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GL Course Overview

Introduction

Welcome

Welcome to General Ledger for Web training. This course was designed to familiarize participants with the MRI General Ledger Web application.

This course uses lecture, demonstration and hands-on exercises to teach the concepts and tasks to perform when using the MRI General Ledger Web application.

What Will You Learn?

In this training, you will learn the following main objectives:

- Navigate and use the menus and web pages on the graphical user interface of the application
- Enter a manual, recurring, prior period and prior year journal entry
- Create and modify budgets
- Complete the processes to close the general ledger
- Conduct inquiries and generate reports
- Understand the setup and maintenance of General Ledger

Who Should Attend?

The ideal participants for this training include:

- Property Manager
- Assistant Manager
- Controller
- Accountant
- System Administrator
- Support Personnel
Course Outline

A typical training day goes from 9:00 a.m. – 5:00 p.m. with the following breaks:

1st break: 10:30 a.m. – 10:45 a.m.
Lunch 12:00 p.m. – 1:00 p.m.
2nd break 2:30 p.m. – 2:45 p.m.

Below is the course outline broken down by modules and lessons:

<table>
<thead>
<tr>
<th>General Ledger Windows Training – V 4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: User Interface</td>
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<td>Lesson 1: Getting Started in MRI</td>
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<td>Lesson 2: Getting Started in General Ledger</td>
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<tr>
<td>Lesson 1: Creating a Budget</td>
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</tr>
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<td>Module 5: Closing General Ledger</td>
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<tr>
<td>Lesson 1: Closing an Accounting Period or Fiscal Year</td>
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<td>Module 6: General Ledger Inquiry and Reporting</td>
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<td>Lesson 1: Conducting a General Ledger Inquiry</td>
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<td>Lesson 2: Working with Financial Formats</td>
</tr>
<tr>
<td>Lesson 3: Generating General Ledger Reports</td>
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</table>
Module 1: User Interface

Module Overview

Purpose
The purpose of this module is to familiarize you with the MRI and General Ledger user interfaces.

Objectives
After completing this module, you will be able to:

- Get started using the MRI Home Page
- Get started using the General Ledger Main Menu
Lesson 1: Getting Started in MRI

Overview

Purpose
The purpose of this lesson is to show you how to get started with MRI.

Objectives
After completing this lesson, you will be able to:

- Log into MRI
- Change your password
Logging In

Overview

Your system administrator will provide you with access to MRI for Web, which includes your client ID, username, and initial password.

**Note:** There are several ways of setting up the MRI login process, and it may vary if you have a single client license or multiple licenses.

Procedure

Complete the following steps to log into MRI for Web:

1. Double-click the **MRI Web** icon on your desktop.

   **Note:** If you do not have an **MRI Web** icon on your desktop, ask your system administrator for the URL address for your installation of MRI Web.

   The **MRI Login** page displays in your browser. Your client ID will auto-populate in the **Client ID** field.

   ![MRI for Web Login Page]

   2. Type your username in the **Username** field, and press <Tab>.
3. Type your password in the **Password** field.
4. Click **Log On**.

If your organization’s installation of MRI has multiple databases and you are either not assigned to a default database or you are logging in as SYSADM, then a database menu will appear:

![Select your database](image)

**MRI for Web Database Menu**

5. Select the appropriate database from the list, and then click **OK**.

The **MRI Home Page** appears.
Module 1: User Interface

MRI for Web Home Page
Changing Your Password

Overview

You may initially be required to change your password, and depending on your system’s settings, you may be required to occasionally change your password in the future.

Note: System configurations may vary, so verify with your system administrator for any changes in password changing procedures.

Procedure

Complete the following steps to change your password:

1. Click on the Setup option on the upper right-hand corner of the page. Select My Options and then Change Password.

   ![Change Password Dialog Box]

   The Change Password page appears.

2. Type your current password, and press <Tab>.
3. Type your new password, and press <Tab> again.
4. Type your new password again, and click Save.
Review

Key Points

In this lesson, you learned how to:

- Log into MRI for the Web
- Change your password

Lesson 1 Lab Exercises

Please refer to the GL/AP Training Workbook for exercises pertaining to this lesson.
Lesson 2: Getting Started in General Ledger

Overview

Purpose
The purpose of this lesson is to show you how to get started with the General Ledger application.

Objectives
After completing this lesson, you will be able to:

- Access the General Ledger application
- Understand the available options on the General Ledger Main Menu
Accessing the General Ledger Main Menu

Overview

To access the General Ledger Main Menu, select General Ledger from the Select an Application dropdown menu.
## Description of Menu Items

Refer to the following table for a description of the main menu items on the **General Ledger Main Menu**:

<table>
<thead>
<tr>
<th>GL Main Menu Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Processing</td>
<td>Displays the <strong>Journal Processing</strong> menu, where you perform journal entries and adjustments</td>
</tr>
<tr>
<td>Closing Procedures</td>
<td>Displays the <strong>GL Closing Procedures</strong> menu, where you complete the process of closing an accounting period</td>
</tr>
<tr>
<td>Budgets</td>
<td>Displays the <strong>Budgets</strong> menu, where you perform basic budgeting tasks</td>
</tr>
<tr>
<td>GL Inquiry</td>
<td>Displays the <strong>GL Inquiry</strong> window, where you conduct GL inquiries</td>
</tr>
<tr>
<td>Reports</td>
<td>Displays the <strong>Reports</strong> menu, where you access system reports</td>
</tr>
</tbody>
</table>
Review

Key Points

In this lesson, you learned the following key points:

- How to access the General Ledger Main Menu
- The purpose of each option on the General Ledger Main Menu

Lesson 2 Lab Exercises

Please refer to the GL/AP Training Workbook for exercises pertaining to this lesson.
Module 2: Setting Up General Ledger

Module Overview

Purpose
The purpose of this module is to provide you with the information needed to set up the General Ledger application.

Objectives
After completing this module, you will be able to:
- Set up general ledger accounts
- Set up entity tables
- Set up a project
- Set up an entity

General Ledger Main Menu, Setup Options
Lesson 1: General Ledger Account Setup

Overview

Purpose
The purpose of this lesson is to teach you how to set up the accounts, ledger codes, groups and mappings so that all credits and debits are accounted for correctly within the General Ledger application.

Objectives
After completing this lesson, you will be able to:

- Set up ledger codes
- Set up charts of accounts
- Set up closing accounts
- Set up retained earnings percentages
- Set up account range groups
Setting up Ledger Codes

Overview

A ledger code defines the format for a chart of accounts. For each chart of accounts in MRI, there will be one ledger code. The system is shipped with a ledger code “MR” in place.

For example, when setting up an entity, you specify the chart of accounts that you want the entity to use by selecting the ledger code that represents the chart of accounts.

When you set up GL initially, you create a ledger code for each chart of accounts. Later, you may need to create additional ledger codes to set up charts of accounts that consolidate financial information for reporting purposes or to set up a chart of accounts for a newly acquired entity.

GL Ledger Codes Table
Before You Begin

Before setting up ledger codes in MRI, consider the following:

- You must define a ledger code for each chart of accounts.
- If you have Distributive Processing (DP) installed, you can determine DP account information when setting up a ledger code. For more information about DP, refer to the Distributive Processing documentation.
- As shipped, you can enter general ledger account numbers in MRI that are seven characters long. The field length is set for nine characters, but two of the characters are reserved for a ledger code prefix. If you prefer to use longer account numbers, you can modify the field length of the Account Number (ACCTNUM) field in the System Catalog of Database Design to match the account number length used by your organization, but keep in mind to reserve two characters for the ledger code prefix.
- To consolidate the charts of accounts of two or more ledger codes, you can create an alternate, or reporting, chart of accounts and map the charts of accounts to it. Then, if you want to combine financial data from two or more charts of accounts on the same report, you can specify the alternate chart of accounts during reporting.
- Use a hyphen or space to separate the major and minor portions of the account number to make it easier to read. You cannot use periods as separators.

Procedure

Complete the following steps to set up ledger codes:

1. On the Setup Home Page, click **General Ledger > Accounts**.
2. Click **Ledger Codes**, and then click **Add** to add a new record.

![Ledger Code Detail](image)

**Ledger Codes Format Setup**

3. Complete the fields using the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Code</td>
<td>Enter a two-digit code for the new chart of accounts.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the description for the new ledger code.</td>
</tr>
<tr>
<td>Account Length</td>
<td>The full length of account numbers, excluding punctuation. For example, if your cash account looks like this: “1000-1021” then the Account length should be “8.”</td>
</tr>
<tr>
<td>Major Account Length</td>
<td>Establishes the level at which subaccounts roll to the related major account in financial statements. If the major account length is less than the total account length, you must always have a major account before you create subaccounts.</td>
</tr>
<tr>
<td>Account Display Format</td>
<td>Insert punctuation such as hyphens to control how the account number will be displayed.</td>
</tr>
<tr>
<td>Numeric Accounts Only</td>
<td>Clear the checkbox to use alpha-numeric account numbers.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Retained Earnings Account</td>
<td>This field is covered in the next section.</td>
</tr>
</tbody>
</table>

4. Click **Save** when finished.
Setting up Charts of Accounts

Overview

A chart of accounts defines a set of general ledger accounts that an entity uses and identifies the primary retained earnings account. When you initially set up GL, you created charts of accounts for your entities. Later, you may need to set up additional charts of accounts for newly acquired entities or to consolidate financial information of several entities for reporting purposes.

