Chapter 3

General Ledger

OVERVIEW

The General Ledger application allows inquiry on information about budgets, revenues, expenses and encumbrances. (The terms commitment and encumbrance are interchangeable in Oracle.) The data is organized by company, cost center and other Chart of Accounts segments. VPD security assures that only the appropriate personnel have access to general ledger financial information. Funds control prevents overspending.

Inquiries

There are three main inquiry screens to retrieve information:

- **Budget Inquiry**: Provides budget information by summary and detail account levels.

- **Funds Inquiry**: Provides actual and encumbrance summary information. Funds available can be viewed by budget pool. General Ledger calculates funds available by subtracting expenditures and encumbrances from budgets.

- **Account Inquiry**: Provides detail information of all transactions posted to a single account.
General Ledger: General Ledger provides information on:

- Fiscal Year Budgets
  - Original
  - Revised

- Actuals
  - Revenue Credited to Accounts
  - Transactions Expensed Against Accounts
  - Journal Entries Recorded Against Accounts

- Encumbrances
  - Accounts Payable
  - Purchase Orders
  - Requisitions

General Ledger funds control is by Company, Cost Center and Fund. Summarized budgets are used for funds control over Natural Accounts and Activity codes.

For Funds Control purposes, General Ledger calculates Funds Available as:

\[
\text{Budget Amount - Encumbrance Amount - Actual Amount} = \text{Funds Available}
\]
CHART OF ACCOUNTS

The Chart of Accounts is made up of nine segments (Company, Cost Center, Natural Account, Fund, Activity, Department, Division, Program and Subprogram). Each segment provides specific information about the nature of a transaction. VPD security will only allow access to cost centers based on assigned access as determined by the employing department.

The accounting structure may be viewed or selected in different ways.

- A long list of numbers with each segment separated by a period (See "A" below).
- Written out in words with each segment separated by a period (See "B" below).
- Accounting Flexfield with LOV selections for each segment (See "C" below).

Where segments have been renamed, the comparable segment names in Lawson are:

<table>
<thead>
<tr>
<th>Lawson</th>
<th>Oracle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Unit</td>
<td>Cost Center</td>
</tr>
<tr>
<td>Major Account</td>
<td>Natural Account</td>
</tr>
<tr>
<td>Subaccount</td>
<td>Fund</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
</tr>
</tbody>
</table>
General Ledger Segments

**Company**: A separate corporation accounted for by the College. 100 is the primary consolidated company for College accounting records.

**Cost Center**: A departmental unit for operational and financial reporting purposes. Only cost centers available based on user security will be shown in the LOV.
Natural Account: Identifies the nature of individual transactions.

Fund: Defines the source of funds received and expended.

The RE shown in the descriptions indicates Reserve Funds (Retained Earnings).
**Activity:** Indicates the mission supported by the transaction.

Department: A department, center, institute or administrative area of the College.

Division: A centrally designated section within a department.

Program: A departmentally-defined area of specialty, focus or responsibility within a department or division.

Subprogram: A further definition of a program.

See Chapter 3, Page 10 for detailed definitions of each Activity value.
Alias

A prompt for the Department Alias will occur when the Charge Account field is chosen. The Alias is the same number as the Cost Center and facilitates data entry.

Entering the Alias number automatically populates the:

- Company
- Cost Center
- Department
- Division
- Program
- Subprogram
Cross Validation Rules

The General Ledger uses Cross Validation Rules to ensure General Ledger segments are correctly combined for data entry and inquiry. There are four general types of Cross Validation Rules:

- **Company and Cost Center Combinations**
  - Company 100 → Cost Centers 11000 - 79999
  - Company 200 → Cost Centers 80000 - 89999
  - Company 300 → Cost Centers 90000 - 90999

- **Cost Center and Natural Account Combinations**
  - Asset and Liability Natural Accounts (100000-299999) are only used with Institutional Cost Centers.

- **Natural Account and Activity Combinations**
  - Asset, Liability and Retained Earning Natural Accounts use Activity 000.
  - Revenue and Expense Natural Accounts must use Activity 010 - 090.
  - Activity 999 is being used for converted transactions.

- **Alias Segments** (Company, Cost Center, Department, Division, Program and Subprogram) cannot be changed from default values.

