



# College Financial System User Procedure

## Title:

*Inquiring on Summary Account Balances*

## Description:

Summary Accounts are those which summarize a range of Detail Object Code activity in the General Ledger. At Maricopa, summary accounts are defined in the Object Code segment and they end in the letter “**T**”. The following questions and answers illustrate the use of summary accounts at Maricopa.

*Q1: “How can I determine the Total Salaries for my charge center?”*

Answer: Enter the value 5100T summary account.

*Q2: “If I want to know the Total Expenses assigned to my charge center, what should I be looking at?”*

Answer: The summary account 5000T combines expense details from 50000 – 59999 inclusive

*Q3: “If I want to know the Operating Expenses assigned to my charge center, what should I be looking at?”*

Answer: The summary account 5300T combines expense details from 53000 – 59999.

*Q4: “My department is a self-supporting Auxiliary Enterprise or Club Account...how will I know the Fund Balance amount for the charge center?”*

Answer: Enter the value 3999T which is a derived value = (Total Assets – Total Liabilities), or net Fund Balance

Each Summary Account at Maricopa has a corresponding “Template Name”, such as:

<b>Summary Value</b>	<b>Summary Template Name/Description</b>
<b>5000T</b>	<b>Expenses Total</b> (Expense codes 50000 .> 59999)
<b>5100T</b>	<b>Exp: Salaries Total</b> (Expense codes 51000 > 51999)
<b>5200T</b>	<b>Exp: Benefits Total</b> (Expense codes 52000 > 52999)
<b>5300T</b>	<b>Exp: Total Other Operating</b> (expense codes 53000 > 59999)
<b>3999T</b>	<b>Fund Balance Total</b> (object codes 1000T + 2000T)

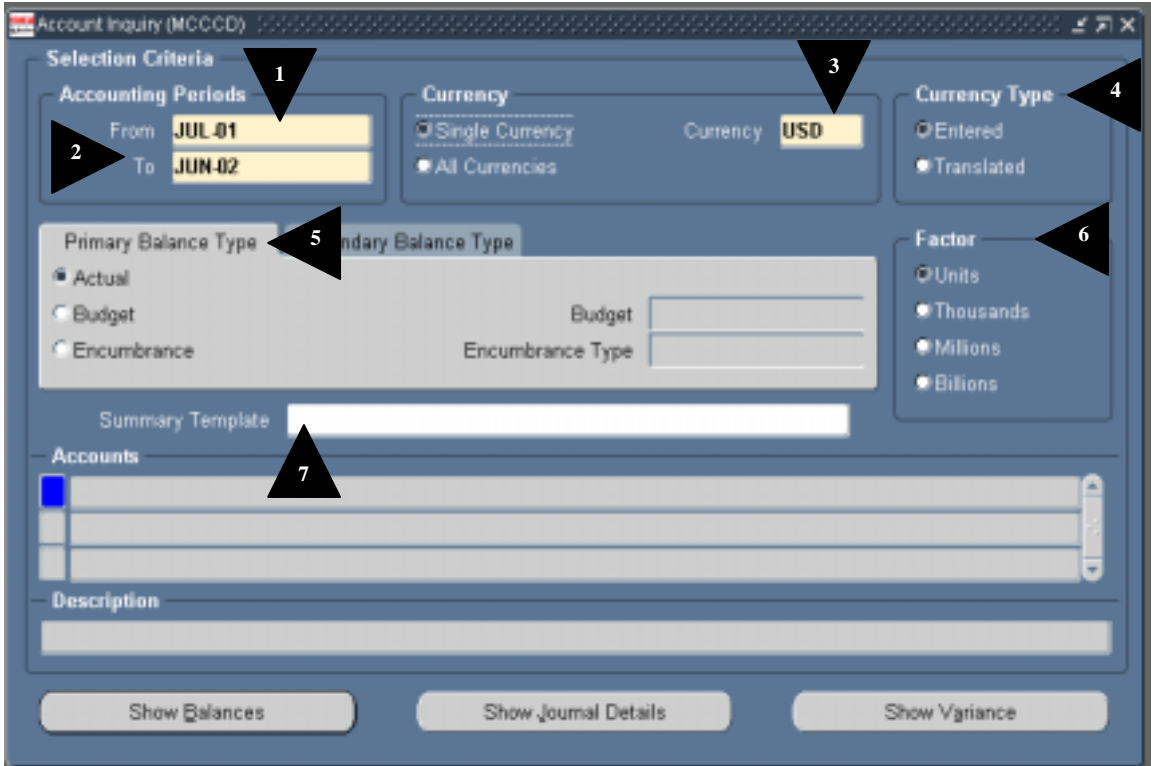
## College Financial System (CFS) Prerequisites:

- *System Navigation skills are required*
- *Requires “MCCCD INQUIRY” responsibility to access this Account Inquiry form. (Note: The Account form can also be accessed through other GL responsibilities such as “MCCCD GL Business Officer”, and “MCCCD GL Accounting Staff”)*