Before You Begin

Before setting up the chart of accounts in MRI, consider the following:

- You must set up a ledger code for each chart of accounts.
- You can assign only one chart of accounts to each entity, but you can assign the same chart of accounts to multiple entities.
- The format of the chart of accounts is determined by the ledger code you select.
- You must identify the primary retained earnings account.
- To consolidate the charts of accounts of two or more ledger codes, you can create an alternate, or reporting, chart of accounts and map the charts of accounts to it. Then, if you want to combine financial data from two or more charts of accounts on the same report, you can specify the alternate chart of accounts.
Procedure

Complete the following steps to set up a chart of accounts:

1. Set up a ledger code for the chart of accounts as explained in the previous section.

2. On the Setup Home Page, click Accounts and then Chart of Accounts to open the Chart of Accounts page.

3. To make changes to the chart of accounts, click the Edit hyperlink next to the ledger code you wish to modify.

4. To add a new account, click the Add button.
5. Enter the new account number in the **Account Number** field.
6. Enter a description for the account in the **Account Name** field.
7. **Account Type** is available from a dropdown list. The main types of accounts are “C” for Cash accounts, “B” for Balance Sheet accounts and “I” for Income Statement accounts. Income statement accounts are generally those accounts that will close into your retained earnings account when you close the accounting year. There are also two memo account types, “L” for Balance Sheet memo accounts and “M” for Income Statement memo accounts.
8. The **1099-MISC?** checkbox should be checked for those accounts whose expenses should be included in vendor 1099 calculations.
9. In the **Retained Earnings Account Number** located near the bottom right-hand corner of the page, enter the primary retained earnings account number for this chart of accounts. The primary retained earnings account number will be used during a year-end closing process to close out income statement account balances.

   If you use more than one closing account during year-end closing, please refer to the next section, *Setting up Closing Accounts*.

10. Click **Save** when finished.
Setting up Closing Accounts

Overview

A closing account is typically a balance sheet account that receives the balance of an income statement account being closed during year-end closing. Usually, any year-end income statement account balance not considered part of the annual net profit or loss is transferred to a closing account. During year-end closing, the system allocates account balances to either retained earnings accounts or closing accounts by:

- Retrieving income statement account balances that are not part of the annual net profit or loss and transferring them to closing accounts.
- Calculating the net profit or loss for each entity from the remaining income statement accounts.
- Distributing the appropriate percentage of the net profit or loss to retained earnings accounts.
- Posting the remaining net profit or loss to the primary retained earnings account defined in the chart of accounts for your entity.

Note: Although the system calculates retained earnings throughout the year for reporting purposes, retained earnings are not posted to the appropriate accounts until you close the accounting year.

Before You Begin

Before setting up closing accounts in MRI, consider the following:

- If you use multiple charts of accounts, you should make sure that the income statement account being closed is in the same chart of accounts as the closing account.
- You should only use a balance sheet account (B) as a closing account.
- You cannot close a memo account.
- You cannot close a primary retained earnings account to a closing account. However, you can set up a primary retained earnings account as a closing account.
- You can close an income statement account to only one closing account. However, you can specify the same closing account for multiple income statement accounts.
- You cannot close a closing account into another account.
- You cannot close an account into itself.
Procedure

Complete the following steps to set up a closing account:

1. On the Setup Home Page, click **General Ledger > Accounts > Closing Accounts**.
2. Click the **Edit** hyperlink next to the chart of accounts for which to set up a closing account.

### Closing Accounts Detail Table

3. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>Select a general ledger account whose balance you want to transfer to a closing account during a year-end close.</td>
</tr>
<tr>
<td>Closing Account Number</td>
<td>Select the general ledger account that you want to receive the balance from the account being closed during a year-end close.</td>
</tr>
</tbody>
</table>

4. Click **Save** when finished.
Setting up Retained Earnings Percentages

Overview

A retained earnings percentage defines a portion of an entity's net profit or loss to post to a specified retained earnings account. The accounts you specify when setting up retained earnings percentages are in addition to the primary retained earnings account you specify when setting up the chart of accounts.

Important: Do not select the primary retained earnings account that is defined when setting up the chart of accounts.

Note: If you plan to post net profit or loss to a single retained earnings account, it is not necessary to set up the retained earnings percentages. Instead, you would only need to specify the primary retained earnings account when setting up the chart of accounts.

After the system posts the income statement account balances to closing accounts during the year-end closing process, the system performs the following steps:

1. Calculates the net profit or loss for each entity from the remaining income statement accounts.
2. Distributes the appropriate percentage of the net profit or loss to any retained earnings accounts.
3. Posts the remaining net profit or loss to the primary retained earnings account defined in the chart of accounts.
Procedure

Complete the following steps to set up retained earnings percentages:

1. On the Setup Home Page, click **General Ledger > Accounts > Retained Earnings Percentages**
2. Select an entity from the list and click on the **Edit** hyperlink.

Retained Earnings Percentages Table

3. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>Select a general ledger account to which to post a percentage of the net profit or loss.</td>
</tr>
<tr>
<td>Percentage of Net Income</td>
<td>Type the percentage of profit or loss to post to the specified general ledger account during the year-end closing process. Use whole amounts, such as specifying 25 percent by typing 25 instead of 0.25.</td>
</tr>
</tbody>
</table>

4. Click **Save** when finished.
Setting up Account Range Groups

Overview

Account range groups are groups of general ledger accounts you can create for reporting and inquiry purposes. In cases when you need to specify multiple accounts on a regular basis, you can set up a group instead of selecting each account individually, which saves time and prevents possible data entry error.

Groups can include ranges of accounts, individual accounts, or both. You can use account groups:

- when creating financial formats for reports.
- when viewing account balances using the GL inquiry feature.
- to define the accounts that you want to use to update the executive summary and return data in ViewPoint. MRI provides account groups that correspond to executive summary and return data in ViewPoint, and you can specify the accounts to include in the ViewPoint-related account groups. Then, upon closing the general ledger each month, the system calculates the revenue and operating expense data based on the general ledger accounts in the account groups and updates the data in ViewPoint.
Procedure

Complete the following steps to set up account range groups:

1. On the Setup Home Page, click **General Ledger > Accounts** > **Account Range Groups**

![Account Range Groups Table]

![Account Range Group Detail Page]
2. Click **Add** to create a new account range group.

3. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID and Description</td>
<td>Type a unique code and description to identify a group of general ledger account numbers.</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Select the ledger code for the chart of accounts from which to select general ledger account numbers.</td>
</tr>
<tr>
<td>Beginning Account Number</td>
<td>To specify:</td>
</tr>
<tr>
<td></td>
<td>• an account range, select the first general ledger account to include in the range</td>
</tr>
<tr>
<td></td>
<td>• a single account, select the general ledger account to include</td>
</tr>
<tr>
<td>Ending Account Number</td>
<td>To specify:</td>
</tr>
<tr>
<td></td>
<td>• an account range, select the last general ledger account to include in the range</td>
</tr>
<tr>
<td></td>
<td>• a single account, select the same general ledger account specified in the <strong>Beginning Account Number</strong> field</td>
</tr>
</tbody>
</table>

4. Click **Save** when finished.
Review

Key Points

In this lesson, you learned the following key points:

- A ledger code must be setup for each chart of accounts.
- You can assign only one chart of accounts to each entity, but you can assign the same chart of accounts to multiple entities.
- Account range groups are groups of general ledger accounts you can create for reporting and inquiry purposes.

Lesson 1 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Lesson 2: Project and Entity Setup

Overview

Purpose

The purpose of this lesson is to teach you how to setup entities so that all credits and debits are tied to the correct entity within the General Ledger application.

Objectives

After completing this lesson, you will be able to:

- Set up entity types
- Set up ownership types
- Set up owners
- Set up departments
- Set up accounting basis types
- Set up budget types
- Set up cash types
- Set up bank accounts
- Set up a project
- Set up an entity
Module 2: Setting Up General Ledger

The Client, Portfolio, Asset Manager, Property Type, and Region are only included with the ViewPoint module of MRI for Windows.

Client, Portfolio, Asset Manager, Property Type, and Region are only included with the ViewPoint module of MRI for Windows.

Objectives

- Client
- Portfolio
- Asset Manager
- Property Type
- Region
- Department
- RM Property
- CM Building
- Suite
- CM Lease
- Table
- Suite
- National Tenant
- SIC Code
- Owner

The Owner table allows for ownership level reporting by ownership percentage.

RM Property is a key reporting level in the RM module since it controls many functions for the overall property.

The RM Name table tracks all Residential Management Prospects, Applicants, and Residents.

The CM Building table tracks the physical property characteristics.

Master Occupant allows for the tracking of multiple suite leases and leasing activity. It is not designed as a reporting level to track national tenants (i.e., IBM or Sears). Use the TENT table for this.

All GL and AP data resides at the entity level. This means that all AP and GL transactions are input by Entity.

Hierarchy levels from "Project" and above are strictly used for reporting purposes. No transactional data is entered at these levels.

Department allows for cost center accounting and reporting.

The Owner table allows for ownership level reporting by ownership percentage.

The RM Name table tracks all Residential Management Prospects, Applicants, and Residents.

The CM Building table tracks the physical property characteristics.

Hierarchy levels from "Project" and above are strictly used for reporting purposes. No transactional data is entered at these levels.

Department allows for cost center accounting and reporting.

RM Property is a key reporting level in the RM module since it controls many functions for the overall property.

The CM Building table tracks the physical property characteristics.

Master Occupant allows for the tracking of multiple suite leases and leasing activity. It is not designed as a reporting level to track national tenants (i.e., IBM or Sears). Use the TENT table for this.
Setting up Entity Types

Overview

*Entity types* are descriptions used to characterize entities in multi-entity organizational structures. These codes indicate how a company is structured internally. Once you set up entity types, you assign one to each entity during entity setup.

The holdings of a company are organized as shown in which Entity A owns Entity B, Entity B owns Entities C and D, and so on.

