most University accounts. Depress the PF1 key to get the **Basic Account Information** screen shown on the following page.

COAACC	BASIC ACCOUNT INFORMATION	
	01/17/01 11:02:31	
REQUIRED DATA		
ACTION: V (A/ADD, C/CHANGE, V/VIEW)	CODE: ACC	ACCT
CODE ??????????	FY 2001	
TITLE		
TITLE SHORT		
ACCT TYPE	STATUS	

Detailed below are the fields displayed on the screen and the edits that apply to those fields.

1. **CODE** - Transactions are the last three digits of the code in the upper left-hand corner of screen. Also can be found on COA menu.
2. **ACCT CODE** - The nine-digit number assigned to each cost center or reporting entity.
3. **FY** - Fiscal year. COA accounts are now categorized by fiscal year. There will be multiple fiscal years on COA. This field is on all COA screens.
4. **TITLE** - The official University title for the account number.
5. **TITLE SHORT** - The abbreviated or shortened title for the account number. If the information is not supplied, the title will default to the first 25 characters of the long title.
6. **ACCT TYPE** - Identifies an account as either a general ledger (G) or a subsidiary ledger (S) account.
7. **STATUS** - A code identifying whether an account is active or not. If this field is blank the account is active.
 ' ' - active
 'd' - deactivated
8. **GL MAPG ACCT** - The general ledger default account used for system-generated entries related to activity in a subsidiary account; the G/L account to which a subsidiary account "maps."
9. **DIST CODE** - The three character code on each account which identifies where the ledgers will be distributed. Ledgers are sorted by this code before being distributed.
10. **BEG DATE** - The effective date of the account number. This date is used to validate accounting entries. Only entries made on or after this date are allowed in the General Ledger System. This represents the date the account is activated.
11. **GL MAPG FLAG** - A code that identifies all general ledger mapping accounts.

12. PRIM ORG - A required code that identifies the primary organizational unit of the University where the cost center or reporting entity resides.
13. END DATE - The date the account number expires. The date is used to validate accounting entries. Only entries made on or before this date are allowed in the General Ledger System. This represents the date the account is deactivated.
14. TXN TYPE SET - A code identifying what types of GLS transactions are allowed in the account (e.g., budgets, encumbrances, revenues, or expenditures); identifies whether the account is an expenditure account, a revenue account, or both.
15. SECD ORG - A code that identifies the secondary organizational unit for the cost center or reporting entity.
16. GR EXP DATE - The date reflecting the end of a sponsored agreement. Accounting entries will continue to be allowed after the Grant Expire Date, but are usually “closing” entries against the sponsored agreement.
17. ASSOC REV ACCT - For certain restricted expenditure accounts (i.e., sources 1, 2, 8, and 9) this field indicates the “associated” revenue account that is funding the expenditure transactions occurring in that account.
18. COST CNTR - A flag to identify accounts that are cost centers.
19. GRANT IND - A code identifying the type of account, such as gift, grant, contract, cooperative agreement, etc. (used for restricted accounts only). If entered, this field is validated against the grant indicator code table.
20. FND INT CODE - Code which labels the foundation accounts that can earn interest.
21. AUX CLEAR - A code that identifies all auxiliary equipment clearing subsidiary accounts.
22. LSU END EXP ACCOUNT - The expenditure account number associated with a University endowed principal account. If entered, this field must contain a valid expenditure account number.
23. FND INT ACCT - The account number where interest earnings are allocated. This field is optional for Foundation accounts and may not be entered for any other accounts. If entered, this field must contain a valid Foundation account number.
24. RESTRICT FLG - A field indicating that the donor has placed restrictions on the type of expenditures that can be incurred.
25. CONVERSION ACCT - A field identifying the account number in the instance where an account number has been converted from one department area to another. This field will contain either the new account number that the account is converted to or the old account number that the account was converted from, whichever applicable.
26. DONOR MANDATE - A code identifying the type of mandate the donor has placed on the earnings of an account. An example is any earnings that have not been spent by year end must be moved from the earnings account to the principal (permanently endowed).
27. BLDG NBR - The building number associated with an account in the Facilities system. The building name may be found in the Facilities Building data base.

28. F/S REV LINK - A number identifying where revenues in this account are to be reported in the University financial statements.
29. F/S LINK - A number identifying where expenditures in this account are to be reported in the University financial statements.
30. SRC/FUND CLASS - A field used to provide further classification of either the source of a subsidiary account or the fund of a general ledger account.
31. FNC/CAT CLASS - A field used to provide further classification of either the function of a subsidiary account or the category of a general ledger account.
32. COMMENTS - An optional field used to store pertinent account information. This field has been expanded and moved from the PF3 screen to the PF1 screen.

The PF8 option from the **Basic Account Information** screen prints the first three screens of the COA on one page.

The **Expenditure & Revenue Information** screen shown below is displayed when PF2 from the menu is selected. This screen displays the National Association for College and University Business Officer's (NACUBO) codes related to the expenditures and/or revenues captured in the account as well as other association codes as needed by the University. The information on this screen is mainly for use by the Budget and Planning and Accounting Services offices for the production of reports for external entities.

COAEXP	EXPENDITURE & REVENUE
INFORMATION	01/25/01 14:19:16
REQUIRED DATA	
ACTION: V (A/ADD, C/CHANGE, V/VIEW)	CODE: EXP ACCT
CODE: ??????????	FY: 2001
TITLE	
BEG	END

A detailed itemization of the different fields displayed and the edits that are associated with those fields follows.

1. CODE - Transactions are the last three digits of the code in the upper left-hand corner of screen. Also can be found on COA menu.
2. ACCT CODE - The nine-digit number assigned to each cost center or reporting entity.
3. FY - Fiscal year. COA accounts are now categorized by fiscal year. There will be multiple fiscal years on COA. This field is on all COA screens.

4. TITLE - The official University title for the account number.
5. BEG - The effective date of the account number. This date is used to validate accounting entries. Only entries made on or after this date are allowed in the General Ledger System. This represents the date the account is activated.
6. END - The date the account number expires. The date is used to validate accounting entries. Only entries made on or before this date are allowed in the General Ledger System. This represents the date the account is deactivated.
7. STATUS - A code identifying whether an account is active or not. If this field is blank the account is active.
 ' ' - active
 'd' - deactivated
8. EXPENDITURE CLASS CODE - An optional code identifying the class of expenditure as defined by NACUBO. If entered, this field is identified against the expenditure class code table.
9. EXPENDITURE TYPE CODE - This is an optional field identifying the type of expenditure for expenditure only subsidiary accounts. If entered, this field is validated against the expenditure type code table.
10. REVENUE CLASS CODE - An optional code identifying the class of revenue as defined by NACUBO. If entered, this field is identified against the revenue class code table.
11. REVENUE EXPENDITURE ASSOCIATION CODE - An optional code used to associate Expenditure and Revenue accounts. If entered, this field is validated against the Associated Revenue table.
12. NON-FORMULA RESEARCH & PUBLIC SERVICE FLAG - An optional field used to identify all non-formula research and public service accounts. The valid values are as follows:
 ' ' - not a non-formula research and public service account
 'y' - non-formula research and public service account

 If not entered, the default value is ' '.
13. UNALLOWED FOR INDIRECT COST FLAG - This flag designates accounts in which expenditures cannot be included in the calculation of the F&A rate.
14. CLASS SALARY SAVE CODE - An optional code identifying the classified salary savings account.
15. UNCLASS SALARY SAVE CODE - An optional code identifying the unclassified salary savings account.

The PF8 option from the **Expenditure & Revenue Information** screen prints the first three screens of the COA on one page.

PF3 from the COAMENU will display the following screen of **Sponsored Program Accounting** . Provided are attributes relating to the particular sponsored agreement, such as the Principal Investigator name, the fringe benefits and fac & adm rates, cost sharing information, etc.

COASPA	SPONSORED PROGRAM ACCOUNTING
01/25/01 14: 21: 38	
REQUIRED DATA	
ACTION: V (A/ADD, C/CHANGE, V/VIEW) CODE: SPA	
ACCT CODE: ?????????? FY: 2001	
PROJECT TITLE	GRANT CNTRL NBR
CONTACT	
PHONE NBR	
PI	

Detailed below are the different fields displayed and the edits associated with those fields.

1. **CODE** - Transactions are the last three digits of the code in the upper left-hand corner of screen. Also can be found on COA menu.
2. **ACCT CODE** - The nine-digit number assigned to each cost center or reporting entity.
3. **FY** - Fiscal year. COA accounts are now categorized by fiscal year. There will be multiple fiscal years on COA. This field is on all COA screens.
4. **PROJECT TITLE** - An optional field relating the official name of the sponsored agreement.
5. **GRANT CNTRL NBR** - An optional field for identifying the sponsor's reference number.
6. **CONTACT** - An optional field to identify the Sponsored Program Accounting (SPA) contact person for this sponsored project.
7. **PHONE NBR** - Phone number of the SPA contact person for this sponsored agreement.
8. **PI** - The principal investigator's name.
9. **PROPOSAL NBR** - The number assigned at the proposal phase by the Office of Sponsored Programs (OSP).
10. **CO-PI** - The co-investigator's name.
11. **TOTAL AWARD** - Total amount of sponsored agreement, including unobligated funding to be provided in future years.
12. **PRIME AGREEMENT NBR (for federal pass-thru accounts only)** - Reference number of the prime agreement with the federal agency providing the funding for the sponsored agreement.

13. BEG - The effective date of the account number. This date is used to validate accounting entries. Only entries made on or after this date are allowed in the General Ledger System. This represents the date the account is activated.
14. END - The date the account number expires. The date is used to validate accounting entries. Only entries made on or before this date are allowed in the General Ledger System. This represents the date the account is deactivated.
15. G EXP - The ending date of a sponsored agreement. Accounting entries will continue to be allowed after the Grant Expire Date, but are usually “closing” entries against the sponsored agreement.
16. AGENCY CODE - The agency code associated with this sponsored project. This field is optional, but if entered, it is validated against the agency code table.
17. MULTI YR AGREEMENT - Field identifying multi-year agreements that are incrementally funded. If entered, this field is validated against the multi-year agreement code table.
18. CFDA CODE - An optional field used to identify the CFDA number. If entered, the information is validated against the CFDA code table.
19. FED AGENCY CD (for federal pass-thru accounts only) - Field identifying the federal agency providing funding for the sponsored agreement. If entered, this field is validated against the federal agency code table.
- 20.IndustrMATCHACCT - Cost sharing account number for matching funds being provided by an industrial match sponsor. Numeric data only may be entered in this field and the field is limited to one account number.
21. FEDPASS THRU - A flag used to identify federal pass-through accounts. The field is optional with the following valid values.
 - ‘ ’ - not a federal pass-through account
 - ‘y’ - federal pass-through account

The default value if not entered is ' '.
22. POOL FLAG - An optional field for identifying pooled accounts. The valid values are as follows:
 - ' ' - not a pooled account
 - 'y' - pooled account

If not entered, the default value is ' '.
23. GRANT RPT CD - An optional field identifying the report code associated with this grant. If entered, the data is validated against the grant report code table.
24. EXPAND AUTHORITY - A flag to indicate if the sponsor has granted LSU expanded authority (used for federal grants only).
 - ‘ ’ - does not have expanded authority
 - ‘y’ - has expanded authority
25. FAC & ADM CODE - The fac & adm code associated with this sponsored project. If entered, the code is validated against the indirect cost code table.

26. FAC & ADM RATE - The fac & adm rate associated with this sponsored project. This field is optional but if entered must be numeric.
27. COST SHR RATE - The cost sharing rate associated with this sponsored project. This field is optional, but if entered, must be numeric.
28. FRINGE BEN CODE - The fringe benefit code associated with this sponsored project. This field is optional but if entered, is validated against the staff benefit code table.
29. FRINGE BEN RATE - The fringe benefit rate associated with this sponsored project. This field is optional but if entered must be numeric.
30. COST SHR AMT - The amount of pledged cost sharing to the sponsored project.
31. MBE WBE - A flag to indicate if the sponsored agreement requires MBE/WBE reporting.
 - ' ' - MBE/WBE reporting not required
 - 'y' - MBE/WBE reporting required
32. AUDIT RPT CD - Not being used at this time.
33. COST SHR FLAG - A flag to indicate if the grant requires cost sharing.
 - ' ' - no cost sharing required
 - 'y' - cost sharing required
34. EQUIP OWNSHP - A code identifying the disposition of equipment purchased on this sponsored project upon expiration. This field is optional, but if entered it is validated against the equipment ownership code table.
35. BILL CYCLE CD - A code identifying the billing cycle for this sponsored project. This field is optional, but if entered, is validated against the bill cycle code table.
36. BILL TYPE - A code identifying the billing type for this sponsored project. This field is optional, but if entered, it is validated against the bill type code table.
37. OFF CAMPUS - A flag identifying off-campus CCEER accounts.
38. BILL ADDR CD - An optional code used to define the address to which the invoices for the sponsored project are to be issued. This field is validated against the billing address code table.
39. BILL FORM - An optional field used to identify the invoice type that is to be used for this sponsored project. This field is validated against the billing form code table.
40. EQUIP COMMENT - A field to store pertinent information relating to ownership of equipment on the sponsored agreement account or allowability of equipment items.

The PF8 option from the **Sponsored Program Accounting** screen prints the first three screens of the COA on one page.

PF4 from the COAMENU provides the user with an attribute inquiry function developed to allow a search on accounts by the four specific attributes. This screen, as shown below, was designed for queries on sponsored project accounts by short title, proposal #, PI SSN (searches on both PI and co-PI fields), grant # or CFDA #. You can only search for one attribute at a time.

```

COASPQ                SPONSORED PROGRAM QUERY
01/17/01 11:37:02
  
```

PF5 from the COAMENU allows the user to inquire into the COA code tables, thereby providing on-line view of the codes and their definitions. When PF5 is selected, the **Code Tables Menu** will appear as follows:

```

COACDM                CODE TABLES MENU
01/19/01 09:00:48

ACTION: V (A/ADD, C/CHANGE, D/DELETE, V/VIEW) TXN:
CDM

CODE TYPE           CODE VALUE           CODE DESC
CT=CODE TYPE       VL=VALUE LENGTH

CT VL      CODE TABLE           CT VL      CODE TABLE
  
```

From the **Code Tables Menu**, the user may inquire into any Code Type and Code Value to view the definitions. PF5 will produce the **Basic Code Values** screen as shown below:

```

COACOD                BASIC CODE VALUES
01/19/01 09:02:55

ACTION:           (A/ADD, C/CHANGE, D/DELETE, V/VIEW) TXN:
CODE:
  
```

From the **Code Tables Menu**, PF4 will produce the **Address Code Values** screen as shown below.

```
COAADR                                ADDRESS CODE VALUES
                                01/19/01 09:05:28

ACTION:    (A/ADD, C/CHG, D/DEL, V/VIEW)  TXN:
ADDR TYPE:    CODE:

A/C/D

CODE          LINE1 (NAME)
              PHONE NBR
              LINE2 (NAME/ADDR)
```

The **COA/GLS Menu** is displayed when PF6 is selected from the menu. It provides several options available for viewing an account and its relationship to specific objects (object sets), transaction types (transaction type sets) and project numbers (project rules). This menu can also be selected from the GLSMENU screen and will display as shown below.

```
COAGLS                                COA/GLS MENU
                                01/17/01 11:53:04

ACTION:    (A/ADD, C/CHANGE, V/VIEW)  TXN:

----- TXNS FOR DATA ENTRY -----
-----

AOR - ACCOUNT/OBJECT RELATIONS          PRJ -
```

The PF7 option on the COAMENU is under development.

PF8 from the COAMENU will display the account restrictions screen as shown below:

```
COARST                ACCOUNT RESTRICTIONS
                01/25/01 14:26:35
REQUIRED DATA

ACTION: V (A/ADD, C/CHG, D/DEL, V/VIEW) CODE: RST
ACCT CODE: ?????????? FY: 2001

TITLE
```

The PF9 option from the COAMENU provides the user with the ability to query on line for certain accounts from the screen shown below. This is a limited query only on certain attributes, but does provide the output directly to the screen.

```
COAACQ                COA ACCOUNTS QUERY
                01/19/01 09:29:00

ACTION: (V/VIEW) CODE:
FY:
```

Louisiana State University General Ledger System

[Click here for Object Code Information](#)

**Louisiana State University
General Ledger System**

Project Number

Project Numbers

Project numbers are used to track revenues and/or expenditures associated with a specific activity or a group of activities to be accounted for as one unit. The project number can be associated with one or multiple accounts and can cross departments. This allows reporting of a project as one unit even though entries related to the project may cross multiple accounts.

Some examples of the uses of project accounting are:

- 1) tracking restricted funds granted to more than one department for a specific research project
- 2) tracking revenues and expenditures related to specific people or areas of a department
- 3) tracking transactions associated with specific events of a department

Project numbers are controlled by the Office of Accounting Services where they are established on a project table. Departments who want to have a project established must fill out a project number request form for each project. This form is on the following page. A contact person and phone number must be included on the request form in case there are any questions about the project. After the project is established, the appropriate person will be informed of the project number. The department can immediately begin using the project number.

Project numbers are not required on accounting entries; however, any project numbers that are entered are edited against the project table. Edits are performed to verify that (1) the project number is valid, (2) the project number has been approved to be used with the account, and (3) the date of the entry falls within the begin and end date range of the project. If the project number fails to pass any of these edits, the transaction will not be added to the general ledger system.

Any project requests or questions about project numbers should be directed to Renee Bellotte in Accounting Services at 388-3321.

REQUEST FOR PROJECT NUMBER

Project name		
Begin date		
Expire date		
Effective date for beginning accounting transactions		
Ending date for allowing accounting transactions		
First initial of Principal Investigator		
Last name of Principal Investigator		
Department Contact		
Contact Phone		
Department Name		
Department's alpha 3-character ledger distribution code	<i>(found in upper right corner of your ledgers)</i>	
Special Rules	Valid Accounts	Invalid Accounts
* Regional flag		
* Federal project #		
Comments		

* optional

Authorizing signature

____/____/____

Date

For Accounting Services Use Only	
Project #	
Date loaded	
Notified dept	

Louisiana State University General Ledger System

Updating the General Ledger System

How To Access The GLS Menu

1. Start at the first *Mainframe Screen*

This is also called the *Candlelight Menu*. CL\Menu will be displayed in the top left of this screen. In the upper right hand corner of this screen is your terminal node. It appears after the word "Terminal". Write this down. If you get hung up, call SNCC at 388-1331, ask for the help desk and tell them that Terminal Node ____ is hung up.

