G/L Distribution Parameters

📖 Overview

Use the *G/L Distribution Parameters* form to define G/L accounts for each A/R Class. You can create and use separate accounts for each G/L account type, such as Cash, Revenue, Deferred Revenue, Discount, Penalty, and Deferred Penalty, for each A/R Class.

G/L Distribution Parameters Setup

Select the **Activate G/L Validation** option on the *A/R General Parameters* form in order to use the automatic G/L validation. This determines the G/L accounts for the selected A/R Class, based on the transaction type. *See Activate G/L Validation on page 8.*

> **Note:** The **Activate G/L Validation** option applies to all A/R Class Codes including those that were created when the option was deselected.
>
> An error is displayed when you open these A/R Class Codes. You need to link these codes to G/L accounts.

Once the *G/L Distribution Parameters* are defined, open the *G/L Transaction Setup* form to indicate whether to create summarized or detailed records for each subsystem. *See G/L Transaction Setup on page 45, for details*.

Use the *G/L Account Parameters* form to create new G/L Accounts or to indicate the accounts for which you want to create detailed or summarized records. *See G/L Account Parameters on page 4.*

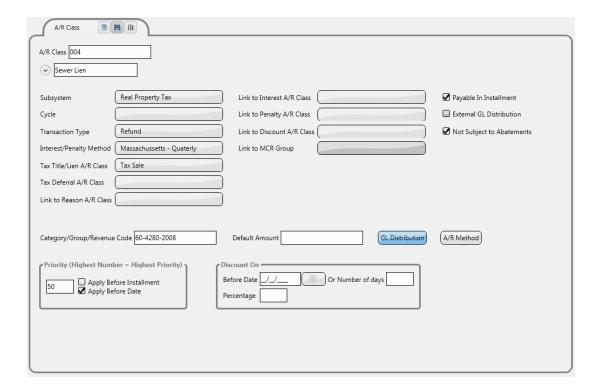G/L Distribution Parameter records are saved to the (Table: AR_PARM_ GL_DISTR)

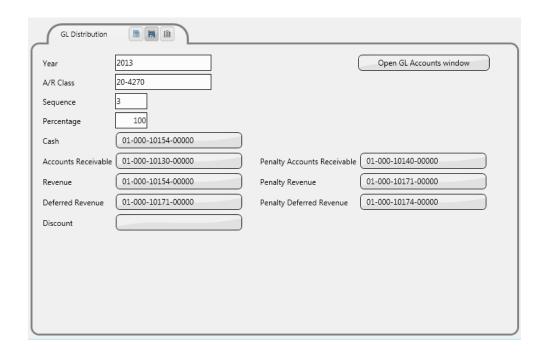## G/L Distribution Procedure

To access the *G/L Distribution Parameters* form:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **A/R Class**.

3. Select **GL Distribution** on the A/R Class Code form to open the G/L Distribution Parameters form.

By default, the G/L Distribution Parameters are listed on the left of the form by sequence number. The sequence numbers are system generated, by adding one to the previous number. You can modify them on the form. You can also change the listing on the left to display the A/R Class Code or the A/R Class Code and year. However, these are the same for all items.

4. Click **New** 📄 to create a new G/L distribution parameters record.

5. Complete the following parameters.

Open G/L Accounts Window: Click **Open G/L Account Window** to open the *G/L Accounts* form in order to create a new G/L Account or to select new subsystems for an existing account, by account. Records can be either summarized or detailed for the selected account, by subsystem. *See Appendix C: G/L Validation Rules* on page 303.

G/L Distribution Parameters

Year: This field displays the fiscal year set for the AR Class Codes.

A/R Class: This field displays the A\R Class selected on the *A/R Class* form.

Sequence: A sequence number is automatically assigned to the GL Distribution account. This is a system-generated number, made by adding one to the previous number. You can modify this number at any time.

The sequence numbers for the selected A/R Class Code are listed on the left.

Percentage: Enter a percentage for the selected G/L Distribution setup. For example, you can set up two G/L Distribution records for an A/R Class, with different G/L accounts selected for each. Assign Sequence 1 for the first record and enter a percentage, such as 80% for the distribution. Assign Sequence 2 for the second and enter 20% for the distribution.

Note: The total percentages for the G/L distribution accounts for each A/R Class must equal 100.

