



General Ledger Manager User Manual

This user manual has been revised.
Please destroy all previous printed and saved copies.

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Preface

Welcome to the **PHA-Web** User Manual. It is written in an easy to understand, narrative and with some exceptions non-technical format. Generally the User Manual is designed to provide **PHA-Web** software users with an overview of how to use the program and its features.

This User Manual is a “How To” guide to **PHA-Web** and is conceptual in nature. We have formatted the manual as a PDF document so Adobe Acrobat is used to view it. A PDF also allows you to easily print the document for use at workstations. Printing the document in color is recommended to maximize its effectiveness. You will find some sections of this document are longer than others so we also recommend selecting the printer option to print on both sides of a page. It should be noted you can also print selected pages one at a time. It is not necessary to print the whole document. If you have a two monitor work station, you can open this document in a separate window and place it on one monitor while working in **PHA-Web** in the other.

Searching for key words in this manual is also possible by using Adobe Acrobat’s Find function. Push Control + F to access it. Adobe Acrobat will put your cursor in the find window. Then simply type a Key word for the information you want to search for in the “Find” data field and click the “Next” button. Find searches through the whole document for all instances of the key word you entered. If the first instance of the word does not contain the information you are searching for, click “Next” again to search for the next instance of the key word.

Each **PHA-Web** component has its own User Manual. Within the manual there are major headings that correspond to each tab in that component. Under the major heading there are minor headings that correspond to each screen under that tab. Exceptions are made for very large tabs where there may be additional subsections. Any text that refers to a field or other screen is italicized.



*Tip: Light bulb icons in the User Manual denote tips for using **PHA-Web**. Tips are intended to provide helpful hints when working in **PHA-Web**. You will see them sprinkled throughout the document.*

Throughout the User Manuals you will find screen shots of pages. Screen shots are used to help you relate the User Manual text to the **PHA-Web** Manager it refers to. Screen shots of reports are included as well as some examples to help illustrate various topics.

User Manuals have a date located in the lower left side of each page with page numbers located in the lower right. The date is provided as a tool to show which version of the User Manual you are referring to.

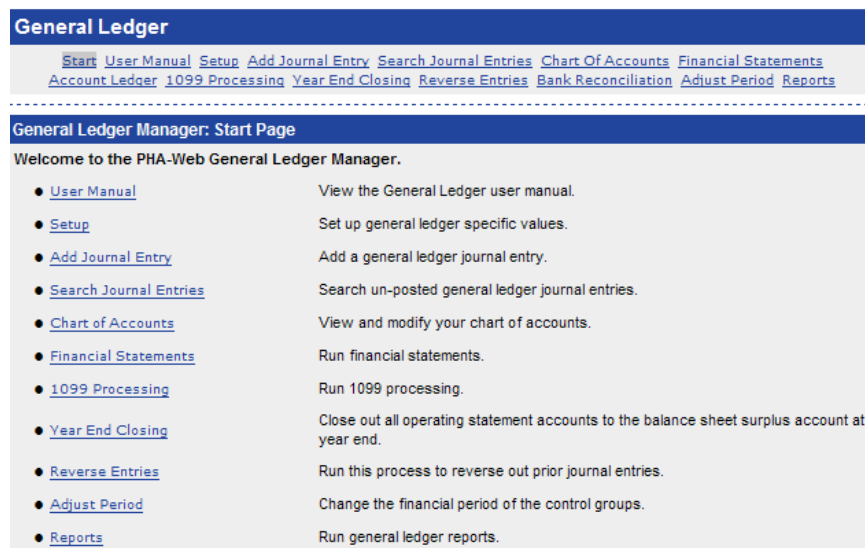
Like **PHA-Web**, User Manuals are stored on our servers so they also are Internet based. This means every time you open a User Manual you get the most current version available because User Manuals are updated at the same time **PHA-Web** is updated. All updates are performed automatically for you. If you have a printed copy stored at your desk to refer to and you find the version stored in **PHA-Web** has a more recent date, you have an outdated copy and should reprint your reference copy.

Finally, every housing authority is unique in how they use **PHA-Web** and how each agency operates. That fact makes it impossible to write a User Manual to cover every situation and answer every question. For that reason the MCS Support Team is still your primary source of help. So please use the User Manual to the fullest extent possible, but always feel free to contact the MCS Support Team for specific needs.

PHA-Web General Ledger

Overview

The General Ledger is the central point for setting up all of the required account information, maintaining the chart of accounts, inputting annual budgets, creating journal entries, and producing the financial reports. The General Ledger also includes other financially related processes such as *1099 Processing* and *Bank Reconciliation*.



General Ledger

[Start](#) [User Manual](#) [Setup](#) [Add Journal Entry](#) [Search Journal Entries](#) [Chart Of Accounts](#) [Financial Statements](#) [Account Ledger](#) [1099 Processing](#) [Year End Closing](#) [Reverse Entries](#) [Bank Reconciliation](#) [Adjust Period](#) [Reports](#)

General Ledger Manager: Start Page

Welcome to the PHA-Web General Ledger Manager.

- [User Manual](#) View the General Ledger user manual.
- [Setup](#) Set up general ledger specific values.
- [Add Journal Entry](#) Add a general ledger journal entry.
- [Search Journal Entries](#) Search un-posted general ledger journal entries.
- [Chart of Accounts](#) View and modify your chart of accounts.
- [Financial Statements](#) Run financial statements.
- [1099 Processing](#) Run 1099 processing.
- [Year End Closing](#) Close out all operating statement accounts to the balance sheet surplus account at year end.
- [Reverse Entries](#) Run this process to reverse out prior journal entries.
- [Adjust Period](#) Change the financial period of the control groups.
- [Reports](#) Run general ledger reports.

The General Ledger database is interactive with all of the other accounting managers. In fact most general ledger transactions are generated from the HAP Accounting, PH Accounting, Portability Accounting, and Vendor Accounting managers. All the general ledger transactions are accrual based and at the project level.

User Permissions

There are several assignable user permissions in General Accounting. The user permissions will be listed below with a short description of what they allow. For information on how to change a user's permissions, please refer to User Manager.

Setup – Allows users to setup details for miscellaneous financial options, banks, bank accounts, transaction parts, miscellaneous charge types, work order billing, generate

journal entry to import balances, setup adjustment slip templates, setup report project groups, setup budgets, and setup report groups.

View Journal Entries – Allows users to view journal entries, but not enter, edit, or delete any entries.

Add Journal Entries – Allows users to add journal entries, as well as save and/or post them.

Edit Journal Entries – Allows users to change any details of journal entries as long as they have not already been posted.

Delete Journal Entries – Allows users to delete any saved, but not posted entries.

Chart of Accounts – Allows users to make changes to any details of your accounts such as adding new accounts, deleting any existing accounts, and making changes to existing accounts. The user will be able to copy a chart of accounts from one project to another. The user will also be able to view the budgets and balances of all accounts.

Financial Statements – Allows users to produce month end financial statements by choosing the project, financial period, and which financial reports you want to print.

1099 Processing – Allows users to print a summary report for your year end processing, print 1099 forms, and download the file for use in sending to the IRS.

Year End Closing – Allows users to close out operating statement accounts at fiscal year end for each program. The user will be able to modify the results, and run the process as many times as needed.

Reverse Entries – Allows users to make reversing entries. These entries are to be made on documents, and not on control groups or individual transactions. After running this process, the user will be able to view the change made before posting the entry.

Check Reconciliation – Allows users to keep track of a program's checks, whether they are cleared or uncleared. The user will also be able to keep track of all deposits made, as well as debit transactions.

Adjust Period – Allows users the ability to change the financial period for a transaction that was posted in the wrong financial period.

Reports -- Allows users to run any financial reports such as Chart of Accounts, Cash Payment/Receipt Register, Account Ledger, Bank Account, and Bank Report.

General Ledger Sections

There are several sections in the *PHA-Web* General Ledger. This document will take you through each section in detail, beginning with this brief introduction to each one.

Setup – Most of the setup information for *PHA-Web* financial components, such as HAP Accounting, PH Accounting, Portability Accounting, and Vendor Accounting is set up here. Setup information ranges from public housing late fee amounts to entering budgets.

Journal Entries – Journal entries in the General Ledger are free form general ledger transaction entries. Transactions such as HUD contributions and funds transfers between programs would be entered here.

Chart of Accounts – This is where you create and maintain your chart of accounts. Importing beginning balances is also covered here. The chart of accounts should be set up by your accountant.

Financial Statements – The financial statements are a set of two reports, the balance sheet, and the operating statement. They can be run several ways including consolidated and per project. There are several options available for customizing the financial statements for your agency's needs.

1099 Processing – This procedure is for printing 1099 forms or submitting electronic 1099 files to the IRS. This procedure covers 1099s for landlords in HAP Accounting and vendors in Vendor Accounting.

Year End Closing – Use this procedure at the end of the fiscal year to close your operating statement accounts. This procedure automatically generates the journal entry that closes all operating statement accounts and gives you an opportunity to review it before you post.

Reverse Entries – If a generated journal entry needs to be reversed this procedure will help you do it. You first search for the journal entry you want to reverse. The procedure will then produce a new journal entry with offsetting transactions.

Bank Reconciliation – This procedure helps you reconcile your bank account. When you receive your bank statement, you then mark off all cleared payments and deposits. This process will show you the remaining balance which you can then reconcile.

Adjust Period – This procedure allows you to change the financial period of transactions in a control group that may have been posted in the wrong financial period. This can be done for transactions done in any of our accounting components, and you

are able to specify the program and control group date which the original transactions were posted in.

Reports – Several reports are available including a chart of accounts report and payment/receipt register.

Setup

Overview

General Ledger setup is a consolidation of setup fields for the General Ledger itself, HAP Accounting, PH Accounting, Portability Accounting, and Vendor Accounting. Basically all financially related setup options are set up under the General Ledger setup. In this part of the document only a brief description will be given about each section. A complete description of how to use each part of setup will be given in the documentation for the component that uses it.



*Tip: Most of the programs that you work with will already be set up for the 50058 Certification Manager or the General Certification Manager. However, if you are working with a non-profit or other financial program, you may not have a program set up in **PHA-Web**. Before you can use the General Ledger Manager with that program, you will need to set it up in the Program Manager. Refer to the Program Manager for instructions.*

Setup

If you click on the *Setup* tab in General Ledger, you will see several links. The following is a short description of each one.



Setup Misc Financial Options – This option covers many different miscellaneous setup options for General Ledger, HAP Accounting, PH Accounting, Portability Accounting, and Vendor Accounting. Examples include setting the fiscal year end, which is used by General Ledger financial reports, and setting the late fee amount, which is used by PH Accounting.

Setup Banks – This is used to set up information about banks that you have accounts with. The bank record contains contact information for the bank as well as routing information. FSS check writing uses the bank information as well as direct deposit and direct debit file creation.

Setup Bank Accounts – Bank account information is used together with bank information for writing checks, generating direct deposits, and generating direct debits.

Setup Transaction Parts – This option is for HAP Accounting, PH Accounting, Portability Accounting, and Vendor Accounting. When a user generates a transaction in any of those components they aren't required to select a general ledger account. That is because the general ledger account is selected here. Take a HAP rent transaction for example. It has two parts. There will be a HAP Expense part and a HAP Accounts Payable part. In this setup option, you would select which account to use for each of those parts.

