Springbrook

General Ledger

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General Ledger Module

Overview

Chart of Accounts

The Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts) is used to create and maintain individual general ledger accounts and will display journal entry history, balance amounts, budget amounts and purchase order history. GL accounts are created and maintained by fiscal year, so the Chart of Accounts Maintenance window allows you to view the GL accounts in any chart of accounts that has been created.

Create a New Fiscal Year

The Create a New Fiscal Year process (GL> Utilities> Create a New Fiscal Year) is used to copy the current chart of accounts to a new fiscal year. This process is run before you begin creating budgets for the future chart of accounts.

Budgeting

There are several different ways to generate or modify the budgets on GL accounts. After the chart of accounts has been created in a future fiscal year you can generate a budget using the following budgeting processes: Extended Budgeting, Budget Adjustments, MS Excel - Export and Import budget amounts and Edit New Year Budgets.

Fiscal Year End Reset

The Fiscal Year End Reset process will roll the balance of the revenue and expense accounts into the fund balance accounts of each fund, and roll the amounts of the adopted budget to the current budget for the new fiscal year. This process should be run after a new fiscal year chart of accounts has been created (GL> Utilities> Create New Fiscal Year), closing journal entries have been committed (GL> Journal Entries) and the fiscal year end reports have been run.

Refresh Beginning Balances

After committing a batch or journal entry in a prior fiscal year, use the Refresh Beginning Balances feature (GL> Utilities> Refresh Beginning Balances) to update the beginning balances of the fund balance accounts in the current fiscal year. The beginning balances of asset and liability general ledger accounts update automatically as transactions are posted to previous fiscal years, so this process does affect those GL accounts.

Lockout Periods

The Lockout Periods window is used to lock the general ledger so that users cannot post journal entries to past or future fiscal periods and years. The fiscal year end process in the Springbrook application is a soft close, meaning you can still post journal entries to prior fiscal periods and fiscal years after the fiscal year has been closed. The Lockout Periods feature allows you to lock fiscal periods and years so that journal entries cannot be posted to them.

Setup

The Setup window (GL> Utilities> Setup) is used to set the format of the GL account num-
bers, reference numbers (generally used if the format of the Chart of Accounts has
changed) and sub-ledger accounts. Changes to the GL module setup will be rare.

GL Budgeting Overview

The first step in the budgeting process is creating a chart of accounts for the next fiscal year. The chart of accounts is created using the Create New Fiscal Year process (GL> Utilities> Create New Fiscal Year). This process will copy the chart of accounts of the current fiscal year to the next fiscal year.

After the chart of accounts has been created you can generate a budget using a budgeting process:

- Extended Budgeting

- Budget Adjustments

- MS Excel - Export and Import budget amounts

- Edit New Year Budgets

Extended Budgeting

The Extended Budgeting module is a comprehensive tool used to generate a requested, proposed, approved or adopted budget. The Extended Budgeting process allows you to track budget revisions, add attachments such as budget documents to the budget amounts, group general ledger accounts in order to create budgets for department heads, create and document budget adjustments and create period budgets.

Budgeted amounts can also be imported from and exported to Microsoft Excel, which allows you to manipulate the budgets in a spreadsheet and then import the budget amounts back into the Extended Budgeting process.

Budget Adjustments

The Budget Adjustments process (GL> Budget Adjustments) is used to adjust the budget of the current fiscal year. Budget Adjustments will display on the adjusted GL accounts on the Budget tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> Budget Adjustments section).

If you have the Purchase Order module, the Roll Over POs process (PO> Roll Over POs) can be used to create budget adjustments for the amount of the rolled over purchase orders. The budget adjustments created by the Roll Over POs process will increase the budget on the GL accounts attached to the purchase order line items being rolled over.

MS Excel – Export and Import budget amounts

The Export Budget Analysis processes (GL> New Budget Information> Export Budget Analysis) can be used to export budgeted amounts to a Microsoft Excel spreadsheet. The budget amounts can then be modified in the MS Excel spreadsheet and then imported back into the application using the Import Budget from Excel process (GL> New Budget Information> Import Budget from Excel). This can also be done in the Extended Budgeting process (GL> Extended Budgeting).

Edit New Year Budgets

The Edit New Year Budgets tool (GL> New Budget Info> Edit New Year Budgets) allows you to modify the requested, proposed, approved and adopted budget amounts of the next fiscal year. You can manually change the budget amounts for each GL account or apply a percentage increase to a filtered group of budgeted GL accounts.

Types of budgets

When generating a budget, be aware there are five different budget types: requested, proposed, approved, adopted and current budget. Each budget type represents a unique budget amount and can be used to record and track the changes that are made to the budget as it moves from the early budgeting stages (requested or proposed) to an adopted budget (adopted), and to the budget of the current fiscal year (current budget).

If you are going to use all of the budget types, you can generate a budget for the requested, proposed, approved and adopted budget types using one of the budgeting tools in the General Ledger module. When the fiscal year is rolled over at the end of the fiscal year, the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) will copy the adopted budget amounts to the current budget amounts of the current fiscal year. The current budget amounts will then display on the **Budget** field on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts) for the budgeted GL accounts of the new fiscal year.

You do not have to use every budget type (requests, proposed, approved, adopted) when generating a budget. If you do not want to use all of the budget types, generate your budget amounts in the adopted budget type so that when the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) is run the budgeted amounts will be implemented in the

new fiscal year. You can also generate a budget amount in a budget type and then use the Copy Budget Information process (GL> New Budget Information> Copy Budget Info) to copy the budget amounts from one budget type to the next. For example, you can generate a budget in the approved budget type and then copy the budget amounts to the adopted budget type where it will be copied to the current budget amounts when the Fiscal Year End Reset process is run.

If you are creating a budget for the current year midway through the current fiscal year and would like to copy the adopted budget to the current budget, turn the fiscal year back to a previous fiscal year (SS> Utilities> System Setup> Organization tab> **Fiscal Year** field) and run the Fiscal Year End Reset process. This will copy the adopted budget type to the current budget of the current fiscal year. After the Fiscal Year End Reset process has been run, change the fiscal year back to the current fiscal year (SS> Utilities> System Setup> Organization tab> **Fiscal Year** field). You can also create budget adjustments (GL> Budget Adjustments) to create the budget amounts for each of the GL accounts since budget adjustments are adjustments to the current budget amount.

GL Module

Create a New Fund

Summary

In order to create a new fund in a fiscal year, you must first create the fund header in that fiscal year. The fund header is the description of the fund and is set up for each fiscal year. If you have a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle), the fund header is created using the Section Maintenance window (GL> Maintenance> Section). If you do not have a uniform chart of accounts, use the Account Header One (GL> Maintenance> Acct Header One) to create a new fund header.

Once the fund header has been created, create a fund balance account in the new fund.

Step by Step

1   Create the fund header.

   - You must create a fund header before you can create a GL account for that fund. The fund header is used as the description of the fund and will display on many reports throughout the application, including the GL Distribution Report generated

during batch processes.

- The setup of the GL module determines where fund headers are created. If the chart of accounts is set up as a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle), the fund header is created using the Section Maintenance window (GL> Maintenance> Section). If you do not have a uniform chart of accounts, the fund header will be set up using the Account Header One Maintenance window (GL> Maintenance> Account Header One).

- Create the fund header using the Section Maintenance window if you have a uniform chart of accounts.

  - Open the Section Maintenance window if you have a uniform chart of accounts in GL> Maintenance> Section.

  - Enter the fiscal year of the fund you would like to create. Fund headers are like GL accounts in that they are created by fiscal year. If a fund header is not set up in a specific fiscal year, you cannot create a GL account using that fund in that fiscal year.

  - Select fund in the **Section** drop-down menu.

  - Press INSERT or click the Create icon to create a new fund header. Enter the new fund number in the **Fund** field and enter a description of the fund in the **Description** field.

  - Press ENTER or click the Save icon when complete.

- Create the fund header using the Account Header One window if you do not have a uniform chart of accounts.

  - Open the Account Header One Maintenance window (GL> Maintenance> Account Header One).

- Fund headers are set up by fiscal year just like GL accounts. Select the fiscal year of the fund you would like to create and click the Refresh icon to populate the window.

- Press INSERT or click the Create icon to create the new fund header.

- Enter the fund number and the fund description in the fields in the Maintenance section.

- Press ENTER or click the Save icon to save the fund header.

2   Create a fund balance account in the new fund.

- The fund balance account is set up in the Setup window (GL> Utilities> Setup> General tab> **Fund Balance Account** field).

- Add a fund balance account to the new fund using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts).

- Select the fiscal year you created the new fund, and press INSERT or click the Create icon to create the new GL account.

- Enter the GL account number, using the new fund and the fund balance account number.

- Select a fund balance account type in the **Account Type** field.

- Press ENTER or click the Save icon to save the new GL account. If you receive an error message that the fund header has not been created, return to the Section Maintenance or Account Header One window and make sure you created the fund header in the correct fiscal year.

All Modules

Fiscal Year End Procedures

Summary

This document outlines the fiscal year end process, from creating a chart of accounts in a new fiscal year to locking out fiscal periods once the year end process is complete. This document just outlines the steps in the process. If you would like specific information about a certain step, follow the links to the documents that provide more detailed explanations.

Flowchart

The objects in the diagram below represent specific processes or utilities in application.

Create a chart of accounts in a new fiscal year

Before you can create a budget for a future fiscal year, you must create a chart of accounts for that fiscal year. Use the Create a New Fiscal Year feature (GL> Utilities> Create a New Fiscal Year) to copy the chart of accounts of the current fiscal year to the future fiscal year.

Once the current chart of accounts has been copied to the future fiscal year, you can modify the chart of accounts by adding or removing GL accounts, and creating new funds.

When the balances from the current year are rolled to the future fiscal year, the account balances are moved using the goto account attached to the GL accounts in the current fiscal year (goto accounts are attached to GL accounts using the Chart of Accounts Maintenance window in GL> Maintenance> Chart of Accounts). When you are modifying the chart of accounts, make sure the goto accounts in the current fiscal year point to the correct GL accounts in the future fiscal year.

Budgeting

Once the chart of accounts has been created in the future fiscal year, you can add budgets to those GL accounts. There are several different budgeting tools that allow you to generate budgets.

Purchase orders

You are not required to close the purchase orders that have not been fulfilled in the current fiscal year, but you should roll them to the next fiscal year if you think they will be fulfilled after year end. For example, if you have POs that have been encumbered in 2018, but will not be fulfilled until 2019, you should roll those POs to 2019. This will move the encumbered amount from 2018 to fiscal year 2019, and reestablish the PO in the new fiscal year.

Purchase orders are rolled over to a new fiscal year using the Roll Over POs batch process (PO> Roll Over POs). This process will move the encumbered amounts of selected POs from the current fiscal year to the next fiscal year and reestablish the PO in the next fiscal year so it can be attached to an AP module invoice. The process also gives you the option of creating budget adjustments for the amount of the encumbrances being moved into the new fiscal year. For example, if you roll a PO for $500 to the new fiscal year, you will have the option of creating a $500 budget adjustment on the GL account attached to the PO line item.

The Roll Over POs process can be run as many times are necessary, but once a PO has been moved to the new fiscal year, it cannot be moved back.

You can leave the POs that have not been fulfilled open in the previous fiscal year. They will have no effect on the balance of any GL accounts (encumbrances are used for reporting only and do not create journal entries). If you would like to close the POs of the prior fiscal year, use the Change Orders process (PO> Change Orders).

Enter the closing journal entries

Make sure there are no open batches containing transactions for the current fiscal year in any module and sub-system. Once you have verified that there are no uncommitted transactions for the current fiscal year, create any closing journal entries using the Journal Entries palette (GL> Journal Entries).

Generate the year end reports

Once your budget is complete and you are near the end of the fiscal year there are a few reports to run to ensure that your balances are correct.

- Trial Balance (GL> Reports> Trial Balance)

- Balance Sheet (GL> Reports> Balance Sheet)

- GL Fund Balances (GL> Reports> GL Fund Balances)

- Any other reports you deem necessary to check your numbers, such as Report Builder reports (GL> Reports> Report Builder)

Fiscal year end reset

The Fiscal Year End Reset tool (GL> Utilities> Fiscal Year End Reset) is used to roll the expense and revenue account balances into the fund balance accounts set up in each fund. This process can also be used to roll the adopted budget amounts to the current budget.

Post a journal entry to a previous year

Version 7 is a soft close, meaning you can post journal entries to previous fiscal periods or fiscal years as long as they haven't been locked using the Lockout Periods feature (GL> Utilities> Lockout Periods). If you post a journal entry to a previous fiscal year, you must run the Refresh Beginning Balances feature to update the beginning balances of those GL accounts.

Lockout fiscal periods

The Lockout Periods feature is used to lock previous fiscal periods and keep users from posting journal entries to them.

GL> Budget Adjustments

Budget Adjustments

Summary

The Budget Adjustments batch process is used to enter a budget adjustment on a general ledger account in the current fiscal year. Budget adjustments will adjust the current budget amount associated with a GL account, not the requested, proposed, approved or adopted budget amounts. The current budget amount is the budget amount that is copied from the adopted budget during the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset), and this amount will include any budget adjustments that have already been committed in the current fiscal year, including budget adjustments created by rolling over purchase orders (PO> Roll Over POs). If you would like to adjust the requested, proposed, approved or adopted budget amounts of the future fiscal year you can use the Edit New Year Budgets process (GL> New Budget Information> Edit New Year Budgets).

Budget adjustments will display on the Budget tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> Budget Adjustments section). Budget adjustments will modify the amount in the **Budget** field.

The transaction date of the budget adjustments is the date the budget adjustments are committed using the Commit step (GL> Budget Adjustments> Commit).

Step by Step

1   Create a Budget Adjustments batch.

- Select the Budget Adjustments palette in GL> Budget Adjustments. This will expand the Budget Adjustments palette and display the steps of the Budget Adjustments process.

- The Budget Adjustments process is a batch process, but you can have only one batch open at a time. If the Proof List has already been generated for the budget adjustments in the batch, returning to the Edit Adjustments step and entering a new budget adjustment will reset the steps on the palette.

2   Import Adjustments. This is an optional step.

- Open the **Import Budget Adjustments** window (GL> Budget Adjustments> Import Adjustments).

- The **Configuration** drop-down menu is used to select the import configuration you would like to use.

  - A Budget Adjustment-specific import configuration can be created before importing budget adjustments. Import configurations are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import Configuration).

  - The Standard Springbrook configuration will be selected by default.

- **NOTE:** If you budget annually (the entire budget is in the budget column with zeros in the period budget fields on the GL> Maintenance> Chart of Accounts budget tab) make sure to use an "A" to have your budget adjustment be annual rather than keying to a period. If you import to a specific period the entire calculated budget amount, not just the adjustment amount, will be posted to that period and will also be added to the Budget amount. This may adjust you annual budget by the incorrect amount. The Budget amount is equal to the Original (Adopted) Budget plus any period budget amounts.

- The **File Name** field is used to select the path of the file you would like to import into the batch. Enter a path or click the File Name field label to locate the file by browsing through the file structure on your network.

- Click the Display Report Layout icon to view the expected format of the import file.

- Press ENTER or click the Confirm icon to import the selected adjustments.

3 Specify a fiscal year for the adjustments.

- Open the **Settings** window (GL> Budget Adjustments> Settings).

- Us the Up and Down buttons in the **Fiscal Year** field to specify a fiscal year for the adjustments batch.

- Click the Save icon when complete.

4 View the budget adjustments in the batch.

- Select **Edit Adjustments** from the Budget Adjustments palette. This will open the Edit Adjustments window.

- The Edit Adjustments window will display all of the budget adjustments that have been created in the Budget Adjustments batch.

- Highlight a budget adjustment in the window and click the Delete icon to delete the selected budget adjustment.

- Click the Modify icon to open the selected budget adjustment.

- Click the Create icon to create a new budget adjustment. This will open the Budget Adjustment Maintenance window.

5 Create a budget adjustment. If you are creating a transfer, proceed to the next step.

- Select Adjustment from the **Adjustment Type** drop-down menu. The selection in this field will determine which fields are enabled on the Edit Adjustments window.

- Enter the GL account number of the budget you would like to adjust in the **Account** field. You can also click the **Account** field label to select a GL account from a list. The GL accounts that display will be for the same fiscal year that was selected in the **Fiscal Year** field on the Settings window.

    - You can only create budget adjustments on GL accounts that are set up as budgetable. GL accounts are set up as budgetable using the Chart of

Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is Budgetable** toggle).

- The **Description** and **Current Budget** fields will populate after the GL account is selected.

  - The **Description** field will populate with the description of the GL account selected in the **Account Number** field.

  - The **Current Budget** field will populate with the current budget amount of the GL account selected in the **Account Number** field.

    - When the Fiscal Year End Reset process is run (GL> Utilities> Fiscal Year End Reset), the adopted budget can be copied as the current budget amount. The Current Budget will display the current budget amount plus any budget adjustments that have been made to it, including budget adjustments created by rolling over purchase orders into the current fiscal year (PO> Roll Over POs).

- Adjustment should have previously been selected in the **Adjustment Type** drop-down menu.

- The **To Account** and To Acount **Description** fields will be disabled when creating a budget adjustment.

- The **Period** drop-down menu is used to select a specific period for the budget adjustment.

  - Organizations that do not use period budgeting can simply select Annual.

- Enter a **Home Department** for the transfer or click the field label to select one from a list. Department codes are created and maintained on the Department Code Maintenance window (SS> Maintenance> Department).

- Enter a **Resolution** for the adjustment.

- Enter an optional adjustment **Description**. This description can be up to 128 characters long.

    - The budget adjustment description will display on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab).

    - The budget adjustment description also displays on the Budget Adjustment Proof List (GL> Budget Adjustment> Proof List).

- The **Current Budget** field will populated based on the account selected above.

- Enter either an **Adjustment Amount** or a **New Budget** amount for the GL account. Entering a value in one of these fields will automatically calculate a corresponding value for the other field.

    - The **New Budget** amount should be the **Adjustment Amount** plus the **Current Budget** amount. Do not enter the amount of the budget adjustment in the New Budget field. For example, if the budget should be increased from $5000 to $5500, enter $500 in the Adjustment Amount field or enter $5500 in New Budget field. If you enter $500 in the New Budget field, the budget amount will be reduced to $500.

    - **NOTE:** The Current Budget displayed and calculated in the adjustment window will be for the Budget (Annual) field on the account IF the adjustment is marked with the Period as Annual. If marked for a specific period (1-12) the Current Budget displayed will be for only that period. The New Budget amount on the adjustment will be added to the total budget on the account to arrive at the Budget field on the account. Review the Budget Adjustment Proof List to view the total New Budget that will be on the account when the Budget Adjustment is committed.

- The remaining fields are only enabled for other adjustment types.

- Click the Save icon 💾 or press ENTER when complete. This will create the budget adjustment and return you to the Edit Adjustments window.

6 Create a budget transfer. If you created an adjustment in the previous step, proceed to the next step.

- Select Transfer from the **Adjustment Type** drop-down menu. The selection in this field will determine which fields are enabled on the Edit Adjustments window.

- Enter the GL account number of the budget you would like to transfer from in the **From Account** field. You can also click the **From Account** field label to select a GL account from a list. The GL accounts that display will be for the same fiscal year that was selected in the **Fiscal Year** field on the Settings window.

  - You can only create budget adjustments on GL accounts that are set up as budgetable. GL accounts are set up as budgetable using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is Budgetable** toggle).

- The From Account **Description** and **Current Budget** fields will populate after the GL account is selected.

  - The **Description** field will populate with the description of the GL account selected in the **Account Number** field.

  - The **Current Budget** field will populate with the current budget amount of the GL account selected in the **Account Number** field.

    - When the Fiscal Year End Reset process is run (GL> Utilities> Fiscal Year End Reset), the adopted budget can be copied as the current

budget amount. The Current Budget will display the current budget amount plus any budget adjustments that have been made to it, including budget adjustments created by rolling over purchase orders into the current fiscal year (PO> Roll Over POs).

- Transfer should have previously been selected in the **Adjustment Type** drop-down menu.

- Enter a target GL account in the **To Account** field. You can also click the field label to select a GL account from a list.

  - The To Account **Description** and **Current Budget** fields will populate with the information attached to the GL account selected in the To Account field.

  - The **New Budget** amount should be the Transfer Amount plus the Current Budget amount.

- The **Period** drop-down menu is used to select a specific period for the budget adjustment.

  - Organizations that do not use period budgeting can simply select Annual.

- Enter a **Home Department** for the transfer or click the field label to select one from a list. Department codes are created and maintained on the Department Code Maintenance window (SS> Maintenance> Department).

- Enter a **Resolution** for the transfer.

- Enter an optional budget adjustment **Description**. This description can be up to 128 characters long.

  - The budget adjustment description will display on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab).

- The budget adjustment description also displays on the Budget Adjustment Proof List (GL> Budget Adjustment> Proof List).

- Enter the amount that will be transferred in the **Transfer Amount** field to the right.

  - Entering a value in this field will automatically calculate a corresponding value for the **New Budget** field below. The New Budget amount is the Current Budget amount minus the Transfer Amount. For example, if the Current Budget is $5000, and the Transfer Amount is $500, the New Budget should be $4500.

- Click the Save icon 💾 or press ENTER when complete. This will create the budget adjustment and return you to the Edit Adjustments window.

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7 Print a Budget Adjustment Proof List.

- Select **Budget Proof List** from the Budget Adjustments palette. This will open the Proof List window.

- Select a **Report Type** from the drop-down menu.

  - The Summary report will display the Account Number, Description, Period, Original Budget and New Budget. Expense and Revenue totals will be broken down by Department and Fund.

  - The Detail report will display everything included in the Summary report as well as Transfer Amounts, Transaction Description and Transfer Description.

- Check the **Page Break on Fund** toggle if you would like the report to add a page break at the end of each fund that displays on the report.

- Click the Print icon 🖶 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).
    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.
    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.
    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.
    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

8 Commit the budget adjustment.

- Select Commit from the Budget Adjustments palette. This will open the Commit Budget Adjustments window.
- Press ENTER to commit the Budget Adjustment amount.
- The date the Budget Adjustments batch is committed is the post date of the batch. The post date will be assigned to the budget adjustments in the batch as the transaction date, and can be used in reporting.

GL> Display> Budget By Account

Budget By Account Display

Summary

The Budget By Account display window is used to display budget details for accounts and account groups. Budget details include Total Budget, Remaining Budget, Committed PO Encumbrance, Uncommitted PO Encumbrance, Committed PO Requisition, Uncommitted AP Activity, Committed GL History, and Uncommitted GL History for each account included in the account group.

Step by Step

1   Open the **Budget By Account** window (GL> Display> Budget By Account).

2   Filter the displayed account budget data.

- Enter information into the fields in the Settings section and then press ENTER or click the Refresh icon to update the records that display in the window.

- The **Account** field is used to select the individual account that will be used to calculate budget values.

- Enter an account or click the field label to select one from a list.

- The **Fiscal Year** field is used to select the individual fiscal year budget for the selected account.

- The **Account Group** field is an optional field used to display the aggregate budget of a group of accounts, of which the account selected above is a member.

  - Account groups are created and maintained on the Account Groups Maintenance window (GL> Maintenance> Account Groups).

  - The **Grouping** field will automatically populate with the grouping specified on the selected Account Group. This determines which section of the GL account is used when calculating aggregate budget values.

- Click the Refresh icon to update the account budget data that display in the window.

- NOTE: Budget amounts listed in the grid will always include any uncommitted budget adjustments for the account or account group. Right click on a column header to select additional committed and uncommitted activity columns.

- Right click on the records in the window and select Export grid contents to Excel if you would like to export the information that displays in the window to an MS Excel spreadsheet.

GL> Display> Journal Entries

Journal Entries

Summary

The Journal Entries option on the Display palette is used to view a filtered list of journal entries. Once you have created a list of journal entries, you can export them to an MS Excel spreadsheet using the export feature that is available on all windows that display information in a grid.

Use the Journal Entries process (GL> Journal Entries) if you would like to create a journal entry.

Step by Step

1 Open the **Journal Entry Selection** window (GL> Display> Journal Entries).

2 Filter the displayed journal entries.

- Enter information into the fields in the Search Criteria section and then press ENTER or click the Refresh icon to update the records that display in the window.

- The **System** drop-down menu is used to filter the journal entries that display in the window by the module that was used to create them.

- The **Process** drop-down menu is used to filter the journal entries that display in the window by the process within the module selected above.

- The **Status** drop-down menu is used to filter the journal entries that display in the window by the commit status of the journal entry.

- The **Batch** field is used to filter the journal entries that display in the window by the Journal Entry batch used to create them. Click the **Batch** field label to select a batch from a list.

- The **Fiscal Year** and **Fiscal Period** fields are used to filter the journal entries that display in the window by the fiscal period and fiscal year.

- The **Journal Entry** field is used to filter the journal entries that display in the window by journal entry number. Journal entries are assigned a sequential number that resets at the beginning of each fiscal period.

- Click the Refresh icon to update the journal entries that display in the window.

- Right click on the records in the window and select Export grid contents to Excel if you would like to export the information that displays in the window to an MS Excel spreadsheet.

- Highlight a journal entry and click the Display icon or press ENTER if you would like to view the journal entry line items. This will open a new window. Use the Up

and Down icons to highlight a journal entry line item and press ENTER again if you would like to view the detail information associated with the selected line item.

GL> Display> GL Display

Display GL Account Information

Summary

The Display GL Account window is a simple method for filtering and displaying detailed GL Account balance information.

Step by Step

1 View the GL Account information.

- Open the **GL Display** window (GL> Display> GL Display).
- Use the Search Criteria section to filter the displayed GL accounts by Fiscal Year, Account number, Status, Account Type and ALFRE designation. Click the Refresh icon to conduct the search.

2 Select an account.

- Highlight an account and click the Display icon ![icon] to open the **Chart of Accounts** window for the selected account. This window is used to create and maintain general ledger accounts.

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3 Generate the GL Account balance data.

- Click the Generate icon ![icon] to display the pertinent balance amounts for the accounts selected. If this step is executed with more than one account selected the balance information will be computed from all the selected accounts.

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4 View the account information on the Balance and Graph tabs.

- The **Balance** tab will display the Debit amount, Credit amount, Balance amount, Budget amount and Year To Date Balance amount for the selected accounts in a data grid. The information will be organized by period.
  - The **Show** drop-down menu allows you to limit the displayed history to committed only. The fields above the data field will also update to reflect this selection.
- The **Graph** tab displays the budget and balance information for the selected accounts. Use the Graph drop-down menu to select either Period Budget vs. Balance or YTD Budget vs. Balance.

GL> Journal Entries

Create a Journal Entries Batch Overview

Summary

The Journal Entries batch process is used to manually create journal entries, including reversing journal entries, interest allocation journal entries or recurring journal entries using a template that has been setup in the Recurring Journal Entries Maintenance window (GL> Maintenance> Recurring Journal Entries).

GL> Journal Entries

Create a Journal Entries Batch

Step by Step

1   Open or create a Journal Entries batch.

- Select the Journal Entries palette in GL> Journal Entries. This will expand the Journal Entries palette and display the steps of the Journal Entries process.

- Modify an existing batch or create a new batch.

   - Select a batch number from the drop-down menu at the top of the Journal Entries batch to open an existing batch.

   - If you would like to create a new batch, select New in the drop-down menu at the top of the Journal Entries palette. This will open the New Batch window.

- The batch month and batch year of the Journal Entries batch are used for reference only and are not necessary the fiscal month and year the transactions in the batch will be posted to. The fiscal period the transactions are posted to is determined by the journal Entry date entered during the Settings step (GL> Journal Entries> Settings).

- Highlight the batch in the batch number drop-down menu on the Journal Entries palette and press DELETE to delete a batch. Any uncommitted journal entries in the batch will be deleted.

2 Complete the Settings step.

- The Settings step is used to set the journal entry date of the journal entries you will create in the Journal Entries batch.

- Open the Settings window (GL> Journal Entries> Settings).

- The **Period Type** drop-down menu is used to select the type of period you would like to generate the journal entries in.

  - Select Standard if you would like to post the journal entries to a fiscal period.

  - Select Adjustment if you would like to post the journal entries in the batch to an adjustment fiscal period (fiscal period 13, 14 or 15). All entries posted to these adjustment fiscal periods will roll to the next year when the Refresh Beginning Balances or Fiscal Year End Reset processes are run.

    - This selection only applies to adjustments that you would like to post to an adjustment fiscal period. If you are making an adjustment, you are not required to post it to an adjustment fiscal period. For example, if you are creating a reversing journal entry and would like to post the reversal to a fiscal period and fiscal year based on the journal entry date, select Standard.

- The **Journal Entry Date** field determines the fiscal period and fiscal year the journal entries in the batch will be posted to. Enter a journal entry date.

- The **Fiscal Period** and **Fiscal Year** fields will populate with a fiscal period and fiscal year based on the selection in the **Journal Entry Date** field.

- Press ENTER or click the Save icon when complete. This step is not processed by the application server.

3 Add journal entries to the batch.

GL> Journal Entries

Create a Manual Journal Entry

Summary

The Journal Entries window allows you to manually create journal entries. There is a balancing feature on the window that automatically generates journal entry line items so that the journal entry will balance by fund. The balancing feature will use the due to and due from GL accounts set up on the System Setup window (SS> Utilities> System Setup> Transfer Accounts tab> **Due To Account** and **Due From Account** fields).

Step by Step

1   Create a Journal Entries batch.

2   View the journal entries in the batch.

- After the Settings step is complete, open the Journal Entry Selection window (GL> Journal Entries> Journal Entries) to view the journal entries in the batch. This window will be empty if you have created a new batch.

