

## ACCOUNT GROUPS

Account groups are used to categorize related accounts. You can use these groups to determine which accounts each user will see in **BUDGET MANAGEMENT**; this includes sub-ledgers assigned to the G/L accounts.

You can also use account groups when creating custom reports in **GENERAL LEDGER**. When you use account groups in your custom report template, all accounts in that group will print on the custom report. If you create a new account after the custom report has been set up, add the account to the appropriate account group and it will automatically be included on the custom report.

Furthermore, if you use queries in **Account Group** maintenance, then new G/L accounts can be added to the account group based on the properties they share with other accounts in that group. Because of this feature, *Senior Systems, Inc.* strongly recommends that you use queries to determine what account numbers are included in account groups (rather than manually selecting each G/L account).





When creating account groups to use in custom reports, you should also keep in mind that you cannot create subtotal lines within an account group. For example, if you plan to use account groups in your Balance Sheet, you need to decide what subtotals you want to use. In the Assets section you might subtotal Cash, Receivables, Investments, *etc.*, and so you would create a Cash account group, a Receivables group, and an Investments group. When you use the account groups in your Balance Sheet, you will assign a subtotal level to each group. Refer to *Appendix B: Custom Reports* for more information.

## General Ledger Account Groups

Using the **Account Groups** feature, you maintain the groups to which G/L account numbers are assigned.

### General Ledger Account Groups Search

When you open the **Maintenance** menu and select **Account Groups**, the **General Ledger Account Groups** search window opens. Use this window to access the account group that you want to edit.

- To create a new account group, click the **New** button .
- To edit an account group, highlight the row and then click the **Edit** button .
- To remove an account group from **GENERAL LEDGER**, highlight the row and then click the **Delete** button .
- To close the **General Ledger Account Groups** search, click the **Close** button .

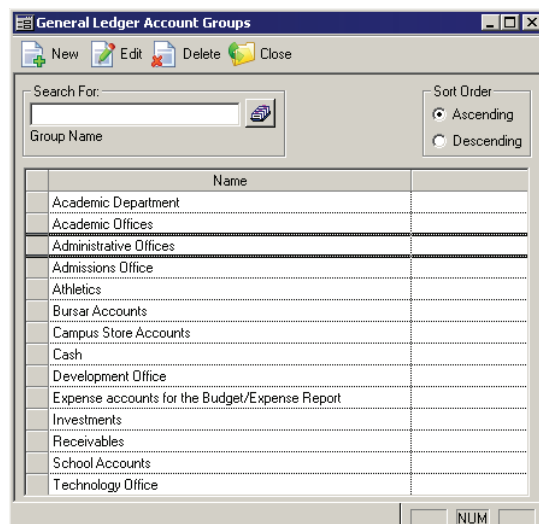



Figure 3-16. General Ledger Account Groups search.

- To open an account group, you can enter the name of the group in the *Search For* field and then click the **Search** button .
- You can choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).

### Account Group Maintenance

Use the three buttons at the bottom of the window to maintain the account group.

- Click the **OK** button to save the record.
- To close the window without saving your changes, click the **Cancel** button.
- To delete the entire account group, click the **Delete** button. Be sure that this is what you want to do!



*If you want to delete a single entry from the account group, highlight the row and then click the **Delete** button that is to the right of the table on the Assigned Accounts Tab. You must choose carefully, because if you highlight the account and accidentally click the **Delete** button at the bottom of the window, the entire account group will be removed, not just the highlighted entry.*


There are three tabs in **General Ledger Account Group** maintenance: Assigned Accounts, Select Accounts, and Users.

## Assigned Accounts Tab

The *Assigned Accounts* Tab displays the accounts that you chose to include in the account group. You can also use the query field and button to create and use queries to determine what accounts will be included in the account group.

**Description.** The name of each account group must be unique; you cannot have two groups with the same name. This field can hold up to fifty alphanumeric characters.

The account group description you create affects sorting in **BUDGET MANAGEMENT**. For example, let us say we set up an account group for Bookstore Revenue and another for Bookstore Expense. When our users view these two groups in **BUDGET MANAGEMENT**, Bookstore Expense would be listed above Bookstore Revenue because the groups sort alphabetically by *Description*. If we want Revenue to appear before Expense, we would change the group description to \*Bookstore Revenue so that the revenue group will print first. ★

**Query Name.** You can use a query to retrieve accounts for the account group. A query is a set of instructions that you build to limit the data selected for the group. You can select the query you want by clicking the **Search** button  or selecting it from the drop-down list. To fully understand how to use query parameters, please refer to *Appendix A: Building Queries*.

