

SUNGARD[®] PUBLIC SECTOR

ONESolution[™] 

FINANCE

GENERAL LEDGER

Set Up / Processing Guide

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1. OVERVIEW – INSTALLATION AND IMPLEMENTATION PROCESS

1.1 ACCOUNTING CONSULTATION OBJECTIVES

Achieve a base understanding of the structural components of the General Ledger and how it relates to the accounting processes of the client. Establish the ONESOLUTION FINANCE Chart of Accounts structure, and identify the relationship of the General Ledger to other ONESolution Finance subsystems. Identify and evaluate third-party interfaces, and evaluate the rollover and conversion of client data.

1.2 SUNGARD PUBLIC SECTOR TRAINING METHODS

On-Site Training

Distance Learning Training

In-house Training

Computer Based Training

1.3 ROLLOVER AND CONVERSION OF EXISTING DATA

Templates located in Data Conversion Guide

Consideration of effort vs. value of information and accuracy of existing data to be converted.

Navaline clients migrating to ONESolution Finance are converted using the standard conversion tool.

1.4 CLIENT RESPONSIBILITIES

Attention to training schedule

2. GENERAL LEDGER AND RELATIONSHIP TO OTHER MODULES

2.1 POSTING INTERFACES – AP, AR, CR, PY, FA, SI

The General Ledger is the primary ledger of the organization. It is essential that the General Ledger control accounts be reconcilable to other subsidiary systems, such as Accounts Payable, Accounts Receivable, Cash Receipts, Payroll, and Fixed Assets. The definition of the relationship between these other systems and the General Ledger is a task that is performed during the initial installation visit where SunGard and the client install the GL and JL Ledgers.

Entries are posted to the General Ledger in three levels within the structure: The department/cost center level, the fund level and the entity level. Generally, the department level has detail transactions posted to revenue and expense accounts, fund level has assets, liabilities and fund balance entries which are held for each fund, and the entity level is generally used for storing cash and investment accounts.

The relationship of the department level to the fund level is often represented in an "Intra-fund" Object Code that is associated with the department level Organization Key and the fund level Organization Key. The relationship of the fund level to the entity level is often represented by an "Inter-fund" or "Claim on Cash" Object Code which is associated with the fund level Organization Key and the entity level Organization Key.

Interfaces between other systems and the General Ledger are given by defining, for each type of transaction, which entries are to occur automatically at these three different levels of accounts. This allows all entries to asset, liability (and even fund balance) accounts to be made automatically by the software.

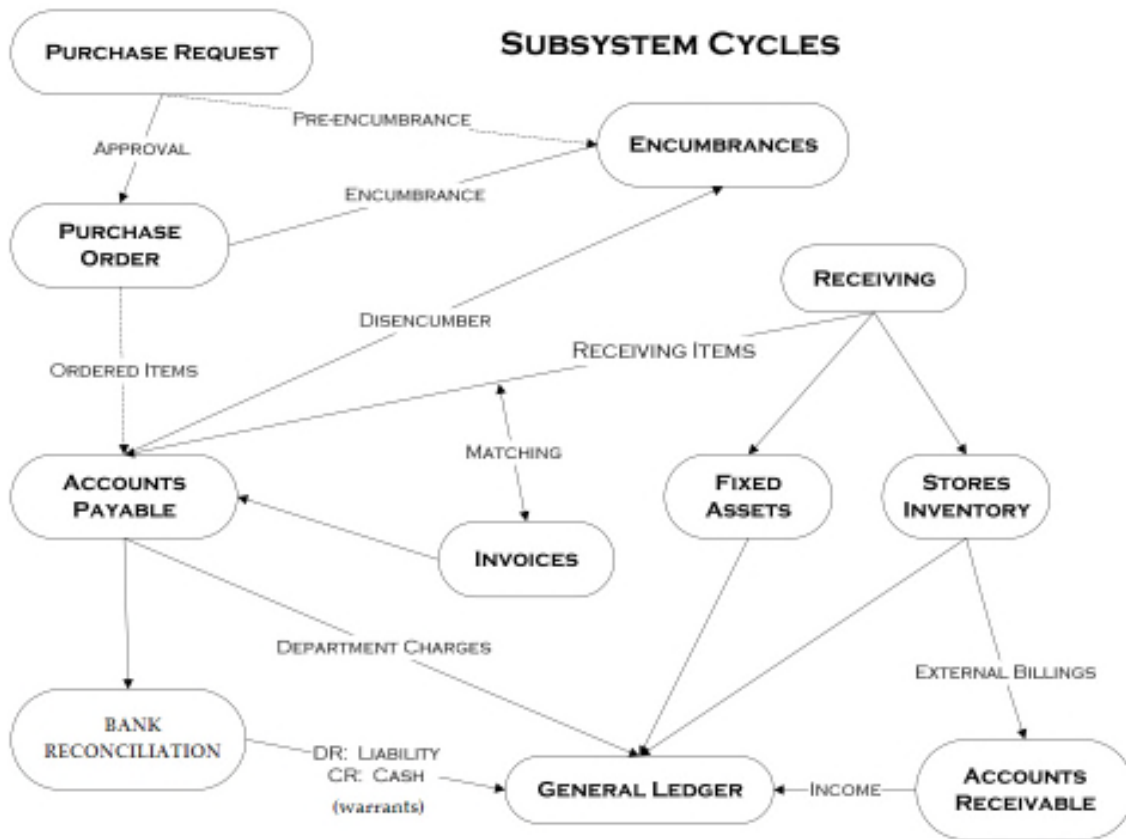


Figure 1: Subsystems Overview

3. GENERAL LEDGER STRUCTURE

3.1 OVERVIEW OF GENERAL LEDGER DATABASE (GLDB) STRUCTURE

The General Ledger database is made up of two sides, the General Ledger (GL) side and the Job Ledger (JL) side. Both sides of the GLDB have Account Structures that are made up of Organization Keys, Key Parts, Object Codes, and Object Groups. The primary difference is that the JL does not “stand alone” and does not have it’s own posting strategies with the other ONESolution Finance subsystems. Each defined JL must be attached to a particular GL. The system allows multiple General Ledgers and allows as many as ten Job Ledgers attached to each GL.

Also housed in the GLDB is the Budget. Each defined General Ledger and Job Ledger contains as many as 25 budget versions available for use.

The Job Ledger is used in ONESOLUTION FINANCE as a means to maintain a clean General Ledger yet maintain detail transactional detail for departmental information needs.

3.2 DEFINE STRUCTURAL COMPONENTS

Accessed through General Ledger (GL) Update (UP) General Information (GN) MASK: GLUPGN

This mask accesses the General Ledger core information table. The ‘GLG_GEN_MSTR’ table to be precise. All the foundation of the GL and JL are defined here. The ‘GLG_GEN_MSTR’ has six input tabs to set up. Generally, once ‘GLG_GEN_MSTR’ is fully defined, and fully operational, it is rarely changed. Your GL Consultant will guide you in the proper settings for your particular business practices.

3.2.1 Tab 1: Organization Key And Parts Definition

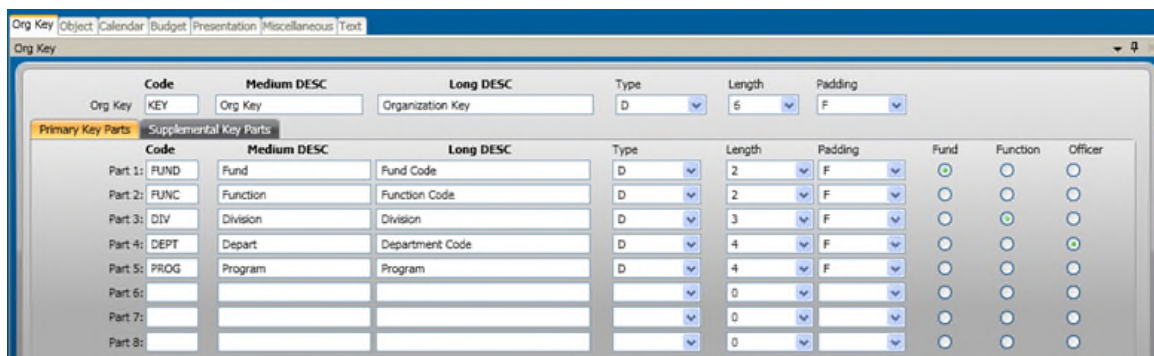


Figure 2: GLUPGN - Org Key (1)

On this screen the accountant defines how many characters or digits the Org. Key will take, the ‘name’ of the Org. Key and whether or not all Org. Keys will be comprised of the same number of digits or characters.

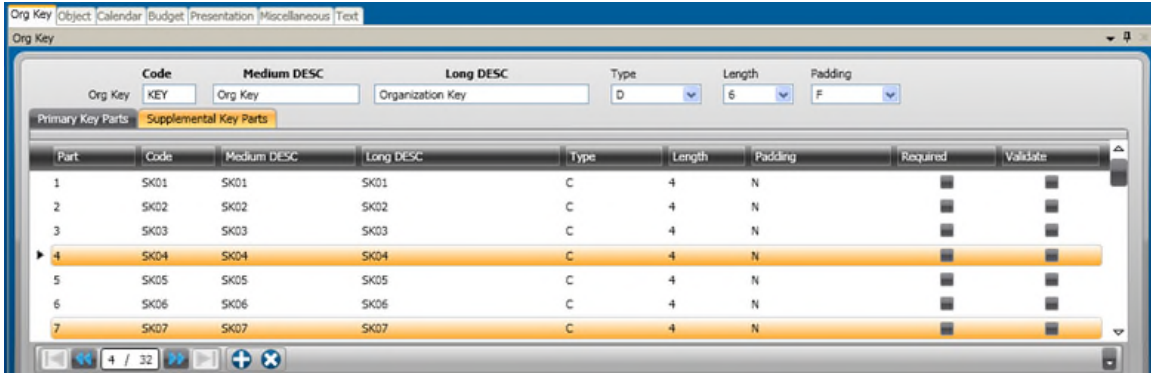


Figure 3: GLUPGN - Org Key (2)

The accountant will also define the required Org. Parts and the optional Select Codes that may be used to further define the Org. Key.

Note: Each Part Short CODE is automatically case up-shifted.

The Part Codes assigned values will be defined on the General Ledger Update Key Information (GLUPKY) screen. Each defined Organization Key must have a validated part value for each Part defined. The value may sometimes be Not-Applicable. For example, an Organization Key that denotes a Fund Balance Sheet key would not need a Management Location coded value other than Not Applicable.

The Select Code Description is a validated coded value and is defined in Nucleus Common Codes Category GLS1 through GLS8. Select Codes are not required.

3.2.2 Tab 2: Object And Object Groups Definition

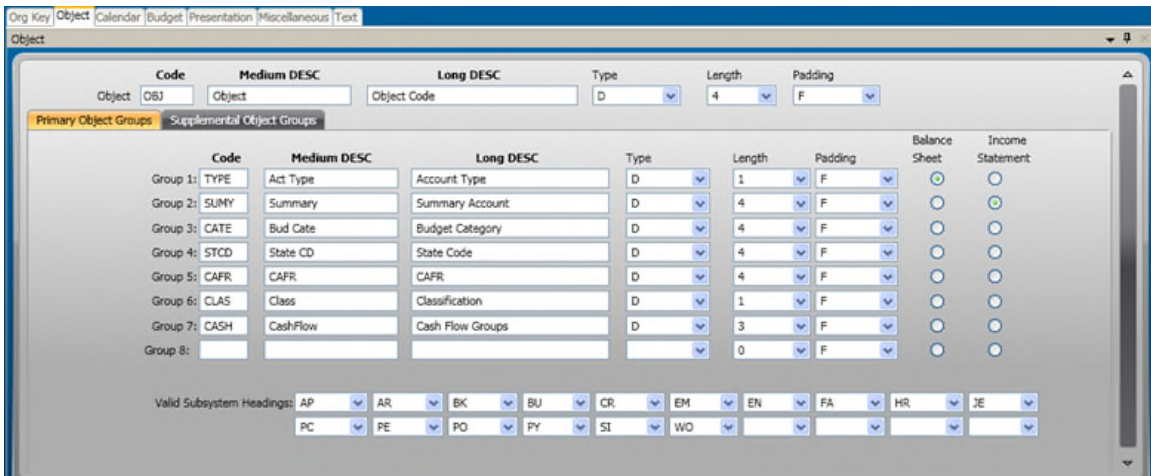


Figure 4: GLUPGN - Object (1)

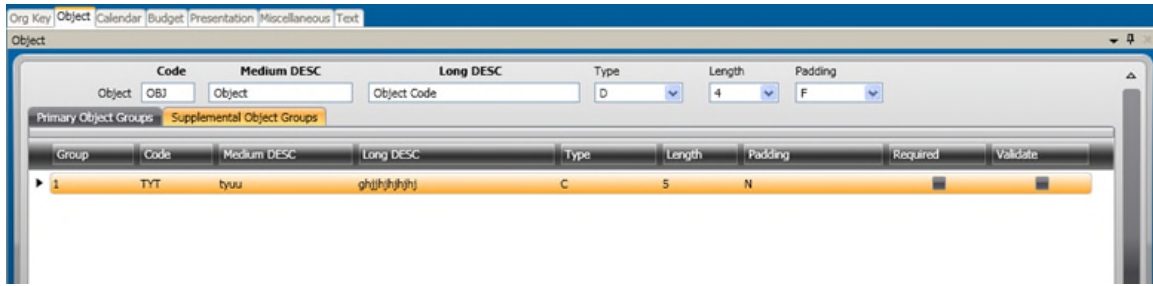


Figure 5: GLUPGN - Object (2)

The object code structure is used to establish groupings of line items for reporting purposes, report sorting, and budget checking. Balance Sheet and Income Statement radials affect standard reports only. That Valid Subsystem Headings are representative of the Subsystems that are installed on your system.