- Highlight a journal entry and press DELETE or click the Delete icon to delete a journal entry in the batch.

- Click the Create icon or press INSERT to create a new journal entry. This will open the Journal Entries window.

3 Create a manual journal entry.

- The Journal Entries window is used to create a journal entry and view the journal entry line items on a journal entry.

- The **Type** drop-down menu is used to enter the journal entry type.

  - This field will automatically populate with the Period Type selected on the Settings step.

- The **Balanced by Fund** field displays if the journal entry in the window is balanced by fund.

  - This field will display a *Yes* if the debits equal the credits in each fund. For example, the journal entry below is balanced by fund.

Description	Debit	Credit
GL account in fund 1	10.00	
GL account in fund 2	15.00	
GL account in fund 1		10.00

GL account in fund 2		15.00

- The Balanced by fund field will display a *No* if the debit and credit amounts in each fund do not balance. For example, the journal entry below does not balance by fund. If you want to balance this entry by fund, add a credit to a GL account in fund 1 and a debit to a GL account in fund 2 for $10.00.

Description	Debit	Credit
GL account in fund 1	10.00	
GL account in fund 2		10.00

- The **Description** field is used to enter a description of the journal entry. You can also enter a description on each journal entry line item.
- Press INSERT or click the Create icon to create a new journal entry line item. This will open the Journal Entry Line Item window.

4 Create a journal entry line item.

- The information in the Journal Entry Line Item window will save as you type, so there isn't a Save icon on the window. Just enter information into the fields and

press ESCAPE or click the Exit icon 🔴 when complete.

- The Journal Entry Line Item window has the tab control feature, which is used to control the order in which information is entered into the window and which fields will display.

  - The Project Management module Task and Type Code fields will be required if the **Use Project Management** toggle is checked on the System Setup window (SS> Utilities> System Setup> System tab).

- The **Account Alias** field is used to select a GL account based on an alias assigned to it. For example, if you assigned the alias EXP1 to a GL account, you could enter EXP1 in the **Account Alias** field and the GL account number would populate in the **Account** field.

- The **Account** field is used to select the GL account attached to the journal entry line item. Click on the **Account** field label or press F1 while the cursor is in the **Account** field to select a GL account from a list.

- The **Account Description** field will populate with the description attached to the selected GL account.

- The **Debit Amount** and **Credit Amount** fields are used to enter the debit and credit amount of the journal entry line item.

- The **Description** field is used to enter the description of the journal entry line item. The description of the journal entry line item will display on all reports that display a journal entry description (for example, the Trial Balance Report in GL> Reports> Trial Balance> Description column).

- The **Reference** field is used to enter a system reference on the journal entry line item. The journal entry line item reference will display on the Journal Entry Report

(GL> Reports> Journal Entry) and the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> History column> System Reference column).

- The system reference on a journal entry generally populates with the module where the journal entry is created or other information about the transaction that generated the journal entry. For example, if a journal entry line item is created by an AP module Invoices batch, the system reference will be the vendor number attached to the invoice line item.

- The **Transaction Date** field is used to enter the transaction date of the PM module transaction created by the journal entry line item. This field is only required if there is a PM module task and type code attached to the journal entry line item.

- The **Task** and **Type** fields are used to enter Project Management module information on the journal entry line item. These fields will only be enabled if the **Use Project Management** toggle is checked on System Setup window (SS> Utilities> System Setup> System tab).

  - The **Task** field label is user defined so it may not read Task. The field labels of the PM module miscellaneous fields are defined in the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).

  - If you click the **Task** field label and the task you would like to select does not display in the window, the task is either locked or PM security has been set up to limit access on that task code.

    - Security is set up on PM module tasks using the PM Security feature (SS> Security> PM Security).

    - PM module tasks are generally locked when they are complete or transactions should not be posted to them. PM module tasks are locked using the Task Maintenance window (PM> Maintenance> Task>

General tab> **Locked** toggle). You can view tasks that are locked by selecting Locked or All in the Status drop-down menu on the Task Selection window (opened from the Task Code field label on the Journal Entry Item window), but you will receive an error message if you attach a locked type code to a JE line item and then try to save the new record.

- If you add a PM module task and type to a journal entry line item, you must also enter a date in the **Transaction Date** field. This is the transaction date of the Project Management module transaction created by this journal entry line item.

- The **Project** field will not be enabled and will populate with the PM module project attached to the PM module task code on the journal entry line item. Projects are attached to PM module task coded using the Task Maintenance window (PM> Maintenance> Task> General tab> **Project** field).

  - The **Project** field label is user defined just like the **Task** field, so it may not read Project.

- The **LEMS** field will not be enabled and will populate with the LEMS code attached to the type code selected in the **Type** field. A LEMS code is attached to a type code using the Type Maintenance window (PM> Maintenance> Type> **LEMS** field).

- The **Object Type** drop-down menu is used to specify what type of object is attached to the entry.

  - The **Object** field label will change to reflect the selected Object Type.

  - Select Vendor and click the field label to open the Vendor selection window.

    - Vendors are created and maintained on the Vendor Maintenance window (AP> Maintenance> Vendor).

- Select Employee and click the field label to open the Employee selection window.

    - The Rate field will populate with the hourly pay rate set up on the Employee Maintenance window (PR> Maintenance> Employee> Financial tab> Hourly Rate field).

- Select Equipment and click the field label to open the Equipment selection window.

    - The Rate field will populate with the rate set up on the Equipment Maintenance window (SS> Maintenance> Equipment> Rate field).

- Enter the number of hours that the attached employee or equipment will be used in the **Units** field.

- The **Rate** field will populate with the hourly rate attached to the Employee or Equipment selected above.

- The **Bank Account** field is used specify a bank account for journal entries that affect bank balances.

    - Bank Accounts are set up and maintained on the Bank Account Maintenance window (SS> Maintenance> Bank Account).

- Press ESCAPE or click the Exit icon when complete to return to the Journal Entries window. There is no Save icon on the window because information is saved as it is typed.

5 Balance the journal entry. This is an optional step.

- Enter as many journal entry line items as you would like. There is no validation on the window that keeps you from creating an unbalanced journal entry, but you can use the Balance icon 🧾 to help you create a balanced entry.

- The Balance icon 🧾 has three functions:

  - Create a single line item to balance the journal entry

  - Balance the journal entry by fund

  - Balance the journal entry via interfund transfer

- Click the Balance icon 🧾 drop-down menu and select Add Single Balancing Line to create a single line item that balances the journal entry. This will create a single line item for the debit or credit amount that will balance the journal entry.

  - For example, if there are two journal entry line items that have a net debit balance $35.00, selecting Add Single Balancing Line will create a single credit line item for $35.00. No GL account will be attached to the line item; you will have to open the journal entry line item and manually assign a GL account to it.

- Click the drop-down arrow next to the Balance icon 🧾 and select Balance Journal Entry by Fund if you would like to use the Due To and Due From GL accounts to balance the journal entry by fund.

  - Assume you have the following journal entry:

Description	Debit	Credit
GL account in fund 1	25.00	
GL account in fund 2		25.00

- If you select Balance Journal Entry by Fund, the following journal entry will be created.

Description	Debit	Credit
GL account in fund 1	25.00	
Due From Account for fund 2	25.00	
Due To Account for fund 1		25.00
GL account in fund 2		25.00

- When a Due To and Due From GL account are attached to the System Setup window, the fund is not attached. This is because the fund is pulled from the GL accounts that are using the Due To and Due From accounts. Make sure the Due To and the Due From GL Accounts are set up in each fund you would like to use them in. If the Due From or Due To accounts do not exist in a specific fund, you will receive a validation error when you try to balance the journal entry.

- The Due From account will be used for journal entry line items that create a debit. In the example above, the Due From account in fund 2 is used to balance the journal entry because a debit line item is required to balance the credit in fund 2.

- The Due To account will be used for journal entry line items that create a credit. In the example above, the Due To account in fund 1 is used to balance the journal entry because a credit line item is required to balance the debit in fund 1.

- The Due To and Due From GL accounts are defined in the System Setup window (SS> Utilities> System Setup> Transfer Accounts tab> **Due To Account** and **Due From Account** fields). .

- Click the Balance icon ⛄ drop-down menu and select Interfund Transfer Balance if you would like to automatically create balancing entries for cash-related line items in addition to balancing the journal entry by fund. This process will be useful to organizations that utilize pooled cash accounting.

  - In order to use Interfund Transfer Balance functionality, the required From Accounts and To Accounts must be set up for the GL module on the Transfers tab of the System Setup window.

    - If the journal entry you are attempting to balance uses an account in a fund that does not have GL transfer accounts set up on the System Setup window, an error message will display and no balancing entry will be created.

  - Each cash-related line item on the journal entry will result in an entry in the pooled cash fund specified in the From Account column of the Transfers tab. These entries will be clearly marked as balancing entries.

  - This process will balance the journal entry by fund in the same way outlined in the section above.

- Press ENTER or click the Save icon 💾 when the journal entry is complete.

6 Commit the journal entry.

GL> Journal Entries

Enter a Recurring Journal Entry

Summary

The Journal Entries process is used to manually enter journal entries, create adjustments or enter recurring journal entries into the general ledger. Recurring journal entries are created and maintained using the Recurring Journal Entries Maintenance window (GL> Maintenance> Recurring Journal Entries> Open a recurring journal entry).

Recurring journal entries can either be set up as a percentage or flat amount. A flat amount recurring journal entry is used to create journal entries that are the same amount each month. For example, you can create a flat amount recurring journal entry to record rent.

A percentage amount recurring journal entry distributes the amount of the journal entry to GL accounts based on a specific distribution percentage. The amount of the journal entry will be distributed to each recurring journal entry line item based on the percentage amount attached to each line item. For example, you can create a recurring journal entry that credits 45% of the journal entry amount to one GL account and credits the rest to another GL account. When the journal entry is created in the Journal Entries process (GL> Journal Entries), you will enter the journal entry amount and that amount will be distributed to the GL accounts based on the percentage set up on the recurring journal entry.

Once the recurring journal entry has been created, print a Proof List Report (GL> Journal Entries> Proof List) and commit the journal entry (GL> Journal Entries> Commit) to post the journal entry to the general ledger.

Step by Step

1 Create a journal entries batch.

2 View the journal entries in the batch.

- After the Settings step is complete, open the **Journal Entry Selection** window (GL> Journal Entries> Journal Entries) to view the journal entries in the batch. This window will be empty if you have created a new batch, but if you have opened an existing batch the window will display the journal entries in that batch.

- Highlight a journal entry and press DELETE or click the Delete icon to delete a journal entry.

- Click the Generate icon drop-down menu and select Generate Recurring Journal Entries to create a new recurring journal entry. This will open a window that displays the recurring journal entries that have been created using the Recurring Journal Entries window (GL> Maintenance> Recurring Journal Entries).

3 Create a recurring journal entry.

- Check the Selected toggle of the journal entry you would like to use to create the journal entry. You can select more than one recurring journal entry if you would like to create more than one recurring journal entry in the batch.

- If you are creating a percentage recurring journal entry (percentage will display in the **Type** column), enter the amount of the journal entry in the **Amount** column.

- Click the Save icon 💾 when complete to create the recurring journal entries. This will return you to the Journal Entry Selection window with the recurring journal entries populated in the window.

- The recurring journal entries have now been created. Click the Exit icon 🔴 to exit the window and then print a Proof List and commit the batch if you would like to commit the recurring journal entries.

4   Commit the journal entry.

GL> Journal Entries

Reversing a Journal Entry

Summary

The Reverse Journal Entry feature allows you to reverse a selected journal entry. This feature creates a reversing journal entry; it does not remove the original journal entry from the general ledger.

Step by Step

1   Open or create a Journal Entries batch.

   - The Settings step is used to define the fiscal period and fiscal year the journal entries in a batch will be posted to.

2   View the journal entries in the batch.

- After the Settings step is complete, open the Journal Entry Selection window (GL> Journal Entries> Journal Entries) to view the journal entries in the batch. This window will be empty if you have created a new batch.

- Click the Generate icon drop-down menu and select Generate Reversing Journal Entries to create a reversing journal entry. This will open the Reverse Journal Entry window.

3   Create the reversing journal entry.

- The Reverse Journal Entry window is used to select the journal entry you would like to reverse. Enter information into the fields in the Search Criteria section and then press ENTER or click the Refresh icon to populate the window with a filtered list of journal entries.

    - The **System** drop-down menu is used to filter the journal entries that display in the window by the module used to create them.

    - The **Status** drop-down menu displays Committed and is disabled because you can only reverse journal entries that have been committed.

    - The **Type** drop-down menu is used to filter the journal entries by the journal entry type.

        - This feature has not been fully implemented, so it currently does not have a function.

    - The **Batch** field is used to select a committed **Journal Entry** batch. This will add all of the journal entries in the selected batch in the window.

- The **Fiscal Year** and **Fiscal Period** fields are used to filter the journal entries by the fiscal year and fiscal period they are posted to.

- The **Journal Entry** field is used to filter the journal entries in the window by journal entry number. Each journal entry is assigned a sequential number when they are committed.

- Press ENTER or click the Refresh icon to update the journal entries that display in the window.

- Highlight a journal entry in the window and click the Display icon if you would like to view the journal entry line items of the selected journal entry.

- Select the journal entry you would like to reverse in the window and press ENTER or click the Confirm icon . This will close the Reverse Journal Entry window and populate the reversal journal entry in the Journal Entry Selection window.

  - If you would like to view the reversing journal entry created by the process, highlight the reversing entry in the Journal entry Selection window and click the Modify icon . This will open the Journal Entries window, which displays the journal entry line items of the reversing journal entry.

- The Reversing Journal Entry is automatically created by the system by effectively reversing all Journal Entry lines within the chosen Journal Entry. The description associated with journal entry lines will read "Reversal of JE # XXX.XX.XXXX".

4 Commit the reversing journal entry.

GL> Journal Entries

Import a Journal Entry

Summary

The Import Journal Entries process allows you to import journal entries from a comma delimited or fixed width file. This feature is generally used by organizations that import data from other software packages into the Springbrook Software application.

Step by Step

1   Create a journal entries batch.

- Select the Journal Entries palette in GL> Journal Entries. This will expand the Journal Entries palette and display the steps of the Journal Entries process.
- Select New from the Journal Entries batch number drop-down menu to create a new batch. This will open the New Batch window.
    - If there are open batches in the Journal Entries process, you can create a new batch without affecting the open batches.
- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the journal entry date of the journal entries created in the batch.

- The journal entry date is set up during the Settings step (GL> Journal Entries> Settings> **Journal Entry Date** field).

- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.

  - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .

- Highlight the batch in the batch number drop-down menu on the Journal Entry palette and press DELETE to delete a batch. Any uncommitted journal entries in the batch will be deleted.

2   Select the journal entry date of the journal entries in the batch.

- Open the **Settings** window (GL> Journal Entries> Settings).

- The **Period Type** drop-down menu is used to select the type of period you would like to generate the journal entries in.

  - Select Standard if you would like to post the journal entries to a fiscal period.

  - Select Adjustment if you would like to post the journal entries in the batch to an adjustment fiscal period (fiscal period 13).

    - This selection only applies to adjustments that you would like to post to the adjustment fiscal period. If you are making an adjustment, you are not required to post it to the adjustment fiscal period. For example, if

you are creating a reversing journal entry and would like to post the reversal to a fiscal period and fiscal year based on the journal entry date, select Standard.

- The **Journal Entry Date** determines the fiscal period and fiscal year the journal entries in the batch will be posted to.

- The **Fiscal Period** and **Fiscal Year** fields will populate with a fiscal period and fiscal year based on the selection in the **Journal Entry Date** field.

- Press ENTER or click the Save icon 💾 when complete. This step will be processed by the application server, so it may take a few moments to complete. Open the Jobs Viewer window (Jobs Viewer icon 🕘 on the main desktop) if you would like to view the progress of the Settings step.

3 Import the journal entry file.

- Open the **Import Journal Entries** window (GL> Journal Entries> Import).

- The **File Name** field is used to select the path of the file you would like to import into the general ledger. Enter a path or click the File Name field label to locate the file by browsing through the file structure on your network.

- The **Configuration** drop-down menu is used to select the import configuration you would like to use.

  - A Journal Entries-specific import configuration can be created before importing journal entries. Import configurations are created and maintained on the Import Configuration Maintenance window (SS> Maintenance> Import

Configuration).

- The Standard Springbrook configuration will be selected by default.

- The KVS file format is designed to import the native KVS Journal Entry Export file.

- Once the desired configuration is selected, click the Display Format icon to open the Import Configuration window and display the expected format of the imported file.

- The **File Type** drop-down menu is used to select the type of file you are importing.

  - Select Comma Delimited if you would like to import a comma delimited file. A comma delimited file is a file where all of the columns on the file are separated by a comma.

    - Click the Display Report Layout icon at the top of the window to view the format of the import file.

    - The general ledger account number is separated into seven sections by a comma. Depending on the format of your chart of accounts, you may not use all seven sections but you have to include all seven sections on the import file. For example, if you would like to import GL account 610-0-0-1043, the import would look like this: 610,0,0,1043,,,,. Do not enter a 0 in the GL account sections that should be blank.

    - The dollar amount begins after the seventh comma on the import file; credits should be a negative amount. For example, -100.00 is a credit amount, 100.00 is a debit amount.

- Select Fixed Width if you would like to import a fixed width file. A fixed width file is a file with data entered into specific positions on the file rather than separated by columns.

    - Click the Display Report Layout icon 🖥 at the top of the window to view the format of the import file.

    - The general ledger account number is seven sections long and there are six characters in each section. Each piece of the general ledger account must be aligned to the left of each set of six characters. For example, if you have a GL account 610-0-0-1043, enter it like this (each cell in the table below represents a block of 6 characters):

610	0	0	1043

    - The dollar amount begins at position 43. Credits will have a negative sign in position 43. You also need to enter a decimal place. For example, if you would like to enter a credit of $50, enter -$50.00.

- Select Springbrook if you would like to import a Springbrook format file. The Springbrook format file contains all of the information associated with a journal entry.

    - Click the Display Report Layout icon 🖥 at the top of the window to view the format of the import file.

- Click the Display Report Layout icon 🖥 to view the expected format of the import file.

- Press ENTER or click the Confirm icon to import the file immediately or enter a date and time in the field next to the Confirm icon to schedule the import to process at a later time. You can view the progress of the import on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

4 View the journal entries in the batch.

- After the Import step is complete, open the **Journal Entry Selection** window (GL> Journal Entries> Journal Entries) to view the journal entries in the batch. This window will be populated with the imported journal entries as well as any existing journal entries if the imported entries were added to a previously created batch.
- Highlight a journal entry and press DELETE or click the Delete icon to delete a journal entry.

5 Commit the journal entries.

- Once the journal entries have been imported into the Journal Entries batch, print the Proof List and commit the batch to post the journal entries to the general ledger.

GL> Journal Entries

Interest Allocation

Summary

The Interest Allocation feature is used to allocate the interest that is earned on a bank account to the cash account on the bank record that is set up in multiple funds.

For example:

Cash account attached to the bank account record: -0-000

Revenue account selected in Interest Allocation window: -0-001

Ending Balance of GL account 1-0-000 = $200.00

Ending Balance of GL account 2-0-000 = $400.00

Amount of interest to be distributed = $10.00

If you distribute the interest amount based on the ending balance of the cash accounts, $3.33 of the interest will be distributed to GL cash account 1-0-000 (200/(200+400) X $10.00), and $6.67 of the interest will be distributed to the GL cash account 2-0-000 (400/(200+400) X $10.00).

The revenue account (generally an interest income GL account) selected in the Interest Allocation window will be credited and the cash account on the bank account will be debited on the journal entry created by the process.

Description	Debit	Credit
1-0-000 – Cash account on bank record	$3.33	
1-0-001 – Revenue account selected in the window		$3.33
2-0-000 – Cash account on bank record	$6.66	
2-0-001 – Revenue account selected in the window		$6.66

GL cash accounts are attached to bank account records using the Bank Account Maintenance window (SS> Maintenance> Bank Account> **Cash Account** field).

Step by Step

1   Create a journal entries batch.

- Select the Journal Entries palette in GL> Journal Entries. This will expand the Journal Entries palette and display the steps of the Journal Entries process.
- Select New from the Journal Entries batch number drop-down menu to create a new batch. This will open the New Batch window.

- If there are open batches in the Journal Entries process you can create a new batch without affecting the open batches.

- Enter a **Batch Month** and **Batch Year**. These fields default to the current calendar period and are used for reference only. The batch month and batch year do not affect the journal entry date of the journal entries created in the batch.

  - The journal entry date is set up during the Settings step (GL> Journal Entries> Settings> **Journal Entry Date** field).

- Click the Generate icon to populate the **Batch Number** field with the next available batch number. Batch numbers are limited to five digits and must be unique within the batch month of the batch year.

  - You can also manually create a new batch by entering a **Batch Number** and clicking the Save icon .

- Highlight the batch in the batch number drop-down menu on the Journal Entry palette and press DELETE to delete a batch. Any uncommitted journal entries in the batch will be deleted.

2 Select the journal entry date of the journal entries in the batch.

- Open the **Settings** window (GL> Journal Entries> Settings).

- The **Period Type** drop-down menu is used to select the type of period you would like to generate the journal entries in.

- Select Standard if you would like to post the journal entries to a fiscal period.

- Select Adjustment if you would like to post the journal entries in the batch to an adjustment fiscal period (fiscal period 13).

  - This selection only applies to adjustments that you would like to post to the adjustment fiscal period. If you are making an adjustment, you are not required to post it to the adjustment fiscal period. For example, if you are creating a reversing journal entry and would like to post the reversal to a fiscal period and fiscal year based on the journal entry date, select Standard.

- The **Journal Entry Date** determines the fiscal period and fiscal year the journal entries in the batch will be posted to.

- The **Fiscal Period** and **Fiscal Year** fields will populate with a fiscal period and fiscal year based on the selection in the **Journal Entry Date** field.

- Press ENTER or click the Save icon when complete. This step will be processed by the application server, so it may take a few moments to complete. Open the Jobs Viewer window (Jobs Viewer icon on the main desktop) if you would like to view the progress of the Settings step.

3 View the journal entries in the batch.

- After the Settings step is complete, open the **Journal Entry Selection** window (GL> Journal Entries> Journal Entries) to view the journal entries in the batch. This window will be empty if you have created a new batch, but if you have opened an

existing batch the window will display the journal entries in that batch.

- Highlight a journal entry and press DELETE or click the Delete icon to delete a journal entry.

- Click the Generate icon drop-down menu and select Generate Interest Alloc-ation to create a new interest allocation.

4 Create the interest allocation.

- The **Bank Account** field is used to select the bank account where the interest was generated. The GL cash account attached to the selected bank account will be used to distribute the interest.

  - Bank Accounts are created and maintained using the Bank Account Main-tenance window (SS> Maintenance> Bank Account). The cash account is attached to the bank account record using the **Cash Account** field on the Bank Account Maintenance window.

- The **Revenue Account** field is used to select the GL account you would like to alloc-ate the interest to. This is the GL account that will be credited in the journal entries created in the process. The GL account selected in this field must be set up in each fund where the cash account on the bank record exists.

  - For example, if cash account 1-0-000 is attached to the bank record and exists in fund 9 (9-0-000), there must also be a revenue account in fund 9. If the revenue account does not exist in fund 9, the interest that should be alloc-

ated to the cash account in fund 9 cannot be distributed because there is no GL account to credit in the transaction.

- Enter the amount of the interest to the distributed in the **Interest Amount** field.

- The Allocation Type drop-down menu is used to select how the interest will be allocated.

    - Select the Average Daily Balance to distribute the interest based on the daily balance of the cash accounts.

    - Select Month End Balance if you would like to distribute the interest based on the month end balance of the cash accounts.

- Press ENTER or click the Save icon to generate the interest allocation journal entries.

- The journal entries generated by the process will display in the Journal Entry Selection window.

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5 Commit the journal entry.

- Print a Proof List Report (GL> Journal Entries> Proof List) and run the Commit step (GL> Journal Entries> Commit) to commit the journal entries.

GL> Journal Entries

Commit Journal Entries

Summary

Once journal entries have been added to a Journal Entries batch, generate a Proof List Report and run the Commit step to commit the journal entries and post them to the chart of accounts.

Step by Step

1   Generate a PM Proof List.

- If you do not have the Project Management module installed on the application, the PM Distribution Report will not display on the Journal Entries palette.

- The PM Distribution Report displays all of the Project Management module transactions generated by the journal entries in the batch. For example, if you attach a PM module task and type code to a journal entry line item, the PM Distribution Report will display that line item on the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You

can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

- Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring- brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

2 Generate a Proof List Report.

- The Proof List Report displays the journal entry created by the Journal Entries batch.

- Open the **Proof List** window (GL> Journal Entries> Proof List).

- Select the level of detail you would like to display on the report using the **Report Type** drop-down menu.

  - The Detail version of the report displays the journal entry line item amounts and GL accounts.

- The Summary version of the report displays the total debit and credit amounts made on each journal entry. The GL accounts associated with each journal entry line item will not display on the Summary version of the report.

- Select the order in which information will display on the report in the **Sort By** drop-down. The report will group each journal entry separately on the report, so the **Sort By** drop-down is used to select how the journal entry line items on each journal entry will be grouped.

  - Select Account and Line Item if you would like to sort the report by GL account and then journal entry line item. The journal entry line items will be sorted by GL account and then line item number.

    - The line item number is the order in which the journal entry line items were created in the Journal Entries window (GL> Journal Entries> Create icon).

  - Select Fund and Line Item if you would like to sort the report by the GL account fund and then journal entry line item. If all journal entry line items are for the same fund, the journal entry line items will display ordered by journal entry line item.

    - Check the **Subtotal by Fund** toggle if you would like the journal entry line items on the report to be totaled by fund.

  - Select Line Item if you would like the journal entry line items sorted by journal entry line item number.

- Check the **Page break by journal entry** toggle if each journal entry should display as a separate page on the report.

- Check the **Subtotal by Fund** toggle if you would like the journal entry line items on the report to be totaled by fund.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

- If one of the GL accounts used in the batch is project driven but the journal entry line item is not attached to a PM module task and type code, the Proof List will display an error message and the Commit step (GL> Journal Entries> Commit) will not be enabled.

3   Generate the work flows. This is an optional step.

- The Generate Work Flows step applies if only certain employees are allowed to commit a Journal Entries batch. For example, if you are a department clerk, but only the department head is allowed to actually commit a Journal Entries batch, then run the

Generate Work Flows step to notify the department head that a batch is ready to be committed. If you do not use work flows, skip to the Commit step and commit the batch.

- Select Generate Work Flows on the palette. This will open an information window asking you to confirm your selection. Press ENTER or click the OK button to generate the work flows. This will create a job on the Jobs Viewer window. Once the job is complete, the work flow will be created.

- Work flows are created and maintained on the Work Flow Maintenance window (SS> Work Flow> Work Flow Templates).

4 Review the work flows. This step is only required when using work flows.

- The Review Work Flows step is used to view the journal entries before committing the batch and is used in conjunction with the Generate Work Flows step. For example, a department clerk runs the Generate Work Flows step to notify the department head that the journal entries are ready to be approved. The department head receives an email that the batch is ready to be committed, so they review the journal entries proof lists and then commit the batch.

- Open the Review Work Flows window to review the journal entries in the batch (GL> Journal Entries> Review Work Flows).

- The Review Work Flows window displays the work flow generated by the Generate Work Flows step (GL> Journal Entries> Generate Work Flows).

- The **Status** column displays the status of the work flow. If the work flow is waiting to be approved, the Status will be New.

- The **Author** column displays the department clerk that created the work flow (this is the employee that ran the Generate Work Flows step). If the Journal Entries batch is rejected, this is the employee that will receive the notification email that the batch has been rejected.

- The type of work flow generated during the Generate Work Flows step determines what needs to be done to the journal entries before the batch can be committed.

    - If the work flow is set up as an action step on your role (SS> Work Flow> Work Flow Templates), you will have to approve or reject the journal entries in the batch before you can commit the batch.

    - If the work flow is set up as an information step on your role (SS> Work Flow> Work Flow Templates), the commit step will be enabled and the batch will be ready to commit. When the work flow is set up as an information step, skip the Review Work Flows step and commit the Journal Entries batch.

- If you have to approve or reject the Journal Entries batch, highlight the work flow in the Review Work Flows window and press ENTER. This will open the PM Proof List or Proof List report for approval.

5   Commit the journal entries in the batch.

- Select Commit on the Journal Entries palette to commit the journal entries.

- The Commit step will not be enabled if there is a validation error that displays on the Proof List. If the Commit step is not enabled, review the Proof List for errors.

GL> Maintenance> Account Groups

Account Groups Maintenance

Summary

The Account Groups Maintenance window is used to create and maintain account groups. Once an account group is set up, it can be used to control budget exceptions during the invoicing process in Accounts Payable and Purchase Orders. Organizations that utilize account groups can set up AP and PO workflows to allow overspending at one level of the account while using custom validation rules to prevent overspending when a higher level, aggregated budget is being exceeded.

Step by Step

1   Open the **Account Groups Maintenance** window (GL> Maintenance> Account Groups).

- The Account Groups Maintenance window will display all existing account groups.
- Use the arrow keys on the keyboard to select an account groups and the fields in the Maintenance section will populate with the information on the selected account group.

- Highlight an account group and click the Delete icon ▣ or press DELETE to delete the selected account group. If an account type is attached to a general ledger account it cannot be deleted.