Setup Misc Charge Types – PH Accounting and HAP Accounting both have a type of transaction called miscellaneous charge. Those types would be used for non-standard adjustments such as a maintenance charge. You can set up as many miscellaneous charge types as you wish, and with each one you can associate a different expense or income account.

Setup Work Order Billing – This section allows you to set up PH Accounting so that you can bill billable work order items directly to tenants. In this section you just need to select a miscellaneous charge type to bill work order items to.

Generate Journal Entry to Import Balances – This procedure helps you import your chart of accounts beginning balances by generating a large journal entry with an adjustment detail for each account and project.

Setup Adjustment Slip Templates – Adjustment slip templates allow you to easily create repetitive journal entries by letting you enter as much information as you want on the template, and then copy that template to a new journal entry whenever you need it.

Setup Report Project Groups – The General Ledger financial reports use projects to group various projects together to offer consolidated reports. This is often used for AMP style grouping while retaining the original PIC project configurations.

Setup Budgets – The General Ledger financial reports display the budget amounts on the operating statement. This setup option allows you to enter the budget values.

Setup Report Groups – The General Ledger financial reports let you group various accounts together either to show sub-totals and/or to hide the details of the individual accounts. The report groups are set up here.

Setup Check Signatures – This section allows you to upload signatures for you're checks using a template that is downloaded from **PHA-Web**. You are able to use different signatures for each component if you want to, and you can also use multiple signatures for each component, if needed.

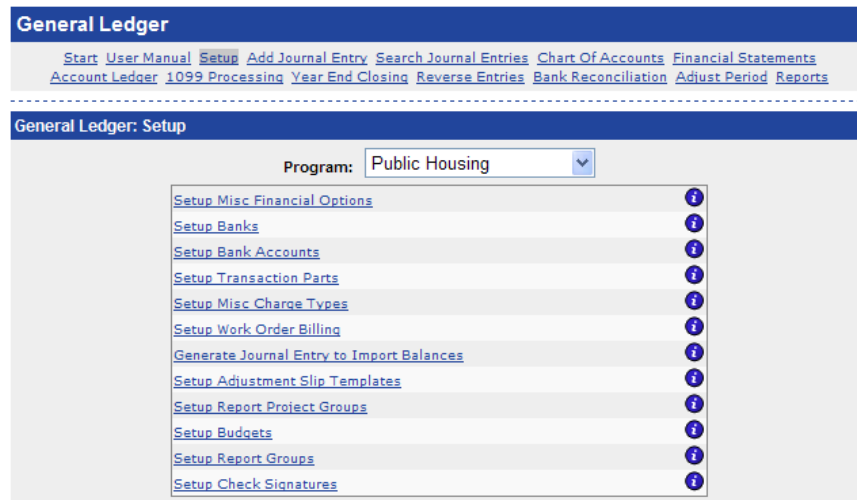
Setup - Check Signatures

When you print checks in **PHA-Web** components such as HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting, you have the option to print a signature on the check. This part will explain how to upload those signatures into **PHA-Web**.

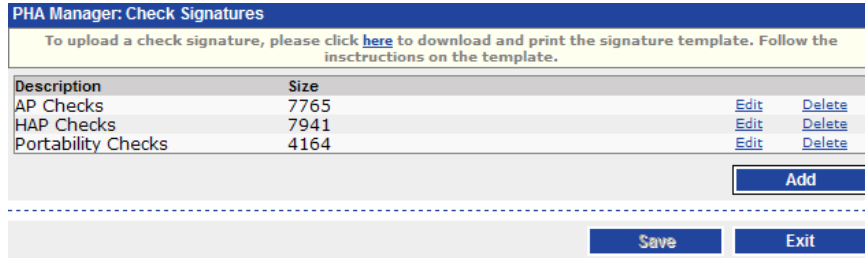
Although check signatures are not used anywhere in General Ledger, the instructions for setting them up are in the General Ledger user manual because they are used by all of the other **PHA-Web** financial components.

Since there are a number of technical steps that need to be done, MCS will assist you with this setup. However, if you are familiar with scanning tools, you can do it yourself. If you want MCS assistance please contact the MCS Support Team.

First of all, you need to be logged into **PHA-Web** as an Administrator. If you aren't, contact your system administrator to perform this step. Now, click on the *General Ledger* link on the **PHA-Web** main menu. Next, click on the *Setup* link on the tab strip. You should now see a screen similar to the one below. Choose the program that you are working with by using the dropdown arrow next to the word *Program*.

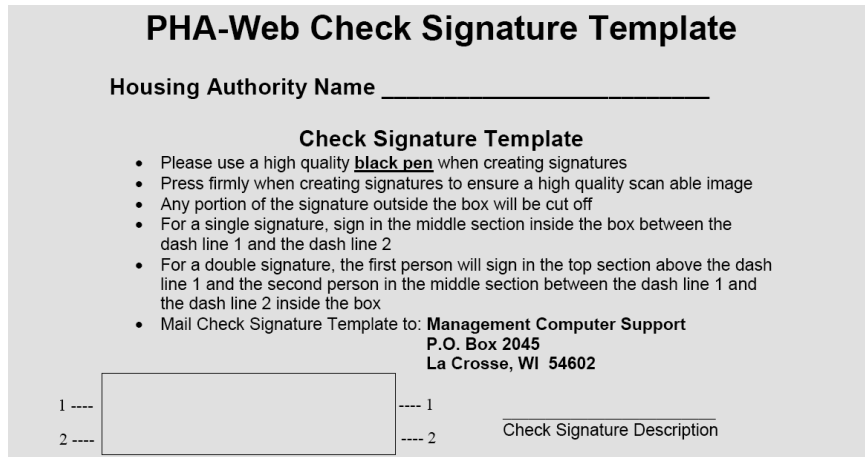


Next you need to click on *Setup Check Signatures*, and then click on *Open* when you see the bank account listed that you need. You should now see a screen similar to the one shown below.



This screen lists any check signatures that you already have uploaded, if any. You can *Edit* a signature, *Delete* a signature, *Add* a signature, *Save* your changes, or *Exit*. Click the [here](#) link at the top to download the signature template.

Print out the signature template which looks like the screenshot below.



Follow the instructions printed out on the template for signing it. When it is signed you will need to scan it and crop it.

Start by scanning the entire signature template at 300dpi. You want it to be 300dpi so that it prints out clearly. If you scan at a lower resolution, it will appear jagged when you print it on checks. After you scan it you will want to crop out the individual signatures. Crop out the image so that you have everything inside the signature box right up to the inside edge of the box itself. Be careful not to include the box, or that will be printed on checks as well.

If you scanned at 300dpi and cropped close to the edge of the box, your resulting image will be around 910x240 pixels but will probably be a few pixels off. Using your graphics

program, resize it to exactly 910x240. Finally, you need to make sure that the background is completely white. One way to do that is to increase the contrast on the image. If that doesn't work, you will need to use a paint tool to make the background white. If the background isn't completely white, a gray box will be printed on the check around the signature.

Save the image as a .gif file to your desktop when you are finished making changes. Then on **PHA-Web**, click the *Add* button.

Enter a description for the signature you're uploading. It could be the person's name or it could be which checks the signature will be used for. Then click the *Browse* button and find the signature image file on your desktop. Then click *Open*. At this point your screen should look similar to the screenshot below. After clicking *Save*, your new signature will appear on the screen.

PHA Manager

[<<< Prev](#)
[Start](#)
[General Information](#)
[Contacts](#)
[Letterhead](#)
[Check Signatures](#)
[PMSA Codes](#)
[Next >>>](#)

[Counties/Census Tracts](#)
[Global Values](#)
[Move Out Reasons](#)
[Zipcode Grouping Setup](#)

PHA Manager: Check Signatures

To upload a check signature, please click [here](#) to download and print the signature template. Follow the instructions on the template.

Description	Size		
AP Checks	7765	Edit	Delete
HAP Checks	7941	Edit	Delete
Portability Checks	4164	Edit	Delete

Add

Check Signature Edit

Description:

Upload File:

Save **Exit**

When you are finished adding signatures, click *Exit*. To get back to General Ledger, click the *General Ledger* link on the **PHA-Web** main menu.

Journal Entries

Overview

Journal entries are used to make accounting entries that will not be made through any of the other **PHA-Web** accounting components such as HAP or PH Accounting. Examples of possible journal entries would be bank interest, HUD contributions, funds transfers between programs, etc.

Journal entries in **PHA-Web** allow you to enter transactions directly into the general ledger. Those transactions can even span projects and programs, as long as the sum of the transactions for each project remains zero.

One limitation of the journal entry system is that journal entries can't be made to accounts receivable or accounts payable accounts used in HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting. This is because those transactions require adjusting subsidiary ledger accounts such as landlord accounts payable or tenant accounts receivable balances. Generally, any adjustments that need to be made in those accounts can be made via manual adjustments in the respective components. If this can't be done, another option is to create another account with a similar account number and group them together on the financial reports.

In order to speed the entry of recurring journal entries, **PHA-Web** provides a handy feature called adjustment slip templates. This feature lets you set up template, or "example" adjustment slips that you can then copy every month to speed the entry of your recurring entries.

Setup

First, you need to have your chart of accounts set up before you enter journal entries. If you do not, skip ahead to the *Chart of Accounts* section of this document before returning here.

Second, click on the *General Ledger Setup* tab. Select a *Program*. Then click on the *Setup Miscellaneous Options* link. On the miscellaneous setup screen, set the *Current Period* field. The value in this field will be the default period on all new journal entries created. Note that it isn't strictly necessary to set the *Current Period* in setup, since it can be set on each journal entry individually, but it saves time. *Save* and *Exit* the *Setup Miscellaneous* screen.

General Ledger: Setup Miscellaneous Options Public Housing

Fiscal Year End June ⓘ

Current Period (Month/Year) Go to Next Period April / 2007 ⓘ

Now, click on *Adjustment Slip Templates*. If you already have any adjustment slip templates they will be displayed here. Otherwise, click the *Add* button.

General Ledger: Setup Adjustment Slip Templates

Program: Public Housing

There are no templates yet for the selected program.

Add

Exit

On this screen you can set any of the adjustment slip fields that you want. When you copy this template later, all of the fields will be copied exactly as you enter them, so if you leave a value blank, such as the *Date*, the copied adjustment slip's date will also be blank.

General Ledger: Setup Adjustment Slip Templates

Adjustment Slip Number: ⓘ Date: ⓘ

Description: Monthly Journal Entries ⓘ

Adjustments

No adjustments have been entered for this adjustment slip template yet.

Add Transaction

Save Exit

Now click *Add Transaction*. On this screen you can enter an adjustment description and as many adjustment details as you want. To add adjustment details, click the *Add Adjustment Detail* button. To delete them, click the *Delete* link. Again, you can fill out whichever fields you want and leave the rest blank.

General Ledger: Setup Adjustment Slip Templates			
Adjustment Slip Number:		<input type="text"/>	
Adjustment Description:		Washing Machine Profit ?	
Adjustment Details			
		Debit	Credit
Program/Project: - Eastlake Towers		\$53.60	
Account Number: 1111.1	Account Description: Cash Account	Delete	
Program/Project: - Eastlake Towers			\$53.60
Account Number: 3690	Account Description: Other Income	Delete	
Add Adjustment Detail			
Ok			

When you are finished setting up this adjustment, click the *Ok* button to return to the adjustment slip screen. From there, you can add another transaction. If you are finished, *Save and Exit*.

