



# **Guide to the General Ledger Module**

**Kuali**

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# Introduction

The General Ledger (GL) contains numerous processes that ensure Financials runs correctly. For users processing document transactions, the most apparent of these processes are the generation of offsets and the posting of transactions to the balance tables. Other important General Ledger processes are less apparent to users. These processes ensure that transaction data are valid, that capitalization entries are created, and that indirect cost recovery and cost share transfers occur. Financials also offers related features such as sufficient funds checking and flexible offsets for institutions that want to utilize this functionality.



In order to work efficiently in Financials screens, you need to understand the basics of the user interface. For information and instructions on logging on and off, navigating, understanding the components of screens, and performing basic operations in the screens, see *Overview* in the *Overview and Introduction to the User Interface*.



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# General Ledger Overview

The General Ledger (GL) is the official repository for all financial and budget information. It stores account balances and budget information for multiple fiscal years and stores a detailed record of all financial transactions.

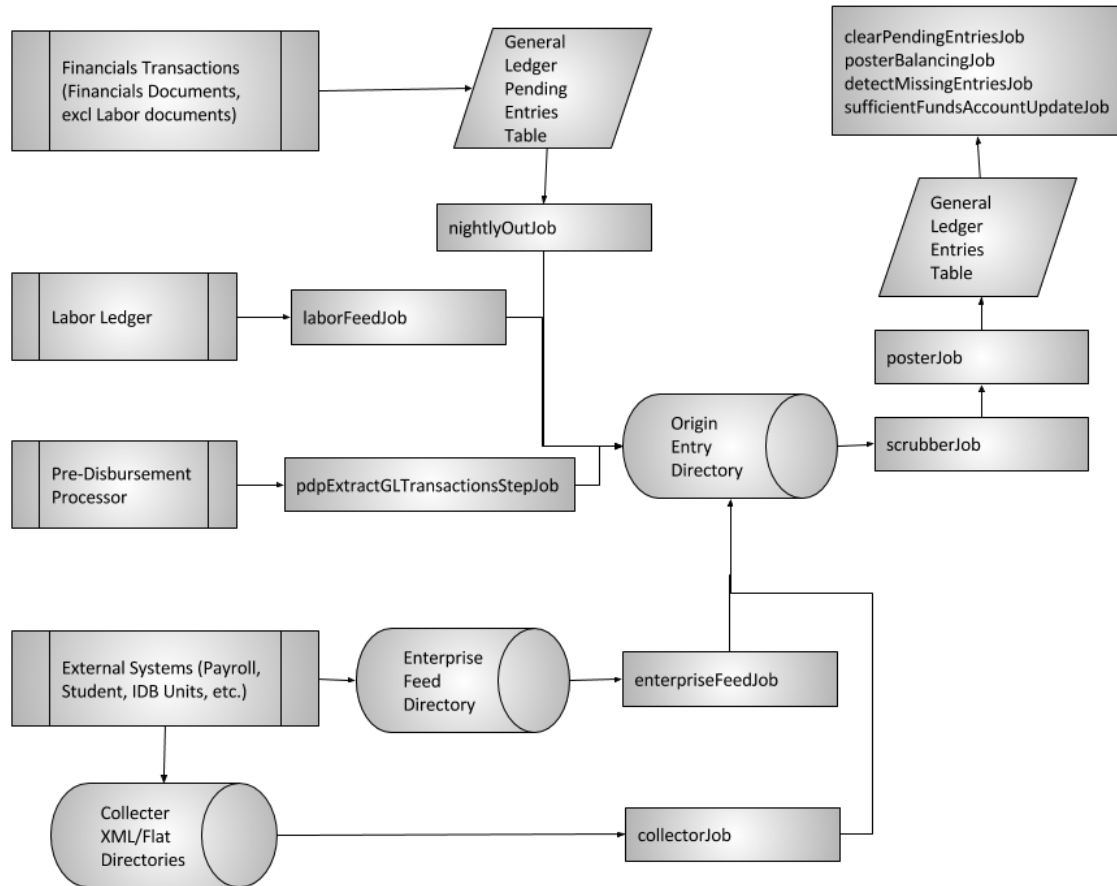
Users do not directly interact with the General Ledger. Instead, users who need to modify financial information in the GL do so by creating documents that, when fully approved, are posted to the General Ledger.

The General Ledger module is a daily batch processing application that expects all GL pending transactions to be collected in batch from the GL entry files. The daily batch includes transactions generated within the Financials modules as well as transactions created in external applications and converted to the General Ledger entry format.



# General Ledger Batch Processes

The following diagram illustrates the basic nightly batch processes.



Following is a list and short explanation of the batch processes available in the General Ledger. Batches are scheduled and/or unscheduled. Scheduled batches will run nightly and unscheduled jobs must be manually scheduled or run. All jobs have unscheduled versions so they can be run on demand during testing or when needed. Unless noted, all jobs are scheduled.

## GL Batch Processes

Job Name	Description
<a href="#">balanceForwardJob</a>	This unscheduled year end job creates a file that contains the next years beginning balances. Run this job after nominalActivityClosingJob has been run and entries posted. The file is placed in the staging/gl/OriginEntry directory and can be viewed via the Batch File and loaded for processing via the <a href="#">General Ledger Correction Process</a> .



clearPendingEntriesJob	This job clears the general ledger pending entries from the documents that are in an approved or processed state when this job is run. This job is run after the Poster job.
<a href="#">collectorJob</a>	This job validates and converts the xml and flat file collector files that are in the staging/gl/collector (xml and flat) file directories to the General Ledger file format and places them in the staging/gl/originEntry directory for processing.
<a href="#">detectMissingEntriesJob</a>	This job compares the entries in the General Ledger to approved Quali Financials documents and notifies specified individuals if entries are missing for the document.
<a href="#">encumbranceForwardJob</a>	This unscheduled year end job creates a file to roll forward specified encumbrances to the following year. This job can be run on the same day that nominalActivityClosingJob is run. The file is placed in the staging/gl/OriginEntry directory and can be viewed via the Batch File and loaded for processing via the <a href="#">General Ledger Correction Process</a> .
<a href="#">enterpriseFeedJob</a>	This job processes files dropped in the staging/gl/enterpriseFeed directory and places them into the staging/gl/originEntry directory. Format of the file is described below in the <a href="#">Enterprise Feed Upload</a> .
manualPurgeJob	This unscheduled job purges data from the General Ledger Account Balances, ID Billing Detail, Encumbrances, Entry and Sufficient Funds Balances tables prior to the year listed in parameters PRIOR_TO_YEAR; namespace code is KFS-GL.
<a href="#">nightlyOutJob</a>	This job collects entries from the General Ledger Pending Entry table that have an approved or processed status at the time the job is run. A file is created in the General Ledger format and placed in the staging/gl/originEntry directory for processing.
<a href="#">nominalActivityClosingJob</a>	This unscheduled yearend job creates a file to close revenues and expenses to fund balance. It should be run before balanceForwardJob is run. The file is placed in the staging/gl/OriginEntry directory and can be viewed via the Batch File and loaded for processing via the <a href="#">General Ledger Correction Process</a> .
<a href="#">organizationReversionCurrentYearAccountJob</a>	This unscheduled yearend job runs against the current year account table to create organization reversion and carryforward entries. The file is placed in the staging/gl/OriginEntry directory and can be viewed via the Batch File and loaded for processing via the <a href="#">General Ledger Correction Process</a> . Typically run prior to fiscal year end.





<a href="#">organizationReversionPriorYearAccountJob</a>	This unscheduled yearend job runs against the prior year account table to create organization reversion and carry forward entries. The file is placed in the staging/gl/OriginEntry directory and can be viewed via the Batch File and loaded for processing via the <a href="#">General Ledger Correction Process</a> . Typically run after fiscal year end.
posterBalancingHistorySyncJob	This unscheduled job rebuilds the history tables based on current entries and balances and create as new starting place for future comparisons in the event that errors discovered by the posterBalancingJob require a refresh.
<a href="#">posterBalancingJob</a>	This job builds a series of entry and balance tables that are synched with the General Ledger. Thereafter, the process uses these history tables, adding transactions from each nightly batch cycle.
<a href="#">posterJob</a>	This job performs a final validation, updates the balance tables and posts the transactions to the General Ledger. Reversing, ICR actuals and encumbrance, and bank offset entries are created and posted. Invalid transactions are demerged and are available for correcting via the <a href="#">General Ledger Correction Process</a> .
<a href="#">scrubberJob</a>	This job does an initial validation, posts entries to continuation accounts, generates offsets, creates capitalization, plant indebtedness, cost share transfers actuals and encumbrances. Invalid transactions are demerged and are available for correcting via the <a href="#">General Ledger Correction Process</a> .
<a href="#">sufficientFundsAccountUpdateJob</a>	This job updates the sufficient funds balance table. Set parameter FISCAL_YEAR (Component SufficientFundsAccountUpdateStep) to the current Fiscal Year.
<a href="#">sufficientFundsFullRebuildJob</a>	This is an unscheduled job and when run, empties the sufficient funds balances table and repopulates the tables. This job is run when the sufficient funds balance table needs to be reset.



# balanceForwardJob

## Overview

This unscheduled yearend job has two purposes:

- Loads the previous year's balance sheet items ending balance into the new fiscal year with a balance type of NB (Nominal Balance) and accounting period of BB (Beginning Balance)
- Loads year end balances of revenues, expenses actuals and budgets to facilitate reporting project year to date balances. Transactions are loaded with a balance type of CB (Contracts and Grants Beginning Balance) and accounting period of BB.

Entries are summarized by Chart of Accounts code, account number, sub-account number, object code, sub-object code, balance type, and object type. Each combination is considered as a unit of work in the application of the following business rules.



Even though the cumulative balances are called Contract and Grant Beginning Balances any sub-fund can be identified as a project to date reporting sub-fund. Typically, Contracts and Grants and construction projects.

## Business Rules

For establishing beginning balances:

- From a pre-established list of balance types, actual and close nominal balances are eligible for beginning balances. The balance types are defined in the parameter `BALANCE_TYPES_TO_ROLL_FORWARD_FOR_BALANCE_SHEET`.
- Object types representing assets, liabilities, and fund balance defined in the Systems Options table are eligible for beginning balances.
- The annual balance amount plus the beginning balance amount that is not zero are eligible.
- If the unit of work qualifies for establishing beginning balances, a beginning balance entry is created in the `gl_balance_forwards.data` file, which is accessible from the Batch File lookup staging/`gl/originEntry` file path and can be loaded into the General Ledger via the General Ledger Correction Process.

For establishing cumulative balances:

- From a pre-established list of balance types, actual and current budget balances are eligible for cumulative beginning balances. The balance types are defined in the parameter `BALANCE_TYPES_TO_ROLL_FORWARD_FOR_INCOME_EXPENSE`.
- From a pre-established list of fund groups or sub-fund groups, balances related to CG accounts are eligible to be carried forward into the new fiscal year. The sub-funds and fund groups are defined in parameters `FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING` and `SUB_FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING`.
- The annual balance amount plus the Contracts & Grants balance amount that is not zero are eligible.
- If the balance qualifies for establishing cumulative balances, a cumulative beginning balance entry is created in the `gl_balance_forwards.data` file, which is accessible from the Batch File lookup staging/`gl/originEntry` file path and can be loaded into the General Ledger via the General Ledger Correction Process.



## Parameters

The following parameters are used by the balanceForwardJob.

### balanceForwardJob Parameters

Name	Description
BALANCE_TYPES_TO_ROLL_FORWARD_FOR_BALANCE_SHEET	Defines the balance sheet balance types eligible to roll forward to the new fiscal year. Typically, actuals (AC) and nominal balance (NB) created by the nominalBalanceJob to close income and expense to fund balance.
BALANCE_TYPES_TO_ROLL_FORWARD_FOR_INCOME_STATEMENT	Defines the income statement balance types to roll forward for project to date reporting. Typically, actuals (AC) and current budget (CB).
FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING	Defines the fund groups that that are eligible for project to date reporting.
SUB_FUND_GROUPS_FOR_INCEPTION_TO_DATE_REPORTING	Defines the sub-fund groups that that are eligible for project to date reporting.



The System Options table identifies balance sheet and income statement object types.



## Reports and Files

### balanceForwardJob Reports and Files

Directory	Name	Description
staging/gl/originEntry	gl_balance_forwards.data	Beginning balance entries for open and expired accounts. This file needs to be loaded via the <a href="#">General Ledger Correction Process</a> in order to post.
staging/gl/originEntry	gl_balance_forwards_closed.data	Beginning balance entries for closed accounts. If desired, this file can be loaded via the <a href="#">General Ledger Correction Process</a> to post beginning balances to closed accounts.
reports/gl	year_end_balance_forward_date/time.txt	Summarizes the entries created by the balanceForwardJob.



# collectorJob

## Overview

The collectorJob processes files uploaded into the gl/collectorXML or gl/collector directory. These files usually come from Interdepartmental Billing units. If the files pass validation, they are converted to the General Ledger file format and placed in the staging/gl/originEntry directory for processing by the scrubberJob.

Pending financial transactions are validated against the Chart of Accounts (which is where the organizational structure and accounts and the detailed categories of financial transactions are defined). The Chart of Accounts provides options for assigning attributes for sorting, summarizing and reporting financial activity. Collector files go through the same validation and Pre-Scrubber processes described below for the [scrubberJob](#).



For information about using the file batch upload function, see [General Ledger Upload Functions](#).

## Parameters

The following parameters are used by the collectorJob and when a file is uploaded via the online [Collector Flat File Upload](#) or the [Collector XML Upload](#).

### collectorJob Parameters

Name	Description
EQUAL_DEBIT_CREDIT_TOTAL_DOCUMENT_TYPES	Identifies the documents types where debits must equal credits in the collector file.
ERROR_EMAIL_SUBJECT_LINE	If there are errors with the collector files, an email will be sent to the person specified in the file with this subject line when there are issues with the file.
PERFORM_DUPLICATE_HEADER_CHECK_IND	Indicates whether or not duplicate header checks should be performed by the collectorJob.
VALIDATION_EMAIL_SUBJECT_LINE	An email with this subject line is sent to the person specified in the file indicating the status of the files validation.
VALIDATION_ERROR_EMAIL_SUBJECT_LINE	An email with this subject line is sent to the person specified in the file indicating the reason the file failed to load.



## Reports and Files

Collector files go through the same validation and Pre-Scrubber processes described below for the [scrubberJob](#).

### collectorJob Reports and Files

Directory	Name	Description
staging/gl/originEntry	col_expaccts.date/time.data	Expired and closed accounts identified during data validation by the collectorJob.
staging/gl/originEntry	col_glbackup	Backup of the collector files in the origin entry directory that will be processed by the collectorJob.
staging/gl/originEntry	col_scrberr1	Error transactions identified by the collectorJob, prior to the Demerger process.
staging/gl/originEntry	col_scrberr2	Error transactions identified by the collectorJob plus valid transactions for the same document type, origin code, and document number pulled by the Demerger. These entries are not passed on to the scrubberJob. This is the most common file used by the <a href="#">General Ledger Correction Process</a> document to correct errors.
staging/gl/originEntry	col_scrbout1	Valid entries identified by the collectorJob prior to the Demerger process.
staging/gl/originEntry	col_scrbout2	Valid entries after the Demerger process pulled entries for any documents with errors.
staging/gl/originEntry	col_sorterr1	Sorted col_scrberr2 file.
staging/gl/originEntry	col_sortscrib	Sorted backup data used for validation in the collectorJob and used to create the gl_glentry_coll.data and .done files for processing by the scrubberJob.
staging/gl/originEntry	gl_glentry_coll.data	Collector files converted into the General Ledger Format. A .done file is also created and when the .data file is processed, the .done file is deleted.



reports/gl	collector_date/time.txt	Summary of all files processed by the collector, a list of all errors from collector transactions, statistics for records read and in error, and an input summary of all valid transactions by balance type, origin code, fiscal year and period code.
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# detectMissingEntriesJob

## Overview

This job compares the entries in the General Ledger to approved Kuali Financials documents, including Labor Ledger documents, and notifies specified individuals if entries are missing for the document.