3.2.3 Tab 3: Account Format and Calendar Definition

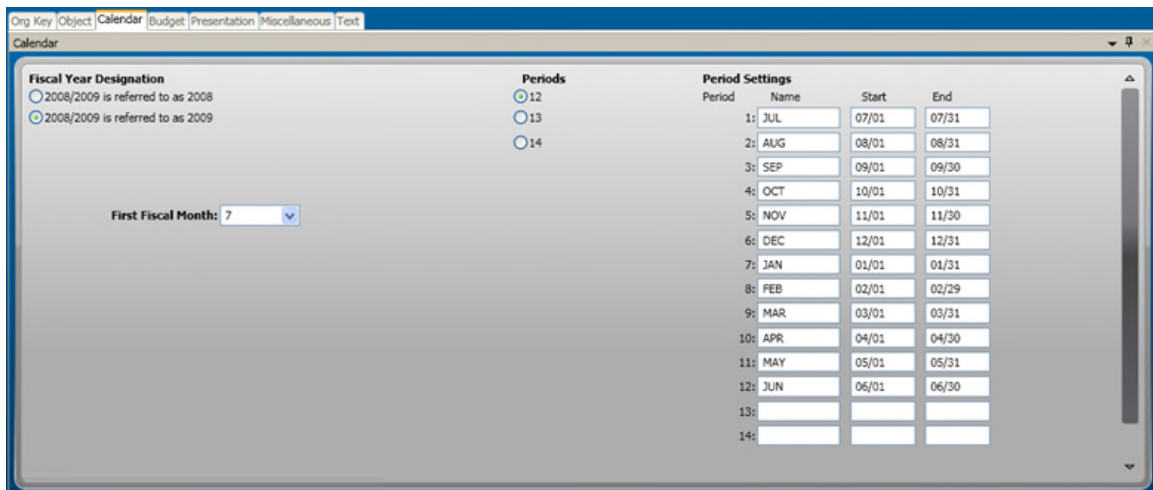


Figure 6: GLUPGN - Calendar

Any transactional data entries into ONESOLUTION FINANCE are date driven. The calendar definition set-up is the framework to define periods and is based on the organization’s fiscal year. Period 13 can be designated as closing period.

3.2.4 Tab 4: Budget Version Definition

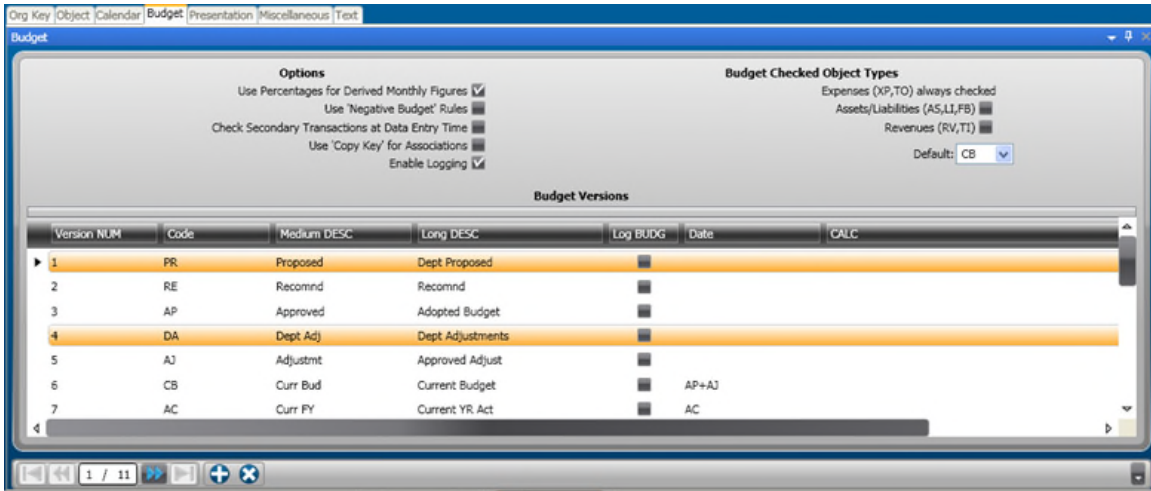


Figure 7: GLUPGN - Budget

There are 25 budget versions available for use. See on-line help for specifics.

3.2.5 Tab 5: Presentation Definition

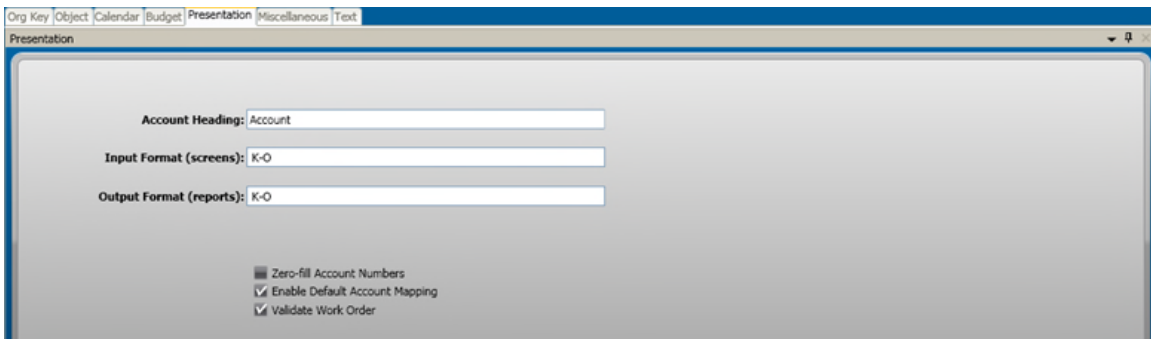


Figure 8: GLUPGN - Presentation

The account heading is user defined as well as data entry input and report formats. See on-line help for specifics.

3.2.6 Tab 6: Miscellaneous Tab

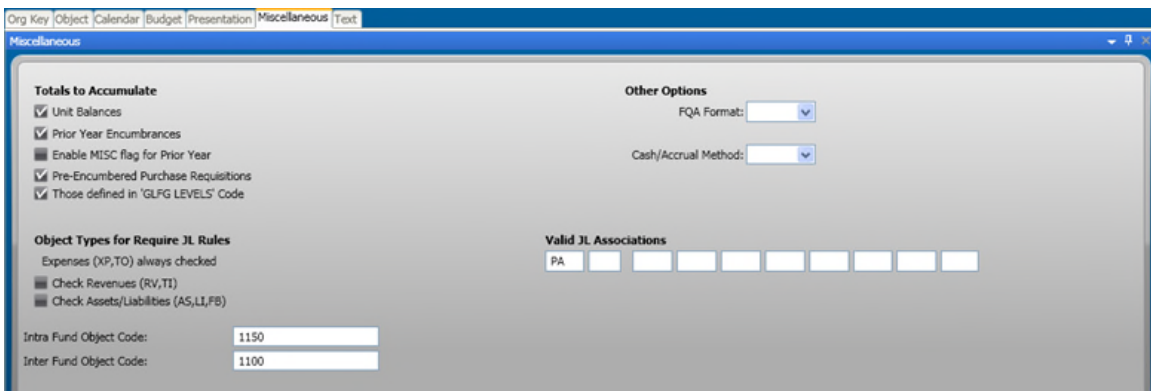


Figure 9: GLUPGN - Miscellaneous

The Miscellaneous screen controls accumulators. If you change an accumulator selection you will need to re-compute accumulators for it to take effect.

See on-line help for details.

3.3 BUILD AND DEFINE ORGANIZATION KEYS AND PARTS

The Organization Key is the area of the General Ledger that defines the administrative level or Cost Center level for accounting purposes. The “Where and Why” the organizational area within the organization exists for accounting purposes. It could represent a Fund Administration Key, the Accounting Department, or a specific grant or program.

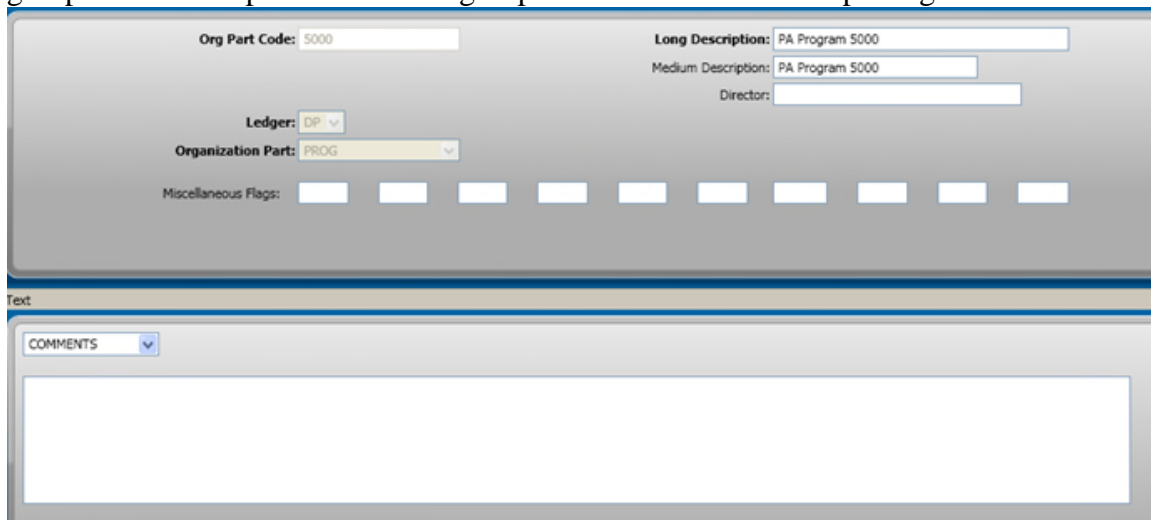
The Organization Part Definition that was defined on GLUPGN tab1 (Figure 2: GLUPGN - Org Key (1)) is further defined by building lists of values for the Parts and Select Codes. The Parts are entered into the ‘GLK_GRP_MSTR’ table. These Org. Parts are then used to ‘build’ the Org. Key attributes in the ‘GLK_KEY_MSTR’ table, using GLUPKY.

The GLUPKY mask accesses the Org. Key Definition form as well as the Org. Key Part Definition form. To access the Org. Key Part Definition form go to Options and Link to the Organization Part Screen (Figure 4: GLUPGN - Object (1)).

It is important for the user to understand the concepts of filling tables with these values from these forms. This is how the user will add, and edit a variety of information and processing details of specific keys. There is a General Ledger utility available to upload this information from spreadsheets, which are available on ONESOLUTION FINANCE Insider.

3.3.1 Create Org Key Parts in GLUPKP

Before any key can be set up, all required key parts must be set up in GLUPKP. Typically this will be a list of all funds, functions, departments, etc – any site specific group needed to report on and also groups needed for financial reporting.



The screenshot shows a web-based form for defining an organization key part. The form is divided into two main sections. The top section contains several input fields: 'Org Part Code' with the value '5000', 'Long Description' with 'PA Program 5000', 'Medium Description' with 'PA Program 5000', and 'Director' which is empty. Below these are dropdown menus for 'Ledger' (set to 'DP') and 'Organization Part' (set to 'PROG'). At the bottom of this section are ten 'Miscellaneous Flags' represented by small white boxes. The bottom section is titled 'Text' and contains a dropdown menu labeled 'COMMENTS' and a large empty text area for entering notes.

Figure 10: GLUPKP

3.3.2 Create Org Keys in Org Key Definition Form - GLUPKY

After key parts are defined, Org Keys can be added into GLUPKY. There are three different levels of Org Keys: the cost center level org key which typically represents a department where expenditure and sometimes revenue are recorded; the Fund Key Level which represents a Fund account where Balance Sheet items are recorded and revenues if they are not specific to any department.

The third level is the Entity level. Clients who use pooled cash will set up a pooled cash Org Key at Entity level where Cash and Investments are held.

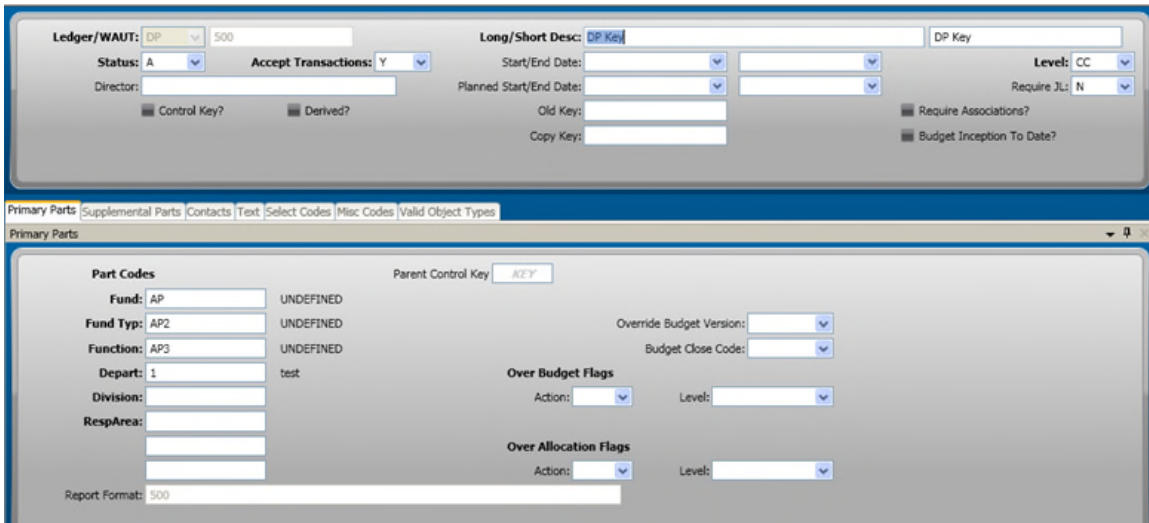


Figure 11: GLUPKY

This is an example of a defined Cost Center Key.

