

◆ **DAILY / MONTHLY Detail Ledgers**

Ledger/ InfoMaker Ledger Contents / Bus Objs Table
Transactions
CURRBD / CURBD / CUBT Budget transactions from BUDLEDD for all open months. AP, EB, RB
GENLED / GENLD / GNLT Accounting transactions from GENLEDD for all open months. AD, CR, CX, EF, JV, MW, PO, PV, RQ
FEDAID / FDAID / FDAD Federal Aid transactions from GENLEDD for all open months. This ledger contains Cost Allocation FXs for the most recently closed accounting period. FM, FX
ITDFAID / IFAID / incl in GNLT Detail accounting transactions from GENLEDD for all open months, that reference a grant. AD, CR, CX, EF, JV, MW, PO, PV, RQ
POOPEN / POOPN / POPN(future) Contains all open items related to open purchase orders, including the documents that reference the purchase orders, such as PVs and MWs. Also contains items closed during the current and one preceding accounting period. PO, PV, MW
PVOPEN / PVOPN / PVPN(future) Contains all open items related to open payment vouchers, including the documents that reference the payment vouchers, such as MWs. Also contains items closed during the current and one preceding accounting period. AD, EF, PV, MW

◆ **ANNUAL Summary Ledgers**

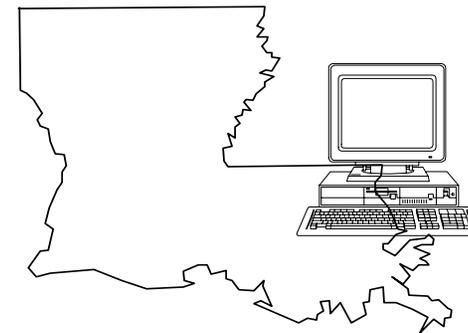
Ledger/ InfoMaker Ledger Contents / Bus Objs Table
CLSYBD / CLYBD Budget records for one entire fiscal year summarized to the accounting distribution (fund, agency, organization, object/revenue source/balance sheet account, account type, budget fiscal year, and appropriation unit).
CLSYTD / CLYTD / CLSY(future) Accounting records for one entire fiscal year summarized to the accounting distribution (fund, agency, organization, object/revenue source/balance sheet account, account type, budget fiscal year, and appropriation unit).

◆ *This describes the process within AFS which updates the ledgers; i.e., the Daily/Monthly column designates ledgers updated in both the daily cycle (every night) and the monthly cycle.*

◆ **MONTHLY / ANNUAL Summary Ledgers**

Ledger/ InfoMaker Ledger Contents / Bus Objs Table
YTDFEID / YFAID/ incl in CLGT Accounting transactions from closed accounting periods, that reference a grant. These records are summed to the accounting distribution (fund, agency, organization, object/revenue source, account type, budget fiscal year, appropriation unit, federal aid number).
YTDFEDAD / YFEDA/ incl in CFED Federal Aid transactions from closed accounting periods. These records are summed to the accounting distribution (fund, agency, organization, object/revenue source, account type, budget fiscal year, appropriation unit, federal aid number).
YTDBUD / YTDBD Budget transactions from closed accounting periods, including continuing appropriations. This ledger contains only open fiscal years; i.e., once a year is closed, that prior year information is no longer stored on this ledger. These records are summed to the accounting distribution (fund, agency, organization, object/revenue source, account type, budget fiscal year, appropriation unit).
YTDLED / YTDLD / YTDL(future) Accounting transactions from closed accounting periods, including continuing appropriations. This ledger contains only open fiscal years; i.e., once a year is closed the prior year information is no longer stored on this ledger. These records are summed to the accounting distribution (fund, agency, organization, object/revenue source/balance sheet account, account type, budget fiscal year, appropriation unit, sub-object/revenue source, reporting category). Opening balances for asset, liability and fund balance accounts for each fund as applicable, are added to existing balances, after the annual close is run. <u>PERMANENT APPROPRIATIONS</u> Carries forward all expense & revenue records pertaining to multi-year appropriations. These records retain the old fiscal year. Special balancing records are generated by fund to keep the YTDLED in balance. These special records do not affect fund balances in any way. These special records are recalculated from year to year, taking into account closed continuing appropriations. YTDLED also contains one summary record for each accounting distribution for each permanent appropriation (fund, agency, organization, sub-organization, activity, account type, object/revenue source, sub-object/revenue source and reporting category).

Annual Closing: The annual close process generates ledger entries with special descriptions to identify the process. For instance, the summary fund balance sheet accounts (account type 03) that are generated as closing entries when revenues and expenditures are closed to fund balance have a description of "BAL FORWARD FROM PRIOR YEAR". The balances from assets, liabilities and fund balances (account types 01, 02, 03) that are brought forward have a description of "SUMMARIZED BS ACCOUNT". Special offset records are generated to keep multi-year appropriations in balance. These ledger entries (account type 03) have a description of "MY OFFSET".



AFS

State of Louisiana
Advantage Financial System

LEDGERS QUICK REFERENCE

Your Name: _____

Your ISIS ID: _____

Internet Address:
<http://www.doa.louisiana.gov/ois>

ISIS Help Line: 225/342-ANSR (2677)

DOA Mainframe Help Desk: 225/342-4730
(To reset the password for your userid because it was either revoked or you forgot it)

Training:
Please direct all requests for ongoing training to your Agency ISIS Liaison.