2. The cursor will appear in the *Select* field. Type an **X** for TPX.
3. The *CL/Menu* screen should display as shown below:

```
<USERMENU, Page: 001 of 002> Terminal T1T96E10
CL/MENU ----- LSU / SNCC ----- PF1/PF12=HELP

To LOGON to TSO enter ==> T logonid
To LOGON to VM enter ==> V logonid
* CLM030I - INITIAL DISPLAY.

Select ==> X
  A ACCESMVS - AVAILABLE - ACCES/MVS - SURANET
  C CICS - AVAILABLE - LOLA / Customer Information Control Sys.
  I IMS - AVAILABLE - Information Management System
  T TSO - AVA 165/250 - Time Sharing Option
  V VM - AVAILABLE - VM/CMS
  X TPX - Terminal Productivity Executive 2.0

/B # - BROWSE SELECTED BULLETIN TITLES BELOW.
  1 - SAS User's Meeting
```

4. Press **Enter**. This will display the *TPX* (Terminal Productivity Executive) screen. For a more detailed explanation of TPX see the *Helpful Hints* section.
5. The cursor will appear in the *User ID* field. **Type in your user ID** .
Ask your Department for this and if you do not have a logonid assigned to you, then call SNCC at 388-1331 and get them to assign one for you.
6. **Tab** to the *Password* field, **type in your password** and press **Enter**. This will display the *TPX Menu for your User ID*.

If you get a message that your password has expired, the cursor will move to the *New Password* field. **Type in a password** that has never been used. The password must be greater than three letters and no more than eight. Write your new password down!! and press **Enter**. The cursor will move to the *New Password* field. **Type in your new password** again and press **Enter**. You will receive a message "*Password successfully altered*". Press **Enter**. This will change your password for IMS and TSO, but not for VM.

7. Press the appropriate **PF** key for *Information Management System* or **tab** to **IMS**, type a **S** and press **enter**. This will display the "*Welcome to IMS/VS System*" screen.
8. Type in your logon id and tab to the password field.
9. Type in your password and press enter.
10. You should receive a message "**Sign Command Completed**".
11. Press PF1. This will display the *LSU Systems Menu*.
Every system on IMS requires its own authorization, but not different passwords.
12. The cursor will appear in the following field: *Enter the Code for the System Desired*. Type **GLS**.
13. Press **Enter**. This will display the *General Ledger Menu*.
14. See the appropriate section for instructions on the type of transaction you wish to create.

Helpful Hints

If you log on to IMS and you get a screen that you did not ask for you should press clear and retype the last command you entered. These incorrect screens are caused by people turning off their screens before logging off of IMS. Many times these screens will be in *Response Mode*.

Response Mode occurs when a user requests a screen that the computer cannot provide. For example, trying to *Page Down* when there is not a page to display. To get out of *Response Mode*, press *Clear* to erase all the data from the screen. Then, press *PAI* which means Program Attention 1. You may need to press *Clear* and *PAI* more than one time to clear a log of errors.

Override Errors

When updating accounting entries, if you receive an error message while adding information to an entry and you cannot determine how to correct the errors, the entry can still be saved by typing a **Y** in the *Override Errors* field. The entry will be added as *Incomplete* until the corrections can be made.

Keys you must be able to find on your keyboard:

Carriage Return moves the cursor down one line at a time.

Tab moves the cursor to the next field which allows input.

Shift + Tab moves the cursor back one field.

Clear clears the screen of all information.

PAI stands for program attention 1. This gets the attention of the program that you are executing.

Reset unlocks the keyboard when you have moved the cursor into a field that will not allow input.

TPX - Terminal Productivity Executive

1. The following features are available when using TPX:
 - a. Enables users to sign on to more than one mainframe session at a single terminal. For example, a user could be signed on to TSO, VM, LOLA, and IMS at the same time with the ability to swap back and forth.
 - b. A message facility exists that enables users to send messages to other users who are signed on to TPX.
 - c. Enables users to logon to second terminal without logging off of the first one. For example, a user could call an analyst, and the analyst can logon to the user's ID.
 - d. Session protection capability. Since TPX is a sort of "middle man" between you and your mainframe session(s), if a communication failure should occur (i.e. terminal loses power, PC program "crashes") your session will not be disrupted. "Disrupted" means if you are in TSO and your terminal loses power, you will be automatically signed off and all files that are not saved will be lost. TPX protects your session from this. The extreme case is if you are logged on to IMS and a communication failure occurs. In this instance, you would not be able to logon to IMS. Because of this protection capability, we encourage everyone to sign on thru TPX.

2. TPX commands can be executed anywhere by typing the command and then pressing PF12. Be sure that the characters are typed together in the same field before you press PF12. The commands are as follows:

/H - Displays the TPX help screen

/W - Display TPX session selection menu

/J - Jump to next active session

/B - Access TPX mailbox system

/K - Logoff TPX

(Note: this simply logs you off of TPX. Sessions that are currently active will remain active. When you log back onto TPX, those sessions will still be active.)

/E - Used to change user profile. For example, "/E JMP=PA2", will set the "PA2" key to jump to next active session

/I - Inactivates current session.

****Do not use with IMS. It doesn't make a "clean" logoff ****

/L - Locks terminal

For example, you can type /L anywhere on the screen and as soon as you press the PF12 key, your terminal will be locked until your password is entered.

How To Create An Internal Transaction (IT)

1. **Start at the GLS Menu.** See page 71 for instructions for logging on.
2. The cursor will appear in the *ACTION* field. Type an **A** for add.
3. The cursor will appear in the *CODE* field. Type **IAE** (Initiate Accounting Entry).
The same function can be performed by pressing PF8.
4. The *GENERAL LEDGER MENU* screen should display as shown below:

```
GLSMENU                                GENERAL LEDGER MENU
ACTION: A (A/ADD, C/CHANGE, V/VIEW)    CODE: IAE

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU                7
        4 - FINANCIAL INQUIRY MENU -        8
          BY ACCOUNT                        9 - CHART OF ACCOUNTS MENU

        5 - FINANCIAL INQUIRY MENU -       10
          BY PROJECT

1=VAEI      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=          8=AIAE     9=COAMENU 10=        11=SYSMENU 12=LOGOFF
```

5. Press **ENTER**. This will display the *INITIATE ACCOUNTING ENTRY* screen.
6. The cursor will appear in the *ENTRY TYPE* field. Type **IT**.
7. See the *FORM #* section for more detailed information on modeling.
8. Leave the *IF DP, CUSTOMER ENTRY?* field blank.
9. **TAB** to the *ENTRY DESC* field. **Type a brief description** of the entry. The contents of this field will show up on your Subsidiary Detail ledger under description.
10. **TAB** to the *COMMENTS* field. This is for your information only and will not show up on the general ledger printout. A maximum of three lines of text may be typed here. If you choose not to have any comments, **type a period**. The fields that are filled with question marks require some information.
11. The following fields are optional:
 - a. **TAB** to the *SRCE DOC TYPE/#* field. Use this field to reference a previous entry. For example, to reference a Purchase Order, type PO 12345.
 - b. **TAB** to the *DEPT REF #* field. This is a fifteen character field to be used by the department for their own filing purposes.
 - c. **TAB** to the *CONTACT NAME* field and **type in the name** of the person who can be contacted regarding this order.
 - d. **TAB** to the *CONTACT PHONE* field and **type in the phone number** of the contact person. The cursor will automatically move to the *AREA CODE* field. **Type in the three digit area code**.
 - e. **TAB** to the *ENTRY TOTAL* field. This field is not recommended for IT's.
 - f. The *EFFECTIVE DATE* field will automatically enter the current date. You may type in a future date, but not a past date.
 - g. The remaining fields are filled in by the system.
12. The *INITIATE ACCOUNTING ENTRY* screen should display as follows:

```

GLSIAE          INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
           IT - INTERNAL TRANSACTION         CJ - COMPOUND JOURNAL VOUCHER
           EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
           DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
           GE - GRANT ESTABLISHMENT

ENTRY TYPE   : IT      FORM #   :      IF DP, CUSTOMER ENTRY?
ENTRY DESC   : SUPPLIES FOR TOM THUMB
COMMENTS    : THESE ARE SUPPLIES FOR PUTTING TOGETHER THE GLS MANUAL

SRCE DOC TYPE/# :      DEPT REF # :
CONTACT NAME   : TOM THUMB
CONTACT PHONE  : 388 8888      AREA CODE  : (504)
ENTRY TOTAL   :
EFFECTIVE DATE :      7/1 REVERSAL:
  1=HELP      2=CODEMENU 3=      4=VAEI   5=      6=FORMMENU
  7=          8=          9=     10=GLSMENU 11=SYSTEMENU 12=LOGOFF

```

13. Press **ENTER**. This will display the *INTERNAL TRANSACTION - DEPARTMENT INFORMATION* screen. Note: Each entry is assigned an *ENTRY #*. This # can be used to retrieve the entry at a later date.
14. The cursor will appear in the *ORDERING DEPARTMENT* field. **Type in the name of the ordering department.**
15. **TAB** to the *CONTACT NAME* field. **Type in the appropriate name** if it is not already present.
16. **TAB** to the *RENDERING DEPARTMENT* field. **Type in the name** of the department that you are ordering from.
17. The following fields are optional:
 - a. The *VEHICLE ORDER* field is to be used when ordering a vehicle form the Athletic Department. See the vehicle order information section at the end of this section for detailed information.
 - b. The *READY TO BILL* field can be used to prevent any further changes to the IT by any user. Leave this field blank.
 - c. **TAB** to the *CONTACT NAME* field and **type in the appropriate name.**
 - d. **TAB** to the *RECEIVING ROOM/BLDG* field. **Type in the room number.** This field can hold up to six characters. If your room number is less than six characters, press the **tab** key and **type in the name of your building.**
 - e. **TAB** to the *RECEIVED BY* field and **type in the appropriate name.**
 - f. **TAB** to the *ORDER COMMENTS* field. In this field you can enter any information pertinent to the fulfillment of this order. For example, Please rush-need by 8/10/91. If you choose not to type in text here, then skip this step.
18. The *INTERNAL TRANSACTION - DEPARTMENT INFORMATION* screen should display as shown below:

```

GLSITD  INTERNAL TRANSACTION - DEPARTMENT INFORMATION
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: ITD  OVERRIDE ERRORS:
ENTRY#: 12345678  FY: 92  TOTAL LINES:      ENTRY TOTAL:
VEHICLE ORDER   :                READY TO BILL:
ORDERING DEPARTMENT : VICE CHANCELLOR FOR BUSINESS AFFAIRS
CONTACT NAME : TOM THUMB           504 388-8888
RENDERING DEPARTMENT: LSU UNION BOOKSTORE
CONTACT NAME: JOHN DOE
RECEIVING ROOM/BLDG : 123 THOMAS BOYD HALL
RECEIVED BY : SUSIE QUE
ORDER COMMENTS    : PLEASE RUSH - NEED BY 08/10/91

```

1=HELP 2=CODEMENU 3=ACCOUNT 4=VAEI 5=AIAE 6=
7= 8= 9= 10=GLSMENU 11=SYSTEMU 12=LOGOFF

19. Press **ENTER**. This will display the *INTERNAL TRANSACTION - ORDER INFORMATION* screen. If the *INTERNAL TRANSACTION - DEPARTMENT INFORMATION* screen remains, then check for errors. If there is an error, look in the upper left hand corner and an error message will display. Make the appropriate changes and press **ENTER** again. If you cannot determine how to correct the errors, the entry can still be saved by typing a **Y** in the *OVERRIDE ERRORS* field. The entry will be added as *INCOMPLETE* until the corrections can be made.
20. The cursor will appear in the *STOCK #/DESCRIPTION* column. **Type in the stock #** and/or the **item description** here.
21. **TAB** to the *QTY* column and **type in the quantity** desired of the item.
22. **TAB** to the *UNIT COST* column. **Type in the price of the item** if it is known. For example, if an item cost \$12.00, you would type in 12. The system will total the amount in the *ITEM AMOUNT* column for you.
23. The *INTERNAL TRANSACTION - ORDER INFORMATION* screen should display as shown below:

```
GLSITO      INTERNAL TRANSACTION - ORDER INFORMATION
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: ITO OVERRIDE ERRORS:
ENTRY#: 12345678  FY: 92  TOTAL LINES:      ENTRY TOTAL:
      STOCK #/DESCRIPTION          QTY  UNIT COST  ITEM AMT
PENCILS                        3    12
NOTEBOOKS                      4    10.83

SALES-TAX
DISCOUNT                                TOTAL ORDER AMT:

1=HELP  2=DEPT  3=      4=VAEI  5=AIAE  6=
7=      8=      9=      10=GLSMENU 11=SYSTEMU 12=LOGOFF
```

24. Press **ENTER**. This will display the *INTERNAL TRANSACTION - ACCOUNT INFORMATION* screen. If the *INTERNAL TRANSACTION - ORDER INFORMATION* screen remains, then check for errors and make the appropriate changes and press **ENTER** again. If you cannot determine how to correct the errors, the entry can still be saved by typing a **Y** in the *OVERRIDE ERRORS* field. The entry will be added as *INCOMPLETE* until the corrections can be made.
25. *LINE 001* is reserved for the account to be credited. If you know this information, then fill it in. If not, proceed to the next step.
26. **CARRIAGE RETURN** to *LINE 002* in the *ACCT* column. **Type in your nine digit account number** here with no dashes.
27. The cursor will appear in the *TT* (Transaction Type) column. **Type in the** letter for the appropriate **transaction code**:

X Expenditures	D Deferred Revenues
R Revenues	L Liabilities
	N Prepaid Expenses
28. The cursor will appear in the *OBJ* column. **Type in the 4 digit object code**. The cursor will appear in the *SUBOBJECT* field which is a one digit field after the object code to be used by the department to further break down the existing object codes. This is optional.
29. The *PROJ* field is only used when project accounting is implemented. See the GLS manual for project accounting capability.
30. **TAB** to the *DEBIT AMOUNT* field. **Type in the amount of the purchase** if known. If the amount of the purchase is not known, then skip this step.
31. A " (ditto mark) may be entered to duplicate information from one line to another.
32. The *INTERNAL TRANSACTION - ACCOUNT INFORMATION* should display as shown below:

```

GLSITA  INTERNAL TRANSACTION - ACCOUNT INFORMATION
ADD SUCCESSFUL  PLEASE ENTER DATA
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: ITA  OVERRIDE ERRORS:

ENTRY#: 12345678  FY: 92  TOTAL LINES:      ENTRY TOTAL:

LINE  ACCT  TT  OBJ  PROJ  DEBIT  CREDIT
      AMOUNT  AMOUNT  DEPT REF #
001  ITCLEARNG                25.83
002  123456789  X 7320      22.83
003  "          X 4250          3
004
005
006
007
008
009
010
011

CALCULATED TOTALS:
  
```

33. Choose either option #1 or #2:

1. If you don't know the account number to be credited, then you must print the IT.
 - a. Press **ENTER** to save the information on this screen.
 - b. Press **F9 = HEADER**. This will display the *ACCOUNTING ENTRY HEADER* screen as shown below: Note: The status of the entry is now *INCOMPLETE*.

```

GLSAEH          ACCOUNTING ENTRY HEADER
ENTER FOR DETAIL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE, V/VIEW  CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 92 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE)          EFF DTE DISP :
ENTRY DESC : JENN PRACTICE                  ENTRY TOTAL :      0.00
CONTACT NAME: TOM THUMB                    CONTACT PHONE: 504-388-8888
COMMENTS  : PLEASE RUSH - NEED BY 01/20/92
:
EFFECT DATE : 01/15/1992                    7/1 REVERSAL :
SRCE DOC # :                               DEPT REF # :
----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY             A - APPROVED
P - PENDING                               R - RELEASED
D - DISAPPROVED                           C - CURRENT
1=HELP  2=CODEMENU 3=                     4=VAEI  5=AIAE  6=
7=      8=      9=PRINT 10=GLSMENU 11=SYSTEMENU 12=LOGOFF
    
```

- c. Press **F9 = PRINT**. This will display the *PRINTER IDENTIFICATION* screen as shown below:

```

GLSPID          PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT)      CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 91 TOT LINES: 015 VOUCHER TYPE/#:

PRINT LOCATION: P1T23E45

1=      2=      3=      4=      5=      6=
7=      8=      9=      10=GLSMENU 11=SYSTEMENU 12=LOGOFF
    
```

- d. The cursor will appear at the *PRINT LOCATION* field. If the print location is correct press **ENTER**. If the print location is wrong or if the field is filled question marks,

contact Chad M^cGee in Accounting Services at 388-5944.

- e. Retrieve the IT from the printer and obtain the appropriate signatures for approval.
- f. Send the signed IT to the department from whom you ordered the items. They are responsible for completing the IT.

2. If you have filled in *LINE 001* with the account number to be credited and the object code then do the following:

- a. Press **ENTER**.
- b. If no errors are found, the message "*ADD SUCCESSFUL*" will appear in the top left corner of your screen and the screen scrolls down to the next blank line.
- c. To look over your entries, press **F6 = ISTPAGE**
- d. Press **F3 - ENENTRY**. This makes sure that the credits and debits are balanced.
- e. If they are balanced, the *ACCOUNTING ENTRY HEADER* screen will display as shown below with a message of "*BALANCE SUCCESSFUL*" in the upper left hand column. If an error message displays, see pg 87, step #17.

Note: The status of the entry is now pending

```
GLSAEH          ACCOUNTING ENTRY HEADER
ENTER FOR DETAIL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE, V/VIEW CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 92 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE: EFF DTE DISP :
ENTRY DESC : JENN PRACTICE          ENTRY TOTAL : 0.00
CONTACT NAME: TOM THUMB             CONTACT PHONE: 504-388-8888
COMMENTS : PLEASE RUSH - NEED BY 01/20/92
:
EFFECT DATE : 01/15/1992             7/1 REVERSAL :
SRCE DOC # : DEPT REF # :
----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY      A - APPROVED
P - PENDING 01/15/1992 HAPPY        R - RELEASED
D - DISAPPROVED                      C - CURRENT
1=HELP 2=CODEMENU 3= 4=VAEI 5=AIAE 6=
7= 8= 9=PRINT 10=GLSMENU 11=SYSTEMENU 12=LOGOFF
```

f. The IT must now be printed. Press **F9 = PRINT**. This will display the *PRINTER IDENTIFICATION* screen as shown below:

```
GLSPID          PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT) CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 91 TOT LINES: 015 VOUCHER TYPE/#:
```

1= 2= 3= 4= 5= 6=
7= 8= 9= 10=GLSMENU 11=SYSTEMU 12=LOGOFF

- g. If the print location is correct press **ENTER**. If the print location is wrong or if the field is filled with question marks, contact Chad M^cGee in Accounting Services at 388-5944.
- h. Retrieve the IT from the printer and obtain the appropriate signatures for approval.
- i. Send the IT to Accounting Services. They will approve, release, and make the IT current.

Vehicle Information

If you type a **Y** in the *Vehicle Order* field on the *Internal Transaction - Department Information* screen, then the *Internal Transaction - Vehicle Information* screen will display.

