

# CGI Advantage<sup>®</sup> 4

---

## General Accounting User Guide

**CGI**

This document contains information proprietary to CGI Technologies and Solutions Inc. Unauthorized reproduction or disclosure of this information in whole or in part is prohibited.

CGI Advantage is a registered trademark of CGI Technologies and Solutions Inc.

Due to the nature of this material, numerous hardware and software products are mentioned by name. In most, if not all, cases, the companies that manufacture the products claim these product names as trademarks. It is not our intention to claim these names or trademarks as our own.

Copyright © 2001, 2024, CGI Technologies and Solutions Inc. All Rights Reserved.

## Table of Contents

|   |    |
|---|----|
| General Accounting Overview .....                           | 7  |
| Common Terminology .....                                    | 9  |
| Transaction Information .....                               | 10 |
| Transaction Code Glossary .....                             | 10 |
| Journal Voucher (JV) Transaction Type .....                 | 13 |
| JV Delivered Transaction Codes .....                        | 16 |
| Tasks .....   | 20 |
| Header .....  | 20 |
| Line Group .....  | 21 |
| Accounting .....  | 24 |
| Accounting Based Spending (ABS) Transaction Type .....      | 25 |
| ABS Delivered Transaction Codes .....                       | 27 |
| Tasks .....   | 32 |
| Header .....  | 33 |
| Vendor .....  | 36 |
| Accounting .....  | 36 |
| Special ABS Topics .....                                    | 42 |
| Modification to ABS transactions with Discounts .....       | 42 |
| Disbursement Revisions .....                                | 43 |
| Internal Transaction Types .....                            | 44 |
| Internal Exchange Transaction (IET) Transaction Type .....  | 46 |
| IET Delivered Transaction Codes .....                       | 46 |
| Tasks .....   | 48 |
| Header .....  | 49 |
| Exchange Details .....                                      | 50 |
| 2nd Party Accounting .....                                  | 52 |
| Internal Transaction Initiator (ITI) Transaction Type ..... | 54 |
| ITI Delivered Transaction Codes .....                       | 55 |
| Tasks .....   | 55 |
| Header .....  | 55 |

---

|   |    |
|---|----|
| Vendor .....  | 56 |
| Accounting.....   | 57 |
| Internal Transaction Agreement (ITA) Transaction Type ..... | 58 |
| ITA Delivered Transaction Codes .....                       | 58 |
| Tasks.....  | 59 |
| Header.....   | 59 |
| Initiator Reference .....                                   | 60 |
| 2nd Party Accounting .....                                  | 62 |
| Payroll (PYRL) Transaction Type.....                        | 63 |
| PYRL Delivered Transaction Codes .....                      | 64 |
| Tasks.....  | 68 |
| Header .....  | 68 |
| Accounting .....  | 69 |
| Charge (CH) Transaction Type .....                          | 70 |
| CH Delivered Transaction Codes .....                        | 71 |
| Header .....  | 75 |
| Accounting .....  | 76 |
| Common Business Tasks .....                                 | 79 |
| Create Manual Journal Entries .....                         | 79 |
| Adjusting a Journal Entry .....                             | 79 |
| Reverse a Journal Entry .....                               | 80 |
| Create a Non-Commodity Request for Payment.....             | 81 |
| Create a Non-Commodity Order .....                          | 81 |
| Create a Non-Commodity Requisition.....                     | 82 |
| Correct a Non-Commodity Order .....                         | 82 |
| Single Internal Transaction.....                            | 83 |
| Two Internal Transactions .....                             | 84 |
| Escrow Common Business Tasks.....                           | 85 |
| Inquiries.....  | 87 |
| Accrual Inquiry .....                                       | 88 |
| Escrow History.....   | 89 |
| Payroll Accounting Reconciliation .....                     | 89 |

---

---

|   |     |
|---|-----|
| Posting Line Inquiry .....  | 89  |
| Trial Balance Inquiry .....   | 90  |
| Reference Pages .....   | 93  |
| Escrow Definition .....   | 93  |
| Escrow Type .....   | 95  |
| COA Crosswalk .....   | 95  |
| Open Activity Options by Department .....                                     | 96  |
| Parameters for Lapse Process .....  | 97  |
| Parameters for Roll Process.....  | 97  |
| Roll/Lapse Detail Pre-Selection.....  | 97  |
| Roll/Lapse Summary Pre-Selection .....  | 98  |
| Automated Accrual/Accrual Clearing Exceptions .....                           | 99  |
| Accrual Clearing Management .....   | 100 |
| Advanced - Batch Processing .....   | 101 |
| Batch Jobs .....  | 101 |
| Chain Jobs .....  | 102 |
| Automated Accrual Process .....   | 105 |
| Automated Accrual Clearing Process .....                                      | 105 |
| Automated Bank Account Transfer Process .....                                 | 106 |
| Contract Roll .....   | 107 |
| Open Activity Lapse, Open Activity Roll, and Open Activity & Budget Roll..... | 108 |
| Report Jobs .....   | 108 |
| Advanced - Reports .....  | 110 |
| CGI Advantage Financial Reports .....   | 110 |
| CGI infoAdvantage .....   | 110 |
| CGI Advantage Insight .....   | 111 |
| Advanced - Unique Features .....  | 112 |
| Revenue and Expense by Fund .....   | 112 |
| Parameters for Revenue and Expense by Fund .....                              | 112 |
| Unclaimed Property .....  | 112 |
| Treasurer Interface Process .....   | 113 |
| Treasurer Interface Parameters.....   | 113 |

---

Treasury Cash Balance Inquiry ..... 114

## General Accounting Overview

General Accounting is an area of CGI Advantage Financial that contains transactions that are shared by other functional areas or exist to record accounting events not available in other functional areas. Also included are several batch processes and supporting pages for payroll accounting and addressing open accounting activity at year end.

The following features exist in the General Accounting area:

- › **Journal Entries**

The General Accounting functional area provides a vehicle, the Journal Voucher transaction, for recording manual journal entries that do originate from standard business functions covered in other functional areas. Data entry of this transaction is unlike any other in that individual debit and credit accounts are manually entered instead of being generated from the application.

Common business tasks for the Journal Voucher include adjusting/correcting entries, reversing entries, and accruals. Other uses include recording accounting that is not suited to any other functional area and interfacing accounting activity from other systems.

- › **Procurement and Payment Requests without Commodity**

While the Procurement and Accounts Payable functional areas provide a means to request, order and request payment for goods and services at a commodity code level of detail, the General Accounting area provides the same functionality but without commodity codes. It is quite common to have both a commodity and non-commodity basis for these activities in place simultaneously. All procurements and payables may not have to have commodity details or the ability to enter receivers and invoices into the procurement process. When this is the case, the Accounting Based Spending or the Internal transactions are used.

Common business tasks for the Accounting Based Spending transactions include requisitioning, ordering, and requesting payment. Other uses include encumbrance corrections, expenditure corrections, and a variety of other activities because of the simple interface and flexibility of this transaction.

Common business tasks for the Internal transactions include internal reimbursement purchasing, quasi-external purchasing, and operating transfers. Other uses include recording payment intercept and cost accounting reimbursement activity, which is internally funded.

- › **Expenditure Accruals & Clearings**

The General Accounting functional area provides several methods for accurately recording expenditure accruals to reflect goods or services received in a prior year but without having a disbursement or request for payment processed. Accurately recording every dollar is a goal that would cost more to achieve than it is worth. For this reason, many rely on a manual review of current year expenditures that occurred just after a new fiscal year has started to determine what amounts should be removed from the current year and accrued into the prior year. Likewise, the review will also look at expenditures booked into the prior year to determine what amounts should be removed from the prior year and put into the current year.

1. The Journal Voucher can be used to record the accrual along with use of the reversal functionality of that transaction to invoke Future Transaction Triggering to reverse the accrual in the current year.

2. Another method is the recording an accrual directly within the ordering transaction and reducing an existing accounting line. This method can be done manually and with the Open Activity Roll chain process. A later request for disbursement will then liquidate that accrual and create another along with a payable.
3. As an alternative to performing accruals with the journal voucher, Advantage Financial provides an alternative where users enter a single accounting line on a Manual Accrual (ACA) and Manual Accrual Clearing (ACL) transaction instead of debit and credit lines with posting codes. Users not familiar with the journal voucher will find these transactions easier to enter.
4. Advantage Financial contains an automated alternative or supplement to the manual review that is based on service dates. The automated alternative is comprised of two chain jobs – Automated Accrual and Automated Accrual Clearing – to create transactions to move expenditures based on the percentage of time in the prior year based on the service dates.

If either or both of the latter two methods are used, there is an Accrual Inquiry (ACRI) page for researching accruals by those ultimately charged with reviewing for accurate accounting. From that page there is the ability to create a Disallowance transaction when an accrual clearing was not accurate.

> Record Payroll

The General Accounting area provides two methods of recording the accounting from payroll. The first is the Payroll Journal Voucher (JVP). The second is a specialized transaction, called the Payroll transaction. The transaction has been designed to work with CGI Advantage HRM.

Common business tasks for the Payroll transaction include encumbering for contracts, accruing leave liabilities, recording payroll expenditures as well as liabilities, requesting external payment of external deductions and fringe costs, and recording internally funded deductions and fringe costs.

> Escrow

The General Accounting area provides the ability to define and track escrow activity when the escrow account is being held by a third party with more than just a unique balance sheet or sub balance sheet. Through the definition of an Escrow ID and association of that ID on one of the following transaction types, tracking is possible from the encumbrance to the fixed asset:

1. Journal Voucher – Allows any type of escrow accounting.
2. Purchase Order / Accounting Based Spending – Encumber funds to ensure budget is available for escrow expenditures.
3. Payment Voucher / Accounting Based Spending – This transaction has two functions: Request payment of escrow to escrow agent and Record reduction in escrow when escrow agent makes disbursement.
4. Cash Receipt – Record any escrow returned.

When the escrow is being held by the Advantage site, that event will continue to be addressed by Trust Fund Accounting features in Advantage Financial.



## Common Terminology

This topic contains an alphabetical list of terms that are common in the General Accounting area, and a definition for each one.

> Roll

The act of moving the accounting impact of an open pre-encumbrance, encumbrance, receivable, or a selected group of the other accounting activity from one budget fiscal year into the next at or after a new fiscal year has begun. In all cases but receivables, the roll also involved the accounting fiscal year too.

> Lapse

The act of closing out the accounting impact of an open pre-encumbrance, encumbrance, receivable, or a selected group of the other accounting activity in the prior budget and accounting fiscal year with a separate transaction closing out the open one in a manner that does not reflect as a collection or a purchase.

## Transaction Information

This topic includes detailed information regarding the transactions used in the General Accounting area. The transactions are organized first by Transaction Type and then by Transaction Code within each type.

- [Journal Voucher \(JV\) Transaction Type](#)
- [Accounting Based Spending \(ABS\) Transaction Type](#)
- [Internal Exchange Transaction \(IET\) Transaction Type](#)
- [Internal Transaction Initiator \(ITI\) Transaction Type](#)
- [Internal Transaction Agreement \(ITA\) Transaction Type](#)
- [Payroll Transaction Type](#)
- [Charge Transaction Type](#)

## Transaction Code Glossary

All Transactions Codes that can be utilized by the General Accounting area are listed below alphabetically by Transaction Name.

| Transaction Name                   | Transaction Code | Transaction Type |
|------------------------------------|------------------|------------------|
| Accounting Based Transaction Lapse | ABDL             | ABS              |
| Accrual Disallowance               | ACD              | CH               |
| Advanced Journal Voucher           | JVA              | JV               |
| Annual Close Journal Voucher       | JVAC             | JV               |
| Automated Accrual                  | ACCA             | CH               |
| Automated Accrual Clearing         | ACLA             | CH               |
| Bank Transfer Journal Voucher      | JVBK             | JV               |

| Transaction Name                                   | Transaction Code | Transaction Type |
|--|------------------|------------------|
| Check Writer Intercept Transfer                    | CWI              | IET              |
| Cost Accounting Journal Voucher                    | JVC              | JV               |
| Disbursement Revision                              | DX               | ABS              |
| Federal Offset Transfer                            | ITO              | IET              |
| GA Federal Offset Payment                          | GAOP             | ABS              |
| GA Intercept Payment                               | GAIP             | ABS              |
| General Accounting Encumbrance                     | GAE              | ABS              |
| General Accounting Encumbrance Correction          | GAEC             | ABS              |
| General Accounting Expense/Expenditure             | GAX              | ABS              |
| General Accounting Pre Encumbrance                 | GAP              | ABS              |
| Intercept Transfer                                 | IT               | IET              |
| Interest Payment Request                           | IPR              | ABS              |
| Internal Debt Accounting                           | IDA              | IET              |
| Internal Exchange Transaction                      | IET              | IET              |
| Internal Exchange Transaction - Maximo Integration | IETM             | IET              |
| Internal Purchase Order                            | IPO              | ABS              |

| Transaction Name                  | Transaction Code | Transaction Type |
|-----------------------------------|------------------|------------------|
| Internal Requisition              | IRQ              | ABS              |
| Internal Transaction Agreement    | ITA              | ITA              |
| Internal Transaction Initiator    | ITI              | ITI              |
| Investment Journal Voucher        | JVIN             | JV               |
| Journal Voucher Cash Sweep        | JVSW             | JV               |
| Journal Voucher Income Allocation | JVIA             | JV               |
| JV - Clearing Account Maintenance | JVCAM            | JV               |
| Manual Accrual                    | ACC              | CH               |
| Manual Accrual Clearing           | ACL              | CH               |
| Payroll Accrual                   | PRACR            | PYRL             |
| Payroll Contract Encumbrance      | PRLCE            | PYRL             |
| Payroll Expenditure               | PREXP            | PYRL             |
| Payroll Expenditure Correction    | PREXC            | PYRL             |
| Payroll Internal                  | PRLID            | PYRL             |
| Payroll Journal Voucher           | JVP              | JV               |
| Payroll Leave Liability           | PRLLL            | PYRL             |

| Transaction Name               | Transaction Code | Transaction Type |
|--------------------------------|------------------|------------------|
| Payroll Liability              | PRLIA            | PYRL             |
| Payroll Net Pay                | PRLNP            | PYRL             |
| Payroll Vendor Payment Request | PRLVP            | PYRL             |
| Pre-Processing GAX             | PPGAX            | ABS              |
| Restricted Journal Voucher     | JVR              | JV               |
| Retain Payment Forfeiture      | RTGPF            | ABS              |
| Standard Journal Voucher       | JV               | JV               |

## Journal Voucher (JV) Transaction Type

The Journal Voucher (JV) Transaction Type is a transaction that is not based on a single business function. The primary use of the Journal Voucher is to record accounting activities that cannot be accomplished with other transactions or do not fit the business function of any other transaction. The only updates made by this transaction are to reference queries, accounting control inquiry pages, budgets, and journals.

### > Structure

The Journal Voucher is structured with a single transaction [Header](#), as all transactions are. The Header is then followed by a tab called the Line Group. Below the Line Group is the Accounting tab. There can be one or more Line Groups within a single Journal Voucher transaction. An Accounting Line has to be defined within a single Line Group. However, the numbering of Accounting Lines is one sequence of numbers for the entire transaction and not within each Line Group.

The actual number of records permitted for any transaction tab of the JV Transaction Type is controlled by records with a Property of MAX\_LINE\_LIMIT on the Transaction Component Requirements (DCREQ) page in the Administration Application.

Important features of the Journal Voucher Transaction Type:

### > Referencing

The Line Group provides fields for transaction referencing information that will default to all Accounting Lines in the Line Group for data entry assistance. A user may also choose to change the references at the Accounting level to other lines or transactions. When the user changes the defaults entered at the line group, all references on the accounting lines defined for it are changed so any manual changes would have to be re-applied.

The Journal Voucher is limited in the **Reference Type** that it can perform. Only a *Memo* reference can be performed to another transaction. *Partial* and *Final* references are not allowed on the Journal Voucher. However, the *Memo* reference will update all reference queries and will be recorded in journals.

Referencing by Journal Vouchers is highly recommended when the transaction is being used to adjust previous accounting from another transaction. The recommended approach is to modify the original transaction to make the correction there, but that is not always possible and not always a desired procedural solution. However, it should be noted that if the Journal Voucher is used to adjust the amount or chart of account information from a previous transaction, any subsequent changes or references to that original transaction will still use the amount and chart of accounts prior to the correction.

› **Balancing**

Balancing is a very important feature for the Journal Voucher. For other transaction types, balancing is performed by the application. Line groups have different types of balance edits.

One edit ensures that the total debit lines equals the total credit lines defined to a line group. This edit is not optional and always enforced.

A second balancing edit is that all debit lines for a particular fund (including a sub fund if available) equal the credit lines for that same fund (and sub fund) within a given accounting period and fiscal year. This edit is often referred to as intra-fund balancing and is not optional either.

The **Include BFY in Journal Voucher Balancing** field on Transaction Control (DCTRL) can extend the second balancing edit to include budget fiscal year in addition to accounting period and fiscal year.

There is a third optional and configurable edit for balancing cash updates. The **Cash Balance Level** field on Transaction Control (DCTRL) has two settings that ensure balancing on accounting lines that use a cash posting code. The first is a balance across the transaction and the second is a balance within Fund and Sub Fund.

› **Defaulting Balance Sheets**

Unlike other transactions, Journal Vouchers do not default balance sheet accounts from settings on the Posting Code (PSCD) reference page. The user must enter these accounts on the transaction, where as other accounting transactions will infer such accounts for users. For example, when an internal exchange is done between a seller and buyer where cash is to be used as the offset, the Internal Exchange (IET) transaction will infer the cash account from the bank of both parties. The same accounting event entered on a Journal Voucher would require the user to enter a cash account for both parties.

The reason for this behavior is the Journal Voucher an advanced accounting transaction where accounts that would normally default on other transactions are not to be used in lieu of manual specification of another account.

› **Automatic Reversals**

The Journal Voucher is capable of performing one action that no other transaction type can perform. This action creates a second Journal Voucher in the future exactly like the first one except that the debit and credit amounts on the Accounting Lines are reversed. This action can only be performed once in the future, making it different than the main trigger type - *Recurring*. The same page that controls all automatically triggered transactions, the Future Transaction Triggering (FDT) page, handles this reversing action.

Information to establish reversals is contained in the Header tab of the Journal Voucher. Two fields make up the information. One is the **Reversal Date**, which is when the automatic creation of the reversing Journal Voucher is to be performed. It must be a date in the future. The second field, **Reversal Hold**, is an indication of whether or not the reversing Journal Voucher will be created in the *Hold* transaction status or with a status of *Ready*.

When the reversal is created, line groups and accounting lines will contain memo references to the original Journal Voucher. If there were references already on the first transaction, the second transaction replaces them. Because of this reference, when a user retrieves the history of either Journal Voucher, they will see that there is a second Journal Voucher that relates to the first. Another way to locate the reversing Journal Voucher is to search for the original Journal Voucher on the Future Transaction Triggering (FDT) page, as it will list that reversing transaction in the **Triggered Transaction** field. This second method is not as permanent as using the transaction reference query because triggers are removed based on the **Expire Date** found on the FDT page.

A Journal Voucher may not contain both recurring and reversing information. You can only have one of either type.

> **Manual Reversals**

The Journal Voucher is capable of performing a different type of copy forward action that creates a second Journal Voucher exactly like the first one with all the same fields in the copy transaction action. However, there are a few exceptions:

Uses of the copy forward can be:

- Reversing a journal voucher entered without a reversal date by mistake
- Reversing a journal voucher on a different date than originally anticipated (would need to delete the FDT entry in such a case)
- Reversing a journal voucher where the date of the reversal was not known in advance
- Reversing the impacts of a journal voucher entered in error

> **More info**

The application is delivered with data to reverse the journal vouchers manually entered. Those from batch processed do not have an anticipated reason for reversing. If there becomes a need to reverse a batch journal voucher, then a record can be added to the Transaction Copy Forward Control page. Unlike a copy transaction action where the 2nd transaction has to be the same transaction code as the first, this copy forward action allows a user to copy one journal voucher transaction code into another, thus a special transaction code can be setup for manual reversals if necessary.

> **Transaction Control Settings**

The **Override of BFY Staging Allowed** flag will not apply if an **Event Type** is not supplied. In this case, the Journal Voucher will skip BFY Staging editing. If entered, posting lines must meet BFY Staging rules. If not, a reject error will occur unless the **Override of BFY Staging Allowed** flag is checked, in which case the error will be an overrideable one.

The **Event Type Required** flag is only read by the Journal Voucher. If checked, the transaction code will always require an event type. Such a requirement will ensure users

enter only the posting codes defined to an Event Type and do not use posting codes that are not defined to an Event Type.

The Journal Voucher (JV) Transaction Type contains the following tabs:

- [Header](#) (only 1)
- [Line Group](#) (1 - n)
- [Accounting](#) (2 - n)

**Different Basic Presentations:**

All of the other delivered transaction codes use the same structure and HTML (fJV) as the JV Transaction Code with the following exceptions:

- The JVC Transaction Code (fJVC HTML) looks different as it shows COA fields on the Accounting tab for **Funding Profile**, **Funding Priority**, and **Funding Line**.
- The JVR Transaction Code (fJVR HTML) also looks different as it shows COA fields on the Line Group tab.
- The JVP Transaction Code (fJVP HTML) looks different as it shows four payroll information fields on the Header and two on the Accounting tab.

## JV Delivered Transaction Codes

The Journal Voucher (JV) Transaction Type contains several delivered transaction codes. Many of these codes relate to a batch program that is creating journal vouchers for a specific processing need. In each case, a transaction code has been established to provide quick recognition of these transactions on the Transaction Catalog and for reporting. Further needs often exist for these transaction codes to have different security and Transaction Control (DCTRL) reference page settings. There are also several other transaction codes that are not tied to a specific batch job.

