Section 17.01
SUBSIDARY LEDGER FLAG VALUES

Overview

This section serves to improve your understanding of the year-end process and how certain accounts are treated in reference to the flags placed on the account when it was set up. The following year end flags can be found on screen 6 of the subsidiary ledger account. Accounts can be classified as Fiscal (F), Encumbrance Only (E), Transfer (T) and Project (P).

SL Year-End Values **(This field is required)**

    F – Fiscal   Carries forward all unexpended balances available, including encumbrances, revenue budget and expense budget. These available amounts only include current fiscal year totals. Gift and material fee accounts are examples of accounts that may be classified as fiscal.

          Transaction Process
- For Encumbrances this process will generate an encumbrance transaction for every record in the open commitment file for that account.
- Creates a budget forward transaction for the total encumbrance amount in each ABR category or line item budget to cover the encumbered funds.
- Creates a budget forward transaction for each 10 digit account (both revenue and expense) that has BBA.

    E- Encumbrance Only   Carries forward only encumbrances and budget to cover those encumbrances.   This process will create an encumbrance transaction for every record in the open commitment file and also create a budget forward transaction for the total encumbrance amount in each ABR category field to cover the encumbered funds. State accounts are normally classified as encumbrance only.

    T – Transfer   This flag works in the same way as an E flag; which means it will carry-forward only encumbrances and budget to cover those encumbrances. The only difference is that the t means that the carry-forward amounts will be posted to a different account from where the funds came from. The account the amounts post to will be to the account specified on screen 6 in the field "year-end account." Accounts funded with designated tuition (28xxxx) accounts are normally classified as Transfer accounts.

- If the year-end account is a GL account, the SL BBA is lapsed. A journal entry is posted to reduce the cash / fund balance in the transfer-from" mapped GL and increase the cash / fund balance in the transfer-to GL.
- If the year-end account is an SL account, a budget transfer is posted to the 'transfer-to' SL and a journal entry is posted to move the cash / fund balance to the "transfer-to' GL. Note that the transfer to SL account should have a year-end process flag of "F."

The "T" Year End Flag is used to retain encumbrances and budget to cover those encumbrances in the same account while transferring the BBA to another account. This is often used to close out an account and transfer the balances to reserve accounts.

P- Project Accounts Carries forward all unexpended balances available, including encumbrances,   revenue budget and expense budget.   Carries historical data forward. ** Please note that the accumulated totals carry forward and not the transactions that make up these totals. ** Grant accounts are normally classified as Project accounts.

This process creates an encumbrance transaction for every record in the open commitment file for that account. Budgets and Actuals will be carried forward into the project to date fields. Full BBA is carried forward into the New Year.