1. **Tab** to the *Vehicle #/Desc* field and type in the appropriate information.
2. **Tab** to the *Destination* field and type in the appropriate information.
3. **Tab** to the *Pickup Date/Time* field. **Type in the date.** For example, if you were picking up the vehicle on November 31, 1992 then you would type the date in as 11311992. **Tab** and **type in the time.**
4. **Tab** to the *Begin Mileage* field. **Type in the appropriate mileage.**
5. The following fields are optional:
 - a. **Return Date/Time**
 - b. **End Mileage**
 - c. **Charge Card #**
6. You must choose one of the following fields and fill it in:
 - a. **Tab** to the *Miles Rate/Amt* field. If this information is entered, then the *# of Units* (miles) field must be entered or the *Begin Mileage* field and the *End Mileage* must be entered. The *Unit Amt* field is automatically calculated.
 - b. **Tab** to the *Days Rate/Amt* field. If this information is entered, the *# of Units* (days) must be entered or the *Pickup Date* field and the *Return Date* field must be entered. The *Unit Amt* is automatically calculated.
 - c. **Tab** to the *Hours Rate/Amt* field. If this information is entered, the *# of Units* (hours) must be entered. The *Unit Amt* is automatically calculated.
7. The following fields are optional. If an Other Rate is entered, the Description of the rate must also be entered.
 - a. **Tab** to the *Oth Dr* field. This is for other debits and if it is entered, the *# of Units* must be entered.
 - b. **Tab** to the *Other* field. This is for credits and if it is entered, the *# of Units* must be entered.

8. The *Internal Transaction - Vehicle Information* screen should display as shown below:

```
GLSITV  INTERNAL TRANSACTION - VEHICLE INFORMATION
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: ITV  OVERRIDE ERRORS:
ENTRY#: 12345678  FY: 92  TOTAL LINES:      ENTRY TOTAL:

VEHICLE #/DESC : JAGUAR
DESTINATION   : LOS ANGELES, CA
PICKUP DATE/TIME: 11231992 9:00  BEGIN MILEAGE : 1
RETURN DATE/TIME:                END MILEAGE  : 10
CHARGE CARD # :                FREE MILEAGE  : 1

                                TOTAL
RATE/AMT ----- CHARGE BASIS ----- # OF UNITS  UNIT AMT
.22 MILES                8  1.76
  DAYS
  HOURS
50.00 OTH DR OIL CHANGE                1  50.00
25.00 OTHER SELF CLEANING                1  25.00
                                TOTAL AMOUNT: 26.76

1=HELP  2=DEPT  3=    4=VAEI  5=AIAE  6=
7=      8=      9=    10=GLSMENU 11=SYSTEMENU 12=LOGOFF
```

9. Press **ENTER**. This will display the *INTERNAL TRANSACTION - ACCOUNT INFORMATION* screen.
10. Go back to the *How to Create an IT* section, page 79, step #24.

If your department receives an IT that needs to be completed:

1. Start at the **GLS MENU**.
2. The *GENERAL LEDGER MENU* screen should display as shown below:

```
GLSMENU          GENERAL LEDGER MENU

ACTION: V (A/ADD,C/CHANGE,V/VIEW) CODE: AEI

----- INQUIRY -----
ACTION CODE
V  AEI - ACCOUNTING ENTRY INQUIRY
V  ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION CODE
C  BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A  IAE - INITIATE ACCOUNTING ENTRY
C  RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY: 2 - CODE TABLE MENU          6 - FORMS MAINTENANCE/INQUIRY MENU
3 - GLS AND COA MENU                7
4 - FINANCIAL INQUIRY MENU -        8
    BY ACCOUNT                      9 - CHART OF ACCOUNTS MENU
5 - FINANCIAL INQUIRY MENU -       10
    BY PROJECT

1=VAEI  2=CODEMENU 3=GLS/COA 4=ACCTINQ 5=PROJINQ 6=FORMMENU
7=      8=IAIE   9=COAMENU 10=      11=SYSTEMENU 12=LOGOFF
```

3. The cursor will appear in the *ACTION* field. Type a **V** for view.
4. The cursor will appear in the *CODE* field. Type **AEI** for Accounting Entry Inquiry and press enter.
The same function can be performed by pressing PF1.

5. The *ACCOUNTING ENTRY INQUIRY* screen is displayed.
6. **TAB** to the *ENTRY #* field and type in the entry number. This # appears on the fourth line of the printed IT. You do not need to type the leading zeros.
7. The *ACCOUNTING ENTRY INQUIRY* screen should display as follows:

```

GLSAEI          ACCOUNTING ENTRY INQUIRY
ENTER PARAMETER(S)
ACTION: V  CODE: AEI

STATUS      :

ENTRY TYPE  :

LOGON ID    :

ENTRY #     : 1546          NOTE: THE ENTRY # AND
LINE #     :                ITS SUB-PARAMETERS
ACCOUNT #   :                MUST NOT BE USED WITH
OBJECT CODE :                ANY OTHER PARAMETERS
SRCE DOC TYPE/#:          EXCEPT FISCAL YEAR

VOUCHER TYPE/#:

FISCAL END YR :

1=HELP  2=CODEMENU 3=      4=ACCTINQ 5=PROJINQ 6=AIAE
7=      8=          9=     10=GLSMENU 11=SYSMENU 12=LOGOFF

```

8. Press **ENTER**. This will display the *ACCOUNTING ENTRY HEADER* screen.
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER**.
 - b. If no changes or additions are necessary, then press **ENTER**.
9. The *ACCOUNTING ENTRY HEADER* screen should display as shown below:

```

GLSAEH          ACCOUNTING ENTRY HEADER
ENTER FOR DETAIL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE,V/VIEW) CODE: AEH
ENTRY TYPE/#: IT 1546  FY: 92 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE:)          EFF DTE DISP :
ENTRY DESC  : SUPPLIES FOR TOM THUMB        ENTRY TOTAL  : 0.00
CONTACT NAME: TOM THUMB                     CONTACT PHONE: 504 388-8888
COMMENTS   : PLEASE RUSH - NEED BY 01/20/92
:
EFFECT DATE : 01/15/1992                    7/1 REVERSAL :
SRCE DOC #  :                               DEPT REF #  :

----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY          A - APPROVED
P - PENDING                               R - RELEASED
D - DISAPPROVED                          C - CURRENT

```

10. Press **ENTER**. This will display the *INTERNAL TRANSACTION - DEPARTMENT INFORMATION* screen.
11. Choose one of the following steps:
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER** to save the changes. Press **ENTER** again to proceed to the next screen.
 - b. If no changes or additions are necessary, then press **ENTER**.
12. This will display the *INTERNAL TRANSACTION - ORDER INFORMATION* screen.
13. Choose one of the following steps:
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER** to save the changes. Press **ENTER** again to proceed to the next screen.
 - b. If no changes or additions are necessary, then press **ENTER**.
14. This will display the *INTERNAL TRANSACTION - ACCOUNT INFORMATION* screen.
15. Choose one of the following steps:
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. (For example, you may need to add your *ACCOUNT #*, *TT* - Transaction Type, *OBJ* - Object Code, *CREDIT AMOUNT*, or *DEBIT AMOUNT*.) Press **ENTER** to save the changes. You will receive the message "*CHANGE SUCCESSFUL*".
 - b. If no changes or additions are necessary, then go to step #16.
16. Press **PF3 - END ENTRY**. You will receive one of the following messages:
 - a. If you receive the "*BALANCE SUCCESSFUL*" message, go to step 21.
 - b. If you receive an error message in the upper left corner of the screen, then go to step #17.
17. Check the *CALCULATED TOTALS* field under the *DEBIT* and *CREDIT AMOUNT* columns and be sure these amounts are equal. If these amounts are equal, go to step #18. If these amounts are not equal, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER** to save these changes. Press **PF3 - END ENTRY**. If you receive the message "*BALANCE SUCCESSFUL*" go to step #21. If you still receive an error message go to step #18.

18. Press **PF2** - *VEH/ORD*. This will display the *INTERNAL TRANSACTION - ORDER INFORMATION* screen. Check the *ITEM AMOUNT* field. Make sure this is filled in with the correct debit or credit amount. Choose one of the following steps:
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER** to save the changes. Press **ENTER** again to proceed to the next screen.
 - b. If no changes or additions are necessary, then press **ENTER**.
19. This will display the *ACCOUNT INFORMATION SCREEN*. Check the *ENTRY TOTAL* field. Be sure that this amount is equal to your *CREDIT* and *DEBIT AMOUNT*. Choose one of the following steps:
 - a. If this amount is correct, press **F3** - *END ENTRY*. If you receive the message "*BALANCE SUCCESSFUL*" go to the step #21.
 - b. If this amount is incorrect, press **PF9** - *HEADER*.
20. This will display the *INTERNAL TRANSACTION - ACCOUNT INFORMATION HEADER* screen. Type a **C** in the *ACTION* field, **TAB** to the *ENTRY TOTAL* field and type in the correct amount. Press **ENTER** four times. The *INTERNAL TRANSACTION - ACCOUNT INFORMATION* screen will now display. Press **PF3** - *END ENTRY*. If an error message still displays, contact Chad M^cGee at 388-5944. If you receive the message "*BALANCE SUCCESSFUL*" proceed to the next step.
21. You are now ready to print the IT.
 - a. If the entry is balanced, the *ACCOUNTING ENTRY HEADER* screen will display as shown below with a message of "*BALANCE SUCCESSFUL*" in the upper left hand column.

Note: The status of the entry is now pending

```

GLSAEH          ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE, V/VIEW CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 92 TOT LINES: 002 VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE:) EFF DTE DISP :
ENTRY DESC : JENN PRACTICE          ENTRY TOTAL : 0.00
CONTACT NAME: TOM THUMB             CONTACT PHONE: 504-388-8888
COMMENTS : PLEASE RUSH - NEED BY 01/20/92
:
EFFECT DATE : 01/15/1992             7/1 REVERSAL :
SRCE DOC # :                        DEPT REF # :
----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY      A - APPROVED
P - PENDING 01/15/1992 HAPPY        R - RELEASED
D - DISAPPROVED                      C - CURRENT
  1=HELP  2=CODEMENU 3=             4=VAEI  5=AIAE  6=
  7=      8=      9=PRINT 10=GLSMENU 11=SYSMENU 12=LOGOFF

```

- b. Press **F9** - *PRINT*. This will display the *PRINTER IDENTIFICATION* screen as shown below:

GLSPID PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT) CODE: AEH
ENTRY TYPE/#: IT 12345678 FY: 91 TOT LINES: 015 VOUCHER TYPE/#:

PRINT LOCATION: **P1T23E4**

1= 2= 3= 4= 5= 6=
7= 8= 9= 10=GLSMENU 11=SYSTEMU 12=LOGOFF

- c. If the print location is correct press **ENTER**. If the print location is wrong or if the field is filled with question marks, contact Chad M^cGee in Accounting Services at 388-5944.
- d. Retrieve the IT from the printer and obtain the appropriate signatures for approval.
- e. Send the IT to Accounting Services. They will approve, release, and make the IT current.

Budget Adjustments

Budget Adjustments are used to move budget from:

- < one object code to another object code within the same account
- < one object code to another object code in different accounts
- < summary object to detail object within the same account

Some Budget Adjustments require administrative approval while others are automatically *Approved* and *Released* into the system. Those that require administrative approval remain in the *Pending* status until approved.

Those Budget Adjustments that do not require administrative approval are as follows:

1. Adjustments within a college as long as the following conditions are met.
 - < There is no change in source of funds or function.
 - < Accounts affected are not self-generated or specific line item accounts.
 - < There are no changes to salaries or wages.
 - < Accounts affected are not auxiliary reserve accounts.
2. Adjustments that are strictly between detail objects or sub objects, where account number is not affected.

Those Budget Adjustments that do require administrative approval are as follows:

1. Any adjustments crossing colleges.
2. Any adjustments affecting salaries or wages.
3. Any adjustments crossing functions or source of funds.
4. Any auxiliary adjustments moving funds out of reserve accounts.
5. Any adjustments affecting restricted accounts.

The following pages provide a detailed set of instructions for completing a budget adjustment on the General Ledger System.

1. **Start at the GLS Menu.**
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** for Initiate Accounting Entry.
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU          GENERAL LEDGER MENU

ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: IAE

----- INQUIRY -----
ACTION CODE
V AEI - ACCOUNTING ENTRY INQUIRY
V ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION CODE
C BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A IAE - INITIATE ACCOUNTING ENTRY
C RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY: 2 - CODE TABLE MENU          6 - FORMS MAINTENANCE/INQUIRY MENU
3 - GLS AND COA MENU                7
4 - FINANCIAL INQUIRY MENU -        8
   BY ACCOUNT                       9 - CHART OF ACCOUNTS MENU
5 - FINANCIAL INQUIRY MENU -       10
   BY PROJECT

1=      2=CODEMENU 3=GLS/COA 4=ACCTINQ 5=PROJINQ 6=FORMMENU
7=      8=          9=COAMENU 10=       11=SYSMENU 12=LOGOFF

```

5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **BA** for Budget Adjustment.
7. Leave the *Form #* field blank. See the *Form #* section for more detailed information on modeling.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry. The contents of this field will appear on your Subsidiary Detail ledger under description.
10. **Tab** to the *Comments* field. This is for your information only and will not appear on the ledger printout. A maximum of three lines of text may be typed here.
The fields that are filled with question marks require some information.
11. The following fields are optional:
 - a. **Tab** to the *Srce Doc Type/#* field. Use this field to reference a previous entry. For example, to reference a Purchase Order, type PO 12345.

- b. **Tab** to the *Dept Ref#* field. This is a fifteen character field to be used by the department for their own filing purposes.

- c. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this order.
- d. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code.**
- e. **Tab** to the *Entry Total* field. This should equal the total *Increase Amt* or total *Decrease Amt* fields.
- f. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
- g. The remaining fields are filled in by the system.

12. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE          INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
          IT - INTERNAL TRANSACTION          CJ - COMPOUND JOURNAL VOUCHER
          EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
          DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
          GE - GRANT ESTABLISHMENT

ENTRY TYPE   : BA      FORM #   :      IF DP, CUSTOMER ENTRY?
ENTRY DESC   : COVER OD IN 4250
COMMENTS     : BOUGHT TOO MUCH PAPER AND OVERDRAFTED THE 4250 OBJECT CODE

SRCE DOC TYPE/# :          DEPT REF # :
CONTACT NAME   : TOM THUMB
CONTACT PHONE  : 388 8888          AREA CODE : (504)
ENTRY TOTAL    :
EFFECTIVE DATE :          7/1 REVERSAL:
          1=HELP  2=CODEMENU 3=      4=VAEI  5=      6=FORMMENU
          7=      8=      9=      10=GLSMENU 11=SYSTEMU 12=LOGOFF

```

- 13. Press **Enter**. The *Budget Adjustment Entry* screen will display.
- 14. The cursor will appear in the *Acct* column. **Type in the nine digit account number** with no dashes. This is the account number in which you are increasing or decreasing the budget.
- 15. The cursor will appear in the T T (Transaction Type) column. Type a **B** for *Expenditure Budget* or an **I** for *Anticipated Revenue*.
- 16. The cursor will appear in the *Obj* (Object Code) column. **Type in the four digit object code.** The cursor will appear in the *Subobject* field which is a one digit field after the object code to be used by the department to further break down the existing object codes. This is optional.
- 17. The *Proj* field is only used when project accounting is implemented. See the Project section in this manual for project accounting capability.
- 18. **Tab** to either the *Increase Amt* column or *Decrease Amt* column and **type in the appropriate**

information.

19. **Tab** to *Line 002* and fill in the corresponding information. If you are entering more than seven lines, you must press **Enter** after the seventh line to get a new screen. A maximum of 200 lines can be entered per Budget Adjustment.

20. The following fields are optional:

- a. **Tab** to the *Perm/Temp Adjust* field. This identifies the Budget Adjustment as being **T** (*Temporary*) or **P** (*Permanent*). A Permanent adjustment affects this fiscal year and will be reflected in future fiscal years. A **T** (*Temporary*) adjustment affects only this fiscal year. The system automatically will make the adjustment temporary if you do not type in the information.

Note: Most Budget Adjustments are Temporary.

- b. **Tab** to the *Type Code* field. This is used by Budget and Planning only.
- c. **Tab** to the *HRM Position #* field. This field is only used for Budget Adjustments affecting HRM positions.

Note: This is used by Budget and Planning only.

20. The *Budget Adjustment Entry* screen should display as follows:

```
GLSBAE          BUDGET ADJUSTMENT ENTRY
ADD SUCCESSFUL
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: IAE OVERRIDE ERRORS:

ENTRY#: 12345678  FY: 92  TOTAL LINES:      ENTRY TOTAL:

LINE  ACCT  TT  OBJ  PROJ  INCREASE AMT  DECREASE AMT
001  123456789  B  4250      2350.50
002  "      B  3350      2350.50
003
004
005
006
007

          CALCULATED TOTALS:
SRCE DOC TYPE/# :
DEPT REF NBR   :
PERM/TEMP ADJUST: T
TYPE CODE     : 300
HRM POSITION #  :
1=      2=      3=ENDENTRY 4=      5=      6=1STPAGE
7=PREVPAGE 8=NEXTPAGE 9=HEADER 10=GLSMENU 11=SYSMENU 12=LOGO
```

21. Press **Enter**. Choose one of the following options:

- a. If no errors are found, go to step #22.
- b. If an error is found, a message will appear in the top left corner and the cursor will move to

the error. Make the appropriate changes and press **Enter** again.

22. The message "*Add Successful*" will appear in the top left corner of your screen and the screen scrolls down to the next blank line.
23. To look over your entries, press **F6** = *Istpage*
24. If there are no further changes or additions to the Budget Adjustment, press **F3** - *EndEntry*. This makes sure that the *Increase Amt* and *Decrease Amt* fields are balanced. Choose one of the following options:
 - a. If they are balanced, the *Accounting Entry Header* screen will display as shown below with a message of "*Balance Successful*" in the upper left hand column. Go to step #27.

```
GLSAEH          ACCOUNTING ENTRY HEADER
ADD SUCCESSFUL
ACTION: V (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE, V/VIEW CODE: AEH
ENTRY TYPE/#: BA 12345678 FY: 92 TOT LINES: 002 VOUCHER TYP#:
ENTRY STATUS: (FOR STATUS CHANGE:          EFF DTE DISP :
ENTRY DESC : COVER OD IN 4250          ENTRY TOTAL :      0.00
CONTACT NAME: TOM THUMB          CONTACT PHONE: 504-388-8888
COMMENTS : BOUGHT TOO MUCH PAPER AND OVERDRAFTED THE 4250 OBJECT CODE
:
EFFECT DATE : 01/15/1992          7/1 REVERSAL :
SRCE DOC # :          DEPT REF # :
----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY          A - APPROVED
P - PENDING 01/15/1992 HAPPY          R - RELEASED
D - DISAPPROVED          C - CURRENT
  1=HELP  2=CODEMENU 3=          4=VAEI  5=AIAE  6=
  7=      8=      9=PRINT 10=GLSMENU 11=SYSMENU 12=LOGOFF
```

- b. If they are not balanced, go to step #25.
25. Check the *CALCULATED TOTALS* field under the *INCREASE AMT* and *DECREASE AMT* columns and be sure these amounts are equal. Choose one of the following:
 - a. If these amounts are equal, go to step #26.
 - b. If these amounts are not equal, type a **C** in the *ACTION* field and then **TAB** to the appropriate fields and change/add the information. Press **ENTER** to save these changes. Press **PF3** - *ENDENTRY*. If you receive the message "*BALANCE SUCCESSFUL*," go to step #27. If you still receive an error message go to step #26.
26. Press **PF9** - *HEADER*. This will display the *ACCOUNT ENTRY HEADER* screen. Check the *ENTRY TOTAL* field. Be sure that this amount is equal to your total *INCREASE AMT* and *DECREASE AMT* columns. Choose one of the following steps:
 - a. If the entry still will not go to pending, call Accounting Services at 388-3321 and ask for help on the general ledger system.
 - b. If this amount is incorrect, type a **C** in the *ACTION* field, **TAB** to the *ENTRY TOTAL* field and type in the correct amount. Press **ENTER** two times. The *BUDGET*

ADJUSTMENT ENTRY screen will now display. Press **PF3** - *END ENTRY*. If an error message still displays, contact Accounting Services at 8-3321. If you receive the message "*BALANCE SUCCESSFUL*" proceed to step #27.