If a General Ledger segment combination violates a Cross Validation Rule, an error message will occur. A sample error message for an Activity Code error is:
Dynamic Insertion

Dynamic Insertion allows all Natural Account, Fund and Activity segments that exist in the General Ledger to be available to all users. Segment choices can be limited by cross validation rules and funds control.

Natural Account

The selection of a Natural Account is extremely important to ensure the accuracy of the accounting records and the resultant financial reporting. In every case, the most accurate and specific Natural Account available should be assigned to each transaction. Dynamic Insertion facilitates accurate Natural Account selection. The List of Values (LOV) can be queried by key word (See Chapter 2 – Queries – Searching for Data) to find the most appropriate Natural Account for the transaction.
Activity

The Activity segment is new. It is used to capture the functional purpose of the transaction. The College is required to report functional information to external parties in the annual audit, federal proposals, surveys, and tax returns. The Activity segment will improve the accuracy of this reporting.

An Activity needs to be assigned to each revenue and expense transaction. This requires that an activity be selected when inputting requisitions or when preparing PAR forms, cash receipt vouchers, service center invoices or other source documents. The Activity segment values are:

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>Definition and Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Instruction/Education</td>
<td>Includes medical student, graduate student, resident and continuing medical education activities; summer and short-term research training activities; and Graduate Medical Education responsibilities supported by Affiliated institutions.</td>
</tr>
<tr>
<td>020</td>
<td>Patient Care</td>
<td>Includes all clinical and clinical support activities including inpatient, outpatient, direct, and indirect (e.g. scheduling) activities in College-owned space or at Affiliate sites. Includes Medical Director responsibilities supported by Affiliated institutions.</td>
</tr>
<tr>
<td>030</td>
<td>Research</td>
<td>Includes all activities devoted to the producing a research outcome, whether externally sponsored or internally funded. Includes research training at the graduate student and postdoctoral level.</td>
</tr>
<tr>
<td>040</td>
<td>Community Service</td>
<td>Includes activities of benefit to parties external to the College, which do not meet the criteria of Instruction/Education, Patient Care or Research. Examples are public seminars and consulting.</td>
</tr>
<tr>
<td>050</td>
<td>Institutional</td>
<td>Includes the activities of central administration departments that provide services to the institution as a whole.</td>
</tr>
<tr>
<td>060</td>
<td>Departmental</td>
<td>Includes activities that support the primary missions of Instruction/Education, Patient Care, Research or Community Service in basic science departments, clinical departments, centers and institutes. Includes academic support activities such as the library and teaching facilities.</td>
</tr>
<tr>
<td>070</td>
<td>Student Services</td>
<td>Includes activities related to the administration of students, such as admissions, counseling, financial aid and student health services. Student instruction is included in Instruction/Education.</td>
</tr>
<tr>
<td>080</td>
<td>Plant Operations and Maintenance</td>
<td>Includes central facility related costs, such as utilities, repairs, depreciation, and interest on debt. Departmental facility costs (rent and repairs) should be classified according to the primary activity supported.</td>
</tr>
</tbody>
</table>
Parent Accounts

**Parent Accounts** are used to summarized activity within a segment. Parent Accounts that are used in the Budget Control process are proceeded with a “B”. Parent Accounts appear in the LOV for each segment, as applicable.

- **Parent Accounts** should only be used when inquiring with a Summary Template.

Summary Templates

**Summary Templates** use Detail Accounts, Parent Accounts and Total Accounts to summarize data on the Inquiry screens and for Funds Control.

It is very important that the correct Type of segment data is entered when using Summary Templates for Inquiry; otherwise, no data will be returned. For the Company segment, (see screen above) the format of the data by segment type is:

- Detail: 000100
- Parent: B100
- Total: T

An example of a Summary Template format is: **By Cost Center, Fund and Activity**.
Funds Control

Funds Control is used to verify that a budget amount is available before transactions are processed in the General Ledger. For Funds Control purposes, the General Ledger calculates Funds Available as:

\[
\text{Budget Amount} - \text{Encumbrance Amount} - \text{Actual Amount} = \text{Funds Available}
\]

The General Ledger requires a budget to be loaded at the detail account level. For Funds Control, a Summary Template is used to pool funds for selected segments. This provides flexibility in the recording of budgets.

