

General Ledger Frequently Asked Questions

I have checks appearing in check reconciliation that have already been reconciled. How can I get rid of them?

To remove these checks from check reconciliation they must be reconciled outside of Check Reconciliation.

1. In **Check Reconciliation**, do not flag the check for reconciliation.
2. Close **Check Reconciliation** by clicking on **Save** and click **Add/Edit Transactions** in General Ledger.
3. Click the **View bar**.
4. Click Find Transaction.
5. Click Text Search.
6. In the **Ref. No.:** box, type the check number and click **Find Text**.
7. The check will appear in the **Search Results** list. If this check number is listed more than once, choose the correct one and double click on it.
8. The add/edit transactions list will appear with the check highlighted. Right click on the check and click **Reconciled** once.
9. Click **Close**.

When you return to the check reconciliation screen the check will not appear.

How do I transfer funds from one bank account to another so the transaction appears in bank reconciliation?

Whenever you are moving funds from one bank account to another you must use the **Bank Transfer** option for the entries to appear in check reconciliation. This function will split the transaction into two transactions, a withdrawal and a deposit. The withdrawal will appear in check reconciliation for the account the money is taken from; the deposit will appear in check reconciliation for the account the money is deposited into.

1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Bank Transfer**.
4. The transaction source will be Bank Account Transfer. Enter a **Reference No.** or click **Next**.
5. Enter the date of the transfer.
6. Enter the **Transfer Amount**.

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7. Enter the **Credit Acct.:** This is the account from which the funds will be deducted.
8. Enter an explanation. This is optional.
9. Enter the **Offset Acct.:** If you have a transfer account set up in your chart of accounts this will be the offset account. If you do not have one set up you could use your Fund Principal account.
10. Enter the **Debit Acct.:** This is the account to which the funds will be added.
11. Enter an explanation. This is optional.
12. Enter the **Offset Acct.:** If you have a transfer account set up in your chart of accounts this will be the offset account. If you do not have one set up you could use your Fund Principal account.
13. Click **OK**.
14. Click **Close**.
15. Print the **Proof List**.
16. Click Post Transactions.
17. Click Begin Post.
18. Click **Yes** to message.
19. Click **OK**.
20. Click **Close**.

I added a new expense account to my chart of accounts, but it does not appear on the analysis of revenues and expenses report.

Whenever an account is added to your chart of accounts you must scroll to the heading under which the account is to appear before you click Add Account. If the account is an active account, with a balance for the month you are printing, it will appear on your report appropriately. If the account is not appearing in the correct place on your report this is an indication that the account was added under the wrong heading. To correct this perform the following:

If no transactions have been posted to the account you can move the account from its present location to the correct location.

1. In General Ledger click **Add/Edit Chart of Accounts**.
2. Locate the account under its present heading.
3. Click **Move Account**.
4. Scroll to the correct heading under which the account should appear and highlight the heading.
5. Click **OK**.

You can also drag and drop accounts from one heading to another.

If the account was entered under a sub-heading of a different type (asset or liability as opposed to expense), and transactions have been posted to the account you will not be able to move the account as they hold different types of balances. However, you may use the same account code and description.

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1. In General Ledger click **Add/Edit Chart of Accounts**.
2. Locate the account under its present heading and click **Edit Account**.
3. You will need to change the account code to something you will not use. A suggestion is all nine's (009999 or 999999, etc.).
4. Change the description to indicate this is no longer a valid account.
5. Click **OK**.
6. Scroll to the correct heading under which the account should appear and highlight the heading.
7. Click **Add Account**.
8. Type in the original **Account Code**.
9. Type in the **Account Description**.
10. Select the **Fund**.
11. Click **OK**.

Once the account is added under the correct heading it is necessary to move the balance in the old account to the new account by entering and posting a journal entry.