3.3.3 Secondary Key Parts

Secondary key parts are an extension to the primary key parts discussed earlier. Secondary key parts do not have to be required and validated.

3.3.4 Select Codes

Note that there are Select Codes defined for this key. Select Codes are optional and are set-up in Nucleus Common Codes. The select code values are verified against the Common Code when entered here. The descriptions of the Select Codes were set on GLUPGN Screen 1.

3.3.5 Over Budget Flags

Placing Action Codes at different object group levels controls how budgeting is controlled for this specific area of the organization..

A Control Key may also be established.

3.3.6 Valid Object Types

The key can be set to be valid with only specific Object Types if desired. Up to 6 can be defined here. If left blank all object types are valid. The seven object types are: AS, Asset; LI, Liability; FB, Fund Balance; RV, Revenue; XP, Expense; TI, Transfer In; TO, Transfer Out.

Each of the values that are entered in the ORG. PART CODES section of this form must be pre-defined on the Org. Part Definition Form. The code descriptions are echoed.

3.3.7 Misc Codes

These fields are not verified against an existing table, but can be used in a variety of ways to tag keys with additional information. For example the abbreviation of INT or NOINT may indicate this keys participation in the Investment Pool Interest, or a number may be used to indicate square footage for overhead allocations in Recurrent Journal entries. The MISC codes can also be used to store account numbers for use in Recurrent Journal entries.

3.3.8 Other features

Copy Key; used to Copy the Associations established for other keys when using the Association feature, and **Require JL;** a Y in this field requires a Job Ledger account at data entry time when using this key.

Require Association: Control Objects use Organization Keys by associating them through transactions or entering budgets.

Require Job Ledger: Require that when this object is used a JL Account must be entered.

Allow Subsystems: Control which subsystems may have transactions with the Object.

3.4 BUILD AND DEFINE OBJECTS AND OBJECT GROUPS

The Object Code is the area of the General Ledger that defines the familiar line item for accounting purposes and budgeting. ‘What’ are the classifications of the money being received or spent in the organization? If the organization consisted of one business unit in one fund all we would need to define was the list of Object Codes for our accounting.

The Object Group Structure that was defined on GLUPGN tab 2 (Item 6, pg. 13) is further defined by building lists of values for the Groups. The Groups are input into a table, ‘GLO_GRP_MSTR’, using the mask GLUPOB (General Ledger- Direct GLDB Update- Object Code w/ Default Balance Type). These Object Group Codes are then used to ‘build’ the Object Code in the table, ‘GLO_OBJ_MSTR’, using the same mask.

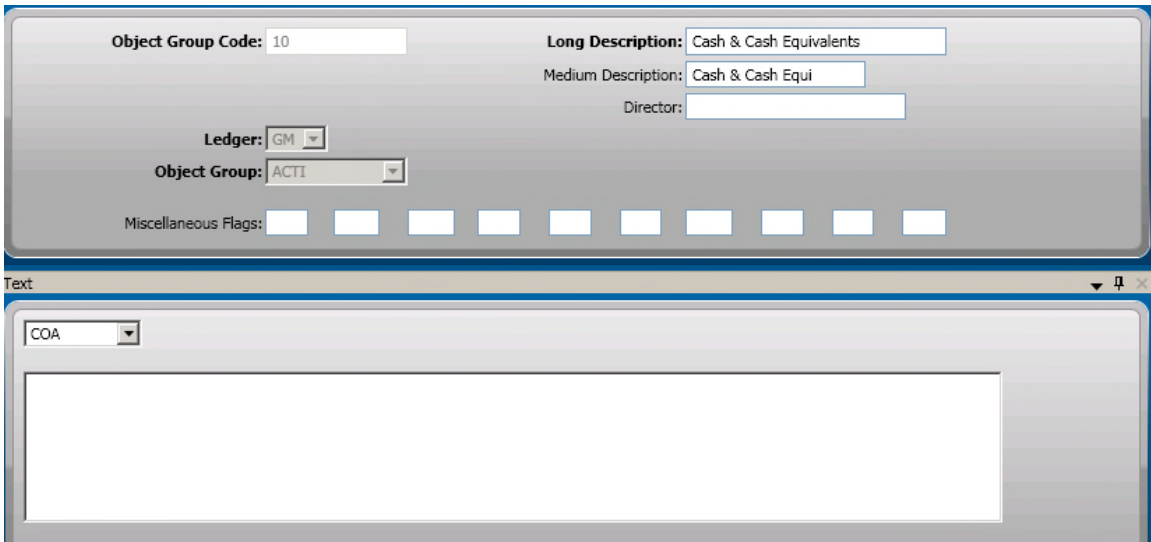
The GLUPOB mask accesses the Object Group Definition form as well as the Object Definition form. To access the Object Group Definition form use Links and link to the Object Group form.

It is important for the user to understand the concepts of filling tables with these values from these forms. This is how the user will add, and edit a variety of information and processing details of specific keys. There is a General Ledger utility available to upload this information from spreadsheets, which are available on the ONESOLUTION FINANCE Insider webpage.

Details about the fields found on the Object Group Definition form and Object Definition Form can be found in online help as well as in the General Ledger User Guide.

3.4.1 Create Object Groups in GLUPOG

Before any object code can be set up, all required object groups must be defined in GLUPOG.



The screenshot shows a web form for defining an object group. The fields are as follows:

- Object Group Code:** 10
- Long Description:** Cash & Cash Equivalents
- Medium Description:** Cash & Cash Equi
- Director:** (empty text box)
- Ledger:** GM (dropdown menu)
- Object Group:** ACTI (dropdown menu)
- Miscellaneous Flags:** A row of ten empty checkboxes.

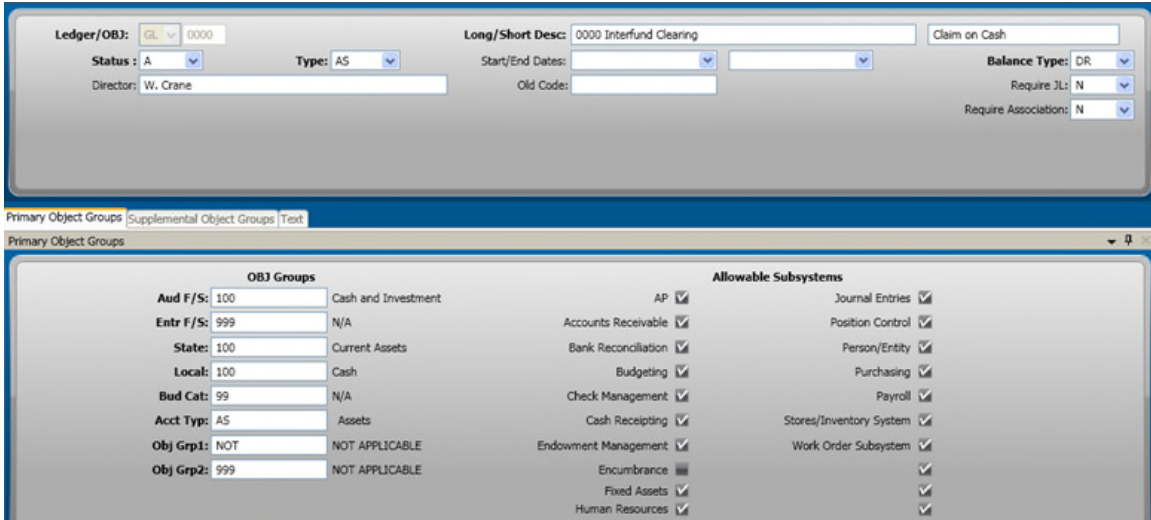
Below the form is a 'Text' area with a dropdown menu set to 'COA' and a large empty text box.

Figure 12: GLUPOG

The Director is optional. The Misc. Flags are ‘reserved for future use’ by Sungard Public Sector, Inc.

3.4.2 Create Objects in GLUPOB

Once object groups are defined, objects can be set up in GLUPOB.



Ledger/OBJ: GL 0000 **Long/Short Desc:** 0000 Interfund Clearing Claim on Cash

Status: A **Type:** AS **Start/End Dates:** **Balance Type:** DR

Director: W. Crane **Old Code:** **Require JL:** N

Require Association: N

Primary Object Groups | Supplemental Object Groups | Text

Primary Object Groups

OBJ Groups		Allowable Subsystems	
Aud F/S: 100	Cash and Investment	AP	<input checked="" type="checkbox"/>
Entr F/S: 999	N/A	Accounts Receivable	<input checked="" type="checkbox"/>
State: 100	Current Assets	Bank Reconciliation	<input checked="" type="checkbox"/>
Local: 100	Cash	Budgeting	<input checked="" type="checkbox"/>
Bud Cat: 99	N/A	Check Management	<input checked="" type="checkbox"/>
Acct Typ: AS	Assets	Cash Receipting	<input checked="" type="checkbox"/>
Obj Grp1: NOT	NOT APPLICABLE	Endowment Management	<input checked="" type="checkbox"/>
Obj Grp2: 999	NOT APPLICABLE	Encumbrance	<input checked="" type="checkbox"/>
		Fixed Assets	<input checked="" type="checkbox"/>
		Human Resources	<input checked="" type="checkbox"/>
		Journal Entries	<input checked="" type="checkbox"/>
		Position Control	<input checked="" type="checkbox"/>
		Person/Entity	<input checked="" type="checkbox"/>
		Purchasing	<input checked="" type="checkbox"/>
		Payroll	<input checked="" type="checkbox"/>
		Stores/Inventory System	<input checked="" type="checkbox"/>
		Work Order Subsystem	<input checked="" type="checkbox"/>

Figure 13: GLUPOB

3.5 TRANSACTION TRAPPING

The term ‘transaction trapping’ refers to the process used at data entry time for ONESOLUTION FINANCE to automatically stop any transactions that should not be entered against a specific account. Many of the flags and codes entered when defining Org. Keys and Object Codes are used by the system to perform the trapping based on user defined requirements.

The following chart identifies the field on the definition forms and the sequence in which they are checked to perform the ‘trapping’. At any specific point if a ‘trap’ fails, the user is given an appropriate error message and additional data entry for that item is not allowed until the problem is corrected. The ‘GL SIDE’ is checked first and then the ‘JL SIDE’.

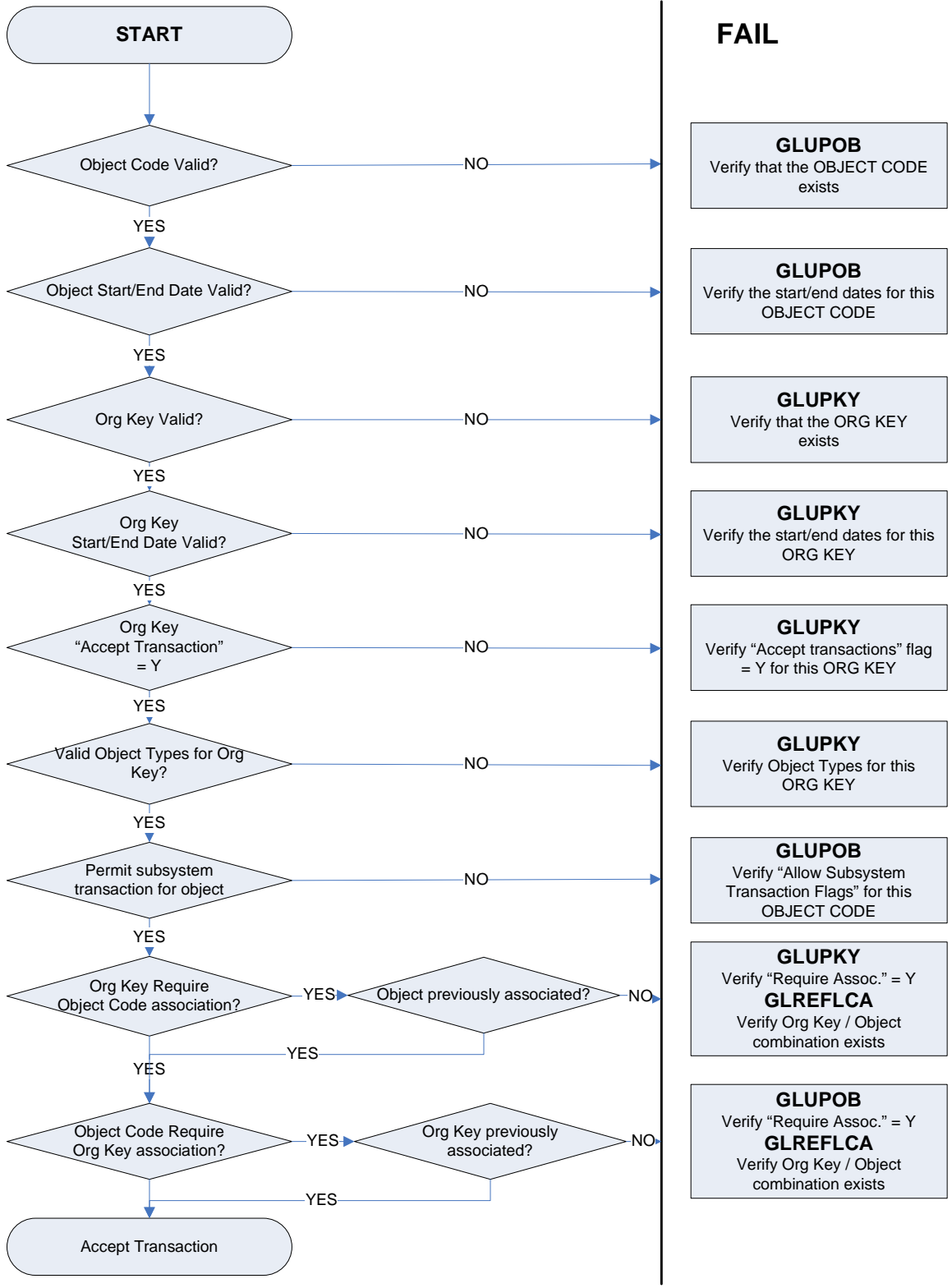


Figure 14: Transaction Trapping

3.6 OPTIONAL SYSTEM FEATURES

3.6.1 Quick Account Numbers

Under some circumstances, it may be easier to enter a single number for an account rather than requiring entry of the Organization Key-Object. This might be in a department which has very few accounts and would like to enter only a three or four-digit number. Another example might be in accounts where there is a high level of data entry activity such as Supply or Telephone accounts. This does not change the standard input format but provides an optional override method for account entry.