The format of a Funds Control Summary Template is:

<table>
<thead>
<tr>
<th>SEGMENT</th>
<th>Company</th>
<th>Cost Center</th>
<th>Natural Account</th>
<th>Fund</th>
<th>Activity</th>
<th>Department</th>
<th>Division</th>
<th>Program</th>
<th>Subprogram</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE</td>
<td>Parent</td>
<td>Detail</td>
<td>Parent</td>
<td>Parent</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>EXAMPLE</td>
<td>B100</td>
<td>11001</td>
<td>B601000</td>
<td>B106</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
</tr>
<tr>
<td>POOLED</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The Parent Accounts definitions and pooling ranges are:

- **Company** budgets are not pooled. B100 = Company 100.
- **Natural Account** budgets are pooled, as follows:

  - Supplies and Other with Travel and Equipment:
    - Detail Range: 600000 – 604999
    - Parent Name: B601000
    - 605000 – 609999
    - 700000 – 710999
    - 710100 – 799999
  - Rent:
    - Detail Range: 605000 – 605999
    - Parent Name: B605100
  - Transfers:
    - Detail Range: 699000 – 699999
    - Parent Name: B699000

- **Fund** budgets are not pooled. B106 = Fund 106.

The **Total** segments pool all segment values for Funds Control, regardless of which segment value contains the budget. For **Activity**, all budgets have been converted into segment value 060. The most accurate Activity code will need to be used for budgeting Activity in subsequent fiscal years.

The following example illustrates the impact of budget pooling on Funds Control:

Budgets have been loaded into the Postage natural account (601900) and Supplies and Other (601100). If a Postage transaction is entered and exceeds the Funds Available in the Postage budget, available funds within the Supplies and Other range will automatically be applied to
cover the transaction. If no funds are available within the entire Supplies and Other range, the transaction will fail Funds Check and be placed on hold.

A budget revision will need to be requested through the Budget Office to resolve budget holds. Sponsored Programs can be contacted directly for Fund 102 and 103 budget issues.

Conversion

All General Ledger data in Lawson has been converted into the Oracle General Ledger application. The changes to the Oracle Chart of Accounts segment values are very limited, so transactions can be queried in Oracle using the same segment values that were originally used in Lawson. Exceptions to this statement are as follows:

- Selected Cost Centers in Company 100 (The Medical College of Wisconsin, Inc.) were renumbered. This has been communicated to the affected departments.

- All Cost Centers in Company 200 (Children’s Specialty Group, Inc.) were renumbered to be in sequential order and allow for the application of cross validation rules. Cost Centers in Company 200 are in the 80000 – 89999 range of numbers. Cost centers available to a User will appear in the List of Values.

- All Cost Centers in Company 300 (MCW Illinois Physicians and Clinics, PC) were renumbered and are in the 90000-90999 series.

- All actual revenue and expense transactions were converted with Activity 999. This code is not available for use after January 1, 2004.

- All budget transactions were converted with Activity 060. Future budget transactions should use an appropriate Activity value. All Activities within a Cost Center and Fund are pooled for funds control purposes.
The **General Ledger** application allows inquiry on budgets, revenues, expenses and encumbrances.

Inquiries are for selected periods and account access is limited by VPD security, which is cost-center based.

Information can be queried in three ways:

- **Budget:** Provides budget information by *summary* and *detail* accounts levels.
- **Funds:** Provides *summary* information and allows a view of available funds, encumbrances, revenues, expenditures and budgets.
- **Account:** Provides *detailed* information and allows a view of specific transactions, including budget, actual and encumbrance.
To View Budgets

1. Navigate to **Budget Inquiry** screen by double clicking on **Budget**.

![Budget Inquiry Screen]

2. Make necessary changes to the **Selection Criteria** region of the **Budget Inquiry** form:

   - **Budget** field: Select the appropriate fiscal year budget (i.e. 04 100 REVISED: fiscal year, company number and original budget or revised budget). The Budget defaults to the current fiscal year revised budget for Company 100.

   - **Inquiry Type** field: Defaults to **Drilldown This Budget**.

   - **Currency**: Defaults to **USD**.

   - **Accounting Periods** field: Defaults to fiscal year corresponding to budget selected.

   - **Factor** field: Defaults to **Units**.