The table below shows the query we used to group our athletic accounts together. It retrieves all G/L accounts where the department portion of the account number is 50. If we ever add a new G/L account number for athletics, we would not have to update the account group (or, as a result, any custom reports or account group security data that reference the athletic accounts group). The system would simply prompt us to be sure that we intended to include our new G/L account in the account group when we saved the new record (see *Chapter 4: Maintenance*).

And/Or	Table Name	Field/Formula Name	Operator	Value
OR	GL_ACCT	ACCT_FORMAT_DEPT	=	50

Figure 3-17. Query to retrieve accounts with the department number 50.

**Build Table button.** Click this button to retrieve the accounts that should be included in this account group.

**Group Total Value Should Be Treated In Calculation As.** From this drop-down list, select the plus (+) or minus (–) symbol. This indicates whether the total for the account group should be treated as a positive (e.g., revenue) or as a negative (e.g., expenses). In screens that display both of these groups (e.g., **BUDGET MANAGEMENT My Accounts**), for example, the *Total* row will show the difference between the revenue and expense accounts.

The table lists the accounts that were selected for this account group. At least one account must have been selected before you can save the account group. ★

- **Account.** The G/L account numbers.
- **Description.** The descriptions of the accounts.

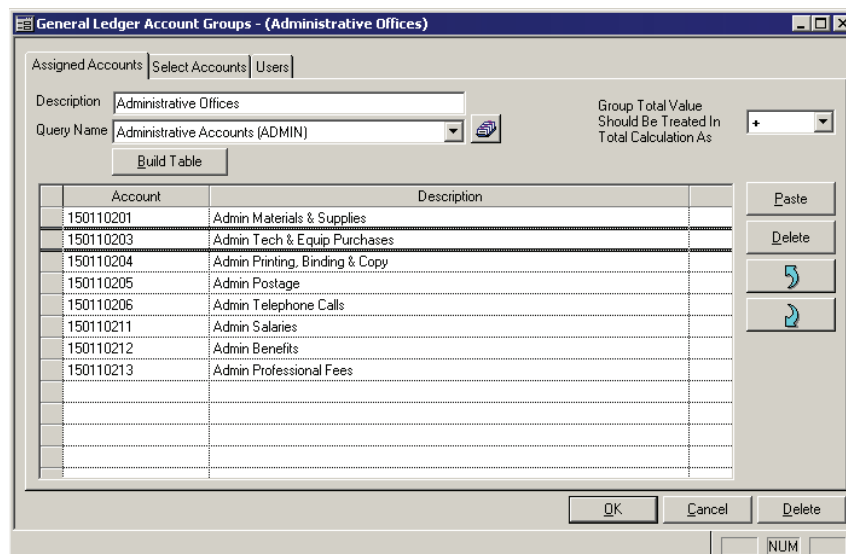


Figure 3-18. General Ledger Account Groups, Assigned Accounts Tab.

- To insert accounts that you have selected, click the **Paste** button. Read the following “Select Accounts Tab” section to learn about selecting accounts for insertion.
- To remove an account from the account group, highlight the row and then click the **Delete** button.
- The arrow buttons allow you to move the highlighted row up and down to determine the order in which the accounts will be displayed within the account group.

### Select Accounts Tab

Use the *Select Accounts* Tab to choose individual G/L accounts that you want to include in the account group.

#### Available for Selection.

- **Search For.** Enter the first portion of the item that you want to search for (determined by the *Group By* drop-down list). As you type, the contents in the list will scroll to the first items that match your entry.
- **Show all Accounts checkbox.** If there is a ✓ in this checkbox, then all accounts are shown. Without a ✓, this list includes only the accounts that are not currently included on the report.

- **Group By.** You can use this drop-down list to sort the accounts in ascending alphanumeric order by account number, description, or by a specific portion of the account number (*e.g.*, department).
- **Select button.** Highlight a row or group of rows. Use the **Select** button to copy the rows to the Windows Clipboard. Use the **Paste** button in the *Assigned Accounts* Tab to add those accounts to the account group.