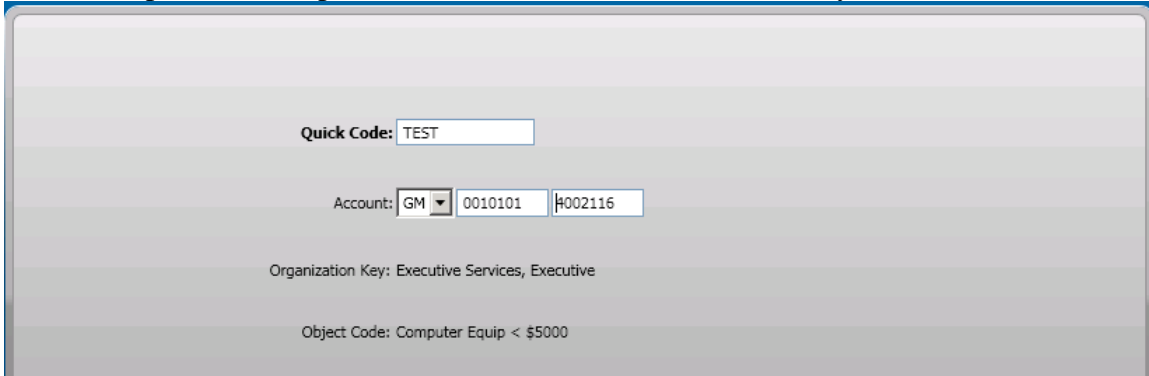


Figure 15: GLUPQU

3.6.2 Rule Logic for Key Creation

It is possible to establish rules within the software that insure that correct codes from each of the Organization Parts are used in creating an Organization Key.

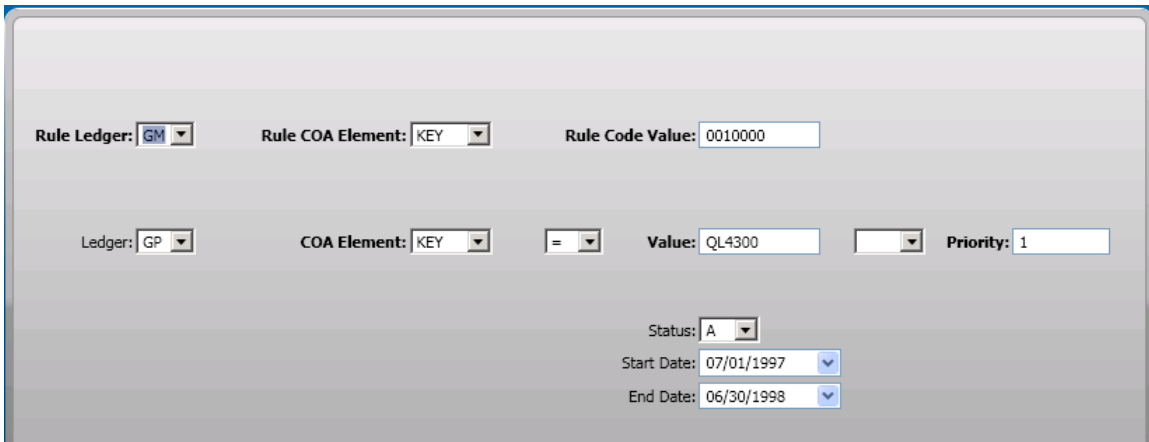


Figure 16: GLUPRU

3.6.3 Default Account Mapping

Default Account Mapping may be set-up to establish a link between the GL Keys/Objects and JL Keys/Objects, so that when a JL Key is entered the system will automatically map the correct GL key into the transaction allowing for less keystroke and less room for error.

User ID: @@

Map GL Ledger: GM

Map GL Key: 0010000 To GL Key: 0010000

Map GL Object: 1011000 To GL Object: 1011000

Map JL Ledger: GP

Map JL Key: AC1200 To JL Key: AC1200

Map JL Object: N/A..N/A To JL Object: 1011000

Figure 17: GLUPDF

4. BUDGET OVERVIEW

This chapter covers budget version set up, budget entry methods and budget controls.

The budget in ONESOLUTION FINANCE lives in the GL/JL database. In order to enter budgets, one or more (up to 25 budget versions) need to be defined.

ONESOLUTION FINANCE offers annual budgeting (commonly used) and monthly budgeting. ONESOLUTION FINANCE also offers inception to date budgeting (ITD) which is advantageous for multi-year projects or grants that span multiple fiscal years.

There are multiple budget entry methods into ONESOLUTION FINANCE. They are all useful for different situations and the implementation process will include detailed budget training. The entry methods and the masks to access are as follows:

4.1 DIRECT BUDGET UPDATE

GLBUUP	Direct Budget Update
GLBUCF	Update from Flat File
GLBUCB	Copy Budgets

4.2 BUDGET BATCH ENTRY

GLBUBAUB	Budget Batch Adjustments
GLBUBAAJ	Balanced Budget Methods
GLBUBAAN	Balanced Budget Methods

4.2.1 Nucleus Common Code for Budget Reason Set-up

This common code is available to the client organization to define a list of reasons for creating/editing budget. This code may be defaulted for some budget entry masks utilizing other common codes specific to each mask. A Code Value of CHECK will require a valid BURS code be used.

4.2.2 SYNO Common Code for Budget Referencing

The user may specify a Budget Batch Adjustment Reference for each Budget Adjustment created, or the system can automatically assign a Reference to each new budget Adjustment created.

Codes 1: The first five characters of this field may contain a prefix for the Reference. The last two positions specify the length of the digits in the Reference.

Numeric value 1: The last reference that was generated and the Numeric values 2 is the number of Reference generated.

4.3 BUDGET ITEM DETAIL

Coming Soon

4.4 OTHER SOURCES OF BUDGET:

Project allocation tool – can create budget batch to be posted to the GL/JL budget
Grant Management tool – can create budget batch to be posted to the GL/JL budget

4.5 BUDGET LOGGING

To get detailed budget logging the GLUPGN screen 1 Budget Log question must have been answered with a Y. The Reason Code is validated against a Common Code BURS and is a 4 character code. The Reference Number is also based on a Common Code.

Budget logging will maintain a log of all changes made to a given budget version and then can be reported on through GLREFLCB. The log will track date, user, amount, and budget entry method. This allows us to easily identify any changes that may have taken place.

4.6 BUDGET CONTROLS

4.6.1 Blocking versus Warning

When we set up a budget to check the availability of funds for transactions there are two types of budget alerts available. Blocking will force budget to be available before a batch can be created or distributed. Warning will cause a message that identifies which account numbers do not have sufficient budget available to process a transaction, but will allow the batch to be created and posted (as long as there are no other problems).

There are three different places that blocking and/or warning can be established:

4.6.2 Global Budget Control

The easiest way to set up budget controls is to turn on global warning or blocking in common code GLFG / LEVELS.

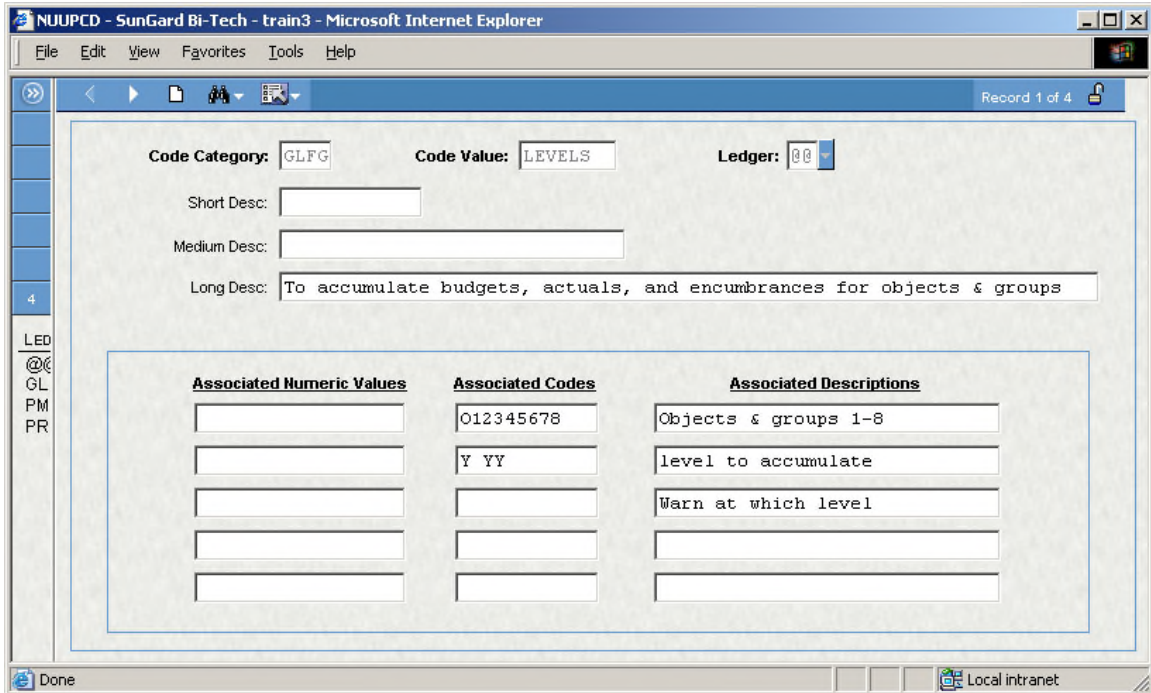


Figure 18: Common Code - GLFG - LEVELS

The first Codes field is representative of available budget levels (O for Object Code, 1-8 for Object Groups 1-8 as defined on the third screen of GLUPGN). A 'Y' in the second Codes field sets up an accumulation level that corresponds to the levels in the first Codes field (Object level, Object Group 3, and Object Group 4 from the example above). The third Codes field sets up blocking with a 'B' and/or warning with a 'W' for the levels as indicated in the first Codes field. (Warning at Object Group 5 is set up by this example).

4.6.3 Blocking or Warning by individual Organization key - GLUPKY

It may be necessary to define different budget alert options for different areas of the organization. For example some departments may want to block every time Object Group 3 was exceeded and others may want to block every time that a line item Key-Object combination is over budget. This can be accomplished by setting budget warnings on a key-by-key basis.