Add Journal Entry

After you click on the *Add Journal Entry* link on the General Ledger tab strip, the first screen you will see is the control group screen. A control group is a collection of financial documents. In this case they are journal entries. The first field you need to fill out is the *Program* field. Select which program this journal entry will be posted to.

After you do that you can enter a dollar control *Amount*. The dollar control amount is a control to reduce data entry errors. The idea is to know the total of the journal entries you will be entering beforehand and enter that total in the *Amount* field. After you enter the journal entries and return to this screen, the *Entry Amount* field will be filled out with the actual amount entered. The *Proof Amount* field will then show any difference between the two, which you will need to reconcile. The *Entry Amount* field is calculated by adding together all of the debit transactions in the control group.

Next you need to enter a *Description* and a *Control Group Date*. After that, enter the financial period.



Tip: Verify that the financial period you selected is correct so that the transactions appear in the right financial periods.

General Ledger: Journal Entry	
Control Group	
Program	Public Housing
<input checked="" type="checkbox"/> Use Dollar Control	Amount \$850.00
	Entry Amount
	Proof Amount \$850.00
Description	Standard Journal Entries
Control Group Date	07/01/2008
Financial Period	April 2007
Date/Time Created	07/01/2008 12:05:47 PM
User Created	LHA Administrator
Adjustment Slips	
No adjustment slips have been entered for this control group yet.	
	-- Blank Adjustment -- Add Document
Print (Saves)	Post Save Exit

The next step is to start adding the adjustment slips. An adjustment slip is a collection of journal entry transactions. To add adjustment slips, just click the *Add Document* button. You might notice that there is a dropdown option to the left of the *Add Document* button.

This option allows you to create an adjustment slip by copying a template. Setting up the adjustment slip templates was covered under journal entry setup.

Click the *Add Document* button, if you haven't already. Now you can set up information about the adjustment slip document. Enter an *Adjustment Slip Number*, a document *Date*, and a document *Description*. Then click the *Add Transaction* button to add the first transaction to the adjustment slip.

Now you can set up the adjustment. On this screen, enter the *Adjustment Description*. This may be the same as the document description or it may be more detailed, especially if you have more than one transaction under the document. Initially you will start out with two blank details. For each detail you will need to select which *Program/Project* it belongs to, enter an *Account Number*, and enter either a *Debit* or *Credit* amount.

An adjustment can have as many details as you need, as long as a few criteria are met. First, a transaction must zero proof, meaning that the sum of the debits must match the sum of the credits. Second, a transaction must zero proof for each project that is selected. So for example, you could not have a debit detail for project 1 and a credit detail for

project 2 with nothing else. Third, you must have at least two details. Also, any details with a zero amount will be automatically deleted when you post.

If you need to add additional details, just click the *Add Detail(s)* button. If you want to add more than one detail at a time, you can change the *Number of details to add* field and change it to a different number before clicking *Add Detail(s)*.

When you are finished adding details you can click ok to go back to the document screen. From that screen you may choose to click *Add Transaction* again, or just click *Ok* to get back to the control group screen. On the control group screen you may want to *Print* the report of the journal entries.

General Ledger Journal Entry				
Un-Posted In Balance				
Program:	Public Housing			
Description:	Standard Journal Entries			
Control Group Date:	7/1/2008	Amount:	\$850.00	
Financial Period:	April 2007	Entry Amount:	\$850.00	
Date/Time Created:	7/1/2008 11:54:16 AM	Proof Amount:	\$0.00	
User Created:	LHA Administrator			
Document #:	34624	Date:	7/1/2008	Description: July Journal Entries
Adjustment Description: July Journal Entries				
Project	Account #	Description		
Page 1				
Meadow View	4170	Accounting Fees	\$850.00	
Meadow View	1111.1	Cash Account		\$850.00

Finally, check to see if the dollar control *Proof Amount* field is blank or zero, and if it is, you may *Post* the control group, *Save* and *Exit*.



Tip: Once a journal entry is posted it can never be changed. However, you can save a journal entry without posting, and then re-open it later to make changes. Note that unposted journal entries will not appear on reports.

Search Journal Entries

Click on the *Search Journal Entries* tab in General Ledger and you will be taken to a screen where you can enter search criteria. By default, if you click the *Search* button without changing any search criteria, you will be shown all unposted journal entry control groups. This is useful if you created some journal entries earlier and now you want to go back and edit or post them. After you have found your control group, just click the *Open* link to view and edit it. Also, you can *Delete* any unposted control groups.

General Ledger

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[Account Ledger](#) [1099 Processing](#) [Year End Closing](#) [Reverse Entries](#) [Bank Reconciliation](#) [Adjust Period](#) [Reports](#)

General Ledger Manager: Search Journal Entries

Program:

Control Group Date:

Control Group Period: /

Search: Unposted
 Posted

Document Date:

Search Results

Period	Control Date	Control Group Description	Amount		
Dec 2008	06/10/2008	FYE 2008 Closing	\$0.00	Open	Delete
Jun 2008	06/10/2008	Reversing Entries	\$0.00	Open	Delete

Besides just opening unposted control groups to make changes, you can also search for posted control groups. You cannot make changes to or delete posted control groups, but you can view them and print reports. Journal entry control groups are stored historically so you can retrieve journal entries from any previous financial period.



Tip: If you or your auditor wants a copy of previously posted journal entries you can print that copy here instead of making a copy of the original report.

Chart of Accounts

Overview

The chart of accounts is where general ledger accounts are set up in **PHA-Web**. In the chart of accounts you will set up your initial set of financial accounts, as well as updating and adding accounts in the future. Within the chart of accounts, besides setting up the accounts themselves, you are also allowed to view the budgets and balances for those accounts.



*Tip: Each program in **PHA-Web** has its own unique chart of accounts that is shared by all of the projects under that program. **PHA-Web** has an option to copy a chart of accounts from one program to another.*

Setting up your chart of accounts is one of the first things you will have to do before using a **PHA-Web** financial component such as HAP Accounting or Public Housing Accounting. You may not need to enter your entire chart of accounts to begin using one of those components. For example, in HAP Accounting you may only need a few expense accounts, an accounts payable account, and a cash account. However, if you are planning to use all of the **PHA-Web** financial components and do your general ledger journal entries on **PHA-Web**, then you should set up your entire chart of accounts.

Setup

Before you set up your general ledger chart of accounts, you will need to set up bank and bank account records. To do this, start by clicking on the *Setup* tab on the General Ledger tab strip. Now select your *Program* from the drop down list.

Setup Banks

To set up the banks, click on the *Setup Banks* link. First you will see a listing of any banks you already have set up, if any.

General Ledger: Setup Banks		Revolving Fund 1	
Note: Bank records are available to all programs. They are not set up individually per program like other General Ledger setup items.			
Bank Name	Address		
First Merit	17 Esland Drive. Painesville, OH 44077	Open	Delete
1st Federal Saving Bank	1600 Pennsylvania Ave La Crosse, WI 54603	Open	Delete
Merchant Marine Credit Union	2670 7th St S Unit: 14 La Crosse, WI 54603	Open	Delete
			Add Bank
		Save	Exit

Now you have several options. You can *Open* an existing bank to view and edit it. Or, you can *Delete* an existing bank. However, you can only delete banks that don't have bank accounts already associated with them. You can also click the *Add Bank* button to add a new bank.

Click the *Add Bank* button.

Edit Bank		Section 8 Voucher	
Bank Name	First Merit		
Address	56 Liberty Street	Unit:	
	Painesville	OH 44077	-
Zip Code Lookup			
Telephone			
Contact First Name			
Contact Last Name			
FSS Check Name	First Merit		
FSS Check Address	56 Liberty Street	Unit:	
	Painesville	OH 44077	-
Zip Code Lookup			
Direct Deposit Information			
Immediate Origin Id			
Company Id	1		
Company Name	Demonstration		
Immediate Destination			
Fractional Routing Number			
Origin Name	London Housing Authority		
Destination Id			
Destination Name	First Merit		
ACH Transaction Codes	Checking Credit	22	Checking Debit 27
	Savings Credit	32	Savings Debit 37
Direct Deposit Format Type	Balanced		
Include 6 Record For Debit	<input type="checkbox"/>		
Control Card 1			
Control Card 2			
<hr/>			
Print		Save	Exit

Enter the *Bank Name* and *Address*. If you have the bank's contact information, enter their *Telephone* number, *Contact First Name*, and *Contact Last Name*. Next, if you have any FSS accounts, then you can enter the *FSS Check Name* and *FSS Check Address* fields. Those fields are used if you produce FSS checks.

Next, enter the *Direct Deposit Information*. The *Immediate Origin Id* is provided by your bank. The *Company Id* is your agencies tax ID number, unless you are administering this program for another agency. The *Immediate Destination*, *Fractional Routing Number*, *Origin Name*, and *Destination Id* fields are provided by your bank. The *Destination Name* is always just the bank name, so it is read only. Also, the *ACH Transaction Codes* are already coded into *PHA-Web* and they are shown here for information purposes only.

The last four options on the screen are for setting up the direct deposit file format. You will probably need to contact your bank for help with these fields. The *Direct Deposit Format Type* field has two options called *Balanced* and *Unbalanced*. The *Balanced* option is the normal direct deposit style. With the *Unbalanced* option, the Total Debit Entry Dollar Amount and Total Credit Entry Dollar Amount fields in the direct deposit files are set to zero. The *Include 6 Record for Debit* option adds one extra line to the direct deposit file. That line shows the total amount being withdrawn from the agency's account. The *Control Card 1* and *Control Card 2* fields at the top of the screen are added to the top of the direct deposit file and can contain any text you want them to.

When you are finished, *Save* and *Exit*. Now, click *Exit* one more time to get back to the General Ledger setup screen.

Setup Bank Accounts

Now that you have your banks set up, you need to set up your bank accounts. Click on the *Setup Bank Accounts* link.

General Ledger: Setup Bank Accounts			Revolving Fund 1	
Account Prefix	Account Number	Description	Open	In Use
		Revolving Checking	Open	In Use
			Add	
			Exit	

Any bank accounts that you already have set up will be shown here, if any. From here you can click the *Open* link to view and edit a bank account. Or you can click the *Add* button to add a new bank account.

Go ahead and click the *Add* button now.

General Ledger: Bank Account:Edit Account	
Edit Account Setup Checks	

Edit Account	Revolving Fund 1
Account Number:	<input type="text"/>
Checking Account Prefix:	<input type="text"/>
Account Type:	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
Description	<input type="text" value="Revolving Checking"/>
Payment Type:	<input type="text" value="Check"/>
Hide SSN on Direct Deposit Submission File:	<input type="checkbox"/>
Automated Payment File Program Code	<input type="text" value=""/>
Send Automated Payment File via FTP	<input type="checkbox"/>
FTP Address	<input type="text" value=""/>
FTP User Name	<input type="text" value=""/>
FTP Password	<input type="text" value=""/>
Program	<input type="text" value="Revolving Fund 1"/>
Bank Name	<input type="text" value="First Merit"/>

<input type="button" value="Save"/> <input type="button" value="Exit"/>	

Start by entering your bank *Account Number*. The second option, the *Checking Account Prefix* will be added to the beginning of the check number when it is printed on a check. The third option is informational and identifies the *Account Type* as either checking or savings. Next, enter a *Description* of the account. You will see this when you have to select an account from a drop down list.