27. The Budget Adjustment must now be printed. Press **F9** = *Print*. This will display the *Printer Identification* screen as shown below:

```
GLSPID          PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT)   CODE: AEH
ENTRY TYPE/#: BA 12345678  FY: 91  TOT LINES: 015  VOUCHER TYPE/#:

PRINT LOCATION: P1T23E4

1=      2=      3=      4=      5=      6=
7=      8=      9=      10=GLSMENU 11=SYSMENU 12=LOGOFF
```

28. If the print location is correct, press **ENTER**. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
29. Retrieve the Budget Adjustment from the printer and obtain the appropriate signatures for approval.
30. Note the *Status* of the entry. Choose one of the following options based on the status:
- Pending*. Send the Budget Adjustment to Budget and Planning for Unrestricted accounts or to Grants and Contracts for Restricted accounts.
 - Released*. The Budget Adjustment will become current overnight and will affect your account balances accordingly. Keep the copy for your records.

Simple Journal Voucher (SJ)

Simple Journal Vouchers are used to do the following:

- < Move an expenditure or a revenue from an incorrect account to a correct account.
- < Move an expenditure or a revenue from an incorrect object code to a correct object code.

For example: Revenues are deposited in the wrong object code and the wrong account. A Simple Journal voucher (SJ) should be used to move the revenue to the correct account number and the correct object code.

	Acct #	Obj Code	Revenue
Before SJ	188530500	0510	500CR
After SJ	184300500	0790	500CR

Note:

Payroll corrections can only be processed through the Payroll office.

Purchase Order encumbrances can only be altered through the Purchasing office.

Simple Journal Vouchers (SJ) must be approved by either the Grants and Contracts Office for restricted accounts or the Accounts Payable Office for all other accounts.

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*)
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU

ACTION: A (A/ADD, C/CHANGE, V/VIEW)   CODE: IAE

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU           6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU           7
        4 - FINANCIAL INQUIRY MENU -   8
          BY ACCOUNT                   9 - CHART OF ACCOUNTS MENU

        5 - FINANCIAL INQUIRY MENU -  10
          BY PROJECT

1=VAEI    2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
    
```

5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **SJ**.
7. Leave the *Form #* field blank.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry.
10. **Tab** to the *Comments* field. A maximum of three lines of text may be typed here. This field should be used to explain the correction being made. If an explanation is not provided, there may be delays in processing the Simple Journal Voucher (SJ).
11. **Tab** to the *Srce Doc Type/#* field. Type the voucher type and the number of the entry being credited. This can be found on the *Subsidiary Detail Ledger* under the *Voucher Nbr* column.
12. **Tab** to the *Dept Ref #* field. This is a fifteen character field to be used by the department for their own filing purposes. This field is optional.
13. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this entry.
14. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code**.
15. The following fields are optional:
 - a. **Tab** to the *Entry Total* field. Type in the total of the amounts being transferred. If this amount is incorrect, an *Out of Balance* message will appear in the upper left corner of the screen when the *EndEntry* function is performed.
 - b. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 - c. The remaining fields are filled in by the system.
16. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION  CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER  BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT

ENTRY TYPE      : SJ                FORM #      :          IF DP, CUSTOMER ENTRY?
ENTRY DESC      : MOVE REVENUE FROM 0510 TO 0790, CORRECT ACCOUNT #
COMMENTS        : REVENUES DEPOSITED IN WRONG OBJ CODE AND WRONG ACCT

SRCE DOC TYPE/# :                      DEPT REF #  :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888                AREA CODE   : (504)
ENTRY TOTAL     :
EFFECTIVE DATE  :                          7/1 REVERSAL:
              1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
              7=          8=          9=          10=GLSMENU  11=SYSMENU  12=LOGOFF
  
```

17. Press **Enter**. This will display the *Simple JV Entry* screen.

18. The cursor will appear in the *Acct* column. **Type in the account number to be debited/credited.**
19. The cursor will appear in the *TT* column. **Type an x** for expenditure or **type an r** for revenue.
20. The cursor will appear in the *Obj* column. **Type in the Object Code to be credited/debited.**
The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object code. If a *Subobject* was used on the entry being corrected, then it must be typed in this field.

21. The *Proj* field is only used when project accounting capability is implemented. If a *Project Number* was used on the entry being corrected, then it must be typed in this field.
22. **Tab** to the *Amount* column and **type the amount being credited/debited**. Each amount must be entered on a separate line.
20. **Tab** to the *D/C* column. **Type a D** to debit **type a C** to credit the account to the left.
21. The cursor will appear in the *Offset Acct* column. **Type in the offset account number**.
22. The cursor will appear in the *Offset TT* column. **Type an x** for expenditure or **type a r** for revenue.
23. The cursor will appear in the *Offset Obj* column. **Type in the offset Object Code**.
The cursor will appear in the *Offset Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object code. If a *Subobject* was used on the entry being corrected, then it must be typed in this field.
24. The *Offset Proj* field is only used when project accounting capability is implemented. If the correcting entry requires a project number then enter it.
25. **Tab** to the *Item Description* column. **Type in the vendor name and invoice number or the rendering department**. Also, **type in the two account numbers being affected**.
26. The *Simple JV Entry* screen should display as follows:

```

GLSSJF                SIMPLE JV ENTRY

ACTION: A  (A/ADD, C/CHANGE, V/VIEW)  CODE: SJE  OVERRIDE ERRORS:

ENTRY#: 123456      FY: 92      TOTAL LINES: 002      ENTRY TOTAL:
                                           OFFSET
-----
  LINES  ACCT  TT  OBJ  PROJ  AMOUNT  D/C  ACCT  TT  OBJ  PROJ
001 002 188530500  R  0510      500      D 184300500  R  0790
003 004
005 006
007 008
009 010

                CALCULATED TOTAL:
-----
                ITEM DESCRIPTION                SRCE DOC TYPE/#
001 002  VET SCHOOL 183530500 184300500
003 004
005 006
007 008
009 010

      1=HELP      2=CODEMENU  3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
      7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU 11=SYSMENU 12=LOGOFF

```

27. Press **Enter**.
28. Choose one of the following:
 - a. If the message *Add Successful* appears in the upper left corner of the screen, press **F3-EndEntry** go to step #32.
 - b. If the message *Authorization Required* appears in the upper left corner of the screen, go to

step #29.

29. **Tab** to the *Override Errors* field, and **type a y** for yes.
30. Press **Enter**.
31. Press **F9-Header**.
32. The *Accounting Entry Header* screen will display as shown below:

```
GLSAEH                      ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V  (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHANGE, V/VIEW  CODE: AEH
ENTRY TYPE/#: SJ 123456  FY: 92 TOT LINES: 002  VOUCHER TYP/#:
ENTRY STATUS:  (FOR STATUS CHANGE:)  EFF DTE DISP :
ENTRY DESC : MOVE REVENUES FROM 0510 TO 0790  ENTRY TOTAL : 0.00
CONTACT NAME: TOM THUMB  CONTACT PHONE: 504-388-8888
COMMENTS : REVENUES DEPOSITED IN WRONG OBJECT CODE AND ACCT
:
EFFECT DATE : 01/15/1992  7/1 REVERSAL :
SRCE DOC # :  DEPT REF # :
----- STATUS INFORMATION -----
--
I - INCOMPLETE 01/15/1992 HAPPY  A - APPROVED
P - PENDING 01/15/1992 HAPPY  R - RELEASED
D - DISAPPROVED  C - CURRENT
1=HELP 2=CODEMENU 3= 4=VAEI 5=AIAE 6=
```

33. The SJ must now be printed. Press **F9 - Print**. This will display the *Printer Identification* screen as shown below:

```
GLSPID                      PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT)  CODE: AEH
ENTRY TYPE/#: SJ 123456  FY: 91  TOT LINES: 015  VOUCHER TYPE/#:

PRINT LOCATION: P1T23E4

1= 2= 3= 4= 5= 6=
7= 8= 9= 10=GLSMENU 11=SYSMENU 12=LOGOFF
```

34. If the print location is correct press **Enter**. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
35. Retrieve the SJ from the printer and obtain the appropriate signatures.
35. Choose one of the following:
 - a. *Unrestricted Accounts*
Attach a copy of the ledger of the account being credited/debited. Highlight the line that

needs to be corrected.

b. *Restricted Accounts*

Attach an AS226 form and a copy of the ledger of the account being credited/debited.

Highlight the line that needs to be corrected.

36. Send the SJ to Accounting Services. They will approve, release, and make the SJ current.

Compound Journal Voucher (CJ)

Compound Journal Vouchers are used to do the following:

- < Move an expenditure or a revenue from incorrect accounts to correct accounts.
- < Move an expenditure or a revenue from incorrect object codes to correct object codes.

For example: Mr. So&So purchased a computer and software on the wrong account number and the wrong object code. A *Compound Journal Voucher* (CJ) should be used to move the charge to the correct account number and the two correct object codes.

	Acct #	Obj Code	Expenditure
Before CJ	188530500	3930	5000
After CJ	184300500	7220	4500
	184300500	4250	500

Note:

Payroll corrections can only be processed through the Payroll office.

Purchase Order encumbrances can only be altered through the Purchasing office.

Compound Journal Vouchers (CJ) must be approved by either the Grants and Contracts Office for restricted accounts or the Accounts Payable Office for all other accounts.

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*).
The same function can be done with the PF8.
4. The *General Ledger Menu* screen should display as shown below.

```

GLSMENU                                GENERAL LEDGER MENU

ACTION: A (A/ADD, C/CHANGE, V/VIEW)   CODE: IAE

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU           6 - FORMS MAINTENANCE/INQUIRY
MENU                                         MENU
  3 - GLS AND COA MENU                   7
  4 - FINANCIAL INQUIRY MENU -           8 - INITIATE ACCOUNTING ENTRY
      BY ACCOUNT                          9 - CHART OF ACCOUNTS MENU

  5 - FINANCIAL INQUIRY MENU -           10
      BY PROJECT
    
```


7=

8=

9=

10=GLSMENU 11=SYSTEMENU 12=LOGOFF

17. Press **Enter**. This will display the *Compound JV Entry* screen.
 18. The cursor will appear in the *Acct* column of Line 001. **Type in the account number to be credited/debited.**
 19. The cursor will appear in the *TT* column. **Type an x** for expenditure or **type an r** for revenue.
 20. The cursor will appear in the *Obj* column. **Type in the Object Code to be credited/debited.**
The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object code. If a *Subobject* was used on the entry being corrected, then it must be typed in this field.
 21. The *Proj* field is only used when project accounting is implemented. If a *Project Number* was used on the entry being corrected, then it must be typed in this field.
 22. Choose one of the following:
 - a. If the account needs to be debited, then **tab** to the *Debit Amount* column and **type the amount being debited.**
 - b. If the account needs to be credited, then **tab** to the *Credit Amount* column and **type the amount being credited.**
- Note: The total amount of debits and the total amount of credits must be equal.
23. **Tab** to *Line 001* in the *Item Description* column. This is a detailed description of Line 001. This will appear on your *Subsidiary Detail Ledger*. **Type in the vendor name and invoice number or the rendering department. Also, type in the two account numbers being affected.**
 24. If a line is a debit amount that should liquidate an encumbrance, then **tab** to the *Enc Type/#* field. **Type the encumbrance type and number.**
 25. If the entire encumbrance should be liquidated, tab to the *Liq* field and type S.
 26. The *PYO* field is used by Accounting Services only.
 27. Repeat steps 18-25 for each credit or debit.
 28. The *Compound JV Entry* screen should display as follows:

GLSCJF		COMPOUND JV ENTRY				
ACTION: A (A/ADD, C/CHANGE, V/VIEW)		CODE: IAE	OVERRIDE ERRORS:			
ENTRY#: 123456	FY: 92	TOTAL LINES: 003	ENTRY TOTAL:			
LINE	ACCT	TT	OBJ	PROJ	DEBIT AMOUNT	CREDIT AMOUNT
001	188530500	X	3930			5000
002	184300500	X	7220		4500	
003	184300500	X	4250		500	
004						
005						
CALCULATED TOTALS:						

	ITEM DESCRIPTION	SRCE	DOC	TYPE/#	ENC TYPE/#	LIQ PYC
001	IBM 188530500 184300500					
002	IBM 188530500 184300500			P07777		
003	IBM 188530500 184300500					
004						
005						
1=HELP	2=	3=ENDENTRY	4=VAEI	5=AIAE	6=1STPAGE	
7=PREVPAGE	8=NEXTPAGE	9=FORMS	10=GLSMENU	11=SYSMENU	12=LOGOFF	

29. Press **Enter**.
30. Choose one of the following:
 - a. If the message *Add Successful* appears in the upper left corner of the screen, press **F3-EndEntry** go to step #34.
 - b. If the message *Authorization Required* appears in the upper left corner of the screen, go to step #31.
31. **Tab** to the *Override Errors* field, and **type a y** for yes.
32. Press **Enter**.
33. Press **F9-Header**.
34. The *Accounting Entry Header* screen will display as shown below:

```

GLSAEH                      ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V  (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHANGE, V/VIEW  CODE: AEH
ENTRY TYPE/#: CJ 123456  FY: 92 TOT LINES: 003  VOUCHER TYP/#:
ENTRY STATUS:  (FOR STATUS CHANGE:)  EFF DTE DISP :
ENTRY DESC : FROM 3930 TO 7220 & 4250  ENTRY TOTAL : 0.00
CONTACT NAME: TOM THUMB  CONTACT PHONE: 504-388-8888
COMMENTS : MR SO&SO BOUGHT A COMPUTER ON SUPPLY OBJECT CODE BY MISTAKE
          : AND USED WRONG ACCOUNT NUMBERS
EFFECT DATE : 01/15/1992  7/1 REVERSAL :
SRCE DOC # : AP 0000122  DEPT REF # :
----- STATUS INFORMATION -----
--
I - INCOMPLETE 01/15/1992 HAPPY  A - APPROVED
P - PENDING   01/15/1992 HAPPY  R - RELEASED
D - DISAPPROVED
    1=HELP      2=CODEMENU  3=      4=VAEI      5=AIAE      6=
    7=          8=          9=PRINT 10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

35. The CJ must now be printed. Press **F9 - Print**. This will display the *Printer Identification* screen as shown below:

```

GLSPID                      PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P  (P/PRINT)  CODE: AEH
ENTRY TYPE/#: SJ 123456  FY: 91  TOT LINES: 015  VOUCHER TYPE/#:

          PRINT LOCATION: P1T23E4

    1=          2=          3=          4=          5=          6=
    7=          8=          9=         10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

36. If the print location is correct press **Enter**. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
37. Retrieve the CJ from the printer and obtain the appropriate signatures.
38. Choose one of the following:
 - a. *Unrestricted Accounts*
Attach a copy of the ledger of the account being credited. Highlight the line that needs to be corrected.
 - b. *Restricted Accounts*
Attach an AS226 form and a copy of the ledger of the account being credited. Highlight the line that needs to be corrected.
39. Send the CJ to Accounting Services. They will approve, release, and make the CJ current.

Departmental Journal Voucher (DJ)

Departmental Journal Vouchers are used to do the following:

- < Add or move budget, revenue, or an expenditure to or from a project
- < Add or change a *Subobject Code* of an existing expenditure or revenue

For example: So&So purchased software that should have been associated with a project. However, he failed to use a project number when making the purchase. A *Department Journal Voucher* (DJ) can be used to add the expenditure to the project.

