

# **CGI Advantage<sup>®</sup> 4**

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## **Financial Administration User Guide**



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## Business Area Overview

Financial Administration is very different from the other business areas of Advantage that contain transactions, reference pages, inquiries and system processes to conduct certain business functions such as Inventory or Accounts Receivable. This business area is only inquiry pages and reference pages with delivered setup on those reference pages that are shared by other areas of Advantage.

The following configurations exist in the Financial Administration area:

1. Transactions
2. Accounting
3. Dates
4. Accounting Periods
5. Fiscal Years
6. Budget Fiscal Years
7. Journals
8. Ledgers
9. Fund Balance Controls
10. Cash Balance Controls
11. Miscellaneous System Options

The following inquiries exist in the Financial Administration area:

1. Balance Sheet Account Balances
2. Fund Balances
3. Cash Balances
4. Journals
5. Ledgers

## Common Terminology

This section contains an alphabetical list of terms that are common in the Financial Administration area, and a definition for each one.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W |  
X | Y | Z |

> **Accounting Line**

The level in a transaction where, at a minimum, a set of chart of account codes comprising a funding distribution, an event type, and a line amount are entered to create one or more journal postings.

> **Event Type**

A high level of accounting activity assigned to a transaction's accounting line. The event type controls smaller components of accounting activity that are used to perform a specific accounting, budgeting or non-accounting activity. It brings in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system.

> **Journal**

Journals record a detailed historical record of processed data from a transaction.

> **Ledger**

Ledgers record a summarized historical record of data organized by one or more elements of the accounting distribution and by an established period of time.

> **Nominal Account Activity**

The accounting line of a transaction is said to have nominal activity when an Object or revenue source is used to update a budget. Examples are encumbrances, accrued expenditures, and collected revenue. Another way to identify nominal activity is activity closed into an equity account at year-end, which is a broader classification than just a budget update.

> **Open Item Roll Process**

A process that rolls open pre-encumbrances, encumbrances, receivables, and a selected group of the other accounting activity from one budget and accounting fiscal year into the next.

> **Posting Code**

An indication to the system called from an event type during transaction processing that determines many updates to budget and accounting control pages, posting of journals, default elements with the sequence for finding them and editing any associated balance sheet codes.

> Posting Line

The level in a transaction with the most detailed accounting information that is a common source of information used to update many areas of the application. At this level individual debits and credits are recorded in either a combined posting line (both the debit and credit together) or two half posting lines (separate lines for debit and credit). A very limited number of situations exist where there is only a half posting line: journal vouchers and certain cost accounting activity.

The following are the three types of posting line:

**Liquidation Line** - A posting line that backs out all or a portion of accounting activity recorded on a referenced posting line.

**Standard Line** - A posting line that records new accounting activity that if referenced by another transaction will be liquidated.

**Non-Standard Line** - A posting line that records new accounting activity that will not be liquidated if referenced by another transaction.

> Real Account Activity

The accounting line of a transaction is said to have real account activity when balance sheet is used on a generated posting line. Examples are reserve for encumbrances, disbursements payable, and cash. While real account activity is most often used in conjunction with nominal activity, an accounting line can have only real account activity.

## Journals and Ledgers

Advantage Financial is delivered with a number of journals and ledgers. Both are historical records of transaction activity, but just at different levels of detail.

This section covers the following topics:

- [Journals and Ledgers Defined](#)
- [Delivered Journals & Ledgers](#)

### Journals and Ledgers Defined

Journals record individual transaction line details with no summarization so that full details are recorded. Those details enable very detailed reporting and reporting on an 'as of day' basis. Ledgers on the other hand contain some level of summarization. At a minimum, transaction identification and line numbering details are removed. Other summarization is also likely on a time basis, Chart of Account information, and a limited amount of accounting details.

Two types of journals exist in the application, with each being populated in real-time by transaction processing. Most journals are populated from a level of detail in accounting transactions called Posting Lines. One or more Posting Lines are created for each Accounting Line that are non-zero. There are a few journal that are populated by Component and Commodity Lines.

### Journals

Listed below are each journal along with the page code (when applicable) for online query. Those items listed with a '\*\*' are ones that have a specific use pre-defined.

Page Code	Journal Name	Data Object
J1099	<a href="#">1099 Reporting Journal</a>	JRNL_1099
JACTG	<a href="#">Accounting Journal</a>	JRNL_ACTG
JBFYNOTFY	<a href="#">BFY Not Equal FY Journal</a>	JRNL_BFYNOTFY
JBUD	<a href="#">Budget Journal*</a>	JRNL_BUD
JCASH	<a href="#">Cash Journal</a>	JRNL_CASH
JCOMM	<a href="#">Commodity Journal</a>	JRNL_COMM
JCA	<a href="#">Cost Accounting Journal</a>	JRNL_COST

JFAAJ	Fixed Asset Accounting Journal*	JRNL_FA
JFACJ	Fixed Asset Component Journal*	JRNL_COMP
JINT	Internal Journal	JRNL_INT

While most fields found on journals are general fields defined at various points in the *Transactions User Guide*, because all journal updates originate from transactions, the table below defines those fields not commonly found on transactions but are found on most journals.

Please note that all fields may not be displayed on this inquiry page. These fields are either marked as hidden or tertiary on Configure Page (DESIGNER). One such field is Closing Classification. Values in this field are the same groupings of posting codes used by Annual Close and various reports. They enable a user to search for multiple posting codes without having to enter the individual codes to query for all revenues, spending, liabilities, and so forth.

Field Name	Field Description
Fiscal Quarter	Each accounting period is defined with a default fiscal quarter that infers automatically.
Increase/Decrease	Most journal records have the increase indication, but those recording a reduction through either a modification or a cancellation will record a decrease.
Internal Department	When posting lines are generated using the clearing accounts of Due To and Due From, the department from each side of the internal accounting event is recorded on the entries of the other.
Internal Fund	When posting lines are generated using the clearing accounts of Due To and Due From, the fund from each side of the internal accounting event is recorded on the entries of the other.
Internal Sub Fund	When posting lines are generated using the clearing accounts of Due To and Due From, the sub fund from each side of the internal accounting event is recorded on the entries of the other.
Line Function	Values are Standard, Non-Standard, and Liquidation. Standard lines are available to be liquidated later by a referencing transaction (e.g. a receivable liquidated by a cash receipt), whereas non-standard lines will not get liquidated (e.g. postings from a check). Liquidation lines are those being liquidated (or unliquidated) by a referencing transaction.

Posting Amount	The amount recorded with each individual debit and credit.
Run Date / Run Time	In the filter sections of most journal inquiry pages, there is a Run Date field that corresponds to the Run Time result field. However, the filter field does not have the time component. When searching for records before or after a particular time, first search for records using a date and then use the sorting capability of the Run Time field to order records in descending or ascending order by time to locate the point in time desired.

## 1099 Journal

The generation of 1099 and other tax forms is something most applications do on an annual basis. To facilitate this function, a 1099 Journal (J1099) has been provided that contains a targeted set of records that may apply to 1099 generation. "May apply" is a key phrase in defining what is in the 1099 Journal as what vendors as well as what Objects, Sub Objects, Balance Sheet Accounts, and Sub Balance Sheet Accounts are reportable is not completely known until after a year has finished and the 1099 information reviewed. As delivered, the posting codes for Cash (A001) and Warrants Payable (D007) are established as Journal Type for 1099 Reporting on the Posting Code (PSCD) page. As these are used on disbursements that update expenditures as well as those that pay from balance sheets, they update the 1099 Journal. When a new posting code is created to duplicate either A001 or D007, then it should be considered for 1099 Journal updates.

The 1099 Journal is not a balanced journal as it contains only one-half of a pair of debits and credits posted, but it is a very efficient journal for 1099 use. Options exist on the Application Parameter (APPCTRL) page along with others on the Transaction Control (DCTRL) page to further refine selection for the 1099 Journal to make it more efficient. Those controls are detailed later in this Financial Administration User Guide.

- › Field Information

The 1099 Journal contains the following fields that are not found on any other journal to facilitate the 1099 process.

Field Name	Field Description
Calendar Year	As 1099 and other tax reporting is done on a calendar year basis, this journal captures this additional year for reporting purposes.
Reportable BSA	When disbursements are made directly from a balance sheet account, that account is recorded in the Reportable BSA field in the event the account is setup for 1099 reporting on the Balance Sheet Account (BSA) reference page.
Reportable Sub BSA	When disbursements are made directly from a sub balance sheet account, that account is recorded in the Reportable Sub BSA field

	in the event the sub account is setup for 1099 reporting on the Sub Balance Sheet Account (BSA) reference page.
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› Row-Level links

- The **1099 Reported Income** link transitions you to the 1099 Reported Income page and filters the results based on the Calendar Year, TIN, and TIN Type from the record selected on the 1099 Journal.
- The **1042-S Reported Income** link transitions you to the 1042-S Reported Income page and filters the results based on the Calendar Year, TIN, and TIN Type from the record selected on the 1099 Journal.

## Accounting Journal

The Accounting Journal (JACTG) is a common research tool as it contains all debits and credits considered as having a financial accounting impact. The Accounting Type Journal indication on a Posting Code (PSCD) record directs the system to update the Accounting Journal. As delivered, this journal includes all posting codes except those used in budgeting and several one-sided cost accounting postings. When adding new posting codes, ensure a consistent Accounting Type Journal setting for both posting codes in a posting pair. If not, one side of the posting pair will post to the journal and the other will not, which will create a System Assurance 3 out of sync condition.

Although a popular and complete data source for inquiry, the Accounting Journal contains a very large number of records. Unless configured for an individual implementation, there are no required search criteria. The JACTG Maximum Record Count (JACTG\_MAX\_REC\_COUNT) parameter on the Application Parameter table defines the maximum number of rows returned. When exceeded, system feedback will prompt additional criteria. While there is an online inquiry into the Accounting Journal, ledger inquiry pages or a report will perform better without restrictions.

The Accounting Journal page contains a unique action among journals. The Calculate Amount Total page action summarizes selected records from a search, populating the Calculated Amount. The Calculate Amount Total action is a securable one because of the system resources required. To prevent the calculation of large numbers of records, the following search criteria must be entered, or an error is issued when the action is taken.

- Fiscal Year or Budget Fiscal Year, Fund, Posting Code, and either BSA, Object, or Revenue Source. At least one non-wild card value needs to be entered on the fields that are not years.

OR

- If the following are populated, there are no other restrictions: Transaction Code, Transaction Department, or Transaction ID.

OR

- If Transaction Record Date or Run Time Date is populated, there are no other restrictions.

OR

- If Vendor Invoice Number is populated, there are no other restrictions.

In addition to the criteria above, the Record Limit for Calculated Total Amount Action parameter on the Application Parameter table defines a hard limit to the number of records summarized. Please note with

Row Level Security, the search criteria and security role filter the number of rows returned. The Calculate Amount Total functionality includes the rows not displayed based on Row Level Security. A warning message calls this out.

## Budget Fiscal Year Not Equal Fiscal Year Journal

The Budget Fiscal Year Not Equal Fiscal Year Journal (BFYNOTFY) is a journal to capture debits and credits where the Budget Fiscal year does not equal the Fiscal Year. If such a streamlined journal is not needed for report, then this journal is deactivated on the Journal Ledger Control (JLCTRL) page. When used, this is a balancing journal.

## Budget Journal

The Budget Journal (JBUD) is populated from the various Budget Line tabs found on the Budget Transactions used. The Budget Journal contains all fields necessary for budget reporting on any budget structure being used in an application. As budget lines are very different from posting lines, the online inquiry page is very different from other journals because the information is different.

For information on the fields found on the Budget Journal, please see the Budget Transaction within the Budget User Guide for details.

## Cash Journal

The Cash Journal (JCASH) is a journal to capture all updates to cash or near-cash accounts, as indicated by the Cash Type Journal field on the Posting Code (PSCD) reference page. If such a streamlined journal is not needed for reporting or use by the Automatic Bank Account Transfer process then this journal is deactivated on the Journal Ledger Control (JLCTL) page.

## Commodity Journal

The Commodity Journal (JCOMM) is populated from the Commodity tab on all commodity-based transactions: Requisition (RQ), Solicitation (SO), Solicitation Response (SR), Purchase Order (PO), Master Agreement (MA), Receiver (RC), Invoice (IN), Payment Request (PR), Stock Requisition (SRQ), Confirmation Issue (CI), Over-the-Counter (OC), Stock Return (SN), Stock Transfer Issue (TI), Stock Transfer Receipt (TR), and Inventory Adjustment (IA).

## Fixed Asset Accounting Journal

A journal updated when the Fixed Asset business area is being used. Updates occur from Fixed Asset transactions processed with posting codes setup with the Fixed Asset Type Journal indication on the Posting Code (PSCD) reference page. The Fixed Asset Accounting Journal (JFAAJ) contains two unique fields. Fixed Asset Number and Component Number are recorded to tie all accounting entries back to fixed assets.

As delivered, this is a balancing journal that is used for online inquiry and as the input source to the Fixed Asset Accounting Ledger – APD (LAPDFA) inquiry page.



## Fixed Asset Component Journal

A journal updated when the Fixed Asset business area is being used by the Component tab of all Fixed Asset transactions. This is not an accounting journal. The Fixed Asset Component Journal (JFACJ) contains almost every field found on the FA transaction Header and Component tabs for reporting. Please see the Fixed Asset User Guide for more information on those fields.

## Internal Journal

Internal Journal is a journal to capture all updates where the postings were from an internal accounting event where the Event Type chosen updates the Internal Fund, Sub Fund, and Department fields of each internal party with details about the other internal party. That does not mean every internal accounting event is written to this journal, but only those using clearing accounts. If such a streamlined journal is not needed for reporting or use by the Clearing Account Maintenance process, then this journal is deactivated on the Journal Ledger Control (JLCTL) page.

Please note that the General section of System Options contains the Always Populate Internal COA option that expands what is written to this journal from just the instances of due to and due from accounts so that all internal accounting activity is recorded in the journal.

## Ledgers

Listed below are each ledger along with the page code (when applicable) for online query. Those items listed with a '\*' are ones that have a specific use pre-defined.

Page Code	Ledger Name
LAPDACTG*	Accounting Ledger APD
LAPDCA	Cost Accounting Ledger APD
LFYACTG*	Accounting Ledger FY
LFYCA	Cost Accounting Ledger FY
LBFYACTG	Accounting Ledger BFY
LBFYCA	Cost Accounting Ledger - BFY
LITDACTG	Accounting Ledger ITD
LITDCA	Cost Accounting Ledger ITD
LAPDFA*	Fixed Asset Accounting Ledger

L001	<a href="#">Generic Ledger 001</a>
L002	<a href="#">Generic Ledger 002</a>
L003	<a href="#">Generic Ledger 003</a>
L004	<a href="#">Generic Ledger 004</a>
L005	<a href="#">Generic Ledger 005</a>
L006	<a href="#">Generic Ledger 006</a>
L007	<a href="#">Generic Ledger 007</a>
L008	<a href="#">Generic Ledger 008</a>
L009	<a href="#">Generic Ledger 009</a>
L010	<a href="#">Generic Ledger 010</a>
(No direct page)*	<a href="#">Full Detail Accounting Ledger</a>
(No direct page)*	<a href="#">System Assurance Ledger</a>

The fields found on ledgers are the same fields found on journals, with the exception of fields that detail individual transaction lines. The only field on a ledger not found on a journal is the Amount field, which is a summary of the Posting Amount of every journal record summarized into a ledger record.

## Accounting Ledgers - APD, FY, BFY, and ITD

Four ledgers are delivered as intended summarizations of the Accounting Journal, but with different levels of time information for different reporting needs.

These four are delivered with settings to retain the similar COA values: Fund, Department, Unit, Object, Revenue Source, and Balance Sheet. The FY and APD ledgers retain Sub Fund in addition to those six COA. These sets of COA were chosen as they are fundamental to any governmental accounting application. It is recommended that the FY and APD ledgers are not changed from the delivered settings as there are several specialized inquiry pages that use them: Accounting Journal Ledger Query (JLACTGQY), Trial Balance (TBAL), Parameters for Trial Balance (TBPA), and Fund Balance Accounting Period Inquiry (FBALAPD).

## Cost Accounting Ledgers - APD, FY, BFY, and ITD

Four ledgers are delivered as intended summarizations of the Cost Accounting Journal, but with different levels of time information for different reporting needs. Changes to summarization options for these ledgers may require a change to the HTML of the inquiry page for usability as they have been delivered to match the delivered COA summarization for the four ledgers.

## Fixed Asset Accounting Ledger

The Fixed Asset Accounting Ledger (LAPDFA) stores the summarized records from the Fixed Asset Accounting Journal. In addition to the regular summarization options on the Journal Ledger Control (JLCTRL) page this LAPDFA ledger looks at two specialized summarization options: Fixed Asset Type and Fixed Asset Number. The recommended settings for these fields are to keep the Fixed Asset Type and keep both the Fixed Asset Number and Fixed Asset Component Number.

This ledger is used in generating balances of fixed asset components on the Fixed Asset Balance Summary (FABALSQ) and Fixed Asset Component Balance Summary (FACBALSQ) pages.

## Full Detail Accounting Ledger

Contrary to the ledger name, this ledger is delivered with the intention of providing a high level of summarization that will be input into the Annual Close system process. Use of this ledger is also made by the System Assurance 2 process.

## Generic Ledgers - 001 to 010

Ten Generic Ledgers (L001 - L010) pages are delivered for onsite configuration to summarize the Accounting or Cost Accounting Journal. Activation and use of these Generic Ledgers requires nothing more than setup and activation on the Journal/Ledger Control (JLCTRL) page. If online inquiry is needed, the corresponding inquiry page may have to be adjusted to match the selection criteria. For example, if summarization is to keep Sub Object, then records for the same Object would appear multiple times in the grid even though the other values in the grid do not vary because different Sub Objects have been used.

The intended use can be to provide a level of online inquiry not available on another page, provide information for one or more reports that need an efficient data source because of volume, or for input into the Cost Allocation system process to avoid unnecessary record selection and summarization time.

## System Assurance Ledger

The System Assurance Ledger is delivered with the intention of being used to assure budget structures with the System Assurance 1 process. Such a ledger used to assure budgets must contain all of the COA used on all active budget structures plus BFY at a minimum. To contain more information will not stop the assurance process but will slow it as the process will have to summarize multiple ledger records to assure a budget line and amount.

No online inquiry page exists for this ledger as each budget inquiry page contains drill downs to display all transactions that make up a particular balance.

## Cost Accounting Journal

The Cost Accounting Journal is the main journal used for the cost accounting area as it contains all posting lines with debits and credits having a Program code. Cost Accounting entities not represented by the Program COA would have to use a journal like the Accounting Journal. The selection criteria for this journal are established by two settings on the Journal/Ledger Control table: the Cost Accounting Specific flag and *ALL* for the Posting Code Types for Selection field. Then all posting lines with a Program code are written to the journal.

## Inquiries

This section includes all of the inquiries used in the Financial Administration area, listed alphabetically. For more information on each inquiry, refer to the appropriate link in the Page Code column.

Inquiry Name	Page Code	Description
Accounting Journal and Ledger Query	<a href="#">JLACTGQY</a>	An inquiry that allows you to locate an account at a Fiscal Year level of detail, drill down to see Accounting Period breakdowns of that account, and finally drill down into the individual transactions that make up the account.
Cash Balance Detail	<a href="#">CBALDQ</a>	An inquiry that displays current balances for cash tracking amounts for a Fund and Sub Fund combination. This page optionally provides cash editing at the <i>detail</i> level.
Cash Balance Pool	<a href="#">CBALPQ</a>	An inquiry that displays current balances for cash tracking amounts for a Fund Type. This page optionally provides editing at the <i>pool</i> level.  Tracking is optional at this level and not done unless the Application Parameters (APPCTRL) page option of Pool Cash Balance Tracking is turned on.
Cash Balance Summary	<a href="#">CBALSQ</a>	An inquiry that displays current balances for cash tracking amounts for a Fund. This page optionally provides cash editing at the <i>summary</i> level.
Fund Balance Accounting Period Inquiry	<a href="#">FBALAPD</a>	An inquiry providing a subset of the Trial Balance Inquiry (TBAL) page that shows only nominal account activity and that is summarized information at a level higher than individual department, object, and revenue source codes. Unlike the Fund Balance Detail (FBALDQ) and Fund Balance Summary (FBALSQ) that provide inception-to-date information, this inquiry provides information up to and including a specified accounting period (APD).
Fund Balance Detail	<a href="#">FBALDQ</a>	An inquiry that displays current balances for fund balance tracking amounts for a Fund and Sub Fund combination. This page provides fund balance editing at the <i>detail</i> level.
Fund Balance Summary	<a href="#">FBALSQ</a>	An inquiry that displays current balances for fund balance tracking amounts for a Fund. This page provides fund balance editing at the <i>summary</i> level.

Inquiry Name	Page Code	Description
FY Balance Details	BBALFY	An inquiry that displays account balances at the Fiscal Year, Fund, Sub Fund, BSA, and Sub BSA combination.
ITD Balance Sheet Detail	BBALD	An inquiry that displays current balances for balance sheet account balances at a Fund, Sub Fund, BSA, and Sub BSA combination. This page can also provide transaction editing.
ITD Balance Sheet Summary	BBALS	An inquiry that displays current balances for balance sheet account balances at a Fund and BSA combination. This page can also provide transaction editing.
Journal/Ledger Cross-Reference	JLXREF	An inquiry used for auditing purposes that tracks which journal records have been posted to which ledger records.
Journal Log	JLOG	An inquiry page used by many system processes to control processing within an instance of the process and to record where one process left off for the next to read and start processing at that point.
Ledgerization Log	JLOGLDGR	An inquiry that provides processing details of the Ledger Engine system process.
Process Log	PLOG	This inquiry tracks the last successful run date and timestamp of several system process.
Trial Balance Inquiry	TBAL	The Trial Balance Inquiry (TBAL) provides real-time information similar to trial balance reports.

## Accounting Journal & Ledger Query

To facilitate research into balances of records on the Accounting Ledger - FY, a query exists that ties that ledger with the Accounting Ledger - APD and the Accounting Journal. Drill down ability exists from a Fiscal Year (FY) ledger record to Accounting Period (APD) ledger records to Accounting Journal records, where full transaction details along with a link to the transaction are available.

Although most fields on the three levels of inquiry are common fields already covered in the ledger and journal topics, this page has a couple of fields calculated with each inquiry that do not exist on the ledgers:

Field Name	Field Description
Beginning Balance	For real accounts, this is the sum for the account in all prior fiscal years to the one selected that have not yet been closed. For nominal accounts, this amount is always \$0.00.
Ending Balance	This is the sum of the selected fiscal year and the Beginning Balance.

## Cash Balance Inquiries

Each level of cash balance control has a corresponding inquiry page where amounts are tracked and may be used for editing if maintenance records are established for that feature.

1. Fund Type - '*Pooled Cash*' on Cash Balance Pool (CBALPQ)

The Cash Balance Pool page is used to track Cash Balances at the Pool level (that is, Fund Type level) if the Parameter Value is set to True for CBAL\_POOL on the Application Parameters (APPCTRL) page. The page is used to edit cash availability if the Balance Control on Cash Balance Summary Maintenance is set to Pool.

There is no Cash Balance Pool Maintenance page, so controls for what amounts to use in calculating Adjusted Cash Balance, a minimum, and an error severity come from the Cash Balance Summary Maintenance (CBALS) page. Therefore, different Funds in a Fund Type can have a different set of controls, but all share the same aggregated amounts.

2. Fund - '*Summary*' on Cash Balance Summary (CBALSQ)

The Cash Balance Summary page displays current balances for cash tracking amounts for a Fund. Settings for control level and for what amounts to use in calculating Adjusted Cash Balance come from the Cash Balance Summary Maintenance (CBALS) page.

3. Fund and Sub Fund - '*Detail*' on Cash Balance Detail (CBALDQ)

The Cash Balance Detail page displays current balances for cash tracking amounts for a Fund and Sub Fund combination. Settings for control level and for what amounts to use in calculating Adjusted Cash Balance come from the Cash Balance Detail Maintenance (CBALD) page.

The layout and fields for each page are very much the same. COA fields change, as do the Related Pages. Only one set of field definitions is given. COA fields are not defined unless they have a special property.

Field Name	Field Description
Sub Fund	A special value exists for this field when Sub Fund is not being used to define a set of cash balance rules or track amounts – BLNK.

Field Name	Field Description
Cash Balance	The total balance of all cash accounts defined for the Fund and Sub Fund combination on the BSA tab of the Edit Cash Balance Detail Maintenance page.
Adjusted Cash Balance	A calculated amount using the 'include amount' indications set on the applicable Detail or Summary Detail Maintenance page and the Cash Balance. This amount gives a total before applying any Cash Balance Minimum. For pooled cash, this amount is calculated at the time of transaction editing.
Cash Balance Minimum	An optional minimum amount that should be kept in reserve.
Available Cash	The calculated net result after applying any Cash Balance Minimum to the Adjusted Cash Balance. It is this amount when calculated during transaction processing that is evaluated and an error of the defined severity is issued.
Pending Increase Non Cash Pending Decrease Non Cash	This pair of amounts on the inquiry pages and 'include amount' indications of the maintenance pages track and optionally include in the cash availability editing amounts that are approaching cash but are currently in workflow. Posting Code settings determine what Posting Codes are these amounts but Billed Earned Revenue (R002) and Accrued Expenditures (D011) are examples of each, respectively.
Pending Increase Cash Pending Decrease Cash	This pair of amounts on the inquiry pages and 'include amount' indications of the maintenance pages track and optionally include in the cash availability editing amounts that have a cash impact but are currently in workflow. Posting Code settings determine what Posting Codes are these amounts but Cash (A001) and Warrants Payable (D007) are example used for both amounts. Here a posting code is not defined as one or the other amount, but the type of update to the account determines the Pending Cash amount.
Accepted Increase Non Cash Accepted Decrease Non Cash	This pair of amounts on the inquiry pages and 'include amount' indications of the maintenance pages track and optionally include in the cash availability editing amounts that are approaching cash that have reached the Final Transaction Phase. Posting Code settings determine what Posting Codes are these amounts but Billed Earned Revenue (R002) and Accrued Expenditures (D011) are examples of each, respectively.
Cash Balance Error Severity	The level of error severity to be generated if a posting line should result in the cash balance amount to drop below the minimum cash



Field Name	Field Description
	balance. Valid values are <i>Warning</i> , <i>Overrideable Error</i> , <i>Error</i> , or <i>No Error</i> .
Balance Control	The indication of where the edits should be performed. Valid options are: <i>Pool</i> , <i>Summary</i> and <i>Detail</i> .
Current Balance	This amount is shown only on the BSA tab of the Edit Cash Balance Detail Maintenance page where it is the current balance for the account as seen on the ITD Balance Sheet Detail page. These amounts are summarized up to the Cash Balance amount seen on the three cash inquiry pages.

> More Info

The following is a list of the errors that come from cash balance control. Each is governed by the Cash Balance Error Severity setting.

- **A2984** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p and %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund and Sub Fund so that the Available Cash Balance is now negative. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Detail Query.
- **A2985** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p and %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund and Sub Fund so that the Available Cash Balance is even more negative. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Detail Query.
- **A3253** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund Type so that the Available Cash Balance is now negative. Values for both amounts came from using the Fund's settings on the Cash Balance Summary Maintenance Page, as the two amounts do not exist on the Cash Balance Pool Query. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Pool Query.
- **A3254** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund Type so that the Available Cash Balance is even more negative. Values for both amounts came from using the Fund's settings on the Cash Balance Summary Maintenance Page, as the two amounts do not exist on the Cash Balance Pool Query. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Pool Query.

- **A631** - Adjusted Cash Balance will become even less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund so that the Available Cash Balance is even more negative. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Summary Query.
- **A630** - Adjusted Cash Balance will become less than the Cash Balance Minimum for %p. The modification or cancellation caused a reduction in the Adjusted Cash Balance for the Fund so that the Available Cash Balance is now negative. The transaction function was allowed because a correction of this type should be permitted to correct any incorrectly recorded revenues or cash on the Cash Balance Summary Query.
- **A2986** - Transaction amount exceeds available cash balance for %p and %p. The Amount on the Transaction exceeds the Available Cash Balance.
- **A632** - Transaction amount exceeds available cash balance for %p. The Amount on the Transaction exceeds the available Cash Balance.

## Fund Balance Accounting Period Inquiry

The Fund Balance Accounting Period Inquiry (FBALAPD) page provides real-time information similar to the nominal account records of a trial balance report. The page uses data in the Accounting Journal and the Accounting Ledger – APD to calculate amounts for a summary section and a detail grid.

All amounts reflect the signs as stored in journals and ledgers. This means that credit balances are negative and debit balances are positive. For this reason, revenues will appear negative, but are actually accrual and collection increases.

Please note that until the prior FY is closed, the page will not have any FY Beginning Balances on FUND and SFUND to pull into the calculation of the Ending Balance calculation for the first grid.

There is a download feature available for the page that takes all data from the second grid (not just what is visible online) and downloads it to Excel, using the defined system download line limitation. A link also exists to transition a user directly to the second page (Accounting Ledger Review) of the Accounting Journal Ledger Query (JLACTGQY) with data from the row selected in the second grid. This feature is useful when researching an amount on the FBALADP that does not look correct. The Accounting Ledger Review will break down totals by APD, allowing a user to spot the one or more periods in unusual balances or activity. From that page, a user can open the Accounting Journal page to find individual transactions for review.

The fields in the filter section:

Field Name	Required?	Field Description
Fiscal Year	Required	Each search requires the specification of a single year.
Accounting Period	Required	Each search requires the specification of a single accounting period. The period entered is used both as an 'up to and including this period' as well as what is the 'current' period of

Field Name	Required?	Field Description
		the trial balance inquiry. Special accounting periods of 0 and 99 are not allowed.
Fund Dimension	Required	Choices include <i>Fund</i> and <i>Sub Fund</i> as delivered, where the latter should only be used if Sub Fund is retained in the Accounting Ledger – APD as setup on the Journal Ledger Control (JLCTRL) page.  If JLCTRL setup is changed for the ledger to retain fund rollups, then those rollup choices will appear in this field.
Fund Dimension Value	Required	This COA field requires a single code to be entered without any wildcards as the page can only perform a single query. Multiple code inquiries are supported through reports or multiple FBALAPD queries where you download the results of each and then combine them.  The code entered will be of the selection entered in the Fund Dimension except if <i>Sub Fund</i> is selected there. In that case the Fund Dimension Value will be the parent Fund code of the Sub Fund entered in the next field.
Sub Fund	Conditionally Required	If the Fund Dimension choice is <i>Sub Fund</i> then this COA field requires a single code to be entered without any wildcards.

The fields in the summary section:

Field Name	Required	Field Description
FY Beginning Balance	System Calculated	The FY Beginning Balance of the selected Fund (or Funds if using a Fund rollup) or the FY Beginning Balance of the selected Sub Fund from the respective reference page.
APD To Date Revenue	System Calculated	Total amount of all revenues selected up through and including those of the accounting period where the Posting Code had a Code Type of <i>Revenue</i> as defined on the Posting Code (PSCD) page.
APD To Date Spending	System Calculated	Total amount of all spending selected up through and including those of the accounting period where the Posting Code had a Code Type of <i>Spending</i> as defined on the Posting Code (PSCD) page.

APD to Date Ending Balance	System Calculated	The FY Beginning Balance after adding in APD To Date Revenue and subtracting APD To Date Spending, giving what would be an unadjusted fund balance if closed at the end of the APD.
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The fields in the details section that are unique:

Field Name	Required?	Field Description
Prior Balance	System Calculated	Is a sum of selected spending and revenues from accounting period 1 up to but not including the accounting period searched.
APD Revenue	System Calculated	Total amount of all revenues selected in the searched accounting period where the Posting Code had a Code Type of <i>Revenue</i> as defined on the Posting Code (PSCD) page.
Total Credits	System Calculated	Total amount of all spending selected in the searched accounting period where the Posting Code had a Code Type of <i>Spending</i> as defined on the Posting Code (PSCD) page.
APD to Date Ending Balance	System Calculated	The FY Beginning Balance after adding in APD To Date Revenue and subtracting APD To Date Spending, giving what would be an unadjusted fund balance if closed at the end of the APD.

## Fund Balance Inquiries

Each level of Fund balance control has a corresponding inquiry table where amounts are tracked and may be used for editing if maintenance records are established for that feature.

1. Fund - '*Summary*' on Fund Balance Summary (FBALSQ)

The Fund Balance Summary page displays current balances for fund balance tracking amounts for a Fund. Settings for control level and for what amounts to use in calculating Adjusted Fund Balance come from the Fund Balance Summary Maintenance (FBALS) page.

2. Fund and Sub Fund - '*Detail*' on Fund Balance Detail (FBALDQ)

The Fund Balance Detail page displays current balances for fund balance tracking amounts for a Fund and Sub Fund combination. Settings for control level and for what amounts to use in calculating Adjusted Fund Balance come from the Fund Balance Detail Maintenance (FBALD) page.

The layout and fields for each page are very much the same. COA fields change, as do the Related Pages. Only one set of field definitions is given. COA fields are not defined unless they have a special property.

Field Name	Field Description
Sub Fund	A special value exists for this field when Sub Fund is not being used to define a set of fund balance rules or track amounts – BLNK.
Fund Balance	The total balance of all equity defined for the Fund and Sub Fund combination on the BSA tab of the Edit Fund Balance Detail Maintenance page.
Adjusted Fund Balance	A calculated amount using the 'include amount' indications set on the applicable Detail or Summary Detail Maintenance page and the Fund Balance. This amount gives a total before applying any Fund Balance Minimum.
Fund Balance Minimum	An optional minimum amount that should be kept in reserve.
Available Fund Balance	The calculated net result after applying any Fund Balance Minimum to the Adjusted Fund Balance. It is this amount when calculated during transaction processing that is evaluated and an error of the defined severity is issued.
Pending Revenue Increases Pending Revenue Decreases	This pair of amounts on the inquiry pages and 'include amount' indications of the maintenance pages track and optionally include in the fund balance availability editing revenue amounts that are currently in workflow. Posting Code settings determine what Posting Codes are these amounts but Billed Earned Revenue (R002) and Collected Earned Revenues (R003) are examples. Posting codes are not defined as an increase or decrease, but the type of update to the account determines the Pending Revenue amount.
Pending Spending Increase Pending Spending Decrease	This pair of amounts on the inquiry pages and 'include amount' indications of the maintenance pages track and optionally include in the fund balance availability editing spending amounts that are currently in workflow. Posting Code settings determine what Posting Codes are these amounts but Accrued Expenditures (D011) and Cash Expenditures (D014) are examples. Posting codes are not defined as an increase or decrease, but the type of update to the account determines the Pending Spending amount.
Accepted Revenues	This amount tracks revenue amounts from transactions that have reached the <i>Final</i> Transaction Phase. Posting Code settings determine what Posting Codes update this amount. Billed Earned Revenue (R002) and Collected Earned Revenues (R003) are examples.
Accepted Spending	This amount tracks spending amounts from transactions that have reached the <i>Final</i> Transaction Phase. Posting Code settings determine

Field Name	Field Description
	what Posting Codes update this amount. Accrued Expenditures (D011) and Cash Expenditures (D014) are examples.
Fund Balance Error Severity	The level of error severity to be generated if a posting line should result in the fund balance amount to drop below the minimum fund balance. Valid values are <i>Warning, Overrideable Error, Error, or No Error.</i>
Balance Control	The indication of where the edits should be performed. Valid options are: <i>Summary and Detail.</i>
Current Balance	This amount is shown only on the BSA tab of the Edit Fund Balance Detail Maintenance page where it is the current balance for the account as seen on the ITD Balance Sheet Detail page. These amounts are summarized up to the Fund Balance amount seen on the two fund balance inquiry pages.

> More Info

The following is a list of the errors that come from fund balance control. Each is governed by the Fund Balance Error Severity setting.

- **A2988** - The fund balance for %p is becoming negative or more negative. The Fund Balance is becoming negative or more negative.
- **A629** - The fund balance for %p is becoming negative or more negative. The Fund Balance is becoming negative or more negative.
- **A2989** - Transaction amount exceeds available fund balance for %p and %p. The Amount on the Transaction exceeds the available Fund Balance.
- **A672** - Transaction amount exceeds available fund balance for %p. The Amount on the Transaction exceeds the available Fund Balance

## FY Balance Details

The Fiscal Year Balance Details (BBALFY) page provides you with a way to view balances at a more detailed level than the other balance pages. BBALFY includes Fund, Sub Fund, BSA, and Sub BSA chart of accounts elements in addition to Fiscal Year. An important piece of information that the Fiscal Year Details page has that the ITD pages do not have is the beginning balance. The ending balance of the prior year's record is the beginning balance of the next year's record.

When a Fiscal Year is closed, the resulting entries ensure that the Debit Amount equals the Credit Amount, resulting in a Balance value of \$0.00 for that year. This is true for all accounts linked to Posting Codes that are rolled. Those left in the old year and not acted upon by the Annual Close process will not necessarily balance to zero. When the Balance amount goes to \$0.00 for a Fiscal Year closed, the Beginning Balance amount for the subsequent year will also be \$0.00. For this reason, the Beginning and 'ending' Balance amounts will not be useful for reporting on when a year or the prior year is closed. In such a case, a ledger that retains Fiscal Year or Accounting Period is more useful.

## ITD Balance Summary & Detail

Inception-to-Date Balance Sheet Detail (BBALD) page allows a view of balance sheet account balances at Fund, Sub-Fund, BSA and Sub-BSA chart of accounts levels. When Sub-Fund and Sub-BSA are not used in an application, those fields show a value of "BLNK". Tracking balances is not the only use of the page as it can also balance editing if the Application Parameter of BSA Integrity Check is *Detail* and the BSA has the Level of Balance Control set to something other than *No Action*.

Inception-to-Date Balance Sheet Summary (BBALS) allows a view of balance sheet account balances at the Fund and BSA level. Tracking balances is not the only use of the page as it can also balance editing if the Application Parameter of BSA Integrity Check is *Summary* and the BSA has the Level of Balance Control set to something other than *No Action*.

› More Info

Updates to the credit and debit amount fields are made by all posting lines reaching the final status that have a value in the BSA or OBSA fields. Transactions in pending status do not make any updates to this page as they do to the Cash and Fund Balance pages. Another difference between this page and the other two types is that posting codes are not the controlling factor for updating, but rather the existence of a BSA or OBSA value.

## Journal/Ledger Cross-Reference

The Journal/Ledger Cross-Reference (JLXREF) inquiry is an auditing page that records each ledger ID and ledger record ID that a journal record in a given journal posted. The Ledger Engine populates this page as it posts journal records.

The fields on Journal/Ledger Cross-Reference are as follows:

Field Name	Field Description
Journal ID	Each journal record ledgerized is identified by two values. The first is the Journal ID field, which identifies the journal from which the journal record came. Journal ID values are defined on the Journal/Ledger Control reference page.
Journal Record Number	The second identification value for a ledgerized journal record is the system-assigned number to identify individual journal record within the journal. These numbers are assigned from a Unique Numbers (UNUM) record for each journal such as JRNL_ACTG for the Accounting Journal.
Ledger ID	Each ledger record ledgerized into is identified by two values. The first is the Ledger ID field, which identifies the ledger to which the journal record was ledgerized. Ledger ID values are defined on the Journal/Ledger Control reference page.
Ledger Record Number	The second identification value for a ledger record is the system-assigned number to identify individual ledger records within the ledger.

	These numbers are assigned from a Unique Numbers (UNUM) record for each ledger such as LDGR_APD_ACTG for the Accounting Ledger - APD.
Last Modified	This date represents the day a journal record was ledgerized into a ledger record.

## Journal and Ledgerization Logs

The Journal Log (JLOG) page is used by many system processes to control processing within an instance of the process and to record where one process left off for the next to read and start processing at that point. The Ledgerization Log (JLOGLDGR) uses the same set of records but filters only for those created by the Ledger Engine and the Ledger Rebuild processes. More details on what each of the Process ID values mean can be found in the run sheets.

The fields on Journal Log and Ledgerization Log pages are as follows:

Field Name	Field Description
Process ID	LDGRPOST, LDGRRBLD, and LDGRINSTRC values, which come from the Ledger Engine and Ledger Rebuild job, are displayed on the Ledgerization Log. The Journal Log shows these same process IDs in addition to several others.
Run Date	When a record is inserted, the date is recorded at the time of insert from the application server.
Source Journal/Ledger ID	The ID, as defined on the Journal/Ledger Control reference page, that records the particular input source into the system process logged.
Journal/Ledger Name	The Journal/Ledger Data Object Name associated with the Source Journal/Ledger ID is displayed for informational purposes.
Status	<p>There are many Journal Log status values that represent the different phases for a range of records that a process is working on or has worked with. Not all processes use all of the status choices.</p> <ul style="list-style-type: none"> <li>• <i>Intended (1)</i> represents a unit of work that has been identified but has not yet been selected for processing.</li> <li>• <i>Final (2)</i> represents a unit of work that has been processed successfully.</li> <li>• <i>Historical (3)</i> represents a block of work that has successfully been processed.</li> </ul>



Field Name	Field Description
	<ul style="list-style-type: none"> <li>• <i>Failed (4)</i> - represents a block of work that could not be processed successfully</li> <li>• <i>Gap Found (5)</i> represents a block of work that was not found on the source journal. Values less than and greater than that range were found. The missing range is recorded as the range may be completed later if multiple servers are running and reserving blocks of record numbers. The range may never be filled and the range becomes 'stale'.</li> <li>• <i>Gap Intended (6)</i> represents a block of work from a previous <i>Gap Found</i> range that has now been used.</li> <li>• <i>Gap Final (7)</i> represents a previous <i>Gap Found</i> range that has been successfully processed by either batch job in process gap mode. The status does not mean that records were found with the missing range but that a process has examined the gap and determined that none, some, or the entire original gap has been filled in. Such a status will ensure the record is not selected when processing gaps later.</li> <li>• <i>Gap Stale (8)</i> represents a range of journal records that has been identified by the Identify and Archive Stale Gaps Batch Process as being older than the specified days for retention parameter in that job. Such a record will be purged by that same job when run in purge mode.</li> <li>• <i>Gap Failed (9)</i> represents a gap identified as being filled which could not be posted successfully to the applicable ledger or ledgers. This block of work should be ledgerized by running the Ledger Engine or Ledger Rebuild job to process failed work.</li> <li>• <i>Unprocessed (10)</i> is a status that is used as a holding status. Records that remain in this status and do not progress deserve investigation because they have likely been bypassed.</li> </ul>
Begin Transaction UNID	<p>When a journal record is created for a transaction, a unique transaction ID is assigned to that record, which is different than the online transaction ID of Transaction Code, Transaction Department, Transaction ID, and Version number. This separate UNID is assigned by the Unique Numbers page. Tracking individual transactions by this UNID in the journal is easier for the Ledger Engine and Rebuild Ledger job and is more efficient than the online ID.</p>
Begin Transaction Line ID	<p>When a journal record is created for a transaction, a unique transaction line ID is assigned to each journal record. This ID is automatically assigned by the application and is equivalent to a numbering of journal records created by a transaction. Each Journal</p>

Field Name	Field Description
	Log record created by a ledger job will contain a value in this field to identify the starting line number of the starting transaction.
End Transaction UNID	The last unique transaction ID selected in a block of work.
End Transaction Line ID	The last unique line ID selected in a block of work.

## Process Log

Process Log (PLOG) tracks the last successful run date and timestamp of several system process. Records allow subsequent runs of the system process to pick up where the last process left off.

### > Field Descriptions

- **Process ID** – This field displays the identification value for the job that was run (For example, SA13 for VSS System Assurance SA13 and CATIDX for Catalog Search Indexing).
- **Process Run Date** - This field displays the system Date/Time that the indicated process was run.
- **Process Description** – Provides a descriptive name for the indicated process (For example, SA13 and Catalog Search Indexing Batch Job).

## Trial Balance Inquiry

The Trial Balance Inquiry (TBAL) page provides real-time information similar to trial balance reports. The page uses data in the Accounting Journal and the Accounting Ledger – APD to calculate amounts for a summary section and a detail grid. The page serves as a limited substitute to the Trial Balance Report found under General Accounting – Reports.

All amounts reflect the signs as stored in journals and ledgers. This means that credit balances are negative and debit balances are positive. For this reason, revenues will appear negative, but are actually accrual and collection increases.

There is a download feature available for the page that takes all data from the second grid (not just what is visible online) and downloads it to Excel, using the defined system download line limitation. A transition also exists to open to the second page (Accounting Ledger Review) of the Accounting Journal Ledger Query (JLACTGQY) with data from the row selected in the second grid. This feature is useful when researching an amount on the TBAL that does not look correct. The Accounting Ledger Review will break down totals by APD, allowing a user to spot the one or more periods in unusual balances or activity. From that page, a user can open the Accounting Journal page to find individual transactions for review.

The fields in the filter section:

Field Name	Required?	Field Description
Fiscal Year	Required	Each search requires the specification of a single year.
Accounting Period	Required	Each search requires the specification of a single accounting period. The period entered is used both as an 'up to and including this period' as well as what is the 'current' period of the trial balance inquiry. Special accounting periods of 0 and 99 are not allowed.
Fund Dimension	Required	<p>Choices include <i>Fund</i> and <i>Sub Fund</i> as delivered, where the latter should only be used if Sub Fund is retained in the Accounting Ledger – APD as setup on the Journal Ledger Control (JLCTRL) page.</p> <p>If JLCTRL setup is changed for the ledger to retain fund rollups, then those rollup choices will appear in this field.</p>
Fund Dimension Value	Required	<p>This COA field requires a single code to be entered without any wildcards as the page can only perform a single query. Multiple code inquiries are supported through reports or multiple TBAL queries where you download the results of each and then combine them.</p> <p>The code entered will be of the selection entered in the Fund Dimension except if <i>Sub Fund</i> is selected there. In that case the Fund Dimension Value will be the parent Fund code of the Sub Fund entered in the next field.</p>
Sub Fund	Conditionally Required	If the Fund Dimension choice is <i>Sub Fund</i> then this COA field requires a single code to be entered without any wildcards.
BSA	Optional	This COA field is used when the Real Accounts field is <i>True</i> to limit the data returned in the summary and detail sections. One can enter multiple values and use wildcards. If left blank then all BSAs are queried.
Object	Optional	This COA field is used when the Nominal Accounts field is <i>True</i> to limit the data returned in the summary and detail Sections. One can enter

Field Name	Required?	Field Description
		multiple values and use wildcards. If left blank then all objects are queried.
Revenue Source	Optional	This COA field is used when the Nominal Accounts field is <i>True</i> to limit the data returned in the summary and detail Sections. One can enter multiple values and use wildcards. If left blank then all revenue sources are queried.
Real Accounts	Conditionally Required	If <i>True</i> , journal and ledger records with a balance sheet account such as assets, liabilities and equity are displayed. This is true even if an object or revenue source is recorded with the balance sheet account. Real Accounts must be <i>True</i> if the Nominal Accounts is <i>No</i> . Both the Real and Nominal Accounts can be selected at the same time.
Nominal Accounts	Conditionally Required	If <i>True</i> , journal and ledger records with an object or revenue source but no balance sheet account. Nominal Accounts must be <i>True</i> if the Real Accounts is <i>No</i> . Both the Real and Nominal Accounts can be selected at the same time.
Closing Classification	Optional	When <i>True</i> the Close Class column in the detail section is populated with Posting Code Closing Classifications. Use of this indication could result in more records displaying in the grid, as postings to the same account from different closing classifications appear on separate rows.  One use of the indication is to separate out amounts for a combination of Fund, Sub Fund, Department, and Object into Pre Encumbrances (13), Encumbrances (12), Accrued Expenditures (11), and Cash Expenditures (10) instead of one record for all four.

The fields in the summary section:

Field Name	Required?	Field Description
Total Debit	System Calculated	Total amount of all positive records selected up through and including those of the accounting period.

Field Name	Required?	Field Description
Total Credits	System Calculated	Total amount of all negative records selected up through and including those of the accounting period.
Total Revenue	System Calculated	Total amount of all records selected up through and including those of the accounting period where the Posting Code had a Code Type of <i>Revenue</i> as defined on the Posting Code (PSCD) page.
Total Spending	System Calculated	Total amount of all records selected up through and including those of the accounting period where the Posting Code had a Code Type of <i>Spending</i> as defined on the Posting Code (PSCD) page.
Excess (-) / Deficiency (+)	System Calculated	Total Spending plus of Total Revenue, recalling revenues are credits which are stored as negative amounts.
Calculated Balance	System Calculated	The FY Beginning Balance of the selected Fund (or Funds if using a Fund rollup) or the FY Beginning Balance of the selected Sub Fund after subtracting any Deficiency or adding any Excess.  Please note that until the prior FY is closed, the page will not have any FY Beginning Balances on FUND and SFUND to pull into the calculation of the Ending Balance calculation for the first grid.

The fields that are unique in the details section.

Field Name	Required?	Field Description
Beginning Balance	System Calculated	The total of selected records matching the COA and any Close Class in all accounting periods short of filter value, including accounting period 0.
Total Debits	System Calculated	Total of selected records with a positive amount matching the COA and any Close Class in the combination of Fiscal Year and Accounting Period filter values only.
Total Credits	System Calculated	Total of selected records with a negative amount matching the COA and any Close Class in the combination of Fiscal Year and Accounting Period filter values only.

Ending Balance	System Calculated	Beginning Balance plus Total Debits plus Total Credits.
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## Advanced - Setup

CGI Advantage Financial allows system tailoring to meet accounting needs, budgeting practices, and reporting requirements. Review of the various options and controls available is part of the configuration of any application before going live. What functionality will be used and how it will be used should be decided before conversion begins and especially before system users begin entering transactions. It is recommended that you do not change many options or controls in the middle of the fiscal year and some should never be changed after going live. If changed, the integrity of your accounting records may be jeopardized, as certain changes will require a conversion plan and effort.

Most CGI Advantage Financial system options are centralized in several reference pages in the Financial Administration functional area because they apply to multiple business areas. Other areas of the application have control and option pages with many of them working in conjunction with those in the Financial Administration area.

## System Configuration

After identification of what functional areas will be used and to what extent, configuration begins with the reference pages that control system-wide transaction processing. It is not always a straight flow from one page to the next, as oftentimes setup requires traversing back to previous pages.

As the system-wide pages are being established, the decision to use more decentralized controls should also be made. Although not a requirement, if the decision is made up front, then controls will be more aligned and it will eliminate returning to the system-wide pages later to make adjustments.

This section contains the following areas:

- [Application Parameters](#)
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## Application Parameters

The Application Parameters (APPCTRL) page is one that is part of general system configuration. Most options on this page are set once and do not vary by year, fund, department, transaction, or other factors. The page is very generic in its design so that it can host many different types of options with the Parameter Name and Parameter Value fields. Of the many controls, those listed below are accounting in nature and typically do not apply to any one business area or type of transaction.

**Note:** Any changes to records on this page should be followed by a bounce of all servers used for CGI Advantage as many are put in memory for performance reasons.

### Individual Parameters

Those parameters that apply to a single business area or a single type of transaction are discussed in the user guide for that area. This listing contains parameters with an accounting impact or those that impact multiple business areas.

The Parameter Short Description is listed first followed by the Parameter Name in parentheses.

Parameter	Description
<p>A/R Reference Option (AR_REF_OPT)</p>	<p>This parameter has three valid values: 1, 2, or 3. (if value is blank or not 1, 2, or 3, system will presume a value of 1). Only transaction types of Cash Receipt (CR), Write Off (WO), Referral to Collection Agency (CL), Receivable (RE), Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), and Internal Transaction Exchange (IET) read the option. Additionally, these transaction types only read the option when there is a reference to an ARE, RE, or CL transaction that is not a memo reference type.</p> <p>With all options, the Fiscal Year (FY) for all posting lines will always be that of the referencing accounting line. The Budget Fiscal Year (BFY) for the posting line from event type of the referencing accounting line will always be the one from the referencing line. The BFY of the liquidation posting line can vary as described with each option below.</p> <ul style="list-style-type: none"> <li>• <b>If the Parameter Value is 1</b>, the system will infer the BFY value from the referenced accounting line upon validate/submit actions.</li> </ul> <p>That accounting line BFY will then be used on the liquidation posting line.</p> <ul style="list-style-type: none"> <li>• <b>If the Parameter Value is 2</b>, the system will not infer the BFY value from the referenced accounting line upon validate/submit actions. The BFY on the referencing accounting line will either be the BFY from the header of the referencing transaction or set to equal the FY of the referencing accounting line. Users may, however, choose to enter a BFY if the defaulting value is not desired. This allows the manual entry of an old BFY, for example in the first couple of days into a new BFY, or within any other scenario where the old BFY is desired. However, in such cases, it is more likely that users will enter the old FY with accounting period 12 or an adjustment period, so that the BFY will then be set to that old FY.</li> </ul> <p>The BFY of the liquidation posting line will be the same as recorded initially on the referenced accounting line.</p> <ul style="list-style-type: none"> <li>• <b>If the Parameter Value is 3</b>, the system will not infer the BFY value from the referenced accounting line upon validate/submit actions. The BFY on the referencing accounting line will</li> </ul>



Parameter	Description
	<p>either be the BFY from the header of the referencing transaction or set to equal the FY of the referencing accounting line. Users may, however, choose to enter a BFY if the defaulting value is not desired. The Accounts Receivable Event Type Processor will then set the BFY on the liquidation posting line to equal the BFY (CURR_BFY)* from the referencing accounting line. The standard posting line remains unchanged and is derived from the BFY (CURR_BFY) from the referencing accounting.</p> <p><b>Note:</b> If the Parameter Value is 3, then it is assumed that the site using this option will not run the Open Activity Roll job for receivables as part of their annual processes because it will no longer be necessary to keep FY and BFY in sync.</p> <p><i>*CURR_BFY is an unseen field that will initially default to be the Default Fiscal Year field on the Calendar Date page for the Transaction Record Date. If no Transaction Record Date is entered on the header, the Application Date is used. If at any point a Fiscal Year is entered on a transaction header or accounting line, the CURR_BFY will become that value instead, unless a BFY is entered on the header or accounting line in which case the CURR_BFY will become that value.</i></p>
<p>Accounts Payable Period Accounting Fiscal Year (ACCT_PAY_PD_FY)</p>	<p>When using the Automated Accrual feature discussed in the General Accounting User Guide, if the FY &gt; BFY on a liquidation posting line, the FY is set to this year parameter.</p>
<p>Accounts Payable Period Accounting Period (ACCT_PAY_PD_APD)</p>	<p>When using the Automated Accrual feature discussed in the General Accounting User Guide, if the FY &gt; BFY on a liquidation posting line, the Period is set to this accounting period parameter.</p>
<p>Accruals Prior Year Period (ACCRUAL_PY_APD)</p>	<p>The accounting period placed on the Prior Year (PY) accounting lines created by the Automated Accrual Process. The value should be equal to the latest APD where an encumbrance can be entered to avoid an accrual being recorded prior to the encumbrance it liquidated.</p>
<p>Always Use Fund Bank Account Codes for Disbursements</p>	<p>This parameter is used to ensure disbursements are made from the default bank established for a Fund.</p>

Parameter	Description
(ALWYS_USE_FUND_BANK_ACCT_CD_FOR_DISB)	<p>If <i>True</i>, an error issued if the Bank on a Manual Disbursement (MD) accounting line is not equal to the default Bank of the Fund on that accounting line. When <i>True</i>, the Automatic Disbursement (AD) will infer the default Bank for the Fund on the accounting line when the Disbursement Type changed from EFT to Check.</p>
<p>Allowed Roll Budget Amounts (ALW_ROLL_BKTS)</p>	<p>This parameter is used as an additional control to the edits that the Parameters for Roll Process (RLPA) page currently performs for the Event Type Selection Criteria field. It is to expand what is allowed for that selection criteria and not restrict the field.</p> <p>The selection field currently allows event types with a posting code in Posting Pair A that has a Revenue or an Expense Budget ID or Revenue Budget Bucket ID that is: 22 (billed earned revenue), 23 (unbilled earned revenue), 25 (billed unearned/deferred revenue), 12 (pre-encumbrance), 13 (encumbrance), or no value in either ID field. If an event type entered has a different ID, the page will look to this parameter to see if that ID is allowed.</p> <p>The intended use of this parameter is to contain 14 (accrued expenses) so that only vendor refunds (event type AR30) can be rolled on receivables so the eventual collection will have a Fiscal Year equal to the Budget Fiscal Year. When these should not roll, the parameter should be left blank.</p> <p>When using this parameter, care should be taken in the setup on RLPA to ensure accrued expenditures that are payables are not rolled.</p>
<p>Bank Code Inference (FUND_BANK_CD_INFERE)</p>	<p>This parameter is used to ensure payment requests are recorded to the default bank for a fund.</p> <p>If <i>true</i>, the system will infer the appropriate bank code (Bank or EFT Bank) on accounting lines based on the Disbursement Format on the vendor line and the Fund on the accounting line.</p>
<p>Application System Date (APPL_SYS_DT)</p>	<p>This date is used most places of the application as the 'current date' when reliance on the system date found on the application server is not appropriate. It can be set manually or with the Begin Day batch job.</p>

Parameter	Description
Balance Sheet Account Integrity Check (BSA_INTEG_CHK)	This parameter has two valid values of <i>Detail</i> and <i>Summary</i> . It is used in the evaluation of balance sheet account balances to see if an accounting transaction is going to take the account into a contrary balance.
Matching Fiscal Year to the Budget Fiscal Year (MATCH_BFY_FY)	<p>When set to true, the system will default the MATCH_FY and APD parameter values to the accounting lines of Payment Request transactions created from copy forward or the Matching process when the Budget Fiscal Year of a referenced Purchase Order accounting line is the prior Budget Fiscal Year. That comparison uses the default Fiscal Year of the Application Date to determine prior or current year.</p> <p>On those Payment Request transactions that are manually created (for example, not the ones from the Matching process) these defaults will only occur if the Fiscal Year and Period fields on the accounting line are blank. Once inferred, the values can be manually overridden, if desired.</p> <p>There will be no inference if this parameter is set to <i>false</i>. Also, if the parameter is set to <i>true</i> there will be no inference if:</p> <ul style="list-style-type: none"> <li>• There is no referenced accounting line</li> <li>• The current Budget Fiscal Year is used</li> <li>• The payment request is on the Payroll (PYRL) transaction type</li> <li>• The payment request is on the Accounting Based Spending (ABS) transaction type</li> <li>• The Payment Request is created from the Matching Status (MATA) page</li> <li>• The Payment Request is manually entered to reference a Purchase Order</li> <li>• The Budget Fiscal Year is 9999</li> </ul>
Accounting Period used when MATCH_BFY_FY is set to true (MATCH_APD)	<p>The default Accounting Period to be used on the accounting line when the parameter MATCH_BFY_FY is set to <i>true</i>. The parameter must be set when MATCH_BFY_FY is <i>true</i>.</p> <p>The value in this parameter will have to change if Purchase Orders are left open and not rolled and the</p>

Parameter	Description
	original APD is closed (for example, 12 is closed so 13 has to be used).
Fiscal Year used when MATCH_BFY_FY is set to true (MATCH_FY)	<p>The default Fiscal Year to be used on the accounting line when the parameter MATCH_BFY_FY is set to <i>true</i>. The parameter must be set when MATCH_BFY_FY is <i>true</i>.</p> <p>The value in this parameter has to be adjusted with each passing year just as a new Fiscal Year starts. To forget to do so will result in transactions failing with a closed Fiscal Year being used and the FY &lt; BFY condition that is typically prevented with BFY Staging.</p>
Accounts Payable Period Fiscal Year (ACCT_PAY_PD_FY)	<p>This Fiscal Year parameter and the Accounting Period one below are used on Payment Request (PR) and Accounting Based Spending (ABS) spending transactions manually created in the same manner that the MATCH_FY parameter is used for transactions generated from the matching process. The two parameters should be kept in sync.</p>
Accounts Payable Period Accounting Period (ACCT_PAY_PD_APD)	<p>This Accounting Period parameter and the Fiscal Year one above are used on Payment Request (PR) and Accounting Based Spending (ABS) spending transactions manually created in the same manner that the MATCH_APD parameter is used for transactions generated from the matching process. The two parameters should be kept in sync.</p>
Pool Cash Balance Tracking (CBAL_POOL)	<p>This parameter turns on and off application updates to the Cash Balance Pool page from the Cash Balance Summary page. More can be found about this topic in the "<a href="#">Cash Balance Inquiries</a>" topic.</p>
Validate Cached Balance Records (VLDT_CACHED_BAL_RCRDS)	<p>This true/false parameter was implemented in association with logic inside of the Common Posting / Balance Page area. For sites that do not choose to use the lower half of either the Cash or Fund Balance Detail Maintenance pages, then this parameter will not apply. For those that use either or both, the recommended setting is <i>true</i>.</p> <p>When the parameter is <i>true</i>, logic inside the Common Posting Routine will ensure a transaction updating a BSA Balance ITD record linked to either a record on Cash Balance Detail or a Fund Balance Detail</p>

Parameter	Description
	<p>Maintenance record, results in the Balance amount matching the Current Balance amount, respectively. If not, an error with the code A4071 will be raised.</p> <p>Amounts between the two can differ for one of two reasons: the records are out of synch in the database, or while one person / batch job was validating/submitting a transaction, another was in process of changing the same records. The approach to rectifying the problem is based upon which scenario exists. The user can re-validate or re-submit their transaction and this may cause the error to disappear because no other person or job is affecting the records at the time. If it persists after several attempts to validate or submit the transaction, then the user should verify that the records are in synch with each other.</p> <p>If they are not in synch then there are several approaches that may be desired. Contacting the CGI Advantage Help Desk to assist in working through the set of approaches is best. The parameter should only be changed from <i>true</i> to <i>false</i> under very limited circumstances and for a very limited time. When set temporarily to <i>false</i>, it is critical that no other transaction processing occur except the transaction that previously failed, as the cross-table edits will be disabled. Other transaction processing at this time could cause more out of synch conditions. Once the problem transaction has been submitted, the parameter must be changed back to true so that no further data integrity issues are experienced.</p>
<p>Maximum Transaction ID Length (Maximum Transaction ID Length)</p>	<p>As transaction ID values can be system generated, this parameter exists to define a maximum length up to 20. The length also controls a manually created transaction ID. The length is a system-wide rule that must not be exceeded when defining lengths at the decentralized location - the <a href="#">Automatic Transaction Numbering</a> page.</p>
<p>Minimum Transaction ID Length (Minimum Transaction ID Length)</p>	<p>As transaction ID values can be system generated, this parameter exists to define a minimum length. The length will also control a manually created transaction ID. The length is a system-wide rule that must not be exceeded when defining lengths at the decentralized location - the <a href="#">Automatic Transaction Numbering</a> page.</p>
<p>Real Time Journal Posting</p>	<p>A true/false parameter that controls whether or not accounting transactions post to various journals upon</p>

Parameter	Description
(RLTM_JRNL_PSTG)	being submitted to final. When set to false, journal posting occurs only when the Journal Posting Engine batch job is run.
OABR Running (OABR_RUNNING)	A true/false parameter that must be set to <i>True</i> before running and <i>False</i> after running the Open Activity & Budget Roll chain job. All VLS must be restarted after this value is changed (whether from false to true or true to false). Please refer to the Open Activity and Budget Roll run sheet in the <i>CGI Advantage General Accounting Run Sheets Guide</i> for more information about the use of the parameter.
OABR Source BFY (OABR_SRC_BFY)	This parameter is used by the application during the Open Activity and Budget Roll chain job when access to the Parameters for Roll Process (RLPA) page cannot be accessed. For proper execution of the Open Activity & Budget Roll chain job, the same BFY value entered as the Source BFY on the RLPA ID being used by the chain should be entered as the OABR Source BFY as well. The value is used by the application when generating allotment lines. Whether allotments are used or not, this parameter has to be completed.
Back Out Accounting Period (BACKOUT_APD)	When the Open Activity Roll or Open Activity & Budget Roll chain jobs roll open accounting activity into a new budget year, this parameter supplies the accounting period used on the posting line that backs out activity in the old budget year.
Back Out Fiscal Year (BACKOUT_FY)	When the Open Activity Roll or Open Activity & Budget Roll chain jobs roll open accounting activity into a new budget year, this parameter supplies the fiscal year used on the posting line that backs out activity in the old budget year. The value in this field must be entered in the CCYY format.
Suppress Rolled ALs from performing Liquidation Updates (SPPRS_RLLD_LQDTN_UPD)	This parameter is read when a referencing accounting line has the event category of AP (Accounts Payable) and that referenced accounting line has been rolled by either the Open Activity Roll or Open Activity & Budget Roll process. The purpose is to suppress liquidation posting lines that will re-open a referenced accounting/posting line if the payment request is modified down, cancelled or the reference type is changed from final to partial. Although such liquidation

Parameter	Description
	<p>postings often fail because of BFY Staging, use of this parameter will avoid that error by setting the posting amount of the liquidation posting line to \$0 and not making any updates to the referenced commodity, accounting, or posting line.</p> <p>If this parameter is set to <i>true</i> then liquidation updates are suppressed. If this parameter is set to <i>false</i> then normal liquidation logic is performed.</p>
<p>Prevent Rolled Encumbrance Increase Edit (PRVNT_RLD_ENC_INC_EDT)</p>	<p>This parameter is read when an accounting line has the event category of PR (Procurement) and that accounting line has been rolled by either the Open Activity Roll or Open Activity &amp; Budget Roll process. The purpose is to control increases to lines rolled from one BFY to the next.</p> <p>Valid values for this parameter are: 0 - increase edits are off, 1 – edits on for non-reference and memo reference, 2 – edits on for partial and final reference, and 3 - edits on for all increases whether referencing or not.</p> <p>Separate error messages are issued for non-referencing and memo referencing vs. a partial or final reference to allow for different severity settings</p>
<p>Earliest Year (EARLIEST_YEAR)</p>	<p>A year specified that will be used to evaluate fiscal year values entered within the application. Any year entered that is before this parameter will not be allowed. The value in this field must be entered in the CCYY format.</p>
<p>Latest Year (LATEST_YEAR)</p>	<p>A year specified that will be used to evaluate fiscal year values entered within the application. Any year entered that is after this parameter will not be allowed. Must be entered as CCYY.</p>
<p>Require TIN for Miscellaneous Vendors on 1099 Journal Updates (REQ_TIN_1099_JRNL_UPD)</p>	<p>If the parameter value is blank, then applicable posting lines for miscellaneous vendors without a Taxpayer Identification Number (TIN) will be posted to the 1099 Journal. If the value is <i>True</i>, then applicable posting lines for miscellaneous vendors without a TIN will not be posted to the 1099 Journal.</p>
<p>Require Vendor on 1099 Journal Updates</p>	<p>If the parameter value is blank, then applicable posting lines without a vendor/customer code will be posted to the 1099 Journal. If the value is <i>True</i>,</p>

Parameter	Description
(REQ_VEND_1099_JRNL_UPD)	applicable posting lines without a vendor/code will not be posted to the 1099 Journal.
Default 1099 Report Flag (DFLT_1099_RPT_FLAG))	<p>If it is set to True the 1099 Reportable flag will default to <i>true</i> while if it is set to <i>false</i> it will default to <i>false</i> when new vendor records are created or modified in the following pages and transactions:</p> <ul style="list-style-type: none"> <li>• Vendor/Customer (VCUST) page</li> <li>• 1099 Reporting Information (1099I) page</li> <li>• Vendor Customer Creation (VCC) transaction types</li> <li>• Vendor Customer Modification (VCM) transaction types</li> </ul>
Extended or Standard Budget (EXT_STD_BUD)	Controls whether or not budget structures should work as standard (STD) - establish appropriations to infer and limit COA combinations - or as extended (EXT) - no inference and no limits on combinations. The parameter name for this control is EXT_STD_BUD.
Maximum Lines to Summarize (Record Limit for Calculate Amount Total Action)	When the Calculate Amount Total action is selected on the Accounting Journal, the system compares the number of detail query result records being summarized to the value defined for this parameter. If the number of lines being summarized exceeds the limit specified for this parameter then an error is issued.
Active Alert Interval (ACTIVE_ALERT_INTERVAL)	This parameter defines the interval in minutes that is used to determine how often to trigger the Active Alert check. The Active Alert Interval parameter represents the number of minutes that should elapse before an Active Alert check should look for new messages. The value for this entry must be a positive integer. More can be found on this topic in the "Alerts" and "Broadcasts" tabs of the <i>CGI Advantage Getting Started Guide</i> .
Bypass Transaction Attachment Counts (BYPASS_DOC_ATT_CNTRS)	This parameter can have a value of true or false. When set to true the Object Attachment Count Functionality is not active for any transactions application wide. For additional information on the Attachment Count functionality, refer to the "Using



Parameter	Description
	Attachments” topic in the <i>CGI Advantage Financial - Transactions User Guide</i> .
Bypass Transaction Attachment Counts List (BYPASS_DOC_ATT_CNTS_LST)	This parameter can contain a comma separated list of transaction codes. This parameter is only referenced when the Bypass Transaction Attachment Counts parameter is set to false. When this parameter is referenced the Transaction Object Attachment Count Functionality is not active for the transactions listed in the parameter value for the application in question. For additional information on the Attachment Count functionality, refer to the "Using Attachments" topic in the <i>CGI Advantage Financial - Transactions User Guide</i> .
Automatic Payment Hold (AUTOMATED_PAYMENT_HOLD)	Automatic Payment Hold Option: This parameter determines whether the Automated Payment Hold functionality or the user will update the User Hold indication on Disbursement Request (DISRQ) page when the disbursement transaction is cancelled with the Cancellation Type of Hold. Valid Values are True or False. If the indication is set to True, the Automated Payment Hold system wide edits will be used. IF the indication is set to False, the Automated Payment Hold system wide edits will be bypassed.
Retain Discount From Cancelled Disbursement (RET_DISC_FROM_CANCELLED_DISB)	Retain Discount Terms on cancelled disbursement with <b>Cancellation Type</b> of <i>Reschedule, Hold, or PR Cancellation</i> . Valid values are <i>True</i> or <i>False</i> . If <i>True</i> , the Discount Terms will be retained and used on a re-issuance of disbursement. If <i>False</i> , the Discount Terms will not be retained on a re-issuance of a disbursement.
Retainage Forfeiture Option (RET_FORF_OPT)	Retainage Forfeiture Option: This parameter provides the option to calculate the retainage forfeiture amount. Valid values are 1 or 2. Value 1 indicates that the FIFO baseline rules will be used to determine how retainage will be forfeited. Value 2 indicates that the rules on the Fund page will be used to determine how the retainage will be forfeited.
Perform BFY Logic in FES (BFY_FES)	When set to <i>True</i> , the Budget Fiscal Year (BFY) Front-End-Split (FES) logic is enabled. This logic uses older budget year monies in a First-in-First-Out (FIFO) basis. This means that the oldest BFY that still has money is

Parameter	Description
	<p>used first until it is depleted, then the system moves to the next oldest, and goes forward from there.</p> <p>The delivered value for this parameter is <i>False</i> so that the FIFO behavior is not invoked, resulting in standard BFY logic. When set to <i>True</i> the three other BFY FES parameters need to be completed.</p>
<p>BFY FES Budget Structure (BFY_FES_STRU_ID)</p>	<p>This parameter is read when the Perform BFY Logic in FES (BFY_FES) parameter is set to <i>True</i>. This parameter indicates the Budget Structure ID that should be used to look for 'active' years of funding. The Budget Structure ID provided must be an active budget structure as well as one flagged as Budget Fiscal Year Driven on the Budget Structure (BUDST) page.</p>
<p>BFY FES Budget Level (BFY_FES_LVL_ID)</p>	<p>This parameter is read when the Perform BFY Logic in FES (BFY_FES) parameter is set to <i>True</i>. This parameter indicates the Budget Level that should be used to look for 'active' years of funding. The Budget Level ID must be valid for the BFY FES Budget Structure ID (BFY_FES_LVL_ID) and not one defined as the audit/activity level.</p>
<p>BFY FES Budget Control ID (BFY_FES_CNST_ID)</p>	<p>This parameter is read when the Perform BFY Logic in FES (BFY_FES) parameter is set to <i>True</i>. This parameter indicates the Budget Control ID that should be used to calculate availability. The Budget Control ID must be a valid budget control that has been turned on. (Default Violation for the control is set to any other value than <i>Not Selected</i>.)</p> <p>Controls 1 and 5 are very likely choices for this parameter.</p>
<p>JACTG Maximum Record Count (JACTG_MAX_REC_COUNT)</p>	<p>This parameter limits the number of records returned during queries made on the Accounting Journal page. An error is issued if the number of records retrieved by the search exceed the value provided for this parameter. Note, this limit applies to the variations of the Accounting Journal page that open from various drill downs into transaction history.</p>
<p>Accounting Journal Drilldown Maximum Years (JACTG_MAX_YEARS_WORTH_OF_DATA)</p>	<p>This parameter is used to limit the data returned from the drilldown features of the Balance Sheet Account (BBALS, BBALD, BBALFY) pages to a manageable</p>

Parameter	Description
	<p>result set, as the most recent activity is where the focus is. Defined is the number of fiscal years of data to return. 1 to 2 years is common. When more data is needed in the research of an account balance, other inquiry methods such as a direct Accounting Journal search or a report are better methods of research.</p>
<p>Accounting Journal Drilldown Parallelism (JACTG_DRILLDOWN_USE_PARALLELISM)</p>	<p>This parameter is used to improve the performance of the drilldown features of the Balance Sheet Balance (BBALS, BBALD, BBALFY) pages if record volume results in poor performance or timeout issues. A value greater than 1 allows the system to execute the same query by multiple processes into the Journal Accounting instead of just a single process.</p>
<p>Posting Line Inquiry Maximum Record Count (PLINQ_MAX_REC_COUNT)</p>	<p>This parameter limits the number of records returned during queries made on the Posting Line Inquiry page. An error is issued if the number of records retrieved by the search exceed the value provided for this parameter.</p>
<p>Enable Posting Lines display as a transaction tab (SHOW_POSTING_LINES_AS_TAB)</p>	<p>This parameter is used to turn on/off the posting line display as a tab on a transaction. When this parameter is set to <i>true</i>, the posting lines will be displayed as a tab on a transaction. When set of <i>false</i>, the posting lines will be displayed as a modal window that is accessible from the accounting line record-level menu on a transaction. When set to <i>true</i>, the tab may still be hidden and opened as a modal window with the Configure Page (DESIGNER) option to hide the tab.</p>
<p>Allow Transactions to Write to XML File (ALLW_TRSNCTN_WRT_XML_FL)</p>	<p>The archiving of a transaction creates an output file of that transaction so that it can be restored. When this feature is not desired and the output file is not needed, setting this parameter to <i>N</i> (no) stops the creation of that output file. This parameter applies to both the Transaction Archive action and Transaction Archive chain.</p> <p>Note: Please see the “Transaction Archiving” section of the <i>CGI Advantage Financial Utilities Run Sheets</i> guide for details on Application Parameters involved.</p>
<p>Allow Transaction to Archived Transaction Catalog (ALLW_TRSNCTN_ARCH_CTLG_FL)</p>	<p>The archiving of a transaction creates an entry in Archived Transaction Catalog. When this feature is not desired, setting this parameter to <i>N</i> (no) stops updating Transaction Archiving Catalog. This parameter applies</p>

Parameter	Description
	<p>to both the Transaction Archive action and Transaction Archive chain.</p> <p>Note: Please see the “Transaction Archiving” section of the <i>CGI Advantage Financial Utilities Run Sheets guide</i> for details on Application Parameters involved.</p>
<p>Service Date Object Level (SRV_DT_OBJ_LVL)</p>	<p>This parameter is used when COA Service Date Editing is enabled for PR and ABS transaction codes on Transaction Control to define which levels of object are read: R_OBJ, R_SOBJ, R_DOBJ. Leave blank for no object control. Enter 1 for a single control. Enter more than 1 separated by commas if multiple with the lowest level first.</p> <p>Please see the <a href="#">COA Service Date Editing</a> section for further details on this feature.</p>
<p>Suppress Infer BFY Update (SPRS_INF_BFY)</p>	<p>This optional parameter is used to turn off automatic updates to the BFY Inference (BFYINF) page by budget transactions creating a BFY 9999 budget line for a Fund, Department and Appropriation combination because there will be an automatic update to another page that is used to infer BFY 9999. One or more Structure ID values can be entered, if separated by commas. This control is not to be used with those structures that read the EXT_STD_BUD option.</p>
<p>Encumbrance Requirement Threshold (ENC_REQ_THRHLD)</p>	<p>This parameter and the four that follow are used in conjunction to ensure that there is a reference (partial or final) on an expenditure over a dollar threshold for COA that have the requirement. When using the feature, all five parameters must be completed.</p> <p>The posting amount of a payment posting at which a reference is required to an encumbrance. When blank encumbrance requirements are not enforced by the remaining four encumbrance requirement parameters. When blank or 0 this feature is turned off. The amount does not need \$ or commas.</p>
<p>Encumbrance Requirement COA Element/Rollup (ENC_REQ_COA_ELMT)</p>	<p>The required COA element or rollup (data attribute of posting line field) that determines if encumbrance requirements are being enforced by the encumbrance requirement parameters. When possible, a rollup should be chosen to limit the amount of initial and subsequent data to the other COA parameter.</p>

Parameter	Description
Encumbrance Requirement Transaction Codes (ENC_REQ_DOC_CODES)	The required transaction code(s) that determines if encumbrance requirements are being enforced by the encumbrance requirement parameters. If this feature should only apply to requests for payment, then transaction codes in the ABS, PR, and TRVL that have the ability to reference should be used. If a broader requirement, then transaction codes in the ITA and IET transaction types should be added. Adding codes in the CH transaction type is also possible.
Encumbrance Requirement COA Element/Rollup Codes (ENC_REQ_COA_CODES)	The required COA element or rollup code(s) that determines if encumbrance requirements are being enforced by the encumbrance requirement parameters. Multiple values have to be separated by commas.
Encumbrance Requirement Budget Amount (ENC_REQ_EXP_BKTS)	The expense budget amounts (specified by Bucket ID) that will enforce encumbrance requirements. The standard parameter value for this field would be 14 and 15.
Default Print Output Type (DFLT_PRNT_OUTPUT_TYPE)	The default value that is displayed in the Print Output Type field on the Transaction Print page upon navigating to that page. The allowable values for this parameter are established on CVL_PRNT_RSRC_TYP in the PRNT_RSRC_TYP_CD field. The delivered value for this field is 3 (PDF).
Default View Forms (DFLT_VIEW_FORMS)	Set the value to <i>true</i> if the View Forms check box on the Transaction Print page should be selected by default when the Print Output Type value is PDF.
Suppress Printer Output Type (SUPPRESS_PRINTER_OUTPUT_TYPE)	This parameter controls the entry of the PRINTER option in the Print Output Type drop-down on the Transaction Print page. Set the value to <i>true</i> if your site does not want PRINTER as an option for the Print Output Type drop-down. By default, SUPPRESS_PRINTER_OUTPUT_TYPE is set to <i>false</i> .
Transaction Comments Print Order By Clause (TRANS_PRINT_COMMENTS_ORDER)	This parameter indicates the order Comments are printed on the transaction. The default order is by Transaction Version Number (DOC_VERS_NO). Use

Parameter	Description
	<p>commas to separate multiple sort fields. Comments will be sorted by each sort field in descending order.</p> <p>If the parameter does not exist or left blank, the default order by Transaction Version Number (DOC_VERS_NO) will be used.</p> <p>Each sort field is verified to ensure it is a valid column on DOC_CMNT table. If field is not valid, then it is ignored. If all sort fields are not valid, then the default order is by Transaction Version Number (DOC_VERS_NO).</p>
<p>Fixed COA Elements (FIXED_COA_ELEMENTS)</p>	<p>When there is the desire to use the Disbursement Revision (DX) or other transaction in the Accounting Based Spending transaction type with an additional requirement that the changes made for COA, rollups, and budget fiscal year need to be restricted, this parameter and the next provide that control. Restricting departmental users from 'jumping budget lines' with a reclassification can allow for less of an approval effort.</p> <p>The following are examples of this edit:</p> <ul style="list-style-type: none"> <li>• BFY – Stop movement between budget years.</li> <li>• APTYP_CD – Stop movement between appropriation type rollups where one value is federal and the other is local.</li> <li>• BFY, FUNC_CD, DEPT_CD, APPR_CD – Stop movement between level 1 budget lines on structure 29 or 80.</li> </ul> <p>If a mismatch of one of the listed fields is found between posting lines, an error will be issued listing both the field in violation and its value.</p> <p>For example, if department is a field listed in the parameter and one posting line has department A but the other posting line has department B, the following error would be issued on the corresponding posting line: "The correction Department A/B is in violation of rules established for what can be changed."</p> <p>It is the posting lines that are edited as front-end split that can change the COA found on accounting lines.</p> <p>Leaving the parameter blank turns the edit off.</p>

Parameter	Description
Fixed COA ABS Codes (FIXED_COA_ABS_CODES)	This parameter defines which transaction code(s) edit against the Fixed COA Elements parameter.
Validate Fund and Appr against VFAPPR on Funding lines (VLDT_VFAPPR_FL)	When <i>True</i> , an edit is triggered on Funding Profile to check if the Fund and Appr combination is present in the VFAPPR table on funding and Internal Buyer Funding Lines. Valid values are <i>True</i> or <i>False</i> .

## System Options

The System Options (SOPT) reference page provides a set of characteristics that guide accounting and other activities for the different functional areas in the application on a yearly basis. Each control or option set is associated with one or more business rules that drive actions throughout the system.

Certain options are followed by an indication that will allow overrides. Depending on the option, those overrides can be in one or more places. A centrally controlled application will likely have these indications as *false* so that similar settings in other more decentralized areas will not be used. However, the decision to override options is made on an option by option basis usually resulting in a mix of ones overridden and not. If allowed to override, it does not mean that the control has to be defined at the lower level. Application logic will use the lower level if set and if not, the higher level option will be used. More information on where the overrides can be set is detailed in the listing of controls later in this guide.

Setting Controls and Options on System Options is done over several tabs:

- [Expense Controls](#)
- [General Controls](#)
- [Revenue Controls](#)
- [Fixed Asset Controls](#)
- [Internal Cost Controls](#)

## Expense Controls

The fields on the Expense tab govern many aspects of disbursements and post disbursement activity along with some vendor procurement functionality.

The following table describes the options and controls in alphabetical order:

Option/Control	Description
1099 Reporting Payer	When there is a single payer on the tax forms and magnetic media being submitted to the IRS, that payer is entered here. When there are multiple payers, as indicated by the Multiple 1099 Reporting Payers field, this payer

Option/Control	Description
	field is left blank and the value from the Department Fiscal Year Controls page is used.
Allow Partial Payment of Award Line	This indication controls whether the Matching process should generate a payment request for a matched award line that has been fully invoiced. If <i>true</i> , then with an Ordered Quantity of 12; a Received Quantity of 2 (Partial); and an Invoiced Quantity of 2 (Partial) will result in a matching transaction generated for a Quantity of 2. If <i>false</i> , then there will be no matching transaction until the full 12 has been received and invoiced or a final reference is done on the Receiver and Invoice for a lesser quantity.
Auto Submit From UR	If this option is selected, then when the Universal Requester (UR) becomes Final, all subsequent transactions generated will be submitted.
Calculate Interest on Disbursements	When <i>true</i> , interest will be accrued and applied to payments that are determined to be late. The interest amount will be added as an accounting line item on the disbursement transaction. When <i>true</i> , the controls Daily Disbursement Interest Rate and Disbursement Interest Lag Days enables require values.
Calculate Interest Outside of Disbursement	When <i>true</i> , interest on late payments will be calculated during the Automated Interest Calculation Process rather than during Automated Disbursements (AD Chain). This option cannot be <i>true</i> when the Calculate Interest on Disbursement indicator is also set to <i>True</i> .
Calculate Penalties on Disbursements	When <i>true</i> , the system will apply penalties to disbursements that are determined to be late. When <i>true</i> , the controls for Penalty Lag Days and Penalty Lag Percentage are required.
Daily Disbursement Interest Rate	The daily periodic rate used to calculate accrued interest on late payments.
Disbursement Interest Lag Days	The number of days that may elapse prior to interest accrual for late payments.
Disbursement Option	<p>The option that controls the disbursement accounting model and warrant accounting model. Valid values include: <i>Check/EFT</i>, <i>Standard Warrant</i>, <i>Clearing Fund Warrant</i>, <i>Standard Warrant/EFT</i>, or <i>Clearing Fund Warrant/EFT</i>. This parameter should not be changed even at the beginning of a new year.</p> <p>Please not the Check Writer process does not use this setting but instead uses the Allowed Event Types for Transaction Code (AETDC) page for the</p>



Option/Control	Description
	Check Writer Accounting (CWA) transaction code. That record should have an event type that matches this Disbursement Option.
Do Not Allow Partial Payment of Invoice	When set to <i>Yes</i> , the Matching process will only generate a payment request for a matched invoice that has been fully received. If set to <i>No</i> , then with an Ordered Quantity of 12, a Received Quantity of 2 (Partial), and an Invoiced Quantity of 12 (Final), the Matching process will generate a payment request with a Quantity of 2. If <i>Yes</i> , then there will be no matching transaction until the full 12 has been invoiced or a final reference is done on an Invoice for a lesser quantity.
Escheat Days	The number of days that may pass before a disbursement is considered Escheated when the Escheat Disbursement option is <i>true</i> .
Escheat Disbursements	Indicates whether or not the system will escheat outstanding disbursements older than the number of days in the Escheat Days field with the Stale Escheat batch process. When only the escheat or stale method is desired, error message A2409 ensures only one of the two is enabled. When using the system feature to do both methods with the Stale Process, Escheat Pre-Selection, and Escheat Update batch processes, the Severity of error A2409 has to be set to <i>Information</i> on the Messages (MMSG) page to allow System Options setup.
External Disbursements	When <i>true</i> , disbursements are made by an external system rather than within the Advantage Financial application for a specific fiscal year. Edits and updates concerning Check Number and Check Date are performed differently on disbursement transactions when disbursements are made externally.
Include \$0 Line Amount on Summarized Stubs	When <i>true</i> , disbursement transactions with accounting lines that have a Line Amount of \$0.00 (before any adjustments are applied) will be selected for summarization by the Disbursement Stub Summarization process.
Include \$0 Stub Line Net Amount on Summarized Stubs	When <i>true</i> , disbursement transactions with accounting lines that have a Line Amount that is not \$0.00 but the Stub Line Net Amount is \$0.00 (due to adjustments) will be selected for summarization by the Disbursement Stub Summarization process.
Intercept Miscellaneous Vendor Payments	When <i>true</i> , payments to miscellaneous vendors can be intercepted. When <i>true</i> , the Automatic Disbursement and the Federal AD Vendor Extract processes will include miscellaneous vendors when evaluating payments for intercept.