1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Add**.
4. Choose the transaction source **Journal Entry (JRE)**.
5. Enter a **Ref. No.** or click **Next** to assign a reference number.
6. Enter a **Date** or press **Enter** to accept the current date.
7. Enter an **Explanation** or press **Enter** to accept the default.
8. Enter the old account code (009999, 999999, etc.) in the **Account Code** field.
9. Enter the balance of the account as either a debit or credit. (If the balance currently has a debit balance, enter the amount in the credit column. If the account has a credit balance enter the amount in the debit column.)
10. Press **Enter** to advance to a new line.
11. Enter the new account code in the **Account Code** field.
12. Enter the balance as either a debit or credit. (Use the opposite of the entry for item 30 above.)
13. Continue to press **Enter** to advance to a new line.
14. Click **OK**.
15. Click **Yes** to message.
16. Click **Close**.
17. Click **Close**.
18. Print the **Proof List**.
19. Click Post Transactions.
20. Click Begin Post.
21. Click **Yes** to message.
22. Click **OK**.
23. Click **Close**.
24. Click **Close**.

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How can I delete old, inactive accounts that are no longer in use?

You can delete an account at any time as long as transactions have not been posted to it. However, because ACS reports can be printed for a prior month or year, accounts that have transactions associated with them cannot be deleted in order to keep your reports in balance. Even if the balance in the account is zero (0.00) the system keeps track of when transactions were posted to it.

The exception to this rule is if you use the Summarize Years option on the Utilities tab. By summarizing your data, it removes the transaction detail from your data files up to the year you select and will retain detail for the current year and previous years (2004, 2003). Once you summarize years you will be able to delete any account that has not been used since 2002 and had a zero (0.00) balance at the end of that year.

How can I get the columns I want on the analysis of revenues and expenses report?

The Analysis of Revenues and Expenses report is a versatile report that allows you to choose what columns you want to appear on the report and gives you the choice to rename the column. You can also add a blank column.

Keep in mind that this report will only list those accounts that are classified as Revenue or Expense account; Assets, Liabilities or Restricted Accounts will not appear on this report.

To format the report, perform the following:

1. In General Ledger click **Reports**.
2. Click **Statements**.
3. Click **Analysis of Revenues and Expenses**. You have a choice of four (4) formats, Detail in Landscape or Portrait orientation, and Summary in Landscape or Portrait orientation.
4. In the upper left corner click **Setup**.
5. In the lower right corner click **Setup Columns**.
6. The default columns will appear on the right under **Columns to Include**. If these are ones you do not want to include remove them by highlighting the column title and click on the arrow pointing to the left or click on the double left arrows to remove them all at once.
7. To choose the columns you do want to include click on the **plus sign (+)** beside one of the available fields on the left. This will open the menu under that title. Choose either **Last Year** or **This Year** (or **Next Year** for Budget).
8. Once the menu is open under the year you have chosen **highlight** the desired column title and click on the **right arrow** to move the column title to the right.
9. Once the desired column headings are on the right side under **Columns to Include** you may change the heading by highlighting it and typing in the new heading in the **Heading** box at the bottom of the screen.

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10. Once you have the columns you want to print you can change the order of the columns by highlighting the column heading you want to move and use the blue arrows to move the heading to the desired location.
11. Click **OK**.
12. Click **Preview** to view the report on the screen or **Print** to print the report.
13. Click **Close**.
14. You may save the report by typing in a new **Report Title** and clicking **Save**. You may also flag this as a **Public Report** by clicking in the box. Flagging a report as public gives others the opportunity to preview or print the report. Otherwise, only the user that created the report will be able to view or print it.

I opened a new checking account at the bank. How do I set this up in ACS so that it appears as a checking account?

Whenever you open a new checking account at the bank you want to make sure it is set up correctly in ACS to allow you to post to this account and to allow for check reconciliation. You will first set up the new bank account in **Add/Edit Lists**, and then you will setup the asset account in the Chart of Accounts to associate with this new bank account. By setting up a new bank account check reconciliation will only include transactions for this account, making it easier to reconcile.