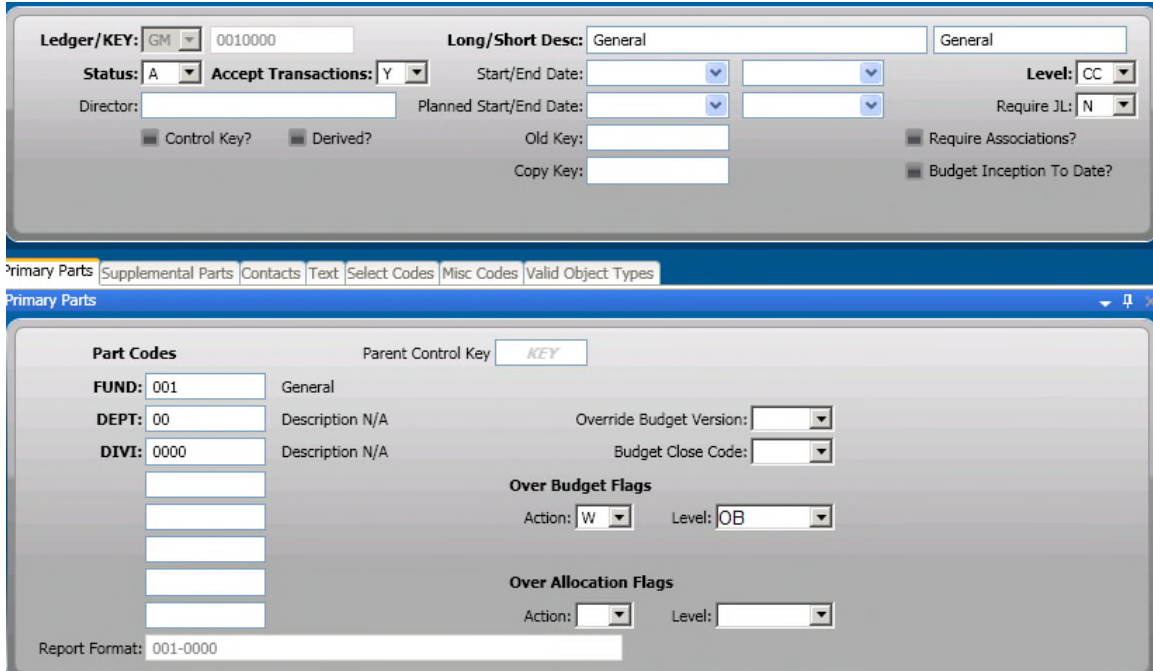
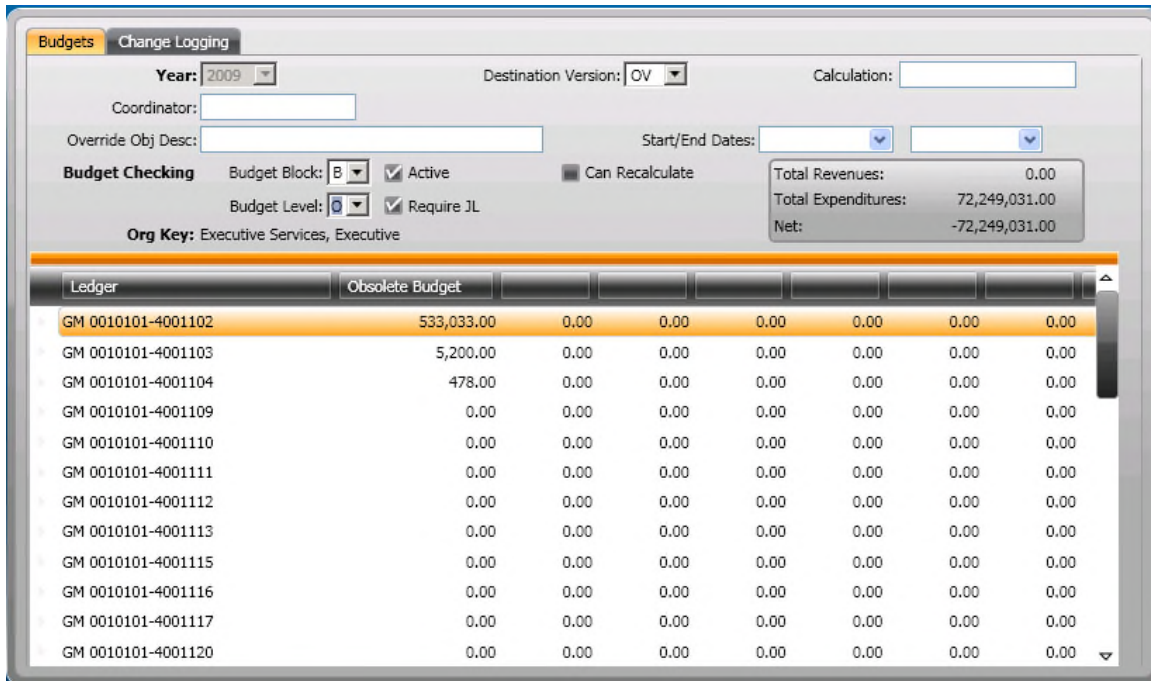


Figure 19: GLUPKY - Example of budget warning at Key-Object level

The ‘Budget’ field is where we set up budget alerts on a key by key basis. Achieved by an Action field indicating ‘B’ for block or ‘W’ for warn, and the level field indicating at what level this action is to occur. Our choices for Level are either ‘O’ for Object Code level or 1-8 for Object Group 1-8. In this example the fields have ‘B’ and ‘O’ indicating block at the Object level.

4.6.4 Blocking or Warning by Individual Account Numbers - GLBUUP

Some organizations may want to set up budget alarms on an account number by account number basis. For example a division may only want to be warned when they are over budget for operating supplies but they want to be blocked if they are going over budget for payroll expense. This level of control is available through the use of the Direct Budget Update Screen.



Ledger	Obsolete Budget							
GM 0010101-4001102	533,033.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001103	5,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001104	478.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001109	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001110	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001111	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001112	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001113	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001115	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001116	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001117	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GM 0010101-4001120	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 20: GLBUUP - Example of budget blocking at Key-Object Level

On this screen there is a Budget Block drop down field associated with every line item that works the same way as the 'Budget' field on the GLUPKY screen. In this example account 100100-6100 would block at the Object Code level.

*Because there are three different areas that budget alarms are set it is possible to have some account numbers being set up to have multiple budget checking attached to them. For example if I have set up to globally warn at Object Group 6 with Common Code GLFG-LEVELS and then used GLUPKY to indicate that I want to block at Object Group 2 for key 8082810032. Every time a transaction is entered for key 8082810032 the user will be blocked if the key is over budget at Object Group 2 and will be warned if it is over budget at Object Group 6. The block will always override the warning.

4.6.5 Control Keys -

We have already discussed the fact that it is possible to budget check based on any of our Object Group levels, but what if we want to pool budgets based on an Organization Key Part. To facilitate this functionality ONESOLUTION FINANCE allows the creation of control keys. This allows us to create keys whose only purpose is to pool budget values for budget checking purposes. For example, budgets have been established for all keys in Management Location 808. For budget checking purposes we do not care whether or not any individual key within the Management Location goes over its budget, but we want to stop that department from going over its total budget for any object code. We can set this functionality up through the use of Control Keys.

Setting up Control Keys occurs on the Organization Key Creation Screen - GLUPKY.

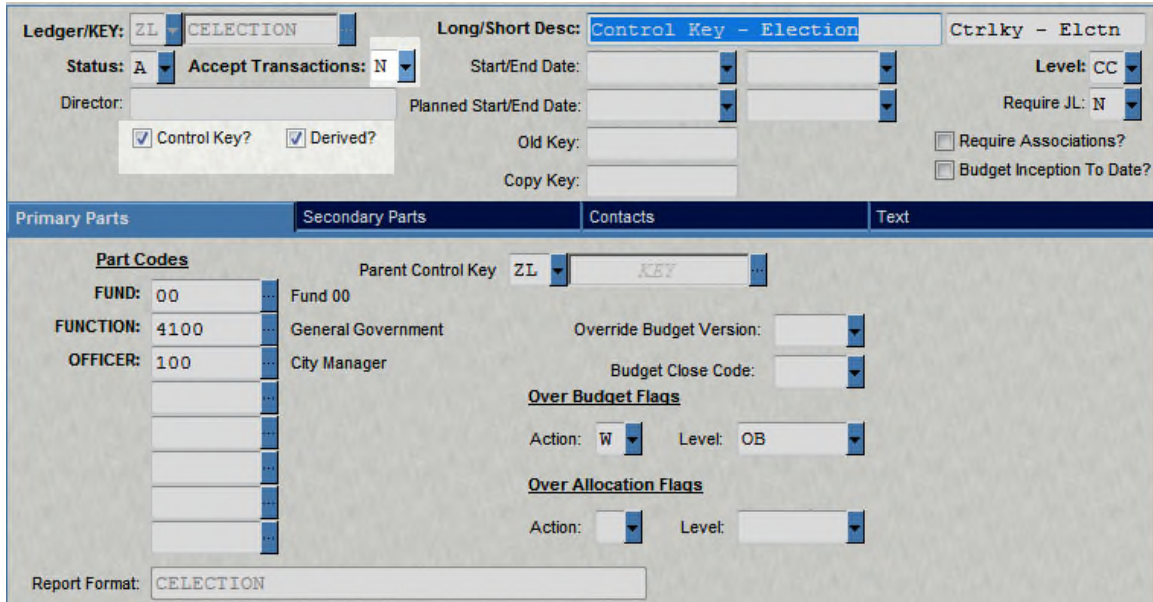


Figure 21: GLUPKY Example of Control Key Set Up

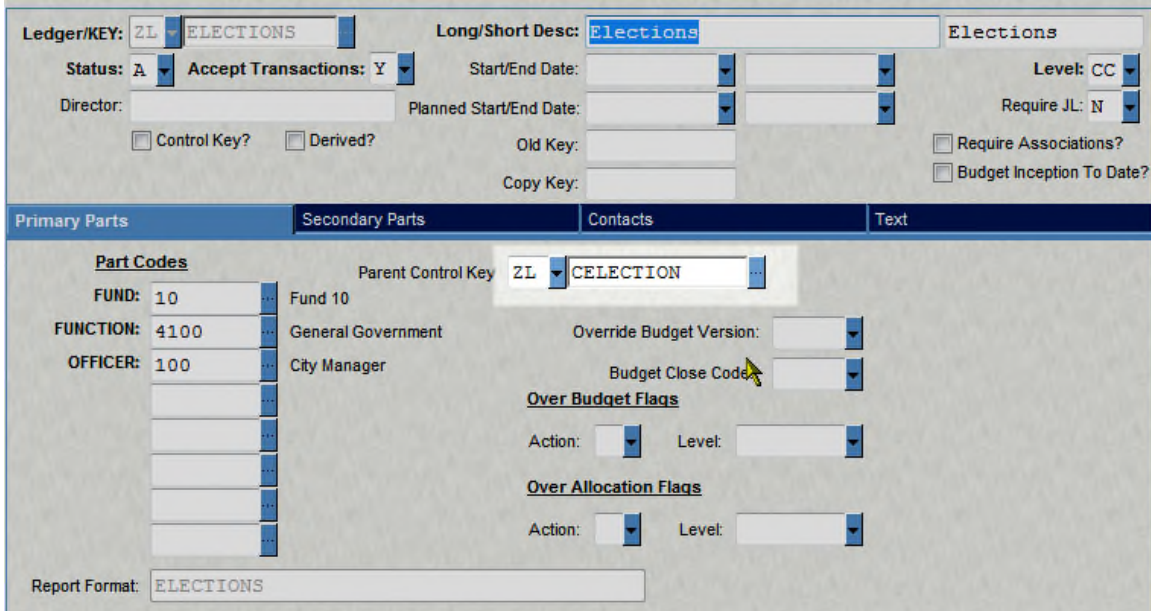
The important fields to for setting up a Control key are:

Control Key?: This gets a check indicating that this is a Control Key.

Accept Transactions?: Depending upon how the control key is used the options are ‘N’ indicating that this key will not accept transactions, ‘Y’ indicating that it will accept transactions (generally reserved for normal keys), or ‘B’ indicating that it will only accept Budget transactions.

Derived?: This is set to ‘Y’ indicating that the budget and actual values for this key will be derived from the budget values and transactions entered for the lower level keys that point to this key as a Parent Control Key.

The following set up is necessary on the key creation record for any lower level key that we want to have point to a Control Key:



Ledger/KEY: ZL ELECTIONS Long/Short Desc: Elections Elections

Status: A Accept Transactions: Y Start/End Date: Level: CC

Director: Planned Start/End Date: Require JL: N

Control Key? Derived? Old Key: Require Associations?

Copy Key: Budget Inception To Date?

Primary Parts Secondary Parts Contacts Text

Part Codes Parent Control Key ZL CELECTION

FUND: 10 Fund 10

FUNCTION: 4100 General Government

OFFICER: 100 City Manager

Override Budget Version: Budget Close Code:

Over Budget Flags Action: Level:

Over Allocation Flags Action: Level:

Report Format: ELECTIONS

Figure 22: GLUPKY - Example of linking keys to control keys

The key here is the ‘Parent Control Key’ field. The value of the Control Key that we want to use for budget checking will have budget checking done from the pooled budget values accumulated within Control Key CELECTION.

*When using Control Keys it is important to remember that Control Keys will not show for most Budget to Actual Reporting unless they are specifically asked for. The logic behind this is that since Control Keys are generally a pooling place for lower level keys, values would be double reported if both the lower level keys and Control Keys are shown on a report. An exception to this would be if we budgeted at the Control level.

5. SET PROCESSING

A Set is a record or group of records (for example, invoices, payments made, payments received, etc.). In ONESOLUTION FINANCE, Set Processing is made up of three-steps that enable you to edit data entry and check it for errors before the data is distributed to the applicable database. By placing entries into a Set File, data-entry is separated from data posting.

Set Processing is utilized in entering transactions in many different databases, such as Accounts Payable, Accounts Receivable, Cancelled Checks, and Journal Entries, as well as in report definition.

Let's take a closer look at the three steps involved in Set Processing.

STEP 1: The first step in the process is to create a Set Set and enter Set records. This set is held, somewhat like a 'rough draft' and has a status of BE.

STEP 2: The second step is to print a Set Proof, during which the system will check the Set for errors such as correctly entered information, money budgeted and available, entry not duplicated, etc. After this step, the Set can be edited, funds transferred if necessary, entries changed in response to error messages or warnings the system returns to you, and the Set can be submitted to any approval processes required. The Set has been entered into the system, but is not yet a part of the posted transactions. Therefore, any changes made will not effect any other parts of the system. Step 2 can be repeated as often as necessary.

STEP 3: The third step of the process it to distribute the Set to the appropriate system. When it is distributed, the entries in the Set File are used to create records in the corresponding database.