<b><i>Menu Path</i></b>
GL Inquiry ➤ Account

**Window Name:**

*Account Inquiry (MCCCD)*



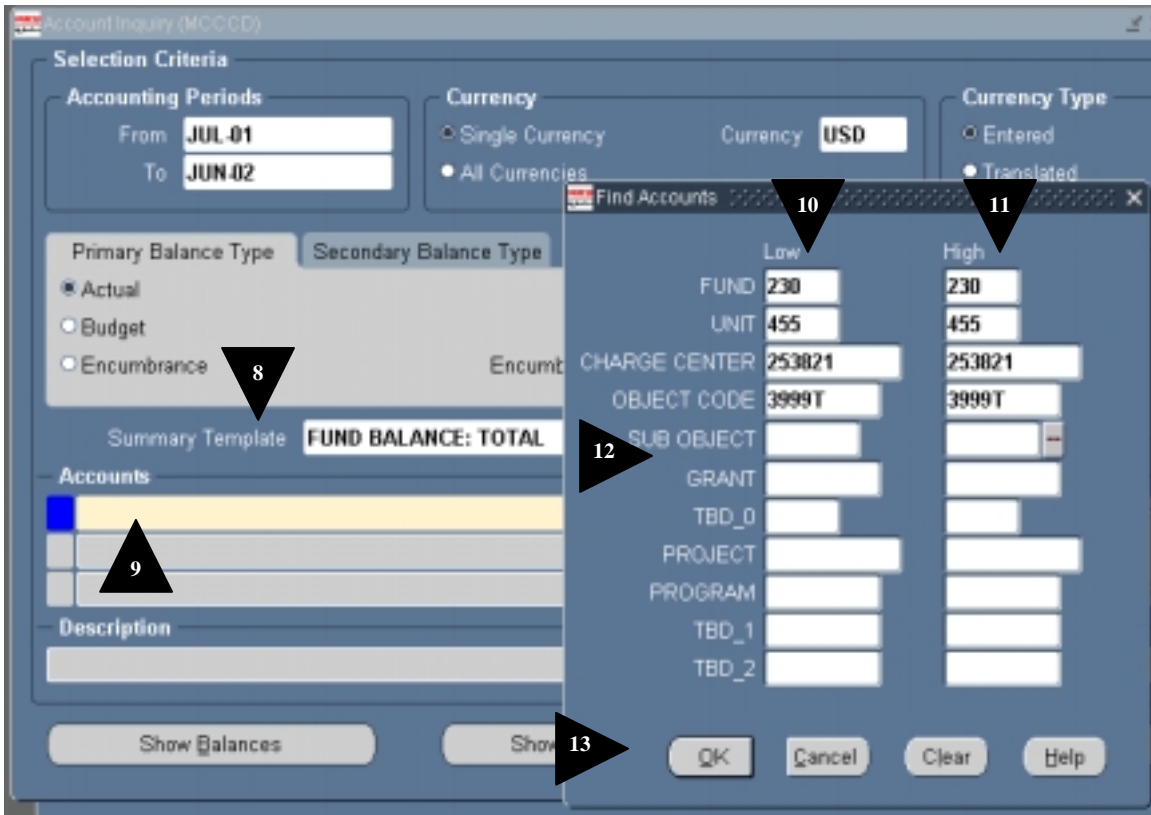
First, you'll need to specify the overall parameters for your Summary Account inquiry:

Field Name	Description/Action
1. <b>From</b>	Defaults to the current period open. Change it if you wish to see account balances and activity for another period.
2. <b>To</b>	Enter the same period as above, or enter a later period if you wish to see account balances and activity for a range of periods.
3. <b>Currency</b>	Defaults = <i>USD</i> .do not enter any values other than this default of <i>USD</i> . (No other currency in use)
4. <b>Currency Type</b>	Defaults to <i>Entered</i> . Do not enter any other values
5. <b>Primary Balance Type</b>	Defaults to <i>Actual</i> . You can also select from the other balance type options such as <i>Budget</i> or <i>Encumbrance</i> .
6. <b>Factor</b>	Defaults to <i>Units</i> . Change it if you wish see the balances and activity in Thousands, Millions, or Billions.
7. <b>Summary Template</b>	Click on the list of values in order to select the appropriate summary template

Summary values are available for viewing after the selection of the summary template.

**Window Name:**

Account Inquiry: Find Accounts




**Field Name**

**Description/Action**

**8. Summary Template**

From the list of values, select **FUND BALANCE TOTAL**

**9. Accounts**

The Find Accounts window opens automatically. If not, then click on the  command.

**10. Low**


Enter the low value of the account code combination, as Fund/Unit/Charge Center. Object code 3999T defaults from summary template *Fund Balance Total* selection.

**11. High**

Enter the high value of the account code of interest.

**12. Sub-Object > TBD\_2**

Leave these segment values blank.

