

NH FIRST

Chart of Account Basics

Comparing new Accounting Units to IFS

NHFirst GL Accounting Units Basic Definitions

- Fund = Company
- Organization = Accounting Unit
- Object/Rev Source = Account

Agency is inferred by CO/AU

Class is inferred by Account

FUNCTION: DOCID: TE 018 180078940 04/13/09 02:55:46 PM
STATUS: ACCPT BATID: ORG: 001-002 OF 002
B- TRANSFER OF EXPENDITURE/JOURNAL VOUCHER INPUT FORM
BATCH DATE: NUM DOCS:
H- DATE: ACCTG PRD: BUDGET FY:
ACTION: E BUDGET OVERRIDE IND: COMMENTS:
DEBIT DOC TOTAL: 7.71 CREDIT DOC TOTAL: 7.71

AC	AGE	SUB	ACTI	OBJ	OBJ	SUB	BS	JOB	I/G	REF	DEBIT		
TP	FND	NCY	ORG	ORG	VITY	CLS	REV	O/R	ACCT	NUMBER	FND	AGY	AMOUNT
01-	22	010	018	2140		020	0215						
													CORRECT CODE CHGD WRONG 7.71
02-	22	010	018	2700		020	0215						7.71
													CORRECT CODE CHGD WRONG
03-													

A--*HS60-DOCUMENT MARKED FOR READ ONLY

Company

Accounting Unit

Account

FUNCTION: DOCID: TE 018 180078940 04/13/09 02:55:46 PM
STATUS: ACCPT BATID: ORG: 001-002 OF 002

B- TRANSFER OF EXPENDITURE/JOURNAL VOUCHER INPUT FORM
BATCH DATE: NUM DOCS:

H- DATE: ACCTG PRD: BUDGET FY: GL40.2 "header"
ACTION: E BUDGET OVERRIDE IND: COMMENTS:
DEBIT DOC TOTAL: 7.71 CREDIT DOC TOTAL: 7.71

AC	AGE	SUB	ACTI	OBJ	OBJ	SUB	BS	JOB	I/G	REF	DEBIT		
TP	FND	NCY	ORG	ORG	VITY	CLS	REV	O/R	ACCT	NUMBER	FND	AGY	AMOUNT
BK	REPT	VP	VENDOR	/	PROVIDER							CREDIT	
CD	CATG	IN	CODE		NAME					DESCRIPTION		AMOUNT	

01-	22	010	018	2140		020	0215						
										CORRECT CODE CHGD WRONG	7.71		
02-	22	010	018	2700		020	0215				7.71		
										CORRECT CODE CHGD WRONG			
03-													

GL40.1 "Detail Lines"

A--*HS60-DOCUMENT MARKED FOR READ ONLY

Company

Year, Period, System GL

Type, Journal, Seq (A) (B)

Position To

FC	Co	Account	User Analysis	Activity	Amount	Units
<input type="text"/>	<input type="text"/>	<input type="text"/> (C) <input type="text"/> (D) <input type="text"/> (E) <input type="text"/> (F)	<input type="text"/>	<input type="text"/> (G) <input type="text"/> (H)	<input type="text"/>	<input type="text"/>
		Desc <input type="text"/>				<input type="button" value="More"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Desc <input type="text"/>				<input type="button" value="More"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Desc <input type="text"/>				<input type="button" value="More"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Desc <input type="text"/>				<input type="button" value="More"/>

Units

- (A) Journal
- (B) Sequence
- (C) Accounting Unit
- (D) Account
- (E) SubAccount
- (F) User Analysis
- (G) Activity
- (H) Acct Category

Revenue Accounts

To increase a Revenue account the amount should be entered as a credit (negative amount).

To decrease a Revenue account the amount should be entered as a debit (positive amount).

Expense Accounts

To increase an Expense account the amount should be entered as a debit (positive amount).

To decrease an Expense account the amount should be entered as a credit (negative amount).

(A) Optional, Numeric 8
You can type or select a journal entry number. If you selected Yes in the Auto Journal Numbering field in GL10.1 (Company), journal entry numbers are automatically assigned.

Use the Attachment feature to define additional comments or URL to link the journal entry to a document (for example, Word) or E-mail the file.

(B) Optional, Numeric 2
Sequence numbers are automatically assigned; the sequence number for a new journal must be zero. The sequence number identifies the order of similar journal entries.

For example, the first time you use a journal entry, the sequence number is 0. If you use the same journal entry again, the sequence number is 1. This keeps the entries separate.

(E) Optional, Numeric 4
You can type or select the subaccount you want to include in the journal entry.
The subaccount must exist on Chart of Accounts (GL00.1) and must be associated with the accounting unit.

(F) Optional, Alpha 103
You can either type a value or use Define (F6) to open the User Analysis Entry subform.
Use this subform to select the user analysis values you want to include in the transaction. If you choose to type values, use commas to separate them. For example: value1,value2,value3,value4

(H) Optional, Alpha 5
You can type or select an account category to include in the journal entry. The account category must exist in AC05.1 (Account Categories).
An account category, or "cost category", is used to store and post Project Accounting transactions used for budgeting and reporting.