Now, select the payment type. There are two options, either *Check* or *Automated Payment File*. *Check* is the normal option and includes payments made by direct deposit. The *Automated Payment File* is a customized check processing feature which is only used by selected agencies. The next option, called *Hide SSN on Direct Deposit Submission File* will blank out the SSN on direct deposit files that are sent to banks.

The next five fields are only required if you selected the *Automated Payment File* option for the *Payment Type* field. If your *Payment Type* is *Check*, you can skip over these. The *Automated Payment File Program Code* is the code that is put into the payment file so

that the check processing company can identify which program the payment is from. The *Send Automated Payment File via FTP* option instructs **PHA-Web** to automatically submit your automated payment file to the check processing company over the Internet. The *FTP Address*, *FTP User Name*, and *FTP Password* are login information for submitting the file over the Internet.

Finally, at the bottom, the *Program* that this account is in will be displayed. Also, you must pick which *Bank* this account is in.

After you have copied from one of the two options, click the *Margins* link at the top.

General Ledger: Bank Account: Setup Checks

[Edit Account](#) [Setup Checks](#)

<< Previous Intro **Margins** Layout Top Section Middle Section Bottom Section Finish Next >>

Margins

In order for the fields to print properly on the checks, you will need to set up the below options using the [measurement.pdf](#).

Printer Name (ie. HP Laserjet 1020): HP V-Strom 1000

Top Margin: .25 in

Left Margin: .125 in

Right Margin: .25 in

Bottom Margin: .25 in

Copy Margins From Account: -- Select -- Copy

Save Exit

This screen is for calibrating your printer. Every printer has slightly different unprintable margins on top, bottom, and sides of the paper, so in order for *PHA-Web* to precisely print fields on checks, it needs to know exactly what those margins are. Start by clicking the *margins.pdf* link at the top and print it out using the same printer that you will be using for your checks. Now, enter the *Printer Name* so that you know which printer *PHA-Web* is calibrated for. Next, with the printout, measure the white space on the outside of the black box printed on the printout. Measure it on all four sides and then enter those values into the *Top Margin*, *Right Margin*, *Bottom Margin*, and *Left Margin* fields. Alternatively, there is an option at the bottom to *Copy Margins From Account*, which you can use if you already set up the margins in a different account.

Now click the *Layout* link at the top of the screen.

The screenshot displays the 'General Ledger: Bank Account: Setup Checks' interface. At the top, there is a blue header with the title 'General Ledger: Bank Account: Setup Checks' and two links: 'Edit Account' and 'Setup Checks'. Below this is a navigation bar with '<< Previous', 'Intro', 'Margins', 'Layout' (highlighted), 'Top Section', 'Middle Section', 'Bottom Section', 'Finish', and 'Next >>'. The main content area is titled 'Layout' and contains three vertically stacked sections, each with a yellow header and a dropdown menu:

- Top section: 'Choose what is printed on the top section of your check' with a dropdown menu set to 'Voucher'.
- Middle section: 'Choose what is printed on the middle section of your check' with a dropdown menu set to 'Check'.
- Bottom section: 'Choose what is printed on the bottom section of your check' with a dropdown menu set to 'Voucher'.

At the bottom of the screen, there are two buttons: 'Save' and 'Exit'.

On this screen you tell **PHA-Web** what is printed on each of the three parts of a check. In the example above, the top of the check is a voucher, the middle is a check, and the bottom is a voucher. The next most common layout is Voucher Check Voucher.

Now, click the *Top Section* link at the top of the screen.

The screenshot shows a web interface for setting up checks. At the top, there's a blue header with the text 'General Ledger: Bank Account: Setup Checks'. Below this, there are navigation links: '<< Previous', 'Intro', 'Margins', 'Layout', 'Top Section' (which is highlighted), 'Middle Section', 'Bottom Section', 'Finish', and 'Next >>'. The main content area is titled 'Top Section' and contains a yellow box with instructions: 'To measure the position of each field, measure from the top left corner of the check stock. To measure the X coordinate, measure from the left side of the check stock to the left side of the field. To measure the Y coordinate, measure from the top of the check stock to the top of the field. If you leave the X and Y positions blank for any field, that field will not be printed.' Below the instructions is a table for 'Voucher Field Positions' with a sub-header 'Measurements in Inches'. The table has two rows: 'Voucher:' and 'Voucher Housing Authority Name:'. Each row has two columns for 'X' and 'Y' coordinates. The 'Voucher:' row has 'X: 0.75' and 'Y: 0.5'. The 'Voucher Housing Authority Name:' row has blank 'X' and 'Y' fields. At the bottom of the screen, there are buttons for 'Print Test Check (Saves)', a dropdown menu for '-- Select Signature --', and 'Save' and 'Exit' buttons.

This screen can actually show two different things. If you selected *Voucher* for the top section of the check, it will display this screen. Otherwise it will display the next screen. On this screen you are only setting up the position of two things. The first is the *Voucher*, which is the entire block of text with the voucher information. The second field is the *Voucher Housing Authority Name*. For each field you must enter the X and Y coordinates. Instructions for how to measure are at the top of the screen.

After you have measured and entered the X and Y coordinates of all the fields, you can *Print Test Check* to get an example of how it will look. Print the test check on blank paper, then hold it over a blank piece of check stock and ensure that the fields are lining up properly. If they aren't, measure and try again.



Tip: You will notice in the example above that the X and Y coordinates for the Voucher Housing Authority Name are blank. If they are left blank, then that field will not be printed on the checks.

When you are done, click on the *Middle Section* link at the top.

General Ledger: Bank Account: Setup Checks

[Edit Account](#) [Setup Checks](#)

[<< Previous](#) [Intro](#) [Margins](#) [Layout](#) [Top Section](#) [Middle Section](#) [Bottom Section](#) [Finish](#) [Next >>](#)

Middle Section

To measure the position of each field, measure from the top left corner of the check stock. To measure the X coordinate, measure from the left side of the check stock to the left side of the field. To measure the Y coordinate, measure from the top of the check stock to the top of the field. If you leave the X and Y positions blank for any field, that field will not be printed.

Check Field Positions		Measurements in Inches	
Check Number:	X:	7.125	Y: 4.75
Written Amount:	Width: <input type="text"/>	X: 1.109375	Y: 5.4375
Date:	X:	5.0625	Y: 5.421875
Amount:	X:	6.8125	Y: 5.421875
Payee Name and Address:	X:	1.109375	Y: 6.15625
Signature:	X:	4.9375	Y: 6.28125

MICR Check Field Positions		Measurements in Inches	
Housing Authority Name:	X:	<input type="text"/>	Y: <input type="text"/>
Account Description and Housing Authority Address:	X:	<input type="text"/>	Y: <input type="text"/>
Bank Name and Address:	X:	<input type="text"/>	Y: <input type="text"/>
Check Number Label:	X:	<input type="text"/>	Y: <input type="text"/>
Fractional Routing Number:	X:	<input type="text"/>	Y: <input type="text"/>
Written Amount Label:	X:	<input type="text"/>	Y: <input type="text"/>
Date Label:	X:	<input type="text"/>	Y: <input type="text"/>
Amount Label:	X:	<input type="text"/>	Y: <input type="text"/>
Payee Name and Address Label:	X:	<input type="text"/>	Y: <input type="text"/>
MICR Strip:	X:	<input type="text"/>	Y: <input type="text"/>

[Print Test Check \(Saves\)](#) -- Select Signature -- [Save](#) [Exit](#)

The check portion of the setup has many more fields. The fields at the top, under *Check Field Positions*, are the fields that should be printed on most pre-printed check stock. If you have completely blank check stock, then you are doing MICR printing and you need to fill in the bottom fields as well.



Tip: If you are printing the MICR account and routing information you will need to use a special magnetic toner cartridge to print checks.

Next, click on the *Bottom Section* link at the top of the screen. Depending on whether your bottom section is a voucher or a check, it will be exactly like one of the two examples above. When you are finished filling out the bottom section, click on the *Finish* link.

The *Finish* page gives you more instructions to print another test check and verify that everything is lined up properly. It is a very good idea to do that so that you don't accidentally ruin a lot of checks when you print checks later.

Save and *Exit* when you are finished. Now you should be back at the *Setup Bank Accounts* screen. If you need to add another other accounts, click the *Add* button. Otherwise, click the *Exit* button. Now click *Exit* again to bring you to the *Setup Bank Accounts* screen.

Viewing Your Chart of Accounts

When you first click on the *Chart of Accounts* link in General Ledger, you need to select a program. After you select a program and click *Open*, you will be shown a listing of asset accounts for that program. On that screen you have several options.

General Ledger Housing Choice Voucher

[Start](#) [User Manual](#) [Setup](#) [Add Journal Entry](#) [Search Journal Entries](#) [Chart Of Accounts](#) [Financial Statements](#)
[Account Ledger](#) [1099 Processing](#) [Year End Closing](#) [Reverse Entries](#) [Bank Reconciliation](#) [Adjust Period](#) [Reports](#)

Asset Liability Income Expense Surplus

Account Number	Account Description	Type		
1111.1	Cash	Cash	Open	Delete
1111.9	Port-out Overpayment Due from Receiving H/A	Accounts Receivable	Open	Delete
1122	Account Receivable	Accounts Receivable	Open	Delete

Copy Chart of Accounts From: [Add Account](#)

-- Select -- [Copy](#)

[Print](#) [Exit](#)

Near the top you can choose which type of accounts you want to view. At first you will be viewing the asset accounts. If you click on any of the other account types at the top, you will be shown those accounts instead.

Near the bottom, you have an option to *Copy* the chart of accounts from another program. If you have already set up the chart of accounts in another program, and if they are substantially the same as the chart of accounts in the current program, then you might want to copy them and make changes instead of re-entering all of them.

For each account displayed on the screen, you have two options. You can *Open* it, which allows you to view and modify the details, or you can *Delete* it. Deleting an account is only possible if you haven't posted any transactions against it yet. Below the list of accounts is the *Add Account* button. Finally, the *Print* button displays a printable report of your entire chart of accounts.

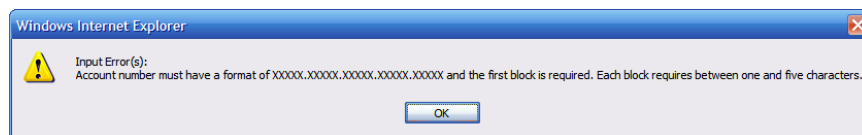
Chart of Accounts					
Program: Public Housing					
Account Number	Description	Type	Legacy Account	Bank Account	LS&E Closing Account
Asset					
1111.1	Cash Account	Cash			
1122	Accounts Receivable - Tenants - Dwelling Rents	Accounts Receivable			

Adding, Editing, or Viewing Account Details

If you opened an existing account or added a new one, you will see the following screen. This screen allows you to modify the details of an account.