![Diagram of Entity Types]

Example of Entity Types

Even though all units are considered to be entities, each entity serves a different purpose. In this scenario, Entities A through D represent administrative groupings, such as general owner, funds, and portfolios, whereas Entities E through G represent operating properties. To describe each entity, entity types can be set up and assigned to each entity.

In this scenario, the following four entity types could represent the entities:

- **GEN**– General Owner
- **FUN**– Fund
- **POR**– Portfolio
- **PRO**– Property
Procedure

Complete the following steps to set up entity types:

1. On the Setup Home Page, click **General Ledger > Entities > Entity Types**

2. Click **Add** to add a new entity type.

Entity Types Table

3. In the **Entity Type** field, type a unique code to define an entity type.

4. In the **Description** field, type a description of the entity type.

5. Click **Save** when finished.
Setting up Bank Accounts

Overview

You must set up each bank that your organization uses to make withdrawals and deposits relating to your business. In addition to specifying general bank information, you can also set options for other bank-related features. If you use:

- the check processing feature in Accounts Payable (AP), you must also set up the check printing options. If your organization uses SIM chips, signature cartridges, or signature image files to print signatures on checks, you must also set options to specify how and when to print electronic signatures on checks.

- electronic check clearing files provided by the bank to automate the process of clearing payments for bank reconciliations in AP, you must also set up the auto check clearing setup options.
Procedure

Complete the following steps to set up bank accounts:

1. On the Setup Home Page, click Accounts Payable and then Banks.
2. Click Add to add a new record.
3. Enter a Bank ID and a Bank Name and click Finish.

New Bank Setup Page

Bank Account Information Page

4. Complete the fields in the Bank Account Information page. The table below provides assistance with completing some of the fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account Number</td>
<td>Enter the bank account number.</td>
</tr>
<tr>
<td>Bank Account Status</td>
<td>Select the status of the bank account.</td>
</tr>
<tr>
<td>Bank Phone Number and Address</td>
<td>Enter the bank name and address.</td>
</tr>
<tr>
<td>Payor Name and Address</td>
<td>Enter payer name and address as it must appear on checks.</td>
</tr>
<tr>
<td><strong>Site ID</strong></td>
<td>Enter the site ID for this bank, if applicable.</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Interentity Entity ID</strong></td>
<td>(If applicable) Select the entity to which to post cash-related Accounts Payable (AP) transactions.</td>
</tr>
<tr>
<td><strong>CM Interentity Building ID and RM Interentity Entity ID</strong></td>
<td>(If applicable) Select the building to which to post cash-related Commercial Management (CM) and RM transactions.</td>
</tr>
<tr>
<td><strong>State of Bank</strong></td>
<td>Enter the state of the bank.</td>
</tr>
<tr>
<td><strong>Last Check Number Used</strong></td>
<td>Enter the number of the last check used.</td>
</tr>
<tr>
<td><strong>Note:</strong> Do not modify the check number after setting it initially.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> If you leave this field blank, the first check number written by MRI will be “1.” The system maintains this field after every check run.</td>
<td></td>
</tr>
<tr>
<td><strong>Date of Last Check</strong></td>
<td>Type the date of the last system-generated check, if applicable.</td>
</tr>
<tr>
<td><strong>Note:</strong> Do not modify the date after setting it initially. The system maintains this field after every check run.</td>
<td></td>
</tr>
</tbody>
</table>

**Important:** If you do not complete the Interentity Entity ID field or the CM Interentity Building ID and RM Interentity Entity ID fields, the system does not create journal entries for the transfers. This is because the Interentity ID relates to intercompany accounting for Accounts Payable, CM Interentity ID relates to intercompany for CM, and RM Interentity Entity ID relates to intercompany for RM. If these fields, along with corresponding fields on the BANK and BLDG table, are not populated, the system will not create intercompany journal entries.

5. If you plan to print checks using the check printing feature in Accounts Payable (AP), click **Check Printing Options**.
Check Printing Options Page

6. Complete the applicable fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Sort Order</td>
<td>Select the option by which you want checks to sort.</td>
</tr>
<tr>
<td>Print PO Number on Check</td>
<td>Select this checkbox if you want the purchase order number to print on checks.</td>
</tr>
<tr>
<td>Spool Copy</td>
<td>Leave this checked.</td>
</tr>
<tr>
<td>Maximum Check Amount</td>
<td>Type the maximum check amount that can be created.</td>
</tr>
<tr>
<td>Check Number Length</td>
<td>Enter the length of the check numbers.</td>
</tr>
<tr>
<td>Bank Transit #</td>
<td>Enter your bank’s bank transit number.</td>
</tr>
<tr>
<td>Check # MICR Spacing</td>
<td>Refer to your bank to determine what to enter for the check number MICR spacking.</td>
</tr>
<tr>
<td>Transit Symbol</td>
<td>Refer to your bank to determine what to enter for the transit symbol.</td>
</tr>
<tr>
<td>Routing Symbol</td>
<td>Refer to your bank to determine what to enter for the routing symbol.</td>
</tr>
<tr>
<td>Print Last ‘On Us’ Symbol</td>
<td>Refer to your bank to determine if you should select this checkbox.</td>
</tr>
</tbody>
</table>
Signature File Name | For use with electronic signatures
---|---
Two Signatures Required Amount | If two signatures are required over a certain amount, enter that amount in this field.
Void if Not Cashed Within | Enter the number of days that the recipient has to cash a check before it is void.

7. On the **Check Printing Options** page, click **Save**.

8. If you plan to clear items for the bank reconciliation process in AP using a bank-provided electronic clearing file in the ASCII (American Standard Code for Information Exchange) text format, click **Auto Check Clearing Setup** to display the **Auto Check Clearing Setup** page, and complete the necessary fields to define the format of the clearing file.

9. Click **Save** when finished.

**Note:** When in doubt, review an existing bank record and/or confirm your organization’s procedures and typical defaults for setting up new banks and new entities.
Setting up Cash Types

Overview

A *cash type* is a general description of the different kinds of cash accounts you use. For example, you might have one cash type for operating cash and another for escrow.

A cash type also defines the relationship between bank accounts and the general ledger cash and discount accounts. When you enter a transaction, such as an invoice in Accounts Payable (AP), the cash type you specify indicates the general ledger cash account to which to post the invoice and the bank account from which to draw the invoice payment. By using cash types, the data entry process is simplified because you are not required to know or specify the general ledger accounts and bank accounts to use when entering transactions.

Note: In addition to being used by AP, cash types are also used when entering transactions in Commercial Management (CM), Corporate AR, and Residential Management (RM).

The relationships among the bank accounts, cash types, and general ledger account numbers are set up on the *Cash Maps* portion of the *Entities* page. Each connection of a bank account to a cash type and general ledger account number is a unique entry in the cash map.
Procedure

Complete the following steps to set up cash types:

1. On the Setup Home Page, click **Accounts Payable** and then **Cash Types**.

   ![Cash Types Table]

   **Cash Types Table**

   2. Click **Add** to add a new cash type.
   3. Enter a unique code to identify the cash type.
   4. Enter a description for the cash type.
   5. Click **Save** when finished.
Setting up Departments

Overview

A *department* defines an accounting level below the entity level at which you can group financial information. Using departments with general ledger account numbers enables you to track financial information at the departmental level without needing to increase the size of the chart of accounts to create separate accounts for each department.

Procedure

Complete the following steps to set up departments:

1. On the Setup Home Page, click **General Ledger > Entities > Departments.**

2. Click **Add** to add a new department.

3. Complete the fields with a department ID and description.

4. Click **Save** when finished.

**Note:** To make the **Department** field appear on data entry and report views that support departments, the **Use Department Field** checkbox must be selected on the **General Ledger Options** form on the **Management Options** view in the Windows application.
Setting up Owners

Overview

An owner is an individual, partnership, or corporation that owns, in whole or in part, an entity or a child owner. Owners define an accounting level below the entity level at which you can group financial information. Using owners with general ledger account numbers enables you to track financial information at the owner level without needing to increase the size of the chart of accounts to create separate accounts for each owner.

Procedure

Complete the following steps to set up owners:

1. On the Setup Home Page, click General Ledger > Entities > Owners

Owners Page
2. Click **Add** to add a new owner record.

   ![Owner Detail Page](image)

**Owner Detail Page**

3. Complete the necessary fields. The table below provides assistance with completing some of the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner ID and Owner Name</td>
<td>Enter a unique owner ID and owner name for this owner</td>
</tr>
<tr>
<td>Owning Entity ID</td>
<td>Select the entity or child owner that is owned, in whole or in part, by the owner.</td>
</tr>
<tr>
<td></td>
<td><strong>Important:</strong> You cannot specify both an entity and a child owner for the same line item.</td>
</tr>
<tr>
<td>Vendor ID</td>
<td><em>(Ownership remittance only).</em> Select the vendor set up to represent the owner for use with the Ownership Remittance feature. By setting up the owner as a vendor, you can create invoices in AP to pay owners any excess funds or funds for special requests after considering existing funds, receivables due from tenants, invoice payments pending, additional pending fees and taxes, and any specific pool of funds required to be retained by the property.</td>
</tr>
<tr>
<td>Address</td>
<td>Enter the address information for the owner</td>
</tr>
</tbody>
</table>

4. Click **Save** when finished.
Setting up Accounting Basis Codes

Overview

Accounting basis codes are codes you set up to identify the additional accounting books that your organization may use, such as books for maintaining tax or for complying with Generally Accepted Accounting Principles (GAAP).

Procedure

Complete the following steps to set up accounting basis codes:


   ![](accounting_basis_codes_page.png)

   Accounting Basis Codes Page

2. Click Add to add a new accounting basis code.
3. Complete the Code and Description fields.
4. Click Save when finished.