## Parameters

The following parameters are used by the detectMissingEntriesJob.

### detectMissingEntriesJob Parameters

Name	Description
ENTRY_GENERATING_DOCUMENT_TYPES	Specifies the Kuali Financials Document types that should generate general ledger entries.
LOOK_BACK_DAYS	Identifies the number of days the job will look back to determine if there are any missing entries.
NOTIFICATION_EMAIL_ADDRESS	The e-mail address to send notifications to when documents with missing ledger entries are found. If left blank, the job will log the documents.

## Reports

### detectMissingEntriesJob Reports and Files

Directory	Name	Description
reports/gl	detectDocumentsMissingEntriesJobdate/time.log	Logs documents missing entries.





# encumbranceForwardJob

## Overview

This unscheduled yearend process closes and carries forward pre-encumbrances and internal and external encumbrances into the new fiscal year. The process also carries forward pre-encumbrances for Contracts and Grants accounts.

The job examines all General Ledger encumbrance entries for the fiscal year being closed. Entries are summarized by chart code, account number, sub-account number, object code, sub-object code, and balance type.

The rules are divided into two categories—business rules associated with closing encumbrances and business rules associated with cost share carry forward.

## Closing Encumbrances

- Internal encumbrance, external encumbrance and pre-encumbrance balance types are eligible for close.
- Internal encumbrances for labor distributions balance type/origin code (as defined in the parameter FORWARD\_ENCUMBRANCE\_BALANCE\_TYPE\_AND\_ORIGIN\_CODE) combinations are ineligible.
- Pre-encumbrances related to CG balance type/fund group combinations are eligible to be carried forward into the new fiscal year.
- Encumbrances that do not have a zero balance are eligible.
- The object code must be valid.
- If entries qualify for closing encumbrances, the encumbrance beginning balance entry and its corresponding offset are created as GL pending entries.

## Cost Share Carry Forward Encumbrances

- Cost Share Encumbrances are recreated as part of the Encumbrance Carry Forward process. For information on encumbrances that will generate cost share encumbrances, refer to [Cost Share Encumbrances](#).
- If entries qualify for cost share carry forward of encumbrances, the cost share encumbrance beginning balance entry and its corresponding offset are created as GL pending entries.



## Parameters

The following parameters are used by the encumbranceForwardJob.

### encumbranceForwardJob Parameters

Name	Description
BEGINNING_FUND_BALANCE_TRANSACTION_LEDGER_ENTRY_DESCRIPTION	Defines the transaction description for the beginning fund balance offsets generated by the encumbranceForwardJob.
FORWARD_ENCUMBRANCE_BALANCE_TYPE_AND_ORIGIN_CODE	Identifies encumbrances by balance type and origin entry that should not be rolled forward. For example, labor encumbrances, which are typically created from the payroll system each year.
FORWARDING_ENCUMBRANCE_BALANCE_TYPES	Identifies the encumbrance balance types that should not roll forward to the next year. Typically Cost Share Encumbrance (CE) because cost share encumbrances are recreated each year.
GENERATED_TRANSACTION_LEDGER_ENTRY_DESCRIPTION	Defines the transaction description to be used for the generated offsets created by the encumbranceForwardJob.
OFFSET_OBJECT_CODE_FOR_EXTERNAL_ENCUMBRANCE	Defines the fund balance object code to use for external encumbrance (EX) offsets.
OFFSET_OBJECT_CODE_FOR_INTERNAL_ENCUMBRANCE	Defines the fund balance object code to use for internal encumbrance (IE) offsets.
OFFSET_OBJECT_CODE_FOR_PRE_ENCUMBRANCE	Defines the fund balance object code to use for pre-encumbrances (PE) offsets.

## Reports and Files

### encumbranceForwardJob Reports and Files

Directory	Name	Description
staging/gl/originEntry	gl_encumbrance_forward.data	Year-end entries to bring forward outstanding encumbrances to the new fiscal year. This file needs to be loaded via the <a href="#">General Ledger Correction Process</a> in order to post.
reports/gl	year_end_encumbrance_closing_date/time.txt	Summarizes the entries created by the encumbranceForwardJob.



# enterpriseFeedJob

## Overview

This job processes files in the staging/gl/enterpriseFeed directory and places them in staging/gl/originEntry for processing. These files are created with the General Ledger format and normally come from central administrative external systems, such as, Student or Payroll.

The enterpriseFeedJob is expecting three files in order to process the data file. These files are .data, .recon, and .done.

- If you are dropping these files into the directory for processing via an external process, such as, SFTP, all three files must be provided.
- If you are uploading the files via the Enterprise Batch Feed, only the .data and .recon files are required. The upload process will create the .done file.



Refer to the [Enterprise Feed Upload](#) section for more information on the file layouts of each file.

## Parameters

The following parameters are used by the enterpriseFeedJob.

### enterpriseFeedJob Parameters

Name	Description
INVALID_FILE_TO_EMAIL_ADDRESS	Notification will be sent to this email address if there is a reconciliation or parsing error.



## Reports and Files

### enterpriseFeedJob Reports and Files

Directory	Name	Description
staging/gl/enterpriseFeed	entpBatchFile_userid_description_time/date.data entpBatchFile_userid_description_time/date.recon entpBatchFile_userid_description_time/date.done	<p>Files dropped via an external process, such as, SFTP, or uploaded via the online <a href="#">Enterprise Feed Upload</a>.</p> <p>If the files are dropped into the directory by an external process, all three files must be provided.</p> <p>If the Batch File Upload is used, the .done file is created by the <a href="#">Enterprise Feed Upload</a>.</p> <p>The .done file will be deleted by the enterpriseFeedJob after it has processed the .data and .recon files.</p>
staging/gl/originEntry	gl_glentry_entp.data gl_glentry_entp.done	<p>The enterpriseFeedJob verifies that the .recon file matches the .data file and if so, places the gl entry file in the OriginEntry directory.</p> <p>The .done file is deleted after the scrubberJob processes the .data file.</p>
reports/gl	Enterprise_feed_date/time.txt	Summarizes files successfully loaded and files that were not successfully loaded.



# nightlyOutJob

## Overview

This job collects entries from the General Ledger Pending Entry table that have an approved or processed status at the time the job is run. A file is created in the General Ledger format and placed in the staging/gl/originEntry directory for processing.

## Reports and Files

### nightlyOutJob Reports and Files

Directory	Name	Description
staging/gl/originEntry	gl_glentry_kfs.data	Pending ledger entries from transactional documents.
reports/gl	glpe_ledger_date/time.txt	Summary total and record count of approved General Ledger pending entries fed by balance type, origin code, fiscal year and period.
reports/gl	glpe_list_date/time.txt	Detailed listing of approved General Ledger pending entries that will be fed to the scrubber.



# nominalActivityClosingJob

## Overview

This unscheduled year end job:

- aggregates the actual revenues earned and expenses incurred during the year and calculates the difference,
- posts the resultant deficit or surplus to the institution's net assets, and
- resets the revenue and expense buckets to zero for the new fiscal year.
- 

All GL balance entries for the fiscal year being closed are examined. These entries can be summarized by Chart of Accounts code, account number, sub-account number, object code, sub-object code, balance type, and object type.

Entries are created and post to the object code defined in parameters NET\_EXPENSE\_OBJECT\_CODE or NET\_INCOME\_OBJECT\_CODE, the offset posts to fund balance. The object type is NB (Nominal Balance) and the accounting period is BB (Beginning Balance).

## Parameters

The following parameters are used by the nominalActivityClosingJob.

### nominalActivityClosingJob Parameters

Name	Description
NET_EXPENSE_OBJECT_CODE	Defines the object code that will be used if expenses exceed revenues when closing revenue and expense to fund balance.
NET_REVENUE_OBJECT_CODE	Defines the object code that will be used if revenues exceed expenses when closing revenue and expense to fund balance.



The System Options table identifies revenue and expense object types.



## Reports and Files

### nominalActivityClosingJob Reports and Files

Directory	Name	Description
staging/gl/originEntry	gl_close_nominal_activity.data	Year-end entries to close income and expense to fund balance. This file needs to be loaded via the <a href="#">General Ledger Correction Process</a> in order to post.
reports/gl	year_end_nominal_activity_closing_date/time.txt	Summarizes the entries created by the nominalActivityClosingJob.



## organizationReversionJobs

Reversions and carry forwards are computed at year-end to handle excess budgeted resources or deficits. The process is governed by a set of rules (sometimes known as lapsing rules). These rules may be self-imposed or mandated by an outside funding source such as the state, federal government, or a sponsoring agency. This process is intended to encourage good fiscal practices. The process is comprised of three primary actions:

- *Budget Reversion*: A pair of pending ledger entries is generated for the year being closed. One entry adjusts the budget in the actual account. The other adjusts the budget in a budget reversion account.
- *Budget Carry Forward*: At least one pair of pending ledger entries is generated for the next fiscal year. For each pair the accounts remain unchanged. However, one uses the beginning budget cash object code, and the other uses the carry-forward object code (if carrying forward by object code) or the unallocated object code (when consolidating carrying forward transactions).
- *Cash Reversion*: Two pairs of pending ledger entries are generated for the current fiscal year. One moves the cash out of the actual account and into a cash reversion account. The other moves the corresponding fund balance out of the actual account and into a cash reversion account.
- 

The reversion/carry forward rules are defined in the organization reversion function via two standard documents called the Organization Reversion (ORGR) document and the Organization Reversion Category (ORGC) document.

### Files

The organizationReversionJobs create two files that are placed in the staging/gl/originEntry directory: org\_reversion\_pre\_closing and org\_reversion\_closing. These files contain year-end entries to revert and carry forward current budget and cash according to the established reversion rules. These files need to be loaded and processed via the [General Ledger Correction Process](#) document.



For information about these documents, see Organization Reversion and Organization Reversion Category in the *Guide to the Chart of Accounts* .

### Carry Forward and Reversion Example

At the fiscal year-end, the Ichthyology Department (Org Code ICH) has an account 1234567 in chart BL. The cash object code in the account's Chart of Accounts is 8000. The Organization Reversion table for the department specifies that its

- budget reversion account is 1023295.
- cash reversion account is 1023299.
- 

Reversion codes (rules) and carry forward object codes are shown in the carry forward and reversion actions summarized in the following table.





### Carry forward/reversion actions (example)

Category	Object Code	Rule	Budget Amt	Actual Amt	Budget Balance	Encumbrances
Org Wages	3000	N2	6000	5000	1000	100
	Action: Encumbrance not covered; 1000 reverted to 1023295					
Salary /Fringes	2004	R2	20000	18000	2000	200
	Action: Encumbrance not covered; 2000 reverted to 1023295					
Financial Aid	5800	N1	3000	4000	-1000	500
	Action: Encumbrance not covered (- budget balance); -1000 carried forward to 1234567					
Capital Equipment	7000	N1	1000	800	200	300
	Action: 200 carried forward to 1234567 to cover part of encumbrance					
Reserve	7900	N1	1000	500	500	400
	Action: 400 carried forward to 1234567 to cover encumbrance; 100 reverted to 1023295 for positive balance					
Transfer Out	5199	R2	500	500	0	200
	Action: Encumbrance not covered; nothing reverted; nothing carried forward					
Transfer In (income)	1699	R2	300	500	200	300
	Action: Encumbrance not covered; 200 reverted to 1023295					
Travel	6000	N1	1000	900	100	100
	Action: 100 carried forward to 1234567 to cover encumbrance; nothing else remains to revert or carry forward					
Other Expense	5000	N1	500	500	0	200



	Action: Encumbrance not covered (0 budget balance); nothing reverted; nothing carried forward.					
Assess Expend	7900	C1	400	250	150	100
	Action: 100 carried forward to 1234567 to cover encumbrance; 50 carried forward to 1234567 from positive balance; nothing reverted					
Revenue (income)	1800	N2	1200	1000	-200	800
	Action: Encumbrance not covered (- budget balance); -200 carried forward to 1234567					
Cash	8000	n/a	10000	4000	6000	n/a
	Action: 6000 reverted to 1023299					

Note that the object code for each category is used only if the Carry Forward by Object Code attribute of the Organization Reversion table is set to Yes. The Transactions Generated table (see below) illustrates both sets of results—one set when the Carry Forward by Object Code Indicator is Yes and another set when it is No).

#### Transactions generated (example)

Transaction	Account	CF by Obj/ Category	Account	Object Code	Amount	DrCr
Budget Reversion	Actual	Any	1234567	7900	-3300	
Budget Reversion	Reversion	Any	1023295	7900	3300	
Budget Carry Forward	Actual	No Consolidated	1234567	0110	-350	
Budget Carry Forward	Actual	No Consolidated	1234567	7900	-350	
Budget Carry Forward	Actual	Yes Fin Aid	1234567	0110	-1000	
Budget Carry	Actual	Yes	1234567	5800	-1000	



Forward		Fin Aid				
Budget Carry Forward	Actual	Yes Cap Equip	1234567	0110	200	
Budget Carry Forward	Actual	Yes Cap Equip	1234567	7000	200	
Budget Carry Forward	Actual	Yes Reserve	1234567	0110	400	
Budget Carry Forward	Actual	Yes Reserve	1234567	7900	400	
Budget Carry Forward	Actual	Yes Travel	1234567	0110	100	
Budget Carry Forward	Actual	Yes Travel	1234567	6000	100	
Budget Carry Forward	Actual	Yes Assess Expend	1234567	0110	150	
Budget Carry Forward	Actual	Yes Assess Expend	1234567	7900	150	
Budget Carry Forward	Actual	Yes Revenue	1234567	0110	-200	
Budget Carry Forward	Actual	Yes Revenue	1234567	1800	-200	
Cash Reversion	Actual	Yes	1234567	8000	6000	Cr
Cash Reversion	Reversion	Yes	1023299	8000	6000	Dr
Fund Balance Reversion	Actual	Yes	1234567	9899	6000	Dr



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Fund Balance Reversion	Reversion	Yes	1023299	9899	6000	Cr
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# posterBalancingJob

## Overview


Financials General Ledger reports can be used to manually verify balance and entry totals processed through the nightly batch cycle. An automated balancing function simplifies this process and does much of the verification automatically. The process builds a series of entry and balance tables that are synched with your General Ledger as they are created. Thereafter, the process uses these history tables, adding transactions from each nightly batch cycle. It compares the calculated table amounts and row counts back to your General Ledger counts and balances. Discrepancies are reported along with summary statistics for row counts and errors.

The automated balancing report is generated by the posterBalancingJob, which may be run as part of your institution's nightly batch cycle. The report it generates is called balancing and is available in the GL Reports directory.

The first time the automated balancing process is initiated, it populates entry and balance history tables.

During the first run, the process builds the history tables that future runs of the process will use. From then on, each time the process generates the history tables, it includes entries from the most recent batch cycle.

Each run of the report generates statistics indicating the fiscal years included in the balancing along with summarized counts for each table verified and any comparison failures detected:

 Entries associated with other fiscal years will not be maintained in the history tables and will not be compared to the General Ledger tables.

## Parameters

The following parameters are used by the posterBalancingJob.