The Journal Voucher (JV) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name) and views (HTML layouts). Differences beyond the basic layout (fJV) are detailed after the following table. The basic layout is detailed after those differences.

| Transaction Name             | Transaction Code | Intended Use   | View |
|------------------------------|------------------|--|------|
| Advanced Journal Voucher     | JVA              | Data entry where an event type is not required to control posting code entry   | fJV  |
| Annual Close Journal Voucher | JVAC             | Annual Close chain job to record closing activity in a year closed and roll balances into the next year<br><br>Should be the only transaction code on the Allowed Accounting Periods for Transaction Code page with access to periods 0 and 99 | fJV  |



| Transaction Name                  | Transaction Code | Intended Use  | View |
|-----------------------------------|------------------|---|------|
| Bank Transfer Journal Voucher     | JVBK             | Bank Account Transfer chain job to move cash between banks used other than the Master Bank for a fund and that Master Bank  | fJVA |
| Cost Accounting Journal Voucher   | JVC              | Reimbursable Expense Adjustment chain job to adjust funding lines to defined percentages<br><br>Manual entry of cost accounting activity because of an expanded Detail Accounting tab.  | fJVC |
| Investment Journal Voucher        | JVIN             | Manual entry for the acquisition and sale of investments with the Treasury Accounting area.   | fJV  |
| Journal Voucher Cash Sweep        | JVSW             | Cash Sweep chain job for Treasury Accounting taking cash from Participatory funds and giving to the Pool fund.  | fJV  |
| Journal Voucher Income Allocation | JVIA             | Income Allocation chain job for Treasury Accounting that allocates investment income to the Participatory funds.  | fJV  |
| JV - Clearing Account Maintenance | JVCAM            | Created by the Clearing Account Maintenance Chain Job when clearing Due To and Due From accounts though Cash.   | fJV  |
| Payroll Journal Voucher           | JVP              | Record expenditures, liabilities, and other payroll activity.   | fJVP |
| Restricted Journal Voucher        | JVR              | Provides a feature to pre-populate all accounting lines with COA established at the line group to assist with data entry or ensure that all accounting lines have the same COA value(s).<br><br>The reclassification revenues and expenditures is an example where certain COA values between the accounting line being reduced and the one being increased should be the same. | fJVR |

| Transaction Name         | Transaction Code | Intended Use   | View |
|--------------------------|------------------|--|------|
| Standard Journal Voucher | JV               | Data entry where an event type is required to control posting code entry | fJV  |

> JVC - Accounting

If one of the three fields below is completed, all must be. This is the reason for the 'conditionally required' designation.

| Field Name       | Required?              | Field Description   |
|------------------|------------------------|---|
| Funding Profile  | Conditionally Required | This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Profile (FPRFLST) page - Funding Profile tab.   |
| Funding Priority | Conditionally Required | This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Priority tab of the Funding Profile (FPRFLST) page. Note: You cannot enter a Funding Priority that has the Overflow flag checked on the Funding Profile page - Funding Profile tab. |
| Funding Line     | Conditionally Required | This chart of account should be blank unless a <i>Front End Split</i> Major Program has been inferred. Enter a value that is defined on the Funding Line section of the Funding Profile (FPRFLST) page - Funding Profile tab.   |

> JVP - Header

| Field Name          | Required? | Field Description   |
|---------------------|-----------|---|
| Pay Date            | Optional  | An optional date field to record the date of payment from a payroll system. The common date for Pay Date is the payroll check date. |
| Pay Period End Date | Optional  | An optional date field to record the last day of a pay period.  |
| Last Payroll        | Optional  | A flag indicating whether the pay period is the last payroll cycle in a month.  |

| Field Name | Required? | Field Description  |
|------------|-----------|--|
| Pay Cycle  | Optional  | An optional field to identify a type of pay cycle (for example, weekly, bi-weekly, monthly, and so forth). |

> JVP - Accounting

| Field Name             | Required? | Field Description   |
|------------------------|-----------|---|
| Human Resource Measure | Optional  | An optional field to record a value from the HR Measure page when recording payroll costs on a journal voucher. |
| Quantity               | Optional  | An optional field to record a quantity in conjunction with the HR Measure.                                      |

The JVP transaction does not contain the **Authorization/Debt Instrument** and **Debt ID** fields, which are present on the JV transaction.

> JVR - Line Group

All data validations will occur there on the Accounting Lines. COA errors made at the Line Group level will produce validation errors on each of the Accounting Line rather than the Line Group. However, fixing the error on the Line Group then validating the transaction will push the correction down to all the Accounting Lines. When validating or submitting the transaction, the system will overwrite any existing values with those entered on the Line Group level. That being said, if a value is null at the Group Line level, it will not overwrite a populated value on the Accounting Line. Because the data will be pushed from the Line Group to the Accounting Lines before any inferences or validations, there could be an instance where a powerful inference overrides what is entered at the Line Group. Likewise, a weak inference, such as the Accounting Template, will not override what is entered at the Line Group level.

| Field Name         | Required? | Field Description   |
|--------------------|-----------|---|
| Various COA fields | Optional  | All COA fields are optional on the line group. Entry in one or more of the fields will be required if the COA field is protected from data entry at the Accounting Line while also being required by Required Budget, COA Required Element page, or Event Type Requirements. If a COA Inference page does not supply a value at the Accounting Line, a value must be entered at the Line Group. |

## Tasks

The "[Create Manual Journal Entries](#)" under the Common Business Tasks topic contains instructions on completing the following tasks:

- [Adjusting Journal Entry](#)
- [Reversing Journal Entry](#)

## Header

The Header tab of the JV Transaction Type contains many of the common header fields that can be found on the "Header" topic in the *Transactions User Guide*.

The Header also contains fields unique to the Journal Voucher and some shared by only a few transaction types. Please see individual field descriptions for system controls that can make certain fields required or prohibited.

### > Field Level Information

| Field Name                     | Required?  | Field Description  |
|--------------------------------|------------|--|
| Total Credits                  | Calculated | A summary amount field that is calculated as the sum of all Line Group Credit Totals.  |
| Total Debits                   | Calculated | A summary amount field that is calculated as the sum of all Line Group Debit Totals.   |
| Budget Control Reduction       | Optional   | A flag that, when selected, will reduce the level of error by 1 for any budget availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Transaction Control page. Only budget availability errors and not errors for deactivated budgets or 'budget line not found' errors are controlled by this flag. |
| Fund Balance Control Reduction | Optional   | A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag is controlled by a field of the same name on the Transaction Control page.   |
| Cash Balance Control Reduction | Optional   | A flag that, when selected, will reduce the level of error by 1 for any cash balance availability message issued: Reject becomes Override; Override becomes Warning; Warning remains Warning. The ability to select this flag  |

| Field Name    | Required?              | Field Description  |
|---------------|------------------------|--|
|               |                        | is controlled by a field of the same name on the Transaction Control page.   |
| Reversal Date | Conditionally Required | An optional date that will direct the Journal Voucher to update the Future Transaction Triggering page to schedule the creation of a 2 <sup>nd</sup> Journal Voucher that will reverse the debits and credits of the 1 <sup>st</sup> Journal Voucher. A date entered must be greater than the Record Date, if entered, or the Application Date if not entered. |
| Reversal Hold | Optional               | A flag to indicate that the reversal Journal Voucher should be loaded with a Transaction Status of <i>Held</i> .   |
| Escrow ID     | Optional               | This optional field is used to associate all accounting lines to an Escrow ID. A value specified must be valid on the Escrow Definition (ESCROW) page and that does not have the Completed flag checked.<br><br>Use this field when recording any escrow activity.   |
| Contact Code  | Optional               | An optional field to record a Contact for a transaction. The field can be required per Transaction Control (DCTRL) setup. Detail contact information will infer from the selected value.   |

## Line Group

Only the Journal Voucher Transaction Type has Line Groups. The function of this transaction tab is to group different groups of Accounting Lines with a transaction instance for organization purposes. A **Line Group Description** is available for each Line Group to define the task of each group of Accounting Lines.

When a user manually creates a Journal Voucher, the application automatically inserts a Line Group record. Depending on use, this record may or may not be completed before proceeding to the Accounting tab.

Each Line Group must contain at least two Accounting Lines, but there could be many more. To assist with data entry of those Accounting Lines, when a Line Group is saved with an **Event Type** and **Posting Pair**, the application creates two Accounting Lines if there are not already any. Each will have one of the two Posting Codes defined to the Event Type and Posting Pair. If there is only one Posting Code defined, then two lines will be created with that code.

### > Features of the Line Group

- Provide an edit capability - Users can be restricted to using only certain posting codes at the Accounting Line based on the Event Type and Posting Pair entered on the Line Group (something delivered for the JV transaction code).

> More Info

Providing decentralized access to Journal Vouchers is often not done because of the powerful nature of the transaction to post to a wide range of accounts. However, if a Journal Voucher transaction code is established on the Transaction Control page with the **Event Type Required** flag selected, then a user has to select an event type from those defined as available on the Allowed Event Types for Transaction Code (AETDC) reference page along with a **Posting Pair** value on the Line Group, when the default of A is not desired. All Accounting Lines in a Line Group must contain one of the two posting codes defined to the Event Type and Posting Pair combination.

- Provide default information – Transaction Reference and chart of account fields, when visible on the Line Group, completion on the Line Group will push the values to all Accounting Lines defined to the Line Group.

> Field Information

In the following table are the fields unique to the Line Group not detailed to this point along with those that are common to other transaction typed but used differently on the Journal Voucher. For more details on the Vendor/Customer fields, please see the "Vendor" topic in the *Transactions User Guide* for more information.

| Field Name                            | Required?  | Field Description   |
|---------------------------------------|------------|---|
| Posting Pair Name                     | System Set | A display only field that will show the name assigned to the Posting Pair for the Event Type. If no Event Type is specified, then this field remains blank.   |
| Line Group Debit Total                | Calculated | The amount is a summary one that is calculated as the sum of all Debit Amounts found on all accounting lines under a Line Group. The value must equal the Line Group Credit Total in order for the Journal Voucher to submit.   |
| Line Group Credit Total               | Calculated | The amount is a summary one that is calculated as the sum of all Credit Amounts found on all accounting lines under a Line Group. The value must equal the Line Group Debit Total in order for the Journal Voucher to submit.   |
| Accounting Lines Cross Appropriations | Calculated | The system set this flag to true when Accounting Lines under a Line Group contain more than one appropriation (Appr Unit) value. The Line Group will see a blank <b>Appr Unit</b> field as different than one with a value and set the flag to true. The intended use of the flag is to trigger workflow rules when expenditures (and possibly revenues) are being transferred between different appropriation codes.<br><br>This field is hidden from view and should be displayed if used for workflow. |

| Field Name                        | Required?              | Field Description   |
|-----------------------------------|------------------------|---|
| Referenced Transaction Code       | Optional               | An optional field for defining a referenced transaction code that will default to all accounting lines for the Line Group.  |
| Referenced Transaction Department | Optional               | An optional field for defining a referenced transaction department that will default to all accounting lines for the Line Group.  |
| Referenced Transaction ID         | Optional               | An optional field for defining a referenced transaction ID that will default to all accounting lines for the Line Group.  |
| Referenced Vendor Line            | Optional               | An optional field for defining a referenced vendor line that will default to all accounting lines for the Line Group.   |
| Referenced Commodity Line         | Optional               | An optional field for defining a referenced commodity line that will default to all accounting lines for the Line Group.  |
| Referenced Accounting Line        | Optional               | An optional field for defining a referenced accounting line that will default to all accounting lines for the Line Group.   |
| Reference Type                    | System Set             | As Journal Vouchers cannot liquidate other referenced transactions, this field will default to <i>Memo</i> .  |
| Authorization/Debt Instrument     | Conditionally Required | <p>As Journal Vouchers can perform accounting for debt authorizations and debt instruments, this indication defines what type of Debt ID is entered on the Line Group for defaulting to all accounting lines. The indication is optional for defining a value that will default to all accounting lines for the Line Group. However, a value is required if the Debt ID field is populated. Valid values for this field are:</p> <ul style="list-style-type: none"> <li>• <i>Authorization</i> – If this value is selected then authorization accounting is being performed.</li> <li>• <i>Debt Instrument</i> - If this value is selected then debt instrument accounting is being performed.</li> </ul> |
| Debt ID                           | Optional               | An optional field for defining a Debt ID that will default to all accounting lines for the Line Group. The pick for   |

| Field Name | Required? | Field Description   |
|------------|-----------|---|
|            |           | <p>this field is for Debt Instruments unless the Authorization/Debt Instrument is <i>Authorization</i>.</p> <p>Refer to the <i>Debt Management User Guide</i> for more information.</p> |

## Accounting

Accounting lines of a Journal Voucher closely resemble those of other transaction types. The fields that differ are included in the table below. For more details on the common Accounting fields, please see the "Accounting" topic in the *Transactions User Guide* for more information.

› Field Information

| Field Name        | Required?  | Field Description  |
|-------------------|------------|--|
| Posting Pair      | System Set | A protected value inferred from the parent line group of the accounting line.  |
| Posting Pair Name | System Set | A protected value inferred from the Event Type page for the combination of Event Type and Posting Pair values.   |
| Posting Code      | Required   | A required field to specify a posting code for the accounting line. If an Event Type and Posting Pair are specified at the Line Group, then the posting code must be one of the two defined to that combination on the Event Type page.  |
| Posting Code Name | System Set | An inferred name for the Posting Code as defined on the Posting Code page.   |
| Debit Amount      | Required   | The amount field used when the Posting Code should be debited. An amount entered must be greater than \$0.00. If the Credit Amount is greater than \$0.00 then the Debit Amount has to be \$0.00 as a Journal Voucher accounting line can only perform one or the other type of posting. |
| Credit Amount     | Required   | The amount field used when the Posting Code should be credited. An amount entered must be greater than \$0.00, although credits are stored in journals as negative amounts. If the Debit Amount is greater than \$0.00 then the Credit Amount has to be \$0.00 as a                      |



| Field Name                    | Required?              | Field Description  |
|-------------------------------|------------------------|--|
|                               |                        | Journal Voucher accounting line can only perform one or the other type of posting.   |
| Authorization/Debt Instrument | Conditionally Required | <p>As Journal Vouchers can perform accounting for debt authorizations and debt instruments, this indication defines what type of Debt ID is entered on the accounting line. The indication is optional except a value is required if the Debt ID field is populated. Valid values for this field are:</p> <ul style="list-style-type: none"> <li>• <i>Authorization</i> – If this value is selected then authorization accounting is being performed.</li> <li>• <i>Debt Instrument</i> - If this value is selected then debt instrument accounting is being performed.</li> </ul> |
| Debt ID                       | Conditionally Required | <p>The Debt ID represents a Bond, Lease, or Loan Registry record.</p> <p>There are limits on what Debt ID values can be entered:</p> <ul style="list-style-type: none"> <li>• A Loan Application ID cannot be entered.</li> <li>• The Debt Instrument Status must be active and not one of the preliminary values.</li> <li>• The Debt Instrument Status should not be one that is completed or closed.</li> </ul> <p>Please see the <i>Debt Management User Guide</i> for more information on these and other topics.</p>   |
| Employee ID<br>Employee Name  | Optional               | <p>For times when the Journal Voucher is the proper tool for recording accounting events outside of typical payroll accounting, this field is there to tie Financial data to Human Resource Management data for reporting purposes by ensuring a valid employee ID is entered.</p>   |

**Notes:** The Journal Voucher will always require a value in the Fund field and that cannot be circumvented. Please see information on the JVC transaction code for chart of account fields available on that transaction code not visible on other Journal Vouchers.

## Accounting Based Spending (ABS) Transaction Type

The Accounting Based Spending (ABS) Transaction Type can be used for procurement and accounts payable accounting where a commodity level of detail is not needed or desired. The transaction type is also one that lends itself to being used for other needs that do not have to be procurement or accounts

payable related because of its simple transaction structure. The transaction type has the following transaction components; some may or may not be visible depending on the Transaction Code.

Transaction Header (only 1)

Vendor Line (1 - n)

Accounting Line (1 - n)

Intercept Details (0 - n)

Important features for the Accounting Based Spending Transaction Type:

› Internal Vendor, External Vendor and No Vendor

ABS transactions can be used to pre encumber and encumber funds for reserving budget authority for later purchases from external as well as internal vendors.

› More Info

For example, a request for payment to an external vendor is made with the GAX transaction code referencing either a GAP or GAE transaction code. For an internal vendor, a GAP or GAE is processed and then later referenced by an Internal Transaction Initiator (ITI), Internal Transaction Agreement (ITA), or Internal Exchange Transaction (IET) transaction. Those internal transactions are covered in the "Internal Transaction Type" section.

ABS transaction codes also can withhold budget authority without a vendor code specified. Such transactions can later be referenced by a transaction code in the Charge transaction type.

› More Info

An example of this scenario is for Cost Allocation. As costs are accumulated and later allocated to other parties, the need often arises to assure that the other areas have enough budget authority to cover those allocated costs. The Program Transaction Cross Reference (PRGXRF) page was designed for this purpose. The page will connect the Cost Allocation chain job to an ABS transaction by a record on the page defined by Fiscal Year, Department, Program, Phase, and Appropriation or by the same combination without Phase.

› Accounting Line Generation

Many transaction codes in the ABS transaction type (all except the RTGPF, GAIP, and GAOP) have the ability to generate accounting lines on version 1 of a transaction.

To generate transaction lines, enter or choose a valid and active Accounting Profile and a non-zero amount in the Expected Amount field. With a validate or submit action the transaction will create one or more accounting lines based on the Accounting Template record (s) of the accounting profile. The Expected Amount field is then split across accounting lines based on the percentage defined for each accounting template within the profile. No lines will be generated if one already exists.

If there is more than one vendor line at the time of line generation, the system issues a warning that line generation was not possible with more than one vendor line.

The Accounting Based Spending Transaction Type contains the following tabs:

- [Header](#)

- [Vendor](#)
- [Accounting](#)

## ABS Delivered Transaction Codes

The open nature of the Accounting Based Spending (ABS) Transaction Type has enabled many delivered Transaction Codes Transaction Sub Types and different views (HTMLs).

The Accounting Based Spending (ABS) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name). Additions beyond the basic layout (fGAX) are detailed after the following table. Any fields found on the GAX view not displayed on another view have been hidden because they do not pertain to the function of the ABS Transaction Code. The basic layout is detailed after the additions are called out.

| Field Name                                | Required? | Field Description  | Sub Type | View  |
|---|-----------|--|----------|-------|
| Accounting Based Transaction Lapse        | ABDL      | Open Activity Lapse chain to close open ABS transactions.  | ABDL     | fGAP  |
| Disbursement Revision                     | DX        | Correct/Revise Chart of Account (COA) codes, Budget FY, or accounting treatment of a single disbursement or group of disbursements. DX requires the total for the transaction be \$0.00 as a revision should not increase or decrease the original amount disbursed. | DX       | fGAP  |
| General Accounting Encumbrance            | GAE       | Data entry of encumbrance  | GAE      | fGAP  |
| General Accounting Encumbrance Correction | GAEC      | Correction of encumbrance for incorrect payment requests that have been disbursed.   | GAE      | fGAX  |
| General Accounting Expense/Expenditure    | GAX       | Data entry of requests for payment   | GAX      | fGAX  |
| General Accounting Pre Encumbrance        | GAP       | Data entry of pre encumbrances   | GAP      | fGAP  |
| Federal Offset Payment                    | GAOP      | The Federal Offset Payment chain job creates to request payment to external entities for debt intercepted with an external disbursement  | FO       | fGAOP |

| Field Name                | Required? | Field Description  | Sub Type | View   |
|---------------------------|-----------|--|----------|--------|
|                           |           | system. The transaction cannot be modified.  |          |        |
| Intercept Payment         | GAIP      | Issue Payment for intercepted External Debts chain job creates request for payment (GAIP) to external entities for debt intercepted with an Advantage Financial disbursement | IT       | fGAIP  |
| Intercept Payment Request | IPR       | Records interest on late payment requests to vendors   | IPR      | fIPR   |
| Intercept Payment Order   | IPO       | Records encumbrances for internal purchases through the internal transaction (IET) as opposed to commodity transactions like the PRCI/PRMI.                                  | IPO      | fIPO   |
| Internal Requisition      | IRQ       | Records pre-encumbrances for internal purchases through the internal transaction (IET) as opposed to commodity transactions like the PRCI/PRMI.                              | IRQ      | fIRQ   |
| Pre-Processing GAX        | PPGAX     | A cloned version of the GAX to clearly identify payments entered before the beginning of a year that will be released by the Extended Payment Request Scheduling process.    | PP       | fGAX   |
| Retain Payment Forfeiture | RTGPF     | Establish disbursement payable for retainage released and retainage forfeited by the Retainage Payout process.   | GAX      | fRTGPF |

> IPR - Header

| Field Name               | Required?              | Field Description   |
|--------------------------|------------------------|---|
| System Generated         | System Set             | Identifies if the transaction was created by the system during the Automatic Interest Calculation process or it was manually created.   |
| Budget Control Reduction | Optional               | A flag that, when selected, will reduce the level of error by 1 for any budget availability message issued: <i>Reject</i> becomes <i>Override</i> ; <i>Override</i> becomes <i>Warning</i> ; <i>Warning</i> remains <i>Warning</i> . The ability to select this flag is controlled by a field of the same name on the Transaction Control page. Only budget availability errors and not errors for deactivated budgets or 'budget line not found' errors are controlled by this flag. |
| Fund Control Reduction   | Optional               | A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued: <i>Reject</i> becomes <i>Override</i> ; <i>Override</i> becomes <i>Warning</i> ; <i>Warning</i> remains <i>Warning</i> . The ability to select this flag is controlled by a field of the same name on the Transaction Control page.   |
| Cash Control Reduction   | Optional               | A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued: <i>Reject</i> becomes <i>Override</i> ; <i>Override</i> becomes <i>Warning</i> ; <i>Warning</i> remains <i>Warning</i> . The ability to select this flag is controlled by a field of the same name on the Transaction Control page.   |
| Cancellation Reason      | Conditionally Required | Captures the reason when a user refutes an IPR transaction. An error will be issued if the Cancellation version of the transaction is validated or submitted.   |

> IPR - Accounting

| Field Name   | Required? | Field Description  |
|--------------|-----------|--|
| Payment Type | Optional  | Captures the Payment Type associated with the IPR Transaction. |

> GAOP and GAIP - Accounting

| Field Name                  | Required?  | Field Description   |
|-----------------------------|------------|---|
| Entity                      | Required   | A required identification for the ID transaction sub-type to specify the entity for whom debt is owed.                              |
| Debt Type                   | Required   | A required identification for the ID transaction sub-type to record the type of debt that is owed.                                  |
| Intercept Amount            | Calculated | A system calculated amount of the sum of Intercepted Amounts of the associated Intercept Details lines for a given Accounting line. |
| Supplementary Intercept Fee | Calculated | A system calculated amount of the sum of Intercepted Amounts of the associated Intercept Details lines for a given Accounting line. |
| Intercept Fee Code          | Optional   | An identification of any intercept fee code applied in the Intercept process. This field only appears on GAOP transactions.         |

> GAOP and Intercept Payment GAIP – Intercept Details

| Field Name       | Required?  | Field Description   |
|------------------|------------|---|
| Intercept ID     | Required   | A required field to tie an Intercept Details record to an entry on the Pending Intercept Payment (INTP) page. From this ID, values for the remaining five fields on the component will be inferred. |
| Intercept Date   | System Set | A date that records the date the externally intercept debt was applied to a disbursement.   |
| Entity           | System Set | A field that records the entity of the externally intercept debt applied to a disbursement. This value must match the Entity value of the Accounting line.  |
| Debt Type        | System Set | A field that records the type of the externally intercept debt applied to a disbursement. This value must match the Debt Type value of the Accounting line.   |
| Intercept Amount | Calculated | A field that records the amount of the externally intercepted debt applied to a disbursement.   |

|                             |            |  |
|-----------------------------|------------|--|
| Supplementary Intercept Fee | Calculated | A field that records the amount of any supplementary fees taken when intercepting the external debt. |
|-----------------------------|------------|--|

> ABDL, DX, GAE, and GAP - Header

| Field Name          | Required?  | Field Description   |
|---------------------|------------|---|
| Billing Location    | Optional   | An optional field to specify a value from Procurement Location (PLOC) with a Location Type of <i>Billing</i> . The collection of such information will provide information as to whom and where a bill should be sent.                                  |
| Open Accrual Amount | Calculated | An aggregated amount that is the sum of all Open Amounts on all accounting lines with an Event Type that belongs to the Event Category of <i>ACC</i> .  |
| Shipping Location   | Optional   | An optional field to specify a value from Procurement Location (PLOC) that has a Location Type there of <i>Shipping</i> . The collection of such information will provide information as to who and where goods should be shipped or services rendered. |
| Delivery Date       | Optional   | An optional date field to specify an anticipated or expected delivery date for the goods or services being requested or ordered.  |
| Escrow ID           | Optional   | This optional field is used to associate all accounting lines to an Escrow ID.<br><br>Use this field when you are encumbering funds to liquidate when later recording disbursements by the escrow agent.  |
| Case ID             | System Set | The Case ID is a display only field that identified the Case Management identification number. This field is set by Case Management's import of the transaction into Advantage and is never changed by Advantage.                                       |

> ABDL, DX, GAE, and GAP - Accounting

| Field Name              | Required? | Field Description   |
|-------------------------|-----------|---|
| Related Accounting Line | Optional  | An optional field used when one Accounting Line needs to be tied to another within a transaction for reference purposes. One intended use is when the open amount of one accounting line is reduced and placed on a new |

|  |  |  |
|--|--|--|
|  |  | accrual accounting line, manually or through the Open Activity Roll process. |
|--|--|--|

> **IRQ and IPO - Vendor**

The common set of chart of account fields normally found on accounting lines are present on the vendor line for these two transactions so that information can be captured for later use for the Seller/Provider on an Internal Exchange Transaction (IET).