Figure 23: Set Processing Diagram

5.1 UNDO TRANSACTIONS

In most subsystems it is possible to UNDO transactions from the database by job number. This removes the transactions from the database. It runs a report of the undone transactions with an audit report. Each subsystem's Undo process functions somewhat differently. Specific training will be provided with each subsystem.

5.2 JOURNAL ENTRIES

5.2.1 Introduction and Overview of Journal Entries

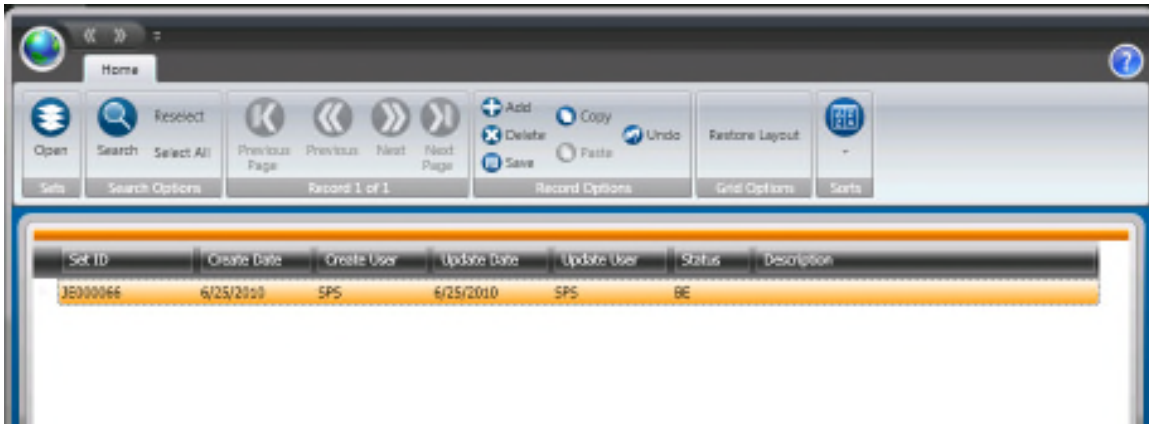


Figure 24: GLJEUB - Set tab

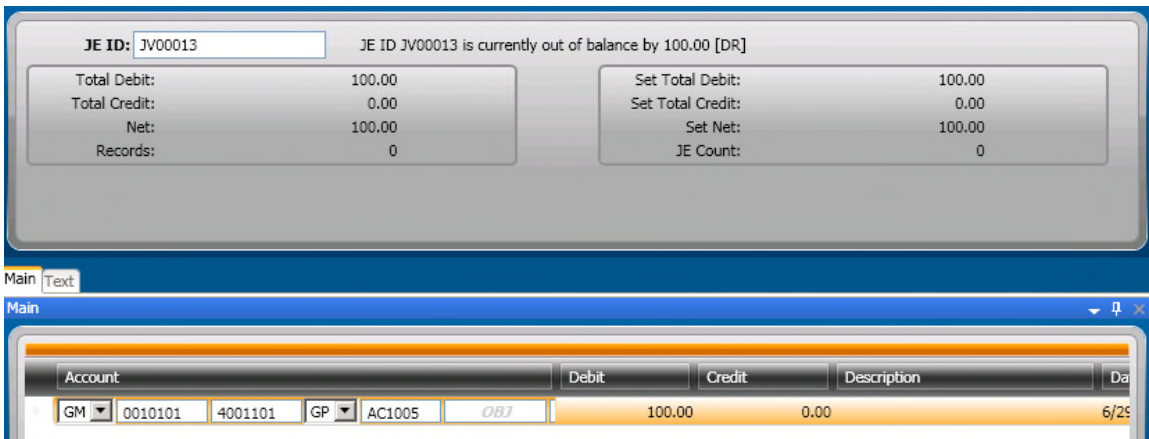


Figure 25: GLEJEUB - Transaction tab

Note in the JE creation that we have a header and then the detail. Both of these can be used in GRID mode.

5.2.2 Journal Entry - Three Step Process

GL JE UB Create / Edit Journal Entry

(Naming Convention: J0404JB1 subsystem ID, Month, Day, user’s initial, counter)

GL JE BP Print Set Proof for review of entry accuracy and posting

GL JE DS Distribute JE Set to General Ledger

Section 3 of the General Ledger User Guide specifically identifies each field of this screen.

Section 7 of the General Ledger User Guide has a detailed discussion of the options available for the offset fields. This setting uses the Intrafund posting if needed. The Common Code Category is GLJE and the Code Value is OFFSET as illustrated in the following screen shot.

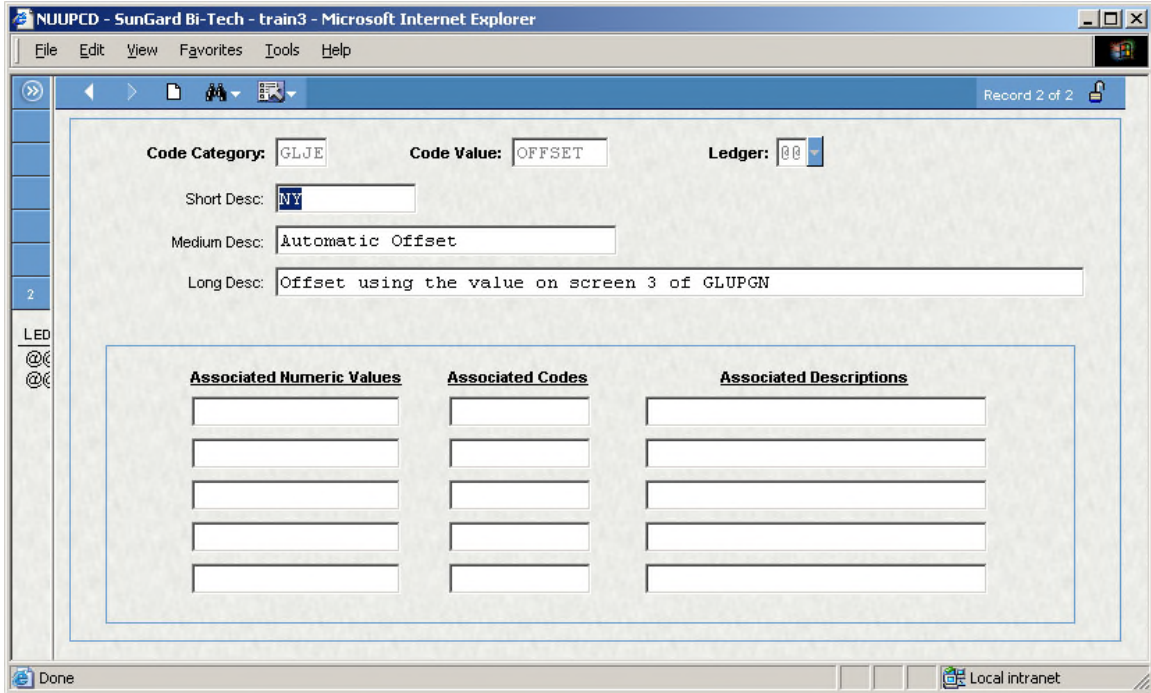


Figure 26: NUUPCD: GLJE OFFSET set-up for Inter-fund

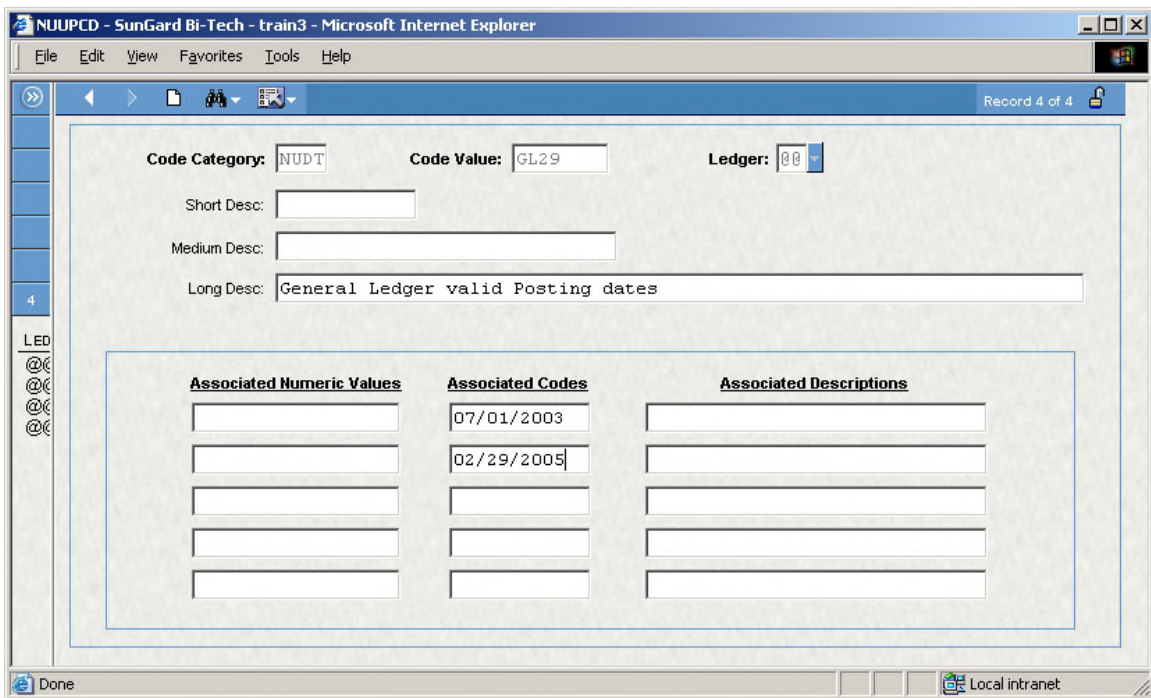


Figure 27: NUUPCD for posting date control on GL29

5.3 COMMON CODES

As with all of ONESOLUTION FINANCE there is a great deal of flexibility and power packed into every screen. For purposes of this training we will keep the JE process clean and simple which will meet most needs. Customizing options reside in NUCLEUS Common Codes as follows:

<u>FIELD</u>	<u>MASK</u>	<u>CODE CATEGORY</u>	<u>CODE VALUE</u>
Intra Fund Inter Fund	NU UP CD	GLJE	OFFSET
JE ID	NU UP CD	SYNO	JEID
Set ID	NU UP CD	SYNO	BTCHIDJE

5.3.1 Other Mask Options

- GL JE DP Journal Entry Direct Posting
- GL JE DM Multi Date Journal Entry
- GL JE ML Multi Ledger Journal Entry

5.3.2 Recurring Calculation (RC)

What is an RC? It is a method to automatically create Journal Entries for distribution to ONESOLUTION FINANCE based on existing transactions, units, account balances and/or budgets.

The user determines and selects the accounts (Funds, Projects, Functions, Objects, or whatever) to be used as the basis of the entry, then the calculation that will be made in regard to that selection, and the desired posting of the outcome.

The primary hurdles: Understand the goal and learn to express the goal in terms that the system can utilize to automate the transaction.

5.3.3 Uses for Recurring Calculations

- Indirect Cost Recovery
- Pooled Interest allocations based on Average Daily Balances or Average Monthly Balances of participation.
- Fiscal Year End Balance Forward Entries.
- Allocation of Payroll Fringe Benefit expense.
- Automatic Recurring Journal Entries based on transactional criteria.

6. SUBSYSTEM POSTING OVERVIEW

It is possible through the use of a Posting Code to treat transactions from various structural areas differently through setup. When subsystems are posted to the General Ledger the creation of a Posting Code is necessary.

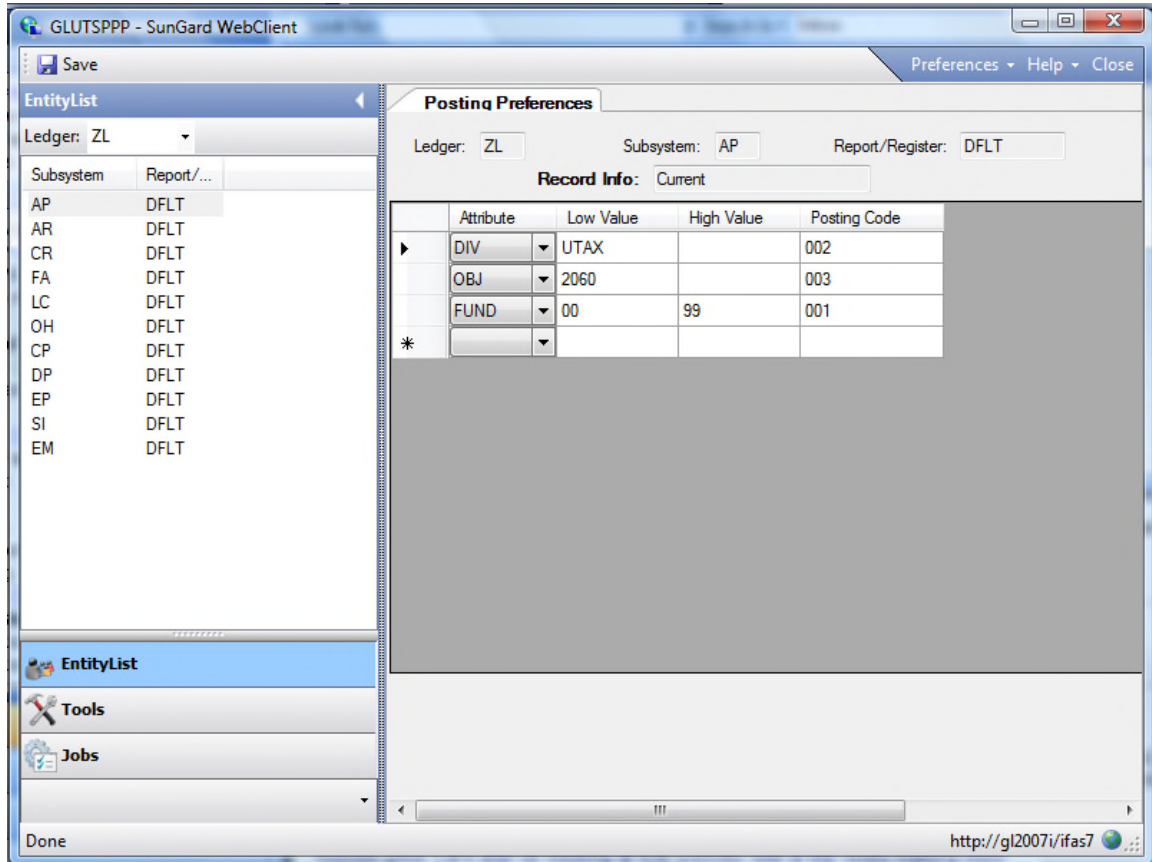


Figure 28: GLUTSPPP - Subsystem Posting Preferences

This GL Subsystem Interface screen is used to define those entries that are posted to the General Ledger as the result of transaction activity in a given subsidiary system. The posting of subsidiary system activity is directed on an individual transaction basis or at a summary level — by object, by department, by posting code, by fund code or by a grand total.