- Click the Create icon or press INSERT to create a new account group. This will add a new line to the window and the fields in the Maintenance section of the window will be blank.

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2 Create an Account Group.

- Enter a unique **Code** for the account group. The account group code can be up to 20 alphanumeric characters long.

  - The code cannot be edited once the account group is saved.

- Enter a **Description**. The account group description can be up to 64 alphanumeric characters long.

- Select a **Grouping** for the account group from the drop-down menu. This will determine which section of the GL account is used to group the included accounts.

  - Account groups can be grouped by Fund, Department, Division or Account. If your organization does not use one of these account sections, it will not display in the drop-down menu.

  - For example, an organization can create an account group at the Department level and then associate that account group with a GL budget validation rule in the Purchase Orders module. When that account is included in a purchase order, and that validation rule is evaluated, the system will look at the

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aggregate budget of the account group at the department level rather than just the budget of the specific account. This feature allows organizations to tailor their budget oversight process to their desired level of granularity.

- Click the Save icon 💾 when complete.

GL> Maintenance> Account Header One

GL Account Header One Maintenance

Summary

The Account Header One Maintenance window is used to create level one (generally fund) account headers if you do not have a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle). If you have a uniform chart of accounts, you will use Section (GL> Maintenance> Section) maintenance to create GL account headers. The Account Header One Maintenance window is used in conjunction with the Account Header Two and Account Header Three maintenance palette options.

Create the fund headers using the Account Header One Maintenance window. After the fund headers have been created, use the Account Header Two Maintenance window to create the department headers, and then use the Account Header Three Maintenance window to create the third level account headers.

Account headers are unique to each fiscal year just like GL accounts. When you create a new fund, make sure you create the account header in the correct fiscal year.

Step by Step

1 View the account headers that have been created.

- Open the **Account Header One Maintenance** window (GL> Maintenance> Account Header One).

- Select a fiscal year in the drop-down menu at the top of the window and click the Refresh icon to populate the window with the created account headers.

  - Account headers are unique to each fiscal year just like GL accounts, so make sure you are creating the fund headers in the correct year.

- Highlight an account header in the left section of the window and the Maintenance section will populate with the information attached to the selected account header.

- Highlight an account header and press DELETE or click the Delete icon to delete the selected account header.

  - You cannot delete account headers that are attached to GL accounts.

- Press INSERT or click the Create icon to create a new account header. This will create a new line item in the left section of the window and the fields in the Maintenance section will be enabled to enter the account header information.

2 Create or modify an account header.

- Enter the account header you would like to create in the **Fund** field.

  - For example, if you would like to create a new fund with an account header of 15, enter 15 in the **Fund** field.

- The format of the Fund field depends on the format of the GL account numbers in your chart of accounts. The format of the GL account number is defined in the Setup window (GL> Utilities> Setup> General Tab> **Account Format** field).

- Enter a description of the account header in the **Description** field. The account header description will display on reports.

  - For example, if the fund is only used for capital projects, enter Capitol Projects in the **Description** field.

  - The description can be up to 30 characters long.

- Press ENTER or click the Save icon when complete to save the account headers.

- After you have created level one account headers, use the Account Header Two Maintenance window to create level two account headers.

GL> Maintenance> Account Header Two

GL Account Header Two Maintenance

Summary

The Account Header Two Maintenance window is used to create level two (generally department) account headers if you do not have a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle). If you have a uniform chart of accounts, you will use the Section Maintenance window (GL> Maintenance> Section) to create GL account headers. The Account Header Two Maintenance window is used in conjunction with the Account Header One and Account Header Three maintenance palette options.

Create the fund headers using the Account Header One Maintenance window (GL> Maintenance> Account Header One), and then create the department level account headers for each fund using the Account Two Maintenance window. After the department headers have been created, use the Account Header Three Maintenance window to create the third level account headers.

Account headers are unique to each fiscal year just like GL accounts. When you create a new department header, make sure you create it in the correct fiscal year.

Step by Step

1   View the account headers that have been created.

- Open the **Account Header Two Maintenance** window (GL> Maintenance> Account Header Two).

- Select a fiscal year in the drop-down menu at the top of the window and click the Refresh icon to populate the window with the created account headers.

  - Account headers are unique to each fiscal year just like GL accounts, so make sure you are creating the fund headers in the correct year.

- The fund headers created using the Account Header One window will display in the window.

- Highlight an account header in the left section of the window and the Maintenance section will populate with the information attached to the selected account header.

- Highlight an account header and press DELETE or click the Delete icon to delete the selected account header.

  - You cannot delete account headers that are attached to GL accounts.

- Press INSERT or click the Create icon to create a new account header. This will create a new line item in the left section of the window and the fields in the Maintenance section will be enabled to enter the account header information.

2   Create or modify an account header.

- Enter the account header that has been created in the **Fund** field or click the field label to select one from a list.

- You cannot create new section 1 account headers using the Account Header Two window. If you would like to create a new section 1 account header, use the Account Header One Maintenance window (GL> Maintenance> Account Header One).

  - The format of the **Fund** field depends on the format of the GL account numbers in your chart of accounts. The format of the GL account number is defined in the Setup window (GL> Utilities> Setup> General Tab> **Account Format** field).

- Enter the header you would like to create in the **Department** field. For example, if you would like to create a new department in fund number 01, enter 01 in the **Fund** field and enter the new department in the **Department** field.

  - Just like the Account Header One fund, the format of the **Fund** field depends on the format of the GL account numbers in your chart of accounts. The format of the GL account number is defined in the Setup window (GL> Utilities> Setup> General Tab> **Account Format** field).

- Enter a description of the account header in the **Description** field. The account header description will display on reports.

  - The description can be up to 30 characters long.

- Press ENTER or click the Save icon when complete to save the account headers.

- After you have created level two account headers, use the Account Header Three Maintenance window to create level three account headers.

GL> Maintenance> Account Header Three

GL Account Header Three Maintenance

Summary

The Account Header Three Maintenance window is used to create level three account headers if you do not have a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle). If you have a uniform chart of accounts, you will use Section (GL> Maintenance> Section) maintenance to create GL account headers. The Account Header Three Maintenance window is used in conjunction with the Account Header One and Account Header Two maintenance palette options.

Create the fund headers using the Account Header One Maintenance window. After the fund headers have been created, use the Account Header Two Maintenance window to create the department headers, and then use the Account Header Three Maintenance window to create the department level account headers.

Account headers are unique to each fiscal year just like GL accounts. When you create a new account header, make sure you create it in the correct fiscal year.

Step by Step

1 View the account headers that have been created.

- Open the **Account Header Three Maintenance** window (GL> Maintenance> Account Header Three).

- Select a fiscal year in the drop-down menu at the top of the window and click the Refresh icon to populate the window with the created account headers.

  - Account headers are unique to each fiscal year just like GL accounts, so make sure you are creating the headers in the correct year.

- Highlight an account header in the left section of the window and the Maintenance section will populate with the information attached to the selected account header.

- Highlight an account header and press DELETE or click the Delete icon to delete the selected account header.

  - You cannot delete account headers that are attached to GL accounts.

- Press INSERT or click the Create icon to create a new account header. This will create a new line item in the left section of the window and the fields in the Maintenance section will be enabled to enter the account header information.

2 Create or modify an account header.

- You can either enter a level one and level two header into the window, or you can click the level two field label to select both of those headers from a list. This will populate the level one and level two account header fields with the selected account

header.

- Enter the level one account header in the top field.
  This account header must already be created using the Account Header One window (GL> Maintenance> Account Header One).

  - For example, if you would like to create a third level account header for fund number 05, enter 05 in this field.

  - The format of the first field depends on the format of the GL account numbers in your chart of accounts. The format of the GL account number is defined in the Setup window (GL> Utilities> Setup> General Tab> **Account Format** field).

- Enter the level two account header in the second field.
  This account header must already be created using the Account Header Two window (GL> Maintenance> Account Header Two).

  - For example, if you would like to create a third level account header for department 150 in fund 10, enter 10 in the first field and 150 in the second field.

  - Just like the first field, the format of the second field depends on the format of the GL accounts.

- Enter the third level account header that you would like to create.

- Enter a description of the account header in the **Description** field. The account header description will display on reports.

  - The description can be up to 30 characters long.

- Press ENTER or click the Save icon when complete to save the account headers.

GL> Maintenance> Account Type

Account Type Maintenance

Summary

Account types are groupings of general ledger accounts that determine the ALFRE (asset, liability, fund balance, revenue and expense) designation of the account. Account types created in the Account Type Maintenance window will be available in all fiscal years and are attached to general ledger accounts when they are created (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

After you have created the account types, you can create a list of them by generating the Account Type report (GL> Reports> Account Type).

Step by Step

1   Open the **Account Type Maintenance** window (GL> Maintenance> Account Type).

- The Account Type Maintenance window will display all account types. Account Types are not set up by fiscal year.

- Use the arrow keys on the keyboard to select an account type and the fields in the Maintenance section will populate with the information of the selected account type.

- Highlight an account type and press DELETE to delete an account type. If an account type is attached to a general ledger account it cannot be deleted.

  - You can also delete an account type by clicking the Delete icon .

- Press INSERT to create a new account type. This will add a new line to the window and the fields in the Maintenance section of the window will be blank.

2   Create an Account Type.

- Enter an **Account Type**. The account type can be up to three alphanumeric characters long.

- Enter a **Description**. The account type description can be up to 30 characters long.

- Select an **ALFRE** designation from the drop-down menu.

  - The ALFRE field will default to asset because it is the first selection in the drop-down menu. Make sure to select a different designation if the account type will be attached to asset GL accounts.

  - The ALFRE designation will determine how the GL accounts attached to the account type will be used.

- Click the Save icon when complete.

GL> Maintenance> Budget Group

Budget Group Maintenance

Summary

The Budget Group Maintenance window is used to help organization group accounts together and specify the length of the budget for that group of accounts. These budget groups can be used for biennial budgeting or capital projects that have multi-year budgets that are not rolled into fund balance at the end of the fiscal year.

If no budget groups are set up in the system all GL accounts will be treated as single year budgets and will close at the end of each fiscal year to fund balance. Any accounts not included in a budget group will utilize standard fiscal year end reset functionality, so this new functionality does not require any action for standard annual budget processing.

The Fiscal Year End Reset and Refresh Beginning Balance processes have been modified to utilize budget group functionality.

Step by Step

1   View the existing Budget Groups.

- Open the **Budget Group Selection** window (GL> Maintenance> Budget Groups).

- The Budget Group Maintenance window will display all of the budget groups that have been created in the database.

- Highlight a group and press DELETE or click the Delete icon to delete the selected group.

- Press INSERT or click the Create icon to create a new group. This will add a new line item to the window and launch the Budget Group Maintenance window.

2   Create a new Group.

- Enter a unique **Code** for the budget group. This is a required field and can be up to 24 alphanumeric characters long.

- Enter a budget group **Description**. This is an optional field and can be up to 64 alphanumeric characters long.

- Specify a **Start Year** and a **Stop Year** for the budget group.

  - The Start Year will determine when the budget starts as well as the year that the beginning balances for revenue and expense accounts will be set to zero. For example, if the start year is set to 2018 and the stop year set to 2019, the 2018 budget and 2018 end balances for revenue/expense accounts will be copied at the end of 2018 to 2019 beginning balances. No new budget will be set for 2019 and no revenue/expense accounts will be closed to fund balance.

- You can add GL accounts to the budget group by clicking the Add icon ![icon] to and selecting the desired accounts from the Chart of Accounts Selection window.

  - Enter the desired search criteria to filter the displayed accounts.

  - Once you have selected the accounts you would like to associate with the new group, click the Confirm icon ![icon] .

  - If you would like to add all revenue and expense accounts, they can be selected and added together. The simplest way to do this is to select all revenue accounts first and add, then repeat to add the expense accounts.

  - Accounts must be added for each year. If the Start Year is set to 2018 and the Stop Year is set to 2019, accounts for both 2018 and 2019 must be added.

  - Accounts can only be assigned to one budget group. If an account is added to a second budget group, a warning message will be displayed. If a user ignores that warning message and leaves the account in the second budget group, that account will be removed from the first budget group.

  - Springbrook Cloud users can add an unlimited number of accounts to the budget group. On-premise users are limited to 200 accounts.

- Click the Save icon ![icon] when complete.

GL> Maintenance> Chart of Accounts

Chart of Accounts Maintenance

Summary

The Chart of Accounts Maintenance window is used to create and maintain general ledger accounts. This window will display journal entry history, balance amounts, budget amounts and purchase order history.

General ledger accounts are created and maintained by fiscal year. When you move to the next fiscal year, the balance of each general ledger account will be transferred to a general ledger account in the new fiscal year. The GL account that the balance is transferred to is called a goto account. You can set up multiple goto accounts on a single GL account and the balance will be distributed to each goto account based on a percentage amount set up on the Chart of Accounts Maintenance window.

If you are creating a new GL account, the account headers must be set up before the account can be created. Account headers function as the description of a section on the chart of accounts. The account headers display on reports, including the GL Distribution Report generated in most batch processes in the application. If you have a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle), the Section Maintenance window (GL> Maintenance> Section) is used to create account

headers. If you do not have a uniform chart of accounts, account headers are created using the Account Header One, Two and Three windows (GL> Maintenance> Acct Header One, Two and Three).

The Chart of Accounts Maintenance window allows you to create one account at a time. If you want to create a new chart of accounts based on the chart of accounts in the previous fiscal year, use the Create New Fiscal Year window (GL> Utilities> Create a New Fiscal Year).

Step by Step

1   Open the **Chart of Accounts Selection** window (GL> Maintenance> Chart of Accounts).

- The Chart of Accounts Selection window will display all of the general ledger accounts that have been created in the application.
- Select the Fiscal Year of the chart of accounts you would like to maintain in the **Fiscal Year** field.
  - Chart of accounts are maintained by fiscal year. GL accounts created in this window will be created in the fiscal selected in the Fiscal Year field.
- The **ALFRE** drop-down menu is used to filter the general ledger accounts that display in the window by ALFRE (assets, liabilities, fund balance, revenue and expense) designation.
  - General ledger accounts are given a specific ALFRE designation using accounts types. The ALFRE designation is attached to the account type and

then the account type is attached to the general ledger account.

- Account types are created and maintained on the Account Type Maintenance window (GL> Maintenance> Account Types).

- Enter a general ledger account number in the **Account** field to filter the accounts that display in the window. The window will display all GL account numbers that occur after the GL account entered in the field.

- Enter an **Alias** to filter the displayed accounts by the user-defined account alias. Account aliases are attached to accounts on the General tab of the Chart of Accounts Maintenance window.

- Select Active or Inactive from the **Status** drop-down menu to filter the displayed accounts by account status. Account status is determined by the Account is Active toggle on the General tab of the Chart of Accounts Maintenance window.

- Click the Refresh icon after information has been entered into the Search Criteria section to filter the general ledger accounts that display in the window.

- Press INSERT to create a new general ledger account in the fiscal year selected in the **Fiscal Year** field.

2   The General tab will display the account type, sub ledger account and goto accounts of the selected GL account.

- Enter the account number in the **Account** field.

- The dashes between account sections will automatically fill as you type. The format of the GL account number is set up in GL> Utilities> Setup General

Ledger.

- If you are creating a new general ledger account, the fund or department header of the account must be created first.

  - General Ledger section headers are created using the Section Maintenance window (GL> Maintenance> Section).

- Enter a **Sub Ledger** account or click the **Sub Ledger** field label to select one from a list. Sub Ledger accounts are optional and not widely used by customers.

  - The format of sub ledger accounts is set up in the General Ledger Setup window (GL> Utilities> Setup> Default Formats> **Sub Ledger 1** and **Sub Ledger 2** fields).

  - The field below the **Sub Ledger** field displays the description of the sub ledger account.

- Enter an **Account Type** or click the **Account Type** field label to select one from a list.

  - Account Types are created and maintained on the Account Type Maintenance window (GL> Maintenance> Account Types).

  - The selected account type will determine the ALFRE designation of the general ledger account. ALFRE designations are attached to the account type using the Account Type Maintenance window (GL> Maintenance> Account Type).

  - The field below the **Account Type** field will display the description of the account type.

- Enter a **Description** for the account. The description can be up to 30 alpha numeric characters. This description will appear on all the reports and in the chart of accounts browse windows.

- The **Reference** field is a user defined field. This field is generally used to enter the previous GL account number of the GL account. This could be a GL account of a previous GL format.

  - The format of the reference number is created and maintained in the General Ledger Setup window (GL> Utilities> Setup> Default Formats tab> **Reference Section 1** – **9** fields).

- The **Alias** field is used to add an alias to the GL account. The account alias feature allows you to assign a GL account to a journal entry, invoice or purchase order line item using an alias rather than the GL account number. For example, add the alias "EXP1" to a GL account. When you want to attach the GL account to a purchase order line item, enter EXP1 instead of the GL account number and the GL account will populate on the PO line item.

- The **Deferred Revenue** field is used to specify an active liability account in the current fiscal year as the deferred revenue account.

  - Deferred revenue is used when organizations prefer to handle regularly-collected revenue, such as utility or tax payments, as deferred revenue at the time of billing as those payments have not yet been collected. At the time of collection, the deferred revenue account specified here will be cleared and the revenue account will be credited.

  - This field will only be enabled if the current account is a revenue account and the Deferred Revenue toggle is checked on General tab of the GL Setup window (GL> Utilities> Setup).

- The **Budget Group** field is used to assign the account to a budget group that can be used in multi-year budgeting.

- Budget Groups are created and maintained on the Budget Group Maintenance window (PR> Maintenance> Budget Group).

- If a budget group is selected, and a Goto account is specified below, the budget group will also be added to the future year account.

- The **Budget Notes** field is used to enter notes on the budget amount. The notes entered in this field will display on the Budget Exceptions Report (GL> Reports> Budget Exceptions).

- Check the **Account is Active** toggle if the GL account should be active and available for use.

- Check the **Account is project driven** toggle to require Project Management module task codes to be attached to all transactions on the GL account.

- Check the **Account is work order driven** toggle to require Work Order module work orders to be attached to all transactions on the GL account.

- Check the **Account is budgetable** toggle if a budget should be created for the GL account.

- Add goto accounts to the general ledger accounts if you are creating a GL account for the current or previous fiscal year in the **Goto Accounts** section. The Goto Account specifies where the balance of the GL account will go in the next fiscal year. Generally, the goto account is the same GL account in the next fiscal year, but sometimes the balance of an account will be distributed to different account number.

  - If you are creating an account for the current or future fiscal year, you do not need to enter a goto account.

- When creating an account for a past or current fiscal year and the account has already been created for a higher fiscal year, you must enter Goto Account information.

- Click the Create icon or press INSERT to add a goto account. This will open a new line in the **Goto Accounts** section.

- Enter an account number in the **Account** column or click the field label to select a general ledger account.

- Enter the percentage of the account balance that will be distributed to the goto account in the **Percent** column.

  - Most of the time the distribution will be 100%, meaning the entire balance of the general ledger account will be transferred to the goto account. If the monies are distributed to two separate accounts, continue adding goto accounts until 100% is reached.

3   The Balance tab displays the balance information on the selected GL account, including the budget amount, beginning balance, YTD activity and encumbrance amounts.

- The **Show** drop-down menu is used to filter the transactions included in the calculated fields on the tab.

  - Select All if you would like to include committed journal entries and uncommitted journal entries in the GL module Journal Entries process (GL> Journal Entries). Selecting All will not include uncommitted journal entries from other module. For example, uncommitted journal entries in the AP Invoices process

(AP> Invoices) will not be included in the Activity field if you select All. Select-
ing All will only include the journal entries in open GL module Journal Entries
batches (GL> Journal Entries).

- Select Committed Only to display only the amounts of committed transactions
  on the tab. Uncommitted transactions (transactions in open GL Journal Entry
  batches) will not be included in any of the calculated fields on the tab.

- The **Beginning Balance** field displays the balance of the GL account at the begin-
  ning of the year. If this is a revenue or expense account, the beginning balance
  should be zero. If this is a fund balance, asset or liability account, the account will
  have a beginning balance if it had activity in the previous fiscal year.

- The **Activity** field will display the activity on the selected account between the
  Beginning Balance and the YTD balance.

- The **Budget** field will display the current budget amount. This is the same amount
  that displays in the **Budget** field on the Budget tab. The current budget amount is
  the adopted budget that has been rolled to the current budget plus any budget
  adjustments made using the Budget Adjustments process (GL> Budget Adjust-
  ments).

- The **YTD** field displays the year to date activity on the account. This value will
  include the transactions selected in the **Show** drop-down menu.

- The **Available** field displays the budget amount less the year to date activity
  (Budget - YTD = Available).

- The **Available %** field displays the Available amount divided by the budget amount
  (Available / Budget).

- The **Invoices without POs** field displays the total amount of invoice line items that
  are attached to the GL account but have not been committed. This field will always

include uncommitted transactions, even if Committed Only is selected in the **Show** drop-down menu.

- The **Pre-Encumbrance** field displays the amount of approved requisitions. When the approved requisition becomes a purchase order, the pre-encumbrance will become an encumbered amount.

- The **Encumbered** field will display the total amount of purchase order line items attached to the GL account.
  The **Encumbered** amount will only include committed purchase orders. Purchase orders that are in open Purchase Order batches will not affect the encumbered amount. If a purchase order is being modified using the Change Orders process (PO> Change Orders), the modified purchase order line items will not affect the encumbered amount until they are committed.

  - Purchase orders are created in the Purchase Order modules (PO> Purchase Orders).

  - Purchase orders are modified using the Change Orders process (PO> Change Orders).

- The **YTD with Encumbrances** field displays the year to date activity plus the encumbered amount. Uncommitted purchase orders and uncommitted modifications to purchase orders (PO> Change Orders) will not be included in this field.

- The **Available with Encumbrance** fields display the budget amount less the encumbrances. The first field displays the total dollar amount available and the second displays the percentage available. Uncommitted purchase orders in the Purchase Orders and Change Orders process will not be included in these amounts. For example, if a purchase order line item is being modified in the Change

Orders process, the modified encumbered amount will not affect the values in the **Available with Encumbrance** fields until the Change Orders batch is committed.

- Right click on the grid at the bottom of the tab and select Export to MS Workbook if you would like to generate an MS Excel spreadsheet of the information in the grid.

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4   The Budget tab is used to view the budget amounts on the selected GL account.

- The **Budget** field will display the budgeted amount of the general ledger account. The **Adopted** budgeted amount will become the **Budget** amount after the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) has been run.
    - Use the Copy Budget Information window (GL> New Budget Info> Copy Budget Information) to copy the budgeted amounts from one budget to another (requested, proposed, approved, adopted).
    - Budget adjustments (GL>Budget Adjustments) will modify the amount in the **Budget** field and will display as a line item in the Budget Adjustments section.
- The **Original Budget** field displays the current budget that was originally created during the Fiscal Year End Reset (GL> Utilities> Fiscal Year End Reset). This figure does not included any budget adjustments posted to the GL account or any budget adjustments that resulted from rolling over purchase orders (PO> Roll Over PO).
- The **Estimated Actuals** field displays the estimated actual amount set up on the GL account using the Edit Estimated Actuals window (GL> New budget Info> Edit Estimated Actual Balances).
- The **FTE** field will display the full time equivalency amount.

- Full time equivalencies can be modified using the New Year Budget Main-tenance window (GL> New Budget Info> Edit New Year Budgets).
- The **Period 1 – Period 12** fields display the period budget of the GL account.
  - Budgeted amounts are distributed to fiscal periods using the Period Budget-ing process. (Period budgeting has not been implemented yet.)
- The **Budget Adjustments** field will display the budget adjustments created using the Budget Adjustment process (GL> Budget Adjustments).

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5 The History tab will display the journal entry line items posted to the selected GL account.

- The **System** drop-down menu is used to filter the transactions in the window by the module used to create the transaction.
- The **Status** drop-down menu is used to filter the journal entry line items that display on the tab by the commit status.
  - Select All to include all journal entry line items on the tab.
  - Select Committed if only committed journal entry line items should display on the tab.
  - Select Uncommitted if uncommitted journal entry line items in the Journal Entries process (GL> Journal Entries) should display on the tab.
    - The History tab will not display uncommitted journal entry line items that are being created in other modules. For example, if the GL account is attached to an invoice line item, the journal entry line item to record the

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expense will not display on the Chart of Accounts Maintenance window until the invoice has been committed (AP> Invoices> Commit).

- The **Total** field will display the net amount of the journal line items that display on the tab.

- Select a journal entry line item and click the View Details icon to view the detail associated with the selected journal entry line item.

- Click the Display Proof List icon in the Proof List column to display the proof list associated with the selected journal entry.

  - If more than one proof list was generated during the process that generated the journal entry, the last generated proof list, in the format it was generated, will be displayed.

- Right click on the grid and select Export grid contents to Excel to create an MS Excel spreadsheet of the journal entry line items on the tab.

6   The Purchase Orders tab is used to display purchase order line items attached to the selected GL account.

- Check the **Include closed PO's** toggle to include closed purchase orders on the tab. A purchase order is closed when all of the purchase order line items on the purchase order have been invoiced. Individual purchase order line items are closed as they are invoiced.

  - If there are multiple line items on the purchase order and some of those line items are attached to other general ledger accounts, the purchase order will

still display on the GL account until all of the purchase order line items are closed. This means the purchase order line items attached to the general ledger can be closed, but the purchase order will still display on the tab as open until the purchase order line items attached to the other GL accounts are invoiced.

- Once a purchase order line item is closed, the value in the **Outstanding** column will be set to $0.00.

- Highlight a purchase order and click the View Details icon to open the purchase order of the selected purchase order line item.

- The total field at the bottom of the Purchase Order tab will display the total encumbered amount of the GL account.

- Right click on the grid and select Export grid contents to Excel to create an MS Excel spreadsheet of the purchase orders that display on the tab.

7   The Graphs tab displays graphs of the activity and budgeted amounts of the selected general ledger account.

- Use the **Graph** drop-down menu to select the type of information that will display on the tab.

  - Select Period Budget vs. Balance to display a bar graph of the budget and the balance of the GL account.

    - The Budget will display the budgeted amount of each fiscal period.

    - The Period balance will display the activity of each fiscal period.

- Select YTD Budget vs. Balance to display a line graph of the budget and balance of the GL account.

8 The Visual Reporting tab displays the existing Visual Reporting Groups that include the selected GL account.

- The Visual Reporting tool (GL> Reporting Tools> Visual Reporting) is designed to assist in the creation of GASB 34 reports. Once a report is created, it can be accessed and printed from the VRI window (GL> Reports> VRI).

- The Visual Reporting tool uses Groups and Sets to determine which accounts are included in a report.

    - Groups are user-defined collections of GL accounts. Groups are created and maintained on the Group Maintenance window (GL> Maintenance> Group).

    - Sets are user-defined collections of Groups. Sets are created and maintained on the Set Maintenance window (GL> Maintenance> Set).

- Click the Create icon to add the currently selected GL account to another Group.

- Click the Save icon to save any changes.

9 The Extended Budgeting tab displays the extended budgeting activity on the selected GL account.

- The Extended Budgeting tool is used to create requested, proposed, approved and adopted budgets.

- This tab allows you to track all extended budgeting activity associated with the selected account.

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10   The Tag tab is used to attach tags to the account.

- Tags are used to create user-defined categories for Springbrook entities. For example, an organization may want to limit the accounts that a user can access to only those accounts related to their department or job function. That organization can tag a set of accounts with a tag such as "Police", and then assign all police-related users or user groups to that tag. Users that do not have permission to view the "Police" tagged accounts will not see those accounts when they open the Account Selection window. Also, if a user that does not have permission to use an account attempts to manually enter the account number, they will receive an error and will be prevented from doing so.

- Highlight a tag and click the Delete icon or press DELETE to delete the tag from the account.

- Click the Create icon or press INSERT to add a new tag to the account. This will open the Tag Selection window.

  - The Tag Selection window will display all the available tags. Filter the displayed tags by entering the desired data and clicking the Refresh icon .

- Highlight a tag and click the Confirm icon ✅ to attach the selected tag to the account.

  - Attaching a restrictive tag to the account will limit which Springbrook users will be able to access the account.

- Click the Create icon 📄 to create a new tag. This will open the Tag Maintenance window.

- Click the Save icon 💾 when complete.

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11 The Attachments icon 📎 is used to add and maintain the documents attached to the selected GL account.

- Click the Attachment icon 📎 to open the Attachments Selection window. The Attachments Selection window will display the documents attached to the general ledger account.

- Highlight an attachment and click the Save Attachments icon 📥 to save the selected document to a path on your workstation.

- Highlight a document and press ENTER to open a document attached to the general ledger account.

- Press INSERT to add a document to the general ledger account. This will open the Attachments Maintenance window.

- Click the Original File Name field label to select the file to attach to the general ledger account. This will open an MS Windows explorer window to locate the file.

- The **File Name** and **File Type** fields will populate based on the file selected in the **Original File Name** field.

    - The **File Name** field will populate with the path of the selected file.

    - The **File Type** field will populate with the file type of the selected file.

- The **Description**, **Location Reference** and **Tracking Number** fields are user defined fields used to enter information on the document.

- Click the Save icon to attach the document to the GL account.

GL> Maintenance> Query Manager Groups

Query Manger Groups Maintenance

Summary

Query Manager Groups are used to organize query manager reports into user-specified groups and sub groups. These groups and sub groups of query manager reports can then be generated all at once from the Query Manager Report window (GL> Reports> Query Manager).