> **RTGPF - Header**

| Field Name                                    | Required? | Field Description  |
|---|-----------|--|
| Requested Scheduled Payment Date              | Optional  | A field to display the Requested Schedule Payment Date entered on the Retainage Summary by Commodity Line RTGSUM page.                 |
| Requested Retainage Release/Forfeiture Amount | Optional  | A field to display the Requested Retainage Release/Forfeiture Amount entered on the Retainage Summary by Commodity Line (RTGSUM) page. |
| Payout Method                                 | Optional  | A field to display the Payout Method entered on the Retainage Summary by Commodity Line (RTGSUM) page.                                 |

## Tasks

For instructions on how to create transactions associated with the Accounting Based Spending Transaction Type, refer to the following sections under the "Common Business Tasks" topic.

- [Create a Non-Commodity Request for Payment](#)
- [Create a Non-Commodity Order](#)
- [Create a Non-Commodity Requisition](#)
- [Correct a Non-Commodity Order](#)

**Related Topic(s):**

- For a description of the delivered event types allowed for the ABS Transaction Type, please refer to the following sections in the *CGI Advantage - Financial Administration User Guide* under the Accounting Model Delivered Configuration topic: Accounts Payable Accounting Model, Procurement Accounting Model, and Travel Accounting Model.



## Header

The Header tab of the GAX Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. If you see that some fields listed below are not visible online, they are hidden with Configure Page (DESIGNER) when delivered or by onsite configuration. The following fields are not common to Header tabs:

> Field Information

| Field Name            | Required?              | Field Description  |
|-----------------------|------------------------|--|
| Accounting Profile    | Optional               | This field is used for the generation of accounting lines when a transaction is validated or submitted.  |
| Expected Amount       | Conditionally Required | This field is used to record the total amount anticipated for the transaction or the amount to be used to generate Accounting Lines based on an Accounting Profile. The amount can be used for both purposes.<br><br>The amount can be required by the Transaction Total Required option on Transaction Control (DCTRL).   |
| Vendor Invoice Number | Optional               | An optional field to capture and default the number from the invoice received from the vendor. When populated and there is only one vendor line, the value is pushed to the lowest numbered, open accounting line upon validate or submit actions. If Vendor Invoice Required is required by the Transaction Control (DCTRL) page, then the push is to all open accounting lines.  |
| Vendor Invoice Line   | Optional               | An optional field to capture and default the line number from the invoice received from the vendor. When populated and there is only one vendor line, the value is pushed to the lowest numbered, open accounting line upon validate or submit actions.<br><br>If the Vendor Invoice Line Number Default option on Transaction Control (DCTRL) is checked, the value is pushed to the lowest numbered, open accounting line instead of defaulting to equal Accounting Line Number. |
| Vendor Invoice Date   | Optional               | An optional date to capture the date on the invoice received from the vendor. When populated and there is only one vendor line, the value is pushed to the Vendor Invoice Date field on the lowest numbered, open accounting line upon validate or submit.<br><br>If the Vendor Invoice Required setting is set on Transaction Control (DCTRL), then the push is to all open accounting lines.   |

| Field Name        | Required?              | Field Description   |
|-------------------|------------------------|---|
| Tracking Date     | Optional               | <p>An optional field to record any date related to the invoice or payment of goods and services.</p> <p>When populated and there is only one vendor line, the value is pushed to the Tracking Date field on the lowest numbered, open accounting line upon validate or submit.</p> <p>If the Vendor Invoice Required or Tracking Date Required is set on Transaction Control (DCTRL), then the push is to every open accounting line.</p> |
| Check Description | Optional               | <p>An optional field to record text for printing on the check stub. When populated and there is only one vendor line, the value is pushed to the Check Description field on the lowest numbered, open accounting line.</p>  |
| Replacement       | Optional               | <p>An optional indication a payment is to replace a previous disbursement.</p>  |
| Cited Authority   | Conditionally Required | <p>An optional field to specify a value from the Cited Authority (CAUTH) page. The Cited Authority represents the authority that enables a user to enter the specific transaction for the amount specified on the transaction. The field can be by the Cited Authority requirement on Transaction Control (DCTRL).</p>  |
| Escrow ID         | Optional               | <p>This optional field is used to associate all accounting lines to an Escrow ID. A value specified must be valid on the Escrow Definition (ESCROW) page and that does not have the Completed flag checked.</p> <p>Use this field when transferring funds to the escrow agent or adjusting for disbursements by the escrow agent.</p>   |
| Payee Vendor      | Optional               | <p>The vendor identification code assigned to the payee. The Payee Code is used to designate a third party payment, or a payment to a Procurement Card vendor.</p>  |
| Payee Name        | Optional               | <p>The legal name of the payee.</p>   |
| Address Code      | Optional               | <p>A field to specify the Payee Address ID. The field will default is there is a default Payment Address for the payee's Vendor record. From the selected Address Code, the remainder of address fields will infer.</p>   |

| Field Name                         | Required?  | Field Description   |
|------------------------------------|------------|---|
| Payee Contact ID                   | Optional   | The Payee Contact ID field is used to specify the person responsible for answering questions concerning an associated entity. From the ID, the remainder of contact fields will infer.  |
| Retainage Amount                   | Calculated | A system calculated amount of all Retainage Amounts across all accounting lines of the transaction. As taking retainage is not a feature available to the ABS transaction type, the amount will always be \$0.00.   |
| Discount Amount                    | Calculated | A system calculated amount of all Discount Amounts.   |
| Penalty/Interest Amount            | Calculated | A system calculated amount of all Penalty/Interest Amounts.   |
| Backup Withholding Amount          | Calculated | A system calculated amount of all Backup Withholding Amounts.   |
| Intercept Amount                   | Calculated | A system calculated amount of all Intercept Amounts.  |
| Default Intercept Fee Amount       | Calculated | A system calculated amount of all Default Intercept Fee Amounts.  |
| Supplementary Intercept Fee Amount | Calculated | A system calculated amount of all Supplementary Intercept Fee Amounts.  |
| Use Tax Withheld Amount            | Calculated | A system calculated amount of all Use Tax Withheld Amounts.   |
| Payment Amount                     | Calculated | A system calculated amount that was the amount disbursed for the transaction. The calculation is the Transaction Actual Amount - Retainage - Discounts + Penalty/Interest - Backup Withholding - Intercept - Default Intercept Fee - Supplementary Intercept Fee - Use Tax Withheld - Hard Copy Disbursement Fee. |
| Contact Code                       | Optional   | An optional field to record a Contact for a transaction. The field can be required per Transaction Control  |

| Field Name | Required? | Field Description   |
|------------|-----------|---|
|            |           | (DCTRL) setup. Detail contact information will infer from the selected value. |

## Vendor

The Vendor tab of the GAX Transaction Code contains the common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. If you see that some fields listed below are not visible online, they are hidden with Configure Page (DESIGNER) when delivered or by onsite configuration. The following fields are not common to Vendor tabs:

> Field Information

| Field Name                     | Required? | Field Description  |
|--------------------------------|-----------|--|
| Source System Name             | Optional  | An optional field that can be used for tracking the external system from which payment and disbursement information has been imported or interfaced.<br><br>For this CVL to be used, records need to be added to the CVL_LEG_SRC_SYS_NM table. If capturing this data, similar updates to make the two fields visible need to be done for the various transaction codes in the Automatic Disbursement, Manual Disbursement, and Disbursement Reclassification transaction types as well as on the Disbursement Query, Disbursement Request, and Disbursement Request by Transaction pages. |
| Source System Reference Number | Optional  | An optional field available for recording a reference number or ID from an external system, used to track the origin of payment and disbursement information that has been imported or interfaced. A Configurable Validation is required to make this field required when a Source System Name is supplied.  |

## Accounting

The Accounting tab of the GAX Transaction Code contains the common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. If you see that some fields listed below are not visible online, they are hidden with Configure Page (DESIGNER) when delivered or by onsite configuration. The following fields are not common to Accounting tabs.

> Field Information

| Field Name       | Required? | Field Description   |
|------------------|-----------|---|
| Reserved Funding | Required  | A required choice of three values: <i>No</i> , <i>Yes</i> , and <i>Locked</i> . An initial value will default from the Event Type |

| Field Name            | Required?              | Field Description   |
|-----------------------|------------------------|---|
|                       |                        | <p>based on the Reserved Funding field found on the Event Type (ETYP) page.</p> <p>The value serves as a means to designate an accounting line to be a source of funding at last resort or to be an out year line of a contract.</p> <ul style="list-style-type: none"> <li>• <i>No</i> indicates the accounting line should be automatically included if a copy forward is made to a subsequent transaction.</li> <li>• <i>Yes</i> and <i>Locked</i> accounting lines will not be included in a copy forward and must be manually referenced on a subsequent transaction. The difference between the two values is that the <a href="#">Contract Roll</a> process can change a value of <i>Yes</i> to <i>No</i>. A value of <i>Locked</i> must be changed manually.</li> </ul>   |
| Vendor Invoice Number | Optional               | <p>An optional field to record the identification number found on the invoice sent by the vendor for goods or services rendered. The number can be required by selection of the Vendor Invoice Required flag for a transaction code on the Transaction Control (DCTRL) page.</p>  |
| Vendor Invoice Line   | Conditionally Required | <p>An optional field to record the identification of a single line number found on the invoice sent by the vendor for goods or services rendered. If a Vendor Invoice Number is entered, the Vendor Invoice Line is required.</p> <p>If the Vendor Invoice Line Number Default indication is selected on the Transaction Control (DCTRL) page, the Vendor Invoice Number is entered and the Vendor Invoice Line Number field is blank, the transaction will infer the Accounting Line Number of the current line into the Vendor Invoice Line Number field.</p> <p>When a combination of Number and the Line has already been referenced by another request for payment, an overrideable error is issued from the Vendor Invoice Registry (VIR) inquiry page. The message exists to prevent the accidental payment of an invoice line more than once.</p> |
| Vendor Invoice Date   | Conditionally Required | <p>An optional date to record the date of the invoice sent by the vendor for goods or services rendered.</p> <ul style="list-style-type: none"> <li>• The date can be required by the Vendor Invoice Date Required field on the Transaction Control (DCTRL) page. If that configuration is set to</li> </ul>  |

| Field Name                        | Required?              | Field Description   |
|-----------------------------------|------------------------|---|
|                                   |                        | <i>Default</i> instead of <i>Required</i> then if left blank the date will default to the current Application Date if left blank.   |
| Tracking Date                     | Optional               | An optional date that provides the ability to record or track any date related to the invoice or payment of goods and services. Two fields on Transaction Control (DCTRL) enforce specific rules on the entry of this field: Tracking Date Required and Future Tracking Date Allowed.   |
| Check Description                 | Optional               | An optional field to record text for printing on the check stub. The length of this description field is relatively short so that it can be placed on a check stub.   |
| Special Instructions Code         | Optional               | An optional field to record a value that corresponds to a record on the Special Instructions (SPIS) page.   |
| Disbursement Category             | Optional               | An optional field to record a different value other than that of the Vendor Tab.  |
| Billing Profile                   | Optional               | An inferred field that is populated when a <i>Memo</i> reference is done to a Cash Receipt transaction. The value will come from the Referenced Vendor Line if a Billing Profile exists there on the Receipt.   |
| Central Statement Billing Profile | System Set             | An inferred field, when populated, indicates that the transaction is associated with a central statement.   |
| Debt ID                           | Conditionally Required | <p>This field is used to represent a Bond, Lease, or Loan Registry record. There are limits on what Debt ID values can be entered:</p> <ul style="list-style-type: none"> <li>• A Loan Application ID cannot be entered.</li> <li>• The Debt Instrument Status must be active and not one of the preliminary values.</li> <li>• The Debt Instrument Status should not be one that is completed or closed.</li> </ul> <p>Please see <i>the Debt Management User Guide</i> for more information on these and other topics.</p> <p>For a manual or automatic repayment, Schedule Number and Schedule Line also have to be entered to</p> |

| Field Name      | Required?              | Field Description  |
|-----------------|------------------------|--|
|                 |                        | ensure the transaction updates the Transaction 1 field on the Schedule Detail record being paid.   |
| Schedule Number | Optional               | <p>The Schedule Number field is used when making a debt repayment:</p> <ul style="list-style-type: none"> <li>• External loans taken from a financial institution or other government.</li> <li>• Bond payments to the bond agent.</li> <li>• Lease payment to the lessor.</li> <li>• The Schedule Number should be the Selected Schedule.</li> </ul>  |
| Schedule Line   | Optional               | The Schedule Line field is also used when making a debt repayment. The Schedule Detail Line should not be a blank Transaction 1 field.   |
| Service From    | Conditionally Required | <p>An optional date that will default to the Record Date on the Header unless made required by the Transaction Control (DCTRL) page, in which case, there is no default. The primary use of this date is for reporting but it does work with Program Period inferences for transaction codes setup with the Program Period Inference setup of <i>Accrual</i>.</p> <p>Please note this date may not be visible and has to be made so with Configure Page (DESIGNER), if it is needed.</p> |
| Service To      | Optional               | An optional field that will default to equal the Service From Date if left blank. Please note this date may not be visible and has to be made so with Configure Page (DESIGNER), if it is needed.  |
| Use Tax Type    | Optional               | <p>An optional field to enter a Tax Type that is marked as Use Tax on the Tax Type page. When entered, the transaction will calculate the Use Tax Amount.</p> <p>When use tax should be recorded for an accounting line, this field needs to be made visible for data entry of a Tax Type that is marked only Use Tax. When populated, the transaction will calculate the Use Tax Amount using the tax rate.</p>   |
| Use Tax Amount  | Calculated             | A system calculated amount for use tax calculated for an accounting line. It is calculated as Sub Total Line   |

| Field Name                   | Required?              | Field Description  |
|------------------------------|------------------------|--|
|                              |                        | <p>Amount * Use Tax rate (or flat fee) as defined on the Tax Type page.</p> <p>The field is initially hidden, but should be made visible if the Use Tax Type field is to be used.</p>  |
| Sub Total Line Amount        | Conditionally Required | A conditionally required amount field to contain the accounting line amount before the application of Use Tax. When Use Tax Type is entered, the Sub Total Line Amount cannot be \$0.00 and is used to calculate the Line Amount. If Use Tax is not used, Sub Total Line Amount is not used. It is suggested both be displayed close to each other for data entry. |
| Line Amount                  | Required               | A required field to store the amount for the Accounting Line. If Use Tax Type is entered, the Line Amount is calculated as the Sub Total Line Amount plus the Use Tax Amount.  |
| Retainage Amount             | Calculated             | A system calculated amount for retainage taken for an accounting line. As taking retainage is not a feature available to the ABS transaction type, the amount will always be \$0.00 on the accounting line. The ABS records payout and forfeiture or retainage, but those do not update the Retainage Amount at the accounting line level.                         |
| Discount Amount              | Calculated             | A system calculated amount of discount taken for an accounting line.   |
| Penalty/Interest Amount      | Calculated             | A system calculated amount of penalties and/or interest taken for an accounting line.  |
| Backup Withholding Amount    | Calculated             | A system calculated amount of backup withholding taken for an accounting line.   |
| Intercept Amount             | Calculated             | A system calculated amount of intercepts taken for an accounting line.   |
| Default Intercept Fee Amount | Calculated             | A system calculated amount for a default intercept fee taken for an accounting line.   |



| Field Name                         | Required?  | Field Description   |
|------------------------------------|------------|---|
| Supplementary Intercept Fee Amount | Calculated | A system calculated amount for a default intercept fee taken for an accounting line.  |
| Use Tax Withheld Amount            | Calculated | A system calculated amount for use tax for an accounting line.  |
| Payment Amount                     | Calculated | A system calculated amount that will be the amount disbursed for an accounting line. The calculation is Line Amount - Retainage - Discounts + Penalty/Interest - Backup Withholding - Intercept - Default Intercept Fee - Supplementary Intercept Fee - Use Tax Withheld - Hard Copy Disbursement Fee.  |
| Disposable Income                  | Optional   | <p>This amount is used only for intercept processing when the calculation logic for how much debt can be intercepted in addition to fees applied. The combination of both must not exceed this amount. In the event the Maximum Intercept Percentage on Intercept Request, the Offset Percentage of Intercept Disbursement Exception, or Offset Percentage of Intercept Claiming Entity if found to apply to the intercept, any Disposable Income amount is reduced by that percentage to an amount that fees and debt cannot exceed.</p> <p>This feature is intended for employee, retiree, and other individual payments that are not normal vendors so that all or a substantial portion of the disbursement is not taken to satisfy debt and fees.</p> <p>The field is delivered as hidden and should be made visible if used so users can see when researching an intercept protest. The field is also hidden on Disbursement Request and should be made visible there if used on the GAX.</p> |
| Funding Profile, Priority and Line | Optional   | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the GAX to make revenue payments and not be used to manually split a front-end split Major Program.  |
| Employee ID<br>Employee Name       | Optional   | When making a payment to an Advantage HRM employee, this accounting line indication is to directly tie Financial data to Human Resource Management  |

| Field Name       | Required?              | Field Description  |
|------------------|------------------------|--|
|                  |                        | data for reporting purposes by ensuring a valid employee ID is entered. Although the vendor code is likely a miscellaneous one for an employee payment with name and address information, this field supplements that. Such events are outside of the typical payroll accounting.  |
| Address Override | Conditionally Required | This set of fields, initially delivered as hidden, is intended to allow capturing an alternate address than what was entered/inferred for the vendor. The remainder of the fields are required when the Address Override indication is <i>true</i> , otherwise the fields are optional. If the fields are used and should be blank if the override is not <i>true</i> , then a Configurable Validation is needed for the ABS Vendor with the following Validation: (REMIT_ADV_FL == null or !REMIT_ADV_FL) and (!empty(REMIT_ADV_LN1) or !empty(REMIT_ADV_LN2) or !empty(REMIT_ADV_CITY) or !empty(REMIT_ADV_ZIP) or !empty(REMIT_ADV_ST) or !empty(REMIT_ADV_CTRY)) and a Validation Field of REMIT_ADV_FL. |
| Override Addr 1  |                        |  |
| Override Addr 2  |                        |  |
| Override City    |                        |  |
| Override Zip     |                        |  |
| Override State   |                        |  |
| Override Country |                        |  |

## Special ABS Topics

### Modification to ABS transactions with Discounts

There are specific rules for modifying an accounting based payment request (for example, GAX) transactions related to discounts. If they are modified, an error will be issued to indicate the discount terms cannot be changed. The error will be issued on a Validate or Submit action if a DISRQ record exists for the Vendor line/Accounting line combination and the following are true:

- The **Discount Terms** on the vendor line do not match the **Discount Terms** on the DISRQ; and
- One of the **Discount Term Applied (1-4)** fields on the DISRQ is checked; and
- The **Retain Discount from Cancelled Disbursement** parameter (APPCTRL) is equal to *True*.

When a modified payment request is submitted, the system will set the Discount Term Applied (1-4) on updated DISRQ record to False (unchecked) when the following is true:

- The **Discount Terms** on the vendor line do not match the **Discount Terms** on the DISRQ (pre-updated) record; and
- One of the **Discount Term Applied (1-4)** fields on the DISRQ (pre-updated) record is checked; and
- The **Retain Discount from Cancelled Disbursement** parameter (APPCTRL) is equal to *True*.

Two (2) situations should be noted on modifying the payment request transaction when the Retain Discount from the Cancelled Disbursement parameter (APPCTRL) is equal to true:

- If a discount was not taken on the cancelled disbursement and you wish to change or add Discount Terms.
- If a discount was taken on the cancelled disbursement and you wish to modify the payment request without modifying the Discount Terms.

The above situations are discussed in more detail below.

- A discount was not taken on the cancelled disbursement and you wish to change or add Discount Terms - On cancellation of disbursement where a discount was not taken, either by the fact that no Discount Terms were defined on the original payment request transaction or the disbursement did not qualify for any of the Discount Terms defined on payment request transaction, DISRQ records are created for each of the cancelled disbursement lines for cancellation types *Hold* or *Reschedule* (see Disbursement guide for more information on these cancellation types). When this occurs, the **Discount Terms Applied (1-4)** fields are set to *False (unchecked)*. If the Discount Terms are modified on the payment request transaction, no errors will be issued since no discount was taken on the cancelled disbursement. The fact that an error is not issued allows you the flexibility to modify Discount Terms if you originally forgot to include discounts or had defined them incorrectly resulting in a discount not being taken.
- A discount was taken on the cancelled disbursement and you wish to modify the Payment Request without modifying the Discount Terms - On cancellation of disbursement where a discount was taken, DISRQ records are created for each of the cancelled disbursement lines for cancellation types *Hold* or *Reschedule* (see Disbursement guide for more information on these cancellation types). When this occurs, one of the **Discount Terms Applied (1-4)** fields will be set to *True (checked)*. On modification of the payment request, for example a COA element is modified, and the Discount Terms have not been changed, no error will be issued. In this case, on successful submission to Final, the DISRQ records are updated. However, the **Discount Terms Applied (1-4)** will not be updated and remain unchanged.

## Disbursement Revisions

When using the Disbursement Revision (DX) Transaction Code there are several points to be aware of when using this powerful correction tool. These warnings are based on correcting a single disbursement by creating the DX by the easiest method of creation – a copy forward from the disbursement. The copy forward creates a DX with the default settings of a full revision of all selected accounting lines. A reversing Accounting Line is one backing out some or all of a disbursement. A reposting Accounting Line is recording new chart of accounts that should have been used on the disbursement.

- Performing a full-revision requires you to only change information on the repost Accounting Line(s).
- Performing a partial revision requires you to also change the Line Amount field on both the reversal and reposting lines in addition to information on the repost accounting line(s).
- When there is a need for multiple reposting lines, you would have to copy the generated ones as many times as needed and make changes each.
- When the disbursement was not expenditure (the most common so the DX default is for this type, you have to change event types on all lines.
- When the accounting treatment on the disbursement was incorrect, you have to change the Event Type on the reposting line(s) to the correct treatment. In this scenario, there are two different Event Types on the DX.

