

General Ledger Summary Report

The General Ledger Summary Report is a fund-specific balance sheet that shows fund assets, liabilities, fund balances, and transaction summaries altering balances over time. It is only run for individual funds and the reporting is by fund and fiscal year. Beginning balances, current and previous period changes to balances, and end of reporting month balances of assets, liabilities, and funds are shown. Revenues, expenditures, and year-end accrual amounts are summarized for previous period to date, current reporting period, and year to date within fund and fiscal year. **The General Ledger Summary Report can be run for Non-State accounts only. You will not be able to run this report for State accounts.**

The security for the General Ledger Summary report will be as follows:

1. The report may be executed by the fiscal officer or delegate assigned to the budget purpose if your fund has only one budget purpose.
2. Generally speaking a fund value representing a non-state account will have a one to one relationship to a budget purpose value. However, if your fund is associated with more than one budget purpose, then the report may only be executed by the fiscal officer assigned to manage a fund.

Processing:

To produce the monthly account status reports, including the General Ledger Summary Report, AIS accounting data are "frozen for reporting" after the last calendar day of the reporting month. The monthly status reports are then prepared against the "frozen" data. (For example, the December 2000 reports are prepared on AIS data frozen for reporting as of close of business on December 31, 2000.) This allows data in each report and among the set of reports to remain consistent; further, this prevents the data in the reports from changing if they are re-run at a later stage. It is important to note that AIS itself is not frozen, but continues to accept and process transactions; on-line inquiries and other reports will reflect changing data. Only data for the monthly account status reports, including this report, are prevented from changing.

A sample report follows the field-by-field discussion. (See the sample report at the end of this document for the field value examples listed below.)

Report Header Fields:

- **As Of (Reporting End Date):** date on which AIS data were "frozen" for this report; this will be the last day of the month; e.g., *As Of* date of *31-December-2000*, will appear on the monthly report for December 2000 and is the date on which the month's data were frozen for this report's purposes.
- **Date:** date on which the report was run; this date will change to reflect each time a report is run, however, data for a frozen reporting period will not change and will continue to reflect the status of the *As Of* date; e.g., *10-JAN-01* if the report is prepared on January 10, 2001.
- **Page:** page number of the report page displayed in "x of y" format where the "x" is the number of the specific page and the "y" is the total number of pages in the report; i.e., *1 of 2*.
- **Fund:** AIS Fund value and description associated with data displayed in this report; e.g., *5010000 State Appropriation, Income Fund and Local Resources – School of Medicine*.
- **Fiscal Officer:** name of the Fiscal Officer associated with this Fund.
- **Department:** department (or unit) assignment of the Fiscal Officer.
- **Mail Code:** campus mail code of the Fiscal Officer (when applicable).

Report Sections:

- **Assets:** value of holdings, property, and other items of worth; that which the Fund "owns". **Special Note:** AIS represents increases to Assets as positive values; a negative value reflects an asset account in deficit (e.g., negative cash).
- **Liabilities:** obligations against assets; that which the Fund "owes". **Special Note:** AIS represents increases to liabilities as negative values; decreases to liabilities are shown with positive values. A negative liability balance means that there is an amount owed against the assets (e.g., as an accrual from a subsidiary ledger such as Accounts Payable).
- **Fund Balance:** assets minus liabilities. **Special Note:** AIS represents fund balance as a negative IF assets exceed liabilities; positive, when liabilities exceed assets; and a zero value if liabilities exactly equal assets.
- **Revenues:** "inflows" that increase the Fund's balance. **Special Note:** AIS represents increases to Revenues as negative values (that is, as "revenue credits").
- **Expenditures:** "outflows" that decrease the Fund's balance. **Special Note:** AIS represents increases to Expenditures as positive numbers.
- **Revenues – BRS Accounts Receivable:** only those accounts that have student charges in the Billings Receivable System will have this section in their reports.
- **Year End Accruals:** transactions processed at year end to record revenues that have been earned or expenses that have been incurred but where the receipt or disbursement of cash has not been posted to the account by June 30. This insures that revenues and expenditures are recorded in the proper year. The actual cash is received or disbursed in the subsequent fiscal year. Therefore, in July of the subsequent year, these accruals are reversed, so that the revenues and expenditures in the current fiscal year are not overstated. Only the Funds with year-end accrual entries will contain a line in the report for Year End Accruals. **Special Note:** Negative values increase General Ledger fund balances while positive ones reduce these balances. This section of the report will always be a single line. Year-end accrual balances are combined and only the net of the balances will be displayed in the report..