For example, an organization could create a Query Manager Group for grouping expense vs. budget reports and Sub Groups for grouping specific types of expense vs. budget reports. They could then use the Query Manager reporting tool to set up monthly expense vs. budget reports for the whole organization, for each department, and for individual teams within departments. By adding those reports to their own Sub Groups, they can be printed all at once as a sub group. In the event that all expense vs. budget reports need to printed at once, you can simply select the expense vs. budget Group and not select a Sub Group. All the reports in the Group will be printed with the specified report parameters.

Step by Step

1   View the existing Query Manager Groups.

- Open the **Query Manager Groups Selection** window (GL> Maintenance> Query Manger Groups).

- The Query Manager Groups Selection window will display all of the groups that have been created in the database.

- Highlight a group and press DELETE or click the Delete icon to delete the selected group.

  - When a query manager group is deleted, it is removed from any query manager reports it has been associated with.

- Press INSERT or click the Create icon to create a new group. This will launch the Query Manager Groups Maintenance window.

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2   Create a new Query Manager Group.

- Enter a unique **Group** name. This is a required field and can be up to 20 alphanumeric characters long.

  - Groups can contain as many sub groups as needed. However, a Query Manager report can only be included in one Group.

- Enter a group **Description**. This is an optional field and can be up to 128 alphanumeric characters long.

- Click the Create icon to add a Sub Group to the Query Manager Group. This will create a new line item in the **Sub Groups** section below.

- Enter a **Sub Group** name for the new sub group.

  - Sub groups are used to organize Query Manager reports within larger groups of reports. Each Query Manager report can only be included in a single sub group.

  - This is a required field and can accommodate up to 20 characters.

- Enter an optional **Description** for the sub group.

- Repeat this process to add additional sub groups to the Query Manger group.

- Click the Save icon when complete.

GL> Maintenance> Recurring Journal Entries

Recurring Journal Entries Maintenance

Summary

The Recurring Journal Entry window is used to create and maintain recurring journal entries. After the recurring journal entries have been created, they can be used to create journal entries using the Journal Entries process (GL> Journal Entries).

Recurring journal entries can be either percentage or flat amounts. A flat amount recurring journal entry is used to create journal entries that are the same amount each month. For example, you can create a flat amount recurring journal entry to record rent.

A percentage amount recurring journal entry distributes the amount of the journal entry to GL accounts based on specific percentages. The amount of the journal entry will be distributed to each recurring journal entry line item based on the percentage amount attached to each line item. For example, you can create a recurring journal entry that credits 45% of the journal entry amount to one GL account and credits the rest to another GL account. When the journal entry is created in the Journal Entries process (GL> Journal Entries), you will enter the journal entry amount and that amount will be distributed to the GL accounts based on the percentage set up on the recurring journal entry.

Step by Step

1   View the recurring journal entries.

- Open the **Recurring Journal Entries** window (GL> Maintenance> Recurring Journal Entries).

- The Recurring Journal Entries window will display all of the recurring journal entries that have been created in the General Ledger module.

- Highlight a recurring journal entry and press DELETE to delete the selected journal entry.

- Highlight a journal entry and press ENTER to open an existing journal entry.

- Press INSERT to create a new recurring journal entry.

2   Create or modify a recurring journal entry.

- Enter a recurring journal entry code in the **Recurring Code** field. The recurring journal entry code can be up to eight alphanumeric characters long.

- The **Type** drop-down menu is used to select the type of recurring journal entry you would like to create. The selection in this field will modify the functionality of the columns in the Recurring Journal Entry window.

  - Select Flat Amount if the amount of the recurring journal entry does not vary from month to month.

- Select Percentage if the recurring journal entry should be distributed on a fixed percentage between general ledger accounts. When a journal entry is created from the recurring journal entry (GL> Journal Entries), you will enter a journal entry amount. The journal amount will be distributed to the journal entry line items entered on the recurring journal entries based on the percentage amounts entered on the recurring journal entry.

- Enter a **Description** for the recurring journal entry.

- Press INSERT to add a journal entry line item to the recurring journal entry. This will create a new line in the data grid in the Recurring Journal Entry window.

  - Enter an **Account Number** or click the Ellipsis icon to select a GL account from a list.

  - Enter the **Debit Amount** or **Credit Amount** of the journal entry line item.

    - For flat amount recurring journal entries the amount field is the dollar amount of the recurring journal entry.

    - For percentage recurring journal entries the **Debit Amount** and **Credit Amount** fields are labeled **Debit Percent** and **Credit Percent**. When a journal entry is created using a percentage recurring journal entry, an amount is entered. The amount of the journal entry is distributed to each recurring journal entry line item based on the percentage entered on the line item. For example, enter 50 in the **Credit Amount** field to credit the line item 50% of the journal entry amount. The debit and credit sides of the recurring journal entry need to total 100% before you can save the recurring journal entry.

  - Enter a Description of the journal entry line item in the **Description** field.

    - The line item description can be up to 30 characters long.

- Press ENTER or click the Save icon to save the recurring journal entry.

GL> Maintenance> Section

Section Maintenance

Summary

The GL Section Maintenance window is used to create and maintain GL account headers when you are using a uniform chart of accounts (GL> Utilities> Setup> General tab> **Uniform chart of accounts** toggle).

A section header is the title of the GL accounts in a specific section and is used to group information on most General Ledger module reports and the GL Distribution reports generated on most batch processes in the Springbrook application (for example, AP> Invoices> GL Distribution). You must have a section header set up for each fund in the chart of accounts.

If you do not have a uniform chart of accounts, use the Account Header One, Account Header Two and Account Header Three windows to generate the account headers.

Section headers can be combined together and used in reporting using section types (GL> Maintenance> Section Types).

Step by Step

1 Open the **Section Maintenance** window (GL> Maintenance> Section).

- The Section Maintenance window will display all sections that have either been generated or created in the selected fiscal year and section.
    - If a GL account is created using a section that has not been set up in the Section Maintenance window, it will not display in the window.
- Select the **Fiscal Year** of the sections you would like to view and click the Refresh icon 🔄 to update the section headers that display in the window.
    - Section headers are saved by fiscal year, so they may vary from year to year if the GL chart of accounts changes.
- Select a **Section** from the drop-down menu and click the Refresh icon 🔄 to update sections that display in the window.
    - The sections that display in the drop-down menu depend on the format of the chart of accounts and the field labels that have been created for the GL account number sections.
    - The field labels of the GL account sections (fund, department, account, etc.) are set up in the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels).
- The Generate icon 🔥 on the Section Maintenance window is used to generate section headers based on the GL accounts already created in GL> Maintenance> Chart of Accounts. If all sections in the GL chart of accounts have already been set up in the Section Maintenance window, the Generate icon will have no effect.
    - The Generate icon 🔥 will create a section header for each section that has been used to create a GL account and will overwrite the section headers that

have already been set up.

- The Generate icon ![icon] will only create section headers for the section selected in the **Section** drop-down menu. It will not generate section headers for all GL chart of account sections.

- The section headers created by the Generate icon ![icon] cannot be deleted after they have been created since they are attached to GL accounts.

- Select a section and fiscal year and click the Generate icon ![icon] to generate the section headers.

  - An information window will open informing you that previous sections will not be overwritten. For example, if you have already entered a section description of fund 001, that section description will not be overwritten when the sections are generated. If you have not entered a description, the description will remain blank. Only sections that have not been created in the window will be created. Click the Yes button to continue.

  - Another information window will open asking if you would like to generate the sections using the default account descriptions. The default account descriptions are the descriptions of the GL accounts that create the section header. If you answer yes in the information window, the description of the lowest GL account number with that section will be used as the description of the section header that is created. You will be able to modify the section header **Description** field after it has been generated if the description from the GL account does not fit some of the generated section headers.

- Highlight a section header and click the Delete icon to delete a section. You will not be able to delete a section header that is referenced by a GL account.

- Use the arrow keys on the keyboard to select a section header and press ENTER to open or modify an existing section. This will open the Section Maintenance window.

    - You can also open a section by highlighting the record and clicking the Modify icon .

- Press INSERT or click the Create icon to create a new section for the fiscal year and section selected at the top of the Section Maintenance window.

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2   Create a new section header in the Section Maintenance window.

- Enter a section number.

    - The section number is the portion of the GL account number that represents the section. If you would like to create a header for the fund of GL account number 01-00-000, enter 01 in the section number field.

    - The format of the section is dependent on the format of the GL Chart of Accounts.

        - The format of the general ledger accounts is set up in GL> Utilities> Setup General Ledger> **Account Format** field.

    - Once you enter a section number, you will not be able to modify it. The only field you will be able to modify is the section description field.

- Enter a description for this group of the GL accounts in the **Description** field. The description field can be up to 30 alphanumeric characters long.

- Press ENTER when complete to save the new section. This will return you to the Section Maintenance window.

GL> Maintenance> Section Type

Section Type Maintenance

Summary

The Section Type Maintenance window is used to create and maintain section types. Section types are groups of section headers. For example, a section type can be a group of funds. Sections types can be used in the Query Manager Reporting Tool to filter the GL accounts that are included on a report.

You must set up section headers (GL> Maintenance> Section) before you can create section types. Section types are created just like section headers, by fiscal year and section. If you are creating new section types, make sure you are creating the section type in the correct fiscal year and section.

Step by Step

1   Open the **Section Type Maintenance** window (GL> Maintenance> Section Type).

- Select a **Fiscal Year** and **Section**.

    - Section types are created by fiscal year and section, so by selecting a fiscal year and section you are filtering the section types that will display in the window.

    - The sections that display in the drop-down menu will vary depending on how your chart of accounts is set up. For example, if your GL account format includes three sections: fund, department and account, those three sections will display in the drop-down menu.

        - The titles of the sections that display in the drop-down menu are defined using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels> GL Chart table).

    - Click the Refresh icon to display the section types after selecting a fiscal year and section.

- The Section Type Maintenance window will display all section types that have been created in the selected fiscal year and section.

- Highlight a section type and press DELETE or click the Delete icon to delete a section type.

    - There is no validation when deleting section types.

- Highlight a section type and click the Modify icon to open the selected section type.

2   Create a Section Type.

- Press INSERT to create a new section type. This will open the Section Type Maintenance window.

- Enter a section type code in the **Code** field.

  - The **Code** field can be up to 10 alphanumeric characters long.

- Enter a section type **Description**.

  - The **Description** field can be up to 60 alphanumeric characters long.

- Add section headers to the section type.

  - Check the toggle of the section headers you would like to add to the section type.

  - Press CTRL+A to select all of the toggles in the field. Press SPACE to check or uncheck the selected toggles.

  - Section headers are created in GL> Maintenance> Section.

- Press ENTER or click the Save icon to save the section type.

GL> Maintenance> Sub Account

Sub Ledger 1 Maintenance

Summary

Sub ledger accounts can be attached to GL accounts in order to group GL account numbers together for reporting purposes using FQRM, Visual Reporting, and the QBE reporting tool.

Sub ledger accounts are broken into two parts: sub ledger one and sub ledger two. The sub ledger one account is attached to a sub ledger two account, and then the sub ledger two account is attached to the general ledger account. You must have both a sub ledger one and sub ledger two account set up in order to attach a sub ledger account number to a general ledger account.

In order to add a sub ledger account to a general ledger account, create a sub ledger one account and then attach it to a sub ledger two account (GL> Maintenance> Sub Ledger 2> **Sub Ledger** field). After the Sub Ledger 1 account has been attached to a sub ledger two account, attach the sub ledger two account to the general ledger account (GL> Maintenance> Chart of Accounts> General tab> **Sub Ledger** field).

The format of the sub ledger accounts is set up in GL> Utilities> Setup General Ledger> Default Formats> **Sub Ledger 1** and **Sub Ledger 2** fields.

Step by Step

1 Open the **Sub Ledger 1 Maintenance** window (GL> Maintenance> Sub Ledger).

- The Sub Ledger 1 Maintenance window will display all sub ledger one accounts that have been created. Highlight a sub ledger account and the fields in the Maintenance section will populate with the information of the selected sub ledger account.
    - If no sub accounts have been created, the Maintenance section of the window will not display.
- Click the Delete icon to delete a sub ledger account. You will not be able to delete a sub ledger account if it is attached to a GL account.
    - You can remove the sub ledger from the GL account in GL> Maintenance> Chart of Accounts> Account Information section> Sub Ledger field.
- Highlight a sub ledger account and click the Modify icon or press ENTER to modify a sub ledger account.

2 Create a new sub ledger one account.

- Press INSERT to create a new sub ledger one account. This will create a new line item in the window and the fields in the Maintenance section will be blank.
- Enter a **Sub Ledger Code**.

- The format of the sub ledger code is set up in GL> Utilities> Setup General Ledger> Default Formats tab> **Sub Ledger 1** field.

- Enter a **Description** of the sub ledger account. The description field can be up to 30 alphanumeric characters long.

- Click the Save icon ![save] or press ENTER when complete.

GL> Maintenance> Sub Account 2

Sub Ledger 2 Maintenance

Summary

Sub ledger accounts can be attached to GL accounts in order to group GL account numbers together for reporting purposes using FQRM, Visual Reporting and the QBE reporting tool.

Sub ledger accounts are broken into two parts: sub ledger one and sub ledger two. The sub ledger one account is attached to a sub ledger two account, and then the sub ledger two account is attached to the general ledger account. You must have both a sub ledger one and sub ledger two account set up in order to attach a sub ledger account number to a general ledger account.

In order to add a sub ledger account to a general ledger account, create a sub ledger one account, and then attach it to a sub ledger two account (GL> Maintenance> Sub Ledger 2> **Sub Ledger** field). After the Sub Ledger 1 account has been attached to a sub ledger two account, attach the sub ledger two account to the general ledger account (GL> Maintenance> Chart of Accounts> General tab> **Sub Ledger** field).

The format of the sub ledger accounts is set up in GL> Utilities> Setup General Ledger> Default Formats> **Sub Ledger 1** and **Sub Ledger 2** fields.

Step by Step

1   Open the **Sub Ledger 2 Maintenance** window (GL> Maintenance> Sub Ledger 2).

- The Sub Ledger 2 Maintenance window will display all sub ledger two accounts that have been created. Highlight a sub ledger account and the fields in the Maintenance section will populate with the information of the selected sub ledger account.
    - If no sub accounts have been created, the Maintenance section of the window will not display.
- Highlight a sub ledger account and press DELETE to delete a sub ledger account. You will not be able to delete a sub ledger account attached to a general ledger account.
    - You can remove the sub ledger from the GL account in GL> Maintenance> Chart of Accounts> Account Information section> Sub Ledger field.
- Highlight a sub ledger account and click the Modify icon or press ENTER to modify a sub ledger account.

2   Create a sub ledger account two.

- Press INSERT to create a new sub ledger. This will create a new line item in the window and the fields in the Maintenance section will be blank.

- Click the **Sub Ledger Account 1** field label to open a window to select a sub ledger account from.

- Enter a **Sub Ledger Code 2**.

    - The format of the sub ledger code is set up in GL> Utilities> Setup General Ledger> Default Formats tab> **Sub Ledger 2** field.

- Enter a **Description** of the sub ledger account. The description field can be up to 30 alphanumeric characters long.

- Press ENTER or click the Save icon 💾 when complete to save the sub ledger account.

GL> Maintenance> VRI Group

VRI Group Maintenance

Summary

VRI Groups are user-defined collections of General Ledger accounts. Multiple groups are combined to create VRI Sets, which are then used in the Visual Reporting tool. Visual Reporting allows you to export GL account information into pre-formatted MS Excel GASB 34 spreadsheets, such as statements of net assets or revenues.

Step by Step

1   View the existing VRI Groups.

   - Open the **VRI Group Maintenance** window (GL> Maintenance> VRI Groups).
   - The VRI Group Maintenance window will display all of the groups that have been created in the database.
   - Highlight a group and press DELETE or click the Delete icon to delete the selected group.
   - Press INSERT or click the Create icon to create a new group. This will add a new line item on the left side of the window.

2 Create a new Group.

- Enter a unique **Group Name**. This is a required field and can be up to 20 alpha-numeric characters long.

    - You may find it useful to create Group Names that correspond to specific cells on the report form. For example, if you are creating groups for the Statement of Net Assets report, you would want the Restricted Cash asset accounts in your Governmental Activities fund to populate cell E18. You could create a group for this cell named Govt Restricted Cash.

- Enter a group **Description**. This is an optional field and can be up to 60 alpha-numeric characters long.

- Enter a **Set Name** or click the field label to choose one from a list.

- Click the Add icon to open the **Add Accounts** window.

- Enter the desired search criteria to filter the displayed accounts.

    - The Add Accounts window allows you to attach GL accounts to the new group.

    - Enter a **Fiscal Year** or use scroll buttons to select a fiscal year.

    - Enter an account in the **Account From** field or click the field label to choose one from a list.

    - Enter an account in the **Account To** field or click the field label to choose one from a list.

- Enter an **Account Type** or click the field label to choose one from a list.

    - Account types are groupings of general ledger accounts that determine the ALFRE (asset, liability, fund balance, revenue and expense) designation of the account. Account types created in the Account Type Maintenance window (GL> Maintenance> Account Type).

- Check the **ALFRE** designation toggles to be included in the search results. By default, all of the toggles will be checked.

- Click the Refresh icon [icon] to filter the displayed accounts by the designated criteria.

- Each GL account can only be included in the selected set once. Any account that is displayed in red is already part of a group that is associated with the selected set.

- Click the Select All [icon] or Deselect All [icon] icons to quickly select or deselect all the displayed accounts. By default, all of the displayed accounts will be selected.

- Once you have selected the accounts you would like to associate with the new group, click the Confirm icon [icon].

- Click the Add icon [icon] again to return to the Add Accounts window and add more accounts to the group. For example, select the same Account Type but select a different fiscal year to include additional account history in the group.

    - Once an account has been added to the Accounts data grid, you can click on the account number to open that account in the Chart of Accounts Maintenance window.

- Click the Save icon [icon] when complete.

GL> Maintenance> VRI Set

VRI Set Maintenance

Summary

A VRI Set is a collection of VRI Groups, which are user-defined collections of General Ledger accounts. These Sets of Groups are then used in the Visual Reporting tool. Visual Reporting allows you to export GL account information into pre-formatted MS Excel GASB 34 spreadsheets, such as statements of net assets or revenues.

Step by Step

1 View the existing VRI Sets.

- Open the **VRI Set Maintenance** window (GL> Maintenance> VRI Sets).

- The VRI Set Maintenance window will display all of the sets that have been created in the database. Highlight a set in the left hand portion of the window and the fields in the Maintenance section will populate with the information of the selected set.

- Highlight a set and press DELETE or click the Delete icon to delete the selected set.

- Sets that are being used by an existing VRI report cannot be deleted.

- If the deleted set is attached to a group, that group will be deleted as well.

- Press INSERT or click the Create icon to create a new set. This will add a new line item on the left side of the window.

---

2 Create a new VRI Set.

- Enter a unique **Set Name**. This is a required field and can be up to 10 alphanumeric characters long.

  - Because each Set will contain Groups that correspond to specific cells within one Excel spreadsheet, you may find it worthwhile to give your Set the same name as the spreadsheet it is being associated with.

- Enter a set **Description**. This is an optional field and can be up to 64 alphanumeric characters long.

- Click the Save icon when complete.

GL> New Budget Information> Print Budget Analysis

Budget Analysis Report

Summary

The Budget Analysis Report compares the requested, proposed, approved and adopted budget figures of a budget year with the adopted, estimated actual and actual amounts of the fiscal year prior to the budget year. The report also displays the actual amount of the fiscal year two years prior to the budget year. Only GL accounts that are set up as budget-able will display on the report. If you would like to customize the columns that are included on the report and export the information to a Microsoft Excel spreadsheet, use the Export Budget Analysis feature (GL> New Budget Info> Export Budget Analysis).

Step by Step

1   Open the **Budget Analysis** window (GL> New Budget Info> Budget Analysis).

2   Configure the report.

- The **Budget Year** field will default to the current fiscal year plus one. Enter a new budget year or click an arrow icon to increase or decrease the budget year.

- The **Account From** and **Account To** fields are used to select GL accounts that will display on the report. All GL accounts will display on the report if you leave the fields blank.

    - Enter part of a GL account number to filter the report by GL account number section such as fund or department.

        - If you would like to filter the report by fund, enter only a fund number in the **Account From** or **Account To** fields. All GL accounts in that fund will display on the report.

    - Enter a general ledger account number to filter the account by GL account number. Click the **Account From** or **Account To** field label to select an account from a list.

- The **Report Title** field is used to enter a title on the report. The value entered in this field will display at the top of the report.

- Check the **Include uncommitted Journal Entries** toggle to include uncommitted manual journal entries on the report. This will not include uncommitted transactions created by batches in other modules such as uncommitted AP> Invoices batches.

    - Manual journal entries are created in the GL module in GL> Journal Entries.

- Check the **Include inactive accounts** toggle to include inactive accounts on the report.

    - GL accounts are active if the **Account is Active** toggle is checked on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is active** toggle).

- Transactions cannot be posted to inactive GL accounts. When the GL Distribution report is run on a batch process, the report will generate an error message that lists the inactive GL accounts.

- Check the **Include Beginning Balances** toggle if you would like to include the beginning balances on the report. This only applies if you have set up asset, liability or fund balance accounts as budgetable since revenue and expense accounts do not have a beginning balance.

  - GL accounts are set up as budgetable using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is budgetable** toggle).

- Check the **Round Actual** toggle to round actual amounts to the nearest dollar. For example, if you are generating the report for fiscal year 2019, the activity amounts for fiscal year 2016 and 2017 will be rounded to the nearest dollar.

  - If you do not check this toggle, the report will display the dollars and cents associated with those activity amounts.

- Check the **Print double spaced** toggle if you would like to add an empty line after each line item on the report.

- Check the **Page break on account section 1** toggle if you would like to add a page break before each fund that is included on the report.

- Check the **Page break on account section 2** toggle if you would like to add a page break before each department that is included on the report.

- Check the **Print requested budget** toggle to include a Requested Budget column in the report.

- The Actual column of each fiscal year will display the total activity of that fiscal year (not the ending balance).

- The Adopted column will display the adopted budget of the fiscal year prior to the budget year selected in the **Budget Year** field on the Budget Analysis window.

- The Estimated column displays the estimated actual associated with each GL account. If you have not calculated an estimated actual amount for the budget year selected in the **Budget Year** field, no information will display in this column.

  - Estimated actuals are calculated using the Edit Estimated Actuals window (GL> New Budget Information> Edit Estimated Actuals).

3 Print the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> New Budget Information> Budget Totals by Account Type

Budget Totals by Account Type Report

Summary

The Budget Totals by Account Type Report displays the requested, proposed, approved and adopted budget amounts of a fiscal year totaled by GL account type. The report will not display period budget information.

GL account types are attached to GL accounts in order to define the ALFRE designation of the GL account. Account types will display on the report if they are attached to GL accounts that are set up as budgetable. GL accounts are set up as budgetable if the **Account is Budgetable** toggle is checked on the GL account (GL> Maintenance> Chart of Accounts> General tab).

If the GL chart of accounts is set up for full chart budgeting, the budget amounts on all GL accounts that are set up as budgetable will display on the report. If the GL chart of accounts is set up to only budget for revenue and expense ALFRE designated GL accounts, only revenue and expense account types will display on the report. (If the GL chart of accounts is set up to budget only revenue and expense accounts, the **Account is**

Budgetable toggle on the GL account will not be enabled on asset, liability and fund balance account type GL accounts. The toggle can still have a check in it, but the toggle value will not apply.)

Step by Step

1   Open the **Budget Total by Account** window (GL> New Budget Information> Budget Totals by Account).

2   Configure the report.

- The Account Type field is used to filter the report by account type.
    - Click the **Account Type** field label to select an account type from a list or leave the field blank to include all account types on the report.
    - Account types are created in GL> Maintenance> Account Types.
    - Account types are attached to GL accounts in GL> Maintenance> Chart of Accounts> General tab> **Account Type** field.
- The **Fiscal Year** field is used to select the fiscal year of the general ledger accounts you would like to include on the report.
    - The **Fiscal Year** field will default to the current fiscal year plus one. Enter a fiscal year or click an arrow icon to increase or decrease the fiscal year of the general ledger accounts that will display on the report.
- The Budget Total by Account Type Report will display the ALFRE designation, account type, account type description and the requested, proposed, approved and

adopted budget amounts. The report will be sorted and totaled by ALFRE designation and the account types will display on the report in alphabetical order.

3   Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> New Budget Information> Copy Budget Information

Copy Budget Information

Summary

There are five different budget types: requested, proposed, approved, adopted and current budget. Each budget type represents a unique budget amount and can be used to record and track the changes that are made to the budget as it moves from the early budgeting stages (requested or proposed) to an adopted budget (adopted), and to the budget of the current fiscal year (current budget). The Copy Budget Information feature is used to copy the budget amounts from one budget type to another. For example, you can use the Copy Budget Information process to copy the approved budget amounts to the adopted budget amounts.

The Copy Budget Information feature cannot be used to copy the budget amounts to the current budget. Once a budget has been copied to the adopted budget, the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) will roll the adopted budget amounts to the current budget of the new fiscal year.

Step by Step

1   Open the **Copy Budget Information** window (GL> New Budget Info> Copy Budget Information).

2   Complete the Settings section.

- Select the budget you would like to copy in the **Data to Copy** drop-down menu.
- In order to apply the budget to the next fiscal year when the Fiscal Year End Reset process is run (GL> Utilities> Fiscal Year End Reset), all budget amounts must be in the Adopted column at the time of the rollover.
- Press ENTER to copy the budget.
  - This process cannot be scheduled and will be run immediately.
- You can view the copied budget amounts in the New Year Budget Amounts window (GL> New Budget Information> Edit New Year Budgets).

GL> New Budget Information> Edit Estimated Actual Balances

Edit Estimated Actual Balances

Summary

The Edit Estimated Actual Balances feature is used to calculate the estimated amount for the next fiscal year based on the activity in the current fiscal year. The estimated actual amounts calculated by this process can be used as the initial budget amounts when generating budgets with the Extended Budgeting tool (EB> Extended Budgeting).

The estimated actual amount will also display on the Budget Analysis Report (GL> New Budget Information> Print Budget Analysis), Export Budget Analysis (GL> New Budget Information> Export Budget Analysis) and Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> **Estimated Actuals** field).

In order to use this process the chart of accounts for the next fiscal year must already be set up using the Create New Fiscal Year tool (GL> Utilities> Create New Fiscal Year).

Step by Step

1   View the estimated actual amounts of the next fiscal year.

- Open the **Edit Estimated Actuals** window (GL> New Budget Information> Edit Estimated Actual Balances).

- Only GL accounts that are set up as budgetable in the next fiscal year will display in the window. If an account is missing from the window make sure the **Account is budgetable** toggle is checked on the GL account in GL> Maintenance> Chart of Accounts> General tab.

- Right click on the information in the window and select Export grid contents to Excel if you would like to create a spreadsheet of the estimate actual amounts.

- The window will display the estimated actual amounts of the next current year in the **Estimated Actual** column. For example, if 2019 is your current fiscal year, the window will display the estimated actual amounts for the 2020 chart of accounts. If an estimated actual amount has not been calculated for the next fiscal year the Estimated Actual column will be blank.

  - The estimated actual amount will display on a GL account in GL> Maintenance> Chart of Accounts> Budget tab> **Estimated Actuals** field.

2   Edit the Estimated Actual amount of the GL accounts in the window.

- You can manually change the estimated actual amount by modifying the value in the **Estimated Actual** column or you can select some GL accounts and apply an estimated actual calculation to those accounts.

- Check the **Selected** toggle of the GL accounts that should be modified.

- You can also click the Select All or Deselect All icons to select the GL accounts.

- Click the drop-down menu next to the Generate icon to select the formula you would like to use to calculate the estimated actuals amounts.

  - Select Zero if you would like to change the selected estimated actual amounts to zero.

  - Select YTD balance, activity only if you would like the estimated actual amount of the selected GL accounts to equal the current fiscal year to date balance. For example, if you are creating an estimated actual for 2020 GL accounts, the process will copy the current 2019 YTD amount into the 2020 estimated actual amount.

    - You can view the YTD amount on a GL account in GL> Maintenance> Chart of Accounts> Balance tab> **YTD** field.

  - Select YTD balance plus beginning balance if you would like the estimated actual amount to equal the YTD amount plus the beginning balance. For example, if you are creating an estimated actual for 2020 GL accounts, the process will copy the current 2019 YTD amount and the 2019 beginning balance into the 2020 estimated actual amount.

    - You can view the beginning balance of a GL account in GL> Maintenance> Chart of Accounts> Balance tab> **Beginning Balance** field.

  - The Projected End of Year selections are used in conjunction with the field next to the Generate icon . Enter the number of periods you would like to use in the projected end of year calculation in the field next to the Generate icon.

- For example, if you would like the estimated actual amount calculated based on the activity during the first three fiscal periods, enter 3. Uncommitted transactions during those periods will be included in the calculation.

- Select Projected End of Year to use the following formula to calculate the estimated actual value:

$$\left(\frac{\text{Activity during periods selected in Period field}}{\text{Period selected in Period field}} \right) \times 12 + \text{Beginning balance of the Account} = \text{Estimated Actual Amount}$$

- For example, if you entered *6* in the period field, the process would use the first six fiscal periods of activity on the GL account, divide that amount by six to determine a monthly average, multiply that amount by 12 to determine a yearly amount based on the monthly average, and then it will add the beginning balance of the GL account to determine the estimated actual amount.