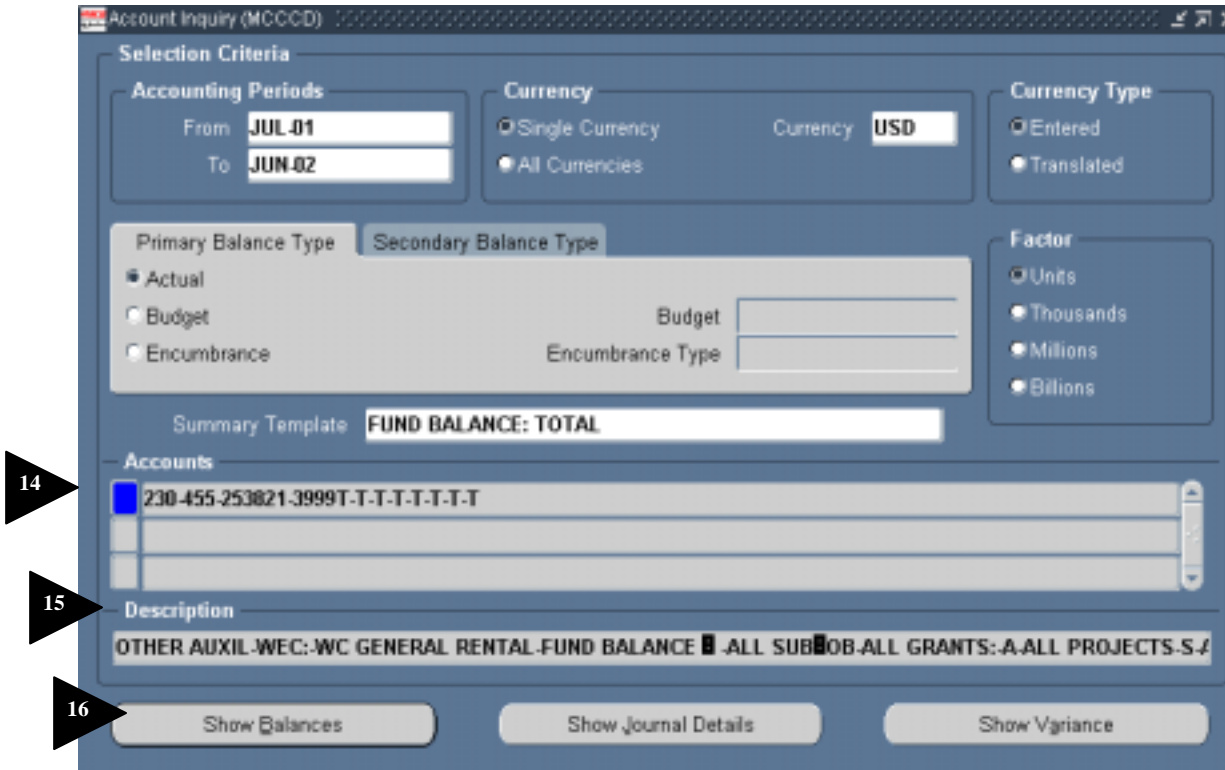
 **Note:** When entering summary accounts, enter only the Summary Template names (see Description on 1<sup>st</sup> page of this procedure guide) and the object code summary “T” value (ex. 5000T, or 3999T) will default.

**13.** Click on the **OK** button to display the summary accounts selected.

Summary Accounts are then displayed for the account code combinations, or range of combinations selected.

**Window Name:**

*Account Inquiry*



- | Field Name                                   | Description/Action  |
|--|---|
| 14. Accounts                                 | Summary Account Code combination; works in concert with the Summary Template of <i>Fund Balance Total</i> selected. |
| 15. Description                              | Shows the segment value descriptions, including the <i>Fund Balance</i> segment associated with object code 3999T   |
| 16. Click on the <b>SHOW BALANCES</b> button | to display the summary account selected, for the monthly accounting periods of interest                             |

**Window Name:**

*Summary Balances*

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
JUL-01	USD	0.00		1,269.50	
AUG-01	USD	0.00		1,269.50	
SEP-01	USD	0.00		1,269.50	
OCT-01	USD	0.00		1,269.50	
NOV-01	USD	0.00		1,269.50	
DEC-01	USD	0.00		1,269.50	
JAN-02	USD	0.00		1,269.50	
FEB-02	USD	0.00		1,269.50	
MAR-02	USD	0.00		1,269.50	
APR-02	USD	0.00		1,269.50	
MAY-02	USD	0.00		1,269.50	
JUN-02	USD	0.00		1,269.50	

This screen displays the Fund Balance PTD and YTD (i.e. Current Balance) for the Summary Object Code **Fund Balance** selected. Note that the window is no longer the *Account Inquiry* window, but rather the *Summary Balances* window.

**Field Name                      Description/Action**

**17.** The *Summary Balances* displays the specific 11-segment account code, including the summary account 3999T that has been selected.

**18. Balance Type**        *Actuals* are displayed here.

**19. YTD**                      Year-to-Date (YTD) cumulative running balance for this particular summary account, 3999T Fund Balance in the selected charge center. Also displays all the accounting periods selected in the initial Account Inquiry window.



End of procedure