   - **Summary Template**: The budgetary control templates correspond to the **Budget** field. The budgetary control templates are:
     - Budget Control 100
     - Budget Control 200
     - Budget Control 300

     Select the appropriate **Summary Template** and click **OK**.

     **See Parent Accounts, Summary Templates and Funds Control sections in Chapter 3 – Pages 11 & 12 for an explanation of Budget Control Template functionality.**
3. A **Find Accounts-Low/High** screen will open. Complete one or more fields as the search criteria. If data is entered, it must be in the format shown below. At least cost center and a fund are usually entered for each query. Click **OK** in Low/High box.

**NOTE:** The correct type of segment value must be used for the Budget Control summary template to retrieve data. For example, if the Natural Account is entered using a Detail segment value (601100) rather than a Parent value (B601000), no data will be returned. If no search values are entered, all budgets that the user has security to view will be returned.

4. Select a summary account line and click **Show Balances** button to open the **Budget Balances** screen.
5. Budgets are recorded in July. Click on **Detail Accounts** for budget detail by Natural Account.

6. Click on **Budget Journals** to view detailed budget entries and adjustments.
<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Journal Entry</th>
<th>Line Description</th>
<th>Line</th>
<th>Entered Debits</th>
<th>Entered Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004 100 BUDGET</td>
<td>2004 100 REV 2 Budget</td>
<td></td>
<td>0055</td>
<td>1100.00</td>
<td></td>
</tr>
</tbody>
</table>

Detail Accounts
To View Funds Available

The Funds Available Inquiry can retrieve summary information:

The Funds Available Inquiry can summarize information for a range of general ledger accounts using the Budget Control Summary Templates. The Budget Control Templates are invoked by:

- The selection of the Budget:
  - FY 100 Revised uses the Budget Control 100 Template
  - FY 200 Revised uses the Budget Control 200 Template
  - FY 300 Revised uses the Budget Control 300 Template

- AND the use of the B100 Parent Account segment for Company in the Find Accounts - Low/High screen.

- IF Company Parent Account B100 is not used, the screen will return a mix of summary and detail information.

NOTE: The use of this screen for detail inquiries is not recommended.

To inquire using the Funds Available Inquiry:

1. Navigate to Funds Available Inquiry screen by double clicking on Funds. The following screens will appear:

See Parent Accounts, Summary Templates and Funds Control sections in Chapter 3 – Pages 11&12 for an explanation of Budget Control Template functionality.
2. Make necessary changes to the **Selection Criteria** region of the **Funds Available Inquiry** screen:

- **Budget** field: Select the appropriate fiscal year budget (i.e. 04 100 REVISED: fiscal year, company number and original budget or revised budget). The Budget defaults to the current fiscal year budget for Company 100.

- **Amount Type** field: Select appropriate amount type:
  - **Period To Date**: Current month to today's date.
  - **Quarter To Date Extended**: Beginning of the calendar quarter (July 1, October 1, January 1 or April 1) to the period selected.
  - **Year To Date Extended**: Beginning fiscal year (July 1) to period chosen. The form defaults to this type.
  - **Project To Date**: Inception date to chosen period. General Ledger data from July 1, 1994 and forward has been converted into Oracle.
• **Period** field: Enter the desired period for the inquiry (Month-Year). Periods are limited by the Budget selection.

![Image of Find Accounts screen]

• **Encumbrance Type** field: Defaults to ALL and should be left unchanged.

3. Navigate to the **Funds Available** region and click in the **Account** field. The **Find Accounts** screen will appear.

• In the Find Accounts-Low/High screen, complete one or more fields as the search criteria. Not all fields need to be completed.

  - **Company**: Select appropriate company name. For the Budget Control summary template use Parent account **B100, B200 or B300**.

  - **Cost Center** (formerly Posting Unit in Lawson). Select an appropriate **Cost Center** from the LOV. Only cost centers available based on VPD security will be shown.

  - **Natural Account** (formerly Major Account in Lawson). Classifies transactions. For the Budget Control summary template, the field can be left blank or a Natural Account Parent can be used (**B601000, B700000, B710000**).

  - **Fund** (formerly Subaccount in Lawson). Select based on nature of funds being received or expended. For the Budget Control summary template, select a Parent segment. **B106 = 106**.