Option/Control	Description
Multiple 1099 Reporting Payees	When <i>true</i> , the system will allow multiple 1099 Reporting Payers and/or transmitters. Reporting Payers then have to be entered on the Department Fiscal Year Controls reference page.
Number of Prenote Days	The number of Pre note days a Financial Institution has to inform you that the information for a vendor is incorrect for Electronic Funds Transfers (EFT). The default value is <i>zero</i> .
Payment Intercept	When <i>true</i> , intercepts can be applied to disbursements.
PCard Consolidation Option	This selection controls the Automated Disbursement process consolidates the PCard payment request transactions when the Single Payment setting is false on the transaction. Valid values are: <i>Payee</i> ; <i>Payee and Administrator ID</i> ; and <i>Payee, Administrator ID and P card ID</i> .
Penalty Lag Days	The number of days allowed between the disbursement request date (later of the scheduled payment date, invoice date or service start date) and the actual disbursement date before the disbursement is considered late and eligible for incurring a penalty. This control is only used when the Calculate Penalties on Disbursement option is <i>true</i> .
Penalty Lag Percentage	This option is used when the Calculate Penalties on Disbursement indicator is set to True. This parameter specifies the percentage to be used in calculation of penalties for late disbursements. The default value is <i>zero</i> .
PR Update Inventory	When <i>true</i> , the application will update the extended cost of an inventory item when a payment request is submitted. Otherwise, extended costs are only updated by receiver transactions.
Pre-Processing Allowed	When <i>true</i> , pre-processing is allowed for a given fiscal year. Beyond requiring values in the Pre-Processing Earliest Service To Date and Pre-Processing Schedule Payment Date controls being required, this functionality enables the identification of payments entered before the beginning of a year that will be released by the Extended Payment Request Scheduling process.
Pre-Processing Earliest Service To Date	The earliest Service To date that can be entered in Pre-Processing Payment Request transaction.
Pre-Processing Scheduled Payment Date	The Scheduled Payment Date that the Extended Payment Request Schedule process uses when scheduling the Pre-Processing Payment Request transactions for payment.

Option/Control	Description
Print \$ 0 Amount Check	When true, a disbursement totaling \$0.00 will be printed. AD Payment Formatting will use this indicator before printing the check.
Recalculate Tax from Discount	When <i>true</i> , the tax amount of a disbursement line will be recalculated based on the net amount of the line item less applied discounts. When <i>false</i> , the discount will be applied to the net payment amount and the tax amount will not be adjusted.
Require UR Accounting	When <i>true</i> , at least one accounting line must exist for each commodity line on the Universal Requestor (UR) transaction.
Stale Date Disbursements	Indicates whether or not the system will stale date outstanding disbursements older than the number of days in the Stale Days field with the Stale Escheat batch process. When only the escheat or stale method is desired, error message A2409 ensures only one of the two is enabled. When using the system feature to do both methods with the Stale Process, Escheat Pre-Selection, and Escheat Update batch processes, the Severity of error A2409 has to be set to <i>Information</i> on the Messages (MESG) page to allow System Options setup.
Stale Days	The number of days that may pass before a disbursement is considered Stale Dated when the Stale Date Disbursements option is <i>true</i> .
System Payment Lag	The number of days a payment request will have before payment when no scheduled payment date is entered on the payment.
Vendor Default Disbursement Format	The defaulting disbursement format for new Vendor Customer (VCUST) records and to Vendor Customer Creation (VCC) transactions.
Vendor Default EFT Format	The defaulting EFT format for new Vendor Customer (VCUST) records and to Vendor Customer Creation (VCC) transactions.

## General Controls

The fields on the General tab govern aspects of reporting, year-end activities, procurement, and Vendor Self Service.

The following table describes the controls in alphabetical order.

Option/Control	Description
Always Populate Internal COA	When it is desired to populate the Internal Fund, Sub Fund, and Department fields for all internal accounting events instead of just when using clearing accounts, set this field to <i>true</i> . Then whether clearing accounts, cash accounts, or no offset accounts are used for an internal event type, the Internal COA will be populated. This setting will ensure all internal activity is listed in the Internal Journal as well as facilitate reporting by always recording the 'other party' for internal entries.
Calculate Legal Name	When <i>true</i> , the system will set the Legal Name of a Vendor/Customer record.
Commodity Code Registration Level	This selection determines at what level of detail vendors may register themselves for commodities, and is the default level of detail for any commodity searches. Valid values are <i>Class</i> , <i>Item</i> , <i>Group</i> and <i>Detail</i> .
Default Procurement Type	The default procurement type when a user does supply one.
Delivery Order Default	The default Delivery Order transaction code when creating a transaction on the Shopper page.
DO Default Procurement Type	The default Procurement Type Name inferred from the Procurement Type (PRCUTYP) table based on the value entered in the DO Procurement Type ID field.
DO Procurement Type ID	The Procurement Type ID of the Delivery Order (DO) transaction. This field provides a picklist to the Procurement Type (PRCUTYP) table. The value entered in this field should be valid on the PRCUTYP table. If an invalid value is entered, an error will be issued.
Enable Vendor Types	<p>This flag controls the enforcement of vendor type validation:</p> <ul style="list-style-type: none"> <li>• If Enable Vendor Types is set to <i>Yes</i>, the system will enable the logic for selecting the vendors as service and/or commodity and restrict transactions to use commodity vendors, service vendors, or both.</li> <li>• If Enable Vendor Types is set to <i>No</i>, the system will disable the logic for selecting the vendors as service and/or commodity and restrict transactions to use commodity vendors, service vendors, or both.</li> </ul>
Matching Level	The system-wide level of matching. Valid options are: <i>Transaction</i> , <i>Commodity</i> , and <i>Transaction-Commodity</i> .

Option/Control	Description
Matching Precedence	The matching precedence at a system-wide level. Valid options are: <i>Transaction</i> and <i>Commodity</i> .
NACUBO	When <i>true</i> , it indicates that NACUBO financial statement reports are to be generated.
Number of Accounting Lines	The maximum number of accounting lines per generated transaction read by many system processes that create transactions when there is not a direct parameter for a line limit. Ultimately the maximum number of lines that can exist for a given transaction tab is defined on the Transaction Component Requirements (DCREQ) page, so this system option for number of lines should not exceed that DCREQ limit.
Payment Request Default	The default value for Payment Type on the Shopper page, and the Transaction Code created when the Universal Requestor transaction has been submitted and the Create Payment indication is <i>true</i> for a Commodity Group that references a Master Agreement.
Print Tracked PO Changes Only	When <i>true</i> and the Track Changes indication is true on the Header tab of a Purchase Order transaction type, then when the transaction is printed only the changes will be printed instead of the entire transaction.
Procurement Type ID	The default type of procurement.
Renewal Days	The number of days in advance to alert a buyer that a contract is about to expire when the Master Agreement does not specify a number of days.
Reporting Requirements	Whether reporting requirements are <i>GASB</i> or <i>FASB</i> . An entry of <i>FASB</i> controls edit on the Revenue Source reference page for the <i>FASB Class</i> field.
Update Vendor Pending Change Table	When <i>true</i> , the Vendor Pending Change Table is updated whenever an update is made to the Vendor/Customer (VCUST) page. Such tracking is essential to Financial applications that also use Vendor Self Service (VSS) because the Financial to VSS synchronization job reads the table and updates VSS.
VSS Default 1099 Report	When <i>true</i> , the default 1099 Reportable value at a system wide level in VSS.
Department on VCUST Required	This flag defines whether the Department field on a vendor record is required. When this flag is selected, the Department field on the

Option/Control	Description
	Vendor/Customer (VCUST) page and on the Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transactions is required.
VSS Unit Required	When <i>true</i> , a Unit is required for VSS vendors/customers at a system wide level.

## Revenue Controls

The fields on this tab govern just the Accounts Receivable functional area. As this area can often be one that is decentralized, many controls have override indications present on this tab of SOPT. Those same controls can then be set at Revenue Source, which is a slightly decentralized area because not all parties in an application collect the same types of revenues. The same controls can also be found on the Billing Profile page, which can be a decentralized area because profiles can be defined at a department level or even at a unit level within a department.

The following table displays Revenue options and controls. Since there are many revenue controls, they are grouped by function and then alphabetized within each grouping.

Option/Control	Description
AR Department Inference	<p>Critical to accounts receivable processing is the extent to which controls are decentralized. This option has four values to facilitate the population of the AR Department and AR Unit fields on accounting transactions: <i>Set to ALL</i>, <i>Infer From User ID</i>, <i>Infer From Transaction ID</i>, and <i>No Inference</i>.</p> <p><i>Set To ALL</i>: This setting is common for an application that is driven by system-wide controls or has only a few exceptions. Users in those exceptions will manually enter values themselves.</p> <p><i>Infer From User ID</i>: Each user ID in the application is associated with at least a department code and possibly a unit code. The value or values associated with a user ID in security setup will default. If there is no unit to default, then it will be set to ALL.</p> <p><i>Infer From Transaction ID</i>: Each transaction ID in the application is associated with at least a department code and possibly a unit code. The value or values associated with a transaction ID at the time of transaction creation will default. If there is no unit to default, then it will be set to ALL.</p> <p><i>No Inference</i>: This setting is used when an application is driven by decentralized controls or has only a few exceptions. All users will have to enter an AR Department and Unit, whether those are actual values or system-wide values of ALL.</p>
<b>Receivables</b>	

Option/Control	Description
Allow Grace Period on Finance Charges	Indicates that the calculation of finance charges on overdue receivables is allowed to be deferred.
Finance Charge Fee 1-5 Allow Override of Finance Charge Fees	Five separate and optional choices of Finance Charge Codes from the Finance Charge page. The same code cannot be selected for more than one fee.
Grace Period Days Allow Override of Grade Period Days	The number of days by which the application of interest and fees on the overdue receivables can be deferred or postponed. During this period no late fees are charged.
Intercept Request Load Status Allow Override of Intercept Request Load Status	The status with which selected records are loaded to Intercept Request (INTR). Valid values are <i>Active</i> and <i>Inactive</i> .
Minimum Billing Amount Allow Override of Minimum Billing Amount	The minimum amount that a customer account must total in order to be selected for the automatic billing process. Also, no dunning message or a statement is printed if the outstanding transaction amount is less than this amount.
Minimum Negative Billing Amount Allow Override of Minimum Negative Billing Amount	The minimum negative amount that a customer account must total, in order to be selected for the automatic billing process. This option only applies to customers with a Billing Type of <i>Statement</i> , and will not affect the printing of invoices.
Minimum Past Due Amount for Finance Charge Minimum Past Due Amount for Finance Charge	The minimum amount a past due amount has to be before finance charges can be automatically applied.
Past Due Days for Intercept Allow Override for Past Due Days for Intercept	The number of days that a receivable must be past due before being manually added to the Intercept Request (INTR) page or being selected by the Intercept Selection or Load External Debt processes

Option/Control	Description
Receivable Due Date Lag Allow Override of Receivable Due Date Lag	A number of days defined that are used to set the Receivable Due Date when a date is not supplied. The Due Date is critical to the application of finance charges and statement generation.
Enable Electronic Billing	When enabled, the Invoice and Statement PDFs created by the Generate Invoice and Generate Statement processes are emailed to customers using the email address on Customer Account Options.  This is the first of three locations where this feature is enabled. When set to <i>true</i> , that enables setting the same indication on Billing Profile and Customer Account.
Enable Past Due Electronic Billing	When enabled, the Past Due Notice PDFs created by the Past Due Invoice process are emailed to customers using the email address on Customer Account Options.  This is the first of three locations where this feature is enabled. When set to <i>true</i> , that enables setting the same indication on Billing Profile and Customer Account.
Enable Electronic Collection Letters	When enabled, the Collection Letter PDFs created by the Past Due Invoice and Past Due Statement processes are emailed to customers using the email address on Customer Account Options.  This is the first of three locations where this feature is enabled. When set to <i>true</i> , that enables setting the same indication on Billing Profile and Customer Account.
Enable Payment Plan	When enabled, the Agreement, Reminder, Cancellation, and Completion of Payment Plan PDFs created by the Generate Payment Plan process are emailed to customers using the email address on Customer Account Options.  This is the first of three locations where this feature is enabled. When set to <i>true</i> , that enables setting the same indication on Billing Profile and Customer Account.
<b>Cash Receipts</b>	
Automatic Net Credit Balance	When <i>true</i> , the system will automatically net a credit balance (i.e., overpayment) against a positive receivable within the same customer account.



Option/Control	Description
<p>Automatic Refund to Customer of Credit Balance</p> <p>Allow Override of Automatic Refund</p>	<p>When <i>true</i>, the system will automatically generate a revenue refund payment request for a customer's unreserved credit balance. This control is used in conjunction with the Number of Days for Credit Balance.</p>
<p>NSF Check Charge</p> <p>Allow Override of NSF Check Charge</p>	<p>The amount charged for returned checks with insufficient funds.</p>
<p>Number of Days for Credit Balance</p> <p>Allow Override of Number of Days for Credit Balance</p>	<p>The number of days allowed for an unreserved credit balance to stay in a customer account before a payment is automatically generated. This field is only used when the Automatic Refund to Customer of Credit Balance option is <i>true</i>.</p>
<p>Print Deposit Ticket</p>	<p>When <i>true</i>, indicates the print deposit process to deposit process is used to create deposit tickets.</p> <p>Accepted cash receipts will update the Cash Receipt Pending page waiting to be selected and printed on a deposit ticket. A cash receipt will not be updated to Deposit Reconciliation until it is printed on the Deposit Ticket.</p> <p>When <i>false</i>, an accepted cash receipt will update the Deposit Reconciliation page directly. Depending on the Use Deposit Reconciliation option being <i>true</i>.</p>
<p>Priority 1-5 Posting Type</p> <p>Allow Override of Posting Priorities</p>	<p>Five fields to specify the sequence in which a payment should be applied to an outstanding receivable when the Auto Apply action is used on a Cash Receipt. Blanks are not allowed.</p>
<p>Require Deposit Date Only</p>	<p>When <i>true</i>, the Deposit Date field is required on Cash Receipt transactions. This is true even when not using the Deposit Reconciliation process as the Use Deposit Reconciliation option cannot be <i>true</i> when this parameter is <i>true</i>. Furthermore, the Print Deposit Ticket cannot be <i>true</i> if the Require Deposit Date Only is <i>true</i>.</p>
<p>Reserved Credit Balance Event Type</p>	<p>When the auto apply action is taken on a cash receipt against a customer account or a receivable and there is more money applied than owed, if the Reserve Credit Balance option is <i>false</i>, this event type is used to book the overpayment. Unreserved overpayments are available to the Auto Netting process, unlike reserved payments.</p>

Option/Control	Description
Allow Override of Reserved Credit Balance Event Type	If selected, the 'allow override' option provides a billing profile to specify a different event type.
Unreserved Credit Balance Event Type  Allow Override of Unreserved Credit Balance Event Type	<p>When the auto apply action is taken on a cash receipt against a customer account or a receivable and there is more money applied than owed, if the Reserve Credit Balance option is <i>true</i>, this event type is used to book the overpayment. Reserved overpayments are not available to the Auto Netting process, like reserved payments. These must be applied manually or refunded through accounts payable.</p> <p>If selected, the 'allow override' option provides a billing profile to specify a different event type.</p>
Overpayment Type	<p>When recording an overpayment line, reserved or unreserved, this setting controls what chart of accounts are placed on that accounting line.</p> <ul style="list-style-type: none"> <li>• <i>Copy Last Accounting Line</i> – Use this option when there is often no issue with the fund and any sub fund used on the last accounting line for recording the overpayment liability. One can always adjust the chart of accounts after the line is generated.</li> <li>• <i>No Chart of Accounts</i> – Use this option when you want the creator of the cash receipt to enter chart of accounts on the overpayment line. Please be aware this option will not work with interfaced receipts.</li> </ul>
Use Deposit Reconciliation	When <i>true</i> , the deposit reconciliation process will be used.
<b>Collections &amp; Write Offs</b>	
Collection Cycle Code  Allow Override of Collection Cycle	The default collection cycle.
Collection Referral Load Status  Allow Override of Load Status	The status set on selected records loaded to the Pending Collection Agency Referral page. Valid values are <i>NA-Blank</i> and <i>Approved for Collection</i> .
Line Limit for Generated Write-Offs	The maximum number of vendor/customer lines a write-off transaction can have when generated by the Generate Write Off process. Valid values are <i>01</i> to <i>99</i> .

Option/Control	Description
Allow Override of Line Limit	
Past Due Days for Collection Referral  Allow Override of Past Due Days	The number of days for used to age receivables based on the Due Date by the Generate Collection system process.
Past Due Days for Write-Off  Allow Override of Past Due Days	The number of days for used to age receivables based on the Due Date by the Generate Write Off system process.
Pending Write Off Load Status  Allow Override of Load Status	The status set on selected records loaded to the Pending Write Off page. Valid values are <i>NA-Blank</i> and <i>Approved for Write Off</i> .
<b>Payment Plans</b>	
Automatic NSF Check Cancellation  Allow Override of Automatic NSF Check Cancellation	When <i>true</i> , payment plans will be cancelled when NSF checks are received.
Automatic Cancellation After Number of Missed Payments  Allow Override of Number of Missed Payments	The number of times payments can be missed before the payment plan is automatically cancelled.
Final Payment Plan Lag	The number of days that the Payment Plan Maintenance system process will allow a payment plan to remain open before closing it.
Minimum Days Between Payment Plan Start Date & First Due Date  Allow Override of Start Date & First Due Date	The minimum number of days that are required between the Start Date and First Due Date for a payment plan.

Option/Control	Description
Payment Plan Agreement Notification  Allow Override of Agreement Notification	The billing instruction code that will be printed on a payment plan agreement notification.
Payment Plan Cancellation Notification  Allow Override of Cancellation Notification	The billing instruction code that will be printed on a payment plan cancellation notification.
Payment Plan Completion Notification  Allow Override of Completion Notification	The billing instruction code that will be printed on a payment plan completion notification.
Payment Plan Print Date Lag  Allow Override of Payment Plan Print Date Lag	The number of days before a payment plan reminder notification is sent.
Payment Plan Reminder Notification  Allow Override of Reminder Notification	The billing instruction code that will be printed on a payment plan reminder notification.

### Fixed Asset Controls

Please refer to the “System Options” topic in the *Fixed Assets User Guide* for more information.

### Internal Cost Controls

The Internal Cost tab stores options and controls that apply by Fiscal Year to all users of the Internal Costing functionality.

The following table displays options in alphabetical order.

Option/Control	Description
Equipment/Employee Home Department Inference	<p>The inference of the Equipment/Employee Home Department field on the Header tab of the Internal Costing Usage Transaction (ICT) transaction is controlled by one of three settings: <i>Infer from Transaction Department</i>, <i>Infer from User's Home Department</i>, and <i>No Inference</i>.</p> <p>This field works in tandem with Permit Duplicate Equipment/Employee IDs Across Departments. If the Permit Duplicate Equipment/Employee IDs Across Departments field is <i>true</i>, then the Equipment/Employee Home Department Inference field can be set to any valid value. If the Permit Duplicate Equipment/Employee IDs Across Departments field is <i>false</i>, then the Equipment/Employee Home Department Inference field must be <i>No Inference</i>.</p>
Get Rates from Employee Benefits Multiplier	<p>The inference of the Employee Benefit Rates during the Internal Costing Chain system process is controlled by this field. When <i>true</i>, the Employee Benefit Rates (1-5) from the effective-dated Employee Benefits Rate (EMPBM) page are used to calculate Employee Benefit Costs (1-5) during the costing process. When <i>false</i>, the Employee Benefit Rates from the Internal Cost Rate (INCR) page are used to calculate the Employee Benefit Costs during costing process.</p>
Materials Testing Class Inference Indicator	<p>When <i>true</i>, if an Internal Costing Usage Transaction (ICT) records usage of the Usage Group <i>Materials Testing</i> then transaction will infer the Usage Class from the Materials Testing Class Inference (MATIN) page. Transaction fields for Materials Testing Department and Materials Testing Program are required for that inference.</p> <p>When <i>false</i>, then Materials Testing Class Inference setup will not be used for Materials Class inference, even if properly set up.</p>
Mileage Rate	<p>The standard rate for all mileage across, which must be greater than zero. During the Internal Costing process, the value entered in this field is used for costing mileage usage.</p>
Permit Duplicate Equipment/Employee IDs Across Departments	<p>When <i>true</i>, more than one Department is allowed to use the same Equipment or Employee ID.</p>
Require Overtime Multiplier	<p>When <i>true</i>, the Overtime Multiplier field on Internal Costing Usage Transactions (ICT) transaction related to Labor Usage is required.</p>
Usage Date Inference	<p>When <i>true</i>, the Usage Dates on the Internal Costing Usage Transaction (ICT) are set to the Application Date if left blank.</p> <p>When <i>false</i>, the Usage Dates must be supplied.</p>

Option/Control	Description
Validate Employee ID on EMPID	<p>When true, the Employee ID being used on Internal Costing Usage Transaction (ICT) transaction will be validated against the Employee Information (EMPID) page.</p> <p>When false, the Employee ID is not validated against the Employee Information page for all Usage Types, not just <i>Labor</i>.</p>

## Dates

Several date measurements are defined in addition to the calendar feature built into the application that is most visible with the calendar picks available for date fields. Definition of these date measures has to occur before most other activity can take place in the application, starting with Fiscal Years, Accounting Periods, and ending with Calendar Dates. The measure requires no definition - Fiscal Quarter. The final measurement, Budget Fiscal Year, is a much more complex definition that is covered in the later section of Budget Fiscal Year Staging.

Four variants of the term year are used in reference to accounting entries: Calendar Year, Fiscal Year (FY), Accounting Fiscal Year (AFY), and Budget Fiscal Year (BFY). Of the four, only the fiscal year and accounting fiscal year are the same measurement. If a government operates financially on a calendar year, then the first three become the same measurement. However, that is often not the case, thus a difference arises between calendar and fiscal year. A calendar year is the familiar year of January 1 to December 31. The fiscal year is then defined as July 1 to June 30 or October 1 to September 30, depending on the government.

Four variants of the term accounting period are used in reference to accounting entries: Accounting Period (APD), Period (PER), Fiscal Period, and Month. Periods 1 thru 12 are the easiest ones to understand because they equate to the 12 months found in a year. CGI Advantage allows for the definition of up to 98 periods to provide reporting and control flexibility. The most common application of accounting periods will extend into periods 13 and possibly 14, called adjustment periods, to contain different accounting entries processed in a subsequent year against a prior year. With 99 periods, an application can have all of the adjustment periods necessary. In fact, an application can even be defined to have bi-weekly or weekly periods, given 98 are available.

This section contains information on the following pages:

- [Fiscal Year](#)
- [Fiscal Year by Fund](#)
- [Fiscal Year by Department](#)
- [Accounting Period](#)
- [Accounting Period by Fund](#)
- [Accounting Period by Department](#)
- [Calendar Date](#)
- [Transaction Usage](#)

## Fiscal Year

A single reference page defines all the years available to an application in the Fiscal Year and Budget Fiscal Year fields found on reference pages and transactions.

The fields on the Fiscal Year (FY) that are not common are as follows:

Field Name	Field Description
End Date	The last calendar date associated with the end of a fiscal year. This date is used for reporting and selection in several system processes, but not for transaction editing.
Closed	An indication that a fiscal year is closed to further activity. Activity will only be allowed for those transaction codes marked Soft Close Override Allowed on Transaction Control (DCTRL) and the user has the appropriate override authority.
Archived	An indication that the Journal/Ledger Archive process has archived data in one or more journals or ledgers for the year. Transaction activity for such a year will not be allowed against a year with this indication selected.
Closing Process Run	An indication that the Annual Closing Process has been successfully run against the fiscal year. Activity will only be allowed for those transaction codes marked Hard Close Override Allowed on Transaction Control (DCTRL) and the user has the appropriate override authority. This capability is rarely given to a transaction code.
Start Date	This is an optional field to define an official start date of a Fiscal Year, typically the date a year starts such as July 1, October 1, or January 1. It is available for reporting so that a calculation forward for the end date of the prior year does not have to occur. The data is also used for Service Date Editing at the COA level. Please see the <a href="#">COA Service Date Editing</a> section for further details on this feature.
Lapse Period End Date	This is an optional field to define the end of the lapse period that occurs during the period one-year overlaps with the next. The date used here may or may not coincide with the end of a BFY Stage. The date is used for Service Date Editing at the COA level. Please see the <a href="#">COA Service Date Editing</a> section for further details on this feature.

## Fiscal Year by Fund

This page provides an optional ability to 'soft' close a fiscal year for a specific fund before the fiscal year is closed to all funds. It does not provide the ability to remove a system-wide soft close for a given fund. The same Soft Close Override Allowed indication on Transaction Controls applies to fund soft closes.

The fields on Fiscal Year by Fund (FYFD) that are not common are as follows:

Field Name	Field Description
Closed	An indication that a fiscal year is closed to further activity for a fund code.

### Fiscal Year by Department

This page provides an optional ability to 'soft' close a fiscal year for a specific department before the fiscal year is closed to all departments. It does not provide the ability to remove a system-wide soft close for a given department. The same Soft Close Override Allowed indication on Transaction Controls applies to department soft closes.

The fields on Fiscal Year by Department (FYDEPT) that are not common are as follows:

Field Name	Field Description
Closed	An indication that a fiscal year is closed to further activity for a department code.

### Accounting Period

A single reference page defines all the accounting periods available to an application in the Accounting Period and Period fields found on reference pages and transactions. Each accounting period is also associated with a fiscal quarter that will be inferred on transactions for reporting purposes and optionally for allotment control.

Two accounting periods have a special meaning within the application, 0 and 99. The Annual Closing Process expects these values for each fiscal year. Closing entries are posted to the 99 period in the year closed and all forwarded balances are posted to the 0 period in the new year.

The fields on Accounting Period (APD) that are not common are as follows:

Field Name	Field Description
Quarter	Each accounting period is associated with one of the four valid quarter values: <i>First, Second, Third, or Fourth</i> .
Name	Each accounting period is associated with a name. For those periods that equate to a month, the value entered as the name is usually the name of the month. For all other adjustment periods, the name is often one associated with the type of adjustments that occur or other names familiar to users.
End Date	The last calendar date associated with the end of an accounting period. This date is used for reporting and selection in several system processes, but not for transaction editing.



Field Name	Field Description
Adjustment Period	An indication to indicate that an accounting period is an adjustment period. Use of the field is primarily for reporting, but the allotment functionality in budgeting uses the indication when determining which allotment period to update when the Allotment Frequency is set to <i>Accounting Period</i> .
Closed	An indication that a period is closed to further activity. Activity will only be allowed for those transaction codes marked Soft Close Override Allowed on Transaction Control (DCTRL) and the user has the appropriate override authority.
Closing Process Run	An indication to indicate that the Monthly Closing Process has been successfully run against the accounting period. Activity will only be allowed for those transaction codes marked Hard Close Override Allowed on Transaction Control (DCTRL) and the user has the appropriate override authority. This capability is rarely given to a transaction code.

### Accounting Period by Fund

This page provides an optional ability to 'soft' close an accounting period for a specific fund code before the accounting period is closed to all fund codes. It does not provide the ability to remove a system-wide soft close for a given fund. The same Soft Close Override Allowed indication on Transaction Controls applies to fund soft closes.

The fields on Accounting Period by Fund (APDFD) that are not common are as follows:

Field Name	Field Description
Closed	An indication that a period is closed to further activity for a fund code.

### Accounting Period by Department

This page provides an optional ability to 'soft' close an accounting period for a specific department before the accounting period is closed to all departments. It does not provide the ability to remove a system-wide soft close for a given department.

The fields on Accounting Period by Department (APDDEPT) that are not common are as follows:

Field Name	Field Description
Closed	An indication that a period is closed to further activity for a department code.

## Calendar Date

Every date for a fiscal year is defined on the Calendar Date page. This data is not the calendar functionality found throughout the application, but exists as a defaulting mechanism to give the current accounting period and fiscal year for a given date.

The fields on Calendar Date (CLDT) are as follows:

Field Name	Field Description
Calendar Date	Each date is defined MM/DD/CCYY.
Fiscal Year	The default fiscal year value to be inferred for the calendar date.
Fiscal Period	The default accounting period value to be inferred for the calendar date.
Holiday	An indication a date is considered a holiday.
Federal/Bank Holiday	An indication a date is considered a federal or bank holiday.
Weekend	An indication date falls on a weekend.
Billing Month Last Day	An indication date is the last day of a month for billing purposes. The last day of a month that is not a holiday or a weekend usually has this distinction.

## Transaction Usage

Most transactions contain a date to record an 'as of date' in addition to a time stamp of when a transaction was successfully processed to final. This as of date can always be found on the transaction Header. The date is most often call Record Date but can also go by other names such as Transaction Date, Invoiced Date, Received Date, and a few others. A value does not have to be entered in the Record Date field. If not entered, the system will put the current Application Date, as defined on the Application Parameters (APPCTRL) page, into the Record Date when the transaction goes to the *Final* Transaction Phase. When a Record Date is not entered, the Application Date is used in transaction editing.

To control what dates can be entered in the Record Date field, Transaction Control (DCTRL) has indications to allow either future dates or past dates. These controls are important for those transaction codes that should not be allowed to fall into a prior or a future BFY stage (please refer to the "[BFY Staging Configuration](#)" later in this guide.

Whether a Record Date is entered or the Application Date is being used in proxy, the application takes that date to the Calendar Date (CLDT) to get the default Fiscal Year and Fiscal Period if neither of those two date parameters has been entered either.

Budget Fiscal Year is also another date field that most transactions this year behaves differently than the Fiscal Year in several ways:

- It can be 9999 if multi-year budgeting is being used. The 9999 can be entered, but most implementations have it default for users. Please refer to the "Inference" topic in the *CGI Advantage – Chart of Accounts User Guide* for more information on the inference pages populated by budget transactions for the purpose of inferring BFY 9999 and possibly Appropriation along with the BFY.
- If a BFY is not supplied or inferred, the BFY is set to equal the FY entered or defaulted.
- A BFY entered, inferred, or defaulted on a prior version cannot be changed on a subsequent version with the exception of the Open Activity Roll chain jobs.
- BFY is copied forward for Reference Types of *Partial*, *Final*, and *Inverse* when the Infer Codes is enabled for the referencing transaction code on Transaction Control (DCTRL)
- There is no concept of a 'soft closed' or 'hard closed' BFY. For control of what can happen when against a BFY, the application relies on BFY Staging.
- The BFY FES feature available through Cost Accounting can change the BFY at the posting level from what was on the accounting line so that budget dollars are used in a FIFO basis. Please see the Cost Accounting User Guide for more information on this feature.

## Accounting Integration Parameters

The Accounting Integration Parameters table enables users to manage the integration of additional Task Order costs to an external application not captured as part of day-to-day business processing. Such costs may be for P-card purchases or Journal Voucher entries.

For the Advantage-Maximo integration, this table identifies which journal in Advantage the Maximo Other Costs batch job should search for the specified Transaction Code and Posting Code combination. Users also have the ability to specify whether a given Transaction Code and/or Posting Code on a specific journal table should be recorded in Maximo as a *Labor* or *Service* cost entry.

You may manually add, modify, or delete an entry to this table. The system issues an error message if you enter an invalid Transaction Code or Posting Code.

## Default Accounts

Several reference pages in CGI Advantage Financial provide default accounts to accounting transactions to assist users in recording many different accounting events. As all accounting events (except a few exceptions in the Cost Accounting area) contain both a debit and a credit, there are two accounts associated with every accounting event. Users only have to code one side of most accounting transactions, often referred to as the 'nominal side'. The application is configured to automatically infer the second account, usually a balance sheet account.

In addition to defining a default balance sheet account code directly to a posting code on the Posting Code (PSCD) page, there are many other pages can provide default accounts information to transactions.

This topic is divided into the following areas:

- [Special Accounts & Special Fund Accounts](#)
- [Bank](#)
- [Revenue Source & Billing Profile](#)

- [Warehouse & Inventory Maintenance](#)
- [Fixed Asset Type](#)
- [Internal Vendor Accounting Data](#)

## Special Accounts & Special Fund Accounts

The Special Accounts (SPEC) page supplies the majority of default accounts for transaction processing. The sections on the SPEC page along with several others in the Fixed Asset, Inventory, Treasury, and Accounts Receivable areas are used only when a particular functional area is used, meaning there is no need to complete sections and fields that will not be used. Special Accounts is one of the critical setup pages that must be completed before any accounting transactions are processed to enable users with the ability to only enter one side of an accounting transaction. Which accounts default when, is controlled by configuration that is detailed in the "[Accounting Model](#)" topic later in this guide. Review of that tab after the current one is imperative in the complete understanding of defaulting accounts.

Special Accounts occurs once and often does not change after that.

### > Features

Most accounts contain a field for both a primary element code and a sub element code followed by an override allowed indication.

Although certain default accounts are available on other pages, these override indications do not control them. The override indications are specifically for the Special Fund Accounts (SPECFUND) page, which is used when default accounts should vary by individual fund. When a fund is to have a different default account, it is only necessary to complete that one account field and not all fields. The corresponding override indication on Special Accounts must be true in order for the Special Fund Accounts default to be used. For brevity, when the term SPEC is used from this point forward, it refers to SPEC and SPECFUND unless otherwise noted.

One advantage to using Special Fund Accounts is when a fund needs a balance sheet with a different name for reporting or needs to use (or not use) the Level Of Control functionality found on the Balance Sheet Account (BSA) reference page.

All default accounts are optional unless a System Option (SOPT) indication has made the default accounts required. If a transaction is validated with a balance sheet account posting code and no account defaults, an error will be issued, preventing the transaction from accepting. Not every posting code will or should have a default account as some are intended to be used on transactions where users manually enter a balance sheet account.

The following sections provide you with the available options and descriptions for the various functional areas (tabs) on Special Accounts.

- [Accounts Payable](#)
- [Procurement](#)
- [Revenue](#)
- [Miscellaneous](#)
- [Fixed Assets](#)

- [Internal Costing](#)
- [Debt](#)
- [Investments](#)

## Accounts Payable

The Accounts Payable tab stores default accounts that apply by Fiscal Year to Accounts Payable functionality. Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default Account	Description
Accounts Payable Accounts Payable Sub Account Accounts Payable Override	An open-use payable liability for use when Disbursements Payable is not the correct account. One example would be in recording accruals in the prior period or year.
Backup Withholding On	The inferred setting from the System Options reference page to assist in the completion of default account values that contain edits for being required based on this option.
Backup Withholding Payable Backup Withholding Payable Sub Account Backup Withholding Payable Override	The liability account used to maintain the balance of withholding offset amounts payable to the IRS.
Cancelled Disbursements Payable Cancelled Disbursements Payable Sub Account Cancelled Disbursements Payable Override	The liability account is used to record the liability when a disbursement is cancelled.
Contract Withholding Enabled	The inferred setting from the 1099 Processing Options and Controls (1099P) page to assist in the completion of default account values that contain edits for being required based on this option.

Default Account	Description
Contract Withholding Payable Contract Withholding Payable Sub Account Contract Withholding Payable Override	The liability account used for Contract Withholding.
Disbursement Option	The inferred setting from System Options (SOPT) to assist in the completion of default account values that contain edits for being required based on this option.
Disbursements Payable Disbursements Payable Sub Account Disbursements Payable Override	The liability account used to record the liability between the point of payment request and disbursement.
Escheat Payable Escheat Payable Sub Account Escheat Payable Override	The liability account recording the total of disbursements deemed escheated.
Expenditure Offset Expenditure Offset Sub Account Expenditure Offset Override	The equity account used to offset expenditures used to purchase an asset.
Intercept Application On	The inferred setting from System Options (SOPT) to assist in the completion of default account values that contain edits for being required based on this option.
Intercept Cash Account Intercept Cash Sub Account Intercept Cash Override	This cash account used to accumulate the cash set aside in a payment intercept before transferring it to the claim recipient.

Default Account	Description
Intercept Payable Intercept Payable Sub Account Intercept Payable Override	The liability account used to accumulate payment-offset amounts before transfer to the claim recipient.
Payroll Clearing Fund Payroll Clearing Sub Fund Payroll Clearing Fund Override	This default fund is not used by the application. Payroll Clearing Funds are specified directly in the Payroll transactions when using Advantage payroll and to the Payroll Journal Voucher when using another application.
Retainage Payable Retainage Payable Sub Account Retainage Payable Override	The liability account used to hold funds retained in the execution of a contract until terms of the contract are fulfilled so the funds are released. If not fulfilled, the funds are forfeited.
Stale Dated Payable Stale Dated Payable Sub Account Stale Dated Payable Override	The liability account recording the total of disbursements deemed stale dated.
Undistributed Receipts Undistributed Receipts Sub Account Undistributed Receipts Override	The liability account updated when retainage is forfeited when revenue is not the correct account because of reasons such as being withheld in the prior budget fiscal year.
Use Tax Payable Use Tax Payable Sub Account Use Tax Payable Override	The liability account used to temporarily hold use taxes applied before being remitted.

Default Account	Description
Warrant Clearing Fund Warrant Clearing Sub Fund Warrant Clearing Fund Override	The default fund used when the Disbursement option is <i>Clearing Fund</i> to hold the cash and warrants payable instead of an operating fund until the warrant is redeemed or other post issue action is taken.
Warrants Payable Warrants Payable Sub Account Warrants Payable Override	The liability account used to hold the payable amount for a warrant until cleared or other post issue action. The account is used when the Disbursement Option is <i>Standard Warrant or Clearing Fund Warrant</i>

## Procurement

The Procurement tab stores default accounts that apply by Fiscal Year to Procurement functionality. Sub account fields are always optional, even if the primary account is required by other system configuration. The following table displays default accounts in alphabetical order.

The Miscellaneous tab stores default accounts that apply by Fiscal Year to primarily to the annual close system process, but also contains several open-use accounts. Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default	Description
Due From Fund Due From Fund Sub Account Due From Fund Override	The asset account used for internal accounting that does not result in a cash transfer for both parties.
Due To Fund Due To Fund Sub Account Due To Fund Override	The liability account used for internal accounting that does not result in a cash transfer for both parties.
Inventory Due From Fund Inventory Due From Fund Sub Account	The asset account used for internal inventory accounting that does not result in a cash transfer for both parties.



Default	Description
Inventory Due From Fund Override	
Inventory Due To Fund Inventory Due To Fund Sub Account Inventory Due To Fund Override	The liability account used for internal inventory accounting that does not result in a cash transfer for both parties.
Inventory Offset Inventory Offset Sub Account Inventory Offset Override	The equity account used to offset expenditures for inventory being purchased into a warehouse.
Pre-Paid Expense Pre-Paid Expense Sub Account Pre-Paid Expense Override	The asset account used to record the amount pre-paid for goods or services in, which is then reduced over time.
Reserve for Memo Encumbrance Reserve for Memo Encumbrance Sub Account Reserve for Memo Encumbrance Override	The contra asset account used to offset the Memo Encumbrance booked when ordering goods for inventory.
Reserve for Memo Pre Encumbrance Reserve for Memo Pre Encumbrance Sub Account Reserve for Memo Pre Encumbrance Override	The contra asset account used to offset the Memo Pre-Encumbrance booked when requisitioning goods for inventory.
Reserve for Encumbrance Reserve for Encumbrance Sub Account	The equity account used to offset the Encumbrance booked when ordering goods or services.

Default	Description
Reserve for Encumbrance Override	
Reserve For Pre Encumbrance Reserve for Pre Encumbrance Sub Account Reserve for Pre Encumbrance Override	The equity account used to offset the Pre-Encumbrance booked when requisitioning goods or services.

## Revenue

The Revenue tab stores default accounts that apply by Fiscal Year to Accounts Receivable functionality. Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default	Description
Allowance for Bad Debt Allowance for Bad Debt Sub Account Allowance for Bad Debt Override	The contra asset account used in the allowance method of accounting for uncollectible accounts.
Bad Debt Expense Object Bad Debt Expense Sub Object Bad Debt Expense Object Override	The object used in both the allowance and direct method of accounting for uncollectible accounts.
Billed Deposits Billed Deposits Sub Account Billed Deposits Override	The liability account used to record billings for deposits and other forms of pre-payment.
Billed Deposits Receivable	The asset account used to record receivables for billings for deposits and other forms of pre-payment.

Default	Description
Billed Deposits Receivable Sub Account  Billed Deposits Receivable Override	
Billed Deposit Write Off  Billed Deposit Write Off Sub Account  Billed Deposit Write Off Override	The contra asset account used to offset a deposit receivable being written off. This account is a memo account.
Billed Earned Receivable  Billed Earned Receivable Sub Account  Billed Earned Receivable Override	The asset account used when recording amounts due from customers that are billed and earned, including revenues and amounts billed out of balance sheet accounts.
Billed Unearned Receivable  Billed Unearned Receivable Sub Account  Billed Unearned Receivable Override	The asset account used when recording revenues due from customers that have been billed but do not meet the criteria yet for being earned.
Billed Unearned Revenue  Billed Unearned Sub Revenue  Billed Unearned Revenue Override	The liability account for revenues due from customers that have been billed but do not meet the criteria yet for being earned.
Billed Vendor Refund  Billed Vendor Refund Sub Account  Billed Vendor Refund Override	The asset account used when recording amounts due from vendors (who are also defined as customers) resulting from overpayments or returns where a credit memo in Accounts Payable was not deemed the desired approach to reclaim amounts spent.

Default	Description
<p>Collected Deposits Collected Deposits Sub Account Collected Deposits Override</p>	<p>The liability account used to record the collected payment for a deposit or other form of pre-payment before goods and services have been provided.</p>
<p>Collected Unearned Revenue Collected Unearned Sub Revenue Collected Unearned Revenue Override</p>	<p>The liability account used to record the collected payment for goods and services provided but the criteria for the revenue being earned has not yet been met.</p>
<p>Credit Card Fee Object Credit Card Fee Sub Object Credit Card Fee Object Override</p>	<p>A default object used when a charge is absorbed when a customer makes a payment with a credit card. This default is not currently used within the application.</p>
<p>Deposit Receivable Write Off Deposit Receivable Write Off Sub Account Deposit Receivable Write Off Override</p>	<p>The memo asset account used to replace a prior deposit receivable asset account now being written off.</p>
<p>Earned Receivable Earned Receivable Sub Account Earned Receivable Override</p>	<p>The asset account used when recording amounts due from customers that have not been billed yet have been earned. Another use would be with revenues being accrued for accounting purposes outside of accounts receivable functions.</p>
<p>Earned Receivable Sent to Collection Earned Receivable Sent to Collection Sub Account Earned Receivable Sent to Collection Override</p>	<p>The asset account that replaces a billed earned receivable asset account when that receivable is being transferred to a collection agency.</p>

Default	Description
NSF Check Charge Revenue Source NSF Check Charge Sub Revenue Source NSF Check Charge Revenue Source Override	The revenue source that defaults when a non-sufficient funds (NSF) event is recorded on a receivable.
Reserved Overpayment Reserved Overpayment Sub Account Reserved Overpayment Override	The liability account that defaults when an overpayment is being recorded where it should not be automatically applied to the next open receivable for the customer. All pre-payments of revenues without a referenced billing will be reserved.
Unearned Receivable Write Off Unearned Receivable Write Off Sub Account Unearned Receivable Write Off Override	The memo asset account used to replace an unearned receivable asset account that is being written off.
Unearned Revenue Write Off Unearned Revenue Write Off Sub Account Unearned Revenue Write Off Override	The memo contra asset account used to replace an unearned revenue liability account that is being written off.
Unreserved Overpayment Unreserved Overpayment Sub Account Unreserved Overpayment Override	The liability account that defaults when an overpayment is being recorded where it should be automatically applied to the next open receivable for the customer.
Vendor Refund Expenditure Holding Account Vendor Refund Expenditure Holding Sub Account	The contra asset account used in the billing of a vendor refund when an expenditure credit is not desired until the refund is collected.

Default	Description
Vendor Refund Expenditure Holding Account Override	
Vendor Refund Receivable Sent to Collection Vendor Refund Receivable Sent to Collection Sub Account Vendor Refund Receivable Sent to Collection Override	The asset account used to replace the billed vendor refund receivable account when the receivable is transferred to a collection agency.
Vendor Refund Receivable Write Off Vendor Refund Receivable Write Off Sub Account Vendor Refund Receivable Write Off Override.	The memo asset account used to replace the billed vendor refund receivable account when the receivable is being written off.
Vendor Refund Write Off Vendor Refund Write Off Sub Account Vendor Refund Write Off Override	The memo contra asset account used to replace the accrued expenditure or vendor refund holding account, depending on which was used originally, when the receivable is being written off.

### Miscellaneous

The Miscellaneous tab stores default accounts that apply by Fiscal Year to primarily to the annual close system process, but also contains several open-use accounts. Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default	Description
Agency Due To Agency Due To Sub Account Agency Due To Override	The equity account used in the Annual Close Process for those funds that have a Close Into setting of <i>Agency Due</i> .

Default	Description
Annual Closing Offset	The account used for debit and credit balancing when the Annual Close Process is creating a journal voucher for a fund where there are more accounts to close than allowed by the accounting line limit enforced by the process. There is no account type restriction for this balance sheet account, but it should match the requirement for the Annual Closing Offset posting code used.
FASB/GASB	The setting from System Options for display purposes to assist in the completion of default account values that contain edits for being required based on this option.
FASB Permanently Restricted Assets FASB Permanently Restricted Assets Sub Account FASB Permanently Restricted Assets Override	The equity account for classifying all FASB net assets that are considered permanently restricted, which means they will remain limited for certain uses. No posting code is delivered with this default account.
FASB Temporarily Restricted Assets FASB Temporarily Restricted Assets Sub Account FASB Temporarily Restricted Assets Override	The equity account for classifying all FASB Net Assets that are considered temporarily restricted, which means they can only be used for specific purposes until a certain time. No posting code is delivered with this default account.
FASB Unrestricted Assets FASB Unrestricted Assets Sub Account FASB Unrestricted Assets Override	The equity account for classifying all FASB Net Assets that are considered unrestricted which means they can be used for any need. No posting code is delivered with this default account.
Fund Balance Fund Balance Sub Account Fund Balance Override	The equity account used in the Annual Close Process for those funds that have a Close Into setting of <i>Fund Balance</i> .

Default	Description
Master Closing Object	The object used by the Annual Close Process on the journal voucher lines that offset the closure of a spending account into equity.
Master Closing Revenue Source	The revenue source used by the Annual Close Process on the journal voucher lines that offset the closure of a revenue account into equity.
Miscellaneous Asset 1 Miscellaneous Asset 1 Sub Account Miscellaneous Asset 1 Override	An asset account with no pre-defined function for use with custom posting codes.
Miscellaneous Asset 2 Miscellaneous Asset 2 Sub Account Miscellaneous Asset 2 Override	An asset account with no pre-defined function for use with custom posting codes.
Miscellaneous Equity 1 Miscellaneous Equity 1 Sub Account Miscellaneous Equity 1 Override	An equity account with no pre-defined function for use with custom posting codes.
Miscellaneous Equity 2 Miscellaneous Equity 2 Sub Account Miscellaneous Equity 2 Override	An equity account with no pre-defined function for use with custom posting codes.
Miscellaneous Liability 1 Miscellaneous Liability 1 Sub Account Miscellaneous Liability 1 Override	A liability account with no pre-defined function for use with custom posting codes.



Default	Description
Miscellaneous Liability 2 Miscellaneous Liability 2 Sub Account Miscellaneous Liability 2 Override	A liability account with no pre-defined function for use with custom posting codes.
Net Assets Net Assets Sub Account Net Assets Override	An equity account used in the Annual Close Process when the Posting Code Closing Classification of a posting code is <i>Close Into Net Assets</i> . As delivered, this is the setting for all equity accounts used to offset expenditures for pre-paid, inventory, and fixed assets.
Payroll Clearing Account Payroll Clearing Sub Account Payroll Clearing Account Override	The liability account used in the recording of gross pay before being allocated to more specific liabilities.
Retained Earnings Retained Earnings Sub Account Retained Earnings Override	The equity account used in the Annual Close Process for those funds that have a Close Into setting of <i>Retained Earnings</i> .

## Fixed Assets

The Fixed Assets tab stores default accounts that apply by Fiscal Year to Fixed Asset functionality. Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default	Description
Depreciation Expense Object Depreciation Expense Sub Object Depreciation Expense Override	The object used to book depreciation for estimated wear and tear on an asset with normal usage over time.

Default	Description
Fixed Assets Due From BSA  Fixed Assets Due From Sub BSA	The asset account used for the internal seller of an asset where cash was not transferred in the sale.
Fixed Assets Due To BSA  Fixed Assets Due To Sub BSA	The liability account used for the internal buyer of an asset where cash was not transferred in the sale.
Fixed Asset Sale Revenue  Fixed Asset Sale Sub Revenue  Fixed Asset Sale Revenue Override	The revenue source used to record the revenue equal to the selling price of a fixed asset that offsets the revenue recorded on the cash receipt recorded with the receipt of proceeds.
Gain/Loss Object  Gain/Loss Sub Object  Gain/Loss Sub Object Override	The object used when there is an external disposal or sale of a fixed asset that results in a gain or loss where the Acquisition/Disposition Method selected has the event defined as <i>Expenditure</i> .
Gain/Loss Revenue Source  Gain/Loss Sub Revenue Source  Gain/Loss Revenue Source Override	The revenue source used when there is an external disposal or sale of a fixed asset that results in a gain or loss where the Acquisition/Disposition Method selected has the event defined as <i>Revenue</i> .
General Capital Assets (GCA) Fund  General Capital Assets (GCA) Sub Fund	The clearing fund used to record asset activity when the fund used on a fixed asset transaction accounting line is marked as a GCA Fund on the Fund reference page.
Memo Contra BSA  Memo Contra Sub BSA	The contra asset account used as the offset when recording activity for a memo asset. Contrary to its name, the account must not be a memo balance sheet account.

Default	Description
Misc. Internal Loss Object Misc. Internal Loss Sub Object	The object used when recording a loss from the internal sale of a fixed asset that results in a gain or loss where the Acquisition/Disposition Method selected has the event defined as <i>Expenditure</i> .
Misc. Internal Gain Revenue Source Misc. Internal Gain Sub Revenue Source	The default revenue source to be used when recording a gain from the internal sale of a fixed asset that results in a gain or loss where the Acquisition/Disposition Method selected has the event defined as <i>Revenue</i> .
Net Adjustment BSA Net Adjustment Sub BSA	The equity account used to offset the fixed asset account when the Fixed Asset Classification is <i>Adjustment</i> .

## Internal Costing

The Internal Costing tab contains all Object and Sub Object codes used in posting labor, mileage, equipment, and material testing costs through transactions generated from the Internal Costing batch process. Sub account fields are always optional, even if the primary account is required by other system configuration.

Special Accounts is the last in a sequence of lookups that is performed when determining the Object and Sub-Object values. The order of lookup is as follows:

- For all costs, if the Object values are populated on Internal Costing Journal (ICJ), then those values are used. However, it is common for Object values to be prohibited for the Event Type used on the Internal Costing Transaction.
- For overtime costs where the object is blank on the journal, then the first lookup is to Internal Costing Overtime Multipliers (ICOM). If populated then those values are used.
- For all other types of costs and where Internal Costing Overtime Multipliers did not supply an Object for overtime, the next lookup is to Internal Cost Rate (INCR).
- If no Object has been determined yet, the final lookup is to Special Accounts.

The following table displays default accounts in alphabetical order:

Default	Description
Employee Benefits 1 Object Employee Benefits 1 Sub Object	The object used with Employee Benefits Multiplier 1.

Default	Description
Employee Benefits 2 Object Employee Benefits 2 Sub Object	The object used with Employee Benefits Multiplier 2.
Employee Benefits 3 Object Employee Benefits 3 Sub Object	The object used with Employee Benefits Multiplier 3.
Employee Benefits 4 Object Employee Benefits 4 Sub Object	The object used with Employee Benefits Multiplier 4.
Employee Benefits 5 Object Employee Benefits 5 Sub Object	The object used with Employee Benefits Multiplier 5.
Equipment (ID Optional) Usage Object Equipment (ID Optional) Usage Sub Object	The object used on buyer lines for Usage Group of <i>Equipment (ID Optional)</i> .
Equipment (ID Required) Usage Object Equipment (ID Required) Usage Sub Object	The object used on buyer lines for Usage Group of <i>Equipment (ID Required)</i> .
Materials Testing Rate Object Materials Testing Rate Sub Object	The object on buyer lines for materials testing costs.
Mileage Object Mileage Sub Object	The object used for mileage costs.
Overtime Object Overtime Sub Object	The object field used on buyer lines generated for overtime salary.

Default	Description
Standard Salary Object Standard Salary Sub Object	The object used for the charge transaction lines for labor salary costs.

## Investments

The Investments tab stores default accounts that apply by Fiscal Year to Investment/Treasury Accounting functionality for both Basic and Advanced Investments. This tab is only found on the Special Fund Accounts page. The reason for only being on that reference page is that all options for Investments are recorded to each pool fund setup.

Sub account fields are always optional, even if the primary account is required by other system configuration.

The following table displays default accounts in alphabetical order.

Default	Description
Accrued Interest Receivable Account	The asset account used when recording investment interest accrued.
Cash Account for Pooled Cash	The cash account to be used to record pooled cash rather than the default from bank setup.
Cash Sweep Event Type	The event type used by the Cash Sweep Process.
Consolidation Option for JVSW Pool Fund Entries	An indication used by the Cash Sweep Process to consolidate the lines for pool into just two accounting lines. When not consolidating there will be a pair of pool accounting lines for each participant account. The Line Description field on those pool accounting lines will contain the Fund, Sub Fund, Cash BSA, and Sub BSA of the participant. That information will be written to the Accounting Journal for reporting purposes.
External Interest Disbursement Event Type	The event type used by the Interest Allocation Process when creating payment requests for external participants of income earned and not reinvested.
Internal Interest Disbursement Event Type	The event type used by the Interest Allocation Process for interest allocation that will be reinvested in the next Cash Sweep.

Default	Description
Pool Fund Bank Account	The bank used with the pool fund on the Pool Fund Cash Investments (PFIE) transaction.
Pool Fund Equity Account	The equity account used to offset cash that is swept into the pool fund.
Revenue Source for Investment	The revenue source used to record investment revenue into the pool fund.
Unamortized Discount Account	The asset account used when an investment is purchased and the interest rate is below comparable investments.
Unamortized Premium Account	The asset account used when an investment is purchased and the interest rate is above comparable investments.
Wash Bank Account	The bank used on the journal vouchers that sweep cash from the participatory fund to the pool fund and allocate interest income from the pool fund to the participatory funds.

## Debt Defaults

The Debt tab of Special Accounts allows the establishment default nominal accounts for debt accounting activities on a system-wide basis. There is Special Fund Accounts equivalent of this tab.

All default accounts are all optional. Setup needs to only be done for those accounts that match the Major Types of Debt (Loan, Lease, or Bond) used and in some cases various sub types of debt within those three. If not used, the account can be left blank. If used and left blank, then transactions generated by the application will reject with missing values.

### > More Info

Note that the accounts on this SPEC page are mainly Object and Revenue fields. The reason for this is that throughout the Debt Management accounting model Balance Sheet Account defaults are set directly on the Posting Code (PSCD) page with the Default BSA field set to *Use PSCD Value* and a Balance Sheet Account entered in the Default BSA Code field, with the Defaults SBSA Code field also being populated as necessary. This setup allows for various types of debt instruments to use different Balance Sheet Account codes for reporting purposes.

The following table displays default accounts in alphabetical order.

Default Account	Description
Bond Interest Payment Object Bond Interest Payment Sub Object	The object used on generated payments to the paying agent if the bond was set up without an object on the Bond Payments/Borrower COA record used for interest.
Bond Principal Payment Object Bond Principal Payment Sub Object	The object used on generated payments to the paying agent if the bond was set up without an object on the Bond Payments/Borrower COA record used for principal.
Capital Lease Interest Object Capital Lease Interest Sub Object	The object used on generated payments to the lessor if the lease was set up without an object on the Lessee/Borrower COA record used for interest.
Capital Lease Interest Revenue Capital Lease Interest Sub Revenue	The revenue source used on generated billings to the lessee if the lease was set up without a revenue source on the Lessor/Lender COA record used for interest.
Capital Lease Principal Object Capital Lease Principal Sub Object	The object is used on generated payments to the lessor if the lease was set up without an object on the Lessee/Borrower COA record used for principal.
Capital Lease Principal Revenue Capital Lease Principal Sub Revenue	The revenue source used on generated billings to the lessee if the lease was set up without a revenue source on the Lessor/Lender COA record used for principal.
External Loan Interest Paid Object External Loan Interest Paid Sub Object	The object used on generated payments to the external lender for interest if the loan was set up without an object on the Borrower COA record used for interest.
External Loan Interest Received Revenue	The revenue source used on generated receivables to the external borrower for interest if the loan was set up without a revenue source on the Lender COA record used for interest.

Default Account	Description
External Loan Interest Received Sub Revenue	
External Loan Principal Paid Object External Loan Principal Paid Sub Object	The object used on generated payments to the external lender for principal if the loan was set up without an object on the Borrower COA record used for principal.
External Loan Principal Received Revenue External Loan Principal Received Sub Revenue	The revenue source used on generated receivables to the external borrower for principal if the loan was set up without a revenue source on the Lender COA record used for principal.
Internal Loan Interest Paid Object Internal Loan Interest Paid Sub Object	The object used on generated internal transactions to record interest paid to an internal lender by an internal borrower if the loan was set up without an object on the Borrower COA record used for interest
Internal Loan Interest Received Revenue Internal Loan Interest Received Sub Revenue	The revenue source used on generated internal transactions to record interest received by the internal lender from the internal borrower if the loan was set up without a revenue source on the Lender COA record used for interest.
Internal Loan Principal Paid Object Internal Loan Principal Paid Sub Object	The object used on generated internal transactions to record principal paid to an internal lender by an internal borrower if the loan was set up without an object on the Borrower COA record used for principal.
Internal Loan Principal Received Revenue Internal Loan Principal Received Sub Revenue	The revenue source used on generated internal transactions to record principal received by the internal lender from the internal borrower if the loan was set up without a revenue source on the Lender COA record used for principal.
Operating Lease Object Operating Lease Sub Object	The object used on generated payments to the lessor if the lease was set up without an object on the Lessee/Borrower COA record used for principal.



Default Account	Description
Operating Lease Revenue Operating Lease Sub Revenue	The revenue source used on generated receivables to the lessee if the lease was set up without a revenue source on the Lessor/Lender COA record used for principal.
Lease Expense Object Lease Expense Sub Object	The object used by the Initial Debt Accounting Process to record capital leases as the lessee. This default should be completed so that any object specified for the Lessee COA record with Type of Payment of <i>Principal or All</i> is not used, as often a different object is desired for principal payments should be used with the Lease Expense posting.
Bonds Other Financing Sources Revenue Other Financing Sources Sub Revenue	The revenue source used by the Initial Debt Accounting Chain job to record bonds.
Leases Other Financing Sources Revenue Other Financing Sources Sub Revenue	The revenue source used by the Initial Debt Accounting Chain job to record capital leases as the lessor. This default should be completed so that any revenue source entered on the Paying Agent / Lender COA record with a Type of Payment of <i>Principal or All</i> is not used, as often a different revenue source is desired for principal payments should be used with the Other Financing Sources posting.

## Bank

Although considered a reference page in the Accounts Payable and Accounts Receivable areas, the Bank reference page is also one for defaulting a balance sheet account. Each bank account in an application is associated with a default cash account (and optionally a sub account). The account does not have to be the only cash account associated with a bank, but is the one that will be defaulted to accounting transactions unless a user manually enters a different value to take the place of the default.

## Revenue Source & Billing Profile

Depending on the amount of decentralization in the Accounts Receivable part of the application, default accounts on these two reference pages will be established when a default account should be different given a revenue source or billing profile than the system-wide default. A definition of each default account can be found in the earlier Revenue section for the Special Accounts reference page.

## Warehouse & Inventory Maintenance

When Inventory functionality is used, many Chart of Account codes default for a warehouse and an inventory item beyond those found on Special Accounts and Special Fund Accounts.

The additional setup of defaults on Warehouse (WHSE) and Inventory Maintenance (INVN) are critical to using the inventory transactions. More information on these default accounts can be found in the *CGI Advantage - Inventory User Guide*.

## Fixed Asset Type

When Fixed Assets functionality is used, many chart of account codes default beyond those found on Special Accounts and Special Fund Accounts. The additional setup of Fixed Asset Type (FATYP) is critical to using the fixed asset transactions.

More information on these default accounts can be found in the "Fixed Asset Type" topic in the *CGI Advantage - Fixed Assets User Guide*.

## Internal Vendor Accounting Data

When the internal purchasing is performed at the commodity code level within an application, default chart of account codes on Internal Vendor Accounting Data (IVAD) must be completed for those internal vendors. Unlike the Internal transactions discussed in the General Accounting User Guide where chart of accounts are entered for both parties, internal commodity purchasing do not allow for manual entry of the internal vendor information. That chart of account information has to be entered on Internal Vendor Accounting Data so it can be inferred to the generated payment request.

## Contact

The Contact page identifies Advantage Financial users associated with particular activities. Examples of the kind of activities in Advantage Financial with which a contact could be associated are budgeting, cost accounting entities, billings, claims, specific funds or specific organizations. Information to reach a contact is optionally entered for each contact on the page.

A field listing is not provided, as all fields are self-explanatory. Of note, the Contact Code is system-assigned according to a numbering scheme on the Unique Number (UNUM) page. Contact Function is an optional way to group contact. The series of indications classifying a contact are generally not edited when associating a contact to system information, but serve as reporting information similar to the Contact Function.

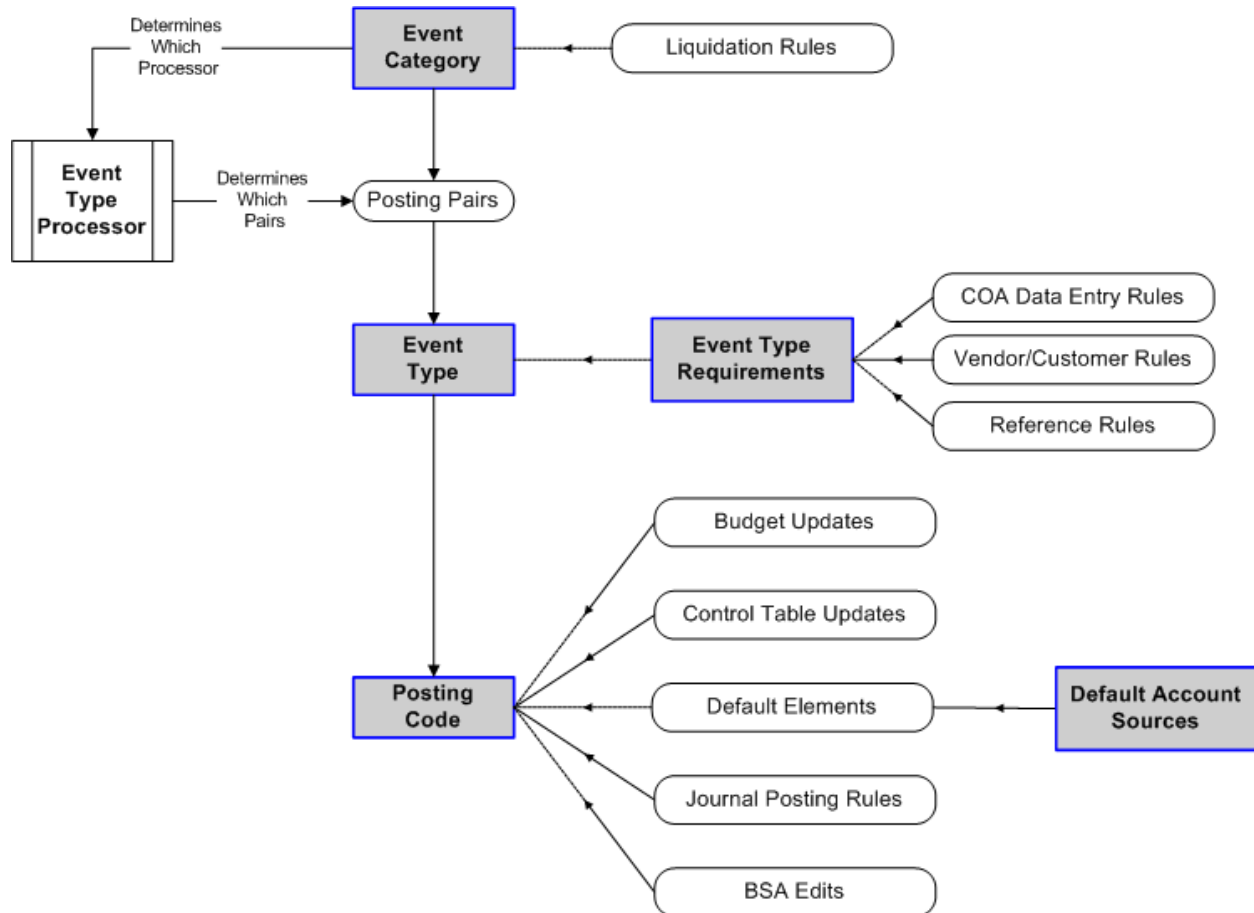
When the functions or roles of a contact are not represented fully by the check boxes found on the Contact (CNTAC) page, the Contact Function page can be used to define new functions and roles to provide additional information for a contact. Use of this page is optional and values will be custom to an implementation. A field listing is not provided as all fields are self-explanatory.

Advantage does have one designed use of the Contact Function feature. The Vendor Self Service application has the ability for users to look up contact information for a department. That information comes from the Contact page, including the Contact Function Name, which is displayed in the Role field.

## Accounting Configuration

CGI Advantage Financial is delivered with many accounting models for different functional areas: Inventory, Fixed Assets, Procurement, Accounts Payable, Accounts Receivable, Payroll, Treasury Accounting, Debt Accounting, Internal Accounting, Travel, Budget, Cost Accounting, and General Accounting. Before those different models are given, it is important to understand the structure of the items involved and how each is used.

The following diagram shows the five main reference pages (shaded boxes) involved in the various accounting models along with the types of functionality that they provide. The approach to discussing the diagram will be in a top-down approach starting with the broad classification of an Event Category and ending with what is a Posting Code.



A brief summary of the above flow diagram is needed because discussing each item in the flow in a top down or bottom up method is not possible without mentioning other items. The payment request transaction, which is requesting a payment to a vendor for a commodity code that is tracked as an inventory item, will be used to explain the flow.

All accounting transactions have an event type on the accounting line (journal vouchers being the optional exception). That event type is an indication of a specific accounting event that should be recorded with the chart of accounts (COA) and line amount of that accounting line. That recording is done with at least two posting codes defined for that event type. Posting codes are a broad classification of a type of account. Which posting codes are used is a function of the event type processor determining which posting pairs should be created based on transaction information. Each event type has an ability to require, prohibit, or leave optional information on the accounting line to ensure the accounting event is recorded properly.

In our example, we have a *Payment Request* transaction (PRC) that has the *Request Normal Payment* (AP01) event type entered on the accounting line. On the parent commodity line to that accounting line, a commodity code and warehouse code have been entered. The *Accounts Payable* event type processor has determined that *Posting Pairs A* and *F* should be created because the warehouse code was entered.

The event type processor will create two posting lines for that single accounting line. The first posting line is for posting pair A, containing the posting codes for *Accrued Expenditure (D011)* and *Disbursements Payable (D001)*. The second posting line is for posting pair F, containing the posting codes for *Inventory (S001)* and *Inventory Offset (S002)*. The event type requirements records for AP01 requires and prohibits certain chart of account codes while requiring an external vendor to be used. Posting codes D001, S001, and S002 are set to default balance sheet accounts from the Special Accounts and the Inventory Maintenance reference pages.

This topic includes the following areas:

- [Event Category](#)
- [Event Type Processor](#)
- [Event Type](#)
- [Event Type Requirements](#)
- [Posting Code](#)
- [Accounting Model Examples](#)
- [Posting Code Closing Classifications](#)
- [Accounting Group](#)

## Event Category

Various accounting events in a financial application lend themselves to certain groupings such as Disbursements, Procurement, Accounts Payable, Accounts Receivable, and so forth. These groupings often have a purpose other than just reporting or classification. Each is slightly different in the form of debits and credits that will be produced. For instance, procurement will usually just record an account such as Encumbrances with an offset to Reserve for Encumbrances. However, a disbursement can record a Cash Expenditure with loss of Cash, an Intercept Payable with Intercepted Cash, and a Fixed Asset along with an offset. In addition to controlling posting logic, event categories provide specific edits, default account inference logic, and the ability to define rules at a level higher than event type.

What postings actually occur is dependent upon the Event Type Processor used, and that is determined by the Event Category used. While there are many Event Type Processors for different functional areas, there is a single generic processor that handles simple accounting events where only a single pair of debits and credits are posted. Additional event categories can be added to the application, but they will use the generic event type processor by default.

Fields on the Event Category (ECAT) are as follows, with common fields omitted:

Field Name	Field Description
Event Category	A unique identifier assigned to an event category that is used by the application to call a specific event type processor when applicable.
Post Pair A to P	Each of the 16 posting pairs available contains a text field for assigning a name to the pair that will be visible when establishing an event type for

Field Name	Field Description
	easy reference. The names only give a description to a posting pair. What is actually recorded in a pair is up to the specific event type processor and requires a technical effort to change a pair, remove a pair, or add a pair.
Reversal	When one accounting line references another with a reference type of <i>Partial</i> , <i>Final</i> , or <i>Inverse</i> , if this indication is <i>true</i> for the event category of the event type used on the referenced transaction, a liquidation posting line will be created by the referencing transaction.
Fixed Asset Cost	When the Fixed Asset Shell Generation Process runs to create fixed asset transaction shells for manual completion, this indication is used to determine which of the posting lines on the disbursement should comprise the total amount for an asset accounting line.
Debt History	<p>When this indication is <i>true</i>, the posting lines for the posting pair will update the respective Debt History page (Loan, Lease, or Bond) when a Debt ID is present.</p> <p>For event categories where more than one posting pair is used for debt accounting the Debt History indications for those posting pairs should be reviewed. Some may want both postings for 2-party accounting to update the history so both can be viewed as a zero-sum impact while some may only want an update from the borrower. The same is true for accounting where two postings are made for the same amount. Some may want to see both updates while others only want one so the update does not appear doubled.</p>

Event category names can be adjusted for reporting needs, but the ID values should not be changed unless they use the generic processor. If new categories are created, they should begin with an X to ensure that future delivered categories do not conflict with custom categories.

The following table contains those event type categories in alphabetical order by Event Category ID delivered along with the Event Type Processor used.

ID	Name	Processor
ABUD	Activate a Budget Line	n/a
ACC	Establish Accrual	Generic
ACCA	Automated Accruals	Generic
ACL	Manual Accrual Clearing	Manual Accrual Clearing

ID	Name	Processor
ACLA	Automated Clearing	Automated Accrual Clearing
ACD	Accrual Disallowance	Generic
ACT	Accounting	Generic
ADIS	Automatic Disb	Disbursements
AP	Accounts Payable	Accounts Payable
CA	Cost Accounting	Generic
DBUD	Delete a Budget Line	n/a
DEP	Deposits	Accounts Receivable
DNO1	Double Non-Offset Posting Codes That Reverse	Double Non Offset
DNO2	Double Non-Offset Posting Codes That Do Not Reverse	Double Non Offset
DRCL	Disbursement Cancellation	Disbursement Reclassification
EBTN	Expense Budget Transfers In	n/a
EBTO	Expense Budget Transfers Out	n/a
EXB	Expense Budget	n/a
FA	Acquisition	Fixed Assets
FAIS	Fixed Asset Internal Sale	Fixed Assets
FAIT	Fixed Asset Inter Fund Transfer	Fixed Assets
FAUP	Fixed Asset Unpend	Fixed Assets
FB	Betterment	Fixed Assets

ID	Name	Processor
FC	Cancellation	Fixed Assets
FD	Disposition	Fixed Assets
FE	Indiv Depr Exp	Fixed Assets
FI	Mod Value	Fixed Assets
FIA	Internal Acquisition	Fixed Assets
FIB	Internal Betterment	Fixed Assets
FIS	Fixed Asset Increase Value from Shell	Fixed Assets
FM	Mod Settings	Fixed Assets
FP	Mod Sales Price	Fixed Assets
FRM	Repair and Warr	Fixed Assets
FS	FA Internal Sale	Fixed Assets
FT	Transfer	Fixed Assets
FX	Type Change	Fixed Assets
HRA	Payroll Clearing Fund w/Cash	Payroll Clearing Fund
HRB	Payroll Clearing Fund w/Clearing Accounts	Payroll Clearing Fund
HRC	Payroll Generic	Generic
HRD	Payroll Disbursement	Payroll Disbursements
IA1	IA No Clearing Accounts	Inventory
IA2	IA With Clearing Accounts	Inventory

ID	Name	Processor
IA3	IA With No Clearing Accounts	Inventory
IBUD	Inactivate a Budget Line	n/a
ID1	Internal Debt Accounting	Internal Accounting
INV1	Investments 1	Generic
INV2	Investments 2	Investments
IP1	Inter Reim Cash	Internal Accounting
IP2	Inter Reim Due	Internal Accounting
IP3	Intra Reimb	Internal Accounting
IP4	Inter Cash Prch	Internal Accounting
IP5	Inter Due Purch	Internal Accounting
IP6	Intra Purchase	Internal Accounting
IP7	Int Reim Prch Csh	Internal Accounting
IP8	Int Reim Prch Clr	Internal Accounting
IP9	Int QET Prch Csh	Internal Accounting
IP10	Int QET Prch Clr	Internal Accounting
IT1	Int Cash Trans	Internal Accounting
IT2	Int Due Trans	Internal Accounting
IT3	Int Internal External	Internal Accounting
IZ1	Cross Agency Trans	Internal Accounting



ID	Name	Processor
IZ2	BSA Transfer	Internal Accounting
IZ3	Cross Agency Trans Revenue	Internal Accounting
IZ4	BSA Revenue Transfer	Internal Accounting
IZ5	BSA Expense Transfer	Internal Accounting
MDIS	Manual Disb	Disbursements
ME	Mass Depr Exp	Fixed Assets
OT1	Oper Cash Trans	Internal Accounting
OT2	Oper Due Trans	Internal Accounting
OT3	Cash Loan	Internal Accounting
OVP	Overpayment	Generic
PR	Procurement	Generic
RBTN	Revenue Budget Transfers In	n/a
RBTO	Revenue Budget Transfers Out	n/a
REF	Vendor Refund	Accounts Receivable
REV	Revenue	Accounts Receivable
RTG	Retainage	Generic
RVB	Revenue Budget	n/a
SA	Stock Adjustment	Inventory
SFTR	Sweep Fund Transfer	Accounts Receivable

ID	Name	Processor
SI	Stock Issuance	Inventory
SIE	External Stock Issuance	Inventory
SN	Stock Return	Inventory
ST	Stock Transfer	Inventory
TRVL	Travel	Generic
WRCL	Warrant Clearing	Warrant Clearing

## Event Type Processor

This section contains an overview of the following Event Type Processors:

- [Generic](#)
- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Disbursements](#)
- [Disbursement Reclassification](#)
- [Double Non-Offsets](#)
- [Fixed Assets](#)
- [Internal Accounting](#)
- [Inventory](#)
- [Investments](#)
- [Payroll Clearing Fund](#)
- [Payroll Disbursements](#)
- [Manual Accrual Clearing](#)
- [Automated Accrual Clearing](#)

## Generic Event Type Processor

The basic event type processor logic takes the information from the accounting line and creates a single posting pair. The default for that posting pair is *Pair A* unless a different pair is specified on the accounting line, in which that pair is created. The following rules are used when generating one combined posting line or two half posting lines:

> More Info

- If the accounting line amount is \$0.00, then no posting line is created
- If a modification is performed where the line amount is changed, only the delta is posted.
- If the accounting line amount is positive (new transaction) or greater than in the previous version (modification transaction) the debit and credit are done as defined in the posting pair of the event type.
- If the accounting line amount is negative (new transaction) or less than in the previous version (modification transaction) the debit and credit are done in reverse of what is defined in the posting pair of the event type.
- If chart of account values are changed between versions, then the prior postings will be reversed out under the old COA and booked again under the new COA.
- If a cancellation is performed, the postings from the prior version will be reversed.

## Accounts Payable Event Type Processor

Many of the event types used to request payment belong to this event category so that postings can be done for fixed assets, retainage, use tax, pre-paid assets, and inventory items. The following rules exist in the processor:

> More Info

- If the Payment Authorization Amount of the accounting line (Line Amount of AL - Retainage Amount of AL) is not \$0.00 and Posting Pair A has posting codes defined for the event type used, then generate Posting Pair A with a Posting Line Amount equal to the Payment Authorization Amount.
- If the Retainage Line Amount of the accounting line is not \$0.00 and Posting Pair B has posting codes defined for the event type used; then generate Posting Pair B with a Posting Line Amount equal to the Retainage Line Amount.
- If the Asset Amount on the accounting line is not \$0.00 (Line Amount) and Posting Pair E has posting codes defined for the event type used; then generate Posting Pair E with a Posting Line Amount equal to the Asset Amount.
- If the Inventory Amount on the accounting line is not \$.00 (Line Amount), Posting Pair F has posting codes defined for the event type used, a Warehouse code was entered on the commodity line, and Reference Type is Partial or Final, then generate Posting Pair F with a Posting Line Amount equal to the Inventory Amount.
- If the FA Shell Indicator on the commodity line is Single Shell or Multiple Shell and the Pending Asset Amount (hidden field which is Payment Authorization +

Retainage Amount + Use Tax Amount) is not \$0.00, then generate Posting Pair G. Only generate G if there are posting codes defined in that posting pair for the event type used. If no posting codes, then issue an error. If the Fund code on the accounting line is marked as a GCA Fund on the Fund page, then replace the accounting line fund with the GCA Fund from SPEC on the posting line in pair G. If a GCA Sub Fund is also populated on SPEC, replace the accounting line sub fund with it.

- For all posting lines generated, if Bank is blank (meaning none was specified on the accounting line), then default the Bank using the fund and fiscal year from the accounting line as keys to the Fund page. If the Disbursement Type on the vendor line was Check or Warrant or blank, then infer Bank. Otherwise infer the EFT Bank.

## Accounts Receivable Event Type Processor

The event types used in the Accounts Receivable area produce posting pairs based on instructions from the Line Type field on the accounting line. In this field, users specify which posting pair is to be created by selecting a Line Type that corresponds to a posting pair. The generic event type processor is actually what is used to create posting lines in this event category. Rules in this event type processor involve the short payment functionality that is specific to Accounts Receivable or logic to infer a default object or default revenue source. To be eligible to use the AR-specific tolerance logic, one has to be doing a transaction-level reference not a customer account or accounting line reference.

### > More Info

- If the referenced transaction type is RE (Receivable) or CL (Referral to Collection Agency) and the referencing transaction type is CR (Cash Receipt), update the Collected Amount on the referenced accounting line with the delta amount of the referencing line.
- \*Then the tolerance pages are evaluated: System Tolerances (STOL), Fund Tolerances (FTOL), and Transaction Code Tolerances (DTOL). If the amount of the referencing CR is not within tolerances for the RE, then issue the common tolerance error.
- \*If within underage tolerances, and the 'Allow Final Short Reference on CR' parameter is set to 'Manual' on the APPCTRL page, the Reference Type may be manually set on the accounting line of the CR transaction to Partial or Final and evaluated by the generic tolerance logic; however, if the 'Allow Final Short Reference on CR' parameter is set to 'Auto', then the system evaluates the AR-specific tolerance logic, and then sets the reference type to final and updates the Short Payment Tolerance Amount on the RE accounting line with the short amount. Common referencing logic will then see that the RE line is closed.
- \*If within overage tolerances, under the 'Manual' or the 'Auto' setting of the 'Allow Final Short Reference on CR' parameter, the system evaluates the generic or AR-specific tolerance logic respectively, and then sets the reference type to Final and updates the Over Payment Tolerance Amount on the RE accounting line with the overage amount. Common referencing logic will see that the RE line is closed.
- If a posting code used has a default object, that object code and sub object code, if available, will be inferred to the posting line. The Bad Debt Expense Object is one such example.

- If a posting code used has a default revenue source, that revenue source code and sub revenue source code, if available, will be inferred to the posting line. The NSF Check Charge Revenue Source is one such example.
- If the AR Event Type Processor is called, and all of the following are true:
  - The referencing transaction type is RE, CL, CR, or WO
  - The referenced transaction type is RE, CL, or ARE
  - The reference is a non-memo type of reference
  - The AR\_REF\_OPT on the Application Parameters page has a parameter value of 3

Then, if the BFY field on the referencing accounting line is NOT blank, the processor will set the BFY on the liquidation posting line(s) to that BFY value. If the BFY value on the referencing accounting line is blank, the processor will set the BFY on the liquidation posting line(s) to the CURR\_BFY value of the accounting line.

**Note:** For CR transactions, if the APPCTRL parameter Allow Final Short Reference on CR = Auto, proceed with the AR Event Type Processor logic using the special Short & Over Payment Logic. (This will set the Reference Type and/or issue any tolerance errors. Any user selected Reference Type value will be overwritten during the AR Event Type Processor logic.) For CR transactions, if the APPCTRL parameter Allow Final Short Reference on CR = Manual, bypass the AR Event Type Processor logic and call the Generic Event Type Processor logic to perform the tolerance evaluation.

## Disbursements Event Type Processor

The disbursement event type processor makes use of the first eleven available posting pairs with logic to create them based on referenced transaction information and calculated values on the disbursement transaction so that postings can be done for retainage, use tax, backup withholding, contract withholding, interest and penalties, discounts, fixed assets, and clearing fund warrants. The following rules exist in the processor:

### > More Info

- If the Exclude Retainage indication is *True* on the referenced disbursement accounting line (a value only set on Manual Disbursement transactions), then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount. Otherwise, generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount minus the Retainage Amount.
- If the Exclude Retainage indication is *False*, the Retainage Amount is not \$0.00, and Posting Pairs B and C do not have posting codes defined for the event type used, then issue an error. If they do have posting codes; then create Posting Pair B and Posting Pair C with a Posting Line Amount equal to the Retainage Amount.
- If the Use Tax Amount on the referenced accounting line is not \$0.00 and Posting Pair D does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Use Tax Amount is not \$0.00, then create Posting Pair D with a Posting Line Amount equal to the Use Tax Amount.
- If the Backup Withholding Amount on the referenced accounting line is not \$0.00 and Posting Pair E does not have any posting codes defined for the event type

used, then issue an error. If posting codes are defined and the Backup Withholding Amount is not \$0.00, then create Posting Pair E with a Posting Line Amount equal to the Backup Withholding Amount.

- If the Interest or Penalty Amount on the referenced accounting line is not \$0.00 and Posting Pair F does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Interest Penalty Amount is not \$0.00, then create Posting Pair F with a Posting Line Amount equal to the Interest or Penalty Amount.
- If the Intercept Amount on the referenced accounting line is not \$0.00 and Posting Pair G does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Intercept Amount is not \$0.00, then create Posting Pair G with a Posting Line Amount equal to the Intercept Amount + Default Intercept Fee Amount + Supplemental Intercept Fee Amount.
- If the Discount Amount on the referenced accounting line is not \$0.00 and Posting Pair H does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Discount Amount is not \$0.00, then create Posting Pair H with a Posting Line Amount equal to the Discount Amount.
- If the Posting Pair I has posting codes defined for it on the event type used, then generate Posting Pair I with a Posting Line Amount equal to Check Amount. Infer the Clearing Fund and Sub Fund from SPEC to the posting line to replace the values brought down from the accounting line.
- If the FA Shell Indicator on the referenced Payment Request commodity line is *Single Shell* or *Multiple Shell*, the system will generate one or more lines for Posting Pair J. Lines for this posting pair are created based on posting lines for other posting pairs if the Fixed Asset Cost flag on the Event Category (ECAT) page is selected for either the Automatic (ADIS) or Manual (MDIS) event category. If that flag is checked, for a posting pair and there are one or more posting lines for that pair, the system will copy that posting line and created a posting line for Posting Pair J. The posting codes and balance sheets will be changed to match that of J but all other data will be copied. This allows for changes in COA from Front End Split (FES) to be carried forward to the pending fixed asset postings.
- A posting line will be created for Posting Pair K if the accounting line has a Contract Withholding Amount and the Contract Withholding Amount is nonzero. This additional posting line will use all information from the accounting line except the amount will be derived from the Contract Withholding Amount.
- If the Fund code on Posting Pair J posting line is marked as a GCA Fund on the Fund page, then that fund is replaced with the GCA Fund from the Fixed Asset tab of the Special Accounts (SPEC) page. If the GCA Sub Fund is also populated on SPEC, it replaces the posting line sub fund.
- If the Fund code on the accounting line is marked as a GCA Fund on the Fund page, then replace the accounting line fund with the GCA Fund from SPEC on the posting line of Posting Pair J. If a GCA Sub Fund is also populated on SPEC, replace the accounting line sub fund with it.

## Disbursement Reclassification Event Type Processor

Disbursement transactions can be reclassified in several different ways. Some of them are done directly on the disbursement transaction (for example, AD, EFT, or MD) with a cancellation draft that will use the event type and event category of the original disbursement. Others are done on a separate transaction that memo references the disbursement, the Disbursement Reclassification (DC) type. The accounting events on that transaction will perform what is called a *wash* against half of the postings from the disbursement. It is the cash or warrants payable side of the disbursement that is washed. That washing occurs with entries on the DC to back those accounts out, which are offset by accounts recording Stale, Escheated, or Cancelled Disbursements Payable.

Logic in this event type processor primarily is driven by what postings were done on the referenced disbursement and the Disbursement Option chosen on the Expense section of the System Options (SOPT) page. Those rules are as follows:

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All three Disbursement Options

- Do not pick up any liquidation lines from the disbursement transaction to wash.
- Do not update the referenced accounting line in any manner.
- For all posting lines generated, move the check/warrant number to the Miscellaneous 3 field.

Disbursement Option: *Check or Standard Warrant*

- If the Exclude Retainage indication is *True* on the referenced disbursement accounting line (a value only set on Manual Disbursement transactions), then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount. Otherwise, generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount minus the Retainage Amount.
- If the Exclude Retainage indication is *False*, the Retainage Amount is not \$0.00, and Posting Pairs B and C do not have posting codes defined for the event type used, then issue an error. If they do have posting codes, then create Posting Pair B and Posting Pair C with a Posting Line Amount equal to the Retainage Amount.
- If the Use Tax Amount on the referenced accounting line is not \$0.00 and Posting Pair D does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Use Tax Amount is not \$0.00, then create Posting Pair D with a Posting Line Amount equal to the Use Tax Amount.
- If the Backup Withholding Amount on the referenced accounting line is not \$0.00 and Posting Pair E does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Backup Withholding Amount is not \$0.00, then create Posting Pair E with a Posting Line Amount equal to the Backup Withholding Amount.
- If the Interest Penalty Amount on the referenced accounting line is not \$0.00 and Posting Pair F does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Interest Penalty Amount is not \$0.00, then create Posting Pair F with a Posting Line Amount equal to the Interest Penalty Amount.