To set up the new bank account:

1. In General Ledger click **Add/Edit Lists**.
2. Click Bank Accounts.
3. Click **Add**.
4. Enter a **Bank Code**. This is three digit alphanumeric code of your choosing.
5. Enter the **Bank Account Name**. This is the name that will appear on General Ledger reports.
6. Enter the information in the remaining fields as they relate to this account.
7. Click **Additional Information** to choose the check format and to enter the beginning check number for this account.
8. Click **OK**.
9. Click **close**.

To set up the new Asset account:

1. In General Ledger click Add/Edit Chart of Accounts.
2. Scroll to the heading for your checking accounts and **highlight** the correct heading.
3. Click Add Account.
4. Enter the **Account Code**.
5. Enter the **Name**.
6. Select a **Fund** to associate with the account.
7. Flag the account as checking by clicking in the box in the **lower left corner** of the screen.

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8. Select the **Bank Account** to associate with this account.
9. Click **OK**.
10. Click **Close**.

I have received my bank statement and the bank cleared a check for the wrong amount. What do I do?

There are times when a check will clear the bank for an incorrect amount. In order to reconcile your bank statement you will need to post an entry to ACS to either increase or decrease your balance by the difference.

1. If in Check Reconciliation click **Save**.
2. Click Add/Edit Transactions.
3. Click **Add**.
4. Select the correct **Transaction Source**.
5. If a check cleared for more than posted in ACS, choose Checking Account Credit-CCR. (This transaction will appear under Withdrawals in Check Reconciliation.)
6. If a check cleared for less than posted in ACS, choose Checking Account Debit-CDB. (This transaction will appear under Deposits in Check Reconciliation.)
7. Click on the ellipse and choose the correct **Checking Account** from the drop down list.
8. Enter a **Reference No.** or click **Next** to auto assign a reference number. A suggestion is to use the check number as the reference number so that it will be easily identified in check reconciliation.
9. Enter the date of the original check.
10. If a Checking Account Credit-CCR, enter the vendor name or click the down arrow and choose the correct vendor from the list.
11. Enter the amount of the difference between the bank statement and the posted amount in ACS.
12. Enter an explanation in the **Memo** box.
13. Enter the offset account. This should be the same offset account that was originally used.
14. Verify the **Post Month/Year** is correct. If not change it to the correct posting period (posting period used for the original check).
15. Click **OK**.
16. Click **Yes** to message.
17. Click **Close**.
18. Click **Close**.
19. Print the **Proof List**.
20. Click Post Transactions.
21. If no transactions appear in the General Ledger-Post Transactions screen, change the Post Month/Year to the correct posting period. Click **Begin Post**.
22. Click **Yes** to the message.
23. Click **OK**.
24. Click **Close**.
25. Click **Close**.

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When you return to Check Reconciliation you will need to flag both the original and new transactions for the check as reconciled.

I have received a returned check from the bank. How do I enter this in ACS?

If the check originated in Contributions or Accounts Receivable, you will need to follow the F1=Help instructions for that module to enter the return and it will carry through to the General Ledger automatically if you are interfaced. However, if it originated in the General Ledger only, it can be deducted from your checking account balance through the General Ledger module. You may also have a returned check charge that needs to be posted. This will be done from the General Ledger module also.

To decrease your checking account balance by the amount of the returned check, you may post a negative deposit or a checking account credit.

To post a negative deposit:

(This transaction will appear under Deposits in Check Reconciliation.)

1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Add**.
4. Choose the Transaction Source Deposit.
5. Choose the correct **Checking Account** from the drop down box by clicking on the ellipse.
6. Enter a **Reference No.** or click **Next** to auto assign a reference number.
7. Enter the **Date** desired or press **Enter** to accept the default of the current date.
8. In the **Amount** box enter the amount of the check as a **negative** amount and press **Enter**. Example: -25.00
9. Enter an explanation in the **Memo box**.
10. Enter the offset account that was entered for the original deposit. Example: General Tithes.
11. Click **OK**.
12. Click **Yes** to message.
13. Click **Close**.
14. Click **Close**.
15. Print the **Proof List**.
16. Click Post Transactions.
17. Verify the **Post Month/Year** and change it if necessary.
18. Click Begin Post.
19. Click **Yes** to message.
20. Click **OK**.
21. Click **Close**.
22. Click **Close**.