	Acct #	Obj Code	Expenditure	Proj
Before DJ	188530500	3930	500	
After DJ	188530500	3930	500	15

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*).
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                      GENERAL LEDGER MENU

ACTION: A (A/ADD, C/CHANGE, V/VIEW)  CODE: IAE

----- INQUIRY -----
ACTION  CODE
V       AEI - ACCOUNTING ENTRY INQUIRY
V       ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
C       BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A       IAE - INITIATE ACCOUNTING ENTRY
C       RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU           6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU             7
        4 - FINANCIAL INQUIRY MENU -     8
          BY ACCOUNT                     9 - CHART OF ACCOUNTS MENU

        5 - FINANCIAL INQUIRY MENU -    10
          BY PROJECT

1=VAEI      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=YR-END    8=AI/AE    9=COAMENU  10=        11=SYSMENU  12=LOGOFF
    
```

5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **DJ**.

7. Leave the *Form #* field blank.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry.
10. **Tab** to the *Comments* field. A maximum of three lines of text may be typed here. This field should be used to explain the correction being made.
11. **Tab** to the *Srce Doc Type/#* field. Type the voucher type and the number of the entry being credited. This can be found on the *Subsidiary Detail Ledger* under the *Voucher Nbr* column.
12. **Tab** to the *Dept Ref #* field. This is a fifteen character field to be used by the department for their own filing purposes. This field is optional.
13. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this order.
14. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code.**
15. The following fields are optional:
 - a. **Tab** to the *Entry Total* field. Type in the total of the amounts being transferred. If this amount is incorrect, an *Out of Balance* message will appear in the upper left corner of the screen when the *EndEntry* function is performed.
 - b. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 - c. The remaining fields are filled in by the system.
16. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT

ENTRY TYPE      : DJ          FORM #      :          IF DP, CUSTOMER ENTRY?
ENTRY DESC      : EXPENDITURE TO PROJ 15
COMMENTS        : PROJ # WAS LEFT OFF OF EXPENDITURE BY MISTAKE

SRCE DOC TYPE/# :                               DEPT REF #  :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888                      AREA CODE   : (504)
ENTRY TOTAL     :
EFFECTIVE DATE  :                               7/1 REVERSAL:
              1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
              7=          8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

17. Press **Enter**. This will display the *Departmental JV Entry* screen.
18. The cursor will appear in the *From Acct* column. **Type in the account number to be debited/credited.**

19. The cursor will appear in the *From TT* column. **Type an x** for expenditure, a **r** for revenue, or a **b** for budget.
20. The cursor will appear in the *From Obj* column. **Type in the Object Code to be credited/debited.** The cursor will appear in the *From Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object code. If a *Subobject* was used on the entry being corrected, then it must be typed in this field.
21. The *From Proj* field is only used when project accounting capability is implemented. If a *Project Number* was used on the entry being corrected, then it must be typed in this field.
22. **Tab** to the *Amount* column and **type the amount being credited/debited.**
20. **Tab** to the *D/C* column. **Type a D** to debit **type a C** to credit the account to the left.
23. The cursor will appear in the *To Subobject* column. This is a one digit field to be used by the department to further break down the existing object code. 0-9 can be used in this field.
24. The *To Proj* field is used to assign a project number to a detail entry.
25. **Tab** to the *To Amount* column. Type in the amount to be assigned to the subobject or to the project.
25. **Tab** to the *To Description* column. This field will appear on the Subsidiary Detail Ledger.
26. The *Departmental JV Entry* screen should display as follows:

```

GLSDJF                DEPARTMENTAL JV ENTRY

ACTION: A  (A/ADD, C/CHANGE, V/VIEW)   CODE: DJE   OVERRIDE ERRORS:

ENTRY#: 123456      FY: 92      TOTAL LINES: 002      ENTRY TOTAL:
FROM ==>                ----- ORIGINAL ENTRY-----
ACCT: 188530500    TT: X  OBJ: 3930    PROJ:        AMT: 500                D/
C

TO ==>
      SUB PROJ      AMOUNT      DESCRIPTION      DEPT REF
002   15      500          FACILITY SERVICES FOR PROJECT 15
003
004
005
006
007
008
009
010
011

      1=HELP      2=CODEMENU  3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
      7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU 11=SYSTEMU 12=LOGOFF

```

27. Press **Enter**.
28. Choose one of the following:
 - a. If the message *Add Successful* appears in the upper left corner of the screen, press **F3-EndEntry** go to step #32.
 - b. If the message *Authorization Required* appears in the upper left corner of the screen, make

sure you have entered the correct project number. If you have contact Accounting Services and ask for assistance on project numbers.

32. The *Accounting Entry Header* screen will display as shown below:

```

GLSAEH                      ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V  (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHANGE, V/VIEW  CODE: AEH
ENTRY TYPE/#: SJ 123456  FY: 92 TOT LINES: 002  VOUCHER TYP/#:
ENTRY STATUS:  (FOR STATUS CHANGE:)  EFF DTE DISP :
ENTRY DESC : MOVE REVENUES FROM 0510 TO 0790  ENTRY TOTAL : 0.00
CONTACT NAME: TOM THUMB  CONTACT PHONE: 504-388-8888
COMMENTS : REVENUES DEPOSITED IN WRONG OBJECT CODE AND ACCT
:
EFFECT DATE : 01/15/1992  7/1 REVERSAL :
SRCE DOC # :  DEPT REF # :
----- STATUS INFORMATION -----
--
I - INCOMPLETE 01/15/1992 HAPPY  A - APPROVED
P - PENDING 01/15/1992 HAPPY  R - RELEASED
D - DISAPPROVED  C - CURRENT
1=HELP 2=CODEMENU 3= 4=VAEI 5=AIAE 6=
7= 8= 9= 10=GLSMENU 11=SYSMENU 12=LOGOFF

```

33. The DJ can now be printed. Press **F9** - *Print*. This will display the *Printer Identification* screen as shown below:

```

GLSPID                      PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P  (P/PRINT)  CODE: AEH
ENTRY TYPE/#: SJ 123456  FY: 91  TOT LINES: 015  VOUCHER TYPE/#:

PRINT LOCATION: P1T23E4

1= 2= 3= 4= 5= 6=
7= 8= 9= 10=GLSMENU 11=SYSMENU 12=LOGOFF

```

34. If the print location is correct press **Enter**. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
35. Retrieve the DJ from the printer and keep for your own records.

Petty Cash Reimbursements

I. Office Procedures

A. Purpose

Petty cash funds are provided to permit certain miscellaneous small purchases (\$100 or less) of supplies, materials and services which cannot be readily obtained through one of the University Stores. Petty cash transactions may be handled in one of two ways:

1. Departments that have only an occasional need to make petty cash purchases will not have an established petty cash fund. Those departments will be reimbursed each time a petty cash purchase is made.

For example, a professor purchases an electronic resistor from Radio Shack for \$3.50. He also purchased a wooden hammer from Home Depot for \$7.57. To be reimbursed, he takes a petty cash reimbursement entry, receipts, and a valid University ID to the Vault Teller in the Office of Bursar Operations (125 Thomas Boyd Hall).

2. A department having regular needs for petty cash funds may request the establishment of a petty cash fund by submitting justification in writing to the Director of Accounting Services. This written correspondence should fully explain the requesting department's need for a petty cash fund, as well as designate an appropriate University employee as Petty Cash Supervisor, the custodian of the fund. A strict accounting of petty cash funds is required by the Petty Cash Supervisor. At all times the sum of cash on hand plus the receipts on hand and/or in the process of being reimbursed must equal the amount initially obtained upon establishment of the fund. To replenish the petty cash fund, the department should take a petty cash reimbursement entry, receipts, and a valid University ID to the Vault Teller in the Office of Bursar Operations.

For example, a professor purchases an electronic resistor from Radio Shack for \$3.50. He also purchased a wooden hammer from Home Depot for \$7.57. To be reimbursed, he takes the receipts to the department for which the item was purchased. The department will reimburse the professor from their petty cash fund.

Reimbursement for petty cash will be provided by the Vault Teller in the Office of Bursar Operations during the hours of 10:00 - 11:45 a.m. and 12:30 - 4:00 p.m.

B. Receipts for Expenditures

Each disbursement must be substantiated by an original receipt, providing reasonable documentation that the cash purchase was made. The items listed below must be written on the receipt or otherwise identified if not printed on the vendor-provided receipt.

1. Date of purchase
2. Item purchased
3. Name of vendor
4. Amount paid
5. Name of University employee making the purchase or accepting the delivery
6. Purchase order number, if applicable, on freight bills. If not applicable, so indicate with brief description of purpose of shipment.

C. Limitations on Use

1. Petty cash funds are not to be used for routine or recurring expenditures, but only for unforeseen purchases or in other instances of expediency wherein it is clearly in the best interests of the University to do so. Substantial justification in writing should be made for the use of petty cash funds of expenditures which do not appear to fall within the scope of this limitation.
2. The splitting of purchases to stay within the \$100 limitation is not permitted.
3. Food items may not be purchased from petty cash unless specifically related to an official University function. Such official functions must be approved by the Chancellor, with a copy of the approval attached to the reimbursement request. The expense for food purchased should be coded to object 6580 (Entertainment).
4. No disbursement to cover the following items should be made from petty cash:
 - a. Purchases in excess of \$100.
 - b. Purchase of items inconsistent with University policy; such as, but not limited to, desk sets, decorative items, and business cards.
 - c. Items of general departmental usage which are stocked in University Stores or for which purchase orders are normally issued.
 - d. Any wage or salary payment or earnings advance.
 - e. Check cashing.

D. Post Audit

The Office of Accounting Services performs a post audit of all petty cash reimbursements. Any reimbursement for unauthorized or improperly documented purchases will be disallowed, and a refund of such reimbursement will be required.

For complete rules governing the use of Petty Cash Funds see BOP 17-1.

II. Creating a Petty Cash Reimbursement Entry

1. Start at the GLS Menu. See page 71 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an A for add.
3. The cursor will appear in the *Code* field. Type IAE (*Initiate Accounting Entry*).
The same function can be performed by pressing PF8.
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU
ACTION: A (A/ADD,C/CHANGE,V/VIEW)  CODE: IAE

----- INQUIRY -----
ACTION  CODE
V       AEI - ACCOUNTING ENTRY INQUIRY
V       ONS - ORDER NUMBER SUMMARY

----- DATA ENTRY -----
ACTION  CODE
C       BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A       IAE - INITIATE ACCOUNTING ENTRY
C       RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU                7 - YEAR END PROCESSING
        4 - FINANCIAL INQUIRY MENU -        8 - CHART OF ACCOUNTS MENU
          BY ACCOUNT                        9
        5 - FINANCIAL INQUIRY MENU -       10
          BY PROJECT

1=VAEI      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=YR-END    8=AIAE     9=COAMENU 10=        11=SYSMENU 12=LOGOFF

```

5. Press Enter. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type PC.
7. Leave the *Form #* field blank.
8. Leave the *If DT, Customer Entry?* field blank.
9. Tab to the *Entry Desc* field. Type in a brief description of the entry. This is for your information only and can be used to identify the entry.
10. Tab to the *Comments* field. A maximum of three lines of text may be typed here. This is for your information only.
11. The following two fields are optional:
 - a. Tab to the *Srce Doc Type/#* field. Use this field to reference a previous entry. For example, if someone was reimbursed for the wrong amount, another Petty Cash Reimbursement form could be created to correct the mistake.
 - b. Tab to the *Dept Ref #* field. This is a fifteen character field to be used by the department for their own filing purposes.
12. Tab to the *Contact Name* field and type in the name of the person who can be contacted regarding

- this entry.
13. Tab to the *Contact Phone* field and type in the phone number of the contact person. The cursor will automatically move to the *Area Code* field. Type in the three digit area code.
 14. The following two fields are optional:
 - a. Tab to the *Entry Total* field. Type in the total of the amounts being reimbursed.
 - b. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 15. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                               INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A   CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT           SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION         CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT         PC - PETTY CASH REIMBURSEMENT
                                           DT - DEPARTMENT TRANSMITTAL

ENTRY TYPE      : PC           FORM #      :           IF DT, CUSTOMER ENTRY?
ENTRY DESC      : PETTY CASH REIMBURSEMENT
COMMENTS       :

SRCE DOC TYPE/# :                               DEPT REF #  :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888                       AREA CODE   : (504)
ENTRY TOTAL     :
EFFECTIVE DATE  :                               7/1 REVERSAL:
    1=HELP      2=CODEMENU  3=           4=VAEI      5=           6=FORMMENU
    7=           8=           9=           10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

16. Press Enter. This will display the *Petty Cash Entry* screen.
17. The cursor will appear in the *Acct* column of Line 002. Type in the account number to be credited/debited. (Line 001 is generated by the system)
18. The cursor will appear in the *TT* column. Type an x for expenditure or type an r for revenue.
19. The cursor will appear in the *Obj* column. Type in the Object Code to be credited/debited. The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object code.
20. The *Proj* field is only used when project accounting is implemented.
21. Choose one of the following:
 - a. If the account needs to be debited, then tab to the *Debit Amount* column and type the amount being debited.
 - b. If the account needs to be credited, then tab to the *Credit Amount* column and type the amount being credited.
22. Move your cursor to *Line 002* in the *Item Description* column. This is a detailed description of Line 002. This field is carried forward from the previous screens *Entry Desc* field. The description on this line will be printed on the Subsidiary Detail Ledger. It should be edited to reflect the corresponding line of account information.

23. If a line is a debit amount that should liquidate an encumbrance, then tab to the *Enc Type/#* field. Type the encumbrance type and number.
24. If the entire encumbrance should be liquidated, tab to the *Liq* field and type S.
25. The *PYO* field is used by Accounting Services only.
26. Repeat steps 17-25 for each credit or debit.
27. The *Petty Cash Entry* screen should display as follows:

```

GLSPCE                PETTY CASH ENTRY
ACTION: A  (A/ADD,C/CHANGE,V/VIEW)  CODE: PCE  OVERRIDE ERRORS:
ENTRY#: 123456      FY: 92      TOTAL LINES: 003      ENTRY TOTAL:

LINE      ACCT      TT      OBJ      PROJ      DEBIT      CREDIT
002      188530500    X      3930
003      184300500    X      7220
004
005
006

                                CALCULATED TOTALS:
-----
ITEM DESCRIPTION                SRCE DOC TYPE/#  ENC TYPE/# LIQ PYO
002      ELECTRONIC RESISTOR
003      WOODEN HAMMER
004
005
006

1=HELP      2=      3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU  11=SYSTEMU  12=LOGOFF

```

28. Press Enter.
29. Choose one of the following:
 - a. If the message *Add Successful* appears in the upper left corner of the screen, press *F3-EndEntry* go to step #32.
 - b. If an error message appears in the upper left corner of the screen, correct the error and press enter, then press F3. If you cannot correct the error, call the Office of Bursar Operations at 388-3357 for assistance.
30. Press Enter.
31. Press *F9-Header*.
32. The *Accounting Entry Header* screen will display as shown below:

```

GLSAEH                ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V  (C/CHANGE,D/DELETE,R/REVERSE,S/STATUS CHANGE, V/VIEW)  CODE: AEH
ENTRY TYPE/#: PC 123456      FY: 92 TOT LINES: 002  VOUCHER TYP/#:
ENTRY STATUS:      (FOR STATUS CHANGE:)      OVERRIDE EFF DTE :
ENTRY DESC : PETTY CASH REIMBURSEMENT      ENTRY TOTAL :      11.07
CONTACT NAME: TOM THUMB      CONTACT PHONE: 504-388-8888
COMMENTS :
:
EFFECT DATE : 01/15/1992      7/1 REVERSAL :
SRCE DOC # :      DEPT REF # :

```

```

----- STATUS INFORMATION -----
I - INCOMPLETE 01/15/1992 HAPPY          W - WORKED
P - PENDING    01/15/1992 HAPPY          A - APPROVED
D - DISAPPROVED                                R - RELEASED
V - VAULT                                           C - CURRENT
T - TELLER
      1=HELP      2=CODEMENU  3=IT-ACCT  4=VAEI      5=AIAE      6=
      7=          8=          9=PRINT   10=GLSMENU 11=SYSTEMU 12=LOGOFF

```

33. The petty cash reimbursement entry must now be printed. Press F9 - *Print*. This will display the *Printer Identification* screen as shown below:

```

GLSPID                PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT)    CODE: AEH
ENTRY TYPE/#: PC 123456  FY: 92  TOT LINES: 003  VOUCHER TYPE/#:

PRINT LOCATION: P1T23E4

      1=          2=          3=          4=          5=          6=
      7=          8=          9=          10=GLSMENU 11=SYSTEMU 12=LOGOFF

```

34. If the print location is correct press Enter. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
35. Retrieve the petty cash reimbursement entry from the printer and obtain the appropriate signatures. If the petty cash fund is being reimbursed, then the "reconciliation of the petty cash fund" section at the bottom of the petty cash reimbursement entry must be filled out and signed by the petty cash supervisor.
36. Take the petty cash reimbursement entry to the Vault Teller in the Office of Bursar Operations for reimbursement. Reimbursement for petty cash will be provided by the Office of Bursar Operations during the hours of 10:00 - 11:45 a.m. and 12:30 - 4:00 p.m.

Departmental Transmittals

I. Office Procedures

A. Purpose

Departmental transmittals (DT) are used to record financial transactions which involve collections, receivables, or refunds. A DT must be created each time a transaction of this type is presented to the Bursar's Office.

1. Collections, receivables, or credits along with TWO copies of the DT entry must be hand carried to the Vault Teller in the Office of Bursar Operations, 125 Thomas Boyd Hall. All checks, traveler's checks, and money orders must be endorsed on the back by the department. The Vault Teller verifies the currency and stamps the second copy received for the department's records.

II. Creating a Departmental Transmittal Entry

1. Start at the GLS Menu. See page 71 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. You can press F8 or type an A for add.
3. The cursor will appear in the *Code* field. Type IAE (*Initiate Accounting Entry*).
The same function can be performed by pressing PF8.
4. The *General Ledger Menu* screen should display as shown below:

```
GLSMENU                                GENERAL LEDGER MENU
ACTION: A (A/ADD, C/CHANGE, V/VIEW)   CODE: IAE
----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ONS - ORDER NUMBER SUMMARY
----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES
----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU           6 - FORMS MAINTENANCE/INQUIRY
MENU
  3 - GLS AND COA MENU                 7 - YEAR END PROCESSING
  4 - FINANCIAL INQUIRY MENU -         8 - INITIATE ACCOUNTING ENTRY
      BY ACCOUNT                       9 - CHART OF ACCOUNTS MENU
  5 - FINANCIAL INQUIRY MENU -        10
      BY PROJECT
```

7=YR- END

8=AI AE

9=COAMENU 10=

11=SYSTEMENU

12=LOGOFF

5. Press Enter. This will display the *Initiate Accounting Entry* screen.

6. The cursor will appear in the *Entry Type* field. Type DT.
7. Leave the *Form #* field blank.
8. The *DT Customer Entry* should be changed to a "Y" if an accounts receivable needs to be established or credited.
9. Tab to the *Entry Desc* field. Type in a brief description of the entry. This is for your information only and can be used to identify the entry.
10. Tab to the *Comments* field. A maximum of three lines of text may be typed here. This is for your information only.
11. The following two fields are optional:
 - a. Tab to the *Srce Doc Type/#* field. Use this field to reference a previous entry. For example, if someone is being refunded from a previous DT entry, you could enter the previous entry number in this field for future reference.
 - b. Tab to the *Dept Ref #* field. This is a fifteen character field to be used by the department for their own filing purposes.
12. Tab to the *Contact Name* field and type in the name of the person who can be contacted regarding this entry.
13. Tab to the *Contact Phone* field and type in the phone number of the contact person. The cursor will automatically move to the *Area Code* field. Type in the three digit area code.
14. The following two fields are optional:
 - a. Tab to the *Entry Total* field. Type in the total of the amounts being deposited/accounts receivable being recorded.
 - b. The *Effective Date* field will automatically default to the current date.
15. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT         PC - PETTY CASH REIMBURSEMENT
                                           DT - DEPARTMENT TRANSMITTAL

ENTRY TYPE      : DT          FORM #      :          IF DT, CUSTOMER ENTRY?
ENTRY DESC      : COOKIE SALE REVENUES
COMMENTS       :

SRCE DOC TYPE/# :                               DEPT REF # :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888                      AREA CODE   : (504)
ENTRY TOTAL    :
EFFECTIVE DATE  :                               7/1 REVERSAL:
              1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
              7=          8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

16. Press Enter. This will display the *Departmental Transmittal Entry* screen.
17. The cursor will appear in the *#CKS* column(number of checks). If you have checks, type in the number of checks you have to deposit; if no checks, tab to the next field.