- Select Projected End of Year activity only if you would like to calculate the estimated actual amount using the following formula:

$$\left(\frac{\text{Activity during periods selected in Period field}}{} \right) \times 12 = \text{Estimated}$$

$$\frac{\text{Period selected in Period field}}{}$$

Actual Amount

- For example, if you entered *4* in the period field, the process would use the first four fiscal periods of activity on the GL account, divide that amount by four to determine a monthly average, and then multiply that amount by 12 to determine a yearly amount based on the monthly average. The beginning balance of the GL account will not be included in the formula.

- Click the Generate icon to calculate the estimated actual amounts. The Estimated Actual column will populate with the calculated amounts.

  - Click the Save icon if the estimated actual amounts are correct or continue to modify the estimated actual amounts by either applying a new calculation or manually modifying the amounts.

  - Once you click the Save icon the calculated estimated actual amounts will be posted to the GL accounts.

GL> New Budget Information> Edit New Year Budgets

Edit New Year Budgets

Summary

The Edit New Year Budgets process is used to manually edit the requested, proposed, approved and adopted budget amounts on GL accounts of the next fiscal year (for example, if you are in fiscal year 2019, this process is used to modify the budgets on GL accounts in fiscal year 2020). You cannot modify the budget of the current fiscal year using this process. If you would like to make an adjustment to the current fiscal year budget, create a budget adjustment in GL> Budget Adjustments.

In order to use this process, the chart of accounts for the next fiscal year must already be set up using the Create New Fiscal Year tool (GL> Utilities> Create New Fiscal Year).

You can only modify the budgeted amounts on GL accounts that are set up as budgetable. GL accounts are set up as budgetable using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is Budgetable** toggle).

If you would like to copy the budget amounts from one budget type to another (for example, copy the approved budget amounts to the adopted budget), use the Copy Budget Information process (GL> New Budget Information> Copy Budget Information). When you run the

Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) and move to the new fiscal year, the budget amount in the adopted column will become the budget of the current fiscal year. This is the amount that will display in the Budget column on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab).

Step by Step

1   View the budgeted amounts.

- Open the **New Year Budget Maintenance** window (GL> New Budget Information> Edit New Year Budgets).

- The New Year Budget Maintenance window will display the budget amounts of the next fiscal year. If the chart of accounts has not been created for the next fiscal year no information will display in the window.

    - The requested, proposed, approved and adopted budget amounts will all display in the window.

    - The adopted budget amount will become the current budget when the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) is run.

    - The FTE column displays the full-time equivalencies amount.

- If the window is empty, the next fiscal year has not been created (GL> Utilities> Create New Fiscal Year), none of the GL accounts in that fiscal year are set up as budgetable or you have changed your current fiscal year to the future fiscal year (SS> Utilities> Setup> Organization tab> **Fiscal Year** field).

- The window will display the budgetable GL accounts in the future fiscal year. If the chart of accounts in the next fiscal year has not been created, no GL accounts will display in the window. For example, if you are in fiscal year 2019 but the 2020 chart of accounts has not been created, no GL accounts will display in the window.

- Only GL accounts that are set up as budgetable will display in the window.

  - If you do not see a GL account that should be in the window, open the GL account and make sure the **Account is budgetable** toggle is checked (GL> Maintenance> Chart of Accounts> General tab> **Account is budgetable** toggle).

- The current fiscal year can be set using the System Setup window (SS> Utilities> Setup> Organization> **Fiscal Year** field). If the fiscal year was changed to a future fiscal year, the window will probably not display any GL accounts.

2 Edit a budget amount.

- The **Account** field is used to filter the GL accounts that display in the window.

  - Click the **Account** field label to select a specific GL account from a list. This will filter the window to include a single GL account.

  - Make sure you search for the GL account in the correct fiscal year. For example, if you are in fiscal year 2019, you should be searching for a GL account in fiscal year 2020. This is important if the GL account does not exist in 2020 or if the account exists in 2019 but not 2020.

- Enter part of a GL account number to filter the GL accounts in the window by a specific fund or GL account number section. For example, enter 03-05-000 to include all GL accounts with fund 3 and department 5 in the window. GL account numbers that occur after the GL account number entered in this field will also display in the window.

- Check the toggles of the budgets you would like to modify in the **Edit Columns** field. This will enable the rows below the selected budget amount so that you can modify the budget amounts.

- The New Year Budget Maintenance window can also be used to increase or decrease the budget amounts by a percentage. All of the budget amounts selected in the **Edit Columns** field will be affected by the percentage change and the per-centage change will be applied to all of the GL accounts that display in the window. If a GL account does not display in the window the budget amount will not be affected by the change in percentage.

  - Enter the percentage of the original amount that should be used for the budget amount in the field next to the Generate icon at the top of the win-dow. For example, if you would like to increase the budget amounts by 25%, enter 125%. If you would like to decrease the budget amounts by 5%, enter 95% in the field.

  - Make sure the budgets selected in the **Edit Columns** field should be edited and click the Generate icon to apply the percentage change. For example, if only the adopted budget should be increased by 3%, enter 103% in the field next to the Generate icon and check the Adopted toggle in the **Edit Columns** field. If the approved toggle is checked that budget will be also be affected.

- Click the Save icon to save the budget amount changes.

- The modifications will not be saved until the Save icon ⊟ has been clicked, so you can exit the window to revert the budget amounts back to the last they were saved.

GL> New Budget Information> Export Budget Analysis

Export Budget Analysis

Summary

The Export Budget Analysis window is used to export budget amounts to an MS Excel spreadsheet. Only GL accounts that are set up as budgetable using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is Budgetable** toggle) will be included in the export. The Export Budget Analysis feature can be used in conjunction with the Import Budget from Excel feature in order to export a budget to MS Excel, modify the budget in the spreadsheet, and then import the budget back into the application.

Step by Step

1   Open the **Export Budget Analysis** window (GL> New Budget Info> Export Budget Analysis).

2   Complete the Export Options section.

- The **Budget Year** field is used to select the fiscal year budget you would like to export or print. The requested, proposed, approved and adopted budget of the selected budget year will display on the report. You can only select fiscal years that have a chart of accounts.

- The **Account From** and **Account To** fields are used to select a range of GL accounts that will display on the report. All GL accounts will display on the report if you leave the fields blank.

  - Enter part of a GL account number to filter the report by GL account number section such as fund or department.

    - If you would like to filter the report by fund, enter only a fund number in the **Account From** or **Account To** fields. All GL accounts in that fund will display on the report.

    - Enter part of a GL account number to filter the export by fund, department or section number. For example, enter *1* in the **Account From** and **Account To** fields to include only GL accounts from fund number *1* in the export.

  - Enter a general ledger account number to filter the account by GL account number. Click the **Account From** or **Account To** field label to select an account from a list.

- Enter a **Report Title**. The report title can be up to 50 alphanumeric characters long.

- Select the ALFRE designations that you would like to include in the report in the **ALFRE** field.

  - Press CTRL+A to highlight all of the toggles in the field. Press ENTER to check or uncheck all of the highlighted toggles.

- ALFRE designations are attached to account types using the Account Type Maintenance window (GL> Maintenance> Account Type> **ALFRE** drop-down). When an account type is attached to a GL account (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field), the GL account inherits the ALFRE designation attached to the account type.

- Check the **Include uncommitted Journal Entries** toggle to include uncommitted manual journal entries on the report. This will not include uncommitted transactions created by batches in other modules such as uncommitted AP> Invoices batches.

  - Manual journal entries are created in the GL module in GL> Journal Entries.

- Check the **Include inactive accounts** toggle to include inactive accounts on the report.

  - GL accounts are active if the **Account is Active** toggle is checked on the GL account maintenance window.

    - You can view the **Account is Active** toggle for a GL account in GL> Maintenance> Chart of Accounts> General tab.

  - Transactions cannot be posted to inactive GL accounts. When the GL Distribution report is run on a batch process, the report will generate an error message that lists the inactive GL accounts.

- Check the **Include Beginning Balances** toggle to include the beginning balance in the Three year prior actual and Two year prior actual column amounts. If you do not check this toggle, the Three year prior actual and Two year prior actual column values will only contain the transaction activity during those fiscal years.

- Check the **Round Actual** toggle to round amounts to the nearest dollar. This will round the dollar amount of the prior year actual columns (Two Year Prior Actuals and Three Year Prior Actuals).

- Check the **Print requested budget** toggle to include a Requested Budget column in the export file.

- Select the columns you would like to include in the export in the **Available Columns** section.

  - Double click on any of the fields in the **Available Columns** field in order to add the column to the export. This will move the selection from the **Available Columns** field to the **Selected Columns** field.

  - The Three Year Prior Actuals and Two Year Prior Actuals columns will display the activity of the GL accounts three and two years prior to the budget year selected in the report.

  - The Estimate Actuals column will display the estimated actual amount of the fiscal year prior to the selected budget year. Estimated actual amounts are set up using the Edit Estimated Actuals window (GL> New Budget Information> Edit Estimated Actual Balances).

  - The FTE column displays the Full Time Equivalencies of the selected budget year. Full time equivalencies are set up on GL accounts using the Edit New Year Budgets window (GL> New Budget Information> Edit New Year Budget> **FTE** toggle).

  - The EB Revision columns will display Extended Budgeting budget prediction data for the EB revisions selected.

- Select the order of the columns in the export.

  - Highlight a field in the Selected Columns field and click the Up or Down icon at the top of the window to change the order of the columns in the export.

3 Export the budget analysis.

- Press ENTER to generate the spreadsheet. The export process will be performed on your desktop rather than the application server. The system will automatically open MS Excel and load the data into a spreadsheet when the process is complete.

GL> New Budget Information> Import Budget from Excel

Import Budget from Excel

Summary

The Import Budget from Excel process is used to import budget amounts into the application from a Microsoft Excel spreadsheet. The budget amounts imported into the application can be any type of budget amount (requested, proposed, approved, adopted) and can be in any column on the spreadsheet, but the process can only be used to import the budget amounts of the next fiscal year. For example, if the current fiscal year (SS> Utilities> System Setup> Organization tab> **Fiscal Year** field) is 2019, the imported budget amounts will be posted to the 2020 budget. If you would like to import a budget for the current fiscal year you will have to set the current fiscal year to the previous year, import the budget amounts, run the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) to copy the adopted budget amounts to the current budget and then set the fiscal year back to the correct year.

The fiscal year chart of accounts must be created before you can import the budget amounts into it. The chart of accounts for the next fiscal year can be created using the Create New Fiscal Year process (GL> Utilities> Create New Fiscal Year).

In order to import the budget amount from an MS Excel spreadsheet, all of the sections of the GL account number must be in a single column and separated by a dash (-). For example, if your GL account number format is XX-XXX-XXXX, then all three of those GL account number sections need to be in one column on the spreadsheet that contains the entire GL account number (01-001-0001).

The Import Budget from Excel process will overwrite the budget amounts in the application with the budget amounts that are being imported. For example, if GL account number 0-0-0001 has an adopted budget amount of $5000 in the application, that amount will be over-written if you import an adopted budget amount for that GL account using the import feature. This only affects GL accounts that are included on the imported spreadsheet. If a GL account has a budget amount in the application but was not included on the imported spreadsheet, the budget amount of that GL account in the application will not be affected by the import process. When using the Import Budget from Excel process, make sure you are importing the budget amounts to the correct budget types (requested, proposed, approved, adopted) and are not overwriting any budget amounts that should not be over-written.

The Import Budget from Excel feature can be used to import budgets that have been expor-ted from the application using the Export Budget Analysis (GL> New Budget Information> Export Budget Analysis) feature or can be used to import budgets into the application that have been generated in MS Excel. The Export Budget Analysis feature (GL> New Budget Information> Export Budget Analysis) is used to create an MS Excel spreadsheet from budget information already entered in the application. The budget amounts on the gen-erated spreadsheet can be modified and then imported back into the application using the Import Budget from Excel process. Even if you have not already entered budget inform-

ation into the application, the Export Budget Analysis feature can be used in order to generate an MS Excel spreadsheet that contains all of your GL account numbers in the correct format to be imported back into the application.

After the Import Budget from Excel process has been run and the budget amounts have been imported into a budget type (requested, proposed, approved, adopted), the budget amounts can be copied to another budget type using the Copy Budget Information process (GL> New Budget Information> Copy Budget Information). You can also export the budget back into MS Excel using the Export Budget Analysis process (GL> New Budget Information> Export Budget Analysis), make more changes to the budget and then import the budget back into another budget type in the application. The budget amounts must be in the Adopted budget type before they can be copied to the current budget amounts when the fiscal year is rolled over.

If you want the imported budget amounts to become the budget amounts of the current fiscal year you will have to run the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) to copy the adopted budget amounts to the current fiscal year budget.

Step by Step

1   Open the **Import Budgets** window (GL> New Budget Information> Import Budget from Excel).

2   Complete the Import Options section.

- The File Location field is used to select the spreadsheet that contains the budget you would like to import into the application. Click the **File Location** field label to select a file from a list.

- The **Sheet** drop-down menu is used to select the MS Excel sheet that contains the budget information. The sheets that display in the **Sheet** drop-down menu depends on the sheets included on the MS Excel spreadsheet selected in the **File Location** field.

  - Select the sheet that contains the budget information.

- Select the type of budget amounts you are importing in the **Budget Type** drop-down menu. The budget amounts in the spreadsheet will be imported into the selected budget type.

  - Adopted budget amounts will be copied to the current budget amounts (GL> Maintenance> Chart of Accounts> Budget tab> **Budget** field) when the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) is run.

- The **Account Column** field is used to select the MS Excel column that contains the GL account numbers.

  - The GL accounts numbers in the column must contain all of the GL account number sections and be separated by a dash. The GL accounts must also be set up in the next fiscal year chart of accounts.

- The **Budget Column** field is used to select the column on the spreadsheet that contains the budget amounts. These are the budget amounts that will be imported into the budget type selected in the **Budget Type** drop-down menu.

- The **Starting Row** field is used to select the first row in the spreadsheet that contains the GL account number and budget amounts.

- Do not select a row that contains a column heading. Enter the row number that contains the budget and GL account number information.

3 Import the budget amounts.

- Click the Import icon 📥 to import the budget amounts. If there are errors in the importing process an information window will open.

  - The import process is run by the window rather than the server, so you cannot schedule this process to run on the server.

GL Module

Reporting Tools Overview

The Reporting Tools palette is used to create customized reports. The diagram below lists the features of the each of the reporting tools on the palette. If you want to create a customized report, select the reporting tool with the features that meet your needs.

	Standardized Reports	Sorting/ Grouping	Filtering	Totals	Columns
Reporting Manager	✅	✅	✅	✅	
Query Manager	✅	✅	✅	✅	✅

	Detail	Multi-Year	Section Type	Print/Export to Excel	Crosstab
Reporting Manager	✅				
Query Manager		✅	✅	✅	✅

Description of Columns	
Standardized Columns	The Reporting Manager comes with four pre-programmed standard GL reports: trial balance, revenue versus expense, revenue analysis, expense versus budget. You can also use standardized reports to select which columns will be included on a Query Manager report.
Sorting/Grouping	Users can customize the grouping and sorting of the information on the report
Filtering	Users can use filters to select the transactions that are included in the report (for example, GL account number, fiscal year, fiscal period, etc.)
Totals	Users can customize which groupings will be totaled together on the report
Columns	Users can select which columns display on the report
Detail	Users can generate reports that display journal entry level detail
Multi-Year	Users can generate multi-year reports, comparing the transactions in multiple fiscal years
Section Type	Users can generate reports by section type

Print to Excel	User can generate the report as a Microsoft Excel spreadsheet
Crosstab	Users can generate crosstab reports (also known as pivot tables or matrix reports)

GL> Reporting Tools> Query by Example

Create a QBE Report in GL

Summary

The QBE Builder reporting tool is used to create customized reports in the General Ledger module. Reports are created in the QBE Builder by selecting columns, creating arguments to remove records (Transaction Date < 01/01/21), selecting how the report will group and sort, and then defining the totals that will display on the report. After the report has been created, it can be printed out or exported into an MS Excel, MS Access or CSV format. Reports that have been created using the QBE Builder tool can be saved and generated at any point.

This document will cover how to create a specific example report that provides an explanation of primary tables, secondary tables, arguments and totals. When creating your own QBE reports, it is helpful to know the general structure of the database and how the information entered into the fields on a window will be stored in the database fields and tables.

The Table/Field help feature (Help> Table/Field) is designed to be used in conjunction with database security (SS> Security> DB Security), but it can be helpful when building QBE Reports to help you determine where the information entered into a field on a window is stored. This tool will not always be helpful because it will display the exact name of the table and field where the information is stored, but QBE Builder uses simplified and more intuitive field and table names.

The report we will create in this example is a report that shows all journal entries for a specific fiscal year, period and module. The Journal Entries will be totaled by debits and credits. Every module with a QBE reporting tool offers a different example report, so if the report you want to create is different or more complicated than the report created in this example, refer to the QBE examples in other modules for more help. The QBE Report feature works the same in all of the modules, but the information that is available to report on is different from module to module.

Step by Step

1   View the QBE Reports.

- Open the **QBE Maintenance** window (GL> Reporting Tools> Query by Example).

- The QBE Maintenance window will display all of the reports that have been created in the GL module. Select a report in the left section of the window and the customized report information will populate in the right section of the window just like many of the other maintenance windows in the application.

- Highlight a report and press DELETE to delete the highlighted report.

- Click the Create icon or press INSERT to create a new QBE report.

- Highlight a report and click the Print icon to print an existing QBE report. The QBE report will be generated as soon as the resources are available on the server. You can view the progress of the print job using the Jobs Viewer window (Jobs Viewer icon on the main application window).

- Highlight a report and click the Export icon drop-down and select Export Report to export the highlighted report data.

- Highlight a report and click the Export icon drop-down and select Export Definition to export the report definitions of the highlighted report. This exported report definition file can then be imported using the Import icon . This allows organizations to share QBE reports.

2   Select the tables that contain the information you would like to include on the report.

- The first step in creating a customized report is selecting the information you would like to display on the report. Information in a database is organized into tables and fields. Fields are used to store specific information, such as customer names. Fields are then grouped into tables. For example, a grouping could consist of a customer table that contains all of the general customer information, such as address and phone number. When information is entered into a window in the application, that information is stored in a specific field within a specific table. When creating a QBE report, select the tables that contain the information you would like to include on the report and then select the fields.

- Select a table from the **Table Name** drop-down menu in the Primary Table section. The Available Fields section will populate with the fields grouped into that table. If the table you select does not contain all of the fields you want to report on you will have to select a secondary table.

- Some tables in the database are linked together because they share a common field called a key. The key connects the data in the two tables together and defines how the data in one table is related to the data in another table. If the table you selected in the **Table Name** drop-down menu in the Primary Table section is linked to other tables, you can select a secondary table in the Secondary Table section. As you select a secondary table from the Table Name drop-down menu, new fields will be added at the bottom of the Available Fields section. If you need information from two different tables, but those tables are not linked together, you will not be able to create the report.

- From the **Table Name** drop-down menu in the Primary Table section, select **Journal Entry**.

- For the Secondary Table section, select **History**.

3   Select the fields you would like to include in the report.

- After you have selected the tables you can pull the fields from those tables onto the report. Check the toggles of the fields you would like to include on the report in the **Available Fields** section. Only fields with a check will display on the report.

- In the **Available Fields** section, check the Journal Entry, Description, JE Date, Fiscal Year, System, Fiscal Period, DR Amount and CR Amount toggles. These are the columns that will show up in the report.

4   Create a filter argument for the report.

- The fields below the **Table Name** drop-down menu are used to create an argument that will filter the information that will display on the report.

- In order to filter the report to only include the desired transactions, we need to create an appropriate argument.

  - Select **Fiscal Year** from the first drop-down menu directly below the Table Name field. Selecting a value for this field activates the two fields to the right.

  - The next field contains the operators that will give the argument meaning. Select **Equals** from this drop-down menu.

  - Type **2021** in the third argument field.

  - Click the Add button to save the argument to the Primary Table field.

  - Click the Test Query icon 🪄 to confirm that the query is valid.

- The AND and OR buttons will be enabled after you add the argument to the report. The AND and OR buttons are used to link the conditions of an argument together so you can build more complicated filtering.

  - Click the AND button to add an additional argument to the filter.

  - Enter **Fiscal Period**, **Equals** and **09** for the next argument and click the Add button then AND.

  - Enter **System**, **Equals** and **AR** for the next argument and click the Add button.

- Enter the arguments in the Secondary Table section.

  - When you enter an argument in the Primary Table and the Secondary Table section the arguments will be joined with an AND statement, meaning records must meet the conditions in both section before they will display on the report.

  - Our report does not require a secondary argument.

5   Set the number of records that will display on the report.

- The **Limit** field in the Primary Table section is used to define the maximum number of records that will display on the report. If you set this value to a very large number (99,999,999,999) you run the risk of creating a report that will take a long time for your server to process.

- Our report will be calculating totals, so we do not want to filter out any transactions. Enter **500** in the Limit field. You may need to increase this number until the report no longer filters out qualified transactions.

6   Modify the report layout.

- After the fields have been selected and the arguments have been entered on the report you are ready to set up the report layout. The report layout allows you to define how the report will be grouped and totaled, and also allows you to select which fields will total.

- Click the Modify Report Layout icon to open the **QBE Layout** window.

- Move the columns that display in the QBE Report Layout section to change the order in which the information will display on the report.

- Move column headings to the section above the column headings to change how the information is grouped on the report.

- The **Column Totals** section is used to select which columns should be totaled on the report. Check the toggle of the totals you would like to include on the report. Only columns that would provide a meaningful total will be available in the Column Totals section.

  - Only columns that would provide a meaningful total will be available in the Column Totals section. Check the **CR Amount** and **DR Amount** toggles.

- Click the Confirm icon ✅ to save the report layout.

7 Save the report.

- Enter a name for the report in the **Report Name** field.

- Click the Save icon 💾 when complete.

8 Print or export the report.

- Click the Print icon 🖨 to process the report immediately. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

- Click the drop-down arrow next to the Export icon to select the export format. A window will open allowing you to select the path where the exported file will be created.

- If your report appears to be missing information but your filters seem to be correct, make sure the Limit field in the Primary Table section contains a large enough number to contain all of the records you want to include in the report.

GL Module

Query Manager Overview

The Query Manager feature is used to create customized reports. This is a much more comprehensive tool than the Reporting Manager feature because you can select the columns that will be included on the report rather than generating reports based on pre-programmed standard reports. The Query Manager feature has two steps; create a report template using the Reporting Tools palette (GL> Reporting Tools> Query Manager) and then generate the report using the Reports palette (GL> Reports> Query Manager).

Create the report (GL> Reporting Tools> Query Manager)

Query Manager report templates are created using the Reporting Tools palette (GL> Reporting Tools> Query Manager). When you set up a report using the Query Manager window (GL> Reporting Tools> Query Manager), you can select how the report will sort and group the information, which columns will display, the totals that will display and the default filters that will determine which journal entries will be included on the report. When the report is generated, users will be able to modify the default filters.

Generate the report (GL> Reports> Query Manager)

Once the customized template has been created, generate the report using the Reports palette (GL> Reports> Query Manager).

GL> Reporting Tools> Query Manager

Query Manager Templates

Summary

The Query Manager is used to generate customized financial and managerial reports. Query Manager reports only display summary detail. You cannot create reports that display transaction level detail using the Query Manager reporting tool. If you would like to generate reports that display journal entry line item detail, use the Reporting Manager tool (GL> Reporting Tools> Reporting Manager).

Report templates are created using the Reporting Tools palette (GL> Reporting Tools> Query Manager), and then reports are generated from those templates using the Reports palette (GL> Reports> Query Manager).

This document describes how to create query manager report templates.

Step by Step

1 View the Query Manager templates.

- The Query Manager Selection window displays all of the query manager templates that have been created in the application.

- Open the **Query Manager Selection** window (GL> Reporting Tools> Query Manager).

- Each of the templates in the window can be used to create a query manager report using the Reports palette (GL> Reports> Query Manager).

- Highlight a query manager report and press DELETE or click the Delete icon to delete the report.

    - Once a report has been published, it cannot be deleted.

- Highlight a report and press ENTER or click the Modify icon to open the selected report.

- Highlight a report and click the Copy Report icon to copy the highlighted report. This will create a second instance of the copied report with a similar but unique name.

- Click the Create icon to create a new query manager template. This will open the Query Manager Maintenance window.

2   Enter the general information about the report.

- The General tab is used to enter general report information.

- The **Report Name** field is used to enter the name of the report. When the report is generated (GL> Reports> Query Manager), the report name will display on the Jobs Viewer window as the description of the job.

- The **Report Header** field is used to enter the report header name. The report header will display at the top of the printed version of the report when it is generated (GL> Reports> Query Manager). The report header is generally the title of the report.

- The **Report Group** and **Report Sub Group** fields are used to group reports together so that multiple reports can be printed in a single step. These are optional fields and should only be used if your organization utilizes the query manager grouping functionality.

  - Report groups and sub groups must be set up before query manager templates can be associated with them. Groups and sub groups are set up on the Query Manager Group Maintenance window (GL> Maintenance> Query Manager Groups).

  - Query manager report templates can be associated with a report group and a report sub group or with a report group only.

    - If a user selects a Report Group and a Report Sub Group when printing the report, all of the Query Manager reports associated with that Report Sub Group will be printed.

    - If a user selects a Report Group but does not select a Report Sub Group, all of the Query Manager reports associated with all of the Report Sub Groups in the selected Report Group will be printed.

  - A Query Manager report can only be associated with one Report Group and one Report Sub Group within that Report Group.

- The **Orientation** field is used to select how the report will print. This option can be changed when the report is generated (GL> Reports> Query Manager).

- Check the **Include uncommitted journal entries** toggle if uncommitted journal entries should be included on the report.

- Check the **Suppress accounts without a balance or budget** toggle to remove accounts with no activity, a zero budget and no beginning balance from the report.

- Check the **Include inactive accounts** toggle if you would like to include inactive GL accounts on the report.

  - GL accounts are set up as inactive using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is active** toggle).

- Check the **Financial statement presentation** toggle if you want both the revenue and expenses to display as positive numbers.

  - When this toggle is checked, you should also check the **Financial statement presentation** toggle on the Sort tab of the sorts you would like to apply this to.

- Check the **Repeat headers after page break** toggle to include a new instance of the first page header on each new page.

- The **Locked** toggle is only enabled for Admin users. When this toggle is checked, all other users will be prevented from changing any of the saved report settings.

3   Select the information to include on the report.

- The **Columns** tab is used to select the column that will display on the report.

- The Available Columns section displays the columns you can add to the report.

- The Selected Columns section displays the columns that are on the report. For example, if the Account Number field is in the Selected Columns section, the Account Number will display on the report (0001-0000-0001).

- Add columns to the report by moving them from the Available Columns to the Selected Columns section. Double click on a field in the Available Columns section to add the field to the report, or double click on a field in the Selected Columns section to remove fields from the report.

- The order that the fields display in the Selected Columns section determines the order in which they will display on the report. The fields at the top of the Selected Columns section will display at the far left of the report.

    - Highlight a field in the Selected Columns section and click the Up or Down icons to change the position of the field.

- Click the Add Columns icon drop-down menu to the add columns to the report based on a pre-programmed report.

    - The selection in this menu option only determines the columns that will display on the report. This is not the same as the pre-programmed reports that are part of the Reporting Manager feature. For example, you can select Revenue versus Expense in the drop-down menu, but the report will still display asset, liability and fund balance accounts unless you remove them from the report using the Filters tab.

    - You can modify the columns on the pre-programmed reports once they have been added to the template. For example, you can select the Budget Analysis

version of the report and then remove the Estimated Actual and Full Time Equivalencies columns if you do not use either of those features.

- Estimated Actuals are added to GL accounts using the Edit Estimated Actuals feature (GL> New Budget Information> Edit Estimated Actuals).

- Full-Time Equivalencies are added to GL accounts using the Edit New Year Budgets feature (GL> New Budget Information> Edit New Year Budgets).

- Select Trial Balance if you would like the report to display a beginning and ending balance, as well as the debits and credits on the GL account.

- Select Revenue versus Expense if you would like the report to compare the budget and activity of the GL accounts on the report.

- Select Expense versus Budget if you would like the report to display the budget amount, activity during a selected date range, variance and encumbered amount.

  - Select Revenue Analysis if you would like the report to display the budget, activity during the selected date range and ending balance.

  - Select Income Statement if you would like the report to display the period amount, budget amount, variances and YTD budget amounts.

  - Select Budget Analysis if you would like to include the yearly budget information on the report. This version will display the prior three years of the budget, the prior year adopted budget and the next year's requested, proposed, approved and adopted budget amounts.

- Select Balance Sheet if you would like the report to display the ending balance.

- The One Year Prior End Balance, Two Year Prior End Balance and Three Year Prior End Balance columns are used in bi-annual budgeting.

  - Use these fields during the second year of a bi-annual budgeting period so that the current period values reflect either a single year or a combination of current and previous years.

- The way the system calculates the Ending Balance, Per Range Amount and Period Amount based on the fiscal period range specified on the Filters tab can be confusing.

  - Ending Balance = Beginning Balance + YTD activity from period 1 to the period specified in the Fiscal Period To field.

  - Per Range Amount = activity from the period specified in the Fiscal Period From to the period specified in the Fiscal Period To fields.

  - Period Amount = activity for only the period specified in the Fiscal Period To field.

    - For example:

	Fiscal Period From 1 Fiscal Period To 12	Fiscal Period From 1 Fiscal Period To 6	Fiscal Period From 6 Fiscal Period To 6	Fiscal Period From 6 Fiscal Period To 9
Ending Balance	BegBal plus 1-12	BegBal plus 1-6	BegBal plus 1-6	BegBal plus 1-9
Per Range Amount	1-12	1-6	6-6	6-9

Period Amount	12	6	6	9

- Once the columns have been added to the report, you can customize how they appear.