- If the Intercept Amount on the referenced accounting line is not \$0.00 and Posting Pair G does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Intercept Amount is not \$0.00, then create Posting Pair G with a Posting Line Amount equal to the Intercept Amount.
- If the Discount Amount on the referenced accounting line is not \$0.00 and Posting Pair H does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Discount Amount is not \$0.00, then create Posting Pair H with a Posting Line Amount equal to the Discount Amount.
- If Posting Pair I has posting codes defined for it on the event type used, then generate Posting Pair I with a Posting Line Amount equal to Check Amount. Infer the Clearing Fund and Sub Fund from SPEC to the posting line to replace the values brought down from the accounting line.
- If the Contract Withholding Line Amount on the referenced accounting line is not \$0.00 and Posting Pair K does not have any posting codes defined for the event type used, then issue an error. If posting codes are defined and the Contract Withholding Line Amount is not \$0.00, then create Posting Pair K with a Posting Line Amount equal to the Contract Withholding Line Amount.

In each of the situations above, if the Disbursement Option is *Standard Warrant* then the system will create posting lines in each of the posting pairs on a 1:1 basis using each of the COA present on the posting line from the disbursement (inferring new rollups though). This behavior is found when the disbursement accounting line went through Front End Split (FES).

Disbursement Option: *Clearing Fund Warrant*

- If Posting Pair I has posting codes defined for it on the event type used, then generate Posting Pair I with a Posting Line Amount equal to Check Amount. Infer the Clearing Fund and Sub Fund from SPEC to the posting line to replace the values brought down from the accounting line.

## Double Non-Offsets Event Type Processor

The concept of an offset posting code is a means to combine a debit and a credit into a single posting line. When a debit and credit is performed, almost all data for both are the same with the exception of the posting code and balance sheet account fields. The act of combining the two into one posting line just saves storage space. Posting codes that are usually paired with a nominal account are usually marked as offsets. If ever two non-offset posting codes are paired together, the application would not know how to create a posting line with the generic event type processor.

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To accommodate this situation, an event type processor exists that will take the debit posting code defined in posting pair A and debit it on a half posting line when the accounting line amount is positive. Also when positive, the credit posting code defined in posting pair A is credited on a second half posting line. If COA values are entered for BSA and Sub BSA on the accounting line, those values will be placed on the debit posting line. An OBSA and Sub OBSA on the accounting line will be placed on the credit posting line. When the accounting line amount is negative, the debit and credit are swapped. The BSA and Sub BSA go to the credit line with the OBSA and Sub OBSA to the debit line.



Subsequent development has now made the Offset indication on the Event Type page editable so a single default value set at the posting code level does not always have to apply. With this feature, the offset status can be changed to allow for consolidation into a single posting line. If not adjusted on the Event Type record, then the two posting codes with Offset values of No will be written into two half posting lines.

## Fixed Assets Event Type Processor

Many edits are written into this event type processor to facilitate the various business requirement transaction codes of the fixed asset transaction type. So many that to list them in the discussion of the accounting model for fixed assets would not be beneficial. Those rules that pertain to posting line creation are listed below. A list of edits and routines that are common to one or more event categories are listed below. The posting pairs in each category that use these common fixed asset routines are also specified.

### > Common edits and routines

- If the Responsibility Center Posting is *True* on an accounting line, COA values are used from the accounting line to create all posting lines first, but certain posting pairs will have the chart of accounts (COA) from the Responsibility Center on the Header overlay those from the accounting line.
- If a COA field on the Responsibility Center is BLNK, any value on the Posting Line brought from the Accounting Line will be cleared and the field will actually be blank.
- If a posting code used has a default object, that object code and sub object code if available will be inferred to the posting line. The Depreciation Expense Object is one such example.
- If a posting code used has a default revenue source, that revenue source code and sub revenue source code, if available, will be inferred to the posting line. The Sale of Fixed Asset Revenue Source is one such example.
- When the Depreciation Structure is Funding Line, the COA values from the accounting lines of an asset tab will be used for posting the expense and accumulated depreciation. When the Depreciation Structure is Responsibility Center, the COA from the accounting lines will be used, but will be overlaid by COA values from the Responsibility Center.
- Each posting pair created by every event category will perform one COA change before making updates. That change is to determine if the General Capital Assets Fund/Sub Fund should be used instead of the Accounting Line or Responsibility Center values. The fiscal year and fund of the posting line are searched for on the Fund page. If the GCA Fund indication is *true* on the record found, then the GCA Fund/Sub Fund value(s) from the Fixed Asset Special Accounts (SPEC) record for that same fiscal year are inferred to the posting line. At which point, the rollups for that fund are retrieved and replace any existing values. If either record, Fund or SPEC, cannot be found, then an error is issued.
- The existence of Fund and Appropriation on the Responsibility Center opens the possibility of posting lines with a mix of multi-year (BFY = 9999) and single BFY lines. An overlay of values from the Header could cause a responsibility posting to be single year when the funding posting (accounting line COA) was multi-year or vice versa. Those posting pairs where Header COA can overlay accounting line

COA will have logic to determine if 9999 is needed or a BFY equal to the FY is needed when that overlay occurs.

- The addition of Major Program, Program, and Phase to the Responsibility Center opened the possibility of posting lines with a mix of Funding Profiles and Program Period values. The overlay of Header COA on accounting line COA could require a new Funding Profile or Program Period be used or require that either may not be used. Inheriting these values from the accounting line COA for those posting pairs where an overlay has occurred would not be correct. Those posting pairs will contain logic to ensure the correct values or no values when that overlay occurs.
  - To prevent the recording of an asset in one fund/sub fund and depreciating it in another, the FAR Component page ensures that there are no components for an asset that have a Depreciation Structure setting of Funding Line when at least one accounting line for that tab line has a Responsibility Center Posting value of *True*.
  - Another edit exists to ensure that if the Depreciation Structure of an asset tab is *Responsibility Center* and the Fund value on the header being written to FAR Header is not blank (could be Old Fund or New Fund on actual transaction header), then the new FAR Header values for Fund and Sub Fund must equal the Fund and Sub Fund value of every FAR Accounting Line that is marked as Responsibility Center Posting equals *No* for that tab.
- › If the event category is Acquisition FA
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No, then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Normal* and RCP is *true*, then generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Memo* and the RCP is No, then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo* and the RCP is *true* then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If a Fixed Asset Payment Request (FAPR) entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Contributed*, then generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Adjustment*, then generate Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is no. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- › If the event category is Unpend (FAUP)
- If the Asset Classification is *Normal*, then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. The Responsibility Center Posting value on the Accounting Line is not used in this event category. Postings will only use COA from the Accounting Line to match those of the disbursement being 'unpending'. This category does not prohibit then entry of a Responsibility Center Posting of *True* because it may default, but rather ignores the field.
- › If the event category is Betterment (FB)
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is No, then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Normal*, RCP is *True*, the AL Fund/Sub Fund and Responsibility Center (RC) Fund/Sub Fund are different, and both are not General Capital Asset (GCA) funds, then generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Memo* and the RCP is No, then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If a Fixed Asset Payment Request (FAPR) entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo* and the RCP is *True*, then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If a Fixed Asset Payment Request (FAPR)

entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Contributed*, then generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is NO. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Adjustment*, then generate Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - The event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header. Since there will never be a Program Period inferred from FAR Header, the entry of any value in that field on a betterment will not be allowed. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- › If the event category is Cancellation (FC)
- If the Asset Classification is *Normal* and the Responsible Center Posting value is No, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair B with a Posting Line Amount equal to Asset Cost, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Normal* and the Responsible Center Posting value is *True*, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of the Responsibility Center (the only choice allowed because of edits). If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate Posting Pair D with a Posting Line Amount equal to Asset Cost, using the COA from the AL overlaid by values populated on the Responsibility Center. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Memo*, then generate Posting Pair C with a Posting Line Amount equal to the Net Book Value. Use the COA from the AL if the Responsible Center Posting is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Responsibility Center if the Responsibility Center Posting is *True*. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.

- If the Asset Classification is *Contributed* and Responsible Center Posting is No, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair D with a Posting Line Amount equal to Asset Cost. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Contributed* and Responsible Center Posting is *True*, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsible Center (only choice allowed because of edits). If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate Posting Pair D with a Posting Line Amount equal to Asset Cost. Use the COA from the AL overlaid by values populated on the Responsibility Center. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
  - If the Asset Classification is *Adjustment* and Responsible Center Posting is No, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair E with a Posting Line Amount equal to Asset Cost. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Adjustment* and Responsible Center Posting is *True*, then generate Posting Pair A with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of the Responsible Center (as that is the only allowed choice in this situation because of other edits in place). If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. Generate Posting Pair E with a Posting Line Amount equal to Asset Cost. Use the COA from the AL overlaid by values populated on the Responsibility Center. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Special fixed asset BFY and Funding Profile/Program Period logic is invoked.
- › If the event category is Disposition (FD)
- If the Asset Classification is *Normal*, *Contributed* or *Adjustment* with Responsibility Center Posting equal to No, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair B with a Posting Line Amount equal to Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair C with a Posting Line

Amount equal to Selling Price, using COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Normal*, *Contributed* or *Adjustment* with the Responsibility Center Posting value of *True*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair B with a Posting Line Amount equal to Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (the only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsible Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair C with a Posting Line Amount equal to Selling Price, using COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create Posting Pair D with a Posting Line Amount equal to the Internal Gain/Loss Sale Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create Posting Pair E with a Posting Line Amount equal to the Internal Gain/Loss Sale Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo*, then generate Posting Pair F with a Posting Line Amount equal to the Net Book Value. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- > If the event category is Manual Depreciation (FE)
- If the Responsible Center Posting value is No and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Responsible Center Posting value is *True* and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Responsible Center Posting value is *No* and the Asset Classification is *Memo*, then generate Posting Pair B with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Responsible Center Posting value is *True* and the Asset Classification is *Memo*, then generate Posting Pair B with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (only choice allowed because of edits). Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is Internal Acquisition (FIA) or Internal Betterment (FIB)
- If the Asset Classification is *Contributed*, then generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsibility Center Posting value will be *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Adjustment*, then generate Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsibility Center Posting value will be *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Accounting Line amount is not equal to zero, create Posting Pair F with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL as the Responsibility Center Posting value will be *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Accumulated depreciation amount on the Accounting Line is greater than zero and the Accounting Line amount is zero, create Posting Pair G with a Posting Line Amount equal to the Historical Asset cost Amount. Use the COA from the AL as the Responsibility Center Posting value will be *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - The FIB event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- › If the event category is Increase Value From Shell (FIS)
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is *No*, then generate Posting Pair A with a Posting Line Amount equal to the Accounting

Line Amount, using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Asset Classification is *Normal* and RCP is *True*, then generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo* and the RCP is *No*, then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo* and the RCP is *True* then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred. If a Fixed Asset Payment Request (FAPR) entry also exists, generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Contributed*, then generate Posting Pair D with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Adjustment*, then generate Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is *No*. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - The event category will prohibit the changing of Responsibility Center COA from those inferred from FAR Header on an increase through shell when that asset already exists. It will also prevent the changing of the Responsibility Center Posting value on accounting lines for pre-existing components loaded through auto-apply.
- If the event category is Increase/Decrease (FI)
- If the Asset Classification is *Normal* and Responsibility Center Posting (RCP) is *No* then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount using the COA from the Accounting Line (AL). If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.



- If the Asset Classification is *Normal* and RCP is *True*, then generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL overlaid by values populated on the RC. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Memo*, then generate Posting Pair C with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Contributed*, then generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Adjustment*, then generate Posting Pair E with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is Modify Sales Price (FP)
- If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create Posting Pair A with a Posting Line Amount equal to the New Selling Price. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create Posting Pair B with a Posting Line Amount equal to the New Selling Price. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is Internal Sale (FS)
- If the Responsible Center Posting value is No and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the

Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair B with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair C with a Posting Line Amount equal to the Selling Price. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Responsible Center Posting value is *True* and the Asset Classification is *Normal, Contributed, or Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair B with a Posting Line Amount equal to the Total Accumulated Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Generate Posting Pair C with a Posting Line Amount equal to the Selling Price. Use the COA from the AL overlaid by values populated on the Responsibility Center. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Revenue defined on the Acquisition Disposition (FADM), create Posting Pair D with a Posting Line Amount equal to the Gain Loss Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type is Expense defined on the Acquisition Disposition (FADM), create Posting Pair E with a Posting Line Amount equal to the Gain Loss Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is FT and the Depreciation Structure is Responsibility Center
- If the Responsible Center Posting value is No and the Asset Classification is *Normal, Contributed, or Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Responsible Center Posting value is *True* and the Asset Classification is *Normal*, *Contributed*, or *Adjustment*, then generate Posting Pair A with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center (as that is the only allowed choice in this situation because of other edits in place). If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Responsibility Center Posting value is No and the Asset Classification is *Memo*, then generate Posting Pair B with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure setting. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Responsibility Center Posting value is *True* and the Asset Classification is *Memo*, then generate Posting Pair B with a Posting Line Amount equal to the Depreciation Amount, using the COA appropriate to the Depreciation Structure of Responsibility Center. If that Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is FX
- If the Asset Classification is *Normal* or *Adjustment* and the Responsibility Center Posting value indication is No, then generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount, using the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Responsibility Center if the Responsibility Center Posting is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Contributed* and the Responsibility Center Posting value indication is No, then generate Posting Pair A and D with Posting Line Amounts equal to the Accounting Line Amount. Use the COA from the AL. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred.
  - If the Asset Classification is *Contributed* and the Responsibility Center Posting value indication is *True*, then generate Posting Pair A and D with Posting Line Amounts equal to the Accounting Line Amount. Use the COA from the AL overlaid by values from the Responsibility Center. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- › If the event category is Internal Acquisition (FAIS) or Internal Betterment (FIB)
- If the Depreciation amount is not equal to zero, create Posting Pair A with a Posting Line Amount equal to the Depreciation amount using the COA elements appropriate to the sellers Depreciation Structure setting. If the Sellers Depreciation structure indicator is Responsibility Center then use the COA from FARACTG overlaid with FARHDR. If the structure indicator is Funding Line then use the COA from FARACTG. If the Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Total Depreciation amount is not equal to zero, create Posting Pair B with a Posting Line Amount equal to the Total Depreciation amount (Transaction depreciation + Accumulated depreciation) using the COA elements appropriate to the sellers Depreciation Structure setting. If the Sellers Depreciation structure indicator is Responsibility Center then use COA from FARACTG overlaid with FARHDR. If the structure indicator is Funding Line then use the COA from FARACTG. If the Depreciation Structure setting is Responsibility Center, then invoke BFY and Funding Profile/Program Period logic. If the Depreciation Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Selling price is greater than zero, create Posting Pair C with a Posting Line amount equal to the Selling price. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Gain Loss amount is not equal to zero and Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type of Revenue defined on the Acquisition Disposition (FADM) page, create Posting Pair D with a Posting Line Amount equal to the Internal Sale Gain Loss Amount. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Gain Loss amount is not equal to zero and Acquisition/Disposition is Disposition with an Acquisition/Disposition Method that has a Gain/Loss type of Expense defined on the Acquisition Disposition (FADM) page, create Posting Pair E with a Posting Line Amount equal to the Internal Sale Gain Loss Amount. Use the COA from the FAR AL if the RCP is No. If the FAR AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the FAR AL overlaid by values populated on the FAR Header RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the FAR Header RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is Contributed, then generate Posting Pair F with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Asset Classification is Adjustment, then generate Posting Pair G with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.
- If the Accounting Line amount is not equal to zero, create Posting Pair H with a Posting Line Amount equal to the Accounting Line Amount. Use the COA from the

AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is *True*. Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- If the Accumulated depreciation amount on the Accounting Line is greater than zero, create Posting Pair I with a Posting Line Amount equal to the Historical Asset Cost Amount. Use the COA from the AL if the RCP is No. If the AL Fund is GCA, then the GCA Fund/Sub Fund is inferred. Use the COA from the AL overlaid by values populated on the Buyers RC if the RCP is Special fixed asset BFY and Funding Profile/Program Period logic is invoked. If the RC Fund is GCA, then the GCA Fund/Sub Fund is inferred.

› If the Event Category is Fixed Asset Inter Fund Transfer (FAIT)

Create Posting Pair A with the posting line amount equal to the Depreciation Amount using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center, when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal* or *Intent*
- Depreciation Structure is Responsibility Center
- "Current" Depreciation is not \$0.00

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair B with the posting line amount equal to the summation of Depreciation Amount and Accumulated Depreciation Amount using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal* or *Intent*
- Depreciation Structure is Responsibility Center
- Total Accumulated Depreciation is greater than \$0.00

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair C with the posting line amount equal to the difference of Historic Asset Cost and Total Accumulated Depreciation, using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal* or *Intent*
- Depreciation Structure is *Responsibility Center*
- Final Net Book Value is greater than \$0.00

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair D with the posting line amount equal to the difference of Historic Asset

Cost and Total Accumulated Depreciation Amount, using the COA from the Accounting Line overlaid with the New COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal* or *Intent*
- Final Net Book Value is greater than \$0.00

If the New Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair E with the posting line amount equal to the difference of Net Book Value and Depreciation Amount, using the COA from the Accounting Line overlaid with the New COA elements on the Responsibility Center. If the New COA element is blank then the Old COA element will be used to overlay the AL COA element. This shall happen when the following conditions are met:

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal* or *Intent*
- Total Accumulated Depreciation is greater than \$0.00

If the New Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair F with the posting line amount equal to the Depreciation Amount using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Memo* or *Memo Intent*
- Depreciation Structure is *Responsibility Center*
- "Current" Depreciation is greater than \$0.00

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair G with the posting line amount equal to the summation of Depreciation Amount and Accumulated Depreciation, using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Memo* or *Memo Intent*
- Depreciation Structure is *Responsibility Center*
- Total Accumulated Depreciation is greater than \$0.00

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair H with the posting line amount equal to the Historic Asset Cost, using the COA from the Accounting Line overlaid with the Old COA elements on the Responsibility Center when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Memo* or *Memo Intent*

- Depreciation Structure is *Responsibility Center*
- Historical Asset Cost is a non-zero dollar value.

If the Old Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair I with the posting line amount equal to the Historic Asset Cost, using the COA from the Accounting Line overlaid with the New COA elements on the Responsibility Center. If the New COA element is blank then the Old COA element will be used to overlay the AL COA element. This shall happen when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Memo* or *Memo Intent*
- Historical Asset Cost is a non-zero dollar value.

If the New Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred. Create Posting Pair J with the posting line amount equal to the Total Accumulated Depreciation Amount, using the COA from the Accounting Line overlaid with the New COA elements on the Responsibility Center. If the New COA element is blank then the Old COA element will be used to overlay the AL COA element. This happens when:

- The Responsible Center Posting value on AL is *True*
- Classification is *Memo* or *Memo Intent*
- Total Accumulated Depreciation is greater than \$0.00

If the New Responsibility Center Fund is GCA, then the GCA Fund/Sub Fund is inferred.

- The Responsible Center Posting value on AL is *True*
- Classification is *Contributed* or *Adjustment* or *Normal*
- Depreciation Structure is *Responsibility Center*
- Depreciation is non-zero dollar value.

## Internal Accounting Event Type Processor

The concept of internal accounting refers to what some call inter-governmental or intra-governmental. All labels refer to accounting that is done for two parties on the same CGI Advantage Financial application. It does not mean just two governmental entities because if they are on separate financial systems, transactions between the two would be treated as external. A check still has to be written and a cash receipt has to be recorded as if the two parties were not under the same governmental umbrella.

Internal accounting event types therefore use two posting pairs. Posting Pair A is always for the selling or providing party. Posting Pair B is always for the buying or receiving party. On the Internal transaction types (IET, ITI, and ITA) the distinction of which party is the buyer or the seller is made with the Initiator field on the transaction header. On the other transaction types that perform internal accounting, the Payment Request (PR), Stock Transfer (TR), Stock Issue (CI and OC), Stock Return (SN), and Payroll (PYRL), that initiator distinction is still made by being defaulted to *Seller/Provider*. When the Initiator is Seller/Provider, the COA information for that party will be on the vendor line (that is, Exchange Details on the ITA and IET). The Buyer/Receiver information will be on the accounting lines.

When an event type has posting codes defined for Posting Pair C, then the event type processor will create a posting line for pair C with the same transaction data used to create the posting line for Posting Pair A. When an event type has posting codes defined for Posting Pair D, then the event type processor will create a posting line for pair D with the same transaction data used to create the posting line for Posting Pair B. When these additional posting pairs are used, it is likely different posting codes will be used and thus different balance sheets are inferred.

› More Info

All rules in the internal event type processor other than which posting pair is used for which party involve data edits:

- For all event categories, the inference of a Bank code is dependent on the Event Type Requirement Bank rule. If set to Optional or Prohibited, no bank will be inferred. If set to Required, then the Bank code will be inferred from the Fund page using the fiscal year and fund code.
- Event types entered on the vendor lines of the internal transactions are defaulted to the accounting lines. The values must be the same between the two with an exception for the Internal Reimbursements (IP1, IP2, and IP3) and Quasi External Transactions (IP4, IP5, IP6) accounting models. The event types can change between the vendor line and accounting line with an override application as long as they have the same accounting model.
- For event categories IP1, IP2, IP4, IP5, IP7, IP8, OT1, OT2, or OT3, the Fund and Sub Fund combination must be different between the buyer and the seller.
- For event categories IP3 and IP6, the Fund and Sub Fund must be the same between the buyer and the seller.
- For event categories OT1 or OT2, the revenue source is required for the receiving party and must be marked as Transferable on the Revenue Source page. Entry of an object and sub object is not allowed. Also, the Require Sub Nominal Account for Buyer/Receiver indication is read for the event type ID on the Event Requirements page to determine if a sub revenue source is also required.
- For event categories OT1 or OT2, the object is required for the providing party. Entry of a revenue source or sub revenue source is not allowed. Also, the Require Sub Nominal Account for Seller/Provider indication is read for the event type ID on the Event Requirements page to determine if a sub object is also required.
- If event category ID1, IP4, IP5, IP6, IP9, IP10, IZ1, IZ3, and IZ4 is used, a revenue source is required for the seller/provider and values are prohibited for object and sub object. For IZ4, a revenue source is prohibited for the buyer/receiver. Also, the Require Sub Nominal Account for the Seller/Provider indication is read for the event type ID on the Event Requirements page to determine if a sub revenue source is also required.
- If event category ID1, IP4, IP5, IP6, IP9, IP10, or IZ1 is used, an object is required for the buyer/receiver and values are prohibited for revenue source and sub revenue source. For IZ1, objects are prohibited for the seller/receiver. Also, the Require Sub Nominal Account for the Buyer/Receiver indication is read for the event type ID on the Event Requirements page to determine if a sub object is also required.



- If event category IP1, IP2, IP3, IP7, IP8, OT1, OT2, or IZ5 is used, an object is required for the seller/provider and values are prohibited for revenue source and sub revenue source. For IZ5, objects are prohibited for the buyer/receiver. Also, the Require Sub Nominal Account for the Buyer/Receiver indication is read for the event type ID on the Event Requirements page to determine if a sub object is also required. For IP1, IP2, IP3, IP7, IP8, OT1, and OT2 the object entered for the seller/provider must be marked as Reimbursable on the Object page. Not to be confused with the Reimbursement Eligible field.
- If event category IZ3 is used, a revenue source is required for the buyer/receiver and values are prohibited for object and sub object. Also, the Require Sub Nominal Account for the Seller/Provider indication is read for the event type ID on the Event Requirements page to determine if a sub revenue source is also required.
- If event category IZ4 or IZ5 is used, a balance sheet is required for the buyer/receiver.
- Of note, IZ2 has no edits for funds, object, revenues or balance sheets but relies on Event Type Requirements, Posting Code settings, and other types of controls.
- If the event category IP2, IP5, IP8, IT2, OT2, IA1, IA2, IA3 is used, populate the Internal Fund, Sub Fund and Department values on the posting line in pair A with Fund, Sub Fund, and Department from the posting line in pair B. Populate the Internal Fund, Sub Fund and Department values on the posting line in pair B with Fund, Sub Fund, and Department from the posting line in pair A. If the Always Populate Internal COA flag is set to *true* on the System Options (SOPT) page, populate the Internal Fund, Sub Fund, and Department values for all internal event categories.
- If the Internal Event Type Processor is called, and all of the following are true:
  - The referencing transaction type is ITI, ITA, or IET.
  - The referenced transaction type is RE, CL, or ARE.
  - The reference is a non-memo type of reference.
  - The AR\_REF\_OPT on the Application Parameters page has a parameter value of 3.

Then, if the BFY field on the referencing accounting line is NOT blank, the processor will set the BFY on the liquidation posting line(s) to that BFY value. If the BFY value on the referencing accounting line is blank, the processor will set the BFY on the liquidation posting line(s) to the CURR\_BFY value of the accounting line.

- If the event category is ID1 (Internal Debt 1) then several of the restrictions of other internal event categories are not enforced:
  - Fund and Sub Fund codes are not compared
  - Reimbursable Objects
  - Transferrable Revenue
  - The AR\_REF\_OPT Application Parameter
  - Requiring or Prohibited on Object or Revenue Source

- If the event category is ID1 (Internal Debt 1) then several features not available on other internal event categories are available:
  - Event types on all accounting lines must be that of the parent vendor line.
  - Internal Fund, Sub Fund, and Department will always be populated with values for the 'other party'

## Inventory Event Type Processor

Please note that this processor is only used when CGI Advantage is the warehouse of record. If another software product (for example, Maximo) is integrated then accounting needs changed and different transactions are processed using other event type processors. Please see the "[Inventory Accounting Model](#)" topic for those differences.

Event types used to load a warehouse with items ordered from external vendors use the Generic and the Accounts Payable event type processors. All accounting events where items are moved out of a warehouse, moved between warehouses, or adjusted in value use the Inventory Event Type Processor. The rules in that processor are as follows:

- › If the event category is Stock Issuance (SI) or Stock Issuance for External Customer (SIE)
  - If the Fund/Sub Fund combination the same for the warehouse as it is for the buyer, then generate Posting Pair A and E for the warehouse and buyer respectively with Posting Line Amounts equal to the Line Amount of the Accounting Line.
  - If the Fund/Sub Fund combination is different, then generate Posting Pair B and F for the warehouse and buyer respectively with Posting Line Amounts equal to the Line Amount of the Accounting Line.
  - If the Accounting Method of the warehouse is *Purchase*, then generate Posting Pair C for the warehouse with a Posting Line Amount equal to the Extended Cost times the Quantity.
  - If the Accounting Method of the warehouse is *Consumption*, then generate Posting Pair D for the warehouse with a Posting Line Amount equal to the Extended Cost times the Quantity.
- › If the event category is Stock Return (SN)
  - If the Fund/Sub Fund combination is the same for the warehouse as it is for the buyer, then generate Posting Pair A and E for the warehouse and the buyer respectively with Posting Line Amounts equal to the Sub Total Amount found on the Accounting Line.
  - If the Fund/Sub Fund combination is different, then generate Posting Pair B and F for the warehouse and buyer respectively with Posting Line Amounts equal to the Sub Total Amount found on the Accounting Line.
  - If the Accounting Method of the warehouse is *Purchase*, then generate Posting Pair C for the warehouse with a Posting Line Amount equal to the Unit Cost times the Quantity.

- If the Accounting Method of the warehouse is *Consumption*, then generate Posting Pair D for the warehouse with a Posting Line Amount equal to the Unit Cost times the Quantity.
  - If a return fee is applicable, and the Fund/Sub Fund combination is the same for the warehouse and the buyer, then generate Posting Pair G and I for the warehouse and buyer respectively with Posting Line Amounts equal to that Fee Amount.
  - If a return fee is applicable, and the Fund/Sub Fund combination is not the same for the warehouse and the buyer, then generate Posting Pair H and J for the warehouse and buyer respectively with Posting Line Amounts equal to that Fee Amount.
- › If the event category is Stock Transfer (ST)
- If the Fund/Sub Fund combination is the same for the transfer in and out warehouses, then generate Posting Pair A with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer out warehouse.
  - If the Fund/Sub Fund combination is not the same for the transfer in and out warehouses, then generate Posting Pair B with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer out warehouse.
  - If the Accounting Method of the transfer out warehouse is *Purchase*, then generate Posting Pair C with a Posting Line Amount equal to the Item Total Amount from the Commodity Line for the transfer out warehouse.
  - If the Accounting Method of the transfer out warehouse is *Consumption*, then generate Posting Pair D with a Posting Line Amount equal to the Item Total Amount from the Commodity Line for the transfer out warehouse.
  - If the Accounting Method of the transfer in warehouse is *Consumption* and the Fund/Sub Fund combination is the same between the transfer in and out warehouses, then generate Posting Pair E with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
  - If the Accounting Method of the transfer in warehouse is *Consumption* and the Fund/Sub Fund combination is not the same between the transfer in and out warehouses, then generate Posting Pair F with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
  - If the Accounting Method of the transfer in warehouse is *Purchase* and the Fund/Sub Fund combination is the same between the transfer in and out warehouses, then generate Posting Pair G with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
  - If the Accounting Method of the transfer in warehouse is *Purchase* and the Fund/Sub Fund combination is not the same between the transfer in and out warehouses, then generate Posting Pair H with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.
  - If the Accounting Method of the transfer in warehouse is *Purchase*, then generate Posting Pair I with a Posting Line Amount equal to the Line Amount from the Accounting Line for the transfer in warehouse.

- › If the event category is Stock Adjustment (SA)
  - Generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount.
  - If a posting code used has a default object, that object code and sub object code if available will be inferred to the posting line. The Cost of Goods Sold (COGS) Object is one such example.
  - If a posting code used has a default revenue source, that revenue source code and sub revenue source code if available will be inferred to the posting line. The Inventory Revenue Source is one such example.
- › If the event category is Inventory Adjustment No Clearing Accounts (IA1)
  - Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen) with a cash offset. This will be Posting Pair A for each accounting line using the COA elements for the manufacturer from the Accounting Line. >The Line Amount of the accounting line will be the posting amount for this posting pair.
  - Debit the receiving warehouse for an increase in the inventory balance along with a cash offset. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse page. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory page.) This will be Posting Pair B for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.
  - A line for Posting Pair C will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.
  - The Fund and Sub-Fund on the Accounting Line of the IIA transaction cannot be the same as the Fund and Sub-Fund on the selected Warehouse.
- › If the event category is Inventory Adjustment With Clearing Accounts (IA2)
  - Generate Posting Pair A with the Internal Fund, Sub Fund, and Department fields from Posting Pair B.
  - Generate Posting Pair B with the Internal Fund, Sub Fund, and Department fields from Posting Pair A.
  - Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen) with a due from offset. This will be Posting Pair A for each accounting line using the COA elements for the manufacturer from the Accounting Line. The Line Amount of the accounting line will be the posting amount for this posting pair.
  - Debit the receiving warehouse for an increase in the inventory balance along with a due to offset. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse page. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory page.) This will be Posting Pair B

for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.

- A line for Posting Pair C will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.
  - The Fund and Sub-Fund on the Accounting Line of the IIA transaction cannot be the same as the Fund and Sub-Fund on the selected Warehouse.
- > If the event category is Inventory Adjustment With No Clearing Accounts (IA3)
- IA3 has no cash or clearing account offsets and is only used when the Warehouse and Manufacturer are using the same Fund and Sub-Fund as an edit will ensure they are the same.
  - Credit the manufacturing costs to the manufacturing unit as either revenue or an expenditure credit (depending on event type chosen.) This will be Posting Pair A for each accounting line using the COA elements for the manufacturer from the Accounting Line. The Line Amount of the accounting line will be the posting amount for this posting pair.
  - Debit the receiving warehouse for an increase in the inventory balance. The inventory offset account is used if the warehouse uses the *Purchase* method of accounting. This accounting entry will not be based on any user-entered values, but will use COA inferred from the Warehouse page. (Note: All COA elements will be inferred from the Warehouse, however, default BSA, and Default BSA may be overridden if they are specified on the Inventory page.) This will be Posting Pair B for each accounting line. The Line Amount of the accounting line will be the posting amount for this posting pair.
  - A line for Posting Pair C will only be created if the receiving warehouse uses the *Purchase* method of accounting to record an expenditure for the stock item.

## Investments Event Type Processor

Two types of transactions are used in the Basic Treasury (or Investments) area. One is the Journal Voucher where event type processor logic does not apply. The other is the Investment (IV) transaction type with the delivered Pool Fund Cash Investments (PFIE) transaction code. It is this second transaction type that records accounting events that require the Investment event type processor.

Two types of transactions are used in the Advanced Treasury (or Investments) area. For both transactions, Investment (INVEST) and Investment Earnings (INVEARN), the Investment event type processor logic applies.

Rules for which posting pair is generated are shown below:

- If the Cash Amount field is populated, then generate Posting Pair A with a Posting Line Amount equal to that Cash Amount.
- If the Discount Amount field is populated, then generate Posting Pair B with a Posting Line Amount equal to that Discount Amount.
- If the Premium Amount field is populated, then generate Posting Pair C with a Posting Line Amount equal to that Premium Amount.

- If the Accrued Interest Receivable Amount field is populated, then generate Posting Pair D with a Posting Line Amount equal to that Accrued Interest Receivable Amount.

### Payroll Clearing Fund Event Type Processor

It is a common practice to use a Payroll Clearing Fund when recording payroll costs. That clearing fund (and optionally a sub fund) is specified on the Payroll (PYRL) transaction type accounting line in addition to the regular fund field that will contain the operating fund. Such accounting is very similar to other internal accounting because the clearing fund is actually the receiving fund.

The rules for that event type processor are as follows:

- If the Internal Fund field is not populated on the accounting line, then issue an error.
- Generate Posting Pair A with the regular fund and sub fund codes on the accounting line with a Posting Line Amount equal to the Accounting Line Amount.
- Generate Posting Pair B with the clearing fund and sub fund codes on the accounting line with a Posting Line Amount equal to the Accounting Line Amount.
- The inference of a Bank code is dependent on the Event Type Requirement Bank rule. If set to Optional or Prohibited, no bank will be inferred. If set to Required, then the Bank code will be inferred from the Fund page using the fiscal year and fund code.
- If the event category is HRB, then populate the Internal Fund, Sub Fund and Department values on the posting line in pair A with the Fund, Sub Fund, and Department from the posting line in pair B. Populate the Internal Fund, Sub Fund and Department values on the posting line in pair B with the Fund, Sub Fund, and Department from the posting line in pair A.

### Payroll Disbursements Event Type Processor

Disbursements made from payroll do not require all of the posting pairs and functionality found in the regular Disbursements event type processor. For this reason, there is a separate event type processor for payroll disbursements.

The rules for that processor are as follows:

- Generate Posting Pair A with a Posting Line Amount equal to the Accounting Line Amount.
- Generate Posting Pair B with a Posting Line Amount equal to the Accounting Line Amount when an event type is used that has posting codes defined for pair B.
- Generate Posting Pair I with a Posting Line Amount equal to the Accounting Line Amount when an event type is used that has posting codes defined for pair I.
- Generate Posting Pair K with a Posting Line Amount equal to the Contract Withholding Amount if that amount is not \$0.00.
- If a posting code is used in any posting line created that has a Default Fund setting on the Posting Code page, then a value for that default fund should be inferred and used on that posting line instead of the one from the accounting line. This also includes a default sub fund. If the default fund cannot be found, then an error is issued.

## Manual Accrual Clearing Event Type Processor

Manual accrual clearing requires special logic in order to create two posting lines with different budget fiscal year (BFY) values. The manual accrual process starts with the entry of an ACC (Manual Accrual) transaction after the start of a new Fiscal Year (FY) to record an accrued expenditure against the prior BFY and FY for goods or services known to have been received in the prior year but no request for payment has been made. Up to this point, only the Generic Event type Processor has been used to create a single posting line. When payment is made an ACL (Manual Accrual Clearing) transaction is created to reference the ACC, using the Manual Accrual Clearing processor. The prior BFY from the accounting line of that ACC will go forward to the ACL transaction. On that ACL the user will enter the FY and Accounting Period (APD) to match the payment transaction as closely as possible. Thus the accounting line of the ACL will have a prior BFY and the current FY and APD value.

The Accrual event type processor will generate two posting lines, one for Posting Pair A and B with the following rules:

- The line for Posting Pair A will retrieve the BFY, FY, and APD from the accounting line. This posting line will record a cash expenditure into the accrual BFY to replace the accrued expense recorded by the ACC and liquidated by the ACL. All of the COA for this posting line will come from the referenced ACL accounting line in order to facilitate a change in COA from the time of accrual to clearing.
- The line for Posting Pair B will retrieve the FY and APD from the accounting line but not the BFY. For the BFY of this posting line the event type processor will set it equal to the FY of the posting line. This posting line will record a cash expenditure reduction in to the current BFY to reduce that which was recorded by the disbursement.

## Automated Accrual Clearing Event Type Processor

Automated accrual clearing requires special logic in order to create two posting lines in the situation where a disbursement is being cleared that referenced a payment request that was accrued. The Automated Accrual Clearing process places any such payment request information in the special 2nd set of reference fields on the ACLA to trigger a wash to a previous accrual.

### > More Info

The event type processor will generate two posting lines, one for Posting Pair A and C for the prior BFY accounting line. For the current BFY accounting line, Posting Pair B and C are generated.

## Event Type

The Event Type page exists to define valid accounting and budgeting events within CGI Advantage Financial. The page is pre-populated with many event types when delivered. Adjustments to these can be made. Keeping a record of these changes is a very good idea in case the baseline event types have to be restored. Additions can also be made. It is suggested that they begin with the letters 'XX' or contain no letters at all so that later releases will not introduce a baseline event type with an ID that has been used as a custom event type. Deletions are not recommended. What is recommended is that when an event type should not be used, that it is removed from the transaction code or codes defined as capable of using the event type on Allowed Event Types for Transaction Code (AETDC).

Event types are most often inferred to the accounting line. Setup for the most common or the correct event type based on existing transaction data allow for these defaults. When a default does not exist, an

event type must be chosen. If the most common event type does default, a user can change that event type or even manually enter one to prevent the default. Sometimes event types are defaulted based on existing data already on the accounting line. In many such cases, the defaulting page also functions as an editing page to prevent a user from selecting another event type.

> More Info

To setup the most common event type to default, the Default Event Type indication is set to *true* on the Allowed Event Types for Transaction Code (AETDC) page. The system then pushes that Event Type ID to Transaction Control (DCTRL) page into the Default Event Type field for that Transaction Code.

Other pages that control the defaulting of event types are the Payroll Event Type Defaults (PYRLETD), AP Event Type Crosswalk (APETXW), DC Event Type Crosswalk (DCXWLK), MD Default Event Type (MDDFEV), Warehouse (WHSE), and the Event Type Defaults (ETDFLT). These are covered in the [Transaction Accounting Controls](#) topic under Transaction Configuration later in this user guide.

When an event type is first used in an application, the posting codes for that event type are put into a temporary memory source that will be used until the application is bounced. For this reason, changes to an event type that have already been used since the last bounce will not take immediate effect.

Some event types that use the Generic event type processor do not even have posting codes defined for posting pair A. These event types are referred to as non-accounting event types because there are no postings to any journal, budget, or other places updated by posting lines. A common use for these types of event types is on transactions early in the procurement life cycle where the COA to be charged is not known yet, but a transaction is needed to start the procurement process. Another use is the recording of future budget fiscal years on a contract transaction. As the total of accounting lines must sum to the commodity line total, future years on a contract require accounting lines for those years to enter a complete contract.

Some event types do not have but a single posting code defined to posting pair A. These are one of three types. The first of this type are budgeting event types that update budget amounts. Only a single posting code is needed in such a case. The second situation for such an event type are cost accounting event types that record costs that are not written to the Accounting Journal, thus do not have to balance. The third situation is an event type used on a Journal Voucher where users should enter only the one posting code on all accounting lines.

Once a transaction goes to the *Final* transaction status, an event type cannot be changed by a user on the accounting line. If the event type were the incorrect one, a modification should be created. The incorrect accounting line should be copied and the correct event type entered on the new line. The line amount of the old line should then be set to \$0.00 or to equal the Closed Amount of that line.

Fields on Event Type (ETYP) are as follows, with common fields omitted:



Field Name	Field Description
Event Type	A unique identifier for each event type. Delivered event types contain two letters followed by two numbers.
Event Category	The associated event category that is required for each event type. This field should rarely be changed as it determines the processing logic used for the event type.
Effective From	An optional date from which an event type can be used. The event type will not be allowed for use if the Transaction Record Date is earlier than the Effective From date.
Effective To	An optional date until which an event type can be used. The event type will not be allowed for use if the Transaction Record Date is after the Effective To date.
Active	An indication that an event type is active for use. When not active, the event type cannot be used even if it is defined as allowable.
Reserved Funding	<p>An indication that controls accounting line creation when copying forward one transaction to another in Procurement and Accounts Payable. Valid values are:</p> <ul style="list-style-type: none"> <li>• <i>No</i> – An accounting line will be created in a copy forward action.</li> <li>• <i>Yes</i> – An accounting line will not be created in a copy forward. The intended use is for reserved funding that should not be used until other sources have been exhausted.</li> <li>• <i>Locked</i> – An accounting line will not be created in a copy forward. The intended use is for future Budget Fiscal Year lines that should not be referenced until released by the Contract Roll Process.</li> </ul>
Disbursement Request Update	Indicates that the accounting line should update the Disbursement Request inquiry pages.
FAPR Update	When <i>true</i> indicates Payment Request accounting line should update the Fixed Asset Payment Request (FAPR) page to track the fixed asset shell generation when the commodity line parent to the accounting line had a Shell Indicator of <i>Single Shell</i> or <i>Multiple Shell</i> .
Eligible for Intercept Process	When <i>true</i> indicates a Receivable accounting line can be added to Intercept Request (INTR) to intercept a disbursement, while also subject to a similar indication for the Object or Revenue Source chart of account.

Field Name	Field Description
Customer Account Update	<p>When <i>true</i>, indicates that an accounting line with the event type should update Customer Account (CUSTA) and Customer Information (CUSTS) in the manner specified in the Customer Account Update Type field.</p>
Customer Account Update Type	<p>An indication of what type of update should be made for customer tracking. Changing values in this field and in the indication will cause Systems Assurance 9 to be out of sync if the event type has previously been used with a customer account.</p> <p>The system uses information from the posting lines generated on a transaction to update the customer account tracking pages. For this reason, descriptions below refer to <i>Standard</i> and <i>Liquidation</i> posting lines. Standard lines are new postings that occur because of an event type. Liquidation postings occur because of a reference to a previously processed accounting line. They are called liquidation postings because they liquidate or back out previously posted amounts. Based on the value of the Customer Account Update Type set up for the Event Type, the updates are made as follows:</p> <ul style="list-style-type: none"> <li>• <i>Earned Revenue Billing</i>: Updates are made to the Earned Unliquidated Receivable (Rec) amount when event type is on a Standard posting line. Updates are made to the Earned Liquidated Receivable amount and Earned Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> <li>• <i>Unearned Revenue Billing</i>: Updates are made to the Unearned Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Unearned Liquidated Receivable amount and Unearned Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> <li>• <i>Deposit Billing</i>: Updates are made to the Deposit Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Deposit Liquidated Receivable amount and Deposit Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> <li>• <i>Vendor Refund Billing</i>: Updates are made to the Refund Unliquidated Receivable amount when event type is on a Standard posting line. Updates are made to the Refund Liquidated Receivable amount and Refund Unliquidated Receivable amount when on a Liquidation posting line. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> </ul>

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• <i>Earned Revenue Collection:</i> Updates are made to the Earned Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated.</li> <li>• <i>Unearned Revenue Collection:</i> Updates are made to the Unearned Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated.</li> <li>• <i>Deposit Collection:</i> Updates are made to the Deposit Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated.</li> <li>• <i>Vendor Refund Collection:</i> Updates are made to the Refund Collected amount when this event type is on any posting line. If a third party is involved, the Third Party Collected amount is also updated. If the reference type is not memo and a short or overpayment tolerance is used, then the corresponding amount Short-Payment Tolerance or Over-Payment Tolerance is also updated.</li> <li>• <i>Reserved Credit Balance Collection:</i> Updates are made to the Reserved Credit Balance page when this event type is on any posting line. The amounts from that page are summarized into the Reserved Credit Balance amount on the Customer Account page.</li> <li>• <i>Unreserved Credit Balance Collection:</i> Updates are made to the Unreserved Credit Balance page when this event type is on any posting line. The amounts from that page are summarized into the Unreserved Credit Balance amount on the Customer Account page.</li> <li>• <i>Earned Revenue Write Off:</i> Updates are made to the Write Off amount when this event type is on any posting line. The Earned Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated.</li> <li>• <i>Unearned Revenue Write Off:</i> Updates are made to the Write Off amount when this event type is on any posting line. The Unearned Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated.</li> <li>• <i>Deposit Write Off:</i> Updates are made to the Write Off amount when this event type is on any posting line. The Deposit Liquidated</li> </ul>

Field Name	Field Description
	<p>Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated.</p> <ul style="list-style-type: none"> <li>• <i>Vendor Refund Write Off:</i> Updates are made to the Write Off amount when this event type is on any posting line. The Refund Liquidated Receivable amount is updated as well. If a third party is involved, the Third Party Liquidated Receivable amount is also updated.</li> <li>• <i>Earned Revenue Refund:</i> Updates are made to the Earned Collected amount. If a third party is involved, an update will also be made to the Third Party Collected amount.</li> <li>• <i>Overpayment/Pre Payment Refund:</i> Updates are made to the Refunded amount of the cash receipt transaction memo referenced on the refund payment request. That Refunded amount reduces the amount on the Reserved Credit Balance Page for the cash receipt record. Thus the Reserved Credit Balance amount on the Customer Account page is reduced.</li> <li>• <i>Deposit Refund:</i> Updates are made to the Deposit Collected amount. If a third party is involved, an update will also be made to the Third Party Collected amount.</li> <li>• <i>Earned Receivable to Collection Agency:</i> Updates are made to the Earned Unliquidated Receivable amount and to the Earned Liquidated Receivable amount. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> <li>• <i>Vendor Refund to Collection Agency:</i> Updates are made to the Refund Unliquidated Receivable amount and to the Refund Liquidated Receivable amount. If a third party is involved, the Third Party Unliquidated Receivable and Third Party Liquidated Receivable amounts are also updated in the same manner.</li> </ul>
Accounting Classification	<p>Event types have to be grouped into one of four major types for reporting. Also, these classifications are available for business rules when event category is not the proper or most efficient level for a rule.</p> <ul style="list-style-type: none"> <li>• <i>General:</i> Those event types that do not fit into the other three classifications have this General classification.</li> <li>• <i>Spending:</i> Those event types that represent spending or will lead to future spending have this Spending classification. The Prevent New Spending feature in Vendor/Customer setup uses this classification of event types to determine what is spending.</li> <li>• <i>Revenue:</i> Those event types that represent revenue or receivable and those that will lead to the future collection of revenue or cash have this Revenue classification.</li> </ul>

Field Name	Field Description
	<ul style="list-style-type: none"> <li><i>Budgeting</i>: Those event types used on budget transactions have this Budgeting classification.</li> </ul>
Open Activity for Vendor Archiving	<p>When <i>true</i>, indicates that transactions with the event type need to be <i>true</i> for open accounting lines during Vendor Customer Archiving record selection.</p> <p>The event types that should have this setting as <i>true</i> are ones that are tracked on open item reports and are ones that are referenced and liquidated by subsequent event types, and do not have the Disbursement Request Update indication selected. The indication should <i>false</i> for an event type that is 'stand-alone' (for example, FA01); otherwise, vendors and customers associated with that event type will not be archived.</p>
Task Order Control Date Editing	<p>When one or more accounting event types should be controlled for Task Order processing, this field should be made visible in order to indicate which event types. Typically, those are the initial event types in procurement with later event types such as disbursements, depreciation, and others that should be allowed after the Task Order is 'completed'.</p>
Reporting Control Date Editing	<p>When one or more accounting event types should be controlled for Reporting codes processing, this field should be made visible in order to indicate which event types. Typically, those are the initial event types in procurement with later event types such as disbursements, depreciation, and others that should be allowed after the Task Order is 'completed'.</p>

The following set of fields are repeated for each posting pair:

Field Name	Field Description
Posting Pair	The inferred name of a posting pair from the Event Category informational purposes.
Debit Posting Code	The posting code that will be debited given an accounting line increase on a new draft transaction or a positive increase on a modification draft. On an accounting line reduction, the code would be credited.
Debit Offset	The inferred value for the Offset indication for the Debt Posting Code. The value may be changed as long as it is not set to <i>True</i> and the Credit Offset value on the same posting pair is not also <i>true</i> .
Debit Name	The inferred name for the Debit Posting Code.

Field Name	Field Description
Credit Posting Code	The posting code that will be credited given an accounting line increase on a new draft transaction or a positive increase on a modification draft. On an accounting line reduction, the code would be debited.
Credit Offset	The inferred value for the Offset indication for the Credit Posting Code. The value may be changed as long as it is not set to <i>true</i> and the Debit Offset value on the same posting pair is not also <i>true</i> .
Credit Name	The inferred name for the Credit Posting Code.
Reversal	The inferred Reversal indication for the Event Category.
Use BSA from Actg Line for Pair	When <i>true</i> , indicates that any values entered on the accounting line in the BSA and Sub BSA fields will be used on the generated posting line(s) for the posting pair. If not supplied on the accounting line, default account settings for the posting code not flagged as the offset will be used.
Use OBSA from Actg Line for Pair	When <i>true</i> , indicates that any values entered on the accounting line in the OBSA and Sub OBSA fields will be used on the generated posting line(s) for the posting pair. If not supplied on the accounting line, default account settings for the posting code with either the Debit Offset or Credit Offset indication of <i>true</i> will be used.

## Event Type Requirements

To control which data should be and should not be entered along with an event type, the Event Requirements (ERQ) page is provided. Rules here control data entered on an accounting line and on certain vendor lines. Budget transactions are not included because they do not have accounting lines.

Rules established here are system-wide rules that apply to all users of an event type. When it is found that all users should not have the same rule for an accounting event, then either two event types are required or a COA Required Element page like Fund Department Requirements (FDREQ) is used. The two-event type approach is certainly the easier way to go when evaluated in terms of future maintenance because it is a one-time setup task. When chosen, there will have to be two different transaction codes that have available only one of the event types. Security is then used to give users access to the appropriate transaction code.

› More Info

As these rules are system-wide, care should be taken that they do not conflict with setup on other reference pages that require or prohibit COA values. If that is the case, a user can get 'stuck' in a transaction as there is no precedence between these types of rules where one will override another. The other areas that supply COA requirement rules are any COA Required Element page (refer to the "Required Elements" topic in the *COA User Guide* for a description of each) and Required Budget (REQBUD) (refer to the "Required Budgets"

topic in the *Budget Control User Guide*), which plays a very important role in data entry requirements by requiring a budget structure. When that is the case and a user submits a transaction with an event type that calls a posting code that updates the type of activity tracked on that budget structure, the posting lines of the transaction must contain all of the COA necessary to update the lowest required level of that budget. Without the COA, the user will receive the 'Budget line not found' error. Therefore, all of the COA elements on that lowest required level could be set to *Optional* at a minimum on the Event Requirements record.

Event type requirement rules can be changed after an event type has been used, with the only problem being the modification or cancellation of a transaction processed under the old rules. For example, a Sub Activity was optional before the change and now it is required. On a modification, the Sub Activity code will have to be entered. One can see that if an element was optional or required before but is now prohibited would be a much more serious result of changing an event type requirement rule.

Records should be added to Event Requirements for any custom event types added; otherwise, all parameters on Event Type Requirements are considered optional. Existing records can be also be modified to suit the needs of the site. Keeping a record of these changes is a very good idea in case the baseline event requirements have to be restored.

> Field Information

Fields on the Event Requirements (ERQ) are as follows, with common fields omitted. Unless mentioned, a field has the three values of *Optional*, *Required*, and *Prohibited*.

Field Name	Field Description
Event Type ID	A unique identifier for each event types requirement record.
Transaction Reference	Enforces that a reference to another transaction be made with a Reference Type of <i>Partial</i> , <i>Final</i> , and <i>Inverse</i> .
Memo Transaction Reference	When <i>true</i> there must be a reference made with the Reference Type of <i>Memo</i> . When <i>false</i> and the Transaction Reference setting is <i>Optional</i> , then no reference has to be made (barring transaction code settings) or a reference can be made with any Reference Type except <i>Inverse</i> .
Require Inverse Reference	When <i>true</i> this indication appends to the Transaction Reference rule (which must be <i>Required</i> in order to set the Require Inverse Reference to <i>true</i> ) so that a reference must be made to a transaction and the Reference Type must be <i>Inverse</i> .
Vendor	Enforces that a valid and active vendor must be entered.
Customer	Enforces that a valid and active customer account must be entered.

Field Name	Field Description
Internal/External Restriction	Enforces whether an <i>Internal</i> or <i>External</i> vendor or customer must be entered, unless set to <i>Not Restricted</i>
Line Amount	Enforces rules on the Line Amount of the accounting line where the amount <i>Must be less than or equal to zero, Greater than or equal to zero, or Unrestricted</i>
Accounting Method	Triggers editing on Procurement and Accounts Payable transactions that the Accounting Method of the Event Types used must match the Accounting Method of the Warehouse used. Valid values are <i>Purchase</i> and <i>Consumption</i> . Setting this indication it for event types not used with warehouse codes will not have transaction processing impacts.
Require Nominal Sub Account for Provider/Seller	<p>When <i>true</i>, the indication means that for event types in several event categories (IP4, IP5, IP6, IP9, IP10, OT1, and OT2) will require a (sub object or sub revenue source).</p> <p>Use of this indication requires the sub element only for the seller/provider where the actual Sub Object or Sub Revenue Source rule would require the field for the receiver/buyer too.</p>
Require Nominal Sub Account for Receiver/Buyer	<p>When <i>true</i>, the indication means that for event types in several event categories (IP4, IP5, IP6, IP9, IP10, OT1, and OT2) will require a sub object or sub revenue source for the buyer/receiver.</p> <p>Use of this indication requires the sub element only for the buyer/receiver where the actual Sub Object or Sub Revenue Source rule would require the field for the seller/provider too.</p>
Bank	Enforces whether or not a bank has to be entered or will infer from the fund entered. Certain transactions must always have a bank (Cash Receipts and Disbursements) and will not read this requirement
Debt ID	Enforces a data entry rule for Debt ID, which is not that the Debt ID has to be a Loan, Lease, or Bond.
COA Elements	Each COA element (except Major Program Funding Profile, Funding Priority, and Funding Profile) is listed to provide a data entry rule.

## Posting Code



When the term 'account type' is used, it is a posting code or a collection of like posting codes that is most often referred. When COA codes are added to a posting code, a specific account is defined. For example, the collection of different posting codes for cash - *Regular Cash (A001)*, *Intercepted Cash (D202)*, and *Investment Cash (I001)* fall into the Posting Code Closing Classification of *Cash Roll Forward (5)*. A total amount of cash can be found by adding up all specific accounts in the #5 classification. The total amount of intercepted cash can be found by adding up all specific accounts with posting code D202. The total amount of intercepted cash in a particular fund code can be found by adding up all specific accounts with the fund code and posting code D202. Finally, the amount of intercepted cash for a fund code and balance sheet account can be found by selecting those specific COA.

The reporting benefits of posting codes go even further by allowing the recording of elements needed for cash basis, modified accrual, and full accrual reporting simultaneously. The construction of the reports should use different groups of posting codes or individual posting codes that are included or not included as needed to efficiently gather data instead of COA code listings or even rollups when possible. The reason is that establishing new posting codes are a rare event compared to new COA codes and even rollup codes. However, there are times when more detailed selection cannot be avoided.

Posting codes are an indication to the system that will contain instructions on how accounting and budgeting updates are to be done. These types of controls should not be changed in an application after a posting code has been used. To do so often requires a reconciliation batch job or a conversion process. Any changes to a record on Posting Code should be followed by a bounce of the application to ensure change takes effect. While some changes may not require a bounce, a bounce is the recommended practice.

Many posting codes are delivered in the application to be used with the delivered event types and to be used on certain journal vouchers without event types. New posting codes can be added, but should begin with the letter 'X' or be all numbers so that later releases of Financial do not provide a new baseline posting code with the same ID. Deleting posting codes is not recommended, but may be done so that codes are not used on journal vouchers. Changing settings on existing posting codes is also permitted, keeping in mind that once used, certain settings being changed will cause data integrity problems. Those fields are noted as such in the field by field description of the table later. However, before an application goes live or has any conversions of data into it, there is no problem changing any settings for a posting code. Keeping a record of these changes is a very good idea in case the baseline posting codes have to be restored.

> **Field Information**

Fields on Posting Code (PSCD) are as follows, with common fields omitted:

Field Name	Field Description
Posting Code	A unique identifier for each posting code. Delivered posting codes contain one letter followed by three numbers.
Closing Classification Code	This required classification drives the Annual Closing process and is used in selection rules for reporting.
Default Fund Default Object	For those few posting codes that should infer a default fund, object, or revenue source instead of using the accounting line value, these listings provides the options.

Field Name	Field Description
Default Revenue Source	Inferences of these three COA are not a common routine and are only done for certain event type processors. Only the choice of <i>Warrant Clearing Fund</i> for Default Fund is currently implemented, and the other two will not function. Please see the descriptions of those <a href="#">processors</a> for more information.
Default BSA	<p>For those posting codes that should default a balance sheet account, this listing provides those defaults. Although, the inference of balance sheet accounts is a common routine shared by all event type processors the use of a default account that cannot be connected to data within the transaction will not result in a default (e.g. a posting code setup to default from a Bank will not work if the bank cannot be entered). Always choose a Default Account value that matches the Account Type restriction field for the Posting Code.</p> <p>The special choice of <i>Use PSCD Value</i> requires the input of at least the Default BSA Code field.</p>
First Inference Second Inference Third Inference	<p>Posting codes that have a defaulting COA will have at least the First Inference source completed with a source that the application will look to first to find a default value when a value has not been manually entered on the accounting line. In many cases where there is only one possible default source, this will be the only field of the three completed. For those inferences with multiple sources (mainly Accounts Receivable), multiple sources will be defined where the First Inference has priority as it will be read first. If a value is found then, no other attempt will be made to locate an inference. If a value is not found on the First Inference source then the Second will be read and then the Third.</p> <p>These three fields should be blank if the Default BSA is blank or <i>Use PSCD Value</i>.</p>
Default BSA Code Default SBSA Code	An optional field to specify a default balance sheet account code for inference to a posting line if a value is not manually supplied. In order to use this field, the Default BSA selection must be <i>Use PSCD Value</i> . That selection in turn makes the Default BSA Code field required. Be sure to enter a BSA code that is valid in the current fiscal year and has the same Account Type as the posting code.
Offset	In the creation of a posting line there is typically a primary posting code and other posting code that is used for balancing, typically with a control account. This other posting code is referred to as the Offset Posting Code. This indication is a default for those offset posting codes that can be changed later in the setup of a Posting Pair for an Event Type because two offset posting codes are not typically paired together.
Account Type	This indication is used to enforce that any balance sheet account associated with a posting code is of the correct account type: <i>Asset, Liability, Equity, or Contra Asset</i> .

Field Name	Field Description
	<p>When entered, the value entered in the Closing Classification Code should correspond to that type of account. Failure to do so will cause Annual Close problems.</p> <p>Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that transaction will not process, as the balance sheet associated with the posting code will no longer be allowed.</p>
Cash Account	<p>When <i>true</i> the balance sheet account used with a posting code should be flagged as a Cash Account on the Balance Sheet Account reference page.</p> <p>Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that transaction will not process, as the balance sheet associated with the posting code will no longer be allowed.</p>
Memo Account	<p>When <i>true</i> the balance sheet account used with a posting code should be flagged as a Memo Account on the Balance Sheet Account reference page.</p> <p>Changing the value of this field for a posting code that has already been used is strongly discouraged. A modification, cancellation, or reference of that transaction will not process, as the balance sheet associated with the posting code will no longer be allowed.</p>
Expense Budget Expense Bucket ID Expense Budget Name	<p>When <i>true</i> the posting code is to be one that will update all budget structures tracking spending where a matching budget line is found. The amount on the budget line that is updated is defined in Expense Bucket ID.</p> <p>The changing of this field after transactions have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.</p>
Revenue Budget Revenue Bucket ID Revenue Budget Name	<p>When <i>true</i>, the posting code is to be one that will update all budget structures tracking revenue where a matching budget line is found. The amount on the budget line that is updated is defined in Revenue Bucket ID.</p> <p>The changing of this field after transactions have processed with the posting code is not recommended because it will introduce System Assurance 1 or 11 out of sync conditions.</p>
CBAL Update CBAL Bucket	<p>When <i>true</i>, a posting code will update the <a href="#">Cash Balance Inquiries</a>. The CBAL Bucket field will define how the cash balance update will be made.</p> <p>The changing of this field after transactions have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.</p>

Field Name	Field Description
<p>FBAL Update FBAL Bucket</p>	<p>When <i>true</i>, a posting code will update the <a href="#">Fund Balance Inquiries</a>. The FBAL Bucket field will define how the fund balance update will be made.</p> <p>The changing of this field after transactions have processed with the posting code is not recommended because it will introduce System Assurance 2 out of sync conditions.</p>
<p>Code Type</p>	<p>A classification set by the application based on values entered in the Account Type, Expense Budget, and Revenue Budget fields to enable the applicable to determine the appropriate BFY Stage Definition (Balance Sheet, Spending, Revenue, or Non-Accounting) to read to determine what state a transaction record date falls. Please refer to the <a href="#">Transaction Editing</a> tab under BFY Staging Configuration for more information.</p> <p>When the Account Type field is not blank, the Code Type will be set to Balance Sheet Account. If the Account Type is blank and the Expense Budget indication is <i>true</i>, the Code Type will be set to Spending. If the Account Type is blank and the Revenue Budget indication is <i>true</i>, the Code Type will be set to Revenue. If the Account Type field is blank and both the Expense Budget and Revenue Budget indications are <i>false</i>, the field will be set to Non-Accounting.</p>
<p>Overhead Rate Process</p>	<p>When <i>true</i>, the Overhead Rate Process in Cost Accounting will select journal records for the posting code.</p>
<p>Cost Allocation Process</p>	<p>Values for <i>Cash Expenditure</i>, <i>Collected Revenue</i>, <i>Revenue Credits</i>, and <i>Charges</i> exist to match settings for an Allocation ID on the Cost Allocation Control Step (ALOC) page. The Cost Allocation Process uses the Allocation ID setting to select posting codes with the same setting for record selection.</p> <p>A fifth value, <i>Not Applicable</i> marks all posting codes not eligible for any type of Cost Allocation selection.</p>
<p>Funding Split</p>	<p>The 'Split Routine' of Cost Accounting reads this setting to determine if it should performing either a Front End Split (FES) or Back End Split (BES) as defined to the Major Program used. Valid values for this field are <i>Split for Reporting</i>, <i>Split for Reimbursement</i>, and <i>N/A</i>.</p> <p>The first two will trigger the Split Routine but only posting codes set as <i>Split for Reimbursement</i> will be selected by the Reimbursement Output Process.</p>
<p>Fixed Asset Construction Program Eligible</p>	<p>When <i>true</i>, a posting code used with Program and Phase setup for Fixed Asset Construction Program Allocation along with a selective set of other</p>

Field Name	Field Description
	COA flagged as eligible will update the Fixed Asset Expenditure Accumulation inquiry page.
Accounting Type Journal	<p>When <i>true</i>, all posting lines with the posting code will post to all journals defined on the Journal/Ledger Control (JLCTRL) page where the Posting Code Types for Selection field is <i>All</i> or <i>Accounting</i>.</p> <p>The value in this indication should never be changed once a posting code has been used. To do so would likely require the rebuilding of all journals that would have the posting code written out now or not written out now, along with all the ledgers built from that journal.</p>
Journal Type for 1099 Reporting	<p>When <i>true</i>, all posting lines with the posting code will post to the 1099 Journal (as it is setup on Journal/Ledger Control with the Posting Code Types for Selection of 1099).</p> <p>The value in this indication should never be changed once a posting code has been used. To do so would likely require the rebuilding of the journal.</p>
Cash Type Journal	<p>When <i>true</i>, all posting lines with the posting code will post to the Cash Journal (as it is setup on Journal/Ledger Control with the Posting Code Types for Selection of <i>Cash</i>).</p> <p>The value in this indication should never be changed once a posting code has been used. To do so would likely require the rebuilding of the journal.</p>
Fixed Asset Type Journal	<p>When <i>true</i>, all posting lines with the posting code will post to all journals defined on Journal/Ledger Control where the Posting Code Types for Selection field is <i>Fixed Asset</i>.</p> <p>The value in this indication should never be changed once a posting code has been used. To do so would likely require the rebuilding of the journal and the ledger built from that journal.</p>

## Accounting Model Delivered Configuration

The following section pulls together all of the accounting models shown in the various functional areas into one consolidated list of delivered accounting models. Delivered values and names are used that may or may not be the ones seen in the application you are in because of changes and expansions to meet the particular needs of your site. Some event types are listed twice because they can be categorized into more than one area.

Each example will include all posting pairs. The associated event type processor should be consulted to determine when each pair is generated and if there is any differences in amounts or Chart-of-Account values between the pairs. Besides those posting codes that have an account type restriction a value is

placed to indicate the type of balance sheet account: A - Asset, L - Liability, E - Equity, AO - Asset Offset. Only those posting pairs with posting codes defined are listed.

All accounting model examples are shown as they would be generated if the accounting line amount were positive for a new draft transaction, modification where the line amount was increased, or cancellation of a negative line amount. Modifications where the line amount was decreased, new drafts with a negative line amount, and cancellations of a positive line amount would all post with the debit and credit switched.

The various models are grouped into the following business areas:

- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Bond / Debt](#)
- [Budgeting](#)
- [Cost Accounting](#)
- [Disbursements](#)
- [Disbursement Reclassification](#)
- [Fixed Asset](#)
- [Internal Accounting: Purchasing, Operating Transfers, Loans, & Intercepts](#)
- [Inventory](#)
- [Payroll](#)
- [Procurement](#)
- [Travel](#)
- [Treasury](#)
- [Miscellaneous Accounting](#)

Before any accounting models are discussed, the concept of [referencing](#) should be covered as accounting entries are created for certain types of referencing that will not be depicted in the accounting model examples.

## Referencing

In each example of an accounting model that may reference another transaction and thus liquidate prior accounting activity, data is not shown for that liquidation. Only the current transaction's activity is displayed.

Referencing is an integral part of many accounting models. Those business areas where accounting is recorded at various stages so that what was recorded earlier is reversed by accounting that is recorded later. The action of reversing what was recorded earlier is called a liquidation. Many areas in the application have referencing capability, but accounting is only liquidated when one accounting line references another with a Reference Type of *Partial*, *Final*, or *Inverse*. The reference type of *Memo* only serves to link two accounting lines together for reporting and online inquiry.

› More Info

Liquidations occur when a Reference Type of *Partial* or *Final* is chosen on a transaction referencing another. A liquidation is when one or more standard posting lines are pulled forward from the referenced transaction to the referencing transaction. Once pulled forward, the debit and credit are reversed and the Posting Amount becomes the amount that will be closed on that referenced posting line. All other information on that posting line, called a Liquidation posting line, remains as it was recorded originally on the referenced transaction except for certain date information.

As mentioned earlier in the [Event Category](#) topic, when a *Partial*, *Final*, or *Inverse* reference occurs, only the posting lines with a Line Function of *Standard* are liquidated. Those that have a Line Function of *Non-Standard* are not brought forward to the referencing transaction.

Reverse liquidations can occur in a number of situations where the liquidation line will have a debit and credit similar to when the referenced transaction was originally recorded. This type of liquidation will 're-open' the referenced line by reducing the Closed Amount. Examples include:

- Modifications to the referencing transaction where the line amount is reduced and the Reference Type is *Partial*
- Modification where the Reference Type is changed from *Final* to *Partial*
- When the Reference Type is set to *Inverse*\*

\*Not every instance of an Inverse reference will 're-open' a referenced line. References can result in one of four situations on the accounting line of the referenced transaction (sample amounts used).

Situation	Line Amount	Closed Amount	Referenced Amount	Referencing Transaction
Partial Reference	\$100	\$20	\$20	Partial reference of \$20
Exact Reference	\$100	\$100	\$100	Final reference of \$100
Over Reference	\$100	\$100	\$120	Final reference of \$120
Short Reference	\$100	\$100	\$80	Final reference of \$80

When an Inverse reference is done, the amount 're-opened' depends on the relationship between the Line Amount and Referenced Amount of the referenced line and the Line Amount of the referencing line. The following shows the various situations that can occur. The Line Amounts of the referencing transaction are shown as negatives.

Referenced Before				Referenced After	
Line Amount	Closed Amount	Referenced Amount	Referencing Transaction Line Amount	Closed Amount	Referenced Amount
<b>Partially Closed</b>					
\$100	\$20	\$20	(\$25) <sup>A</sup>	\$20	\$20
\$100	\$20	\$20	(\$20)	\$0	\$0
\$100	\$20	\$20	(\$5)	\$15	\$15
\$100	\$20	\$20	\$0	\$20	\$20
<b>Fully Closed</b>					
\$100	\$100	\$100	(\$100)	\$0	\$0
\$100	\$100	\$100	(\$80)	\$20	\$20
\$100	\$100	\$100	\$0	\$100	\$100
<b>Over Referenced</b>					
\$100	\$100	\$120	(\$120)	\$0	\$0
\$100	\$100	\$120	(\$110)	\$10	\$10
\$100	\$100	\$120	(\$100)	\$20	\$20
\$100	\$100	\$120	(\$80)	\$40	\$40
\$100	\$100	\$120	\$0	\$100	\$100
<b>Short Referenced<sup>B</sup></b>					
\$100	\$100	\$80	(\$100)	\$0	\$0



\$100	\$100	\$80	(\$80)	\$0	\$0
\$100	\$100	\$80	(\$20)	\$60	\$60
\$100	\$100	\$80	\$0	\$80	\$80

<sup>A</sup> Reference fails as attempting to re-open more than was closed

<sup>B</sup> Notice that even a zero-dollar inverse reference updates the Closed Amount. This is because when a line has been short referenced, the first thing an inverse reference will do is re-open the 'shorted' amount. Then if the line amount on the inverse reference is greater than zero, the inverse reference will re-open that amount.

Of particular note regarding *Inverse* references, when a correction is performed to restore some or all of the closed amount on an accounting line, if the transaction that originally closed out some or all of that accounting line is modified; postings from that modification will not reflect the correction. This is because the correction is on an entirely different transaction. For example, an accounting line for \$500 is partially referenced for \$400, then corrected for that \$400 so that the \$500 line is completely open. If the transaction that did the \$400 reference is modified up to \$450, then it will only liquidate \$50 of the \$500 line. To get the \$500 line to have \$450 liquidated against it, the correction has to be cancelled.

Referencing logic and controlling pages are common to all business areas, with the only exception being in Accounts Receivable when Cash Receipts are referencing Receivables. This business area has concepts of a short payment and over payment that will create slightly different liquidation and standard postings. The "Understand the Cash Receipt Transaction" topic in the *CGI Advantage - Accounts Receivable User Guide* should be consulted for more information on how these concepts work.

The presentation of a transaction is the first, and ultimate, control of referencing. Those transactions that should allow referencing display fields for entering reference information. Those that should not reference do not display the fields. On certain transactions, the Reference Type field is protected with a default value that cannot be changed by a user. In some cases, only one type of reference is allowed (the Journal Voucher for example). In other cases, the application will determine the type of reference (the Cash Receipt for example.)

In all cases, when reference information is entered, that information must be valid. When a partial or final reference is done, there must be an open amount on the referenced line. When an *Inverse* reference is done, the referenced line must have a Closed Amount that is not zero. In the case of a partial reference being made where the Line Amount of the referencing transaction exceeds or equals the Open Amount on the referenced transaction, the application will set the Reference Type from *Partial* to *Final*.

If a reference can be made and is made to a valid accounting line of a valid transaction, meeting any rules about Open Amount and Closed Amount, then several specific referencing edits are made:

Can a reference be done according to Transaction Control (DCTRL) and Event Type Requirements (ERQ)?

Can the referencing transaction code reference the referenced transaction code according to the Transaction Allowable References (DARF)?

Is a reference allowed on Budget Fiscal Year Staging?

If a *Final* reference, will the relationship between the referencing line amount and the referenced line amount pass any tolerances established on System Tolerance (STOL), Fund Tolerance (FTOL), and Transaction Tolerance (DTOL)?

When a reference is made that is not *Memo*, the Transaction Control (DCTRL) page has several other fields besides the Reference Rule that are used. These fields include controls for whether Chart-of-Account (COA) values from the referenced line should be inferred to the referencing line and which of those COA values can differ between the referenced and referencing lines. Much more information on these controls is given in the "[Transaction Code \(Transaction Control\)](#)" topic in this user guide.

## Accounts Payable Accounting Model

Event types in the Accounts Payable (A/P) accounting model are primarily those that update the Disbursement Request page so that a disbursement can be manually or automatically created. However, there are a few in this area that do not lead to a disbursement, but take amounts previously recorded on requests for payment and reclassify them. Event types in this tab not only include those commonly defined to Accounts Payable, but also ones from Travel, Inventory, Fixed Assets, Accounts Receivable, Debt Management, and Payroll.

**AP Event Category** includes the following event types that may be the first accounting to occur in a transaction chain or may follow accounting recorded in procurement, disbursements, or accounts receivable activity.

**AP01: Authorize Normal Payment** This type of request for payment is the most frequently used of all requests. It serves to record a budget update for Accrued Expenditures while establishing a payable liability. It can also be used for the purchasing of a fixed asset and the purchasing of items into a warehouse that is on the purchase accounting method.

### Posting Pair A: Disbursement

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

### Posting Pair B: Retainage

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

### Posting Pair F: Inventory

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

### Posting Pair G: Pending Asset

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, PR07 Order Non-Accounting, ST52 Request for Inventory Purchase, or ST62 Order for Inventory Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP02: Authorize Pre Payment** This type of request for payment is used when an asset should be recorded along with the expenditure. Common examples are insurance and rent that are often paid up front for a period of time and then amortized over time with a Journal Voucher. Usually there is no entry of a prepaid asset balance sheet account on this transaction because there is a default account, but it is allowed.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Posting Pair E: Pre Paid Asset**

Dr A024: Pre Paid Asset (A)  
Cr A009: Expenditure Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, or PR07 Order Non-Accounting.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP02 are: Pre Pay Automatically (DI04-6) or Pre Pay Manually (DI54-6). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

Another event type that may optionally reference AP02 is GA13: Recognize Expense from Pre Payment, entered on most likely a Journal Voucher.

**AP04: Authorize Use Tax Payment** This type of request for payment is to payout of use tax that has been accumulated from disbursements made with the Use Tax profile. When a disbursement contained use tax, it was recorded in posting pair D. Usually there is no entry of a use tax balance sheet account on this transaction because the same default used on the disbursement taking use tax should be used when authorizing a payout.

**Posting Pair A: Disbursement**

Dr D006: Use Tax Payable (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for: Pay Expenditure (DI01-3 & DI51-3), Pre Pay (DI04-6 & DI54-6), Pay From Generic Asset (DI07-9 & DI57-9), Pay from Generic Liability (DI010-12 & DI60-2), Pay from Generic Equity (DI013-15 & DI63-5), Non-Budgetary Fixed Asset Purchase (FA21-6), or Pay for Inventory as Consumption (ST80-85).

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP04 are: Payout Use Tax Automatically (DI22-4) or Payout Use Tax Manually (DI72-4). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP05: Authorize Backup Withholding Payment** This type of request for payment is to pay out of backup withholding amounts that have been accumulated from disbursements made with a vendor that was subject to backup withholding. When a disbursement recorded backup withholding, it was done in posting pair E. Usually there is no entry of a backup withholding balance sheet account on this transaction because the same default used on the disbursement taking backup withholding should be used when authorizing a payout.

**Posting Pair A: Disbursement**

Dr     D010: Backup Withholding Payable (L)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for: Pay Expenditure (DI01-3 & DI51-3), Pre Pay (DI04-6 & DI54-6), Pay From Generic Asset (DI07-9 & DI57-9), Pay from Generic Liability (DI010-12 & DI60-2), Pay from Generic Equity (DI013-15 & DI63-5), Payout Retainage (DI43-5 & DI93-5), Non-Budgetary Fixed Asset Purchase (FA21-6), or Pay for Inventory as Consumption (ST80-85).

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP05 are: Pay Backup Withholding Automatically (DI25-7) or Pay Backup Withholding Manually (DI75-7). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP06: Authorize Deposit Refund** This type of request for payment is to payout a deposit liability collected in the Accounts Receivable area for a customer account. That amount of deposit collected has been tracked on the Customer Account Information (CUSTA) and now should be released because the customer has met the terms for deposit refund. The customer account and all COA information used for the deposit on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request for the Collected Deposit being refunded. If the Collected Deposits default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr     R201: Billed Deposit (L)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR21 Collect Deposit.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP06 are: Return Deposit Automatically (DI28-30) or Return Deposit Manually (DI78-80). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP07: Authorize Prepayment Refund** This type of request for payment is to pay out a prepayment liability collected in the Accounts Receivable area for a customer account. That amount of prepayment collected has been tracked on the Customer Account Information (CUSTA) and now should be released because the customer requested a refund as services or goods were not provided. The customer account and all COA information used for the deposit on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Prepayment default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr     R105: Prepayment (L)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR13 Collect Prepayment.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP07 are: Return Prepayment Automatically (DI31-33) or Return Prepayment Manually (DI81-83). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP08: Authorize Unreserved Credit Balance Refund** This type of request for payment is to pay out an unreserved credit balance liability collected in the Accounts Receivable area for a customer account. The credit balance was established manually or with the Auto Apply feature available on the Cash Receipt at the time of collection because the amount collected exceeded the amount owed. The user made a decision at the time that the credit balance should be unreserved so that the Auto Netting chain job would later be able to apply the balance against another receivable for that customer account.

That credit balance has been tracked on the Customer Account Information (CUSTA) and Unreserved Credit Balance (UCBD) pages. It should be released because the customer requested a refund as services or goods were not provided. The customer account and all COA information used for the credit balance on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Unreserved Credit Balance default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr R401: Unreserved Overpayment (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR40 Collect Unreserved Overpayment.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP08 are: Return Unreserved Overpayment Automatically (DI34-36) or Return Unreserved Overpayment Manually (DI84-86). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP09: Authorize Reserved Credit Balance Refund** This type of request for payment is to pay out a reserved credit balance liability collected in the Accounts Receivable area for a customer account. The credit balance was established manually or with the Auto Apply feature available on the Cash Receipt at the time of collection because the amount collected exceeded the amount owed. The user made a decision at the time that the credit balance should be reserved so that the Auto Netting chain job would later not be able to apply the balance against another receivable for that customer account.

That credit balance has been tracked on the Customer Account Information (CUSTA) and Reserved Credit Balance (RCBD) pages. It should be released because the customer requested a refund as services or goods were not provided. The customer account and all COA information used for the credit balance on the Cash Receipt should be the same values entered on the Accounting-Based Payment Request. If the Reserved Credit Balance default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr R400: Reserved Overpayment (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR41 Collect Reserved Overpayment.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP09 are: Return Reserved Overpayment Automatically (DI37-39) or Return Reserved Overpayment Manually (DI87-89). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP10: Authorize Earned Revenue Refund** This type of request for payment is to payout revenue collected in the Accounts Receivable area for a customer account. That revenue has been tracked on the Customer Account Information (CUSTA) and revenue budget and now should be reduced in full or in part. It should be released because the customer requested a refund and did not want to use the option of a negative receivable to offset future positive

receivables. The customer account and all COA information used on Cash Receipt should be the same values entered on the Accounting-Based Payment Request.

**Posting Pair A: Disbursement**

Dr R002: External Billed Earned Revenue  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is mandatory and should be a *Memo* reference so the Refunded Amount on the Cash Receipt is updated. When references are made, they would be to lines with the event type: AR02 Collect Earned Revenue.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP09 are: Refund Earned Revenue Automatically (DI40-42) or Refund Earned Revenue Manually (DI90-92). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP11: Authorize Stale Payment** This type of request for payment is to pay out of a stale payable liability account for a prior disbursement that was reclassified as stale after not being redeemed for a period of time. If the Stale Payable default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr D101: Stale Payable Disbursement (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for disbursements: DI01 to DI98, FA21 to FA26, HR30 to HR37, or ST80 to 85. The reference could also be to a Disbursement Reclassification transaction that recorded a Stale Disbursement event type DR01 or DR02, depending on the Disbursement Option on SOPT.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP11 are: Payout Stale Disbursement Automatically (DI16-18) or Payout Stale Disbursement Manually (DI66-68). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP12: Authorize Escheat Payment** This type of request for payment is to pay out of an escheat payable liability account for a prior disbursement that was reclassified as escheated after not being redeemed for a period of time. If the Escheat Payable default account was used originally, it should be used now.

**Posting Pair A: Disbursement**

Dr D102: Escheat Payable Disbursement (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory and if done it has to be a *Memo* reference. When references are made, they would be to lines with any of the event types for disbursements: DI01 to DI98, FA21 to FA26, HR30 to HR37, or ST80 to 85. If escheating follows stale-dating, then the reference could be to another Disbursement Reclassification transaction that previously recorded the disbursement as stale.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP11 are: Payout Escheated Disbursement Automatically (DI19-21) or Payout Escheated Disbursement Manually (DI69-71). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP13: Authorize Bond Principle Payment** As the maturity data of a bond issue is reached, the principle amount financed must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 because of two reasons. A unique posting code is used to record Bond Principle Expenses for reporting purposes and because budget updates may not be required, which would be done with D011.

**Posting Pair A: Disbursement**

Dr     D012: Accrued Bond Principle Expense  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP16: Equity Payout Authorization** When a payment should be made from an equity account, this event type is used. Because the Generic Equity posting code is used, an equity account must be manually entered, as that posting code has no defined default account.

**Posting Pair A: Disbursement**

Dr     A014: Generic Equity (E)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP16 are: Pay From Generic Equity Automatically (DI13-15) or Pay From Generic Equity Manually (DI63-65). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.



**AP17: Liability Payout Authorization** When a payment should be made from a Liability account, this event type is used. Because the Generic Liability posting code is used, a Liability account must be manually entered, as that posting code has no defined default account.

**Posting Pair A: Disbursement**

Dr     A015: Generic Liability (L)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP17 are: Pay From Generic Liability Automatically (DI10-12) or Pay From Generic Liability Manually (DI60-62). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP18: Asset Payout Authorization** When a payment should be made from an Asset account, this event type is used. Because the Generic Asset posting code is used, an Asset account must be manually entered, as that posting code has no defined default account.

**Posting Pair A: Disbursement**

Dr     A016: Generic Asset (A)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP18 are: Pay From Generic Asset Automatically (DI07-09) or Pay From Generic Asset Manually (DI57-59). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP19: Authorize Bond Interest Payment** Periodically over the life of a bond, interest must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 for tracking purposes only. Given that such an event occurs on a set basis and is for a set amount, the Future Transaction Triggering feature is often used to schedule these interest payment requests automatically.

**Posting Pair A: Disbursement**

Dr     D011: External Accrued Expenditure / Expense  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will

reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP25: Authorize Contract Withholding Payment** This type of request for payment is to pay out and disburse contract withholding payables.

**Posting Pair A: Disbursement**

Dr D028: Contract Withholding Payable (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done as the volume is too extensive.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP25 are: Pay Contract Withholding Automatically (DB01-3) or Pay Contract Withholding Manually (DB51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP26: Authorize Accounts Receivable Tax Remittance** This type of request for payment is to another entity for which tax has been withheld from another payment on behalf of that entity.

**Posting Pair A: Disbursement**

Dr R012: Collected Accounts Receivable Tax (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done as the volume is too extensive.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP26 are: Remit Accounts Receivable Tax (DB54-56). The AP Event Type Crosswalk (APEVXW) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP27: Authorize Advance to Grantee - Reimbursable** This type of request for payment is to pay out and disburse an advance to a grantee or sub-grantee where the expenditure from the advance should be eligible for reimbursement from the grantor, given COA used are eligible.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and could reference an encumbering or pre-encumbering event type used to reserve funds for the advance.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event type that will reference and liquidate AP27 is Reimbursable Grant Advance to Grantee (DB04-6). AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP28: Authorize Advance to Grantee - Non-Reimbursable** This type of request for payment is to pay out and disburse an advance to a grantee or sub-grantee where the expenditure from the advance is not eligible for reimbursement from the grantor. Such a reimbursement is not allowed until usage of the advance is reported and even then it depends on if the COA used are eligible.

**Posting Pair A: Disbursement**

Dr     D031: External Accrued Expenditure Non-Reimbursable  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and could reference an encumbering or pre-encumbering event type used to reserve funds for the advance.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event type that will reference and liquidate AP28 is Reimbursable Grant Advance to Grantee (DB07-9). AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP29: Authorize Check Writer Clearing Account Payment** This type of request for payment is to pay out the Check Writer Clearing Account because such a disbursement was previously cancelled.

**Posting Pair A: Disbursement**

Dr     D033: Check Writer Clearing (L)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**IV05: Authorize External Participant Interest Payment** - This event type is used to authorize payment of interest income from the pool fund to an external participant on the General Accounting Expenditure (GAX) or similar transaction code.

**Posting Pair A: Principal**

Dr     I006: Investment Interest Revenue  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** IV03 recorded on an Interest Allocation Journal Voucher.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate IV05 are: Pay External Investment Interest - Automatically (IV06-8) or Pay External Investment Interest – Manually (IV09-11). The AP Event Type

Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**FA20: Non-Budgeted Fixed Asset Purchase** When a payment should be made for a fixed asset that is not from budgeted funds, this event type is used. A payable is established and the source of funds must be updated with a Journal Voucher or other transaction.

**Posting Pair A: Disbursement**

Dr M002: Offset for Memo Fixed Asset (AO)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate FA20 are: NB Fixed Asset Purchase Automatically (FA21-23) or NB Fixed Asset Purchase Manually (FA24-26). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**LN30: Authorize Loan Principal Repayment** - This event type is used with the General Accounting Expenditure (GAX) transaction and the Debt Accounting (DA) transaction to setup a disbursement request to pay principal to the lender. The only posting pair used is the one shown below.

**Posting Pair A: Disbursement**

Dr A310: External Loans Payable - Current (L)  
Cr D001: Disbursement Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done because this is not an expenditure payment but a liability reduction, thus no encumbrance is necessary to reserve budget funds.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate LN30 are: Pay Loan Principal by Check, Standard Warrant, or Clearing Fund Warrant (LN31 - 33). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**LS24: Authorize Capital Lease Principal Payment** - This event type is used with the General Accounting Expenditure (GAX) and Payment Request (PRC) transaction to setup a disbursement request to pay principal to the lessor. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense (NS)  
Cr D001: Disbursements Payable (L)

**Posting Pair E: Pre Paid Asset**

Dr     A369: Capital Lease Payable - Current (L)  
Cr     A368: Capital Lease Debt (E)

**Prior Event Types:** Referenced accounting activity for this event type may be that of a GAE or PO with event type PR05 to encumber funds for principal payments.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**MX61: Maximo Storeroom Non-PCard** This event type is used to request payment for inventory items from Maximo. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr     S001: Inventory/Stock Items (A)  
Cr     S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type may one of the Inventory Order event types ST60-62.