18. The cursor will appear in the *MOP* column(method of payment). Type in one of the following (checks=CKS, cash=CSH, bank order=B/O, money order=M/O, bank draft=B/D, or one of the following bank card bank codes: ABC=Athletics, ACC=Assembly center, ATC=Asbestos Training, CEC=Continuing Education Center, DSC=Dairy Store, FTC=Fireman Training, GCC=Golf Course, HJC=Henry James Review, PLC=Paralegal, SCC=Continuing Ed Short Courses, SRC=Southern Review, TGC=Tiger Gift Center, UPC=University Press, VMC=Veterinary Medicine).
19. The cursor will appear in the *DEBIT AMOUNT* field. If you are making a deposit, enter the amounts in the debit fields. If a refund is being made then use the credit fields.
20. Tab to line 007 and enter the *ACCT*(account) *TT*(transaction type,X,R,A,L), *OBJ*(object), *PROJ*(project number) and the *AMOUNT* to be credited/debited.
21. Move your cursor to Line 007 in the *Item Description* column. This is a detailed description of Line 007. This field is carried forward from the previous screens *Entry Desc* field. The description on this line will be printed on the Subsidiary Detail Ledger. It should be edited to reflect the corresponding line of account information.
22. Repeat steps 20-21 for each credit or debit.
23. The *Departmental Transmittal Entry* screen should display as follows:

GLSDTE		DEPARTMENTAL TRANSMITTAL ENTRY						
ADD SUCCESSFUL		PLEASE ENTER DATA						
ACTION: A (A/ADD, C/CHANGE, V/VIEW)		CODE: DTE		OVERRIDE ERRORS:				
ENTRY#:	00001219	FY:	93	TOTAL LINES:	000	ENTRY TOTAL:		
#CKS / MOP	DEBIT AMOUNT	CREDIT AMOUNT / MOP		DEBIT AMOUNT	CREDIT AMOUNT			
3 / CKS	100.15	/ CSH		100.00				
		/						
		/						
LINE	ACCT	TT	OBJ	PROJ	DEBIT AMOUNT	CREDIT AMOUNT		
007	188530500	X	4250			100.10		
008	184300500	R	0510			100.05		
009								
CALCULATED TOTALS:					200.15	200.15		
ITEM DESCRIPTION		SRCE	DOC	TYPE/#	ENC	TYPE/#	LIQ	PYO
007	SOFTWARE SALES							
008	HARDWARE SALES							
009								
1=HELP	2=CUSTOMER	3=ENDENTRY	4=VAEI	5=AI AE	6=1STPAGE			
7=PREVPAGE	8=NEXTPAGE	9=HEADER	10=GLSMENU	11=SYSMENU	12=LOGOFF			

24. **Press Enter.**
25. Choose one of the following:
 - a. If the message *Add Successful* appears in the upper left corner of the screen you can press F6 to review the lines you entered. If you need to change lines you have entered, type a C in the action field, make your changes and press enter. If data is correct press *F3-EndEntry* and go to step #29.
 - b. If an error message appears in the upper left corner of the screen, correct the error and press enter. If you cannot correct the error, call the Office of Bursar Operations at 388-3357.

26. Press Enter.
27. Press *F9-Header*.
28. The *Accounting Entry Header* screen will display as shown below:

```

GLSAEH                      ACCOUNTING ENTRY HEADER
BALANCE SUCCESSFUL
ACTION: V  (C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHANGE, V/VIEW)  CODE: AEH
ENTRY TYPE/#: DT 00001219  FY: 93 TOT LINES: 002  VOUCHER TYP/#:
ENTRY STATUS: (FOR STATUS CHANGE:)  OVERRIDE EFF DTE :
ENTRY DESC  : DAILY DEPOSIT  ENTRY TOTAL  :
11.07
CONTACT NAME: TOM THUMB  CONTACT PHONE: 504-388-8888
COMMENTS  :
:
EFFECT DATE : 05/15/1993  7/1 REVERSAL :
SRCE DOC #  :  DEPT REF #  :
ORGANIZATION:
----- STATUS INFORMATION -----
--
I - INCOMPLETE 05/15/1993 HAPPY  W - WORKED
P - PENDING 05/15/1993 HAPPY  A - APPROVED
D - DISAPPROVED  R - RELEASED
V - VAULT  C - CURRENT
T - TELLER
1=HELP 2=CODEMENU 3=IT-ACCT 4=VAEI 5=AIAE 6=

```

29. The DT entry must now be printed. Press *F9 - Print*. This will display the *Printer Identification* screen as shown below:

```

GLSPID                      PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P  (P/PRINT)  CODE: AEH
ENTRY TYPE/#: PC 123456  FY: 92  TOT LINES: 003  VOUCHER TYPE/#:

PRINT LOCATION: P1T23E42

1= 2= 3= 4= 5= 6=
7= 8= 9= 10=GLSMENU 11=SYSMENU 12=LOGOFF

```

30. If the print location is correct press Enter. If the print location is wrong or if the field is filled with question marks, contact Accounting Services at 388-3321.
31. Retrieve the DT from the printer and obtain signatures of the person who prepared the DT and the department head or supervisor. Make a photo copy of the DT.

32. Take the original and the copy of DT to the Office of Bursar Operations, 125 Thomas Boyd Hall. The Vault Teller verifies the currency, stamps one copy to verify receipt of the entry and gives it to the department representative. The original is forwarded to the tellers for further processing. If your DT entry does not become current on the ledger for that month, please notify the Office of Bursar Operations at 388-3357. To insure current month processing, all DT's must be received in the Office of Bursar Operations four working days prior to the end of the month.

How To Create An Encumbering Internal Transaction (EI)

In some instances, an accountant may choose to set aside (*encumber*) money for future purchases. This money can be encumbered through requisitions or Encumbered Internal Transactions. When a purchase is made against an account, the encumbrance is reduced (*liquidated*) and the expenditures are increased.

For example: An account historically spends \$1000 a year in object code 4250 on paper. The accountant would like to set aside (*encumber*) this \$1000 to reflect this anticipated expenditure. When a purchase of \$100 is made for paper, the encumbrance is reduced and the expenditures are increased.

	Encumbrance	Expenditures
Before paper purchase	1000.00	0.00
After paper purchase	900.00	100.00

Encumbrances must be created with unique account number, object code, and encumbrance type number combination. Encumbrances must be referenced with this combination at the time of purchase in order for the encumbrance to be reduced (*liquidated*).

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*).
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                      GENERAL LEDGER MENU

ACTION:  A (A/ADD, C/CHANGE, V/VIEW)  CODE:  IAE

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2  - CODE TABLE MENU                6  - FORMS MAINTENANCE/INQUIRY
MENU
        3  - GLS AND COA MENU                  7
        4  - FINANCIAL INQUIRY MENU -         8
           BY ACCOUNT                          9  - CHART OF ACCOUNTS MENU

        5  - FINANCIAL INQUIRY MENU -        10
           BY PROJECT
    
```

5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **EI**.
7. See the *Form #* section for more detailed information on modeling. This field is not recommended for EI's.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry. The contents of this field will show up on your Subsidiary Detail ledger under description.
10. **Tab** to the *Comments* field. This is for your information only and will not show up on the ledger printout. A maximum of three lines of text may be typed here. If you choose not to type in text here, **type a period**.
Only fields with question marks require that you type in information.
11. The following fields are optional:
 - a. **Tab** to the *Src Doc Type/#* field. Use this field to reference a previous entry. For example, to reference a Purchase Order, type PO 12345.
 - b. **Tab** to the *Dept Ref#* field. This is a fifteen character field to be used by the department for their own filing purposes.
 - c. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this order.
 - d. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code**.
 - e. **Tab** to the *Entry Total* field. This field is not recommended for EI's.
 - f. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 - g. The remaining fields are filled in by the system.

12. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT

ENTRY TYPE           : EI                FORM #           :           IF DP, CUSTOMER ENTRY?
ENTRY DESC           : PAPER
COMMENTS             : ESTABLISH ENCUMBRANCE FOR PAPER THIS YEAR

SRCE DOC TYPE/#     :                    DEPT REF #       :
CONTACT NAME         : TOM THUMB
CONTACT PHONE        : 388 8888          AREA CODE         : (504)
ENTRY TOTAL          :
EFFECTIVE DATE       :                    7/1 REVERSAL:
1=HELP              2=CODEMENU 3=          4=VAEI            5=                6=FORMMENU
  
```

13. Press **Enter**. This will display the *Encumber Internal Transaction Entry* screen.
14. The cursor will appear in the *Acct* column. Type in the account number for which the encumbrance should be established with no dashes.
15. The cursor will appear in the *Obj* column. **Type in the four digit object code.**
The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object codes. This field is not recommended for EI's.
16. The *Proj* field is only used when project accounting is implemented. See the *Project Number* section of the GLS manual for project accounting capability.
17. **Tab** to the *Debit/Increase Amount* column. **Type in the amount to be encumbered.**
18. Move to the *Enc Type/#* column. **Type in the entry #** with no leading zeros. This number is located in the upper left hand corner of the screen.
19. The *Encumber Internal Transaction Entry* screen should display as shown below:

```

GLSEIE                ENCUMBER INTERNAL TRANSACTION ENTRY

ACTION: A  (A/ADD, C/CHANGE, V/VIEW)  CODE: EIE  OVERRIDE ERRORS:

ENTRY#: 00123456    FY: 91    TOTAL LINES: 001    ENTRY TOTAL:

USE THIS SCREEN TO ESTABLISH AN ENCUMBRANCE FOR INTERNAL BLANKET OR STANDING
ORDERS, AND TO ENCUMBER INTERNAL TRANSACTIONS NOT INITIATED THRU THIS SYSTEM

LINE      ACCT      TT      OBJ      PROJ      DEBIT/INCREASE  CREDIT/DECREASE
          123456789          4250          AMOUNT
001              1000
002
003

                                CALCULATED TOTALS:
-----

001      PAPER      ITEM DESCRIPTION      ENC TYPE/#      DEPT REF #      LIQ
002              IT 123456
003

1=HELP      2=      3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
7=PREVPAGE  8=NEXPAGE  9=HEADER   10=CLSMENU 11=SYSMENU 12=LOGOFF

```

20. Press **Enter**.
21. If no errors are found, the message *Add Successful* will appear in the top left corner of your screen and the screen scrolls down to the next blank line. To look over your entry, press F6 - 1stPage. If errors are found, the system will display the appropriate error message in the upper left corner of the screen and highlight the fields in error.

22. Press **F3 - EndEntry**. This checks the encumbrance for valid information and gives the entry a status of *Released*. The status will become *Current* the next day.
23. The *Accounting Entry Header* screen will display with the message *Balance Successful* in the top left corner of your screen.
24. This encumbrance does not need to be sent to Accounting Services. You may print a copy for your own records if you wish.

How To Alter The Amount of An Encumbrance

In some instances, an accountant may choose to increase or decrease the amount of money encumbered for a specific encumbrance. This is done by creating an additional Encumbering Internal Transaction.

For example: An accountant has encumbered \$1000 in object code 4250 for paper. The accountant would like to reduce this encumbrance by \$700.00.

	Encumbrance
Before EI alteration	1000.00
After EI alteration	300.00

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*).
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU
ACTION: A (A/ADD, C/CHANGE, V/VIEW)    CODE: IAE

----- INQUIRY -----
ACTION  CODE
V       AEI - ACCOUNTING ENTRY INQUIRY
V       ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
C       BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A       IAE - INITIATE ACCOUNTING ENTRY
C       RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU    3 - GLS AND COA MENU                  7
        4 - FINANCIAL INQUIRY MENU -         8

```


5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **EI**.
7. See the *Form #* section for more detailed information on modeling. This field is not recommended for EI's.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry. The contents of this field will show up on your Subsidiary Detail ledger under description.
10. **Tab** to the *Comments* field. This is for your information only and will not show up on the ledger printout. A maximum of three lines of text may be typed here. If you choose not to type in text here, **type a period**.
The fields with question marks require some information.
11. The following fields are optional:
 - a. **Tab** to the *Srce Doc Type/#* field. Use this field to reference a previous entry. For example, to reference a Purchase Order, type PO 12345.
 - b. **Tab** to the *Dept Ref#* field. This is a fifteen character field to be used by the department for their own filing purposes.
 - c. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this order.
 - d. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code**.
 - e. **Tab** to the *Entry Total* field. This field is not recommended for EI's.
 - f. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 - g. The remaining fields are filled in by the system.
12. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT

ENTRY TYPE      : EI                FORM #      :          IF DP, CUSTOMER ENTRY?
ENTRY DESC      : PAPER
COMMENTS        : REDUCE ENCUMBERED AMOUNT FOR PAPER THIS YEAR

SRCE DOC TYPE/# :                    DEPT REF # :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888           AREA CODE   : (504)
ENTRY TOTAL     :
EFFECTIVE DATE  :                    7/1 REVERSAL:
            1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
            7=          8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

13. Press **Enter**. This will display the *Encumber Internal Transaction Entry* screen.
14. The cursor will appear in the *Acct* column. Type in the account number that was used on the encumbrance that is being altered.
15. The cursor will appear in the *Obj* column. **Type in the four digit object code** that was used on the encumbrance that is being altered.
The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object codes. This field is not recommended for EI's. If a *Subobject* was used on the original encumbrance, then it must be used on the altering encumbrance also.
16. The *Proj* field is only used when project accounting is implemented. See the *Project Number* section of the GLS manual for project accounting capability.
17. Choose one of the following:
 - a. To increase the amount originally encumbered, move to the *Debit/Increase Amount* column and **type in the amount** by which you wish to increase the encumbrance.
 - b. To decrease the amount originally encumbered, move to the *Credit/Decrease Amount* column and **type in the amount** by which you wish to decrease the encumbrance.
18. Move to the *Enc Type/#* column. **Type in the entry #** for the encumbrance that is being altered.
19. The *Encumber Internal Transaction Entry* screen should display as shown below:

```

GLSEIE                ENCUMBER INTERNAL TRANSACTION ENTRY

ACTION: A (A/ADD, C/CHANGE, V/VIEW)  CODE: EIE  OVERRIDE ERRORS:

ENTRY#: 00123456    FY: 91    TOTAL LINES: 001    ENTRY TOTAL:

USE THIS SCREEN TO ESTABLISH AN ENCUMBRANCE FOR INTERNAL BLANKET OR STANDING
ORDERS, AND TO ENCUMBER INTERNAL TRANSACTIONS NOT INITIATED THRU THIS SYSTEM

LINE      ACCT      TT      OBJ      PROJ      DEBIT/INCREASE  CREDIT/DECREASE
001      123456789      4250      AMOUNT      AMOUNT
002
003

                                CALCULATED TOTALS:
-----

001      PAPER      ITEM DESCRIPTION      ENC TYPE/#      DEPT REF #      LIQ
002
003

1=HELP      2=      3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
7=PREVPAGE  8=NEXTPAGE  9=HEADER    10=GLSMENU  11=SYSTEMU  12=LOGOFF

```


20. Press **Enter**.
21. If no errors are found, the message *Add Successful* will appear in the top left corner of your screen and the screen scrolls down to the next blank line. To look over your entries, press F6 - 1stPage. If errors are found, the system will display the appropriate error message in the upper left corner of the screen and highlight the fields in error.
22. Press **F3** - *EndEntry*. This checks the encumbrance for valid information and gives the entry a status of *Released*. The status will become *Current* the next day.
23. The *Accounting Entry Header* screen will display with the message *Balance Successful* in the top left corner of your screen.
24. This encumbrance does not need to be sent to Accounting Services. You may print a copy for your own records if you wish.

How To Delete An Encumbering Internal Transaction (EI)

In some instances, an accountant may choose to delete (*liquidate*) the amount of money encumbered for a specific encumbrance. This is done by creating an additional Encumbering Internal Transaction.

For example: An accountant has encumbered \$1000 in object code 4250 for paper. The accountant would like to liquidate this encumbrance.

	Encumbrance
Before EI alteration	1000.00
After EI alteration	00.00

1. **Start at the GLS Menu.** See page 2 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type an **A** for add.
3. The cursor will appear in the *Code* field. Type **IAE** (*Initiate Accounting Entry*).
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU
ACTION: A (A/ADD, C/CHANGE, V/VIEW)    CODE: IAE
----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES
----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES
----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU                  7
        4 - FINANCIAL INQUIRY MENU -          8
          BY ACCOUNT                          9 - CHART OF ACCOUNTS MENU
        5 - FINANCIAL INQUIRY MENU -        10
          BY PROJECT
1
7=      8=CODEMENU  9=GLS/COA  10=ACCTMENU  11=PROJMENU  12=FORMMENU
8=      9=COAMENU  10=
11=SYSTEMENU  12=LOGOFF

```

5. Press **Enter**. This will display the *Initiate Accounting Entry* screen.
6. The cursor will appear in the *Entry Type* field. Type **EI**.
7. See the *Form #* section for more detailed information on modeling. This field is not recommended for EI's.
8. Leave the *If DP, Customer Entry?* field blank.
9. **Tab** to the *Entry Desc* field. **Type in a brief description** of the entry. The contents of this field will show up on your Subsidiary Detail ledger under description.
10. **Tab** to the *Comments* field. This is for your information only and will not show up on the ledger printout. A maximum of three lines of text may be typed here. If you choose not to type in text here, **type a period**.
Only fields with question marks require that you type in information.
11. The following fields are optional:
 - a. **Tab** to the *Src Doc Type/#* field. Use this field to reference a previous entry. For example, to reference a Purchase Order, type PO 12345.
 - b. **Tab** to the *Dept Ref#* field. This is a fifteen character field to be used by the department for their own filing purposes.
 - c. **Tab** to the *Contact Name* field and **type in the name** of the person who can be contacted regarding this order.
 - d. **Tab** to the *Contact Phone* field and **type in the phone number** of the contact person. The cursor will automatically move to the *Area Code* field. **Type in the three digit area code**.
 - e. **Tab** to the *Entry Total* field. This field is not recommended for EI's.
 - f. The *Effective Date* field will automatically enter the current date. You may type in a future date, but not a past date.
 - g. The remaining fields are filled in by the system.
12. The *Initiate Accounting Entry* screen should display as follows:

```

GLSIAE                INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
            IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
            EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
            DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
            GE - GRANT ESTABLISHMENT

ENTRY TYPE      : EI                FORM #      :          IF DP, CUSTOMER ENTRY?
ENTRY DESC     : PAPER
COMMENTS       : LIQUIDATE ENCUMBRANCE FOR PAPER THIS YEAR

SRCE DOC TYPE/# :                   DEPT REF # :
CONTACT NAME    : TOM THUMB
CONTACT PHONE   : 388 8888          AREA CODE   : (504)
ENTRY TOTAL     :
EFFECTIVE DATE  :                   7/1 REVERSAL:
            1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
            7=          8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
  
```

13. Press **Enter**. This will display the *Encumber Internal Transaction Entry* screen.
14. The cursor will appear in the *Acct* column. Type in the account number that was used on the encumbrance that is being liquidated.
15. The cursor will appear in the *Obj* column. **Type in the four digit object code** that was used on the encumbrance that is being liquidated.
The cursor will appear in the *Subobject* column which is a one digit field after the object code to be used by the department to further break down the existing object codes. This field is not recommended for EI's. If a *Subobject* was used on the original encumbrance, then it must be used on the altering encumbrance also.
16. The *Proj* field is only used when project accounting is implemented. See the *Project Number* section of the GLS manual for project accounting capability.
17. Leave the *Debit/Increase Amount* and the *Credit/Decrease Amount* fields blank. The entire balance of the encumbrance will be liquidated.
18. Move to the *Enc Type/#* column. **Type in the entry #** for the encumbrance that is being liquidated.
19. Move to the *Liq* field and type an **S**. This liquidates the entire balance of the outstanding encumbrance.
20. The *Encumber Internal Transaction Entry* screen should display as shown below:

```

GLSEIE                ENCUMBER INTERNAL TRANSACTION ENTRY

ACTION: A (A/ADD, C/CHANGE, V/VIEW)  CODE: EIE  OVERRIDE ERRORS:

ENTRY#: 00123456    FY: 91    TOTAL LINES: 001    ENTRY TOTAL:

USE THIS SCREEN TO ESTABLISH AN ENCUMBRANCE FOR INTERNAL BLANKET OR STANDING
ORDERS, AND TO ENCUMBER INTERNAL TRANSACTIONS NOT INITIATED THRU THIS SYSTEM

LINE      ACCT      TT      OBJ      PROJ      DEBIT/INCREASE      CREDIT/DECREASE
          123456789          4250          AMOUNT              AMOUNT
001
002
003

                                CALCULATED TOTALS:
-----

001      PAPER                ENC TYPE/#      DEPT REF #      LIQ
          IT 123456

002
003

1=HELP      2=      3=ENDENTRY  4=VAEI      5=AIAE      6=1STPAGE
7=PREVPAGE  8=NEXTPAGE  9=HEADER   10=GLSMENU  11=SYSTEMU  12=LOGOFF

```

21. Press **Enter**.

22. If no errors are found, the message *Add Successful* will appear in the top left corner of your screen and the screen scrolls down to the next blank line. To look over your entries, press F6 - 1stPage. If errors are found, the system will display the appropriate error message in the upper left corner of the screen and highlight the fields in error.
23. Press **F3** - *EndEntry*. This checks the encumbrance for valid information and gives the entry a status of *Released*. The status will become *Current* the next day.
24. The *Accounting Entry Header* screen will display with the message *Balance Successful* in the top left corner of your screen.
25. This encumbrance does not need to be sent to Accounting Services. You may print a copy for your own records if you wish.