### posterBalancingJob Parameters

Name	Description
NUMBER_OF_COMPARISON_FAILURES_TO_PRINT_PER_REPORT	Total number of failures to print on the report for each category of balancing failures on the balancing batch job.
NUMBER_OF_PAST_FISCAL_YEARS_TO_INCLUDE	Number of fiscal years to subtract from current fiscal year to represent the start range on the balancing batch job.



## Error and Statistics Report

### posterBalancingJob Report

Directory	Name	Description
reports/gl	balancing_time/date.txt	Automated balance reconciliation. The process builds a series of entry and balance tables that are synched with your General Ledger as they are created. Thereafter, the process uses these history tables, adding transactions from each nightly batch cycle.

All fields displayed in the statistics are detailed in the table below.

### General Ledger Balancing Report information

Label	Description
FISCAL YEARS INCLUDED IN BALANCING	Specifies the years included in the automated comparisons. Financials-GL NUMBER_OF_PAST_FISCAL_YEARS_TO_INCLUDE parameter controls the number of past fiscal years included.
HISTORY TABLES INITIALIZED—UPDATES SKIPPED	For the first run of the posterBalancingJob, the value is Yes, which indicates that the history tables required for future runs of the automated balancing report have been populated. During subsequent balancing (after the tables have been initialized), this value is No.
OBSOLETE HISTORY DELETED	If a given fiscal year in the history tables is no longer within the range of years to be included in balancing, this entry indicates the fiscal years that have been removed. If no fiscal years were removed, the value is No.
UPDATES SKIPPED DUE TO OUT OF RANGE FISCAL YEAR	If the most recent GL nightly batch cycle included entries for fiscal years that are not within the range of years to be included in balancing, this field indicates how many updates to the balancing tables were skipped due to out-of-range fiscal year entries.
GLEN AMOUNT FAILURES (EntryHistory)	The number of entries in the General Ledger Entry table that failed to match those in the entry history table.
GLBL AMOUNT FAILURES (BalanceHistory)	The number of entries in the General Ledger Balance table that failed to match those in the balance history table.
GLEN SUM (ROW COUNT) - CALC. (EntryHistory)	The calculated row count from the Entry History table. This number equals the number of entries in the history table prior to the last batch cycle plus the number of entries from that last cycle.
GLEN ROW COUNT - PROD.	The number of rows in the General Ledger Entry table. This value should match the GLEN SUM CALC row count from the History table.
GLBL ROW COUNT - CALC.	The calculated row count from the Balance History table. This value equals the number of previous History table balance entries plus the number from the



(BalanceHistory)	most recent batch cycle.
GLBL ROW COUNT - PROD.	The number of rows in the General Ledger Balance table. This number should match the GLBL ROW COUNT calculated from the history tables.
ACBL AMOUNT FAILURES (AccountBalanceHistory)	The number of rows in the Production Account Balance table with balance amounts that fail to match to those in the Account Balance History table.
GLEC AMOUNT FAILURES (EncumbranceHistory)	The number of rows in the Production General Ledger Encumbrance table with amounts that fail to match to those in the Encumbrance History table.
ACBL ROW COUNT - CALC. (AccountBalanceHistory)	The calculated row count from the Account Balance History table. This number equals the number of Previous History table account balance entries plus those from the most recent batch cycle.
ACBL ROW COUNT - PROD.	The row count from the Production Account Balance table. This should match the ACBL ROW COUNT calculated from the History table.
GLEC ROW COUNT - CALC. (EncumbranceHistory)	The calculated row count from the Encumbrance History table. This number equals the number of the previous Encumbrance History table entries plus the number from the most recent batch cycle.
GLEC ROW COUNT - PROD.	The row count from the Production Encumbrance table. This should match the GLEC ROW COUNT calculated from the History table.

Errors encountered by the automated balancing process are displayed before the statistics. An error section is displayed for each history table that failed to balance. Detail is displayed for each error, up to the configurable maximum number of errors for the report.



Financials-GL NUMBER\_OF\_COMPARISON\_FAILURES\_TO\_PRINT\_PER\_REPORT parameter controls the number of detailed comparison failures that can be printed. Your report always includes the *total* number of errors, but *details* are shown only up to the number of errors specified in this parameter.

Errors in the balancing should prompt you to investigate the other General Ledger batch reports to determine where the problem(s) might lie. After errors are corrected, synchronize the history table with your General Ledger. The posterBalancingHistorySyncJob can be run to re-synchronize the history tables to your General Ledger.



The posterBalancingHistorySyncJob can be used to resync the balancing tables with the General Ledger in the event they get out of sync.



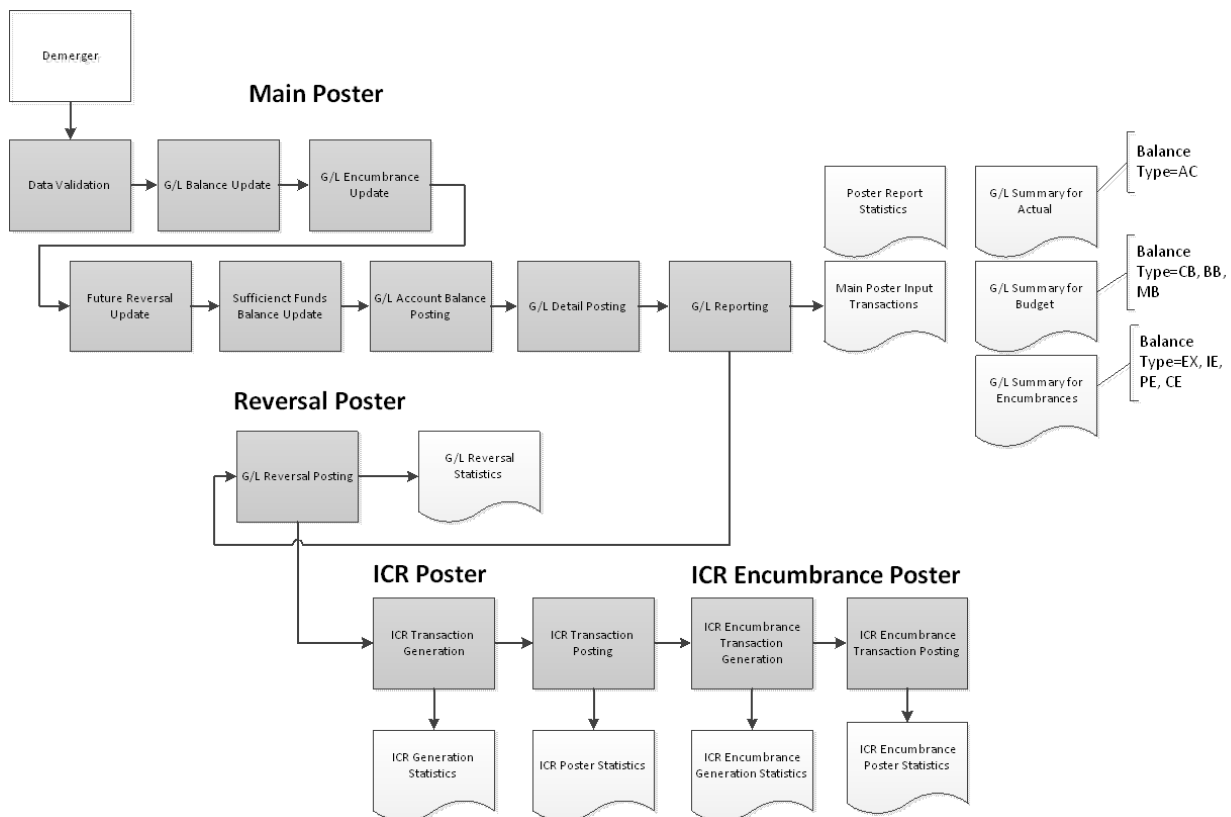
# posterJob

## Overview

This process applies the pending ledger entries, including any Financials-generated entries, to the General Ledger. The posterJob is made up of several processes that post and generate transactions. The posting process occurs in the following distinct phases (or modes) with several steps within each phase.

- Main Poster
- Reversal Poster
- ICR Poster
- ICR Encumbrance Poster

The GL Posting process is represented in the following diagram.







## Main Poster

This process posts the entries to the General Ledger, updating the tables that make up the GL. Prior to this process being run, entries are again validated to ensure that there are no errors in the transactions that might have been generated by other parts of the GL processing (such as offset generation or capitalization). If errors are found, the affected transactions are not posted and are dropped into the PostErrs file. This file can be retrieved and corrected using the [General Ledger Correction Process](#) document.



For more information about this file and other files generated by the GL poster processes, see [Poster Files](#).

## Final Validation

### Business Rules

- Chart code must exist in the Chart table and be active.
- Account number must exist in the Account table.
- Balance type must exist in the Balance Type table.
- Object Type code must exist in the Object Type table
- Fiscal year must exist in the System Options table
- Transaction ledger entry amount must be numeric
- If Balance Type offset generation attribute is not N, the transaction debit/credit code must be C or D.
- If Balance Type offset generation attribute is N, the transaction debit/credit code must be blank.
-



## GL Balance Update

Validated GL origin entries update the GL Balance table according to the following business rules.

### GL balance update business rules

Balance Updated	Fiscal Period Code	Offset Generation Code of Balance Type	Debit/Credit Code same as default of Object Type	Action on Balance Add Subtract
Annual Balance	AB	N	n/a	Add
	AB	Y	Y	Add
	AB	Y	N	Subtract
Beginning Balance	BB	N	n/a	Add
	BB	Y	Y	Add
	BB	Y	N	Subtract
Cumulative Beginning Balance	CB	N	n/a	Add
	CB	Y	Y	Add
	CB	Y	N	Subtract
Annual Balance <i>and</i> Period Balance	01 through 13	N	n/a	Add
	01 through 13	Y	Y	Add
	01 through 13	Y	N	Subtract



## GL Encumbrance Update

The GL posting function evaluates the pending ledger entries to determine whether they affect encumbrances. For entries that satisfy all the following business rules (see the Encumbrance Update Business Rules table in [Open and Closed Encumbrance Amounts](#), the GL Encumbrance table is updated:

- Transaction encumbrance update code must be D (document) or R (reference document).
- Object type must not be a fund balance object type.
- Balance type must be identified as an encumbrance on the Balance Type table.

### Open and Closed Encumbrance Amounts

When posting the GL encumbrance entries associated with a new encumbrance, a new entry in the GL Encumbrance table is added with the encumbrance amount set to the total entry amount. This is accomplished by passing entries to the accounting cycle with a D in the Encumbrance Update Code. This entry tells Poster to insert or update a row into the Open Encumbrance file using the document number and to put the amount in the Open Amount column. When posting any subsequent adjustment to that encumbrance, increases or decreases are made to the Encumbrance Close Amount column for that item by passing entries to the accounting cycle with an R in the Encumbrance Update Code. This value tells Poster to insert or update a row in the Open Encumbrance file using the reference document number of the entry and to adjust the amount in the Closed Amount column. Consequently, the Open Encumbrance file shows both the amount of the original encumbrance (open amount) and the amount of the encumbrance that has been relieved (closed amount).



These entries may easily be viewed in the application through the Open Encumbrance report. For more information see [GLInquiries](#).

#### Encumbrance update business rules

Transaction Encumbrance Update code	Debit/Credit Code	Action on Encumbrance Amount	Encumbrance Amount Updated
D (Document)	D (Debit) or blank	Add	Encumbrance Amount for the particular Document Type, Origin Code, Document Number
	Other	Subtract	
R (Reference Document)	D (Debit) or blank	Subtract	Encumbrance Closed Amount for the particular Reference Origin Code, Document Reference Type Code, Reference Document Number



## Purchase Order (PO) Encumbrance Amounts

Purchase order encumbrance entries are handled differently because a single purchase order may have several document numbers in Financials. Each time the purchase order is amended or otherwise modified, a new document number is generated for that transaction but the purchase order number remains the same. To ensure that the open amount updates correctly and payments are properly associated with the right purchase order number, the parameter ENCUMBRANCE\_OPEN\_AMOUNT\_OVERRIDING\_DOCUMENT\_TYPES defines the document types that should always update the open amount of the Encumbrance table. This parameter contains all the document types used to identify purchase orders and travel authorizations.

The purchase order number is included in the Reference Document Number field of entries from these document types and the Encumbrance Update Code is set to R. This creates a new or edits an existing open encumbrance amount using the purchase order number as the reference. Payment requests or credit memos applied to the PO and Travel Reimbursements applied to Travel Authorizations also include the purchase order or TEM ID number in the Reference Document Number field and have an Encumbrance Update Code of R. Because these values are not in the ENCUMBRANCE\_OPEN\_AMOUNT\_OVERRIDING\_DOCUMENT\_TYPES parameter, they always increase or decrease the Encumbrance Close Amount column for that item.

## Future Reversal Update

This function in the posting process identifies GL origin entries that contain a date in the Reversal Date field. These transactions are stored in the GL Reversal table. When the reversal date is reached, reversing entries are generated and automatically posted to the GL tables.

## Sufficient Funds Balance Update


For entries that satisfy all the business rules below, the GL sufficient funds balance is updated.

The account sufficient funds code is used to determine the level at which Sufficient Funds Balances are maintained. The five possibilities are listed below. Each defines the scope of a specific sufficient funds check. Sufficient funds checking never occurs for income object codes.

### Sufficient funds balance update by object

Object	Explanation
Account	Budget vs. actual vs. encumbrance check in account, combining the activity of all object codes with one of the expense object types
Object Consolidation	Budget vs. actual vs. encumbrance check for the combination of all of the object codes in the object consolidation to which the object code reports
Object Level	Budget vs. actual vs. encumbrance check for combination of all the object codes in the object level to which the object code reports
Object Code	Budget vs. actual vs. encumbrance check for the individual object code only
Cash	Cash balance minus liabilities minus encumbrances



 The Budget Checking Options Code on the Systems Options Maintenance table is not used here. This code is used by the documents to determine whether or not to perform sufficient funds checking.

## Sufficient Funds Business Rules

The Account Sufficient Funds Code value must be a valid code indicating the object of the sufficient funds checking.

- O Object Code
- L Object Level
- C Object Consolidation
- H Cash at Account
- A Account
- N No Checking

### Sufficient funds update business rules

Object Type	Balance Type	Debit/ Credit	Action on amount	Amount updated
Expenditure/ Expense (EX) Expenditure/ Not Expense (EE) Transfer of Funds/ Expense (TE)	Actuals ( <b>AC</b> )	D	Add	Account actual expenditure amount
		Blank/Null	Add	
		C	Subtract	
Expense/ Not Expenditure (ES)	External Encumbrance ( <b>EX</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
	Internal Encumbrance ( <b>IE</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	



Pre-Encumbrance (PE)	D	Add	Account encumbrance amount
	Blank/Null	Add	
	C	Subtract	
Cost Share Encumbrance (CE)	D	Add	Account encumbrance amount
	Blank/Null	Add	
	C	Subtract	
Budget Check	Any	Add	Current budget balance amount

**Sufficient funds business rules for cash**

Balance Type	Object Code/ Object Type	Debit/Credit Code	Action on amount	Amount updated	
Actuals	Cash Object Code	D	Add	Current budget balance amount	
		Blank/Null	Add		
		C	Subtract		
	Accounts Payable Object Code	D	Add	Current budget balance amount	
		Blank/Null	Add		
		C	Subtract		
	Other	n/a	n/a	None	
	External Encumbrance (EX)	Expenditure/ Expense (EX)	D	Add	Account encumbrance amount
			Blank/Null	Add	
C			Subtract		



Internal Encumbrance (IE)	Expenditure/ Expense ( <b>EX</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
Pre-Encumbrance (PE)	Expenditure/ Expense ( <b>EX</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
Cost Share Encumbrance (CE)	Expenditure/ Expense ( <b>EX</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
	Expenditure/ Not Expense ( <b>EE</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
	Transfer of Funds/ Expense ( <b>TE</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	
	Expense/ Not Expenditure ( <b>EE</b> )	D	Add	Account encumbrance amount
		Blank/Null	Add	
		C	Subtract	



## GL Account Balance Posting

The GL posting function evaluates the pending ledger entries to determine whether or not they affect account balances. For entries that satisfy *both* the following business rules, the GL account balance is updated:

- Balance type indicates actuals or budget checking *and*
- Balance type indicates encumbrance and object type does not indicate fund balance
- 

GL account balances are updated according to the following rules.