**Subsequent Event Types:** There are no subsequent event types.

**MX62: Maximo Storeroom P-Card** This event type is used to record payments for inventory stock that originated from a procurement card. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr     S001: Inventory/Stock Items (A)  
Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type may one of the Inventory Order event types ST60-62.

**Subsequent Event Types:** There are no subsequent event types.

**PR22: Encumbrance Correction & Credit Memo** Use of this event type is to correct two mistakes made in the procurement chain after a disbursement has cleared the bank. The first problem is that an encumbrance is either partially or fully closed when it should not have been because it was either referenced for too much or was referenced by mistake. The second problem is there is a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that encumbrance. Furthermore, it will create a credit memo, which is really just a negative request for payment that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference indication *true* on the Event Type Requirements page. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

An encumbrance for a warehouse on the purchase method of accounting can use this event type or ST68.

**Special Note:** Corrections cannot be performed against split posting lines.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
 Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR05 Order from External Vendor, PR07 Order Non-Accounting, or ST62 Order for Inventory Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate PR22 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST65: Encumbrance Correction & Credit Memo Consumption Method** Use of this event type is to correct the same two mistakes that PR22 corrected (see that event type for more information). A separate event type exists because the credit memo postings are different for a consumption method warehouse. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST65 must match the Accounting Method setting of *Consumption* that ST65 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
 Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
 Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR07 Order Non-Accounting, ST60 Order for Inventory Consumption I, or ST61 Order for Inventory Consumption II.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST65 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST68: Encumbrance Correction & Credit Memo Purchase Method** Use of this event type is to correct the same two mistakes that PR22 corrected (see that event type for more information). A separate event type is used to track such a correction instead of using PR22 for tracking

purposes only. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST68 must match the Accounting Method setting of *Purchase* that ST68 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is required. Such references would be to lines with event types: PR05 Order from External Vendor or ST62 Order for Inventory Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST68 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST70: Authorize Payment for Inventory - Purchase Method** When a payment should be made for items to fill a warehouse that uses the purchase method of accounting, this event type is used. It is similar to AP01 in all respects except ST70 is not delivered to support retainage as that concept often does not apply for such purchases. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST70 must match the Accounting Method setting of *Purchase* that ST70 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 Request from External Vendor, PR05 Order from External Vendor, ST52 Request for Inventory Purchase, or ST62 Order for Inventory Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST70 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD

Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST71: Authorize Payment for Inventory - Consumption Method** When a payment should be made for items to fill a warehouse that uses the consumption method of accounting, this event type is used. It is very different from AP01 and ST70 in that no budget updates occur for an accrued expenditure. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST71 must match the Accounting Method setting of *Consumption* that ST71 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR07 Order Non-Accounting, ST50 Request for Inventory Consumption I, ST51 Request for Inventory Consumption II, ST60 Order for Inventory Consumption I, or ST61 Order for Inventory Consumption II.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST71 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**LN31: Pay Loan Principal by Check** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pair used is the one shown below.

**Posting Pair A: Disbursement**

Dr A310: External Loans Payable - Current (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6).

**LN32: Pay Loan Principal by Warrant** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pair used is the one shown below.



**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     D007: Warrant Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). When the warrant is redeemed, DR20 would be the referencing event type on the Warrant Reconciliation (WR) transaction.

**LN33: Pay Loan Principal by C.F. Warrant** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr     D017: Warrant Clearing Cash (A)  
Cr     D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). When the warrant is redeemed, DR21 would be the referencing event type on the Warrant Reconciliation (WR) transaction.

**DNO1 Event Category** includes the following event types that will be used to request payments for payroll costs. This Double Non-Offset 1 Event Category uses the [Double Non-Offsets](#) Event Type Processor logic.

**HR20: Record & Request Expenditure Payment for Fringe** Fringe costs to external vendors can be recorded on a single payroll transaction for payment given the appropriate setup in the CGI Advantage Human Resources application. A payroll clearing fund is the factor that determines if this event type (HR20) or the HR21 event type is used. When a clearing fund is not used, HR20 is the appropriate event type.

**Posting Pair A: Disbursement**

Dr     D011: External Accrued Expenditure / Expense  
Cr     H005: Fringe (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR20 are: Pay Fringe Expenditure (HR33 - 35). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**HR23: Record & Request Liability Payment for Reserved Fringe** Fringe costs recorded for contract reserve pay require a different event type for payout to external vendors than fringe recorded for non-reserved pay.

**Posting Pair A: Disbursement**

Dr H001: Accrued Payroll (L)  
Cr H005: Fringe (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR23 are: Pay Fringe Expenditure by Check w/Adjustment 1 (HR36 - 38). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**HRC Event Category** includes the following event types that will be used to request payments for payroll costs. This Payroll Generic Event Category uses the [Generic Event Type Processor](#) logic.

**HR21: Request Liability Payment for Fringe** Fringe costs to external vendors can be recorded on a single payroll transaction for payment, given the appropriate setup in the CGI Advantage Human Resources application. A payroll clearing fund is the factor that determines if this event type (HR21) or the HR20 event type is used. When a clearing fund is used, HR21 is the appropriate event type because the expenditure was recorded in the operating fund and the fringe liability was recorded in the clearing fund when a PRLIA transaction with HR14 or HR15. Event type 21 is then used on a PRLVP to pay the vendor of the fringe out of the clearing fund.

**Posting Pair A: Disbursement**

Dr H005: Fringe (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR21 are: Pay Fringe Liability (HR39 - 41). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**HR22: Request Liability Payment for Deduction** Deduction costs to external vendors are recorded in multiple payroll transactions. The first records the deduction liability in the operating or payroll clearing fund. Then if the CGI Advantage Human Resources application is setup to request payment of the deduction, then a second transaction records event type HR22.

**Posting Pair A: Disbursement**

Dr H003: Deduction (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate HR22 are: Pay Deductions (HR30 - 32). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**RTG Event Category** includes the following event types that will be used after disbursement transactions have recorded retainage. This Retainage Event Category uses the [Generic Event Type Processor](#) logic.

**AP03: Authorize Retainage Payment** This type of request for payment is to pay out retainage that has been withheld and the vendor has met the terms for having it released. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout.

**Posting Pair A: Disbursement**

Dr D003: Retainage Payable (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP03 are: Payout Retainage Automatically (DI43-5) or Payout Retainage Manually (DI93-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP14: Forfeiture of Retainage to Expenditure** This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of the final states of retainage. When a vendor did not meet the requirements for retainage payout, that retainage is forfeited. If that forfeiture occurs where the fiscal year is equal to or less than the budget fiscal year, then it is acceptable to forfeit it back as an expenditure credit. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout.

**Posting Pair A: Disbursement**

Dr D003: Retainage Payable (L)  
Cr D014: External Cash Expenditure

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** There are no subsequent event types that reference a forfeiture of retainage.

**AP15: Forfeiture of Retainage to Undistributed Receipts** This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of the final states of retainage. When a vendor did not meet the requirements for retainage payout, that retainage is forfeited. If that forfeiture occurs with a fiscal year greater than the budget fiscal year, then it is commonly recorded as something other than an expenditure credit. While being withheld, the Retainage Payable account was credited at the time of disbursement with posting pair C. Usually there is no entry of a Retainage balance sheet account on this transaction because the same default used on the disbursement taking retainage should be used when authorizing a payout. There can be manual entry of an Undistributed Receipts account if the default account is not used.

**Posting Pair A: Disbursement**

Dr     D003: Retainage Payable (L)  
Cr     A011: Undistributed Receipts (L)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** There are no subsequent event types that reference a forfeiture of retainage. There may be a journal voucher processed later to move the Undistributed Receipts amount to another account.

**AP21: Forfeiture of Retainage to Revenue** This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of the final states of retainage. When a vendor did not meet the requirements for retainage payout, that retainage is forfeited. When it is not appropriate to give back a Cash Expenditure Credit or record Undistributed Receipts, this event type allows the recording of Collected Earned Revenue to offset the original Cash Expenditure impact to Fund Balance.

**Posting Pair A: Disbursement**

Dr     D003: Retainage Payable (L)  
Cr     R003: Collected Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a *Memo* reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** There are no subsequent event types that reference a forfeiture of retainage.

**AP22: Forfeiture of Retainage to Revenue - Part 1** This event type is one that does not request a payment, but is in the Accounts Payable area because it is one of the final states of retainage. When a vendor did not meet the requirements for retainage payout, that retainage is forfeited. In cases where the Fund of the retainage should not retain the Cash withheld, but that Cash should be transferred to a different Fund, this event type is used and paired with AP23.

**Posting Pair A: Disbursement**

Dr     D003: Retainage Payable (L)  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a Memo reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** There are no subsequent event types that reference a forfeiture of retainage.

**AP23: Forfeiture of Retainage to Revenue - Part 2** This event type is the second that is used in forfeiting retainage where a different Fund than that originally recorded with the retainage receives the Cash withheld and now forfeited along with Collected Earned Revenue. This event type is used with a negative Line Amount so that postings shown below are reversed and the sum of the AP22 and AP23 accounting lines is zero.

**Posting Pair A: Disbursement**

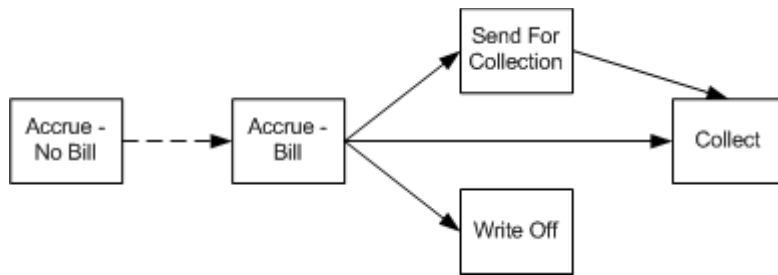
Dr     R003: Collected Earned Revenue  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory but has to be done as a Memo reference if the retainage tracking pages are to be updated. When references are made, they would be to lines with event type: AP01 Authorize Normal Payment.

**Subsequent Event Types:** There are no subsequent event types that reference a forfeiture of retainage.

## Accounts Receivable Accounting Model

Event types in this area not only include those commonly defined to Accounts Receivable (A/R), but also ones from Accounts Payable. While the event type ID values below do not flow in numerical order, the presentation of event types is in a sequence that they will likely occur. The following depicts the basic order that receivables might take. The 'Accrue No Bill' step is an optional one that is normally only done with revenue and not other receivables such as vendor refunds, deposits, and balance sheet billings. The 'Send For Collection' is a step that is only done for earned receivables and for vendor refunds.



The Event Type Defaults (ETDFLT) page controls the entry of event types on A/R transactions referencing other A/R transactions while also providing a means of defaulting the correct event type on a referencing transaction based on information on the referenced transaction.

**REV Event Category** includes the following event types that will be used to record revenues. This Revenue Event Category uses the [Generic Event Type Processor](#) logic.

**AR06: Accrue Earned Revenue** When a customer has been provided goods or services that meet the accounting requirements for earned revenue, yet cannot be billed at the present time, this is the appropriate event type to use to record the receivable and revenue.

**Posting Pair A: Principal**

Dr R009: Earned Receivable (A)  
 Cr R010: Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type will be recorded until such time the customer can be billed or collection is made without a bill. If collected, it will be with AR02: Collect Earned Revenue. If transferred to a receivable that allows for billing, AR06 will be referenced by AR01: Bill Earned Revenue.

**AR01: Bill Earned Revenue** When a customer has been provided goods or services that meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the receivable and revenue.

**Posting Pair A: Principal**

Dr R001: Billed Earned Receivable (A)  
 Cr R002: External Billed Earned Revenue

**Posting Pair B: Interest**

Dr R001: Billed Earned Receivable (A)  
 Cr R002: External Billed Earned Revenue

**Posting Pair C: Late Fee**

Dr R001: Billed Earned Receivable (A)  
 Cr R002: External Billed Earned Revenue

**Posting Pair D: Admin Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue

**Posting Pair E: NSF Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R005: Billed NSF Revenue

**Posting Pair F: Other Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue

**Posting Pair H: Tax**

Dr R001: Billed Earned Receivable (A)  
Cr R011: Billed Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional with the only event type referenced being AR06: Accrue Earned Revenue. When terms have not been met to start billing the customer, revenue often has to be recorded for financial purposes, which is the purpose of AR06.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write-Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR05: Refer Earned Receivable to Collection Agency** When a customer account has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code.

**Posting Pair A: Principal**

Dr R004: Billed Earned Receivable Sent for Collection (A)  
Cr R002: External Billed Earned Revenue

**Posting Pair B: Interest**

Dr R004: Billed Earned Receivable Sent for Collection (A)

Cr R002: External Billed Earned Revenue

**Posting Pair C: Late Fee**

Dr R004: Billed Earned Receivable Sent for Collection (A)

Cr R002: External Billed Earned Revenue

**Posting Pair D: Admin Fee**

Dr R004: Billed Earned Receivable Sent for Collection (A)

Cr R002: External Billed Earned Revenue

**Posting Pair E: NSF Fee**

Dr R004: Billed Earned Receivable Sent for Collection (A)

Cr R005: Billed NSF Revenue

**Posting Pair F: Other Fee**

Dr R004: Billed Earned Receivable Sent for Collection (A)

Cr R002: External Billed Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue.

**Subsequent Event Types:** A receivable of this type will have one of three outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. When all attempts at collection have failed the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write-Off transaction.
3. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR02: Collect Earned Revenue** The collection of revenue can be for a customer account or without one.

**Posting Pair A: Principal**

Dr A001: Cash (A)

Cr R003: External Collected Earned Revenue

**Posting Pair B: Interest**

Dr A001: Cash (A)

Cr R003: External Collected Earned Revenue

**Posting Pair C: Late Fee**



Dr     A001: Cash (A)  
Cr     R003: External Collected Earned Revenue

**Posting Pair D: Admin Fee**

Dr     A001: Cash (A)  
Cr     R003: External Collected Earned Revenue

**Posting Pair E: NSF Fee**

Dr     A001: Cash (A)  
Cr     R006: Collected NSF Revenue

**Posting Pair F: Other Fee**

Dr     A001: Cash (A)  
Cr     R003: External Collected Earned Revenue

**Posting Pair H: Tax**

Dr     A001: Cash (A)  
Cr     R012: Collected Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR01: Bill Earned Revenue or AR05: Refer Earned Receivable to Collection Agency.

**Subsequent Event Types:** While there is no event type that will reference and liquidate this type of revenue, there is one that can memo reference it. AP10: Authorize Earned Revenue Refund would be used to request a payment out of revenue to the vendor/customer. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR03: Write Off Earned Revenue - Direct Method** When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is written off. This event type provides the ability to record such a write off. It is called the Direct Method because the Allowance For Doubtful Accounts account is not updated. When an amount of receivables is established at the beginning of the year as uncollectible based on prior collection history and then reduced throughout the year is known as the allowance method. The direct method records only a Bad Debt Expense that will reduce equity balances at year end to offset revenues written off.

The reason External Billed Earned Revenue is being rebooked during the write off is because the liquidating reference to the open receivable removed not only the receivable asset but also the revenue.

**Posting Pair A: Principal**

Dr     R007: Bad Debt Expense  
Cr     R002: External Billed Earned Revenue

**Posting Pair B: Interest**

Dr R007: Bad Debt Expense  
Cr R002: External Billed Earned Revenue

**Posting Pair C: Late Fee**

Dr R007: Bad Debt Expense  
Cr R002: External Billed Earned Revenue

**Posting Pair D: Admin Fee**

Dr R007: Bad Debt Expense  
Cr R002: External Billed Earned Revenue

**Posting Pair E: NSF Fee**

Dr R007: Bad Debt Expense  
Cr R005: Billed NSF Revenue

**Posting Pair F: Other Fee**

Dr R007: Bad Debt Expense  
Cr R002: External Billed Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue.

**Subsequent Event Types:** There are no subsequent event types.

**AR04: Write Off Earned Revenue - Allowance Method** When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is written off. This event type provides the ability to record such a write off. It is called the Allowance Method because it reduces the Allowance For Doubtful Accounts account established at the beginning of the year as uncollectible based on prior collection history. A Bad Debt Expense account was established when the Allowance was established, that will reduce equity balances at year-end to offset revenues written off.

The reason External Billed Earned Revenue is being rebooked during the write off is because the liquidating reference to the open receivable removed not only the receivable asset but also the revenue.

**Posting Pair A: Principal**

Dr R008: Allowance for Bad Debt (CA)  
Cr R002: External Billed Earned Revenue

**Posting Pair B: Interest**

Dr R008: Allowance for Bad Debt (CA)  
Cr R002: External Billed Earned Revenue

**Posting Pair C: Late Fee**

Dr R008: Allowance for Bad Debt (CA)

Cr R002: External Billed Earned Revenue

**Posting Pair D: Admin Fee**

Dr R008: Allowance for Bad Debt (CA)

Cr R002: External Billed Earned Revenue

**Posting Pair E: NSF Fee**

Dr R008: Allowance for Bad Debt (CA)

Cr R005: Billed NSF Revenue

**Posting Pair F: Other Fee**

Dr R008: Allowance for Bad Debt (CA)

Cr R002: External Billed Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR01: Bill Earned Revenue. One event type that would have occurred prior to the AR04 write off would be GA04: Establish Allowance for Bad Debt. That event type would have occurred on a journal voucher to establish the Allowance and Bad Debt Expense at the beginning of the year. AR04 will not liquidate that accounting. It will wash a portion of the Allowance established.

**Subsequent Event Types:** There are no subsequent event types.

**AR10: Bill Unearned Revenue** When a customer has been provided goods or services that do not meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the receivable and revenue. Unearned revenue is a liability account that may or may not be tracked at the revenue budget level depending on posting code setup.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a receivable that is not yet earned.

The reclassification feature available through Future Transaction Triggering allows for the automatic conversion of a billed unearned revenue to billed earned revenue as of a specified Reclassification Date.

**Posting Pair A: Principal**

Dr R100: Billed Unearned Receivable (A)

Cr R101: Billed Unearned Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type has one of four outcomes:

1. Collection with AR11: Collect Unearned Revenue with a Cash Receipt transaction.
2. After all attempts at collection have failed the receivable is written off with AR12: Write Off Unearned Revenue on a Write-Off transaction.

3. Reclassification will occur manually or with Future Transaction Triggering of AR10 to the AR01 event type.
4. If the receivable was recorded as an intercept request, then either IN12 or IN13 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR11: Collect Unearned Revenue** When a customer has been provided goods or services that do not meet the accounting requirements for earned revenue, this is the appropriate event type to use to record the collection of revenue in that situation. Unearned revenue is a liability account that may or may not be tracked at the revenue budget level depending on posting code setup.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a receivable that is not yet earned.

The reclassification feature available through Future Transaction Triggering allows for the automatic conversion of a billed unearned revenue to billed earned revenue as of a specified Reclassification Date.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     R102: Collected Unearned Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR10: Bill Unearned Revenue.

**Subsequent Event Types:** There will be no subsequent referencing of this event type. There may be a reclassification that occurs manually or with Future Transaction Triggering to transfer the amount recorded under AR11 with AR02.

**AR12: Write Off Unearned Revenue** When a customer account has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with unearned revenue as there is with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and unearned revenue while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

**Posting Pair A: Principal**

Dr     R103: Unearned Receivable Write Off (A)  
Cr     R104: Unearned Revenue Write Off (AO)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR10: Bill Unearned Revenue.

**Subsequent Event Types:** There are no subsequent event types.

**AR13: Collect Pre Payment** When a customer pays in advance for goods or services, this is the appropriate event type to use to record the collection of revenue in that situation. The difference

between this event type and AR11 is in the Customer Account updates. AR11 updates as Unearned Revenue Collection and AR13 updates as a Reserved Credit Balance Collection.

The event type does not make use of all of the REV event category posting pairs as they do not apply to a pre payment.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     R105: Unearned Revenue for Pre Payment (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** There will be no subsequent referencing of this event type. There will either be a modification down or a cancellation of the pre payment in the future when that reserved credit balance is applied, or a memo reference to return the pre payment to the customer with AP07: Authorize Pre Payment Refund. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR50: Bill To Asset Account** When a customer has to be billed where the receivable asset is to be recorded along with a reduction to another asset account, this event type is to be used. There is no default balance sheet account for the asset account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr     R001: Billed Earned Receivable (A)  
Cr     A016: Generic Asset (A)

**Posting Pair H: Tax**

Dr     R001: Billed Earned Receivable (A)  
Cr     R011: Billed Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type has one of two outcomes:

1. Collection with AR51: Collect To Asset Account on a Cash Receipt.
2. After all attempts at collection have failed the receivable is either cancelled or modified down to what has been closed.

**AR51: Collect To Asset Account** When a customer pays and the receipt of cash is to be recorded along with a reduction to another asset account, this event type is to be used. There is no default balance sheet account for the asset account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr A001: Cash (A)  
Cr A016: Generic Asset (A)

**Posting Pair H: Tax**

Dr A001: Cash (A)  
Cr R012: Collected Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR50: Bill To Asset Account.

**Subsequent Event Types:** There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP18: Asset Payout Authorization could be used. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR52: Bill To Liability Account** When a customer has to be billed where the receivable asset is to be recorded along with an increase to a liability account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr R001: Billed Earned Receivable (A)  
Cr A015: Generic Liability (L)

**Posting Pair H: Tax**

Dr R001: Billed Earned Receivable (A)  
Cr R011: Billed Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type has one of two outcomes:

1. Collection with AR53: Collect To Liability Account on a Cash Receipt.
2. After all attempts at collection have failed the receivable is either cancelled or modified down to what has been closed.

**AR53: Collect To Liability Account** When a customer pays and the receipt of cash is to be recorded along with an increase to a liability account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr A001: Cash (A)  
Cr A015: Generic Liability (L)

**Posting Pair H: Tax**

Dr     A001: Cash (A)  
Cr     R012: Collected Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR52: Bill To Liability Account.

**Subsequent Event Types:** There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP17: Liability Payout Authorization could be used. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR54: Bill To Equity Account** When a customer has to be billed where the receivable asset is to be recorded along with an increase to an equity account, this event type is to be used. There is no default balance sheet account for the equity account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr     R001: Billed Earned Receivable (A)  
Cr     A014: Generic Equity (E)

**Posting Pair H: Tax**

Dr     R001: Billed Earned Receivable (A)  
Cr     R011: Billed Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type has one of two outcomes:

1. Collection with AR55: Collect To Equity Account on a Cash Receipt transaction.
2. After all attempts at collection have failed, the receivable is either cancelled or modified down to what has been closed.

**AR55: Collect To Equity Account** When a customer pays and the receipt of cash is to be recorded along with an increase to an equity account, this event type is to be used. There is no default balance sheet account for the liability account being reduced, thus one has to be manually entered.

Updates to the Customer Account Information page are not tracked for this type of receivable.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     A014: Generic Equity (E)

**Posting Pair H: Tax**

Dr     A001: Cash (A)  
Cr     R012: Collected Accounts Receivable Tax (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR54: Bill To Equity Account.

**Subsequent Event Types:** There are no subsequent event types that will reference this one. If the funds are to be returned, event type AP16: Equity Payout Authorization could be used. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR56: Collect Return of Grant Advance** When a grantee or sub-grantee returns all or a portion of a grant advanced paid to them, that return is recorded with this event type to bring both accounts to zero originally used in the advance.

**Posting Pair A: Principal**

Dr     C011: Cash w/Grantee Of (A)  
Cr     C009: Cash w/Grantee (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to the award advance.

**Subsequent Event Types:** There are no subsequent event types that will reference this one.

**TR20: Bill for Return of Unused Travel Advance** Used with the Receivable (RE) transaction to bill the return of an unused travel advance if a trip was cancelled or the entire advanced amount was not used for a trip.

**Posting Pair A: Principal**

Dr     R001: Billed Earned Receivable (A)  
Cr     T001: Travel Advance (A)

**Prior Event Types:** A memo reference is required here to the TRADV transaction that created the unused advance.

**Subsequent Event Types:** A receivable of this type has one of three outcomes:

1. Collection with TR21: Collect Return of Unused Travel Advance on a Cash Receipt transaction.
2. After either all attempts at collection have failed, the advance is taxed to the employee as part of payroll, or the advance has been reported as 1099 Miscellaneous income to the employee, the receivable is written off with TR22: Expense Uncollected Travel Advance on a Write-Off transaction.
3. Referral to a collection agency with TR23: Refer Travel Advance Return to Collection Agency on a Referral to Collection Agency transaction.

**TR21: Collect Return of Unused Travel Advance** Used with the Cash Receipt (CR) transaction to collect the return of an unused travel advance.

**Posting Pair A: Principal**



Dr A001: Cash (A)  
Cr T001: Travel Advance (A)

**Prior Event Types:** There is very likely a reference to an RE transaction with the TR20 event type that billed for the return of the advance.

**Subsequent Event Types:** There are no subsequent event types that will reference this one.

**LN34: Bill Loan Principal Repayment** - This event type is used with the Receiver (RE) transaction to setup the receivable to from the borrower (customer account) for the amount of principal due.

**Posting Pair A: Principal**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr A312: External Loan Receivable – Current (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr A314: Reserve for External Loan Receivable (CA)  
Cr A312: External Loan Receivable – Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**LS15: Bill Capital Lease Principal Payment** - This event type is used with the Receivable (RE) transaction to bill the lessee (customer account) for the amount of principal due on a lease.

**Posting Pair A: Principal**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr A362: Deferred Lease Principal Revenue (L)

Cr     A360: Capital Lease Receivable - Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**LS16: Bill Capital Lease Interest Payment** - This event type is used with the Receivable (RE) transaction to bill the lessee (customer account) for the amount of interest due on a lease when the Include Interest in Initial Accounting indication for a lease debt type (as defined on DEBTTYPE) is set to *true*. When that indication is *false*, an event type similar to AR01 should be used because the amount of interest is not to be recorded as a receivable or deferred revenue.

**Posting Pair A: Principal**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr A363: Deferred Lease Interest Revenue (L)  
Cr A360: Capital Lease Receivable - Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**DEP Event Category** includes the following event types that will be used to record deposits. This Revenue Event Category uses the [Generic Event Type Processor](#) logic.

**AR20: Bill Deposit** When a customer has to be billed for a deposit for security or other reasons, this event type is used to record the asset for the receivable and the liability for the deposit. Using this event type instead of AR52: Bill to Liability Account, allows for the amount of the deposit liabilities to be tracked on the Customer Account Information inquiry pages.

**Posting Pair A: Principal**

Dr R200: Billed Deposit Receivable (A)  
Cr R201: Billed Deposit (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference.

**Subsequent Event Types:** A receivable of this type has one of three outcomes:

1. Collection with AR21: Collect Deposit with a Cash Receipt transaction.
2. After all attempts at collection have failed and the receivable is written of with AR22: Write Off Deposit on a Write-Off transaction.

3. If the receivable was recorded as an intercept request, then either IN14 or IN15 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR21: Collect Deposit** When a customer pays a deposit for security or other reasons, this event type is used to record the cash and the liability for the deposit. Using this event type instead of AR53: Collect to Liability Account, allows for the amount of the deposit liabilities to be tracked on the Customer Account Information inquiry pages.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     R202: Collected Deposit (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR20: Bill Deposit.

**Subsequent Event Types:** There will be no subsequent referencing of this event type. There may be a memo reference to return the deposit to the customer with AP06: Authorize Deposit Refund (detailed later in this Accounts Receivable tab).

**AR22: Write Off Deposit** When a customer account has had a deposit receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with deposit revenue as with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and deposit liability while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

**Posting Pair A: Principal**

Dr     R203: Deposit Receivable Write Off (A)  
Cr     R204: Deposit Write Off (CA)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR20: Bill Deposit.

**Subsequent Event Types:** There are no subsequent event types.

**REF Event Category** includes the following event types that will be used to record vendor refunds. This Refund Event Category uses the [Generic Event Type Processor](#) logic.

Use of the event types in this category is done in lieu of entering a credit memo with an Accounts Payable event type. The application of a credit memo requires another request for payment or multiple requests to equal or exceed the credit memo to occur before settling with the vendor. With the following event types, the vendor will then be invoiced or sent a statement requesting repayment. These event types also are eligible for being entered in the Intercept Request page to offset any future requests for payment to the vendor that occur before the receivable is collected. For intercepts, there is not the same requirement that there be an equal or greater amount of requests for payment for the intercept to be applied. Rather intercepts can be applied partially until the receivable is closed.

**AR30: Bill Vendor Refund - Budgetary** The first of two different vendor refund receivable methods, based on budgetary needs, is AR30. With this event type budget updates are made to decrease the amount of Accrued Expenditures at the time of billing, so budget authority is restored at the time of billing instead of collection as with the second method.

**Posting Pair A: Principal**

Dr R300: Billed Vendor Refund Receivable (A)  
Cr D011: External Accrued Expenditure / Expense

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference to possibly the request for payment or disbursement that was incorrect.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR34: Refer Vendor Refund to Collection Agency Budgetary on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write-Off transaction.
4. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR31: Bill Vendor Refund Non Budgetary** The second of two different vendor refund receivable methods, based on budgetary needs, is AR31. With this event type budget updates are not made to decrease the amount of Accrued Expenditures at the time of billing, so budget authority will only be restored at the time of collection with this second method.

**Posting Pair A: Principal**

Dr R300: Billed Vendor Refund Receivable (A)  
Cr R301: Expenditure Refund Holding Account (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference to possibly the request for payment or disbursement that was incorrect.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR35: Refer Vendor Refund to Collection Agency Non Budgetary on a Referral to Collection

Agency transaction would record such an event unless the receivable was sold to the external party.

3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write-Off transaction.
4. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR34: Refer Vendor Refund to Collection Agency Budgetary** When a customer account, that is also a vendor, has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code while keeping the reduction in Accrued Expenditures for budgetary purposes.

**Posting Pair A: Principal**

Dr R304: Billed Vendor Refund Sent for Collection (A)  
Cr D011: External Accrued Expenditure / Expense

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR30: Bill Vendor Refund - Budgetary.

**Subsequent Event Types:** A receivable of this type will have one of three outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt transaction.
2. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write-Off transaction.
3. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR35: Refer Vendor Refund to Collection Agency Non Budgetary** When a customer account, that is also a vendor, has had a receivable past due for a significant period of time, the receivable is often turned over to a collection agency for collection. This event type provides the ability to record such a receivable under a different balance sheet account in addition to the different asset posting code while not reducing Accrued Expenditures.

**Posting Pair A: Principal**

Dr R304: Billed Vendor Refund Sent for Collection (A)  
Cr R301: Expenditure Refund Holding Account (CA)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being AR31: Bill Vendor Refund Non Budgetary.

**Subsequent Event Types:** A receivable of this type will have one of three outcomes:

1. Collection with AR32: Collect Vendor Refund will occur with a Cash Receipt transaction.
2. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR33: Write Off Vendor Refund would be used on a Write-Off transaction.
3. If the receivable was recorded as an intercept request, then either IN16 or IN17 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**AR32: Collect Vendor Refund** A single event type exists for collecting a vendor refund Cash Expenditures is credited at this point, increasing budget availability.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     D014: External Cash Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to AR30: Bill Vendor Refund Budgetary, AR31: Bill Vendor Refund Non Budgetary, AR34: Refer Vendor Refund to Collection Agency Budgetary, or AR35: Refer Vendor Refund to Collection Agency Non Budgetary.

**Subsequent Event Types:** While there is no event type that will reference and liquidate this type of revenue, there is one that can memo reference it. AP01: Authorize Normal Payment would be used to return money the vendor if too much was refunded. (Please refer to the [Accounts Payable](#) topic under Accounting Model Delivered Configuration.)

**AR33: Write Off Vendor Refund** When a customer account, that is also a vendor, has had a receivable past due for a significant period of time and it is determined that the receivable will never be collected, the receivable is then written off. This event type provides the ability to record such a write off. There is not the choice of write off methods with unearned revenue as there is with earned revenue. A user could cancel the receivable, modify it to zero-dollars, or use this event type.

The option also exists to remove the posting codes from the event type and let the write off just remove the receivable and unearned revenue while not recording any new accounting entries. The accounting entries provided below ease reporting with memo accounts that will not be rolled forward or closed to any equity accounts at year-end.

**Posting Pair A: Principal**

Dr     R305: Vendor Refund Receivable Write Off (A)  
Cr     R306: Vendor Refund Write Off (AO)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only two event types referenced being AR30 and AR31 for Bill Vendor Refund Budgetary and Non Budgetary respectively.

**Subsequent Event Types:** There are no subsequent event types.

**TR22: Expense Uncollected Travel Advance** Used on a Write-off (WO) transaction when an unused travel advance was closed by HRM or by 1099 as taxable income to the traveler.



**Posting Pair A: Vendor Refund**

Dr D014: External Cash Expenditure / Expense (N)  
Cr T001: Travel Advance (A)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being TR20: Bill for Return of Unused Travel Advance.

**Subsequent Event Types:** There are no subsequent event types.

**TR23: Refer Travel Advance Return to Collection Agency** Used on a CL transaction to refer an outstanding travel advance to a collection agency.

**Posting Pair A: Vendor Refund**

Dr R304: Vendor Refund to Collection Agency (A)  
Cr T001: Travel Advance (A)

**Prior Event Types:** Referenced accounting activity for this event type is required with the only event type referenced being TR20: Bill for Return of Unused Travel Advance.

**Subsequent Event Types:** There are no subsequent event types.

**OVP Event Category** includes the following event types that will be used to record overpayments made by a customer. This Overpayment Event Category uses the [Generic Event Type Processor](#) logic.

Use of the event types in this category is done automatically when the Auto Apply action is used on a Cash Receipt transaction and a reference is made at the customer account, not transaction or transaction line level. If not enough open receivables are found for a customer account to equal the Line Amount on the Cash Receipt vendor line, an accounting line will be generated with one of these two event types, depending on whether or not the Reserve Cr Balance indication is *true*, to book the overpayment. Either event type can also be entered to manually record an overpayment.

**AR40: Collect Unreserved Overpayment** When an overpayment occurs that should be recorded as 'unreserved', this event type is used. When an unreserved credit balance exists, the Auto Netting batch job in A/R can use that credit balance to satisfy an outstanding receivable.

**Posting Pair A: Disbursement**

Dr A001: Cash (A)  
Cr R401: Unreserved Overpayment (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**AR41: Collect Reserved Overpayment** When an overpayment occurs that should be recorded as 'reserved', this event type is used. When a reserved credit balance exists, the Auto Netting batch job in A/R cannot use that credit balance to satisfy an outstanding receivable. A manual effort is required to reduce the credit balance and apply it as necessary.

**Posting Pair A: Disbursement**

Dr     A001: Cash (A)  
Cr     R400: Reserved Overpayment (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**SFTR Event Category** includes the following event type, which is used when receiving customer payments through lock-box operation. The Cash Receipt Generation batch program reads input from the external collection agency and creates special Cash Receipt (CR) transactions known as Cash Transfers. The underlying accounting event increases cash/collected revenue in a specific account and decreases cash/collected earned revenue in a special Treasury or Clearing account as a net zero transaction.

**AR99: CER Transfer from Sweep** Used on the Decrease Accounting Line to decrease cash/collected revenue. As the record of cash to the treasury/clearing account was not to a customer account, the decrease of cash and revenue from that account should not update a customer account. The positive line on the cash transfer will make that update.

**Posting Pair A: Principal**

Dr     A001: Cash (A)  
Cr     R003: External CER

**Posting Pair B: Interest**

Dr     A001: Cash (A)  
Cr     R003: External CER

**Posting Pair C: Late Fee**

Dr     A001: Cash (A)  
Cr     R003: External CER

**Posting Pair D: Admin Fee**

Dr     A001: Cash (A)  
Cr     R003: External CER

**Posting Pair E: NSF Fee**

Dr     A001: Cash (A)  
Cr     R006: Collect NSF Rev

**Posting Pair F: Other Fee**

Dr     A001: Cash (A)  
Cr     R003: External CER

**Prior Event Types:** Referenced accounting activity for this event type should be setup as prohibited.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

## Debt - Accounting Model

The event types in this area are a mixture of event types that are from other functional areas and some that are pure debt accounting. Each of the three Major Types of Debt - Bonds, Loans, and Leases – are included in this tab. There were event types for Bonds and Loans in previous releases, which remain in this tab, but are called out very clearly as ones used outside of the Debt Management Module and may still be used if that module is not implemented.

Debt accounting is one that is often customized for the particular needs of a site. The following event types are provided as a sample means of recording debt that can be used as delivered, customized, augmented, or not used in lieu of a completely custom model. The delivered event types are ordered in a life cycle method. For those event types used with Debt Management, the delivered transaction codes generated by the batch programs are specified. That is not to imply that the event types, or just the posting codes, could not be used on a transaction like the Journal Voucher if automatic accounting is not desired.

This topic includes information on the following:

- [Bonds](#)
- [Loans](#)
- [Leases](#)

### Bonds

The following event types, used to manually record bonds, existed before the addition of the Debt Management module. These event types are still supported but do not fit the automated accounting of Debt Management.

**GA20: Record Bond Liability** - The event type establishes the liability for the debt as well as either a premium or a discount that may have existed for the issue. The Journal Voucher is the most common transaction for recording such activity.

#### Posting Pair A: Liability

Dr	A022: Bond Payable Offset (E)
Cr	A005: Bonds Payable (L)

#### Posting Pair B: Discount

Dr	A027: Bond Discount/Premium (L)
Cr	A005: Bonds Payable (L)

#### Posting Pair C: Premium

Dr	A005: Bonds Payable (L)
Cr	A027: Bond Discount/Premium (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**GA16: Collect Bond Proceeds** - The event type records the cash and revenue resulting from a bond issuance. The Journal Voucher or Cash Receipt is the most common transaction for recording such activity. A unique revenue posting code for Bond Revenue has been used for two reasons: if the posting code should not update revenue budgets like R003 would and for easy identification for reporting needs.

**Posting Pair A: Proceeds**

Dr     A001: Cash (A)  
Cr     A004: Bond Revenue

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**GA17: Record Bond Issuance Costs** - When issuance costs are deducted from the proceeds of a bond issue, there will be no disbursement for those costs. For that reason, this event type exists to record such costs. If those costs were not deducted, then a request for payment would be processed to get a disbursement. This event type is similar to GA01 that is covered in the Miscellaneous Account tab later. The D014 posting code is the same as used for other cash expenditures and may be substituted by a custom one if budget updates are not desired or a need for quick identifications in reports exists. The Journal Voucher is the most common transaction for recording such activity.

**Posting Pair A: Proceeds**

Dr     D014: External Cash Expenditure/Expense  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence. A memo reference may exist to the transaction that recorded the bond proceeds.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**GA18: Amortize Bond Discount or Premium** - When a bond sells for less than face value, it is considered sold at a 'discount'. When sold for more than face value, it is sold at a 'premium.' The initial recoding of a discount serves to increase the bond liability while also establishing a discount account with a contrary balance (debit balance for a liability account). The initial recoding of a premium decreases the bond liability while also establishing a premium account (credit balance for a liability account). Over the life of the bond, these discount and premium accounts are reduced (amortized) while an accrued expenditure is recorded. The final amortization will occur as the note becomes payable. The Journal Voucher is the most common transaction for recording amortizations, and the reoccurring ability of the Future Transaction Triggering functionality is often used to schedule the amortization to occur automatically.

**Posting Pair A: Discount**

Dr     D011: External Accrued Expenditure/Expense

Cr     A027: Bond Discount/Premium (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**GA19: Accrue Bond Interest** - At month-end and year-end the need exists to accrue interest for a bond issue if interest payments do not occur at month-end. The Journal Voucher is the most common transaction for recording interest accruals, and the reversing capability of the Future Transaction Triggering functionality is often used to reverse the accrual at the beginning of the next month or new-year.

**Posting Pair A: Discount**

Dr     D011: External Accrued Expenditure/Expense

Cr     A015: Generic Liability (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**AP19: Authorize Bond Interest Payment** - Periodically over the life of a bond, interest must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 for tracking purposes only. Given that such an event occurs on a set basis and is for a set amount, the Future Transaction Triggering feature is often used to schedule these interest payment requests automatically. The General Accounting Expenditure transaction is the most common transaction for recording such activity.

**Posting Pair A: Disbursement**

Dr     D011: External Accrued Expenditure / Expense

Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principle Automatically (DI46-48) or Payout Bond Principle Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**AP13: Authorize Bond Principal Payment** - As the maturity data of a bond issue is reached, the principal amount financed must be paid. This event type is used to request that payment. A separate event type is used to track such a payment request instead of using AP01 because of two reasons. A unique posting code is used to record Bond Principal Expenses for reporting purposes and because budget updates may not be required, which would be done with D011. The General Accounting Expenditure transaction is the most common transaction for recording such activity.

**Posting Pair A: Disbursement**

Dr D012: Accrued Bond Principal Expense  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate AP13 are: Payout Bond Principal Automatically (DI46-48) or Payout Bond Principal Manually (DI96-98). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**GA21: Reclassify Bond Discount or Premium** - When a bond matures the amounts previously amortized for either a discount or premium must be reclassified from Accrued Expenditures to Cash Expenditures. The Journal Voucher is the most common transaction for recording such activity.

**Posting Pair A: Discount**

Dr D014: External Cash Expenditure/Expense  
Cr D011: External Accrued Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is not a likely occurrence.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record bonds.

**BD01 Authorize Bonds To Be Issued** - This event type is used with the Debt Accounting (DA) transaction to record the amount authorized for borrowing with bonds. As those bonds are issued and sold, this event type is used again to reduce the outstanding amount of that authorization.

**Posting Pair A:**

Dr A401: Bonds Authorized but Unissued (A)  
Cr A402: Bond Authorization Offset (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type will subsequently be used with a negative accounting line to reduce the original balance as bonds are issued.

**BD10 Record Bond Proceeds** - This event type is used with the Debt Accounting (DA) transaction to record the net of proceeds after adjustment for any discount or premium.

**Posting Pair A:**

Dr A001: Cash (A)

Cr A410: Other Financing Sources (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible.

**BD11 Record Bond Payable - Current Portion** - This event type is used with the Debt Accounting (DA) transaction to record the amount of principal due in the current fiscal year.

**Posting Pair A:**

Dr A413: Bond Financing Debt (E)

Cr A411: Bonds Payable – Current (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible, but principal payments will reduce the Bonds Payable account.

**BD12 Record Bond Payable - Long Term Portion** - This event type is used with the Debt Accounting (DA) transaction to record the amount of principal due after the current fiscal year.

**Posting Pair A:**

Dr A413: Bond Financing Debt (E)

Cr A412: Bonds Payable – Long Term (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible, but the Long Term Account Reclassification job will reduce the long term payable account when moving a portion to the current payable account.

**BD13 Record Original Issue Discount** - This event type is used with the Debt Accounting (DA) transaction to record the amount of discount determined at the time of the bond issue.

**Posting Pair A:**

Dr A414: Original Issue Discount Unamortized (A)

Cr A413: Bond Financing Debt (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Although not directly referenced, the subsequent DA transactions created with the BD20 event type will reduce both accounts as the discount is accreted.

**BD14 Record Original Issue Premium** - This event type is used with the Debt Accounting (DA) transaction to record the amount of premium determined at the time of the bond issue.

**Posting Pair A:**

Dr A413: Bond Financing Debt (E)

Cr A415: Original Issue Premium Unamortized (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Although not directly referenced, the subsequent DA transactions created with the BD21 event type will reduce both accounts as the premium is amortized.

**BD15 Record Bond Issue Costs to Be Amortized** - This event type is used with the Debt Accounting (DA) transaction to record the amount of costs deducted directly from the bond sale proceeds at the time of the bond issue.

**Posting Pair A:**

Dr     A416: Unamortized Bond Issue Costs (E)  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Although not directly referenced, the subsequent DA transactions created with the BD22 event type will reduce the unamortized account as costs are amortized.

**BD16 Record Purchased Interest** - This event type is used with the Debt Accounting (DA) transaction to record any amount of purchased interest by bondholders because the bonds were issued after the Dated Date.

**Posting Pair A:**

Dr     A001: Cash (A)  
Cr     A418: Purchased Bond Interest (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Although not directly referenced, the subsequent payment request created with the BD30 event type will reduce the liability account.

**BD17 Record Compounded Bond Interest Payable** - This event type is used with the Debt Accounting (DA) transaction to record compounded interest.

**Posting Pair A:**

Dr     A419: Compounded Bond Interest Expense (NE)  
Cr     A420: Compounded Bond Interest Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Although not directly referenced, the subsequent payment request created with the BD35 event type will reduce the liability account and the subsequent disbursement with BD36 to 38 will switch the expense account with cash expenditure.

**BD20 Amortization of Original Issue Discount** - This event type is used with the Debt Accounting (DA) transaction to accrete any original issue discount (Other Amount 1).

**Posting Pair A:**



Dr A413: Bond Financing Debt (E)  
Cr A414: Original Issue Discount Unamortized (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**BD21 Amortization of Original Issue Premium** - This event type is used with the Debt Accounting (DA) transaction to amortize any original issue premium (Other Amount 2).

**Posting Pair A:**

Dr A415: Original Issue Premium Unamortized (A)  
Cr A413: Bond Financing Debt (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**BD22 Amortization of Bond Issue Costs** - This event type is used with the Debt Accounting (DA) transaction to amortize bond issue costs (Other Amount 3).

**Posting Pair A:**

Dr D014: Cash Expense/Expenditure (NE)  
Cr A416: Unamortized Bond Issue Costs (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**BD23 Accrue Bond Expense** - This event type is used with the Debt Accounting (DA) transaction to accrue any expense to be paid after the accrual period when the prior expense occurred before the start of that accrual period.

**Posting Pair A:**

Dr D011: Accrued Expense/Expenditure (NE)  
Cr A417: Accrued Bond Expense Offset (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type is used in the reversal of the accrual in the next period when the schedule detail is Regular Payment.

**BD30 Authorize Payment of Purchased Bond Interest** - This event type is used to authorize payment from the Purchased Interest account when a bond was issued after the dated date.

**Posting Pair A: Disbursement**

Dr A418: Purchased Bond Interest (L)  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate BD30 are: Pay Purchased Bond Interest by Check, Standard Warrant, or Clearing Fund Warrant (BD31 - 33). The AP Event Type Crosswalk (APEVXW) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**BD31 to BD33: Pay Purchased Bond Interest by Check / Standard Warrant / Clearing Fund Warrant** - This trio of event types is used when there was purchased interest from a bond issue that is now being paid out to the Bond Agent. The Disbursement Option on SOPT will determine which of the three event types is used. For BD32 the credit is to D007: Warrants Payable (L) instead of A001. Posting Pair I is only generated for BD33.

**Posting Pair A: Disbursement**

Dr A418: Purchased Bond Interest (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be BD30: Authorize Payment of Purchased Bond Interest.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**BD34 Authorize Bond Principal Repayment** - This event type is used to authorize payment of bond principal.

**Posting Pair A: Disbursement**

Dr D011: Accrued Expense/Expenditure (NE)  
Cr D001: Disbursements Payable (L)

**Posting Pair E: Payable Adjustment (Pre Paid Asset)**

Dr A411: Bonds Payable – Current (L)  
Cr D413: Bond Financing Debt (E)

**Prior Event Types:** Referenced accounting activity for this event type is not likely but could be to an encumbering event type such as PR05.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate BD34 are: Pay Expenditure Automatically (DI01 – 3) or Pay Expenditure Manually (DI51 – 3). The AP Event Type Crosswalk (APEVXW) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**BD35 Authorize Compounded Bond Interest Payment** - This event type is used to authorize payment of previously accrued bond interest that has been compounding instead of being paid on each coupon date.

**Posting Pair A: Disbursement**

Dr     A420: Compounded Bond Interest Payable (L)  
 Cr     D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate BD35 are: Pay Compounded Bond Interest by Check, Standard Warrant, or Clearing Fund Warrant (BD36 - 38). The AP Event Type Crosswalk (APEVXW) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**BD36 to 38: Pay Compounded Bond Interest by Check / Standard Warrant / Clearing Fund Warrant** - This trio of event types is used when there was compounding interest on a bond issue that is now being paid out to the Bond Agent. The Disbursement Option on SOPT will determine which of the three event types is used. For BD37 the credit is to D007: Warrants Payable (L) instead of A001. Posting Pair I is only generated for BD38.

**Posting Pair A: Disbursement**

Dr     A420: Compounded Bond Interest Payable (L)  
 Cr     A001: Cash (A)

**Posting Pair M: Additional**

Dr     D014: Cash Expenditure/Expense (NE)  
 Cr     D419: Compounded Bond Interest Expense (NE)

**Prior Event Types:** The only event type referenced would be BD35: Authorize Compounding Bond Interest Payment.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**Loans**

Where the event types in the Bonds tab were only for bonds issued by the Advantage site, the event types for this Loans tab have different sub groupings:

- **External Loans Given** - Loans given out by the Advantage site as the lender to external parties and even other governmental entities not on the same Advantage application.
- **External Loans Taken** - Loans taken by the Advantage site as the borrower by outside financial institutions and even other governmental entities not on the same Advantage application.
- **Internal Loans** - Loans between entities within the same Advantage application.

**External Loans Given**

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record loans.

**LN01: Authorize Loans To Be Made** - This event type is used with the Debt Accounting (DA) transaction to record the amount authorized for making loans to external parties or internal parties. As those loans are made, this event type is used again to reduce the outstanding amount of that authorization.

**Posting Pair A:**

Dr     A301: Loans Authorized But Unissued (A)  
Cr     A302: Loan Authorization Offset (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type will subsequently be used with a negative accounting line to reduce the original balance as loans are made.

**LN12: Record External Loan Given - Current Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of loan principal that will be due from a borrower in the current year.

**Posting Pair A:**

Dr     A312: External Loans Receivable – Current (A)  
Cr     A314: Reserve for External Loans Receivable (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated receivables will reduce the current payable account. Also, an event types such as AP01 will be used for Principal Payout to the borrower to complete all of the initial loan accounting.

**LN13: Record External Loan Given – Long Term Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of loan principal that will be due from a borrower after the current year ends.

**Posting Pair A:**

Dr     A313: External Loans Receivable – Long Term (A)  
Cr     A314: Reserve for External Loans Receivable (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a loan. These entries will transfer from the long term account to the current account the portion of principal due in a given year.

**LN20: Amortization of Loan Costs** - This event type is used with the Debt Accounting (DA) transaction to setup loan costs for later amortization.

**Posting Pair A:**

Dr     A330: Unamortized Loan Costs (NE)  
Cr     A331: Accrual Basis Equity Offset – Loans (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later amortizations of the loan costs will use the same event type with a negative line amount to reduce what was initially recorded.

**LN34: Bill Loan Principal Repayment** - This event type is used with the Receiver (RE) transaction to setup the receivable to from the borrower (customer account) for the amount of principal due.

**Posting Pair A: Principal**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr     A312: External Loan Receivable – Current (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr     A314: Reserve for External Loan Receivable (CA)  
Cr     A312: External Loan Receivable – Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**LN22: Accrue External Loan Revenue** - This event type is used with the Debt Accounting (DA) transaction to accrue loan repayment revenues and then reverse them in the subsequent period.

**Posting Pair A:**

Dr     A316: Accrued Loan Revenue Offset (A)  
Cr     R010: Earned Revenue (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later accrual reversal will use the same event type with a negative line amount to reduce what was initially accrued.

**External Loans Taken**

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record loans.

**LN02: Authorize Loans To Be Taken** - This event type is used with the Debt Accounting (DA) transaction to record the amount authorized for borrowing with loans from external or internal parties. As those loans are made, this event type is used again to reduce the outstanding amount of that authorization.

**Posting Pair A:**

Dr     A304: Borrowing Authorized But Not Taken (A)  
Cr     A305: Borrowing Authorized Offset (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type will subsequently be used with a negative accounting line to reduce the original balance as loans are taken.

**LN10: Record External Loan Taken - Current Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of loan principal that will be due to the lender in the current year.

**Posting Pair A:**

Dr     A001: Cash (A)  
Cr     A310: External Loans Payable – Current (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated payables will reduce the current payable account.

**LN11: Record External Loan Taken – Long Term Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of loan principal that will be due to the lender after the current year ends.

**Posting Pair A:**

Dr     A001: Cash (A)  
Cr     A311: External Loans Payable – Long Term (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a loan. These entries will transfer from the long term account to the current account the portion of principal due in a given year.

**LN20: Amortization of Loan Costs** - This event type is used with the Debt Accounting (DA) transaction to setup loan costs for later amortization.

**Posting Pair A:**

Dr     A330: Unamortized Loan Costs (NE)  
Cr     A331: Accrual Basis Equity Offset – Loans (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later amortizations of the loan costs will use the same event type with a negative line amount to reduce what was initially recorded.

**LN30: Authorize Loan Principal Repayment** - This event type is used with the General Accounting Expenditure (GAX) transaction to setup a disbursement request to pay principal to the lender. The only posting pair used is the one shown below.

**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     D001: Disbursement Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not done because this is not an expenditure payment but a liability reduction, thus no encumbrance is necessary to reserve budget funds.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate LN30 are: Pay Loan Principal by Check, Standard

Warrant, or Clearing Fund Warrant (LN31 - 33). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**LN31: Pay Loan Principal by Check** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pair used is the one shown below.

**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6).

**LN32: Pay Loan Principal by Warrant** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pair used is the one shown below.

**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     D007: Warrant Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). When the warrant is redeemed, DR20 would be the referencing event type on the Warrant Reconciliation (WR) transaction.

**LN33: Pay Loan Principal by C.F. Warrant** - This event type is used with the Automatic Disbursement (AD) and Manual Disbursement (MD) transactions to disburse payment to the lender for loan principal due. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr     A310: External Loans Payable - Current (L)  
Cr     A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr     D017: Warrant Clearing Cash (A)  
Cr     D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is going to be the LN30 – Authorize Loan Principal Repayment even type.



**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). When the warrant is redeemed, DR21 would be the referencing event type on the Warrant Reconciliation (WR) transaction.

**LN21: Accrue External Loan Expense** - This event type is used with the Debt Accounting (DA) transaction to accrue loan repayment costs and then reverse them in the subsequent period.

**Posting Pair A:**

Dr 0011: External Accrued Expenditure / Expense (NS)  
Cr A315: Accrued Loan Expense Offset (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later accrual reversal will use the same event type with a negative line amount to reduce what was initially accrued.

### Internal Loans

The following event type, used to manually record internal loans, existed before the addition of the Debt Management module. These event types are still supported but do not fit the automated accounting of Debt Management.

**IN22: Internal Loan** - This event type is used for internal loans and uses cash as the offset balance sheet account for both parties. If both parties do not use the same bank account, then a transfer of cash should occur between actual bank accounts.

**Posting Pair A: Seller/Provider**

Dr A019: Internal Loans Receivable (A)  
Cr A001: Cash (A)

**Posting Pair B: Buyer/Receiver**

Dr A001: Cash (A)  
Cr A020: Internal Loans Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional, and can occur only for the borrower where repayment funds were encumbered with a GAE and the PR06 event type.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record loans. Please note there is no event type for the amortization of internal loan costs as with External Loans Given and Taken because that feature is not allowed with Internal Loans.

**LN14: Record Internal Loan - Current Portion** - This event type is used with the Internal Debt Accounting (IDA) transaction to record the portion of loan principal due from the borrower to the lender in the current year.

**Posting Pair A: Provider**

Dr     A322: Internal Loans Receivable – Current (A)  
Cr     A324: Reserve for Internal Loan (CA)

**Posting Pair B: Receiver**

Dr     A325: Deferred Inter Fund Loan Payable (E)  
Cr     A320: Internal Loans Payable - Current (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a loan. These entries will transfer from the long term accounts to the current accounts the portion of principal due in a given year. Also, an event type such as IN20 will be used for Principal Payout from the lender to the borrower to complete all of the initial loan accounting.

**LN15: Record Internal Loan – Long Term Portion** - This event type is used with the Internal Debt Accounting (IDA) transaction to record the portion of loan principal due from the borrower to the lender after the current year.

**Posting Pair A: Provider**

Dr     A323: Internal Loans Receivable - Long Term (A)  
Cr     A324: Reserve for Internal Loans Receivable (CA)

**Posting Pair B: Receiver**

Dr     A325: Deferred Inter Fund Loan Payable (E)  
Cr     A321: Internal Loan Payable – Long Term (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a loan. These entries will transfer from the long term accounts to the current accounts the portion of principal due in a given year.

**LN16: Record Internal Loan - Simple Method** - This event type is used as the current and long term event type with no payout event type. It is representative of a short-term internal cash loan.

**Posting Pair A: Provider**

Dr     A003: Due From Fund (A)  
Cr     A001: Cash (CA)

**Posting Pair B: Receiver**

Dr     A001: Cash (A)  
Cr     A002: Due to Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the repayment of this loan will reduce all four accounts.

**LN17: Loan Principal Payout** - This event type is used to pay the principal from the lender to the borrower and uses cash as the offset balance sheet account for both parties. If both parties do not use the same bank account, then a transfer of cash should occur between actual bank accounts.

**Posting Pair A: Seller/Provider**

Dr A017: Operating Cash Transfers Out (NS)  
Cr A001: Cash (A)

**Posting Pair B: Buyer/Receiver**

Dr A001: Cash (A)  
Cr A018: Operating Cash Transfers In (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible.

**LN35: Internal Loan Principal Repayment** - This event type is used with the Internal Debt Accounting (IDA) transaction to record the revenue for the lending party and the expenditure for the borrowing party for the amount of principal due.

**Posting Pair A: Provider**

Dr A017: Operating Transfer Out (NE)  
Cr A001: Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr A018: Operating Transfer In (NR)

**Posting Pair C: Provider**

Dr A320: Internal Loan Payable – Current (L)  
Cr A325: Deferred inter Fund Loan Payable (E)

**Posting Pair D: Receiver**

Dr A324: Reserve for Internal Loans Receivable (CA)  
Cr A322: Internal Loan Receivable – Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is possible only for the borrower if an encumbrance was setup on a GAE transaction and then defined to the loan for the borrower. That GAE would likely have used the PR06 event type.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**LN36: Internal Loan Interest Repayment** - This event type is used with the Internal Debt Accounting (IDA) transaction to record the revenue for the lending party and the expenditure for the borrowing party for the amount of interest due.

**Posting Pair A: Provider**

Dr D025: Internal Cash Expenditure/Expense (NE)  
Cr A001: Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R024: Internal Collected Revenue (NR)

**Prior Event Types:** Referenced accounting activity for this event type is possible only for the borrower if an encumbrance was set up on a GAE transaction and then defined to the loan for the borrower. That GAE would likely have used the PR06 event type.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**LN23: Internal Loan Accrual** - This event type is used with the Debt Accounting (DA) transaction to accrue an internal loan repayment and then reverse them in the subsequent period.

**Posting Pair A: Provider**

Dr A025: Accrued Operating Transfer Out (NS)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr A026: Accrued Operating Transfer In (NS)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later accrual reversal will use the same event type with a negative line amount to reduce what was initially accrued.

## Leases

The event types for this Leases tab have different sub groupings:

- **Capital Leases as Lessor** - Leases entered into where the Advantage site is the lessor and the lease qualifies as a capital lease.
- **Capital Leases as Lessee** - Leases entered into where the Advantage site is the lessee and the lease qualifies as a capital lease.
- **Operating Leases as Lessor** - Leases entered into where the Advantage site is the lessor and the lease does not qualify as a capital lease.

- [Operating Leases as Lessee](#) - Leases entered into where the Advantage site is the lessee and the lease does not qualify as a capital lease.

### Capital Leases as Lessor

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record leases. Other event types used are in Accounts Receivable.

**LS10: Record Capital Lease Receivable - Current Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of lease principal that will be due from a lessee in the current year. This event type is also used with a negative accounting line to record any residual value adjustment at the end of the lease.

**Posting Pair A:**

Dr     A360: Capital Lease Receivable - Current (A)  
Cr     A364: Lease Initial Accounting Wash Account (NA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated receivables will reduce the current receivable account.

**LS11: Record Capital Lease Receivable – Long Term Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of lease principal that will be due from a lessee after the current year ends.

**Posting Pair A:**

Dr     A361: Capital Lease Receivable – Long Term (A)  
Cr     A364: Lease Initial Accounting Wash Account (NA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a lease. These entries will transfer from the long term account to the current account the portion of principal due in a given year.

**LS12: Record Deferred Lease Principal Revenue** - This event type is used with the Debt Accounting (DA) transaction to record the total amount of principal revenue for a lease as deferred revenue.

**Posting Pair A:**

Dr     A364: Lease Initial Accounting Wash Account (NA)  
Cr     A362: Deferred Lease Principal Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, periodic receivables generated to the lessee will reduce the deferred principal revenue and record the amount as billed earned revenue with event type LS15 (shown later).

**LS13: Record Deferred Lease Interest Revenue** - This event type is used with the Debt Accounting (DA) transaction to record the total amount of interest revenue for a lease as deferred revenue..

**Posting Pair A:**

Dr     A364: Lease Initial Accounting Wash Account (NA)  
Cr     A363: Deferred Lease Interest Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, periodic receivables generated to the lessee will reduce the deferred principal revenue and record the amount as billed earned revenue with event type LS16 (shown later).

**LS14: Leased Asset Disposal** - This event type is used with the Fixed Asset Disposition (FD) transaction to dispose of an asset that is going to be leased out to a lessee. If the asset is returned, it is then recorded anew at the value of the asset when returned. An alternative is to use the FA29 event type to 'sale' or FA06 to 'transfer' the asset to a holding account so that it is not reported while leased out. When returned the asset can then be resold or transferred back to the original account and then adjusted (if necessary) to account for any loss in value.P

**Posting Pair A: Depr Catch Up**

Dr     F020: Depreciation Expense (NE)  
Cr     F040: Accumulated Depreciation (CA)

**Posting Pair B: Rvrs Accm Depr**

Dr     F040: Accumulated Depreciation (CA)  
Cr     F002: Fixed Asset (A)

**Posting Pair C: Back-out Sale**

Dr     F010: Fixed Asset Offset (E)  
Cr     F002: Fixed Asset (A)

**Posting Pair D: G/L Expense**

Dr     F002: Fixed Asset (A)  
Cr     A365: Deferred Lease Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**LS15: Bill Capital Lease Principal Payment** - This event type is used with the Receivable (RE) transaction to bill the lessee (customer account) for the amount of principal due on a lease.

**Posting Pair A: Principal**

Dr     R001: Billed Earned Receivable (A)  
Cr     R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr A362: Deferred Lease Principal Revenue (L)  
Cr A360: Capital Lease Receivable - Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.
3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**LS16: Bill Capital Lease Interest Payment** - This event type is used with the Receivable (RE) transaction to bill the lessee (customer account) for the amount of interest due on a lease when

the Include Interest in Initial Accounting indication for a lease debt type (as defined on DEBTTYPE) is set to *true*. When that indication is *false*, an event type similar to AR01 should be used because the amount of interest is not to be recorded as a receivable or deferred revenue.

**Posting Pair A: Principal**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair B: Interest**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair C: Late Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair D: Admin Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair E: NSF Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair F: Other Fee**

Dr R001: Billed Earned Receivable (A)  
Cr R002: External Billed Earned Revenue (NR)

**Posting Pair G: Additional**

Dr A363: Deferred Lease Interest Revenue (L)  
Cr A360: Capital Lease Receivable - Current (A)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** A receivable of this type will have one of four outcomes:

1. Collection with AR02: Collect Earned Revenue will occur with a Cash Receipt transaction.
2. After several attempts at collection have failed, the receivable can be sent to an external party for collection. Event type AR05: Refer Earned Receivable to Collection Agency on a Referral to Collection Agency transaction would record such an event unless the receivable was sold to the external party.



3. When all attempts at collection have failed and the receivable is considered uncollectible. At this point AR03: Write Off Earned Revenue - Direct Method or AR04: Write Off Earned Revenue would be used on a Write Off transaction.
4. If the receivable was recorded as an intercept request, then either IN10 or IN11 event types for intercepting earned revenue would be used on an Internal Exchange Transaction to close all or a portion of the receivable.

**LS30: Amortization of Lease Costs** - This event type is used with the Debt Accounting (DA) transaction to setup lease costs and for later amortization.

**Posting Pair A:**

Dr     A372: Unamortized Lease Costs (NE)  
Cr     A373: Accrual Basis Equity Offset – Leases (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later amortizations of the loan costs will use the same event type with a negative line amount to reduce what was initially recorded.

**LS32: Accrue Lease Revenue** - This event type is used with the Debt Accounting (DA) transaction to accrue any expense to be paid after the accrual period when the prior expense occurred before the start of that accrual period.

**Posting Pair A:**

Dr     A375: Accrued Lease Revenue Offset (A)  
Cr     R010: Earned Revenue (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type is used in the reversal of the accrual in the next period when the schedule detail is Regular Payment.

### Capital Leases as Lessee

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record leases. Other event types used are in Accounts Payable.

**LS01: Authorize Leases To Be Taken** - This event type is used with the Debt Accounting (DA) transaction to record the amount authorized for entering into leases as the lessee. As those leases are made, this event type is used again to reduce the outstanding amount of that authorization.

**Posting Pair A:**

Dr     A350: Leasing Authorized But Untaken (A)  
Cr     A351: Leasing Authorization Offset (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type will subsequently be used with a negative accounting line to reduce the original balance as leases are made.

**LS20: Record Capital Lease Payable - Current Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of lease principal that will be due to the lessor in the current year. This event type is also used with a negative accounting line to record any residual value adjustment at the end of the lease.

**Posting Pair A:**

Dr     A368: Capital Lease Debt (E)  
Cr     A369: Capital Lease Payable - Current (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated payables will reduce the current payable account.

**LS21: Record Capital Lease Payable – Long Term Portion** - This event type is used with the Debt Accounting (DA) transaction to record the portion of lease principal that will be due from the lessor after the current year.

**Posting Pair A:**

Dr     A368: Capital Lease Debt (E)  
Cr     A370: Capital Lease Payable – Long Term (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, manually entered or system generated entries will occur as a new year starts in the repayment of a lease. These entries will transfer from the long term account to the current account the portion of principal due in a given year.

**LS22: Record Capital Lease Expense & Other Funding Sources** - This event type is used with the Debt Accounting (DA) transaction to record the full amount of the lease.

**Posting Pair A:**

Dr     A366: Capital Lease Expense (NE)  
Cr     A367: Other Financing Sources (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible.

**LS23: Record Leased Capital Asset** - This event type is used with the Fixed Asset Acquisition/Betterment (FA) transaction to record the leased asset.

**Posting Pair A: Shell to Asset**

Dr     F002: Fixed Asset (A)  
Cr     A371: Fixed Assets Acquired from Capital Leases (E)

**Posting Pair D: Contributed FA**

Dr F002: Fixed Asset (A)  
Cr A371: Fixed Assets Acquired from Capital Leases (E)

**Posting Pair E: FA Adjustment**

Dr F002: Fixed Asset (A)  
Cr A371: Fixed Assets Acquired from Capital Leases (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible. There may be subsequent fixed asset events that do not reference this event type such as disposing of the asset because ownership transfers back to the lessor.

**LS24: Authorize Capital Lease Principal Payment** - This event type is used with the General Accounting Expenditure (GAX) and Payment Request (PRC) transaction to setup a disbursement request to pay principal to the lessor. The only posting pairs used are the ones shown below.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense (NS)  
Cr D001: Disbursements Payable (L)

**Posting Pair E: Pre Paid Asset**

Dr A369: Capital Lease Payable - Current (L)  
Cr A368: Capital Lease Debt (E)

**Prior Event Types:** Referenced accounting activity for this event type may be that of a GAE or PO with event type PR05 to encumber funds for principal payments.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT, the event types that will reference and liquidate AP01 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**LS30: Amortization of Lease Costs** - This event type is used with the Debt Accounting (DA) transaction to setup lease costs and for later amortization.

**Posting Pair A:**

Dr A372: Unamortized Lease Costs (NE)  
Cr A373: Accrual Basis Equity Offset – Leases (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later amortizations of the lease costs will use the same event type with a negative line amount to reduce what was initially recorded.

**LS31: Accrue Lease Expense** - This event type is used with the Debt Accounting (DA) transaction to accrue any expense to be paid after the accrual period when the prior expense occurred before the start of that accrual period.

**Posting Pair A:**

Dr D011: Accrued Expense/Expenditure (NE)  
Cr A374: Accrued Lease Expense Offset (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type is used in the reversal of the accrual in the next period when the schedule detail is Regular Payment.

**Operating Leases as Lessor**

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record leases. Other event types used are in Accounts Receivable.

**LS14: Leased Asset Disposal** - This event type is used with the Fixed Asset Disposition (FD) transaction to dispose of an asset that is going to be leased out to a lessee. Then when the asset is returned after the lease it is recorded anew with the FA01 event type. An alternative is to leave the asset on the books and then the value is adjusted when the asset is returned. In such a case depreciation should not be done while the asset is leased out.

**Posting Pair A: Depr Catch Up**

Dr F020: Depreciation Expense (NE)  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Rvrs Accm Depr**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair C: Back-out Sale**

Dr F010: Fixed Asset Offset (E)  
Cr F002: Fixed Asset (A)

**Posting Pair D: G/L Expense**

Dr F002: Fixed Asset (A)  
Cr A365: Deferred Lease Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**LS32: Accrue Lease Revenue** - This event type is used with the Debt Accounting (DA) transaction to accrue lease revenues to be billed after the accrual period when the prior expense occurred before the start of that accrual period.

**Posting Pair A:**

Dr     A375: Accrued Lease Revenue Offset (A)  
Cr     R010: Earned Revenue (NR)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later accrual reversal will use the same event type with a negative line amount to reduce what was initially accrued.

**Operating Leases as Lessee**

The following event types are delivered for use with the various chain jobs of Debt Management, but can also be used to manually record leases. Other event types used are in Accounts Payable and Fixed Assets.

**LS01: Authorize Leases To Be Taken** - This event type is used with the Debt Accounting (DA) transaction to record the amount authorized for entering into leases as the lessee. As those leases are made, this event type is used again to reduce the outstanding amount of that authorization.

**Posting Pair A:**

Dr     A350: Leasing Authorized But Untaken (A)  
Cr     A351: Leasing Authorization Offset (CA)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type will subsequently be used with a negative accounting line to reduce the original balance as leases are made.

**LS30: Amortization of Lease Costs** - This event type is used with the Debt Accounting (DA) transaction to setup lease costs and for later amortization.

**Posting Pair A:**

Dr     A372: Unamortized Lease Costs (NE)  
Cr     A373: Accrual Basis Equity Offset – Leases (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** While not directly referencing this event type, the later amortizations of the lease costs will use the same event type with a negative line amount to reduce what was initially recorded.

**LS31: Accrue Lease Expense** - This event type is used with the Debt Accounting (DA) transaction to accrue any expense to be paid after the accrual period when the prior expense occurred before the start of that accrual period.

**Posting Pair A:**

Dr     D011: Accrued Expense/Expenditure (NE)  
Cr     A374: Accrued Lease Expense Offset (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** The same event type is used in the reversal of the accrual in the next period when the schedule detail is Regular Payment.

## Budgeting Accounting Model

The event types in this area are different from most others because they contain a single posting code and do not belong to an event category that places them into an event type processor. For that reason, the posting pairs do not have names assigned. Additionally, the debit indication for each posting code does not determine how a budget amount is updated. The Increase/Decrease value on the budget line associated with an event type determines if an amount is to be increased or decreased.

Budget transactions also do not have referencing capability, so the Prior and Subsequent Event Type tabs have been omitted in this business area. A reader will also encounter the word 'commonly' many times in the descriptions of different event types. This is because the exact use of a budget amount and event type(s) that update it are an implementation decision.

**BG01: Adopt An Expense Budget** - This event type is commonly used to create budget lines on an expense budget structure or budget structure that tracks both spending and revenue. At a determined point in time, the event type is normally restricted from use because amounts in the *Adopted* budget amount have to tie to a legislative budget or other budget authority.

### Posting Pair A:

Dr     B001: Expenditure Budget - Adoption

**BG02: Allocate An Expense Budget** - This event type is commonly used when the budget reserve model that utilizes the *Allocated* amount to increase Current Budget instead of Adopted. Please see the Budget Reserve functionality in the *CGI Advantage Financial - Budgeting User Guide* for more information on how to use this feature. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

### Posting Pair A:

Dr     B007: Expenditure Budget - Allocation

**BG03: Amend An Expense Budget** - This event type is commonly used to adjust budget lines for new budget authority in the *Amendments* budget amount that given after a formal adoption has occurred. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

### Posting Pair A:

Dr     B002: Expenditure Budget - Amendment

**BG04: Carry Forward An Expense Budget** - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The increase in that subsequent year is to the *Carry Forward* budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

### Posting Pair A:

Dr     B003: Expenditure Budget - Carry Forward

**BG05: Revert An Expense Budget** - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The decrease in the prior year is accomplished through an increase to the *Reversions* budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

**Posting Pair A:**

Dr     B008: Expenditure Budget - Reversion

**BG06: Transfer In An Expense Budget** - This event type is commonly used to increase budget availability on one budget line by updating the *Transfer In* budget amount where that increase was made possible by a Transfer Out from another budget line. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

**Posting Pair A:**

Dr     B004: Expenditure Budget - Transfer In

**BG07: Transfer Out An Expense Budget** - This event type is commonly used to decrease budget availability on one budget line by updating the *Transfer Out* budget amount in order to increase another budget line in the Transfer In budget amount. Both an expense budget structure and a budget structure that tracks both spending and revenue are updated by this event type.

**Posting Pair A:**

Dr     B005: Expenditure Budget - Transfer Out

**BG08: Deactivate Budget Line** - This event type is used to mark a budget line as inactive to stop future accounting activity and to stop further budget activity except BG09: Activate Budget Line. This event type is used to update all budget structures. The posting code does not have any impact on the update.

**Posting Pair A:**

Dr     B017: Stand In Code for Budgeting

**BG09: Activate Budget Line** - This event type is used to mark a budget line as active after it has been deactivated by BG08. This event type is used to update all budget structures. The posting code does not have any impact on the update.

**Posting Pair A:**

Dr     B017: Stand In Code for Budgeting

**BG10: Delete Budget Line** - This event type is used to delete a budget line from a budget inquiry page. Deletion is only allowed if all amounts directly updated (not calculated amounts) by accounting or budget transactions are equal to zero. This event type is used to update all budget structures. The posting code does not have any impact on the update.

**Posting Pair A:**

Dr     B017: Stand In Code for Budgeting

**BG11: Restrict and Defer Spending** - This event type is one that supports an alternative to the budget amount of Budget Reserve that uses a reserve percentage. This alternative is only

available on a limited number of expense budget structures (see the Budget Control User Guide) where the amount is updated directly with this event type. When increased, budget formula setup typically decreases what is available for spending.

**Posting Pair A:**

Dr B020: Expenditure Budget Reserve

**BG12: Restrict and Defer Revenue** - This event type is one that supports a 'revenue' Budget Reserve that is only available on a limited number of revenue budget structures (see the Budget Control User Guide). When increased, budget formula setup typically decreases the current revenue budget or the amount linked to support spending.

**Posting Pair A:**

Dr B022: Revenue Budget Reserve

**BG13: Seed Restricted Revenue** - This event type is one that supports Tolerance Adjustment amount that is only available on a limited number of revenue budget structures (see the Budget Control User Guide) that are linked to expense budgets to support spending. As the collection of revenues to fund spending can often lag behind the spending as a year starts, this amount is 'seeded' with a non-financial estimate of revenue to support initial spending. As actual revenue is collected, the Tolerance Adjustment amount is reduced or zeroed-out.

Although not recorded on a budget transaction, uses the Charge (CH) as delivered, the event type is included here because of the budget impact and lack of accounting impact in Accounts Receivable.

**Posting Pair A:**

Dr B023: Restricted Revenue Budget Seed

Cr B024: Restricted Revenue Budget Seed Offset

**BG21: Estimate Expected Revenue** - This event type is one of two that are established to update the *Expected Revenue* budget amount. When used, this budget amount can be the single estimation for revenue on a budget structure that tracks only revenue or both revenue and spending. However, the amount can be used in conjunction with the Adopted, Amendments, and other revenue budget amounts to provide a different estimate. Use of a single Expected Revenue amount is most often found in two budget situations: a very simple revenue budget where other budgetary amounts are not necessary, or on a cost accounting budget where a single estimate for revenue is needed for reporting purposes.

**Posting Pair A:**

Dr B006: Revenue Budget - Expected

**BG22: Award Reimbursable Budget** - This event type is used to update the *Awarded* budget amount on a budget structure that tracks spending and revenue for reimbursement purposes. That Awarded amount defines budget availability for budget lines on such a structure. The amount should correspond with setup on the Funding Profile, Funding Priority, and Funding Line pages.

**Posting Pair A:**

Dr B009: Reimbursable Budget - Award



**BG23: Adopt A Revenue Budget** - This event type is commonly used to create budget lines on a revenue budget structure. At a determined point in time, the event type is normally restricted from use because amounts in the *Adopted* budget amount have to tie to a legislative budget or other budget authority.

**Posting Pair A:**

Dr      B010: Revenue Budget - Adoption

**BG24: Allocate A Revenue Budget** - This event type is commonly used when the budget reserve model that utilizes the *Allocated* amount to increase Current Budget instead of Adopted. Please refer to the Budget Reserve functionality discussed in the *CGI Advantage Financial - Budgeting User Guide* for more information on how to use this feature. Only budget structures that track just revenue are updated by this event type.

**Posting Pair A:**

Dr      B011: Revenue Budget - Allocation

**BG25: Amend A Revenue Budget** - This event type is commonly used to adjust budget lines for new budget authority in the *Amendments* budget amount that given after a formal adoption has occurred. Only budget structures that track just revenue are updated by this event type.

**Posting Pair A:**

Dr      B012: Revenue Budget - Amendment

**BG26: Carry Forward A Revenue Budget** - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The increase in that subsequent year is to the *Carry Forward* budget amount. Only budget structures that track just revenue are updated by this event type.

**Posting Pair A:**

Dr      B013: Revenue Budget - Carry Forward

**BG27: Revert A Revenue Budget** - This event type is commonly used when budget availability is moved out of a prior year and into a subsequent year. The decrease in the prior year is accomplished through an increase to the *Reversions* budget amount. Only budget structures that track just revenue are updated by this event type.

The Budget Roll chain job in mode 3 and the Open Activity and Budget Roll chain job make use of this amount. Please see the CGI Advantage Financial - Budgeting Run Sheets guide for detailed information on the Budget Roll chain job and refer to the CGI Advantage Financial - General Accounting Run Sheets guide for detailed information on the Open Activity and Budget Roll chain job.

**Posting Pair A:**

Dr      B014: Revenue Budget - Reversion

**BG28: Transfer A Revenue Budget** - This event type is commonly used to increase budget availability on one budget line by updating the *Transfer In* budget amount (often labeled *Transfers* online) where that increase was made possible by a Transfer Out from another budget line. Only budget structures that track just revenue are updated by this event type.

The option of a single 'transfer' event type for revenue budget structures is a popular choice made for many applications, but the option to track transfers in and out in two separate budget amounts is available. Using a single budget amount requires that there be an equal dollar amount in of decrease lines as increase lines. Using the two budget amount model requires that the sum of transfers out equal the sum of transfers in.

**Posting Pair A:**

Dr      B016: Revenue Budget - Transfers

**BG29: Transfer Out A Revenue Budget** - This event type is commonly used to decrease budget availability on one budget line by updating the *Transfer Out* budget amount in order to increase another budget line in the Transfer In budget amount. Only budget structures that track just revenue are updated by this event type.

**Posting Pair A:**

Dr      B015: Revenue Budget - Transfer Out

**BG30: Appropriation Expected Revenue** - This event type is the second of two that are established to update the *Expected Revenue* budget amount. This event type, because of its name, is common used with budget structures that track both revenue and spending. In prior applications, such budgets were referred to as Appropriation budgets. When used on such a budget, it is often the only revenue budgetary amount besides the Amended Appropriation Expected Revenue amount.

The amount is very similar to the Adopted amounts in that often only one update occurs to the budget amount with a value determined by a legislative body. Then at a pre-determined point in time, further activity to the budget amount is prohibited and any further updates have to occur to the Amended Expected Revenue amount.

**Posting Pair A:**

Dr      B018: Expected Revenue

**BG31: Amend Appropriation Expected Revenue** - This event type is commonly used to adjust budget lines for new budget authority in the *Amend Expected Revenue* budget amount that given after a formal adoption has occurred. This event type, because of its name, is common used with budget structures that track both revenue and spending.

**Posting Pair A:**

Dr      B019: Amend Expected Revenue

## Cost Accounting - Accounting Model

The event types in this section are those used by the various system processes in Cost Accounting as well as those manually entered for cost accounting updates that are non-financial in nature.

**CA Event Category** includes the following event types that will be used to record cost allocation and cost accounting activity. This Cost Accounting Event Category uses the [Generic Event Type Processor](#) logic.

**CA01: Expenditure Allocation** - This event type is very similar to GA01: Cash Expenditure Correction and DI01: Pay Expenditure by Check - Automatically in that it record an update to External Cash Expenditure/Expense and Cash. However, it is a separate event type to provide different rules on the Event Type Requirements page. It is used by the Cost Allocation chain job

when it is placed in the Expenditure Event Type field on the Cost Allocation Process Parameters page.

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**CA02: Revenue Allocation** - This event type is very similar to GA05: Collected Earned Revenue Correction and AR02: Collect Earned Revenue in that it records an update to Collected Earned Revenue and Cash. However, it is a separate event type to provide different rules on the Event Type Requirements page. Furthermore, it is setup in reverse because of how the Cost Allocation chain job creates accounting lines. It will be used by the Cost Allocation chain job when it is placed in the Revenue Event Type field on the Cost Allocation Process Parameters page.

**Posting Pair A: A**

Dr R003: External Collected Earned Revenue  
Cr A001: Cash (A)

**CA03: Allocation Inverse** - When an expenditure allocation is performed that will use the Program Transaction Cross Reference (PRGXRF) feature, accounting lines created for an expenditure credit that reference a transaction on PRGXRF will have this event type to ensure that the referenced transaction is re-opened by the *Inverse* Reference Type that will be selected on that accounting line. The event type will be used by the Cost Allocation chain job when it is placed in the Inverse Event Type field on the Cost Allocation Process Parameters page.

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**CG01: Record Standard Program Charge** - This event type is used to record spending against a cost accounting budget that will not be tracked as spending against any other type of budget structure such as an Appropriation or Central Expense. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

**Posting Pair A: A**

Dr C001: Standard Charge

**CG02: Record Back End Split Program Charge** - This event type is used to record funding split activity that occurs for Back End Split Major Programs as a result of the Reimbursement chain job. Increases in this amount are equivalent to spending, but will not be tracked as pending against any other type of budget structure such as an Appropriation or Central Expense. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

**Posting Pair A: A**

Dr C002: Back End Split Charge

**CG03: Record Revenue Credit** - This event type is used when a reduction in total spending should occur for a cost accounting budget line, but a cash expenditure/expense credit is not possible because non-cost accounting budgets should not be updated. This type of spending will not be reflected on any financial statements, but will be considered when determining budget availability on a cost accounting budget.

**Posting Pair A: A**

Dr C003: Revenue Credit

**CG10: Record Standard Program Charge** - This event type is identical to CG01 except this one uses a posting code that is not subject to the Overhead Process of Cost Accounting.

**Posting Pair A: A**

Dr C010: Standard Charge

**IC01: Internal Costing** - This event type is used on Internal Costing Transaction (ICT) transactions recording the usage of labor, equipment, and materials testing. The event has no postings.

**IC02: Internal Costing Seller Revenue** - This event type is one of two used on the seller accounting lines generated by the Internal Costing job. When the seller wishes to record a credit to revenue, this is often the preference when the transaction is considered an inter-COA transaction (e.g. inter-fund). The choice of event type is made on the Internal Vendor Accounting Data (IVAD) page.

**Posting Pair A: A**

Dr A001 Cash (A)

Cr R024: Internal Collected Revenue

**IC03: Internal Costing Seller Expenditure Credit** - This event type is one of two used on the seller accounting lines generated by the Internal Costing job. When the desire is to record an expenditure credit, this is often the preference when the transaction is considered an intra-COA transaction (e.g. intra-fund). The choice of event type is made on the Internal Vendor Accounting Data (IVAD) page.

**Posting Pair A: A**

Dr A001 Cash (A)

Cr D025 Internal Cash Expenditure/Expense

**IC04: Internal Costing Buyer** - This event type is used on the buyer accounting lines generated by the Internal Costing job. The event type for the buyer is specified on the Internal Cost Parameters (ICP) page. This Event Type is very similar to CA01 – the difference is that the internal expenditure Posting Code (D025) is used instead of the external version (D014).

**Posting Pair A: A**

Dr D025 Internal Cash Expenditure/Expense

Cr A001 Cash (A)

## Disbursements Accounting Model

The number of event types in this area far exceed those of any other area because three types of disbursements automatic manual, and Check Writer; three different disbursement models check, standard warrant, and clearing fund warrant; and the various types of payments have resulted in over one-hundred different event types. Of which, any application will use one-third at the most.

To consolidate these event types, groups of similar event types will be detailed as a single section. An event type for a Standard Warrant would match that for a Check except for the A001: Cash (A) posting codes on the Check event type would be replaced with D007: Warrants Payable (L). Additionally, event types for Check and Standard Warrant would not have posting codes specified in posting pair I. Only Clearing Fund event types would have values there.

Event types are given primarily by event category as with other functional areas. However, a final section for disbursements is for those event types used by the optional Check Writer functionality. The difference between Check Writer event types and regular disbursement event types is significant because of the simplicity of which Check Writer postings are made.

Descriptions for these event types are shorter than ones in other areas because there no real choice in event types because the AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) pages default event types for users and prevent users from selecting a disbursement event type that does not match the request for payment.

**ADIS Event Category** includes the following event types that will be used to disburse funds by the Automatic Disbursement chain job on the different transaction codes of the Automatic Disbursement (AD) transaction type. This Automatic Disbursement Event Category uses the [Disbursements Event Type Processor](#) logic.

**MDIS Event Category** includes the following event types that will be used to disburse funds on the various transaction codes of the Manual Disbursement (MD) transaction type. This Manual Disbursement Event Category uses the [Disbursements Event Type Processor](#) logic. The main difference between the similar event types in each category is that manual disbursements do not handle intercepts. For this reason, the posting pair name is followed by an <sup>Auto</sup> as a reminder that the event types in the MDIS category will not have posting codes defined for that pair.

**DB01 to 03: Pay Contract Withholding by Check / Standard Warrant / Clearing Fund Warrant – Automatically** This trio of event types is used to pay out and disburse contract withholding automatically.

**DB04 to 06: Pay Contract Withholding by Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used to pay out and disburse contract withholding manually.

### Posting Pair A: Disbursement

Dr	D028: Contract Withholding Payable (L)
Cr	A001: Cash (A)

### Posting Pair I: Clearing Fund

Dr	D017: Warrant Clearing Cash (A)
Cr	D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP25: Authorize Contract Withholding Payment found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of this event type is not possible.

**DB54 to 56: Remit Accounts Receivable Tax by Check / Standard Warrant / Clearing Fund Warrant** - Automatically This trio of event types is used to pay out and disburse A/R tax withholding automatically or manually.