  - Highlight a field in the Selected Columns section and then modify the value in the Column Name, Column Width and Column Style fields to customize how the fields will display.

  - The **Column Label** field is used to customize the column name of a field on the report. The value entered in this field will override the field label that displays in the Selected Columns section. For example, if you add the **End Bal** column to the report, the "End Bal" will display at the top of the column on the report. Enter "Ending Balance" in the **Column Label** field if you would like that to display at the top of the column instead of "End Bal."

  - The **Column Width** field is used to customize the width of the column selected in the Selected Column section.

  - The **Column Style** field is used to select how the values in the column will display. All of the values in the column will display in the style selected in the field, not just the column heading.

    - Select Truncate if you would like to remove the decimals from the dollar values in the column.

4   Select how you would like to sort and group the information on the report.

- The Sort tab is used to select how the information on the report will be grouped and sorted. This is a required step because if you do not include sort criteria on the report, the report will not display any information.

- The Available Sorts section displays the fields that can be used to sort and group the report. Move fields from the Available Sorts section to the Selected Sorts section to add the sort to the report. You can add up to seven sorts to the report.

    - Double click on a field to move it to the Selected Sorts section.

    - The following examples assume your GL account format has three sections: fund, department and account. If your GL account format has more than three sections, the examples will still apply, but you will have to interpret the examples to fit your own GL account format.

    - If you would like to generate a report that displays a single line item for each fund in the chart of accounts, move only the **Fund** field from the Available Sorts section to the Selected Sorts section. By default, the report will look like the following. You can change how the report will display using the Sort Properties section.

	Column	Column	Column
Fund 1	XXX	XXX	XXX
Fund 2	XXX	XXX	XXX

    - If you would like to generate a report that displays a single line item for each department (section two of the GL account format), and then total those departments by fund, first add the **Fund** field and then add the **Department** field to the Selected Sorts section. By default, the report will look like the

following. You can change how the report will display using the Sort Properties section.

	Column	Column	Column
Dept 1	XXX	XXX	XXX
Dept 2	XXX	XXX	XXX
Fund 1	XXX	XXX	XXX
Dept 1	XXX	XXX	XXX
Dept 2	XXX	XXX	XXX
Fund 2	XXX	XXX	XXX

- If you would like to include GL account level detail on the report, add the **Full Account** field or **Account** field to the Select Sorts section.

    - The difference between the **Full Account** and **Account** field is that the **Full Account** field will display the entire GL account on the report (fund, department, and account). The **Account** field only displays the account section of the GL chart of accounts format. It will not include the fund and department.

- The first several fields that display in the Available Sorts section will vary depending on the format of your general ledger accounts.

    - If you are using three general ledger account sections, then the window will display the three sections of the general ledger accounts in the Available Sorts section. The title of the sort is determined by the name of the GL

account section set up in the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels> GL Chart table).

- The **Acct Type** field will sort the report by general ledger account types.

  - GL account types are set up using the Account Type Maintenance window (GL> Maintenance> Account Types).

  - Account Types are attached to general ledger accounts using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> Account Type field).

  - The account type will also determine the ALFRE designation of a GL account because the ALFRE designation is attached to the GL account type (GL> Maintenance> Account Type> **ALFRE** drop-down menu).

- The **Account Section Type**, **Department Section Type**, and **Fund Section Type** fields allow you to sort the report by account, department, or fund section type.

  - The title of the section types is user defined and set up using the Miscellaneous Field Labels window (SS> Utilities> Miscellaneous Field Labels> GL Chart table> **Account 1**, **Account 2**, **Account 3**, etc. fields).

  - Section types are created and maintained using the Section Type Maintenance window (GL> Maintenance> Section Type).

  - The specific fund, department or account section types that will be included on the report will be selected when you run the report (GL> Reports> Section Type section). If you would always like to include specific section types on the report, add those section types to the Filters tab. By default, the section types selected on the Filters tab will be selected when the report is run on the Reports tab.

- For example, if you have a few section types that include multiple funds and you would like the report to sort by those section types, add the **Fund Section Type** field to the Selected Sorts section. Then select the fund section type you would like to include on the report on the Filters tab.

- The **Period Budgeting** field will function even if you are not using period budgeting. The current budget amount will be divided by 12 to determine a monthly amount and then multiplied by the number of periods included in the report to determine the amount that will display on the report.

- The order that the sorts are added to the Selected Sorts section determines the order in which the sorts will be applied. Use the Up ⬆ and Down ⬇ arrow icon to change the order of the sorts on the report.

- The Sort Properties section is used to select how each sort will display on the report. Highlight a sort in the Selected Sorts section and then change the toggle values in the Sort Properties to customize how the sort will display.

  - Check the **Print Header** toggle if you would like the sort to display above the grouping. For example, if you sort the report only by fund, the report will look like the following:

	Description	Amounts
Fund 1	XXX	
Fund 2	XXX	

  - Notice that when you only check the **Print Header** toggle, the amounts associated with the sort will not be included on the report (the sample

report above will not include the fund totals). Checking the **Print Header** toggle will only add the sort title and sort description to the report. It will not add any sort amounts. If you would like to add sort amounts, make sure to check the **Print Footer** toggle in conjunction with the **Print Header** toggle.

- For example, if you would like the fund number to display above a list of GL accounts, but you do not want the report to total by fund, check the **Print Header** toggle on the Fund sort and then add the **Full Account** or **Account** field to the Selected Sorts section.

- Check the **Print Footer** toggle if you would like the sort to display below the header and include a sort total. By default this toggle will be checked. For example, if you sort the report by fund, the report will look like the following:

	Column	Column
Fund 1	XXX	XXX
Fund 2	XXX	XXX

- Check the **Double Space** toggle if you would like to add a blank line after each sort.

- Check the **Page Break** toggle if you would like to add a page break after each sort. For example, if you are sorting the report by fund and full account, you can check this toggle so that each new fund will display at the top of a new page.

- Check the **Financial Statement Presentation** toggle if you want to flip the sign of the revenue accounts at the selected sort level. This will display the

revenue accounts as a positive number. If you are using this option, make sure the **Financial Statement Presentation** toggle in the General tab is also checked.

- If you are filtering the report by ALFRE designation, you do not have to check the **Financial Statement Presentation** toggle. The report will automatically flip the signs of the revenue accounts and display them as positive numbers.

- Check the **Bold** toggle if the sort should display in bold. For example, if you only checked the **Print Header** toggle, you could check this toggle to display the sort in bold.

- Check the **Italic** toggle is the sort should display in italics.

- The **Cross Tab Sort** drop-down menu is used to add a cross tab sort to the report. This feature allows you to create a pivot table or matrix report.

- When a cross tab sort is selected, the data in the report will be organized both horizontally and vertically.

- If you create a cross tab report, make sure you do not have many columns selected on the Columns tab. If you select too many columns, the report may time out on your server.

- The **Underline** toggle is used to add an underline to the sort.

- The **Total Underline** toggle will only be enabled when the **Print Totals** toggle in the Sort Properties section is checked.

5 Select the fields you would like to total in the report.

- The Totals tab is where you select which amounts you want to total on the report. The totals selected on the Totals tab do not replace the totals that were set up on the Sorts tab. The totals set up on the Totals tab are in addition to the totals defined on the Sorts tab.

- The Available Totals section displays the totals that can be added to the report. The Selected Totals section displays totals that have been added to the report.

- Double click on a total to move a total from one section to the other.

- Configure the underline, bold and italics options.

6   Select the default filter on the report.

- The Filters tab is used to add default filters to the report. When the report is generated (GL> Reports> Query Manager), the information entered on this tab will populate on the window. Users will be able to modify the filters or run it as it was created.

    - You are not required to specify any default filters on the template. When a user generates a report using this template, the system validation will ensure that the required filters are specified.

- The **Account From** and **Account To** fields are used to filter the GL accounts that are included on the report by a range of accounts.

- The **Date Type** drop-down menu is used to select the type of date you would like to use to filter the transactions included on the report.

- Select Date if you would like to filter the transactions that display on the report by journal entry date.

- Select Fiscal if you would like to filter the transactions that display on the report by fiscal period and fiscal year.

- The selection in this drop-down menu will determine which date fields are enabled on the Filters tab. For example, if you select Date, the **Date From** and **Date To** fields are enabled to enter a journal entry date range. These fields are not enabled if you select Fiscal.

- The **System** section is used to filter the journal entries included on the report by the module that was used to create them. For example, check the PR toggle if only Payroll module journal entries should be included on the report.

  - You can view the system that was used to generate a journal entry using the Display feature (GL> Display> Journal Entries> **System** column).

- The **ALFRE** section is used to filter the GL accounts that are included on the report by the ALFRE designation attached to the GL account.

  - An ALFRE designation is attached to a GL account using an account type.

    - An ALFRE designation is attached to an account type using the Account Type Maintenance window (GL> Maintenance> Account Type> **ALFRE** field).

    - An account type is attached to a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

- The **Section Types** section is used to filter the report by section types. Section types are collections of sections and are created using the Section Type Maintenance window (GL> Maintenance> Section Type).

- If the current report has been added to a Query Manager Report Group or Report Sub Group, the Section Types selected here cannot be overridden on the Query Manager Report window.

7   Save the report.

- Click the Save icon ![save icon] when complete to save the Query Manager template. Once the template has been saved, you can use it to generate a report from the Reports palette (GL> Reports> Query Manager).

GL Module

Reporting Manager Overview

The Reporting Manager feature is used to create customized reports based on pre-programmed report types (revenue versus expense, trial balance, revenue analysis and expense versus budget). The Reporting Manager feature has two steps; create a report template (for example, quarterly or fiscal period reports) using the Reporting Tools palette (GL> Reporting Tools> Reporting Manager) and then generate a report using the Reports palette (G L> Reports> Reporting Manager).

Create the report (GL> Reporting Tools> Reporting Manager)

Reporting Manager reports are set up using the Reporting Tools palette (GL> Reporting Tools> Reporting Manager). When you set up a report using the Reporting Manager Maintenance window (GL> Reporting Tools> Reporting Manager), you can select how the report will sort, the level of detail that will display on the report and whether or not uncommitted transactions or inactive GL accounts will be included. When the report is generated, you will be able to filter the journal entries that display on the customized report by fiscal period and year, ALFRE designation of the GL accounts (asset, liability, fund balance, revenue or expense), the module that was used to generate the journal entry or GL account number.

Generate the report (GL> Reports> Reporting Manager)

Once the customized report has been created, generate the report using the Reports palette (GL> Reports> Reporting Manager). You can filter the journal entries that display by fiscal period and year, ALFRE designation of the GL accounts (asset, liability, fund balance, revenue or expense), the module that was used to generate the journal entry or GL account number.

GL> Reporting Tools> Reporting Manager

Reporting Manager - Create a template

Summary

The Reporting Manager tool is used to create customized reports that are modifications of standard General Ledger reports, for example, the trial balance, revenue versus expense, revenue analysis and expense versus budget report. The columns that display on the report are pre-programmed, but you can change the sorting and grouping options of the reports, as well as filter the GL accounts that are included on the report. Reporting Manager Reports can also include journal entry level detail. Reports generated using the Query Manager do not display journal entry level detail.

Reporting Manager reports are generated by creating a template on the Reporting Tools palette (GL> Reporting Tools> Reporting Manager), and then using that template to generate a report using the Reports palette (GL> Reports> Reporting Manager). This document covers creating a reporting manager template Once the template has been created, you can use it to generate a report using the Reports palette (GL> Reports> Reporting Manager).

Step by Step

1   View the report templates that have already been created.

- Open the **Reporting Manager Selection** window (GL> Reporting Tools> Reporting Manager).

- The Reporting Manager Selection window displays all of the report templates that have been created in the application.

- Highlight a report template and press DELETE or click the Delete icon to delete the selected report.

- Highlight a report template and press ENTER or click the Modify icon to modify an existing report template.

- Press INSERT or click the Create icon to create a new report template. This will open the Reporting Manager Maintenance window.

2   Create or maintain a report template.

- Enter the name of the report in the **Report Name** field. When a report template is used to generate a report, the report will be selected from a drop-down menu using the report name entered in this field.

- The upper **Report Type** drop-down menu determines if the report will display journal entry line items.

    - Select Summary if you would like journal entry line items to be totaled by GL account on the report.

- Select Detail if you would like the journal entry line items to display on the report.

- The lower **Report Type** drop-down menu determines the columns that display on the report and filters the GL accounts that can display on the report by ALFRE designation (asset, liability, fund balance, revenue). For example, only revenue and expense GL accounts will display on the revenue versus expense report.

  - Select Trial Balance if you would like the GL account number, GL account description, budget amount, beginning balance, debit this period, credit this period and YTD amount to display on the report. All ALFRE designations can be included on the Trial Balance Report.

    - If you set up the report to display detail information, the Trial Balance report type will also display the journal entry date, module, fiscal period, journal entry number, journal entry description (generally the batch number that generated the journal entry), debit this period and credit this period amounts for each journal entry line item included on the report.

  - Select Revenue versus Expense if you would like to display the GL account number, GL account description, budget amount, period amount (net debit and credit journal entry line items), YTD amount, YTD variance (compares the YTD amount to the budget amount), budgeted amount (the budget amount distributed equally to each period) and expended percentage (YTD amount/budget amount). Only revenue and expense ALFRE designated GL accounts will display on the report.

    - If you set up the report to display detail information, the report will include the journal entry date, module, fiscal period, journal entry date, journal entry description and journal entry line item amount of each journal entry line item included on the report.

- Select Revenue Analysis if you would like the report to display the GL account number, GL account number description, budgeted revenue (budget amount on GL account), period revenue, YTD revenue, uncollected balance (budgeted revenue less YTD revenue) and percentage received (YTD amount/budgeted revenue). Only revenue ALFRE designated GL accounts will display on the Revenue Analysis report.

  - If you set up the report to display detail information, the report will include the journal entry date, module, fiscal period, journal entry description and journal entry line item amount for each journal entry line item included on the report.

- Select Expense versus Budget if you would like the report to display the GL account number, GL account description, budgeted amount, period amount, YTD amount, YTD variance (budgeted amount less YTD amount), encumbered amount (GL accounts attached to PO line items), available (budgeted amount less YTD amount less encumbered amount) and percentage available (available/budgeted amount). Only expense ALFRE designated GL accounts will display on the Expense versus Budget report.

  - If you set up the report to display detail information, the report will include the journal entry date, module, fiscal period, journal entry number, journal entry description, journal entry line item amount, check number and vendor number for each journal entry line item on the report.

- Check the **Include uncommitted journal entries** toggle if uncommitted journal entries should be included on the report.

- Check the **Include inactive accounts** toggle is inactive general ledger accounts should be included on the report.

- General ledger accounts are set up as inactive using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is Active** toggle).

- The **Available Sorts** and **Selected Sorts** fields are used to select how the report will sort and group. For example, if you only sort the report by ALFRE designation and generate the report in summary format, the report will display a single line item for each ALFRE designation (assets, liabilities, fund balance, revenue and expense). Add the Full Account sort option to the report if each GL account should display as a separate line item on the report.

    - Double click on a sort option in the **Available Sorts** field to sort the report by the sort option. This will move the sort to the **Selected Sorts** field.

    - If you would like to generate the report in detail format you will have to add the Full Account sort option to the report.

    - The Account Type sort option is used to sort the GL accounts by the account type attached to the GL account (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

    - The ALFRE sort option is used to sort the GL accounts by ALFRE designation. ALFRE designations are attached to account types, and GL accounts inherit an ALFRE designation when the account type is attached to it (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

    - The Full Account sort option is used to sort the GL accounts by the entire GL account number.

- The **Sort Options** field is used to select how the sort option will display on the report. Highlight a sort option in the **Selected Sorts** field and check the toggles that apply in the **Sort Options** field.

- Check the **Header** toggle if you would like the sort option to display above each grouping. For example, if the report is sorted by ALFRE designation, Asset will display above all of the asset GL accounts that display on the report.

- Check the **Footer** toggle if you would like the sort option to display information on the report. For example, if the report is sorted by the ALFRE designation, checking this toggle will display the journal entry line items totaled by ALFRE designation on the report.

  - No information will display on the report if you do not check the Footer toggle for at least one of the sort options on the report.

- Check the **Double Space Footer** toggle to include a space after the footer.

- Check the **Page Break** toggle if you would like to insert a page break for each sort option included on the report. For example, if the sort option groups the report by fund, each fund included on the report will create a page break.

- Check the **Underline** toggle if you would like to insert a line under the selected grouping to separate the report. For example, if the report is grouped by fund and the **Footer** toggle is checked, you can check this toggle to include a fund total that is underlined on the report.

- Press ENTER or click the Save icon when complete to save the report template. Once the report template has been saved, you can generate a report using the report template in the Reporting Manager window (GL> Reports> Reporting Manager).

GL> Reporting Tools> Visual Reporting

Visual Reporting in GL

Summary

This tool was created to aid in producing GASB 34 reports. It allows you to define where you want GL account information to be located within a pre-existing Microsoft Excel spreadsheet. Before this menu item can be used, you need an Excel spreadsheet that is already formatted.

To help you with this, Springbrook has a spreadsheet called *Template* that can be downloaded from the Springbrook Support website ([https://help.sprbrk.com/seven_help/-downloads/Template.xlsx](https://help.sprbrk.com/seven_help/downloads/Template.xlsx)). The spreadsheet contains the reports that are required under GASB 34. Those reports include the Statement of Net Assets and Statement of Activities (full-accrual reports), the Governmental Funds Balance Sheet, and Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances (modified accrual reports) and a Reconciliation worksheet.

The labeled columns and rows on these worksheets are examples. You will need to tailor them to your organization. For example, some governments will not have Business-type activities on their Statement of Net Assets or Statement of Activities. In addition, you may not have *Cash with Fiscal Agent* or *Tax Increment* Receivables.

The budgetary statements in this spreadsheet are also examples. You will need to decide which funds are major funds and which will need budget to actual statements. This spreadsheet was created simply as an example and you are welcome to use it as a starting point.

If you've already implemented GASB 34, or perhaps an auditor or other professional has given you an example spreadsheet, you are certainly welcome to use it.

You can also create a new spreadsheet. For VRI, it does not matter what the file is named or where it is stored. You will also want to tailor the spreadsheet to your needs before you start assigning account numbers to Groups and Groups to cells using the VRI. If you change a spreadsheet by deleting or inserting a row or column after a cell in that spreadsheet has been assigned to a Group, the new cell location will have to be updated on the VRI Maintenance window.

Step by Step

1 View the VRI reports.

- Open the **VRI Selection** window (GL> Reporting Tools> Visual Reporting).
- The VRI Selection window will display all of the VRI reports created in the application.
- Highlight a report and click the Delete icon or press DELETE to delete a report.
- Click the Create icon or press INSERT to create a new VRI report.

2 Create a VRI Report.

- Open the **VRI Report Maintenance** window (GL> Reporting Tools> Visual Report-ing> Create new).

- Enter a unique **Report Name** for the new report.

  - Because each VRI report will correspond to one primary Excel spreadsheet report form, you may find it worthwhile to give your VRI report the same name as the spreadsheet it is being associated with.

- Enter a **Report Set** or click the field label to choose one from a list. Sets are created and maintained in the Set Maintenance window (GL> Maintenance> Set).

- Enter a **Report Template** path or click the field icon to browse to the report tem-plate. A report template can be downloaded from the Springbrook Support web site at https://help.sprbrk.com/seven_help/downloads/Template.xlsx

- Once a Report Template is attached to the new report, the **Sheet Name** drop-down menu will populate with the available report forms. Select a report form from the drop-down menu.

  - Once a VRI template is saved, the selected sheet cannot be changed. You will need to reselect the report template in order to change the selected sheet.

3 Generate a new period detail line.

- Click the Create icon to create a new period detail line.

  - This will open the Group Selection window. Choose a group and click the Confirm icon to return to the VRI Report window. Groups are collections of GL Accounts that are grouped together for reporting purposes. Groups are created and maintained on the Group Maintenance window (GL> Maintenance> Group).

  - The **Flip** toggle allows you to flip the sign of accounts. Asset and Expenditure accounts, which typically are debit accounts, are stored as positive numbers. Liabilities, Revenues and Fund Balance accounts are typically credit accounts and stored as negative amounts. These usually need to have their signs flipped.

  - Place the selected group on the report by specifying a spreadsheet cell for the group accounts.

  - The **History** field will display the beginning balance plus the year to date activity through the period specified.

  - The budgeting fields Original, Final, Period, Prior, Requested, Proposed, Approved, Adopted, and FTE (full time equivalences) are available so that you can use the Visual Reporting Tool to create budget reports.

    - The **Original Budget** field will display the original budget amount for the fiscal year specified.

    - The **Final Budget** field will display the original budget plus any budget adjustments for the fiscal year specified.

    - The **Period Budget** field will display the total budget through the period specified. This information is pulled from the period budgets if the Use

Period Budgeting toggle is checked. If the toggle is not checked, the system divides the total budget by 12.

- The **Prior Budget** field will display the final budget for the year prior to the year specified.

- The **Requested Budget** field will display the requested budget amount for the year specified.

- The **Proposed Budget** field will display the proposed budget amount for the year specified.

- The **Approved Budget** field will display the approved budget amount for the year specified.

- The **Adopted Budget** field will display the adopted budget amount for the year specified.

- The **FTE** field will display the full time equivalencies for the year specified.

- The **1**, **2** and **3 Yr Prior Actuals** fields will display the beginning balance plus YTD activity for each of the fiscal years prior to the year specified.

- The **1**, **2** and **3 Yr Prior Period Actuals** will display all activity within the period specified for each of the fiscal years prior to the year specified.

- The **1**, **2** and **3 Yr Prior All Actuals** fields will display all activity for each of the fiscal years prior to the year specified.

- The **Period Activity** field will report all of the activity between the debit and credit accounts for the period range specified.

- The **YTD Activity** field will report all of the activity through the fiscal year specified.

- The **Current Activity** field will display activity for only the period specified in the Period To field.

- The **Encumbrance** field will display the encumbrance on the account through the period specified in the Period To field.

- Click the Save icon when complete.

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4 Export the report.

GL> Reports> Account Analysis

GL Account Analysis Report

Summary

The Account Analysis report is very similar to the Trial Balance Report (GL> Reports> Trial Balance), but will not display the budget, beginning balance and ending balance information. If the report is generated in detail format, the journal entry line items will be grouped and totaled by the module that created the transaction.

Step by Step

1   Open the **Account Analysis** window (GL> Reports> Account Analysis).

2   Configure the report.

- The **Account** field is used to include a single GL account on the report. Enter a GL account in the field or click the Account field label to select an account from a list.

- You can also filter the report by fund or fund and department by entering part of the general ledger account number in the **Account** field. For example, enter 60 in the fund portion of the GL account format to generate the report for all GL accounts in fund 60.

- Leave the **Account** field blank to display all general ledger accounts.

- If you are selecting a single GL account to filter the report by, make sure you use the correct fiscal year. If the GL account you select in the **Account** field doesn't exist in the fiscal year selected in the **Fiscal Year** field, then the information in the report will be incorrect.

- The **Period From** and **Period To** fields are required fields that filter the journal entries included in the report by the fiscal period.

- The **Fiscal Year** field is used to filter the GL accounts and journal entries that display on the report by fiscal year.

- The **Account Filter** drop-down menu is used to filter the GL accounts that display on the report by ALFRE designation.

    - Select All Accounts if you would like to include all GL accounts on the report.

    - Select Balance Sheet Accounts if you would like to include the asset, liability and fund balance accounts on the report.

        - The report only displays the journal entries filtered by fiscal period, it does not display the balance of the GL accounts. This means the fund balance accounts included on the report will not display any information unless there has been journal entries posted to them during the fiscal periods selected in the **Period From** and **Period To** fields.

    - The ALFRE designation of a GL account is defined by the account type attached to it. An ALFRE designation is attached to an account type (GL>

Maintenance> Account Type> **ALFRE** field), and the GL account inherits an ALFRE designation when the account type is attached (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

- If you used the **Account** field to filter the GL accounts that display on the report by a single fund, the Account Filter can be used to filter the GL accounts in that fund by ALFRE designation. For example, you can use the **Account** field and **Account Filter** field to create a report that displays all of the expense accounts in a specific fund.

- The **Page Break** drop-down menu is used to select how the GL accounts on the report will be separated.

  - Select Fund if you would like each fund to display on a separate page.

  - Select Department if you would like each department within a fund to display on a unique page.

- The **Report Type** drop-down menu is used to select the level of detail that will display on the report.

  - Select Summary if you would like the report to display the debit and credit total during the period.

  - Select Detail if you would like the journal entry line items to display on the report.

- Check the **Include uncommitted journal entries** toggle to include uncommitted manual journal entries on the report. Checking this toggle will not include uncommitted AP invoice batches or other uncommitted transaction in other modules; it will only include uncommitted manual journal entries (GL> Journal Entries).

- Check the **Include inactive accounts** toggle if inactive GL accounts should display on the report. If you do not check this toggle, inactive GL accounts will not display on the report even if there have been journal entries posted to those accounts.

    - GL accounts are set up as inactive on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is active** toggle).

- Check the **Include expense liability detail** toggle to include the description of the AP invoice line items on the report.

    - The AP Invoice line item description is entered in the Description field when an Invoice is created in AP> Invoice> Enter Invoices.

- The Detail Description column on the report will display the description and batch number of the batch that created the journal entry. If the journal entry line item was created by an Accounts Payable module invoice, the invoice line item description will display in the column.

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3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Accounts List

Account List Report

Summary

The Account List Report displays a list of general ledger accounts filtered by fund, status and fiscal year. The information that displays on the report depends on the selections in the Account List window.

Step by Step

1   Open the **Account List** window (GL> Reports> Account List).

2   Configure the report.

- Enter a **Fund** or leave the field blank to print a list of accounts in all the funds in the chart of accounts.
- The **Fiscal Year** field will default to the current fiscal year. Enter a fiscal year or click the arrow button to increase or decrease it.

- Select to status of the GL accounts you would like to include in the report in the **Account Status** drop-down menu.

  - Select All to include both active and inactive GL accounts on the report.

  - You can view the status of a GL account in GL> Maintenance> Chart of Accounts> General tab> **Account is Active** toggle.

- Select the **Print Format** for the report. The selection will affect what information displays on the report.

  - The portrait format will display the GL account number, GL account description, account type and budget amount.

    - The budget amount that displays on the report in the Budget column is the current budget amount. After the Fiscal Year End Reset process (GL> Utilities> Fiscal Year End Reset) has been run, the adopted budget will be copied to the current budget. Budget amounts that have not been copied to the current budget amount will not display on the report.

    - The budget amount will only display on the report if the **Account is Budgetable** toggle is checked on the GL account (GL> Maintenance> Chart of Accounts> General tab).

  - The landscape format will display all the information that displays on the portrait format plus the ALFRE designation of the GL accounts. Selecting the landscape format will also enable the **Include Goto Accounts** toggle on the window.

    - If the Include **Goto Accounts toggle** is checked, the Account List Report will include the goto accounts and goto account distribution percentage.

- The ALFRE designation is added to the Account Type, which is added to a GL account in GL> Maintenance> Chart of Accounts> General tab> **Account Type** field.

- The **Include Goto Accounts** toggle will only be enabled if you print the report in landscape format.

  - Check the **Include Goto Accounts** toggle if you would like include to the goto accounts and goto distribution percentage on the report.

  - You can view the goto accounts on a GL account in GL> Maintenance> Chart of Accounts> General tab> Goto Accounts section.

- The Chart of Accounts List report in portrait format will display the GL Account number, account description, account type, budget, Sub Ledger 1, Sub Ledger 2 and Reference field.

  - The amount in the budget column is pulled from the **Budget** field in GL> Maintenance> Chart of Accounts> Budget tab. The **Budget** field is used instead of the **Adopted** budget field because it contains any adjustments to the budget made after the budget has been adopted. This includes adjustments made to the general ledger account budget due to rolling over purchase orders and budgets adjusted in GL> Budget Adjustments> Edit Budget Adjustments.

- The Chart of Accounts List report in landscape format will display all of the information in the portrait format plus the ALFRE designation.

  - If you check the **Include Goto Accounts** toggle, the landscape format report will display the Goto accounts and the Goto % of each goto account.

    - The reference column on the report is the Reference field that displays in the GL> Maintenance> Chart of Accounts> General Tab> **Reference Number** field. This field can be used as an account alias field.

3 Print the report.

- Click the Print icon ⎙ to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Account Type

Account Type Report

Summary

The Account Type List Report displays all of the account types that have been created in GL> Maintenance> Account Types. Account types are groupings of General Ledger accounts that determine the ALFRE (asset, liability, fund balance, revenue and expense) designation of a general ledger account. The report will display the account type code, account type description and ALFRE designation.

Account types are created in GL> Maintenance> Account Type and are attached to GL accounts in GL> Maintenance> Chart of Accounts> General tab> **Account Type** field.

Step by Step

1   Open the **Account Type** window (GL> Reports> Account Type).

2   Configure the report.

- There are no filter, sort or detail options for this report, so the Account Type window will only contain a Print icon and scheduling field.

- The report will display the Account Type, ALFRE category (asset, liability, fund balance, revenue, and expense) and the account type description.

3   Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Audit Data Report

Audit Data Report

Summary

The Audit Data Report is used to export a filtered list of committed journal entries to a Microsoft Excel spreadsheet. The journal entry line items of each journal entry included on the report will display on a separate line. The spreadsheet generated by the process includes the following columns: GL account number broken up by section, GL account description, journal entry date, fiscal year, fiscal period, journal entry number, journal entry line item number, debit amount and credit amount.