How To Create A Form

There are several entries that are repeated from year to year or month to month with very few changes being made. To save the time needed to recreate these entries, the General Ledger System allows users to create the account information of an entry that can be retrieved and reused. For example, a department moves charges every month from two restricted accounts to an unrestricted account. The account numbers, object codes, and amounts can be saved in a form that can be retrieved when creating the entry each month.

1. **Start at the GLS Menu.** See page 71 in the *Updating* section of this manual for detailed instruction.
2. The *General Ledger Menu* screen should display as shown below:

```
GLSMENU                      GENERAL LEDGER MENU

ACTION:  (A/ADD, C/CHANGE, V/VIEW)  CODE:

----- INQUIRY -----
ACTION  CODE
V       AEI - ACCOUNTING ENTRY INQUIRY
V       ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
C       BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A       IAE - INITIATE ACCOUNTING ENTRY
C       RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
3 - GLS AND COA MENU                        7
4 - FINANCIAL INQUIRY MENU -                8
   BY ACCOUNT                               9 - CHART OF ACCOUNTS MENU

5 - FINANCIAL INQUIRY MENU -                10
   BY PROJECT

1=VAEI      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=YR-END   8=AI AE    9=COAMENU  10=       11=SYSTEMU 12=LOGOFF
```

3. Press **F6-Forms Maintenance/Inquiry Menu**. This will display the *Forms Maintenance and Inquiry Menu*.
4. The cursor will appear in the *Action* field. Type an **A** for add.
5. The cursor will appear in the *Code* field. Choose one of the following options:

SJF	Simple JV	CJF	Compound JV
CJF	Cash JV	BTF	Bank Transfers
BAF	Bank Adjustment	DJF	Departmental JV
ITF	Internal Transaction	EIF	Encumber Internal Transaction

6. The *Forms Maintenance/Inquiry Menu* screen should display as shown below:

```

GLSFMI                FORMS MAINTENANCE AND INQUIRY MENU

ACTION: A  (A/ADD, V/VIEW)  CODE: CJF

      ACTION      CODE
      A, V        SJF  -   SIMPLE JV ENTRY FORM
      A, V        CJF  -   COMPOUND JV ENTRY FORM
      A, V        CSF  -   CASH JV ENTRY FORM
      A, V        BTF  -   BANK TRANSFERS ENTRY FORM
      A, V        BAF  -   BUDGET ADJUSTMENT ENTRY FORM
      A, V        DJF  -   DEPARTMENTAL JV ENTRY FORM
      A, V        ITF  -   INTERNAL TRANSACTION ENTRY FORM
      A, V        EIF  -   ENCUMBER INTERNAL TRANSACTION ENTRY FORM
      V           EFL  -   ENTRY FORM LIST

1=HELP      2=          3=          4=VAEI      5=AIAE      6=
7=          8=          9=          10=GLSMENU  11=SYSTEMU  12=LOGOFF

```

7. Press Enter.
8. The cursor will appear in the *Form Description* field. Type in a brief description of the form. This description can be used to identify the form when viewing the EFL (*Entry Form List*). For example, monthly transfer 188530500 to 188530502.
9. For the fields that will be the same each month, type in the appropriate information. After completing a page press enter to have the information added to the form. If the form you are creating has multiple pages, press enter after each page is completed and you will be given a new page to on which to enter information.
10. A *Form Nbr* will be assigned in the upper right corner. Write this number down. You will use this when you create the entry each month. The first number is the form number and the second number is the page number of the form.

For example, *Form Nbr: 00000016 01*

16 is the form number and 1 is the page number.

How To Use A Form

1. **Start at the GLS Menu.** See page 71 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type **A** for action.
3. The cursor will appear in the *Code* field. Type **IAE** for *Initiate Accounting Entry*.
4. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU

ACTION:  (A/ADD, C/CHANGE, V/VIEW)  CODE:

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU                7
        4 - FINANCIAL INQUIRY MENU -        8
          BY ACCOUNT                        9 - CHART OF ACCOUNTS MENU

        5 - FINANCIAL INQUIRY MENU -       10
          BY PROJECT

1=      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=YR- END  8=      9=COAMENU  10=      11=SYSMENU  12=LOGOFF
  
```

3. Press Enter. This will display the *Initiate Accounting Entry* screen.
4. The cursor will appear in the *Entry Type* field. Enter the type of entry that you are creating.
5. **Tab** to the *Form #* field and type in the form number that you created for this type of entry.

6. Fill in the remaining fields. The screen will display as below:

```
GLSIAE                      INITIATE ACCOUNTING ENTRY
REQUIRED DATA
ACTION: A  CODE: IAE

SELECT ONE: BA - BUDGET ADJUSTMENT          SJ - SIMPLE JOURNAL VOUCHER
           IT - INTERNAL TRANSACTION        CJ - COMPOUND JOURNAL VOUCHER
           EI - ENCUMBER INTERNAL TRANSACTION CS - CASH JOURNAL VOUCHER
           DJ - DEPARTMENTAL JOURNAL VOUCHER BT - BANK TRANSFERS
           GE - GRANT ESTABLISHMENT

ENTRY TYPE      : CJ          FORM #      : 16    IF DP, CUSTOMER ENTRY?
ENTRY DESC     : MONTHLY CORRECTION
COMMENTS      :

SRCE DOC TYPE/# :                      DEPT REF # :
CONTACT NAME   : TOM THUMB
CONTACT PHONE  : 388 8888              AREA CODE   : (504)
ENTRY TOTAL    :
EFFECTIVE DATE :                      7/1 REVERSAL:
           1=HELP      2=CODEMENU  3=          4=VAEI      5=          6=FORMMENU
           7=          8=          9=          10=GLSMENU 11=SYSMENU 12=LOGOFF
```

7. Press **Enter**.
8. The information from the form will be merged into the document.
9. Make sure to press enter on each page being merged in order to have the information added to your entry.
10. Lines of account information can be deleted from an entry by entering a **C** in the action field and placing a **%** on the first space of the first field of the account number and spacing out the rest of the account number and pressing **enter**.

How To Delete A Form

1. **Start at the GLS Menu.** See page 71 in the *Updating* section of this manual for detailed instruction.
2. The *General Ledger Menu* screen should display as shown below:

```

GLSMENU                                GENERAL LEDGER MENU

ACTION:  (A/ADD, C/CHANGE, V/VIEW)  CODE:

----- INQUIRY -----
ACTION  CODE
  V     AEI - ACCOUNTING ENTRY INQUIRY
  V     ERT - EXPLOSION RULES

----- DATA ENTRY -----
ACTION  CODE
  C     BCC - ACCOUNTING ENTRY BANK CODE CHANGE
  A     IAE - INITIATE ACCOUNTING ENTRY
  C     RAE - RELEASE ACCOUNTING ENTRIES

----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU
        3 - GLS AND COA MENU                7
        4 - FINANCIAL INQUIRY MENU -        8
          BY ACCOUNT                        9 - CHART OF ACCOUNTS MENU

        5 - FINANCIAL INQUIRY MENU -       10
          BY PROJECT

1=          2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=YR- END  8=          9=COAMENU  10=          11=SYSMENU  12=LOGOFF
  
```

3. Press **F6-Forms Maintenance/Inquiry Menu**. This will display the *Forms Maintenance and Inquiry Menu*.
4. Choose either a or b:
 - a. To view a form when you know the *Form #*:
 - < Tab to the *Action* field. Type a **V** for view.
 - < The cursor will appear in the *Code* field. Choose one of the following options:

SJF Simple JV	CJF Compound JV
CSF Cash JV	BTF Bank Transfers
BAF Bank Adjustment	DJF Departmental JV
ITF Internal Transaction	EIF Encumber Internal Transaction
 - < Press Enter.
 - < The cursor will appear in the *Form Nbr* field. Type in the form number.
 - < Press Enter. The data of the form will appear.
 - < Go to step #5

- b. To find a form when you don't know the form #:
 - < Tab to the *Action* field. Type a **V** for view.
 - < The cursor will appear in the *Code* field. Type **EFL**.
 - < Press Enter.
 - < The *Entry Form List* will appear.
 - < **Tab** to the *Form Type* field. Choose one of the following:

SJ	Simple JV	CJ	Compound JV
CS	Cash JV	BT	Bank Transfers
BA	Bank Adjustment	DJ	Departmental JV
IT	Internal Transaction	EI	Encumber Internal Transaction
 - < Press Enter.
 - < Tab to the *Sel* (Select) column and type a **S** next to the entry that you would like to view.
 - < Press Enter. The data of the form will appear.
5. The cursor will appear in the *Action* field. Type a **D** for delete.
6. Tab three times to the *Page Nbr* field and type 99.

For example, Form Nbr: 12345678 **99**
7. Press Enter.
8. The message *Delete Successful* will appear in the upper left corner.

**Louisiana State University
General Ledger System**

Inquiring into the General Ledger System

Viewing Specific Entries

This screen is used to find specific entries that you have received or have identified on your printed ledgers. It can also be used to display a list of entries by LogonID, Entry Type, and Status Code.

1. **Start at the General Ledger Menu** . See Page 71 in the *Updating* section of this manual for detailed instruction.
2. The cursor will appear in the *Action* field. Type a **V** for view.
3. The cursor will appear in the *Code* field. Type **AEI** for *Accounting Entry Inquiry*. Pressing PF1 will perform the same function.
4. The *General Ledger Menu* screen should display as shown below:

```
GLSMENU                                GENERAL LEDGER MENU
ACTION: V (A/ADD, C/CHANGE, V/VIEW)  CODE: AEI
----- INQUIRY -----
ACTION  CODE
V       AEI - ACCOUNTING ENTRY INQUIRY
V       ERT - EXPLOSION RULES
----- DATA ENTRY -----
ACTION  CODE
C       BCC - ACCOUNTING ENTRY BANK CODE CHANGE
A       IAE - INITIATE ACCOUNTING ENTRY
C       RAE - RELEASE ACCOUNTING ENTRIES
----- OTHER MENUS -----
PFKEY:  2 - CODE TABLE MENU                6 - FORMS MAINTENANCE/INQUIRY
MENU    3 - GLS AND COA MENU                  7
        4 - FINANCIAL INQUIRY MENU -        8
          BY ACCOUNT                        9 - CHART OF ACCOUNTS MENU
        5 - FINANCIAL INQUIRY MENU -       10
          BY PROJECT
1=      2=CODEMENU  3=GLS/COA  4=ACCTINQ  5=PROJINQ  6=FORMMENU
7=      8=          9=COAMENU  10=       11=SYSTEMU  12=LOGOFF
```

5. Press **Enter**.
6. The *Accounting Entry Inquiry* screen should display as follows:

```

GLSAEI                ACCOUNTING ENTRY INQUIRY
ENTER PARAMETER(S)
ACTION: V    CODE: AEI

                STATUS      : I

                ENTRY TYPE   :

                LOGON ID     : HAPPY

                ENTRY #      :
                                LINE #      :
                                ACCOUNT #    :
                                OBJECT CODE  :
                                SRCE DOC TYPE/#:
                                NOTE: THE ENTRY # AND
                                ITS SUB-PARAMETERS
                                MUST NOT BE USED WITH
                                ANY OTHER PARAMETERS
                                EXCEPT FISCAL YEAR

                VOUCHER TYPE/#:

                FISCAL END YR :

1=HELP      2=CODEMENU  3=          4=ACCTINQ  5=PROJINQ  6=AI AE
7=          8=          9=          10=GLSMENU 11=SYSMENU 12-LOGOFF

```

7. Choose one of the following options:
 - a. *LogonID*. If you want to view all of the entries entered by a specific Logon ID, **tab** to the *Logon ID* field and **type in the Logon ID**.
 - < To limit the search to a specific entry type, **tab** to the *Entry Type* field and choose one of the following options:

BA Budget Adjustment	SJ Simple Journal Voucher
IT Internal Transaction	CJ Compound Journal Voucher
GE Grant Establishment	DJ Departmental Journal Voucher
BT Bank Transfer	CS Cash Journal Voucher

Note: Be sure that you have typed in the LOGONID.
 - < To limit the search to a specific *Status*, **tab** to the *Status* field and choose one of the following options:

Incomplete	Approved
Pending	Released
Disapproved	Current

Note: Be sure that you have typed in the LOGONID.
 - b. *Entry #*. If you want to view a specific entry, **tab** to the *Entry #* field and **type in the Entry**

#. Status, entry type and logonid must be left blank when using entry number.

8. Press **Enter**.
9. If you have more than one entry that meets the criteria, the *Accounting Entry List* screen will display. If only one entry is available, go to step #12.
10. **Tab** to the *Sel* (Select) column and type a **S** next to the entry that you would like to view.
11. The *Accounting Entry List* will display as follows:

GLSAEL		ACCOUNTING ENTRY LIST					
ENTER SELECT ONE		END OF DATA					
ACTION: V		CODE: AEL					
SEL	ENTRY	ENTRY	STAT	VOUCHER	INIT		
	TYPE/#	FY	DESCRIPTION	CODE	TYPE/#	LOGONID	
S	IT 1234567	92	SUPPLIES FOR TOM THUMB	I		HAPPY	
	BA 0002596	92	OVERDRAFTED SUPPLIES	I		HAPPY	

1=HELP	2=CODEMENU	3=	4=VAEI	5=AIAE	6=1STPAGE
7=PREVPAGE	8=NEXTPAGE	9=	10=GLSMENU	11=SYSMENU	12=LOGOFF

12. Press **Enter**. This will display the *Accounting Entry Header* screen.
 - a. If there is information that needs to be changed or added on this screen, type a **C** in the *Action* field and then **Tab** to the appropriate fields and change/add the information. Press **Enter**.
 - b. If no changes or additions are necessary, then press **Enter**.
13. The *Accounting Entry Header* screen will display as shown below:

GLSAEH		ACCOUNTING ENTRY HEADER			
ENTER FOR DETAIL					
ACTION: V	(C/CHANGE, D/DELETE, R/REVERSE, S/STATUS CHANGE, V/VIEW)	CODE: AEH			
ENTRY TYPE/#:	IT 12345678	FY: 92	TOT LINES: 002	VOUCHER TYP/#:	
ENTRY STATUS:	(FOR STATUS CHANGE:)	EFF DTE DISP :			
ENTRY DESC :	SUPPLIES FOR TOM THUMB	ENTRY TOTAL :	0.00		
CONTACT NAME:	TOM THUMB	CONTACT PHONE:	504 388- 8888		
COMMENTS :	PLEASE RUSH - NEED BY 01/20/92				
	:				
EFFECT DATE :	01/15/1992	7/1 REVERSAL :			
SRCE DOC # :		DEPT REF # :			
----- STATUS INFORMATION -----					
--					
I - INCOMPLETE	01/15/1992	HAPPY	A - APPROVED		
P - PENDING			R - RELEASED		

14. Press **Enter**.
15. See the *Updating* section for detailed instructions on completing or deleting your specific entry type. If the status of an entry is current, it cannot be changed or deleted.
16. If the *Status* of the entry has become *Current*, the entry will display on the *Current Entry Display* screen.

GLSCED		CURRENT ENTRY DISPLAY						
ACTION: V (V/VIEW)				CODE: AEI				
ENTRY#: 12345678		FY: 92		TOTAL LINES: 008		ENTRY TOTAL:		
SEL	LINE	ACCT	TT	OBJ	PROJ	DEBIT AMOUNT	CREDIT AMOUNT	SYS GEN
	001	188- 53- 0500	X	7320			750. 00	
	002	184- 91- 0500	X	7320		750. 00		
	003	184- 40- 0300	A	1000		750. 00		Y
	004	184- 40- 0300	A	1000			750. 00	Y
	005	184- 40- 0300	F	3000		750. 00		Y
	006	184- 40- 0300	F	3000			750. 00	Y
	007	184- 40- 0300	S	9500		750. 00		Y
	008	184- 40- 0300	S	9500			750. 00	Y
CALCULATED TOTAL:								
1=		2=		3=		4=		5=
7=PREVPAGE		8=NEXTPAGE		9=HEADER		10=GLSMENU		11=SYSTEMENU
								6=1STPAGE
								12=LOGOFF

Note: You should only be concerned with the lines affecting your account. Lines marked with a *Y* in the *Sys Gen* field are for Accounting Services use only.

17. If you want additional information about a specific line on the current entry display, tab down next to the line for which you want the information, and enter an "S" and press ENTER. When you are finished viewing the additional information, press PF3 to return to the current entry display.

Financial Reporting Inquiry

This is used to provide up to the second accounting information in summary and detail formats. This allows you to obtain the most current information available for your accounts. Thus, these screens are more useful than the printed ledgers when closing accounts or balancing at year end.

1. **Start at the General Ledger Menu.** See page 2 of the *Updating* section for detailed instructions.
2. Press **PF4-AcctInq**.
3. The *Financial Inquiry Menu By Account* screen will display.
4. The cursor will appear in the *Action* field. Type a **V** for view.
5. The cursor will appear in the *Code* field. Select one of the three letter codes displayed on the screen. For example, if you want to view the *Outstanding Encumbrance Summary* screen, you would type in **OSL** in the *Code* field.
6. The cursor will appear in the *Acct* field. **Type in the account number.**
7. The *Financial Inquiry Menu By Account* screen will display as shown below:

```
GLSFIN          FINANCIAL INQUIRY MENU BY ACCOUNT

ACTION: V  CODE: OSL  ACCT: 123456789

ESL - EXPENDITURE SUMMARY LEDGER          ABR - ACCOUNT BALANCE RECAP
EDL - EXPENDITURE DETAIL LEDGER
EST - EXPENDITURE SUMMARY TENTATIVE       SOE - SUMMARY OBJECT EXPENDITURE
                                           SOR - SUMMARY OBJECT REVENUE
OSL - OUTSTANDING ENCUMBRANCE SUMMARY     DOE - DETAIL OBJECT EXPENDITURE
                                           DOR - DETAIL OBJECT REVENUE

RSL - REVENUE SUMMARY LEDGER
RDL - REVENUE DETAIL LEDGER
RST - REVENUE SUMMARY TENTATIVE          GSC - G/L SUMMARY CONTROL
                                           GBS - G/L BALANCE SHEET
                                           GFB - G/L CHANGE IN FUND BALANCE
TBL - CREATE USERS QUERY TABLES         GDL - G/L DETAIL LEDGER

      1=          2=CODEMENU  3=          4=          5=PROJINQ  6=FORMMENU
      7=          8=          9=COAMENU  10=GLSMENU  11=SYSMENU  12=LOGOFF
```

8. Press **Enter**.
9. Choose one of the following:
 - a. If you want to view information for a range of account numbers, **tab** to the second *Acct* field and type in the last account number in the range to be viewed -- for example, 188530500 188539999.
 - b. Subgroups of accounts can be viewed by using a combination of digits and wild cards (%). The percent sign (%) is the wild card character. For example, to view all accounts in the College of Basic Sciences which have a 4 in the sixth digit enter: 115%%4%%%. This "masking" procedure can be used on all inquiry transactions.
 - c. If you want to view information for a specific object code, **tab** to the *Obj* field and type a specific object code or a range of object codes.
 - d. To view past month activity, the *Date* field must be filled in. For example, if you want to view activity in February you would type 02291992. This field defaults to the current

date.

10. Below is a brief description of each screen. If you have any questions, please call Accounting Services at 388-3321 and ask for help on the General Ledger System.

ESL displays summaries of current budget, encumbrances, expenditures, balances for each detail object code, and an account balance. PF2 can be used view tentative summary information.

EDL displays every budget entry, encumbrance entry, and expenditure entry that affects the account in the month selected.

EST displays all tentative budget, encumbrances, expenditures, balances for each object code, and an account balance.

OSL displays any outstanding orders, that have yet to be paid.

RSL displays current anticipated and current realized revenues by detail object.

RDL displays every revenue entry that affects the account in the month selected.

RST displays the status of tentative revenues.

ABR displays a concise summary of an accounts budget, expenditures, encumbrances, and revenues. This screen displays both tentative and current information.

SOE displays all current budget, encumbrances, expenditures, balances for each summary object code, and an account balance. PF2 can be used to view tentative summary information. This screen is useful when viewing a range of account numbers for a range of summary object codes -- for example, if you want a list of all department expenditures for 3000 and 4000 object codes.

SOR displays current anticipated and current realized revenues by summary object. This screen is useful when viewing a range of account numbers for a range of summary object codes -- for example, if you want a list of all department revenues for 0300 object codes.

DOE displays summary information for each detail object code for encumbrances, expenditures, and budget.

DOR displays summary information for each detail object code for anticipated and realized revenues.

GSC displays the beginning balance, current month activity, and current balance for general ledger accounts by summary control object.

GBS displays the beginning balance, current month activity, and current balance for general ledger accounts by object code.

GFB displays current month and year-to-date activity for object codes which record increases and decreases in fund balance.

GDL displays every entry that affects the general ledger account in the month selected.

11. To print one of the reports press PF9 (print). This will display the *Printer Identification* screen as shown below:

```
GLSPID                PRINTER IDENTIFICATION
ENTER TO PRINT
ACTION: P (P/PRINT)   CODE: AEH
ENTRY TYPE/#: IT 12345678  FY: 91  TOT LINES: 015  VOUCHER TYPE/#:

                        PRINT LOCATION: P1T23E4

1=      2=      3=      4=      5=      6=
7=      8=      9=      10=GLSMENU  11=SYSTEMU  12=LOGOFF
```

If the print location is correct press **ENTER**. If the print location is wrong or if the field is filled with question marks, contact Chad McGehee in Accounting Services at 388-5944.

Note: This print option will only print up to 15 pages.

Louisiana State University General Ledger System

Ledgers

Ledgers

Ledgers are printed reports of financial activity for individual accounts or projects. The ledgers are divided into Summary, Detail, Tentative, and Outstanding Encumbrance sections. These ledgers should be used to verify that all account activity is accurate. The information contained in each section of the ledger is explained in the following pages.

Header

1. The top left-hand side of the header shows the fund in which the account is reported and the type of account:
 - S/L* - Subsidiary
 - G/L* - General Ledger
2. Below the fund is the account number being reported, followed by the title of the account.
3. The top right-hand side of the border shows the following:
 - Distribution code* - determines where the ledgers will be distributed
 - Print date* - indicates the date the ledger was printed
 - Grant Expire date* - indicates the scheduled ending date for those accounts that are restricted grants or contracts
4. On the top of the ledger, above the header and under "Louisiana State University and A&M College as of" is the reporting month.

Subsidiary Summary Ledger

Purpose

To report by summary object code the cumulative activity for an account.

Columns

1. **Description** - A description of the object code.
2. **Obj** - The four-digit summary object code which is used to categorize the revenue, expense, encumbrance or budget being summarized.
3. **Budget** - The year to date budget activity within a summary object code. Activity includes the original load of the budget plus or minus any budget adjustments processed that are in a *current* status. This does not include entries that are *pending* or entries that have otherwise not been completed.
4. **Current Month Revs/Expends** - The total of revenues and expenditures by summary object code for the reporting period. This will match the summary lines from the Subsidiary Detail Ledger. Activity includes entries that are in a *current* status. This does not include entries that are *pending* or entries that have otherwise not been completed.

5. **Cumulative Revs/Expends** - The total of expenditures or revenues since the beginning of the fiscal year, or in the case of restricted accounts, since the beginning of the grant. Activity includes entries that are in a *current* status. This does not include entries that are *pending* or entries that have otherwise not been completed.
6. **Encumbrances** - For expenditure objects, this column shows the total *current* encumbrances for the summary object. This does not include entries that are *pending* or entries that have otherwise not been completed.
7. **Ledger Balance** - The balance of budget, revenues, expenditures, and encumbrances. If there is an *OD* following the amount, then this is an indication of an overdraft in that summary object. If there is not an *OD* following the amount, then this is an indication of a positive balance in that summary object. This balance is the official university balance and reflects only those entries that have an effective date equal to or prior to the last day of the reporting period.
8. **Tentative Transactions** - A total of all entries that are *pending* or have otherwise not been completed in that summary object. This will match the summary lines from the Tentative Subsidiary Detail Ledger. This can include budget, revenues expenditures and encumbrances. The detail of what makes up this total can be found on the Tentative Subsidiary Detail Ledger.
9. **Tentative Balance** - The balance of the *ledger balance* column and the *tentative transactions* column. If there is an *OD* following the amount, then this is an indication of an overdraft in that summary object. If there is not an *OD* following the amount, then this is an indication of a positive balance in that summary object.

This printed ledger information is also available through an on line facility. From the GLS menu press **PF4** - ACCTINQ, Action: **V**, and the corresponding code:

- a. **ESL** - Expenditure Summary Ledger
- b. **EST** - Expenditure Summary Tentative
- c. **RSL** - Revenue Summary Ledger
- d. **RST** - Revenue Summary Tentative

Once familiar with the codes, you can go directly to any screen by entering the action and the desired code from any screen. See the *Inquiring* section in the GLS Manual for more information about this on line facility.

Subsidiary Detail Ledger

Purpose

To report in detail all *current* entries affecting an account for the reporting period. This includes budget, encumbrance, expenditure and revenue entries, but does not include entries that are *pending* or have otherwise not been completed.

Columns

1. **Eff Date** - Date the entry affects the ledger balance.
2. **Entry Nbr** - The unique number assigned to the entry when the entry is created. The digits following the hyphen represent the line number of the entry in which your account has been affected. This number can be used to inquire about the entry. See the *Inquiring* section in the GLS manual for detailed instructions on how to view an entry.
3. **Proj Nbr** - This is only present when project account is implemented. See the *Project Number* section of the GLS manual for project accounting capability.
4. **Voucher Nbr** - The unique number identifying the voucher in which the entry was processed through Accounting Services. This serves as a reference number for Accounting Services.
5. **Enc/Source Doc Type/#** - The first two characters represent the type of encumbrance or source document that is being identified.
 - IT Internal Transaction
 - PO Purchase Order
 - AP Accounts Payable
 - WO Work Order
 - TV Travel Voucher
 - RQ Requisition
6. **Description** - The description that was typed in on the Header Screen.
7. **Obj/S** - The four-digit object code which is used to categorize the revenue, expense, budget or encumbrance of an entry. If a subobject code was entered when the entry was created, it will appear in the *S* column.
8. **Budget** - Any Budget Adjustment affecting your account will appear here. Also, in the first month of the budget year, the money allocated to your account will appear here.
9. **Revenues & Expenditures** - This column includes the amount of the revenue or expenditure for each entry.
10. **Encumbrances** - The amount of money set aside for a purchase. If voucher type is *PA* (Purchase Order Alteration) or *PO* (Purchase Order), then the encumbrance is being established or altered.

This printed ledger information is also available through an on line facility. From the GLS menu press **PF4-ACCTINQ**, Action: **V**, and the corresponding code:

- a. **EDL** - Expenditure Detail Ledger
- b. **RDL** - Revenue Detail Ledger

Once familiar with the codes, you can go directly to any screen by entering the action and the desired code from any screen. See the *Inquiring* section in the GLS Manual for more information about this on line facility.

Tentative Subsidiary Detail Ledger

Purpose

To report in detail all *tentative* entries against an account for the reporting month. This includes budget, encumbrance, expenditure and revenue entries that are *pending* or have otherwise not been processed through Accounting Services. Requisitions will be reported on this ledger until a Purchase Order is issued. Requisitions are always considered *tentative* since there has not yet been an official commitment by the University to expend the funds.

Columns

- 1. **Eff Date** - Date the entry affects the ledger balance.
- 2. **Entry Nbr** - The unique number assigned to the entry when the entry is created. The digits following the hyphen represent the line number of the entry in which your account has been affected. This number can be used to inquire about the entry. See the *Inquiring* section of the GLS manual for detailed instructions on how to view an entry.
- 3. **Proj Nbr** - This is only present when project accounting is implemented. See the *Project Number* section of the GLS manual for project accounting capability.
- 4. **Voucher Nbr** - The unique number identifying the voucher in which the entry was processed through Accounting Services. This serves as a reference number for Accounting Services.
- 5. **Enc/Source Doc Type/#** - The first two characters represent the type of encumbrance or source document that is being identified.
 - IT Internal Transaction
 - PO Purchase Order
 - AP Accounts Payable
 - WO Work Order
 - TV Travel Voucher
 - RQ Requisition
- 6. **Description** - The description that was typed in at the Header Screen.

7. **Obj/S** - The four-digit object code which is used to categorize the revenue, expense, budget or encumbrance of an entry. If a subobject code was entered when the entry was created, it will appear in the *S* column.
8. **Budget** - Any Budget Adjustment affecting your account will appear here. Also, in the first month of the budget year, the money allocated to your account will appear here.
9. **Revenues/
Expenditures** - This column includes the amount of the revenue or expenditure for each entry.
10. **Encumbrances** - The amount of money set aside for a purchase. If voucher type is *PA* (Purchase Order Alteration) or *PO* (Purchase Order), then the encumbrance is being established or altered.

This printed ledger information is also available through an on line facility. From the GLS menu press **PF4** - ACCTINQ, Action: **V**, and the corresponding code:

- a. **EST** - Expenditure Summary Tentative Ledger
- b. **RST** - Revenue Summary Tentative Ledger

Once familiar with the codes, you can go directly to any screen by entering the action and the desired code from any screen. See the *Inquiring* section in the GLS Manual for more information about this on line facility.

Outstanding Encumbrances Summary Ledger

Purpose

To report any encumbrance being established, liquidated, altered, or having an outstanding balance at the end of the reporting period.

Columns

1. **Encumbrance
Type-Number** - The first two characters represent the type of encumbrance that is being identified:

IT	Internal Transaction	W	O
Work Order			
TV	Travel Voucher	R	Q
Requisition			
AP	Accounts Payable	P	O
Purchase Order			
2. **Description** - The entry description that was provided when the order was first established. In the case of purchase orders, this should be the vendor name.
3. **Obj** - The four-digit object code which is used to categorize the encumbrance of an entry.
4. **Original
Amount** - The original amount established on the account for the encumbrance order. This is the amount that you typed on the requisition. For those orders carried over to the new fiscal year, the original amount is the balance on the order at

June 30. In future fiscal years, the amount will be retained as the original amount of the order.

5. **Prior Month Balance** - This column reports the balance on the order as of the end of the prior reporting month. For July, the prior month balance is the balance as of June 30.
6. **Curr Month Activity** - The sum of all expenditure and alteration activity against the order during the current month. This does not include entries that are *pending* or entries that have otherwise not been completed.
7. **Current Balance** - The remaining encumbrance balance on the order as of the end of the reporting month. This figure shown is the prior month balance plus or minus the current month activity.

This printed ledger information is also available through an on line facility. From the GLS menu press **PF4** - ACCTINQ, Action: **V**, and the corresponding code:

- a. **OSL** - Outstanding Encumbrance Summary Ledger
- b. **ONS** - O u t s t a n d i n g E n c u m b r a n c e N u m b e r S u m m a r y

Once familiar with the codes, you can go directly to any screen by entering the action and the desired code from any screen. See the *Inquiring* section in the GLS Manual for more information about this on line facility.

Louisiana State University General Ledger System

Reconciliation and Retention

Reconciling Your Accounts

Every account should be monitored monthly to insure that the entries affecting the account are recorded properly. The unit responsible for the account must determine the legitimacy of its accounting entries and the account balances. The process of examining for this legitimacy is referred to as "RECONCILING".

Though you may choose any method of reconciling your accounts, the following procedure has been developed as a guideline for your use:

Sources of Information

There are two sources of information which can be used to check the entries that affect an account:

1. **General Ledger System (GLS)**
On-line screens provide the most up-to-date information for your accounts. Detailed instructions for viewing this information are found on page 5 of the "INQUIRING" section of the GLS manual.

2. **Ledgers**
Monthly ledgers are printed and distributed to all accounting units. Detailed instructions for interpreting the ledgers are found in the Ledger section of the GLS manual. A monthly ledger contains the following sections of information:
 - a. Subsidiary Summary Ledger -- provides totals for budget, revenues, expenditures, encumbrances, account balances, tentative transactions, and tentative balances as of the end of a month.
 - b. Subsidiary Detail Ledger -- provides detail of all current entries affecting an account for the reporting month.
 - c. Tentative Subsidiary Detail Ledger -- provides detail of all non-current entries affecting an account for the reporting month.
 - d. Outstanding Encumbrances Summary Ledger -- provides detail of all encumbrance activity and balances as of the end of a month.

Accounting Records Required For Reconciliation or Retention

Copies of the following records should be retained for the reconciling procedure:

1. Payroll Distribution Sheets
2. Travel Expense Vouchers
3. Internal Transactions (ITs, receipts from Science Supply and Telecommunications, etc.)
4. Direct Charge Invoices/Credit Memos
5. Purchase Orders (with a record of when the Receiving Report was sent)
6. Purchase Order Alterations
7. Approved Purchase Order Invoices (for departments that approve their own invoices) and Credit Memos
8. Vouchers (Compound, Simple, Departmental, Cash, Petty Cash)
9. Budget Adjustments
10. Check Requests
11. Deposit Transmittals and supporting documentation
12. Ledgers/Financial Statements
13. Records of Grant Establishment
14. Contract and Sponsored Programs Billings
15. Inventory records
16. Any other record which affects your account.

Reconciliation

1. Entries affecting your account should be accumulated, sorted by object code and filed in a folder marked "Not Cleared". You should have a paper copy of all entries affecting your account.
2. Every month take each entry from your "Not Cleared" folder and "check it off" of your printed Subsidiary Detail Ledger. After each entry is checked off, it should be filed in your "Cleared" folder. Entries found on the Tentative Detail Ledger should be left in the "Not Cleared" folder. Many departments file their cleared entries in object code order by month. Any entry not checked off of the ledger (entries you have no record of) should be investigated by viewing the entry on-line and finding the contact name and phone number of the individual responsible. Items remaining in your "Not Cleared" folder for more than a month should be investigated by contacting the responsible department.
3. Standing and Blanket Orders should be monitored using a "Standing/Blanket Order Transaction Register". This register should contain detail of encumbrances, expenditures and balances for each order. This will alert you to any orders that need to be altered and will prevent delays in the payment of invoices. A copy of this transaction register can be obtained from Accounting Services.

Retention of Accounting Records

Once you have reconciled your accounts, the accounting records must be kept for a specific period of time depending on the type of account:

1. For unrestricted, auxiliary, and non-sponsored programs restricted accounts, a unit should retain accounting records for one complete fiscal year prior to the current year. For example, if the current date is December 12, 1992, your unit would have accounting records for the entire 1991-1992 fiscal year (July 1, 1991 - June 30, 1992) as well as all 1992-1993 fiscal year-to-date accounting records.
2. For sponsored programs restricted accounts, a unit should retain accounting records for three years after the final financial status report is accepted by the sponsoring agency. For example, if the final financial status report was accepted in 1993 for a grant that lasted from 1990-1992, you will be required to keep all of the records until 1996. A sponsored program restricted account can be identified by a 4,5 or 6 in the sixth digit of the account number.
3. For plant accounts, a unit should retain accounting records for one year after the project is completed. For example, if a project lasted from 1990 to 1993, you will be required to keep all of the records until 1994. A plant account can be identified by a "P" in the sixth digit of the account number.
4. For university endowment accounts and all foundation accounts, the retention requirements are as follows. Deposit transmittals and supporting documentation should be retained for as long as the account exists. Of particular importance is documentation relative to donor-mandated restrictions on the use of funds. Other records, relating to actual disbursements, should be retained for the current year as well as one complete fiscal year prior to the current year. A foundation account can be identified by either an "E" or an "F" in the sixth digit of the account number.
5. For loan fund general ledger accounts, as well as general ledger account balances for receivables, deposit liabilities (e.g., chemistry lab deposits, military uniform deposits, key deposits, housing room reservation deposits, "Tiger Express" deposits, etc.) and other similar type balances -- units responsible for such accounts, should contact appropriate personnel in Business Affairs for specific retention schedule guidance before discarding accounting records.

NOTE: Please realize that these are **minimum** retention requirements, and are not meant to conflict with the guidelines provided by the University Archives. For official retention of **all** office records, please consult your University Archives Retention and Disposal Schedule.