To post a checking account credit:

(This transaction will appear under Withdrawals in Check Reconciliation.)

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1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Add**.
4. Choose the Transaction Source Checking Account Credit.
5. Choose the correct checking account from the drop down list by clicking on the ellipse.
6. Verify the **Post Month/Year** is correct and change it if necessary.
7. Enter a **Reference No.** or click **Next** to auto assign a reference number.
8. Enter the **Date** or press **Enter** to accept the default of current date.
9. Enter a vendor name. Since this is a returned check you may not have the check writer set up as a vendor. You may assign a vendor number to the individual, or you may set up a generic vendor named Returned Check.
10. Enter the **Amount** of the check.
11. Enter an explanation in the **Memo** box.
12. Enter the offset account that used for the original deposit. Example: General Tithes
13. Click **OK**.
14. Click **Yes** to message.
15. Click **Close**.
16. Click **Close**.
17. Print the **Proof List**.
18. Click Post Transactions.
19. Verify the **Post Month/Year** and change it if necessary.
20. Click Begin Post.
21. Click **Yes** to message.
22. Click **OK**.
23. Click **Close**.
24. Click **Close**.

I posted a deposit for the wrong amount. The bank cleared it for the correct amount. How do I correct it in ACS?

If the deposit originated in Contributions or Accounts Receivable, you will need to follow the F1 Help instructions for that module to correct the contributor/customer's account and it will carry through to the General Ledger automatically if you are interfaced. However if the transaction originated in the General Ledger, your checking account balance should be adjusted for the difference between the correct amount and the amount posted in the General Ledger module.

If the original deposit was posted for an amount that is less than the correct amount, simply post another deposit for the additional amount.

If the original deposit was posted to ACS for more than the correct amount, you can correct the balance in ACS two ways, post a negative deposit for the difference or post a checking account credit.

To post a negative deposit:

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(This transaction will appear under Deposits in Check Reconciliation.)

1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Add**.
4. Choose the Transaction Source Deposit.
5. Choose the correct **Checking Account** from the drop down box by clicking on the ellipse.
6. Enter a **Reference No.** or click **Next** to auto assign a reference number.
7. Enter the **Date** desired or press **Enter** to accept the default of the current date.
8. In the **Amount** box enter the amount of the check as a *negative* amount and press **Enter**. Example: -25.00
9. Enter an explanation in the **Memo box**.
10. Enter the offset account that was entered for the original deposit. Example:
General Tithes.
11. Click **OK**.
12. Click **Yes** to message.
13. Click **Close**.
14. Click **Close**.
15. Print the **Proof List**.
16. Click Post Transactions.
17. Verify the **Post Month/Year** and change it if necessary.
18. Click Begin Post.
19. Click **Yes** to message.
20. Click **OK**.
21. Click **Close**.
22. Click **Close**.

To post a checking account credit:

(This transaction will appear under Withdrawals in Check Reconciliation.)

1. In General Ledger click **Enter/Post Transactions**.
2. Click **Add/Edit Transactions**.
3. Click **Add**.
4. Choose the **Transaction Source Checking Account Credit**.
5. Choose the correct checking account from the drop down list by clicking on the ellipse.
6. Verify the **Post Month/Year** is correct and change it if necessary.
7. Enter a **Reference No.** or click **Next** to auto assign a reference number.
8. Enter the **Date** or press **Enter** to accept the default of current date.
9. Enter a vendor name. Since this is a returned check you may not have the check writer set up as a vendor. You may assign a vendor number to the individual, or you may set up a generic vendor named Deposit Correction.
10. Enter the **Amount** of the check.
11. Enter an explanation in the **Memo box**.
12. Enter the offset account that was entered for the original deposit. Example:
General Tithes

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13. Click **OK**.
14. Click **Yes** to message.
15. Click **Close**.
16. Click **Close**.
17. Print the **Proof List**.
18. Click Post Transactions.
19. Verify the **Post Month/Year** and change it if necessary.
20. Click Begin Post.
21. Click **Yes** to message.
22. Click **OK**.
23. Click **Close**.
24. Click **Close**.