  - For the Budget Control summary template, leave **Activity, Department, Division, Program and Subprogram** blank.
Click **OK** on the **Find Accounts** screen when you have completed selecting or entering the information you want. The **Funds Available Inquiry** screen will reappear with the account number(s), budget, encumbrance, actual and funds available amounts displayed if applicable.
Note: Selecting one of the account lines will give you Encumbrance Amounts breakdown (Requisition, Purchase Order, AP Invoices, other).

Funds Available = Budget - Encumbrance - Actual

NOTE: The Funds Available Inquiry does not provide any transaction detail or drilldown capabilities. See Account Inquiry.

4. To re-query, click on the Flashlight (Find) in the Toolbar.
To View by Account:

1. Navigate to Account Inquiry screen by double clicking on Account. The following screens will appear:

2. Make changes to the Selection Criteria region of the Account Inquiry screen:
   - Accounting Periods fields: Select the appropriate period for account activity. Data has been converted retroactive to July 1, 1994. Default is the current open Period.
   - Currency fields: Defaults to Single Currency and USD.
   - Currency Type field: Defaults to Entered.

3. Navigate to the Primary Balance Type tab and select a type:
   - Actual: To view Asset, Liability, Retained Earnings, Revenue and/or Expense activity.
   - Budget: If selecting Budget, select budget year by clicking in the Budget LOV field.
   - Encumbrance: If selecting Encumbrance, select the Encumbrance Type by clicking on the LOV:

   Accounts Payable – shows Invoices entered by Accounts Payable
   Purchase Order – shows Purchase Order issued by Purchasing
   Requisition – shows Requisitions entered and approved by Users
   Dossier – Not Applicable
   OLD – Oracle Labor Distribution – Not Applicable
4. The **Secondary Balance Type** tab can be used to view two types of data in one inquiry. Use the **Show Variances** button.

5. To inquire on summarized data, navigate to **Summary Template LOV** field and select the appropriate template. Click **OK**.

![Summary Templates Window](image)

**NOTE:** Only the Budget Control and By Cost Center Templates are available to Users with VPD cost center security.

- The **Budget Control** Summary Templates can be selected to return detailed information on budget, actual or encumbrance data that was viewed on the Funds Available Inquiry form.

- **Cost Center** Summary Templates are available to summarize data, and allow drilldown to the individual transactions.

  - **Summary Template: By Cost Center, Fund and Activity**
    - Allows entry of detail Cost Center, Fund and Activity values.
    - Returns data summarized by month.
    - Allows drilldown to summary by Natural Account to specific transactions.

  - **Summary Template: By Cost Center, Natural Account and Fund**
    - Allows entry of detail Cost Center, Natural Account and Fund values.
    - Returns data summarized by month.
    - Allows drilldown to summary by Activity to specific transactions.
6. To inquire using a summary template:

- Enter Accounting Periods
- Let Primary Balance default to Actual
- Select a Summary Template
- Enter detail segment information for some or all of the values. Do not enter data for values not listed in the template name.

- Click OK.
- Click on Show Balances.
• Select a Period and click on **Detail Balances**
• Select an Account and click on **Journal Details**

![Image of journal details screen]

- **Show Full Journal** is not available due to security.
- **View > Zoom** will show Grant data for journal entries.
- Drilldowns are available to Purchasing, Accounts Payable, Receivables and selected Grant data.
- Select **Detail Balances** to return to prior screen and select another account for viewing.
7. To inquire on a single detail account, navigate to the **Accounts** region and click in the **Accounts** field. The **Find Accounts** screen appears. Enter the Low-High search criteria of the account string.

- Click one of the buttons on the Account Inquiry screen for specific information:
  - **Show Balances**: Displays account activity by month.

- Select a Period and click on **Journal Details**
The Journals screen appears:

- **Show Full Journal** button is not available due to security.
- **View > Zoom** will show Grant data for journal entries.
- Drilldowns are available to Purchasing, Accounts Payable, Receivables and selected Grant data.
- **Select Detail Balances** to return to prior screen and select another account for viewing.

8. To re-query, click on the **Flashlight icon (Find)** in the **Toolbar**.
GENERAL LEDGER REPORTS

Overview

General Ledger reports allow end users to run updated information on transactions processed and balances available throughout the month. The cost center security will ensure that only data the end user has security to view is returned. If an end-user does not have access to all cost centers within a department or division, the summarized reports will not be complete. This security feature will need to be considered when using the report data.