If the journal entry line item was created by a batch process, the Description field on the report displays the batch number and process used to generate the journal entry. If a journal entry was created by the AP Computer Checks process, the description will include the check numbers processed in the batch. If a journal entry was created by an Accounts Payable invoice, the invoice line item description will display in the Description field on the report.

If you would like to view individual journal entries, use the Display palette (GL> Display> Journal Entries).

Step by Step

1   Open the **Audit Data Report** window (GL> Reports> Audit Data Report).

2   Configure the report.

- The **Date From** and **Date To** fields are used to filter the journal entries that display on the report by journal entry date. You can view the journal entry date of a journal entry using the Journal Entry Selection window (GL> Display> Journal Entries).

- The **Account From** and **Account To** fields are used to select a range of GL accounts. Enter a GL account in the fields or click the **Account From** or **Account To** field label to select a GL account from a list.

- The **System** drop-down menu is used to filter the journal entries that display on the report by the module that was used to create them. For example, select AP if you would like to see the journal entries created by generating invoices and computer checks.

- The **Sort Order** field is used to select how information will display on the report.

- The Journal Entry column displays the journal entry number. Journal entries are assigned a sequential number that resets and begins at 1 at the beginning of each fiscal period.

- The Line Item column displays the journal entry line item number of the journal entry line item. The journal entry line item number is a sequential number assigned to journal entry line items when they are created.

3   Print the report.

- Click the Print icon ⊡ to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Balance Sheet

GL Balance Sheet Report

Summary

The Balance Sheet report displays balance totals for asset, liability, and cash carry-over accounts. Choose

to print the Balance Sheet report to show year-to-date totals through the current fiscal period or through a

previous fiscal period.

Step by Step

1   Open the **Balance Sheet** window (GL> Reports> Balance Sheet).

2   Configure the report.

- The **Fund** field is used to filter the report by fund. If this field is left blank the report will display balance totals for all funds.

- The format of the fund entered in this field must exactly match the format used in the application.

- The **Fiscal Period** field is used to filter the balance totals that display on the report by fiscal period.

- The **Fiscal Year** field is used to filter the balance totals that display on the report by fiscal year.

- Check the **Print accounts** toggle to include GL accounts on the report. When this toggle is not checked, the report displays only the balance totals for the accounts.

  - Included GL accounts will be grouped by account type and sorted by account number.

- Check the **Include inactive accounts** toggle if inactive GL accounts should display on the report. If you do not check this toggle, inactive GL accounts will not display on the report even if there have been journal entries posted to those accounts.

  - GL accounts are set up as inactive on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is active** toggle).

- Check the **Include uncommitted journal entries** toggle to include uncommitted manual journal entries on the report. Checking this toggle will not include uncommitted AP invoice batches or other uncommitted transaction in other modules; it will only include uncommitted manual journal entries (GL> Journal Entries).

3 Print the report.

- Click the Print icon 🖶 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Budget Adjustment

Budget Adjustment Report

Summary

The Budget Adjustment Report displays the budget adjustments and transfers that occurred during a selected time period and/or in a selected range. Budget adjustments are added to GL accounts using the Budget Adjustments process in the GL module (GL> Budget Adjustments). You can view the budget adjustments attached to a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> Budget Adjustments section).

The budget Adjustment Report will not include budget adjustments created by purchase orders that were rolled-over in the Purchase Order module (PO> Roll Over POs).

Step by Step

1   Open the **Budget Adjustments** window (GL> Reports> Budget Adjustment).

2   Configure the report.

- The **Post Date From** and **Post Date To** fields are used to filter the budget adjustments included in the report by post date. The post date and transaction date of a budget adjustment are always the same value.

  - The post date of a budget adjustment is the date the budget adjustment was committed in Budget Adjustments batch (GL> Budget Adjustments> Commit).

  - You can view the post date of a budget adjustment on a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> Budget Adjustments section> Transaction Date field). The transaction date and post date of a budget adjustment are always the same value.

- Enter the **Fiscal Year** of the budget adjustments you would like to include on the report.

- Select the level of detail you would like to include on the report in the **Report Type** drop-down menu.

  - Select Detail if you would like to include the description and date of each budget adjustment on a general ledger account.

    - The transaction date that will display on the report is post date of the budget adjustment batch that created the budget adjustment.

    - The Description of the budget adjustment is entered in the Description field when the budget adjustment is created in GL> Budget Adjustments> Edit Adjustments> Create icon> **Description** field.

  - Select Summary if you would like only the total budget adjustments on each general ledger account to display on the report.

- The **From Account Number** and **To Account Number** fields are used to filter the GL accounts included in the report.

- Click the **From Account Number** or **To Account Number** field label to select a general ledger account from a list.

- Check the **Include inactive accounts** toggle to include inactive GL accounts on the report.

  - GL accounts are active if the **Account is Active** toggle is checked on the GL account maintenance window.

    - You can view the **Account is Active** toggle for a GL account on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab).

  - Budget adjustments cannot be posted to inactive GL accounts. An error message will display if a user tries to create a budget adjustment on an inactive GL account.

- The Budget Adjustment Summary report will display the GL Account Number, GL Account Description, Beginning Budget, adjustment Amount and Current Budget.

- The Budget Adjustments Detail report will include everything displayed on the Summary report as well as the Adjustment Date, Transaction Description, Transfer Description and report totals.

- Since the report does not contain budget adjustments due to purchase order roll overs, the adjusted budgets for the general ledger accounts in this report could be different from the budgets that display on the Budget tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> **Budget** field).

3   Print the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Budget Status

Budget Status Report

Summary

The Budget Status Report displays the current budget amount compared to the activity during a certain period of time. This report will also display the amount encumbered on purchase orders.

Step by Step

1   Open the **Budget Status** window (GL> Reports> Budget Status).

2   Configure the report.

- The **Account From** and **Account To** fields are used to filter the report by a specific range of GL accounts.
  Enter part of a GL account number to filter the report to include the accounts in specific GL account sections.

- The function of the **Account From** and **Account To** fields will change depending on the GL account numbers entered into the window.

- Each GL account section will be evaluated separately using the following criteria:

  - If the value in a GL account section is the same in the **Account From** and **Account To** fields, then only GL accounts that have that value in that section will be included on the report. For example, if you enter 01-20- and 05-20 in the **Account From** and **Account To** fields, all GL accounts between fund 01 and 05 with department 20 will be included on the report (01-20-001, 02-20-545, 03-20-111, 04-20-999, 05-20-555, etc.).

  - If the value in a GL account section is not the same, then that section of the GL account will be treated as a range. For example, if you enter 1-1-0001 and 1-1-0050, the fund and department sections are the same, so only GL accounts that are 1-1- will be included on the report. Since the account number portion of the GL account is different (- -0001 and - -0050), that section will be treated as a range. The report in this example will include all GL accounts between 1-1-0001 and 1-1-0050.

- Click the **Account From** or **Account To** field label to select the account number from a list. Make sure you select the correct fiscal year when selecting a GL account number. If the GL account does not exist in the fiscal year selected in the **Fiscal Year** field, then no information will display on the report.

- The **Period From** and **Period To** fields are used to filter the transactions that are included in the report. The transactions are filtered by fiscal period.

- The transactions included in the report will display in the Period Amount column.

- You can view the fiscal period of the transactions on a GL account using the History tab of the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> History tab> Period column).

- Check the **Include inactive accounts** toggle if you would like to include inactive GL accounts on the report. If you do not check this toggle, any GL account that is set up as inactive will not be included.

  - GL accounts are inactive if the **Account is active** toggle is not checked on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab).

- Check the **Include uncommitted JEs** toggle if you would like to include uncommitted manual journal entries transactions (GL> Journal Entries) on the report.

  - Checking this toggle will only include journal entry line items in an open GL> Journal Entries batch. If a GL account is attached to an AP module invoice (AP> Invoices) and the Invoices batch has been reached the GL Distribution step, the journal entry created by that invoice will not be included on the report.

- Check the **Break by fund** toggle if you would like to insert a page break after each fund included on the report.

- Check the **Break by Department** toggle if you would like to insert a page break after each department included on the report.

- The **Budget Amount** column displays the current budget amount on the GL account. The budget amount includes budget adjustments that have been created and committed in the Budget Adjustments process (GL> Budget Adjustments).

- You can view the current budget on a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab).
- The **Period Amount** column displays the transactions that have been included in the report based on the fiscal periods selected in the **Period From** and **Period To** fields.
  - This column will include transactions in uncommitted GL Journal Entries batches if the **Include uncommitted JEs** toggle was checked when the report was generated.
- The **YTD Amount** column displays the year to date amount of the selected GL accounts.
  - This column will include transactions in uncommitted GL Journal Entries batches if the **Include uncommitted JEs** toggle was checked when the report was generated.
- The **YTD Variance** column displays the budget amount less the YTD amount.
- The **Encumbered Amount** column displays the amount that has been encumbered on purchase orders.
  - An encumbrance is created when a GL account is attached to a purchase order line item and the purchase order is then committed.
- The **Available** column displays the YTD Variance less the Encumbered Amount.
- The **Percentage Available** column displays the Available amount divided by the budget amount. This will displays as a 0 if the budget amount is less than the available amount.

3   Print the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to pre-view the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Journal Entries

Journal Entries Report

Summary

The Journal Entry Report will display a list of journal entries filtered by fiscal period, journal entry number, module and commit status. The Journal Entry Report will display journal entries created in any of the modules, not just journal entries created in the General Ledger module. The summary version of the report displays the total debits and credits while the detail version of the report displays the journal entry line items.

Step by Step

1   Open the **Journal Entries** window (GL> Reports> Journal Entries).

2   Configure the report.

- The **Fiscal Year From** and **Fiscal Year To** fields are used to filter the journal entries that display on the report by fiscal year of the journal entry.

  - The **Fiscal Year From** and **Fiscal Year To** fields will default to the current fiscal year. Enter a fiscal year or click an Arrow icon to increase or decrease

the fiscal year.

- The **Fiscal Period From** and **Fiscal Period To** fields are used to filter the journal entries that display in the report by fiscal period.

  - The **Fiscal Period From** and **Fiscal Period To** fields will default to the current fiscal period.

- The **JE Number From** and **JE Number To** fields are used to filter the journal entries that display on the report by journal entry number.

- The **Sub System** drop-down menu is used to filter the journal entries that display in the report by the module that was used to create them.

- The **Report Type** drop-down menu is used to select the level of detail you would like to display on the report.

  - Select Detail if you would like to display the journal entry line items of each journal entry included on the report. This will display each debit and credit and the GL accounts that were affected.

    - If the journal entry was created by a batch process, the journal entry line item will display the GL account number, account description, debit and credit amount, and batch information (batch number and process).

      - The batch information will display in the line item description column. For example, the report will display "New Billing Batch 003 06 2019" if the journal entry line item was created by a UB module New Billing batch in UB> New Billing.

    - If the journal entry was created manually in GL> Journal Entries, the journal entry line items will display the journal entry line item description, system reference, PM task code and LEMS code. There is also a

column that will display the PM object code, PR employee number or AP vendor number depending on which was entered on the journal entry.

- Select Summary if you would only like the total debit and credit amount of each journal entry included on the report. The GL accounts and journal entry line items will not display on the report.

- The **Status** drop-down menu is used to select the status of journal entries you would like to include on the report.

  - Select All to include uncommitted and committed journal entries on the report.

- The **Sort By** drop-down menu is used to select how you would like the report to sort.

- Check the **Page break by journal entry** toggle if you would like each journal entry included on the report to display on a separate page.

  - This option is generally only used when printing the report in detail format since summary version journal entries will display on a few lines.

  - If you include a lot of journal entries on the report when using this option the report may be very large.

- Check the **Subtotal by fund** toggle if you would like the detail line items of each journal entry to be totaled by fund. This will sort and total the detail line items that display on each journal entry by fund, but will not total the entire report by fund. If you would like to view the activity totaled by fund you should run the Trial Balance report in GL> Reports> Trial Balance.

3   Print the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Period Budget Analysis

Period Budget Analysis

Summary

The Period Budget Analysis Report displays the activity during a selected fiscal period and compares that amount to the budgeted amount for that same period. The budget amount of a specific fiscal period is the total budget amount averaged over 12 fiscal periods. You can view the budgeted amount of a GL account using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab> **Budget** field). If your period budget amounts have been imported during your Version 7 implementation, you can use your period budget numbers instead of the averaged budget amount.

The Period Budget Analysis Report will also display the year to date activity compared to the budgeted amount. The year to date amount on the report is all of the activity that occurred during or prior to a selected fiscal period. For example, if you select period 9 on the report, the year to date amount will display all of the activity that occurred between fiscal period 1 and 9. The journal entries included in the year to date amount will be filtered by the fiscal period of the journal entry. The budget amount for the year to date activity is the budget amount prorated to the number of fiscal periods included on the report. For example, if you select period 6 on the report, the year to date budget amount is half of the total budget amount (GL> Maintenance> Chart of Accounts> Budget tab> **Budget** field).

Step by Step

1   Open the **Period Budget Analysis** window (GL> Reports> Period Budget Analysis).

2   Configure the report.

- The **Fiscal Year** and **Fiscal Period** fields determine which budget and activity information will display on the report.

- Enter an account range to report on in the **From Account Number** and **To Account Number** fields.

- Check the **Include inactive accounts** toggle if you would like to include inactive GL accounts on the report.

  - GL accounts are set up as inactive using the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> **Account is active** toggle).

- Check the **Include uncommitted journal entries** toggle to include uncommitted journal entries generated in the Journal Entries process (GL> Journal Entries) on the report. This will not include uncommitted journal entries in other modules, such as uncommitted Accounts Payable invoices (AP> Invoices).

- Check the **Use period budgeting** toggle to use the budgeted fiscal period amounts when calculating the Current Budget column on the report. Budgets are distributed to fiscal periods using the Period Budgeting feature (this currently has not been implemented in Version 7, but your period budget amounts may have been carried over during conversion).

- If you do not check this toggle, the report will distribute the total budget amount (GL> Maintenance> Chart of Accounts> Budget tab> **Budget** field) evenly over all 12 fiscal periods. The Current Budget column in the report will then display the evenly distributed period budget amount.

- The report will display the general ledger account number, general ledger account description, current actual, current budget, variance, percentage variance, YTD actual, YTD Budget, YTD Variance and YTD percentage Variance.

- The Current Actual column displays the activity during the fiscal period selected in the Period Budget Analysis window.

  - The journal entries included in the Current Actual column are filtered by the fiscal period of the journal entry, not the journal entry date.

  - The journal entries posted to a GL account are totaled by fiscal period on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Balance tab).

- The Current Budget column displays the budget of the fiscal period selected in the Period Budget Analysis window.

  - If you checked the **Use period budgeting** toggle on the Period Budget Analysis window, the Current Budget column will display the period budget of each GL account.

  - If the **Use period budgeting** toggle was not checked, the Current Budget column will display the total budget amount averaged out to a single fiscal period (total budget / 12). Budget adjustments will be included in the budget amount that is distributed to the fiscal period.

- The formulas for the two Variance columns are:

Variance = Current Budget – Current Actual

Variance = YTD Budget – YTD Actual

- The Year to Date Actual column displays the activity on the GL accounts from fiscal period 1 to the fiscal period selected in the Period Budget Analysis window. For example, if you enter 9 in the Fiscal Period field, the Year To Date Actual column will display the net journal entries posted to the GL accounts between fiscal periods 1 to 9.

- The amount in the YTD Budget column is pulled from the **Budget** field in GL> Maintenance> Chart of Accounts> Budget tab. The **YTD Budget** field is used instead of the **Adopted** budget field because it contains any adjustments to the budget made after the budget has been adopted. This includes adjustments made to the general ledger account budget due to rolling over purchase orders.

3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

- Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Query Manager

Query Manager

Summary

The Query Manager window is used to generate a Query Manager report using a template that has already been created using the Reporting Tools palette (GL> Reporting Tools> Query Manager).

Step by Step

1   Open the **Query Manager** window (GL> Reports> Query Manager).

2   Configure the report.

- The **Report Name** drop-down menu is used to select the report template you would like to generate. Only Query Manager report templates that have been created using the Reporting Tools palette will display in the drop-down menu (GL> Reporting Tools> Query Manager).

  - If filters have been added to the query manager template (GL> Reporting Tools> Query Manager> Open a report template> Filters tab), the filters will

populate in the window.

- If you are using the Report Group and Report Sub Group functionality below, this field will be cleared and disabled.

- The **Report Group** and **Report Sub Group** fields are used to generate a set of Query Manager reports that are grouped into the selected Report Group or Report Sub Group. These are optional fields and should only be used if your organization utilizes Query Manager groups.

  - If you select a Report Group and a Report Sub Group, all of the Query Manager reports associated with that Report Sub Group will be printed.

  - If you select a Report Group but do not select a Report Sub Group, all of the Query Manager reports associated with all of the Report Sub Groups in the selected Report Group will be printed.

  - Query Manager Report Groups and Sub Groups are created and maintained on the Query Manager Group Maintenance window (GL> Maintenance> Query Manager Groups).

  - Query Manager reports are grouped into reporting groups and reporting sub groups on the Query Manger report template maintenance window (GL> Reporting Tools> Query Manager> General tab> Report Group and Report Sub Group fields).

  - As with any other Query Manager report, all the grouped reports generated using the Report Group and Report Sub Group functionality can still be configured using the fields below with one exception. When using Query Manager grouping functionality, the Section Types field below will be disabled and the section types selected on the Query Manger Maintenance window will be used.

- The **Account From** and **Account To** fields are used to select the GL accounts you would like to display on the report. Click the **Account From** or **Account To** field label to select a GL account from a list.
    - Enter the same GL account number in the **Account From** and **Account To** fields if you would like to include a single GL account on the report.
- The **Print To** drop-down menu is used to select how the report will be generated.
    - Select PDF if you would like to generate a PDF of the report. When you click the Print icon 🖨, the application server will generate the report and then it can be opened using the Jobs Viewer or View Reports window.
    - Select Excel if you would like to generate a Microsoft Excel spreadsheet of the report. The report will be processed on the application server just like a PDF report. Once the job has been completed, you can open the Microsoft Excel spreadsheet by clicking on the completed job on the Jobs Viewer window.
- The **Date Type** drop-down menu is used to select the type of date that will be used to filter the transactions included on the report.
    - Select Date if you would like to filter the transactions on the report by journal entry date.
        - The journal entry date of a journal entry is generally defined during the GL Distribution step of a batch process.
- The **Date From** and **Date To** fields are used to filter the transactions that display on the report by journal entry date.
    - The journal entry date of a transaction is generally defined during the GL Distribution step of a batch process.

- The **Fiscal Period From** and **Fiscal Period To** fields are used to filter the journal entries that display on the report by the fiscal period.

    - You can view the fiscal period attach to a journal entry using the display journal entries feature (GL> Display> Journal Entries> Filter the journal entries that display in the window> **Fiscal Period** column).

- The **Fiscal Year From** and **Fiscal Year To** fields are used to filter the journal entries that display in the report by the fiscal year.

- Select a report layout in the **Orientation** field.

- The **Journal Entry Number** field is used to filter the journal entries that display on the report by journal entry number. Journal entries are assigned a sequential number when they are created and the journal entry number sequence is reset at the beginning of each fiscal period. For example, if you enter 1 in this field and include more than one fiscal period on the report, the report will include the first journal entry of each fiscal period.

- The **Use Period Budgeting** toggle will not affect the report output as Period Budgeting has not yet been implemented in Version 7.

- The **System** field is used to filter the journal entries that display on the report by the module that was used to generate them. For example, check the PR toggle if only journal entries generated in the Payroll module should be included on the report.

    - Check the **All** toggle to include all modules.

- The **ALFRE** field is used to filter the general ledger accounts that display on the report by the ALFRE designation attached to the GL account.

    - GL accounts inherit an ALFRE designation from the account type (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

- The **Section Types** field is used to select additional Fund, Department and Account filter options that were set up when the selected Query Manager Report was created (GL> Reporting Tools> Query Manager).

3 Print the report.

- Click the Print icon ![print icon] to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Reporting Manager

Reporting Manager

Summary

The Reporting Manager window is used to generate a Reporting Manager report that has already been set up using the Reporting Manager Maintenance window (GL> Reporting Tools> Reporting Manager).

Step by Step

1 Open the **Reporting Manager** window (GL> Reports> Reporting Manager).

2 Configure the report.

- The **Report Type** drop-down menu is used to select the type of report you would like to generate. The selection in this field determines the reports that display in the **Report** drop-down menu.

- The **Report** drop-down menu is used to select the report template you would like to use to generate the report. Only report templates of the report type selected in the **Report Type** field will display in the drop-down menu.

- You can view the report type attached to a report template using the Report Type Maintenance window (GL> Reporting Tools> Reporting Manager> Select a report> **Report Type** drop-down menu).

- The **Account From** and **Account To** fields are used to select the GL accounts you would like to display on the report. Click the **Account From** or **Account To** field label to select a GL account from a list.

    - Enter the same GL account number in the **Account From** and **Account To** fields if you would like to include a single GL account on the report.

- The **Fiscal Period From** and **Fiscal Period To** fields are used to filter the journal entries that display on the report by the fiscal period.

    - You can view the fiscal period attach to a journal entry using the display journal entries feature (GL> Display> Journal Entries> Filter the journal entries that display in the window> **Fiscal Period** column).

- The **Fiscal Year** field is used to filter the journal entries that display in the report by the fiscal year. This is a required field since the reports display YTD amounts.

- The **Journal Entry Number** field is used to filter the journal entries that display on the report by journal entry number. Journal entries are assigned a sequential number when they are created and the journal entry number sequence is reset at the beginning of each fiscal period. For example, if you enter 1 in this field and include more than one fiscal period on the report, the report will include the first journal entry of each fiscal period.

- The **ALFRE** field is used to filter the general ledger accounts that display on the report by the ALFRE designation attached to the GL account.

    - GL accounts inherit an ALFRE designation from the account type (GL> Maintenance> Chart of Accounts> General tab> **Account Type** field).

- The **System** field is used to filter the journal entries that display on the report by the module that was used to generate them.

  - Check the toggles for each module you would like to include in the report.

- Check the **Suppress account without a balance, budget, or activity** toggle to remove GL accounts from the report that have no beginning balance, activity, and budget.

3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

  - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

  - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Revenue vs Expenses Summary

Revenue vs Expenses Summary Report

Summary

The Revenue vs. Expenses Summary report displays activity in revenue and expense accounts for a range of fiscal periods summarized by fund. If the fund (GL account section 1) has been assigned a section name (GL> Maintenance> Section), that section name will display on the report.

Step by Step

1 Open the **Revenue vs. Expenses Summary** window (GL> Reports> Revenue vs. Expenses Summary).

2 Configure the report.

- The **From Fiscal Period** and **To Fiscal Period** fields are used to filter the activity included in the report by the fiscal period in which it was posted.
- Enter the **Fiscal Year** of the activity you would like to include in the report.

- Check the **Include Inactive Accounts** toggle to include inactive accounts in the report.

- Check the **Include Uncommitted JEs** toggle to include uncommitted manual journal entries in the report. Checking this toggle will not include uncommitted AP invoice batches or other transaction processes in the report, it will only include uncommitted manual journal entries.

  - Manual journal entries are created in the Edit step of the Journal Entries process (GL> Journal Entries> Journal Entries).

- The Revenue vs. Expenses Summary report will display the Fund, Fund Description, YTD Balance Before Period, Revenues for Period, Expenses for Period, and Year to Date Amount. The report will also include a report total.

  - In order for the activity of a fund to display in this report, it must have a general ledger account with an account type that is set up as an expense or revenue. If a fund has a general ledger account that should be displaying in the report but is not, make sure the Account Type is set up as revenue or expense in the Account Type Maintenance window (GL> Maintenance> Account Type) and that the general ledger account is given the correct account type on the Chart of Accounts (GL> Maintenance> Chart of Accounts> General tab> Account Type field).

- The YTD Balance Before Period column is the sum of the Revenues (positive) and the Expenses (negative) of all periods prior to the fiscal period selected in the Period From field.

- The Year to Date Amount column is the sum of the Revenues (positive) and the Expenses (negative) of all periods in the fiscal year.

- All of the columns in the report can contain uncommitted manual journal entries if you check the Include Uncommitted JEs toggle.

3   Print the report.

- Click the Print icon 🖨 to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Trial Balance

Trial Balance Report

Summary

The Trial Balance Report will display the change in balance of general ledger accounts over a selected period of time. The Trial Balance Report will not display activity across more than one fiscal year.

Step by Step

1   Open the **Trial Balance** window (GL> Reports> Trial Balance).

2   Configure the report.

- The **Account From** and **Account To** fields are used to filter the GL accounts that display on the report.
  Enter part of a GL account number to filter the report to include the accounts in specific GL account sections.

- The function of the **Account From** and **Account To** fields will change depending on the GL account numbers entered into the window.
  Each GL account section will be evaluated separately using the following criteria:

  - If the value in a GL account section is the same in the **Account From** and **Account To** fields, then only GL accounts that have that value in that section will be included on the report. For example, if you enter 01-20- and 05-20 in the **Account From** and **Account To** fields, all GL accounts between fund 01 and 05 with department 20 will be included on the report (01-20-001, 02-20-545, 03-20-111, 04-20-999, 05-20-555, etc.).

  - If the value in a GL account section is not the same, then that section of the GL account will be treated as a range. For example, if you enter 1-1-0001 and 1-1-0050, the fund and department sections are the same, so only GL accounts that are 1-1- will be included on the report. Since the account number portion of the GL account is different (- -0001 and - -0050), that section will be treated as a range. The report in this example will include all GL accounts between 1-1-0001 and 1-1-0050.

- Click the **Account From** or **Account To** field label to select the account number from a list. Make sure you select the correct fiscal year when selecting a GL account number. If the GL account does not exist in the fiscal year selected in the **Fiscal Year** field, then no information will display on the report.

- Enter a range of fiscal periods to filter the report in the **Period From** and **Period To** fields. The period range will default to the current fiscal period.

- Enter the same fiscal period in the **Period From** and **Period To** fields to include a single fiscal period.

- The **Fiscal Year** field will default to the current fiscal year. Enter a fiscal year or click an Arrow icon to increase or decrease the fiscal year.

- The **Include** drop-down menu is used to filter the GL accounts included in the report by ALFRE designation.

  - Select Balance Sheet Accounts if you would like to exclude revenue and expense GL accounts from the report.

- The **Report Type** drop-down menu is used to select the information that will display on the report.

  - The Summary version of the report will display the GL account number, GL account description, budget amount, beginning balance, debits and credits of the selected fiscal periods, and ending balance of all accounts included in the report.

    - The Summary report will only display the total credits and debits of the journal entries posted to the GL accounts. The report will not display the journal entry line items that created the debit and credit amounts.

  - The Detail version of the report includes all of the information on the Summary version as well as the detailed journal entry history and the batch number where applicable.

- Check the **Include uncommitted journal entries** toggle to include uncommitted manual journal entries on the report.

  - Checking this toggle will not include uncommitted AP invoice batches or other transactions in the report, it will only include uncommitted manual journal entries created in GL> Journal Entries> Edit Journal Entries.

- Check the **Include inactive accounts** toggle to include inactive GL accounts on the report.

  - GL accounts are active if the **Account is Active** toggle is checked on the GL account maintenance window.

    - You can view the **Account is Active** toggle for a GL account in GL> Maintenance> Chart of Accounts> General tab.

  - Transactions cannot be posted to inactive GL accounts. When the GL Distribution report is run on a batch process, the report will generate an error message that lists the inactive GL accounts.

- Check the **Include expense liability detail** toggle to include the description of the AP invoice line items on the report.

  - The AP Invoice line item description is entered in the Description field when an Invoice is created in AP> Invoice> Enter Invoices.

- Check the **Print Inactive accounts only** toggle if you only want inactive GL accounts to display on the report.

  - If you want to print a list of all inactive GL accounts, leave the **Account** field blank and select All in the Include drop-down menu.

  - GL accounts are inactive if the **Account is Active** toggle is not checked on the GL account maintenance window.

    - You can view the **Account is Active** toggle for a GL account in GL> Maintenance> Chart of Accounts> General tab.

- Check the **Page break by fund** or **Page break by department** toggles to configure how the report will be displayed.

- The budgeted amount displayed in this report is the **Budget** field in Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> Budget tab). The **Budget** field is used instead of the **Adopted** budget field because it contains any budget adjustments (GL> Budget Adjustments) to the budget made after the budget has been adopted. This includes adjustments made to the general ledger account budget due to rolling over purchase orders.

  - The **Budgeted Amount** column is the total fiscal year budget. If you are dispersing the fiscal budget to specific fiscal periods that information will not be reflected in this report.

- The **Debits** and **Credits** fields are filtered by period should be the same as the amounts in GL> Maintenance> Chart of Accounts> Balance tab.

3 Print the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> Trial Balance by Period

Trial Balance by Period Report

Summary

The Trial Balance by Period report is designed to assist you in preparing period budget figures. The report will display the transactions of each general ledger account by fiscal period, and will also display the budget and YTD budget. If the fund (first GL account section) has been titled on the Section Maintenance window (GL> Maintenance> Section), the section name will display on the report.

Step by Step

1   Open the **Trial Balance by Period** report (GL> Reports> Trial Balance by Period).

2   Configure the report.

- Check the toggle next to each **ALFRE** designation you would like to include in the report.
  - GL accounts are given their ALFRE designation when they are attached to an account type (GL> Maintenance> Chart of Accounts> General tab> Account

Type field).