   Important: Do not modify or delete the system-default basis codes for Accrual (A), Cash (C), or Both (B).
Setting up Budget Types

Overview

Budget types are codes you set up to classify budget data.

Procedure

Complete the following steps to set up budget types:

1. On the Setup Home Page, click General Ledger > General > Budget Types.

   ![Budget Types Page]

   **Budget Types Page**

2. Click Add to add a new budget type.
3. Enter a unique code to identify the budget type.
4. Enter a description for the budget type.
5. Click Save when finished.
Setting up a Project

Overview

Projects represent a collection of entities in the database. In MRI for Web, a project can exist for each entity or for groups of entities depending on your reporting needs. Accounting entries cannot be made at the Project level (remember that General Ledger data must be entered at the Entity level). The Project table simply exists so that you may run financial reports on groups of entities.

The Project table contains only a Project ID and a Description field for a text description of the project. Each Entity that you create in MRI will be assigned to a Project. You must have at least one Project in the database.
Setting up an Entity

Overview

On the Entity Information page and its supplemental pages, you will enter information about each entity in the database. An entity is a general ledger cost center and could be a(n):

- building
- group of buildings
- property
- department
- owner
- group of owners
- user-defined grouping relevant to your organization

An entity represents a complete set of accounting records, balance sheets and income statements, where all accounting transactions are ultimately recorded for the entity.

The Entity page has several supplemental pages, but from this point you must proceed in the following order:

1. Set up the Bank table in the Accounts Payable Setup Menu.
2. Add a new entity and complete the New Entity Setup and Accounts Payable pages that display.
3. Click Finish and fill in the supplemental Entity pages.
Procedure

Complete the following steps to set up a new entity:

1. On the Setup Home Page, click **General Ledger > Entities**

2. Click **Search** to display all entities in the database or click **Add** to add a new entity.

---

**New Entity Setup Page**
3. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity ID and Name</td>
<td>These will appear on most standard GL and AP reports.</td>
</tr>
<tr>
<td>Project ID</td>
<td>Select the ID or the project with which this entity is associated.</td>
</tr>
<tr>
<td>Ledger Code</td>
<td>Select the chart of accounts to use for this entity</td>
</tr>
<tr>
<td>Journal Entry Creation Basis</td>
<td>Select the accounting basis for this entity</td>
</tr>
<tr>
<td>Journal Entry Creation Style</td>
<td>Detail or Summary journal entries for AP</td>
</tr>
<tr>
<td>Summarize Cash Account</td>
<td>Check the box to summarize the GL cash account</td>
</tr>
<tr>
<td>Default Invoice Status?</td>
<td>Select a status from the dropdown menu</td>
</tr>
</tbody>
</table>

4. Click **Finish**. The **Entity Detail** page displays.

5. Enter the entity address information.

6. Enter miscellaneous entity information that is not already populated:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Footage</td>
<td>Enter the square footage of the entity <em>(informational only).</em></td>
</tr>
<tr>
<td>Number of Units</td>
<td>Enter the number of units for the entity <em>(informational only).</em></td>
</tr>
<tr>
<td>Straight Line Basis</td>
<td>Select the straight line basis for the entity. The default basis is <strong>Accrual</strong>.</td>
</tr>
<tr>
<td>Entity Type</td>
<td>Select an entity type for the entity.</td>
</tr>
</tbody>
</table>
7. Click the **Calendar** subtab.

![Entity Calendar Page](image)

**Entity Calendar Page**

8. Complete the fields using the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period</td>
<td>The period in which the GL staff is currently working.</td>
</tr>
<tr>
<td>Year-End Period</td>
<td>Type the last period (MM/YY) of the current fiscal year.</td>
</tr>
<tr>
<td>Open GL Periods Allowed</td>
<td>Type the number of open periods, including the current period, in which a journal entry in GL can be recorded.</td>
</tr>
<tr>
<td>Open AP periods Allowed</td>
<td>Type the maximum number of periods that can be open in AP at one time.</td>
</tr>
<tr>
<td>Starting Period</td>
<td>Determine how much GL history you want to be able to enter in the system and note the earliest fiscal year you wish to report. In this field, type the <em>first period (MM/YY) of that fiscal year.</em></td>
</tr>
</tbody>
</table>

**Note:** For a calendar year, this field is January. This field should not be confused with the Current Period field.

**Note:** There must be 12 months between the Starting Period and the Year-End Period close.

**Note:** Verify your organization’s standard operating procedures for entity setup.

9. Click **Save**.
10. Click the **Cash Map** subtab.

![Cash Map Subtab](image)

**Cash Map Page**

11. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Type ID</td>
<td>Select the type of cash.</td>
</tr>
<tr>
<td>Bank ID</td>
<td>Select the bank account that transactions for this entity and cash type combination will be deposited in or withdrawn from.</td>
</tr>
<tr>
<td>Cash Account Number</td>
<td>Select the cash account number to which transaction amounts for this entity and cash type combination are posted.</td>
</tr>
<tr>
<td>Discount Account Number</td>
<td>If your system is set up to allow discounts, select the general ledger account number where the discount amounts that are subtracted from invoices for this entity and cash type combination are recorded.</td>
</tr>
<tr>
<td>AP Account Number</td>
<td>Enter the Accounts Payable Account Number for the Cash Type.</td>
</tr>
<tr>
<td>Retainage Account Number</td>
<td>Enter the Retainage Account Number, if you use Job Cost.</td>
</tr>
</tbody>
</table>
12. Click **Save**.

13. Click the **Accounts Payable** tab.

Entity Accounts Payable – General Page

14. Complete the fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entry Creation Style</td>
<td>Select whether to combine transactions posted to an expense account into one journal entry or to create a separate journal entry for each transaction posted to an expense account.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Summary:</strong> The system creates one journal entry for all transactions posted to an expense account.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Detail:</strong> The system creates a separate journal entry for each transaction posted to an expense account.</td>
</tr>
<tr>
<td>Summarize Cash Account?</td>
<td>Clear the checkbox if you want to create a separate journal entry for each transaction posted to a cash account.</td>
</tr>
<tr>
<td>AP Account Number</td>
<td>Select the default general ledger account that is credited when you enter invoices and is debited when invoices are paid for the entity if you are using accrual basis.</td>
</tr>
<tr>
<td>Default Invoice Status</td>
<td>Select an invoice payment status to appear automatically when entering an invoice. If necessary, you can modify the status during the invoice entry process.</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Default Cash Type</td>
<td>Select a default cash type to appear automatically for a parent line item when entering an invoice. If necessary, you can modify the cash type during the invoice entry process.</td>
</tr>
<tr>
<td>Sales Tax GL Account Number</td>
<td>Enter the default sales tax GL account number for this entity.</td>
</tr>
<tr>
<td>Sales Tax Cash Type</td>
<td>Enter the default sales tax cash type.</td>
</tr>
<tr>
<td>Type of Payable Entry</td>
<td>Select to indicate whether the general ledger development for the entity uses an agency or regular development.</td>
</tr>
<tr>
<td>Interentity Account</td>
<td>Select the general ledger account to use for interentity transfers.</td>
</tr>
<tr>
<td>Retainage Account</td>
<td>Enter the Retainage Account Number, if you use Job Cost.</td>
</tr>
</tbody>
</table>

**Important:** Only enter options from the **Type of Payable Entry** and the **Interentity Account** fields if you are using interentity for the entity that you are setting up.

15. Click **Save**.
Review

Key Points

In this lesson, you learned the following key points:

- Using departments with general ledger account numbers enables you to track financial information at the departmental level without needing to increase the size of the chart of accounts to create separate accounts for each department.
- Using owners with general ledger account numbers enables you to track financial information at the owner level without needing to increase the size of the chart of accounts to create separate accounts for each owner.
- How to set up an entity including the calendar, cash map and AP pages.

Lesson 2 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Module 3: General Ledger Data Entry

Module Overview

Purpose

The purpose of this module is to provide you with the information needed to complete all of the general ledger data entry tasks using the General Ledger Web application.

Objectives

After completing this module, you will be able to:

- Enter a manual journal entry
- Enter a recurring journal entry
- Enter prior period and prior year journal entries
Lesson 1: Creating Manual Journal Entries

Overview

Purpose
The purpose of this lesson is to teach you how to enter manual journal entries using the General Ledger Web application.

Objectives
After completing this lesson, you will be able to enter a manual journal entry.
About Journal Entries

Overview

Journal entries are the entries in your general ledger that document your business operations. Journal entries are either entered in GL or are transactions entered in other applications and then transferred to the GL. The journal entries you can enter in GL include the following:

- Manual journal entries for transactions of current or future periods, such as standard business transactions, amortizations, depreciations, and accrual adjustments
- Recurring journal entries created from templates set up for transactions that involve the same amounts and same general ledger account numbers for an extended period of time
- Prior-period journal entries that adjust account balances of closed periods in the current fiscal year
- Prior-year journal entries that adjust account balances of closed periods in prior fiscal years.
Entering Manual Journal Entries

Overview

Manual journal entries are:

- Journal entries you enter in the current fiscal period for standard business transactions, amortizations, depreciations, and accrual adjustments, or

- Deferred journal entries you create for future fiscal periods.

Whether or not you can modify a manual journal entry depends on its status and the system settings. When you enter a journal entry, you can save it as a posted or unposted journal entry. Posted journal entries are saved directly to the general ledger and are included in general ledger reports; unposted journal entries are not.