To summarize:

	Positive Balance	Deficit Balance
Assets	Debit (positive sign)	Credit (negative sign)
Liabilities	Credit (negative sign)	Debit (positive sign)
Fund Balance	Credit (negative sign) Assets exceed Liabilities	Debit (positive sign) Liabilities exceed Assets

	Increase	Decrease
Revenues	Credit (negative sign)	Debit (positive sign)
Expenditures	Debit (positive sign)	Credit (negative sign)
Year End Accruals	Credit (negative sign)	Debit (positive sign)

	Negative Sign	Positive Sign
Subtotal (Net Revenues/Expenditures)	Revenues exceed Expenditures	Expenditures exceed Revenues

Special Note: The ways in which these summaries are displayed in this report are consistent with AIS's on-line reports and inquiries.

Report Body Fields:

For Assets and Liabilities/ Fund Balances Subsection:

- **Natural Account:** AIS Natural Account value summarized in the report row; e.g., 11000 (Cash).
Note: Assets are codes 10000 – 19999; liabilities, 20000 – 29999; and fund balance, 30000 – 39999.
- **Description:** description associated with the *Natural Account* code value; e.g., *Cash* is the *Description* for *Natural Account* code 11000.
- **Balance July1 (Current Fiscal Year):** summarized by *Natural Account*, current year beginning balance as recorded in AIS.
- **Previous-to-Date (Current Fiscal Year):** cumulative changes to balance, subtotaed by *Natural Account*, for the period beginning July 1 of the current fiscal year and ending the day before the start of the reporting month.
- **Current Period (Current Fiscal Year):** sum of changes to balance, subtotaed by *Natural Account*, for the reporting month.
- **Year-to-Date (Current Fiscal Year):** by *Natural Account*, sum of *Previous-to-Date* and *Current Period* values; that is, this column summarizes the cumulative change to balance from July 1 of the current year through the last day of the reporting month.
- **Ending Balance (As Of Date):** balance as of the reporting date (*As Of date*); by *Natural Account*, this column is the result of combining *Balance July1* and *Year-to-Date* values.

For Revenues, Expenditures, and Year End Accruals Subsection:

- **Object:** AIS Object code upon which data are reported; Object codes related to Revenues are grouped together in the Revenues section; Object code values related to Expenditures are grouped together in the Expenditures section; and in the Year End Accruals section, Object code values dealing with Year End Accruals are included.
Note: For a detailed list of AIS Object codes, go to the Special Searches section of the AIS web site.
- **Description:** description associated with the Object code value; e.g., *Salaries* is the *Description* for *Object* code 4100.
- **Previous-to-Date (Current Fiscal Year):** cumulative changes to balance, subtotaed by *Object*, for the period beginning July 1 of the current fiscal year and ending the day before the start of the reporting month.
- **Current Period (Current Fiscal Year):** sum of changes to balance, subtotaed by *Object*, for the reporting month.
- **Year-to-Date (Current Fiscal Year):** by *Object*, sum of *Previous-to-Date* and *Current Period* values; that is, this column summarizes the cumulative change to balance from July 1 of the current year through the last day of the reporting month.