- Disbursement transactions do not track how much has been revised from the DX or journal vouchers like the Cash Receipt does with the Refunded Amount. Workflow approval is strongly suggested to avoid this situation. The recommended approach will be for the approver to open the disbursement and look for a forward reference by another DX to avoid multiple revisions. The recommendation is similar to prevent multiple partial revisions from exceeding the original amount.
- When a disbursement was processed where a Front End Split (FES) occurred, the memo reference of the DX back to the AD/MD may not credit back in the same manner as the original expenditure split because of a variety of reasons (including budget changes, funding structure changes, and that expenditure credits generate differently than expenditure increases). A look at the posting lines generated before submitting a DX will clarify if the DX is reversing in the same manner as the disbursement was recorded. If not in the same manner and the result is not desired, a JVC is needed instead of a DX. The JVC has to be manually entered as desired down to the Funding Line COA level.
- If the COA change is based on changes within the Funding Profile, Priority and Lines then the Cost Accounting Reclassification batch process should be used instead of the DX transaction.
- When a disbursement is later reclassified (cancellation action, DC, or WR), those actions will not look to see if there was a DX processed for the disbursement and warn the user. The recommended approach is not to revise outstanding disbursements (a warning is issued to bring attention to this event). However, should a revision happen and a user is manually cancelling, reclassifying, or clearing a disbursement (many such actions are automatic with batch processes and interfaces), the recommendation is to look at the disbursement for a forward reference by a DX. Post-action reporting is recommended when there is no manual interaction.
- The common edits that the referencing activity cannot be recorded earlier than the referenced activity are not done for memo references. For this reason and many others, the DX is highly recommended for workflow to review for accuracy and legitimacy by opening the referenced disbursement to verify Record Date, Fiscal Year, Budget FY, and Period values between the transactions.
- The DX transaction code is capable of being misused and can make for more corrections later if not first used correctly. For these reasons, workflow will be strongly recommended in the documentation of this transaction.
- If the disbursement was tracked as part of a Fixed Asset Program Capitalization effort, the reclassification of expenditures should be followed by the manual creation of an FI transaction to change how that asset was updated. Post-action reporting is recommended to identify this situation.
- Changing of Fund or Sub Fund in a prior fiscal year should be reviewed very closely as changes to cash should not commonly occur after a set cut-off date.

## Internal Transaction Types

Three internal transaction types exist to facilitate internal accounting for purchasing, transfers, loans, and almost any other internal accounting need. These transactions perform this 2-party accounting function with three transaction components:

Transaction Header (only 1)

Vendor Line (1 - n)

Accounting Line (1 - n)

Online labels for the Vendor and Accounting line transaction components do vary by transaction type, and those differences will be called out later in the component descriptions.

Critical to the understanding of this Internal Transactions tab are two concepts:

- A 'party' is a term to refer to ½ of the internal accounting event. That party can be a department, a unit, or any other chart of account element combination.
- Both parties must be on the same CGI Advantage Financial application.

The Internal Transaction Type has the following three Transaction Types:

- Internal Exchange Transaction (IET)
- Internal Transaction Agreement (ITA)
- Internal Transaction Initiator (ITI)

CGI Advantage Financial has two methods available for using transactions for internal accounting purposes that are not commodity based (that is, the Internal Payment Request, inventory transactions, and internal asset sales).

› Two Transaction Method

With the Two Transaction Method, one party initiates the internal purchasing transaction by creating an Internal Transaction Initiator (ITI). By initiating the process, this user chooses the accounting event and sets the amount. After getting the transaction accepted, the first party routes the transaction to the second party to create the Internal Transaction Agreement (ITA). This serves as a notice to the second party that either a bill needs to be paid or an order needs to be filled. The second party creates the ITA that references the ITI (the copy forward ability exists to facilitate this). The majority of the first party's information is inferred from the ITI to the ITA and cannot be edited. Only the Fiscal Year, Budget FY, and Period values selected by the 1st party can be changed by the 2nd party.

The second party then completes the accounting lines necessary and processes the transaction. At this time, an event type creates posting lines for both parties. There is no accounting performed by the ITI; it is just an information collection vehicle. In the event that the 2nd party chose a Fiscal Year, Budget FY, or Period, overrideable errors are issued to the user indicating that the BFY, FY, or APD has been changed on ITA. The severity of the messages can be reduced to a warning if the ITAs should allow changing BFY, FY, or APD.

› One Transaction Method

With the One Transaction Method, one party has the complete information for both parties, or an offline process is used to create and process two-party transactions. The transaction used for this method is the Internal Exchange Transaction (IET), which is similar in appearance to the ITA, except there are no protected fields because one party enters all of the information. The IET is used for interfaces, batch programs, and in the internal procurement process where one party can reliably enter the other party's information.

Other transactions can be used to perform internal accounting. In fact, there are some that are designed specifically for internal accounting, but contain additional information than the three internal transaction types that make these other transactions specific to another business process. For commodity-based procurement, there is a transaction sub-type of the Payment Request that allows commodity purchasing to be done between internal parties - Payment Request Commodity Internal (PRCI). For all but two of

the Inventory transactions, two party accounting is facilitated between the warehouse and the buyer or the warehouse and another warehouse.

In addition to the special-purpose transactions, the Journal Voucher can accommodate internal accounting as can the ABS transaction type. The benefit of the Internal Transaction Types over these transactions is that the structures of the transaction require that the over-all accounting is a wash in a government wide sense - one party's expenditure is matched in total by an expenditure credit, or revenue, to another party.

## Internal Exchange Transaction (IET) Transaction Type

The IET Transaction Type is comprised of three tabs that contain many fields common to accounting transactions along with several that support the business functions of the IET. The IET Transaction Type has the following tabs:

- [Header](#)
- [Exchange Details](#) (similar to the Vendor tab on other transactions)
- [2nd Party Accounting](#)

### IET Delivered Transaction Codes

The Internal Exchange Transaction (IET) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name). Additions beyond the basic layout (fIET) are detailed after the following table. Any fields found on the IET view not displayed on another view have been hidden because they do not pertain to the function of the particular IET Transaction Code. The basic layout is detailed after the additions are called out.

| Transaction Name                | Transaction Code | Intended Use  | Sub Type | View |
|---------------------------------|------------------|---|----------|------|
| Check Writer Intercept Transfer | CWI              | This transaction is used to post accounting lines to the respective Advantage journals for Check Writer payments that have been intercepted. Refer to the "Check Writer Intercept Transfer (CWI)" topic in the <i>CGI Advantage Financial – Check Writer User Guide</i> for more information. | CW       | fIT  |
| Federal Offset Transfer         | ITO              | The ITO is created by the Generate Federal Offset Payment to Entities job to record the transfer of federal offset money collected by the Bureau of Fiscal Service (BFS) against internal and external debts to entities.   | OT       | fIT  |
| Internal Debt Accounting        | IDA              | The IDA is the delivered transaction code for Debt Management. It is created automatically for internal loans   |          | fIET |

| Transaction Name                                   | Transaction Code | Intended Use   | Sub Type | View |
|--|------------------|--|----------|------|
|  |                  | by the various Debt Chain jobs and can be entered manually to perform the same accounting events. Refer to the <i>CGI Advantage – Debt Management User Guide</i> for more information.   |          |      |
| Internal Exchange Transaction                      | IET              | 1 party to enter information for both parties  |          | fIET |
| Internal Exchange Transaction - Maximo Integration | IETM             | The IETM is a clone of the IET Transaction Code. The IETM transaction cannot be created, modified, or cancelled by a user in Advantage. The IETM is created automatically as part of the Inventory integration between Maximo and Advantage. |          | fIET |
| Intercept Transfer                                 | IT               | Transfer intercepted cash from the disbursing party to the party of the receivable   | IT       | fIT  |

> IT, CWI, ITO – Exchange Details

| Field Name     | Required?  | Field Description  |
|----------------|------------|--|
| Entity         | Optional   | A field that records the entity of the externally intercept debt applied to a disbursement during a payment intercept. The value is populated as part of the intercept process.  |
| Debt Type      | Optional   | A field that records the type of the externally intercept debt applied to a disbursement. The value is populated as part of the intercept process.   |
| Intercept ID   | System Set | A unique ID is assigned to each externally intercepted debt record when intercepted. That value is populated here as part of the intercept process. The ID serves as a means of connecting the IT transaction to an Externally Intercepted Debt (EXINCTDB) record. |
| Intercept Date | System Set | A date that records the date the externally intercepted debt was applied to a disbursement. The value is populated as part of the intercept process.   |

> IT, CWI, ITO – 2nd Party Information

| Field Name         | Required?  | Field Description   |
|--------------------|------------|---|
| TIN                | System Set | The taxpayer identification number from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. Only the IT sub type displays this field and values are populated by the Intercept process.            |
| TIN Type           | System Set | The taxpayer identification number type from the 1099 Reporting Information page associated with the vendor/customer code of the Receivable referenced. Only the IT sub type displays this field and values are populated by the Intercept process.       |
| Entity             | Optional   | A field that records the entity of the externally intercept debt applied to a disbursement during a payment intercept. The value is populated as part of the intercept process.   |
| Debt Type          | Optional   | A field that records the type of the externally intercept debt applied to a disbursement. The value is populated as part of the intercept process.  |
| Intercept Fee Code | Optional   | An identification of any intercept fee code applied in the Intercept process.   |
| Intercept ID       | System Set | A unique ID is assigned to each externally intercepted debt record when intercepted. The value is populated as part of the intercept process. The ID serves as a means of connecting the transaction to an Externally Intercepted Debt (EXINCTDB) record. |
| Intercept Date     | System Set | A date that records the date the externally intercepted debt was applied to a disbursement. The value is populated as part of the intercept process.  |

## Tasks

For instructions on how to create an IET transaction, refer to the "[Single Internal Transaction](#)" section under Common Business Tasks.

### Related Topic(s):

- For a description of the delivered event types allowed for the IET transaction type, please see the "Internal Accounting - Accounting Model" section in the *CGI Advantage - Financial Administration User Guide*.



## Header

The Header tab of the IET Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. The Header tab of the IET Transaction Code also contains the common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. The following fields are not common to Header tabs.

> More Info

As the IET performs two-party accounting, the ability to collect information on at least two different vendors/customers has to exist. The first of these two locations is on the Header to record information for the 1st party - the one designated as the 'Initiator'. Information in this tab is optional unless information is later entered for the 2nd party. The internal transactions require that information be entered for both or neither party. The IT transaction sub-type has an exception for this rule as intercept transfers are generated by the disbursement process with information on the 1st Party tab that comes from the disbursement transaction. When two Vendor/Customer codes are entered, both must be internal or both must be external.

If the Initiator is Seller/Provider, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a Payment address type.

If the Initiator is Buyer/Receiver, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a Payment address type.

> Field Information

| Field Name         | Required?              | Field Description   |
|--------------------|------------------------|---|
| Accounting Profile | Optional               | This field is used for the generation of Vendor lines (Exchange Details) when the transaction is validated or submitted.  |
| Expected Amount    | Conditionally Required | This field is used to record the total amount anticipated for the transaction or the amount to be used to generate vendor lines based on an Accounting Profile or for both purposes. The amount can be used for both purposes.<br><br>The amount can be required by the Transaction Total check box on Transaction Control (DCTRL). |
| Actual Amount      | Calculated             | A system calculated amount that is the summation of the Line Amount field on all Accounting lines.  |
| Initiator          | Required               | A required field that enables the transaction to determine which component of the transaction contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is  |

| Field Name             | Required? | Field Description   |
|------------------------|-----------|---|
|                        |           | no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i> .                       |
| Delivery Date          | Optional  | An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes. |
| Additional Information | Optional  | An optional field to record additional information about the transaction for reporting and identification purposes.         |

## Exchange Details

The Exchange Details (vendor line) tab on the IET transaction contains common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. The Exchange Details tab also contains common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Vendor or Accounting tabs.

Of special note are the referenced transaction fields that exist on the Exchange Details tab. When information is entered or inferred, it will be pushed down to all accounting lines if the Reference Type is not *Memo*. The reason behind this behavior is that the posting lines generated from one Accounting Line can only liquidate one referenced accounting line. Two different references on a Vendor/Accounting line combination are only allowed if the Vendor line performs a Memo reference.

Use of a front-end split major program on the Exchange Details is a restricted action that should be controlled. It does require the entry of the Funding Profile, Priority, and Line on the line with the major program and the use of an event type that uses cash.

### > Field Information

| Field Name         | Required?  | Field Description  |
|--------------------|------------|--|
| Calculated Amount  | Calculated | A system-calculated amount, that is the sum of the Line Amount field found on all 2nd Party Accounting lines to the Exchange Details line. The Calculated Amount must equal the Line Amount. This edit exists to ensure that the net result of internal accounting for the transaction is \$0.00 on an application-wide basis. |
| Accounting Profile | Optional   | This field is used to generate the Accounting Lines (2nd Party Accounting) when the transaction is validated or submitted. Lines are generated based on the Accounting Templates defined for the Accounting Profile and the dollar amount entered in the Line Amount field.  |

| Field Name      | Required?              | Field Description   |
|-----------------|------------------------|---|
| Bank            | Conditionally Required | An optional IET field for entering a Bank account code to be recorded for the vendor line. This field is required or prohibited based on the Event Type Requirement (ERQ) settings for the event type being used. If the ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the header. A pick exists to the BANK table to assist in data entry. |
| Budget FY       | Optional               | Although a common Header and Accounting field, a Budget FY field exists on the Exchange Details tab exists to record a year when the corresponding Header value is not desired.   |
| Fiscal Year     | Optional               | Although a common Header and Accounting field, a Fiscal Year field exists on the Exchange Details tab exists to record a year when the corresponding Header value is not desired.   |
| Period          | Optional               | Although a common Header and Accounting field, a Period field exists on the Exchange Details tab exists to record a year when the corresponding Header value is not desired.  |
| Billing Profile | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by internal transactions created for payment intercepts and the liquidation of internal receivables.   |
| AR Dept         | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by internal transactions (ITA and IET) created for payment intercepts and the liquidation of internal receivables.   |
| AR Unit         | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by internal transactions (ITA and IET) created for payment intercepts and the liquidation of internal receivables.   |
| Debt ID         | Conditionally Required | The IET Transaction Type is used to record accounting events for internal loans with the Internal Debt Accounting (IDA) Transaction Code. There are limits on what Debt ID values can be entered: <ul style="list-style-type: none"> <li>A Loan Application ID cannot be entered.</li> </ul>  |

| Field Name                         | Required?              | Field Description  |
|------------------------------------|------------------------|--|
|                                    |                        | <ul style="list-style-type: none"> <li>The Debt Instrument Status must be active and not one of the preliminary values.</li> <li>The Debt Instrument Status should not be one that is completed or closed.</li> </ul> <p>Please see the <i>Debt Management User Guide</i> for more information on these and other topics.</p>          |
| Service From Date                  | Conditionally Required | An optional date that will default to the Record Date on the Header unless made required by Transaction Control (DCTRL), in which case, there is no default and the date must be manually entered.   |
| Service To Date                    | Optional               | An optional field that will default to equal the Service From Date if left blank.  |
| Funding Profile, Priority and Line | Optional               | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the IET to ensure that their use does not upset the balance of a front-end split Major Program. |

## 2nd Party Accounting

The 2nd Party Accounting tab on the IET transaction contains common Accounting fields as described in the Accounting topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs.

> Field Information

| Field Name                    | Required?              | Field Description  |
|-------------------------------|------------------------|--|
| Prior Year Accrual/Clearing % | Calculated             | The percentage of the total days in the range of Service From and Service To dates calculated to be from the Prior Fiscal Year by the Automated Accrual Clearing Process.  |
| Bank                          | Conditionally Required | An optional field for entering a Bank account code to be recorded for the accounting line. This field is required or prohibited based on Event Type Requirement (ERQ) settings for the event type being used. If ERQ requires a bank, the system will default a Bank from the Fund (FUND) table, using the Fund and Fiscal Year of the |

| Field Name                        | Required?              | Field Description  |
|-----------------------------------|------------------------|--|
|                                   |                        | accounting line. A pick exists to the BANK table to assist in data entry.  |
| Billing Profile                   | System Set             | An optional field inferred and used for Accounts Receivable updates when the accounting line of the internal transaction references a Receivable (RE) transaction.   |
| AR Dept                           | System Set             | An optional field inferred and used for Accounts Receivable updates when the accounting line of the internal transaction references a Receivable (RE) transaction.   |
| AR Unit                           | System Set             | An optional field inferred and used for Accounts Receivable updates when the accounting line of the internal transaction references a Receivable (RE) transaction.   |
| Central Statement Billing Profile | System Set             | An inferred field, when populated, indicates that the transaction is associated with a central statement.  |
| Debt ID                           | Conditionally Required | <p>The IET Transaction Type is used to record accounting events for internal loans with the Internal Debt Accounting (IDA) Transaction Code. There are limits on what Debt ID values can be entered:</p> <ul style="list-style-type: none"> <li>• A Loan Application ID cannot be entered.</li> <li>• The Debt Instrument Status must be active and not one of the preliminary values.</li> <li>• The Debt Instrument Status should not be one that is completed or closed.</li> </ul> <p>Please see the <i>Debt Management User Guide</i> for more information on these and other topics.</p> |
| Schedule Number                   | Optional               | The Schedule Number field is used when recording an accounting event for an internal loan.   |
| Schedule Line                     | Optional               | <p>The Schedule Line field is used when recording an accounting event for an internal loan.</p> <p>Refer the <i>Debt Management User Guide</i> for more information on this and similar fields.</p>  |

| Field Name                         | Required?              | Field Description   |
|------------------------------------|------------------------|---|
| Debt Accounting Event              | Optional               | <p>Debt system processes set this field during transaction creation. Valid values include:</p> <ul style="list-style-type: none"> <li>• <i>Initial Accounting</i> – Records receivables and payables at the beginning of a loan.</li> <li>• <i>Principal Payout</i> - Used when transferring loan proceeds at the start of the loan.</li> <li>• <i>Long Term Account Reclassification</i> – The amount for the current fiscal year is converted from long term to current accounts.</li> <li>• <i>Accrual</i> – An internal payment that spans the end of an accrual period is accrued proportionally into the accrual period.</li> <li>• <i>Accrual Reversal</i> - Internal payments accrued into an accrual period are then reversed in the subsequent period.</li> </ul> |
| Service From                       | Conditionally Required | An optional date that will default to the Record Date on the Header unless made required by Transaction Control (DCTRL), in which case, there is no default and the date must be manually entered.  |
| Service To                         | Optional               | Optional An optional field that will default to equal the Service From if left blank.   |
| Funding Profile, Priority and Line | Optional               | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the IET to ensure that their use does not upset the balance of a front-end split Major Program.  |

## Internal Transaction Initiator (ITI) Transaction Type

The Internal Transaction Initiator (ITI) Transaction Type exists to collect information for just one party involved in an internal purchase or transfer. It allows that party to set the one or more funding distributions (COA combinations) desired, the amount(s), basic accounting model, and optionally set the Fiscal Year, Accounting Period, and Budget Fiscal Year. One or more parties will then complete the internal purchase or transfer by referencing the ITI with an [Internal Transaction Agreement \(ITA\)](#), which will be discussed next. The ITI does not perform any accounting or budget updates. Those will come with completion of one or more ITA transactions.

The ITI Transaction Type has the ability to generate multiple accounting lines per vendor line. To generate accounting lines, enter or choose a valid and active Accounting Profile and specify a non-zero amount in the Expected Amount field. With a validate or submit action the transaction will create one or more accounting lines based on the accounting template record(s) of the accounting profile. The Expected Amount field is then split across accounting lines based on the percentage defined for each accounting template within the profile. No lines will be generated if one already exists.

The Internal Transaction Initiator (ITI) Transaction Type has one Transaction Code named Internal Transaction Initiator (ITI) Transaction Code.

The ITI Transaction Code is comprised of just three transaction tabs containing many fields common to accounting transactions along with several that support the business functions of the ITI.

The ITI Transaction Code contains the following tabs:

- [Header](#)
- [Vendor](#)
- [Accounting](#)

### ITI Delivered Transaction Codes

The Internal Transaction Initiator (ITI) Transaction Type has the following Transaction Code.

| Transaction Name               | Transaction Code | Intended Use                              | Sub Type |
|--------------------------------|------------------|---|----------|
| Internal Transaction Initiator | ITI              | Collect 1 <sup>st</sup> party information |          |

### Tasks

For instructions on how to create an ITI transaction, refer to the "[Two Internal Transactions](#)" topic under Common Business Tasks.

#### Related Topic(s):

- For a description of the delivered event types allowed for the ITI transaction type, please see the "Internal Accounting - Accounting Model" topic in the *CGI Advantage - Financial Administration User Guide*.

### Header

The Header tab of the ITI Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. The Header tab of the ITI Transaction Code also contains the common "Vendor" fields as described in the Vendor topic in the *Transactions User Guide*. The following fields are not common to Header tabs.

- Field Information

| Field Name             | Required?              | Field Description  |
|------------------------|------------------------|--|
| Accounting Profile     | Optional               | This field is used for the generation of accounting lines when a transaction is validated or submitted.  |
| Expected Amount        | Conditionally Required | This field is used to record the total amount anticipated for the transaction or the amount to be used to generate Accounting Lines based on an Accounting Profile. The amount can even be used for both purposes.<br><br>This field is required, if the Transaction Total Required option on Transaction Control (DCTRL).                               |
| Transaction Amount     | Calculated             | A system calculated amount that is the summation of the Line Amount field on all Accounting lines.   |
| Initiator              | Required               | A required field that enables the transaction to determine which component of the transaction contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i> . This field is protected on the ITA. |
| Delivery Date          | Optional               | An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes.  |
| Additional Information | Optional               | An optional field to record additional information about the transaction for reporting and identification purposes.  |

## Vendor

The Vendor tab on the ITI transaction contains common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. The following field is not common to Vendor tabs.

> Field Information

| Field Name  | Required?  | Field Description  |
|-------------|------------|--|
| Line Amount | Calculated | A system calculated amount that is the sum of Line Amount on all accounting lines for a vendor line. |



Information in this tab is optional unless information has been entered for the 2nd party. The internal transactions require that information be entered for both or neither. When two Vendor/Customer codes are entered, both must be internal or both must be external.

If the Initiator is *Seller/Provider*, the 1st party has to be an active and approved vendor, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved customer. In both cases, the vendor/customer code has to have a *Payment* address type.

If the Initiator is *Buyer/Receiver*, the 1st party has to be an active and approved customer, if the 1st party Vendor/Customer information is not left blank. The 2nd party has to be an active and approved vendor. In both cases, the vendor/customer code has to have a *Payment* address type.

On the ITI, a Vendor line is automatically created for the user. Subsequent lines can be created manually. When the Copy Forward action is used to copy forward an ITI to an ITA transaction, the system creates an ITA vendor line (called Exchange Details online) for each open and selected accounting line on the ITI. On those lines, the information from the parent vendor line on the ITI is also placed with the accounting line information. This is different than other copy forward functionality, as information from two ITI transaction tabs are combined on the ITA.

## Accounting

The Accounting tab on the ITI transaction contains common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs.

> Field Information

| Field Name      | Required? | Field Description  |
|-----------------|-----------|--|
| Service From    | Optional  | An optional date that will default to the Record Date on the Header unless made required by Transaction Control (DCTRL), in which case, there is no default and the date must be manually entered. |
| Service To      | Optional  | An optional field that will default to equal the Service From if left blank.   |
| Billing Profile | Optional  | An optional field inferred and used for Accounts Receivable updates when the accounting line of the internal transaction references a Receivable (RE) transaction.                                 |
| AR Dept         | Optional  | An optional field inferred and used for Accounts Receivable updates when the accounting line of the internal transaction references a Receivable (RE) transaction.                                 |
| AR Unit         | Optional  | An optional field inferred and used for Accounts Receivable updates when the accounting line of the  |

| Field Name                         | Required?              | Field Description  |
|------------------------------------|------------------------|--|
|                                    |                        | internal transaction references a Receivable (RE) transaction.   |
| Debt ID                            | Conditionally Required | When the Initiator is <i>Buyer/Receiver</i> and bond proceeds are being used in the purchase, a Debt ID will make that identification.<br><br>When the Initiator is <i>Seller/Provider</i> and bond proceeds are being given as part of an operational transfer, a Debt ID will make that identification.                              |
| Funding Profile, Priority and Line | Optional               | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the ITI to ensure that their use does not upset the balance of a front-end split Major Program. |

On ITI, an Accounting line is automatically created for the user. A user can create subsequent lines manually. When the Copy Forward action is used to copy forward an ITI to an ITA transaction, the system creates an ITA vendor line (called Exchange Details online) for each open and selected accounting line on the ITI. This is different than other copy forward functionality where accounting lines go to accounting lines.