You can modify or delete unposted journal entries, but you must post them before closing. You may not be able to modify or delete posted journal entries if your system is set up to prevent changes to posted journal entries. If so, the only way to correct a posted journal entry for the current period is to create a manual journal entry that reverses or corrects the effect of the original journal entry.
Procedure

Complete the following steps to enter a manual journal entry for a current or future period:

1. On the General Ledger Main Page, click Journal Processing and then Journal Entry to display the Journal Entry search page.

2. Click Add to create a new journal entry.
3. Complete the header fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Enter the period—it may be the current period or a future period for the entity(ies) in the journal entry.</td>
</tr>
<tr>
<td>Reference</td>
<td>If this field contains &lt;auto&gt;, this indicates that the Management Option Autonumber JEs is selected. The Reference will be assigned when the record is saved. If the field is accessible, enter a reference (it must be unique within the period).</td>
</tr>
<tr>
<td>Source</td>
<td>Enter a meaningful two-character indication of the origin of the JE. System values are reserved and may not be used—users will see a message indicating that the source is reserved. These system values include applications like CM, RM and AP; as well as special journal entry types like PP and PY for Prior Period and Prior Year, respectively.</td>
</tr>
<tr>
<td>Site ID</td>
<td>Enter site ID if this is a DP or VDP environment. If your organization does not use Virtual Site Processing or DP, leave the default value.</td>
</tr>
<tr>
<td>Journal Type</td>
<td>Enterprise Ledger field</td>
</tr>
<tr>
<td>Status</td>
<td>Enter Posted or Unposted. If you select Posted, the record will post to the general ledger when it is saved.</td>
</tr>
<tr>
<td>Field</td>
<td>Action/Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
|                               | Depending on the Management Option 
|                               | Require JE Audit, you may not be able to modify or delete posted entries. If that option is not selected, you may find and modify the entry until the |
|                               | period is closed. Unposted entries may be edited, deleted or completed and posted. Unposted entries are not included on reports. All unposted entries |
|                               | must be resolved—posted or deleted—prior to closing a GL period.                                                                                       |
| Date of Entry                 | The date you created the JE. Viewpoint uses this date for time-weighted contributions and distributions.                                               |
| Reversing? (Reversal Period)  | Select this checkbox if you want the journal entry to reverse in the next period.                                                                     |
| Audit Entry                   | Enterprise Ledger field                                                                                                                                 |
| Basis Code                    | The basis code for the entire journal entry must be valid for the entity indicated on any detail line.                                                |
| Control Totals                | Type a value to indicate the amount the total debits must equal before the system can save the journal entry. This value enables you to verify that you |
|                               | entered the debit and credit amounts for each line item correctly.                                                                                   |
|                               | You can only use a control total for verification purposes if GL is set via management options to use control totals and balance journal entries          |
|                               | before posting.                                                                                                                                       |

4. You may not enter a credit amount and a debit amount on the same line.

5. There is a **Note** field beyond the debit and credit amount fields to the right. You may enter an additional description by clicking on the hyperlink provided, and you may opt to have the additional text print on detail general ledger reports.

6. Memo and non-memo accounts may not occur in the same journal entry.

7. Click **Save** or **Save and New** when finished.
Review

Key Points

In this lesson, you learned how to create a manual journal entry.

Lesson 1 Lab Exercises

Please refer to the GL/AP Training Workbook for exercises pertaining to this lesson.
Lesson 2: Creating Recurring Journal Entries

Overview

Purpose
The purpose of this lesson is to teach you how to set up and maintain recurring journal entries using the General Ledger Web application.

Objectives
After completing this lesson, you will be able to set up recurring journal entries.
Setting up Recurring Journal Entries

Overview

Recurring journal entries are journal entries that appear repeatedly over a specified range of accounting periods for the same amounts, account numbers, and entities.

Procedure

Complete the following steps to set up a recurring journal entry template:

1. On the General Ledger Main Page, click Journal Processing and then Recurring Entry to display the Recurring Entry search page.

2. Click Add to create a new recurring journal entry.

Search for Recurring Entry Page

Recurring Journal Entry Detail Page
3. Complete the header fields using the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Period/End Period</td>
<td>Enter the periods in which the system should create the first and last occurrences of this journal entry.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> If the journal entry should start in the current period, you must create a manual journal entry for the current period. It is the GL Close process that creates the journal entries, so the next period is the first opportunity for a new recurring journal entry to take effect.</td>
</tr>
<tr>
<td>Reference</td>
<td>Enter a two-character reference for the journal entry, such as your initials</td>
</tr>
<tr>
<td>Status Code</td>
<td>“P” represents posted and will be reflected in GL reports, “U” represents unposted and will not be represented in GL reports.</td>
</tr>
<tr>
<td>Reversal?</td>
<td>If checked, will cause a reversing journal entry to be created in the periods following each period in the range between start period and end period, inclusive. If the <strong>Start Period</strong> field is 01/11 and the <strong>End Period</strong> field is 06/11, then the reversing entries will be posted in 02/11 through 07/11.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This flag is rarely used since a recurring, reversing entry will have zero impact on the account balances other than the first month entered and the last month reversed.</td>
</tr>
<tr>
<td>Basis</td>
<td>Enter the accounting basis for the entry.</td>
</tr>
</tbody>
</table>

4. The detail grid functions the same as when entering manual journal entries.

5. Click **Save** when finished.
Review

Key Points

In this lesson, you learned the following key points:

- How to create a recurring journal entry
- Recurring journal entries do not work for the current period – you must enter that activity via regular journal entry.

Recurring entries are posted by the system during month-end close. For example, if a recurring entry is setup in June, it will not post to the GL until June is closed and July is opened, thereby creating a journal entry for July.

Lesson 2 Lab Exercises

Please refer to the *GL/AP Training Workbook* for exercises pertaining to this lesson.
Lesson 3: Prior Period Adjustments

Overview

Purpose

The purpose of this lesson is to teach you how to enter prior period and prior year journal entries using the General Ledger Web application.

Objectives

After completing this lesson, you will be able to:

- Distinguish between a prior period and a prior year journal entry in MRI
- Enter a prior period journal entry
- Enter a prior year journal entry.
Entering Prior Period and Prior Year Journal Entries

Overview

A prior-period journal entry adjusts the balance of an account for a closed period in the current fiscal year. A prior-year journal entry adjusts the balance of a closed accounting period in a prior year. When you create and post a prior-period or prior year journal entry, the system adjusts:

- the account balance for the accounting period you specify, typically the accounting period of the original journal entry
- account balances for all subsequent accounting periods.

To ensure the integrity of the audit trail, a prior-period or prior-year journal entry does not replace the original journal entry. Instead, the system creates additional entries that are calculated into the balance.

Whether or not you can modify a prior-period or prior-year journal entry depends on its status and the system settings. When you enter a prior-period or prior-year journal entry, you can save and post it to the general ledger or save it as an unposted journal entry. Once you post a prior-period journal entry, you cannot make changes to it. Therefore, the only way to correct a posted prior-period or prior-year journal entry created in the current period is to create another prior-period or prior-year journal entry that reverses or corrects the effect of the first prior-period or prior-year journal entry.

Procedure

Complete the following steps to enter a prior period or prior year journal entry:

1. On the General Ledger main page, click Journal Processing and then Prior Period Entry to display the Prior Period Entry search page.
   or
   Prior Year Entry to display the Prior Year Entry search page.
2. Click Add to create a new prior period entry.
3. Complete the header fields using the table below:

<table>
<thead>
<tr>
<th>Field</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period</strong></td>
<td>Prior Period: Enter the closed period in the current fiscal year to which this journal entry should be posted. If the period is not closed or if the period is in a prior year, an appropriate message will be displayed. Prior Year: Enter the closed period in a closed fiscal year to which the journal entry should be posted.</td>
</tr>
<tr>
<td><strong>Balance Forward</strong></td>
<td>When the period for the adjustment is the first period in a fiscal year, you may be entering an adjustment to the balance forward period or to the normal activity for that month. Set Balance Forward to either “No” or “Yes.” If you choose “Balance Forward Entry” and the period is not the first in a fiscal year for an entity in the detail grid, MRI will display a message indicating so. You must change the period, the entity or the “Balance Forward Entry” selection.</td>
</tr>
<tr>
<td><strong>Basis</strong></td>
<td>Select the accounting basis to use</td>
</tr>
<tr>
<td><strong>Entry Date</strong></td>
<td>Enter the date of entry for the journal entry.</td>
</tr>
</tbody>
</table>
4. The detail grid functions the same as when entering manual journal entries.

5. Click **Save** or **Save and New** when finished.

   ![Note: You must post the journal entries before they become part of the financial reports.]
Review

Key Points

In this lesson, you learned how to:

- Distinguish between a prior period and prior year journal entry in MRI
- Post a journal entry to a prior period
- Post a prior year journal entry

Lesson 2 Lab Exercises

Please refer to the GL/AP Training Workbook for exercises pertaining to this lesson.
Module 4: Working with Budgets

Module Overview

Purpose

The purpose of this module is to provide you with the information needed to create and modify budgets using the General Ledger Web application.

Objectives

After completing this module, you will be able to:

- Create a budget
- Modify a budget
Lesson 1: Creating a Budget

Overview

Purpose

The purpose of this lesson is to teach you how to create and copy budgets within the General Ledger Web application.

Objectives

After completing this lesson, you will be able to:

- Create a new budget
- Copy a budget
- Load a budget
Creating or Copying a Budget

Overview

Budget data may be used to assist forecasting income and expenses and to analyze actual data in comparison to budgeted amounts. Budgets may be entered manually or copied from existing budgets.