The process of defining a General Ledger interface from a subsidiary system is one in which the user specifies, by subsidiary system, how this posting is to occur. Thus, the GL SUBSYSTEM INTERFACE screen is the form on which one says: “In the GL account, post this value for this type of A/R (or A/P or PY) transaction.” The remainder of this section will describe the different ways in which one may identify a GL account and a particular value.

The top of the screen contains the identification of the Ledger, Subsystem, and the Report/Register that prints the values that are to be posted. If more entries need to be defined than will fit on one screen, simply press the ENTER key when the first screen is

filled and continue when the screen is blanked out, indicating that the first screen full of entries has been written to the database.

The ‘Ledger’ field identifies the specific GL Ledger for which the Subsystem Interface is being defined. In this manner, each defined ledger may have a different set of posting definitions. This code should be identical to the two-character code defined within the General Ledger General Information, GLUPGN. (Note: The Payroll Subsystem Interface always uses ‘GL’. Please see the Payroll subsection below for additional information.)

The ‘Subsystem and Report/Register’ fields are used to group transactions into categories within subsidiary systems. The valid codes, which may be entered, are as follows:

<u>Subsystem</u>	<u>Report/Register</u>	<u>Meaning</u>
AP	DIST	Accounts Payable Values
OH	DIST	Open Hold Values
AR	DIST	Accounts Receivable Values
CR	DIST	Cash Receipts Values
FA	DIST	Fixed Asset Depreciation Values
PY	DREG	Payroll Deduction Reg. Values
PY	CREG	Payroll Contribution Reg. Values
PY	EREG	Payroll Earnings Register Values
SI	DIST	Stores Inventory Values
SI	RCVG	SI Set Receiving
SI	CONT	Inventory Count Files

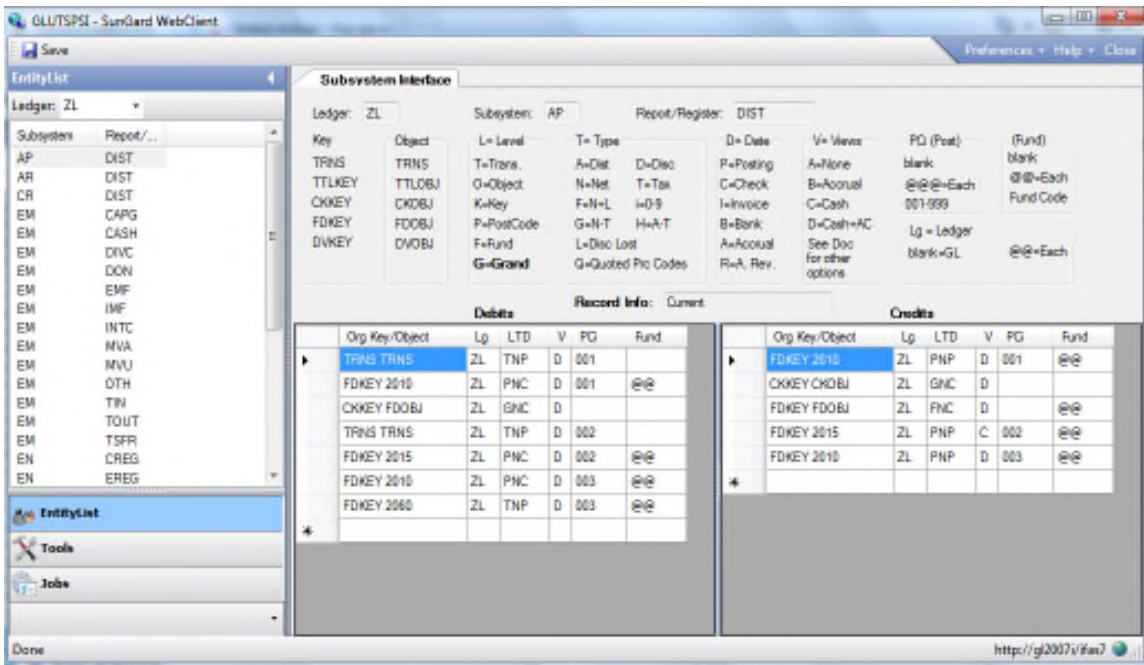


Figure 29: GLUTSPSI - General Ledger Subsystem Interface

This form is used to specify which GL accounts are to be posted with which values. The reader will note that the main portion of the screen is divided into DEBIT and CREDIT sides:

Fill in the left half for all accounts which are to be debited; fill in the right half for all accounts which are to be credited. If the system-computed value is negative, the system will switch a debit to a credit. You first specify which GL account is to be posted (Org. Key and Object); and then indicate which value is to be posted (L, T, D, PCi and FD). A general description of each possible GL account identification will be provided; then, a description of how a particular value may be specified.

6.1.1 How to identify the GL Account

The GL account identification consists of identifying the two parts, which are used to post GL transactions. The first part is called the department, cost center, project, key or some organization ID (we call it the 'Org. Key') and the second is the Object Code. Several codes have been established to make the definition of the GL interface easier. The following describes all possible codes for directing entries from subsidiary systems (A/R, A/P, etc.) to the proper GL account. Please note that not all of these will make sense for a particular 'Subsystem and Report/Register' and a given client may never use some.

6.1.2 Org Key Options In Posting Strategies

<u>Org. Key</u>	<u>Description</u>
TRNS	Use the Org. Key entered on the transaction. This is used when each individual transaction is to be posted in the GL.
TTLKEY	Total all the entries within the Set for the same Org. Key and post a single summary transaction.
CKKEY	Certain types of transactions have a Check Stock ID code entered as part of the transaction (i.e. Cash Receipts), check writing from Accounts Payable and Payroll. These Check Stock ID's can be associated with a particular Org. Key in the Common Codes File. (This process is described later in this section). When the user places CKKEY in this field, the system automatically retrieves the Org. Key associated with the given Check Stock ID.
FDKEY	Using the Common Codes File posting of inter-fund (and other) entries at the fund level may be effected by directing posting to a single Org. Key for each fund.
CKFDKEY	A combination of FDKEY and CKKEY. It is the Fund Administration Key (FDID) within the Fund identified by the Org. Key defined on the CKID Common Code.
DVKEY	The Subsystem Division entered in the Set, use the Org. Key entered on the Division Definition Form (supported only by AR at this time).
xxxxxxxx	Use the specific Org. Key entered on this form.

6.1.3 Object Code Options in Posting Strategies

<u>Object</u>	<u>Description</u>
TRNS	Use the Object Code entered on the transaction. This is used when each individual transaction is to be posted in the GL.
TTLOBJ	Total all the entries within the Set made to the same object code and post a single summary transaction.
CKOBJ	Certain types of transactions have a Check Stock ID code entered as part of the transaction (e.g. Cash Receipts, Accounts Payable, and Payroll). These Check Stock ID's can be associated with a particular Object Code in the Common Codes File (this process is described later in this section). When the user places CKOBJ in this field, the system automatically retrieves the Object Code associated with the given Check Stock ID.
FDOBJ	When detail transactions are entered, a particular Org. Key and Object Code is specified. Each Org. Key is associated with a particular Fund Code. These Fund Codes can be associated with a particular Object Code in the Common Codes File (this process is described later in this section). When the user places FDOBJ in this field, the system automatically retrieves the Object Code associated with the given Fund Code.
CKFDOBJ	A combination of FDOBJ and CKKEY. It is the Fund Administration (FDID) Object Code within the Fund identified by the Org. Key defined on the CKID Common Code.
DVOBJ	From the Subsystem Division entered in the Set, use the Object Code entered on the Division Definition Form (supported only by AR at this time).
xxxxxxx	Use the specific Object entered on this form.

6.1.4 Level (L)

<u>L = Level</u>	<u>Description</u>
T	Individual transaction level. This is only used when the Org. Key is 'TRNS' or 'XXXXXXXXXX' and the Object is 'TRNS' or 'XXXXXXXX'.
O	Object Code total level.
K	Org. Key total level.
P	Posting Code total level.
F	Fund total level.
G	Grand total, all transactions.

Any control total postings which occur (i.e. O, K, P, F, G) will be posted to the General Ledger with a transaction description as follows:

AUTO ID:BP004681 JB:000623

'AUTO' indicates that this is an automatic total posting.

The Set ID Number for all entries in the transaction Set follows 'ID'.

'JB' is followed by the SUNGARD PUBLIC SECTOR Job Number, which is automatically assigned at the time of posting.

6.1.5 Type (T)

<u>T = Type</u>	<u>Description</u>
A	Distribution amount which is Qty x Price + Tax + Charges + Duty (A+T+C+U).
D	Discount amount (D).
N	Net amount which is Qty x Price - Discount + Tax + Charges + Duty (A-D+T+C+U).
T	Tax Amounts (T).
F	Net plus Discounts Lost.
F	Net Amount plus Discounts Lost (N - L).
G	Net Amount less Tax (A-D+C+U).
H	Distribution Amount less Tax (A+C+U).
I	Digit 0, 1, 2, ... 9. Used primarily with Payroll subsystem postings.
L	Discounts Lost (L).
C	Charges (C).
U	Duty (U).

6.1.6 Date (D)

<u>D = Date</u>	<u>Description</u>
P	Posting date. Used to direct postings at the time of Set distribution.
C	Check date. Used to direct postings at the time that checks are printed.
I	Invoice date. Used to direct postings as of the invoice date of an accounts payable transaction.
B	Bank date. Used to direct postings to the GL at the time checks are being cleared through the Check Management subsystem. This is most often needed when the client uses Warrants Outstanding and needs to adjust cash when the checks clear rather than when they are written.
A	Accrual Entry (used only if posting both Cash and Accrual Balances).
R	Accrual Reversal (used only if posting both Cash and Accrual Balances).

6.1.7 Posting Codes (PCi)

<u>PC</u>	<u>Description</u>
	Blank implies that the posting is not related to a specific posting code.

@@@ Each posting code.

Posting code 000-999. Posting Codes are used to direct the SUNGARD PUBLIC SECTOR posting logic to create different automatic entries. Each code is associated with an Org. Key and Object Code to tell the system, which fully qualified account to use in posting transactions to the GL. This is important when the client has defined multiple accounts in the GL, which should receive postings from the various subsystems (i.e. Accounts Payable, Accounts Receivable, Payroll, etc.). At the point of initial data entry, within a subsystem the client will indicate the specific posting code to be used for each transaction entered. When entries are distributed to the GL, the detail transactions will be summarized at the LEVEL (L) defined for the posting code used and posted to the defined Org. Key and Object Code. Where multiple accounts are not necessary, a specific posting does not need to be defined. In the examples developed below, effective use of posting codes is discussed under varying situations.

6.1.8 Fund Code (Fund)

<u>Fund</u>	<u>Description</u>
@@	Each Fund
	Blank implies that this is not a fund level posting.

ii Fund code.

6.2 ACCOUNTS PAYABLE


Before the Accounts Payable system is ready to accept transactions, certain set up procedures must be performed.

First, the Security for the Accounts Payable system must be defined in the Nucleus system. Refer to the Security User Guide for information on defining security. The system is installed currently configured for all access.

Second, the posting logic must be defined in the General Ledger, including posting codes and posting references. This is done through the General Ledger Subsystem Interface and Posting Preferences utilities in the General Ledger system. Refer to the General Ledger User Guide for information on defining the posting logic.

Next, at least one Common Code CKID must be defined. Common Codes are defined in the Nucleus system; refer to the Nucleus User Guide for information on defining Common Codes.

Finally, at least one Accounts Payable Division must be defined in the Accounts Payable system. This is done in mask APOHUPDV.



Division Code: Description:

Figure 30: . APOHUPDV - AP Division Set Up

Fund ID set up: For each fund defined in GLUPKP a common code FDID has to be set up. The common code will enable the system to perform inter-fund postings automatically.