### GL account balance update business rules

Balance Type	Debit Credit Code	Offset Generation Code of Balance Type	Action on Balance Amount	Balance Amount Updated
Budget (CB)	Any	Any	Add	Current budget balance amount
Actual (AC)	Default Debit/Credit Code for the Object Type	Any	Add	Actuals balance amount
	Null/blank	N	Add	
		Other	Subtract	
Other	Any	Subtract		
Encumbrance	Default Debit/Credit Code for the Object Type	Any	Add	Encumbrance balance amount
	Null/blank	N	Add	
		Other	Subtract	
Other	Other	Subtract		

## GL Detail Posting

Validated GL pending entries are recorded as GL detail. When posting the detail, the Transaction Entry Sequence Number value is used to ensure a unique key.





## GL Poster Report

Each run of the GL process creates a report (posterJob) that contains the following statistics and summaries. Errors, if any, are displayed at the top of the report.

- Main GL Posting Statistics
- Main GL Posting Ledger
- Main Poster Error Transaction Listing
- GL Actual Balance Summary
- GL Budget Balance Summary
- GL Encumbrance Summary

## Reversal Poster

This function processes any reversal entries that have a reversal date equal to or earlier than the current date. Reversal dates may be entered on a select group of documents such as the journal voucher or accrual voucher or may be provided by batch feeds from other systems.

## Business Rules

This process derives the fiscal year and period code from the reversal date unless that period is closed, in which case the current period is used. It reverses the debit/credit code of the original transaction, appends the prefix AUTO-REVERSAL to the document description, and sets the reversal date to blank. Entries are validated to ensure that there are no errors and then posted to the GL.

Additional validation is performed on the Reversal Date value:

- If this date is not found in the University Date table, the transaction is flagged as an error (the message DATE FROM GL REVERSAL IS NOT IN THE UNIVERSITY DATE TABLE is generated) and reversal processing stops for this transaction.
- If the reversal date is not in the Fiscal Period table, the transaction is flagged as an error (the message REVERSAL DATE IS NOT IN FISCAL PERIOD is generated) and reversal processing stops for this transaction.
- If the Fiscal Period has a status of CLOSED, use the current date and fiscal period instead, unless the current date is not in the University Date table.
- If the current date is not in the University Date table, flag the transaction as an error (the message CURRENT DATE IS NOT IN THE UNIVERSITY DATE TABLE is generated) and reversal processing stops for this transaction.



- Following the same business rules used in the main GL posting function, the pending reversal entries (generated GL origin entries) are evaluated to determine whether or not they should be included for ICR. For entries that satisfy the business rules (below), GL expense transactions are generated.
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Following the same business rules used in the main GL posting function, the pending reversal entries are evaluated to determine whether or not they affect encumbrances. Entries that satisfy the GL encumbrance business rules (above) update encumbrances.

Similarly, pending reversal entries that satisfy the sufficient funds business rules (the same business rules used in the main GL posting function) update sufficient funds balances.

Pending reversal entries that satisfy the GL account balance business rules (the same business rules used in the main GL posting function above) update GL account balances.

## Reversal Poster Report

The following information related to reversals is included in the posterJob report.

- GL Reversal Statistics
- Reversal Poster Ledger
- Reversal Poster Listing
- Reversal Poster Error Transaction Listing

## ICR Poster

Pending ledger entries are evaluated for eligibility for automated ICR generation. This process has two parts:

- ICR expense and income entries
- ICR transaction posting



## ICR Expense and Income Entries

ICR expenses and income entries are generated using the values defined on the Indirect Cost Recovery Rate table.

To generate indirect costs, transactions must have an object type code that has the ICR Selection Type value set to Yes and the Indirect Cost Rate of the account must not be blank.

Additional criteria further restrict the expenses that may be included in the ICR calculation. Expenses may be excluded by Account and Object Code as defined in the Indirect Cost Recovery Exclusion by Account lookup table. Expenses may also be excluded by the Indirect Cost Recovery Type attribute assigned to the Account. The exclusion lookup tables are maintained via the Indirect Cost Recovery Exclusion by Account and Indirect Cost Recovery Exclusion by Type maintenance documents. The Indirect Cost Recovery Type lookup table is maintained via the Indirect Cost Recovery Type maintenance document.

The Indirect Cost Rate table is then used to create the ICR expense and income transactions. Transactions are created by referencing fiscal year, balance type, and ICR percent on this table. The table contains the accounting strings and the rates to use for each indirect cost rate.

For generated entries, the document number is set to the run date (YYYYMMDD), and the transaction identifies the item as a charge or income with the ICR type, ICR percentage, object code of the original expense, and direct cost amount. The document type is set to ICR (or the value your institution defines in the `INDIRECT_COST_RECOVERY_DOCUMENT_TYPE` parameter.) The chart, account number, sub-account, object code, sub-object code, and debit/credit code are based on the values in the Indirect Cost Recovery Rate table. The amount of the ICR transaction is set to the original direct cost amount times the ICR percent identified on the table.

## ICR Income and Expense Transaction Business Rules

The ICR income and expense transactions are generated in the following cases:

- ICR indicator of the object type indicates expenditures directly related to a project.
- Indirect cost rate ID of the account number must exist in the Account table.
- Fiscal period code is 01 through 13.
- Sub-account type code must not indicate a cost share account.
- Object code exists in the Object Code table.
- Chart code, account number, reports to chart code of object code, and reports to object code do not exist in the Indirect Cost Recovery Exclusions by Account table (by agreement with sponsor or agency, some types of direct expenses may not be eligible for ICR).
- Chart code, account number and object code do not exist in the Indirect Cost Recovery Exclusions by Account table (the COA/Account is excluded for some object codes, but not the reports-to object code).
- ICR type code of account and the expense object code do not exist in the ICR Exclusion by Type table.



- ICR type code of the account, reports to chart code of object code, and reports to object code do not exist in the ICR Exclusion by Type table. (Sponsor or agency does not reimburse some types of expenses that the institution groups by object code within ICR type code.)
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The process adds the following sections to the posterJob report.

- Poster ICR Report Statistics
- ICR Poster Input Transaction Report
- ICR Generation Report Statistics
- ICR Poster Error Transaction Listing

## ICR Encumbrance Poster

Pending ledger entries are evaluated for eligibility for automated ICR Encumbrance generation. This process has two parts:

- ICR Encumbrance Entries
- ICR Encumbrance Transaction Posting


## ICR Encumbrances

The process retrieves all GL encumbrances whose balance types are included in parameter `INDIRECT_COST_RECOVERY_ENCUMBRANCE_BALANCE_TYPES`.

ICR is calculated for each encumbrance as described above for [ICR Expense and Income Entries](#), effectively calculating indirect cost on the amount of the outstanding encumbrance.

In order for the ICR encumbrances to be processed, the system parameter `USE_ICR_ENCUMBRANCE_INDICATOR` must be set to Y.

For generated entries, the accounting string is the same as the values of the original encumbrance with the following exceptions:

- Transaction Ledger Entry Description: ICR Encumbrance Document Type and Document Number.  
 For example: ICR Encumbrance PO 23253.
- Object Code will be the one associated with the ICR Rate.
- Origin Code will be the value contained in `INDIRECT_COST_RECOVERY_ENCUMBRANCE_ORIGINATION`.
- The amount of the ICR transaction is set to the outstanding encumbrance amount times the ICR percent identified on the table.



## ICR Encumbrance Transaction Business Rules

The ICR Encumbrance transactions are generated in the following cases:

- ICR indicator of the object type indicates expenditures directly related to a project.
- Indirect cost rate ID of the account number must exist in the Account table.
- Fiscal period code is 01 through 13.
- Sub-account type code must not indicate a cost share account.
- Object code exists in the Object Code table.
- Chart code, account number, reports to chart code of object code, and reports to object code do not exist in the Indirect Cost Recovery Exclusions by Account table (by agreement with sponsor or agency, some types of direct expenses may not be eligible for ICR).
- Chart code, account number and object code do not exist in the Indirect Cost Recovery Exclusions by Account table (the COA/Account is excluded for some object codes, but not the reports-to object code).
- ICR type code of account and the expense object code do not exist in the ICR Exclusion by Type table.
- ICR type code of the account, reports to chart code of object code, and reports to object code do not exist in the ICR Exclusion by Type table. (Sponsor or agency does not reimburse some types of expenses that the institution groups by object code within ICR type code.)
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The process adds the following section in the posterJob report .

- Poster ICR Encumbrance Report Statistics
- ICR ENCUMBRANCE Poster Error Transaction Listing
- ICR ENCUMBRANCE Poster Input Transactions



## Parameters

The following parameters are used by the posterJob.

### posterJob Parameters

Name	Description
CURRENT_AND_LAST_YEAR	The month and day marking the end of non-yearend transaction document processing in order to determine which version of the GL Summary Report to run.
CURRENT_YEAR_LOWER	The month and day near the end of a fiscal year when the accounting cycle will begin producing a GL Summary Report for the next fiscal year.
CURRENT_YEAR_UPPER	The month and day near the beginning of a fiscal year when the accounting cycle will stop producing a GL Summary Report for last fiscal year.
ENCUMBRANCE_OPEN_AMOUNT_OVERRIDING_DOCUMENT_TYPES	Defines the document types where the Open Amount of the encumbrance will be updated.
ICR_EXCLUSIONS_AT_TRANSACTION_AND_TOP_LEVEL_ONLY_IND	Determines, when the Poster walks up the object code reports-to hierarchy to check if an Indirect Cost Recovery Exclusion by Type or Indirect Cost Recovery Exclusion by Account exists for the given transaction, if only the transactions object code and the top level object code of the hierarchy should be consulted, as opposed to seeking exclusions at every step of the object code reports-to hierarchy.
INDIRECT_COST_FISCAL_PERIODS	Defines the fiscal periods that will be excluded from indirect cost recovery calculations.
INDIRECT_COST_RECOVERY_DOCUMENT_TYPE	Defines the document type that will be used in the indirect cost recovery general ledger entries.
INDIRECT_COST_RECOVERY_ENCUMBRANCE_BALANCE_TYPES	Defines encumbrance types to be used when calculating indirect cost recovery encumbrances.
INDIRECT_COST_RECOVERY_ENCUMBRANCE_ORIGINATION	Defines the origination code that will be used when creating indirect cost recovery encumbrance general ledger entries.



INDIRECT_COST_TYPES	Indirect Cost Types that will be excluded from having Indirect Cost calculated on them.
USE_ICR_ENCUMBRANCE_IND	Indicates whether or not the Indirect Cost Recovery Encumbrance poster should run.

## Poster Files

The posterJob creates several files and places them in the staging/gl/originEntry directory. The files include a date and time stamp in their names, suffixed with .data.

### posterJob Files

File names	Description
icrerrs	Errors found in the ICR Poster that did not update the ledgers.
icrtrans	All indirect cost recovery (ICR) entries generated from eligible posted transactions.
posterrs	Errors found in the Main Poster that did not update the ledgers.
sorticr	Sorted icrtrans file for input into the ICR poster.
workerrs	Errors found in the Reversal Poster that did not update the ledgers.
workfile	All automated reversal entries selected for processing by the Reversal Poster.

## Poster Output Summary

When the posterJob is complete, a summary report is created and placed in the reports/gl directory with information on each process.

### posterJob Report

Report Section	Description
GL Poster Report (Main)	Total record count of rows deleted, inserted, and updated in the General Ledger tables updated by the poster.
Main Poster Error Transaction Listing	Detailed listing of the error transactions along with a summary total and record count for transactions not posted.



Main Poster Input Transactions	Summary total and record count of transactions posted by balance type, origin code, fiscal year and period.
GL Poster Report (Reversal)	Summary total and record count of rows selected, deleted, inserted, and updated in the GL tables by the reversal poster.
Reversal Poster Transaction Listing	Detailed list of transactions generated by the reversal poster along with a summary total and record count.
Reversal Poster Error Transaction Listing	Detailed listing of error reversal transactions along with a summary and record count for transactions not posted.
Reversal Poster Input Transactions	Summary total and record count of transactions that generated reversals by balance type, origin code, fiscal year and period.
ICR Generation Report	Summary total and record count of rows selected, deleted, and kept from the GL Expenditure Transaction table and the record count of ICR transactions generated.
GL Poster Report (ICR)	Total record count of rows deleted, inserted, and updated in the GL tables by the ICR poster.
ICR Poster Error Transaction Listing	Detailed listing of ICR error transactions along with a summary and record count for transactions not posted.
ICR Poster Input Transactions	Summary total and record count of ICR transactions generated by the ICR poster by balance type, origin code, fiscal year and period.
GL Budget Balance Summary	Beginning, annual, monthly and accumulated balances by fund group for budget balance types CB, BB, MB.
GL Actual Balance Summary	Beginning, annual, monthly and accumulated balances by fund group for the AC balance type.
GL Encumbrance Summary	Beginning Balance, Annual Balance, CB Beginning Balance and YTD Balance by fund group for the encumbrance balance types EX, IE, PE, CE.
Poster Output Summary	Summary debit, credit, budget, and net amount total by balance type, fiscal year, period code and fund group.
GL Poster Report (ICR Encumbrance)	Total record count of rows deleted, inserted, and updated in the GL tables by the ICR Encumbrance poster.
ICR Encumbrance Poster Error Transaction Listing	Detailed listing of ICR Encumbrance error transactions along with a summary and record count for transactions not posted. Created by the PosterJob.
ICR Encumbrance Poster Input Transactions	Summary total and record count of ICR Encumbrance transactions generated by the ICR poster by balance type, origin code, fiscal year and period. Created by the PosterJob.





# scrubberJob

## Overview

The scrubberJob performs the following primary functions.

- Validation of data: Includes the addition of some missing values, validation against the Chart of Accounts, and the application of continuation account logic.
- Offset and entry generation: Includes document balancing, capitalization of assets and liabilities, plant indebtedness, cost share transfers, and cost share encumbrances.
- Error handling after the batch process: Identifies and de-merges errors to be corrected using the [General Ledger Correction Process](#) document.
- 

The following table briefly describes the functionality performed by the scrubberJob. Each function is described in detail below.

### scrubberJob

Process	Description
<a href="#">Data Validation</a>	Validates that data is accurate and complete prior to posting into the General Ledger. Missing and invalid values may also be completed in this step.
<a href="#">Continuation Account</a>	Expired or closed accounts are replaced with a continuation account when certain situations apply.
<a href="#">Pre-Scrubber</a>	If accounts cannot be the same across charts and the chart code is missing, the pre-scrubber will fill in the chart code associated with the account.
<a href="#">Offset Generation</a>	Offsets will be created for transactions if offsets haven't already been created to ensure the system is balanced.
<a href="#">Transaction Generation</a>	The scrubber also creates generates transactions to capitalize assets and liabilities, post plant indebtedness, cost share transfers and cost share encumbrances.
<a href="#">Demerger</a>	The demerger removes any entries or offsets that are related to transactions with the same document number that had errors. This prevents unbalanced transactions from posting to the General Ledger.