There are two ways to create a budget:
- Typing budget information line-by-line
- Copying an existing budget and then modifying the budget information

Before You Begin

Budget types must exist in the Budget Types Table prior to budget entry. Some examples: standard (STD), Revised (REV) or Final (FINAL). STD is provided for you.
Procedure for Creating a Budget

Complete the following steps to create a budget line-by-line:

1. On the **General Ledger** main page click **Budgets** to display the **Budget Search** page.

   ![Budget Search Page](image)

   **Budget Search Page**

2. Click **Add** to create a new budget.

   ![Budget Entry Page](image)

   **Budget Entry Page**

3. Select the entity for which to create a budget.

4. Select the budget type.

5. Select the basis.

6. (If applicable), select the department for the budget.

7. Enter the ending period for the budget.

8. Click **Load** to display fiscal period headings in the detail grid.
9. Complete the fields in the detail grid.
10. Click **Save** when finished.

**Note:** When entering data on a new or copied budget, you may spread amounts evenly over the year by typing an amount in the Annual Amount column. When you press <TAB> or <ENTER>, the amounts for each period will be populated. If there were already amounts in the period columns, they will be overwritten.

### Procedure for Copying a Budget

Complete the following steps to copy a budget:

1. Complete steps 1 through 8 from above.
2. Click **Copy Budget** to display the **Copy Budget** pop-up page.
3. Complete the fields on the pop-up page to specify the budget you want to copy.
4. Click **Copy** to load the copied budget information into the detail grid.
5. Click **Save** when finished.

![Copy Budget Pop-up Page](image-url)
Review

Key Points

In this lesson, you learned how to:

- Create a budget
- Copy a budget

Lesson 1 Lab Exercises

Please refer to the *GL Training Workbook* for exercises pertaining to this lesson.
Lesson 2: Modifying a Budget

Overview

Purpose

The purpose of this lesson is to teach you how to modify budgets within the General Ledger Web application.

Objectives

After completing this lesson, you will be able to:

- Modify individual budget amounts
- Modify all budget amounts for a single account
- Modify selected budget amounts for multiple accounts
- Modify all budget amounts
Modifying Budget Amounts

Overview

Throughout the year, you may need to modify your budgets. Whether you have entered budget data or copied it, you may want to apply selective or global increases/decreases.

Procedure

Complete the following steps to modify budget amounts:

1. Load the budget you’d like to modify.

2. To modify individual budget amounts:
   a. Click on the field that corresponds to the account number and period you wish to change
   b. Enter the new budget amount
   c. Click Save
   d. To enter an annual budget amount and allocate it evenly across all periods, enter the budget amount in the Annual Amount column and press <TAB>

3. To modify all budget amounts for a single account by a percentage:
   a. Click % Change to load the Budget Change window
   b. Click Selected Accounts and click on the account number you wish to modify
   c. Select the period/periods to change
   d. Enter the change percentage in the Change % field
   e. Click Apply

The values in each fiscal period for only that line will be affected by the change percentage.
4. To modify selected budget amounts for multiple accounts by a percentage:
   a. Click % Change to load the Budget Change window
   b. Click Selected Accounts and click on the first account
   c. Select multiple accounts with CTRL-click
   d. Select the period/periods to change
   e. Enter the change percentage in the Change % field
   f. Click Apply

5. To modify all budget amounts by a percentage:
   a. Click % Change to load the Budget Change window
   b. Click All Accounts and All Periods to affect all values in the budget
   c. Enter the change percentage in the Change % field
   d. Click Apply
Review

Key Points

In this lesson, you learned how to modify:

- Individual budget amounts
- All budget amounts for a single account
- Selected budget amounts for multiple accounts
- All budget amounts

Lesson 2 Lab Exercises

Please refer to the *GL Training Workbook* for exercises pertaining to this lesson.
Module 5: Closing General Ledger

Module Overview

Purpose
The purpose of this module is to provide you with the information needed to close the general ledger for the period or the fiscal year using the General Ledger Web application.

Objectives
After completing this module, you will be able to close an accounting period or fiscal year.
Lesson 1: Closing an Accounting Period or Year

Overview

Purpose
The purpose of this lesson is to teach you the processes to complete the close of an accounting period or fiscal year using the General Ledger Web application.

Objectives
After completing this lesson, you will be able to:

• Close an accounting period
• Close an accounting fiscal year
Closing an Accounting Period

Overview

You may close an entity or a group of entities when you expect no further activity to impact the general ledger. Other applications that send data to GL, such as Accounts Payable, Residential Management and Commercial Management, must be closed prior to closing the GL entity. Also, there may not be any unposted journal entries for the entity or entities being closed.

After verifying that entities are ready to be closed, the system completes the following tasks in a monthly close:

- Update the entity’s calendar with the date closed
- Create all current month entries in the history table (GHIS)
- Create reversing entries for next month in JOURNAL
- Create recurring journal entries for the next month in JOURNAL
- Remove current month journal entries from JOURNAL
- Create a new period in the entity calendar (if it does not already exist)
- Change the entity’s current period to the next period
- Execute the report batch specified in MGNT/GL Options
Procedure

Complete the following steps to close an accounting period:

1. Close all other MRI applications for the period using the procedures described in the documentation for each application.

   **Important:** You cannot close a period in the general ledger until you close the period in all other MRI applications (subledgers).

2. On the **General Ledger** main page, click **Closing Procedures** and then **Close Period** to display the **Close Accounting Period** web page.

3. Enter the period you are closing in the **Period to Close** field.

4. Select the entities to close.

5. Click **Print**. A message appears indicating whether there is a problem with the close.

   **Note:** If you are closing several entities and one of them produces an error message, the close program will allow you to close the remaining entities. Errors may be caused by unposted journal entries or other applications not yet closed.

If you have a group of entities that close at the same time, but at a different time than other entities, create and save a Report Style containing those entities. For more information, see *Creating, Modifying, and Deleting Report Styles* in Module 6.
Closing an Accounting Year

Overview

An annual close has one additional validation step: it verifies that a retained earnings account is specified in the chart of accounts. There are also a few extra steps taken during an annual close:

- Create a temporary table for all accounts with closing balances
- Create balance forward records in history table (GHIS) for opening balances for all accounts and any retained earnings activity. These records are all posted to the balance forward period
- Update the new month’s period in the entity calendar, setting the Balance Forward value to “B”
- Update the Year End field in the entity’s calendar to the next year’s ending period.
Module 5: Closing General Ledger

Review

Key Points

In this module, you learned the following key points:

- You must close the period in all other sub modules first
- Close period at year-end also consolidates income and expense values into the defined retained earnings account.

Lesson 1 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Module 6: General Ledger Inquiry and Reporting

Overview

Purpose
The purpose of this module is to provide you with information to conduct general ledger inquiries and generate reports within the General Ledger application.

Objectives
After completing this module, you will be able to:

- Conduct a general ledger inquiry
- Understand the components of a financial format
- Generate general ledger reports
- Work with report styles
- Understand the MRI Communication Center
Lesson 1: Conducting a General Ledger Inquiry

Overview

Purpose

The purpose of this lesson is to teach you the different search criteria to use when conducting a general ledger inquiry.

Objectives

After completing this lesson, you will be able to describe the search options and conduct a general ledger inquiry.
Conducting a General Ledger Inquiry

Overview

The GL Inquiry feature enables you to view both actual and budget balances of general ledger accounts. You can access the GL Inquiry feature by doing one of the following:

- On the **General Ledger** main page, click **GL Inquiry** to display the GL Inquiry page
- Double-clicking an amount on a general ledger financial report, which opens the **GL Inquiry** view

![GL Inquiry Page](image-url)
The **GL Inquiry** view consists of:

- A header where you filter and sort summarized general ledger account balance information, descriptions of some of the filters are below:
  
  o **GL Type**
    
    - **Actual**–The grid displays general ledger account balances from journal entry transactions only.
    
    - **Budget**–The grid displays general ledger account balances from budget entries only.
    
    - **Both**–The grid displays general ledger account balances from both journal entry transactions and budget entries.

  
  **Note:** If you select **Both**, you can use the information in the **Budget Type** column in the grid to determine whether the account balance displays budget data or transactional data. For accounts that display budget data, the **Budget Type** value is a valid budget type, such as STD. For accounts that display transactional data, the value in the **Budget Type** field is **Actual**.

  o **Row Group and Column Group**
    
    - **Basis**–Displays a row or column for each basis type specified in the **Basis** field.
    
    - **Type**–Displays a row or column for each budget type if you click the **Budget** or **Both** option button or workbook if you click the **Workbook** option button. This option button is not available if you select the **Actual** option button.
    
    - **Account**–Displays a row or column for each account specified in the **Accounts** field.
    
    - **Entity**–Displays a row or column for each entity or group of entities specified in the **Select By** fields. The label of this option button changes based on the value in the first **Select By** field.
    
    - **Period**–Displays a row or column for each period in the specified period range.
    
    - **Department**–Displays a row or column for each department within the entities included in the inquiry.

  o **Period and Thru** – Enter the period range (MMYY) from which to retrieve information.

  o **Include Balance Forward** – Select to include information from any balance forward periods when they fall within the period range specified.
Select By - Select how to include entities in the inquiry, and then in the following field, select the specific entities or groups of entities. For example, you can select Projects in the first Select By field and then select the project or projects in the second field that contain the entities that you want to include in the inquiry.

If you do not select any specific entities or groups of entities in the second field, the system displays information for all items selected in the first field. For example, if you selected Projects in the Select By field but do not complete the second field, the system includes entities from all projects in the inquiry.

Basis - Select one or more accounting bases to use to retrieve information for the inquiry. If you do not select any basis types, the system displays information for all basis types.

Note: You must complete this field if you plan to use the budget and variance notes feature when viewing account balances.

Ledger Code - Select the ledger code that represents the chart of accounts from which to include general ledger account numbers in the inquiry. Specifying a ledger code limits the account number selection to only the account numbers from the selected chart of accounts.