Initially, ITI was limited to one accounting line per vendor line with no visible actions to insert or copy/paste a line. This limitation has been removed with the common set of actions found at the accounting line of other transaction types. If that limit is still desired, a Transaction Component Requirements (DCREQ) record for ITI\_DOC\_ACTG with a MAX\_LINE\_LIMIT of 1 is required. With that in place, the actions to create more lines will not disappear, but a user cannot use them to add a second accounting line.

## Internal Transaction Agreement (ITA) Transaction Type

The Internal Transaction Agreement (ITA) Transaction Type exists to complete the internal purchase or transfer started with the Internal Transaction Initiator (ITI) Transaction. The ITA is where the 2nd party specifies one or more funding distributions (COA combinations) for each accounting line referenced from an ITI transaction. The ITA then performs accounting and budget updates for both parties.

The ITA Transaction Code is comprised of just three transaction tabs containing many fields common to accounting transactions along with several that support the business functions of the ITA. The ITA Transaction Code contains the following tabs:

- [Header](#)
- [Initiator Reference](#) (called the Vendor tab on other transactions)
- [2nd Party Accounting](#) (called the Accounting tab on other transactions)

## ITA Delivered Transaction Codes

The Internal Transaction Agreement (ITA) Transaction Type has the following Transaction Code.

| Transaction Name               | Transaction Code | Intended Use   | Sub Type |
|--------------------------------|------------------|--|----------|
| Internal Transaction Agreement | ITA              | Infer 1 <sup>st</sup> party information and allow 2 <sup>nd</sup> party data entry |          |

## Tasks

For instructions on how to create an ITA transaction, refer to the "[Two Internal Transactions](#)" topic under Common Business Tasks.

### Related Topic(s):

- For a description of the delivered event types allowed for the ITA transaction type, please see the "Internal Accounting - Accounting Model" section in the *CGI Advantage - Financial Administration User Guide*.

## Header

The Header tab of the ITA Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. The Header tab of the ITA Transaction Code also contains the common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. The following fields are not common to Header tabs.

### > Field Information

| Field Name    | Required?  | Field Description  |
|---------------|------------|--|
| Actual Amount | Calculated | A system calculated amount that is the summation of the Line Amount field on all accounting lines.   |
| Initiator     | System Set | A required field that enables the transaction to determine which component of the transaction contains the information for the Seller/Provider and which contains information for the Buyer/Receiver. There is no default, so one of the two choices must be made: <i>Seller/Provider</i> or <i>Buyer/Receiver</i> . This field is protected on the ITA. |
| Delivery Date | Optional   | An optional date used for internal purchases to indicate an anticipated or actual delivery date for informational purposes.  |

|                        |          |   |
|------------------------|----------|---|
| Additional Information | Optional | An optional field to record additional information about the transaction for reporting and identification purposes. |
|------------------------|----------|---|

## Initiator Reference

The Initiator Reference (vendor line) tab on the ITA transaction contains common Vendor fields as described in the "Vendor" topic in the *Transactions User Guide*. The Initiator Reference tab also contains common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Vendor or Accounting tabs.

› Field Information

| Field Name                 | Required? | Field Description   |
|----------------------------|-----------|---|
| Initiator Transaction Code | Required  | The first of six required pieces of reference information to an Internal Transaction Initiator.   |
| Initiator Transaction Dept | Required  | The second of six required pieces of reference information to an Internal Transaction Initiator.  |
| Initiator Transaction ID   | Required  | The third of six required pieces of reference information to an Internal Transaction Initiator.   |
| Initiator Vendor Line      | Required  | The fourth of six required pieces of reference information to an Internal Transaction Initiator.  |
| Initiator Accounting Line  | Required  | The fifth of six required pieces of reference information to an Internal Transaction Initiator.   |
| Initiator Reference Type   | Required  | <p>The sixth of six required pieces of reference information to an Internal Transaction Initiator. As delivered, this field is hidden and defaults to a value of <i>Final</i> so that a single reference to ITI will occur. This field does not follow the common logic whereby it defaults to partial when the referencing line is for less than the open amount of the referenced line. To perform a partial reference, change the defaulted value from <i>Final</i> to <i>Partial</i> and then enter a Line Amount that is less than the Open Amount of ITI.</p> <p>It is not possible to over-reference an ITI in which the Line Amount of ITA cannot make the Closed Amount greater than the Line Amount on ITI.</p> |

| Field Name                         | Required?  | Field Description  |
|------------------------------------|------------|--|
| Line Amount                        | System Set | Indicates the amount to close on the referenced Initiator accounting line. Unlike other accounting line references, this one at the vendor line of ITA does not read the tolerance pages commonly read when performing a reference at the accounting line. While partial and full references are allowed, an over-reference is not allowed.  |
| Line Actual Amount                 | Calculated | A system-calculated amount, displayed only on the ITA, which is the sum of the Line Amount field found on all accounting lines to the Initiator Reference line. The Line Actual Amount must equal the Line Amount before the transaction will process successfully. This edit exists to ensure that the net result of internal accounting for the transaction is \$0.00 on an application-wide basis.    |
| Accounting Profile                 | System Set | This field is used for the generation of accounting lines when a transaction is validated or submitted. Accounting lines are generated based on the Accounting Templates defined for the Accounting Profile and the dollar amount entered in the Line Amount field.  |
| Billing Profile                    | System Set | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.   |
| AR Dept                            | System Set | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.   |
| AR Unit                            | System Set | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.   |
| Funding Profile, Priority and Line | System Set | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the ITA to ensure that their use does not upset the balance of a front-end split Major Program when inferred from a Receivable or Internal Transaction Initiator. |

## 2nd Party Accounting

The 2nd Party Accounting tab on the ITA transaction contains common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs.

> Field Information

| Field Name                        | Required?              | Field Description   |
|-----------------------------------|------------------------|---|
| Event Type                        | Required               | Although a common Accounting field, the field on the ITA has an additional edit to ensure any value overridden from what was set on the referenced ITI is still the same type of accounting as chosen on the ITI.   |
| Prior Year Accrual / Clearing %   | Calculated             | The percentage of the total days in the range of Service From and Service To dates calculated to be from the Prior Fiscal Year by the Automated Accrual Clearing Process.   |
| Billing Profile                   | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.  |
| AR Dept                           | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.  |
| AR Unit                           | System Set             | A field inferred and used for Accounts Receivable updates from a referenced Receivable (RE) transaction used by ITA transactions created for internal receivables.  |
| Central Statement Billing Profile | System Set             | An inferred field, when populated, indicates that the transaction is associated with a central statement.   |
| Debt ID                           | Conditionally Required | When the Initiator is <i>Buyer/Receiver</i> and bond proceeds are used in the purchase, a Debt ID will make that identification.<br><br>When the Initiator is <i>Seller/Provider</i> and bond proceeds are given as part of an operational transfer, a Debt ID will make that identification. |

| Field Name                         | Required? | Field Description  |
|------------------------------------|-----------|--|
| Service From                       | Optional  | An optional date that will default to the Record Date on the Header unless made required by Transaction Control (DCTRL), in which case, there is no default and the date must be manually entered.   |
| Service To                         | Optional  | An optional field that will default to equal the Service From if left blank.   |
| Funding Profile, Priority and Line | Optional  | These three funding COA exist but are initially hidden unless the Funding Profile, Priority and Line Entry indication on Transaction Control (DCTRL) is <i>true</i> . It is strongly suggested that they only be enabled on a clone of the ITA to ensure that their use does not upset the balance of a front-end split Major Program. |

## Payroll (PYRL) Transaction Type

The Payroll (PYRL) Transaction Type is used for all of the various needs of payroll accounting. The transaction type is a combination of features found on the Accounting Based Spending, Journal Voucher, and Internal Exchange Transaction types. The PYRL transaction type has the following transaction tabs; some may or may not be visible depending on the HTML/View being used.

Transaction Header (only 1)

Vendor Line (1 - n)

Accounting Line (1 - n)

In instances where information loaded from a payroll interface to a PYRL transaction is changed, an out of sync condition occurs between CGI Advantage Financial (FIN) and HRM. When transactions reject, users have to make COA and amount adjustments to ensure all activity is processed. This is one of three means by which COA differ. The second, and in many cases the most prevalent, is the inference of COA within FIN such as Appropriation. The third is a correction with the PREXC transaction. Other common methods of changes do not apply to the PYRL. In fact, the transaction type does not allow for online modifications or cancellation actions. The only exception to the modification rule is for the reclassification by Future Transaction Triggering of the PRLLL, PRACR, and PRLCE Transaction Codes.

### > More Info

The Payroll Transaction Type is one that does not allow cancellations and only a limited number of modifications (designed reversals by the Future Transaction Triggering of the Payroll Leave Liability (PRLLL), Payroll Accrual (PRACR), and Payroll Contract Encumbrance (PRLCE)). While most do not have edit access to make updates to transactions that failed to load from the Payroll Transaction Generator process, some will have access to address rejections from setup mistakes in Human Resource Management or from Financial edits such as budget controls and inactive chart of account codes.

When certain fields sent from Human Resource Management to Financial are changed, cleared, or populated when previous blank that difference will be tracked in the Payroll

Accounting Reconciliation (PYRLAR) page so that those differences can be pushed back into Human Resource Management.

With the exception of the Payroll Expenditure Correction (PREXC), none of the transaction codes allow online transaction creation. Even the PREXC is not manually created if the Payroll Accounting Reconciliation feature is being used.

The Payroll (PYRL) Transaction Type contains the following tabs:

- [Header](#)
- [Accounting](#)

## PYRL Delivered Transaction Codes

The Payroll (PYRL) Transaction Type has the following Transaction Codes (listed alphabetically by Transaction Name). Additions beyond the basic layout (fPYRL) are detailed after the following table. Any fields found on the PYRL view not displayed on another view have been hidden because they do not pertain to the function of the particular PYRL Transaction Code. The basic layout is detailed after the additions are called out.

| Transaction Name               | Transaction Code | Intended Use   | Sub Type | View   |
|--------------------------------|------------------|--|----------|--------|
| Payroll Accrual                | PRACR            | Records remaining labor and fringe costs for a period  | PRACR    | fPYRL1 |
| Payroll Contract Encumbrance   | PRLCE            | Records encumbrances for remaining payroll costs of a contract period  | PRLCE    | fPYRL1 |
| Payroll Expenditure            | PREXP            | <ul style="list-style-type: none"> <li>• Records gross pay on the payroll end date</li> <li>• Records expenditures for internally-funded fringe costs</li> </ul>   | PREXP    | fPYRL  |
| Payroll Expenditure Correction | PREXC            | <ul style="list-style-type: none"> <li>• Records a correction in CGI Advantage Financial for payroll costs</li> <li>• Used instead of starting the correction process within CGI Advantage HR</li> </ul> | PREXC    | fPREXC |
| Payroll Internal               | PRLID            | <ul style="list-style-type: none"> <li>• Records internally-funded deductions</li> <li>• Records internally-funded fringe costs</li> </ul>   | PRLID    | fPRLID |



| Transaction Name               | Transaction Code | Intended Use   | Sub Type | View   |
|--------------------------------|------------------|--|----------|--------|
| Payroll Leave Liability        | PRLLL            | Records the amount of leave accrued through the current pay period   | PRLLL    | fPYRL1 |
| Payroll Liability              | PRLIA            | <ul style="list-style-type: none"> <li>Records net pay</li> <li>Records external deductions</li> <li>Records reserve pay</li> <li>Records external fringe</li> <li>Used when direct disbursement is not requested</li> </ul> | PRLIA    | fPYRL  |
| Payroll Net Pay                | PRLNP            | <ul style="list-style-type: none"> <li>Records reduction in Net Pay and Cash for payroll checks</li> <li>Records transfer of Accrued Expenditure to Cash Expenditure for Net Pay and Deductions Paid</li> </ul>              | PRLNP    | fPYRL  |
| Payroll Vendor Payment Request | PRLVP            | <ul style="list-style-type: none"> <li>Requests payment for external deductions</li> <li>Requests payment for external fringe costs</li> </ul>   | PRLVP    | fPRLVP |

> PREXC - Header

| Field Name           | Required?  | Field Description  |
|----------------------|------------|--|
| Reversal Amount      | Calculated | A system calculated amount that is the total payroll dollars being reversed or backed out. The amount is used to ensure that the total amount 'reversed' as part of the correction equals the amount 'reinstated' by the correction. |
| Reinstatement Amount | Calculated | A system calculated amount that is the total payroll dollars being reinstated or booked. The amount is used to ensure that the total amount 'reversed' as part of the  |

|  |  |  |
|--|--|--|
|  |  | correction equals the amount 'reinstated' by the correction. |
|--|--|--|

> PREXC - Accounting

While the set of referenced transaction fields are common to the Accounting tab of many different transaction types, the fields are not displayed on most of the PYRL Transaction Codes. Only the PREXC shows these fields in order to reference a Payroll Expenditure (PREXP) with a *Memo* reference.

> PRLCE, PRLLL, and PRACR - Header

| Field Name            | Required? | Field Description   |
|-----------------------|-----------|---|
| Reclassification Date | Optional  | The date will always be completed when transactions are interfaced to CGI Advantage Financial from CGI Advantage HR with the end date of the next pay period. This date will cause CGI Advantage Financial to record a Future Transaction Triggering. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded. |
| Reclassification Held | Optional  | If this option is selected, then the transaction is generated with a Status of <i>Held</i> . If this option is not selected, then the transaction is generated with a Status of <i>Ready</i> .  |

> PRLCE, PRLLL, and PRACR - Accounting

| Field Name            | Required? | Field Description   |
|-----------------------|-----------|---|
| Reclassification Date | Optional  | The date will always be completed when transactions are interfaced to CGI Advantage Financial from CGI Advantage HR with the end date of the next pay period. This date will cause CGI Advantage Financial to record a Future Transaction Triggering. The trigger reverses amounts from a prior payroll so that new amounts from the current payroll can be recorded. |
| Reclassification Held | Optional  | If this option is selected, then the transaction is generated with a Status of <i>Held</i> . If this option is not selected, then the transaction is generated with a Status of <i>Ready</i> .  |

> PRLID - Vendor

The Vendor tab on the PRLID transaction does not contain fields common to the Vendor tab of other transactions but does contain common Accounting

fields as described in the "Accounting" topic in the *Transactions User Guide*.  
The following fields are not common to Vendor or Accounting tabs.

| Field Name                   | Required? | Field Description   |
|------------------------------|-----------|---|
| Internal/External Event Type | Required  | <p>A required indication used to determine the appropriate Event Type to use from Payroll Event Type Defaults (PYRLETD). The only values found on the PRLID are:</p> <p>The default value for the field is <i>External</i>, which is the value used on all transaction sub types other than the PRLID. The PRLID transaction will have one of the other values set by the payroll interface: <i>Inter Fund Revenue</i>, <i>Inter Fund Expenditure</i>, <i>Intra Fund Revenue</i>, <i>Liabilities Only</i>, and <i>Intra Fund Expenditure</i>.</p> <ul style="list-style-type: none"> <li>• <i>Inter Fund Revenue</i> - Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for the employee and that internal funding source wants to recognize revenue.</li> <li>• <i>Intra Fund Revenue</i> - Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is the same as the operating fund for the employee and that internal funding source wants to recognize revenue.</li> <li>• <i>Inter Fund Expenditure</i> - Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for the employee and that internal funding source wants to record an expenditure credit.</li> <li>• <i>Intra Fund Expenditure</i> - Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is the same as the operating fund for the employee and that internal funding source wants to record an expenditure credit.</li> <li>• <i>Liabilities Only</i> - Internally funded payroll costs where the internal funding source (Fund and Sub Fund) is different than the operating fund for an employee and that internal funding source wants to record only a liability.</li> </ul> |

> PRLVP - Header

| Field Name      | Required?  | Field Description  |
|-----------------|------------|--|
| Discount Amount | Calculated | A system calculated amount of all Discount Amounts across all accounting lines of the transaction. |

|                           |            |  |
|---------------------------|------------|--|
| Penalty/Interest Amount   | Calculated | A system calculated amount of all Penalty/Interest Amounts across all accounting lines of the transaction.   |
| Backup Withholding Amount | Calculated | A system calculated amount of all Backup Withholding Amounts across all accounting lines of the transaction. |
| Payment Amount            | Calculated | A system calculated amount of all Payment Amounts across all accounting lines of the transaction.            |

> PRLVP - Vendor

The PRLVP displays those common Vendor fields as described in the Vendor topic in the *Transactions User Guide*, which no other PYRL Transaction Code displays.

## Tasks

### Related Topic(s):

- For a description of the delivered event types allowed for the PYRL transaction type, please see the "Payroll Accounting Model" section in the Accounting Model Delivered Configuration topic.
- The Payroll Accounting Reconciliation (PYRLAR) page stores accounting lines from the Payroll (PYRL) transactions for the Payroll Accounting Reconciliation process of HRM. Refer to the "Payroll Event Type Defaults" and "[Payroll Accounting Reconciliation](#)" topics for more information.

## Header

The Header tab of the PREXP Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. The following fields are not common to Header tabs.

> Field Information

| Field Name               | Required?  | Field Description   |
|--------------------------|------------|---|
| Actual Amount            | Calculated | A system calculated amount that is the summation of the Line Amount field on all Accounting lines.  |
| Generated Payroll Amount | Calculated | An amount set in Human Resource Management to ensure that the sum of the Line Amount field for all Accounting lines remains what was initially set in the event the transaction rejected and was manually adjusted. |

| Field Name                     | Required?  | Field Description  |
|--------------------------------|------------|--|
| Bank Account                   | Optional   | A default value used for all accounting lines where a bank is not manually specified. If left blank at the header, accounting lines will use any manually entered bank value or infer the default bank for the Fund of an accounting line. |
| Pay Date                       | System Set | An optional date to record any information from a payroll interface that is currently not being used.  |
| Agent ID                       | System Set | A value to tie the transaction to the Job ID of the Payroll Accounting Transaction Generator process that created the transaction.   |
| Pay Cycle                      | System Set | A value populated as part of the payroll interface to equal a particular pay cycle being processed.  |
| Gross to Net Run Number        | System Set | A value populated as part of the payroll interface to equal the Gross To Net (GTN) Run Number that generated the transaction.  |
| Budget Control Reduction       | Optional   | A flag that, when selected, will reduce the level of error by 1 for any budget availability message issued. Only budget availability errors and not errors for deactivated budgets or 'budget line not found' errors.                      |
| Fund Balance Control Reduction | Optional   | A flag that, when selected, will reduce the level of error by 1 for any fund balance availability message issued.  |
| Cash Balance Control Reduction | Optional   | A flag that, when selected, will reduce the level of error by 1 for any cash balance availability message issued.  |

## Accounting

The Accounting tab of the PREXP Transaction Code contains the common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs.

- > Field Information

| Field Name                    | Required?              | Field Description   |
|-------------------------------|------------------------|---|
| Event Type                    | Required               | Although a common Accounting field, the Payroll Transaction Type defaults this value for most Transaction Codes from the Payroll Event Type Defaults (PYRLETD) setup. In the event that a Transaction Code can only record one Event Type by design, the Event Type defaults as described in the Accounting topic in the <i>Transactions User Guide</i> . |
| PAM Line Type                 | Required               | An indication used to determine the appropriate Event Type. On the PREXP there is only one value set: <ul style="list-style-type: none"> <li><i>Expenditure</i> - Used for all gross pay expenditures and expenditures for internally funded Fringe costs.</li> </ul>   |
| Corrected Amount              | System Calculated      | This field displays the total amount of reversals from PREXC transactions that memo referenced the PREXP accounting line.   |
| Service From                  | Conditionally Required | A date that will default to the Record Date on the Header as the Service Dates are not used by the PYRL Transaction Type.   |
| Service To                    | Conditionally Required | A date that will default to the Service To date as the Service Dates are not used by the PYRL Transaction Type.   |
| Generated Payroll Line Amount | System Set             | An amount set in Human Resource Management to ensure that the amount of an Accounting Line remains what was initially set in the event the transaction rejected and was manually adjusted.  |
| Cash Offset                   | System Set             | An indication used to determine the appropriate Event Type.   |
| Fringe Benefit                | System Set             | An indication used to determine the appropriate Event Type.   |

## Charge (CH) Transaction Type

The Charge Transaction Type is one that is shared between the General Accounting and Cost Accounting areas, as the structure is simple and easy to configure for various tasks. There are several

delivered transaction codes in this transaction type that are General Accounting in nature and not Cost Accounting. All are covered in this section.

Transaction Header (only 1)

Accounting Line (1-n)

The CH Transaction Type - Accrual Transaction Codes contains the following tabs:

- [Header](#)
- [Accounting](#)

## CH Delivered Transaction Codes

The Charge (CH) Transaction Type has the following Accrual Transaction Codes (listed alphabetically by Transaction Name). Additions beyond the basic layout (fCHRG) are detailed after the following table. Any fields found on the CH view not displayed on another view have been hidden because they do not pertain to the function of the particular CH Transaction Code. The basic layout is detailed after the additions are called out.

| Transaction Name           | Transaction Code | Intended Use  | View  |
|----------------------------|------------------|---|-------|
| Automated Accrual          | ACCA             | Records accruals that are determined by Budget FY and the Service To and From dates on accrued expenditure transactions. The ACCA is only created by the Automated Accrual batch process.   | fAC   |
| Automated Accrual Clearing | ACLA             | Records accruals that are determined by Budget FY and the Service To and From dates on cash expenditure transactions to reverse an ACCA and make final adjustments. The ACLA is only created by the Automated Accrual batch process.  | fAC   |
| Accrual Disallowance       | ACD              | Records adjustments to the accounting entries generated after the ACCA and ACLA transaction are processed.  | fAC   |
| Charge                     | CH               | Used primarily to record one-sided cost accounting events to the Cost Accounting Journal. It can be used to record other accounting events, but those involving cash should not be performed because the layout used by the CH does not display the Bank field on the Accounting tab. | fCHRG |

| Transaction Name                           | Transaction Code | Intended Use  | View  |
|--|------------------|---|-------|
| Check Writer Accounting                    | CWA              | Records the accounting and budget events in summary for Check Writer payments.  | fCWA  |
| Check Writer Warrant Reconciliation Auto   | CWWRA            | Generated by the Check Writer Warrant Reconciliation system process to reclassify funds to cash for the warranted records that were reconciled by the Check Reconciliation batch process.   | fCWWR |
| Check Writer Warrant Reconciliation Manual | CWWRM            | Manually created to reclassify funds to cash for the warranted records that were reconciled manually on the Check Reconciliation (CHREC) page with a Copy Forward action on the CWA transaction associated with the CHREC record. | fCWWR |
| Cost Allocation                            | CA               | Records the results or reversals of a cost allocation.  | fCA   |
| Cost Allocation Protected                  | CAP              | Records the results or reversals of a cost allocation with a transaction that cannot be altered online.   | fCAP  |
| Debt Accounting                            | DA               | Records both manual and automated accounting events for all debt instruments besides internal loans.  | fCHRG |
| Manual Accrual                             | ACC              | Records an accrual entry where it is known that goods or services have been received, invoiced, or otherwise due (e.g. bulk accrual) in the prior year.   | fCHRG |
| Manual Accrual Clearing                    | ACL              | Records a reference to the ACC transaction payment has been made in the new year.   | fCHRG |

**Related Topic(s):**

- Refer to the "CH Transaction Type" topic in the *CGI Advantage - Check Writer User Guide* for more information on the usage and creation of CWA, CWWRA, and CWWRM transaction codes.
- Refer to the "[Automated Accrual Clearing Process](#)" section in this user guide for information on the ACCA, ACLA, and ACD transaction codes.