Project	Previous Budget (2006)	Current Budget (2007)	Project Balance
Eastlake Towers	\$400	\$450	\$341.58
Meadow View	\$250	\$300	\$306.58
Total	\$650.00	\$750.00	\$648.16

The *Account Number* field allows you to enter any account number that you want. Letters, numbers, and punctuation are all allowed. The **PHA-Web** account number structure allows up to five blocks of numbers or letters separated by periods. If you enter a number that doesn't follow that format you will get the following error message.



The first block of numbers, and the only one that is required, is the primary account number. If an account needs to be broken into sub accounts, you can add a sub account number. If it needs to be further broken down, you can add another sub account number and so on. A maximum of four sub account numbers can be added.

As an example, you may have an account called 4190 Sundry without any sub account. Or, you may have 4190.001 Misc Sundry, where 001 is the sub account number. Another lengthier example would be 1430.100.2006. In this case 1430 is the primary account number, 100 is the first sub account number, and 2006 is the second sub account number, which in this case represents a year.



*Tip: Unlike many other systems, **PHA-Web** allows you to change the account number and the new account number will still link to all of the transactions recorded under the old number*

The *Description* field names the account. The *Type* field is used to determine where you can use this account and how it displays on certain reports. More details will be given below. The *Legacy Account Number* is used to store the account number that was used for this account in your legacy software, such as Visual MCS or CHAS. Storing the legacy account number in **PHA-Web** is for reference only. It will help you follow your account history back into your legacy system if you need to. The *FDS Number* field stores the FDS account that this account will report to on the FDS reporting. The *Bank Account* is required if the account is an asset cash account type. Finally, the *LS&E Closing Account* is used for any grant accounts.

Account Types

Asset General	Use for any asset accounts except cash accounts that have bank accounts or accounts receivable accounts that are used in PHA-Web HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting.
Asset Cash	Use for all cash accounts that have bank accounts.
Asset Accounts Receivable	Use for any accounts receivable accounts that are used in PHA-Web HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting, except if that account is for PH Accounting repayment agreements.
Asset Long Term Accounts Receivable	Use for accounts receivable accounts that are used for repayment agreements in PHA-Web PH Accounting.
Liability General	Use for any liability accounts except accounts payable accounts that are used in PHA-Web HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting.
Liability Accounts Payable	Use for any accounts payable accounts that are used in PHA-Web HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting, except if the account is for PH Accounting security deposits.
Liability Long Term Accounts Payable	Use for accounts payable accounts that are used for security deposit accounts in PHA-Web PH Accounting.
Income General	Use for all income accounts.
Expense General	Use for all expense accounts except grant accounts.
Expense Grant	Use for all grant accounts. Grant accounts are not closed to the standard surplus account at fiscal year end. Instead, they are closed manually at the end of the grant period.
Surplus General	Use for all surplus accounts.

Below the *LS&E Account* selection there is a listing that shows the budget values for this account for this year, the previous year, and the current account balance. You can edit the budget values from this screen, but you cannot edit the account balance. If you are trying to import your beginning balances, there is a separate procedure for that called *Import Beginning Balances* in General Ledger Setup. If you are

trying to adjust account balances, you must enter journal entries or other generated transactions. Also, note that the main place to change budgets is on the general ledger setup budgets screen. The ability to change budgets is only provided here for convenience. You also have the option below that to get an account ledger report, showing you all of the transactions that have taken place in this account for the given period. Under the *Output Type* this report can be output as either a PDF document or as an Excel spreadsheet. The Excel option gives you the flexibility to manipulate numbers for your own needs.

Public Housing						
General Ledger Account Ledger						
Financial Periods: June 2007 Through June 2007						
Grouping: Account then Project						
Cash Account - 1111.1						
Cash Account (1111.1) - Eastlake Towers						
Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description
06/01/07	06/07					Beginning Balance 28,781.30
11/29/07	06/07	Pub AR		(F)Hansen, John		Payment - Check 700.00
11/29/07	06/07	Pub AR		(F)Green, Lisa		Payment - Check 600.00
11/29/07	06/07	Pub AR		(F)Maddax, Mike		Payment - Check 600.00
11/30/07	06/07	Pub AR		(F)Hansen, John		Payment - Check 100.00
06/01/07	06/07	Pub AP	15001	(F)Hansen, John		PH Accounting Payment Made (602.00)
06/01/07	06/07	Pub AP	15002	(F)Hansen, John		PH Accounting Payment Made (40.00)
06/30/07	06/07					Ending Balance 28,139.30
Cash Account (1111.1) - Eastlake Towers						
Cash Account (1111.1) Ending Balance						28,139.30
Grand Total						28,139.30

Below that, there are a few navigation options. You can jump directly to a specified type of accounts, move to the previous account, move to the next account, or add a new account.

Importing Beginning Balances

Importing beginning balances into ***PHA-Web*** involves several steps.

First, although it is not required, it is easiest to import balances immediately after closing out the fiscal year on both your legacy software and on ***PHA-Web***. If you import right after closing the fiscal year you won't have to deal with any operating statement accounts.

Second, print out the ***PHA-Web*** financial statements for each project that you are going to import and identify any accounts receivable or accounts payable accounts that are already being used in ***PHA-Web*** HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting. These balances should be the same on your legacy general ledger and the ***PHA-Web*** general ledger, if not these accounts must be reconciled. If any differences are found, correct them either in the legacy software or in the ***PHA-Web*** components that use the affected accounts.

Third, print out the financial statements from your legacy software. Ignoring any of the accounts receivable or accounts payable accounts that you reconciled before, identify any account that has a balance in ***PHA-Web*** and record the differences between those balances and the balances in the legacy software.

Fourth, record the balance of any other account that wasn't affected in the second or third steps.

Fifth, go to General Ledger setup, select your *Program*, and click on *Generate Journal Entry to Import Balances*. On the next screen click the *Go* button. Now you will be on the Journal Entry screen with an adjustment slip. If you *Open* that adjustment slip, then *Open* the single adjustment, you will see a list of adjustment details. One adjustment detail has been created for each project and account in the program that you selected. For example, if you selected a program that had two projects and forty accounts, then you will have a list of eighty account details. Accounts receivable and accounts payable accounts that are used in ***PHA-Web*** HAP Accounting, PH Accounting, Portability Accounting, or Vendor Accounting will not be in the list.

Sixth, go through each adjustment detail. For each detail, if there was already a balance in ***PHA-Web***, then enter an amount that is the difference between the ***PHA-Web*** balance and your legacy software balance. If there was not already a balance in ***PHA-Web***, then enter the full amount of the legacy software balance.

When you are finished entering balances, click *Ok* on the adjustment screen, and then click *Ok* again on the adjustment slip screen. Finally, on the control group screen, enter the dollar control *Amount* field. The amount should be the total of all debits that you

entered. After entering that amount, the *Proof Amount* field should be blank or zero. Then click the *Print* button and double check your balances. Then click *Post* and *Exit*.

General Ledger Journal Entry				
Posted				
Program:	Public Housing			
Description:	Import Beginning Balances			
Control Group Date:	7/2/2008	Amount:	\$26,917.25	
Financial Period:	April 2007	Entry Amount:	\$26,917.25	
Date/Time Created:	7/2/2008 10:18:12 AM	Proof Amount:	\$0.00	
User Created:	LHA Administrator			
Document #:	Date: 7/2/2008	Description: Import Beginning Balances		
Adjustment Description: Import Beginning Balances				
<i>Project</i>	<i>Account #</i>	<i>Description</i>		
Page 1				
Eastlake Towers	1111.1	Cash Account	\$25,648.80	
Eastlake Towers	1210	Accounts Receivable from Program	\$1,268.45	
Eastlake Towers	2110	Accounts Payable to Revolving Fund		\$15,055.10
Eastlake Towers	3110	Dwelling Rental		\$11,862.15

Financial Statements

Overview

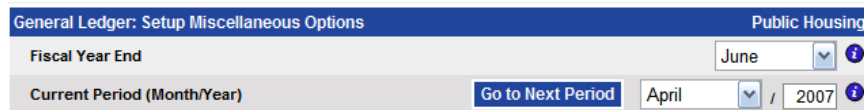
The financial statements are a set of reports that are usually run at the end of each financial period. The reports are the balance sheet and the operating statements. Generally these reports are run at the end of each period and at the end of the fiscal year to report to the agency's board of directors. Since transactions are stored historically, *PHA-Web* also allows you to run the financial statements at any other point throughout the month, for any past or future period including any previous fiscal year.

PHA-Web allows you to customize your financial statements in several different ways, including grouping several accounts together to get a total, hiding details, grouping projects together for AMP reporting, and several other options.

Project reporting can be done three ways. The first way is to report per project. This would be the finest level of detail. The second way would be to use the project grouping functionality, described below, the report by AMP, while still retaining the original projects. The third way would be to combine your projects and convert all of your *PHA-Web* records, including certification records, to AMP projects.

Setup

There are several settings in the general ledger setup that affect the financial statements. To set these, go to the setup screen and click on the *Setup Miscellaneous Options* link. Set the *Fiscal Year End*. This should be the last month in your fiscal year. Next, set the *Current Period*.



General Ledger: Setup Miscellaneous Options		Public Housing	
Fiscal Year End	June		
Current Period (Month/Year)	Go to Next Period	April	2007

Then, set the *Display Grant-to-Date Instead of Year-to-Date for Grant Accounts on Operating Statement* option. This option allows you to either display the balance of all activity ever made to a grant account or only display the activity for this year on the financial statements. Then, set the *Surplus Account*. You must have already set up a surplus account in the chart of accounts in order to set this. The account you select will be the account that the operating statement balance will be shown under on the balance sheet. Finally, if you want something besides your housing authority name to appear at the top of your financial statements, enter an alternative title in the *Financial Statement Title* field.

The screenshot shows a configuration screen with the following elements:

- Display Grant-to-Date Instead of Year-to-Date for Grant Accounts on Operating Statement:** An unchecked checkbox.
- Surplus Account:** A dropdown menu currently showing "-- Select --".
- Prorate auto adjustments for end participation forms:** A checked checkbox.
- Use Unit Address on Checks:** An unchecked checkbox.
- Financial Statement Title (Optional):** An empty text input field.

Exit the miscellaneous setup screen now and click on the *Setup Project Groups* link. On this screen you can group together multiple projects so that you can run the financial statements for combinations of projects. For example, maybe you want to run financial reports for the total from PIC Project #001 and PIC Project #002. You can set that up on this screen. To do this, click the *Add Group* button, enter a *Description* for the group, then click *Save*. Then, select that project group for every project that you want to fall under that group. *Save* and *Exit*. Now when you run financial statements you will have the option to run them by your report group. This feature is typically used when the agency wants to combine several PIC projects into an AMP grouping.

The screenshot shows the "General Ledger: Setup Project Groups" screen for "Public Housing".

Setup Project Groups

Description	
AMP 1 Financial Statements	Delete
AMP 4 Financial Statements	Delete

[Add Group](#)

Select Project Group for Each Project

Project	Group
AMP Central Office Cost Center	None
PIC Project #001	AMP 1 Financial Statements
PIC Project #002	AMP 1 Financial Statements
PIC Project #004	AMP 4 Financial Statements

[Save](#) [Exit](#)

Now click on the *Setup Budgets* link. First you will see a list of existing budgets if you have any. On this screen you can *Select*, *Copy*, or *Delete* an existing budget, or *Add* a new one. If you *Select*, *Copy*, or *Add* a budget you will need to enter the fiscal year for that budget. Do that first. Then select the first *Project*. Enter the *PUM Units*, if applicable. These number of units entered here will be used for PUM calculations on the financial statements. Finally, enter a budget *Amount* for each account under that project. When you're finished with one project, select the next *Project* and repeat until you have entered all of your budget values. When you are finished setting up budgets, *Save* and *Exit*. Now the budget values will appear on the financial statements next time you run them. As you will notice there are budget amounts only for operating accounts.