## Data Validation

### Overview

Data is validated before being posted to the General Ledger to ensure that it is complete and correct.

Financials transaction documents generate pending ledger entries automatically. Financials validates transactions created via documents in various ways, using the Chart of Accounts and business rules to ensure that the entries generated are complete and without errors. Even so, these transactions undergo the same scrubber validation as entries from other sources to catch anything that may have happened after a transaction is approved.

Transactions that are fed into Financials from an outside system (such as a payroll or external billing system) are more likely to send data in need of correction because they may not be integrated with the Chart of Accounts. For example, an external system might try to apply expenses to a closed account because that external system does not have access to the data in the Chart of Accounts.

The transaction validation process checks to make sure that accounting string values (such as account, object code and sub-object code) are valid. It also ensures that the transaction has proper identifying information (such as a document number, document type and origination code indicating the system it came from).

Because some systems may not be capable of providing all of the information required to post a General Ledger transaction, the scrubber may assign some attributes to complete the transaction.

If necessary, the scrubber can assign a fiscal year, fiscal period, and transaction date to a transaction based on the system date (which is determined by the date on which the batch process is run). It can also assign an object code type based on the object code of the transaction.

Unless otherwise noted, documents associated with any transaction that fails the following validations will not post.

The error records will be placed in the ScrbErr file (For more information about this file and other files generated by the General Ledger batch processes, see [Scrubber Files](#). This file can be retrieved using a [General Ledger Correction Process](#) (GLCP) document which allows for the manual correction of errors so the associated documents may be re-posted in a future batch cycle.

### Business Rules

- Origin code must exist in the Origin Code table.



- Document number is required.
- Chart code must exist in the Chart table and be active.
- Account number must exist in the Account table.
- If the document type is in parameter ANNUAL\_CLOSING\_DOCUMENT\_TYPE and the period is BB or CB entries will post to closed accounts. Otherwise, the account cannot be closed.
- Sub-Accounts must be valid and active.
- Object must exist in the Object Code table.
- If an invalid, inactive or blank sub-object code is used, the value will be replaced with dashes.
- Balance type must exist in the Balance Type table.
- If the Origin Code is defined in the OBJECT\_TYPE\_BYPASS\_ORIGINATIONS parameter and the Object Type code is empty; or if the Origin Code is not in the OBJECT\_TYPE\_BYPASS\_ORIGINATIONS parameter, replace or add the Object Type code associated with the Object Type.
- Object Type code must exist in the Object Type table
- Fiscal year must exist in the System Options table
- Fiscal period must exist in the Accounting Period table and be open
- Transaction entry sequence number must be numeric. Null and blank values will be replaced with zeroes; non-numeric transactions will be demerged for correction.
- Transaction ledger entry amount must be numeric
- If Balance Type offset generation is Y or C, the transaction ledger entry amount must be greater than or equal to zero.
- If Balance Type offset generation is not N, the transaction debit/credit code must be C or D.
- If the transaction date doesn't exist in the University date table, the invalid date will be replaced with the current date.
- If the origination code is in the TRANSACTION\_DATE\_BYPASS\_ORIGINATIONS parameter, the transaction dates in the file will be used instead of the date the file is processed.
- Document type must exist in the Document Type table.
- Project codes must be active and valid.
- If the reference document number is not blank, then the reference document type must exist in the Document Type table.
- If the reference document number is not blank, then the reference origin code must exist in the Origination Code table.
- If the transaction encumbrance update code is R, then the reference document number cannot be blank.
- If the reversal date is entered, it must exist in the University Date table.
- If the Balance Type encumbrance indicator is Y and the Object Type fund balance indicator is Y, then the transaction encumbrance update code must be D, R or N.
- If the Object Type code is expense and the Balance Type code is Actuals or Encumbrance, the sub-fund group must exist in the Sub-Fund Group table. Sub-Fund Group is derived from the account number.



## Parameters

The following parameters are used by the scrubberJob during data validation.

### scrubberJob Data Validation Parameters

Name	Description
OBJECT_TYPE_BYPASS_ORIGINATIONS	Specifies origination codes that will not be updated to match the object type assigned to the object code. This is used to ensure that files coming from external sources have the correct object type code.
TRANSACTION_DATE_BYPASS_ORIGINATIONS	Specifies for which origination codes, the transaction date in the file should be used instead of the date the transaction is processed. This is normally used for payroll feeds, so that payroll system and the financials system have the same dates.

•

## Continuation Account

### Overview

Special logic is also applied in the scrubber to determine whether a continuation account should be substituted for the account on a transaction. This logic is triggered when the account on the transaction has an expiration date or is closed.

When configuring Financials, institutions may choose to exclude transactions with certain origination codes and document types from the scrubbers application of the continuation account logic. For example, in most instances users want to exclude transactions generated by Financials documents from this process. Financials documents include a process that allows the document initiator to use the expired account or the account's continuation account.

If a transaction applies to an expired account and is not otherwise excluded, the Scrubber attempts to find a valid continuation account to substitute. Accounts are considered expired if their expiration date is less than or equal to the run date of the scrubber batch process. The expiration date of Contracts and Grants accounts may be extended by any number of days for the purpose of determining expiration for this process with the CG\_ACCOUNT\_EXPIRATION\_EXTENSION\_DAYS parameter.



**AUTO FR:** Financials makes ten attempts at finding a valid continuation account before reporting an error. Valid in this instance means that the account exists in the Account table and is not expired or



closed. If a substitution is made, Financials adds **AUTO FR** and the original account number into the transaction description for tracking purposes.

## Parameters

The following parameters are used by the scrubberJob continuation account process.

### scrubberJob Continuation Account Parameters

Name	Description
CG_ACCOUNT_EXPIRATION_EXTENSION_DAYS	Specifies the number of days past a Contract and Grant accounts expiration date to apply continuation account logic. This parameter is used in conjunction with the CONTINUATION parameters below. Only if the document type or origination code is also included in these parameters will the Contracts & Grant expiration date be extended by the number of days specified in this parameter. This parameter only applies to Contracts & Grants accounts. All other accounts will post to their continuation account regardless of the value in this parameter, unless, they are excluded by one of the parameters below.
CONTINUATION_ACCOUNT_BYPASS_DOCUMENT_TYPES	Specifies which document types are allowed to post to expired accounts if the initiator indicates that the transaction should post to the expired account.
CONTINUATION_ACCOUNT_BYPASS_ORIGINATIONS	Specifies origination codes that can post to expired accounts.

## Pre-Scrubber

### Overview

The scrubber includes a pre-scrubber step that is used to complete the Chart Code for entries that do not contain them. This process is only used if the parameter ACCOUNTS\_CAN\_CROSS\_CHARTS\_IND is set to N, which prevents the same account from being used in multiple charts.



## Parameters

The following parameters are used by the scrubberJob pre-scrubber process.

### scrubberJob Pre-Scrubber Parameters

Name	Description
ACCOUNTS_CAN_CROSS_CHARTS_IND	When set to N, the pre-scrubber process in the scrubberJob will complete the chart code for transactions that are missing them.

## Offset Generation

### Overview

The scrubberJob also ensures that all transactions are balanced, and it generates required offsets with an offset generation process.

For transactions created via Financials documents, offsets should already be in place by automatically generating any required offsets when each document is submitted for approval. Prior to the batch process running, the offset transaction lines (such as offsets to cash) may be viewed within the **General Ledger Pending Entries** tab of a transaction document.

Financials uses the Offset Definition table to define how offsets should be generated for unbalanced transactions. This table uses information from the unbalanced transaction (such as the fiscal year and chart the transaction is being posted to and the balance type and document type associated with the transaction) to determine the object code to assign to offset entries. Transactions created in other systems may need to have offsets generated to ensure a balanced transaction.

Offset transactions are generated in the following cases:

- The document type is not in the OFFSET\_GENERATION\_DOCUMENT\_TYPES parameter.
- The fiscal period is not included in the OFFSET\_GENERATION\_FISCAL\_PERIODS parameter.
- If otherwise eligible and the offset generation attribute for the Balance Type of the pending entry is Y.

Normally, offsets are applied to the same account as the transaction that generated the offset.

If the USE\_FLEXIBLE\_OFFSET\_IND parameter is set to Y, then offset entries can be posted to another specified account in order to accommodate tracking offsets such as cash or liabilities in central designated accounts as opposed to tracking such offset entries in every account. The Offset Account document identifies the offset account for an offset object code and account number combination.



For more information about offsets by account, see Offset Account in the *Guide to the Chart of Accounts Module*.



## Parameters

The following parameters are used by the scrubberJob offset generation process.

### scrubberJob Data Offset Generation Parameters

Name	Description
DOCUMENT_TYPES_REQUIRING_FLEXIBLE_OFFSET_BALANCING_ENTRIES	Specifies which document types should look to the Offset Account table to determine which account should receive the offset.
OFFSET_GENERATION_DOCUMENT_TYPES	Identifies the document types that will not generate offset entries.
OFFSET_GENERATION_FISCAL_PERIODS	Identifies the fiscal periods for which offset entries will not be generated.

•

## Transaction Generation

In addition to the basic balancing offsets, additional processes in the scrubberJob can be turned on or off by your institution. The following processes generate behind-the-scenes transactions and are discussed in detail below.

- Capitalization of movable and non-movable assets and of liabilities for lease purchases
- Plant indebtedness related to bonds
- Cost share transfers
- Cost share encumbrances

## Capitalization of Assets and Liabilities

If the capitalization process is turned on, the scrubberJob generates entries and offsets to properly record the capitalization of assets and liabilities. Capitalization entries are created for transactions affecting the actuals (AC) Balance Type using an object code with an asset-related object sub-type.

Capitalization entries book an asset to a plant fund chart, account and object code.

- The plant fund chart and account is determined based on the organization associated with the account used on the original transaction that posted to the General Ledger. Campus and Organization Plant Fund chart and accounts are attributes of the Organization.
- The plant fund object code is determined by the object sub-type of the object code used on the original transaction.
- The capitalization transaction description will include Generated Capitalization or Generated Liability.



## Parameters

The following parameters are used by the Capitalization process to generate entries for allowable transactions.

### scrubberJob Capitalization of Assets and Liabilities Parameters

Name	Description
CAPITALIZATION_CHARTS	Defines charts excluded from the asset capitalization process.
CAPITALIZATION_DOCUMENT_TYPES	Defines document types that are excluded from the asset capitalization process.
CAPITALIZATION_FISCAL_PERIODS	Defines fiscal periods excluded by the asset capitalization process.
CAPITALIZATION_IND	Indicates whether or not the asset capitalization process should run.
CAPITALIZATION_OBJECT_CODE_BY_OBJECT_SUB_TYPE	The plant fund object code(s) to which the generated asset capitalization entries will be posted based on the object sub-type(s) associated with the object code used on the transaction.
CAPITALIZATION_OBJECT_SUB_TYPES	Defines the object sub-types associated with object codes that identify transactions that will be capitalized.
CAPITALIZATION_OFFSET_CODE	Identifies the fund balance object that will be used as the offset when creating asset capitalization entries.
CAPITALIZATION_SUB_FUND_GROUPS	Defines the sub-fund groups, derived from the account, excluded from the asset capitalization process.
LIABILITY_CHARTS	Defines charts excluded from the plant fund liability process.
LIABILITY_DOCUMENT_TYPES	Defines document types excluded from the plant fund liability process.
LIABILITY_FISCAL_PERIODS	Defines fiscal periods excluded from the plant fund liability process.
LIABILITY_IND	Indicates whether or not plant fund liabilities will be created.
LIABILITY_OBJECT_CODE	Defines the object code to which the generated plant fund liability will post.
LIABILITY_OBJECT_SUB_TYPES	Defines the object sub-types associated with object codes that identify transactions that





	will be generate a plant fund liability.
LIABILITY_OFFSET_CODE	Identifies the fund balance object that will be used as the offset when creating plant fund liability entries.
LIABILITY_SUB_FUND_GROUPS	Defines the sub-fund groups, derived from the account, excluded from the plant fund liability process.
PLANT_FUND_CAMPUS_OBJECT_SUB_TYPES	Defines the object sub-types that will use the Campus Plant Fund Chart and Accounts to post capitalization entries. Generally, identified as non-moveable assets.
PLANT_FUND_ORGANIZATION_OBJECT_SUB_TYPES	Defines the object sub-types that will use the Organization Plant Fund Chart and Accounts to post capitalization entries. Generally, identified as moveable assets.

## Plant Indebtedness

Plant indebtedness entries for notes and bonds payable are similar in nature to the capitalization entries, with a few exceptions. The original plant indebtedness entries occur on liability object codes (a balance sheet item) and, because there are fewer classifications, the same object code is used to record the item in the plant fund. Whereas the capitalization entries add items to the balance sheet (set up assets), these entries move the liability from select fund groups to the plant fund.

If the Plant Indebtedness process is turned on, bond and note liability entries are created for transactions affecting the actuals (AC) Balance Type using an account with a specified sub-fund group and object code with a plant indebtedness-related object sub-type.

- Plant indebtedness entries book to the campus plant fund chart and account associated with the organization tied to the account on the original transaction.
- Transfer to Net Plant will be included in the transaction description of the entry occurring in the original account and the description of the entry occurring in the campus plant fund account is set to Generated Transfer from (chart and account number of original entry).
- Appropriate offsets to the fund balance object code are generated to balance the entries.



## Parameters

The following parameters are used by the plant indebtedness process to generate entries for allowable transactions.

### scrubberJob Plant Indebtedness Parameters

Name	Description
PLANT_INDEBTEDNESS_IND	Indicates if the Plant Indebtedness process will run.
PLANT_INDEBTEDNESS_OBJECT_SUB_TYPES	Defines the object sub-types that are used to determine if plant indebtedness entries should be created.
PLANT_INDEBTEDNESS_OFFSET_CODE	Specifies the fund balance offset object code that should be used on the plant indebtedness entries.
PLANT_INDEBTEDNESS_SUB_FUND_GROUPS	Defines the sub-fund groups for which plant indebtedness entries will be created if the object code has a specified plant indebtedness sub-type.

## Cost Share Transfers

Cost sharing allows for sharing of costs related to Contracts and Grants accounts. Expenses associated with a grant or contract that are not paid by the sponsoring agency are considered to be cost share, and Financials can track these expenses in special cost share sub-accounts. A cost share sub-account is created as part of the contract or grant account for which costs are being shared. The sub-account is assigned a source account that identifies the account that bears the expenses that are being shared.

Cost share transfers involve transferring of funds into a Contracts and Grants cost share sub-account (to record income), from the source account (to record the charge).

Any expense that occurs on a cost share sub-account is eligible for this transfer of funds. Expenses occurring on selected document types or that post to specific periods may be excluded from the generation of cost share.

In order to qualify for cost share transfers, the transaction must:

- be associated with an expense object code type specified in parameter `COST_SHARE_OBJECT_TYPES`
- have a balance type of Actuals (AC) and
- post to a Contracts and Grants account and a cost share sub-account. Cost share sub-accounts have a sub-account type of CS.



Cost share transfers are posted at a summary level.