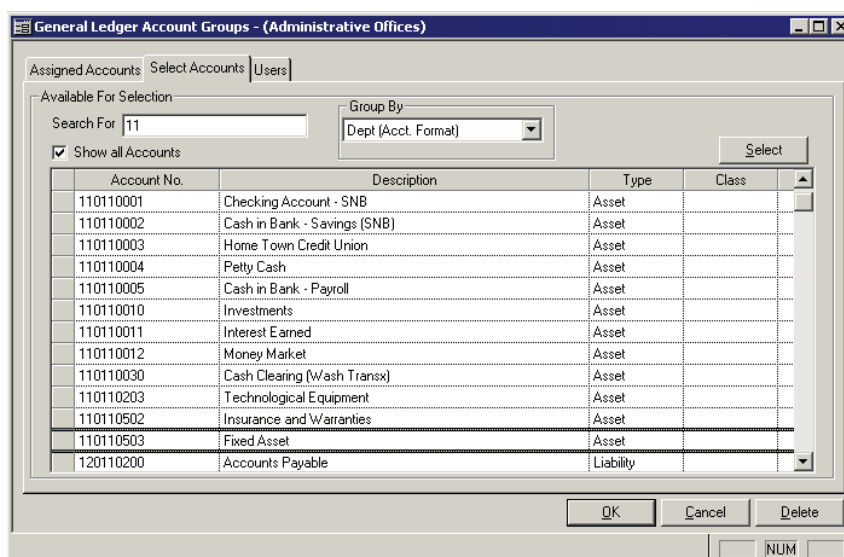


Figure 3-19. General Ledger Account Groups, Select Accounts Tab.

The table shows the accounts that you can select.

- **Account No.** Each G/L account number.
- **Description.** The description of each account.
- **Type.** Each account type (*i.e.*, Asset, Liability, Fund Balance, Revenue, Expense, Gifts Received, or Transfer).
- **Class.** If an account has a specific classification (established in **Account Maintenance**), that class is shown in this column.

## Users Tab

The *Users* Tab allows you assign users to the account group. These users will have access to the budget information for the accounts in the group through **BUDGET MANAGEMENT**. There are two fields in this tab: Assigned and Available. Use the buttons to determine who among your users should belong to the account group.

### Assigned.

- **User Name.** Users who are assigned to the account group are listed in this column.

- **Read Only checkbox.** If there is a ✓ in this checkbox, then the user can only view the information for the accounts in the group. They will not be able to enter a budget. Without a ✓, users can enter budgets for the G/L accounts in the account group (when Budget Entry is enabled).
- **Manager checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a manager. Managers can approve purchase requests that exceed budget or allowed approval amounts. For more information, please refer to the *Senior Budget Management System Reference Guide*.
- **Supervisor checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a supervisor. Supervisors can approve purchase requests made by employees up to a certain approval amount. For details, please refer to the *Senior Budget Management System Reference Guide*.
- **Approval Amount.** If the user is a supervisor, you can enter a maximum amount for a single purchase request that the user can approve. If an employee who works for the supervisor submits a request for an amount greater than the value entered in this field, then a manager will have to approve the purchase request before it can be included in a purchase order. For details, see the *Senior Budget Management System Reference Guide*.

**Available.** SENIOR SYSTEMS users who are not assigned to the account group appear in this column.

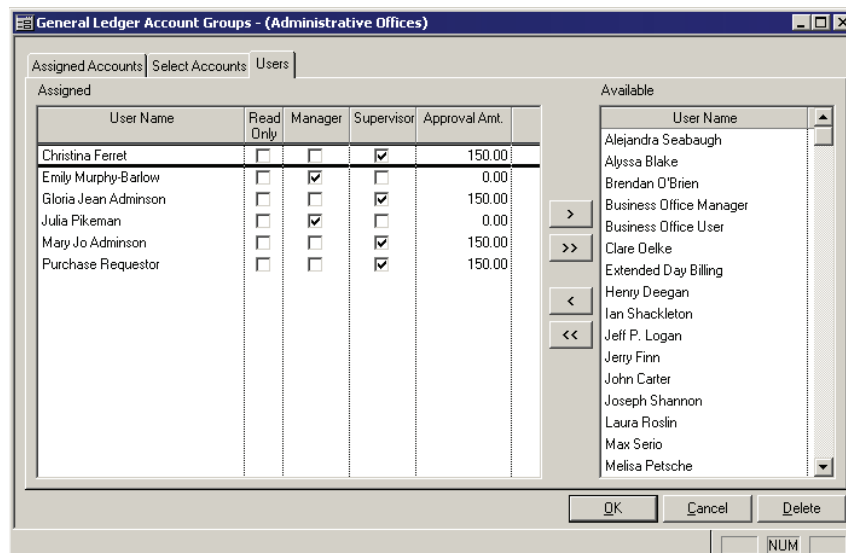


Figure 3-20. General Ledger Account Groups, Users Tab.