General Ledger: Budget Setup Public Housing

Fiscal Year	Total Budget			
2007		Select	Copy	Delete
2008		Select	Copy	Delete

[Add Budget](#)

Fiscal Year:

Project:

PUM Units:

Account #	Description	Amount
3110.000	Dwell Rent	\$839,000
3120.000	Excess Utilities	\$23,500

Now click on *Setup Report Groups*. This screen allows you to group together multiple accounts from the chart of accounts into a single group to display on the financial statements. This screen will first show you all of your report groups if you have any already set up. Click the *Add Group(s)* button to add a new report group. In the *From* and *Through* boxes, enter the account numbers of the first and last accounts that you want to be in that group. In the simple example shown next, administrative expenses are to be subtotaled by general and sundry. The first grouping is the general administrative accounts *From* 4110.000 *Through* 4189.999 with the *Group 1* description being Administrative and the *Group 2* description being General. The second grouping is the sundry accounts *From* 4190.000 *Through* 4190.009 with the *Group 1* description again being Administrative and the *Group 2* description being Sundry. Then when printing the financial statements, accounts that have the same group name will be grouped and summed together. In this example, General accounts would be totaled together and the Sundry accounts will be totaled together. Lastly, the General and the Sundry will be summed together to give a grand total titled Administrative. This can be expanded to include up to three groups. *Save* and *Exit* this screen.



Tip: It is important that the group names exactly match, otherwise grouping will not work.

General Ledger: Setup Report Groups						Public Housing
<input type="radio"/> Asset <input type="radio"/> Liability <input type="radio"/> Income <input checked="" type="radio"/> Expense <input type="radio"/> Surplus						
From	Through	Group 1	Group 2	Group 3	Hide Detail	
4110.000	4189.999	Administrative	General		<input type="checkbox"/>	Delete Copy
4190.000	4190.009	Administrative	Sundry		<input checked="" type="checkbox"/>	Delete Copy
Number of groups to add:					1	Add Group(s)
Save						Exit

There are a few other options available on the grouping screen. The first option, which is available for each report group item, is called *Hide Detail*. If you check this checkbox, then only the sum of the group will be displayed and the individual account details will be hidden when you print the financial statements. The second option is *Delete* which lets you delete a group. The last option is *Copy*, which lets you make an exact copy of the group. This is useful if you are making a sub group under an existing group.

Running Financial Statements

After entering the setup information, click back on the *Financial Statements* link. Select the *Program* you want. You should see a screen like the one below.

General Ledger Manager: Financial Statements

Welcome to the General Ledger Manager financial statement procedure. Follow the directions below to produce your month end financial statements.

1. Select the program that you are processing.
2. Enter the period that you are processing.
3. Select which parts of the financial statements that you want to print

Program: Public Housing

Period: April / 2007

Round Values to Nearest Dollar:

Prorate Budgets:

Show Hidden Details:

Show Beginning Balance on B/S:

Show Zero Balance Accounts on Consolidated:

Report Sections to Print

- Select All
- 1 - Balance Sheet - Consolidated
- 2 - Operating Statement - Consolidated
- 3 - Balance Sheet - Eastlake Towers
- 4 - Operating Statement - Eastlake Towers
- 5 - Balance Sheet - Meadow View
- 6 - Operating Statement - Meadow View

Process Statements

First you want to select the *Period* you want to report on. That will be defaulted to the current period for the selected program. Then choose whether you want to round the numbers on the report. Next, the *Prorate Budgets* option lets you decide whether to show budget amounts for the entire year, or prorate the annual value for the period that you selected. Next you can choose to *Show Hidden Details* in the report grouping setup. Next you can decide to *Show a Beginning Balance* column on the balance sheet report. Next you can decide to show or hide any account that has a zero balance on the consolidated financial statements. Accounts with zero balances will never be printed on the project financial statements. Finally, you can choose which reports you want.



Tip: When you look at the balance sheet report, you may see three lines under Surplus. The first line is the surplus account showing all closing transactions that have been actually posted to surplus. The second line you may see is the (Current Year) balance, which is the current operating statement balance that has not been closed. The third line you may see is the (Prior Year) balance, which is any outstanding operating statement balance from the prior fiscal year which has not been closed.

When you are finished selecting options, click the *Process Statements* button. Generating the report can take several minutes so be patient and wait for it to complete. When it is complete the report will be displayed on your screen.

Sample Housing Authority Balance Sheet for April 2007 Program: Public Housing Project: Consolidated			
	Period Amount	Balance	
ASSETS			
1111.1 Cash Account	26,239	26,531	
1122.333 Accounts Receivable - Tenants - Dwelling Rents	454	1,660	
1210 Accounts Receivable from Program	1,268	1,268	
TOTAL ASSETS	27,961	29,469	
LIABILITIES AND SURPLUS			
LIABILITIES			
2110 Accounts Payable to Revolving Fund	15,785	15,785	
TOTAL LIABILITIES	16,785	16,785	
SURPLUS			
2800 Surplus (Current Year)	12,176	13,674	
TOTAL SURPLUS	12,176	13,674	
TOTAL LIABILITIES AND SURPLUS	27,961	29,469	
PROOF	0	0	

Sample Housing Authority Operating Statement for April 2007 Program: Public Housing Project: Consolidated							
	Period PUM	Period Amount	YTD PUM	YTD Amount	Budget PUM	Budget Amount	Change
INCOME							
3110 Dwelling Rental	140.28	12,906	39.14	14,404	0.00	0	14,404
TOTAL INCOME	140.28	12,906	39.14	14,404	0.00	0	14,404
EXPENSES							
4190 Sundry	2.28	210	0.57	210	0.88	750	540
4470 Maintenance Materials	5.05	520	1.41	520	0.00	0	(520)
TOTAL EXPENSES	7.33	730	1.98	730	0.88	750	20
SURPLUS	132.95	12,176	37.16	13,674	(0.88)	(750)	14,424

Account Ledger

Overview

The Account Ledger report is your primary audit trail in *PHA-Web*. All of the balances on the Financial Statements can be substantiated on the Account Ledger. For example, if you run the Financial Statements for December 2007, then run the Account Ledger for December 2007, the ending balances will be the same, and the detail on the Account Ledger provides an audit trail to substantiate those balances.

Several report parameters are provided to let you fine tune the Account Ledger to best fit your needs. For example, if you are giving your fee accountant a list of account activity, you could run the Account Ledger for a specific period, without showing details. Another example would be if one of your accounts was being audited and you needed to show the specific detail for that account, you could run the Account Ledger, showing details, for only one specific account.

Account Ledger

The following is a description of every report parameter for the Account Ledger.

The screenshot shows a web-based form titled "General Ledger Account Ledger". The form is organized into two columns of parameters. The left column includes: "Program" (dropdown menu with "-- All Programs --"), "Period From" (month and year dropdowns set to "January" and "2008"), "Grouping" (dropdown menu with "Account then Project"), "Account Type" (dropdown menu with "-- All --"), "Output Type" (dropdown menu with "PDF"), and "Show Closing Transactions" (checkbox, currently unchecked). The right column includes: "Component" (dropdown menu with "All Components"), "Period Through" (month and year dropdowns set to "July" and "2008"), "Show Details" (checkbox, currently checked), and "Account Number" (text input field). Below the "Account Number" field is a blue hyperlink labeled "View Chart of Accounts". At the bottom center of the form is a blue button labeled "Get Report". At the bottom right, separated by a dashed line, is a blue button labeled "Exit".

Program – Select which program you want to view. The option for *All Programs* simply displays the Account Ledger once for each program. In most cases you will want to pick a specific program.

Component – This allows you to view transactions from specific components, such as HAP Accounting or PH Accounting. This same report is available inside those components, so generally if you needed it for a specific component you would run it from inside that component. However, this option is also provided here for convenience.

Period From/Period Through – By default the period from and through is set to the current month so that you will be viewing the current month's activity. However, you may want to view for a previous period, quarter, or fiscal year. For example, if you wanted to view the results for first quarter of 2008, you would choose January 2008 through March 2008.

Grouping – This option allows you to either group by account then project, or project then account. Take this example. You have two projects, project 1 and project 2. You have two accounts, 1000 and 2000.

If you group by account then project, you will see account 1000, then a sub total for project 1, a sub total for project 2, and a summary for account 1000. Then you would see account 2000, then a sub total for project 1, a sub total for project 2, and a summary for account 2000.

However, if you group by project then account, you will see project 1, then a sub total for account 1000, then a sub total for account 2000, and a summary for project 1. Then you would see project 2, then a sub total for account 1000, then a sub total for account 2000, and finally a summary for project 2.

Show Details – This option essentially allows you to have two different reports. If you show details then you get a beginning balance, a list of all transactions for the period(s) selected, and an ending balance for the period(s) you selected. However, if you do not show details, then you get a beginning balance, a period activity total, and an ending balance. This version of the report is very compact and is handy for sending to a fee accountant.

Account Type – You can select Assets, Liabilities, Income, Expenses, or Surplus. This option is handy for analyzing a smaller set of accounts. Also, these categories match the major groups on the financial reports. For example, if the summary totals for assets on the Balance Sheet needs to be reviewed, you could run the Account Ledger for Asset accounts. Then you would have substantiating details for all asset accounts on the Balance Sheet.

Account Number – If you want to view the account ledger report for a single account, you can enter the account number here. For convenience in remembering account numbers, there is a link below this option that shows you the Chart of Accounts report.

Output Type – This report can be output as either a PDF document or as an Excel spreadsheet. The Excel option gives you the flexibility to manipulate numbers for your own needs.

Show Closing Transactions – At the end of the fiscal year, when you run the *Year End Closing* procedure transactions will be generated to close out all of your operating statement balances. If you still want to go back and see what those balances were, you can run the report without showing closing transactions. This will show you the balances just as if the closing had never taken place. Note that this option is off by default, so it will only show closing transactions if you turn it on.

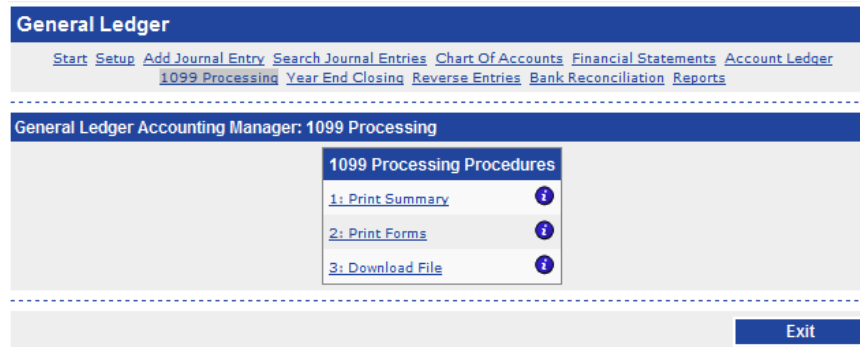


Tip: If you decide to show closing transactions you will notice that the surplus account balance will have a large balance for the last period. That is because the closing transactions are all posted to that last period.