Code Category: **FDID** Code Value: 10 Ledger: ZL

Short Desc:

Medium Desc: General Fund Admin

Long Desc:

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text"/>	10	FDKEY
<input type="text"/>	1029	FDOBJ
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 31: NUUPCD - Fund ID set up

CKID Set up: Each cash accounts need a common code CKID

Code Category: **CKID** Code Value: AP Ledger: ZL

Short Desc:

Medium Desc: Accounts Payable

Long Desc:

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text"/>	00	Pool Cash
<input type="text"/>	1010	Cash in Bank
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 32: NUUPCD - CKID set up, Bank ID for cash account

6.2.1 AP – Open Hold Database

STEP 1 Create and distribute open hold Set:

Enter invoice(s) (APOHBTUB)

Run a Set proof (APOHBTBP)

Distribute Set (APOHBTDS)

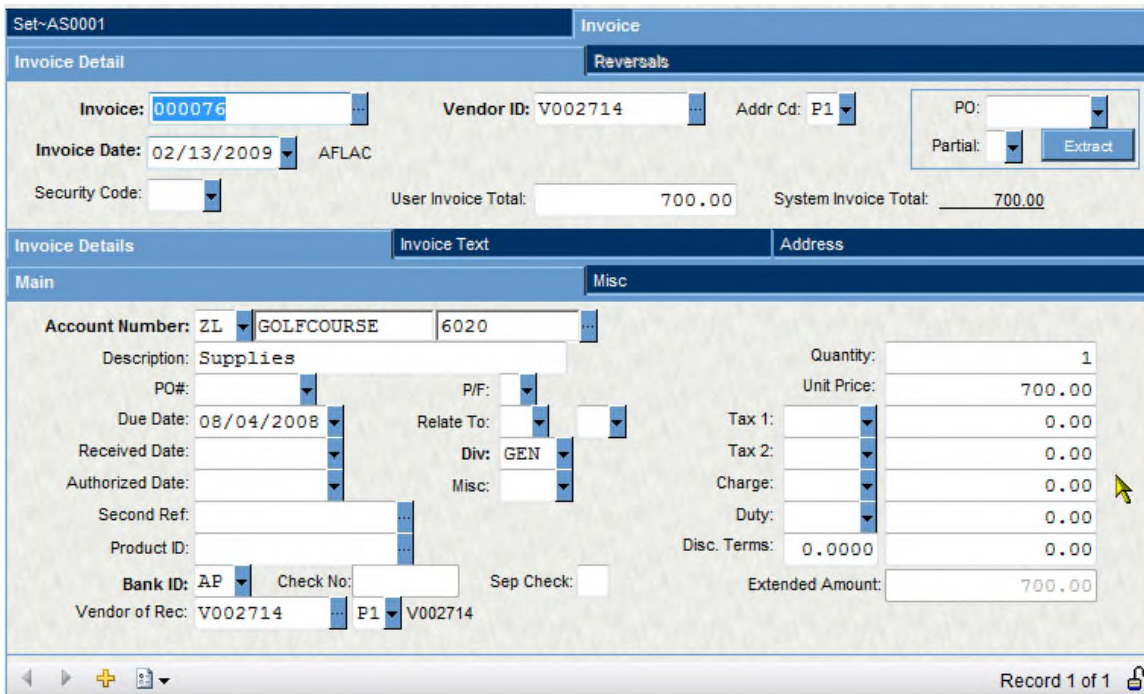
Verify and understand the posting reports.

STEP 2 Perform Check Run

(ensure SPMF check file is set-up and CKID codes on the menu for APOHPPPA (question CK37).

Select entries for payment – APOHPPSP

Pay selected entries - APOHSPPPA



The screenshot displays a software window for an open hold set. At the top, it shows 'Set-AS0001' and 'Invoice'. Below this, there are several tabs: 'Invoice Detail', 'Reversals', 'Invoice Details', 'Invoice Text', and 'Address'. The 'Main' tab is active, showing a detailed view of an invoice item. The 'Account Number' is 'ZL GOLFCOURSE 6020' and the 'Description' is 'Supplies'. The 'Quantity' is '1' and the 'Unit Price' is '700.00'. Other fields include 'PO#', 'Due Date' (08/04/2008), 'Received Date', 'Authorized Date', 'Second Ref.', 'Product ID', 'Bank ID' (AP), 'Check No.', 'Sep Check', and 'Vendor of Rec' (V002714). A table on the right lists various charges and taxes, all with values of 0.00, and an 'Extended Amount' of 700.00. The bottom right corner indicates 'Record 1 of 1'.

Figure 33: APOHBTUP - Example of an open hold set

6.3 ACCOUNTS RECEIVABLE

6.3.1 Introduction

The fundamental purpose of the Accounts Receivable system is to track and monitor charges and payments from customers. Each charge and payment is maintained in the system as a separate transaction and retained in the system for a user-specified period of time. Each transaction is associated with a variety of information, including the Customer Number and Name, the transaction amount, the date of the transaction, a description of the transaction, and the GL and JL Account Number.

The Customer is represented by an item called the 'ID' or Account ID. This number uniquely identifies the particular person or entity who is incurring the charge or who has made the payment. Before a transaction can exist for an ID, the ID must have been previously defined in a separate data structure (e.g. the SUNGARD PUBLIC SECTOR Person/Entity system or some other Name and Address database system).

In the General Ledger, multiple AR 'control' accounts often exist which maintain the AR balance for selected types of charges. This is formally modeled in the AR system as a Division Code and there is almost always a one-to-one relationship between the number of AR 'control' accounts and the number of Division Codes. Some sample Division Codes are 'STAR-Student Accounts Receivable', 'TADV-Travel Advance', 'RECR-Recreation', and 'UTIL-Utilities'. These Division Codes are normally defined during system installation and the set-up of your General Ledger.

Each transaction also has the GL Account Number to indicate which GL Account should be credited. For charges, the GL Account is usually an income or revenue account; for payments, the GL Account is often the appropriate 'control' account.

The system is broken into three sections. The AR (Accounts Receivable) system for charge customers, the CR (Cash Receipt) system for accepting payments for AR charges, and the LC (Lonesome Cash) system for accepting payments of non AR transactions. Posting strategies must be set-up to direct transactions from these systems to the General Ledger.

To get started we must set-up at least set-up general information for our ledger (ARUPGN) and at least one of each of the following codes (ARUPCD); AR division, Term Code, Payment Type.

Following are examples of the posting set-up for AR, CR and LC.

Subsystem Interface

Ledger: ZL Subsystem: AR Report/Register: DIST

Key	Object	L= Level	T= Type		D= Date	V= Views	PCi (Post)	(Fund)
TRNS	TRNS	T=Trans.	A=Dist	D=Disc	P=Posting	A=None	blank	blank
TTLKEY	TTLOBJ	O=Object	N=Net	T=Tax	C=Check	B=Accrual	@@@=Each	@=@=Each
CKKEY	CKOBJ	K=Key	F=N+L	i=0-9	I=Invoice	C=Cash	001-999	Fund Code
FDKEY	FDOBJ	P=PostCode	G=N-T	H=A-T	B=Bank	D=Cash+AC		
DVKEY	DVOBJ	F=Fund	L=Disc Lost		A=Accrual	See Doc for other options	Lg = Ledger	@=@=Each
		G=Grand	Q=Quoted Prc Codes		R=A, Rev.		blank=GL	

Record Info: Current

Debits						Credits							
	Org Key/Object	Lg	LTD	V	PCi	Fund		Org Key/Object	Lg	LTD	V	PCi	Fund
▶	FDKEY 1150	ZL	FAP	D	001	@@	▶	TRNS TRNS	ZL	TAP	D		
*							*						

Figure 34: GLUTSPSI; GL Accounts Receivable Distribution

Subsystem Interface

Ledger: ZL Subsystem: CR Report/Register: DIST

Key	Object	L= Level	T= Type		D= Date	V= Views	PCi (Post)	(Fund)
TRNS	TRNS	T=Trans.	A=Dist	D=Disc	P=Posting	A=None	blank	blank
TTLKEY	TTLOBJ	O=Object	N=Net	T=Tax	C=Check	B=Accrual	@@=@=Each	@@=@=Each
CKKEY	CKOBJ	K=Key	F=N+L	i=0-9	I=Invoice	C=Cash	001-999	Fund Code
FDKEY	FDOBJ	P=PostCode	G=N-T	H=A-T	B=Bank	D=Cash+AC	Lg = Ledger	
DVKEY	DVOBJ	F=Fund	L=Disc Lost	Q=Quoted Prc Codes	A=Accrual	See Doc for other options	blank=GL	@@=@=Each
		G=Grand			R=A. Rev.			

Record Info: Current

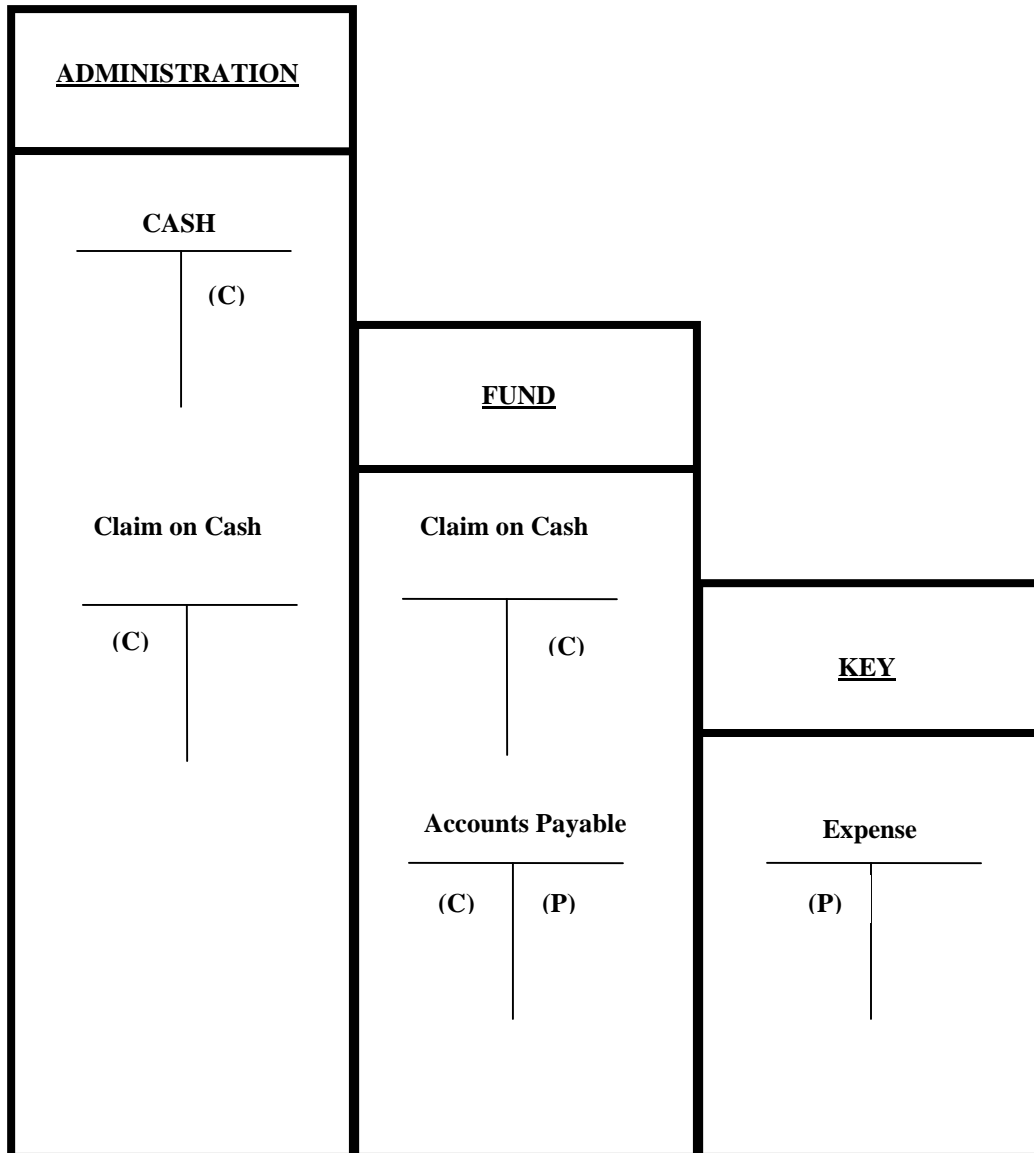
Debits							Credits						
	Org Key/Object	Lg	LTD	V	PCi	Fund		Org Key/Object	Lg	LTD	V	PCi	Fund
▶	CKKEY CKOBJ	ZL	GAP	D			▶	FDKEY 1150	ZL	PAP	D	001	@@
	FDKEY FDOBJ	ZL	FAP	D		@@		TRNS TRNS	ZL	TAP	D	005	
*							*	CKKEY FDOBJ	ZL	GAP	D		

Figure 35: GLUTSPSI - GL CR DIST with Pooled Cash

Note the PCi field is indicating the use of two posting codes. 001 is derived based on the transaction being posted to AR as a Cash Receipt. The 005 posting code is derived when item is entered as Lonesome Cash.

6.4 POOLED CASH ADMINISTRATION

Pooled Cash Administration



The above is a graphic representation of the Pooled Cash posting concept as applied to an Accounts Payable transaction. The P represents what will happen at posting time and the C represents what will happen at Check writing time in the system.