- Select a **Fiscal Year** from the drop-down menu.

- Enter an upper fiscal period limit in the **Through Period** field. The report will display fiscal period 1 through the fiscal period entered in this field.

  - When the report is processed it will display a column for all twelve fiscal periods, but data will only be contained in the columns that have been included in the date range selected in the Through Period field.

- Enter a range of general ledger accounts in the **From Account** and **To Account** fields to filter the accounts that display on the report.

- Check the **Exclude accounts with no activity or budget** toggle to filter out all accounts that have no activity and no budget during the reporting period.

- Check the **Include non-budgetable accounts** toggle if you would like the report to include those accounts that are not marked as budgetable on the GL Chart of Accounts (GL> Maintenance> Chart of Accounts> General tab> Account is Budgetable toggle).

- The report will display the transactions of the GL accounts broken out by fiscal period, budget, YTD budget, and total YTD actuals. The report will be grouped by fund, department and general ledger account number.

  - The Budget column displays the budget of a general ledger account. This amount is pulled from the Budget field on the general ledger account (GL> Maintenance> Chart of Accounts> Budget tab> Budget field). This budget amount is not necessarily the same as the Adopted budget.

    - This amount will include any budget adjustments entered through the Budget Adjustments process.

- The YTD Budget column will display the total budget amount distributed over the periods included in the report. If you are using period budgeting, the period budgets will not display in the YTD budget column, only the prorated total budget amount.

3 Print the report.

- Click the Print icon ⎙ to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

    - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

    - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

    - Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Springbrook formatting found on the printed version of the report.

    - Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Reports> VRI

VRI Report Export

Summary

The VRI Report Export window allows you to export custom reports created with the Visual Reporting tool (GL> Reporting Tools> Visual Reporting).

Step by Step

1   Open the **Print VRI Reports** window (GL> Reports> VRI).

2   Configure the report.

- The **Reports** field will display all the existing VRI reports that can be exported.
  - If the Reports field does not display any VRI reports, you will need to create one on the VRI Report Maintenance window (GL> Reporting Tools> Visual Reporting).
  - Check the toggle next to each report you would like to export. More than one report can be exported at a time.

- The **Archived Template** column will display the template that was attached to the report when it was created.

- If you would like to designate a different template for the report, highlight the report and click the **Override Template** field and browse to the desired override template.

  - The **Override Sheet** drop-down menu will only be active if an Override Template has been selected.

- Select a **Fiscal Year** and enter a **Period From** and **Period To** value to designate a range for the report.

- The **Use Period Budgeting** toggle will not affect the report output as Period Budgeting has not yet been implemented in Version 7.

- Check the **Include Uncommitted Journal Entries** toggle to include uncommitted journal entries from the General Ledger module in the report.

3   Export the report.

- Click the Print icon to process the report immediately or enter a date and time in the field next to the Print icon to schedule the report to generate at a later time. You can view the progress of the report on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

  - Click the Print icon drop-down menu and select Print Preview to preview the report before printing.

  - Click the Print icon drop-down menu and select Excel to export the report data to an Excel spreadsheet as unformatted data.

- Click the Print icon drop-down menu and select Excel (Formatted) to export the report data to an Excel spreadsheet that includes much of the Spring-brook formatting found on the printed version of the report.

- Once the report is generated, you can also display the report using the View Reports window (SS> Utilities> View Report).

GL> Utilities> Setup General Ledger

General Ledger Setup

Summary

The format of the general ledger accounts, reference numbers associated with the GL accounts and sub ledger accounts are set up in the General Ledger Setup window. The window is also used to set up the fund balance account for all the funds in the general ledger.

Step by Step

1   Open the **General Ledger Setup** window (GL> Utilities> Setup General Ledger).

2   Complete the General tab.

- The General tab is used to set the GL account format and fund balance account.
- The **Account Format** field is used to set up the format of the general ledger accounts.
  - The standard, three-level account format, such as XXX-XXXX-XXXXX, includes the Fund, Department, and Account numbers. You can create an account format with up to seven levels. Additional levels are labeled on the

Miscellaneous Field Label window (SS> Utilities> Miscellaneous Field Labels> GL Chart Acct fields 4-7).

- Click the **Fund Balance Account** field label to select a fund balance account from a list.

    - The fund balance account is the general ledger account that will be used to close out all revenue and expense accounts at the fiscal year end. The selected fund balance account must be set up in each fund of the general ledger.

    - GL accounts are set up as fund balance accounts by attaching an account type that is set up as a fund balance type to that GL account.

        - Select Fund Balance from the **ALFRE** drop-down menu in GL> Maintenance> Account Type> Select an account type to set up an account type as a fund balance. The account type is then attached to the GL account in GL> Maintenance> Chart of Accounts> General tab> **Account Type** field.

- The **Extended Budgeting Reference** field is used to specify which Extended Budgeting module budget type and revision will be displayed on the Extended Budgeting tab of the Chart of Account Maintenance window (GL> Maintenance> Chart of Accounts> Extended Budgeting tab). If the open account is included in an EB entry that is part of the selected revision, any budget activity associated with that account will be displayed. This field can be updated at any point if you would like to change the type of EB budget revision that is being displayed.

    - Click the field label to select a revision. Revisions are created and maintained on the Revision Maintenance window (EB> Maintenance> Revisions).

- The **OpenGov Recurrence Day** field is used to specify the day of the month that the OpenGov recurring period export is generated. This field will only be enabled if

your organization uses the OpenGov interface.

- This value must fall between 1 and 31. If the value entered is greater than the number of days in a given month, the export will be generated on the last day of the month.

- The OpenGov interface is premium feature. Please contact Springbrook Support for more information.

- Check the **Uniform chart of accounts** toggle if new funds will have a symmetrical chart of accounts. A majority of customers use this check box.

  - If you check this toggle, create GL account headers using the Section Maintenance window (GL> Maintenance> Section). The Section Maintenance window will not appear on the Maintenance palette if this toggle is not checked.

  - If you do not check this toggle, you will not be able to use Section types when creating account headers. Instead, you will need to create the GL account headers using the Account Header One, Account Header Two and Account Header Three windows (GL> Maintenance> Account Header 1, 2 or 3).

- Check the **Unique reference numbers** toggle to create a validation in the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts). This validation ensures that each reference number entered on the Chart of Accounts Maintenance window is unique.

  - If there are already duplicate reference numbers entered on GL accounts you will get an error message when you check this toggle. You can locate the duplicate reference numbers using the Chart of Accounts Selection window (GL> Maintenance> Chart of Accounts) if you sort the Reference column by reference number. You can also export the information in the grid to an MS Excel spreadsheet and use the sort and filter options in MS Excel to locate the

duplicate reference numbers.

- You should check this toggle if you are using GL account aliases.

- Check the **Full Chart Budgeting** toggle if you budget more than just revenue and expense ALFRE designated GL accounts. The selection in this toggle will affect many windows in the GL module including most of the windows in New Budget process.

- Check the **Budget All Revenue and Expense Accounts** toggle if only revenue and expense accounts are budgeted.

  - GL accounts are designated as revenue or expense based on the GL Account Type attached to the GL account in the Chart of Accounts (GL> Maintenance> Chart of Accounts> General tab> Account Type field).

  - Account Types are set up with specific ALFRE designations on the Account Type Maintenance window (GL> Maintenance> Account Type).

- Check the **Use Deferred Revenue** toggle to enable deferred revenue in the GL module. Deferred revenue can only be enabled by a Springbrook employee. Please contact your Springbrook Account Manager for more information.

  - Deferred revenue is used when organizations prefer to handle regularly-collected revenue, such as utility or tax payments, as deferred revenue at the time of billing as those payments have not yet been collected. At the time of collection, the deferred revenue account will be cleared and the revenue account will be credited.

- Check the **Use Control Accounting** toggle to enable control accounting in the GL module. Control accounting can only be enabled by a Springbrook employee. Please contact your Springbrook Account Manager for more information.

- Checking this toggle will enable the **Revenue Control Account**, **Revenue Control Subsidiary Account**, **Expense Control Account**, and **Expense Control Subsidiary Account** fields below. Enter full or partial accounts in these fields to set up control accounting.

  - The Revenue Control Account and Expense Control Account must be fund balance accounts.

  - The Revenue Control Subsidiary Account must be a revenue account.

  - The Expense Control Subsidiary Account must be an expense account.

3 Complete the Default Formats tab.

- Open the Default Formats tab to view the reference number and sub-ledger account formats.

- The **Reference Section 1** – **Reference Section 9** fields are used to set up the format of the reference number that can be attached to GL accounts.

  - Reference numbers are attached to GL accounts using the Chart of Accounts field (GL> Maintenance> Chart of Accounts> General Tab> **Reference Number** field).

  - Reference numbers can be used to attach the old GL account numbers to the new GL accounts if the format of the Chart of Accounts has changed.

  - There are nine reference number sections in case the format of your GL accounts has nine sections.

- Enter an X to add a digit to the reference format. A single section of the reference number is limited to 10 digits.

- If you change the format of the reference numbers, the format will be applied to the reference numbers already entered on GL accounts. If you increase the size of a section, the current reference number will pad the current reference number with zeros to match the new reference number format.

- The **Sub Ledger 1** and **Sub Ledger 2** fields are used to set up the format of sub ledger accounts. These fields will only be enabled when the General Ledger module is initially set up.

  - Sub ledger accounts are created in GL> Maintenance> Sub Ledger and GL> Maintenance> Sub Ledger 2. The sub ledger format will restrict the number of digits that can be used when creating a new sub ledger account.

  - Enter an X to add a digit to the reference format.

- Click the Save icon when the setup is complete.

4   Track any changes made to the GL Setup window.

- Click the Audit Trail icon to open the Audit Trail window.

- Use the **Search Criteria** section to sort the displayed audit trail.

- The **Audit Trail History** section will provide details about any changes made to the setup window including the date of the change, type of change made, user that made the change, and data table that was edited.

GL> Utilities> Calculate Budgets

Calculate Budgets

Summary

The Calculate Budgets tool is used to recalculate the fiscal year budget for all GL accounts set up as Budgetable in a specified fiscal year. When this tool is used, the system will use the Adopted Budget value plus or minus any budget adjustments for the year to calculate the value assigned to the Budget field.

Step by Step

- Open the **Calculate Budgets** window (GL> Utilities> Calculate Budgets).
- Select the **Fiscal Year** for the GL accounts you would like to recalculate. Only those GL accounts marked as Budgetable will be included.
  - Accounts are set up as Budgetable on the Chart of Accounts Maintenance window (GL> Maintenance> Chart of Accounts> General tab> Account is budgetable toggle).
- Click the Confirm icon to recalculate the budgets for the specified fiscal year.

GL> Utilities> Copy Accounts

Copy GL Accounts

Summary

The Copy Accounts window allows one account, all the accounts in a department or all the accounts in a fund to be copied into a new or existing fund. If a future fiscal year has been created for budgeting purposes, the copy process will create the general ledger accounts in the future fiscal year and create the goto accounts for the general ledger accounts in the current fiscal year.

Step by Step

1   Open the **Copy Accounts** window (GL> Utilities> Copy Accounts).

2   Copy the accounts.

- The **Account Status** drop-down menu is used specify whether all accounts, only active accounts or only inactive accounts will be copied to the new fund, department or account.

- Enter the **Fiscal Year** for the accounts that will be copied.

- Enter the fund, department or individual account number you would like to copy in the **Account From** field.

- Enter the destination fund, department or account number for the copied accounts in the **Account To** field.

  - If the specified fund, department or account does not exist, it will be created.

- Click the Confirm icon ✅ to copy the accounts in the fund or department or to copy the individual account.

GL> Utilities> Create a New Fiscal Year

Create a New Fiscal Year

Summary

The Create a New Fiscal Year process (GL> Utilities> Create a New Fiscal Year) is used to copy the current chart of accounts to a future fiscal year. Once this process is run, you can create budgets for the future fiscal year chart of accounts.

You must have a fund balance account set up in each fund of the current chart of accounts before you can run this process. The account number of the fund balance account is set up in the Setup window (GL> Utilities> System Setup General Ledger> General tab> **Fund Balance** field). The Create a New Fiscal Year process will not verify that the fund balance accounts are active or set up as a fund balance account types, it will only verify that the fund balance accounts exist in every fund of the current fiscal year. If a fund balance account is not set up in a fund, an information window will open listing all of the funds that do not have a fund balance account.

This process will copy the GL account number, account type, account description, reference number, Account is Project Driven toggle, sub-ledger account, Account is Active toggle, and will give you the option of copying the files attached to the GL account using the

Attachment icon 📎 (GL> Maintenance> Chart of Accounts). If you are using multi-bank checking, the banks attached to the general ledger accounts will be copied over to the new fiscal year.

Step by Step

1   Open the **Create New Fiscal Year** window (GL> Utilities> Create New Fiscal Year).

2   Complete the Settings section.

- The **Fiscal Year** field displays the fiscal year of the chart of accounts that will be created. The system determines this value by adding one year to the current fiscal year. You can view the current fiscal year in the **Fiscal Year** field in SS> Utilities> System Setup> Fiscal Information section.

- The **Create Only Active Accounts** drop-down menu allows you to specify a fund account for all inactive accounts for the new fiscal year.
    - If No is selected in this field, and the new fiscal year is generated, all active and inactive accounts will be created in the new fiscal year.
    - If Yes is selected, only active accounts will be created in the new fiscal year. All inactive accounts will be assigned the goto account specified in the **Inactive Account Goto** field below.
        - The account specified in the Inactive Account Goto field must be a fund account and must be set up prior to running the create new fiscal year process.

- Check the **Copy GL Chart Attachments** toggle to copy files that have been attached to the GL accounts in the current fiscal year to the new fiscal year.

- Check the **Copy VRI Groups** toggle if you would like to create the new fiscal year in all of your existing VRI groups when this process is run.

    - Groups are user-defined collections of GL accounts used in the VRI reporting tool. Groups are created and maintained on the Group Maintenance window (GL> Maintenance> Group).

3   Create the new fiscal year.

- Press ENTER to generate the fiscal year immediately or enter a date and time in the field next to the Confirm icon ✅ to schedule the process to generate later.

- The system will set up the chart of accounts for the new fiscal year, using the current chart of accounts and the "Go To" information in each account.

- You can view the progress of the process on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

GL> Utilities> Create Prior Fiscal Year

Create Prior Fiscal Year

Summary

The Create Prior Fiscal year process will create a general ledger chart of accounts based on the fiscal year prior to the general ledger chart of accounts being created.

Step by Step

- Open the **Create Prior Fiscal Year** window (GL> Utilities> Create Prior Fiscal Year).
- Click the Confirm icon to process.

GL> Utilities> Export Journal Entries

Export Journal Entries

Summary

The Export Journal Entries feature allows you to create an export file of the journal entries created during a fiscal year, fiscal period or journal entry date range.

Step by Step

1 Open the **Export Journal Entries** window (GL> Utilities> Export Journal Entries).

2 Configure the journal entry filters.

- The left section of the window is used to filter the journal entries that will be included in the export file.
- Select a **Date Filter Type** from the drop-down menu.
    - The selected filter type will determine which fields are enabled below.
- Specify a **Fiscal Year** to filter the included journal entries by fiscal year.

- Enter a **Fiscal Period** to filter the included journal entries by fiscal year and fiscal period

  - This field will only be active if Period is selected in the Filter Type field.

- Specify a date range in the **Begin Date** and **End Date** fields. This will limit the journal entries included in the export file to those with a journal entry date that falls within the specified dates.

  - These fields will only be active if JE Date is selected in the Filter Type field.

- Select the **System** and **Process** where the journal entries will be exported from.

  - These fields will determine which batches are available for selection in the **Batch** field below.

- The **Configuration** field is used to specify the configuration for the export file.

  - Export file configurations are created and maintained on the Export Configuration Maintenance window (SS> Maintenance> Export Configuration).

  - Once a configuration is selected, click the Display icon 🖥 to display the expected file layout.

- Click the Confirm icon ✅ when complete to generate the export file.

- Once the export has finished processing, the **Export Settings** window will open. This window is used to specify the export path for the file.

  - Check the **Open** toggle if you would like to open the exported file after it is saved locally.

  - Enter the export path location and click the Save icon 💾 to export the file to the local path.

GL> Utilities> Fiscal Year End Reset

Fiscal Year End Reset

Summary

The Fiscal Year End Reset process will roll the balance of the revenue and expense accounts into the fund balance accounts of each fund and roll the amounts of the adopted budget to the current budget for the new fiscal year. This process should be run after a new fiscal year chart of accounts has been created (GL> Utilities> Create New Fiscal Year), pertinent closing journal entries have been committed (GL> Journal Entries), and the fiscal year end reports have been run.

There must be a fund balance account set up in each fund on the chart of accounts before you can run the Fiscal Year End Reset process. The fund balance accounts that the revenue and expense accounts will roll into is set up in GL module setup window (GL> Utilities> Setup General Ledger> General tab> **Fund Balance Account** field).

If the budget for the new fiscal year is not complete, you can change the fiscal year in SS> System Setup, enter the budget in the adopted column when it is complete, and then run the Fiscal Year End Reset process.

Step by Step

1 Open the **Fiscal Year End Reset** window (GL> Utilities> Fiscal Year End Reset).

2 Complete the Settings section.

- Verify the current and new fiscal year in the **Current Active Fiscal Year** and **New Active Fiscal Years** fields are correct.

    - You cannot change the values in the fields from the Fiscal Year End Reset window, but you can change the current fiscal year in SS> Utilities> System Setup> Organization tab> **Fiscal Year** field.

- Check the **Roll adopted budget to current** toggle if you have an adopted budget. This will roll the adopted budget to the current budget for the new fiscal year.

    - You can copy budgets to the adopted budget amount using the Copy Budget Information feature (GL> New Budget Info> Copy Budget Information). For example, if the budget you would like to be the current budget is currently in the Approved budget amount, run the Copy Budget Information feature to copy the Approved budget to the Adopted budget. When the Fiscal Year End Reset process is run, the adopted budget will become the current budget in the new fiscal year.

3 Complete the reset process.

- Click the Confirm icon ✅ when complete to run the process.

- The process my take several minutes. An information window will open when the process is complete.

- Once you have completed this step, the system will automatically net your revenues and your expenditures and roll them into the fund balance accounts. All your balance sheet figures will be brought forward. If you checked **Roll adopted budget to current**, your budget figures will show as the current budget numbers for the year.

- In the System Setup window (SS > Utilities> System Setup> Organization tab> **Fiscal Year** field), your fiscal year will show as the new fiscal year. As you enter batches, journal entries and new GL accounts, they will all default to the new fiscal year.

GL> Utilities> Import/Export Account Types

Import and Export Account Types

Summary

The Account Type Import/Export process is used to update the account types associated with specified GL accounts.

Step by Step

1 Export Account Types.

- Open the **Export Account Type** window (GL> Utilities> Export Account Type).
- Select a **Fiscal Year** for the export file.
  - Only the account types associated with this fiscal year will be included in the export file.

- Click the Confirm icon 🗸 to export the account types.

  - The export file will be in comma-separated value (.csv) format.

  - Click the Display icon 🖥 to display the .csv export file layout.

    - The export file will include the Fiscal Year, Account 1-7, Description and Account Type as separate columns on the .csv spreadsheet.

- Once the export file has been generated, the **Export Settings** window will open.

  - Check the **Open** toggle if you would like to open the exported file after it is saved locally.

  - Enter the **Full Path** location and click the Save icon to export the data as a spreadsheet to the local path.

- Once the spreadsheet has been saved, changes can be made to the Account Type column. Only changes to the Account Type column will be updated when the file is imported.

  - For example, if changes are made to the Account Type field and the Description field for each entry, only the Account Type will be updated when the data is imported.

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2 Import Account Types.

- Open the **Import Account Type** window (GL> Utilities> Import Account Type).

- Enter a **File Name** path or click the field label to browse to the import file.

    - The import file must be in comma-separated value (.csv) format.

    - Click the Display icon to display the expected .csv file layout.

        - The expected import will include the Fiscal Year, Account 1-7, Description and Account Type as separate columns on the .csv spreadsheet.

- Click the Confirm icon to import the account types.

- Only the changes made to the Account Type column will be updated.

GL> Utilities> Lockout Periods

Lockout Periods

Summary

The Lockout Periods window is used to lock the general ledger so that users cannot post journal entries to past or future fiscal periods and years. The fiscal year end process in the Springbrook application is a soft close, meaning you can still post journal entries to prior fiscal periods and fiscal years after the fiscal year has been closed. The Lockout Periods feature allows you to lock fiscal periods and years so that journal entries cannot be posted to them. Users will receive an error message when they try to post a journal entry to a fiscal period that has been locked out.

Step by Step

1   Open the **Lockout Periods** window (GL> Utilities> Lockout Periods).

2   Complete the Settings section.

- Select a year from the **Fiscal Year** drop-down menu.

  - Once the fiscal period has been selected, the Fiscal Year drop-down menu will be disabled.

- The **Locked** field will display the Fiscal Periods that have already been locked once a fiscal period has been selected in the **Fiscal Year** field.

  - Check the toggles of the fiscal periods you would like to lockout.

  - Press CTRL+A to highlight all of the periods in the **Locked** field. Press SPACE to check or uncheck all of the highlighted toggles in the window.

3   Lock the general ledger.

- Press ENTER to run the process immediately or enter a date and time in the field next to the Confirm icon to schedule the process to run at a later time.

  - You can view the progress of the process on the Job Viewer window (SS> Utilities> Show Scheduled Jobs).

GL> Utilities> Refresh Beginning Balances

Refresh Beginning Balances

Summary

The Refresh Beginning Balances feature (GL> Utilities> Refresh Beginning Balances) is used to update the beginning balances of the fund balance accounts in the current fiscal year after you have committed a batch or journal entry in a prior fiscal year. The beginning balances of asset and liability general ledger accounts update automatically as transactions are posted to previous fiscal years, so this process does affect those accounts.

When you roll the general ledger to a new fiscal year, the revenue and expense accounts are rolled into the fund balance accounts. If you create a journal entry in the previous fiscal year after rolling the general ledger into a new fiscal year, the beginning balances of the fund balance accounts in the current fiscal year will have to be refreshed to reflect the new transactions.

You can view the current beginning balance of a general ledger account in GL> Maintenance> Chart of Accounts> Balance tab> **Beginning Balance** field.

Step by Step

1 Open the **Refresh Beginning Balances** window (GL> Utilities> Refresh Beginning Balances).

2 Complete the Settings section.

- All fiscal years prior to the current fiscal year will display in the window. Modify the current fiscal year (SS> Utilities> System Setup> Organization tab> **Fiscal Year** field).

- Check the **Start** toggle next to the fiscal year where you would like the refresh beginning balance process to begin. The Refresh Beginning Balances process will begin at the fiscal year in the **From** column.

  - All **Start** toggles after the selected fiscal year will be checked. This means the beginning balance of all subsequent years will be refreshed. You cannot change the **Start** toggle selections so that only a single fiscal year in the past will have its balances refreshed.

- The **Fund Balance** column will display the fund balance account where the Refresh Beginning Balances process will begin.

  - The **Fund Balance** field will default to the first fund balance account from the chart of accounts.

    - The Fund Balance account is set up in SS> Utilities> System Setup> System tab> Balance field> **Account Balance** field.

  - Click the Ellipsis icon to select a fund balance general ledger account from a list. This will open the Chart of Accounts Selection window. The window will only display fund balance general ledger accounts.

- The general ledger account selected in this field will determine which fund account balances will be updated by the process. The Fund balance accounts of each fund that share the department and account number of the GL account selected in this field will be updated during this process.

    - If you select GL account 8-1-12500 in this field, fund balance accounts 1-1-12500, 2-1-12500, 3-1-12500, etc. will all be updated during this process. If a fund is missing the fund balance account than the transactions that occurred in the fund will not be updated.

- When selecting a general ledger account from the list that opens when you click the Ellipsis icon , make sure that you are selecting a general account in the correct fiscal year.

- Make that the GL accounts that you selected in the Fund Balance Account field is set up as an account type that is a fund balance ALFRE type.

    - You can view the account type that a GL account is attached to in GL> Maintenance> Chart of Accounts> General tab> **Account Type** field.

    - You can view the ALFRE type of an account type in GL> Maintenance> Account Type> **Fund Balance** toggle.

- Use the **Fiscal Year** drop-down menu to select the Fiscal Year to be refreshed.

    - If you are posting the JE to prior fiscal year 2018 and you are in fiscal year 2019, refresh 2019.

- Select the **Refresh subsequent years** toggle if you would like to update the beginning balances on all fund balance accounts of the department and account number after the selected fiscal year selected in the **Fiscal Year** field.

3   Complete the refresh process.

- Click on the Confirm icon to process.

GL> Utilities> Import/Export Query Manager

Import/Export Query Manager Reports

Summary

The Import/Export Query Manager window is used to import and export your custom created Query Manager reports. This tool is often used to import QM reports when the application is installed, but many organizations also use this tool to share QM reports with other organizations that use similar account structures.

Step by Step

1   Export Query Manager reports.

- Open the **Import/Export Query Manager Reports** window (GL> Utilities> Import/Export Query Manager).

  - The Import/Export Query Manager Reports window will display all of the Query Manager reports created in the system.

- Specify an export file in the **File Name** field.

    - Click the File Name field label to browse to an export file.

        - The export file must be in .zip format.

- Check the toggle next to each of the reports that will be included in the export file.

- Click the Export icon 🔸 to export the selected reports.

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2   Import Query Manager reports.

- Open the **Import/Export Query Manager Reports** window (GL> Utilities> Import/Export Query Manager).

    - The Import/Export Query Manager Reports window will display all of the Query Manager reports created in the system.

- Specify an import file in the **File Name** field.

    - Click the File Name field label to browse to file you would like to import.

        - The import file must be in .zip format.

- Click the Import icon 🔽 to import the report data from the selected .zip file.

GL> Utilities> Refresh Account Settings

Refresh Account Settings

Summary

The Refresh Account Setting tool is used to update empty account data in a target fiscal year with existing account data from a source fiscal year. This tool is often used to update the next fiscal year's accounts after they have been initially set up but before the new fiscal year has begun.

Step by Step

- Open the **Refresh Account Settings** window (GL> Utilities> Refresh Account Settings).

- The **Fiscal Year From** and **Fiscal Year To** fields are used to specify the source fiscal year and the target fiscal year.

- The **Account Aliases**, **Account Headers**, **Section Types**, and **VRI Groups** toggles are used to specify which account details will be copied from the source fiscal year to the target fiscal year.

- Click the Confirm icon to update the account data in the target fiscal year.

GL> Utilities> Import GL Budgets

Import GL Budgets

Summary

The Import GL Budgets window is used to import period budgets into the GL module. There are two important steps to take before running this import process:

1. Populate annual budget amounts in the **Adopted** column on the GL> New Budget Info> Edit New Year Budgets window.

2. Reset the fiscal year on GL> Utilities> Fiscal Year End Reset. Before resetting, confirm that the current active fiscal year and new active fiscal year values are both correct. Also confirm the **Roll adopted budget to current** toggle is checked in order to ensure the system rolls the budget numbers entered in the Edit New Year Budgets step.

Once these steps are complete, you can proceed with the Import GL Budgets steps below.

Step by Step

- Open the **Import GL Budget** window (GL> Utilities> Import GL Budget).
- Enter a **File Name** path or click the field label to browse to the import file.
  - Click the Display icon to display the expected file layout.
    - The expected import will include the account numbers, period budget amounts, and total budget amount for the import GL budget.

- Select the **Fiscal Year** for the imported budget. This should be the fiscal year you want the period budgets imported into.

- Click the Confirm icon to import the GL budget.

GL> Utilities> Audit Data Export

Audit Data Export

Summary

The Audit Data Export tool is used to export GL data for state auditing purposes. This tool generates a set of pipe (|) delimited files that can be submitted through state auditing processes. The tool will generate an export file for each of the following tables:

- Table: gl_acct_1, Filter: Fiscal Year

- Table: gl_acct_2, Filter: Fiscal Year

- Table: gl_acct_3, Filter: Fiscal Year

- Table: gl_account_type, Filter: All data in table

- Table: gl_chart, Filter: Fiscal Year

- Table: gl_history, Filter: Fiscal Year

- Table: pr_employee, Filter: All data in table

    - Exclude SSN from pr_employee export

- Table: pr_history, Filter: Batch Year

- Table: pr_deduction, Filter: All data in table

- Table: pr_pay_type, Filter: All data in table

- Table: ap_vendor, Filter: All data in table

    - Exclude account_no, fed_tax_id, state_tax_id, and other_tax_id from ap_vendor export.

- Table: ap_history, Filter: Expense Fiscal Year *or* Check Fiscal Year

- Table: cr_category, Filter: All data in table

- Table: cr_distribution, Filter: All data in table

- Table: cr_type, Filter: All data in table

- Table: cr_line_item, Filter: Batch Year

- Table: cr_receipt, Filter: Batch Year

- Table: cr_receipt_payment, Batch Year

Step by Step

1 Export Audit Data tables.

    - Open the **Audit Data Export** window (GL> Utilities> Audit Data Export).

    - Select a **Fiscal Year** for the export file.

        - Only the account data associated with this fiscal year will be included in the export file.

    - Click the Confirm icon to export the audit data.

        - The export files will be in pipe (|) delimited format.

- Once the export file has been generated, the **Export Settings** window will open.

    - Check the **Open** toggle if you would like to open the exported file after it is saved locally.

    - Enter the **Full Path** location and click the Save icon to export the data to the local path.