The reports are available to individuals with access to the General Ledger End-User Inquiry responsibility by choosing Other > Requests from the menu. When running GL reports, it is important to enter General Ledger Segment parameters for the specific segments to be viewed. This will ensure the reports run as efficiently as possible. A description of each report and a listing of the available parameters are discussed in this section:

- MCW Chart of Accounts – Segment Values Listing
- MCW Income Statement by Department
- MCW Income Statement by Department and Activity
- MCW Income Statement by Division
- MCW Income Statement by Division and Activity
- MCW Income Statement by Cost Center
- MCW Income Statement by Cost Center and Activity
- MCW Transaction Listing Report
- MCW Open Commitments Report
Navigation to Request Reports

The following is a brief review of how to use the Find Requests window. Complete details regarding Requests (Reports) can be found in the Navigation section.

The Requests window can be accessed in two ways. Navigate to the window by selecting View > Requests from the menu bar. Requests are also an item on the General Ledger Navigator window.

1. Select Requests from the View menu.
2. The Find Requests window appears.
3. Click on the Submit a New Request button.
4. Click Single Request.
5. Click OK.
6. Click on LOV in the Name field and the following list of reports will appear:
7. Choose the specific report you would like to run and click **OK**.

8. Enter the specific **Parameters** and click **OK**.

9. Click **Submit**.

10. Monitor the request from the **Requests** window. Click the **Refresh Data** button to update the screen.

11. **View Output** of the requests when it is completed. Be sure to scroll down to view entire report.

12. **Print** report.
MCW Chart of Accounts – Segment Values Listing

This report displays a list of valid values for each general ledger segment:

- The general ledger Segment Name can be selected from the list of parameters.
- Other parameters can be entered to narrow the search.
MCW Income Statement by Department

This report displays fiscal year-to-date budget and actual data summarized by department.

- Parameters for the General Ledger segments of Company, Department and Fund are available.
- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.
- The report can be run for a prior fiscal year.
- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Income Statement by Department and Activity

This report displays fiscal year-to-date budget and actual data summarized by department and Activity.

- Parameters for the General Ledger segments of Company, Department, Fund and Activity are available.
- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.
- The report can be run for a prior fiscal year.
- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Income Statement by Division

This report displays fiscal year to date budget and actual data summarized by division.

- Parameters for the General Ledger segments of Company, Department, Division and Fund are available.

- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.

- The report can be run for a prior fiscal year.

- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Income Statement by Division and Activity

This report displays fiscal year to date budget and actual data summarized by division and Activity.

- Parameters for the General Ledger segments of Company, Department, Division, Fund and Activity are available.

- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.

- The report can be run for a prior fiscal year.

- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Income Statement by Cost Center

This report displays fiscal year to date budget and actual data by cost center.

- Parameters for the GL segments of Company, Cost Center, Department, Division and Fund are available.

- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.

- The report can be run for a prior fiscal year.

- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Income Statement by Cost Center and Activity

This report displays fiscal year to date budget and actual data by cost center and Activity.

- Parameters for the GL segments of Company, Cost Center, Department, Division, Fund and Activity are available.

- The time period for the data displayed is from July 1 to the period selected. The period defaults to the current open period.

- The report can be run for a prior fiscal year.

- The Account Type parameter allows only Retained Earnings, Revenue or Expense data to be selected.
MCW Transaction Listing

This report displays actual, budget or commitment detail by transaction.

- Parameters for the General Ledger segments of Company, Cost Center, Natural Account, Fund, Activity, Department and Division are available.

- The start and end period can be specified. Data exists retroactive to Jul-94.

- The Balance Type parameter allows Actual, Budget or Encumbrance transactions to be selected. The default is Actual.

- A Source and/or Category can be input to select certain types of transactions (e.g. Payables).
MCW Open Commitments Report

This report displays outstanding open commitments by cost center.

- A Document Type of Requisition, Purchase Order or Invoice must be selected.

- Parameters for the General Ledger segments of Cost Center, Department, Division and Fund are available.

- The time period for the data is the current date only. Retroactive commitment data is not available.