- The income side of the transfer is created as follows:
  - Document type TF (Transfer of Funds)
  - Object code specified in parameter COST\_SHARE\_OBJECT\_CODE
  - Origination code CS
  - Document number is pre-fixed with CSHR
  - Transaction description is Generated Cost Share from account XXXXXXXX MM/DD
  - Transaction date is the process run date
  - With an appropriate offset to cash for the income side of the transfer
- The expense side of the transfer is created as above for the income side, with the following differences:
  - The chart, account, and sub-account for the source account associated with the cost share sub-account
  - Transaction description is Generated Cost Share to account XXXXXXXX MM/DD.
  - The object code is determined by the object code level specified in parameter COST\_SHARE\_OBJECT\_CODE\_BY\_OBJECT\_LEVEL.

## Parameters

The following parameters are used by the cost share transfer process to generate entries for allowable transactions.

### scrubberJob Cost Share Parameters

Name	Description
COST_SHARE_DOCUMENT_TYPES	Defines document types that are excluded from cost share generation
COST_SHARE_FISCAL_PERIODS	Defines fiscal periods that are excluded from cost share generation.
COST_SHARE_OBJECT_CODE	Defines the object code that will be used to post cost share income.
COST_SHARE_OBJECT_CODE_BY_OBJECT_LEVEL	Defines the object code that will be used to post the cost share expense. Object codes have an attribute called Level that groups like object codes together.
COST_SHARE_OBJECT_TYPES	Defines expense object code types for which cost share will be generated.

-



## Cost Share Encumbrances

Cost share encumbrances are a management tool that enables the fiscal officer of a source account to forecast the cost share transfer activity that will occur after expenses are realized on the Contracts and Grants cost share sub-account. Any encumbrances on a cost share sub-account will trigger the generation of cost share encumbrances in the source account.

Financials checks the encumbrances associated with a cost share sub-account and generates matching encumbrances on the source account to reflect where these expenses will ultimately be applied. Eligible transactions must:

- have an expense object type defined in the `COST_SHARE_OBJECT_TYPES` parameter,
- have an encumbrance balance type defined in the `COST_SHARE_ENCUMBRANCE_BALANCE_TYPES` parameter,
- be on a Contracts and Grants account and a sub-account with a sub-account type of CS, and
- not be associated with a document type specified in the `COST_SHARE_DOCUMENT_TYPES` parameter.
- 

These encumbrances are created with a cost share encumbrance balance type to ensure that they can be distinguished from the original encumbrances. Cost share encumbrances are posted at the detail level, using the same object code level mapping that is used for cost share transfers, defined in parameter `COST_SHARE_OBJECT_CODE_BY_OBJECT_LEVEL`.

### Parameters

The following parameters are used by the cost share encumbrance process to generate entries for allowable transactions.

#### scrubberJob Cost Share Encumbrances Parameters

Name	Description
<code>COST_SHARE_DOCUMENT_TYPES</code>	Defines document types that are excluded from cost share generation
<code>COST_SHARE_ENCUMBRANCE_BALANCE_TYPES</code>	Defines encumbrance object code types for which cost share encumbrances should be created.
<code>COST_SHARE_ENCUMBRANCE_FISCAL_PERIODS</code>	Defines fiscal periods that are excluded from cost share encumbrance generation.
<code>COST_SHARE_OBJECT_CODE_BY_OBJECT_LEVEL</code>	Defines the object code that will be used to post the cost share expense. Object codes have an attribute called Level that groups like object codes together.
<code>COST_SHARE_OBJECT_TYPES</code>	Defines expense object code types for which cost share encumbrance will be generated.



## Demerger

### Overview

The GL transaction demerger process is initiated as part of the overall scrubberJob and prior to the Main Poster in the posterJob. The demerger process has several functions.

- Using the errors identified by earlier parts of the scrubberJob, it locates all of the accounting entries for each document number with a reported error and removes these transactions from processing. This action prevents Financials from posting unbalanced transactions to the General Ledger.
- It removes any offsets that were generated by the scrubberJob for the document numbers with errors. Scrubber-generated offsets are removed to prevent duplicate offset generation when the records are passed back through the accounting cycle after correction.
- The process creates a ScrbErr2 file in the Origin Entry table with all of the transactions for document numbers with errors. (ScrbErr2 is the primary error correction file for the GL Correction Process document). It also generates statistics as part of the accounting cycle control totals, recording the number of records in the error group, the number of each type of offset bypassed, the number of records passed to the Main Poster, etc.

### Scrubber Files

The scrubberJob creates several files and places them in the staging/gl/originEntry directory. The files include a date and time stamp in their names, suffixed with .data.

#### scrubberJob Files

File names	Description
gl_expaccts	Expired and closed accounts identified during data validation by the scrubberJob.
gl_glbackup	Backup of all files from the Origin Entry directory that will be processed by the scrubberJob. For example: Collector, Enterprise Feed, GLCP, documents, PDP, etc.
gl_glentry_lab	Summarized labor entries passed to the General Ledger from the Labor Ledger for processing.
gl_glentry_pdp	Entries from check and ACH disbursements, cancels, and cancel-and-re-issues passed to the General Ledger from the Pre-Disbursement Processor.
gl_prescrub	File created during the pre-scrubber process.



gl_scrberr1	Error transactions identified by the scrubberJob, prior to the Demerger process.
gl_scrberr2	Error transactions identified by the scrubberJob plus valid transactions for the same document type, origin code, and document number pulled by the Demerger. These entries are not passed on to the posterJob. This is the most common file used by the <a href="#">General Ledger Correction Process</a> document to correct errors.
gl_scrbout1	Valid entries identified by the scrubberJob prior to the Demerger process.
gl_scrbout2	Valid entries after the Demerger process pulled entries for any documents with errors.
gl_sorterr1	Sorted scrberr2 file.
gl_sortpost	Sorted scrbout2 file. This file will be processed by the posterJob.
gl_sortscrib	Sorted backup data used for validation in the scrubberJob.

## Scrubber Output Summary

When the scrubberJob is complete, a summary report is created and placed in the reports/gl directory with information on each process.

### scrubberJob Summary Report

Report Section	Description
GL Scrubber Report	Summary total number of records scrubbed and automated entries generated (offset, capitalization, liabilities, plant indebtedness, and cost share). Errors detected by the scrubber are also listed in detail.
GL Demerger Report	Total number of valid and invalid transactions and scrubber-generated entries (offset, capitalization, plant indebtedness, cost share) bypassed.
Scrubber Input Transactions with Blank Balance Types	Detailed listing of transactions with bad or blank balance types. The scrubber replaces these with a balance type of AC.
Error Listing - Transactions Removed From the Scrubber	Detailed listing of transactions removed by the scrubberJob including transactions pulled by the Demerger process. Also includes subtotals for error entries.
Ledger Report	Summary listing of transactions scrubbed, including general ledger pending entries and external batch feed files by balance type, origin code, fiscal year and period.



# sufficientFundsAccountUpdateJob

## Overview

The Chart of Accounts structure is built into the Sufficient Funds Balance table. This job checks the Sufficient Funds Balance table against the parallel supporting Chart of Accounts tables for discrepancies. Any differences that are detected are incorporated into the Sufficient Funds Balance table chart structure and the sufficient funds balances are re-calculated (for example, an account may have changed from account level checking to consolidation level checking). This keeps the Sufficient Funds Balance table aligned with the sufficient funds checking options established for each account.



# sufficientFundsFullRebuildJob

## Overview

This unscheduled job rebuilds the Sufficient Funds table from scratch.

## Parameters

The following parameters are used by the sufficientFundsFullRebuildJob.

### sufficientFundsFullRebuildJob Parameters

Name	Description
FISCAL_YEAR	Defines the fiscal year that will be used to rebuild the Sufficient Funds table.

## Sufficient Funds Rebuilder Report

After the sufficientFundsRebuilderJob is complete, a report is created and placed in the reports/gl directory. The report includes a detailed listing of sufficient funds errors (if any) and a summary of records read, deleted, converted or retained due to errors by the sufficient funds rebuilder process. Also records the number of entries added, deleted and updated in the sufficient funds table. Total and record count of Sufficient Balance Table rows selected, deleted, updated, and inserted.





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# Year End




# Scheduling

Five year-end batch jobs generate General Ledger data files.

- KFS-COA populatePriorYearDataJob—This job must be run prior to running the other year end jobs. Normally it's run on June 30 after the last day of the fiscal period. It adds all the accounts that were created in the fiscal year to the prior year account table that is used by the other jobs for processing. Parameter RUN\_DATE needs to be set to the date that this job needs to run.
- KFS-GL [organizationReversionPriorYearAccountJob](#)
- KFS-GL [encumbranceForwardJob](#)
- KFS-GL [nominalActivityClosingJob](#)
- KFS-GL [balanceForwardJob](#)

Files output by these jobs are *not* automatically fed into the scrubber, so an administrator must review the files to be sure the data seems valid and then use the GLCP to make the data available for the next nightly batch processing.

These four jobs may be run over a period of several days. For example, after the final close, jobs might be run according to a schedule like the following.

 The populatePriorYearDataJob must be run prior to running the following jobs. Set the RUN\_DATE parameter to the date that this job should run.

## Day 1

1. Schedule:
  - KFS-GL organizationReversionPriorYearAccountJob
  - KFS-GL encumbranceForwardJob
  - KFS-LD laborBalanceForwardJob

## Day 2

2. Review output from yesterday's:
  - KFS-GL organizationReversionPriorYearAccountJob
  - KFS-GL encumbranceForwardJob
  - KFS-LD laborBalanceForwardJob
3. For all valid output from those jobs, use the [General Ledger Correction Process](#) and Labor Ledger Correction Process documents to input the files into this evening's batch cycle.
4. Schedule KFS-GL nominalActivityClosingJob.

## Day 3

5. Verify that the entries from the following jobs posted:
  - KFS-GL organizationReversionPriorYearAccountJob
  - KFS-GL encumbranceForwardJob
  - KFS-LD laborBalanceForwardJob
6. Review output from yesterday's KFS-GL nominalActivityClosingJob.



7. For all valid output from that job, use the [General Ledger Correction Process](#) document to input the files into this evening's batch cycle.
8. Schedule KFS-GL balanceForwardJob.

#### **Day 4**

9. Verify that the entries from yesterday's KFS-GL nominalActivityClosingJob posted without incident.
10. Review output from KFS-GL balanceForwardJob.
11. For all valid output, use the [General Ledger Correction Process](#) document to input the files into this evening's batch cycle.

#### **Day 5**

12. Verify that the entries from yesterday's Financials-GL balanceForwardJob posted.

If a problem (for example, if the scrubber finds errors) arises at any point, fix the problem before continuing with the remaining steps.



The delivery mechanism of these reports depends on the implementing institution.



# Parameters

The following parameters are used by the year end jobs.

## Year End Jobs Parameters

Name	Description
ANNUAL_CLOSING_CHARTS	Charts that will be processed when the year-end batch jobs nominalActivityClosing, balanceForward and encumbranceForward are run.
ANNUAL_CLOSING_DOCUMENT_TYPE	Specifies the document type to use in the year end closing entries.
ANNUAL_CLOSING_FISCAL_YEAR	Specifies the fiscal year that is being closed and from which balances should be selected.
ANNUAL_CLOSING_FUND_BALANCE_OBJECT_CODE	Specified the fund balance object code that should be used when creating entries to post fund balance.
ANNUAL_CLOSING_FUND_BALANCE_OBJECT_TYPE	Specifies the fund balance object type to be used when creating fund balance entries.
ANNUAL_CLOSING_TRANSACTION_DATE	Specifies the date to be used on year end closing entries.
MANUAL_FEED_ORIGINATION	Defines the origination code to be used on entries created in the accounting cycle and during year-end closing processes.
RUN_DATE	



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# General Ledger Correction Process

The General Ledger Correction Process (GLCP) document is used by central administration to correct errors that occur during General Ledger processing. The GLCP document allows users to correct errors in several different ways.

This document has three functions:

- To load files of transactions created outside Kualiti Financials, if correcting entries or other entries need to be posted to the system.
- To load files that have been created within Kualiti Financials, either due to scrubber/poster errors or when files are created during year end processing.
- To remove a file from processing, if a file was loaded in error.



# Document Layout

This document includes the **Summary**, **Correction Process**, **Documents in System**, **Correction File Upload**, **Search Results**, **Edit Options and Action**, **Edit Criteria** and **Search Criteria for Manual Edit** tabs. These tabs are editable depending on the action taken.

## Summary Tab

The fields on this tab summarize the files that are being processed by this document. The tab is populated after a file has been loaded or when records are selected for processing and the Output only records which match criteria? box is checked.. In the event that a file is loaded that is too large for the document to display the Summary tab will not be updated until after the document has been processed.

### Summary tab field definitions

Title	Description
Rows output	Display-only. Number of rows that will be included in the output file created by the General Ledger Correction Process.
Total Credits	Display-only. Credit total amount.
Total Debits	Display-only. Debit total amount.
Total No DB/CR	Display-only. Total amount of transactions that do not have a debit/credit sign. Usually budget transactions.



## Correction Process Tab

The fields on this tab control what other tabs will be available for edit.

### Correction Process tab field definitions

Title	Description
Select System and Edit Method	<p>Select System:</p> <ul style="list-style-type: none"><li>• <b>Database</b> will allow you to select files from the Staging/GL/OriginEntry directory. Selecting this option opens the <b>Documents in System</b> tab.</li><li>• <b>File Upload</b> will allow you to upload a file created outside of Quali Financials for processing. Selecting this option opens the <b>Correction File Upload</b> tab.</li></ul> <p>Edit Method:</p> <ul style="list-style-type: none"><li>• <b>Using Criteria</b> allows you to specify which records to update en masse. Selecting this option opens the <b>Edit Criteria</b> tab.</li><li>• <b>Manual Edit</b> allows you to edit one record at a time. Selecting this option opens the <b>Search Criteria for Manual Edit</b> tab.</li><li>• <b>Remove Group From Processing</b> allows you to remove a file from the Staging/gl/OriginEntry directory so that it will not be processed. This option can only be used when Select System is Database and files will only display if there is an associated .done file. Selecting this option opens Documents in System.</li></ul>


After you have made your selection, click the **Select** button to continue.



## Documents in System Tab

This tab opens when **Database** has been selected in the **Correction Process** tab.


### Documents in System tab field definitions

Title	Description
Origin Entry Group	<p>Lists files created during the accounting cycle processing or yearend processing. These files are located in the staging/gl/originEntry directory and are explained in their respective batch processing sections.</p> <p>The system will default to selecting the latest error file. The number in () indicates the size of the file.</p> <p> When Remove Group From Processing is selected files will only display if there is an associated .done file.</p>
Buttons	<p><b>Load Group:</b> Displays when <b>Using Criteria</b> or <b>Manual Edit</b> is selected. Loads the transactions into the <b>Search Results</b> tab, updates the <b>Summary</b> tab and opens the <b>Edit Options and Action</b> tab.</p> <p><b>Copy Group to Desktop:</b> Displays when <b>Using Criteria</b>, <b>Manual Edit</b> or <b>Remove Group From Processing</b> is selected. Copies the file to the initiators desktop.</p> <p><b>Remove Group From Processing.</b> Displays when <b>Remove Group From Processing</b> is selected. Removes the file from the staging/gl/originEntry file directory so that it will not be processed.</p>

## Correction File Upload Tab

This tab opens when **File Upload** has been selected in the **Correction Process** tab.

### Correction File Upload tab field definitions

Title	Description
Corrections File Upload	<p>Click the Choose File button and locate the file on your computer.</p> <p> See <a href="#">General Ledger Flat File Format</a>.</p>
Button	<p><b>Load Document:</b> Loads the transactions from the file into the <b>Search Results</b> tab, updates the <b>Summary</b> tab and opens the <b>Edit Options and Action</b> tab.</p>





## Search Results Tab

This tab is populated when **Load Group** is selected in the **Documents in System** tab or **Load Document** is selected in the **Correction File Upload** tab.