**Posting Pair A: Disbursement**

Dr R012: Collected Accounts Receivable Tax (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP26: Authorize Accounts Receivable Tax Remittance found in the A/P section of accounting models.

**DB02: Pay Contract Withholding by Warrant – Automatically** This trio of event types is used to pay out and disburse contract withholding.

**Posting Pair A: Disbursement**

Dr D028: Contract Withholding Payable (L)  
Cr D007: Warrant Payable (A)

**Prior Event Types:** The only event type referenced would be AP25: Authorize Contract Withholding Payment found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of this event type is not possible.

**DB03: Pay Contract Withholding by C.F. Warrant – Automatically** This trio of event types is used to pay out and disburse contract withholding.

**Posting Pair A: Disbursement**

Dr D028: Contract Withholding Payable (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP25: Authorize Contract Withholding Payment found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of this event type is not possible.

**DI01 to 03: Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types record the bulk of automatic disbursements in an application.

**DI51 to 53: Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types record the bulk of manual disbursements in an application.

**Posting Pair A: Disbursement**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair B: Retainage 1**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair C: Retainage 2**

Dr A001: Cash (A)  
Cr D003: Retainage Payable (L)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)  
Cr D010: Backup Withholding Payable (L)

**Posting Pair F: Interest / Penalty**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair G: Intercept** <sup>Auto</sup>

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair H: Discount**

Dr A001: Cash (A)  
Cr D014: External Cash Expenditure/Expense

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair J: Pending Asset**

Dr F001: Pending Fixed Asset (A)  
Cr F010: Expense Offset for Fixed Asset (E)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** Many event types could be referenced by this event type. Among them are AP01: Authorize Normal Payment, AP19: Authorize Bond Interest Payment, PR22: Encumbrance Correction & Credit Memo, ST65: Encumbrance Correction & Credit Memo - Consumption Method, ST70: Authorize Payment for Inventory - Purchase Method, TR02: Travel Advance, and TR04: Travel Costs.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI04 to 06: Pre Pay By Check / Standard Warrant / Clearing Fund Warrant - Automatically**  
This trio of event types is used when a request for payment also established a prepaid asset.

**DI54 to 56: Pre Pay By Check / Standard Warrant / Clearing Fund Warrant - Manually**  
This trio of event types is used when a request for payment also established a prepaid asset.

**Posting Pair A: Disbursement**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair B: Retainage 1**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair C: Retainage 2**

Dr A001: Cash (A)  
Cr D003: Retainage Payable (L)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)  
Cr D010: Backup Withholding Payable (L)

**Posting Pair F: Interest / Penalty**



Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair G: Intercept** <sup>Auto</sup>

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair H: Discount**

Dr A001: Cash (A)  
Cr D014: External Cash Expenditure/Expense

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be AP02: Authorize Pre Payment found in the A/P section of accounting models.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI07 to 09: Pay From Generic Asset By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when there is a request for payment out of an asset account.

**DI57 to 59: Pay From Generic Asset By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when there is a request for payment out of an asset account.

**Posting Pair A: Disbursement**

Dr A016: Generic Asset (A)  
Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept** <sup>Auto</sup>

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be AP18: Asset Payout Authorization found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI10 to 12: Pay From Generic Liability By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when there is a request for payment out of a liability account.

**DI60 to 62: Pay From Generic Liability By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when there is a request for payment out of a liability account.

**Posting Pair A: Disbursement**

Dr A015: Generic Liability (L)

Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept** <sup>Auto</sup>

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be AP17: Liability Payout Authorization found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI13 to 15: Pay From Generic Equity By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when there is a request for payment out of an equity account.

**DI63 to 65: Pay From Generic Equity By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when there is a request for payment out of an equity account.

**Posting Pair A: Disbursement**

Dr A014: Generic Equity (E)  
Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)  
Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr     A001: Cash (A)  
Cr     D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be AP16: Equity Payout Authorization found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI16 to 18: Payout Stale Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a request for payment out from the Stale Disbursements liability account occurs because the stale disbursement was redeemed.

**DI66 to 68: Payout Stale Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when a request for payment out from the Stale Disbursements liability account occurs because the stale disbursement was redeemed.

**Posting Pair A: Disbursement**

Dr     D101: Stale Payable Disbursement (L)  
Cr     A001: Cash (A)

**Posting Pair G: Intercept**

Dr     D202: Intercepted Cash (A)  
Cr     D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr     D017: Warrant Clearing Cash (A)  
Cr     D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP11: Authorize Stale Payment found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI19 to 21: Payout Escheat Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a request for payment out from the Escheat Disbursements liability account occurs because the escheated disbursement was redeemed.

**DI69 to 71: Payout Escheat Disbursement By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when a request for payment out from the Escheat Disbursements liability account occurs because the escheated disbursement was redeemed.

**Posting Pair A: Disbursement**

Dr D102: Escheat Payable Disbursement (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP12: Authorize Escheat Payment found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI22 to 24: Payout Use Tax By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when Use Tax has been collected on prior disbursements and now has to be paid out.

**DI72 to 74: Payout Use Tax By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when Use Tax has been collected on prior disbursements and now has to be paid out.

**Posting Pair A: Disbursement**

Dr D006: Use Tax Payable (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP04: Authorize Use Tax Payment found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI25 to 27: Pay Backup Withholding By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when Backup Withholding has been collected on prior disbursements and now has to be paid out.

**DI75 to 77: Pay Backup Withholding By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when Backup Withholding has been collected on prior disbursements and now has to be paid out.

**Posting Pair A: Disbursement**

Dr D010: Backup Withholding Payable (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP04: Authorize Use Tax Payment found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI28 to 30: Return Deposit By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a deposit collected from a customer is being returned.

**DI78 to 80: Return Deposit By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a deposit collected from a customer is being returned.

**Posting Pair A: Disbursement**

Dr R202: Collected Deposit (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP06: Authorize Deposit Refund found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI31 to 33: Return Prepayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a prepayment collected from a customer is being returned.

**DI81 to 83: Return Prepayment By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when a prepayment collected from a customer is being returned.

**Posting Pair A: Disbursement**

Dr R105: Unearned Revenue for Pre Payment (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP07: Authorize Prepayment Refund.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI34 to 36: Return Unreserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when an unreserved overpayment is to be returned to a customer instead of waiting for the Auto Netting chain job to use it to settle an outstanding receivable.

**DI84 to 86: Return Unreserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when an unreserved overpayment is to be returned to a customer instead of waiting for the Auto Netting chain job to use it to settle an outstanding receivable.

**Posting Pair A: Disbursement**

Dr R401: Unreserved Overpayment (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP08: Authorize Unreserved Credit Balance Refund found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI37 to 39: Return Reserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a reserved overpayment is to be returned to a customer.

**DI87 to 89: Return Reserved Overpayment By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when a reserved overpayment is to be returned to a customer.

**Posting Pair A: Disbursement**

Dr R400: Reserved Overpayment (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP09: Authorize Reserved Credit Balance Refund found in the Accounts Payable section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI40 to 42: Refund Earned Revenue By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when revenue collected in excess of what was owed is to be returned to a customer in lieu of entering a negative receivable.

**DI90 to 92: Refund Earned Revenue By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when revenue collected in excess of what was owed is to be returned to a customer in lieu of entering a negative receivable.

**Posting Pair A: Disbursement**

Dr R003: External Collected Earned Revenue  
Cr A001: Cash (A)

**Posting Pair G: Intercept**



Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP10: Authorize Earned Revenue Refund found in the A/P section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI43 to 45: Payout Retainage By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when retainage has been collected for a vendor, who has met the terms of releasing that retainage, and now that retainage has to be paid out.

**DI93 to 95: Payout Retainage By Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when retainage has been collected for a vendor, who has met the terms of releasing that retainage, and now that retainage has to be paid out.

**Posting Pair A: Disbursement**

Dr D003: Retainage Payable (L)  
Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)  
Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be AP03: Authorize Retainage Payment found in the A/P section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DI46 to 48: Payout Bond Principal By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a bond issue has reached maturity and the principal payment is due. The unique posting code D015 has been used to provide flexibility in budgeting updates and quick identification for reporting needs.

**DI96 to 98: Payout Bond Principal By Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a bond issue has reached maturity and the principal payment is due. The unique posting code D015 has been used to provide flexibility in budgeting updates and quick identification for reporting needs.

**Posting Pair A: Disbursement**

Dr D015: Cash Bond Principle Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The only event type referenced would be AP13: Authorize Bond Principle Payment found in the A/P section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**DB01-03: Pay Contract Withholding by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used to pay out and disburse contract withholding.

**Posting Pair A: Disbursement**

Dr D028: Contract Withholding Payable (L)  
Cr A001: Cash (A)

**Prior Event Types:** The only event type referenced would be AP25: Authorize Contract Withholding Payment found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of only two of these event types will occur by the Warrant Reconciliation (WR) transaction with a memo reference to clear warrants payable.

**DB04-06: Non-Reimbursable Grant Advance to Grantee by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used to pay out and disburse a non-reimbursable grant advance to a grantee or sub-grantee.

**Posting Pair A: Disbursement**

Dr D032: External Cash Expenditure Non-Reimbursable  
Cr A001: Cash (A)

**Posting Pair E: Pre-Paid Asset**

Dr C009: Cash Advance With Grantee (A)  
Cr C011: Cash Advance With Grantee Offset (A)

**Prior Event Types:** The only event type referenced would be AP28: Authorize Advance to Grantee - Non-Reimbursable found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of only two of these event types will occur by the Warrant Reconciliation (WR) transaction with a memo reference to clear warrants payable.

**DB07-09: Reimbursable Grant Advance to Grantee by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used to pay out and disburse a reimbursable grant advance to a grantee or sub-grantee.

**Posting Pair A: Disbursement**

Dr D014: External Cash Expenditure Non-Reimbursable  
Cr A001: Cash (A)

**Posting Pair E: Pre-Paid Asset**

Dr C009: Cash Advance With Grantee (A)  
Cr C011: Cash Advance With Grantee Offset (A)

**Prior Event Types:** The only event type referenced would be AP27: Authorize Advance to Grantee - Reimbursable found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of only two of these event types will occur by the Warrant Reconciliation (WR) transaction with a memo reference to clear warrants payable.

**DB10-12: Pay from Check Writer Clearing Account by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used to make a regular payment from a previously cancelled Check Writer payment.

**Posting Pair A: Disbursement**

Dr D033: CW Clearing (L)  
Cr A001: Cash (A)

**Prior Event Types:** The only event type referenced would be AP29 - Authorize Check Writer Clearing Account Payment found in the A/P section of accounting models.

**Subsequent Event Types:** Referencing of this event type is not possible.

**DR23: Expense Adjustment Moved to Revenue** - This event type is used on the negative accounting line that is paired with a positive line closing the payment request. This negative line records revenue as part of 'cancelling' the payment request. The negative amount flips the postings shown below.

**Posting Pair A: Disbursement**

Dr R003: External Collected Earned Revenue  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is a memo reference to any number of event types used on the payment request.

**Subsequent Event Types:** There will be no referencing of this accounting activity.

**DR24: Expense Adjustment Moved to Generic Liability** - This event type is used on the negative accounting line that is paired with a positive line closing the payment request. This negative line records a liability as part of 'cancelling' the payment request. The negative amount flips the postings shown below.

**Posting Pair A: Disbursement**

Dr A015: Generic Liability (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is a memo reference to any number of event types used on payment request.

**Subsequent Event Types:** There will be no referencing of this accounting activity.

**DR25: Expense Adjustment Moved to Internal Expense-** This event type is used on the negative accounting line that is paired with a positive line closing the payment request. This negative line records an internal expense as part of 'cancelling' the payment request. The negative amount flips the postings shown below.

**Posting Pair A: Disbursement**

Dr D025: Internal Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is a memo reference to any number of event types used on payment request.

**Subsequent Event Types:** There will be no referencing of this accounting activity.

**DR26: Expense Adjustment Moved to Generic Asset-** This event type is used on the negative accounting line that is paired with a positive line closing the payment request. This negative line records an asset as part of 'cancelling' the payment request. The negative amount flips the postings shown below.

**Posting Pair A: Disbursement**

Dr A016: Generic Asset (A)

Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is a memo reference to any number of event types used on the payment request.

**Subsequent Event Types:** There will be no referencing of this accounting activity.

**DR27: Expense Adjustment Moved to Generic Equity-** This event type is used on the negative accounting line that is paired with a positive line closing the payment request. This negative line records equity as part of 'cancelling' the payment request. The negative amount flips the postings shown below.

**Posting Pair A: Disbursement**

Dr A014: Generic Equity (E)

Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is a memo reference to any number of event types used on the payment request.

**Subsequent Event Types:** There will be no referencing of this accounting activity.

**FA21 to 23: Non Budgetary Fixed Asset Purchase by Check / Standard Warrant / Clearing Fund Warrant - Automatically** This trio of event types is used when a fixed asset is purchased by funds that are not budgetary.

**FA24 to 26: Non Budgetary Fixed Asset Purchase by Check / Standard Warrant / Clearing Fund Warrant - Manually** This trio of event types is used when a fixed asset is purchased by funds that are not budgetary.

**Posting Pair A: Disbursement**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)

Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept**

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

**Posting Pair J: Pending Asset**

Dr F001: Pending Fixed Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be FA20: Non-Budgeted Fixed Asset Purchase found in the A/P section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**IV06 to 08: Pay External Investment Interest by Check / Standard Warrant / Clearing Fund Warrant - Automatically**

**IV09 to 11: Pay External Investment Interest by Check / Standard Warrant / Clearing Fund Warrant - Manually**

**Posting Pair A: Disbursement**

Dr I006: Investment Interest Revenue  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** The IV05 event type used on a General Accounting Expenditure transaction.

**Subsequent Event Types:** The Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**TR12: Pay Travel Advance by Check** Used with automatic and manual disbursements with the Check Disbursement Model.

**Posting Pair A: Disbursement**

Dr T001: Travel Advance  
Cr A001: Cash

**Prior Event Types:** The TR10 event type for requesting a travel advance with the TRADV will be referenced by this event type.

**Subsequent Event Types:** There is not likely to be any reference of this event type.

**TR13: Pay Travel Advance by Standard Warrant** Used with automatic and manual disbursements with the Standard Warrant Disbursement Model.

**Posting Pair A: Disbursement**

Dr T001: Travel Advance  
Cr D007: Warrant Payable

**Prior Event Types:** The TR10 event type for requesting a travel advance with the TRADV will be referenced by this event type.

**Subsequent Event Types:** There is not likely to be any reference of this event type.

**TR14: Pay Travel Advance by C.F. Warrant** Used with automatic and manual disbursements with the Clearing Fund Disbursement Model.

**Posting Pair A: Disbursement**

Dr T001: Travel Advance  
Cr A001: Cash

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash  
Cr D018: Warrant Clearing Payable

**Prior Event Types:** The TR10 event type for requesting a travel advance with the TRADV will be referenced by this event type.

**Subsequent Event Types:** There is not likely to be any reference of this event type.

**ST80 to 82: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Automatically** This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

**ST83 to 85: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Manually** This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)

Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept** <sup>Auto</sup>

Dr D202: Intercepted Cash (A)

Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)

Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only two event types referenced would be ST68: Encumbrance Correction & Credit Memo - Purchase Method or ST71: Authorize Payment for Inventory - Consumption Method found in the Inventory section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**HRD Event Category** includes the following event types that will be used to disburse funds for payroll deduction and fringe costs to external vendors. This HR Disbursement Event Category uses the [Payroll Disbursements Event Type Processor](#) logic.

**HR30 to 32: Pay Deductions by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a deduction is paid to an external party either by an automatic or manual disbursement. For HR31, the Debit Posting Code for Posting Pair K is D007 - Warrant Payable.

**Posting Pair A: Operating**

Dr H003: Deduction (L)

Cr A001: Cash (A)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR22: Request Liability Payment for Deduction found in the HR section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).



**HR33 to 35: Pay Fringe Expenditure by Check / Standard Warrant / Clearing Fund Warrant**

This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. For HR34, the Debit Posting Code for Posting Pair K is D007 - Warrant Payable.

**Posting Pair A: Operating**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR20: Record & Request Expenditure Payment for Fringe - Operating Fund found in the HR section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**HR36 to 38: Pay Fringe Expenditure by Check With Adjustment 1 / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. Only when fringe being paid out was accrued earlier as part of the contract reserve pay functionality, will this event type be used. For HR37, the Debit Posting Code for Posting Pair K is D007 - Warrant Payable.

**Posting Pair A: Operating**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair A: Adjustment**

Dr H001: Accrued Payroll (L)  
Cr D011: External Accrued Expenditure/Expense

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR23: Record & Request Liability Payment for Reserved Fringe found in the HR section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**HR39 to 41: Pay Fringe Liability by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. For HR40, the Debit Posting Code for Posting Pair K is D007 - Warrant Payable.

**Posting Pair A: Operating**

Dr H005: Fringe (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR21: Request Liability Payment for Fringe found in the HR section of accounting models.

**Subsequent Event Types:** The Event Types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**Check Writer**

The event types in this section are used exclusively on the Check Writer Accounting (CWA) transaction.

**CA Event Category**

**CW00: Check Writer Intercept - Check** This event type is used when Check Writer payments are intercepted for internal or external debt when using the Standard Warrant disbursement model.

**Posting Pair A: A**

Dr D0W7: Warrant Payable (L)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW01: Check Writer Intercept - Exp Check & CF War** This event type is used when Check Writer payments are intercepted for internal or external debt when using the Cash or Clearing Fund Warrant disbursement models.

**Posting Pair A: A**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**ADIS Event Category**

**CW02: Check Writer Exp - Std Warrant** This event type is used to make an expenditure payment by Check Writer. It is the default event type selected on the Allowed Event Type for Transaction Code (AETDC) page when Standard Warrants is the chosen disbursement model.

**Posting Pair A: Disbursement**

Dr D013: Cash Expenditure/Expense - Warrant  
Cr D007: Warrant Payable (L)

**Posting Pair G: Intercept**

Dr D0W7: Warrant Payable (L)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW03: Check Writer Rev - Std Warrant** This event type is used to make a revenue payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr R003: External Collected Earned Revenue  
Cr D007:Warrant Payable (L)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW04: Check Writer G Liab - Std Warrant** This event type is used to make a liability payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr    A015: Generic Liability (L)  
Cr    D007: Warrant Payable (L)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW05: Check Writer G Asset - Std Warrant** This event type is used to make an asset payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr    A016: Generic Asset (A)  
Cr    D007: Warrant Payable (L)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW06: Check Writer Clr Account - Std Warrant** This event type is used to make a payment from a previously cancelled Check Writer payment. This event type must be specified in the input file to Check Writer as it is not the default. This is the Check Writer equivalent of DB11 - Pay from Check Writer Clearing Account by Std Warrant that is used on regular disbursements.

**Posting Pair A: Disbursement**

Dr    D033: Check Writer Clearing Account (L)  
Cr    D007: Warrant Payable (L)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW10: Check Writer Exp - C.F. Warrant** This event type is used to make an expenditure payment by Check Writer. It is the default event type selected on the Allowed Event Type for Transaction Code (AETDC) page when Clearing Fund Warrants is the chosen disbursement model.

**Posting Pair A: Disbursement**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW11: Check Writer Rev - C.F. Warrant** This event type is used to make a revenue payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr R003: External Collected Earned Revenue  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW12: Check Writer G Liab - C.F. Warrant** This event type is used to make a liability payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr A015: Generic Liability (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW13: Check Writer G Asset - C.F. Warrant** This event type is used to make an asset payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr A016: Generic Asset (A)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW14: Check Writer Clr Account - C.F. Warrant** This event type is used to make a payment from a previously cancelled Check Writer payment. This event type must be specified in the input file to Check Writer as it is not the default. This is the Check Writer equivalent of DB12 - Pay from Check Writer Clearing Account by C.F. Warrant that is used on regular disbursements.

**Posting Pair A: Disbursement**

Dr D033: Check Writer Clearing Account (L)  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (A)  
Cr D202: Intercepted Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible, but there will be an eventual clearing of the Warrant Payable.

**CW20: Check Writer Exp - Check** This event type is used to make an expenditure payment by Check Writer. It is the default event type selected on the Allowed Event Type for Transaction Code (AETDC) page when Cash is the chosen disbursement model.

**Posting Pair A: Disbursement**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (A)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW21: Check Writer Rev - Check** This event type is used to make a revenue payment by Check Writer. This event type must be specified in the input file to [Procurement Accounting Model](#) Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr R003: External Collected Earned Revenue  
Cr A001: Cash (A)

**Posting Pair G: Intercept**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW22: Check Writer G Liab - Check** This event type is used to make a liability payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr    A015: Generic Liability (L)  
Cr    A001: Cash (A)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW23: Check Writer G Asset - Check** This event type is used to make an asset payment by Check Writer. This event type must be specified in the input file to Check Writer as it is not the default.

**Posting Pair A: Disbursement**

Dr    A016: Generic Asset (A)  
Cr    A001: Cash (A)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)

**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

**CW24: Check Writer Clr Account - Check** This event type is used to make a payment from a previously cancelled Check Writer payment. This event type must be specified in the input file to Check Writer as it is not the default. This is the Check Writer equivalent of DB10 - Pay from Check Writer Clearing Account by Check that is used on regular disbursements.

**Posting Pair A: Disbursement**

Dr    D003: Check Writer Clearing Account (L)  
Cr    A001: Cash (A)

**Posting Pair G: Intercept**

Dr    D201: Intercept Payable (L)  
Cr    D202: Intercepted Cash (A)



**Prior Event Types:** Referencing by this event type is not possible.

**Subsequent Event Types:** Referencing of this event type is not possible.

## Disbursement Reclassification Accounting Model

The event types in this area are ones that reclassify accounting done as part of a disbursement. The Disbursement Reclassification transaction type performs those event types that have to memo reference a disbursement and the Manual Disbursement in adjustment mode or the Journal Voucher transaction type performs those that may memo reference a Disbursement Reclassification.

Event types in this area can, and often vary, on a site by site basis given procedural and legal requirements for handling disbursements that are never redeemed.

**DRCL Event Category** includes the following event types that will be used to reclassify the cash or warrants payable amounts recorded on disbursements. This Disbursement Reclassification Event Category uses the [Disbursements Reclassification Event Type Processor](#) logic.

**DR01: Stale Cash/Clearing Fund (CF) Warrant Disbursement** - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered stale. Cash is restored under a different posting code for tracking purposes and a liability established. The expenditure is not credited however. The Stale Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day.

### Posting Pair A: Disbursement

Dr D004: Stale Payable Cash (A)  
Cr D101: Stale Payable Disbursement (L)

### Posting Pair B: Retainage 1

Dr D004: Stale Payable Cash (A)  
Cr D101: Stale Payable Disbursement (L)

### Posting Pair C: Retainage 2

Dr D101: Stale Payable Disbursement (L)  
Cr D004: Stale Payable Cash (A)

### Posting Pair D: Use Tax

Dr D101: Stale Payable Disbursement (L)  
Cr D004: Stale Payable Cash (A)

### Posting Pair E: Backup Withholding

Dr D101: Stale Payable Disbursement (L)  
Cr D004: Stale Payable Cash (A)

### Posting Pair F: Interest / Penalty

Dr D004: Stale Payable Cash (A)

Cr D101: Stale Payable Disbursement (L)

**Posting Pair G: Intercept**

Dr D101: Stale Payable Disbursement (L)

Cr D202: Intercepted Cash (A)

**Posting Pair H: Discount**

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

**Posting Pair I: Clearing Fund**

Dr D018: Warrant Clearing Payable (L)

Cr D017: Warrant Clearing Cash (A)

**Posting Pair K: Contract Withholding**

Dr D101: Stale Payable Disbursement (L)

Cr D004: Stale Payable Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the stale payable to another account.

**DR02: Stale Warrant Disbursement** - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered stale. Warrants payable is restored under a different posting code for tracking purposes and another liability is established. The expenditure is not credited however. The Stale Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day. In the entries above for DR01 where D004: Stale Payable Cash (A) is listed, it is replaced for event type DR02 with D008: Stale Warrants Payable (L).

Postings for DR02 are the same as those of DR01 except that D004 is replaced with D008: Stale Warrants Payable and posting pair I does not have any posting codes.

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the stale payable to another account.

**DR03: Escheat Cash/Clearing Fund (CF) Warrant Disbursement** - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered Escheated. Cash is restored under a different posting code for tracking purposes and a liability established. The expenditure is not credited however. The Escheat Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day.

**Posting Pair A: Disbursement**

Dr D005: Escheat Payable Cash (A)  
Cr D102: Escheat Payable Disbursement (L)

**Posting Pair B: Retainage 1**

Dr D005: Escheat Payable Cash (A)  
Cr D102: Escheat Payable Disbursement (L)

**Posting Pair C: Retainage 2**

Dr D102: Escheat Payable Disbursement (L)  
Cr D005: Escheat Payable Cash (A)

**Posting Pair D: Use Tax**

Dr D102: Escheat Payable Disbursement (L)  
Cr D005: Escheat Payable Cash (A)

**Posting Pair E: Backup Withholding**

Dr D102: Escheat Payable Disbursement (L)  
Cr D005: Escheat Payable Cash (A)

**Posting Pair F: Interest / Penalty**

Dr D005: Escheat Payable Cash (A)  
Cr D102: Escheat Payable Disbursement (L)

**Posting Pair G: Intercept**

Dr D102: Escheat Payable Disbursement (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair H: Discount**

Dr D102: Escheat Payable Disbursement (L)  
Cr D005: Escheat Payable Cash (A)

**Posting Pair I: Clearing Fund**

Dr D018: Warrant Clearing Payable (L)  
Cr D017: Warrant Clearing Cash (A)

**Posting Pair K: Contract Withholding**

Dr D102: Escheat Payable Disbursement (L)  
Cr D005: Escheat Payable Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the Escheat payable to another account.

**DR04: Escheat Warrant Disbursement** - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered Escheated. Warrants payable is restored under a different posting code for tracking purposes and another liability is established. The expenditure is not credited, however. The Escheat Payable liability is established given that the disbursement has not been cancelled and may still be redeemed on day. In the entries above for DR03 where D005: Escheat Payable Cash (A) is listed, it is replaced for DR04 with D009: Escheat Warrants Payable (L).

Postings for DR04 are the same as those of DR03 except that D005 is replaced with D009: Escheat Warrants Payable and posting pair I does not have any posting codes.

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the Escheat payable to another account.

**DR05: Cancel Cash/Clearing Fund (CF) Warrant Disbursement** - This event type is used when a check or clearing fund warrant is outstanding past the number of days defined procedurally to be considered cancelled. Cash is restored under the same posting code originally recorded on the disbursement and a liability established that is then later transferred with a Journal Voucher to a final account that may be revenue or an equity account depending on procedural and legal requirements. The expenditure is not credited however.

**Posting Pair A: Disbursement**

Dr     A001: Cash (A)  
Cr     D019: Cancelled Disbursement Payable (L)

**Posting Pair B: Retainage 1**

Dr     A001: Cash (A)  
Cr     D019: Cancelled Disbursement Payable (L)

**Posting Pair C: Retainage 2**

Dr     D003: Retainage Payable (L)  
Cr     A001: Cash (A)

**Posting Pair D: Use Tax**

Dr     D006: Use Tax Payable (L)  
Cr     A001: Cash (A)

**Posting Pair E: Backup Withholding**

Dr     D010: Backup Withholding Payable (L)  
Cr     A001: Cash (A)

**Posting Pair F: Interest / Penalty**

Dr A001: Cash (A)  
Cr D019: Cancelled Disbursement Payable (L)

**Posting Pair G: Intercept**

Dr D019: Cancelled Disbursement Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair H: Discount**

Dr D019: Cancelled Disbursement Payable (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D018: Warrant Clearing Payable (L)  
Cr D017: Warrant Clearing Cash (A)

**Posting Pair K: Contract Withholding**

Dr D028: Contract Withholding Payable (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the cancelled disbursements payable to another account.

**DR06: Cancel Warrant Disbursement** - This event type is used when a standard warrant is outstanding past the number of days defined procedurally to be considered cancelled. Warrants payable is restored under the same posting code originally recorded on the disbursement and another liability is established that is then later transferred with a Journal Voucher to a final account that may be a revenue or an equity account depending on procedural and legal requirements. The expenditure is not credited, however. In the entries above for DR05 where A001: Cash (A) is listed, it is replaced for DR06 with D007: Warrants Payable (L).

Postings for DR06 are the same as those of DR05 except that A001 is replaced with D007: Warrants Payable and posting pair I does not have any posting codes.

**Prior Event Types:** Referenced accounting activity for this event type is required to be a memo reference to either an automatic or manual disbursement.

**Subsequent Event Types:** Referencing of this type of accounting activity will likely not occur unless in a memo form to move the cancelled disbursements payable to another account.

**ACT Event Category** includes the following event types that will be used in the case that a payment request needs to be cancelled in a prior year that currently has funds tied up as an *Accrued Expenditure*. If a cancellation action were taken against the request, then fund balance would be incorrect in that year. Other types of requests that are only balance sheet payments do not have the same concern with fund balance.

To accommodate the need to close out the request, three sets of event types are delivered. The procedure for closing the request starts with a Manual Disbursement (MD) transaction being created that references the request. On the Header of the MD, the Adjusting Entry indication is *true*. The accounting line (or lines) referencing the request will default the normal event type for disbursements. Because of the Header indication, there will be no actual disbursement. The liquidation posting line and standard posting lines created for the referencing accounting lines will have a net effect of zero on budgets and fund balance. *Disbursements Payable* will be liquidated and *Cash* will be credited. One or more new accounting lines without referencing information are then added with the appropriate choice of event types listed below. These accounting lines should have a negative amount and offset all of the positive accounting lines so that the transaction totals to zero dollars.

Because of the negative line amounts associated with these event types, the postings shown below (as defined on the Event Type page) will be reversed. No special event type processor logic is needed for these event types, which is why they belong in the ACT Event Category. The Accounting Event Category uses the [Generic Event Type Processor](#) logic.

**DR07: Reclassify Cash / Clearing Fund (CF) Warrant as Cancelled Disbursements Payable (D/P)** - See event type DR08 below. The only difference is that DR07 will credit A001: Cash (A) instead of D007.

**DR08: Reclassify Warrant as Cancelled Disbursements Payable (D/P)** - This event type and the one above (DR07) are used when the cancelled request should be booked as *Cancelled Disbursements Payable* along with all other disbursements cancelled with a Disbursement Reclassification transaction with a Reclassification Type of *Cancel*.

**Posting Pair A: A**

Dr     D019: Cancelled Disbursement Payable (L)  
 Cr     D007: Warrants Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification transaction that recorded a cancellation of a disbursement by mistake.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR09: Reclassify Cash / Clearing Fund (CF) Warrant as Revenue** - See event type DR10 below. The only difference is that DR09 will credit A001: Cash (A) instead of D007.

**DR10: Reclassify Warrant as Revenue** - This event type and the one above (DR09) are used when the cancelled request should be booked as *Revenue*. When booked in the same fund originally on the request, the fund balance effect of the revenue will offset that of the request.

**Posting Pair A: A**

Dr     R003: External Collected Earned Revenue  
 Cr     D007: Warrants Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification transaction that recorded a cancellation of a disbursement by mistake.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR11: Reclassify Cash / Clearing Fund (CF) Warrant as Equity** - See event type DR12 below. The only difference is that DR11 will credit A001: Cash (A) instead of D007.

**DR12: Reclassify Warrant as Equity** - This event type and the one above (DR11) are used when the cancelled request should be booked as *Equity*. The posting code used is the *Generic Equity* that will require the entry of a BSA value on the accounting line. If *Fund Balance* or *Retained Earnings* is to be used as that BSA, it is advisable to change the posting code A014 to A200 or A201 respectively, or create new event types.

**Posting Pair A: A**

Dr     A014: Generic Equity (E)  
Cr     D007: Warrants Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement Reclassification transaction that recorded a cancellation of a disbursement by mistake.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**WRCL Event Category** includes the following event types that will be used when the Standard Warrant or Clearing Fund Warrant model is being used for disbursements. These event types are commonly used on one of the Warrant Reconciliation transaction codes (WR or AWR). That transaction will not only perform the accounting but also change the status of a disbursement from *Warranted* to *Paid*.

**DR20: Redeem Clearing Fund (CF) Warrant** - When a clearing fund warrant is presented by the holder to the bank of the warrant, at that time the warrant has been 'redeemed.' At this point, the warrant payable account in the clearing fund is reduced and cash is decreased.

**Posting Pair A: A**

Dr     D018: Warrant Clearing Payable (L)  
Cr     D017: Warrant Clearing Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement transaction.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR21: Redeem Regular Warrant** - When a regular or standard warrant is presented by the holder to the bank of the warrant, at that time the warrant has been 'redeemed.' At this point, the warrant payable account is reduced and cash is decreased. Postings shown below are typical and not as found on the Event Type reference page as those posting pairs typically negative on the disbursement cause this event type to 'flip' what is setup.

**Posting Pair A: A**

Dr     D007: Warrants Payable (L)  
Cr     A001: Cash (A)

**Posting Pair B: B**

Dr     D007: Warrants Payable (L)

Cr A001: Cash (A)

**Posting Pair C: C**

Dr A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair D: D**

Dr A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair E: E**

Dr A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair F: F**

Dr D007: Warrants Payable (L)

Cr A001: Cash (A)

**Posting Pair G: G**

D A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair H: H**

Dr A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair K: K**

Dr A001: Cash (A)

Cr D007: Warrants Payable (L)

**Posting Pair L: L**

Dr D007: Warrants Payable (L)

Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is often in the form of a memo reference to a Disbursement transaction.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**ACT Event Category** includes the following event types that are used to correct postings for a disbursement transaction. These event types are commonly used on a Disbursement Revision (DX) transaction sub type.



When a DX is used to correct a group disbursement transaction, a memo reference to the disbursement transaction is not required. No special event type processor logic is needed for this event type.

**GA01: Cash Expenditure Correction** - Used to revise expenditure disbursements with Cash and Clearing Fund Warrant models in bulk.

This event type is delivered to require a vendor code for 1099 reasons, but that requirement has often been relaxed. However, use of an event type for expenditure corrections made for disbursements should require a vendor code for 1099 purposes as the correction can be to a reportable object, to a different reportable object, or to a non-reportable object from a reportable one.

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference.

**Subsequent Event Types:** Referencing activity against this event type is not likely.

When a DX is used to correct a specific disbursement transaction, a memo reference to the disbursement transaction is required. No special event type processor logic is needed for these event types.

**DR30: Individual Check & Clearing Fund Warrant Exp Disbursement Revision** - Used to revise expenditure disbursements with Cash and Clearing Fund Warrant models for individual disbursements.

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction; however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR31: Individual Std. Warrant Exp Disbursement Revision** - Used to revise expenditure disbursements with Standard Warrant model for individual disbursements.

**Posting Pair A: A**

Dr D013: Cash Expenditure/Expense - Warrants (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction; however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR32: Individual Revenue Disbursement Revision** - Used to revise revenue disbursements under any disbursement model for individual disbursements.

**Posting Pair A: A**

Dr R003: External Collected Earned Revenue (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction; however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR33: Individual Asset Disbursement Revision** - Used to revise asset balance sheet disbursements under any disbursement model for individual disbursements.

**Posting Pair A: A**

Dr A016: Generic Asset (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR34: Individual Liability Disbursement Revision** - Used to revise liability balance sheet disbursements under any disbursement model for individual disbursements.

**Posting Pair A: A**

Dr A015: Generic Liability (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**DR35: Individual Equity Disbursement Revision** - Used to revise equity balance sheet disbursements under any disbursement model for individual disbursements.

**Posting Pair A: A**

Dr A014: Generic Equity (L)  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is required to be in the form of a memo reference to a Disbursement transaction however, a reference is not required.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**ADIS Event Category** includes the following event types that will be used to reclassify funds to cash for the warranted records (Transaction Code is *CW* or *CE*) that were recently reconciled on Check Reconciliation (CHREC). This Disbursement Reclassification Event Category uses the Disbursements Event Type Processor logic.

**CW25: Redeem C.F. Warrant** - This event type is used when clearing a Check Writer disbursement when the Clearing Fund Warrant model for disbursements applies.

**Posting Pair A: Disbursement**

Dr     D018: Warrant Clearing Payable (L)  
Cr     D101: Warrant Clearing Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**CW26: Redeem Regular Warrant** - This event type is used when clearing a Check Writer disbursement when the Standard Warrant model for disbursements applies.

**Posting Pair A: Disbursement**

Dr     D007: Warrants Payable (L)  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is not done.

**Subsequent Event Types:** Referencing of this accounting activity is not a likely occurrence.

**ACT Event Category** includes the following event type that will be used when the Standard Warrant disbursement model is used in conjunction with front-end split. This event type is used on the transactions generated from the Warrant Reclassification process (CH transaction type) when a warrant has already been redeemed but has now been processed by the Cost Accounting Reclassification process.

**DR22: Warrant Reconciliation Adjustment**

**Posting Pair A: A**

Dr     D007: Warrants Payable (L)  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is in the form of a memo reference to a Disbursement transaction.

**Subsequent Event Types:** Referencing of this accounting activity will not happen.

## Fixed Assets Accounting Model

The event types in this area are used in the recording, maintenance, and disposal of fixed assets. The initial recording of a fixed asset often begins with a request for payment and subsequent disbursement if that asset is acquired by a purchase. Details on the 'pending fixed asset' postings created on those transactions can be found in the A/P and Disbursement accounting model tabs. Information on the Non Budgetary method of Fixed Asset purchasing can also be found in those tabs. Gifts and other types of acquisitions start with the fixed asset transaction.

Fixed Asset transactions cannot be referenced by other transactions, so the Subsequent Event Types tab has been omitted for all event types in this tab. There is also only limited referencing that occurs, and only those event types where such referencing is done have a Prior Event Types tab.

**FA, FACR, FAIT, FAUP, FB, FC, FD, FE, FI, FIA, FIB, FIS, FM, FP, FRM, FS, FT, and FX Event Categories** include the following event types that will be used by transactions that belong to the Fixed Asset transaction type. These Event Categories use the [Fixed Asset Event Type Processor](#) logic.

**FA01: Acquire A Fixed Asset** - This event type is used in the initial recording of a fixed asset record by the Fixed Asset (FA) or similar transaction code. All acquisition methods are contained in this one event type and that method determines which posting pairs are used as described in the Fixed Asset Event Type Processor.

### Posting Pair A: Shell To Asset

Dr	F002: Fixed Asset (A)
Cr	F013: Fixed Asset Offset (E)

### Posting Pair B: Reversal

Dr	F010: Expense Offset for Fixed Asset (E)
Cr	F001: Pending Fixed Asset (A)

### Posting Pair C: Memo 2

Dr	M001: Memo Asset (A)
Cr	M002: Offset for Memo Fixed Asset (CA)

### Posting Pair D: Contributed Fixed Asset

Dr	F002: Fixed Asset (A)
Cr	F011: Contributed to Fixed Assets (E)

### Posting Pair E: Fixed Asset Adjustment

Dr	F002: Fixed Asset (A)
Cr	F012: Net Adjustment to Fixed Assets (E)

**Prior Event Types:** Referenced accounting activity for this event type is to one of the event types used to Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (DI01-3 or DI51-53). A reference would not be a liquidating type, but one that would wash only the Pending Fixed Asset account.

Also the reference could be to one of the event types used for a Non Budgetary Fixed Asset Purchase By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (FA21-26). Here the reference would only be informational as no pending asset is recorded with the Non Budgetary Fixed Asset Purchase.

**FA02: Better A Fixed Asset** - This event type is used to record a betterment to a fixed asset by the Fixed Asset (FA) or similar transaction code. A betterment is any addition or update to an asset that increases its value that is not considered a maintenance event to the asset. All acquisition methods are contained in this one event type and that method determines which posting pairs are used as described in the [Fixed Asset Event Type Processor](#).

**Posting Pair A: Shell To Asset**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**Posting Pair B: Reversal**

Dr F010: Expense Offset for Fixed Asset (E)  
Cr F001: Pending Fixed Asset (A)

**Posting Pair C: Memo 2**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**Posting Pair D: Contributed Fixed Asset**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair E: Fixed Asset Adjustment**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Prior Event Types:** Referenced accounting activity for this event type is to one of the event types used to Pay Expenditure By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (DI01-3 or DI51-53). A reference would not be a liquidating type, but one that would wash only the Pending Fixed Asset account.

Also the reference could be to one of the event types used for a Non Budgetary Fixed Asset Purchase By Check / Standard Warrant / Clearing Fund Warrant - Automatically or Manually (FA21-26). Here the reference would only be informational as no pending asset is recorded with the Non Budgetary Fixed Asset Purchase.

**FA03: Record Depreciation On An Individual Fixed Asset** - This event type is used to manually depreciate a fixed asset or a betterment by the Fixed Asset Depreciation Expense (FE) or similar transaction code.

**Posting Pair A: Non Memo Depreciation**

Dr F020: Depreciation Expense

Cr F040: Accumulated Depreciation (CA)

**Posting Pair B Memo Depreciation**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M003: Accumulated Depreciation - Memo Asset (A)

**FA04: Dispose Of A Fixed Asset** - This event type is used to record the sale to an external party or other disposition method of a fixed asset or tab. The Fixed Asset Disposition (FD) or similar transaction code is used for such an action.

**Posting Pair A: Depreciation Catch Up**

Dr F020: Depreciation Expense

Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Reverse Accumulated Depreciation**

Dr F040: Accumulated Depreciation (CA)

Cr F002: Fixed Asset (A)

**Posting Pair C: Backout Sale Revenue**

Dr F030: Sale of Fixed Asset Revenue

Cr F002: Fixed Asset (A)

**Posting Pair D: Gain or Loss Expenditure/Expense**

Dr F002: Fixed Asset (A)

Cr F021: Gain/Loss Expense from Sale of Fixed Asset

**Posting Pair E: Gain or Loss Revenue**

Dr F002: Fixed Asset (A)

Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

**Posting Pair F: Dispose Memo Asset**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M001: Memo Asset (A)

**FA05: Modify Fixed Asset Non-Accounting Attributes** - This event type is used to change attributes of a fixed asset or tab that will not have any accounting impact. The Fixed Asset Modification (FM) or similar transaction code is used for such an action.

**Posting Pair A: Modify**

Dr none

Cr none

**FA06: Transfer A Fixed Asset** - This event type is used to record the transfer of a fixed asset between responsibility centers. The Fixed Asset Transfer (FT) or similar transaction code is used

for such an action. The following accounting entries are only generated if the Depreciation Structure is Responsibility Center. Otherwise, there is no accounting impact of this transfer.

**Posting Pair A: Non-Memo Asset**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair B Memo Asset**

Dr M002: Offset for Memo Fixed Asset (CA)  
Cr M003: Accumulated Depreciation - Memo Asset (CA)

**FA07: Change Value Of Fixed Asset** - This event type is used to increase or decrease the value of an asset through adjusting up or down existing accounting lines for a betterment or creating new accounting lines. The Fixed Asset Increase/Decrease (FI) or similar transaction code is used for such an action.

**Posting Pair A: Contra Expense**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**Posting Pair B Contributed Asset**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair C: Memo Asset**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**Posting Pair D: Adjustment Asset**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**FA08: Change Status Of Fixed Asset** - This event type is used to change the Fixed Asset Type value of an asset. The most common situation for this change is when an asset that was Construction and Process (CIP) has been completed. The Fixed Asset Type Change (FX) or similar transaction code is used for such an action.

**Posting Pair A: Status Change**

Dr F002: Fixed Asset (A)  
Cr F002: Fixed Asset (A)

**FA09: Sale a Fixed Asset Internally** - This event type is used to record the sale to an internal party of a fixed asset or tab. It is not the same as a transfer of Responsible Centers as the asset will now be recorded under different accounting lines. The Fixed Asset Disposition (FD) or similar transaction code is used for such an action.

**Posting Pair A: Depreciation Catch Up**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Reverse Accumulated Depreciation**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair C: Due From (Seller Information)**

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Gain or Loss Expenditure/Expense**

Dr F002: Fixed Asset (A)  
Cr F022: Internal Expense from Fixed Asset Exchange

**Posting Pair E: Gain or Loss Revenue**

Dr F002: Fixed Asset (A)  
Cr F032: Internal Revenue from Fixed Asset Exchange

**FA10: Increase Value from Shell** - This event type is used to increase or decrease the value of an asset that is being tracked through the Program Asset Generation functionality. (Please refer to the Program Asset Generation Run Sheet in the *CGI Advantage Financial System Administration Guide* for more information). The Fixed Asset Increase/Decrease (FI) or similar transaction code is used for such an action.

**Posting Pair A: Normal Increase**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**Posting Pair B Memo Increase 1**

Dr F010: Expense Offset for Fixed Asset (E)  
Cr F001: Pending Fixed Asset (A)

**Posting Pair C: Memo Increase 2**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**FA11: Cancellation Of A Fixed Asset** - This event type is used to remove all accounting impacts of an asset or asset tab recorded in error. The Fixed Asset Cancellation (FC) or similar transaction code is used for such an action.

**Posting Pair A: Depreciation**

Dr F040: Accumulated Depreciation (CA)



Cr F020: Depreciation Expense

**Posting Pair B: Normal Asset**

Dr F013: Fixed Asset Offset (E)

Cr F002: Fixed Asset (A)

**Posting Pair C: Memo Asset**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M001: Memo Asset (A)

**Posting Pair D: Contributed Asset**

Dr F011: Contributed to Fixed Assets (E)

Cr F002: Fixed Asset (A)

**Posting Pair E: Adjustment Asset**

Dr F012: Net Adjustment to Fixed Assets (E)

Cr F002: Fixed Asset (A)

**FA12: Change In Selling Price Of A Fixed Asset** - This event type is used when a prior disposition of an asset or asset tab used an incorrect amount for the selling price. The Fixed Asset Selling Price Change (FP) or similar transaction code is used for such an action.

**Posting Pair A: Gain/Loss Revenue**

Dr F030: Sale of Fixed Asset Revenue

Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

**Posting Pair B: Gain/Loss Expenditure/Expense**

Dr F030: Sale of Fixed Asset Revenue

Cr F021: Gain/Loss Expense from Sale of Fixed Asset

**FA13: Mass Depreciation Of Fixed Assets** - This event type is used when depreciation is automatically calculated for an asset by the Depreciation chain job with the Fixed Asset Mass Depreciation (ME) or similar transaction code. This event type is very similar to FA03, but serves to provide different Event Type Requirements for automatic depreciation.

**Posting Pair A: Non Memo Depreciation**

Dr F020: Depreciation Expense

Cr F040: Accumulated Depreciation (CA)

**Posting Pair B Memo Depreciation**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M003: Accumulated Depreciation - Memo Asset (A)

**FA14: Unpend A Fixed Asset Shell** - This event type is used to remove all accounting impacts recorded by a request for payment and disbursement that led to the creation of a fixed asset shell

transaction. When no asset should be recorded, this event type is used to remove fixed asset accounting remaining from the disbursement. The Fixed Asset (FA) or similar transaction code is used for such an action.

**Posting Pair A: Reversal**

Dr F010: Expense Offset for Fixed Asset (E)  
Cr F001: Pending Fixed Asset (A)

**FA15: Repair and Warranty Fixed Asset** - This event type does not have any accounting impact and is only used by the FRM transaction to update the Fixed Asset Registry pages.

**Posting Pair A: Repair and Warr**

Dr None  
Cr None

**FA27: Acquire a Fixed Asset Internally** - This event type is used as the second part of two transactions for disposing (FA09) and acquiring an asset internally between two parties on the same CGI Advantage Financial application. The Fixed Asset (FA) or similar transaction code is used for such an action.

**Posting Pair D: Contributed Asset**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair E: Adjustment Asset**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Posting Pair F: Capital Outlay**

Dr F022: Internal Expense from Fixed Asset Exchange  
Cr F004: Due to Fund (L)

**Posting Pair G: FA Historical Cost**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**FA28: Better a Fixed Asset Internally** - This event type is used as the second part of two transactions for disposing (FA09) and acquiring an asset tab internally between two parties on the same CGI Advantage Financial application. The Fixed Asset (FA) or similar transaction code is used for such an action.

**Posting Pair D: Contributed Asset**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair E: Adjustment Asset**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Posting Pair F: Capital Outlay**

Dr F022: Internal Expense from Fixed Asset Exchange  
Cr F004: Due to Fund (L)

**Posting Pair G: FA Historical Cost**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**FA29: Fixed Asset Internal Sale** - This event type is used for disposing and acquiring an asset tab internally between two parties on the same CGI Advantage Financial application. The Fixed Asset Internal Sale (FS) or similar transaction code is used for such an action. When restrictions prevent the use of the FS transaction code with this or a similar event type, the two-transaction sale model must be used where there is a FD transaction with FA09 and an FA transaction with FA27.

**Posting Pair A: Seller Depreciation Catch Up**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Seller Reverse Accumulated Depreciation**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair C: Seller Due From Fund**

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Seller Gain or Loss Expenditure/Expense**

Dr F002: Fixed Asset (A)  
Cr F022: Internal Expense from Fixed Asset Exchange

**Posting Pair E: Seller Gain or Loss Revenue**

Dr F002: Fixed Asset (A)  
Cr F032: Internal Revenue from Fixed Asset Exchange

**Posting Pair F: Buyer Contributed Fixed Asset**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair G: Buyer Adjustment FA**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Posting Pair H: Capital Outlay**

Dr F022: Internal FA Expense  
Cr F004: Due to Fund (L)

**Posting Pair I: FA Historical Cost**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**FA31: Acquisition Normal Classification RCP Yes Correction** - This event type is used when correcting accounting entries from the acquisition of a Normal Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**Posting Pair F: Exp Offset**

Dr F010: Expense Offset for Fixed Asset (E)  
Cr F001: Pending Fixed Asset (A)

**FA33: Acquisition Adjustment Classification Correction** - This event type is used when correcting accounting entries from the acquisition of an Adjustment Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**FA34: Acquisition Memo Classification Correction** - This event type is used when correcting accounting entries from the acquisition of a Memo Asset Classification.

**Posting Pair A: Line Amount**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**FA35: Acquisition Contributed Classification Correction** - This event type is used when correcting accounting entries from the acquisition of a Contributed Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**FA36: Increase/ Decrease Normal Classification RCP Yes Correction** - This event type is used when correcting increase/decrease accounting entries from a Normal Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**FA38: Depreciation Non Memo Correction** - This event type is used when correcting depreciation for a non-memo asset.

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**FA39: Depreciation Memo Correction** - This event type is used when correcting depreciation for a memo asset.

**Posting Pair B: Depreciation**

Dr M002: Offset for Memo Fixed Asset (CA)  
Cr M003: Accumulated Depreciation - Memo Asset (A)

**FA40: Disposition Non Memo Expense Correction** - This event type is used when correcting the expense recorded in the disposal of a non-memo asset.

**Posting Pair A: Line Amount**

Dr F030: F030: Sale of Fixed Asset Revenue  
Cr F002: Fixed Asset (A)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair C: Accumulated Dep**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Gain/Loss**

Dr F002: Fixed Asset (A)  
Cr F021: Gain/Loss Expense from Sale of Fixed Asset

**FA41: Disposition Non Memo Revenue Correction** - This event type is used when correcting the revenue recorded in the disposal of a non-memo asset.

**Posting Pair A: Line Amount**

Dr F030: Sale of Fixed Asset Revenue  
Cr F002: Fixed Asset (A)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair C: Accumulated Dep**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Gain/Loss**

Dr F002: Fixed Asset (A)  
Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

**FA42: Disposition Memo** - This event type is used when correcting the disposal of a memo asset.

**Posting Pair A: Line Amount**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**FA43: Internal Sale Expense Correction** - This event type is used when correcting the expense recorded in the internal sale of a non-memo asset.

**Posting Pair A: Line Amount**

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)  
Cr F002: Fixed Asset (A)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair C: Accumulated Dep**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Gain/Loss**

Dr F002: Fixed Asset (A)  
Cr F022: Internal Expense from Fixed Asset Exchange

**FA44: Internal Sale Revenue Correction** - This event type is used when correcting the revenue recorded in the internal sale of a non-memo asset.

**Posting Pair A: Line Amount**

Dr F005: Due From Fund - Fixed Asset Internal Sales (A)  
Cr F002: Fixed Asset (A)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair C: Accumulated Dep**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Gain/Loss**

Dr F002: Fixed Asset (A)  
Cr F032: Internal Revenue from Fixed Asset Exchange

**FA45: Change in Selling Price Expense Correction** - This event type is used when correcting the expense recorded in the selling price change of a non-memo asset.

**Posting Pair D: Gain/Loss**

Dr F030: F030: Sale of Fixed Asset Revenue  
Cr F021: Gain/Loss Expense from Sale of Fixed Asset

**FA46: Change in Selling Price Revenue Correction** - This event type is used when correcting the revenue recorded in the selling price change of a non-memo asset.

**Posting Pair D: Gain/Loss**

Dr F030: Sale of Fixed Asset Revenue  
Cr F031: Gain/Loss Revenue from Sale of Fixed Asset

**FA47: Internal Purchase Contributed Correction** - This event type is used when correcting the internal purchase of a contributed asset.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair C: Accumulated Dep**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair D: Gain/Loss**

Dr F022: Internal Expense from Fixed Asset Exchange  
Cr F004: Due To Fund - Fixed Asset Internal Sales (L)

**FA48: Internal Purchase Adjustment Correction** - This event type is used when correcting the internal purchase of an adjustment asset.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Posting Pair C: Accumulated Dep**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair D: Gain/Loss**

Dr F022: Internal Expense from Fixed Asset Exchange  
Cr F004: Due To Fund - Fixed Asset Internal Sales (L)

**FA49: FA Type Change Correction** - This event type is used when correcting an asset type change.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)

**Posting Pair e: Old Status**

Cr F002: Fixed Asset (A)

**FA50: FC Correction – Normal** - This event type is used when correcting the cancellation of an asset with the Normal Fixed Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F010: Expense Offset for Fixed Asset (E)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**FA51: FC Correction – Memo** - This event type is used when correcting the cancellation of an asset with the memo Fixed Asset Classification.

**Posting Pair A: Line Amount**

Dr M001: Memo Asset (A)  
Cr M002: Offset for Memo Fixed Asset (CA)

**Posting Pair B: Depreciation**

Dr M002: Offset for Memo Fixed Asset (CA)  
Cr M003 Accumulated Depreciation – Memo Asset (CA)

**FA52: FC Correction – Contributed** - This event type is used when correcting the cancellation of an asset with the Contributed Fixed Asset Classification.

**Posting Pair A: Line Amount**



Dr F002: Fixed Asset (A)  
Cr F011: Contributed to Fixed Assets (E)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**FA53: FC Correction – Adjustment** - This event type is used when correcting the cancellation of an asset with the Adjustment Fixed Asset Classification.

**Posting Pair A: Line Amount**

Dr F002: Fixed Asset (A)  
Cr F012: Net Adjustment to Fixed Assets (E)

**Posting Pair B: Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**FA54: Inter Fund Transfer Fixed Asset** - This event type is used record the transfer of a fixed asset from one Fund or Sub Fund to another Fund or Sub Fund. There can be a change in Responsibility Center COA and/or location information for an asset with this event type. The Fixed Asset Inter Fund Transfer (FAIT) transaction can only be used for assets that have the Responsibility Center Posting indication selected on the Accounting Line.

**Posting Pair A: Incremental Depreciation**

Dr F020: Depreciation Expense  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Transferring Rv AcD**

Dr F040: Accumulated Depreciation (CA)  
Cr F002: Fixed Asset (A)

**Posting Pair C: Net Book Value Transferring Fund**

Dr F013: Fixed Asset Offset (E)  
Cr F002: Fixed Asset (A)

**Posting Pair D: Net Book Value Transferred Fund**

Dr F002: Fixed Asset (A)  
Cr F013: Fixed Asset Offset (E)

**Posting Pair E: Transferred Rv AcD**

Dr F002: Fixed Asset (A)  
Cr F040: Accumulated Depreciation (CA)

**Posting Pair F: Memo Incrm Depr**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M003: Accumulated Depreciation (CA)

**Posting Pair G: Memo Bkout Depr**

Dr M003: Accumulated Depreciation (CA)

Cr M002: Offset for Memo Asset (CA)

**Posting Pair H: Memo NBV Out**

Dr M002: Offset for Memo Fixed Asset (CA)

Cr M001: Memo Asset (A)

**Posting Pair I: Memo NBV In**

Dr M001: Memo Asset (A)

Cr M002: Offset for Memo Fixed Asset (CA)

**Posting Pair J: Memo Acn Depr**

Dr M002: Offset for Memo Asset (CA)

Cr M003: Accumulated Depreciation (CA)

**LS14: Leased Asset Disposal** - This event type is used with the Fixed Asset Disposition (FD) transaction to dispose of an asset that is going to be leased out to a lessee. If the asset is returned, it is then recorded anew at the value of the asset when returned. An alternative is to use the FA29 event type to 'sale' or FA06 to 'transfer' the asset to a holding account so that it is not reported while leased out. When returned the asset can then be resold or transferred back to the original account and then adjusted (if necessary) to account for any loss in value.

**Posting Pair A: Depr Catch Up**

Dr F020: Depreciation Expense (NE)

Cr F040: Accumulated Depreciation (CA)

**Posting Pair B: Rvrs Accm Depr**

Dr F040: Accumulated Depreciation (CA)

Cr F002: Fixed Asset (A)

**Posting Pair C: Back-out Sale**

Dr F010: Fixed Asset Offset (E)

Cr F002: Fixed Asset (A)

**Posting Pair D: G/L Expense**

Dr F002: Fixed Asset (A)

Cr A365: Deferred Lease Revenue (L)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not a likely occurrence.

**LS23: Record Leased Capital Asset** - This event type is used with the Debt Accounting (DA) transaction to record the leased asset.

**Posting Pair A:**

Dr F002: Fixed Asset (A)  
Cr A371: Fixed Assets Acquired from Capital Leases (E)

**Posting Pair D: Contributed FA**

Dr F002: Fixed Asset (A)  
Cr A371: Fixed Assets Acquired from Capital Leases (E)

**Posting Pair E: FA Adjustment**

Dr F002: Fixed Asset (A)  
Cr A371: Fixed Assets Acquired from Capital Leases (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing accounting activity for this event type is not possible. There may be subsequent fixed asset events that do not reference this event type such as disposing of the asset because ownership transfers back to the lessor.

## Internal Accounting - Accounting Model

The event types in this area are used in the recording of accounting between two parties, seller/provider and buyer/receiver, on the same CGI Advantage Financial application. Accounting for [purchases](#), [operating transfers](#), [loans](#), [payment intercept activity](#) and [reimbursements](#) are covered in this tab. Other areas with internal accounting include debt management, inventory and payroll. Details for such internal accounting are covered separately in those tabs.

> **More Info**

Event types in this area use specialized posting codes for expenditures and revenue so that internal activity can be easily identified for reporting purposes. One common need for such identification is to remove internal accounting activity from financial statements where it should not be included.

Many event types for internal accounting are delivered with three versions. One is for intra-fund activity where the fund and sub fund for both parties is the same. In such a case, there is no need for offset entries as they will net out. Two others are for inter-fund activity where the fund and sub fund values are different for the two parties. Here an offset entry is needed. When the bank account used by both parties is the same, the first of the two inter-fund choices is most often used to move cash between accounts within the financial application. Since both use the same bank account, there is no need to move cash outside of the financial application. When bank accounts differ, then the second of the inter-fund methods is used. This method records clearing accounts as offsets (Due To Fund and Due

From Fund) so that when these accounts are cleared later, cash can be transferred between external bank accounts.

The concept of the clearing accounts (Due To and Due From Fund) being used when the bank accounts are different between the two parties is integral to keeping CGI Advantage Financial in sync with the actual banks. These clearing accounts must be cleared out periodically where they are both reduced along with the accrued revenue, expenditure, or other account used with them. When cleared, accounts for cash are updated as well as the accrued revenue or expenditure being recorded now as collected revenue or cash expenditure. This clearing activity occurs usually with the Journal Voucher transaction. At the time of clearing, an action is also taken to transfer the actual cash between the actual banks either with a wire transfer or other means.

A fourth version of many internal event types is also delivered for use with the Clearing Account Maintenance chain job functionality. When cash should not be updated after the end of a fiscal year (for example, in adjustment accounting periods), this fourth set of event types is used. BFY Staging is critical in the enforcement of the use of these event types and stopping usage of the others. This fourth set is similar to those that use clearing accounts except with the different of using cash expenditures and collected revenues instead of accruals.

The Subsequent Event Type tab has been omitted for this area because there is no such activity for any of these event types.

For applications where all funds, or more importantly all funds that perform internal accounting, use a single bank account, it is acceptable to change the Due To (A002) and Due From (A003) posting codes used on the inter fund event types with clearing accounts to the Cash posting code (A001) in order to always use cash as an offset. Another alternative for the purchasing and operational transfer event types is to take those event types off of the Allowable Event Type for Transaction Code (AETDC) page so users will not be presented that option. For intercepts, the alternative is to change all entries on the Event Type Defaults (ETDFLT) page for Transaction Type *IET* and change the Transaction Event Type value from one that uses clearing accounts to the corresponding event type that uses Cash as the offset.

## Purchasing

The event types in this subset of Internal Accounting are ones used for internal purchases between two parties. That purchasing always ends with an expenditure/expense for the buyer, but can be an expenditure/expense credit for the seller (known as reimbursement) or a revenue for the seller (known as quasi external).

The one transaction model of the Internal Exchange Transaction (IET) transaction type, the two transaction model of the Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) transaction types, and the commodity-based model of internal purchasing on the Payment Request (PR) transaction type are covered in this subset.

**IN01: Inter Fund Reimbursement Cash Offsets** - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, cash is used as the offset balance sheet account for both parties.

### Posting Pair A: Seller/Provider

Dr     A001: Cash (A)

Cr D025: Internal Cash Expenditure/Expense

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense

Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN02: Inter Fund Reimbursement With Non-Cash Offsets** - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. For this reason, accrued expenditure/expense was used because without the transfer of cash, a cash expenditure/expense should not be recorded.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)

Cr D024: Internal Accrued Expenditure / Expense

**Posting Pair B: Buyer/Receiver**

Dr D024: Internal Accrued Expenditure / Expense

Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN03: Intra Fund Reimbursement** - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, no offsets are used for either parties.

**Posting Pair A: Seller/Provider**

Cr D025: Internal Cash Expenditure/Expense

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN30: Internal Reimbursement Purchase With Cash** - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, cash is used as the offset balance sheet account for both parties. The reason this event type exists in addition to IN01 is because IN30 belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr A001: Cash (A)  
Cr D025: Internal Cash Expenditure/Expense

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN31: Internal Reimbursement Purchase With Clearing Accounts** - This event type is used for internal purchasing where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type exists in addition to IN02 because IN31 belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)  
Cr D024: Internal Accrued Expenditure / Expense

**Posting Pair B: Buyer/Receiver**

Dr D024: Internal Accrued Expenditure / Expense  
Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN34: Internal Reimbursement Purchase - Clearing Account Maint** - This event type is used for internal purchasing where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN34 is intended for use with the Clearing Account Maintenance functionality instead of IN31. Use of this event type and IN31 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN34 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN34 could be used throughout the year instead of IN31 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)  
Cr D025: Internal Cash Expenditure / Expense

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure / Expense

Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN04: Inter Fund Quasi-External Transaction With Cash Offsets** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, cash is used as the offset balance sheet account for both parties.

**Posting Pair A: Seller/Provider**

Dr A001: Cash (A)  
Cr R024: Internal Collected Revenue

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN05: Inter Fund Quasi-External Transaction With Non Cash Offsets** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. For this reason, accrued revenue was used because without the transfer of cash, collected revenue should not be recorded.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)  
Cr R023: Internal Accrued Revenue

**Posting Pair B: Buyer/Receiver**

Dr D024: Internal Accrued Expenditure / Expense  
Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN06: Intra Fund Quasi-External Transaction** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, no offsets are used for either party.

**Posting Pair A: Seller/Provider**

Cr R024: Internal Collected Revenue

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN07: Inter Fund Reimbursement - Clearing Act Maint** - This event type is used for internal purchasing where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the good or service. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN07 is intended for use with the Clearing Account Maintenance functionality instead of IN02. Use of this event type and IN02 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN07 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN07 could be used throughout the year instead of IN02 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Seller/Provider**

Dr     A003: Due From Fund  
Cr     D025: Internal Cash Expenditure/Expense

**Posting Pair B: Buyer/Receiver**

Dr     D025: Internal Cash Expenditure/Expense  
Cr     A002: Due to Fund

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN08: Inter Fund Quasi-External Transaction - Clearing Act Maint** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet accounts for both parties. IN08 is intended for use with the Clearing Account Maintenance functionality instead of IN05. Use of this event type and IN05 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures and revenues to cash expenditures and collected revenues. Use of the IN08 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year; however, IN08 could be used throughout the year instead of IN05 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Seller/Provider**

Dr     A003: Due From Fund  
Cr     R024: Internal Collected Revenue

**Posting Pair B: Buyer/Receiver**

Dr     D025: Internal Cash Expenditure/Expense  
Cr     A002: Due to Fund



**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN32: Internal Quasi External Purchase With Cash** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, cash is used as the offset balance sheet account for both parties. This event type exists in addition to IN04 because IN32 belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr     A001: Cash (A)  
Cr     R024: Internal Collected Revenue

**Posting Pair B: Buyer/Receiver**

Dr     D025: Internal Cash Expenditure/Expense  
Cr     A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN33: Internal Quasi External Purchase With Clearing Accounts** - This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type exists in addition to IN05 because IN32 belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr     A003: Due From Fund (A)  
Cr     R023: Internal Accrued Revenue

**Posting Pair B: Buyer/Receiver**

Dr     D024: Internal Accrued Expenditure / Expense  
Cr     A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN35: Internal Quasi External Purchase - Clearing Act Maint-** This event type is used for internal purchasing where the seller/provider receives a credit to revenue. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN35 is intended for use with the Clearing Account Maintenance functionality instead of IN33. Use of this event type and IN33 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures and revenues to cash expenditures and collected revenues. Use of the IN35 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted

against a prior fiscal year; however, IN35 could be used throughout the year instead of IN33 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)  
Cr R024: Internal Cash Revenue

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure / Expense  
Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN39: Inverse Inter Fund Quasi-External with Non Cash Offsets** - This event type is used primarily by the Reimbursement process of Cost Accounting, but it can manually be used if an inverse reference is needed for the buyer/receiver to an encumbrance. It is just like the IN33 event type except the Event Type Requirements for IN39 allows an inverse reference.

**Posting Pair A: Seller/Provider**

Dr A003: Due From Fund (A)  
Cr R023: Internal Accrued Revenue

**Posting Pair B: Buyer/Receiver**

Dr D024: Internal Accrued Expenditure / Expense  
Cr A002: Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is likely and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

**IN40: Inverse Reimbursement with Cash** - This event type is used for primarily by the Reimbursement process of Cost Accounting, but it can manually be used if an inverse reference is needed for the buyer/receiver to an encumbrance. It is just like the IN01 event type except the Event Type Requirements for IN40 allows an inverse reference.

**Posting Pair A: Seller/Provider**

Dr A001: Cash (A)  
Cr D025: Internal Cash Expenditure/Expense

**Posting Pair B: Buyer/Receiver**

Dr D025: Internal Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be done to the event type for Request from Internal Vendor (PR03) or Order from Internal Vendor (PR06).

### Operating Transfers

The event types in this subset of Internal Accounting are ones used for operating transfers. Operating Transfers are defined as all types of transfers that are not considered Residual Equity Transfers. Those equity transfers are ones that are non-recurring or non-routine used to provide equity when a new fund is started or expanded. They are also used when a fund ceases operations and remaining equity has to be transferred out. Most of the remaining types of transfers to be considered are operating.

**IN20: Operational Transfer With Cash Offsets** - This event type is used for operating transfers when cash should be used as the offset balance sheet account for both parties because they share the same bank account.

**Posting Pair A: Seller/Provider**

Dr     A017: Operating Transfer Out  
Cr     A001: Cash (A)

**Posting Pair B: Buyer/Receiver**

Dr     A001: Cash (A)  
Cr     A018: Operating Transfer In

**Prior Event Types:** Referenced accounting activity for this event type is optional but will likely not occur.

**IN21: Operational Transfer With Non Cash Offsets** - This event type is used for operating transfers when clearing accounts should be used as the offset balance sheet account for both parties.

**Posting Pair A: Seller/Provider**

Dr     A025: Accrued Operating Transfer Out  
Cr     A002: Due To Fund (L)

**Posting Pair B: Buyer/Receiver**

Dr     A003: Due From Fund (A)  
Cr     A026: Accrued Operating Transfer In

**Prior Event Types:** Referenced accounting activity for this event type is optional but will likely not occur.

**IN23: Operational Transfer - Clearing Act Maint** - This event type is used for operating transfers when clearing accounts should be used as the offset balance sheet account for both parties. IN23 is intended for use with the Clearing Account Maintenance functionality instead of IN21. Use of this event type and IN21 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN23 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a

prior fiscal year, however, IN23 could be used throughout the year instead of IN21 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Provider**

Dr     A017: Operating Transfer Out  
 Cr     A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr     A003: Due From Fund (A)  
 Cr     A018: Operating Transfer In

**Prior Event Types:** Referenced accounting activity for this event type is optional but will likely not occur.

The event types in this subset of Internal Accounting are used for internal loans, which have to be paid back unlike operational transfers. The one transaction model of the Internal Exchange Transaction (IET) transaction type is the most common method used to record such a transfer, but the two transaction model is also available with the Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) transaction types. The Journal Voucher is also a viable data entry tool.

Please look to the "[Debt – Accounting Model](#)" section for details on the event types used for internal loans as well as external loans.

**Intercepts**

The event types in this subset of Internal Accounting are used to record intercept activity after a disbursement has recorded the intercepted cash and an intercept liability under the chart of accounts for which the disbursement was recorded.

> **More Info**

A variety of different accounting models is used in completing intercept activity because of the variety of receivables that can be intercepted, comparison of fund/sub fund values between parties, comparison of bank accounts used by both parties, and the various types of intercept capabilities: external and internal. The external and internal capabilities result in the following combinations:

Receivable System	Disbursement System
Internal <sup>1</sup>	Internal
Internal	External <sup>2</sup>
External	Internal
External	External

1) An internal system is the CGI Advantage Financial application

*2) An external system is another application other than CGI Advantage Financial*

Prior event type referencing is determined based on the receivable and disbursement system comparison above. For this reason the Prior Event Types tab has been omitted from the intercept event types.

When the debt (receivable) is internal, the 2nd Party Accounting (accounting line) transaction tab will contain a reference to the receivable. Lines on this tab that are for intercept fees will not contain that reference, however. If the debt is recorded in an external system, the reference transaction information comes from the Intercept Request Page (INTR) and will likely be a Transaction Code of N/A instead of the normal Receivable transaction code because the receivable is external.

When the disbursement system is internal, the Exchange Details (vendor line) transaction tab will contain a reference to the disbursement transaction that took the intercept and will also contain the event type of that disbursement line. When the disbursement system is external, there will be no reference to any disbursement and the event type will be the one established as the Default Event Type on the matching Intercept External Allocation (INTEA) record.

To control what receivable can be intercepted, many methods of control are available:

1. Each event type used to record a receivable is marked eligible by a check in the Eligible For Intercept Process indication on the Event Type (ETYP) page.
2. Each revenue source is marked eligible by a check in the Eligible For Intercept Process indication on the Revenue Source (RSRC) page.
3. In order to be intercepted, a Receivable has to be added to Intercept Request (INTR).

The IN\* event types below are for internal intercepts, with the exception of IN00. The IE\* event types are for external intercepts. The IF\* event types are used to record any fees associated with an intercept.

**IN10: Intercept Transfer With Same Banks - Earned** - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R003: External Collected Earned Revenue

**IN11: Intercept Transfer With Different Banks - Earned** - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr R002: External Billed Earned Revenue

**IN12: Intercept Transfer With Same Banks - Unearned** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R102: Collected Unearned Revenue

**IN13: Intercept Transfer With Different Banks - Unearned** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr R101: Billed Unearned Revenue (L)

**IN14: Intercept Transfer With Same Banks - Deposit** - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R202: Collected Deposit (L)

**IN15: Intercept Transfer With Different Banks - Deposit** - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr R201: Billed Deposit (L)

**IN16: Intercept Transfer With Same Banks - Vendor Refund** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr D014: External Cash Expenditure/Expense

**IN17: Intercept Transfer With Different Banks - Vendor Refund** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

If desired, the D011 posting code below could be replaced with R301 - Expenditure Refund Holding Account so that budget authority would not be restored until the clearing accounts had been cleared.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr D011: External Accrued Expenditure / Expense

**IN00: Internal External Event Type on Vendor Line** - This event type is intended for use on the vendor line of the generated Intercept Transfer transaction from an external disbursement system to ensure proper editing of Event Type Requirement rules on the vendor line because the rules for the event type on the accounting line would not be correct to use. Setup on the Intercept External Allocation (INTEA) page would be where this event type would be established as the Default Event Type.

**Posting Pair A: A**

None

**IE10: Intercept Transfer With Same Banks - Earned** - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R003: External Collected Earned Revenue

**IE11: Intercept Transfer With Different Banks - Earned** - This event type is used for intercepts of a receivable that booked Billed Earned Revenue where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr R002: External Billed Earned Revenue

**IE12: Intercept Transfer With Same Banks - Unearned** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R102: Collected Unearned Revenue

**IE13: Intercept Transfer With Different Banks - Unearned** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)



Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)

Cr R101: Billed Unearned Revenue (L)

**IE14: Intercept Transfer With Same Banks - Deposit** - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)

Cr R202: Collected Deposit (L)

**IE15: Intercept Transfer With Different Banks - Deposit** - This event type is used for intercepts of a receivable that booked Billed Deposits where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)

Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)

Cr R201: Billed Deposit (L)

**IE16: Intercept Transfer With Same Banks - Vendor Refund** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)

Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)

Cr D014: External Cash Expenditure/Expense

**IE17: Intercept Transfer With Different Banks - Vendor Refund** - This event type is used for intercepts of a receivable that booked Billed Unearned Revenue where the bank account for the intercepting fund and receivable fund are different.

If desired, the D011 posting code below could be replaced with R301 - Expenditure Refund Holding Account so that budget authority would not be restored until the clearing accounts had been cleared.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (A)  
Cr D011: External Accrued Expenditure / Expense

**ED01: External Debt Intercept Transfer With Same Banks - Unearned** - This event type is used to complete the recording of intercept against external debt when the bank accounts for the intercepting party and the external debt entity are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr A001: Cash (A)  
Cr R102: Collected Unearned Revenue (L)

**ED02: External Debt Intercept Transfer With Different Banks - Unearned** - This event type is used to complete the recording of intercept against external debt when the bank accounts for the intercepting party and the external debt entity are the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr A003: Due From Fund (L)  
Cr R101: Billed Unearned Revenue (L)

**IF01: Default Fees Same Banks - Earned Revenue** - This event type is used to complete the recording of the default intercept fee taken on a disbursement where the bank account for the intercepting fund and receivable fund were the same.

**Posting Pair A: Provider**

Dr D201: Intercept Payable (L)  
Cr D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr     A001: Cash (A)  
Cr     R003: External Collected Earned Revenue

**IF02: Intercept Transfer With Different Banks - Earned** - This event type is used to complete the recording of the default intercept fee taken on a disbursement where the bank account for the intercepting fund and receivable fund are different.

**Posting Pair A: Provider**

Dr     D201: Intercept Payable (L)  
Cr     A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr     A003: Due From Fund (A)  
Cr     R002: External Billed Earned Revenue

**IF03: Supplementary Fees Same Banks - Unearned Revenue** - This event type is used to complete the recording of the supplementary fee taken on a disbursement where the bank account for the intercepting fund and external entity's fund were the same. Unearned revenue is used because supplemental fees only occur when External debt is intercepted by an Internal disbursement system. The fee is temporarily recorded as a liability (unearned revenue) and then another transaction (GAIP transaction code as delivered) is created later to request a disbursement out of that liability account to the External entity.

**Posting Pair A: Provider**

Dr     D201: Intercept Payable (L)  
Cr     D202: Intercepted Cash (A)

**Posting Pair B: Receiver**

Dr     A001: Cash (A)  
Cr     R102: Collected Unearned Revenue (L)

**IF04: Supplementary Fees With Different Banks - Earned** - This event type is used to complete the recording of the supplementary fee taken on a disbursement where the bank account for the intercepting fund and external entity's fund were different. Unearned revenue is used because supplemental fees only occur when External debt is intercepted by an Internal disbursement system. The fee is temporarily recorded as a liability (unearned revenue) and then another transaction (GAIP transaction code as delivered) is created later to request a disbursement out of that liability account to the External entity.

**Posting Pair A: Provider**

Dr     D201: Intercept Payable (L)  
Cr     A002: Due To Fund (L)

**Posting Pair B: Receiver**

Dr     A003: Due From Fund (A)  
Cr     R101: Billed Unearned Revenue (L)

## Reimbursements

The event types in this subset of Internal Accounting are ones used for transactions generated from the cost accounting internal reimbursement feature. The seller/provider in this case is the party being reimbursed for previous spending and the buyer/receiver is the party ultimately getting all or a portion of the original expenditure. In reimbursement situations, the postings for the seller cannot use the same expenditure posting codes as used for the original expenditure or they will be selected again for reimbursement.

Prior event type referencing is not done by the reimbursement process. For this reason the Prior Event Types tab has been omitted from the reimbursement event types.

**IN36: Internal Reimb w/Cash - Non-Reimb for Seller** - This event type is used for reimbursements where the seller/provider receives a credit to expenditure/expense to offset costs incurred to provide the goods or services. Additionally, cash is used as the offset balance sheet account for both parties. This event type belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr     A001: Cash (A)  
 Cr     D027: Internal Cash Expenditure Non-Reimbursable

**Posting Pair B: Buyer/Receiver**

Dr     D025: Internal Cash Expenditure/Expense  
 Cr     A001: Cash (A)

**IN37: Internal Reimb w/Clr Acts - Non-Reimb for Seller** - This event type is used for reimbursements where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the goods or services. Additionally, clearing accounts are used as the offset balance sheet account for both parties. This event type belongs to an event category that does not compare fund and sub fund between parties.

**Posting Pair A: Seller/Provider**

Dr     A003: Due From Fund (A)  
 Cr     D026: Internal Accrued Expenditure Non-Reimbursable

**Posting Pair B: Buyer/Receiver**

Dr     D024: Internal Accrued Expenditure / Expense  
 Cr     A002: Due To Fund (L)

**IN38: Internal Reimb – Clearing Act Maint - Non-Reimb for Seller** - This event type is used for reimbursements where the seller/provider receives a credit to the expenditure/expense to offset costs incurred to provide the goods or services. Additionally, clearing accounts are used as the offset balance sheet account for both parties. IN38 is intended for use with the Clearing Account Maintenance functionality instead of IN37. Use of this event type and IN37 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the IN38 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, IN38 could be used

throughout the year instead of IN37 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Seller/Provider**

Dr     A003: Due From Fund (A)  
Cr     D027: Internal Cash Expenditure Non-Reimbursable

**Posting Pair B: Buyer/Receiver**

Dr     D025: Internal Cash Expenditure / Expense  
Cr     A002: Due To Fund (L)

## Inventory Accounting Model

Event types in this area are used both for input and output of inventory items to and from a warehouse. Many perform two-party accounting like those in the previous Internal Accounting tab, while others either record accounting for just the warehouse or the requestor of goods from a warehouse.

> More Info

A primary driver of the accounting to be recorded in the inventory area is the Accounting Method defined to a warehouse. Two such methods exist:

**Purchase:** Expenditures are recorded for inventory items when they are purchased for a warehouse.

**Consumption:** Expenditures are not recorded for inventory until items are issued from a warehouse.

Two items are defined to either method in the application and must match when used together to request, order, or purchase inventory items. The first is the event type. All event types used on the transaction types just mentioned should have an Accounting Method defined on the Event Type Requirements (ERQ) page. The second is the warehouse. All warehouse codes have to be defined to either Accounting Method. When the two combine on one of these transaction types and do not match, the transaction will not be allowed to process. It is common for the event types for these transactions to be chosen for each warehouse and entered in the Requisition, Purchase Order, and Payment Request Transaction fields on the Warehouse (WHSE) page.

Event types in this area use specialized posting codes for expenditures and revenue so that internal activity can be easily identified for reporting purposes. One common need for such identification is to remove internal accounting activity from financial statements where it should not be included.

The concept of the clearing accounts (Due To and Due From Fund) being used when the bank accounts are different between the two parties is integral to keeping CGI Advantage Financial in sync with the actual banks. These clearing accounts must be cleared out periodically where they are both reduced along with the accrued revenue or expenditure used with them. When cleared, accounts for cash are updated as well as the accrued revenue or expenditure being recorded now as collected revenue or a cash expenditure. This clearing activity occurs usually with the Journal Voucher transaction. At the time of clearing, an action is also taken to transfer the actual cash between the actual banks either with a wire transfer or other means.

For applications where all funds, or more importantly all funds that perform inventory accounting, use a single bank account, it is acceptable to change the Due To (S003) and Due From (S004) posting codes used on the inter fund event types with clearing accounts to the Cash posting code (A001) in order to always use cash as an offset. Also, if the standard Due To (A002) and Due From Fund (A003) posting codes are desired, they should be entered in place of the inventory ones.

Event types will be presented in an order that closely resembles the common order that they would appear in the inventory life cycle.

Please note there are inventory event types that start with MX. These are for interfacing with Maximo for Inventory Accounting. Please see the end of this tab for the accounting models used to integrate Maximo with CGI Advantage.

The following event types are in the **PR Event Category**:

**ST50: Request For Inventory - Consumption I** - Use of this event type will occur for a consumption method warehouse that chooses to create postings. When used on the Requisition transaction type, it will update the Requested Quantity for the inventory item and start the procurement process.

The procurement event type PR01 - Request Non Accounting can also be used by a consumption method warehouse. This event type will post to the Non Accounting posting codes that may or may not write out to the Accounting Journal. Updates to the inventory inquiries will be the same with PR01 as it would be with ST50 or ST51.

**Posting Pair A: Item or Service.**

Dr      P010: Memo Pre Encumbrance (AO)  
Cr      P011: Reserve for Memo Pre Encumbrance (A)

**Prior Event Types:** Referenced accounting activity for this event type is not available.

**Subsequent Event Types:** Referencing accounting activity for this event type can be with a Purchase Order using PR07: Order Non Accounting, ST60: Order For Inventory - Consumption I, or ST61: Order For Inventory - Consumption II. Referencing can also be with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method.

**ST51: Request For Inventory - Consumption II** - Use of this event type will occur for a consumption method warehouse that chooses not to create any accounting postings. When used on the Requisition transaction type, it will update the Requested Quantity for the inventory item and start the procurement process as if accounting entries had been created.

**Posting Pair A: Item or Service.**

None

**Prior Event Types:** Referenced accounting activity for this event type is not available.

**Subsequent Event Types:** Referencing accounting activity for this event type can be with a Purchase Order using PR07: Order Non Accounting, ST60: Order For Inventory - Consumption I, or ST61: Order For Inventory - Consumption II. Referencing can also be with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method.

**ST52: Request Inventory - Purchase** - Use of this event type will occur for a purchase method warehouse to record a pre encumbrance for inventory items requested. When used on the Requisition transaction type, it will update the Requested Quantity for the inventory item and start the procurement process.

PR02 is an event type that is similar to ST52 and is found in the Procurement tab later. The reason for the duplicate is to allow different controls for each event type.

**Posting Pair A: Item or Service.**

Dr     P003: Pre Encumbrance  
Cr     P004: Reserve for Pre Encumbrance (E)

**Prior Event Types:** Referenced accounting activity for this event type is not available.

**Subsequent Event Types:** Referencing accounting activity for this event type can be with a Purchase Order using PR05: Order from External Vendor - Accounting or ST62: Order For Inventory - Purchase. Referencing can also be with a Payment Request using ST70: Authorize Payment For Inventory - Purchase Method or AP01: Authorize Normal Payment.

**ST60: Order For Inventory - Consumption I** - Use of this event type will occur for a consumption method warehouse that chooses to create postings. When used on the Purchase Order transaction type, it will update the Ordered Quantity for the inventory item and continue the procurement process.

The procurement event type PR07 - Order Non Accounting can also be used by a consumption method warehouse. This event type will post to the Non Accounting posting codes that may or may not write out to the Accounting Journal. Updates to the inventory pages will be the same with PR07 as it would be with ST60 or ST61.

**Posting Pair A: Item or Service.**

Dr     P012: Memo Encumbrance (AO)  
Cr     P013: Reserve for Memo Encumbrance (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and if made would be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

**Subsequent Event Types:** Referencing accounting activity for this event type will be most commonly with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method. However, referencing can be for correction with ST63: Encumbrance Correction - Consumption Method, ST64: Encumbrance Liquidation - Consumption Method, or with ST65: Encumbrance Correction & Credit Memo - Consumption Method.

**ST61: Order For Inventory - Consumption II** - Use of this event type will occur for a consumption method warehouse that chooses not to create any accounting postings. When used on the Purchase Order transaction type, it will update the Ordered Quantity for the inventory item and continue the procurement process as if accounting entries had been created.

**Posting Pair A: Item or Service.**

None

**Prior Event Types:** Referenced accounting activity for this event type is optional and if made would be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

**Subsequent Event Types:** Referencing accounting activity for this event type will be most commonly with a Payment Request using ST71: Authorize Payment For Inventory - Consumption Method. However, referencing can be for correction with ST63: Encumbrance Correction - Consumption Method, ST64: Encumbrance Liquidation - Consumption Method, or with ST65: Encumbrance Correction & Credit Memo - Consumption Method.

**ST62: Order Inventory - Purchase** - Use of this event type will occur for a purchase method warehouse to record an encumbrance for inventory items ordered. When used on the Purchase Order transaction type, it will update the Ordered Quantity for the inventory item and continue the procurement process.

PR05 is an event type that is similar to ST62 and is found in the Procurement tab later. The reason for the duplicate is to allow different controls for each event type.

**Posting Pair A: Item or Service.**

Dr     P005: Encumbrance  
Cr     P006: Reserve for Encumbrance (E)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Requisition with PR02: Request from External Vendor - Accounting or ST52: Request Inventory - Purchase.

**Subsequent Event Types:** Referencing accounting activity for this event type will be most commonly with a Payment Request using AP01: Authorize Normal Payment or ST70: Authorize Payment For Inventory - Purchase Method. However, referencing can be for correction with ST66: Encumbrance Correction - Purchase Method, ST67: Encumbrance Liquidation - Purchase Method, or with ST68: Encumbrance Correction & Credit Memo - Purchase Method.

**ST63: Encumbrance Correction - Consumption Method** - Use of this event type occurs when a Purchase Order line for a consumption method warehouse was inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs and the Payment Request has been disbursed and that disbursement has cleared, this event type will correct the order. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as ST65 (discussed later) does. In not creating a payment request, the correction is just to the order because the correct vendor was paid the correct amount.

The Event Type Requirements entry for this event type has the Require Inverse Reference indication *true* on the Event Type Requirements page. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

**Posting Pair A: Item or Service.**

None, as the liquidation line created performs the necessary accounting.