Note: This field is only available if more than one ledger code is set up. If you leave this field blank, you can specify account numbers from any chart of accounts.

Accounts - Select the general ledger accounts that you want to include in the inquiry by account group, account range, or individual account number.

Budget Type – Select the budget from which to retrieve budget information

Note: You must complete this field if you plan to use the budget and variance notes feature when viewing account balances.
Module 6: General Ledger Inquiry and Reporting

- Department – Select the department for which to include information. If you leave this field blank, the system displays information for all departments.

  **Note:** This field is only available if you select the **Use Department Field** check box on the General Ledger Options form of the Management Options view.

- Consolidate Departments – Clear to group information by department. This field is not available if you select a department in the Department field.
  
  - A detail grid that displays the summarized general ledger account balance information based on the values entered in the header
  
  - Four command buttons that enable you to graph, execute, and refresh the information in the detail grid or close the view

If you access the GL Inquiry feature by opening the GL Inquiry view from the General Ledger home page, you must set search criteria that the system uses to search for and display the corresponding account balances in the grid. If you drill into an amount from a general ledger financial report, the system displays account balances in the grid based on the selected amount and the run-time options set when running the report.

When viewing:

- Transactional balances, you can drill into the journal entry transactions that comprise the balances and then further drill into the application-specific transactions from which the journal entries were created. This information is available for transactions that originated in Accounts Payable (AP), Commercial Management (CM), and Residential Management (RM).

- Budget balances, you can view existing budget notes and enter, modify, view, and delete variance notes.

**Review**

**Key Points**

In this lesson, you learned how to conduct a general ledger inquiry using the GL Inquiry tool.
Lesson 2: Working with Financial Formats

Overview

Purpose
The purpose of this lesson is to teach you how to use financial formats within the General Ledger Web application.

Objectives
After completing this lesson, you will be able to identify the components of a financial format.
Setting up Financial Formats

Overview

Financial reports have two components: the report layout and the financial format. A report layout determines the columns included on the report, such as Current Period Actual, Current Period Budget and Variance. Some standard report layouts that are included with the system are:

- Balance Sheet (MRI_BALST)
- Comparative Income Statement (MRI_CMPINC)
- Standard Income Statement (MRI_STDINC)
- Monthly Prior/Current/Budget (MRI_MONTHLY)

The financial format determines the rows included on the report and the accounts they represent. Each row may also have a title, such as the account names and Total Assets. The titles usually appear down the left side of the report. Since every organization has different charts of accounts and financial reporting requirements, General Ledger contains a tool you may use to design your financial formats.

Note: FinancialFormats are available in the Web application in version 4.2 and higher.

Before You Begin

It might be useful to have two things in hand when setting up financial formats:

- A sample report with the same financial format as the format you want to create in MRI.
- A printout of the Chart of Accounts report.
Procedure

Complete the following steps to set up a financial format:

1. From the MRI home page, select **Setup > Setup and Maintenance**.

   ![Setup Menu]

2. Expand **General Ledger** then **Accounts**

   ![General Ledger]

3. Click **Financial Formats** to display the **Available Financial Formats** page.

   ![Available Financial Formats]

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Ledger</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALSHDTL</td>
<td>Balance Sheet Detail</td>
<td>MR</td>
</tr>
<tr>
<td>BALSHDTL2</td>
<td>Balance Sheet Detail</td>
<td>MR</td>
</tr>
<tr>
<td>INCSMTDTL</td>
<td>Income Statement-Detail</td>
<td>MR</td>
</tr>
<tr>
<td>INCSMTSUM</td>
<td>Income Statement-Summary</td>
<td>MR</td>
</tr>
<tr>
<td>SUMINCST</td>
<td>Summary Income Statement</td>
<td>MR</td>
</tr>
</tbody>
</table>
**Important:** There is no “Save As” option in the Financial Format program. If you want to make changes to an existing format and then decide you want to preserve the original, you must exit, losing your changes. MRI recommends that you open a new (blank) financial format, and copy the financial format that you want to use as a starting point for new development. Select the format you wish to copy and click **Copy**, and then enter a new Format Name and a meaningful description.

4. Click **Add** to create a new financial format.

### Financial Formats Page

5. In the header section of the Financial Formats page, enter the Format ID which will be used when you print financial reports.

6. Enter a meaningful description that will help you identify this financial format when selecting it from a list in the Description field. The financial format description will print on the header of most financial reports.

7. Select the Balance Sheet option if you would like the balance sheet to sum the amounts of the income statement general ledger accounts and include the total in the retained earnings calculation.
8. Select the chart of accounts for which this financial format will be used in the **Ledger Code** field.

9. The amount in the 100% line is used to calculate the proportionate percentage of each amount that is part of the subtotal or total amount. To include this functionality you must have custom reporting.

10. Complete the detail grid.

   - **Note:** Selecting the Balance Sheet option also automatically pulls the ending period account balances and calculates the retained earnings for the current period.

   - The first column is **Line Type**. Valid line types are:
     - **Range**—Displays the description and amount of each account you select in Account Selection on a separate line.
     - **Summarize**—Displays the combined amount of the accounts you select on the line along with defined title.

       **Note:** Range and Summarize line types gather the same data but present it in different ways.

       Use Range when you want each account in the specified range to have its own line on the resulting report. You will not enter a Title for a Range because the Chart of Accounts account description is used.

       Use Summarize to present a single line that combines the amounts from every account in the range. You will enter a title for a Summarize line type.

       - **Subtotal**—Displays the sum of the amounts of all proceeding ranges and summarized lines not included in a previous subtotal on the line.
       - **Title**—Displays a label to identify a section of the report, such as Assets or Liabilities, on the line.
       - **Total**—Displays the sum of the subtotals on the line.
       - **Blank**—Displays a line without data.

   - The **Subtotal ID** column is maintained by the system. The Subtotal ID will be assigned to each line with a line type of Subtotal. You will use the IDs to specify the subtotals you want included in a total.

   - In the **Title** column, enter the words you want to appear on the report when the line type is title, subtotal, summarize or total. When you use the range line type, the system
generates the title by using the accounts’ descriptions from the chart of accounts.

- The **Options** column provides formatting options that give you more control over the appearance of lines on the report. When you click on the **Add** hyperlink in the **Options** column, a pop-up window appears containing formatting options that are appropriate for the current line’s line type. Use the following table to determine which formatting options to use.

<table>
<thead>
<tr>
<th>Code</th>
<th>Format</th>
<th>For Line Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>^</td>
<td>Reverse Variance</td>
<td>Range Summarize</td>
<td>Multiplies the dollar and percent variances on a comparative report by minus one (-1).</td>
</tr>
<tr>
<td>=</td>
<td>Double Underline</td>
<td>Subtotal Total</td>
<td>Prints a double line below the corresponding total or subtotal.</td>
</tr>
<tr>
<td>B</td>
<td>Beginning Balance</td>
<td>Range Summarize</td>
<td>Uses the account balance at the beginning of the period rather than the default for the report type, which is the monthly activity for income statements and the ending balance for balance sheets.</td>
</tr>
<tr>
<td>E</td>
<td>Ending Balance</td>
<td>Range Summarize</td>
<td>Uses the account balance at the end of the period rather than the default for the report type which is the activity for the month for income statements. Balance sheets automatically use an ending balance; this option is not necessary for balance sheets.</td>
</tr>
<tr>
<td>P</td>
<td>Page Eject</td>
<td>Title</td>
<td>Forces title lines to begin on a new page.</td>
</tr>
<tr>
<td>R</td>
<td>Reverse Amount</td>
<td>Range Summarize</td>
<td>Multiplies the amount by minus 1 (-1).</td>
</tr>
<tr>
<td>S</td>
<td>Suppress Printing</td>
<td>Range Summarize</td>
<td>Does not print the line if the balance or subtotal equals 0.</td>
</tr>
</tbody>
</table>
| S    | Suppress if subtotal is zero | Title | Does not print the title line if:  
  - the related range and summary balances and subtotals equal zero  
  and  
  - you suppress the printing of the related range, summarized and subtotal lines. |
| U    | Suppress Underline | Subtotal Total | Does not print a line below the amount.                                                                                                     |
| Z    | Suppress if subtotal equals zero | Subtotal | Does not print the subtotal line if the amount is zero.                                                                                   |
| 1    | 100% Line        | Subtotal Total      | Indicates the line you want to use to calculate percentages for each line on the report. To calculate the percentages, the system divides each balance, subtotal, or total by the total or subtotal specified as the 100% line. |
• Click the Add/Edit hyperlink in the Edit Account Selection column to define the account(s) or range of accounts that you want included in the current line’s definition. You will use Account Selection on any line of type Range, Summarize, or Total (though with Total, you will be specifying the subtotal IDs to include rather than accounts). You may also use Account Selection to select defined groups of accounts that you have set up in the Account Range Groups table.

• In the Debit/Credit column, select Debit or Credit to identify whether the accounts in the current line typically carry a debit balance or a credit balance. Typically, asset and expense accounts carry debit balances while liability, income and equity accounts carry credit balances.

11. Click Save when finished.

12. To review the layout of the financial format, run the Financial Format Preview report.

When creating your financial format, consider the following:

• Account range groups provide convenience if you use groups of accounts in several different financial statements. However, account range groups must use valid accounts for the beginning and ending accounts in the range. If this will leave gaps where future accounts may be created, consider using ranges in the financial format itself, where the maximum value of the range does not necessarily have to exist in the chart of accounts.

• The beginning and ending account number on a range or summary line should include all potential future accounts for the group. Often, these lines will have a range beginning with a zero-level account and ending with a 999-level account (depending on your account numbering). For example, the Cash range in the financial format might be entered as 1100-000 through 1100-999 even though there are currently only 14 cash accounts numbered 1100-001 through 1100-014.