The book balance in check reconciliation does not match my checking account balance in general ledger even though I reconcile to 0 every month.

The check reconciliation program in ACS is designed to assist you in balancing your bank statement only. However, you can reconcile the difference between what you see in check reconciliation as compared to the balance on your Balance Sheet.

In a normal setting where all transactions are posted to the correct month and your bank statement runs from the beginning and ending of a month, the Current Bank Statement Balance + In Transit Deposits – In Transit Withdrawals should match back to your Balance Sheet balance. If there is a difference that means there are entries included in your Balance Sheet balance that are not included in check reconciliation and vice versa. It could also mean the Beginning Balance entered for the checking account was not entered correctly. Here are some examples:

1. In ACSW version 6.0, any type of adjustment entry, Journal entries for example, is not included in check reconciliation. These entries will affect your checking account balance in general ledger, but will not appear in check reconciliation. However, with 7.0, you will have the option of including these in Check Reconciliation so this will no longer be a problem.
2. Transactions appear in check reconciliation based on transaction date, i.e.: check date, deposit date, etc. However, the Balance Sheet balance is calculated on posting period. For instance, a check is dated 01/24/2004, but is posted to 02/2004. You are reconciling your bank statement with dates of 01/01/2004 – 01/31/2004. This check will appear in check reconciliation for January and will affect the book balance in check reconciliation, but the checking account balance in General Ledger will not be affected by this check amount until February.
3. A current or previously posted check has been voided to a future posting period. For instance, a check dated 01/24/2004 is posted to 01/2004 but the void is

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posted to 02/2004. You are reconciling your bank statement with dates of 01/01/2004 – 01/31/2004. The check and the voided transaction will appear in check reconciliation for January, however the Balance Sheet balance for January will only include the original check and not the void. It is best to always void a check to the current General Ledger month (yet to be reconciled) so this does not occur.

4. The initial beginning balance entered for the checking account in Add/Edit Transactions did not take into consideration in transit transactions. When entering the beginning balance for a checking account, you should always back out the outstanding checks and deposits from the checking account balance and enter them as transactions so that you will reconcile correctly. This enables you to clear the items when they show on your bank statement as well as match what you see in check reconciliation with the balance you see on the Balance Sheet.

In examples 1-3, those transactions simply have to be considered when trying to reconcile what you see in check reconciliation to your Balance Sheet balance. In example 4, you may still not be able to reconcile back to the Balance Sheet even when considering the transactions mentioned in examples 1-3. In this situation, you may need to consider making a journal entry if the difference is the same each month (after considering all transactions).

I have posted several transactions to the wrong month. Can the posting period be corrected?

One of the most important items in General Ledger is the posting period. If you close your month on a timely basis and change the post month to the current month, posting errors will be few. However, this is not always possible.

Whenever your posting period is not the same as the current month, you must remember to change the post month/year to the desired period while entering transactions. Often this is not done and a correction is needed to make sure the financial reports are accurate.

If a correction needs to be made, it is necessary to reverse the transaction to the original posting period and then repost it to the correct period. In the event the necessary corrections are checks, the reversing entry will be to void the check **in the module where it was created** to the original posting period and then reissue the check.

I have entered a journal entry and when I clicked ok I received a warning that I am crossing funds. What does this mean?

Your chart of accounts is made up of all the accounts you will use to post entries and report to your finance committee or church members. These accounts are assigned to a fund which is also known as a set of books in General Ledger. You may have one fund set up for the church's accounts and another fund set up for the day care's accounts. When accounts are added to your chart of accounts it is necessary to attach one of these funds to that account indicating that account is to be used for that fund only.