**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

**ST64: Encumbrance Liquidation - Consumption Method** - Use of this event type occurs when a Purchase Order line for a consumption method warehouse was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the order line be closed for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

**Posting Pair A: Item or Service.**

None, as the liquidation line created, performs the necessary accounting.

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

The following event types are in the **AP Event Category**:

**ST65: Encumbrance Correction & Credit Memo - Consumption Method** - Use of this event type is to correct the same two mistakes that ST63 corrected (see that event type for more information). In addition to an order line that is open for too much, there is also a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that order line and it will create a credit memo, which is really just a negative request for payment, that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference indication *true* on the Event Type Requirements page. The *Inverse Reference Type* requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR07: Order Non Accounting, ST60: Order for Inventory - Consumption I, or ST61: Order for Inventory - Consumption II.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST65 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

The following are in the **PR Event Category**:

**ST66: Encumbrance Correction - Purchase Method** - Use of this event type occurs when a Purchase Order line for a purchase method warehouse was inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs, the Payment Request has been disbursed, and that disbursement has cleared, this event type will correct the order. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as ST68 (discussed later) does. In not creating a payment request, the correction is just to the order because the correct vendor was paid the correct amount.

The Event Type Requirements entry for this event type has the Require Inverse Reference indication *true* on the Event Type Requirements page. The *Inverse* Reference Type requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

PR20 is an event type that is similar to ST66 and is found in the Procurement tab later. The reason for the duplicate is to allow different controls for each event type.

**Posting Pair A: Item or Service.**

None, as the liquidation line created performs the necessary accounting.

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting or ST62: Order for Inventory - Purchase.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

**ST67: Encumbrance Liquidation - Purchase Method** - Use of this event type occurs when a Purchase Order line for a purchase method warehouse was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the order line be closed for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

PR21 is an event type that is similar to ST67 and is found in the Procurement tab later. The reason for the duplicate is to allow different controls for each event type.

**Posting Pair A: Item or Service.**

None, as the liquidation line created performs the necessary accounting.

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting or ST62: Order for Inventory - Purchase.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

The following event types are in the **AP Event Category**:

**ST68: Encumbrance Correction & Credit Memo - Purchase Method** - Use of this event type is to correct the same two mistakes that ST66 corrected (see that event type for more information). In addition to an order line that is open for too much, there is also a vendor that was paid too much or was paid and should not have been. The event type will re-open all or a portion of that order line and it will create a credit memo, which is really just a negative request for payment, that will offset the next payment to the vendor.

The Event Type Requirements entry for this event type has the Require Inverse Reference indication *true* on the Event Type Requirements page. The *Inverse Reference Type* requires that the sign of the Line Amount of the referencing line be the opposite of the Line Amount of the referenced line. For this reason, the posting codes shown below will be switched in regards to the debit and credit.

PR22 is an event type that is similar to ST68 and is found in the Procurement tab later. The reason for the duplicate is to allow different controls for each event type.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR05 - Order from External Vendor or ST62 - Order for Inventory - Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST68 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST70: Authorize Payment for Inventory - Purchase Method** - When a payment should be made for items to fill a warehouse that uses the purchase method of accounting, this event type is used. It is similar to AP01 in all respects except ST70 is not delivered to support retainage as that concept often does not apply for such purchases. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST70 must match the Accounting Method setting of *Purchase* that ST70 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr D011: External Accrued Expenditure / Expense  
Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
 Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR03 - Request from External Vendor, PR05 - Order from External Vendor, ST52 - Request for Inventory - Purchase, or ST62 - Order for Inventory - Purchase.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST70 are: Pay Expenditure Automatically (DI01-3) or Pay Expenditure Manually (DI51-3). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**ST71: Authorize Payment for Inventory - Consumption Method** - When a payment should be made for items to fill a warehouse that uses the consumption method of accounting, this event type is used. It is very different from AP01 and ST70 in that no budget updates occur for an accrued expenditure. When used, the Accounting Method defined for the Warehouse code entered on the parent commodity line to the accounting line with ST71 must match the Accounting Method setting of *Consumption* that ST71 has on the Event Type Requirements page.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
 Cr D001: Disbursements Payable (L)

**Posting Pair F: Inventory**

Dr S001: Inventory/Stock Items (A)  
 Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not mandatory. When references are made, they would be to lines with event types: PR07 - Order Non-Accounting, ST50 - Request for Inventory - Consumption I, ST51 - Request for Inventory - Consumption II, ST60 - Order for Inventory - Consumption I, or ST61 - Order for Inventory - Consumption II.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate ST71 are: Pay for Inventory as Consumption Automatically (ST80-2) or Pay for Inventory as Consumption Manually (ST83-5). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

The following event types are in the **MDIS Event Category**:

**ST80 to 82: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Automatically** - This trio of event types is used when a warehouse uses the

*Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

**ST83 to 85: Pay for Inventory as Consumption by Check / Standard Warrant / Clearing Fund Warrant Manually** - This trio of event types is used when a warehouse uses the *Consumption* accounting method so that no expenditure or expense occurs until the inventory item is released from inventory.

**Posting Pair A: Disbursement**

Dr S002: Inventory/Stock Offset (E)  
Cr A001: Cash (A)

**Posting Pair D: Use Tax**

Dr A001: Cash (A)  
Cr D006: Use Tax Payable (L)

**Posting Pair E: Backup Withholding**

Dr A001: Cash (A)  
Cr D010: Backup Withholding Payable (L)

**Posting Pair G: Intercept Automatic Payments Only**

Dr D202: Intercepted Cash (A)  
Cr D201: Intercept Payable (L)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only two event types referenced would be ST68: Encumbrance Correction & Credit Memo - Purchase Method or ST71: Authorize Payment for Inventory - Consumption Method found in the Inventory tab of accounting models.

**Subsequent Event Types:** Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

The following event types are in the **PR Event Category**:

**ST01: Request From Inventory - Non Accounting I** - Use of this event type is on the Stock Requisition transaction when there should be no accounting impact from the requisition but postings should be generated for reporting.

**Posting Pair A: Item Or Service**

Dr P001: Procurement Non-Accounting Nominal  
Cr P002: Procurement Non-Accounting Offset

**Prior Event Types:** Referenced accounting activity for this event type is not possible

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

**ST02: Request From Inventory - Non Accounting II** - Use of this event type is on the Stock Requisition transaction when there should be no accounting impact from the requisition and no postings either.

**Posting Pair A: Item Or Service**

No posting codes

**Prior Event Types:** Referenced accounting activity for this event type is not possible

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

**ST03: Request From Inventory - Pre Encumber** - Use of this event type is on the Stock Requisition transaction where a pre encumbrance should be recorded.

**Posting Pair A: Item Or Service**

Dr P003: Pre Encumbrance  
Cr P004: Reserve for Pre Encumbrance (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

**ST04: Request From Inventory - Encumber** - Use of this event type is on the Stock Requisition transaction where an encumbrance should be recorded.

**Posting Pair A: Item Or Service**

Dr P005: Encumbrance  
Cr P006: Reserve for Encumbrance (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance -

Expenditure Refund on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

**ST05: External Request from Inventory - Non Accounting 1** - Use of this event type is on the Stock Requisition transaction when there should be no accounting impact from the requisition but postings should be generated for reporting. This event type is to request items from a warehouse by a party that is not using the CGI Advantage Financial application, but the warehouse is.

**Posting Pair A: Item Or Service**

Dr P001: Procurement Non-Accounting Nominal

Cr P002: Procurement Non-Accounting Offset

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST10: Inventory/Stock Issuance - Quasi External or ST11: Inventory/Stock Issuance - Expenditure Refund on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST20: Return Stock with Revenue or ST21: Return Stock with Reimbursement.

**ST06: External Request from Inventory - Non Accounting 2** - Use of this event type is on the Stock Requisition transaction when there should be no accounting impact from the requisition and no postings either. This event type is to request items from a warehouse by a party that is not using the CGI Advantage Financial application, but the warehouse is.

**Posting Pair A: Item or Service**

No posting codes

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity will be with either ST12: External Inventory/Stock Issuance - Quasi External or ST13: External Inventory/Stock Issuance - Reimbursement on an Issue Confirmation transaction. A reference can also occur in a memo form on a Stock Return transaction with ST22: External Return Stock with Revenue or ST23: External Return Stock with Reimbursement.

The following event types are in the **SI Event Category**. When it will not be the case that bank accounts will differ between the warehouse and the buyer, the Inter posting pairs can be changed to be just like those of the Intra.

**ST10: Inventory/Stock Issuance - Quasi External** - Use of this event type is on either the Over-The-Counter or Stock Issuance transaction to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record revenues as items are issued.

**Posting Pair A: Intra Receipt**

Dr A001: Cash (A)

Cr R022: Inventory Collected Revenue

**Posting Pair B: Inter Receipt**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr R021: Inventory Accrued Revenue

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer  
Cr A001: Cash (A)

**Posting Pair F: Inter Payment**

Dr D029: Inventory Accrued Expenditure/Expense - Buyer  
Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST11: Inventory/Stock Issuance - Expenditure Refund** - Use of this event type is on either the Over-The-Counter or Stock Issuance transaction to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item.

**Posting Pair A: Intra Receipt**

Dr A001: Cash (A)  
Cr D022: Inventory Cash Expenditure/Expense - Seller

**Posting Pair B: Inter Receipt**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr D021: Inventory Accrued Expenditure/Expense - Seller

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold



Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer

Cr A001: Cash (A)

**Posting Pair F: Inter Payment**

Dr D029: Inventory Accrued Expenditure/Expense - Buyer

Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST14: Inventory/Stock Issuance - QE - Clearing Act Maint** - This event type is used by warehouses that wish to record revenues as items are issued. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST14 is intended for use with the Clearing Account Maintenance functionality instead of ST10. Use of this event type and ST10 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST14 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST14 could be used throughout the year instead of ST10 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Receipt**

Dr A001: Cash (A)

Cr R022: Inventory Collected Revenue

**Posting Pair B: Inter Receipt**

Dr S004: Inventory/Stock Due From Fund (A)

Cr R022: Inventory Collected Revenue

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer

Cr A001: Cash (A)

**Posting Pair F: Inter Payment**

Dr D029: Inventory Cash Expenditure/Expense - Buyer

Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST15: Inventory/Stock Issuance - ER - Clearing Act Maint** - This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST15 is intended for use with the Clearing Account Maintenance functionality instead of ST11. Use of this event type and ST11 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST15 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST15 could be used throughout the year instead of ST11 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Receipt**

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense - Seller

**Posting Pair B: Inter Receipt**

Dr S004: Inventory/Stock Due From Fund (A)

Cr D022: Inventory Cash Expenditure/Expense - Seller

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer

Cr A001: Cash (A)

**Posting Pair F: Inter Payment**

Dr D029: Inventory Cash Expenditure/Expense - Buyer  
Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **SIE Event Category**:

**ST12: External Inventory/Stock Issuance - Quasi External** - Use of this event type is on either the Over-The-Counter or Stock Issuance transaction to record the inventory being issued from a warehouse. This event type is to request items from a warehouse by a party that is not using the CGI Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to record revenues as items are issued.

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Revenue**

Dr R009: Earned Receivable (A)  
Cr R010: Earned Revenue

**Posting Pair F: Inter Revenue**

Dr R009: Earned Receivable (A)  
Cr R010: Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2.

**Subsequent Event Types:** Referencing of this accounting activity is done on a Receivable transaction with AR01: Bill Earned Revenue.

**ST13: External Inventory/Stock Issuance - Expenditure Refund** - Use of this event type is on either the Over-The-Counter or Stock Issuance transaction to record the inventory being issued from a warehouse. This event type is used by warehouses that wish to record expenditure credits as items are issued to reduce expenditures incurred to purchase the inventory item.

**Posting Pair C: Inventory for Purchase Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Inventory for Consumption Warehouse**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Intra Revenue**

Dr R300: Billed Vendor Refund Receivable (A)

Cr R301: Expenditure Refund Holding Account (AO)

**Posting Pair F: Inter Revenue**

Dr R300: Billed Vendor Refund Receivable (A)

Cr R301: Expenditure Refund Holding Account (AO)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2.

**Subsequent Event Types:** Referencing of this accounting activity is done on a Receivable transaction with either AR30: Bill Vendor Refund - Budgetary or AR31: Bill Vendor Refund - Non Budgetary.

The following event types are in the **SN Event Category**. Stock Returns (SN) for items issued in a prior year may warrant attention when the total dollar value becomes material. As Cost of Goods Sold is an expense closed into an equity account at year end, material updates in a subsequent year may have to be addressed with a journal voucher adjustment. Returns that reference an Over the Counter (OC) or Confirmation Issue (CI) transaction will carry the budget year forward from that referenced transaction causing an update to a prior budget year. Returns without a reference will record to the budget year entered (likely the current) and thus will not be readily identified as a cross year return. To avoid this, set the Reference Rule on the Transaction Control (DCTRL) page for the SN to Required.

The posting codes for Due To and Due From are reversed for the return event types (posting pairs B and F) with the assumption that clearing of those accounts has not yet occurred when a return has been made.

**ST20: Return Stock with Revenue** - Use of this event type is on the Stock Return transaction to record the inventory being returned to a warehouse. This event type is used by warehouses that wish to record a decrease to previous revenues as items are returned.

**Posting Pair A: Intra Receipt**

Dr R022: Inventory Collected Revenue

Cr A001: Cash (A)

**Posting Pair B: Inter Receipt**

Dr R021: Inventory Accrued Revenue

Cr S004: Inventory/Stock Due From Fund (A)

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair E: Intra Payment**

Dr A001: Cash (A)  
Cr D022: Inventory Cash Expenditure/Expense

**Posting Pair F: Intra Payment**

Dr S003: Inventory/Stock Due To Fund (L)  
Cr D021: Inventory Accrued Expenditure/Expense

**Posting Pair G: Intra Fee Receipt**

Dr A001: Cash (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair H: Inter Fee Receipt**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr R021: Inventory Accrued Revenue

**Posting Pair I: Intra Fee Payment**

Dr A001: Cash (A)  
Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair J: Inter Fee Payment**

Dr S003: Inventory/Stock Due To Fund (L)  
Cr D029: Inventory Accrued Expenditure/Expense - Buyer

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST21: Return Stock with Reimbursement** - Use of this event type is on the Stock Return transaction to record the inventory being returned to a warehouse. This event type is used by warehouses that wish to record an increase to expenditures as items are returned

**Posting Pair A: Intra Receipt**

Dr D022: Inventory Cash Expenditure/Expense - Seller

Cr A001: Cash (A)

**Posting Pair B: Inter Receipt**

Dr D021: Inventory Accrued Expenditure/Expense - Seller

Cr S004: Inventory/Stock Due From Fund (A)

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)

Cr D023: Cost of Goods Sold

**Posting Pair E: Intra Payment**

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair F: Intra Payment**

Dr S003: Inventory/Stock Due To Fund (L)

Cr D029: Inventory Accrued Expenditure/Expense - Buyer

**Posting Pair G: Intra Fee Receipt**

Dr A001: Cash (A)

Cr D030: Inventory Cash Expenditure/Expense - Seller

**Posting Pair H: Inter Fee Receipt**

Dr S004: Inventory/Stock Due From Fund (A)

Cr D021: Inventory Accrued Expenditure/Expense - Seller

**Posting Pair I: Intra Fee Payment**

Dr A001: Cash (A)

Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair J: Inter Fee Payment**

Dr S003: Inventory/Stock Due To Fund (L)

Cr D029: Inventory Accrued Expenditure/Expense - Buyer

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST22: External Return Stock with Revenue** - Use of this event type is on the Stock Return transaction to record the inventory being returned to a warehouse. This event type is to return items to a warehouse by a party that is not using the CGI Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to reduce previously recorded revenues as items are returned.

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST23: External Return Stock with Reimbursement** - Use of this event type is on the Stock Return transaction to record the inventory being returned to a warehouse. This event type is to return items to a warehouse by a party that is not using the CGI Advantage Financial application, but the warehouse is. This event type is used by warehouses that wish to increase expenditures that were previously reduced as items are returned.

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST05: External Request from Inventory - Non Accounting 1 or ST06: External Request from Inventory - Non Accounting 2. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST24: Return Stock with Revenue - Clearing Act Maint** - This event type is used by warehouses that wish to record a decrease to previous revenues as items are returned. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST24 is intended for use with the Clearing Account Maintenance functionality instead of ST20. Use of this event type and ST20 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts

and does not move the accrued expenditures to cash expenditures. Use of the ST24 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST24 could be used throughout the year instead of ST20 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Receipt**

Dr R022: Inventory Collected Revenue  
Cr A001: Cash (A)

**Posting Pair B: Inter Receipt**

Dr R022: Inventory Collected Revenue  
Cr S004: Inventory/Stock Due From Fund (A)

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair E: Intra Payment**

Dr A001: Cash (A)  
Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair F: Intra Payment**

Dr S003: Inventory/Stock Due To Fund (L)  
Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair G: Intra Fee Receipt**

Dr A001: Cash (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair H: Inter Fee Receipt**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair I: Intra Fee Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer  
Cr A001: Cash (A)

**Posting Pair J: Inter Fee Payment**



Dr D030: Inventory Cash Expenditure/Expense - Buyer  
Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST25: Return Stock with Reimbursement - Clearing Act Maint** - This event type is used by warehouses that wish to record an increase to expenditures as items are returned. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST25 is intended for use with the Clearing Account Maintenance functionality instead of ST21. Use of this event type and ST21 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST25 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST25 could be used throughout the year instead of ST21 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Receipt**

Dr D022: Inventory Cash Expenditure/Expense - Seller  
Cr A001: Cash (A)

**Posting Pair B: Inter Receipt**

Dr D022: Inventory Cash Expenditure/Expense - Seller  
Cr S004: Inventory/Stock Due From Fund (A)

**Posting Pair C: Inventory for Purchase Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair D: Inventory for Consumption Warehouse**

Dr S001: Inventory/Stock Items (A)  
Cr D023: Cost of Goods Sold

**Posting Pair E: Intra Payment**

Dr A001: Cash (A)  
Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair F: Intra Payment**

Dr S003: Inventory/Stock Due To Fund (L)  
Cr D030: Inventory Cash Expenditure/Expense - Buyer

**Posting Pair G: Intra Fee Receipt**

Dr A001: Cash (A)  
Cr D022: Inventory Cash Expenditure/Expense - Seller

**Posting Pair H: Inter Fee Receipt**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr D022: Inventory Cash Expenditure/Expense - Seller

**Posting Pair I: Intra Fee Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer  
Cr A001: Cash (A)

**Posting Pair J: Inter Fee Payment**

Dr D030: Inventory Cash Expenditure/Expense - Buyer  
Cr S003: Inventory/Stock Due To Fund (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to a Stock Requisition with ST01: Request From Inventory - Non Accounting I, ST02: Request From Inventory - Non Accounting II, ST03: Request From Inventory - Pre Encumber, or ST04: Request From Inventory - Encumber. Such a reference would be a memo one.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **ST Event Category**:

**ST30: Transfer Inventory with Provider Revenue** - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize revenues for the inventory given.

**Posting Pair A: Intra Out**

Dr A001: Cash (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair B: Inter Out**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr R021: Inventory Accrued Revenue

**Posting Pair C: Purchase Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Consumption Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Consumption In Intra**

Dr S001: Inventory/Stock Items (A)  
Cr A001: Cash (A)

**Posting Pair F: Consumption In Inter**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair G: Purchase In Intra**

Dr D022: Inventory Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair H: Purchase In Inter**

Dr D021: Inventory Accrued Expenditure/Expense  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair I: Purchase In Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST31: Transfer Inventory with Provider Reimbursement** - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize an expenditure credit for the inventory given.

**Posting Pair A: Intra Out**

Dr A001: Cash (A)  
Cr D022: Inventory Cash Expenditure/Expense

**Posting Pair B: Inter Out**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr D021: Inventory Accrued Expenditure/Expense

**Posting Pair C: Purchase Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Consumption Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Consumption In Intra**

Dr S001: Inventory/Stock Items (A)  
Cr A001: Cash (A)

**Posting Pair F: Consumption In Inter**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair G: Purchase In Intra**

Dr D022: Inventory Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair H: Purchase In Inter**

Dr D021: Inventory Accrued Expenditure/Expense  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair I: Purchase In Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST32: Transfer Inventory with Provider Revenue - Clearing Act Maint** - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize revenues for the inventory given. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST32 is intended for use with the Clearing Account Maintenance functionality instead of ST30. Use of this event type and ST30 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST32 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST32 could be used throughout the year instead of ST30 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Out**

Dr A001: Cash (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair B: Inter Out**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr R022: Inventory Collected Revenue

**Posting Pair C: Purchase Out Inventory**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Consumption Out Inventory**

Dr D023: Cost of Goods Sold

Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Consumption In Intra**

Dr S001: Inventory/Stock Items (A)

Cr A001: Cash (A)

**Posting Pair F: Consumption In Inter**

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

**Posting Pair G: Purchase In Intra**

Dr D022: Inventory Cash Expenditure/Expense

Cr A001: Cash (A)

**Posting Pair H: Purchase In Inter**

Dr D022: Inventory Cash Expenditure/Expense

Cr S002: Inventory/Stock Offset (E)

**Posting Pair I: Purchase In Inventory**

Dr S001: Inventory/Stock Items (A)

Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST33: Transfer Inventory with Provider Reimbursement - Clearing Act Maint** - Use of this event type by the warehouse 'giving' inventory to another warehouse when the provider warehouse wishes to recognize an expenditure credit for the inventory given. Additionally, clearing accounts are used as the offset balance sheet account for both parties. ST33 is intended for use with the Clearing Account Maintenance functionality instead of ST31. Use of this event type and ST31 in the same period of time (that is, BFY Stage) is not recommended as the Clearing Account Maintenance program handles only the clearing accounts and does not move the accrued expenditures to cash expenditures. Use of the ST33 event type is intended for those BFY stages that occur after a year ends so that cash is not impacted against a prior fiscal year, however, ST33 could be used throughout the year instead of ST31 if the distinction of accrued accounts vs. cash accounts is not important for internal accounting.

**Posting Pair A: Intra Out**

Dr A001: Cash (A)

Cr D022: Inventory Cash Expenditure/Expense

**Posting Pair B: Inter Out**

Dr S004: Inventory/Stock Due From Fund (A)  
Cr D022: Inventory Cash Expenditure/Expense

**Posting Pair C: Purchase Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair D: Consumption Out Inventory**

Dr D023: Cost of Goods Sold  
Cr S001: Inventory/Stock Items (A)

**Posting Pair E: Consumption In Intra**

Dr S001: Inventory/Stock Items (A)  
Cr A001: Cash (A)

**Posting Pair F: Consumption In Inter**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair G: Purchase In Intra**

Dr D022: Inventory Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair H: Purchase In Inter**

Dr D022: Inventory Cash Expenditure/Expense  
Cr S002: Inventory/Stock Offset (E)

**Posting Pair I: Purchase In Inventory**

Dr S001: Inventory/Stock Items (A)  
Cr S002: Inventory/Stock Offset (E)

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **SA Event Category**:

**ST40: Adjust Inventory Units & Accounts** - Use of this event type is when both the number of units and the inventory balance sheet account should be adjusted.

**Posting Pair A: A**

Dr S001: Inventory/Stock Items (A)  
Cr S005: Inventory Adjustment Expense

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST41: Adjust Inventory Units Only** - Use of this event type is when only the number of units on hand should be adjusted. The value in the inventory balance sheet account is not adjusted.

**Posting Pair A: A**

None

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **IA1 Event Category**:

**ST86: Cash Expenditure Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A:**

Dr     A001: Cash  
Cr     D022: Inventory Cash Expenditure/Expense

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     A001: Cash

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST87: Cash Revenue Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A:**

Dr     A001: Cash  
Cr     R022: Inventory Collected Revenue

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     A001: Cash

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST88: Cash Expenditure Purchase Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A:**

Dr     A001: Cash  
Cr     D022: Inventory Cash Expenditure/Expense

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     S002: Inventory/Stock Offset

**Posting Pair C:**

Dr     D022: Inventory Cash Expenditure/Expense  
Cr     A001: Cash

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST89: Cash Revenue Purchase Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Cash is the offset here and should be used either when the fund of each warehouse uses the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A:**

Dr     A001: Cash  
Cr     R022: Inventory Collected Revenue

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     S002: Inventory/Stock Offset

**Posting Pair C:**

Dr     D022: Inventory Cash Expenditure/Expense  
Cr     A001: Cash

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **IA2 Event Category**:



**ST90: Clearing Expenditure Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

**Posting Pair A:**

Dr     A003: Due From Fund  
Cr     D021: Inventory Accrued Expenditure/Expense

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     A002: Due To Fund

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST91: Clearing Revenue Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

**Posting Pair A:**

Dr     A003: Due From Fund  
Cr     R021: Inventory Accrued Revenue

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     A002: Due To Fund

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST92: Clearing Expenditure Purchase Method** - Use of this event type is when the purchase manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

**Posting Pair A:**

Dr     A003: Due From Fund  
Cr     D021: Inventory Accrued Expenditure/Expense

**Posting Pair B:**

Dr     S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

**Posting Pair C:**

Dr D021: Inventory Accrued Expenditure/Expense

Cr A002: Due To Fund

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST93: Clearing Revenue Purchase Method** - Use of this event type is when the purchase manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are different. Clearing accounts are offsets here and will have to be cleared manually or with the Clearing Account Maintenance process.

**Posting Pair A:**

Dr A002: Due To Fund

Cr R021: Inventory Accrued Revenue

**Posting Pair B:**

Dr S001: Inventory/Stock Items

Cr S002: Inventory/Stock Offset

**Posting Pair C:**

Dr D021: Inventory Accrued Expenditure/Expense

Cr A003: Due From Fund

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following event types are in the **IA3 Event Category**:

**ST94: No Offset Expenditure Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are the same.

**Posting Pair A:**

Dr None

Cr D022: Inventory Cash Expenditure/Expense

**Posting Pair B:**

Dr S001: Inventory/Stock Items

Cr None

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST95: No Offset Revenue Consumption Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the consumption-method receiving warehouse are the same.

**Posting Pair A:**

Dr     None  
Cr     R022: Inventory Collected Revenue

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     None

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST96: No Offset Expenditure Purchase Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as an expenditure credit and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are the same.

**Posting Pair A:**

Dr     None  
Cr     D022: Inventory Cash Expenditure/Expense

**Posting Pair B:**

Dr     S001: Inventory/Stock Items  
Cr     S002: Inventory/Stock Offset

**Posting Pair C:**

Dr     D022: Inventory Cash Expenditure/Expense  
Cr     None

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

**ST97: No Offset Revenue Purchase Method** - Use of this event type is when the manufacturing warehouse desires to recognize proceeds as revenue and the Fund/Sub Fund combination for that warehouse and the purchase-method receiving warehouse are the same.

**Posting Pair A:**

Dr     None  
Cr     R022: Inventory Collected Revenue

**Posting Pair B:**

Dr S001: Inventory/Stock Items  
Cr S002: Inventory/Stock Offset

**Posting Pair C:**

Dr D022: Inventory Cash Expenditure/Expense  
Cr None

**Prior Event Types:** Referenced accounting activity for this event type is not possible.

**Subsequent Event Types:** Referencing of this accounting activity is not possible.

The following Event Types are used for issuing inventory when integrating Maximo with CGI Advantage.

**MX01: Issue Inventory from Warehouse for Revenue with Cash** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. Cash is the offset here and should be used either when the fund of the warehouse and the buyer use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr A001: Cash (A)  
Cr R022: Inventory CR

**Posting Pair B: Receiver/Buyer**

Dr D022: Inventory CE  
Cr A001: Cash (A)

**MX02: Issue Inventory from Warehouse for Revenue with Clearing** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. Clearing accounts are used as offsets here because the warehouse and the buyer use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr S004: I/S DF Fund (A)  
Cr R021: Inventory AR

**Posting Pair B: Receiver/Buyer**

Dr D021: Inventory AE  
Cr S003: I/S DT Fund (L)

**MX03: Issue Inventory from Warehouse for Expenditure Credit with Cash** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of revenue. Cash is the offset here and should be used either when the fund of the warehouse and the buyer use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr A001: Cash (A)  
Cr D022: Inventory CE

**Posting Pair B: Receiver/Buyer**

Dr D022: Inventory CE  
Cr A001: Cash (A)

**MX04: Issue Inventory from Warehouse for Expenditure Credit with Clearing** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of revenue. Clearing accounts are used as offsets here because the warehouse and the buyer use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr S004: I/S DF Fund (A)  
Cr D021: Inventory AE

**Posting Pair B: Receiver/Buyer**

Dr D021: Inventory AE  
Cr S003: I/S DT Fund (L)

**MX05: Issue Inventory From Warehouse** – Use of this event type is to record the second half of an issuance accounting event for the warehouse. MX01, 2, 3, or 4 would have recorded the first half.

**Posting Pair A: Provider/Seller**

Dr D023: COGS  
Cr S001: Inventory/Stock (A)

**Posting Pair B: Receiver/Buyer**

Dr None  
Cr None

**MX08: Non-Posting Inventory** - Use of this event type is done when the issuing warehouse prefers to record the issuance of inventory within Maximo and not post the inventory balance to Advantage. This event type allows the integration to record the transaction within Advantage without impacting the balances on the ledgers and journals. This is a non-accounting event type.

**Posting Pair A: None**

Dr None  
Cr None

**Posting Pair B: None**

Dr None  
Cr None

The following Event Types are used for an inventory transfer when integrating Maximo with CGI Advantage.

**MX21: Transfer Inventory with Seller Cash/Rev** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. Cash is the offset here and should be used either when the funds of each warehouse use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr     A001: Cash (A)  
Cr     R022: Inventory CR

**Posting Pair B: Receiver/Buyer**

Dr     D022: Inventory CE  
Cr     A001: Cash (A)

**MX22: Transfer Inventory with Seller Revenue** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. Clearing accounts are used as offsets here because the funds of each warehouse use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr     S004: I/S DF Fund (A)  
Cr     R021: Inventory AR

**Posting Pair B: Receiver/Buyer**

Dr     D021: Inventory AE  
Cr     S003: I/S DT Fund (L)

**MX23: Transfer Inventory with Seller Cash/Reimbursement** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of revenue. Cash is the offset here and should be used either when the funds of each warehouse use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr     A001: Cash (A)  
Cr     D022: Inventory CE

**Posting Pair B: Receiver/Buyer**

Dr     D022: Inventory CE  
Cr     A001: Cash (A)

**MX24: Transfer Inventory with Seller Clearing/Reimbursement** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of a revenue. Clearing accounts are used as offsets here because the funds of each warehouse use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr     S004: I/S DF Fund (A)  
Cr     D021: Inventory AE

**Posting Pair B: Receiver/Buyer**

Dr D021: Inventory AE  
Cr S003: I/S DT Fund (L)

**MX25: Inventory Transfer 1** – Use of this event type is to record the second half of an inventory transfer accounting event for each warehouse. MX21, 22, 23, or 24 would have recorded the first half. This event type is used only when both warehouses use the Purchase Method or the receiving warehouse uses the Purchase Method and the issuing warehouse uses the Consumption Method.

**Posting Pair A: Provider/Seller**

Dr D023: COGS  
Cr S001: Inventory/Stock (A)

**Posting Pair B: Receiver/Buyer**

Dr S001: Inventory/Stock (A)  
Cr S002: I/S Offset (E)

**MX31: Transfer Inventory with Seller Cash/Rev** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. There is no expenditure posting for the receiving warehouse as it uses the Consumption Method of accounting. Cash is the offset here and should be used either when the funds of each warehouse use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr A001: Cash (A)  
Cr R022: Inventory CR

**Posting Pair B: Receiver/Buyer**

Dr None  
Cr None

**MX32: Transfer Inventory with Seller Clearing/Rev** – Use of this event type is done when the issuing warehouse prefers recording revenue instead of an expenditure credit. There is no expenditure posting for the receiving warehouse as it uses the Consumption Method of accounting. Clearing accounts are used as offsets here because the funds of each warehouse use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr S004: I/S DF Fund (A)  
Cr R021: Inventory AR

**Posting Pair B: Receiver/Buyer**

Dr None  
Cr None

**MX33: Transfer Inventory with Seller Cash/Reimbursement** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of revenue. There is no expenditure posting for the receiving warehouse as it uses the Consumption Method of accounting. Cash is the offset here and should be used either when the funds of each warehouse use the same bank account or the Bank Account Transfer Process will be used.

**Posting Pair A: Provider/Seller**

Dr     A001: Cash (A)  
 Cr     D022: Inventory CE

**Posting Pair B: Receiver/Buyer**

Dr     None  
 Cr     None

**MX34: Transfer Inventory with Seller Clearing/Reimbursement** – Use of this event type is done when the issuing warehouse prefers recording an expenditure credit instead of revenue. There is no expenditure posting for the receiving warehouse as it uses the Consumption Method of accounting. Clearing accounts are used as offsets here because the funds of each warehouse use different bank accounts.

**Posting Pair A: Provider/Seller**

Dr     S004: I/S DF Fund (A)  
 Cr     D021: Inventory AE

**Posting Pair B: Receiver/Buyer**

Dr     None  
 Cr     None

**MX35: Inventory Transfer 2** – Use of this event type is to record the second half of an inventory transfer accounting event for each warehouse. MX31 or 33 would have recorded the first half. This event type is used only when both warehouses use the Consumption Method or the issuing warehouse uses the Purchase Method and the receiving warehouse uses the Consumption Method. This event type uses cash for the receiving warehouse.

**Posting Pair A: Provider/Seller**

Dr     D023: COGS  
 Cr     S001: Inventory/Stock (A)

**Posting Pair B: Receiver/Buyer**

Dr     S001: Inventory/Stock (A)  
 Cr     A001: Cash (A)

**MX36: Inventory Transfer 3** – Use of this event type is to record the second half of an inventory transfer accounting event for each warehouse. MX32 or 34 would have recorded the first half. This event type is used only when both warehouses use the Consumption Method or the issuing warehouse uses the Purchase Method and the receiving warehouse uses the Consumption Method. This event type uses a clearing account for the receiving warehouse.



**Posting Pair A: Provider/Seller**

Dr D023: COGS  
Cr S001: Inventory/Stock (A)

**Posting Pair B: Receiver/Buyer**

Dr S001: Inventory/Stock (A)  
Cr S003: I/S DT Fund (L)

The following Event Types are used for Inventory adjustment when integrating Maximo with CGI Advantage.

**MX71: Inventory Adjustment** – Use of this event type is when both the number of units and the inventory balance sheet account should be adjusted.

**Posting Pair A:**

Dr S001: Inventory/Stock (A)  
Cr S005: Inventory Adjustment Expense

**MX72: Inventory Adjustment 2 Party** – Use of this event type is when both the number of units and the inventory balance sheet account should be adjusted but the expense and the inventory accounts are in different funds.

**Posting Pair A: Provider/Seller**

Dr S001: Inventory/Stock  
Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
Cr S005: Inventory Adjustment Expense

## Payroll Accounting Model

The event types in this area are used to record all payroll costs on the Payroll (PYRL) transaction type and the disbursement transaction types in a few situations. Several event categories and event type processors are used in this functional area.

Referencing of PYRL transactions with other transactions is only done in a few situations, so the Subsequent Event Types tab is only visible for those event types. The ability for PYRL transactions to reference other transaction is also limited and the Prior Event Types tab is only visible for those event types.

**PREXP Payroll Expenditure Transaction Sub Type:**

**HR01: Accrue Payroll Expenditures** This event type is used to record accrued expenditures for Gross Pay. [DNO2 or HRC Event Category]

**Posting Pair A: A**

Dr D011: Accrued Expenditure/Expense

Cr H001: Accrued Payroll (L)

**Subsequent Event Types:** Later referencing of this event type may occur as a memo reference by the Expenditure Reversal (HR62) and then one or more lines with one of the Expenditure Reinstatement (HR60, HR64, HR65, or HR66) event types. For the part of the gross pay expenditure that was reserved contract pay, referencing of this event type may occur as a memo reference by the Reserve Contract Pay Correction Reversal (HR63) and then one or more lines with the Reserve Contract Pay Correction Reinstatement (HR61) event type,

**HR07: Record Payroll Cash Expenditures** This event type is used to record cash expenditures in two situations into the operating fund of the employee. The first is for external vendors but the Payroll Clearing fund is used to records the Fringe liability. The second is when the Fringe is to be internally funded. Cash Expenditures are recorded here even though there is not an update to cash with this event type. This is because a PRLIA or PRLID transaction will record that reduction in cash on the same day in the operating fund and then move it to either the Payroll Clearing Fund or an internal fund. [HRC Event Category]

**Posting Pair A: A**

Dr D014: Cash Expenditure/Expense  
Cr H001: Accrued Payroll (L)

**Subsequent Event Types:** Later referencing of this event type may occur as a memo reference by the Expenditure Reversal (HR62) and then one or more lines with one of the Expenditure Reinstatement (HR60, HR64, HR65, or HR66) event types.

**HR16: Payroll Travel Advance** This event type is used to record a travel advance in two situations. The first is when paying the advance to the employee before travelling as a result of a Travel Advance (TRADV) being processed with the Payment System of HRM. The second is when the employee has returned from traveling and has applied the advance to a travel expense with a Travel Expense Report (TRER). [HRC Event Category]

**Posting Pair A: A**

Dr T001: Travel Advance (A)  
Cr H001: Accrued Payroll (L)

**Subsequent Event Types:** Later referencing of this event type will not occur.

**PRACR Payroll Accrual Transaction Sub Type:**

**HR08: Accrue Labor:** This event type is used to accrue the remaining labor costs of a period.

**Posting Pair A: A**

Dr D011: Accrued Expenditure/Expense  
Cr H007: Accrued Labor (L)

**Subsequent Event Types:** Later referencing of this event type will not occur as it will be reversed with a modification.

**HR09: Accrue Fringe** This event type is used to accrue the remaining fringe costs of a period.

**Posting Pair A: A**

Dr D011: Accrued Expenditure/Expense  
Cr H008: Accrued Fringe (L)

**Subsequent Event Types:** Later referencing of this event type will not occur as it will be reversed with a modification.

**PRLCE Payroll Contract Encumbrance Transaction Sub Type:**

**HR50: Budget Set Aside For Payroll** This event type is used to encumber funds for the remaining payroll costs of a year. It is very similar to the PR05: Order from External Vendor and PR06: Order From Internal Vendor event types in the Procurement tab. However, a separate event type exists to provide different event type controls for encumbering payroll costs. [HRC Event Category]

**Posting Pair A: A**

Dr P005: Encumbrance  
Cr P006: Reserve for Encumbrance

**Subsequent Event Types:** Later referencing of this event type will not occur as it will be reversed with a modification.

**PRLLL Payroll Leave Liability Transaction Sub Type:**

**HR06: Accrue Leave Liability** This event type is used to record the Accrued Leave balance for the remainder of the year in the employee's fund. [HRC Event Category]

**Posting Pair A: A**

Dr D011: Accrued Expenditure/Expense  
Cr H006: Accrued Leave (L)

**Subsequent Event Types:** Later referencing of this event type will not occur as it will be reversed with a modification.

**PRLIA Payroll Liability Transaction Sub Type:**

**HR02: Record Net Pay** This event type is used to record the Net Pay liability from the Accrued Payroll liability account in the employee's fund. [DNO2 Event Category]

**Posting Pair A: A**

Dr H001: Accrued Payroll (L)  
Cr H002: Net Pay (L)

**Subsequent Event Types:** Although not directly referenced, an event type used on a Payroll Net Pay (PRLNP) transaction will clear the Net Pay account through one of Cash, Warrant Payable, or Check Writer Clearing.

**HR03: Record Deduction** This event type is used to record an external Deduction liability from the Accrued Payroll liability account in the employee's fund. The liability will not be paid to the external party until a manual request for payment is processed. [DNO2 Event Category]

**Posting Pair A: A**

Dr H001: Accrued Payroll (L)  
Cr H003: Deduction (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**HR04: Record Fringe Liability** This event type is used to record an external Fringe liability from the Accrued Payroll liability account in the employee's fund. The liability will not be paid to the external party until a manual request for payment is processed. [DNO2 Event Category]

**Posting Pair A: X**

Dr H001: Accrued Payroll (L)  
Cr H005: Fringe (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**HR05: Record Contract Pay** This event type is used to record the Reserve Contract Pay liability from the Accrued Payroll liability account in the employee's fund. [DNO2 Event Category]

**Posting Pair A: A**

Dr H001: Accrued Payroll (L)  
Cr H004: Contract Pay (L)

**Subsequent Event Types:** Later referencing of this event type will not occur as it will be reversed with a modification.

**HR10: Record Net Pay To Clearing Fund With Cash** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish Net Pay in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr A001: Cash (A)  
Cr H002: Net Pay (L)

**Subsequent Event Types:** Although not directly referenced, an event type used on a Payroll Net Pay (PRLNP) transaction will clear the Net Pay account through one of Cash, Warrant Payable, or Check Writer Clearing.

**HR11: Record Net Pay To Clearing Fund With Clearing Accounts** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish Net Pay in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in CGI Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr A003: Due From Fund (A)  
Cr H002: Net Pay (L)

**Subsequent Event Types:** Although not directly referenced, an event type used on a Payroll Net Pay (PRLNP) transaction will clear the Net Pay account through one of Cash, Warrant Payable, or Check Writer Clearing.

**HR12: Record Deduction To Clearing Fund With Cash** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish the Deduction account in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr A001: Cash (A)  
Cr H003: Deduction (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**HR13: Record Deduction To Clearing Fund With Clearing Accounts** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish the Deduction account in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in CGI Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr A003: Due From Fund (A)  
Cr H003: Deduction (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**HR14: Record Fringe To Clearing Fund With Cash** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and transfer Cash and establish the Fringe account in the Payroll Clearing Fund on the payroll run date. This event type should only be used if the employee's fund and the Payroll Clearing Fund use the same bank account. If not, there will have to be a manual transfer of cash between actual bank accounts. [HRA Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr A001: Cash (A)  
Cr H005: Fringe (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**HR15: Record Fringe To Clearing Fund With Clearing Accounts** This event type is used to reduce Cash and Accrued Payroll liability account in the employee's fund and establish a Due To Fund account to the Payroll Clearing Fund. The event type will also establish the Fringe account in the Payroll Clearing Fund along with a Due From Fund account to the employee's fund on the payroll run date. This event type should be used when the employee's fund and the Payroll Clearing Fund use different same bank accounts. When the clearing accounts are cleared later, cash will be transferred in CGI Advantage Financial as well as in the actual bank accounts. [HRB Event Category]

**Posting Pair A: Operating Fund** (*Employee's Fund*)

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Clearing Fund** (*Payroll Clearing Fund*)

Dr     A003: Due From Fund (A)  
Cr     H005: Fringe (L)

**Subsequent Event Types:** Although not directly referenced, a Payroll Vouchers Payable (PRLVP) transaction or General Accounting Expense/Expenditure (GAX) may clear the deduction account with payment or a Journal Voucher will clear the account while recording a wire transfer.

**PRLVP Payroll Vendor Payment Request Transaction Sub Type:**

**HR20: Record & Request Expenditure Payment for Fringe Out Of The Operating Fund** This event type is used to request payment to an external vendor for a Fringe cost on the payroll run date. The date of the disbursement depends on the same controls available for all disbursements. [DNO1 Event Category]

**Posting Pair A: A**

Dr     D011: Accrued Expenditure/Expense  
Cr     H005: Fringe (L)

**Subsequent Event Types:** The event type that will follow HR201 will be one of the three event types established for disbursement on Automatic or Manual Disbursement transaction codes: HR33, 34, or 35 (depending on Disbursement Option on System Options) for Pay Fringe Expenditure By (Check, Standard Warrant, or Clearing Fund Warrant).

**HR21: Request Liability Payment for Fringe** This event type is used to request payment to an external vendor for a Fringe cost that was recorded as a liability in the Payroll Clearing Fund with a PRLIA. It could also be used to manually request payment because an automatic request for payment was not setup to occur. The automatic request is recorded as of the payroll run date. The GAX or similar transaction code would be used for a manual request. When paid from a manual request, there would have to be a transfer of accrued expenditures to cash expenditures for the fringe cost. The date of the disbursement for either the automatic or manual request depends on the same controls available for all disbursements. [DNO1 Event Category]

**Posting Pair A: A**

Dr     H005: Fringe (L)  
Cr     D001: Disbursements Payable (L)

**Subsequent Event Types:** The event type that will follow HR21 will be one of the three event types established for disbursement on Automatic or Manual Disbursement transaction codes: HR39, 40, or 41 (depending on Disbursement Option on System Options) for Pay Fringe Liability By (Check, Standard Warrant, or Clearing Fund Warrant).

**HR22: Request Liability Payment for Deduction** This event type is used to request payment to an external vendor for a Deduction cost that was recorded as a liability in the employee's fund or the Payroll Clearing Fund with a PRLIA. It could also be used to manually request payment because an automatic request for payment was not setup to occur. The automatic request is recorded as of the payroll run date. The GAX or similar transaction code would be used for the manual request. The date of the disbursement for either the automatic or manual request depends on the same controls available for all disbursements. [DNO1 Event Category]

**Posting Pair A: A**

Dr H003: Deduction (L)  
Cr D001: Disbursements Payable (L)

**Subsequent Event Types:** The event type that will follow HR22 will be one of the three event types established for disbursement on Automatic or Manual Disbursement transaction codes: HR30, 31, or 32 (depending on Disbursement Option on System Options) for Pay Deduction By (Check, Standard Warrant, or Clearing Fund Warrant).

**HR23: Record & Request Liability Payment for Reserved Fringe** This event type is used to request payment to an external vendor for a Fringe cost that was accrued for an employee established as *Contract Pay* in HR. The fringe cost was accrued along with costs for net pay and deductions across several working periods to be used later in non-working periods. The automatic request is recorded as of the pay period end date. The date of the disbursement depends on the same controls available for all disbursements. [DNO1 Event Category]

**Posting Pair A: A**

Dr H001: Accrued Payroll (L)  
Cr H005: Fringe (L)

**Subsequent Event Types:** The event type that will follow HR23 will be one of the three event types established for disbursement on Automatic or Manual Disbursement transaction codes: HR36, 37, or 38 (depending on Disbursement Option on System Options) for Pay Fringe Expenditure By (Check, Standard Warrant, or Clearing Fund Warrant) With Adjustment.

**AD or MD Automatic or Manual Disbursement Transaction Types**

**HR30 to 32: Pay Deductions by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a deduction is paid to an external party either by an automatic or manual disbursement. [HRD Event Category]

**Posting Pair A: Operating**

Dr H003: Deduction (L)  
Cr A001: Cash (A)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR22: Request Liability Payment for Deduction found in the HR tab of accounting models.

**Subsequent Event Types:** Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).



**HR33 to 35: Pay Fringe Expenditure by Check / Standard Warrant / Clearing Fund Warrant**

This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. [HRD Event Category]

**Posting Pair A: Operating**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR20: Record & Request Expenditure Payment for Fringe - Operating Fund found in the HR tab of accounting models.

**Subsequent Event Types:** Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21). [HRD Event Category]

**HR36 to 38: Pay Fringe Expenditure by Check With Adjustment 1 / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. Only when fringe being paid out was accrued earlier as part of the contract reserve pay functionality, will this event type be used. [HRD Event Category]

**Posting Pair A: Operating**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Posting Pair A: Adjustment**

Dr H001: Accrued Payroll (L)  
Cr D011: External Accrued Expenditure/Expense

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)

Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR23: Record & Request Liability Payment for Reserved Fringe found in the HR tab of accounting models.

**Subsequent Event Types:** Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**HR39 to 41: Pay Fringe Liability by Check / Standard Warrant / Clearing Fund Warrant** This trio of event types is used when a fringe is paid to an external party either by an automatic or manual disbursement. The event types are used only when fringe is being paid out of a payroll clearing fund. [HRD Event Category]

**Posting Pair A: Operating**

Dr H005: Fringe (L)  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Posting Pair K: Contract Withholding**

Dr A001: Cash (A)  
Cr D028: Contract Withholding Payable (L)

**Prior Event Types:** The only event type referenced would be HR21: Request Liability Payment for Fringe found in the HR tab of accounting models.

**Subsequent Event Types:** Event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21).

**PRLNP Payroll Net Pay Transaction Sub Type:**

When it comes to the clearing of Net Pay on the paycheck date, each site needs to choose the appropriate event type of HR70, HR72, HR73, or HR74 that matches the disbursement method used. The choice is then placed in the Payroll Event Type Defaults (PYRLETD) page. Two default records are needed if a Payroll Clearing Fund is used on only a subset of deductions.

Of all the event types used on the PRLNP, only those that hit Warrants Payable or Check Writer Clearing will ever have subsequent activity. That activity will not directly reference the PRLNP, but will clear either of those two liability accounts. Warrants Payable used with payroll will be cleared by a custom process and in bulk as individual Warrant Reconciliation transactions are not a reasonable route for employee paychecks. The Disbursements Accounting Model tab details how Check Writer Clearing is cleared.

**HR70: Convert Net Pay to Cash** This event type is used to reduce the Net Pay account and the Cash account in an operating fund or payroll clearing fund on the payroll check date. For payroll disbursements other than with the *Standard Warrant* disbursement model, this is the date that

Cash should be credited. Those clients using the Standard Warrant model for payroll payments may want to change the A001 posting code to D007 Warrants Payable so that this posting will be consistent with that disbursement model. [HRC Event Category]

**Posting Pair A: A**

Dr H002: Net Pay (L)  
Cr A001: Cash (A)

**HR71: Convert Accrued Expenditure to Cash Expenditure** Used for operating funds, not the payroll clearing fund or any internal funds, to move the accrued expenditures booked with the PREXP transaction with the HR01 event type to a Cash Expenditure. HR71 is used in conjunction with HR70 clearing the net pay liability through cash. HR71 is an optional event type within Advantage Financial depending on settings in Advantage HRM that may suppress this entry because the PREXP was recorded with HR07 instead.

**Posting Pair A:**

Dr D014: External Cash Expenditure/Expense  
Cr D011: External Accrued Expenditure/Expense

**HR72: Convert Net Pay to Warrants Payable** This event type is used to reduce the Net Pay account and increase Warrants Payable in an operating fund or payroll clearing fund on the payroll check date. A separate process will then relieve the payable at a future date and decrease Cash.

**Posting Pair A: A**

Dr H002: Net Pay (L)  
Cr D007: Warrants Payable (L)

**HR73: Convert Net Pay to Cash w/Warrant Clearing Fund** This event type is used to reduce the Net Pay account and the Cash account recorded in an operating fund or payroll clearing fund on the payroll check date. Because of the event type is associated with the HRD Event Category, a second posting pair will be created to record Warrants Payable Cash and Warrants Payable in a warrant clearing fund. A separate process will then relieve the payable at a future date and decrease Cash.

**Posting Pair A: Operating**

Dr H002: Net Pay (L)  
Cr A001: Cash (A)

**Posting Pair I: Warrant Clearing**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**HR74: Convert Net Pay to Check Writer Clearing Account** This event type is used to reduce the Net Pay account and the Check Writer Clearing account recorded in an operating fund or payroll clearing fund on the payroll check date. The Check Writer process will then relieve the payable.

Posting Pair A: Operating

Dr H002: Net Pay (L)  
Cr D003: Check Writer Clearing Account (L)

**PRLID Payroll Internal Transaction Sub Type:**

**HR80: Deduction Liability Transfer With Cash** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
Cr H003: Deduction (L)

**HR81: Deduction Liability Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is not the same. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
Cr H003: Deduction (L)

**HR82: Deduction Liability Transfer With No Offsets** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr H003: Deduction (L)

**HR83: Deduction Liability To Revenue Transfer With Cash** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent on an Internal/External Type of *Inter Fund Revenue* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same, otherwise there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
Cr R024: Internal Collected Revenue

**HR84: Deduction Liability To Revenue Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Inter Fund Revenue* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
Cr R023: Internal Accrued Revenue

**HR85: Deduction Liability To Revenue Transfer With No Offsets** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is depended on an Internal/External Type of *Intra Fund Revenue*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr R024: Internal Collected Revenue

**HR86: Deduction Liability To Expense Transfer With Cash** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Expenditure* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
Cr D025: Internal Cash Expenditure/Expense

**HR87: Deduction Liability To Expense Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Expenditure* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
Cr D024: Internal Accrued Expenditure/Expense

**HR88: Deduction Liability To Expense Transfer With No Offsets** This event type is used to transfer amounts of internally funded deductions from the employee's fund to an internal funding source. The amount of deduction liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Expenditure*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr D025: Internal Cash Expenditure/Expense

**HR90: Fringe Liability Transfer With Cash** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
 Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
 Cr H005: Fringe (L)

**HR91: Fringe Liability Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the bank account for both parties is not the same. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
 Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
 Cr H005: Fringe (L)

**HR92: Fringe Liability Transfer With No Offsets** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Liabilities Only*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr H005: Fringe (L)

**HR93: Fringe Liability To Revenue Transfer With Cash** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Revenue* and cash has been directed as the offset by HR. The event type should be used when the bank account for both parties is the

same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
Cr R024: Internal Collected Revenue

**HR94: Fringe Liability To Revenue Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Revenue* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
Cr R023: Internal Accrued Revenue

**HR95: Fringe Liability To Revenue Transfer With No Offsets** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to revenue for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Revenue*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr R024: Internal Collected Revenue

**HR96: Fringe Liability To Expense Transfer With Cash** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent on an Internal/External Type of *Inter Fund Expenditure* and cash has been directed as the offset by HR. The event type should be used when the bank account for both



parties is the same; otherwise, there would have to be a manual transfer of cash between actual bank accounts. [IP1 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
 Cr A001: Cash (A)

**Posting Pair B: Receiver/Buyer**

Dr A001: Cash (A)  
 Cr D025: Internal Cash Expenditure/Expense

**HR97: Fringe Liability To Expense Transfer With Clearing Accounts** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Inter Fund Expenditure* and cash was not directed as the offset by HR. The event type should be used when the bank account for both parties are different. The subsequent action of clearing the clearing accounts will then trigger a manual transfer of cash between actual bank accounts. [IP2 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)  
 Cr A002: Due To Fund (L)

**Posting Pair B: Receiver/Buyer**

Dr A003: Due From Fund (A)  
 Cr D024: Internal Accrued Expenditure/Expense

**HR98: Fringe Liability To Expense Transfer With No Offsets** This event type is used to transfer amounts of internally funded fringe costs from the employee's fund to an internal funding source. The amount of fringe liability will be removed from the employee's fund and transferred directly to an expenditure credit for the internal funding source. This transfer occurs on the payroll run date and is dependent upon an Internal/External Type of *Intra Fund Expenditure*. The event type should be used when the fund and sub fund values are the same for both parties. [IP3 Event Category]

**Posting Pair A: Provider/Seller**

Dr H001: Accrued Payroll (L)

**Posting Pair B: Receiver/Buyer**

Cr D025: Internal Cash Expenditure/Expense

**PREXC Payroll Expenditure Correction** Transaction Sub Type:

**HR60: Payroll Expenditure Correction Reinstatement** This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution originally. When the payroll costs are being corrected in the same year that they were recorded, this event type is

most often used. When not in the same year, HR64, 65, or 66 is often used. [HRC Event Category]

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense  
Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR61: Reserve Contract Pay Correction Reinstatement** This event type is used to record reserved contract pay accrued originally to the wrong Chart of Account distribution. There is only one reinstatement event type for contract pay because cross-year corrections will not occur because contract pay does not extend across years. [HRC Event Category]

**Posting Pair A: A**

Dr D011: External Accrued Expenditure/Expense  
Cr H004: Reserve Contract Pay (L)

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR62: Payroll Expenditure Correction Reversal** This event type is used to remove payroll costs originally recorded to the wrong Chart of Accounts. Using HR62 will only correct costs in CGI Advantage Financial and will not update HR. [HRC Event Category]

**Posting Pair A: A**

Dr A001: Cash (A)  
Cr D014: External Cash Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR63: Reserve Contract Pay Correction Reversal** This event type is used to remove reserved contract pay accrued originally to the wrong Chart of Account distribution. Using HR63 will only correct costs in CGI Advantage Financial and will not update HR. [HRC Event Category]

**Posting Pair A: A**

Dr H004: Reserve Contract Pay (L)  
Cr D011: External Accrued Expenditure/Expense

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR64: Reinstatement Payroll Correction to Liability** This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

**Posting Pair A: A**

Dr     A001: Cash (A)  
 Cr     A015: Generic Liability (L)

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR65: Reinstate Payroll Correction to Equity** This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

**Posting Pair A: A**

Dr     A001: Cash (A)  
 Cr     A014: Generic Equity (E)

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

**HR66: Reinstate Payroll Correction to Revenue** This event type is used to record payroll costs that were originally recorded to the wrong Chart of Account distribution. When the payroll costs are being corrected in a subsequent year than they were originally recorded, this event type can be used. [HRC Event Category]

**Posting Pair A: A**

Dr     A001: Cash (A)  
 Cr     R003: External Collected Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is in a memo form to HR01: Accrue Payroll Expenditures or HR07 Record Payroll Cash Expenditures.

## Procurement Accounting Model

Event types in this area are shared by both the commodity-based procurement transaction types (Requisition, Purchase Order, and Master Agreement) and the accounting-based procurement transaction (Accounting Based Spending). Event types in this tab perform three basic functions. The first, and most common, is to record a *Budgetary Update* to reserve budget availability for later payments for goods or services. Those budget updates occur in either the Pre Encumbrance or Encumbrance amount fields. Depending on budget implementation, Pre Encumbrances may or may not actually reserve budget authority in the same fashion that Encumbrances do.

The second function provided by a procurement event type is a *Non-Accounting Entry*. Use of these event types is often chosen when the procurement process needs to begin or continue, but it is not yet known exactly what Chart of Account distribution(s) should be charged.

The third function provided by a procurement event type is that of a *Multi-Year Contract*. Such a type of contract with a vendor extends beyond the current budget year. Because of this, accounting lines in those future budget years will not likely find budget lines to update. One of the Multi-Year event types will be used on such a future line. That event type will not contain any posting codes, which is essential for the Contract Roll chain job to change the Multi-Year event type to one that records a budget update.

**PR Event Category** includes the following event types that will be used to record accounting and non-accounting entries in the procurement process. This Procurement Event Category uses the [Generic Event Type Processor](#) logic.

**PR01: Request - Non Accounting** - This event type is used when a pre-encumbrance is not desired. The most common use of the event type is on a Requisition transaction to start the procurement process when a funding source is not yet known.

**Posting Pair A: Item or Service**

Dr P001: Procurement Non-Accounting Nominal

Cr P002: Procurement Non-Accounting Offset

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type can be done by either another non-accounting event type (PR04 or PR07), one that will cause a budget update (PR02, PR03, PR05, or PR06), by one to request a payment (AP01 or other), or by one that records an internal transaction (IN01, IN04, or other).

**PR02: Request from External Vendor - Accounting** - This event type is used when a budget update to a Pre Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an external vendor code.

**Posting Pair A: Item or Service**

Dr P003: Pre Encumbrance

Cr P004: Reserve for Pre Encumbrance

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type can be done by either another non-accounting event type (PR07), one that will cause a budget update (PR05), or by one to request a payment (AP01 or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type.

**PR03: Request from Internal Vendor - Accounting** - This event type is used when a budget update to a Pre Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an internal vendor code.

**Posting Pair A: Item or Service**

Dr P003: Pre Encumbrance

Cr P004: Reserve for Pre Encumbrance

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type can be done by either another non-accounting event type (PR07), one that will cause a budget update (PR06), or by one that records an internal transaction (IN01, IN04, or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type.

**PR04: Master Agreement - Non Accounting** - This event type is used most commonly on the Master Agreement transaction as the default event type. The Master Agreement does not display the accounting line tab, and will only have accounting lines if a Requisition is referenced. When that occurs, this event type will likely default and liquidate the requisition.

**Posting Pair A: Item or Service**

Dr P001: Procurement Non-Accounting Nominal

Cr P002: Procurement Non-Accounting Offset

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type can only be done in a memo form if recorded on a Master Agreement.

**PR05: Order from External Vendor - Accounting** - This event type is used when a budget update to Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an external vendor code. It is very likely that many transaction codes using the event type will require a vendor code.

**Posting Pair A: Item or Service**

Dr P005: Encumbrance

Cr P006: Reserve for Encumbrance

**Prior Event Types:** Referenced accounting activity for this event type is optional. If performed it would most likely be to PR01: Request - Non Accounting or PR02: Request from External Vendor - Accounting.

**Subsequent Event Types:** Referencing of this event type will most commonly be done by a request for payment using AP01: Authorize Normal Payment. If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type. A correction event type (PR20, PR21, or PR22) may also reference this line if a mistake is made requesting payment.

**PR06: Order from Internal Vendor - Accounting** - This event type is used when a budget update to Encumbrance is desired. The delivered Event Type Requirements entry for this event type does not require a vendor code. However, if a vendor code is used, the requirements stipulate that it must be an internal vendor code.

**Posting Pair A: Item or Service**

Dr P005: Encumbrance

Cr P006: Reserve for Encumbrance

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type will most commonly be done by an internal accounting event type (IN01, IN04, or other). If this event type is lapsed at year end, it will likely be with the GA02: Lapse Encumbrances & Pre Encumbrances event type. A correction event type (PR20, PR21, or PR22) may also reference this line if a mistake is made with an internal transaction reference.

**PR07: Order - Non Accounting** - This event type is used when an encumbrance is not desired.

**Posting Pair A: Item or Service**

Dr P001: Procurement Non-Accounting Nominal

Cr P002: Procurement Non-Accounting Offset

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type can be done by either one that will cause a budget update (PR05, or PR06), by one to request a payment (AP01 or other), or by one that records an internal transaction (IN01, IN04, or other).

**PR08: Multi-Year Contract** - This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to PR05: Order From External Vendor - Accounting or similar event type.

**PR09: Multi-Year Contract - Consumption** - This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract. As the name implies, only a warehouse that is defined as using the Consumption Method for inventory accounting can use this event type.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to ST60: Order For Inventory - Consumption I or ST61: Order for Inventory - Consumption II.

**PR10: Multi-Year Contract - Purchase**- This event type is used on accounting lines of a contract that are beyond the latest year budgeted. No posting lines will be generated and no accounting updates made, but the accounting line exists to complete the terms of the contract. The event type is similar to PR08, but exists to provide the ability for event type controls that differ for inventory purchasing. As the name implies, only a warehouse that is defined as using the Purchase Method for inventory accounting can use this event type.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type will not be done, but the event type will be changed by the Contract Roll chain job to ST62: Order For Inventory - Purchase or PR05: Order From External Vendor - Accounting.

**PR20: Encumbrance Correction** - Use of this event type occurs when an encumbrance line was inadvertently closed for more than it should have been or incorrectly referenced. When such a situation occurs, the request for payment has been disbursed, and that disbursement has cleared, this event type will correct the encumbrance line. The event type will re-open all or a portion of that encumbrance and will not create a credit memo as PR22 (discussed in the A/P tab) does. By not creating a request for payment, the correction is just to the encumbrance amount because the correct vendor was paid the correct amount originally.

**Special Note:** Corrections cannot be performed against half posting lines.

**Posting Pair A: Item or Service**

None, as the liquidation line created performs the necessary accounting.

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting, PR06: Order from Internal Vendor - Accounting, or ST62: Order for Inventory - Purchase.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

**PR21: Encumbrance Liquidation** - Use of this event type occurs when an encumbrance line was not referenced and should have been or it was referenced partially and should have had a final reference. In either case, it is desired that the encumbrance line be close for some amount, but that no request for payment be made. This event type will perform that liquidation and create no new accounting entries because it has no posting codes.

**Posting Pair A: Item or Service**

None, as the liquidation line created performs the necessary accounting.

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to either PR05: Order from External Vendor - Accounting, PR06: Order from Internal Vendor - Accounting, or ST62: Order for Inventory - Purchase.

**Subsequent Event Types:** Referencing accounting activity for this event type will not occur.

**UR01: UR Event Type For SRQ** - This event type is used on the Universal Requestor for an item that is in inventory. The event type provides no accounting entries but does allow the generated Stock Requisition to determine the correct event type to default from the Event Type Defaults page.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type occurs in a memo from on the Stock Requisition generated from the Universal Requestor.

**UR02: UR Event Type For RQS** - This event type is used on the Universal Requestor for an item that is to be requisitioned. The event type provides no accounting entries but does allow the generated Standard Requisition to determine the correct event type to default from the Event Type Defaults page.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type occurs in a memo from on the Standard Requisition generated from the Universal Requestor.

**UR05: UR Event Type For PO** - This event type is used on the Universal Requestor for an item that is to be ordered. The event type provides no accounting entries but does allow the generated Purchase Order to determine the correct event type to default from the Event Type Defaults page.

**Posting Pair A: Item or Service**

None

**Prior Event Types:** Referenced accounting activity for this event type is not likely.

**Subsequent Event Types:** Referencing of this event type occurs in a memo from on the Purchase Order generated from the Universal Requestor.

**CA Event Category** includes the following event types that will be used to record accounting and non-accounting entries in the procurement process. This Cost Accounting Event Category uses the Generic Event Type Processor logic.

**CG05: Record Expected Cash Match for Grant Given** - This event type is used when a grant is awarded to a grantee or sub-grantee where a cash match will be made by the grantee in the future.

**Posting Pair A: Item or Service**

Dr C005: Record Expected Cash Match for Grant Given  
Cr (none)

**Prior Event Types:** Referenced accounting activity for this event type is optional. If performed it would most likely be to PR01: Request - Non Accounting.

**Subsequent Event Types:** Referencing of this event type will be done by a request for payment using CG07: Record Reported Cash Match for Grant Given.

**CG06: Record Expected In-Kind Match for Grant Given** - This event type is used when a grant is awarded to a grantee or sub-grantee where a match of supplies, time, etc. will be made by the grantee in the future.

**Posting Pair A: Item or Service**

Dr C006: Record Expected In-Kind Match for Grant Given  
Cr (none)



**Prior Event Types:** Referenced accounting activity for this event type is optional. If performed it would most likely be to PR01: Request - Non Accounting.

**Subsequent Event Types:** Referencing of this event type will be done by a request for payment using CG08: Record Reported In-Kind Match for Grant Given.

## Travel Accounting Model

Event types in this area are commonly used on special-purpose transaction codes in the Accounting Based Spending transaction type, (which show additional transaction tabs for collecting travel information) or in the Travel transaction type.

Each event type belongs to a single TRVL Event Category, which uses the [Generic Event Type Processor](#) logic.

**TR10: Request Travel Advance** – This Event Type is used with the Travel Advance (TRADV) transaction to request an advancement of cash before a trip starts.

### Posting Pair A: A

Dr T001: Travel Advance  
Cr D001: Disbursements Payable (L)

**Prior Event Types:** Referenced accounting activity for this event type is not likely in any form but a memo reference to a TRAUTH transaction.

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate TR10 are: Pay Travel Advance (TR12-14). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type (MDDFEV) will ensure the correct event type is placed on the disbursement according to SOPT and other disbursement parameters.

**TR11: Record PCard Travel Expense** – This Event Type is used with the Travel Expense Report (TRER) transaction to record a non-accounting event for travel expenses paid with a PCard. Expenses are included in the TRER for informational/reconciliation purposes and will be expensed at the time of PCard payment generation. [Note: for downstream referencing on the PRC/PRCC transactions generated by PCard batch process, any reference to the TRER would be memo only. The PRC/PRCC will not liquidate the TRER.]

### Posting Pair A: A

Dr None  
Cr None

**Prior Event Types:** Referenced accounting activity for this event type is optional and can be to a number of different non-commodity transactions recording an encumbrance (TRAUTH, TE, or GAE with PR05).

**Subsequent Event Types:** There are no subsequent event types.

**TR15: Liquidate Travel Advance** – This Event Type is used with the Travel Expense Report (TRER) transaction to record the amount of the advance that is being applied to a trip.

### Posting Pair A: A

Dr D014: External Cash Expenditure / Expense  
Cr T001: Travel Advance

**Prior Event Types:** A memo reference is required to a Travel Authorization (TRAUTH).

**Subsequent Event Types:** There are no subsequent event types.

**TR16: Pay Advance/Expense via HRM** – This Event Type is used with the Travel Advance (TRADV), Travel Expense Report (TRER), and Travel Advance Repayment (TRADV) as a non-accounting event for payment of, application of, or repayment of a travel advance that is paid via Advantage HRM. No accounting is done with this event type as it is used to set up later accounting by various Payroll (PYLR) transactions.

**Posting Pair A: A**

Dr (blank)  
Cr (blank)

**Prior Event Types:** Referenced accounting activity for this event type is possible, but there is never any accounting impact as transactions from HRM will make those accounting updates. There are impacts to various pieces of Travel Information with each reference. The TRADV will reference a TRAUTH when requesting an advance. The TRER can reference a TRAUTH. The TRADV will reference a TRADV to establish one or more repayments of an unused advance.

**Subsequent Event Types:** There are a number of subsequent event types used by various PYRL transactions: Payroll Expenditure (PREXP), Payroll Liability (PRLIA), and Payroll Net Pay (PRLNP)

## Treasury Accounting Model

Event types in this Treasury (Investments) area support the Pool and Participatory Fund relationship starting with contributions to the pool, investment activity by the pool, and allocation of investment income from the pool to the participatory funds. More information on these activities can be found in the "Income Allocation" topic in the *CGI Advantage Treasury Accounting User Guide* and in the *CGI Advantage Treasury Accounting Run Sheet Guide*.

Many event types do not have prior or subsequent referencing activity so those sections have been omitted where not applicable.

**IV01: Record Investment** - This event type is used to record purchases and sales of pooled investments on the Investment Journal Voucher (JVIN) or the Investments (INVEST) transaction.

**Posting Pair A: Principal**

Dr I002: Investments (A)  
Cr I001: Investment Cash (A)

**Posting Pair B: Discounts**

Dr I001: Investment Cash (A)  
Cr I003: Investment Discounts (A)

**Posting Pair C: Premium**

Dr    I004: Investment Premiums (A)  
Cr    I001: Investment Cash (A)

**Posting Pair D: Accrued Interest Receivable**

Dr    I005: Accrued Interest Receivable (A)  
Cr    I001: Investment Cash (A)

**IV02: Record Investment Interest** - This event type is used to record income from pooled investments on the Pool Fund Investment Earnings (PFIE) or similar transaction code.

**Posting Pair A: Principal**

Dr    I001: Investment Cash (A)  
Cr    I006: Investment Interest Revenue

**Posting Pair B: Discounts**

Dr    I003: Investment Discounts (A)  
Cr    I006: Investment Interest Revenue

**Posting Pair C: Premium**

Dr    I006: Investment Interest Revenue  
Cr    I004: Investment Premiums (A)

**Posting Pair D: Accrued Interest Receivable**

Dr    I006: Investment Interest Revenue  
Cr    I005: Accrued Interest Receivable (A)

**IV03: Interest Allocation** - This event type is used to allocate interest income from the pool fund to participatory funds on the Journal Voucher Interest Allocation (JVIA) or similar transaction code.

**Posting Pair A: Principal**

Dr    I006: Investment Interest Revenue  
Cr    I001: Investment Cash (A)

**IV04: Cash Sweep** - This event type is used to transfer cash from a participatory fund to the pool fund on the Journal Voucher Cash Sweep (JVSW) or similar transaction code.

**Posting Pair A: Principal**

Dr    I002: Investments (A)  
Cr    I001: Investment Cash (A)

**Posting Pair E: Pooled Cash**

Dr    I001: Investments Cash (A)  
Cr    I007: Investment Equity (E)

**IV05: Authorize External Participant Interest Payment** - This event type is used to authorize payment of interest income from the pool fund to an external participant on the General Accounting Expenditure (GAX) or similar transaction code.

**Posting Pair A: Principal**

Dr I006: Investment Interest Revenue  
Cr D001: Disbursements Payable (L)

**Subsequent Event Types:** Depending on the Disbursement Option on SOPT and whether or not a manual or automatic disbursement will be done, the event types that will reference and liquidate IV05 are: Pay External Investment Interest - Automatically (IV06-8) or Pay External Investment Interest – Manually (IV09-11). The AP Event Type Crosswalk (APEVXW) and MD Default Event Type

**IV06 to 08: Pay External Investment Interest By Check / Standard Warrant / Clearing Fund Warrant - Automatically**

**IV09 to 11: Pay External Investment Interest By Check / Standard Warrant / Clearing Fund Warrant - Manually**

**Posting Pair A: Disbursement**

Dr I006: Investment Interest Revenue  
Cr A001: Cash (A)

**Posting Pair I: Clearing Fund**

Dr D017: Warrant Clearing Cash (A)  
Cr D018: Warrant Clearing Payable (L)

**Prior Event Types:** IV05 event type used on a General Accounting Expenditure transaction.

**Subsequent Event Types:** The event types that follow are those used on the Disbursement Reclassification transaction type to record a disbursement as stale (DR01 & 2), escheated (DR03 & 4), or cancelled (DR05 & 6). In the case of a standard or clearing fund warrant, the transaction type will also reclassify as redeemed (DR20 & 21)

**IV12: Sale/Redemptions of Advanced Investments** - This event type is used to record the sale or redemption of an investment using the Investment (INVEST) transaction code. Posting code configurations may be necessary to get the desired balance sheets, as using the JVIN does not allow for such inferences.

**Posting Pair A: Principal**

Dr I001: Investment Cash (A)  
Cr I002: Investments (A)

**Posting Pair B: Discounts**

Dr I003: Investment Discounts (A)  
Cr I001: Investment Cash (A)

**Posting Pair C: Premium**

Dr I001: Investment Cash (A)  
 Cr I004: Investment Premium (A)

**Posting Pair D: Accrued Interest Receivable**

Dr I001: Accrued Cash (A)  
 Cr I005: Accrued Interest Receivable (A)

**Miscellaneous Accounting**

Several event types do not fall into any of the previous business areas. Those event types are listed here in the Miscellaneous Accounting tab. Most use the [Generic Event Type Processor](#) because they are in the ACT Event Category. If not, the event category is called out in the description.

**GA01: Cash Expenditure Correction** - This event type is used to adjust the results that occurred from another event type that updated Cash Expenditures. In many cases, that first transaction can be modified, and should be if possible. However, for those situations where it cannot or many such corrections need to be done with a single entry, this event type is used.

This event type is delivered to require a vendor code for 1099 reasons, but that requirement can be relaxed if needed. However, use of an event type for expenditure corrections made for disbursements should require a vendor code for 1099 purposes as the correction can be to a reportable object, to a different reportable object, or to a non-reportable object from a reportable one.

**Posting Pair A: A**

Dr D014: External Cash Expenditure/Expense  
 Cr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

**Subsequent Event Types:** Referencing activity against this event type is optional and would only be in the form of a memo reference, most likely.

**GA02: Lapse Encumbrances & Pre Encumbrances** - This event type is used on the transactions generated from the Open Activity Lapse chain job to lapse open pre-encumbrances and encumbrances at year end. The event type contains two posting codes for reporting purposes, but these could be removed for simplicity because the liquidation posting lines generated during a lapse are what removes either the pre-encumbrances or encumbrances. To report on the amount of activity lapses would then be done by the transaction codes used for lapsing.

**Posting Pair A: A**

Dr A150: Memo Account 1 for Lapse  
 Cr A151: Memo Account 1 for Lapse

**Prior Event Types:** Referenced accounting activity for this event type is required and will be to PR02: Request From External Vendor - Accounting, PR03: Request From Internal

Vendor - Accounting, PR05: Order From External Vendor - Accounting, or PR06: Order From Internal Vendor - Accounting.

**Subsequent Event Types:** Referencing of this event type will not occur.

**GA04: Establish Allowance for Bad Debt** - This event type is used when the Allowance method for bad debt is to be used. Based on historical trends, an amount of bad debt is estimated for a new year. That amount is then established and then reduced as receivables are written off. The Journal Voucher is the most common transaction for establishing this allowance.

**Posting Pair A: A**

Dr R007: Bad Debt Expense  
Cr R008: Allowance for Bad Debt (CA)

**Prior Event Types:** Referenced accounting activity for this event type will not occur.

**Subsequent Event Types:** Referencing of this event type will not occur.

**GA05: Collected Earned Revenue Correction** - This event type is used to adjust the results that occurred from another event type that updated Collected Earned. In many cases, that first transaction can be modified, and should be if possible. However, for those situations where it cannot or many such corrections need to be done with a single entry, this event type is used.

**Posting Pair A: A**

Dr A001: Cash (A)  
Cr R003: Collected Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

**Subsequent Event Types:** Referencing accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

**GA06: Move Cancelled D/P into Revenue** - This event type is used to transfer the buildup in Cancelled Disbursements Payable from disbursements that are cancelled with a Disbursement Reclassification transaction to revenue.

**Posting Pair A: A**

Dr D019: Cancelled Disbursements Payable (L)  
Cr R003: Collected Earned Revenue

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

**Subsequent Event Types:** Referencing of this event type will not occur.

**GA10 Cash Transfer** - This event type exists to enable cash transfer capability to the Journal Voucher transaction. The event type provides a control on the Journal Voucher because users would only be able to choose the single cash posting code to debit and credit.

**Posting Pair A: A**

Dr A001: Cash (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference, most likely.

**Subsequent Event Types:** Referencing activity against this event type is optional and would only be in the form of a memo reference, most likely.

**GA13: Recognize Expense From Pre Payment** - This event type is used to periodically reduce the pre-paid asset account established with AP02: Authorize Pre Payment.

**Posting Pair A: A**

Dr A023: Expense  
Cr A024: Pre Paid Assets (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and may be to the request for payment or disbursement that established the pre-paid asset.

**Subsequent Event Types:** Referencing of this event type will not occur.

**GA22: Bank Account Transfer** – This event type is used by the Bank Account Transfer process on generated journal vouchers transferring cash between the bank used for a fund and the master bank for that fund.

Posting Pair A: A

Dr A028: Bank Transfer Cash (A)  
Cr A028: Bank Transfer Cash (A)

**Prior Event Types:** There are no references by this event type.

**Subsequent Event Types:** There is no subsequent reference of this event type activity.

**GA23: Record Escrow Expenditure** – This event type is used to record and escrow expenditure of funds held by third party escrow agent.

Posting Pair A: A

Dr D014: Cash Expenditure / Expense  
Cr A016: Generic Asset (A)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would be to an encumbrance recorded with the PR05 event type. While not referenced, there should have been a recording of the Cash in Escrow on a Journal Voucher or a GAX transaction with the AP18 event type.

**Subsequent Event Types:** There is no subsequent reference of this event type activity.

**AC01: Automated Expense Accrual** - This event type is used when the Automated Accrual process creates Automated Accrual (ACCA) transactions to move accrued expenditures between current and prior years (budget and accounting fiscal years). One accounting line will have a positive amount and the other will have a negative amount with this event type. A special posting code, A029, is delivered for use with this event type to prevent cost accounting split logic.

The event category is ACCA, but has no special logic. The batch program sets the posting pair on each pair of accrual accounting lines, which is all that is required.

**Posting Pair A: PY Accrual**

Dr A029: Accrued Expenditure / Expense

Cr A006: Accrued Expense Liability (L)

**Posting Pair B: CY Accrual**

Dr A029: Accrued Expenditure / Expense

Cr A006: Accrued Expense Liability (L)

**Prior Event Types:** Referenced accounting activity for this event type is only in the form of a memo reference.

**Subsequent Event Types:** The event type that will reference and liquidate AC01 is AC02 – Automated Accrual Clearing.

**AC02: Automated Expense Clearing** - This event type is used when the Automated Accrual Clearing process creates Automated Accrual Clearing (ACLA) transactions to move cash expenditures between current and prior years (budget and accounting fiscal years). A special posting code, A030, is delivered for use with this event type to prevent cost accounting split logic and cost allocation. The A007 posting code is an optional one because all associated clearing entries are in the same Fund, Sub Fund, FY, and APD. Only the BFY changes, which may not make the posting code optional for your site.

Logic in the ACLA event category controls the generation of posting pair C when there is a memo reference to an accounting line that was previously accrued. The batch program sets the posting pair (A or B) on each pair of accrual clearing accounting lines.

**Posting Pair A: PY Clearing**

Dr A030: Cash Expenditure / Expense

Cr A007: Clearing Expense Offset (E)

**Posting Pair B: CY Clearing**

Dr A007: Clearing Expense Offset (E)

Cr A030: Cash Expenditure / Expense

**Posting Pair C: Accrual Wash**

Dr A006: Accrued Expense Liability (L)

Cr A029: Accrued Expenditure / Expense

**Prior Event Types:** Referenced accounting activity for this event type is only in the form of a memo reference. AC01 is not directly referenced and liquidated but is washed by the generation of posting pair C.

**Subsequent Event Types:** If the clearing is later disallowed, a memo reference will be done by AC03 – External Disallowance. Accounting from that event type will wash posting pair A and B from AC02.



**AC03: External Disallowance** - This event type is used when an Automated Accrual Clearing was disallowed because of incorrect service dates. The A007 posting code is an optional one because all associated clearing entries are in the same Fund, Sub Fund, FY, and APD. Only the BFY changes, which may not make the posting code optional for your site.

The event category is ACD, but has no special logic. The batch program sets the posting pair on each pair of accrual accounting lines, which is all that is required.

**Posting Pair A: PY Adjustment**

Dr A030: Cash Expenditure / Expense

Cr A007: Clearing Expense Offset (E)

**Posting Pair B: CY Adjustment**

Dr A007: Clearing Expense Offset (E)

Cr A030: Cash Expenditure / Expense

**Prior Event Types:** Referenced accounting activity for this event type is only in the form of a memo reference. AC02 is not directly referenced and liquidated but is washed by the generation of posting pair A or B.

**Subsequent Event Types:** Referencing of this event type will not occur.

**AC04: Establish Accrual** - This event type is used in two primary situations. The first is on an accounting line inserted manually or by the Open Activity Roll process into a transaction to record an accrued expenditure for goods or services known to have been received in the prior year but not yet paid for. The other situation is the creation of a Manual Accrual (ACC) transaction to record an accrued expenditure.

**Posting Pair A:**

Dr D011: External Accrued Expenditure / Expense

Cr A006: Accrued Expense Liability (L)

**Prior Event Types:** Referenced accounting activity for this event type is optional and would only be in the form of a memo reference.

**Subsequent Event Types:** The event type that will reference and liquidate AC04 could be one of several depending on what transaction used AC04:

- Manual Accrual Clearing (AC05) used on a Manual Accrual Clearing (ACL) if AC04 was used on the Manual Accrual (ACC)
- Authorize Normal Payment (AP01) used on a Payment Request (PRC/PRM) or General Accounting Expense (GAX) if AC04 was used on a Purchase Order (PO/CT/SC/DO) or General Accounting Encumbrance (GAE) respectively.
- Manual Accrual Clearing (AC05) used on a Manual Accrual Clearing (ACL) if AC04 was used on the Manual Accrual (ACL)
- Travel Advance (TR02) used on a Travel Advance (TA) if AC04 was used on the Travel Encumbrance (TE)

- Travel Advance (TR02) used on a Travel Payment (TP) if AC04 was used on the Travel Encumbrance (TE)

**AC05: Manual Accrual Clearing** - his event type is used on the Manual Accrual Clearing (ACL) to clear Establish Accrual (AC04) recorded on a Manual Accrual (ACC).

**Posting Pair A:**

Dr D014: External Accrued Expenditure / Expense  
 Cr A007: Clearing Expense Offset (E)

**Posting Pair B:**

Dr A007: Clearing Expense Offset (E)  
 Cr D014: External Cash Expenditure / Expense

**Prior Event Types:** Referenced accounting activity for this event type is mandatory, when references are made, they would be to lines with event type: AC04 - Establish Accrual.

**Subsequent Event Types:** Direct referencing of this event type will not occur but may be memo referenced by the Accrual Disallowance (ACD) transaction using the Disallowance (AC03) event type.

## Posting Code Closing Classification

Among the various features of Advantage that use these classifications of posting codes to determine what actions to take with journal and ledger records are Annual Close and the Trial Balance report. Reports such as those in the Annual Consolidated Financial Reports (ACFR) can use these classifications to enable the selection of multiple posting codes with the specification of one or more classifications. This is a recommended approach when feasible because the introduction of new posting codes would not require a change to the report logic.

A set of values are delivered and others can be added. When adding new classifications, the code used should be one that begins with 80 or higher so that later releases do not provide a new baseline closing classification code with the same ID. Deleting codes is not recommended. If one is not to be used, then all of the posting codes should be disassociated. Changing settings on existing codes is also permitted. Keeping a record of any changes is a very good idea in case the baseline posting closing classifications have to be restored.