G/L Account Types

Select the G/L accounts for the following G/L account types:
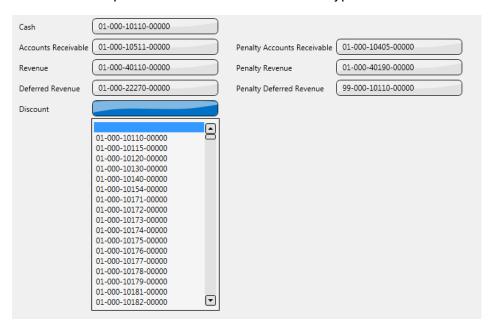
•   Cash

- Accounts Receivable
- Revenue
  - Deferred Revenue
- Discount
- Penalty Accounts
  - Penalty: Accounts Receivable
  - Penalty: Revenue
  - Penalty: Deferred Revenue

See Appendix C: G/L Validation Rules on page 303 *for a list of the valid G/L Account Types for each transaction type.*

Selecting G/L Accounts for the Account Types:

To select a G/L account:

1. Open the G.L Distribution form for the required A/R Class.

2. Click inside the parameter of the G/L Distribution type.

Cash	01-000-10110-00000		
Accounts Receivable	01-000-10511-00000	Penalty Accounts Receivable	01-000-10405-00000
Revenue	01-000-40110-00000	Penalty Revenue	01-000-40190-00000
Deferred Revenue	01-000-22270-00000	Penalty Deferred Revenue	99-000-10110-00000
Discount			

01-000-10110-00000
01-000-10115-00000
01-000-10120-00000
01-000-10130-00000
01-000-10140-00000
01-000-10154-00000
01-000-10171-00000
01-000-10172-00000
01-000-10173-00000
01-000-10174-00000
01-000-10175-00000
01-000-10176-00000
01-000-10177-00000
01-000-10178-00000
01-000-10179-00000
01-000-10181-00000
01-000-10182-00000

The list of G/L accounts is displayed.

Tip: Enter the first couple of digits in the account in order to facilitate searching.

G/L Transaction Setup

📖 Overview

By default, G/L transactions are summarized by subsystem. When you post an A/R transaction, the new amount is added to the previous total in the G/L account for that subsystem. You can set up separate accounts for Billing, Payment, and Other transactions for the subsystems, as required.

G/L Transaction Parameters

Fiscal Starting Date: The **Fiscal Starting Date** is required for the *Cayenta G/L Interface.* Enter the full fiscal starting date (month, day, and year) that the fiscal year begins.

Subsystem: All Govern OpenForms subsystems are listed in this column. Set the **Billing**, **Posting**, and **Other** parameters as required.

Billing: Select the option to summarize the posted billing entries for each G/L account for the selected subsystem. Deselect this option to keep the billing entries separate.

Billing entries are posted when you run the following batch processes:

- Miscellaneous Billing Posting
- Generate Delinquent Charges on page 227
- Compute Balance Due As Of a Date on page 231
- Special Assessment — Yearly Computation (described in the Govern for Windows Special Assessment guide)
- Tax Billing — Posting to A/R (described in the Govern Tax guide)
- Tax Billing — Partial Billing Posting (described in the Govern Tax guide)
- Tax Title Transfer Posting (described in the Tax Title guide)
- Utility Billing — Posting to A/R (described in the Utility Billing guide)

Billing entries are also posted when you change the status from *Pending* to *Levy* in the *Special Assessment* function in Govern.

Payment: Select this option to add up the posted payment entries for each G/L account for the selected subsystem. Deselect this option to keep the

billing entries separate. Payment entries are posted when you run the following batch processes as described in this guide:

- Cash Collection (Payments) Posting on page 208
- Payment Reversal Posting on page 210
- Refunds Posting on page 216
- Postdated Payment Posting on page 217
- Credit Card Settlement (described in the Govern for Windows Accounts / Receivable guide)

Others: Select this option to add up the posted entries, other than the billing and payment entries, for each G/L account for the selected subsystem. Deselect this option to keep these entries separate. Other entries include refunds and adjustments. These entries are posted when you run the following batch processes:

- A/R Adjustments Posting on page 214
- Automatic Generation of Over and Short on page 239
- Transfer A/R to History on page 243
- Transfer Credits from One Year to Another on page 247

Setting Up Detailed G/L Transactions

To set up detailed accounts:

1. Launch Govern Admin.

2. Select **Parameters** > **Accounts Receivable** > **G/L Transaction Setup**.

By default, the **Billing**, **Payment**, and **Others** options are deselected for all subsystems. All transactions for the subsystem are summarized.

3. Select the options for the GL accounts for which you want to keep separate detailed records.

   You can create different configurations for each subsystem.

4. Click **Save**.

For Further Reference

For further details, see G/L Account Parameters on page 4.