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When entering transactions in General Ledger, or in any other module in Financials, you should use debit and credit accounts that are assigned to the same fund. If you use a debit account assigned to the church fund and a credit account assigned to the day care fund, you are “crossing funds” meaning you are not using accounts from the same fund.

It may be necessary to cross funds at times. If you are certain that your entry is correct, even though you are crossing funds, you may accept the warning and continue with posting the transaction. However, be aware that if you print your balance sheet by fund, your balance sheet will appear out of balance due to the crossing funds transaction.

With 7.0 an Automatic Fund Balancing feature has been added so that if you cross funds, the system will automatically correct it when you post so that reports will always be in balance by fund.

I have printed my balance sheet and it says it is out of balance. What do I do?

To determine if you are truly out of balance, print the Balance Sheet for All Accounts (with no fund filters) and include inactive accounts. If you are in balance when you print the Balance Sheet using these settings, you are not truly out of balance. The filters you are selecting are causing it to appear this way.

If you are only out of balance when printing the Balance Sheet by fund, this means you have crossed funds while entering a transaction. For example, you have posted one side of the transaction to one fund and the other side of the transaction to another fund.

If the transaction is correct you can enter a transaction between your fund principal accounts for each fund to offset the amount that you crossed.

For Example:

Original Entry

Debit Checking – Church \$50.00

Credit Expense – Building \$50.00

Correcting Entry to balance the amount between funds

Credit Fund Principal – Church \$50.00

Debit Fund Principal – Building \$50.00

If the transaction was posted incorrectly, you will need to reverse the transaction and repost it correctly, or you can correct the portion of the transaction that was posted to the wrong fund.

For example, you have two funds, one for the church and one for the day care. You have purchased a new crib for the church nursery that is not used in the day care. When the invoice is paid the entry is as follows:

Debit Nursery Furniture-Day Care

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Credit Checking-Church

This transaction crossed funds and will cause the balance sheet to appear out of balance when printing by fund. This can be corrected in one of two ways:

Debit Checking-Church
Credit Nursery Furniture-Day Care

Debit Nursery Furniture-Church
Credit Checking-Church

OR

Debit Nursery Furniture-Church
Credit Nursery Furniture-Day Care

When entering the correcting entries, the system will warn you that you are crossing funds. You will accept the warning because you are correcting a previous entry. Once the correcting transaction is posted, your balance sheet should be in balance for all funds.

Note - The 7.0 version of ACSW will provide the ability to print a crossing funds report to assist the user in determining the transactions that created the out of balance.

How do I enter a check number that will not be used? I want to keep a record of all my check numbers so I can reconcile.

There are times that you will have checks that will not be used so they will not be posted thru accounts payable or payroll. For example, a check jammed in the printer or you have printed checks and realized they are incorrect so you answered NO to checks printed correctly and reprinted them. These checks have not been posted so you cannot void them in ACS.

These check numbers can be entered in ACS so that they appear in Check Reconciliation by posting a Zero Check in General Ledger.

1. In General Ledger click **Enter/Post Transactions**.
2. Click Add/Edit Transactions.
3. Click Zero Check.
4. Enter the Transaction Source Check.
5. Enter the **Checking Account code** or click on the ellipse and choose the correct account from the list.
6. Enter the **Check No.:**
7. Enter **Date** or press Enter to accept the default of the current date.

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8. Enter a vendor in the **Pay to the Order of** box. If there is no vendor for this check you may set up a vendor to be used such as Zero Check or Void Check.
9. Enter an explanation in the **Memo** box (optional).
10. Click **OK**.
11. Click **Yes** to message.
12. Click **Cancel**.
13. Click **Yes** to message.
14. Click **Close**.
15. Print the **Proof List**.
16. Click Post Transactions.
17. Click Begin Post.
18. Answer **Yes** to message.
19. Click **OK**.
20. Click **Close**.
21. Click **close**.