- For a description of the delivered accounting events used on the CH transaction code, please see the "Cost Accounting – Accounting Model" section in the Accounting Model Delivered Configuration topic.
- For a description of the delivered accounting events used on the ACC and ACL transaction codes, please see the "Manual Accrual Clearing Event Type Processor" section in the Accounting Model Delivered Configuration topic.
- For more information on the Cost Allocation process that generates the CA and CAP transaction codes, please see the Cost Allocation User Guide for information on setup and execution of that process.
- For a description of the delivered accounting events used on the DA transaction code, please see the "Debt Accounting" section in the Accounting Model Delivered Configuration topic.

> ACL - Accounting

Although there are no additional fields available on this transaction code, there are additional edits that only occur on the ACL.

- Any Budget Fiscal Year (BFY) entered or defaulted to a clearing accounting line must be at least 1 more than that of the referenced ACC accounting line. The exception is when BFY 9999 is involved.
- Once accepted, the Fiscal Year (FY) of an accrual clearing accounting line cannot be modified. If cleared in the incorrect FY, then that ACL has to be cancelled in the FY originally recorded and another entered in the correct FY.
- The accounting line contains two sets of COA fields. The first is the set displayed online. The second is a 'Referenced' set that is not displayed for reporting purposes to know where accruals are being cleared through when they were not originally accrued with the same COA. The transaction will also warn the user that the COA from the referencing and referenced accounting lines are different.
- If any of the COA values on the ACL transaction have been changed from the prior version, a warning message is displayed alerting you that fact.

> ACCA, ACLA, and ACD – Header

| Field Name                    | Required? | Field Description  |
|-------------------------------|-----------|--|
| Prior Year Accrual Clearing % | Optional  | Populate by either the Automatic Accrual or Automatic Accrual Clearing process with the percentage of the original Line Amount that was accrued. |
| Service From                  | Optional  | Populate by either the Automatic Accrual or Automatic Accrual Clearing process with the Service From of the original accounting line accrued.    |

|            |          |   |
|------------|----------|---|
| Service To | Optional | Populate by either the Automatic Accrual or Automatic Accrual Clearing process with the Service To of the original accounting line accrued. |
|------------|----------|---|

Special ACD notes:

- It is highly recommended that the ACD transaction only be created by using the *Create Disallowance* action on the Accrual Inquiry (ACRI) page or by the *Copy Forward* action from the related ACLA transaction.
- To disallow the entire accrual, adjust the Service From and/or To dates on the header to the current fiscal year.
- To set a different percentage to be cleared, set the Prior Year Accrual Clearing % on the header.
- If adjusting the accrual parameters on a subset of accounting lines from the ACLA, then first delete the accounting lines that are not being updated.
- The automated accrual, clearing and disallowance transactions will ensure that the Line Amount field on two related accounting lines is the same amount but with a different sign.
- Accrual clearing transactions require two references for accurate reporting. The first, in the normal set of reference fields, is populated with the cash expenditure transaction being cleared. The second, in a special set of reference fields, is populated with any payment request referenced by the cash expenditure transaction.

› ACCA, ACLA, and ACD – Accounting

| Field Name                    | Required?  | Field Description  |
|-------------------------------|------------|--|
| Prior Year Accrual Clearing % | Optional   | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with the percentage of the original Line Amount that was accrued / cleared for a Prior Year Accrual and for a Current Year Accrual line. |
| Service From                  | Optional   | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with the Service From of the original accounting line accrued.   |
| Service To                    | Optional   | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with the Service To of the original accounting line accrued.   |
| Line Type                     | System Set | A field denotes whether an accounting line for prior year or current year activity. A value of <i>PY Accruals</i> will   |

|                         |          |  |
|-------------------------|----------|--|
|                         |          | appear on lines that are impacting the prior year and <i>CY Accruals</i> on lines impacting the current year.  |
| Related Accounting Line | Optional | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with Accounting Line Number of the 'other' accounting line in a pair of accrual lines (e.g. Prior Year and Current Year). Records the accounting and budget events in summary for Check Writer payments. |
| Retainage Amount        | Optional | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with any amount of retainage also recorded on the disbursement accounting line accrued.  |
| Discount Amount         | Optional | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with any amount of discount also recorded on the disbursement accounting line accrued.   |
| Penalty/Interest Amount | Optional | Populated by either the Automatic Accrual or Automatic Accrual Clearing process with any amount of penalty or interest also recorded on the disbursement accounting line accrued.  |

## Header

The Header tab of the CH Transaction Code contains the common Header fields as described in the "Header" topic in the *Transactions User Guide*. The following fields are not common to Header tabs.

> Field Information

| Field Name          | Required?              | Field Description   |
|---------------------|------------------------|---|
| Accounting Template | Optional               | This field is used for the generation of accounting lines when a transaction is validated or submitted.   |
| Expected Amount     | Conditionally Required | This field is used to record the total amount anticipated for the transaction or the amount to be used to generate Accounting Lines based on an Accounting Profile. The amount can even be used for both purposes. This field is required, if the Transaction Total Required option on Transaction Control (DCTRL). |

## Accounting

The Accounting tab on the CH transaction contains common Accounting fields as described in the "Accounting" topic in the *Transactions User Guide*. The following fields are not common to Accounting tabs.

> Field Information

| Field Name                    | Required?              | Field Description  |
|-------------------------------|------------------------|--|
| Charge Class                  | Conditionally Required | <p>Defines a standard rate for a type of indirect expense. You use a Charge Class as an alternate method for calculating the value of the Line Amount field by providing a standard Rate that is then multiplied by the number of units.</p> <p>When the Line Amount field is \$0.00 this field and the other two Charge fields are required.</p>  |
| Charge Class Rate             | System Set             | Identifies the rate associated with the Charge Class that is used to calculate the Line Amount by multiplying the Charge Units times the Charge Class Rate. The rate is inferred from the selected class.  |
| Charge Units                  | Conditionally Required | Identifies the number of units associated with the Charge Class Rate that is used to calculate the Line Amount by multiplying the Charge Units times the Charge Rate   |
| Performance Unit              | Optional               | The unit of measure used in tracking performance metrics or progress made to date. Used to compare actual usage against budgeted amounts.  |
| Authorization/Debt Instrument | Conditionally Required | <p>An indication defining what type of Debt ID is entered on the accounting line. The indication will default to <i>Debt Instrument</i> if the Debt ID field is populated, because that is the most common indication. Valid values for this field are:</p> <ul style="list-style-type: none"> <li>• <i>Authorization</i> – If this value is selected then authorization accounting is being performed and the Debt ID pick will point to Authorizations.</li> <li>• <i>Debt Instrument</i> - If this value is selected then debt instrument accounting is being performed and the Debt ID pick will point to Debt Instruments.</li> </ul> |
| Debt ID                       | Conditionally Required | A value is required if the Debt ID field is to be entered.   |

| Field Name                          | Required? | Field Description   |
|-------------------------------------|-----------|---|
|                                     |           | <p>Depending on the value entered in the Authorization Debt Instrument field, this field is used to record a debt authorization or a debt instrument for an accounting event.</p> <p>A value can be required by Event Type Requirements or by a Fund and Department Requirement rule.</p>   |
| Debt Accounting Event               | Optional  | <p>Debt Accounting Event is a field set on the Debt Accounting (DA) transactions generated by the various Debt Management system processes. Values define what type of accounting a line is doing and many control updates to the registry.</p> <p>The values that apply to the DA are:</p> <ol style="list-style-type: none"> <li>1. <i>Initial Accounting</i> - Updates either the Initial Accounting Generated Date for an authorization or the Initial Accounting Recorded Date for a debt instrument.</li> <li>2. <i>Long Term Account Reclass</i> - Updates the Last Long Term Account Reclass field for a debt instrument.</li> <li>3. <i>Accrual</i> - Updates the Last Accrual FY and Last Accrual APD fields for a debt instrument.</li> <li>4. <i>Authorization Reduction</i> - This value does not make an update.</li> <li>5. <i>Accrual Reversal</i> - This value does not make an update but is used on accounting lines reversing activity recorded with the Accrual (3) value.</li> <li>6. <i>Amortization</i> - This value does not make an update directly, but the processing of the transaction will update the Processed On date of a Schedule Line.</li> </ol> |
| Schedule Number                     | Optional  | <p>The Schedule Number field is only used when recording an <i>Accrual</i> or <i>Accrual Reversal</i>. It is first part of two fields that identify a Schedule Detail Line on one of the Debt Registry pages.</p>   |
| Schedule Line                       | Optional  | <p>The Schedule Line field is the second field used to identify a Schedule Detail Line</p>  |
| Special Referenced Transaction Code | Optional  | <p>The transaction code of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually.</p>   |

| Field Name                                     | Required? | Field Description  |
|--|-----------|--|
| Special Referenced Transaction Department      | Optional  | The transaction department of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually. |
| Special Referenced Transaction ID              | Optional  | The transaction ID of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually.         |
| Special Referenced Transaction Vendor Line     | Optional  | The vendor line of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually.            |
| Special Referenced Transaction Commodity Line  | Optional  | The commodity line of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually.         |
| Special Referenced Transaction Accounting Line | Optional  | The accounting line of an additional transaction referenced by the Automatic Accrual Clearing system process or entered manually.        |
| Special Referenced Type                        | Optional  | Always set to <i>Memo</i> .  |

## Common Business Tasks

This topic includes step-by-step instructions to complete tasks commonly needed in General Accounting.

- [Create Manual Journal Entries](#)
- [Create a Non-Commodity Request for Payment](#)
- [Create a Non-Commodity Order](#)
- [Create a Non-Commodity Requisition](#)
- [Correct a Non-Commodity Order](#)
- [Single Internal Transaction](#)
- [Two Internal Transactions](#)
- [Escrow Common Business Tasks](#)

## Create Manual Journal Entries

The [Journal Voucher Transaction Type](#) can be used to perform many different accounting activities. In fact, it could record all accounting activity if necessary, however, in many cases that is best left up to other specialized transactions. Two common business tasks are presented in this tab, but do not cover the all uses of the transaction.

- [Adjusting a Journal Entry](#)
- [Reverse a Journal Entry](#)

## Adjusting a Journal Entry

To create a Journal Voucher transaction for an adjusting journal entry, perform these steps:

1. Create an instance of the desired Journal Voucher Transaction Code.
2. Skip the Header and Line Group tabs and navigate to the Accounting tab.

Header information defaults normally to the current values in almost every case with the exception of a future or past date fields, if allowed. Line Group information is also generally optional unless an Event Type is required or Vendor/Customer information is necessary for the adjustment.

3. Complete the Accounting tab. (Sample is to clear a portion of a pre-paid expense. Other types of adjustments will involve different posting codes and chart of accounts.)
  - a. Insert an Accounting Line and enter the following:
    - **Posting Code:** A023
    - **Debit Amount:** Amount to be reduced.

- **Fund:** The fund used at time of purchase.
  - **BSA:** The Expenditure Offset account used at the time of purchase.
- b. Copy and paste the 1st Accounting Line to create a 2nd and change the following:
- **Posting Code:** Change to A204
  - **Debt Amount:** cut and paste to **Credit Amount**
  - **BSA:** Change to the Pre Paid Expense account used at the time of purchase
- Note: No other fields are mandatory but system configuration may make them conditionally required.
4. *Validate* the transaction.
  5. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 6.
  6. *Submit* the transaction.

## Reverse a Journal Entry

To create a Journal Voucher transaction for reversing a journal entry, perform these steps:

1. Create an instance with the desired JV Transaction Code.
2. On the Header tab enter the following:
  1. **Reversal Date:** Desired date in the future for the reversal.
  2. **Create Reversal Transaction on Hold:** If an update to the reversal is required, make this indication.
3. Skip the Line Group tab and navigate to the Accounting tab.
4. Complete the Accounting tab (Sample is an expenditure accrual. Other types of reversals will involve different posting codes and chart of accounts)
  1. Insert an Accounting Line and enter the following:
    1. **Posting Code:** D011
    2. **Debit Amount:** Amount to be accrued
    3. **COA:** The desired chart of account codes to record the accrued expenditure
  2. Copy and paste the 1st Accounting Line to create a 2nd and change the following:
    1. **Posting Code:** Change to A015
    2. **Debt Amount:** cut and paste to **Credit Amount**
    3. **BSA:** Enter the Accrued Payables account

**Note:** No other fields are mandatory but system configuration may make them conditionally required.
5. *Validate* the transaction.



6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. *Submit* the transaction.
  1. Enter *A015* over *D011* in the **Posting Code** field.
  2. Clear the **Debit Amount** field.
  3. Enter the amount received in the **Credit Amount** field.
  4. Enter the value for the **Accrued Payables** (or other site-specific value) field on the Accounts Payable tab of the Special Accounts (SPEC) page in the **BSA** field.

**Note:** No other fields are mandatory but system configuration may make them conditionally required. This can include the **Line Description** from Transaction Control (DCTRL).

An optional step would be to navigate to the Future Transaction Trigger (FDT) page and enter the desired field in the Transaction Prefix to be used when the trigger occurs.

## Create a Non-Commodity Request for Payment

To create a General Accounting Expenditure (GAX) transaction for creating a non-commodity request for payment, perform these steps:

1. Create a transaction with the GAX Transaction Code
2. On the Header tab enter the following:
  1. **Bank:** (use pick to search for and select desired value)
  2. **Vendor Invoice Number, Line & Date:** Assuming such information is required for all payments and will not default - enter values from the invoice sent by the vendor.
3. Navigate to the Vendor tab, insert a new line and enter the following:
  1. **Vendor/Customer:** (use pick to search for and select vendor)
  2. **Address Code:** Assume there is a defaulting *Payment* address if not or there are multiple. Use the pick to locate and select one.
4. Navigate to the Accounting tab, insert a new line and enter the following:
  1. Line Amount: \$1000.00
  2. **COA:** Enter values for a defined budget line plus any others required
5. *Validate* the transaction.
6. If error exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. *Submit* the transaction.

## Create a Non-Commodity Order

To create a General Accounting Encumbrance (GAE) transaction for creating a non-commodity order, perform these steps:

1. Create a transaction with the GAE Transaction Code.
2. Skip the Header tab, navigate to the Vendor tab, and enter the following:
  1. **Vendor/Customer:** (use pick to search for and select vendor)
  2. **Address Code:** Assume there is a defaulting *Payment* address
3. Navigate to the Accounting tab, insert a new line and enter the following:
  1. Line Amount: \$1000.00
  2. **COA:** Enter values for a defined budget line plus any others required
4. *Validate* the transaction.
5. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 6.
6. *Submit* the transaction.

## Create a Non-Commodity Requisition

To create a General Accounting Pre Encumbrance (GAP) transaction for creating a non-commodity requisition, perform the steps in the Create Non-Commodity Order except create a GAP transaction code instead of a GAE:

## Correct a Non-Commodity Order

To create a General Accounting Encumbrance Correction (GAEC) transaction for an incorrectly referenced GAE but the Vendor was correct or not specified, perform these steps:

1. Create a transaction with the GAEC Transaction Code by first locating the GAE incorrectly referenced on the Transaction Catalog and then copying it forwards into a GAEC.
2. Skip the Header and Vendor tabs. Navigate to the Accounting tab where a line will already be inserted and many fields will already be completed on this section. For that existing line where the **Event Type** has defaulted to *PR20*.
  1. **Line Amount:** Enter a negative amount equal to the Line Amount on the incorrectly referencing GAX, IET, ITA, CH, or other Transaction Code.
  2. Use the *Insert Line* action
  3. **Line Amount:** Enter the same amount but as a positive
  4. **Event Type:** PR21 (as no credit memo is required because Vendor was correct in the original reference or there was no reference)

5. Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction ID, Referenced Vendor Line, and Referenced Accounting Line of the GAE that should have been referenced originally.
6. Reference Type: *Partial*
3. *Validate* the transaction.
4. If errors exist, fix the errors and repeat Step 4. If no errors exist, then continue with Step 5.
5. *Submit* the transaction.

## Single Internal Transaction

This task demonstrates how a single internal transaction can be used to enter account information all internal parties involved in a purchase, transfer, loan, or other internal accounting event. Just one of the many delivered event types is used to show an internal purchase where the seller receives an expenditure credit. Data entry will vary only slightly for the different event types. The task will also show an optional step where the buyer encumbered funds for the purchase beforehand.

> **More Info**

With the entry of the Internal Exchange Transaction (IET) by one of the two parties, it is implied that the one party knows how to correctly complete the transaction with the other party's information. If the seller/provider is completing the transaction, they have to know the COA distribution(s) of the buyer. The seller will know the price and will know how the proceeds should be recognized (event type choice.) If the buyer enters the transaction, the buyer not only has to know the COA distribution(s) of the seller but also how the seller wants to record the proceeds.

To create an Internal Exchange Transaction (IET) transaction, perform these steps:

1. Create an instance of the Internal Exchange Transaction Code.
2. Complete the Header tab.
  1. **Initiator:** Seller/Provider
3. Navigate to the Exchange Details tab, insert a line, and enter the following:
  1. **Line Amount:** \$1000.00 (the amount of the internal purchase)
  2. **Event Type:** IN01 (This would vary by accounting event)
  3. **COA:** Enter chart of accounts that match an existing expense budget and any other required fields (This could vary by accounting event)
4. Navigate to the 2nd Party Accounting tab, insert a new line, and enter the following (assuming inferences from a referenced transaction, else Line Amount and COA would have to be entered).
  1. **Line Amount:** \$1000.00 (the amount of the internal purchase)
  2. Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction ID,

Referenced Vendor Line, and Referenced Accounting Line of the GAE entered by the buyer to reserve budget for the purchase.

3. Reference Type: *Partial*
5. *Validate* the transaction.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. *Submit* the transaction.

## Two Internal Transactions

This task demonstrates how a pair of internal transactions can be used to complete an internal transaction. The two-transaction model of the Internal Transaction Initiator (ITI) to Internal Transaction Agreement (ITA) allows each internal party to be responsible for their information only. Just one of the many delivered event types is used in this task to show an internal purchase where the seller recognizes revenue. Data entry will vary only slightly for the different event types. The task will also show an optional step where the 1st party can lock down the fiscal year/accounting period and budget fiscal year on the ITI.

> More Info

With the entry of a single transaction by one of the two parties, it is implied that the one party knows how to correctly complete the transaction with the other party's information. If the seller/provider is completing the transaction, they have to know the COA distribution(s) of the buyer. The seller will know the price and will know how the proceeds should be recognized (event type choice.) If the buyer enters the transaction, the buyer not only has to know the COA distribution(s) of the seller but also how the seller wants to record the proceeds.

To create an Internal Transaction Initiator (ITI) transaction, perform these steps:

1. Create an instance of the Internal Transaction Initiator (ITI) Transaction Code.
2. Complete the Header tab.
  1. **Initiator:** Seller/Provider
3. Bypass the Vendor tab, where a blank line was automatically inserted.
4. Navigate to the Accounting tab, where a blank line was inserted, and enter the following:
  1. Line Amount: \$1000.00 (the amount of the internal purchase)
  2. Event Type: IN01 (This would vary by accounting event)
  3. **COA:** Enter chart of account that match an existing expense budget and any other required fields (This could vary by accounting event)
5. *Validate* the transaction.
6. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
7. *Submit* the transaction.

The buyer is then notified by the seller that the ITI has been completed and needs to be referenced by an ITA to complete the transaction. To create an Internal Transaction Agreement (ITA) transaction, perform these steps:

1. Locate the ITI on the Transaction Catalog, open it, and copy it forward to an ITA transaction.
2. Bypass the Header and Exchange Details tabs, navigating to the 2nd Party Accounting tab, Insert a new line and enter the following (assuming interfaces from a referenced transaction, else Line Amount and COA would have to be entered).
  1. **Line Amount:** \$1000.00 (the amount of the internal purchase)
  2. Referenced Transaction Code, Referenced Transaction Department, Referenced Transaction ID, Referenced Vendor Line, and Referenced Accounting Line of the GAE entered by the buyer to reserve budget for the purchase.
  3. Reference Type: *Partial*
3. *Validate* the transaction.
4. If errors exist, fix the errors and repeat Step 5. If no errors exist, then continue with Step 7.
5. *Submit* the transaction.

## Escrow Common Business Tasks

### To establish an Escrow ID:

1. Open the Escrow Definition page.
2. Use the *Create* action.
3. Enter the following information on the new record:
  1. Department, Escrow ID
  2. Escrow Name
  3. Escrow Short Name
  4. Escrow Agent
4. Optionally enter information in the Escrow Description, Escrow Extended Description, and Escrow Type fields.
5. Optionally enter information in the **Escrow BSA** field and, if used, **Escrow SBSA** field with a code or codes that uniquely identify that instance of escrow so that the Escrow Balance link will work. If using the same code or codes for all escrow activity, the field(s) can still be entered to transition to the account with a total for all escrows.
6. Optionally attach any documentation for the escrow event by clicking the *Attachments* action.
7. Use the Save & Close action.

### To request disbursement of Escrow to Escrow Agent

While this task could start with the creation of a blank PRC or GAX transaction where you would have to enter information matching your Escrow record, it will instead proceed in a manner that will pre-populate that information for you.

1. Open the Escrow Definition page.

2. Filter for the Escrow ID and choose the *Edit* action
3. Use the *Create* action and enter information to create your GAX
4. On the Header tab, enter the following:
  1. **Bank:** (use pick to search for and select desired value)
  2. **Vendor Invoice Number, Line & Date:** Assuming such information is required for all payments and will not default – enter values from the invoice sent by the vendor.
5. Navigate to the Vendor tab, insert a new line and enter the following:
  1. **Vendor/Customer:** (use pick to search for and select one defined for Escrow ID)
  2. **Address Code:** Assume there is a defaulting *Payment* address if not or there are multiple, use the pick to locate and select one.
6. Navigate to the Accounting tab, insert a new line and enter the following:
  1. Event Type: AP18
  2. Line Amount: \$1000.00
  3. **COA:** Enter the correct balance sheet, and possibly sub balance sheet, in the **BSA** and **SBSA** fields. Other than completing the **Fund** field, there are no other required fields unless configured as such for your site.
7. *Validate* the transaction.
8. If errors exist, fix the errors and repeat Step 7. If no errors exist, then continue with Step 9
9. *Submit* the transaction.

#### **To record a disbursement of Escrow by the Escrow Agent**

This task is very similar to the prior task with only two differences:

1. Event Type: GA23
2. **COA:** Enter the correct balance sheet, and possibly sub balance sheet, in the **OBSA** and **SOBSA** fields. Also, enter chart of accounts that match an existing budget line plus any others required for reporting reasons.