Fields on the Posting Code Closing Classification (PSCDCL) page are as follows, with common ones omitted:

Field Name	Field Description
Closing Classification Code	A unique identifier for each closing classification code. Delivered codes contain one or two numbers.
Real Posting Code	When the closing of a real account (a posting code with an account type restriction and an associated balance sheet account) occurs, the balance in that account is closed to this posting code. The posting code is a

Field Name	Field Description
	clearing code that is only used in closing and not used for recording normal business activity. The Real Posting Code should have the same Account Type, Cash Account, and Memo Account settings as all posting codes that belong to the closing classification that uses the Real Posting Code.
Fund Balance Posting Code	When the Close Fund Into Account field is set to <i>Fund Balance</i> for a fund on the Fund reference page all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> will close to the Fund Balance Posting Code of that closing classification.
Retained Earnings Posting Code	When the Close Fund Into Account field is set to <i>Retained Earnings</i> for a fund on the Fund reference page, all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> will close to the Fund Balance Posting Code of that closing classification.
Agency Due To Posting Code	When the Close Fund Into Account field is set to <i>Agency Due</i> for a fund on the Fund reference page, all activity for posting codes with a closing classification that has a Closing Action of <i>Close Out Nominal</i> will close to the Fund Balance Posting Code of that closing classification.
Offset Posting Code	When activity is closed out for a nominal account or to the Net Asset account, there has to be an offsetting entry to balance out the closing in the old fiscal year. When rolling forward into a new year under a new account, there has to be a posting code for use in the new year. The Offset Posting Code value serves all of these purposes.
Closing Action	<p>There are four different closing actions that serve four very distinct annual close results.</p> <ul style="list-style-type: none"> <li>• <i>Leave Balance In Old Accounting Fiscal Year</i> Not all accounts should be rolled forward into the new year. Posting codes for those accounts will belong to one or more closing classifications that have this Closing Action. There is only one such classification delivered with the application and it contains posting codes such as the Memo Encumbrances and Reserve for Memo Encumbrances used when ordering items for a warehouse on the consumption accounting method.</li> </ul> <p>When such activity is found in the input ledger for Annual Close, the program will ignore those records. Such accounts often are just for reporting purposes in the year recorded and have no accounting impact in any financial statements. When this action is <i>true</i>, none of the posting code fields should be completed.</p> <ul style="list-style-type: none"> <li>• <i>Roll Forward</i> - Most real accounts, those commonly referred to as balance sheet accounts, should roll forward into the new year.</li> </ul>

Field Name	Field Description
	<p>Posting codes for those accounts will belong to one or more closing classifications that have this Closing Action. There are five of these classifications delivered: Asset, Liability, Equity, Contra Asset, and Cash.</p> <p>When such activity is found in the input ledger for Annual Close, the program will close the balance out to the Real Posting Code in accounting period 99 of the old year and record the original balance to the original account in accounting period 0 of the new year. All of the Chart-of-Account information is the same between both lines.</p> <ul style="list-style-type: none"> <li> <p><i>Roll Forward into New Account</i> - Certain real accounts, liability, and accounts tracked at a revenue budget level of detail, should roll forward into the new year but under a different posting code, and a reduced level of chart-of-account detail. As delivered, posting codes for Billed Unearned Revenue (R101), Collected Unearned Revenue (R102), and Unearned Revenue for Prepayment (R105) are three examples of accounts that should use this closing action. The closing action is not restricted to just liability accounts should the need arise to roll another type of account in the same manner.</p> </li> </ul> <p>When such activity is found in the input ledger for Annual Close, the program will close the balance out to the Real Posting Code in accounting period 99 of the old year and record the original balance to Offset Posting Code in accounting period 0 of the new year. Chart-of-Account information on both lines is at the level of detail available in the ledger used for Annual Close, which will be greatly reduced from what level was recorded on the original liability.</p> <ul style="list-style-type: none"> <li> <p><i>Close To Net Assets</i> Certain accounts are not closed directly into Fund Balance, Retained Earnings, or Agency Due To because the activity needs to be tracked differently for full accrual verses modified accrual reports. When this is the case, such a posting code will belong to a classification with this Closing Action and a value in the Real Posting Code and Offset Posting Code fields. There is only one such classification delivered in the application and it contains posting codes such as the expenditure offset used to record the amount of expenditures for a pre-paid asset that has not yet been amortized.</p> </li> </ul> <p>When such activity is found in the input ledger for Annual Close, the program will close out the balance to the Real Posting Code and offset it with an entry to the Offset Posting Code. The Real Posting code will infer a new balance sheet account (according to the default account setup for that posting code) to be used with the other COA of the selected record in the old year. The Offset Posting code will not infer any new COA and just use that of the selected account in the old year. All of this activity occurs in accounting period 99 of the old year. The Real Posting Code will fall into a classification that has a roll action of <i>Roll Forward</i>. Thus an</p>

Field Name	Field Description
	<p>account with the <i>Close To Net Assets</i> action will result in 4 annual closing entries.</p> <ul style="list-style-type: none"> <li> <p><i>Close Out Nominal</i> - Certain accounts are closed directly into Fund Balance, Retained Earnings, or Agency Due To based on the fund code of the selected record in the old year. When this is the case, such a posting code will belong to a classification with this Closing Action and a value in each of the Fund Balance, Retained Earnings, and Agency Due To Posting Code fields and the Offset Posting Code field. There are many such classifications delivered in the application representing many 'nominal' accounts. That term alone is used to describe an account that closed to an equity (Fund Balance or Retained Earnings) or liability (Agency Due To) account. Examples include posting codes for Accrued.</p> </li> </ul> <p>Expenditures and Collected Earned Revenues - When such activity is found in the input ledger for Annual Close, the program will close out the balance to the proper posting code (Fund Balance or Retained Earnings or Agency Due To) and offset it with an entry to the Offset Posting Code. Both entries will use the original COA of the input records and be recorded in accounting period 99 of the old year. The Fund Balance, Retained Earnings, or Agency Due To Posting Code will fall into a classification that has a roll action of <i>Roll Forward</i>. Thus an account with the <i>Close Out Nominal</i> action will result in 4 annual closing entries.</p>

## Accounting Group

The Accounting Group (ACGP) page is used to define an accounting group along with one or more posting code closing classifications for that type. It is used to assist with selecting groups of posting codes of a similar type for reporting.

Fields on the Accounting Group page are as follows, with common ones omitted:

Field Name	Field Description
Sequence Number	A unique number used to sort like values together.
Accounting Group	A field representing a grouping of posting codes and/or posting code classifications for reporting.
Closing Classification Code	The first of two fields used to define types of accounting to an Accounting Group.
Posting Code	The second of two fields used to define types of accounting to an Accounting Group.

## Transaction Configuration

A hierarchy of reference pages is used to establish transactions and provide online controls that enable the application to be configured to meet many of the varying needs of State and Local governments. These pages work in conjunction with many described earlier in the Accounting Configuration tab and other areas in the application such as Security and Workflow.

The configuration of transactions includes the following list of pages:

### Hierarchy

- [Transaction Category](#)
- [Transaction Type](#)
- [Transaction Sub Type](#)
- [Transaction Control](#)
- [Transaction Accounting Controls](#)
  - [Allowed Event Types for Transaction Type](#)
  - [Allowed Event Types for Transaction Code](#)
  - [Event Type Defaults](#)
  - [AP Event Type Crosswalk](#)
  - [MD Event Type Crosswalk](#)
  - [DC Event Type Crosswalk](#)
  - [Payroll Event Type Defaults](#)
- [Miscellaneous Transaction Controls](#)
  - [Procurement Transaction Controls](#)
  - [Allowed Accounting Periods for Transaction Code](#)
  - [Transaction Allowable References](#)
  - [Transaction Copy Forward Control](#)
  - [Tolerances](#)
- [Automatic Transaction Numbering](#)

This section also includes the "[Setting Up a New Transaction Code](#)" topic.

You can also configure all transaction pages in the Financial application to hide or rearrange COA fields. Refer to the "Transaction COA Display Configuration (COACONF)" topic in the *CGI Advantage - Chart of Accounts User Guide* for more information.

## Transaction Category

The first and highest level in the transaction hierarchy is Transaction Category. Values established at this level are not used by the application for any processing rules, but serve as a reporting tool. The level is also available for custom edits or use on a Chart of Accounts Combination Validation, Required Element, or Inference page.

The fields on the Transaction Category (DCAT) page are as follows with common ones omitted:

Field Name	Field Description
Transaction Category	The required transaction category for which a transaction types will be associated.

The following is list of the transaction categories delivered with the Financial part of CGI Advantage in alphabetical order by category.

Category	Name
ABS	Accounting Based Spending
AP	Accounts Payable
AR	Accounts Receivable
BG	Budget
CA	Cost Accounting
FA	Fixed Asset
GEN	General
GRNTS	Grant Lifecycle Management
INT	Internal
INV	Inventory/Stock
IV	Investments
JV	Journal Voucher

MD	Manual Disbursement
M1099	1099 Maintenance
PROC	Procurement
PYRL	Payroll
TRVL	Travel
VCUST	Vendor/Customer

## Transaction Type

The second level in the transaction hierarchy is Transaction Type. It is at this level that the application associates database tables for data storage. Most application edits found on a transaction are set at the transaction type level with a few exceptions for transaction sub type.

Changing the delivered transaction type codes should not be done, as the application will not function properly. Changing other information on this page is allowed. New records inserted in this page will not function without considerable development.

The fields on the Transaction Type (DTYP) page are as follows with common ones omitted:

Field Name	Field Description
Transaction Type	A unique identification of a transaction type to which transaction codes will be associated.
<b>Transaction Category</b>	The required transaction category for which a transaction type is associated.

The following is list of the transaction types delivered with the Financial part of CGI Advantage in alphabetical order by type.

Type	Name	Category
ABS	Accounting Based Spending	ABS
AD	Automated Disbursement	AP



Type	Name	Category
ARE	Accrued Receivable	AR
ARRA	ARRA Information	GRNTS
BG	Budget	BG
CAM	Cost Accounting Modification	CAM
CAS	Cost Accounting Setup	CAS
CH	Charge Transaction	CA
CI	Stock Issue Confirmation	INV
CL	Referral to Collection Agency	AR
CMR	Contract Modification Request	PROC
CR	Cash Receipt	AR
DC	Disbursement Reclassification	AP
DEBT	Debt	DEBT
DRM	Disbursement Request Modification	AP
EV	Evaluation	PROC
FA	Fixed Asset	FA
FNDC	Funding Control	CA
GR	General Routing	GEN

Type	Name	Category
GT	Grant	GRNTS
IA	Stock Adjustment	INV
ICT	Internal Costing Transaction	CA
IET	Internal Exchange Transaction	INT
IN	Invoice	PROC
IRM	Intercept Request Maintenance	AP
IRR	Inventory Replenishment Review	INV
ITA	Internal Transaction Agreement	INT
ITI	Internal Transaction Initiator	INT
IV	Investments	IV
JV	Journal Voucher	JV
M1099	1099 Maintenance	AP
MA	Master Agreement	PROC
MD	Manual Disbursement	AP
MMR	Master Agreement Mod Request	PROC
OC	Over-The-Counter Stock Issue	INV
PE	Performance Evaluation	PROC
PHM	Payment Hold Maintenance	AP
PI	Stock Pick and Issue	INV

Type	Name	Category
PO	Purchase Order	PROC
PR	Payment Request	AP
PYRL	Payroll Transaction	PYRL
RC	Receiver	PROC
RE	Receivable	AR
RN	Renewal	PROC
RQ	Requisition	PROC
SN	Stock Return	INV
SO	Solicitation	PROC
SR	Solicitation Response	PROC
SRQ	Stock Request	INV
TI	Stock Transfer Issue	INV
TM	Termination	PROC
TR	Stock Transfer Receipt	INV
TRVL	Travel	TRVL
VCC	Vendor/Customer Creation	VCUST
VCM	Vendor/Customer Modification	VCUST
WO	Write Off	AR

## Transaction Sub Type

In an effort to make a transaction code or group of transaction codes within a transaction type have a different behavior that cannot be controlled with an online option, Transaction Sub Type is provided as the third level in the transaction hierarchy. With this level, logic can be introduced into a transaction type that will allow for certain transaction codes in the transaction type to have different requirements for information and updates.

New sub types inserted in the page are allowed for reporting purposes, but any application code logic to use the values would have to be developed.

**Note:** Transaction sub types set for delivered transaction codes should **NOT** be changed or functionality tied to those sub types will cease to function.

The fields on the Transaction Sub Type (DSTYP) page are as follows with common ones omitted:

Field Name	Field Description
Transaction Type	Each sub type must be associated with a valid transaction type from the Transaction Type page.
Sub Type	A required unique identification of a transaction sub type.

The following is a list of the transaction sub types delivered with the Financial part of CGI Advantage in alphabetical order by transaction type then sub type.

Transaction Type	Sub Type	Name
ABS	ABDL	Accounting Based Transaction Lapse
ABS	FO	Federal Offset
ABS	GAE	General Accounting Encumbrance
ABS	GAP	General Accounting Pre Encumbrance
ABS	GAX	General Accounting Expense/Expenditure
ABS	IPR	Interest Payment Request
ABS	IT	Intercept Payment
CH	CAS	Cost Accounting Setup

Transaction Type	Sub Type	Name
CH	CA	Cost Allocation
CH	CAP	Cost Allocation Protected
CH	CW	Check Writer
CI	CIE	Stock Issue Confirmation for External Customer
DC	CW	Check Writer
DC	DC	Disbursement Reclassification
DC	WR	Warrant Reconciliation
DEBT	BONDM	Bond Modification
DEBT	BONDS	Bond Setup
DEBT	DEBTSC	Debt Status Change
DEBT	LEASEM	Lease Modification
DEBT	LEASES	Lease Setup
DEBT	LOANM	Loan Modification
DEBT	LOANS	Loan Setup
EV	EV	Evaluation
EV	EVT	Evaluator
FA	FN	Fixed Asset Intent
GR	GR	General Routing

Transaction Type	Sub Type	Name
GT	GTAM	Grant Amendment
GT	GTAMR	Grant Amendment Revision
GT	GTAP	Grant Application
GT	GTAPR	Grant Application Revision
GT	GTAW	Grant Award
GT	GTAWR	Grant Award Revision
GT	GTCO	Grant Close-Out/Audit
GT	GTCOR	Grant Close-Out/Audit Revision
GT	GTOP	Grant Opportunity
GT	GTOPR	Grant Opportunity Revision
GT	GTRE	Grant Response
IA	IA	Inventory/Stock Adjustment
IA	IC	Inventory Correction
IA	IIA	Internal Inventory/Stock Adjustment
IET	CW	Check Writer
IET	IT	Intercept Transaction
IET	OT	Federal Offset Transfer
IN	IN	Invoice
IN	IS	Standalone Invoice

Transaction Type	Sub Type	Name
INV	IRR	Inventory Replenishment Review
IV	INVEST	Investment
IV	INVEARN	Investment Earnings
MA	MA	Master Agreement
PE	PE	Performance Evaluation
PO	CBDL	Commodity Based Transaction Lapse
PO	CT	Contract
PO	DO	Delivery Order
PO	PO	Purchase Order
PO	POB	Purchase Order Buysense
PO	SC	Service Contract
PR	PRC	Payment Request
PR	PRCI	Commodity Based Internal PR
PR	PRM	Matching PR - Normal
PR	PRMI	Matching PR - Internal
PR	PRN	Matching PR - Negative
PYRL	PRACR	Payroll Accrual
PYRL	PREXC	Payroll Expenditure Correction
PYRL	PREXP	Payroll Expenditure

Transaction Type	Sub Type	Name
PYRL	PRLCE	Payroll Contract Encumbrance
PYRL	PRLIA	Payroll Liability
PYRL	PRLID	Payroll Internal Transaction
PYRL	PRLLL	Payroll Leave Liability
PYRL	PRLNP	Payroll Net Pay
PYRL	PRLVP	Payroll Vendor Payment Request
RC	RC	Receipt
RC	RS	Memo Receipt
RE	REI	Receivable for Inventory
RE	RES	Surplus Award
RN	RN	Renewal
RQ	RQA	Auction Requisition
RQ	RQM	Master Agreement Requisition
RQ	RQN	Non-accounting Requisition
RQ	RQS	Standard Requisition
RQ	UR	Universal Requestor
SN	SNE	Stock Return for External Customer
SO	SO	Solicitation
SR	SR	Solicitation Response



Transaction Type	Sub Type	Name
SR	SRW	Solicitation Response Wizard
SR	GFA	Grant Funding Application
SRQ	SRQE	Stock Requisition for External Customer
TM	TM	Termination
TRVL	TRADV	Travel Advance
TRVL	TRADV R	Travel Advance Repayment
TRVL	TRAUTH	Travel Authorization
TRVL	TRER	Travel Expense Report
VCC	VCCAG	VSS VCC Add Location as Guest
VCC	VCCAU	VSS VCC Add Location as User
VCC	VCCN	VSS VCC New Registration
VCC	VCCV	VSS VCC Activate Existing Account

## Transaction Code (Transaction Control)

The lowest level in the hierarchy is the Transaction Code. All transaction codes are defined on the Transaction Control (DCTRL) reference page. All transaction codes must be unique within the application and not just within a transaction type.

Additions and changes to Transaction Control are expected in any application. Care should be taken when establishing custom transaction codes because the same value may appear as a delivered code in a future upgrade. Unlike many other warnings about setting up custom data, transaction codes are slightly different. Many of the names of custom transaction codes are those used in prior Advantage or other applications. To change the codes that users have become familiar with, is a decision often decided against. Therefore, adequate documentation should be maintained on any custom transaction code setup so that it will not be lost when an upgrade presents a new baseline code that is identical. One way to make custom codes unique, when the opportunity exists to establish a new code, is to use a delivered code followed by a number. Outside of the budgeting area, which uses numbers to tie to a budget

structure, accounting transaction codes delivered will not contain numbers. Delivered transaction codes attempt to serve as acronyms, and will not contain numbers.

The primary fields on the Transaction Control (DCTRL) page are as follows with several common ones omitted.

Field Name	Field Description
Transaction Category	The inferred transaction category value from the transaction type value entered.
Transaction Type	Every transaction code must be assigned to a transaction type.
Transaction Code	Each transaction code is identified by a unique identifier.
Sub Type	The optional transaction sub type to which a transaction code will be defined.
Home Application	One of a variety of choices will designate that a resource (transaction code in this case) belongs to a certain application. This required value will be used when filtering pages such as the Transaction Catalog and Worklists based on the application to which a user has logged into.

As there are many options for controlling different types of transaction functionality disbursed across this setup page, the help for each control has been grouped into the following sections where similar controls are grouped even further. This order is different from that presented online to facilitate the initial setup of data on this page, which is a critical function to all implementations and subsequent upgrades where new Transaction Codes will be used.

› Creation

The options presented in this section will apply to all transaction types (or nearly all because of certain transaction type exceptions) and are invoked even before an instance of a transaction is presented for data entry or update.

Field Name	Field Description
Online Creation	When <i>true</i> , new, modification, or cancellation drafts of a transaction code can be created online. A user's security settings would be evaluated to see if the type of draft can be created.
Offline Required	When <i>true</i> , the transaction code should only be created offline. Transaction codes that are for interfaces and created only by batch programs often have this control set to <i>true</i> .

Field Name	Field Description
Create	When <i>true</i> , new draft version is allowed. Only the Transaction Function of <i>New</i> is controlled by this option. A user's security settings will still be evaluated for creating the transaction code.
New Transaction With Inactive Department	<p>When <i>true</i>, a new transaction (version 1) can be created with an inactive department as the Transaction Department.</p> <p>When <i>false</i>, the Transaction Department must be valid in the current fiscal year as determined from the Application Date.</p> <p>Modification and Cancellation transaction versions do not read this setting as those always allow an inactive Transaction Departments to account for open transactions at the time the department was deactivated.</p> <p>This control does not apply to department fields within the transaction.</p>
Transaction Unit Required	When <i>true</i> , the Transaction Unit field must be used in transaction creation for identification or security purposes.
New Transaction With Inactive Unit	<p>When <i>true</i>, a new transaction (version 1) can be created with an inactive unit as the Transaction Unit.</p> <p>When <i>false</i>, the Transaction Unit must be valid in the current fiscal year as determined from the Application Date.</p> <p>Modification and Cancellation transaction versions do not read this setting as those always allow an inactive Transaction Units to account for open transactions at the time the unit was deactivated.</p> <p>This control does not apply to unit fields within the transaction.</p>
Auto Numbering	<p>Three settings determine if auto numbering has to be used:</p> <ul style="list-style-type: none"> <li>• <i>Prohibited</i> – Will not allow automatic numbering so a Transaction ID must be supplied.</li> <li>• <i>Required</i> – Automatic numbering is required.</li> <li>• <i>Optional</i> – A Transaction ID can be supplied or generated.</li> </ul> <p>There are no cross edits between this field and the Auto Numbering (ADNT) page.</p>
Minimum Transaction ID Length	Optional controls that will establish a minimum or maximum Transaction ID length to be more restrictive than the limits on the

Field Name	Field Description
Maximum Transaction ID Length	<p>Application Parameter (APPCTRL) records for Minimum Transaction ID Length and Maximum Transaction ID Length.</p> <p>The Auto Numbering (ADNT) page also edits the Format Field Length field against these controls.</p>
Modify	<p>When <i>true</i>, modification draft versions are allowed. Only the Transaction Function of <i>Modification</i> is controlled by this option. A user's security settings will still be evaluated for modifying the transaction code. Even is marked <i>true</i>, those transaction types that do not allow modifications by design will not allow the action.</p>
Cancel	<p>When <i>true</i>, cancellation draft version is allowed. Only the Transaction Function of <i>Cancellation</i> is controlled by this option. A user's security settings will still be evaluated for cancelling the transaction code. Even is marked <i>true</i>, those transaction types that do not allow cancellations by design will not allow the action.</p>
Alternate Page Code	<p>When a transaction has an alternative view, such as a wizard, the page code for that alternate view should be specified in this field. Completion will enable the View link via the Related Action row-level menu in a worklist. With this action an approver to open an alternate view of a transaction instead of selecting the transaction link to open the standard view.</p> <p>If the transactionAltPageReference property is enabled in the metadata for an application page, then on clicking the transaction hyperlink on that page, the transaction will be opened in the alternate page code view based on the alternate page code defined in this field.</p> <p>If the transactionAltPageReference property is disabled for an application page, the transaction will not be opened in the alternate page code view even if the alternate page code is defined in this field.</p> <p>Also, when a user clicks on any of the transaction hyperlinks in an email sent to the user as part of the Workflow Process Email notification, the system opens the transaction in an alternate page code view based on the value given in this <b>Alternate Page Code</b> field for that transaction code.</p>

> Processing Actions

The options presented in this action will apply to all transaction types (or nearly all because of certain transaction type exceptions) and are after an instance of a transaction is presented for data entry or update and do not apply to just a single transaction tab.

Field Name	Field Description
Collaboration	The Collaboration setting, when checked, allows the transaction to use the collaboration function. This is the first of several system configurations to use the collaboration function.
Submit	<p>When <i>true</i>, the submit action is allowed by users online. A user's security settings will still be evaluated for submitting the transaction code.</p> <p>When <i>false</i>, the system must perform the submit action.</p> <p>If a transaction code should be allowed to be submitted online, this control should be set to <i>True</i>. If a batch job should only submit the transaction code, this control should be set to <i>No</i>. The default for this indication is <i>True</i>. A user's security settings would be evaluated to see if submitting the transaction code is allowed at the individual level as this DCTRL option is at the system level.</p>
Submit Phase	A setting of <i>Pending</i> means there will be the evaluation of workflow rules with the submit action. A setting of <i>Final</i> means workflow rules will not be evaluated.
Workflow Process	<p>A choice of four values control what type of workflow evaluation will be done:</p> <ul style="list-style-type: none"> <li>• <i>None</i> - No workflow evaluation even if the Submit Phase is <i>Pending</i>.</li> <li>• <i>Internal</i> – Advantage workflow will be evaluated if the Submit Phase is <i>Pending</i>.</li> <li>• <i>External</i> - 3rd party workflow application integrated into CGI Advantage Financial will be evaluated if the Submit Phase is <i>Pending</i>.</li> <li>• <i>Both Internal and External</i> – Both Advantage and 3rd party workflow will be evaluated if the Submit Phase is <i>Pending</i>.</li> </ul>
Workflow Asynchronous Processing	<p>When <i>false</i>, after the final approval is applied and there are no new errors, then the transaction will go to final.</p> <p>When <i>true</i>, after the final approval is applied and there are no new errors, the transaction does not go directly to final but stays in pending. It will take another Submit action for the transaction to leave pending and go to final.</p>

Field Name	Field Description
Single Approvals Enforced	<p>When <i>true</i>, a user is allowed to apply only one approval to a transaction and the Single Approvals Enforced indication on the Approval Rules (IWF08) page is.</p> <p>When <i>false</i>, a user can apply multiple approvals unless the Single Approvals Enforced indication on the Approval Rules (IWF08) page is <i>true</i>.</p>
Approval Bypass	<p>When <i>true</i>, if the transaction is submitted into workflow, a user with sufficient security settings can choose to bypass all approvals and submit the transaction.</p>
Override Pending Phase	<p>When there are override errors with a transaction code with workflow setup, there are three values that control the override and the approval:</p> <ul style="list-style-type: none"> <li>• <i>Allowed only after reaching</i> - Overrides to be applied in pending and not draft.</li> <li>• <i>Required before reaching</i> – Overrides have to be applied in draft.</li> <li>• <i>Allowed before or after reaching</i> – Overrides can be applied to either pending or draft</li> </ul>
Journal Posting	<p>This control works in conjunction with the Real Time Journal Posting record on Application Control.</p> <ul style="list-style-type: none"> <li>• When the Journal Posting is <i>Synchronous</i> and Real Time Journal Posting is <i>True</i>, posting lines will post when the transaction going to final.</li> <li>• When the Journal Posting is <i>Synchronous</i> and Real Time Journal Posting is <i>False</i>, posting lines will not post when the transaction going to final but will require a run of the Journal Engine system process to get the posting lines into the journals.</li> <li>• When the Journal Posting is <i>Asynchronous</i> and with any setting for Real Time Journal Posting, posting lines will not post when the transaction going to final but will require a run of the Journal Posting Initiator and Journal Engine system processes to get the posting lines into the journals.</li> </ul> <p>The most common use of this control is for transaction codes that may have incorrect information that would need to be corrected. To do so would require a cancellation of all transactions and the re-entry of the transactions with correct information. This would effectively result in three times the number of postings required if the first</p>

Field Name	Field Description
	<p>transactions had been correct. One example is the check number field on automatic disbursements. If the application is assigning check numbers and pre-printed check stock is used that is out of order, then system assigned numbers will not equal those of the printed checks.</p>
<p>Recurring Transaction</p>	<p>When <i>true</i>, records can be added to the Future Transaction Triggering (FDT) page to create copies of the transaction.</p>
<p>Component Specific Application Resource</p>	<p>When <i>true</i>, a tab-specific application resource should be used for tab security so that the system performs security authorization at the transaction tab level as the application resource rather than transaction code.</p>
<p>Log Discard</p>	<p>When <i>true</i>, all discards of draft transactions will be tracked on the Transaction Discard Log (DSCRDLOG) page.</p>
<p>Enforce Transaction Department Validation</p>	<p>This flag determines if the system will validate the value entered in certain fields on Procurement transactions against the Transaction Department to verify that the entered value is authorized for that specific Transaction Department. This flag is only used by the following Transaction Types: Requisition (RQ), Solicitation (SO), Purchase Order (PO), Master Agreement (MA), Invoice (IN), Receiver (RC), Termination (TM), Performance Evaluation (PE), and Renewal (RN).</p>
<p>Infer Home Department</p>	<p>This setting is the second point in the security configuration to infer the Home Department for users. The first is the Infer Home Department and Unit indication on the User Information (SCUSER) security page. When that is <i>true</i>, the system then looks to this transaction configuration for whether or not the inference should happen for a specific transaction code. As the inference does not occur during batch processing, this setting does not apply to transaction codes that will only be created by system processing.</p>
<p>Infer Home Unit</p>	<p>When using Unit for security purposes for a transaction code, this setting is the second point in the security configuration to infer any Home Unit defined for users. The first is the Infer Home Department and Unit indication on the User Information (SCUSER) security page. When that is <i>true</i>, the system then looks to this transaction configuration for whether or not the inference should happen for a specific transaction code. As the inference does not occur during batch processing, this setting does not apply to transaction codes that will only be created by system processing.</p>

Field Name	Field Description
	A setting of true is only allowed for this field if the Infer Home Department indication is also <i>true</i> .

> Header

The options presented in this section will apply to most transaction types (limitations are called out) and apply to fields found on the Header tab.

Field Name	Field Description
Transaction Entry Start Transaction Entry End	<p>An optional date that provides the ability to restrict the Record Date of a transaction code from being before or after a certain date. To enforce this limit the Time Restriction field must <i>Limited by Days</i> or <i>Limited by Both</i>.</p> <p>This control is different from the Effective From and To dates in that those are invoked before a transaction is even created using the System Date.</p>
Time Restriction Time Restriction Severity	<p>There are a number of time limits that can be placed on a transaction code, when necessary. Valid values are:</p> <ul style="list-style-type: none"> <li>• <i>No Limit</i> – None Transaction Control time limits apply</li> <li>• <i>Limited by Accounting Periods</i> – Limits enforced from setup on the Allowed Accounting Periods for Transaction Code (AAPDC) page.</li> </ul> <p>This is the recommended limit to keep transactions out of the special Annual Close accounting periods of 0 and 99 if those periods are not kept close until running the Annual Close Process.</p> <ul style="list-style-type: none"> <li>• <i>Limited by Days</i> – Limits from dates supplied in the Transaction Entry Start and Transaction Entry End apply</li> <li>• <i>Limited by Both</i> – Limits on accounting periods and transaction entry dates</li> </ul> <p>A choice of three severities: <i>Warning</i>, <i>Override</i>, and <i>Reject</i> are available when a Time Restriction edit is in place.</p>
Transaction Minimum Transaction Maximum	<p>Optional controls that will establish an amount that the header tab of a transaction code must be greater than or less than.</p> <p>A minimum of \$99.99 will ensure that a transaction total is \$100.00 at a minimum. An amount of (\$0.01) will ensure that a transaction total is \$0.00 at a minimum.</p>



Field Name	Field Description
	<p>A maximum of \$100.01 will ensure that a transaction total is \$100.00 at a maximum. An amount of \$0.01 will ensure that a transaction total is \$0.00 at a maximum</p> <p>When either is exceeded, the Min/Max Severity level will be used when the error is issued. When a value of \$0.00 exists in either field, the application considers there to be no minimum or maximum.</p>
Minimum/Maximum [Min/Max] Severity	A choice of three severities: <i>Warning</i> , <i>Override</i> , and <i>Reject</i> are available for both the Transaction Minimum and Transaction Maximum edits.
Transaction Name	When <i>true</i> , the Transaction Name field on the Header tab is required.
Transaction Description	When <i>true</i> , the Transaction Description field on the Header tab is required.
Transaction Header Contact Required	<p>When <i>true</i>, a Header Contact Code is required.</p> <p>Only transaction codes within the JV, ABS, and PR transaction types read this control.</p>
Transaction Total Required	<p>When <i>true</i>, the Transaction Total or Expected Amount on the Header tab will be required. When populated this amount is compared to a system-calculated total to ensure complete and accurate data entry of currency amounts.</p> <p>A secondary use of the field will be with the entry of an Accounting Profile on the Header tab to generate records on the Accounting tab.</p> <p>This indication should not be used for any transaction code that can be created by a system process because there are no batch processes that populate the header amount.</p> <p>The CR, ABS, RE, ITI, IET, and CH transaction types read this control.</p>
Cited Authority Required when Referencing MA	<p>For the spending transaction types that contain the Cited Authority field, this control defines the data entry requirement for the field with the following values:</p> <p><b>Transaction Referencing a Master Agreement (MA)</b></p> <ul style="list-style-type: none"> <li>• Not Required             <ul style="list-style-type: none"> <li>• Never infer from MA</li> </ul> </li> </ul>

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• User entered value will be accepted</li> <li>• Can be left blank</li> <li>• Required (Hard Inference)                             <ul style="list-style-type: none"> <li>• <b>Always</b> infer from MA</li> <li>• Overwrite user entered value.</li> <li>• If blank on MA, make it blank on referencing transaction.</li> <li>• Issue warning that system has infer value from MA even a blank value.</li> </ul> </li> <li>• Required (Soft Inference)                             <ul style="list-style-type: none"> <li>• Only infer from MA when <b>Blank</b></li> <li>• User entered value will be accepted</li> <li>• If blanked out, infer it from MA. In case MA has it blank, no inference.</li> </ul> </li> </ul>
Cited Authority Required on non-reference AL	<p>Stand Alone Transactions</p> <ul style="list-style-type: none"> <li>• Not Required                             <ul style="list-style-type: none"> <li>• Optional field</li> <li>• Can be left blank</li> <li>• User entered value will be accepted (should be valid on Cited Authority table)</li> </ul> </li> <li>• Required                             <ul style="list-style-type: none"> <li>• Required field</li> <li>• Error is issued if left blank</li> <li>• User entered value will be accepted (should be valid on Cited Authority table)</li> </ul> </li> </ul>
Modification Reason	When <i>true</i> , the Modification Reason field is required for a Travel transaction to record the reason for modifying or cancelling a transaction.
Future Date	When <i>true</i> , a Record Date after the current Application Date is allowed.
Past Date	When <i>true</i> , a Record Date that is before the current Application Date is allowed.

Field Name	Field Description
Future Accounting Period	When <i>true</i> , a Period that is before the defaulting accounting period of the current Application Date is allowed.
Past Accounting Period	When <i>true</i> , a Period that is after the defaulting accounting period of the current Application Date is allowed.
Future Fiscal Year	When <i>true</i> , a Fiscal Year that is after the defaulting fiscal year of the current Application Date is allowed.
Past Fiscal Year	When <i>true</i> , a Fiscal Year that is before the defaulting fiscal year of the current Application Date is allowed.
Budget Control Reduction	<p>When <i>true</i>, those transactions that display a Header tab field by the same name will allow a user to select this option to turn the control level of any budget control error received down one level of severity. Please note a warning remains a warning.</p> <p>The PYRL and JV transaction types read this option.</p>
Fund Balance Control Reduction	<p>When <i>true</i>, those transactions that display a Header tab field by the same name will allow a user to select this option to turn the control level of any fund balance control error received down one level of severity. Please note a warning remains a warning.</p> <p>The PYRL and JV transaction types read this option.</p>
Cash Balance Control Reduction	<p>When <i>true</i>, those transactions that display a Header tab field by the same name will allow a user to select this option to turn the control level of any cash balance control error received down one level of severity. Please note a warning remains a warning.</p> <p>The PYRL and JV transaction types read this option.</p>
Infer Deposit Ticket Number	When <i>true</i> , will enable the inference of the Next Available Deposit Ticket Number field from the Bank reference page if the Deposit Ticket field on a Cash Receipt is blank. This control only applies if the Use Deposit Reconciliation option is <i>true</i> and the Print Deposit Ticket option is <i>false</i> on the Revenue tab of the System Options reference page.
Infer Deposit Date	When <i>true</i> , will enable the default of the Deposit Date field on a Cash Receipt to the Application System Date when the Deposit Date is blank. This control only applies if the Use Deposit Reconciliation

Field Name	Field Description
	option is <i>true</i> and the Print Deposit Ticket option is <i>false</i> on the Revenue tab of the System Options reference page.

> Vendor

The options presented in this section will apply to a limited number transaction types (limitations are called out) and apply to fields found on the Vendor tab.

Field Name	Field Description
Vendor Rule	Enforces that a valid and active vendor must be entered with valid values of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> .  Certain transaction types will always require a vendor, thus do not use this rule.
Miscellaneous Vendor	Enforces that a valid and active miscellaneous vendor must be entered with valid values of <i>Required</i> , <i>Prohibited</i> , and <i>Optional</i> .
TIN Number & Type for Miscellaneous Vendor	A set of options exist to control entry of taxpayer identification fields: <ul style="list-style-type: none"> <li>• <i>Not Required</i> – Information is never required but allowed.</li> <li>• <i>Overrideable</i> – Information is required but can be left blank with an override applied by a user with sufficient override authority.</li> <li>• <i>Required</i> – Information is always required.</li> <li>• <i>Required for Reportable Funding Only</i> – Information is required only if the Object, Sub Object, BSA, or Sub BSA on any Accounting line has the setup in the 1099 Income Code field on the respective reference page.</li> <li>• <i>Overrideable for Reporting Funding Only</i> - Information is required as the option above but can be left blank with an override applied by a user with sufficient override authority.</li> </ul> <p>The PR, ABS, and MD transaction types read this control.</p>
Customer Rule	Enforces that a valid and active customer account must be entered with valid values of <i>Optional</i> , <i>Required</i> , and <i>Prohibited</i> .  Certain transaction types will always require a customer account, thus do not use this rule.

Field Name	Field Description
Disable Inference of Vendor Address	When <i>true</i> , the established Vendor Name, Alias, Contact, and Address Information will not overlay any values supplied to the transaction.
Disable Inference of Contact Information	When <i>true</i> , the established Contact Name and other contact information will not overlay any values supplied to the transaction.
Vendor Invoice	When <i>true</i> , Vendor Invoice Number required. The ABS and PR transaction types read this option.
Vendor Invoice Line Number Default	When <i>true</i> , Vendor Invoice Line Number will default to 1. The ABS, MD and PR transaction types read this option.
Vendor Invoice Date	<p>Three values control data entry for the Vendor Invoice Date Required field:</p> <ul style="list-style-type: none"> <li>• <i>Yes</i>: Vendor Invoice Date is required when Vendor Invoice Number is supplied.</li> <li>• <i>No</i>: Vendor Invoice Date is optional when Vendor Invoice Number is supplied.</li> <li>• <i>Default</i>: When Vendor Invoice Date is blank the Application Date defaults and the Vendor Invoice Number is populated.</li> </ul> <p>The PR, ABS, and MD transaction types read this option.</p>
Invoice Acceptance/Sign Off Date	When <i>true</i> , Invoice Acceptance/Sign Off Date is required. The ABS and PR transaction types read this option.
Tracking Date	<p>When <i>true</i>, Tracking Date is required. Exactly what date is being tracked is determined by policies and procedures.</p> <p>The PR, ABS, IN, and MD transaction types read this control.</p>
Future Tracking Date	When <i>true</i> , the Tracking Date field will allow a date later than the current Application Date.
Transaction Vendor Contact Required	<p>When <i>true</i>, Vendor Contact Name and Vendor Contact Phone number are required.</p> <p>Only transaction codes within the IN, PO, ABS, and PR transaction types read this control.</p>

Field Name	Field Description
Allowed Vendor Type	<p>A set of options exist to control which type of vendors are allowed on the transaction:</p> <ul style="list-style-type: none"> <li>• <i>Commodity</i> – Only Commodity Vendors will be allowed, the vendor records on Vendor Customer (VCUST) table with Commodity Vendor flag checked.</li> <li>• <i>Service</i> – Only Service Vendors will be allowed, the vendor records on Vendor Customer (VCUST) table with Service Vendor flag checked.</li> <li>• <i>Both</i> – All vendor records from Vendor Customer (VCUST) table will be allowed.</li> </ul>
Disable Miscellaneous Vendor 1099 Information Updates	<p>This option exists to stop the updates of a 1099 Information (1099I) record for a miscellaneous vendor code when the Legal Name and Address Information are different from the existing record. The 1099 Journal will still be updated with all information. The Payment Request, Accounting Based Spending, Manual Disbursement, Journal Voucher and Payroll transaction types read this setting.</p>

> Accounting

The options presented in this section will apply to a limited number of transaction types (limitations are called out) and apply to fields found on the Vendor tab.

Field Name	Field Description
Default Event Type	<p>Any event type marked as the default for a transaction code on the When the Allowed Event Types for Transaction Code table (AETDC) reference page is displayed in this field.</p>
Transaction Reference	<p>Enforces that a reference to another transaction be made with a Reference Type of <i>Partial</i>, <i>Final</i>, and <i>Inverse</i> with valid values of <i>Optional</i>, <i>Required</i>, and <i>Prohibited</i>. The Reference Type of <i>Memo</i> is not controlled by this setting and can only be enforced by Event Type Requirements setup.</p> <p>This rule only applies to the reference fields found at the accounting line transaction tab. Additionally, it is only the reference fields common to accounting lines and not any special references.</p>
Infer Codes	<p>When <i>true</i>, a reference that is a Reference Type of <i>Partial</i>, <i>Final</i>, or <i>Inverse</i> will infer all the chart of account (COA) codes from the referenced accounting line to the referencing accounting line.</p>

Field Name	Field Description
[COA] Precedence	<p>To control COA consistency between referencing and referenced accounting lines, there are three choices:</p> <ul style="list-style-type: none"> <li>• <i>Exact</i> – All COA fields must be exactly the same, including blanks.</li> <li>• <i>Additional Codes Allowed</i> – All COA fields completed on the referenced accounting line must be the same on the referencing, but fields originally left blank can be completed.</li> <li>• <i>None</i> – Changes can be made to any COA field.</li> </ul> <p>COA Precedence control does not apply to the BSA, Sub BSA, OBSA, or the Sub OBSA fields.</p>
Rollup Precedence	<p>To control COA rollup consistency between referencing and referenced accounting lines, there are three choices exist. This is most likely done for any rollups that are budgeted, but can be expanded to include other rollups.</p> <ul style="list-style-type: none"> <li>• <i>Exact</i> – All rollups must be exactly the same, including blanks.</li> <li>• <i>Additional Codes Allowed</i> – All rollups inferred on the referenced accounting line must be the same on the referencing, but rollups originally left blank can be inferred.</li> <li>• <i>None</i> – Changes can be made to any rollup.</li> </ul>
Rollup Exception(s) Rollup Exception Precedence	<p>When all rollup values should not be enforced the same, the Rollup Exception functionality enables the definition of certain rollups to have a different precedence rule than that of Rollup Precedence. Whether the number of rollups that should be restricted is smaller or the number that should not be restricted is smaller will drive setup.</p> <p>Available choices for a value or values in this field are from a listing of all rollups defined to the application. That listing is maintained in a database page with no direct online view called R_ROLLUP_EXCP. If an implementation finds that there are elements or sub elements that should have a different precedence than that of the COA Precedence rule, then those pages can be added to the page and selected as exceptions. One choice available that is not a rollup is the Table Name value of 'R_DEBT_DEBTINST'. This record controls the Debt ID field found on certain transactions.</p> <p>The Rollup Exception Precedence has the same three values as the Rollup Precedence for control.</p>

Field Name	Field Description
Service Date Severity	<p>For a select list of transaction types, this control is read to control Service From and To date entry:</p> <ul style="list-style-type: none"> <li>• <i>No Error</i> - The two service dates will default if not manually supplied.</li> <li>• <i>Error</i> – Service dates will not default, and the dates are made required fields.</li> </ul> <p>When defaulting, if there is a Record Date entered then it will be the default. If Record Date is blank, then the current Application Date will default.</p> <p>The transaction types that read the control are:</p> <p>Internal Exchange Transaction (IET), Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), Accounting Based Spending (ABS), Payment Request (PR), Automatic Disbursement (AD), and Manual Disbursement (MD).</p> <p>As service dates are very important for accurate accrual accounting because goods and services are often paid for at a different time than received, this control should be set according to an implementation's accrual reporting needs.</p>
Service Date Editing	<p>For Transaction Types IN, PR, and ABS (Sub type GAX), this field controls additional service date editing beyond the dates being required with the Service Date Severity setting. In fact, use of two settings for this field implies that the Service Date Severity setting is required on referenced as well as referencing transactions.</p> <p>This field includes the following valid values:</p> <ul style="list-style-type: none"> <li>• <i>No editing</i> - No additional editing will occur with service dates beyond the fact the dates have to be valid, only one cannot be entered, and the to date cannot be before the from date.</li> <li>• <i>Use referenced transaction only</i> - If there is no partial or final reference to another transaction, then this type of edit will not occur. If there is a partial or final reference, then the Service From and Service To dates of the referencing commodity line (PR or IN) must be equal to or within the Service To and Service From dates of their referenced commodity line. If on the ABS, then the edit is between the referencing and referenced accounting line.</li> <li>• <i>Use COA Settings</i> - This choice leads the ABS/PR to look first at any Appropriation codes of each accounting line under a commodity line first to see how if the Appropriation is restricted by this edit or not. If restricted, then the system will look at any</li> </ul>



Field Name	Field Description
	<p>Department Object, Sub Object and Object on each accounting line to determine the type of COA edit. Please see the <a href="#">COA Service Date Editing</a> section for more information on this particular setting.</p>
<p>Program Period Inference</p>	<p>Controls whether or not Program Period will infer or not using special inferences for that COA element with the Program Period Infer From and Infer To dates found on the Program Period reference page:</p> <ul style="list-style-type: none"> <li>• <i>Reporting Basis</i> – The Reporting Basis field on the Major Program reference page determines how the inference is done. This option can only be selected for spending, Fixed Asset, and Internal Costing transaction types. <ul style="list-style-type: none"> <li>• <i>Accrual</i> - Pre-Encumbrance and Encumbrance transactions use Record Date. Accrued and Cash Expenditure transactions (referencing an encumbrance or not) use Service From.</li> <li>• <i>Cash</i> - Pre-Encumbrance, Encumbrance, Accrued Expenditures, and Cash Expenditure transactions all use Record Date. However, it is the disbursement that provides the Program Period used in the Reimbursement process.</li> <li>• <i>Encumbrance</i> - Pre-Encumbrance and Encumbrance transactions use Record Date. Accrued and Cash Expenditures that reference an encumbrance use the Program Period is on the encumbrance.</li> <li>• <i>Required-No Inference</i> - Manual entry of the Program Period is required.</li> <li>• <i>Prohibited</i> –Major Program should not be used with Program Period.</li> </ul> </li> <li>• <i>Reference</i> – Inference will be from the referenced accounting line. If there is no referenced accounting line, the <i>Reporting Basis</i> is used if a spending transaction; otherwise, the Record Date will be used. This option cannot be selected for the Fixed Asset Transaction Type.</li> <li>• <i>Record Date</i> – Inference will use Record Date. This option cannot be selected for the Fixed Asset Transaction Type.</li> <li>• <i>None</i> – No special date inference will be used.</li> </ul> <p>Transaction Types:</p>

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• Spending: Pre-Encumbrances (RQ Transaction Type and ABS Transaction Type with GAP Sub Type)</li> <li>• Spending: Encumbrances (PO Transaction Type and ABS Transaction Type with GAE Sub Type)</li> <li>• Spending: Accrued Expenditures (PR Transaction Type and ABS Transaction Type with GAX Sub Type)</li> <li>• Spending: Travel (TRVL Transaction Type)</li> <li>• Cash Expenditures (AD, MD, IET, ITA, ITI, and DC Transaction Types)</li> <li>• Fixed Assets (FA Transaction Type)</li> <li>• Internal Costing (ICT Transaction Type).</li> </ul>
Accounting Line Description	When <i>true</i> , the Line Description field on the Accounting tab is required.
Offset BSA Override	When <i>true</i> , values can be supplied on the OBSA (Offset Balance Sheet Account) and Sub OBSA fields on the Accounting tab.
Soft Close Override	When <i>true</i> , a user with sufficient override authority can choose to override the error for a soft closed period or fiscal year being issued from any of the following pages: Fiscal Year (FY), Fiscal Year by Fund (FYFD), Fiscal Year by Department (FYDEPT), Accounting Period (APD), Accounting Period by Fund (APDFD), or Accounting Period by Department (APDDEPT).
Hard Close Override	When <i>true</i> , a user with sufficient override authority can choose to override the error for a soft closed period or fiscal year being issued from any of the following pages: Fiscal Year (FY) or Accounting Period (APD). Please note an override of a hard closed fiscal year will require additional entries to close and roll that adjustment forward as if processed by the Annual Close Process.
Inactive COA	When <i>true</i> , the common error message for an inactive COA element, sub element, and rollup code is suppressed.
Override BFY Staging	When <i>true</i> , the system will change the severity of the error for invalid activity according to Budget Fiscal Year Staging error from a severity of <i>Reject</i> to <i>Override</i> . A user with sufficient override authority can then choose to apply the override to allow the exception to process.

Field Name	Field Description
Change Closed Accounting Line	<p>When <i>true</i>, a user can change the chart of account values (given that is allowed by the precedence rules) on an Accounting tab record if a portion or all of the record has been closed. A user's security settings will still be evaluated for modifying the transaction code.</p> <p>When <i>false</i>, the line will have to be modified down to equal the closed amount and a new accounting line entered for that open amount.</p>

> Commodity

The options presented in this section will apply to those transactions with commodity lines. The number of controls is limited, since there are other reference pages that define commodity controls such as Procurement Transaction Control.

Field Name	Field Description
Commodity Line Description	<p>To control information in the Commodity Line Description field of those transaction types that have a Commodity tab there are three settings:</p> <ul style="list-style-type: none"> <li>• <i>Required</i> – The field is required and will not default from Commodity setup.</li> <li>• <i>Not Required</i> – The field is not required, but if left blank then it will default from Commodity setup.</li> <li>• <i>Defaulted</i> – The field will always default from Commodity setup, it will even overlay a value manually supplied.</li> <li>• <i>Not Applicable</i> – This is the setting for those transaction types that do not have commodity information.</li> </ul> <p>The MA, PO, PR, RN, RQ, SO, SR, and EV transaction types read this control.</p>

> Limited Controls

The options presented in this section will apply to just a single transaction type or apply to other areas of CGI Advantage such as Vendor Self Service.

Field Name	Field Description
Include in VSS Financial Inquiries	When <i>true</i> , enables display in VSS.

Field Name	Field Description
Allow PDF Print in VSS	When <i>true</i> , a vendor can access a PDF file in VSS for the transaction. This indicator is only applicable for agreement and invoice transaction codes.
VSS Award/Order Type	Four values are used to define different award categories within VSS: <i>Contract, Delivery Order, Master Agreement</i> and <i>Purchase Order</i> . The Purchase Order category applies to both commodity and non-commodity based orders.
Restrict VSS Access	When <i>true</i> , will default the Restrict VSS Access indication on Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transaction types so information from them do not appear in VSS.
Update Vendor Transaction History	When <i>true</i> , the system will track all Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transaction types.
Cash Balance Level	<p>Optional cash balancing control can be applied to transaction codes in the Journal Voucher transaction type.</p> <ul style="list-style-type: none"> <li>• <i>No Balancing</i> – There will no cash balancing.</li> <li>• <i>Balance at Transaction Level</i> – The total debit and credit updates to cash has to be equal.</li> <li>• <i>Balance at Fund And Sub Fund</i> – The total debit and credit updates to cash for each Fund and Sub Fund combination has to be equal.</li> <li>• <i>Not Applicable</i> – Although other transaction types do not read this control, this is the setting that should be made outside of the Journal Voucher.</li> </ul> <p>The cash indicator found on the Posting Code (PSCD) page is used to define what is considered cash. Separate error messages exist for each level of cash balancing and the Message (MSG) page can be used to set an appropriate severity of each.</p>
Include BFY in Journal Voucher Balancing	When <i>true</i> , Budget Fiscal year is included along with Fiscal Year, Fund, Sub Fund, and Accounting Period when balancing debits and credits.
Event Type Required	When <i>true</i> , the transaction code belonging to the Journal Voucher transaction type requires an event type to be entered on all accounting lines. Journal Vouchers with an event type have an

Field Name	Field Description
	added level of control that will limit users to just the posting codes of that event type.
<p>Calculate Backup Withholding</p> <p>Backup Withholding Amount Error Severity</p>	<p>When <i>true</i>, the system will calculate withholding on Manual Disbursement accounting lines and populate the Withholding Amount field if it is blank.</p> <p>When <i>false</i>, backup withholding will not be calculated and will have to be entered manually if it applies.</p> <p>Four severity levels exist to control the entry of Backup Withholding by comparing it to what is system-calculated: <i>Warning</i>, <i>Overrideable</i>, <i>Error</i> and <i>No Error</i>.</p>
Disable Payee Contact ID Inference	When <i>true</i> , the Payee Contact ID for the Payee Vendor will not infer on a Manual Disbursement so that it has to be entered on a Manual Disbursement.
Use Soft Inference for Payee Contact Name	<p>When <i>true</i>, the Payee Contact Name from the selected Payee Contact ID will only infer if the Payee Contact Name field is blank on a Manual Disbursement. This field does not change the inference of the other contact information (phone, e-mail, etc.).</p> <p>When <i>false</i>, the Payee Contact Name will always infer to what has been established for the vendor.</p>
Update Reimbursement History	All Cash Receipt and Receivable transactions created by the Reimbursement Output process update the Reimbursement History page, by default. When it is desired that manually created transactions for reimbursement billing update the same inquiry, set this field to <i>true</i> . Then all transaction types created manually, or uploaded with the funding COA elements populated, update the inquiry as well for a complete listing of all reimbursement billings and collections.
Payment Type	Payment Type exists on the Payment Request and Accounting Based Spending transactions and is used by the Automated Interest Calculation process to determine if interest is applicable to the disbursement request. Payment Type can be used for reporting and other editing purposes. Payment Types are established on the Payment Scheduling and Interest Control (PSIC) page. When this field is <i>true</i> , Payment Type is required on all accounting lines.
Fixed Asset Intent	When <i>true</i> , a Fixed Asset Intent (FN) transaction must be referenced on an accounting line when that line contains a fund also marked as a Fixed Asset Intent Fund on the Fund reference page.

Field Name	Field Description
Business Tax Edit	When <i>true</i> , the Business Tax Number with status as active and Compliance as yes will be allowed on the transactions. If set to <i>false</i> , no validations for Business Tax Number will be performed.  The ABS, PR, and IN transaction types read this option.
Allow Invoicing in VSS	When <i>true</i> , the vendor user in the VSS application can create and process an Invoice (IN) transaction against the PO transaction. If set to <i>false</i> , the vendor user in the VSS application cannot process an IN transaction against a PO transaction type.
CEC Invoice Error Severity for Matching	When set to <i>No Error</i> , the system does not issue error A901 on CEC transactions when a valid Invoice transaction reference is not provided. If set to <i>Error</i> , the system issues error A901 on CEC transactions when a valid Invoice transaction reference is not provided.  The CEC Sub Type transactions read this option.

## Transaction Accounting Controls

The following pages provides additional accounting controls for transactions.

- [Allowed Event Types for Transaction Type](#)
- [Allowed Event Types for Transaction Code](#)
- [Event Type Defaults](#)
- [AP Event Type Crosswalk](#)
- [MD Default Event Type](#)
- [DC Event Type Crosswalk](#)
- [Payroll Event Type Defaults](#)

### Allowed Event Types for Transaction Type

Each transaction type does not have the capability to process any event type in the application. In the Event Type Processor section earlier, details were given for each processor where it could be seen that certain information is needed in order to use some processors. One such example would be the event type for acquiring fixed asset. In order to process an accounting line with that event type, a transaction type would need the Fixed Asset Type and a Fixed Asset Classification values found only on the Fixed Asset Acquisition transaction.

The Allowed Event Types for Transaction Type page is a 'capability' page because of these different data requirements for various event types.

Care should be exercised in what event types are allowed for a transaction type, so that users will not be presented with transaction processing errors that they cannot address.

The fields on the Allowed Event Types for Transaction Type (AETDT) page are not listed here, as they are self-explanatory.

## Allowed Event Types for Transaction Code

Where Allowed Event Types for Transaction Type 'capability' Allowed Event Types for Transaction Code is 'ability'. Here the event types available for a transaction code within a transaction type can be reduced to only those that the transaction code should use. Setup can provide a transaction code capable of many event types down to a transaction code that is allowed to perform only one.

The fields on Allowed Event Types for Transaction Code (AETDC) are all self-explanatory, except:

Field Name	Field Description
Default Event Type	<p>When <i>true</i>, the event type will be the default for the transaction code when a value has not been specified on the transaction. Note this event type is displayed on the Transaction Control reference page in the Default Event Type field.</p> <p>There does not have to be a default for a transaction code when users should have to select from the available list.</p>

## Event Type Defaults

This page allows users to determine an event type default for certain referencing transaction types based on one or more criteria. This page is used to default an event type before the Default Event Type field on Transaction Control is used and only the five transaction types listed below use the specialized default page.

> More Info

Only those transaction types mentioned here use this reference page:

- These Accounts Receivable transaction types use this reference page: Cash Receipt (CR), Referral to Collection Agency (CL), and Write Off (WO). Setup for the WO transaction, determines the write off method used with the Transaction Event Type of the Direct or Allowance method. The event type inference is a 'powerful' one in that any manually entered value will be replaced to ensure the correct event type is used.
- For the Internal Exchange (IET) transaction type, this page is used in the transfer of intercepted cash to the holder of the outstanding receivable. Only Transaction Sub Type of IT use the page. The inference is not a 'powerful' one.

- The Universal Requester transaction type uses this page when creating Requisition (RQ), Stock Requisition (SRQ), or Purchase Order (PO) transactions types. The inference is not a 'powerful' one.

The fields on the Event Type Defaults (ETDFLT) page are as follows with common ones omitted:

Field Name	Field Description
Transaction Type	The rules are defined on this page at the transaction type level and not transaction code. This is the referencing transaction type, not the referenced.
Referenced Event Type	The event type on the referenced accounting line.
Transaction Event Type	The defaulting and only correct event type for the referencing accounting line.
Same Bank	Three values control the event type allowed and defaulting for intercepts: <ul style="list-style-type: none"> <li>• <i>N/A</i> – This value is used for all records that are not for intercepts.</li> <li>• <i>Yes</i> – The bank of fund from the disbursement and the receivable are the same</li> <li>• <i>No</i> – The bank of fund from the disbursement and the receivable are the different.</li> </ul>
Same Fund and Sub Fund	Three values control the event type allowed and defaulting for intercepts: <ul style="list-style-type: none"> <li>• <i>N/A</i> – This value is used for all records that are not for intercepts.</li> <li>• <i>Yes</i> – The fund and sub fund from the disbursement and the receivable are the same.</li> <li>• <i>No</i> – The fund and sub fund from the disbursement and the receivable are the different.</li> </ul>

## AP Event Type Crosswalk

The Automatic (AD) and Manual (MD) Disbursement transaction types, use this event type default source to determine the correct event type to be used on the disbursement based on the request for payment and several other disbursement options. AD transaction codes will always use the page in the AD Chain batch job to determine an event type. MD transaction codes will use the page only when there is a reference. When there is not a reference, the MD Event Type Crosswalk page is used.

Data is delivered to control event type defaulting for all available Disbursement Options. As an implementation will only use one, many delivered records will not be used. The addition of new records will have to occur when a new event type is defined that can request a disbursement. When that is the case, only a record for the Disbursement Option used will have to be added.



The fields on AP Event Type Crosswalk (APEVXW) are as follows with common ones omitted:

Field Name	Field Description
<b>Referencing Transaction Type</b>	The rules are defined on this page at the transaction type level and not transaction code. This is the referencing transaction type, not the referenced.
Referenced Transaction Event Type	The event type on the referenced accounting line.
Disbursement Option	Valid choices are: <i>Checks/EFT, Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, and Clearing Fund Warrant/EFT</i> . Editing will prohibit setting up or changing records for disbursement options that are not being used for the current fiscal year on the Expense tab of System Options.
Default Event Type	The defaulting and only correct event type for the referencing accounting line.
Disbursement Type	Valid choices are: <i>Check, Warrant, Remittance Advice, and EFT</i> .
Use Check/EFT Number	When <i>true</i> , CGI Advantage will determine numbers. When false, an external disbursement system will determine the number.
Check/EFT Status	<p>Valid values are: <i>Disbursed, Warranted, Paid, Cancelled, Stale Dated, Void, Escheat, and Renumbered</i>.</p> <ul style="list-style-type: none"> <li>• With the <i>Check or Check/EFT</i> disbursement model, this field should be set to <i>Disbursed</i>.</li> <li>• When using the <i>Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, or Clearing Fund Warrant/EFT</i> model, this field should be set to <i>Warranted</i>.</li> </ul> <p>The other choices should not be selected, as they exist in the listing because the same field exists on the Check Reconciliation inquiry page.</p>

## MD Default Event Type

The Manual Disbursement (MD) transaction type uses this data when there is no reference on the accounting line to determine what event types are allowed based on the Disbursement Option chosen for the application. Transaction Control (DCTRL) can provide a single default, but this page ensures that the single default will perform the Disbursement Option chosen. Additionally, there may be one default event type for the MD transaction type that is used on the majority of accounting lines, but there are many other event types allowed for the various MD transaction codes. To ensure the proper event type is chosen, the

system compares manually entered event types to data on this page to see if they match the Disbursement Option.

Another feature of the page is to provide the MD transaction with information on whether or not it should automatically generate and assign a Check Number on the header of the transaction, given that the Adjustment indication on the Header is *false*.

Data is delivered with records to control event types for all available Disbursement Options: As an implementation will only use one, many delivered records will not be used. The addition of new records will have to occur when a new event type is defined that can request a disbursement. When that is the case, only a record for the Disbursement Option used will have to be added.

The fields on MD Default Event Type (MDDFEV) are as follows with common ones omitted:

Field Name	Field Description
Referencing Transaction Type	MD is the only valid value.
Disbursement Option	Valid choices are: <i>Checks/EFT, Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, and Clearing Fund Warrant/EFT</i> . Editing will prohibit setting up or changing records for disbursement options that are not being used for the current fiscal year on the Expense tab of System Options.
Default Event Type ID	The defaulting and only correct event type for the referencing accounting line.
Disbursement Type	Valid choices are: <i>Check, Warrant, Remittance Advice, and EFT</i> . Only values of <i>Check</i> or <i>Warrant</i> are relevant to Manual Disbursements.
Use Check/EFT Number	When <i>true</i> , CGI Advantage will determine numbers. When <i>false</i> , an external disbursement system will determine the number.
Check/EFT Status	<p>Valid values are: <i>Disbursed, Warranted, Paid, Cancelled, Stale Dated, Void, Escheat, and Renumbered</i>.</p> <ul style="list-style-type: none"> <li>• With the <i>Check</i> or <i>Check/EFT</i> disbursement model, this field should be set to <i>Disbursed</i>.</li> <li>• When using the <i>Standard Warrant, Standard Warrant/EFT, Clearing Fund Warrant, or Clearing Fund Warrant/EFT</i> model, this field should be set to <i>Warranted</i>.</li> </ul> <p>The other choices should not be selected, as they exist in the listing because the same field exists on the Check Reconciliation inquiry</p>

## DC Event Type Cross Walk

The Disbursement Reclassification (DC) transaction type uses this page to determine the appropriate event type based on the type of reclassification (cancellation type) and the event type used on the referenced accounting line. Transaction Control (DCTRL) can provide a single default, but this page ensures that the single default will perform the Reclassification Type chosen for the Referenced Event Type. Additionally, there may be one default event type for the DC transaction type that is used on the majority of accounting lines, but there are many other event types allowed for the various transaction codes. To ensure the proper event type is chosen, the system compares manually entered event types to this page to see if they match the Reclassification Type and Referenced Event Type.

Data is delivered with records to control event types for all available Reclassification Types: *Warrant Reconciliation*, *Stale*, *Escheat*, and *Cancel*. As an implementation may only use a subset of these four, many delivered records will not be used. The addition of new records will have to occur when a new event type is defined for the AD or MD transaction types. When that is the case, only a record or records for the Reclassification Types used will have to be added.

The fields on DC Event Type Cross Walk (DCXWLK) are as follows with common ones omitted:

Field Name	Field Description
Referenced Event Type	The event type on the referenced accounting line.
Reclassification Type	Four values are used to determine the correct event type for the post-disbursement event: <i>Warrant Reconciliation</i> , <i>Stale</i> , <i>Escheat</i> , and <i>Cancel</i> .
Event Type	The defaulting and only correct event type for the referencing accounting line.

## Payroll Event Type Defaults

Many transaction codes in the Payroll (PYRL) transaction type use this page to determine the appropriate event type based on the transaction code created by the payroll interface and several other payroll options. Those transaction codes that can only perform one event type do not use page, but rather rely on the Default Event Type field on Transaction Control (DCTRL) page. The default from the Payroll Event Type Defaults will only happen when the event type field is not populated on the payroll transaction accounting line and the determining factors match a default record. This page does not function as a combination validation, which will allow the selection of a different event type on the payroll transaction from that of the matching page record.

Data is delivered to support all payroll accounting entries necessary from CGI Advantage HRM. Any single implementation will not use all records.

The fields on Payroll Event Type Defaults (PYRLETD) are as follows with common ones omitted:

Field Name	Field Description
PAM Line Type	The list of valid PAM Line Types:

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• <b>Expenditure:</b> Used to record many expenditures, both accrued and cash, for payroll activity.</li> <li>• <b>Refund:</b> Not currently being used by the Advantage HR to Financial interface.</li> <li>• <b>Liability:</b> Used to record all deduction and some fringe liabilities.</li> <li>• <b>Net Pay:</b> Used to record net pay and when net pay is cleared.</li> <li>• <b>Reserve Pay:</b> Used when certain types of employees accrue payroll costs in early pay periods so that funds will exist to pay them in later pay periods.</li> <li>• <b>Payout from Reserve:</b> A line type that is used in conjunction with the <i>Reserve Pay</i> line type. After pay has accrued for the early pay periods, time will come to use those reserves in later periods.</li> <li>• <b>Cancellation:</b> A line type used on the Payroll Expenditure Correction (PREXC) when a correction for payroll expenditure.</li> <li>• <b>Cross year Cancellation:</b> Used when expenditures are cancelled in a year other than originally recorded.</li> </ul>
Fringe	When <i>true</i> , one of the various accounting events for a fringe cost is being recorded.
Cash	When <i>true</i> , cash should be used as the offset for an internal accounting event.
Clearing Fund Used	When <i>true</i> , a payroll clearing fund will be used to transfer cash and a payroll liability from an operating fund to a clearing fund.
Internal/External Type	<p>A setting used to determine what sort of internal accounting event should be posted, when not set to <i>External</i> for all other types of accounting events.</p> <ul style="list-style-type: none"> <li>• <i>Inter Fund Revenue</i> – Cash transfer from the operating fund to the internal fund. Revenue is recorded as part of that transfer.</li> <li>• <i>Intra Fund Revenue</i> – Transfer where there are no offsets because the operating fund and the internal fund are the same. Revenue is recorded as part of that transfer.</li> <li>• <i>Inter Fund Expenditure</i> - Cash transfer from the operating fund to the internal fund. An expenditure credit is recorded as part of that transfer.</li> </ul>

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• <i>Intra Fund Expenditure</i> - Transfer where there are no offsets because the operating fund and the internal fund are the same. An expenditure credit is recorded as part of that transfer.</li> <li>• <i>Liabilities Only</i> – Cash transfer where there is only a liability recorded.</li> </ul>
Transaction Code	The transaction code selected by CGI Advantage HRM.
Event Type	The defaulting and only correct event type for the referencing accounting line.
Payroll Accounting Reconciliation Update	<p>When <i>true</i>, the accounting line will update Payroll Accounting Reconciliation (PYRLAR) page for later reconciliation back to payroll information.</p> <p>Data delivered with this set to <i>true</i>, what the current version of the CGI Advantage HRM process for Payroll Reconciliation is capable of reconciling and should not be changed.</p>

## Miscellaneous Transaction Controls

The following list of pages tables provides additional accounting controls for transactions.

- [Procurement Transaction Controls](#)
- [Allowed Accounting Periods for Transaction Code](#)
- [Transaction Allowable References](#)
- [Transaction Copy Forward Control](#)
- [Tolerances](#)
- [Automatic Transaction Numbering](#)
- [Automatic Transaction Correction Parameters](#)

## Procurement Transaction Controls

Transaction types and their transaction codes in the Procurement (PROC) transaction category use the Procurement Transaction Control (PRDOC) reference page in addition to Transaction Control (DCTRL). Many fields that exist only on commodity-based procurement transactions are represented in the different sections of this reference page.

Please refer to the "Procurement Transaction Control" topic in the *CGI Advantage Procurement User Guide* for more information on this reference page and its use.

## Allowed Accounting Periods for Transaction Code

To support the Time Restriction choices of *Limited by Accounting Periods* or *Limited by Both* on the Transaction Control (DCTRL), the Allowable Accounting Periods for Transaction Code allows the definition of what accounting periods can be used on what transaction codes.

> **More Info**

An example of how this reference page works would be for a period of 30 days after the end of a BFY, receivable transactions can be entered that have the fiscal and budget fiscal years set back to the year that just ended. The accounting period entered on such a receivable would also be in the prior year. If adjustment accounting periods exist that should not contain revenue accruals such as periods 14 and 15, the Allowable Accounting Periods for Transaction Code should not contain entries for those and the receivable. Users would then be forced to choose 13 or any earlier accounting period still open for activity until that prior year is closed.

The application is delivered with transaction codes allowable in accounting periods 1 to 13, with only the suggested transaction code for annual closing (JVAC) as allowed in periods 0 and 99. No other transaction codes should be allowed in these periods, as they should contain only entries from an annual close. Reporting is simplified if this delivered setup is maintained.

When editing this data, the accounting period found on the accounting line is used. When the Period field on the accounting line is blank, it is the Period entered on the header that is being used. If both Period fields are blank, it is the default period for the Record Date entered on the header. If the Record Date is blank, it is the default accounting period for the current Application Date.

The fields on Allowed Accounting Periods for Transaction Code (AAPDC) are not listed here, as they are all common fields.

## Transaction Allowable References

To control combinations of the referencing and referenced transaction codes, the Transaction Allowable References page is provided. All types of references edit against this page: *Partial*, *Final*, *Memo*, and *Inverse*.

Wildcard values for the referencing transaction code (Transaction Code) and the referenced transaction code (Reference Code) are supported to allow definition at the transaction type level. A value of ALL is used in such a case. Wildcard availability means that the application will try to find a record with an exact match first, and if found, then that record is used. If no exact match is found then an attempt will be made to find a wildcard entry.

Entries added to this page do not guarantee that a reference can be made between two transactions. Certain transaction types have edits in place that will not allow this. For example, commodity-based transactions do not allow references to non-commodity transactions.

The fields on the Transaction Allowable References (DARF) page are as follows with common are omitted:

Field Name	Field Description
Transaction Type	The referencing transaction type in a rule. The wildcard of <i>ALL</i> is not allowed.
Transaction Code	The referencing transaction code in a rule. A wildcard of <i>ALL</i> is allowed to indicate all transaction codes for the Transaction Type.
Reference Type	The referenced transaction type in a rule. The wildcard of <i>ALL</i> is not allowed.
Reference Code	The referenced transaction code in a rule. A wildcard of <i>ALL</i> is allowed to indicate all transaction codes for the Reference Type.

### Transaction Copy Forward Control

To control which transaction codes can be copied forward into a new transaction for referencing, the Transaction Copy Forward Control page is provided. Entries added do not guarantee that a reference can be made between two transactions. The Transaction Allowable References page controls what transactions can reference others. Copy Forward Control connects a transaction sub action, defining which fields copy forward and which do not, with two transaction codes and a description.

The transaction sub actions used are controlled though security on the Access Control page. A specific action is determined when a user selects the Copy Forward action in a transaction menu. The Copy Forward window opens to display the various target transaction codes available for the source transaction. For more information, refer to the "Copy Forward from a Transaction" topic, located in the *CGI Advantage Transactions User Guide*.

The Transaction Copy Forward Control page supports configuration options to exclude components when using the Copy Forward action, include/exclude fields within a component, or infer target transaction fields from source transactions. One example would be to not copy an accounting template from one accounting line to another because the target accounting line will have very different chart of account values entered and the source accounting line template would interfere with that, requiring a user to clear the field.

Please be aware that if the Infer Codes option is selected on Transaction Control for the referencing transaction code and the copy forward creates a *Partial*, *Final*, or *Inverse* Reference Type, if the copy forward drops a chart of account, the inference logic infers the field right back to the target accounting line.

The fields on Transaction Copy Forward Control (DCFCTL) are as follows with the common ones omitted.

Field Name	Field Description
Sub Action	The Sub Action directing the application in terms of what to copy forward along with any settings that should be automatically made on the target transaction.

Field Name	Field Description
Source Transaction Type	The referenced transaction type that will be used as the source to create a referencing transaction.
Target Transaction Type	The referencing transaction type that will be created as the target of the source transaction.
Source Transaction Code	The referenced transaction code that will be used as the source to create a referencing transaction.
Target Transaction Code	The referencing transaction code that will be created as the target of the source transaction.
Description	An optional description entered of up to 30 characters to provide end users with assistance in determining the proper Target Transaction Code.
Active	If it is set to <i>Yes</i> , the copy forward entry will be displayed while copy forwarding the source transaction. If set to <i>No</i> , the copy forward entry will not be displayed.

› Component Mapping

The component mapping section of the page is used to map the source and target transaction components.

Field Name	Field Description
Source Component	Components of the referenced transaction used as source.
Include/Exclude	Component level action that needs performed for creating the target transaction. If <i>Exclude</i> , the component will be excluded during copy forward. Most rules are <i>Include</i> to modify results only slightly.
Target Component	Components of the referencing transaction used as target. Note: New target component mapping is not supported.

› Include/Exclude Fields

The Edit Mapping action in the row level menu of Component Mapping opens a new page to include or exclude fields in a copy forward from the source transaction component.



Field Name	Field Description
Columns	List of fields of the referenced transaction used as the source. There are certain field filtered out of this list that should not be used in the configuration of a copy forward variant.
Include/Exclude	Field level action that needs performed while creating the target transaction.

> Inference Mapping

The Inference Mapping section is used to map fields of the target transaction to the source transaction. The framework fields are filtered from Target Component fields. If the field types do not match, during copy forward it will skip the field and issue a warning message during copy forward. Meaning, only date to date, amount to amount, yes/no to yes/no, and variable character to variable character (of an equal or greater size).

Field Name	Field Description
Target Component Fields	Field on the target transaction that will be derived. This listing is also filtered so only functional fields that could apply to the copy forward are displayed.
Source Component Fields	Field on the source transaction that is used to derive the target component field.

## Tolerances

Tolerances are used to ensure that the amount of total referenced activity against a referenced accounting line does not violate defined limits for overages or underages. Spending and revenue transactions in particular can have various rules concerning how the line amounts can differ between the referencing transactions and the referenced transactions.

Tolerances can be defined at several levels, with sites choosing which level or levels best meet their needs. When tolerances exist, they are invoked when the referencing accounting line contains a Reference Type of *Final* only. Keep in mind that the application will change from a *Partial* Reference Type to *Final* automatically when it finds that the referencing line will close the referenced line. All applicable tolerances will be evaluated so a transaction must pass all with the single exception of a fund tolerance overriding a system wide tolerance.

CGI Advantage Financial allows you to establish tolerances at the following levels:

- System-wide, as defined on the System Tolerance (STOL)
- Transaction code, as defined on the Transaction Tolerance (DTOL)

- Fund, as defined on the Fund Tolerance (FTOL)
- Department, as defined on Department Tolerance (DEPTOL)

Tolerances from these are independent of tolerances defined on the commodity line of the Purchase Order transaction and on Procurement Transaction Control. Those tolerances control referencing at the commodity line level where these control referencing at the accounting line.

Accounts Receivable transactions have special 'Short Final' logic that is only invoked when a reference is made to a receivable transaction and not an individual receivable line or customer account.

The following fields are found on each tolerance page and are used in tolerance evaluation. All other fields are common and have been omitted. Of note are the two transaction code fields on the Transaction Tolerance page that allow the wildcard of *ALL* when the rule should not apply to a specific transaction code.

> Field Information

Field Name	Field Description
Accept Overage Amount	<p>The amount up to which a referencing transaction's accounting line can exceed the referenced transaction's accounting line without invoking the tolerance control. Differences equal to or above the Accept Overage Amount might result in the invocation of a tolerance control or further tolerance testing if either a Reject Overage Percentage or Reject Overage Amount is defined. Use of the Accept Overage Amount is to define a dollar amount that is over 'but close enough' not to cause rejection of the referencing transaction. The amount cannot be negative and cannot be greater than the Reject Overage Amount.</p> <p>A \$10 Accept Overage on a Payment Request reference to a Purchase Order would be an example of such a tolerance. Such an amount should be applicable in most instances, except when a referenced accounting line is for a high dollar amount. Then if the Purchase Order is \$100,000 and over-referenced by \$25, a Reject Percentage should be available to evaluate such a reference, unless it is a hard and fast rule that \$10 over is the limit.</p>
Reject Overage Percentage	<p>The percentage used to calculate the difference between the referencing and referenced accounting lines not by dollars but by a percentage over the referenced transaction line. Differences below the reject overage percentage might result in the invocation of a tolerance control if a Reject Overage Amount is defined and exceeded. Otherwise, if less than the percentage calculation, then there is no tolerance violation, but if equal to or greater than the percentage calculation, it will result in an error. Use of the Reject Overage Percentage is to define a percentage is over 'but close enough' not to cause rejection of the referencing transaction. That percentage cannot be negative.</p>

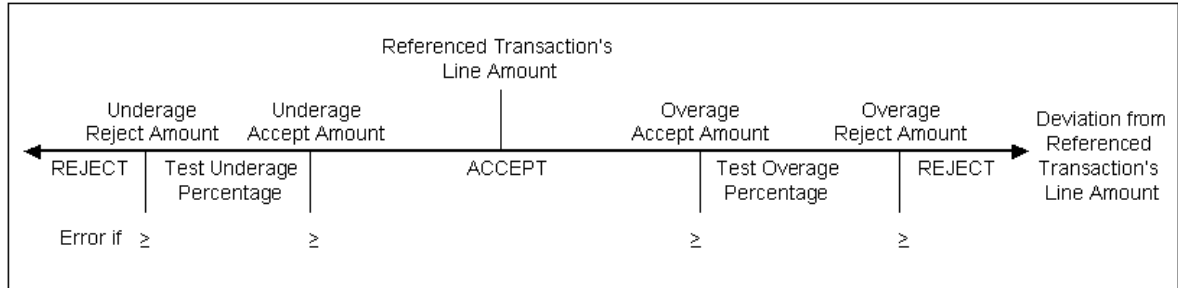
Field Name	Field Description
	<p>Use of such a control can be used with or in substitute of the \$10 Accept Overage Amount described in the earlier field. When used in conjunction with the Accept Overage Amount, if the reference violates the Accept Overage Amount but not the Reject Overage Percentage, then no error will be thrown, unless the Reject Overage Amount is violated.</p>
Reject Overage Amount	<p>The amount up to which a referencing transaction's accounting line can exceed the referenced transaction's accounting line that will not invoke the tolerance control. There is no further tolerance testing if the Reject Overage Amount is exceeded as the Reject Overage Percentage rule does not apply when the amount calculated for the percentage equals or exceeds the Reject Overage Amount. Use of this amount is to define the dollar amount that an over-reference will not be allowed. When used in conjunction with a Reject Overage Percentage, this amount will cap the calculation of the Reject Overage Percentage amount. The amount cannot be negative and cannot be less than the Reject Overage Amount.</p>
Accept Underage Amount	<p>The amount up to which a referencing transaction's accounting line can be less than the referenced transaction's accounting line without invoking the tolerance control. Differences equal to or less than the Accept Underage Amount might result in the invocation of a tolerance control or further tolerance testing if either a Reject Underage Percentage or Reject Underage Amount is defined. Use of the Accept Underage Amount is to define a dollar amount that is under 'but close enough' not to cause rejection of the referencing transaction. The amount cannot be negative and cannot be greater than the Reject Underage Amount.</p> <p>A \$10 Accept Underage on a Payment Request reference to a Purchase Order would be an example of such a tolerance to prevent the closing of Purchase Orders when ten or more dollars would still be open if a <i>Partial Reference</i> were performed. Such an amount should be applicable in most instances, except when a referenced accounting line is for a high dollar amount. Then if the Purchase Order is \$100,000 and under-referenced by \$25, a Reject Percentage should be available to evaluate such a reference, unless it is a hard and fast rule that \$10 under was the limit.</p>
Reject Underage Percentage	<p>The percentage used to calculate the difference between the referencing and referenced accounting lines not by dollars but by a percentage under the referenced transaction line. Differences below the reject underage percentage might result in the invocation of a tolerance control if a Reject Underage Amount is defined and exceeded. Otherwise, if less than the percentage</p>

Field Name	Field Description
	<p>calculation then there is no tolerance violation, but if equal to or greater than the percentage calculation, it will result in an error. Use of the Reject Underage Percentage is to define a percentage is under 'but close enough' not to cause rejection of the referencing transaction. That percentage cannot be negative.</p> <p>Use of such a control can be used with or in substitute of the \$10 Accept Underage Amount described in the earlier field. When used in conjunction with the Accept Underage Amount, if the reference violates the Accept Underage Amount but not the Reject Underage Percentage, then no error will be thrown, unless the Reject Underage Amount is violated.</p>
Reject Underage Amount	<p>The amount up to which a referencing transaction's accounting line can be below the referenced transaction's accounting line that will not invoke the tolerance control. There is no further tolerance testing if the Reject Underage Amount is exceeded as the Reject Overage Percentage rule does not apply when the amount calculated for the percentage equals or exceeds the Reject Underage Amount. Use of this amount is to define the dollar amount that an over-reference will not be allowed. When used in conjunction with a Reject Underage Percentage, this amount will cap the calculation of the Reject Underage Percentage amount. The amount cannot be negative and cannot be less than the Reject Underage Amount.</p>
Control Level	<p>A tolerance rule requires a choice of one of the three available control levels: <i>Reject</i>, <i>Override</i>, or <i>Warning</i> to define the severity of all tolerance error messages that can be issued from that tolerance record.</p>
Active	<p>An indication providing the ability to turn off and on a tolerance without having to delete it (turn it off) and re-add it (turn it back on).</p>

Tolerances can be defined in terms of either a percentage and/or fixed amount for underage and/or overages at all three levels. If one of the six tolerance fields is left blank, the system defaults to zero. Then when the system evaluates tolerances on a transaction this zero is interpreted as 'skip this edit-tolerances do not apply'. If your intention is to apply the strictest tolerances possible, that is, you cannot overspend against this reference, set the Reject Amount field (either Overage or Underage) to one (0.01) cent. When you want to indicate tolerances do not apply, that is, you can overspend, set the field to zeros (0.00).

Any combination of the following fields can be used to define a tolerance with the exception that if an Accept and a Reject Amount rule (overages as well as underages) is specified the corresponding Reject Percentage must be defined and not left as 0.0000%.

Tolerance amounts are also evaluated in an 'equals to' operand in addition to the 'less than' or 'greater than' operand of the specific field. For this reason, if a whole dollar amount needs to be the tolerance amount, implementation may require that the amount be entered with 1 penny more or 1 penny less. Examples later will demonstrate this setup.



Below is an example of a tolerance established that will demonstrate when errors are issued and when processing is allowed.

Any one of the three tolerance pages has the following values:

- Accept Overage Amount: \$5.01
- Reject Overage Percentage: 10.0000%
- Reject Overage Amount: \$500.00
- Accept Underage Amount: \$5.01
- Reject Underage Percentage: 10.0000%
- Reject Underage Amount: \$19.99

A referenced line was processed for \$100. One referencing line has already been processed that partially closed the \$100 line for \$60. In all cases below, a 2<sup>nd</sup> referencing transaction is being validated with a reference type of final.

2 <sup>nd</sup> Referencing Transaction	
Amount	Tolerance Edit
\$20.01	Error for Reject Underage Amount as the \$19.99 underage is equal to the Reject Underage Amount of \$19.99
\$20.02	Error for Reject Underage Percentage as the \$19.98 underage is greater than the calculated amount for Reject Underage Percentage of \$10 but less than the Reject Underage Amount of \$19.99.

\$45.01	Would be an error as a \$5.01 overage is equal to the Accept Overage Amount but \$5.01 is less than the calculation for Reject Overage Percentage of \$10.00, so no error is issued.
\$30.00	Error for Reject Underage Percentage as the \$10 underage is equal to the calculated amount for Reject Underage Percentage of \$10.
\$30.01	Would be an error as the \$9.99 underage is greater than the Accept Underage Amount, but \$9.99 is less than the calculation for Reject Underage Percentage of \$10.00, so no error is issued.
\$35.00	No error as \$5 underage is less than the \$5.01 Accept Underage Amount.
\$45.00	No error as a \$5 overage is less than \$5.01 Accept Overage Amount.
\$49.99	Would be an error as a \$9.99 overage is equal to the Accept Overage Amount but \$9.99 is less than the calculation for Reject Overage Percentage of \$10.00, so no error is issued.
\$50.00	Error for Reject Overage Percentage as the \$10 overage is equal to the calculated amount for Reject Overage Percentage of \$10.
\$539.99	Error for Reject Overage Percentage as the \$499.99 overage is greater than the calculated amount for Reject Overage Percentage of \$10 but less than the Reject Overage Amount of \$500.00
\$540.00	Error for Reject Overage Amount as the \$500 overage is equal to the Reject Overage Amount of \$500.00.

## Automatic Transaction Numbering

Automatic transaction number assignment is established on Automatic Transaction Numbering (ADNT) with the tracking of the last number assigned occurring on Unique Numbers (UNUM). The creation of the transaction numbering rule does not automatically create a Unique Number entry. That creation occurs the first time the numbering rule is used. As there are numbering options on Application Parameter and Transaction Control setup pages, please ensure setup between the three is in sync so that errors are not issued upon transaction creation.

The fields on Automatic Transaction Numbering (ADNT) are as follows:

Field Name	Field Description
Fiscal Year	Transaction numbering setup is done on a yearly basis.
Transaction Code	Each numbering rule must contain a transaction code.
Department	Transaction numbering rules must have a value in this field which is either Department for a numbering scheme unique to that department or a value of **** for a numbering scheme shared by departments without a unique numbering scheme assigned.
Prefix	<p>Transaction numbering rules must have a value in this field that is from one to four characters in length or a value of ****. A prefix is commonly used to identify transactions created for a specific reason or from a specific source or batch program. Any characters, numbers, or symbols can be used in a prefix.</p> <p>There may be site specific reasons for not including certain symbols in prefix values because of transaction ID parsing that may occur for integrations. Such restrictions are most often enforced through security on this page and responsible individuals with that security.</p>
Usage	<p>Three values control the usage of an automatic numbering scheme:</p> <ul style="list-style-type: none"> <li>• <i>Not Restricted</i> – The scheme can be open to online and batch program.</li> <li>• <i>Internal</i> – The scheme can only be used on the Transaction Catalog and other online pages for creating transactions.</li> <li>• <i>External</i> - The scheme cannot be used online and can only be used by a batch program.</li> </ul>
Required	When <i>true</i> , an online or batch attempt to create a transaction that matches the numbering scheme will not be allowed. Automatic numbering must be used.
Include Date	When <i>true</i> , the transaction ID generated will have a data component reflecting the period in time when the transaction was created. If a prefix is used, the date will follow.
Date Format	<p>When the Include Date indication is <i>true</i>, one of the various Date Format choices other than <i>None</i> must be selected.</p> <ul style="list-style-type: none"> <li>• <i>None</i> - No date of any kind included</li> <li>• <i>YY</i> - Year</li> </ul>

Field Name	Field Description
	<ul style="list-style-type: none"> <li>• CCYY - Century, Year</li> <li>• YYMMDD - Year, Month, Day</li> <li>• CCYYMMDD - Century, Year, Month, Day</li> <li>• DDMMY - Day, Month, Year</li> <li>• DDMCCYY - Day, Month, Century, Year</li> <li>• MMDDYY - Month, Day, Year</li> <li>• MMDDCCYY - Month, Day, Century, Year</li> </ul> <p>If either YY or CCYY is used, the system will place the YY or CCYY value of the default Fiscal Year of the Application Date as defined on Calendar Date (CLDT). For all other Date Format values, the application will use the Application Date in one of several formats. With these formats, the year will be the Calendar Year as opposed to the Fiscal Year with YY and CCYY.</p>
Number From	Every automatic numbering scheme must have a starting number. If 0 is used, the first number will be 1.
Number To	Every automatic numbering scheme must have an ending number. As there often is no hard limit to the upper end of a numbering scheme, a series of 9's is used that equals the Format Field Length – Prefix – Date in length.
Last Number	A display from the Unique Numbers record showing the last number assigned to a transaction.
Format Field Length	The defined length of the auto generated Transaction ID. Twenty is the maximum length of a transaction ID to include any Prefix, Date and numbering range.

Transaction numbering can be controlled in many different ways. Numbering is always done at the transaction code level. Numbering will always restart each fiscal year unless the Number From value in a new year is set to equal the Last Number value from the prior year. Numbering then will occur in one of these manners:

1. A sequence of numbers will occur for all departments without a prefix. Established as \*\*\*\* in the Department and Prefix fields.
2. A sequence of numbers will occur for all departments with a certain prefix. Established as \*\*\*\* in the Department field and a Prefix value other than \*\*\*\*.
3. A sequence of numbers will occur for a single department without a prefix. Established as a Department value other than \*\*\*\* and a Prefix value of \*\*\*\*.



4. A sequence of numbers will occur for a single department within a certain prefix. Established as values other than \*\*\*\* in the Department and Prefix fields.

## Automatic Transaction Correction Parameters

The Automatic Transaction Correction Parameters (ADCP) page is used by the Automatic Transaction Correction job to correct COA values and a select number of other fields on open accounting lines, with an option to also correct a limited number of header fields. You can change a field from one value to another, clear a field that was populated, and populate a field that was previously blank. Note: The job does not select transactions that are in *Final* or *Pending*. Also, the transactions created by the Automatic Transaction Correction job are not validated or submitted; instead, they are left in *Draft* for a user to submit or more likely submitted through the System Maintenance Utility.