1099 Processing

Overview

At the end of each tax year, your agency will need to produce 1099 forms, or electronic submissions, for every vendor and landlord that received payments during the year. The 1099 Processing procedure in General Ledger automates that process. There are three possible steps to take. The first step is printing the 1099 summary. The 1099 summary is just a report that lists all of the payees that will receive a 1099 and lists the amount for each. This report is used to verify the 1099 amounts before they are printed or sent to the IRS. The second step is to either print out the 1099 forms or download an electronic file with the same information which can be submitted to the IRS. Smaller agencies with less than the IRS limit for number of payees can choose either option, while those with more than that limit must submit the electronic file.



Print Summary

To begin, click on the *1099 Processing* link. Then click on the *Print Summary* link. This screen is very simple. You select a *Component*, either HAP or Vendor Accounting, enter a *Year*, and click the *Print Summary* button. Print out your report and exit.

Landlord 1099 Summary Report			
1099 Summary From: 1/1/2007 Thru: 12/31/2007, Program: All			
Name	SSN / TIN	Check Address	Landlord Total
Ajalat, Farris		P.O.Box 3342 Beverly, MA 01915	\$11,894.00
Belvedere Realty Company, L.L.C.		830 East Rd North Adams, MA 01247	\$3,388.00
Berger, David		85 Fieldwood Drive North Adams, MA 01247	\$613.00

Print Forms

If your agency submits printed copies of 1099 forms to the IRS, then you will use this screen. Again, under *Component* select either HAP or Vendor Accounting and enter a *Year*. Under *Printer Name* record the name of your printer. This is for reference only so you will now what printer you are calibrating.

The next part is for calibrating your printer. The 1099 forms are pre-printed and the printing has to be very precise to land all of the fields inside their small boxes. Each printer prints a little differently, so this calibration is required to make everything line up.

Since there are a number of technical steps that need to be done, MCS will assist you with this setup. However, once you have set up your 1099's the first time; you should be able to do future 1099 calibration yourself. When you need MCS assistance to calibrate your 1099 forms for the first time please contact the MCS Support Team.

The screenshot shows a software interface titled "General Ledger Accounting Manager: 1099 Processing: Print 1099 Forms". At the top, there is a "Component" dropdown menu set to "-- Select --" and a "Year" input field. Below these is a "Clear" button. A dashed line separates this from a central instruction box. The instruction box contains the text: "In order for the information to print properly on the 1099s, you will need to set up the below options using the [margin.pdf](#). Once you have setup the measurements it is recommended that you print the first page of the 1099s on a blank sheet of paper and compare it to the 1099 preprinted form to ensure the information appears properly in the boxes." Below the instruction box is a "Printer Name:" label followed by an input field. In the center, there is a large rectangular area with a thick black border. Surrounding this area are four margin input fields: "Top Margin:" (0 in), "Left Margin:" (0 in), "Right Margin:" (0 in), and "Bottom Margin:" (0 in). At the bottom right of this section is a "Save Margins" button. A dashed line separates this from a "Print Forms" button. At the very bottom is an "Exit" button.

The first step to calibrate your printer is to open the [margin.pdf](#) and print it. This will print a sheet of paper with a thick black border. Follow the instructions on the print out to measure the margins. Then enter the margin measurements on the screen and click the *Save Margins* button. Your printer is now calibrated.

Finally, click the *Print Forms* button. The 1099 printout report will appear on the screen. Load your printer with 1099 forms and print.

Download File

Downloading the 1099 file from ***PHA-Web*** is very simple. However, in order to submit to the IRS you must be an IRS authorized electronic file transmitter. MCS is an IRS authorized electronic file transmitter and provides the submission service. When you need to submit your 1099's please contact the MCS Support Team.

Year End Closing

Overview

At the end of every fiscal year, operating statement accounts need to be closed out. Closing out your operating statement accounts is a process where you create journal entries to transfer balances from those operating statement accounts into your surplus account. This means creating a transaction in every account to reverse the balance for that account, thereby creating a fiscal year balance of zero. An opposing debit or credit entry will be created in the surplus account.

A little extra complexity is introduced because the balances are tracked separately for each project within an account. Therefore, all of the closing entries are made on a per-project basis. That means that one journal entry transaction is required for each account for each project that has a balance. The Year End Closing procedure automates this entire process by automatically generating a journal entry with all of the necessary transactions.

Processing Year End Closing

To run the year end closing procedure, select the *Program* you want to close. Then enter the *Fiscal Year*. Finally, enter an *Adjustment Slip Document Number*. The adjustment slip number would generally be your journal entry number. This is for the journal entry adjustment slip that will be created. Click the *Go* button when you are ready.

General Ledger: Year End Closing

This process is used for closing out operating statement accounts at fiscal year end.

Select a program and fiscal year to close out then click 'Go'. A journal entry control group will be created with one transaction detail per operating statement account balance. Those balances will be zeroed out and offset with a single opposing entry to the surplus account selected in setup.

You can run this process as many times as you need.

Program: Public Housing

Fiscal Year: 2007

Adjustment Slip Doc #: 48798

Go

Exit

After you click the go button, **PHA-Web** creates an unposted journal entry with one transaction for each account and project that has a balance. These transactions will zero out every operating statement account. After that, one surplus account transaction will be created for each project that had an operating statement balance. The surplus account transaction will offset the entries that zeroed out the operating statement accounts. Please note that grant accounts are not touched by this process. You must manually close out grant accounts because they don't get closed out every year like other operating statement accounts.

After creating this journal entry, it takes you to the journal entry edit screen to review the transactions that were created. It should be noted that you cannot edit the closing entry transactions that have been generated. If adjustments to any accounts are necessary they must be made through the standard journal entry process. When you are satisfied with the generated transactions you can *Post* the control group and you will be finished.



Tip: You are allowed to run the Year End Closing procedure multiple times. Each time you run it, transactions will be created to close out whatever balance remains on the operating statement accounts.

Reverse Entries

Overview

The Reverse Entries procedure does exactly what it says. It allows you to search for any journal entry and creates a reversing entry for it. It doesn't do anything that you couldn't do manually, but it makes it much easier. This is particularly the case for very large journal entries.

Running Reverse Entries

When you run reverse entries, the first thing you have to do is to find the document that you want to reverse. To do that, enter search criteria to help narrow down the choices. You can enter a *Program*, a *Period*, a *Document Number*, or a *Document Date*. Then click *Search*. All matching control groups will be displayed. If you find your document in the list, click the *Reverse* link next to it.

On the next screen you will be asked to provide some information to fill out the new journal entry control group that will be generated. Enter a *Control Description*, a *Document Description*, a *Document Number*, a *Period*, and a *Document Date*. When you're finished, click the *Confirm* button.

General Ledger: Reverse Entries

Please review the following fields. Once they are all correct, click the confirm button to generate the reversing entries.

The reversing entries that are generated will not be posted. You can still delete the unposted control group after running this process.

Control Description:

Doc Description:

Doc Number:

Period:

Doc Date:

From there, you will be redirected to the edit journal entry screen where you can view the reversal control group. When you're ready, *Post* the journal entry and exit.

Bank Reconciliation

Overview

Reconciling your bank accounts usually consists of clearing the payments and deposits that are on your bank statement, then taking your bank statement total, subtracting any uncleared payments, adding any uncleared deposits, and comparing the bank statement total to your cash account total. **PHA-Web** makes this process quick and easy.

One thing to note is that if you are only using the **PHA-Web** accounting components such as HAP, PH Accounting, Portability, or Vendor Accounting, but not using the General Ledger, then you will be able to clear checks on **PHA-Web** but will not be able to perform the final reconciliation. This is because the HAP system, and other similar components, produces the payments but do not record any deposits, such as HUD contributions. Therefore, the cash account balance will decline forever because no contributions are being recorded. If you use the general ledger system to record those contributions, then bank reconciliation will work fine.

Search

When you start using the bank reconciliation, the first screen you will see is a search screen which will help you decide which transactions to display. First, select the *Program*, then select the *Cash Account* that you want to reconcile. None of the other fields are required. By default it will show you all of the uncleared transactions in the selected cash account. Click the *Search* button to see the results.

As you can see on this search screen, there are several ways that you are able to search for a transaction or a range of transactions. Listed below are the various ways that **PHA-Web** enables you to limit the results that you receive:

General Ledger

[Start](#) [User Manual](#) [Setup](#) [Add Journal Entry](#) [Search Journal Entries](#) [Chart Of Accounts](#) [Financial Statements](#)
[Account Ledger](#) [1099 Processing](#) [Year End Closing](#) [Reverse Entries](#) [Bank Reconciliation](#) [Adjust Period](#) [Reports](#)

General Ledger: Bank Reconciliation

Program: Public Housing

Cash Account: Cash Account (1111.1)

Bank: First Merit

Document Number: [] To []

Document Date: [] To []

Date Cleared: [] To []

As Of Date: []

Show: Cleared Uncleared All

One way to search for a transaction or range of transactions is to enter beginning and ending *Document Numbers*. When this method is used, the results that you receive will only be between the first document number and ending with the last document number that you have entered and nothing else.

A second way to search for a transaction or range of transactions is to enter beginning and ending *Document Dates*. When this method is used, the results that you will receive will only be between the two dates that you have entered. You might want to use this method if you know the approximate dates that the transaction was entered, but perhaps not the actual document number(s).

A third way to search for a transaction or range of transactions is to enter beginning and ending *Dates Cleared*. When this method is used, the results that you receive will be all of the transactions that have cleared between the beginning and ending dates that you have entered.

The last way to search for a transaction or range of transactions is to enter an *As Of Date*. When this method is used, the results that will display would be every transaction that has taken place up to the date that you have entered. This search field is used for comparing to your bank reconciliation while changes are still going into the system. Once you receive this report you will notice the *As Of Date* that you had entered listed on the top portion of the report.

It is important to note that the dates displayed on the screens and the reports are document dates, but the payments and deposits are all listed in the order that they were posted into **PHA-Web**. As a result some of the transactions may appear to not be in date order.

Clearing

Next you will be viewing your uncleared payments and credits. If you were reconciling a Public Housing cash account, this would display any checks that were written to tenants and perhaps to vendors. However, it also includes any other cash transaction in an accounts payable system such as voided payments. Voided payments will actually show up twice. The original payment will show up and then the void will show up as a credit. The void credit will appear as the next transaction after the original payment. You must clear both void transactions.

On the deposit side it will show primarily payments received from tenants. Since there are times when the detail payments may be deposited and recorded in total, the deposits are displayed by control group with all of the detail payments that make up that control group. In the case of a voided payment it will appear as the first transaction following the control group of the original payment. Again you must void both transactions. As you can see on the *Bank Reconciliation: Payments and Credits* report following, the voided transactions or transactions voiding another transaction are listed with a bold “(V)”.

With your bank statement in hand, start clearing the *Payments and Credits* by checking the *Cleared* checkbox next to each payment that appears on your bank statement. When you are finished, there may be a few transactions left over. Some of them may be items that wouldn't appear on a bank statement, such as adjustments to correct recording errors, or checks that were voided. Verify and clear those transactions.