- Use the **<** button to take the highlighted users from the *Available* list and add them to the account group.
- Use the **<<** button to take all of the users from the *Available* list and add them to the account group.

- Use the **>** button to remove the highlighted users from the *Assigned* list. They will no longer be members of the account group.
- Use the **>>** button to remove all of the users from the *Assigned* list. No users will be members of the account group.



## Account Group Security

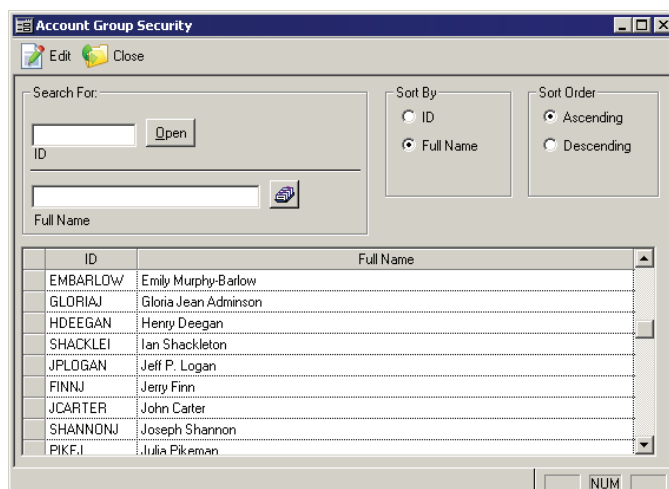
With **Account Group Security**, you can maintain the account groups that users can access through **BUDGET MANAGEMENT**. User rights keep G/L accounts secure. Establishing users as managers, supervisors, or employees is important if your school is going to use the purchase requests feature.



*You only need to establish **Account Group Security** if your school uses **BUDGET MANAGEMENT**.*


The first window you will encounter when you open the **Maintenance** menu and select **Account Group Security** is the search window.

- To edit a user's account group permissions, highlight the row and then click the **Edit** button .
- To close the **Account Group Security** search, click the **Close** button .



*Figure 3-21. Account Group Security search.*

- There are two ways to open a specific account record. You can enter the user name in the *ID* field and then click the **Open** button. You can also search for an existing

account by entering a portion of the item selected in the *Sort By* area and then clicking the **Search** button  (e.g., in figure 3-21, we would enter the *Full Name*).

- You can change the sort criteria for the accounts, whether it is by *ID* or *Full Name*. You can also choose to sort the records in either *Ascending* order (A–Z, 1–∞) or *Descending* order (Z–A, ∞–1).

Use **Account Group Security** to assign account groups to the user. Through **BUDGET MANAGEMENT**, each user has access to the budget information for their assigned account groups. There are two fields in this dialog box: *Assigned* and *Available*. Use the buttons to assign account groups to the user.

**Assigned.**

- **Group Name.** Account groups that are assigned to the user are listed in this column.
- **Read Only checkbox.** If there is a ✓ in this checkbox, then the user can only view the information for the accounts in the group. They will not be able to enter a budget or make other changes. Without a ✓, users can enter budgets and make other changes (when Budget Entry is enabled).
- **Manager checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a manager. Managers can approve purchase requests that exceed budget or allowed approval amounts.
- **Supervisor checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a supervisor. Supervisors can approve purchase requests made by employees up to a certain approval amount.