## Inquiries

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

| Inquiry Name                      | Page Code               | Description  |
|-----------------------------------|-------------------------|--|
| Accrual Inquiry                   | <a href="#">ACRI</a>    | This inquiry enables the tracking of both manual and automatic accruals as well as clearing related requests for payments and disbursements.   |
| Escrow History                    | <a href="#">ESCHIST</a> | This inquiry displays all the transactions processed with a given Escrow ID. When searched with an Escrow ID, the history page pulls all the relevant transactions together for a user. Each transaction listed has a common transaction hyperlink that, when clicked, opens the current final version of the transaction. When you click the Download link, all records for the Escrow ID that has been searched on are displayed in a spreadsheet format.  |
| Payroll Accounting Reconciliation | <a href="#">PYRLAR</a>  | This inquiry stores accounting lines from Payroll (PYRL) transactions for the Payroll Reconciliation process of CGI Advantage HRM. Records are inserted by the processing of those PYRL transaction flagged to make the update on PYRLETD and records are removed by the Payroll Reconciliation process.   |
| Posting Line Inquiry              | <a href="#">PLINQ</a>   | <p>This inquiry provides the ability to view the posting lines on a transaction in a single view. Transaction Code, Department and ID are required fields for search, but wild cards are permitted. This page is extremely useful to view postings for transactions that are in Draft or Pending phases. While the page supports querying for final transactions too, it is recommended to use Accounting Journal (JACTG).</p> <p>When used with Advanced Grid capabilities, the page can help in grouping and consolidating postings lines.</p> |
| Trial Balance Inquiry             | <a href="#">TBAL</a>    | This inquiry provides real-time information common to trial balance, balance sheets, and income statement reports. The page uses data in the Accounting Journal and the Accounting Ledger – APD to calculate amounts for a summary grid and a detail grid. The page serves as a limited substitute to the Trial Balance Report found under General Accounting – Reports.   |

## Accrual Inquiry

The Accrual Inquiry (ACRI) page enables the tracking of both manual and automatic accruals as well as clearing related requests for payments and disbursements. This inquiry brings all parts together to allow a reviewer to open any transaction to make the decision on whether the accrual was correct or whether it should be disallowed in whole or in part.

You can search for any transaction in an accrual chain of transactions and the inquiry will retrieve all transactions in the chain that occurred prior to and after the requested transaction. The search functionality requires you to enter a single Transaction Code, Department, and Transaction ID to return any results. Vendor, Commodity, and Accounting Line Numbers can optionally be added to the browse to get a more specific result set, if needed.

Below are details of what data is displayed in each of the three listings of transactions. Only the most recent final versions for the transactions are presented. Cancellations will always show \$0.00. Transaction code examples are only delivered values. Any custom clones set up will also be displayed in the same location.

- **First Listing** - Displays payment requests and internal transactions.
  - Accounting Based Spending (ABS) transactions – General Accounting Expense (GAX), and General Accounting Encumbrance Correction (GAEC).
  - Payment Request (PR) transactions – Payment Request - Commodity Based (PRC), Commodity Encumbrance Correction (CEC), Matching Payment Request (PRM), Matching PR – Negative (Inverse Reference) (PRN), Internal Payment Request (PRCI), & Internal Matching Payment Request (PRMI).
  - Internal Exchange Transaction (IET) & Internal Transaction Agreement (ITA) transactions.
- **Second Listing** - Displays disbursement transactions and will not return records for all items in the first listing such as: PRCI, IET, and ITA because those do not have subsequent disbursements.
  - Automatic and Manual Disbursements (AD & MD); Automatic Disbursement (AD), Electronic Funds Transfer (EFT), and Manual Disbursement (MD).
- **Third Listing** - Displays accruals, clearings, and disallowances:
  - Charge (CH) transactions – Manual Accrual (ACC), Manual Accrual Clearing (ACL), Automated Accrual (ACCA), Automated Accrual Clearing (ACLA), & Accrual Disallowance (ACD).

The ACRI page has several important actions:

- › Page-level
  - **Calculate Summary Totals** – This action takes the full result set from the browse (not just what is displayed) and populates the total amounts in the Summary section for the Requested, Disbursed, Prior Year Requested, Prior Year Disbursed, Accrued, Cleared, and Disallowed fields.
- › Row-level
  - **Lifecycle Inquiry** – This action is available via the row-level menu for records returned in the first grid. This action transitions you to the Lifecycle Inquiry (LINQ) page. The Transaction Code, Transaction Department, and Transaction ID in the browse section of the ACRI page is used by the Lifecycle Inquiry to perform a backwards search. Selection should be from the



first transaction that starts the Accrual process. This way you can bring in more related transactions such as invoices, receivers, master agreements, and so forth for review.

- **Create Disallowance** – This action is available via the row-level menu for records returned in the third grid. This action creates the Disallowance (ACD) transaction based on a selected clearing record related to an ACL/ACLA transaction. A transaction is selected by highlighting a row for one accounting line in the third grid. This action will then select all lines from that transaction and create an ACD with accounting lines referencing each line in the ACL/ACLA. The special reference fields will also be populated with the payment request tied to the disbursement incorrectly cleared.

## Escrow History

The Escrow History (ESCHIST) page displays all the transactions processed with a given Escrow ID. The history page pulls together all transactions that have processed with a given Escrow ID. When a modification changes or removes an Escrow ID from a transaction, the previous record for that transaction is deleted from the former Escrow ID history. Each transaction listed has a common transaction hyperlink that, when clicked, opens the current final version of the transaction.

The page requires a minimum of information be entered for a browse: The **Escrow ID** browse field must be entered without a wildcard or comma-delimited values. If not, an error is issued. There are no restrictions for the Transaction Code, Department, and Transaction ID fields or the Created/Updated field.

When you click the **Download** link, all records for the Escrow ID that were returned from the browse are downloaded to an Excel Spreadsheet. There is not table of fields on ESCHIST as fields are either common or defined on the [Escrow Definition](#) page.

## Payroll Accounting Reconciliation

The Payroll Accounting Reconciliation (PYRLAR) page temporarily stores accounting lines from the [Payroll \(PYRL\)](#) transaction codes and event type combinations flagged to update PYRLAR on the Payroll Event Type Defaults (PYRLETD) page. The CGI Advantage HRM process of Payroll Reconciliation reads these records and compares them to data stored in HRM to determine if COA inferred, were changed, accounting lines were added, line amounts changed, or if the BFY was changed. If so, that process updates HRM to reflect what was ultimately recorded in Financial.

This page is used to view records yet to be reconciled or in the rare event a Financial record did not find an HRM match then the page is used to view exceptions. The Payroll Accounting Reconciliation process in HRM purges records from this page.

No table of fields found on this inquiry page has been provided, but all fields found on the inquiry page can be found in the section for the Payroll Transaction Type.

## Posting Line Inquiry

Posting Line Inquiry (PLINQ) provides ability to view all posting lines for a transaction version, instead of looking at the posting lines for a single accounting line within a transaction. The page has search criteria like search criteria used in other pages which would allow/restrict wild cards and construct query accordingly. Fields for Transaction Code, Department and ID are required to limit the amount of data returned, but they do allow wildcards. The PLINQ Maximum Record Count (PLINQ\_MAX\_REC\_COUNT) Application Parameter defines the maximum number of rows returned. When exceeded, system feedback will prompt additional criteria.

There is a Spreadsheet choice of download that is available from the Export All grid menu that allows for a formatted alternative for downloading along with the common ability to export to CSV. Please note that all fields may not be displayed on this inquiry page. These fields are either marked as secondary, hidden or tertiary on Configure Page (DESIGNER).

## 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.

First Grid: Amounts for Total Debits and Total Credits are records up to and including the browsing APD. Total Revenue is records up to and including the browsing APD with a posting code defined as revenue. Total Spending is records up to and including the browsing APD with a posting code defined as spending. The Excess (-)/Deficiency (+) is the Total Spending subtracted from Total Revenue. The Ending Balance for all records selected based on all FY Beginning Balances (found on FUND and SFUND pages) of records selected minus Total Spending plus Total Revenues through the browse Accounting Period.

Second Grid: Debit and Credit columns are amounts for the FY and APD only. Amounts for the FY and APD minus one are in the Beginning Balance column. The Ending Balance is a calculation of that Beginning Balance and Debit/Credit amounts.

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 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  | Choices include Fund and Sub Fund as delivered, where the latter should only be used if Sub Fund is retained in the   |

| Field Name           | Required?              | Field Description   |
|----------------------|------------------------|---|
|                      |                        | Accounting Ledger – APD as setup on the Journal Ledger Control (JLCTRL) page.<br><br>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 TBAL queries where you download the results of each and then combine them.<br><br>The code entered will be of the selection entered in the Fund Dimension except if Sub Fund 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 Sub Fund 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 Yes 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 Yes to limit the data returned in the summary and detail Sections. One can enter 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 Yes 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 Yes, 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 Yes if the Nominal Accounts is No. Both the Real and Nominal Accounts can be selected at the same time.  |
| Nominal Accounts     | Conditionally Required | If Yes, journal and ledger records with an object or revenue source but no balance sheet account. Nominal Accounts must be Yes if the Real Accounts is No. Both the   |

| Field Name             | Required? | Field Description   |
|------------------------|-----------|---|
|                        |           | Real and Nominal Accounts can be selected at the same time.   |
| Closing Classification | Optional  | <p>When Yes the Close Class column in the detail section is populated with Posting Code Closing Classifications. Use of this flag could result in more records displaying in the grid, as postings to the same account from different closing classifications appear on separate rows.</p> <p>One use of the flag 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.</p> |

The fields in the summary section:

| Field Name                  | Required?         | Field Description  |
|-----------------------------|-------------------|--|
| Total Debits                | System Calculated | Total amount of all positive records selected up through and including those of the accounting period.   |
| 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 Revenue 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 Spending 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.. |

The fields in the details section that are unique:

| 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.   |

## Reference Pages

This topic includes the reference pages used in the General Accounting area.

- [Escrow Definition](#)
- [Escrow Type](#)
- [COA Crosswalk](#)
- [Open Activity Options by Department](#)
- [Parameters for Lapse Process](#)
- [Parameters for Roll Process](#)
- [Roll/Lapse Detail Pre-Selection](#)
- [Roll/Lapse Summary Pre-Selection](#)
- [Automated Accrual/Accrual Clearing Exceptions](#)
- [Accrual Clearing Maintenance](#)

## Escrow Definition

The Escrow Definition (ESCROW) page is used to define all instances of escrow that will be tracked with an Escrow ID. Each record on this page has a unique Escrow ID by Department. The system validates any value entered on a transaction header Escrow ID field against this page.

| Field Name                  | Required?              | Field Description   |
|-----------------------------|------------------------|---|
| Department                  | Required               | Each Escrow ID is unique to a department.   |
| Escrow ID                   | Required               | A unique ID used to define an instance of escrow in the system. The ID can have a length of up to 20.   |
| Escrow Name                 | Required               | A long name that can be displayed in reports to give information about an Escrow ID.  |
| Escrow Short Name           | Required               | A short name that can be displayed in reports to give information about an Escrow ID when space is limited.   |
| Escrow Description          | Required               | A description that can be displayed in reports to give information about an Escrow ID.  |
| Escrow Extended Description | Required               | A long description often used to capture details about the escrow.  |
| Escrow Type                 | Optional               | A rollup of Escrow IDs that can be used for aggregation in reporting.   |
| Escrow Agent                | Required               | A vendor/customer code that represents the holder of the escrow.  |
| Escrow BSA                  | Optional               | The Balance Sheet Account (BSA) defined for an escrow instance. Please note that this BSA code is to support the Escrow Balance transition. There are no system edits to ensure this is the BSA always used on transactions with the Escrow ID. If all escrow is recorded under a single BSA, this field and the link will not likely be used, as the transition will show the balance of all escrow instances. |
| Escrow SBSA                 | Optional               | The Sub Balance Sheet Account (SBSA) defined for an escrow instance. If defined to the Escrow ID, the SBSA will also be used in the Escrow Balance transition.  |
| Completed                   | Optional               | An indication that the escrow funds have all been disbursed and/or returned to prevent the Escrow ID from being used on transactions.   |
| Completed Date              | Conditionally Required | The date that all escrow activity was completed for reporting.  |

## Escrow Type

The Escrow Type (ESCTYP) page displays rollups of different types of escrow activities. Use of Escrow Type is an optional part of escrow definition and tracking.

| Field Name             | Required? | Field Description   |
|------------------------|-----------|---|
| Escrow Type            | Required  | A unique code used to define a type of escrow for reporting.  |
| Escrow Type Name       | Required  | A long name that can be displayed in reports to give information about an Escrow Type.                        |
| Escrow Type Short Name | Required  | A short name that can be displayed in reports to give information about an Escrow Type when space is limited. |
| Escrow Description     | Required  | A description that can be displayed in reports to give information about an Escrow Type.                      |

## COA Crosswalk

The COA Crosswalk (COAX) page is used to crosswalk chart of account element codes between years. The primary usages of this data are the Open Activity Role, Open Activity and Budget Roll, and Automatic Accrual system processes, however, the data can be used for 'what is' reporting.

Many of the fields on the page are common (for example, the chart of account fields where the 'source' column contains existing values and the corresponding column contains the 'new' values.) Other fields are detailed below:

| Field Name         | Required? | Field Description  |
|--------------------|-----------|--|
| Process ID         | Required  | An identification set on one or more records that is then used when submitting a system process (or report) for record selection.  |
| Source Fiscal Year | Required  | The fiscal year that will be used, when necessary, to validate codes entered in the Source column of chart of account fields.  |
| Step Number (No)   | Required  | A second level of selection against data on the page whereby one chart of account change can be used in a subsequent change. When not cross walking in steps, a value of 1 is commonly used. |

|                    |          |   |
|--------------------|----------|---|
| Target Fiscal Year | Required | The fiscal year that will be used, when necessary, to validate codes entered in the second column of chart of account fields. This year is typically one greater than the Source Fiscal Year except when the performing a re-organization mid-year. At which time the two years are the same. |
|--------------------|----------|---|

## Open Activity Options by Department

The Open Activity Options by Department (OAOD) page is used to update the Line Actions field on Roll/Lapse Detail Pre-Selection (RLPSD) for specific departments and transaction codes. OAOD settings allow for an inclusive run of the Open Activity Lapse, Open Activity Roll, or Open Activity and Budget Roll system processes because individual department differences can be applied after open activity is selected. Multiple runs of those system processes with various department and transaction code selection criteria can then be avoided.

A system process, called Open Activity Options by Department, will select one or more OAOD records and then update Roll/Lapse Summary Pre-Selection data with the desired action. Department users can then update Roll/Lapse Summary Pre-Selection data for any exceptions before rolling or lapsing.

Settings on the OAOD page are used by the Open Activity Options by Department batch process in order to adjust unprocessed records on the RLPSD page. The majority of those settings are common fields with the following exception:

| Field Name     | Required? | Field Description  |
|----------------|-----------|--|
| Default Action | Required  | <p>The desired setting for the combination of Budget Fiscal Year, Department and Transaction Code for matching Roll/Lapse Summary Pre-Selection records. Values are:</p> <ul style="list-style-type: none"> <li>• <i>No Action</i> – This action will cause the roll or lapse system process to skip the pre-selected record.</li> <li>• <i>Roll</i> – This action will set the pre-selected record for selection during the next roll process if the transaction is not closed by another means before the roll.</li> <li>• <i>Lapse</i> – This action will set the pre-selected record for selection during the next lapse process if the transaction is not closed by another means before the lapse.</li> <li>• <i>Accrue</i> – This is not likely an action used on OAOD because it is commonly an exception action for an encumbrance that has been invoiced or received but cannot yet be paid so it should be accrued in the prior Budget and Fiscal Years.</li> </ul> |



## Parameters for Lapse Process

The Parameters for Lapse Process (LPPA) page is used by the batch Open Activity Lapse system process and report for lapses open pre-encumbrances, encumbrances, and certain non-accounting activity in the prior Budget Fiscal Year that are still open. Although the process can also lapse open receivables, that is often a manual exercise or the Generate Write Off system process found in the Accounts Receivable area.

This parameter page exists so that users not accustomed to batch parameter input can set up parameters in the normal page environment. This separate parameters page also allows the establishment of more than one set of lapse parameters with a unique parameter ID, which then can be used year after year with minimal changes.

The Lapse Process system process or report is then pointed to one of the unique Parameter ID's to use along with more technical parameters specified directly into the process. When not just reporting on selected items, the process will create special transaction codes to reference and close out open transactions in the prior budget and fiscal years. Please see the [Open Activity Lapse Chain](#) or Open Activity Lapse Report run sheets for more details on input controls, including a field-by-field listing of the LPPA page. The Year-End Manual also discusses different strategies for how and when to run a lapse.

## Parameters for Roll Process

The Parameters for Roll Process (RLPA) page is used by the Open Activity Roll, Open Activity Roll Report, and Open Activity and Budget Roll system processes that roll open pre-encumbrances, encumbrances, certain non-accounting activity, and receivables in the prior Budget Fiscal Year that are not yet liquidated. In rare cases, an accrual can even be created from an open encumbrance.

This parameter page exists so that users not accustomed to batch parameter input can set up parameters in the normal page environment. This separate parameters page also allows the establishment of more than one set of roll parameters with a unique parameter ID, which then can be used year after year with minimal changes.

One of the aforementioned system processes is then pointed to one of the unique Parameter IDs to use along with more technical parameters specified directly into the process. When not just reporting on selected items, the process will create a modification version of the selected transaction to roll the activity. That can be within the same budget and fiscal years if only performing a re-organization, from only the prior budget fiscal year to the next when rolling receivables, or between the prior Budget and Fiscal Years to the next budget and fiscal years when rolling pre-encumbrances, encumbrances, and non-accounting activity. Please see the [Open Activity Roll Chain](#), [Open Activity and Budget Roll Chain](#), or Open Activity Roll Report run sheets for more details on input controls, including a field-by-field listing of the RLPA page. The Year-End Manual also discusses different strategies for how and when to run a roll.

## Roll/Lapse Detail Pre-Selection

The Roll/Lapse Detail Pre-Selection (RLPSD) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity & Budget Roll, or Open Activity Lapse chains are run in Pre-Selection mode. Please note records on this page cannot be manually added or deleted because actions for doing so are not visible. There is a Save action that must be chosen after changes to the Approved and Action fields are made. Users may use this page to set one or both of those fields on all or a subset of accounting lines for a transaction (RLPSS is an easier means to set fields for all lines). Please keep in mind that lapsing a subset of open accounting lines for the same commodity line is not possible.

Many points of information are given for each accounting line, along with a link to open a transaction for manual review. Some find that putting the data from this page into a reporting tool is more helpful in analyzing the information. To that end, chart of account fields also exist, but are not shown on the page. The necessary chart of account fields should be made visible by using Configure Page (DESIGNER).

While many fields on the page are common, there are a few that are unique to this page:

| Field Name    | Required?         | Field Description  |
|---------------|-------------------|--|
| Approved      | Optional          | An indication that a record is read for selection by the next run of the system process that matches the selected Action value.  |
| Action        | Required          | An indication how the system should treat a record with the following values: <ul style="list-style-type: none"> <li>• <i>No Action</i> – Not to be selected by a system process in update or report mode.</li> <li>• <i>Roll</i> – The record is ready for selection by a roll update or report.</li> <li>• <i>Lapse</i> – The record is ready for selection by a lapse update or report.</li> <li>• <i>Accrue</i> – The record is ready for selection by a roll update process run in accrual mode.</li> </ul> |
| Selected Date | System Calculated | When a record has been successfully selected (not necessarily processed to final) by a lapse or roll system process, the system sets this date to the current Application Date. Should the next pre-selection run find the line still open, then the date will be cleared.   |

## Roll/Lapse Summary Pre-Selection

The Roll/Lapse Summary Pre-Selection (RLPSS) page is a summary query of the Roll/Lapse Detail Pre-Selection (RLPSD) page that simplifies the process of approving or un-approving all of the accounting lines on RLPSD for a given transaction at one time for one of four outcomes: Roll, Lapse, Accrue, or No Action. The data on this summary page as well as the detail page can be loaded once, or it can be refreshed on a set interval to reflect ongoing business activity against the initially selected set of transactions as well as any new transactions entered since the last pre-selection.

When the RLPSS data is not enough to determine the Action or Approved status for a transaction, a transition from the summary to the detail page exists.

While many fields on the page are common, there are a few that are unique to this page:

| Field Name                 | Required?         | Field Description  |
|----------------------------|-------------------|--|
| Detail Line Amount Total   | System Calculated | A summary of the Line Amount field for all pre-selected accounting lines for a transaction.  |
| Detail Open Amount Total   | System Calculated | A summary of the Open Amount field for all pre-selected accounting lines for a transaction.  |
| Detail Closed Amount Total | System Calculated | A summary of the Closed Amount field for all pre-selected accounting lines for a transaction.  |
| Lines Processed            | System Calculated | A summary of the Processed On date field for all pre-selected records. When all records have no date, the value is None. When all records have a date, the value is All. When only a subset of records have a date, the value is Some.           |
| Lines Approved             | System Calculated | A summary of the Line Approved field for all pre-selected records. When all records have the same value, that value is displayed on the summary record. When not all records have the same value, the summary displays a value of <i>Mixed</i> . |
| Line Actions               | System Calculated | A summary of the Line Action field for all pre-selected records. When all records have the same value, that value is displayed on the summary record. When not all records have the same value, the summary displays a value of <i>Mixed</i> .   |

## Automated Accrual/Accrual Clearing Exceptions

The two Automatic Accrual system processes use the Automated Accrual/Accrual Clearing Exceptions (ACRE) page to exclude activity that should not be selected. The delivered records on the ACRE page for GAE, PRCI, PRMI, IET, and ITA should be left on the page for accurate accruals. Exclusion of posting pair A (seller/provider) entries for the transaction codes: IET, ITA, PRCI, and PRMI so that expenditure credits on these are not accrued. The reason is that expenditures made by the seller/provider for goods and services were accrued as necessary before the internal sale was completed. Exclusion of transaction code GAE is there is an accrued expenditure event type available for that transaction code. Exclusions for the Purchase Order transaction type are not needed. Only the GAE because the process looks to the Accounting Based Spending (ABS) Transaction Type because of the GAX recording accrued expenditures.

There is no table of fields available as they are all common fields.

## Accrual Clearing Management

Although this page could be considered an inquiry page, it does allow for updates to manage the clearing process. When it comes to the selection of disbursements that have a reference to a payment request, if the payment request has not also been accrued, the Accrual Clearing process will write that disbursement to the Accrual Clearing Maintenance (ACRM) page with a Status of *Process*. Subsequent runs of the clearing process will try to re-process that disbursement. If a user changes the Status on ACRM to *Held* then subsequent runs will not try to reprocess the disbursement. A third choice of *Delete* is available that will trigger the next clearing run to delete the ACRM record if the batch job is configured (input parameter) to do so.

There is no table of fields available as they are all common fields besides the Status, which is described above.

## Advanced - Batch Processing

The General Accounting area has many batch and chain jobs. Please refer to the appropriate topic 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 topics. The Year-End Manual also contains information on timing and strategies for running many of these General Accounting jobs, as most occur at year end.