The number of records that will display are controlled by parameter KFS-GL RECORD\_COUNT\_FUNCTIONALITY\_LIMIT.

If the number of records loaded exceed the number specified in this parameter the following will occur:

- Manual Edit is not allowed.
- The Search Results tab will not be populated.
- The show button that normally appears below the checkboxes in the Edit Options and Action tab will not display.
- 

The fields that display in this section contain the full accounting string and are documented in various places in the user guide.

### **Manual Edit**

**Do you want to edit this document?** displays when **Edit Method** equals **Manual Edit**.

When you click the **Edit** button a **Manual Edit** column is added to the **Search Results** tab and the **Search Criteria For Manual Edit** tab opens. Lines can be edited or deleted. An empty **Manual Edit** line displays so that you can add lines to the file.

When you click **Edit** next to a row, the **Manual Edit** line is populated with the row selected. After making your changes, click the **Edit** button to update the row with your changes.



## Edit Options and Action Tab

This tab opens when **Edit Method** equals **Using Criteria** and **Load Group** is selected in the **Documents in System** tab or **Load Document** is selected in the **Correction File Upload** tab

### Edit Options and Action tab field definitions


Title	Description
Process in Batch	Checked by default. Uncheck if you do not want the file created by the GLCP to be processed next time the accounting cycle runs.
Output only records which match criteria	When this option is checked, only the records that match the Search criteria specified in the Edit Criteria tab will be included in the file created by the General Ledger Correction Process.
Show Output Group	Click the <b>Show</b> button to show the records that will be included in the file created by the General Ledger Correction Process. Clicking this button changes the field label to Show Input Group. Clicking <b>Show</b> will show the original transactions.

## Edit Criteria Tab

This tab opens when **Edit Method** equals **Using Criteria** and **Load Group** is selected in the **Documents in System** tab or **Load Document** is selected in the **Correction File Upload** tab


There are two sections in this tab: **Search Criteria** section and **Modification Criteria** section.

- The **Search Criteria** section is used to identify the transactions in the input group that you want to modify.
- The **Modification Criteria** section is used to identify what should change. You can add multiple groups of search and modification criteria.
- 

 Checking the **Output only records which match criteria?** check box will show only those records that match the Search Criteria. Clicking the Show button will display rows updated with the Modification Criteria.

## Search Criteria For Manual Edit Tab

This tab opens when **Edit Method** equals **Manual Edit** and the **Edit** button in the **Results** tab is clicked. The **Search Criteria** section is used to identify the transactions in the input group that you want to modify. Click the **ADD** button after you have entered your search criteria, multiple search criteria can be added. Once you have added all your search criteria, click the Show button to list only those rows that match your search criteria in the **Results** tab.

 Checking the **Output only records which match criteria?** check box will show only those records that match the Search Criteria. Clicking the Show button will display rows updated with the Modification Criteria.



# Parameters

The following parameters are used by the General Ledger Correction Process document.

## General Ledger Correction Process Parameters

Name	Description
MAX_FILE_SIZE_ORIGIN_ENTRY_IMPORT	Maximum upload size for origin entry files within the General Ledger Correction Process.
RECORD_COUNT_FUNCTIONALITY_LIMIT	If the selected origin entry group contains more rows than the value of this parameter, then the document functionality will be restricted. In particular: 1) error if the user selected the Manual Edit Method on the Correction Process (the user has to select another origin entry group or edit method); 2) the display of the search results tab will be disabled, regardless of what the Edit Method is; and 3) the display of the show button that normally appears below the checkboxes in the Edit Options and Action tab will not be rendered.
RECORDS_PER_PAGE	The number of records that will display on the General Ledger Correction Process search results page.



# Reports and Files

## General Ledger Correction Process Reports and Files

Directory	Name	Description
staging/gl/correctionProcess	GLCP Doc Number-input.txt	Input file created by the General Ledger Correction Process
staging/gl/correctionProcess	GLCP Doc Number-ouput.txt	Output file created by the General Ledger Correction Process. This file will be used to create the file that will be placed in the staging/gl/originEntry file for processing by scrubberJob.
staging/gl/correctionProcess	gl_prescrub.data	File created by the LLCPC pre-scrubber process.
staging/gl/originEntry	glcp_output.date/timestamp.data glcp_output.date/timestamp.done	File created and placed in the originEntry directory for processing by the scrubberJob. The .done file will be deleted once the .data file is processed.
reports/gl	glcp_date/timestamp.txt	File summarizing transactions processed via the General Ledger Correction Process.



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# General Ledger Balance Inquiries

Users may access a number of balance inquiries that retrieve budgets, pending entries, actual amounts posted and other transactional data within the General Ledger that are combined into the following inquiries: Available Balances, Balances by Consolidation, Cash Balances, Current Account Balances, General Ledger Balance, General Ledger Entry, General Ledger Pending Entry, and Open Encumbrances.

## General Ledger Balance Inquiry Screens

Inquiry	Description
<a href="#">Available Balances</a>	Displays the cumulative balances for an account by object code
<a href="#">Balances by Consolidation</a>	Displays account balances at the summarized consolidation level
<a href="#">Cash Balances</a>	Displays the beginning, year-to-date, and available cash balances for an account
<a href="#">Current Account Balances</a>	Displays the budget available, cash expenditure authority and/or current fund balance for an account by account, organization, fiscal officer, account manager or account supervisor
<a href="#">General Ledger Balance</a>	Displays an account's balances by object code
<a href="#">General Ledger Entry</a>	Displays the transaction detail for an account
<a href="#">General Ledger Pending Entry</a>	Displays pending transactions from documents that have been approved or submitted for approval, but have not yet posted to the General Ledger
<a href="#">Open Encumbrances</a>	Displays the detail for an account's open encumbrances



# GL Inquiries: Basic Information

## Entering Lookup Criteria

After you select the desired inquiry, you are taken to the lookup criteria screen. The lookup criteria may display some default values, which you may change. To view all General Ledger balances on a specific account you need to enter just the chart and the account number. You can be more specific by including additional criteria. To view specific sub-accounts, object codes or sub-object codes you may enter these criteria. On some of the inquiry screens the balance type may be changed to view something other than actual balances. For example, to view budget transactions, you can change the balance type to either CB (current budget), BB (base budget), or MB (monthly budget).

## Meaning of Dollar Accumulators

The inquiries contain various dollar accumulators. The following describes the meaning of each of the amounts displayed in the inquiry results, and which inquiries contain the bucket type.

### Dollar Accumulator definition

Column Title	Description
Account Line Annual Balance Amount	The total amount of activity in this account for this balance type across all periods of the selected fiscal year. Appears in Cash Balances inquiry and the General Ledger Balance inquiry.
Actual Amount	The total of all actual activity for a given balance line of the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Available Cash Balance	The total of the beginning balance and the year-to-date balance. Appears in the Cash Balances inquiry.
Beginning Balance Line Amount	The amount in this account for this balance type and object code at the beginning of the selected fiscal year. Appears in the General Ledger Balance inquiry.
[Month] Balance Amount	The total of all activity for a given accounting period. These fields are labeled as the month to which they refer (July, August, September, etc.).
Budget Amount	The current budget amount in this account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Closed Amount	The amount of the encumbrance that has been closed. Appears in the Open Encumbrances inquiry.



Contracts Grants Beginning Balance Amount	The cumulative amount in this account for this balance type and object code that was carried forward from the previous fiscal year. Appears in the Cash Balance inquiry and the General Ledger Balance inquiry.
Encumbrances Amount	The total of all encumbrance activity for a given account for the selected fiscal year. Appears in Available Balances inquiry and Balances by Consolidation inquiry.
Ledger Entry Amount	The dollar amount associated with a particular ledger entry. Appears in General Ledger Entry inquiry and Pending General Ledger Entry inquiry.
Open Amount	The amount of the original encumbrance. Subtracting the Closed Amount from the Open Amounts gives the amount of the encumbrance that is still outstanding. Appears in the Open Encumbrances inquiry.
Variance	The difference between the available budget and the actual amounts, plus encumbrances for an object code or category. Appears in Available Balances inquiry and Balances by Consolidation inquiry.

## Drilldowns

The various inquiries display their initial balances at different levels of aggregation. You may drill down into detail when there is the **Drill Down** link available, or if the amount or other attribute (document, for example) is a hyperlink.

Transactions created with origin code 01, which indicates that the transaction was created within Financials, will have a hyper link to the document.

Transactions with origin codes specified in parameter LINK\_DOCUMENT\_NUMBER\_TO\_LABOR\_ORIGIN\_CODES will be linked to detail entries in the Labor Ledger.

## Consolidation Option

Balance inquiries allow you to choose to view balances in a consolidated or detailed view. The default is to display an aggregate total for all sub-accounts for the selected chart and account number, the **Consolidation** option. If you select the **Detail** option, the report displays the balances for each sub-account for the chart and account number selected. If you select **Exclude Sub-Accounts** option, the balances will exclude activity associated with sub-accounts or sub-object codes.



## Amount View Option

The **Amount View** option lets the user switch between viewing balances for each month (Monthly) and accumulating the balances as you progress through the fiscal year (Accumulate).

By default, Balance Inquiries that offer this option display the distinct amount of activity for each month. However, clicking **Accumulate** as the **Amount View Option** accumulates the activity by adding all previous months in the fiscal year to a given month, thus, you are able to view the year-to-date total per month.

## Include or Exclude Pending Entries, Unapproved Entries, and GL Entries

Balance inquiries allow you to choose to include or exclude pending ledger entries. These entries have been generated by Financials documents that have not yet been posted through the GL accounting cycle. After a financial processing document is saved, it generates pending ledger entries. These entries are considered pending until the document is disapproved (at which point they are removed) or the document is fully approved and the entries are posted to the General Ledger.

You can choose to exclude pending ledger entries (the default behavior), include all pending ledger entries, or include only those entries associated with documents that have been approved (documents that have reached Processed or Final workflow status).



**Including all pending ledger entries in an inquiry can generate misleading results.** Note that choosing to include all pending ledger entries in a balance inquiry can generate misleading results because saved documents may contain incomplete or unbalanced accounting entries. Choosing to view all pending ledger entries should be done with the understanding that unapproved entries may change drastically prior to actually posting or they may not post at all.





Refer to the following chart to identify the inquiry that applies to your analysis.

### Inquiry Drilldown Patterns

	By Consolidation	By Level	By Object	GL Balance	GL Entry Lookup	By Document
Available Balances				✓	✓	✓
Balances by Consolidation	✓	✓	✓	✓	✓	✓
Cash Balances	Lists cash balances only (no drilldown)					
Current Account Balances	Lists budget balance available, cash expenditure authority and current fund balance (no drilldown)					
GL Balances				✓	✓	✓
GL Entry					✓	✓
GL Pending Entry					✓	✓
Open Encumbrances	Lists open encumbrance amounts only (no drilldown)					



For general information about entering lookup criteria, interpreting dollar accumulators, drilling down into inquiries to see more detail, and including or excluding pending entries, see [GL Inquiries: Basic Information](#).



# Available Balances

The Available Balances inquiry displays the cumulative balances for an account by object code. The drilldown pattern is as follows:

13. General Ledger Balance
14. GL Entry Lookup
15. Financials Document or Labor Ledger Entries



# Balances by Consolidation

This inquiry displays account balances at the highest reporting level (the consolidation level) and allows you to drill down to the next reporting level. You can continue this drill down process to arrive at the actual document where the transaction began (assuming the transaction originated with a Financials document and not from an external system). You must specify the chart and the account number you wish to view in the report criteria window. The fiscal year defaults to the current fiscal year, but may be changed. You may also include a sub-account if you are interested in that level of detail.

**Include Cost Share Sub-Accounts** default is to exclude activity on Cost Share sub-accounts. If you wish to view activity on these special sub-accounts select the **Include** option.

The drilldown pattern of this inquiry is as follows:

16. Balances by Consolidation
17. Balances by Level
18. Balances by Object
19. General Ledger Balance
20. General Ledger Entry
21. Financials Document or Labor Ledger Entries

## Parameters

The following parameters are used by Balances by Consolidation balance inquiry.

### Balances by Consolidation Parameters

Name	Description
BASIC_ACCOUNTING_CATEGORY_REPRESENTING_EXPENSES	Identifies the basic accounting category type that represents expenses in the Balances by Consolidation balance inquiry results.



## Cash Balances

The Cash Balances inquiry displays the beginning, year-to-date, and available cash balances for an account and/or sub-account. It provides a bottom line snapshot of your account. The report was designed for those accounts that produce income/revenue through sales and services, and cash accounts. In most cases, fiscal officers of auxiliary or service accounts or non-budgeted accounts are concerned with their cash balances. However, fiscal officers of general fund accounts and some budgeted accounts might not need to use the Cash Balances inquiry.



The Cash Balances inquiry should not be confused with the Available Balances inquiry that compares actual transactions and encumbrances to budget amounts.



# Current Account Balances

The Current Account Balances inquiry displays the budget balance available, cash expenditure authority and current fund balance depending on the type of account being reviewed by Account, Organization, Fiscal Officer, Account Supervisor or Account Manager as of a specific Fiscal Year and Fiscal Period.

The Budget Record Level on the Account and parameter CASH\_BUDGET\_RECORD\_LEVEL determines which balances are displayed. Accounts with Budget Record Level defined in the parameter will display Cash Expenditure Authority and Current Fund Balance. All other accounts will display Budget Available Balance.

Parameters with Component Current Account Balance determine what object codes and balance types make up the various buckets.

## Parameters

The following parameters are used by Current Account Balances to determine the object codes and balance types that make up the various buckets.

### Current Account Balances Parameters

Name	Description
CASH_BUDGET_RECORD_LEVEL	Identifies accounts that will have Cash Expenditure Authority and Fund Balance calculated.
CURRENT_ASSET_OBJECT_CODE	Defines cash and other cash object codes.
CURRENT_LIABILITY_OBJECT_CODE	Defines current liability object codes.
ENCUMBRANCE_BALANCE_TYPE	Defines encumbrance balance types.
EXPENSE_OBJECT_TYPE	Defines expense object types.
FUND_BALANCE_OBJECT_CODE	Defines fund balance object codes.
INCOME_OBJECT_TYPE	Defines income object type codes.



# General Ledger Balance

The General Ledger Balance inquiry shows an account's object code balances for each month of the fiscal year. Similar to some of the other Financials online inquiry screens the user can drill down into the balances to view transaction detail and individual documents.

The drilldown pattern of this inquiry is as follows:

22. General Ledger Balance
23. General Ledger Entry
24. Financials Document or Labor Ledger Entries



# General Ledger Entry

The General Ledger Entry inquiry displays the individual transactions that make up the balance in an account. It is the same inquiry that can be displayed by drilling down into the General Ledger Balance inquiry. You must enter *either* the fiscal year, chart, and account number *or* the document number.

The drilldown pattern of this inquiry is as follows:

- 25. General Ledger Entry
- 26. Financials Document of Labor Ledger Entries

## Parameters

The following parameters are used by General Ledger Entry balance inquiry.

### Balances by Consolidation Parameters

Name	Description
LINK_DOCUMENT_NUMBER_TO_LABOR_ORIGIN_CODES	Links summarized General Ledger Salary transactions to detail Labor Ledger transactions.