Name: _____

Phone: _____



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Baton Rouge, LA 70804-9095
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◆ **DAILY Detail Ledgers**

Ledger/ InfoMaker Ledger Contents / Bus Objs Table	
Transactions	
BUDLEDD / BDLD / CUBT	Budget transactions included in previous nightly cycle.
AP, EB, RB	
GENLEDD / GNLD / incl in GNLT	Accounting transactions included in previous nightly cycle.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
ITDPROJ / ITDP / ITDP(future)	Inception-to-date detail accounting transactions that have a project coded on them and an account type = 21, 22, 23, or 31. Records are appended to this ledger every night.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
PRJBIL / PRJL / PRID	Inception-to-date detail project transactions. Records are appended to this ledger every night.
PJ, PX, NP	

Daily Ledgers: Contain transactions included in the previous nightly cycle; i.e., on Tuesday, the daily ledgers will contain transactions processed on Saturday, Sunday & Monday; on Friday, the daily ledgers will only contain transactions processed on Thursday.

Daily Inception-to-Date Ledgers: Contain detail transactions from the very first day AFS was available, i.e., from the date AGPS interfaced to AFS and when conversion took place for continuing appropriations.

Transaction Codes on AFS Ledgers

Area	Coded	Ledger
The transaction codes change from the coded transaction code to a generic code when they appear on the ledger.		
Revenue	C1,CRQ,DS	CR
Gen Acc't	J1,J2,J3,J4,J5,J6,WV	JV
Payments	P1,P2,PVQ,II	PV
Projects	NP	PX
These transaction codes retain their coded transaction code when they appear on the ledger.		
AD, AP, CR, CX, EB, FM, FX, JV, MW, PJ, PO, PV, RB, RQ		

◆ **This describes the process within AFS which updates the ledgers; i.e., the Daily/Monthly column designates ledgers updated in both the daily cycle (every night) and the monthly cycle.**

◆ **MONTHLY Detail Ledgers**

Ledger/ InfoMaker Ledger Contents / Bus Objs Table	
Transactions	
CLSLEDG / CLSLG / CLGT	Accounting transactions from GENLED for all closed accounting periods.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
CLSLED / CLSLD / incl in CLGT	Accounting transactions from GENLED for the most recently closed accounting period.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
CLS**/CLS**	Accounting transactions from GENLED for a fiscal year. There is one ledger for each fiscal year, ** equals fiscal year.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
CLSFAID / CFAID / incl in CLGT	Accounting transactions from GENLED for the most recently closed accounting period, that referenced a grant.
AD, CR, CX, EF, JV, MW, PO, PV, RQ	
CLSFADG / CFEDG / CFED	Federal Aid transactions from FEDAID for all closed accounting periods. Inception-to-date detail records can be found here. If a grant is active, all records related to the grant are kept in this ledger; once a grant is closed, transactions are kept on this ledger for 7 years.
FM, FX	
CLSFEDAD / CFEDA / incl in CFED	Federal Aid transactions from FEDAID for the most recently closed accounting period.
FM, FX	
CLSBUDG / CLBDL / CLBT	Budget transactions from CURRBD for all closed accounting periods.
AP, EB, RB	
CLSBUD / CLSBD / incl in CLBT	Budget transactions from CURRBD for the most recently closed accounting period.
AP, EB, RB	
CLRLED / CLRLD	Contains 5 months of closed items purged from the open items ledgers (POOPEN, PVOPEN).
n/a	
Miscellaneous Ledger	
RP99LED / R99LD / RP99(future)	Only consists of 1099 reportable accounting transactions for vendors (both object and vendor are 1099 reportable). THIS LEDGER IS ONLY UPDATED IN JUNE, NOVEMBER AND DECEMBER.
AD, CR, CX, EF, JV, MW, PV	

Daily/Monthly Ledgers: Contain transactions for all open months; i.e., if this is during the 3-day period when two months are open, the daily/monthly ledgers will contain transactions from two months; otherwise, only the current month's information will be in the ledgers.

Closing Processes: Detail ledgers contain transaction data for all open accounting periods. Monthly closing deletes records from these ledgers and writes them to the appropriate detail history ledger and summary ledger. Summary ledgers contain records for all open fiscal years. Annual closing deletes records from these ledgers and writes them to the appropriate closed ledgers.

Closed Items Ledger Clearing: This process performs two functions - it closes records in the ledgers that reference open items that have been closed, and it purges closed open items records based on a date parameter. Ledger records are closed based on the status of corresponding records in the open items tables, which are closed when documents are processed. For the time period between when a table entry is closed by a document and when the ledger clearing program is run, records will exist in the ledger with an open status, while the corresponding open item table entry is closed. This means that any open items reports generated from the ledgers may show different status codes from those shown in tables. Only closed ledger records are purged from the open items ledgers.

Generation Monthly Ledgers (Ledgers that end with "G"): Contain transactions for all closed months.

Steps to Allocate Ledger Files to InfoMaker session:

1. Log into EDASQLP server.
2. Click on Database painter button.
3. Click Cancel on the Select Tables window.
4. Click on Admin painter button.
5. Type **EXECUTE ALLCLEDG;** in the Database Administration window.
6. Click on the Execute button.
7. EDA hour glass/lighting bolt displays momentarily.
8. If you receive no error message then the Allocate executed properly.
9. Click on the Database Administration window control button (i.e., the button in the top left of the Database Administration window).
10. Click on close.
11. Click on "NO" (do not save changes).
12. Select File => Close.
13. Proceed to the Report painter.