- [Batch Jobs](#)
- [Chain Jobs](#)
- [Report Jobs](#)

### Batch Jobs

The jobs are listed alphabetically in the below table 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 - Utilities Run Sheets*, *CGI Advantage - Accounts Payable Run Sheets*, *CGI Advantage - System Assurance Run Sheets*, and *CGI Advantage - 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 |
|--------------------------------------|--|-----------------------|
| Annual Financial Reporting Data Load | This job summarizes the source data based on the rules established into the ACFR Summary Ledger and the Crosswalk Ledger for selection by reports.   | General Accounting    |
| Open Activity Roll Update            | The Open Activity Roll Update job is not submitted manually but spawned by the Open Activity Roll and Open Activity & Budget Roll chain jobs to load transaction modifications.  | General Accounting    |
| Open Activity Options By Department  | When a year comes to a close, there are many transactions open with accounting activity that has not yet reached its final state (open purchase orders for example).<br><br>This batch job will take setup on the Open Activity Options by Department (OAOD) page and update the Roll/Lapse Detail Pre-Selection page accordingly. | General Accounting    |
| Treasury Cash Balance                | This job loads cash data along with cleared check and EFT status updates to the Treasury   | General Accounting    |

| Job Name | Description   | Batch Catalog Section |
|----------|---|-----------------------|
|          | Cash Balance Inquiry to add both cash availability analysis as well as bank reconciliation. |                       |

## Chain Jobs

The jobs are listed alphabetically in the below table 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 - General Accounting Run Sheets*, *CGI Advantage - Utilities Run Sheets*, *CGI Advantage - System Assurance Run Sheets*, and *CGI Advantage - Administration Utilities Run Sheets*.

For a select number of processes, there is a section of functional information included at the end of this section to give additional information beyond what is commonly found in a run sheet.

| Job Name   | Description   | Batch Catalog Section |
|--|---|-----------------------|
| <a href="#">Automated Accrual Process</a>          | <p>The Automated Accrual Process creates transactions for payments made in the current year with service dates that spanned into the prior year. The prior year portion of accrued expenditures, according to those service dates, is removed from the current year and booked into the prior year.</p> <p>In a section that follows, there are more functional details to supplement what is described in the run sheet.</p>   | General Accounting    |
| <a href="#">Automated Accrual Clearing Process</a> | <p>The Automated Accrual Clearing Process creates transactions for disbursements and internal cash expenditures with service dates that spanned into the prior year. The prior year portion of the cash expenditure, according to those service dates, is removed from the current year and booked into the prior year. If there was a prior year accrual, then that is reversed too.</p> <p>In a section that follows, there are more functional details to supplement what is described in the run sheet.</p> | General Accounting    |

| Job Name  | Description  | Batch Catalog Section |
|---|--|-----------------------|
| <a href="#">Automated Bank Account Transfer Process</a> | <p>The Automated Bank Account Transfer Process facilitates the movement of bank account balances between various bank accounts in both CGI Advantage Financial and in the actual banks.</p> <p>In a section that follows, there are more functional details to supplement what is described in the run sheet.</p>  | General Accounting    |
| <a href="#">Contract Roll</a>                           | <p>The Contract Roll chain is used to maintain multi-year contracts. As a new budget year begins, those accounting lines on contracts that were in a future year, now need to be adjusted.</p> <p>In a section that follows, there are more functional details to supplement what is described in the run sheet.</p>   | General Accounting    |
| <a href="#">Open Activity Lapse</a>                     | <p>When a year comes to a close, there are many transactions open with accounting activity that has not yet reached its final state (open requisitions for example). The Open Activity Lapse is one of three chain jobs used in the maintenance of that open activity. A lapse closes out the activity in the old year with a referencing transaction that liquidates only.</p>  | General Accounting    |
| <a href="#">Open Activity Roll</a>                      | <p>When a year comes to a close, there are many transactions open with accounting activity that has not yet reached its final state (open purchase orders for example). The Open Activity Roll is the second of three chain jobs used in the maintenance of that open activity. A roll can either take the open activity in the old BFY and FY forward into the next years or accrue the activity with a transaction modification.</p> | General Accounting    |

| Job Name                                      | Description  | Batch Catalog Section     |
|---|--|---------------------------|
| <a href="#">Open Activity and Budget Roll</a> | <p>When a year comes to a close, there are many transactions open with accounting activity that has not yet reached its final state (open purchase orders for example). The Open Activity &amp; Budget Roll chain is the third of three chain jobs used in the maintenance of that open activity. A roll of this type takes the activity in the old budget fiscal year forward into the next year with a transaction modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity.</p> | <p>General Accounting</p> |
| <p>Payroll Transaction Generator</p>          | <p>This chain job creates, loads, and submits Payroll transactions in CGI Advantage Financial based on output data in CGI Advantage HRM from a payroll run.</p>  | <p>General Accounting</p> |
| <p>Receiver Accrual Process</p>               | <p>Receiver Accrual Chain job determines the PO Commodity Lines (CL) that have Receivers against them but have not been paid against. The process accrues the amount of the PO that is received but not paid against.</p> <p>To record accruals in the system, the process creates Journal Voucher (JV) type entries.</p>  | <p>General Accounting</p> |
| <p>Revolving Fund Replenishment</p>           | <p>The Revolving Fund Replenishment process queries the Accounting Journal to create Appropriation and Allotment Budget (BGAA) transactions to replenish revolving funds for the revenues recorded since the last run.</p>   | <p>General Accounting</p> |
| <a href="#">Treasurer Interface Process</a>   | <p>The Treasurer Interface Process records entries into a special treasurer fund when cash or other accounts are reduced or increased through the processing of warrants, deposit transactions, and other adjustment transactions. This is to facilitate bank reconciliation using the accounting system to mirror transactions that occur at the bank to represent the true cash balance.</p>   | <p>General Accounting</p> |



## Automated Accrual Process

Many transactions that record accrued expenditures, with or without commodity information, contain dates for Service From and Service To that allow users to enter a period of time where goods or services were received. That period may be just one day for goods. However, for services the period is likely longer. There are no set controls for requiring any span of time for a particular commodity Line Type. Service date entry is strictly a user responsibility with only a Transaction Control, called Service Date Severity, for requiring data entry verses defaulting to the Record Date of the transaction.

### > More Info

Accurate accrued expenditure accruals into a prior year on a payment requests can be done with users entering the portion attributable to the prior year on an accounting line with that prior fiscal year and an accounting period, while entering the portion attributable to the current year on a second accounting with the current fiscal year and accounting period. Such data entry is only feasible when there are one or two accounting lines on the payment request to split. Use of service dates and the Automated Accrual batch process is an approach that requires less work of the user. For payment requests generated by the Matching system process, use of the Automated Accrual process is the only option.

The Automated Accrual batch process will select accrued expenditure journal records with a Service From date prior to the start date of current accounting fiscal year and create Automated Accrual transaction using the delivered ACCA transaction code to move the appropriate accrued expense amount from the current budget and fiscal years to the prior years. Selection is not restricted to just the first transaction version but subsequent modifications and even a cancellation will be selected to adjust accruals as necessary. Modifications of amounts down or up, changes to move the Service From date forward, and cancellations will result in accrued expenditures being reduced in the prior year, which is the opposite from normal accruals.

One Automated Accrual (ACCA) transaction will be created for each service date range found on a payment request (for example, GAX, PRC, PRM, and so forth). Transactions created will memo reference the payment request to tie the two transactions together for reporting and querying by the Accrual Inquiry (ACRI) page. The ACCA will also update the referenced payment request accounting line with the percentage accrued into the prior year.

Two accounting lines are required to perform the accrual, one for the prior year and one for the current year. The sum of the two lines will always be zero, so all ACCA transactions should sum to zero. As the payment request is in the current fiscal year, the batch process can use the Chart of Accounts Crosswalk (COAX) page to determine COA for the prior year. A special Process ID on COAX must be used – ACC.

The process uses the Automated Accrual/Accrual Clearing Exceptions (ACRE) page to exclude activity that should not be accrued. One record delivered on the ACRE page should be left on the page for accurate accruals: Exclusion of transaction code GAE as there is an accrued expenditure event type available for that transaction code.

## Automated Accrual Clearing Process

Disbursements, automatic or manual, and two-party accounting transactions contain Service From and Service To dates for users to enter a period of time where goods or services were received. For those transactions that are manually entered, Service Date entry is strictly a user responsibility with only a Transaction Control, called Service Date Severity, for requiring data entry verses defaulting to the Record

Date of the transaction. For automatic disbursements, the service dates are bought forward from the referenced transaction.

Accurate cash expenditure recording can be done on MD, IET, PRCI, and ITA transactions with users entering the portion attributable to the prior year on an accounting line with that prior fiscal year and an accounting period, while entering the portion attributable to the current year on a second accounting with the current fiscal year and accounting period. Such data entry is only feasible when there are one or two accounting lines to split. Transactions such as the AD and PRMI do not have this manual option because both are created by the application and are not editable. Use of service dates and the Automated Accrual Clearing batch process is an approach that requires less work of the user. For the AD and PRMI, use of the Automated Accrual process is the only option.

> More Info

The Automated Accrual Clearing system process will select cash expenditure journal records with a Service From date prior to the start of the current accounting fiscal year and create Automated Accrual Clearing transactions using the delivered ACLA transaction code to move the appropriate cash expense amount from the current budget and fiscal years to the prior years. Selection is not restricted to just the first transaction version but subsequent modifications and even a cancellation will be selected to adjust accruals as necessary. Modifications of amounts down, changes to move the Service From date forward, and cancellations will result in cash expenditures being reduced in the prior year, which is the opposite from normal accrual clearings.

One Automated Accrual Clearing (ACLA) transaction will be created for each service date range found for a transaction. Transactions created will memo reference the cash expenditure transaction to tie the two transactions together for reporting and querying by the Accrual Inquiry (ACRI) page. The ACLA will also update the referenced accounting line with the percentage accrued into the prior year.

Two accounting lines are required to perform the accrual, one for the prior BFY and one for the current BFY. Unlike ACCA transactions, the ACLA will have the current fiscal year and accounting period on both accounting lines. The sum of the two lines will always be zero, so all ACLA transactions should sum to zero.

When the cash expenditure came from a disbursement referencing a payment request, each of the two accounting lines will have an additional debit and credit posting to reverse the previous accrual for accrued expenditures.

In all cases the prior BFY accounting line will use the current FY, so the situation of FY>BFY on this accounting line will require COA to be defined in the current FY if not budgeted for in the current BFY. Also, no COAX functionality is required with the current fiscal year on both accounting lines.

If internal cash expenditures are to be left out of the clearing process, then the input batch parameter for cash expenditures should not list any internal posting codes and only the external one(s). Another input batch parameter can be used to omit internal expenditures as well as manual disbursements that did not have a payment request. The Select Non-Referencing Transactions parameter has to be set to "Yes" in order to select such transactions.

## Automated Bank Account Transfer Process

Collections into and disbursements from a single bank when a site has funds that use different bank accounts is much easier on data entry (collections) and batch processing (disbursements). Additionally,

when performing two-party accounting transactions between funds that use different banks, it is easier to use a single bank account for data entry and interfaces as due to and due from accounts require maintenance.

› More Info

In order to make it easier for a site to use a single bank in any of these situations, the Automated Bank Account Transfer Process is provided. This process will enable both collecting centrally into a single bank where the system disburses those collections to local banks as well as collecting into local banks that are then swept into a central bank.

Using the bank and fund information recorded in the Accounting or Cash Journal along with the Master Bank field on the Fund reference page, the system can recognize cash was recorded to a bank code that is not the master bank for a fund. When such a record is found, the process will create a journal voucher (JVBK) with one line to reverse the recording of cash to/from the bank originally used and another line to record the cash to/from the master bank. To synchronize the actual bank accounts, an ACH file is created to move cash between the banks or between bank accounts within the same bank.

## Contract Roll

Many contracts with vendors are for a short duration; however, some can span multiple years. When they do span years, sometimes there is no agreement for a dollar amount per year. In this case, these contracts either remain open in the budget year they originate or are rolled forward into each new budget year until completed. For those multi-year contracts that have to be defined by budget year, the Requisition, Purchase Order, and Accounting Based Spending transaction types all provide that capability to meet the yearly contract allowance or to simply enforce limits on purchases by year. The Contract Roll system process is also supplied to assist with the maintenance of these contracts.

› More Info

Such transactions are completed initially with multiple accounting lines that contain at least one line for the current budget year and one or more for future years. Those accounting lines for future years use a non-accounting event type that does not have any posting codes. This is a critical setup step to ensure proper posting line generation later by the system process. These future lines also would have the Reserved Funding field set to Yes so that manual references or copy forward actions taken will not include these lines.

The chain job will use input parameters to select records and perform one or more of the following actions on a generated, modification draft version:

- For lines that match the BFY selection parameter and non-accounting event type parameter, the event type will be changed to the accounting event type parameter. Only the event type change has any direct accounting impact as the accounting line will not pre-encumber or encumber funds.
- For lines that match the BFY selection parameter, the Reserved Funding value will be changed to *No*. The change of Reserved Funding will enable the accounting line to be automatically referenced next time.
- For lines equal to or greater than the BFY selection parameter, the FY will be changed to equal the FY input parameter. The change of FY is

to validate COA on that accounting line, as they may no longer be active or exist in the new year.

There is not a timing connection between this batch job and the roll and lapse jobs. Those jobs can roll and lapse lines on these multi-year contracts if desired. The timing issue for the contract roll job is that it should follow the adoption of new year budgets.

## Open Activity Lapse, Open Activity Roll, and Open Activity & Budget Roll

Certain types of open accounting activity need to be addressed at year end for a number of reasons. One major reason is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new year. Another major reason is a desire to keep the budget (BFY) and accounting fiscal years (FY) the same for a particular type of accounting. If not rolled, an accounting line processed in a prior BFY/FY will pass that BFY along to all accounting lines referencing it in the new FY as well as all modifications, resulting in situations where the BFY is prior to the FY. In Accounts Receivable and Accounts Payable there are controls set on the Application Parameter (APPCTRL) page to stop the inference of the BFY to certain referencing accounting lines.

Besides manually addressing open items, Advantage Financial provides three options to address open activity. There are many other policy and procedure reasons that exist for choosing or not choosing any of the above options.

- Roll – A modification to an open accounting line increments the BFY, resulting in postings that back out the open balance in the prior BFY and FY while also booking the open amount into the current BFY and FY. Rolled receivables, however, will retain the original fiscal year, but will increment the budget year, as the receivable and associated accrued revenue must remain in the prior fiscal year for financial reporting and as input to Annual Close.
- Lapse – A new transaction is created that performs a zero-dollar reference to the open accounting line, thus closing that line out in the prior BFY and FY.
- Accrue – In the situation of an open encumbrance in which the goods or services have been received but not yet invoiced so that a payment request has been generated, a modification to the open accounting line occurs where the line amount is reduced to the closed amount. That open amount is then placed on a new accounting line, which was copied from the one modified down, with an accrual event type. This modification reduces the encumbrance in the prior BFY and FY while also creating an accrued expenditure in the prior BFY and FY.
- Leave – Some sites even choose to leave activity open in the original BFY in which it was recorded. It is not a requirement that such activity be removed by one of the three options above.

## 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 below table 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* and *CGI Advantage System Assurance Run Sheets*.

| Job Name   | Description   | Batch Catalog Section |
|--|---|-----------------------|
| Automated Accrual /<br>Accrual Clearing Mismatch<br>Report | This report can be run at any time and displays scenarios where the amounts on the Automated Accrual (ACCA) and Automated Accrual Clearing (ACLA) transactions do not match.  | General Accounting    |
| Open Activity Lapse  | The Open Activity Lapse report is an open items report that gives a listing of open activity that would be selected for a lapse. The report can also show what was selected for a lapse in a pre-selection run by using the Roll/Lapse Pre Selection Detail data as the source.                 | General Accounting    |
| Open Activity Roll   | The Open Activity Roll report is an open items report that gives a listing of open activity that would be selected for a roll. The report can also show what was selected for a roll in a pre selection run by using the Roll/Lapse Pre Selection Detail data as the source.                    | General Accounting    |
| Open Items   | The Open Items report selects open items for requisitions, purchase orders, receivables, and payment requests as of a specific accounting period. Open items are listed by Fund, Department, and either Object or Revenue Source with summary amounts by Department within a Fund and for Fund. | General Accounting    |
| Revenue and Expense by<br>Fund                             | The Revenue and Expense by Fund report lists the current period and year-to-date amounts by Fund or its roll-up with net gain or loss. Please note that the report looks for specific COAs and so use may be limited.   | General Accounting    |
| Trial Balance  | The Trial Balance report lists the current period and prior period account balances at a variety of Chart of Account and financial detail levels.   | General Accounting    |
| Trial Balance with Prior<br>Period Balances                | The Trial Balance with Prior Period Balances report will look back into the prior fiscal year when it has not been closed to calculate beginning balances.  | General Accounting    |

## 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 below table. To learn more about the job that generates a specific report, click on the job name in the Description column.

| Report Name                                  | Description  |
|--|--|
| Automated Accrual / Clearing Mismatch Report | This report is generated by the Automated Accrual/Clearing Mismatch Report job.  |
| Open Activity Lapse Process Report           | This report is generated by the Open Activity Lapse Process - Report Only Mode report job.   |
| Open Activity Roll Process Report            | This report is generated by the Open Activity Roll Process - Report Only Mode report job.  |
| Open Items Report                            | The Open Items Report lists open items for requisitions, purchase orders, receivables, and payment requests as of a specific accounting period. This report is generated by the Open Items report job. |
| Revenue and Expense by Fund Report           | This report is generated by the Revenue and Expense by Fund job.   |
| Trial Balance Report                         | This report is generated by the Trial Balance job.   |
| Trial Balance with Prior Period Balances     | This report is generated by the Trial Balance with Prior Period Balances 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 applicable for your site, if the associated functionality fits a very specific set of circumstances. Please refer to each topic for more information.

- [Revenue and Expense by Fund](#)
- [Unclaimed Property](#)
- [Treasurer Interface Process](#)

## Revenue and Expense by Fund

The Revenue and Expense by Fund report lists the current period and year-to-date amounts by fund or its roll-up with net gain or loss. Please note that the report looks for specific COAs and so use may be limited. For more details, please refer to the *General Accounting Run Sheets* guide.

## Parameters for Revenue and Expense by Fund

The Parameters for Revenue and Expense by Fund (RVEXFNPR) page provides the input parameters for the Revenue and Expense by Fund Report. Parameter values entered on this page determine the selection and record summarization levels for a given run.

The Parameters for Revenue and Expense by Fund (RVEXFNPR) page is divided into the following sections:

- **General Information** – This section contains the Parameter ID, Fiscal Year, Accounting Period and As of Date. The Parameter ID uniquely identifies a set of parameters used for a given run and referenced on the batch parameter page, while running the report. The time elements, if left blank, are derived from the Application Date. This section also enables you to define the input journal and ledger used for selecting the records.
- **Summarization Level** – This section allows you to select Fund-Dimension (that is, fund or rollup) values to be displayed in the report. Dimension values are used to group and summarize records selected for the report. The Fund Dimension Value parameter in this section allows the report to be run for one or more specific funds.

Please keep in mind that selections in this section must match the summarization level in the Input Ledger. Requesting a report on Fund Type, but not having Fund Type in the ledger will not produce the desired results.

## Unclaimed Property

When using the stale dating feature of the Stale Escheat process and not the Stale process (that is only a Check Status update), there is often a need that some of the monies of an unclaimed, stale-dated disbursement need to go to an unclaimed property account while others need to go back to the original account used. The JV Unclaimed Property process creates journal vouchers to reverse the original posting by the Disbursement Reclassification (DC) transaction and move monies to the specified account. A journal voucher is created for each Automatic Disbursement (AD), Electronic Funds Transfer (EFT), or Manual Disbursement (MD) that was referenced by the DC transaction.



Please refer to the *General Accounting Run Sheets Guide* for more information on this process.

## Treasurer Interface Process

The Treasurer Interface Process reads from the specified input journal based on transaction codes, event types, and posting codes established in the Treasurer Interface Parameters (TREASPAR) page to process journal voucher to post entries into a unique treasury fund in order to facilitate bank reconciliation by using the General Accounting system. For more details, please refer to the *General Accounting Run Sheets* guide.

## Treasurer Interface Parameters

The Treasurer Interface Parameters (TREASPAR) page defines the selection criteria for the Treasurer Interface Process is run to support specialized Treasurer reporting. Parameter values entered on this page define the transactions and their characteristics to either be selected for processing or suppressed.

### Selection Parameters

| Parameter          | Required? | Description   |
|--------------------|-----------|---|
| Parameter ID       | Required  | Each parameter must be identified by a unique ID. The process reads all IDs normally, unless run after a small subset in order to catch up for skipped activity.  |
| Transaction Code   | Required  | Each selection rule must have a transaction code specified and wildcards are not allowed.   |
| Event Type         | Required  | Each selection rule must have an event type specified. As the process naturally selects posting codes with the Cash Account indication as <i>true</i> , it is possible to define the Event Type with the wildcard of <i>****</i> so that such posting codes are selected with or without an event type. |
| Posting Code       | Optional  | When there are cash posting codes used on a transaction where those are not desired for Treasury reporting, this parameter is used with the Suppress Parameter set to <i>yes</i> .  |
| Suppress Parameter | Required  | An indication that when set to <i>yes</i> indicates that combination should be bypassed. When this parameter is set to <i>no</i> , each of the BSA and Posting Code output parameters are required.   |

### Output Parameters

The Output Parameters section serves to identify the data elements to be populated into the accounting lines that are in the journal voucher transactions produced by the Treasurer Interface Process. There are four corresponding batch parameters that are optional and exist to record cash activity that was not suppressed in the event it may be needed for reporting. Each field in this section is conditionally required when the Suppress Parameter is set to *no*.

| Parameter           | Required?              | Description   |
|---------------------|------------------------|---|
| Debit BSA           | Conditionally Required | The BSA code used on the debit accounting line of the generated journal voucher transaction when the Normal Cash Balance is a match to the journal record. Otherwise this BSA goes on the credit accounting line.   |
| Credit BSA          | Conditionally Required | The BSA code used on the credit accounting line of the generated journal voucher transaction when the Normal Cash Balance is a match to the journal record. Otherwise this BSA goes on the debit accounting line.<br><br>While the debit and credit posting codes may be the same, the balance sheets should always be different, else the posting would be a wash and the Suppress Parameter would be better used in this event. |
| Debit Posting Code  | Conditionally Required | The posting code used on the debit accounting line of the generated journal voucher transaction when the Normal Cash Balance is a match to the journal record. Otherwise this posting code goes on the credit accounting line.  |
| Credit Posting Code | Conditionally Required | The posting code used on the credit accounting line of the generated journal voucher transaction when the Normal Cash Balance is a match to the journal record. Otherwise this posting code goes on the debit accounting line.  |
| Normal Cash Balance | Optional               | The Normal Cash Balance tells the program what is 'normal' for the activity the Treasury is looking for. For example, an EFT/AD in the Cash Journal is looking for Cash or Warrants Payable so the 'normal' would be credit. If the AD is cancelled, then it is 'not normal' because the posting is now a debit.  |

## Treasury Cash Balance Inquiry

The Treasury Cash Balance Inquiry (TRCBAL) page displays records populated by the Treasury Cash Balance job to allow tracking cash availability within Advantage along with bank information on cleared checks and EFTs. This centralized view facilitates efficient bank reconciliation and interest apportionment activities.

Records updating the cash account are selected from Accounting Journal (JACTG) and Paid Checks (PDCHK) based on criteria specified in the job parameters such as transaction codes, posting codes, balance sheet account codes, and check/EFT statuses.