## General Ledger Pending Entry

The General Ledger Pending Entry Lookup is identical to the General Ledger Entry lookup except that it displays General Ledger Pending Entry transactions. You must enter *either* the fiscal year, chart, and account number *or* the document number. Transactions are pending until the document has made its way completely through the approval process and the GL batch posting job has run. The drilldown pattern of this inquiry is as follows:

- 27. General Ledger Pending Entry
- 28. Financials Document or Labor Ledger Entries





## Open Encumbrances

The Open Encumbrances inquiry displays the detail for open encumbrances. You must enter *either* the fiscal year, chart, and account number *or* the fiscal year and document number. The valid values you may choose from the encumbrance report include EX (external encumbrances), IE (internal encumbrance), and PE (pre-encumbrance). External encumbrances are those that are owed externally to entities outside your institution, such as a purchasing system or travel system. Internal encumbrances represent things owed internally to the institution, such as encumbrances from a payroll system integrated with Financials. Pre-encumbrances are established within Financials via the Pre-encumbrance document. No further drilldown is available in this inquiry.

The open amount reflects the total amount of the encumbrance for this document number while the closed amount reflects the amount of that encumbrance relieved to date.



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# General Ledger Reports

One standard GL report is available.

## General Ledger report

Document	Description
<a href="#">Trial Balance</a>	Allows you generate a report that comes directly from Financials in order to validate that debits and credits are in balance.



# Trial Balance

The Trial Balance report allows you to generate a report directly from Financials in order to validate that debits and credits are in balance.

## Trial Balance Report screen definition

Field	Description
Chart Code	Optional: Allows you to specify a specific chart.
Fiscal Period	Optional: Allows you to specify as of which period you would like to generate a report.

Click **Generate PDF** to create a printable report.



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# General Ledger Upload Functions


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Batch Upload	Description
<a href="#">Collector Flat File Upload</a>	Accepts feeds of files in flat file format from departments billing other departments.
<a href="#">Collector XML Upload</a>	Accepts feeds of files in XML format from departments billing other departments.
<a href="#">Enterprise Feed Upload</a>	Accepts trusted feeds from enterprise-level applications.


If the Origination Code is included in the parameter TRANSACTION\_DATE\_BYPASS\_ORIGINATIONS, the transaction date for the offset entries will be the same date as the transaction generating the offset, rather than the date that the file was processed.



# Collector Flat File Upload

 Collector uploads are designed to accept feeds from departments billing other units at your institution. This process does some file validation and has built in email communications back to the customer using it. The collector is best used for feeding in General Ledger entries that are not coming from an enterprise-level system and may be prone to errors. Collector files can be in .xml format or loaded as flat text files. Uploaded Collector files will be processed the next time the collectorJob batch job is run.

 For information about the Collector XML Upload, see [Collector XML Upload](#).

 For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics in *Overview and Introduction to the User Interface*.

When you select the **Collector Flat File Upload** option the system displays the GL Collector (flat file format) Batch Upload document. This document allows you to upload flat files into the General Ledger.

## Collector Flat File Upload Format

In addition to the standard formatting rules that apply to all batch upload file formats, keep the following points in mind about the flat file format:

- Each Collector flat file must begin with a header record.
- Any number of GL entry records may follow the header. Optional detail entries, as described in the XML Collector File Format section above, may also be added.
- Each Collector flat file must end with a trailer record summarizing the total number of records in the file and the dollar amount of that file.
- Multiple batches of entries may be submitted in a single file as long as each batch of entries has its own header and trailer record.
- The parameter, `PERFORM_DUPLICATE_HEADER_CHECK_IND`, determines whether or not each batch of collector entries must have a unique header (and duplicates are not allowed).
- 

### Collector flat file format

Name	Starting Character Position	Length	Required?	Special Formatting
<b>Header – 172 Characters</b>				
Fiscal Year	1	4	Yes	
Chart of Accounts Code	5	2	Yes	
Organization Code	7	4	Yes	
[blank spaces]	11	5	Yes	



Transmission Date	16	10	Yes	YYYY-MM-DD format
HD (literal value prefacing sequence number)	26	2	Yes	Value is always HD
Batch Sequence Number	28	1	Yes	Must be a digit between 0-9
Email Address	29	40	Yes	
Department Contact Person	69	30	Yes	
Department Name	99	30	Yes	
Campus Mailing Address	129	30	Yes	
Campus Code	159	2	Yes	
Department Contact Phone Number	161	10	Yes	
[blank spaces]	171	2	Yes	
<b>GL Entry – 187 Characters</b>				
Fiscal Year	1	4	No	
Chart of Accounts Code	5	2	Yes	Can be left blank if the GL Pre-Scrubber is used and accounts do not cross charts (Financials-SYS ACCOUNTS_CAN_CROSS_CHARTS_IND parameter must be set to N)
Account Number	7	7	Yes	
Sub-Account	14	5	No	
Object Code	19	4	Yes	
Sub-Object Code	23	3	No	
Balance Type	26	2	Yes	
Object Type	28	2	No	
Fiscal Accounting Period	30	2	No	
Document Type	32	4	Yes	
Origin Code	36	2	Yes	
Document Number	38	14	Yes	
Sequence Number	52	5	No	
Description	57	40	Yes	
[blank space]	97	1	Yes	
Transaction Dollar Amount	98	29	Yes	Money format (two decimal places) right-aligned. (minus sign for negative amounts when Balance Type requires blank Debit/Credit Code)



Debit/Credit Code	118	1	Yes	Must be blank if balance type does not require D/C codes. For example, BB, CB and MB balance types.
Transaction Date	119	10	No	YYYY-MM-DD format
Organization Document Number	129	10	No	
Project Code	139	10	No	
Organization Reference ID	149	8	No	
Reference Document Type Code	157	4	No	
Reference Origin Code	161	2	No	
Reference Document Number	163	14	No	
Reversal Date	177	10	No	YYYY-MM-DD format
Encumbrance Update Code	187	1	No	Valid values are R (update open amount) and D (update closed amount) and N (none)
<b>Detail Record (optional) – 192 Characters</b>				
Fiscal Year	1	4	No	
Chart of Accounts Code	5	2	Yes	Can be left blank if the GL Pre-Scrubber is used and accounts do not cross charts (Financials-SYS ACCOUNTS_CAN_CROSS_CHARTS_IND parameter must be set to N)
Account Number	7	7	Yes	
Sub-Account Number	14	5	No	
Object Code	19	4	Yes	
Sub-Object Code	23	3	No	
DT (literal value delineating a Detail Record)	26	2	Yes	Value is always DT
Object Type	28	2	No	
Item Number	30	2	No	
Document Type Code	32	4	Yes	
Origin Code	36	2	Yes	
Document Number	38	14	Yes	
Dollar Amount	52	20	Yes	Money format (two decimal places) right-aligned. (minus sign for negative amounts when Balance Type requires blank Debit/Credit Code)
Debit/Credit Code	72	1	Yes	Must be blank if balance type does not




				require D/C codes. For example, BB, CB and MB balance types.
Additional Explanation	73	120	No	
<b>Trailer Record – 112 Characters</b>				
[blank spaces]	1	25	Yes	
TL (literal value indicating a Trailer Record)	26	2	Yes	Value is always TL
[blank spaces]	28	19	Yes	
Number of records in the file	47	5	Yes	Include all GL Entry and Detail records but not Header and Trailer records
[blank spaces]	52	41	Yes	
File Amount	93	20	Yes	Money format (two decimal places) right-aligned.






# Collector XML Upload

 Collector uploads are designed to accept feeds from departments billing other units at your institution. This process does some file validation and has built in email communications back to the customer using it. The collector is best used for feeding in General Ledger entries that are not coming from an enterprise-level system and may be prone to errors. Collector files can be in .xml format or loaded as flat text files. Uploaded Collector files will be processed the next time the collectorJob batch job is run.

 For information about the Collector Flat File Upload, see [Collector Flat File Upload](#).

 For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics in *Overview and Introduction to the User Interface*.

When you select the **Collector XML Upload** option the system displays the GL Collector (XML format) Batch Upload document. This document allows you to upload XML input files input into the General Ledger. This upload page functions exactly the same as the Collector Flat File Upload.

## Collector XML Upload Format

In addition to the standard formatting rules that apply to all batch upload file formats, keep the following points in mind about the XML Collector format:

- The file must begin with the standard XML version line.
- The root (first) tag for collector files must be the `batch` tag, and the file must contain only one batch tag. This tag also contains attributes that identify the schema to which the document adheres.
- Following the batch tag must be the header tag. This section gives general information about the set of records being transmitted. Like the batch tag, the file must contain only one header tag. Within the header tag are other tags that identify pieces of header information.
- Next comes a `glEntry` tag. This tag contains other tags that represent the fields of the origin entry table. Each `glEntry` tag represents one row in the origin entry table.
- Following the `gl` entry tag is an optional `detail` tag. This tag contains other tags that represent fields of the inter-departmental billing table. Each detail tag represents one row in this table.
- The sequence of `glEntry` and detail tags can repeat one or many times. Since the detail tag is optional in each sequence, there can be many `glEntry` tags back to back.
- The final tag required for a collector batch file is the trailer tag. This contains tags for reconciliation of the file. The file must contain only one trailer tag.
-



**GL XML Collector format**


Name	Type	Max Size	Required?	Special Formatting
<b>Header</b>				
chartOfAccountsCode	Characters	2	Yes	
organizationCode	Characters	4	Yes	
transmissionDate	Date		Yes	YYYY-MM-DD format
batchSequenceNumber	Integer		Yes	
personUserId	Characters	8	Yes	
emailAddress	Characters	70	Yes	
campusCode	Characters	2	Yes	
phoneNumber	Characters	20	Yes	
mailingAddress	Characters	30	Yes	
departmentName	Characters	30	Yes	
<b>GL Entry</b>				
universityFiscalYear	Integer	4	No	
chartOfAccountsCode	Characters	2	Yes	
accountNumber	Characters	7	Yes	
subAccountNumber	Characters	5	No	
objectCode	Characters	4	Yes	
subObjectCode	Characters	3	No	
balanceTypeCode	Characters	2	Yes	
objectTypeCode	Characters	2	No	
universityFiscalAccountingPeriod	Characters	2	No	
documentTypeCode	Characters	4	Yes	
originationCode	Characters	2	Yes	
documentNumber	Characters	14	Yes	
transactionEntrySequenceId	Integer	5	No	
transactionLedgerEntryDescription	Characters	40	Yes	
transactionLedgerEntryAmount	Decimal		Yes	Money Format (2 decimal places)
debitOrCreditCode	Characters	1	Yes	
transactionDate	Date		Yes	YYYY-MM-DD Format
organizationDocumentNumber	Characters	10	No	



projectCode	Characters	10	No	
organizationReferenceId	Characters	8	No	
referenceDocumentTypeCode	Characters	4	No	
referenceOriginationCode	Characters	2	No	
referenceDocumentNumber	Characters	14	No	
documentReversalDate	Date		No	YYYY-MM-DD Format
encumbranceUpdateCode	Characters	1	No	Valid values are R and D
<b>Detail</b>				
universityFiscalAccountingPeriod	Characters	2	Yes	
universityFiscalYear	Integer	4	Yes	
createDate	Date		No	YYYY-MM-DD Format
chartOfAccountsCode	Characters	2	Yes	
accountNumber	Characters	7	Yes	
subAccountNumber	Characters	5	No	
objectCode	Characters	4	Yes	
subObjectCode	Characters	3	No	
collectorDetailSequenceNumber	Integer	2	Yes	
originationCode	Characters	2	Yes	
documentTypeCode	Characters	4	Yes	
documentNumber	Characters	14	Yes	
amount	Decimal		Yes	Money format (2 decimal places)
detailText	Characters	120	Yes	
createDate	Date		Yes	YYYY-MM-DD Format
balanceTypeCode	Characters	2	Yes	
objectTypeCode	Characters	2	No	
<b>Trailer</b>				
totalRecords	Integer		Yes	
totalAmount	Decimal		Yes	Money format (2 decimal places)



# Enterprise Feed Upload

 Enterprise Feed Upload is for trusted feeds from enterprise-level applications such as your institution's Bursar/Student System, Travel, Labor, etc. This function was created to allow small institutions to manually load these feeds for processing by accounting cycle. The system performs very little validation on Enterprise feed files.

When the user selects Enterprise Feed Upload the system displays the Enterprise Feeder Batch Upload screen. This document provides the ability to manage the enterprise batch feed files. Enterprise Feed files will be processed by the General Ledger and are intended for uploading files from trusted sources, such as enterprise level applications at your institution.

The Enterprise Feeder Batch Upload screen functions a bit differently than the other batch upload screens in Financials. The enterprise upload requires that the user upload a GL data file (in flat file format) and a reconciliation file. The reconciliation file includes the total amount and number of transactions in the data file. If the reconciliation file does not match the data file, the files will not successfully upload through this interface.

## General Ledger Flat File Format

This format can be used to upload documents via the General Ledger Correction Process document or used as a data file for the Enterprise Batch Feed upload.

No header or trailer records are required for these files. They should contain only the General Ledger entries.

### General Ledger flat file format

Name	Starting Character Position	Length	Required?	Special Formatting
Fiscal Year	1	4	No	
Chart of Accounts Code	5	2	Yes	Can be left blank if the GL Pre-Scrubber is being used and accounts do not cross charts (Financials-SYS ACCOUNTS_CAN_CROSS_CHARTS_IND parameter must be set to N)
Account Number	7	7	Yes	
Sub-Account Number	14	5	No	
Object Code	19	4	Yes	
Sub-Object Code	23	3	No	
Balance Type Code	26	2	No	



Object Type Code	28	2	No	
Fiscal Period Code	30	2	No	
Document Type Code	32	4	Yes	
System Origination Code	36	2	Yes	
Financial Document Number	38	14	Yes	
Entry Sequence Number	52	5	No	
Transaction Description	57	40	Yes	
Transaction Amount	97	21	Yes	Signed dollar amount with 2 decimal places
Debit/Credit Code	118	1	Yes	Must have value D or C
Transaction Date	119	10	No	YYYY-MM-DD format
Organization Document Number	129	10	No	
Project Code	139	10	No	
Organization Reference ID	149	8	No	
Reference Document Type Code	157	4	No	
Reference Origination Code	161	2	No	
Reference Document Number	163	14	No	
Reversal Date	177	10	No	
Encumbrance Update Code	187	1	No	Valid values are R and D



## Enterprise Feed Reconciliation Flat File Format



For information on procedures that apply to all Financials batch uploads, see Batch Upload Basics in *Overview and Introduction to the User Interface*.

- 
- When using the Enterprise Batch Feed upload, you must submit a reconciliation (recon) file along with the entry file. This file verifies the count of records and the dollar amount of your entry file. If these files do not reconcile, Financials will not process the file and will generate an error message on the Enterprise Feed report.
- The file will contain three types of rows as detailed below. Each element of each row must be separated by a single space and each row ends with a semi-colon.
  - A c row identifying the table being impacted (gl\_entry\_t) and the row count of the data file. For example: **c gl\_entry\_t 000000002;**
  - An S row identifying the field where the dollar amount is found (trn\_ldgr\_entr\_amt) and the dollar amount of the data file. For example: **s trn\_ldgr\_entr\_amt 00000000027680.00;**
  - An e row identifying the number of c and s rows found in the reconciliation file (always 2 for GL files). For example: **e 02;**

So an entire reconciliation made up of these rows would contain the following:

```
c gl_entry_t 000000002;  
s trn_ldgr_entr_amt 00000000027680.00;  
e 02;
```

### Enterprise Feed Reconciliation flat file format

Name	Length	Required?	Special Formatting
C row count	10	Yes	
S row transaction ledger amount	21	Yes	Signed amount field with 2 decimal places
E row checksum total	2	Yes	





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