For each record created on the ADCP page, the Source Fiscal Year and Fiscal Year fields must be completed. The system also requires that at least one pair of corresponding correction fields be populated other than the Source Fiscal Year and Fiscal Year pair. If a value is entered in either column, then a value must also be entered in the corresponding field in the other column.

Special values, *BLNK* and *ANY*, are allowed in the source fields. The value of *BLNK* is used in a 'source' field when the correction rule should only put the value in the corresponding 'to' field on the accounting line when that field on the accounting line is blank. If populated on the accounting line, then the correction will not be made. The value of *ANY* is used in a 'source' field when the correction rule should always (including when the field is blank) put the value in the 'to' field on the accounting line.

*BLNK* is the only special value allowed in the 'to' (second column) fields. The value of *BLNK* is used in a 'to' field when the correction rule should clear the field on the accounting line. These special values do not apply to the Fiscal Year fields but do apply to all other correction fields.

Certain selection criteria have different properties:

- Transaction Code – This field is a required selection parameter that does not allow comma-separated values or wildcards. If multiple transaction codes need to be corrected, then multiple runs are required.
- Transaction Department – This field is an optional selection parameter that does not allow for multiple comma-separated values or wildcards. If multiple departments need to be corrected, then multiple runs are required.
- Transaction Unit – This field is an optional selection parameter that does not allow for multiple comma-separated values or wildcards. If multiple units need to be corrected, then multiple runs are required.
- Transaction ID – This field is optional. A single Transaction ID can be entered, but multiple comma-separated values are not allowed. The field does allow a partial value in that you can enter the prefix or date or both of a series of Transaction IDs that should be selected. That is, enter as much as necessary to identify that group of transactions. There is no need to end the partial Transaction ID with the common \* wildcard.

## Setting Up a New Transaction Code

The following steps walk through the process of setting up a new transaction code. Establishing a new HTML for a transaction code is not covered because that requires a development effort. The point at which that new HTML is assigned to the new transaction code will, however, be pointed out.

1. Determine the transaction type that should have the new transaction code, and create a record on the Transaction Control page. It is often easy to select an existing transaction code to 'clone'. When records need to be created on the Transaction Control or other pages, then records for the original code are selected and copied, making any changes necessary before saving.

Note: Do not use the value "ALL" when creating a new transaction code because this is a special value reserved for Configure Page (DESIGNER) to represent global extensions.

2. At this point, the transaction code cannot be created in the application. To inform the application about the transaction code, an entry has to be added to Application Page Registration (APGS). It is on APGS in the Destination Page field where the new HTML will be associated with the new transaction code.
3. Should the transaction code be included in one or more business roles? If so, add a record for it to the Resource Target (RSRCTRGT) page. Then associate that system resource to the necessary business activities on the Business Role Association (BUSROLAS) page.
4. Run the Designer to XML Sync Process with the Generate Condition Metadata parameter set to Yes to add the transaction code as a condition so that the page extension specific to the transaction code can be recognized and used with Configure Page (DESIGNER). The job creates or updates the metadata file called conditions.xml, located at  
Custom/Extensions/ApplicationMetadata/metadata/<app>/sitemaintained/config/

Refer to the "Designer to XML Synchronization Process" run sheet in the *CGI Advantage Administration Utilities Run Sheet Guide* for more information.

5. Run the post\_cd process, followed by a bounce of the application. Note: The Enterprise Search Lite Indexer job is included as part of the post\_cd process.

Note: The Enterprise Search Lite Indexer job must be run after changes are made to any of the Application Page Registration (APGS or ERPAPGS) pages; in order for the changes to appear as part of the Global Search. The job only selects records that have the Searchable? check box selected. This process must also be run after making changes to the Business Role Configuration pages (Business Role, Business Process, Business Activities, Resource Target, Business Role Association, and User to Business Role Association).

6. Should the transaction code be included as a quick link for creation or searching, then add it to Quick Link (QUICKLNK).
7. Now, a user with administrator security rights can only create the transaction, so now add it to the Application Resources (SCR SRC) page. There it is placed into the applicable Security Group.
8. Was the transaction code setup with a Time Restriction of *Limited by Accounting Periods* or *Limited by Both* on Transaction Control (DCTRL)? If so, then entries will now have to be added to the Allowable Accounting Periods for Transaction Code (AAPDC) page for those accounting periods for which the transaction code can be processed.
9. Should the transaction code have the ability to be created with automatically generated transaction numbers? If so, then one or more entries will have to be added now to the Automatic Transaction Numbering (ADNT) page for the transaction code. This step would be mandatory if the Auto Numbering Required indication is *true* for the transaction code on Transaction Control.
10. Will this transaction have workflow rules? If so, then two batch jobs have to be executed in Financial to update the Administration application. The first of these is the Populate Transaction Codes job. The second is the Populate Workflow Meta Data job.

11. To setup a workflow rule, at least one field for the new transaction code must be identified on the Manage Approval Fields (IWF06) page. Once identified, the next step is to define one or more conditions on the Manage Approval Conditions (IWF07) page. Then with conditions, the actual workflow rules are established on the Approval Setup (IWF08) page.
12. Will this transaction code be created from a copy forward of another and will it be able to create another with a copy forward? What fields are copied and which are not are defined with an application coding effort. For a transaction code you have cloned, if there is a copy forward into it or from it then there will be code for the copy forward to function. If there isn't, or one of the existing ones does not perform as you would want, then a development effort would be needed to develop a new Transaction Sub Action. Once the appropriate sub action is known, then an entry for copy forward into and/or copy forward from would be added to the Transaction Copy Forward Control (DCFCTL) page.
13. Will this transaction code be referenced by another or will it reference others? If either, then you may have to enter one or more records on the Transaction Allowable References (DARF) page. If you created a transaction code that will fall into a DARF rule with the wildcard value of *ALL*, then you will not need an entry.
14. If the answer to the above was *Yes* then you may have to enter one or more tolerance rules if your intended reference type is anything other than Memo. Tolerances are entered on the System Tolerance (STOL), Fund Tolerance (FTOL), Department Tolerance (DEPTOL), or Transaction Code Tolerance (DTOL) pages.
15. If the transaction code added belongs to the Evaluation (EV), Requisition (RQ), Purchase Order (PO), Master Agreement (MA), Invoice (IN), Receiver (RC), Performance Evaluation (PE), Renewal (RN), Solicitation (SO), or Solicitation Response (SR) transaction type, then you will have to add an entry to the Procurement Transaction Control (PRDOC) page. One or more entries will have to be made to the Transactions tab of the Procurement Type (PRCUTYP) page, depending on the number of Procurement Types and Procurement States the new transaction code will be used in. At a minimum, the transaction code must be added to the Transactions tab for the Unclassified Procurement Type.
16. If the transaction code is not a budgeting transaction, will the transaction make budget updates? If your application lists transaction codes on the Required Budget (REQBUD) page, then the new one will have to be added there.
17. Will the transaction code be one that uses event types? If so, then you will need an entry for each event type for the transaction code on the Allowable Event Types for Transaction Code (AETDC) page. If you are creating new event types for the transaction code to use, then you will have to add records to the Allowable Event Types for Transaction Type (AETDT) page first.
18. When event types are used on the new transaction code, a record will have to be added to the Transaction Events tab of each profile and stage combination where activity is to be allowed with Budget Fiscal Year Staging. Some stages may even have multiple records.
19. The creation of a new transaction code in the Automatic Disbursement (AD), Manual Disbursement (MD), Disbursement Reclassification (DC), Receivable (RE), Collection Agency (CL), or Write Off (WO) will not require new entries on AP Event Type Cross Walk (APETXW), MD Default Event Type (MDDFEV), DC Event Type Cross Walk (DCXWLK), or Event Type Defaults (ETDFLT) unless new event types were also setup.
20. If any Combination Validation, Required Element, or Inference pages have been setup in the Chart of Accounts area where transaction code is a key field, then records may have to be added

to those pages as well. The Valid and Invalid Transaction Code and Object pages are two examples.

21. If the transaction code added is a clone of the Vendor Customer Creation (VCC), Vendor Customer Modification (VCM), Invoice (IN), or Stand-alone Invoice (IS) transaction codes, then you will have to add an entry to the Transaction Creation Action (CREAACTN) page if that clone is to be presented as a choice for users on the Transaction Create page. Note: The Populate Transaction Codes process should be run before adding a record to the page for a new cloned transaction.

## BFY Staging Configuration

Budget Fiscal Year Staging refers to the capability provided by CGI Advantage Financial to establish rules for when budget and accounting transactions with associated event types can be processed for a given budget fiscal year. During each Budget Fiscal Year (BFY), most State and Local Government entities have a variety of processing rules enforced through workflow that stipulate what types of transactions can process during different times (before, during and after the Fiscal Year equal to that Budget Year). . For example, rules can allow purchase order processing prior to the beginning of a budget fiscal year, while simultaneously prohibiting payment transactions.

The concept of staging starts with a BFY Staging Profile. A minimum of at least one profile for an implementation is required with multiple profiles when different entities within an application have different control needs or there will be Cost Accounting budget activity without a BFY (Structures 37 – 40 for example). Before discussing the functionality, a few terms need to be defined:

- A **profile** is a collection of BFY Staging rules that define what can happen in established segments of time. Examples of profile names would include: Single Year Appropriations, Continuing Appropriations, Multi Year Appropriations, and Cost Accounting Budgets.
- A **stage** is a segment of time defined to a profile. Each profile will have at least 1 stage with most having 6 or more stages. Examples of stage names would include: Establish Budget Balances, Begin the Procurement Process, Conduct Normal Processing, Conduct Normal Processing with Limits on Pre Encumbrances, User Community Year-End Processing, and Controller's Office Year End Processing.
- A **profile assignment** is the definition of a BFY and one or more Chart of Account codes that will use a profile. Not all assignments are at the individual COA code level because COA are not needed as the BFY is sufficient.

CGI Advantage Financial is delivered with four profiles with an assortment of stages defined for each as samples. One or more of the delivered profiles may meet your needs or meet them with only slight modifications. The addition of a new profile is certainly encouraged for each application site to match unique needs.

Staging lists those combinations of transaction codes and event types, along with several options controlling the combination that are valid. Not being listed in staging means that the activity is invalid. When editing against staging, all posting lines of a transaction must pass, including liquidation posting lines.

BFY Staging Configuration includes the following areas:

- [Setup](#)
- [Setup Hints](#)

- [Transaction Editing](#)
- [Cost Accounting Staging](#)

## Setup

The setup for BFY Staging Configuration is divided into the following areas:

- [BFY Stage COA Configuration](#)
- [BFY Staging Profile](#)
- [BFY Stage Definitions](#)

### BFY Stage COA Configuration

As the rules for when budget tracking spending, tracking revenues, or recording both types of accounting activity can vary, CGI Advantage provides the means to define the criteria for those rules. BFY Stage COA Configuration (BFYSTPFC) is a one-time configuration page where a financial administrator can optionally select 1, 2, or 3 criteria that will be used for Staging Profile Determination in addition to BFY. One record for each Type of Activity (*Balance Sheet Account, Revenue, Spending, and Non-Accounting*) pre-exists for this definition. In some cases, none of the three Criteria fields will be necessary and will be left blank. When COA are necessary, use the pick to choose a rollover or element from the listing available.

Data entry must not skip over a Criteria field. When defining values, if the criteria selected has multiple keys (for example, Department keys Major Program Group), enter those keys in the proper order. Keep in mind that the criteria selected will not apply to all profile assignments as the wildcard of ALL will be allowed so it is not used in system evaluation.

Please note that once profile assignment records have been entered, updates to the BFY Stage COA Configuration page cannot be made. In this event, the assignments must be deleted and added back after updates to the configuration page have been completed.

### BFY Staging Profile

The first of two multi-tab reference pages used to setup staging is the BFY Staging Profile (BYSTPF) page, which can also be accessed from the BFY Staging Profile Select (BYSTPFSL) search page. The page menu choice of *Stages* will transition you to the other of the two multi tab reference pages that is required setup after the definition of a Staging Profile and as many Stage Definitions as required for the profile.

Record menu actions of *View, Edit, and Copy* transition to the multi-tab view of the BFY Staging Profile page. The tabs are as follows:

- › Staging Profile

This tab defines the first of three levels of a profile.

Fields on the Staging Profile tab:

Field Name	Field Description
------------	-------------------

Profile ID	The unique identifier assigned to a profile.
Name	The descriptive name given to a profile.

> Stage Definition

This tab defines the second level of a profile, which are the individual stages within a profile. The assignment of dates to these stages will occur on the BFY Stage Definitions page discussed later.

Fields on the Stage Definition tab with those already defined with the profile omitted:

Field Name	Field Description
Stage	A system generated identifier for a stage within a profile.
Description	The descriptive name for a stage.

> Transaction Events

This tab defines the third level of a profile, which are the individual rules for transaction code and event type combinations that are allowed within the stage of the profile.

Fields on the Stage Definition tab with those already defined with the profile and stage omitted as well as common fields:

Field Name	Field Description
Transaction Code	The transaction code of the rule.
Event Type	The event type of the rule. The Allowable Event Types for Transaction Code (AETDC) page must have the combination defined first.
Fiscal Year / Budget FY	<p>One of four values selected that will define the relationship of Fiscal Year and Budget Fiscal Year:</p> <ul style="list-style-type: none"> <li>• <i>Posting FY must be BFY</i> – The most common choice for this rule.</li> <li>• <i>Posting FY must be greater than BFY</i> – A choice used only in stages that begin after the end of the fiscal year equal to the budget fiscal year.</li> <li>• <i>Posting FY must be less than BFY</i> – The only choice available if defining the combination to BFY 9999.</li> </ul>

Field Name	Field Description												
	<p>Otherwise, this choice may be used before the start date of the fiscal year equal to the budget fiscal year.</p> <ul style="list-style-type: none"> <li>• <i>Unrestricted</i> – A rare choice only used when all three of the previous choices should be available but the setup is to include only 1 record instead of 3.</li> </ul>												
Referencing	<p>One of three values selected that will define the referencing requirement:</p> <ul style="list-style-type: none"> <li>• <i>Required</i> - Reference Type of <i>Partial, Final, or Inverse</i> will only satisfy this setting. <i>Memo</i> does not as does no reference at all.</li> <li>• <i>Not Allowed</i> - Only a <i>Memo</i> reference or no reference at all satisfy this setting.</li> <li>• <i>Unrestricted</i></li> </ul> <p>A posting line that has a Line Function of <i>Liquidation</i> will not be evaluated against this rule for the Event Type and Transaction Code being liquidated. Budget transactions do not read this rule.</p> <p>Exercise care so that this rule does not conflict with Transaction Control or Event Type Requirements as all rules are evaluated equally.</p>												
Line Action	<p>One of three values selected that will define what is allowed as the Posting Amount:</p> <ul style="list-style-type: none"> <li>• <i>Increases Only</i></li> <li>• <i>Decreases Only</i></li> <li>• <i>Unrestricted</i></li> </ul> <p>Evaluation of this value uses the Account Type and Code Type fields defined on the non-offset Posting Code record. The following table details the interpretation of this rule. As budget transactions do not have posting lines but have an Increase/Decrease field, determination on those transactions is straightforward.</p> <table border="1" data-bbox="613 1577 1341 1845"> <thead> <tr> <th data-bbox="613 1577 764 1688">Code Type</th> <th data-bbox="764 1577 894 1688">Account Type</th> <th data-bbox="894 1577 1200 1688">Debit</th> <th data-bbox="1200 1577 1341 1688">Credit</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 1688 764 1766">Spending</td> <td data-bbox="764 1688 894 1766"></td> <td data-bbox="894 1688 1200 1766">Increase</td> <td data-bbox="1200 1688 1341 1766">Decrease</td> </tr> <tr> <td data-bbox="613 1766 764 1845">Revenue</td> <td data-bbox="764 1766 894 1845"></td> <td data-bbox="894 1766 1200 1845">Decrease</td> <td data-bbox="1200 1766 1341 1845">Increase</td> </tr> </tbody> </table>	Code Type	Account Type	Debit	Credit	Spending		Increase	Decrease	Revenue		Decrease	Increase
Code Type	Account Type	Debit	Credit										
Spending		Increase	Decrease										
Revenue		Decrease	Increase										

Field Name	Field Description			
	Balance Sheet Account	Asset	Increase	Decrease
	Balance Sheet Account	Liability	Decrease	Increase
	Balance Sheet Account	Equity	Decrease	Increase
	Balance Sheet Account	Asset Offset	Decrease	Increase
	None of the Above		Increase	Decrease
Liquidation Lines	When <i>true</i> , the staging rule will only apply to a liquidation posting line. For example, allowing the liquidation of a PRC with AP01 event type but new credit memo lines should not be allowed, setting this indication to <i>true</i> , would allow the liquidation and not the credit memo. The Line Action would be <i>Decreases Only</i> in this example.			

> Stages

This read-only tab displays each of the profile assignments by Type of Activity and Budget FY for the profile for review. The BFY Stage Definition page maintains these assignments.

**BFY Stage Definition**

The second multi-tab setup page for BFY Stage definition is BFY Stage Definition (BFYSTDF) page. After the definition of a profile and the stages within that profile, the assignment of the profile to each open budget fiscal year is necessary.

The page menu action of *Create* and the record menu actions of *View*, *Edit*, and *Copy* transition to the multi-tab view of the BFY Stage Definition page. The tabs are as follows:

> Profile Assignments



This page is the first of two levels of stage definition, assigning the profile to a budget fiscal year and the criteria as defined on the BFY Stage COA Configuration (BFYSTPFC). When a record is added successfully to this tab, a record is created for each stage defined for the profile on the next tab discussed - Stages.

Fields on the Profile Assignments tab are:

Field Name	Field Description
Budget FY	Budget FY is the criteria always used. 9999 should be used also if that unique Budget Fiscal Year is budgeted so that it appears on accounting transactions. It should also be used for the profile associated with cost accounting budgets that do not have a BFY present on them.
Type of Activity	The same four types of activity – <i>Spending, Revenue, Balance Sheet Account</i> and <i>Non-Accounting</i> – that correspond to the same for records on BFY Stage COA Configuration. The non-offset posting code on a posting line (or the single posting code for a budgeting event type) connects to this Type of Activity value based on the Code Type field defined on the Posting Code (PSCD) page.
Criteria 1, 2 & 3	If the corresponding field on BFY Stage COA Configuration record for the Type of Activity was used, this field is 'activated'. If not used, the field is protected. Configuration could be that all three criteria fields are protected, as the rule for what profile is used is based solely on Budget FY and Type of Activity.  Enter valid values on the respective criteria reference page. Invalid values will not issue an error; however, such a rule will never be used by successful transaction processing.
Profile ID	The profile assigned to the BFY and possibly one or more COA determinates.

› Stages

This tab is where each stage within a profile assignment gets a start and end date defined. A data entry feature exists on these pages that will determine a date on a previous or subsequent stage based on values entered on the middle stage. Edits also exist to prevent the creation of a gap between stages. Records are not manually inserted on this page as they are inserted automatically when a profile is assigned.

Fields on the Stages tab are as follows with those already defined from the Profile Assignments tab omitted.

Field Name	Field Description
Stage	This field displays one of the defined stages for the selected profile from the Profile Assignment record.
Criteria 1 – 3	Inferred and protected values for reference from the parent profile assignment record.
Stage	The system-assigned number for each stage in a profile.
Stage Start	The date defined to start the stage.
Stage End	The date defined to end the stage. If the stage is to extend indefinitely, then a date still has to be selected and should be well out into the future. This date of the last stage in a profile can always be adjusted later without impacting other stages or any system assurance jobs.
Accounts Payable Period	<p>This field is used to define a stage as the Accounts Payable (A/P) Period, that time where prior BFY items can be entered in the subsequent FY. The field also defines stages as before or after that same period. Options include <i>Before</i>, <i>During</i>, <i>After</i>, and <i>Not Applicable</i>.</p> <p>Setting of this field enables special logic for during and after that Accounts Payable period to allow the liquidation lines to use a prior fiscal year and prior accounting period and the non liquidation lines to use a current fiscal year and accounting period. Modifications to a transaction that was created during the Accounts Payable Period and is within the same Accounts Payable Period will post in the same manner.</p> <p>If such logic should not be used, all periods should be set to <i>Not Applicable</i>. This special logic does not apply when the BFY is 9999 for an accounting line.</p> <p>When set to <i>During</i>, logic will be invoked for how a new request for payment (PR and ABS transaction types only) will have the FY and APD set on liquidation lines. Those two values will come from the Accounts Payable FY and APD parameters on Application Parameters (APPCTRL). The FY and APD on the Accounting Line will be used for all non-liquidation posting lines.</p> <p>When the field is set to <i>After</i>, logic will be invoked for modification decrease and cancellation versions of the transaction to set the Posting Amount on liquidation posting lines to zero (leaving the encumbrance closed) while allowing for the reversal of Accrued Expenditure to take place in the current FY and prior BFY. The</p>

Field Name	Field Description
	<p>system also updates the Outyear Adjustment Amount on the referenced encumbrance posting line.</p> <p>For more information on Accounts Payable Period, refer to the <i>CGI Advantage Accounts Payable User Guide</i> under the "Cross Year Payment Request" topic.</p>

› Transaction Events

This page is the third of three tabs. Data entry is not supported on this tab; however, it does allow for browsing of the various rules defined for the selected profile and stage.

## Setup Hints

1. The hierarchical nature of the setup tables means that deletion of a stage will have to start with the Transaction Events page, then the Stages page, and then the Stage Definition page.
2. Adjusting the dates of a stage or inserting a new stage between existing ones will mean adjusting dates for all stages after the adjusted or new one. This is because of the edits preventing any gaps between stages.
3. Always keep in mind the liquidation posting lines or that activity will be prohibited while the referencing activity is allowed. For example, a stage allows the entry of new and increases to existing payment requests, but prohibits the entry of new or increases to encumbrances. That stage will have to allow decreases to encumbrances if the payment requests are to be allowed to reference and liquidate encumbrances in that stage.
4. Care should be exercised in prohibiting and requiring references with BFY Staging because the Transaction Control and the Event Type Requirements tables both have referencing rules that may be contrary to staging if not considered.
5. If there are entities that do not want any BFY Staging control (that is. funds, departments, and so forth), then a profile should be developed for them that contains just one stage. That stage should have a very large date range and contain all transaction event type combinations required.
6. If there are multi-year budget lines where the BFY will be 9999 on accounting transactions that update the budget lines, then a profile will be needed for activity against those budget lines. When defining transaction and event type combinations, the AFY versus BFY rule will always be *Posting FY must be less than BFY*.
7. When starting to map out a custom profile or adjust a delivered one, it is best to construct a timeline of activities allowed that are in accounting terms (such as encumbrances, expenditures, collected revenue, and so forth) and not be concerned yet with event types and transaction codes. That type of information will come once the timeline is completed by finding the event types that will perform the types of accounting and then the transaction codes that will be allowed to use those event types.
8. Two event type situations will prevent the use of the Line Action Rule, resulting in the field always having to be set to Unrestricted. The first is an event type that does not have an offset posting code in a posting pair with two posting codes defined (PR01 for example). The other is an event

type that creates multiple posting pairs where the non-offset posting codes in each is being debited in one pair and credited in another (DI01 for example). In both situations, posting lines will be created that are both increasing and decreasing.

9. Certain event types are delivered where the non-offset posting code is being debited with a positive accounting line amount. Many event types are like this, but only those where the debit posting code is a liability, equity, or asset offset present an issue. The fact that these are debited with a positive accounting line amount mean that they are decreasing that non-offset account. Event type AP17 - Payout of a Liability Account is one such event type as the liability posting code A015 is debited with a positive accounting line. Positive accounting lines are often thought of as increases, which makes this event type seem backwards. In the case of these event types, to allow only positive accounting line, the Line Action would have to be Decreases Only. To allow only liquidations would require the Line Action to be Increases Only.
10. If a site wishes to control event types mentioned in #8 above, or setup event types in #9 in the same manner as other event types, the Debit and Credit Offset flags on the Event Type table should be changed from what is delivered. For AP17, if A015 were changed to be the offset and D001 changed to be a non-offset, setup to allow liquidations only could be done with a Line Action of Decreases Only because when being liquidated, D001 would be debited, which is a decrease. To allow control of DI01, the offset flag values for posting pairs C, D, E, G, and H would have to be switched. The alternative is to always allow overrides of the BFY Staging error in these cases by responsible individuals when the frequency of the event does not warrant the changes.

## Transaction Editing

The budget lines of budget transactions and the posting lines of accounting transactions are always edited against BFY Staging. To depict how this editing occurs, the following step-by-step listing has been provided:

1. Determine the Code Type of the non-offset posting code used for the budget line or on each posting line generated for an accounting line by looking up the posting code on the Posting Code page.
  2. Now that the Code Type (or Type of Activity) it is determined, if the Spending, Revenue, Balance Sheet Account, or Non-Accounting Profile Assignment page is to be read, the BFY and Chart of Account values on the budget line or posting line are used to determine what profile is to be used.
  3. If a profile cannot be determined, error A2077 is issued.
  4. When a profile can be determined, then the stage in that profile is determined by taking the Transaction Record Date and finding what stage it falls into on the Stages page. When no Transaction Record Date is entered on a transaction, the Application Date on the Application Control page is used because that value has been inferred to the transaction.
  5. If a stage cannot be determined, error A2078 is issued.
  6. With a profile and a stage, then the Transaction Events page is read for all posting lines or budget lines. Details on how each field on this page is read were described earlier in the Transaction Events page.
  7. If what is on the posting line or budget line is not allowed, error A2079 is issued.
- > More Info

Three controls on the Transaction Control page have a direct interaction with BFY Staging. The first is the Override of BFY Staging Allowed indication. When this indication is *true* for a transaction code, then BFY Staging errors will be issued as overrideable instead of as reject errors. The override level will depend on the Override Level established for the error code on the Message page.

The second and third controls on the Transaction Control page are the Future Transaction Date Allowed and Past Transaction Date Allowed indications. When either of these are allowed for a transaction code, then a user can manually enter a date on the transaction code to fall within a stage that has already passed or has not arrived yet according to the Application Date.

## Cost Accounting Staging

In addition to the functionality provided by Budget Fiscal Year Staging, there is also staging associated with cost accounting that is referred to as Cost Accounting Staging. The Cost Accounting Staging is used when a transaction accounting line uses a Major Program setup to use staging as defined on the Major Program page. Cost Accounting Staging is edited in the application in addition to the BFY Staging. More details on Cost Accounting Staging can be found in the *CGI Advantage - Cost Accounting User Guide*.

## Journal and Ledger Configuration

Advantage Financial is delivered with a number of journals and ledgers. Both are historical records of transaction activity, but just at different levels of detail.

This topic covers the following areas:

- [Journal/Ledger Control](#)
- [Implementation Concerns](#)

To view a list of all journals and ledgers delivered with CGI Advantage Financial, refer to the "[Journals and Ledgers](#)" topic in this user guide. To view a list of the journal and ledger inquiries, refer to the "[Inquiries](#)" topic in this user guide.

## Journal/Ledger Control

Historical trails and summarizations of transaction data is the most important output of any financial application. CGI Advantage Financial is delivered with a large set of journals to record transaction details and ledgers to record summarized details. The Journal/Ledger Control Detail (JLCTRL) page supports the use and options of historical data sources. This is not a setup page where records are added. Updates are made to tailor a small subset of records before any transaction processing occurs. Updates after that point are rare and often require a rebuilding effort.

As historical stores of information, journals and ledgers will grow very large over time. An archive process is available to remove a year's worth of records from most journals and ledgers. The following journals can be archived: Accounting, Cash, Cost Accounting, BFY Not Equal FY, and the 1099 journal. Any ledger can be archived as long as it contains Fiscal Year or Budget Fiscal Year in the summarization criteria.

How many years of data are retained in the online application is a function of policy as well as one of technical limitations. There are only a couple of rules for archiving journal or ledger data in the application that must be followed:

1. A year cannot be archived from a journal or ledger if the Closing Process Run value for that year on the Fiscal Year (FY) page is not set to true.
2. A ledger marked as System Assurance 01 or System Assurance 02 (detailed later) cannot be archived for a year if that year has not already been pre-archived by that systems assurance process.
3. A journal marked as System Assurance 09 (detailed later) cannot be archived for a year if that year has not already been pre-archived by that systems assurance process.
4. A ledger cannot be archived for a year if the Source Journal for that ledger has not also been archived for that year. This means that the application can retain summary data for past years while allowing the archival of the detail data (journals) for those past years.

The fields on the Journal/Ledger Control Detail (JLCTRL) are as follows:

> General Information

Field Name	Field Description
Journal/Ledger ID	The system generated identification number for a journal or ledger. The Unique Numbers page contains a R_JRNL_LDGR_CTRL entry that assigns these ID values. Many batch jobs within the application use this ID as a means of specifying a journal or ledger to use as input or to be output.
Name	Each journal and ledger requires a name to be used for identification and reporting purposes that can be up to 60 characters/digits in length. This name should match the Description field on the Application Page Registration and the caption at the top of the online inquiry page for the journal or ledger for consistency.
Short Name	Each journal and ledger requires a short name to be used for identification and reporting purposes that can be up to 15 characters/digits in length.
Type of File	Records on must be defined as either a <i>Journal</i> or a <i>Ledger</i> with the selection of a value in this field. The field should not be changed from what is delivered.
Active	When <i>true</i> , the journal or ledger is active and should be considered for updating. Those ledgers and journals that are not needed should be set to <i>false</i> .

Field Name	Field Description
Posting Code Types for Selection	<p>Records get to journals in one of three ways:</p> <ul style="list-style-type: none"> <li>• Posting Code Selection: Fields exist on the Posting Code table to identify a posting code as <i>Accounting</i>, <i>1099</i>, <i>Fixed Assets</i>, or <i>Cash</i>. Those same values are represented in this field along with the value of <i>All</i>.</li> <li>• Certain Posting Line Data: Some journals only accept records with certain data. Several indications exist where the label contains the word <i>Specific</i>. When selected, a journal will accept records with that data condition. More on those fields below.</li> <li>• Transaction Component: Some journals are updated directly from transactions. These journals do not use posting lines as their source and thus do not contain accounting information. The Budget, Commodity, and Fixed Asset Component Journals are examples of this type. Changing settings for these journals is not advisable as the journal pages are specifically designed to hold this information, which is different than information in the Posting Line Catalog.</li> </ul>
Journal/Ledger Data Object Name	<p>Each journal and ledger must be associated with a data object (database table) so that batch programs will know where to read from or write to when processing. Those batch jobs that do not use the Journal/Ledger ID for identification will also use this Data Object Name.</p>
Description	<p>Each journal and ledger has an optional description field available for informational purposes.</p>
Available for Archive	<p>When <i>true</i>, the journal and ledger can be archived unless it is an exception stated in the Journal/Ledger Archive Process.</p>
Cost Accounting Specific	<p>The journal that is to contain records where a Program code was used on the posting line should have this indication selected. Journal posting will write out posting lines to this table as long as a Program code exists, no matter what the posting code. The Cost Accounting Journal (JCA) is delivered as the intended journal for this purpose.</p>
Commodity Specific	<p>The journal that is to contain all commodity lines from accepted transactions with commodity lines should have this indication <i>true</i>. Those transaction types include the CI, IA, IN, MA, OC, PO, PR, RC, RQ, SRQ, SN, SO, SR, TI, TR and TRVL. This</p>

Field Name	Field Description
	indication is for informational purposes as updates to this journal occur at the transaction level and not with the Journal Posting Engine.
Internal Specific	The journal that is to contain all posting lines where the Internal Fund is populated should have this indication as <i>true</i> . The Internal Journal (JINT) is delivered as the intended journal for this purpose.
BFY Not Equal FY Specific	The journal that is to contain all posting lines where the Budget Fiscal Year does not equal the Fiscal Year is populated should have this indication as <i>true</i> . The BFY Not Equal FY Journal (JBFYNTFY) is delivered as the intended journal for this purpose.
Fixed Asset Specific	The journal that is to contain all posting lines where the fixed asset number is populated should have this indication as <i>true</i> . The Fixed Asset Accounting Journal (JFAAJ) is delivered as the intended journal for this purpose.
Component Specific	The journal that is to contain all Component tab lines from accepted Fixed Asset transactions is the Fixed Asset Component Journal (JFACJ). It should be the only journal with this indication as <i>true</i> .
Budget Specific	The journal that is to contain all Budget Level tab lines from accepted Budget transactions is the Budget Journal (JBUD). It should be the only journal with this indication as <i>true</i> .
System Assurance 01	When <i>true</i> , this ledger must be used for System Assurance 01.
System Assurance 02	When <i>true</i> , the ledger must be used for system Assurance 02.
System Assurance 09	When true, this journal must be used for System Assurance 09.
Journal To Summarize From	Ledgers require an entry in this field to define the journal that is to be used as input for summarization.
Journal To Summarize From Name	The inferred Short Name associated with the journal selected in the Journal to Summarize From field.



Field Name	Field Description
Journal Data Object To Summarize From	The Journal/Ledger Data Object Name for the ID entered in the Journal To Summarize From field is inferred to this display only field for informational purposes.
Transaction Category Transaction Type Transaction Code	When <i>true</i> , a ledger will retain this type of transaction information.
Transaction Record Date Posted Date	When <i>true</i> , a ledger will retain this type of date. Only the Accounting Journal and the Cost Accounting Journal contain a Posting Date field, so those two journals are the only choices for Source Journal when setting up a ledger based on Posted Date.
Budget Fiscal Year Fiscal Year Accounting Period Fiscal Quarter	When <i>true</i> , a ledger will retain this type of time period information.
Bank Account	When <i>true</i> , a ledger will retain Bank.
Event Category Event Type Posting Pair	When <i>true</i> , a ledger will retain this type of accounting information.
Fixed Asset Type	When <i>true</i> , a ledger will retain Fixed Asset Type and is only allowed for a Fixed Asset Ledger.
Fixed Asset Number	<p>This field defines the level of summarization for the Fixed Asset Number that is only allowed for a Fixed Asset Ledger. All other ledgers should have <i>Do Not Keep Any</i>. For the Fixed Asset Ledger(s) one of the following values is selected:</p> <ul style="list-style-type: none"> <li>• <i>Fixed Asset Number</i> – Ledger records are summarized on the Fixed Asset Number.</li> <li>• <i>Fixed Asset Component Number</i> - Ledger records are summarized on the unique combination of Fixed Asset Number and Fixed Asset Component Number.</li> </ul>

Field Name	Field Description
Posting Code	Defaults to <i>true</i> .
BS (Balance Sheet) Account Type	Defaults to <i>true</i> .
Real Account Level	<p>When the Ledger Engine is creating a record or writing to an existing record where the BS Account Type is not blank (record is an <i>Asset, Liability, Equity, or Contra Asset</i>), the value in this field instructs the job to either summarize the record down to the settings in the Fund and BS Account fields (described below) or to summarize the record like all other records using all COA settings. A setting of <i>Fund</i> and <i>BSA levels</i>, will instruct the job to use just those COA rules. A setting of <i>All Levels</i> will use all COA settings.</p> <p>Choosing the <i>Fund</i> and <i>BSA Levels</i> will create a ledger that is much smaller than <i>All Levels</i>. However, such a ledger is limited in details it can provide for real accounts (<i>Assets, Liabilities, Equities, and Contra Assets</i>).</p> <p>Any ledger used to assure a budget structure where activity is tracked that is balance sheet and budgetary (unearned revenue for example) should have a Real Account Level setting of <i>All Levels</i>.</p>
Chart of Account (COA) Rules	<p>All COA fields are listed with drop-down listings containing the same types of choices. When choosing COA to retain on a ledger that is keyed by another COA, it is critical to keep all key COA values. For example, if Activity is retained, then Department must also be retained.</p> <ul style="list-style-type: none"> <li>• <i>Do Not Keep</i> - When no information on the COA element, any sub, or any rollup of the element is desired in the ledger, then this choice is made. This is the default value.</li> <li>• <i>Keep All</i> - When all information on the COA element and sub along with the historical rollups is desired in the ledger, then this choice is made.</li> <li>• <i>COA Element</i> - When the primary COA element should be retained, then this choice is made. An example would be Object.</li> <li>• <i>Sub COA Element</i> - When the sub COA element should be retained, then this choice is made. An example would be Sub Object. In choosing this option, both the primary and the sub element are retained.</li> </ul>

Field Name	Field Description
	<i>Rollups</i> - When a certain rollup should be retained, then this choice is made. An example would be Object Class. The selection of 2 rollup values is not possible, but to retain 2 or more rollups, the <i>Keep All</i> selection should be made.
IG Department IG Fund	In the rare event there will be an internal ledger, these two fields will ensure the necessary information from 'the other party' in an internal event is retained with entries for the primary party. <i>Do Not Keep</i> is the most likely value for this IG (Inter Governmental) fields.
Stage Profile	In the rare event that this information should be retained in a Cost Accounting ledger, this field will ensure that occurs. <i>Do Not Keep</i> is the likely value.
SA01 Pre-Archive Year	The Systems Assurance 01 process in pre-archive mode populates this field with the year archived.
SA02 Pre-Archive Year	The Systems Assurance 02 process in pre-archive mode populates this field with the year archived.
SA09 Pre-Archive Year	The Systems Assurance 09 process in pre-archive mode populates this field with the year archived.
Last Archive Year	This Journal / Ledger Archive Process populates this field with the last year archived.
Fund Filter	When desired, a selection of a value in this field will enable a ledger to contain only information for the code in the Fund Filter Value field, which should be valid on the Fund Filter choice.
Fund Filter Value	When the Fund Filter field contains a fund code.
Organizational Filter	When desired, a selection of a value in this field will enable a ledger to contain only information for the code in the Org Filter Value 1 and Org Filter 2 fields. Valid values are <i>Government Branch, Cabinet, Department, Division, District, Bureau, Tab, Group, and Unit</i> . <i>Sub Unit</i> should not be selected.
Org Filter Value 1	When the Org Filter field contains a value of <i>Government Branch, Cabinet, Department, Division, District, Bureau, Tab, Group, Unit, or Sub Unit</i> , this field requires a value. If Organizational Filter is <i>Government Branch, Cabinet,</i>

Field Name	Field Description
	<i>Department</i> then this field will contain a code for the respective organizational level. If <i>Division, District, Bureau, Tab, Group, or Unit</i> then this field will contain a Department code.
Org Filter Value 2	When the Org Filter field contains a value of <i>Division, District, Bureau, Tab, Group, Unit, or Sub Unit</i> then this field will contain a code for the respective organizational level.

## Implementation Concerns

Setup of ledger summarization should be considered in the analysis stages before going live. The exact number of ledgers and what data they should retain is a serious task that should thoroughly be evaluated before going live. Having an appropriate number of ledgers is also a consideration because the more ledgers that are used, the longer ledger posting will take and the longer certain systems assurance jobs will take. Although the ability to rebuild or turn a ledger on in the future does exist, these processes can take a long time in terms of system processing.

Online inquiry pages for journals and ledgers contain a standard look, with only minor deviations for the grid, scalar tab, and searchable fields. If certain COA elements are more important in an application than those shown in the searchable list of fields or in the grid tab (ledgers only), then adjustments should be made for that application to use those fields which are relevant. Balancing the addition of new search fields with performance and new grid fields with horizontal real estate are tasks associated with changing the inquiry pages.

### > Initial Setup

Ledgers within CGI Advantage Financial provide online inquiry and availability for batch program and report input. However, a financial application coupled with a data warehouse presents a decision point when setting up ledgers. (Is the use of this ledger better satisfied by the warehouse?) Ledgers for online inquiry or online reporting only are often those where this question applies. Should the online application contain the weight of an additional ledger or should the data warehouse be used. The weight of a ledger would include the number of records in the ledger table, the number of records in the Journal/Ledger Crosswalk page, time taken to run systems assurance jobs against the ledger, time taken for the Ledger Engine to post to the ledger, time and space taken to back up the online application, and application resources used to query the ledger online.

Ledgers with another purpose than just online inquiry, such as online batch jobs cannot be replaced by a data warehouse. These must exist within the financial application. The question then becomes How many ledgers defined with targeted summarization options to enhance the performance of a specific batch job should exist? If more time is spent in posting to and assuring those ledgers than is gained by performance gains in a specific batch job, then additional ledgers are not cost effective when it comes to processing time.

Deactivation of a journal or ledger that is not to be used initially is an advisable step for performance tuning, while keeping in mind that if at a later date the journal or ledger is

needed that a rebuild will have to be done. Rebuilds can take some time to process, even when multiple threads are run, if a large amount of activity has occurred.

Every possible ledger field cannot be retained on a ledger because of a technical limitation in the concatenation fields that identify a record to the application. There are three of these fields and each can contain only 254 characters, giving a total of 762 characters. Therefore, the maximum length of all fields established on the JLCTRL page for summarization cannot exceed 762, keeping in mind that between each field, 1 character is used for the separator of (^).

> **Changes after Use**

Changes to records on the JLCTRL page will require the application to be recycled (bounced) in order for the changes to take effect. Those fields that should never be changed are identified as such in the field help given in the Configuration tab. To change a summarization field for a ledger requires that no records exist in that ledger. When such a need occurs for a ledger currently in use, the ledger will have to be purged, the JLCTRL page updated, the application bounced, and then the Rebuild Ledger batch process started. However, if the ledger has been de-activated and contains no previous records, the purge step does not have to be performed.

- Automated Bank Account Transfer (ABAT) Process
- Ledgerization Process
- Overhead Rate Process (in 3.7 and later)
- Program Asset Generation
- Rebuild Ledger
- Reimbursement Selection & Calculation
- Systems Assurance 03 Debits Equal Credits
- Systems Assurance 07 Journal/Ledger Cross Reference Page
- Systems Assurance 09 Customer Account vs. Journal and Posting Line Catalog

> **More Info on GAPS**

Process-specific gaps occur in the scenario where a job is run during the processing day or at any time when the VLSes still have some Journal Record Numbers grabbed but not used.

Returning to the example from earlier, (where one VLS is posting 24-33, the next is 34-43, etc.) assume that the sequential Journal postings are as follows:

Journal Record Number	Source
24	VLS 1

Journal Record Number	Source
25	VLS 1
34	VLS 2
35	VLS 2
36	VLS 2
37	VLS 2
26	VLS 1
27	VLS 1
44	VLS 3
45	VLS 3
38	VLS 2
39	VLS 2

At this point, each VLS still has some numbers grabbed. VLS 1 still has 28-33, VLS 2 has 40-43, and VLS 3 has 46-53.

Assume that Ledgerization is run at this point in time. Ledgerization would find and log gaps to the JLOG table for the following ranges:

JLOG Process ID	Status	Begin Record	End Record
LDGRPOST	Gap Found	27	33
LDGRPOST	Gap Found	39	43
LDGRPOST	Gap Found	45	53

In addition, the Ledgerization process posts a record to mark where it started and finished. There are gaps within this range, which are marked by the

above Gap Found records; the combination of the Gap and Final records tells the full story about which records were processed and which were not.

JLOG Process ID	Status	Begin Record	End Record
LDGRPOST	Final	24	53

Now, processing continues on the VLSes to post to the Journals. These additional records are posted:

Journal Record Number	Source
28	VLS 1
29	VLS 1
30	VLS 1
31	VLS 1
32	VLS 1
33	VLS 1
40	VLS 2
41	VLS 2
42	VLS 2
43	VLS 2

At this point, there are no Journal Gaps from an overall perspective, because the Journal record numbers are continuous from 24-45. However, when the Ledgerization process runs again, it needs to know which records it already processed so that it does not process the same records twice. Also, the Ledgerization process needs to process the new records since its last run (28-33 and 40-43), even though these have a lower record number than the last record processed. The processes use the JLOG Gap Found records to identify where the gap ranges were and to look for new activity that has posted in what was previously a gap.

The example above shows a scenario where records are created in what was previously a gap. In this scenario, the records were created because VLSes still had reserved blocks of numbers that had not been used. This is the most common reason. Generally, if VLSes restart once a night (this is typical, at the end of the nightly cycle) gap records will be minimized.

Gaps are acceptable on the Journals and the processes mentioned above all automatically search gaps with each run. However, for proper maintenance, there are two suggested processes that should be run regularly: Identify and Archive Stale Gaps and the Ledgerization process in Process Logged Gaps Mode. Both of these processes are described in more detail in the Run Sheets.



## Advanced - Batch Processing

The Financial Administration area has many batch and chain jobs. Please refer to the appropriate section below for a list of all batch and chain jobs. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage General Accounting Run Sheets Guide* or other guide as indicated by the Batch Catalog Section column in the following sections.

- [Batch Jobs](#)
- [Chain Jobs](#)
- [Report Jobs](#)

### Batch Jobs

The jobs are listed alphabetically in the table below and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *CGI Advantage General Accounting Run Sheets*, *CGI Advantage Financial - Utilities Run Sheets*, *CGI Advantage Financial - Accounts Payable Run Sheets*, *CGI Advantage Financial - System Assurance Run Sheets*, and *CGI Advantage Financial - Administration Utilities Run Sheets*. (Note: The Posting run sheets are located in the CGI Advantage General Accounting Run Sheets guide.)

Job Name	Description	Batch Catalog Section
Automatic Transaction Correction	This job uses the Automatic Transaction Correction Page (ADCP) to select accounting lines on draft transactions using the left-hand column of criteria and make changes to the accounting line with right-hand column values. The intended use is to fix certain accounting line errors on a group of rejected transactions.	Utilities
Bank Account Balance (ABAL)	The ABAL job updates the Bank Account Balance (ABAL) page with a day's worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits.	General Accounting
Begin Day	The Begin Day job increments the Application Date forward to signify the completion of a nightly cycle.	Utilities
Cash and Fund Balance Sync	The Cash and Fund Balance Sync job synchronizes the data involved with Cash and Fund Balance tracking with data	General Accounting

Job Name	Description	Batch Catalog Section
	recorded from transaction processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic effort.	
Annual Financial Reporting Data Load	The Annual Financial Reporting Data Load job reads the setup on the various Statement setup pages and the input sources defined in that setup to populate tables that are used in the generation of the Annual Comprehensive Financial Reports and the supplementary reports. The process can also generate other types of financial reports other than those related to ACFR.	General Accounting
Identify and Archive Stale Gaps	The Identify and Archive Stale Gaps job performs maintenance on the Journal Log (JLOG) gap records created by those batch & chain jobs that track progress through a journal. When such journal tracking encounters a range of records that are not on the journal, it is logged as a gap for later review. After a period of time, these gap records can be marked as stale so processing will not read them. Eventually the records are archived with this same job.	Posting
Journal Engine	The Journal Engine journalizes posting lines which have not been journalized and are marked as 'ready for posting' either from the Journal Posting Initiator job or from normal transaction processing with Real Time Journal Posting turned off.	Posting
Journal Posting Initiator	The Journal Posting Initiator is used in conjunction with the Asynchronous Posting setting on the Transaction Control (DCTRL) page. This job marks those posting lines created from asynchronous posting as 'ready for posting.'	Accounts Payable
Journal Rebuild	The Journal Rebuild job clears out and rebuilds a journal or populates a journal that has not been active.	Posting
Ledger Engine	The Ledger Engine ledgerizes journal records. The job is also used when rebuilding	Posting

Job Name	Description	Batch Catalog Section
	a ledger after running the Rebuild Ledger batch job.	
Multi Process Disb Journal Posting	The Multi Process Disbursement Journal Posting is used in conjunction with the Asynchronous Posting setting on the Transaction Control (DCTRL) page for the Auto Disbursement transaction codes. The job performs the same tasks as the Journal Posting Initiator and then spawns multiple Journal Engine jobs to post all of the selected automatic disbursements.	Accounts Payable
Partial Transaction Ledger Engine	This job handles such a rare scenario that, ideally, it should never have to be used. It is used when an instance of the Ledger Engine failed to write out all the journal records for a transaction to all the ledgers built from that journal. If this partial ledgerization scenario takes place, it was most likely due to some unusual situation. The functional and technical recommendation for this outcome is to rebuild the ledger(s) affected, so as to ensure that Journal Record(s) are neither missed nor double counted. In the case where rebuilding of the ledgers is not feasible then this Partial Transaction Ledger Engine job can be utilized.	General Accounting
Populate Transaction Codes	When a new transaction code is setup, the Populate Transaction Codes job registers that code in the Administration application for workflow purposes.	Admin Utilities
Populate FY Beginning Balance	This job ledgerizes journal records from Annual Close.	General Accounting
Rebuild BBAL	The Rebuild BBAL synchronizes data involved with Balance Sheet Account Balance tracking with data recorded from transaction processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic effort.	General Accounting
Rebuild Ledger	The Rebuild Ledger job prepares the application for a Ledger Engine in rebuild	Posting

Job Name	Description	Batch Catalog Section
	mode to rebuild a ledger or populate one for the first time.	
SA01 Pre Processor	The SA01 Pre Processor job prepares the application for a System Assurance 1 run to assure budget line amounts updated directly by accounting transactions. It is run as part of the System Assurance 1 chain or independently as part of a job scheduler before running any System Assurance 1 batch jobs.	System Assurance
SA02 Pre Processor	The SA02 Pre Processor job prepares the application for a System Assurance 2 run to assure the Accounting Control Pages: ITD Balance Sheet Detail, Cash Balance Detail, and Fund Balance Detail. It is run as part of the System Assurance 2 chain or independently as part of a job scheduler before running any System Assurance 2 batch jobs.	System Assurance
System Assurance 1	The System Assurance 1 job takes input ledger and journal records and posts them to a 'shadow' table for later validation of the accounting amounts found on budget lines by the System Assurance 1 Report job. It is run as part of the System Assurance 1 chain or independently as part of a job scheduler before running any SA01 Report job.	System Assurance
System Assurance 2	The System Assurance 2 job takes input ledger and journal records and posts them to a 'shadow' table for later validation of accounting control pages by the System Assurance 2 Report job. It is run as part of the System Assurance 2 chain or independently as part of a job scheduler before running any SA02 Report job.	System Assurance
System Assurance 3	The System Assurance 3 job ensures total debits equal total credits for a journal or ledger.	System Assurance
System Assurance 4	The System Assurance 4 job is the first of two assurance jobs for disbursement	System Assurance

Job Name	Description	Batch Catalog Section
	requests. This job performs an assurance from the Disbursement Request data to payment-requesting transactions.	
System Assurance 5	The System Assurance 5 job is the second of two assurance jobs for disbursement requests. This job performs an assurance from payment-requesting transactions to the Disbursement Request data.	System Assurance
System Assurance 6	The System Assurance 6 job assures consistency of data (transaction phase, function, and status) across the various components of a transaction. The job also assures the journal posting indication of any posting lines.	System Assurance
System Assurance 7	The System Assurance 7 job ensures all source journal records have been summarized into a ledger.	System Assurance
System Assurance 8	The System Assurance 8 job ensures the amount of a ledger record equals the sum of journal records logged to the ledger record on the Journal Ledger Crosswalk page.	System Assurance
System Assurance 9	The System Assurance 9 job ensures amounts updated by transaction processing on the Customer Account Information matches what is recorded in the Accounting Journal.	System Assurance
System Assurance 10	When an expense and a revenue budget structure are linked, the System Assurance 10 job ensures that links established are in sync between the revenue and the expense budget lines.	System Assurance
System Assurance 11	The System Assurance 11 job ensures those budget line amounts updated by budget transaction processing matches what is recorded in the Budget Journal.	System Assurance
SA12 Pre Processor	The SA12 Pre Processor job prepares the application for a System Assurance 12 run to	System Assurance

Job Name	Description	Batch Catalog Section
	assure budget line constraint amount records are in sync with budget lines. It is run as part of the System Assurance 12 chain or independently as part of a job scheduler before running any System Assurance 12 Update batch jobs.	
SA12 Update	The SA12 Update job takes active budget controls and calculates them from budget line data on a 'shadow' table for later validation against the Budget Constraint Amount table by the SA12 Report job.	System Assurance
SA13 Out of Sync differences between Financial and VSS	When Vendor Self Service (VSS) is used, SA 13 is used to report on all out of sync differences between Financial and VSS tables.	System Assurance
System Assurance 15	The System Assurance 15 job ensures open accounting line amounts match the corresponding budget line amount. When there is not a match, the job will accumulate all journal postings by and against the accounting line for evaluation.	System Assurance
System Assurance 16	The System Assurance 16 job evaluates all processed transactions to see if a posting line is missing.	System Assurance

## Chain Jobs

The jobs are listed alphabetically in the table below and the last column indicates the location in the Batch Catalog. Click the appropriate name in the Chain Job Name column to learn more about each job. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *CGI Advantage Financial - General Accounting Run Sheets*, *CGI Advantage Financial - Utilities Run Sheets*, *CGI Advantage Financial - System Assurance Run Sheets*, and *CGI Advantage Financial - Administration Utilities Run Sheets*.

Job Name	Description	Batch Catalog Section
<a href="#">Annual Close</a>	The Annual Close chain facilitates the movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year. Journal Vouchers are created to	General Accounting

Job Name	Description	Batch Catalog Section
	close out a year in Accounting Period 99 and establish balances in the subsequent year in Accounting Period 0.	
Clearing Account Maintenance	The Clearing Accounting Maintenance chain facilitates the clearing of Due To and Due From accounts through Cash with a Journal Voucher.	General Accounting
Future Transaction Trigger	The Future Transaction Trigger (FDT) chain creates all transactions set to be triggered (reoccurring, reversals, and reclassifications).	Utilities
Journal Ledger Archiving	The Journal Ledger Archiving chain facilitates the archival of records from many types of journals and ledgers to maintain a production environment of a manageable size.	Utilities
Matured Investment Process	The Matured Investment Process chain selects records from the Investment Activity Journal (INVACTV) that have a Maturity Date less than or equal to the current date and generates an investment (INVEST) transaction to record the sale or redemption of the investment.	Investment
New Year Table Initialization (NYTI)	The New Year Table Initialization (NYTI for short) populates many reference pages with a new year's worth of records based on a previous year.	Utilities
Pre Annual Close Sweep	The Pre Annual Close Sweep chain reads a specified input ledger (e.g. LDGR_FYDAD) for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. To perform that sweep, the chain creates Journal Voucher (JV) transactions. Only one instance of the chain can be running at any given time.	General Accounting
System Assurance 1	The System Assurance 1 chain compares activity recorded in an input ledger, journal,	System Assurance

Job Name	Description	Batch Catalog Section
	and posting line catalog with the budget line amounts updated directly by accounting transactions. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	
System Assurance 2	The System Assurance 2 chain compares activity recorded in an input ledger, journal, and posting line catalog with certain amounts on the Accounting Control Pages: ITD Balance Sheet Detail, Cash Balance Detail, and Fund Balance Detail. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	System Assurance
System Assurance 12	The System Assurance 12 chain recalculates all budget controls from budget line data and compares those results with records on the Budget Constraint Amount table. The assurance can be run as a chain or as individual batch jobs by a job scheduler for improved performance.	System Assurance

## Annual Close

The purpose of the Annual Close chain is to facilitate the closing of nominal accounts and rolling forward of real accounts from an accounting fiscal year that is being closed to the subsequent accounting fiscal year. Nominal account balances (for example, cash expenditures, accrued expenditures, collected revenue and billed revenue) are closed to fund balance, retained earnings or agency due to accounts as specified by fund code in the Close Into Account field on the FUND page.

The level of Chart of Account (COA) detail an annual close uses is determined by the summarization options for input ledger to the process. The default ledger, the Full Detail Accounting Ledger (LDGR\_FYDAD), or other input ledgers should have those COA attributes required to record opening balances in the new year. The most common level of detail required is Fiscal Year, Posting Code, Fund, Sub Fund, BSA, and Sub BSA. However, if closings should be done at a Department level, then that COA value can be a summarization option on the input ledger. More COA detail in the ledger means more closing entries as the number of input ledger records will increase.

A journal voucher is used to record all annual closing entries. A new transaction is created for each combination of Fund, Sub Fund, Fiscal Year, and Accounting Period. These values are written to the header of each transaction for quick identification. The Accounting Line Limit field on the System Options - General tab is used to control the size of annual closing transactions. When a combination of Fund, Sub Fund, Fiscal Year, and Accounting Period provides more accounting lines than the limit, the Annual Closing Process will create a transaction with the limit minus one line, and automatically create a balancing entry using the Balance Posting Code input parameter. The remaining lines will go on one or



more other journal vouchers, with the last transaction having another automatically generated line to balance. This second line will bring the Offset Account balance to zero.

Running the process in report mode produces records on the LDGR\_FYDAD table (not visible online) that corresponds 1:1 with the number of journal voucher lines that will be created in update mode. Multiple report runs can be performed on one or more funds while preparing for a close to ensure not only setup is correct but also to assure mistakes have not occurred in transaction processing.

Transactions created from Annual Close do pose a potential for being larger than what can be successfully handled by the application. There are funds that have access to many balance sheets that can lead to a very large transaction. To determine the size, number of accounting lines, that will be output from the process, count the records on the LDGR\_FYDAD table for each fund and divide by two. The division is because 1 transaction is being created for each FY, Fund, and Sub Fund combination. From this analysis, you will have the average size and maximum size. Set your Accounting Line Limit to an amount that will ensure you do not have any very large transactions created. That size limit is one that is determined on an individual application basis based on system capabilities.

To accommodate the movement of account balances, two annual closing fiscal months have been created. Fiscal month 99 has been created for the accounting fiscal year that is being closed. Additionally, fiscal month 0 has been created for the subsequent accounting fiscal year into which account balances are being rolled. These fiscal months have been reserved for the annual closing activity only to allow for the segregation of annual close transaction activity. Setup on the Transaction Control (DCTRL) page for all transaction codes should have a Time Restriction of *Limited by Accounting Periods* or *Limited by Both*. The Time Restriction Severity on DCTRL should also be set to *Reject*. Then all transaction codes other than the JVAC (or other created by Annual Close) should be listed on the Allowable Accounting Periods for Transaction Code (AAPDC) page with accounting periods 1 to the highest adjustment period other than 99. Then the JVAC (or other) should be listed with only periods 0 and 99.

After transaction creation and loading, the chain job submits each transaction. When all have been successfully submitted, the final job in the chain sets the Closing Process Run indication to *True* on Fiscal Year (FY) for the year closed. This job step also sets the Closing Process Run indication to *True* on Accounting Period (APD) for period 99 in the old year and for 0 in the new year.

Posting codes are the primary information point for the process to determine what action to take for the account. Each posting code is associated with a closing classification on the Posting Code (PSCD) page. Those classifications are established on the Posting Code Closing Classification (PSCDCL) page. On that PSCDCL page, each classification is associated with a Closing Action.

Details on how each of those Closing Actions trigger behavior in the batch process is given below along with an example and reporting hints to make use of the closing entries more effectively.

- ***Close Out Nominal:*** This action takes an account balance and posts an entry to the Offset Posting Code that is the opposite type of posting than the selected account. Then a posting is made to the Fund Balance, Retained Earnings, or Agency Due Posting Code based on the setting of the fund code of the selected account. This second posting is of the same type (debit or credit) as the selected account. All of these postings occur in APD 99 of the year being closed.

Below are a selected nominal account and the pair of postings from a close. In this example, the fund code closes to fund balance.

**Selected Account**

Dr      D014: External Cash Expenditure / Expense

**Close Out Nominal in Close Year**

Dr     A200: Fund Balance  
Cr     A101: Cash Expenditure Close

Reporting can be enhanced to select the A103 and other Offset Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund. The report will have to flip the balance however as the offset accounts are posted in the opposite manner than the selected accounts.

- **Roll Forward:** This action takes two real account balances and creates two pairs of postings. Below are two selected accounts for an example. The first is the cash that would have been posted along with the cash expenditure in the example above. The second is the resulting fund balance from the example above.

**Selected Account**

Dr     A001: Cash  
Cr     A200: Fund Balance

**Close Out Posting in Close Year**

Cr     A107: Cash Close  
Dr     A109: Equity Close

**Roll Forward Posting in New Year**

Dr     A001: Cash  
Cr     A200: Fund Balance

Reporting can be enhanced to select the A107 and other Close Out Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund/BSA/SBSA. The report will have to flip the balance, however, as the close out accounts are posted in the opposite manner than the selected accounts. Reporting that is based on BSA and not posting code should not select any activity from APD 99. To do so would result in a \$0 balance in the old year because the same BSA/SBSA of the selected account is used on the close out posting.

- **Roll Forward into New Account:** This action is a special liability balance sheet account balance and posts an entry to the Real Posting Code that is the opposite type of posting than the selected account. This posting occurs in APD 99 of the year being closed. A posting to the Offset Posting Code is then made in APD 0 of the new year. The same balance sheet account originally used in the course of business is maintained on both postings.

**Selected Account**

Cr     R101: Billed Unearned Revenue

**Close Out Posting in Close Year**

Dr     A108: Liability Close

**Roll Forward Posting in New Year**

Cr     R106: Billed Unearned Liability

Reporting can be enhanced to select the A108 and other Close Out Posting Codes in APD 99 of the closed year to get a quick balance for a Fund/Sub Fund/BSA/SBSA. The report will have to flip the balance, however, as the close out accounts are posted in the opposite manner than the selected accounts. Reporting that is based on BSA and not posting code should not select any activity from APD 99. To do so would result in a \$0 balance in the old year because the same BSA/SBSA of the selected account is used on the close out posting.

- **Close To Net Assets:** This action takes a special equity account balance and creates a pair of postings closing the equity account into the special Net Assets equity account. The Net Assets account is then rolled in the same manner as Fund Balance was rolled. Items closed into Net Assets are those that form differences in equity for modified accrual and full accrual reporting. In this example, the expense offset account for pre-paid assets was selected. The pre-paid asset account will be rolled in a similar manner to cash shown earlier.

**Selected Account**

Cr     A009: Expenditure Offset

**Close Out Special Equity in Old Year**

Dr     A111: Equity Offset Close

Cr     A203: Net Assets

Reporting can be enhanced to select the A203 - Net Assets - account and include it with other equity when creating a modified accrual report. For a full accrual report, the account is excluded along with the pre paid asset account.

- **Accounts Left in Old Year:** This Closing Action will prompt the annual close process to not select the record. For this reason, the account will remain in the closed year and not have any postings into APD 99.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage General Accounting Run Sheets Guide*.

## Clearing Account Maintenance

The Clearing Account Maintenance (CAM) chain looks for matching Due To and Due From entries on the specified input journal and then creates a JV - Clearing Account Maintenance (JVCAM) transaction to reverse these entries and update Cash. The Clearing Account Maintenance Parameters page defines the many functional parameters needed for the Clearing Account Maintenance process. This page provides easy data entry and editing prior to execution of the Clearing Account Maintenance process.

Field Name	Field Description
Parameter ID	The identification code used to tie the system process to the Clearing Account Maintenance Parameter record for additional input.
Run Mode	<i>Report</i> – Creates only the reports and does not create and journal vouchers.

Field Name	Field Description
	<i>Update</i> – Creates reports and journal vouchers.
Output Mode	<p><i>Detail</i> – Creates a set of accounting lines for each clearing account instance being cleared, making a memo reference to the original transaction line.</p> <p><i>Summary</i> – Will summarize like COA into clearing lines without any reference being made.</p>
Input Journal	The Journal ID of the input journal to the process, as defined on the Journal / Ledger Control page. The ID for the Internal Journal is the most likely to be used.
Journal Name	The inferred name of the Input Journal.
Selection Fiscal Year	An optional fiscal year for record selection.
Selection Accounting Period	An optional accounting period for record selection
Due To Posting Code	A required posting code for selection of Due To activity.
Due To BSA	An optional BSA for selection of Due To activity.
Due To SBSA	An optional Sub BSA for selection of Due To activity.
Due From Posting Code	A required posting code for selection of Due From activity.
Due From BSA	An optional BSA for selection of Due From activity.
Due From SBSA	An optional Sub BSA for selection of Due From activity.
Cash Posting Code	A required output parameter for the posting code that will be used for cash.
Cash BSA	An optional BSA for output that will be used with the cash postings. If left blank, the default Bank value for the Fund of the selected record will be used to retrieve the cash BSA.

Field Name	Field Description
Cash SBSA	An optional Sub BSA for output that will be used with the cash postings. If left blank, the default Bank value for the Fund of the selected record will be used to retrieve the cash Sub BSA.
JV Transaction Code	The required transaction code used for output. JVCAM is delivered as the intended code, but another can be used.
JV Transaction Department	The required department that will be used on all journal vouchers created.
JV Transaction Unit	The optional unit that will be used on all journal vouchers created.
JV Transaction Prefix	The optional prefix that will be used on all journal vouchers created.
Transaction Date	The optional date that will be used as the Record Date on all journal vouchers if the defaulting Application Date should not be used.
Budget Fiscal Year	The optional year that will be used as the Budget FY on all journal vouchers if the defaulting Fiscal Year from Application Date should not be used.
Fiscal Year	The optional year that will be used as the Fiscal Year on all journal vouchers if the defaulting value from Application Date should not be used.
Accounting Period	The optional accounting period that will be used as the Period on all journal vouchers if the defaulting value from the Application Date should not be used.
Keep Department for Summary Mode	When <i>true</i> , Department will be retained along with Fund, Sub Fund, BSA, and Sub BSA when selecting Due To and From records for processing.

The main use of this program is to facilitate internal transactions against a prior fiscal year when cash updates against that prior year have been cut off - adjustment periods for example. These clearing accounts are then cleared out through cash in the new fiscal year.

The program starts with selection from a specified input journal. While the Accounting Journal can be used, there are others that are smaller and more targeted to the activity selected for this program. The Internal Journal is the most likely choice as records are written to this journal whenever the Internal Fund field is populated by transaction processing. All event type processors that create clearing account entries populate this field with the fund that is 'due to' or 'due from' the value in the regular fund field. However, if

clearing account records are created that do not have the internal fund value populated (manually entered journal vouchers for example), the Internal Journal will not contain such records for clearing.

After the Clearing Account Maintenance job is run, accounts can be reviewed on ITD Balance Sheet Balance (BBALD and BBALS) pages or in an appropriate ledger to see that clearing account balances have gone to zero. At any point, these accounts can be manually cleared if needed without having to run the batch program or the program can be re-run.

It is very important to understand that this program does not clear out any nominal accounts such as internal accrued expenditures or internal accrued revenue. Careful setup of internal event types is critical on the Allowed Event Types for Transaction Code (AETDC) and BFY Staging pages to ensure that the CAM job does not clear only balance sheets and leave accrued accounts in the application with what will amount to cash offsets after the clearing. When used as described earlier in this tab to prevent updates to cash in a prior year, BFY Staging should prohibit those internal event types that update cash and those that use clearing accounts with accrual nominal accounts, while only allowing the event types intended for this program (please see the [Internal Accounting](#) and [Inventory Accounting](#) of the Accounting Model Delivered Configuration topic of this users guide for a listing of those event types).

The Clearing Account Maintenance chain job is comprised of four batch jobs:

- \*Clearing Account Maintenance - Based on the parameters entered and the selection logic, a XML file is created for all of the selected records.
- Load JV transactions - This job loads the XML file created in Step 1.
- Submit JV transactions - JV transactions loaded in the previous steps are submitted using a batch submit job.
- Create Reports - Multiple reports are produced to provide assurance and account information.

\*For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage General Accounting Run Sheets* guide.

## Future Transaction Trigger

The Future Transaction Triggering chain uses data setup from transaction processing and entries created by users on the Future Transaction Triggering (FDT) page as input for scheduling and creates transactions on a scheduled basis. The chain will not only create and load transactions; it also creates later FDT entries when necessary as well as cleaning off transaction triggers past the Expire Date. The transactions created by the chain are not submitted by the chain. Some require manual intervention while others will be picked up by a System Maintenance Utility job defined to submit transactions.

On Transaction Control (DCTRL) there is an indication to control whether or not a transaction code can be established as triggered transaction - Recurring Transaction Allowed. Any transaction type that cannot be copied cannot work successfully as a recurring trigger.

There are three types of triggers. The most common is the recurring one where the system copies either the most current version or the version specified on the trigger. Another common type is the reversal, which is performed only by the Journal Voucher transaction type. Here a copy of the original trigger transaction is copied, the debits and credits are reversed, and memo reference is made to the original trigger transaction. The last type of trigger is the reclassification where the system modifies the triggered transaction specified. For reclassifications of unearned revenue on Receivable and Cash Receipt transactions, the Line Amount of the unearned accounting lines is reduced to equal the Closed Amount. A copy is then made of that accounting line which is inserted into the transaction with a Line Amount equal

to the reduction that just occurred. The unearned revenue event type is not copied and allowed to default to an earned one based on Allowed Event Type for Transaction Code setup.

The following are the important pages related to this Chain job:

› Future Transaction Triggering (FDT)

The fields on the Future Transaction Triggering (FDT) page are as follows with common ones omitted. Many of these fields cannot be updated after the Triggered Transaction.

Field Name	Field Description
Start	The required date for which the page will apply frequency settings to determine when the next trigger should occur.
End	The date that triggering should stop.
Recurring JV Reversal Reclassification	The type of trigger generated: <ul style="list-style-type: none"> <li>• <i>Recurring</i> – Will create one or more copies.</li> <li>• <i>JV Reversal</i> – Will create a copy of the source journal voucher where the debit and credit amounts on the Accounting tab are switched and memo references are created back to the source transaction.</li> <li>• <i>Reclassification</i> – Certain transactions allow this action to create a subsequent version and make pre-defined updates (CR, RE, PRLLL, PRLCE, PRACR)</li> </ul>
Frequency Type	Choices of: <ul style="list-style-type: none"> <li>• <i>One Time Future</i> – The default for JV Reversal and Reclassification.</li> <li>• Weekly</li> <li>• Monthly by Date</li> <li>• Monthly by Day</li> </ul>
Frequency Type 2	A second level of frequency required for Weekly, Monthly by Date, and Monthly by Day. Values in this field change for each of those three.

Field Name	Field Description
Frequency Type 3	A third level of frequency required for Weekly, Monthly by Date, and Monthly by Day. Values in this field change for each of those three.
Active	When <i>true</i> , the record is eligible for selection by the Future Transaction Triggering Process. When false, the trigger is paused until activated again.
Carry Forward Amount	When <i>true</i> , the record will create the triggered transaction with the Line Amount found on the accounting line of the source transaction. When <i>false</i> , the Line Amount field will be \$0.00 with the intention of a user completing that amount once it is known. This option only applies to Recurring triggers.
Hold Transaction	When <i>true</i> , the transaction will be created with a Transaction Status of Hold with the intention of the transaction being skipped by an automated submit process.
Bypass Approvals	When allowed by setup on Future Transaction Triggering Options page, the indication of <i>true</i> will result in the Bypass Approvals action being applied to the triggered transaction. The idea is that the original transaction went through approvals so copies of it do not need to be approved.
Transaction Prefix	An optional prefix that will be used in Automatic Transaction Numbering for the creation of the target transaction. If specified in Future Transaction Triggering Options setup, that prefix will default and cannot be changed.
Expire Date	A date at which time a successful trigger record will be deleted by the Future Transaction Triggering Process. The default is six months after the Start Date, but that can be overridden for a future trigger. However, once triggered, the field is protected and the date cannot be changed.

Please note that organizational security row filtering can be configured for this page such that, based on the `_security` role, the system will filter the records returned to match the organizational security of a user. The filtering is on the Department of the trigger transaction header.

- Future Transaction Triggering Options (FDTO)



The Future Transaction Triggering Options (FDTO) page allows you to specify different options for different Transaction Codes or specific Transaction Code/Department combinations. Setup on this page is optional. FDTO edits are only performed when records are being inserted or updated on the Future Transaction Triggering (FDT) page. The FDT page allows you to set up, maintain and trigger future transactions.

The fields on the Future Transaction Triggering Options (FDTO) page are as follows with common ones omitted.

Field Name	Field Description
Transaction Code	The first part of two in the definition of a Future Transaction Triggering Option.
Department	The second part of two in the definition of a Future Transaction Triggering Option.
Bypass Approval Option	<p>A required indication to control the Bypass Approvals field found on Future Transaction Triggering. Valid values for this field are:</p> <ul style="list-style-type: none"> <li>• <i>Do Not Allow</i> – Users are not allowed to bypass approvals; therefore, the Bypass Approval indication will always be <i>false</i>.</li> <li>• <i>Allow</i> – Users can make the choice for individual triggers to bypass approvals or not; therefore, the Bypass Approval indication will default to <i>false</i> but can be changed to <i>true</i>.</li> <li>• <i>Require</i> – The Bypass Approvals indication will default to <i>true</i> and cannot be changed.</li> </ul> <p>Note: The Allow and Require values cannot be selected unless the Approval Override Allowed indication on Transaction Control (DCTRL) is selected for the specified Transaction Code.</p>
End Date Limit	A required number of days to limit the time between the Start Date and the End Date. A value of 0 means there is no limit.
Copy Final Phase Only	When <i>true</i> , only a transaction version can be specified as the source in a trigger is the Transaction Phase is <i>Final</i> or <i>Historical Final</i> .
Transaction Prefix	An optional prefix, already setup with the Transaction Code, Department and current Fiscal Year on Automatic Transaction Numbering that must be used for all

triggered transactions. That verification will use the wildcard of \*\*\*\* when the Department is ALL and after any specific Department did not match a record.

For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage General Accounting Run Sheets* guide.

## Report Jobs

The General Accounting area includes batch jobs that are listed under several different areas in the Batch Catalog. The report jobs are listed alphabetically in the table below and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guides: *CGI Advantage Financial - General Accounting Run Sheets* and *CGI Advantage Financial - System Assurance Run Sheets*.

Job Name	Description	Batch Catalog Section
Balance Sheet for Governmental Funds	The Balance Sheet for Governmental Funds report provides totals by balance sheet account for a single accounting period. A column is provided for each fund marked as a Major Fund as an input parameter with all other funds consolidated into one column.	General Accounting
Budget vs. Actual Report for Expense	<p>The Budget vs. Actual Report for Expense is a sample report configured to work with budget structure 29 only. The report lists each Object for a Fund, Department, Appropriation, and Unit combination. Columns exist showing the Current Budget amount as Exp Budget, along with totals for Encumbered, Accrued Expenses, and Cash Expenses for both the current period as well as inception-to-date. The report ends with a Difference column showing what would be unobligated.</p> <p>Records are displayed with summary totals as rollups are presented at:</p> <ul style="list-style-type: none"> <li>• Fund, Department, and Appropriation</li> <li>• Fund and Department</li> <li>• Fund</li> <li>• All budget lines</li> </ul>	General Accounting

Job Name	Description	Batch Catalog Section
Budget vs. Actual Report for Revenue	<p>The Budget vs. Actual Report for Revenue is a sample report configured to work with budget structure 30 only. The report lists each Revenue Source for a Fund, Department, and Unit combination. Columns exist showing the Current Budget amount as Rev Budget, along with totals for Billed Earned Rev and Collected Earned Rev for both the current period as well as inception-to-date. The report ends with a Difference column showing what would be the difference of the total billed and collected from what was budgeted.</p> <p>Records are displayed with summary totals as rollups are presented at:</p> <ul style="list-style-type: none"> <li>• Fund and Department</li> <li>• Fund</li> <li>• All budget lines</li> </ul>	General Accounting
Encumbrance Activity	<p>The Encumbrance Activity report provides a means of reporting on open encumbrances or all encumbrances. The detail shown includes the encumbrance line amount, how much has been expended, how much has been closed (to reflect over-references and short references totals are then rolled up from the accounting line level to the following:</p> <ul style="list-style-type: none"> <li>• Department, Unit, Appropriation, and Class</li> <li>• Department, Unit, and Appropriation</li> <li>• Department and Unit</li> <li>• Department</li> </ul>	General Accounting
Encumbrance Activity 2	<p>The Encumbrance Activity 2 report is an alternative to the Encumbrance Activity report and provides the same level of reporting on open encumbrances or all encumbrances. While retaining the core reporting capabilities of the original, it includes features such as department-specific filtering, report layout</p>	General Accounting

Job Name	Description	Batch Catalog Section
	changes, and the inclusion of additional COA elements.	
Accounting Period Close	The Accounting Period Close report sets the Closing Process Run indication to <i>true</i> on the Accounting Period (APD) page when all activity should cease against that period.	General Accounting
Inbound Interface Reconciliation Report	The Interface Reconciliation Report is a summarization report on the status of transaction Load and Submit of each interface file from the Interface Reconciliation table records that have been populated by a non-Advantage process.	Utilities
Interface Transaction Exception Report	The Interface Transaction Exception Report is a listing of interface transactions that failed to load or submit into the Advantage Financial application.	Utilities
Investment Activity Report	The Investment Activity Report provides a means to validate activity and current balances on the Investment Activity Journal (INVACTV), ensuring they match with those at investment institutions.	Investment
SA01 Report	The SA01 Report is the last job step in the System Assurance 1 chain or the last individual job step when run outside of a chain. The report can list all budget lines or report only those with an accounting amount that is not in sync with historical transaction records.	System Assurance
SA02 Report	The SA02 Report is the last job step in the System Assurance 2 chain or the last individual job step when run outside of a chain. The report can list all records on the three accounting control pages or report only those with an amount that is not in sync with historical transaction records.	System Assurance
SA12 Report	The SA12 Report is the last job step in the System Assurance 12 chain or the last individual job step when run outside of a chain. The report will report only those budget	System Assurance

Job Name	Description	Batch Catalog Section
	constraint amount records that do not match the respective budget line data.	
Transaction Listing	The Transaction Listing report job produces a detailed listing of processed transactions for a selected group of transaction types from a journal specified.	General Accounting
Trial Balance	The Trial Balance report job reads online parameters from the <a href="#">Parameters for Trial Balance</a> page and generates a standard trial balance report.	General Accounting

## Parameters for Trial Balance

The Parameters for Trial Balance (TBPA) page provides most of the input parameters for the Trial Balance Report. Parameter values entered on this page determine the report mode and record summarization levels and summary grouping names for a given run.

The Parameters for Trial Balance page is divided into the following sections:

- General Information** – This section contains the Parameter ID, Fiscal Year, Accounting Period, As of Date, and Report Mode. The Parameter ID uniquely identifies a set of parameters used for a given run, and is referenced on the batch parameter page while running the report. The time elements, if left blank, are derived from the Application Date. Record selection for the Beginning Balance amount will be from the Input Ledger (see Report Source section) using the Fiscal Year and Accounting Period. Those ledger records prior to that Accounting Period will be selected for this amount column. The As of Date can be used for selection for this amount column, but it is not likely that there will be a Record Date on the Input Journal. Record selection for the current period balance amounts, Total Debits and Total Credits, will be from the Input Journal using the As of Date, Fiscal Year, and Accounting Period. Only those records that are on or before the As of Date with that Fiscal Year and Accounting Period are selected.

The Trial Balance report can be run in one of four modes:

- Summary* – Debit and Credit amounts summarized at the Closing Classifications group level.
- Summary with Transactions* - Same as *Summary* but with a listing of transactions that make up the given period's debit and credit balances under the Closing Classification group.
- Summary with Posting Codes* - Same as *Summary* but with posting codes between the closing classification grouping.
- Full Detail* - Same as *Summary with Posting Codes* but with transactions listed that make up the current period's debit and credit balances.

- **Summarization Level** – This section allows you to select COA-Dimension (that is, element, sub element or rollup) values to be displayed in the report. You can select appropriate Dimensions for Fund, BSA, Organization, Object, Revenue Source, and Appropriation. Of the fields in this section, the Fund Dimension is required in that it must have a value other than *Do Not Keep*. Each summarization value contains the following choices: *Do Not Keep*, *Keep All* (that is not allowed for any fields), the COA Element (*Fund* for example), the Sub COA element (*Sub Fund* for example), and rollups (*Fund Type* for example). Dimension values are used to group and summarize records selected for the report. If a Dimension value is left blank or set to *Do Not Keep*, then the report grouping will not use the Dimension. The Fund Dimension Value parameter in this section allows the report to be run for one or more specific Funds. The Organization Dimension Value parameter in this section allows the report to be run for one or more specific organizations.

Please keep in mind that selections in this section must match the summarization level in the Input Ledger. To request a report on Fund Type, but not have Fund Type in the ledger will not produce the desired results.

- **Closing Classification** – This section allows you to group similar Posting Code Closing Classifications together for display. The table also enables you to define a name for the group that will appear on the report. For example, Asset Roll Forward, Contra Asset Roll Forward, and Cash Roll Forward are different Posting Code Closing Classification Codes that can be combined into one “Asset” group on the report. As another example, Accrued Expenses and Cash Expenses can be combined into one “Expenditures” category. Default closing codes will be used if nothing is entered in this section.
- **Report Source** – This section enables you to define the input journal and ledger used for selecting records.

## Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage or CGI Advantage Insight, if installed at your site. Refer to one of the following topics for more information.

- [CGI Advantage Financial Reports](#)
- [CGI infoAdvantage](#)
- [CGI Advantage Insight](#)

## CGI Advantage Financial Reports

The major reports generated from CGI Advantage are listed alphabetically in the table below. To learn more about the job that generates a specific report, click on the job name in the Description column.

Report Name	Description
Accounting Period Close Report	The report provides a listing of all accounting periods closed during the execution of the Accounting Period Close report job.
Balance Sheet for Governmental Funds Report	This report is generated by the Balance Sheet for Governmental Funds report job.
Budget vs. Actual Report for Expense	This report is generated by the Budget vs. Actual Report for Expense report job.
Budget vs. Actual Report for Revenue	This report is generated by the Budget vs. Actual Report for Revenue report job.
Encumbrance Activity Report	This report is generated by the Encumbrance Activity report job.
Encumbrance Activity 2 Report	This report is generated by the Encumbrance Activity 2 report job.
Transaction Listing Report	The Transaction Listing report provides a detailed listing of specified transactions as they appear in the Journals. This report is generated by the Transaction Listing report job.

## CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI\_infoAdvantage\_4\_Financial\_Universes\_Guide* for more information on the universe that exists for this functional area.

- Reports - The sample reports and templates can be found under the CGI Resource Library link: <https://sdc.cgi.com/aal/>

## CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI Advantage Insight 4 Semantic Model Guide* for more information on the model that exists for this functional area.



## Advanced - Unique Features

The following functionality is only available for your site if the associated functionality is enabled or fits a very specific set of circumstances. Please refer to each topic for more information.

- [COA Service Date Editing](#)

### COA Service Date Editing

When service to and from dates are not defaulting on Purchase Orders and must be entered to reflect the period of time the commodity is going to be delivered over, there is a means to ensure that referencing Invoice (IN) and Payment Requests (PR) transactions that starts with defining the IN or PR transaction code to not default service dates and edit against the dates of the referenced transaction. At this point there is not any 'COA' service date editing but only service date editing. To get into COA service date editing, there are several other setup points to implement this type of accounts payable editing based on chart of account codes. Editing is triggered with Transaction Control, Application Parameter, Appropriation, and one or more of Object, Sub Object, and Department Object updates. Unless all are in place, the editing is 'off'.

### Application Parameters

The Application Parameter (APPCTRL) page contains a Service Date Object Level (SRV\_DT\_OB\_LVL) field that must have at least R\_OBJ, R\_SOBJ, or R\_DOBJ entered for the COA Service Date Editing logic to determine the manner of how the edit will happen when a transaction is setup on Transaction Control as *Use COA Settings*. Multiple values are required if multiple object levels should supply a type of edit and the order will determine the precedence. The first table will be reviewed first and if it has a setting other than *See Next Level* then the system uses the setting of the first table. In the event *See Next Level* is found then that table will defer to the next table.

Please note that the system will default to no editing in several situations:

- Only 1 COA is listed on the APPCTRL record
  - No code is entered in the selected COA field.
  - Code is entered but the setting for Service Date Editing is *See Next Level* and there. To prevent this, the Service Date Editing field on the COA reference page must not allow the *See Next Level* choice with a Configurable Rule (BORULE).
- More than 1 COA is listed on the APPCTRL records
  - No codes are entered in the selected COA fields
  - A code is entered in the first as *See Next Level* and there is no code in the second COA field. To prevent this from occurring, the Sub Object or Department Object should be always required or required for a given Object code.
  - Codes are entered in both COA fields but both are set to *See Next Level*. To prevent this, the Service Date Editing field on the second COA reference page must not allow the *See Next Level* choice with a Configurable Rule (BORULE).

## Transaction Control

When the Service Date editing choice is *Use COA Settings* on Transaction Control (DCTRL) for a transaction code in the PR transaction type or the ABS / GAX transaction type / sub type, this triggers the system to do a special type of service date editing based on the appropriation and one or more levels of object. To use this type of editing, mixing appropriations with different settings and objects with different types of edits will trigger an edit when there is a mixture of either. This error can be setup to reject and the transaction has to be broken down into multiple or the user will have to override the error while manually verifying the most restrictive of the service date edits. For this reason, care should be taken when creating transactions in the PO transaction type or the General Accounting Encumbrance (GAE) that types of appropriations and objects are not mixed.

Unlike the choice of *Use Referenced Transaction Only*, COA service date editing does not require there to be a referenced commodity or accounting line. Please see a later section on the exact details of these edits.

## Appropriation

The Appropriation (APPR) reference page has a Service Date Editing field that determines if COA Service Date Editing should occur and if so then how. The field supports the following three values:

- *None* – This setting will cause the system to exit out of the editing.
- *Both Dates* – This setting will cause the system to edit that the Service From and Service To dates.
- *Service To Only* – This setting will cause the system to edit only the Service To date and the Service From date will not be considered.

This field has been delivered hidden and has to be exposed with the Configure Page in order to populate it to a value other than *None*.

## Object, Sub Object, Department Object

Each of these object reference pages has a Service Date Editing field that determines if COA Service Date Editing should occur and if so then how. The field supports the following three values:

- *See Next Level* – This value will be used if the code should not specify how the edit should occur. This includes codes that should not edit as well as those that should look to the next level of the object hierarchy as defined in the Application Parameter.
- *Type A* – Service from has to be on or after any referenced service from date. If there is no reference, service from has to be on or after start date of the fiscal year. Service to has to be on or before the end date of the fiscal year. The fiscal year is that of the accounting line that has been entered or is defaulting.
- *Type B* – Service from has to be on or after any referenced service from date. If there is no reference, service from has to be on or after start date of budget fiscal year. Service to has to be on or before the lapse period end date of the budget fiscal year. The budget fiscal year is that of the accounting line that has been inferred, entered, or is defaulting. In the event the BFY is 9999 then the system uses the fiscal year to determine Start Date and Lapse Period End Date.

- *Type C* – Unlike A and B, Type C requires there to be a reference that has the reference type of partial or final. The service from date must be on or after the more recent of the Start Date of the fiscal year or the referenced service from date. The service to date must be on or before the lesser of the End Date of the fiscal year or the referenced service to date.
- *Type D* – Like C, Type D requires that there to be a reference that has the reference type of partial or final. The service from date must be on or after the more recent of the Start Date of the budget fiscal year or the referenced service from date. The service to date must be on or before the lesser of the Lapse Period End Date of the budget fiscal year or the referenced service to date. if the BFY is 9999 then the system uses the fiscal year to determine the Start Date and Lapse Period End Date.

## Frequently Asked Questions

This section contains a list of frequently asked questions and answers for the Financial Administration area.

- › How do I setup a new Transaction Code in CGI Advantage?

Please refer to the "[Setting Up a New Transaction Code](#)" topic for instructions.