• A subtotal may be used in more than one total.

• Save your work frequently. If you delete a line by mistake, you may cancel changes (Cancel button) to revert to your last saved version.

13. To insert a line, select the line under which the new line will be inserted, click Insert and a line will be inserted below the selected line.

14. To delete a line, select the line(s) to delete and click the Delete button.
Review

Key Points

In this lesson, you learned the following key points:

- How to identify the components of a financial format
- Financial statements are made from reports, which define headings and columns
- Financial Formats define the GL accounts and groupings used in the report
- How to design financial statements

Lesson 2 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Lesson 3: Generating General Ledger Reports

Overview

Purpose

The purpose of this lesson is to teach you how to generate reports within the General Ledger Web application and to identify the use of the most common standard reports.

Objectives

After completing this lesson, you will be able to:

• Generate a report
• Describe the use of the following reports:
  o Comparative Income Statement
  o Balance Sheet
  o Trial Balance
  o General Ledger
  o Variance Note
Generating a Report

Overview

There are many standard reports that are available within the General Ledger Web application. Within each report, there are standard report options and report-specific options.

Procedure

Complete the following steps to generate a report in General Ledger:

1. On the MRI home page or within any application home page, click Reports and then Personalize My Reports.

   ![Webpage Dialog]

   **Available Reports Page**

2. A plus sign to the left of a folder indicates that there are subfolders available. Click on any folder to display a list of all the reports in the folder.

3. To select a report to generate, click on the hyperlink to the left of the Report Name in the left column. We will go through an example using the Standard Income Statement.
4. Complete the **standard parameters** that occupy the top half of the screen on every MRI Report. They include:

- **Style**—A *style* is a collection of saved parameter settings. For a report you generate frequently, you can set up a style in the *Style* fields, set the parameters, and save the style. The next time you want to run the report with the same parameter settings, you can select a style instead of setting each parameter individually.

- **Select by**—The *Select by* area enables you to specify the records to include in a report. For example, you may select the *Include List* radio button, and then choose the table from which you want to include items. Entities or Projects are common selection choices for GL reports.

5. Complete the **report specific parameters**.

- In the **Period** field, select an option from the dropdown menu—*Last Closed*, *Current* or *Enter Period*. If you select *Enter Period*, enter a period in the format MM/YY in the field to the right. Current Period and Last Closed period are particularly useful with saved styles because you will not have to change the period each time you run the report.

- In the **Financial Format** field, type or select from the dropdown list the financial format to use. You may run the same report with different financial formats for different audiences.

- The **Budget Type** does not apply to an Income Statement because no budget data is presented on the report. For reports such as the Comparative Income Statement, you
may select which budget type the system should use to calculate YTD Budget amounts and variances.

- The **Detail** and **Summary** buttons allow you to specify whether you see general ledger account balances for each account (Detail) or summarized to major account numbers (Summary).

- **Group By** tells the system what level of consolidation you want on the report. **Consolidated** is one of the choices and it represents total consolidation of all selected items (i.e., a group of entities). A few possible examples are: select all entities then group by entity, project or asset manager. This also controls what is printed on the header. If you select Consolidated, you may enter a name for the consolidated report.

  **Note:** No entity name will print on the report if the consolidated option is selected, so if you are truly printing only one entity, so be sure to group by entity.

- **Department Selection** will be available the use of departments is enabled. Use the department selection page to include or exclude departments and to specify whether you want page breaks for each department.

- Use the **Advanced Options** page to control the use of an alternate reporting chart or if you are printing a report for entities with different fiscal year ends and want to specify the alternate year-end for all entities on the report. Year-to-date amounts would otherwise represent different numbers of periods on those entities with different year ends.

6. Click the **Print** button to generate the report. When the report is finished, the Communication Center light bulb icon will change color, indicating that you have a new report to view.

7. To print the report, open the communication center by clicking on the light bulb icon.

8. If the Status of the report is “Completed,” click on the hyperlink for the report and the report will be displayed in a new window. From here, you may view the report and send it to a printer.
Comparative Income Statement

Overview

A comparative income statement compares two sets of data and displays the variance between the two. MRI offers several comparative income statements that you can run based on your needs. All of the comparative income statements include options to display:

- Actual amounts compared to budgeted amounts for each general ledger account or major account grouping for a specific period,
- Actual amounts compared to budgeted amounts for each general ledger account or major account grouping for a year-to-date range ending with the specified period, and
- Variances between actual and budgeted amounts, if any.

The following comparative income statement reports are available in MRI:

- **Comparative Income Statement**—displays actual and budgeted amounts for a specified period and for a year-to-date range that ends with the specified period. Also included is the variance between actual and budgeted amounts shown both as an amount and as a percentage.

- **Comparative Income Statement with Notes**—similar to the *Comparative Income Statement* but instead of showing the percentage of variance between the amounts being compared, the report displays variance notes. Right-clicking on a variance amount displays an option that enables you to enter your own variance notes.

- **Comparative Income Statement with Include Months**—similar to the *Comparative Income Statement* with the added option of comparing actual amounts to budgeted amounts either for a single period or for a range of periods. This report also enables you to round amounts to the nearest whole unit, such as the nearest whole dollar.

- **Comparative Income Statement with Prior Period**—similar to the *Comparative Income Statement with Include Months* with the added option of comparing actual amounts of one period or range of periods to either budgeted amounts or actual amounts of another period or range of periods. This report also enables you to round amounts to the nearest whole unit, such as the nearest whole dollar.
Balance Sheet

Overview

The *Balance Sheet* provides information about the financial status of an entity. You can use the Balance Sheet to document the financial position of an entity or entities at a specific point in time.

Trial Balance

Overview

The *Trial Balance* report displays the beginning balance and ending balance or activity of all accounts with activity for selected entities based on your runtime selections.

General Ledger

Overview

The *General Ledger* report and the *General Ledger–Portrait Orientation* report display the opening balance, activity, and ending balance of selected general ledger accounts. You can use either report to review the entire general ledger or portions of the general ledger. The difference between the two reports is the way the information is oriented on the page—horizontally or vertically.

You can run either report before closing an accounting period to verify the accuracy of your journal entries. Before closing a fiscal year, you can run either report to list each period in the fiscal year, run the Trial Balance report for the last period of the fiscal year, and then compare balances. The balance for each account on the Trial Balance report should equal the ending balance on either General Ledger report.

After closing a fiscal year, you can run either General Ledger report for the first period of the new fiscal year to verify that:

- Income statement account balances are zero,
- Closing accounts received the balances from the income statement accounts you defined for closing accounts, and
- Percentages of the combined balances of remaining income statement accounts were distributed to the secondary retained earnings accounts, if applicable
Income Statement with Variance Notes

Overview

Variance notes are comments explaining any difference between budget amounts and actual amounts for an account.

You can access budget and variance notes from the GL Inquiry page or by drilling into account balances on certain GL financial reports.

The Income Statement with Variance Notes provides the following information:

- Year-to-date actual and budgeted income and expenses of an entity or entities from the first period in the fiscal year through the period you specify
- Variances between actual and budgeted amounts, if any
- Variance notes for income and expense accounts
Review

Key Points

In this lesson, you learned how to:

• Generate a report
• Describe the use of the following reports:
  o Comparative Income Statements
  o Balance Sheet
  o Trial Balance
  o General Ledger
  o Variance Note

Lesson 3 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Lesson 4: Working with Report Styles

Overview

Purpose
The purpose of this lesson is to show you how to create a report style which will save all of your runtime settings for a given report.

Objectives
In this lesson you will learn how to create, update and delete a report style.
Creating, Modifying and Deleting Report Styles

Overview

When generating your report, you will select options that determine what data is presented and how it is presented. If these options are used frequently, you can save time by creating a report style.

Procedure

Complete the following steps to create a report style:

1. Open the report options of the report you would like to run.
2. Select your options.
3. Click **Save Style As** under the Style field.
4. In the popup window, enter a description for the new style.
5. Click **Save**.
   
   If there are a few styles, the next time you open the report, click the dropdown menu in the **Style** field and select the style you would like to use.

6. To delete a style, select the style, and then click **Remove Style**.
Review

Key Points

In this lesson, you learned how to create, modify and delete report styles.

Lesson 4 Lab Exercises

Please refer to the GL Training Workbook for exercises pertaining to this lesson.
Lesson 5: MRI Web Communication Center

Overview

Purpose
The purpose of this lesson is to show you how utilize the MRI Web Communication Center.

Objectives
After completing this lesson you will understand how to use the MRI Web Communication Center.

Overview
When generating reports in MRI Web, they are submitted to the report queue and listed in the Communication Center. The Communication Center is specific to and maintained by each individual user.

Procedure
To view a report:
1. Select the report to generate, enter the report options and click the Print button.

When the report is generated, a window appears briefly near the bottom right-hand portion of the page indicating the report name and status, and the light bulb icon changes color from yellow to blue.

2. Click on the light bulb icon to open the Communication Center.
3. If there are errors associated with the report, there will be a hyperlink available in the status column. Click the hyperlink to view the error messages.

4. Click on the report name hyperlink to view the report. The report is displayed in a new window.

To remove a report from the Communication Center:
1. Select the report to remove by clicking on the corresponding checkbox.
2. Click the **Remove** button.
Review

Key Points

In this module, you learned the following key points:

- How to use the General Ledger Inquiry tool
- Financial statements are made from reports, which define headings and columns
- Financial Formats define the GL accounts and groupings used in the report
- How to design financial statements
- How to generate general ledger reports
- How to create report styles
- How to use the MRI Web Communication Center