Report Section Footer Fields:

- **Total Assets:** sum of all Asset amounts.
- **Total Liabilities/ Fund Balance:** sum of all Liability and Fund Balance amounts; will equal Total Assets by definition.
- **Total Revenues:** sum of all Revenue amounts.
- **Total Expenditures:** sum of all Expenditure amounts.
- **Subtotal (Net Revenues/Expenditures):** difference between Revenues and Expenditures. **Special Note:** Since Revenues are displayed in this report as negative (revenue credit) values and Expenditures as positive ones, a revenue offset that is negative is interpreted as a situation in which Revenues exceed Expenditures. A positive revenue offset occurs when Expenditures exceed Revenues
- **Fund Balance Change:** sum of Subtotal (Net Revenues/ Expenditures) and Year End Accruals. **Special Note:** This will equal the current fiscal year changes for Fund Balance in the Balance Sheet section of the report. If Fund Balance change is positive, then expenditures exceeded revenues for the period. If Fund Balance change is negative, then revenues exceed expenditures for the period.

Sample Report follows.



General Ledger Summary Report

Date: 22-APR-03

SOUTHERN ILLINOIS UNIVERSITY
GENERAL LEDGER SUMMARY
As of 28-February-2003

Page: 1 of 2

Fund: 5030460 S M – CENTRAL STORES - SERVICE

Fiscal Officer: SMITH, JOHN Q.

Department: PURCHASING-X

Mail Code: 6666

		Current Fiscal Year				Ending Balance 28-FEB-03
Description		Balance July 1	Previous to Date	Current Period	Year to Date	
Natural Account						
ASSETS:						
11000	Cash	<8,181.76>	<2,937.26>	<2,049.97>	<4987.23>	<13,168.99>
13625	Due from SIUC Foundation	1,014.36	<1,014.36>	0.00	<1,014.36>	0.00
14000	Reimbursement Due from State Treasurer	5,357.18	<5,357.18>	0.00	<5,357.18>	0.00
14105	Due from Departmental Allocations	5,357.18	<5,357.18>	0.00	<5357.18>	0.00
Total Assets		3,546.96	(14,665.98)	(2,049.97)	(16,715.95)	(13,168.99)
Natural Account						
LIABILITIES / FUND BALANCE:						
21100	Accounts Payable	(4,613.73)	4,613.73	0.00	4,613.73	0.00
22080	Accrued Compensated Absences -- Vacation	(235.82)	235.82	0.00	235.82	0.00
31000	Fund Balance	1,302.59	9816.43	2,049.97	11,866.40	13,168.99
Total Liabilities/Fund Balance		(3,546.96)	14,665.98	2,049.97	16,715.95	13,168.99
Object						
REVENUES:						
0700	INTERDEPARTMENTAL SERVICES		(61,953.89)	(8,603.22)	(70,557.11)	
Total Revenues			(61,953.89)	(8,603.22)	(70,557.11)	
Object						
EXPENDITURES:						
4000	OTHER THAN SALARIES – ACCOUNT POOL		58,853.23	9,790.63	68,643.86	
4100	SALARIES		6,037.92	862.56	6,900.48	
Total Expenditures			64,891.15	10,653.19	75,544.34	
Subtotal (Net Revenues/ Expenditures)			2, 937.26	2,049.97	4,987.23	

General Ledger Summary Report



Date: 22-APR-03

SOUTHERN ILLINOIS UNIVERSITY
GENERAL LEDGER SUMMARY
AS OF 28-February-2003

Page: 2 of 2

Fund: 5030460 S M – CENTRAL STORES - SERVICE

Fiscal Officer: SMITH, JOHN Q.

Department: PURCHASING-X

Mail Code: 6666

		Current Fiscal Year			Ending Balance 28-FEB-03
Description	Balance <u>July 1</u>	Previous <u>to Date</u>	Current <u>Period</u>	Year to <u>Date</u>	
<u>Object</u>	<u>REVENUES – BRS ACCOUNTS RECEIVABLE:</u>				
	Subtotal (Net Revenues/ Expenditures)	0.00	0.00	0.00	
	YEAR- END ACCRUALS:	6,879.17	0.00	6,879.17	
	Fund Balance Change	9,816.43	2,049.97	11,866.40	