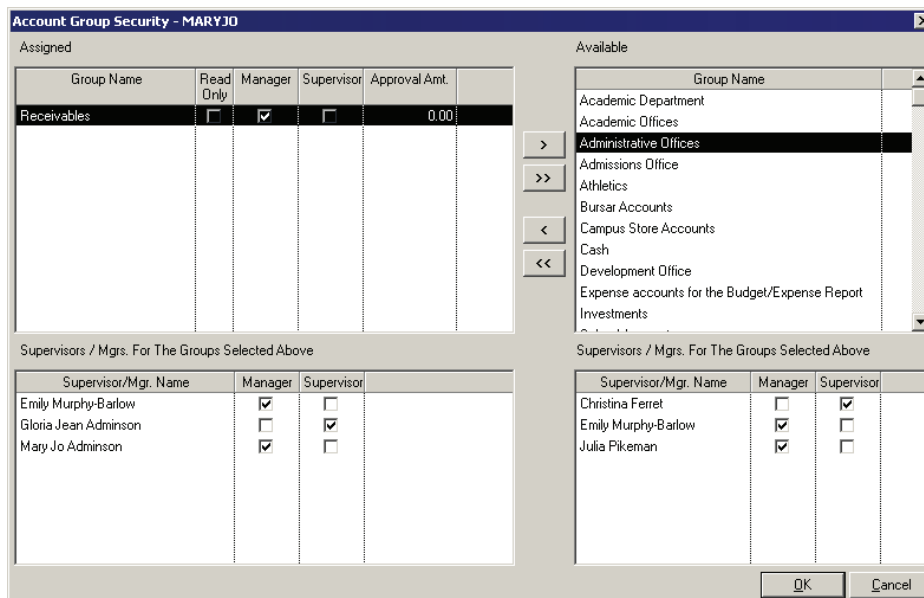


Figure 3-22. Account Group Security.



- **Approval Amount.** If the user is a supervisor, you can enter a maximum amount for a single purchase request that the user can approve. If an employee who works for the supervisor submits a request for an amount greater than the value entered in this field, then a manager will have to approve the purchase request before it can be included in a purchase order.

**Available.** Account groups that are not assigned to the user appear in this field.

- Use the **<** button to take the highlighted groups from the *Available* list and assign them to the user.
- Use the **<<** button to take all of the groups from the *Available* list and assign them to the user.
- Use the **>** button to remove the highlighted group from the *Assigned* list. The user will no longer be a member of that account group.
- Use the **>>** button to remove all of the groups from the *Assigned* list. The user will no longer be a member of any account group.

#### **Supervisors/Mgrs. For The Groups Above.**

- **Supervisor/Mgr. Name.** The names of the supervisors and managers associated with the account groups highlighted in the *Assigned* field are listed in this column.
- **Manager checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a manager. Managers can approve purchase requests that exceed budget or allowed approval amounts.
- **Supervisor checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a supervisor. Supervisors can approve purchase requests made by employees up to a certain approval amount.

**Supervisors/Mgrs. For The Groups Selected Above.** When you highlight an account group in the *Available* field, this field will list the supervisors who have been assigned to the selected group.

- **Supervisor/Mgr. Name.** The names of the supervisors and managers associated with the account groups highlighted in the *Assigned* field are listed in this column.
- **Manager checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a manager. Managers can approve purchase requests that exceed budget or allowed approval amounts.
- **Supervisor checkbox.** If there is a ✓ in this checkbox, it indicates that the user is a supervisor. Supervisors can approve purchase requests made by employees up to a certain approval amount.



*For more information on how these fields affect user permissions, please refer to the Senior Budget Management System Reference Guide.*

**OK button.** Click the **OK** button to save the user's account group security settings.

**Cancel button.** To exit without saving any changes, click the **Cancel** button.

## ENABLE BUDGET ENTRY

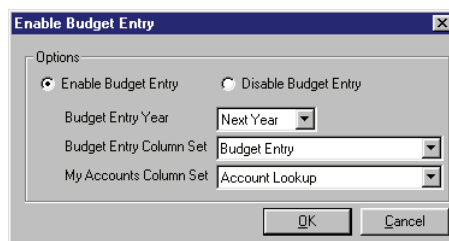
You would use **Enable Budget Entry** when it is time to give users access to **Budget Entry** in **BUDGET MANAGEMENT**. Most schools only enable Budget Entry for a few weeks, while departments enter their budgets.

- When budget entry is active, a ✓ will appear in the **Budget** menu next to **Enable Budget Entry**.
- When it is off, there is no ✓ and users cannot access **BUDGET MANAGEMENT's Budget Entry** function. They can still view budget information using **My Accounts**.

When you open the **Budget** menu and then select **Enable Budget Entry**, you will see the dialog described below.

**Enable Budget Entry.** Select this radio button to allow users to maintain budget information through **BUDGET MAINTENANCE's Budget Entry** feature.

**Disable Budget Entry.** Select this radio button to prevent users from entering budget information through **BUDGET MAINTENANCE**. Users will still be able to use the **My Accounts** feature to view budget data.



*Figure 3-23. Enable Budget Entry.*

### Options.

- **Budget Entry Year.** Choose the year for which budget data can be entered, either this year or next year. This field will not be active if you have chosen to disable budget entry.