You can use the *Check All* or *Check Page* buttons if you wish to check off several transactions at once. The differences between the buttons is that the *Check All* button checks off all transactions on all pages which are not already checked, whereas the *Check Page* button checks off only the transactions on the particular page that you are on at the time.



Tip: You can use the As Of Date as the date of the bank statement and then use the Check All option. This will clear all of the transactions through the bank statement date. Then go back and uncheck those few items that have not cleared.

General Ledger: Bank Reconciliation: Payments and Credits					
<< Previous		Payments and Credits		Deposits and Debits Finish	
Next >>					
<hr/>					
Check All					
Check Page					
Account: <input type="text" value="Cash Account (1111.1)"/> Bank: <input type="text" value="First Merit"/>					
Cleared	Date	Name	Number	Cash Amount	
<input type="checkbox"/>	04/01/07	Abby, Jennifer	15000	\$510.00	
<input type="checkbox"/>	06/01/07	Hansen, John	15001	\$602.00	
<input type="checkbox"/>	06/01/07	Hansen, John	15002	\$40.00	
<input type="checkbox"/>	07/01/08	(V) Johnson, Joe	1	\$587.33	
<input type="checkbox"/>	06/13/08	(V) Johnson, Joe	1	(\$587.33)	
<input type="checkbox"/>	07/01/08	Smith, William	15004	\$75.00	

Now move on to the *Deposits and Debits* tab and do the same thing except in deposits you may clear an entire control group at once or clear the individual payments.

General Ledger: Bank Reconciliation: Deposits and Debits					
<< Previous		Payments and Credits	Deposits and Debits	Finish	Next >>
Check All	Account:	Cash Account (1111.1)	Bank:	First Merit	
Check Page					
Cleared	Date	Name	Number	Cash Amount	
<input type="checkbox"/>	07/05/07	PH Payment Feb 07	1-2 of 2		
<input type="checkbox"/>	07/05/07	Abby, Jennifer		\$0.50	
<input type="checkbox"/>	07/05/07	Abby, Jennifer		\$2.00	
					\$2.50
<input type="checkbox"/>	08/08/07	PH Payment Mar 07	1-2 of 2		
<input type="checkbox"/>	08/08/07	Abby, Jennifer		\$50.00	
<input type="checkbox"/>	08/08/07	Abby, Jennifer		\$40.00	
					\$90.00

Finally, click on the *Finish* page. Displayed at the bottom is your calculated bank balance. If this balance doesn't match your bank statement you will need to find the differences and add adjustments to make them balance.

General Ledger: Bank Reconciliation: Finish					
<< Previous		Payments and Credits	Deposits and Debits	Finish	Next >>
Account:	Cash Account (1111.1)	Bank:	First Merit		
General Ledger Cash Balance			\$34,572.00	\$	
Uncleared Payments	+		\$2,467.50	\$	
Uncleared Deposits	-		\$37,040.30	\$	
Current Bank Balance				\$	

[Print](#) Bank Reconciliation Saved [Save](#) [Exit](#)

By selecting the *Print* button you can get two different versions of the same report. If in this session you did not clear any items you will get a report showing all uncleared items and the finish totals. If you cleared some items in this session it will show the items you just cleared and then all uncleared and the finish total. The *Print* button is available to be used at any step during the process.

In the sample below, the report is showing only the uncleared items and the finish totals because no transactions were cleared before running this report.

Bank Reconciliation Transactions						
Program: Public Housing Account: Cash Account(1111.1) Bank: First Merit						
Uncleared						
Payments						
Date	Name	Number	Cash Amount			
04/01/2007	Abby, Jennifer	15000	\$510.00			
06/01/2007	Hansen, John	15001	\$602.00			
06/01/2007	Hansen, John	15002	\$40.00			
07/01/2008	Smith, William	15004	\$75.00			
07/01/2008	Abby, Jennifer	16000	\$123.50			
07/01/2008	Dairyland Power	15007	\$358.80			
07/01/2008	Poland Springs	15008	\$100.00			
07/01/2008	Staples, Inc.	2	\$5.00			
07/01/2008	Staples, Inc.	2	\$653.20			
Total Uncleared Payments: 9			\$2,467.50			
Deposits						
Control Group Date	Control Group Description	# of Deposits	Document Date	Name	Document Number	Cash Amount
07/05/2007	PH Payment Feb 07	2	07/05/2007	Abby, Jennifer		\$0.50
			07/05/2007	Abby, Jennifer		\$2.00
						\$2.50
08/08/2007	PH Payment Mar 07	2	08/08/2007	Abby, Jennifer		\$50.00
			08/08/2007	Abby, Jennifer		\$40.00
						\$90.00
Total Uncleared Deposits: 4						\$92.50
Total Uncleared Transactions: 13						\$2,560.00
Summary						
General Ledger Cash Balance						\$34,672.80
Uncleared Payments			+			\$2,467.50
Uncleared Deposits			-			\$92.50
Current Bank Balance						\$36,947.80

Reports

Overview

In addition to the many reports that are produced in each of the individual tasks or procedures there are a variety of other reports that have been grouped under the *Reports* link.

Sample Reports

To get to these reports click on the *Reports* link. From there you will get a listing of the available reports and a brief description of each individual report.

The screenshot shows a web interface for the General Ledger Manager. At the top, there is a navigation bar with links: [Start](#), [User Manual](#), [Setup](#), [Add Journal Entry](#), [Search Journal Entries](#), [Chart Of Accounts](#), [Financial Statements](#), [Account Ledger](#), [1099 Processing](#), [Year End Closing](#), [Reverse Entries](#), [Bank Reconciliation](#), [Adjust Period](#), and [Reports](#). Below this is a section titled "General Ledger Manager: Reports" containing a list of reports with their descriptions:

Report Name	Description
Chart Of Accounts	View / Print a report of your general ledger accounts.
Cash Payment/Receipt Register	View / Print all previously processed check registers. Search for processed checks and create a report for all checks in a selected program.
Account Ledger	View / Print a summary / detail report of your financial transactions by component and account number.
Bank Account	View / Print report showing all Bank accounts.
Bank Report	View / Print report showing Bank information of all current banks.
Test Summary	View / Print a summary of raw data from the PHA-Web financial tables.

At the bottom right of the menu is an [Exit](#) button.

Chart of Accounts – The chart of accounts report allows you to print out a list of all accounts in a program’s chart of accounts. This could be handy for being able to look up an account number when you’re entering journal entries later. Or, it might be useful when you are initially setting up your chart of accounts and you want to see where you could put a new account.

Chart of Accounts					
Program: Public Housing					
Account Number	Description	Type	Legacy Account	Bank Account	LS&E Closing Account
Asset					
1111.000	Cash - General Fund	Cash	99991111000		
1111.100	Restricted-MS Employment Security Corp	General	99991111100		
1111.200	COCC-Restricted MESC	General			

Cash Payment/Receipt Register – This report shows you payments or deposits in cash accounts. This report would be useful for reconciling your bank accounts or for tracking down lost payments.

General Ledger Cash Payment/Receipt Register							
Program: Public Housing							
Bank: First Merit Bank Account: 09234893 GL Account: 1111.1							
Payments							
Doc Num	Payment Date	Voided	Type	Document Recipient	Document Description	Cleared	Amount
NW 1	06/13/2008	No	VD	Johnson, Joe	Junk	No	(\$587.33)
NW 1	07/01/2008	Yes	DD	Johnson, Joe	PH AP Payment Jul 08	No	\$587.33
NW 15000	04/01/2007	No	CHK	Abby, Jennifer	PH AP Payment Apr 07	No	\$510.00
NW 15001	06/01/2007	No	CHK	Hansen, John	PH AP Payment Jun 07	No	\$602.00

Account Ledger – The account ledger shows you the details of the transactions made into all of your accounts. You can group this so that it shows all of the accounts per project, or all of the projects per account, with totals. This is the most useful report used for reconciling account balances, since you it shows you exactly what transactions make up that balance. A more complete explanation of this report is given in the Account Ledger section of this document.

Public Housing							
General Ledger Account Ledger							
Financial Periods: June 2007 Through June 2007							
Grouping: Account then Project							
Cash Account - 1111.1							
Cash Account (1111.1) - Eastlake Towers							
Doc Date	Period	Component	Doc Num	Doc Reference	Tran Reference	Tran Description	Amount
06/01/07	06/07					Beginning Balance	26,781.30
11/29/07	06/07	Pub AR		(F)Hansen, John		Payment - Check	700.00
11/29/07	06/07	Pub AR		(F)Green, Lisa		Payment - Check	600.00
11/29/07	06/07	Pub AR		(F)Maddax, Mike		Payment - Check	600.00
11/30/07	06/07	Pub AR		(F)Hansen, John		Payment - Check	100.00
06/01/07	06/07	Pub AP	15001	(F)Hansen, John		PH Accounting Payment Made	(602.00)
06/01/07	06/07	Pub AP	15002	(F)Hansen, John		PH Accounting Payment Made	(40.00)
06/30/07	06/07					Ending Balance	28,139.30
Cash Account (1111.1) - Eastlake Towers							
Cash Account (1111.1) Ending Balance							28,139.30
Grand Total							28,139.30

Bank Account – This report simply lists all bank accounts that your agency has set up.

PHA Account Report						
Order by Bank Name						
Bank Name	Account Number	Description	Contact First Name	Contact Last Name	Telephone	
1st Federal Saving Bank						
		Check Writing	Ka	Vang	(608) 789-4564	
		DMH Cash Account	Ka	Vang	(608) 789-4564	
		DMH Cash Account	Ka	Vang	(608) 789-4564	
		Cash	Ka	Vang	(608) 789-4564	

Bank Report – This report simply lists all banks that your agency has set up.

PHA Bank Report						
Order by Bank Name						
Bank Name	Address	City	State	Zip Code	Contact Name	Telephone
1st Federal Saving Bank	1600 Pennsylvania Ave	La Crosse	WI	54603	Ka Vang	(608) 789-4564
First Merit	17 Esland Drive.	Painesville	OH	44077		
John's Bank	2670 7th St S	La Crosse	WI	54603	John Hansen	(608) 792-7297
Total Number of Banks: 3						

Test Summary – This report shows a summary of raw data from the PHA-Web financial tables and is used for testing purposes only.

Group Group Id:	Description:	Date:	Period:	ggEvent:									
55799	PH AR Manual Adjustment Mar 09	2/23/2009	3/2009	2/23/2009 10:42 AM									
Uses Dollar Control:	True	Dollar Control Amount:	\$111.00	Postead:	True	Component:	PH Accounts Receivable Billing	Recurring:	False				
Document Id:	1303191	Description:	test key deposit	Date:	3/1/2009 12:00 AM	Control Amount:	\$0.00	ggEvent:	2/23/2009 10:42 AM				
Document Number:		Reference:	Abbotf, Alitaha	Document Type:	PH AR Adjustment Advice Slip	Voided:	False	Reference Id:					
Id	Reference	Type	Description	Project	Pay Amt	Fully	Asot	Description	Db	Cr	Paid	Payment	
33063	Abbotf, Alitaha	PH Accounting -	PH AR Key Depos	PIC Project #003 SR	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	111.00			
				PIC Project #003 SR	False	\$0.00	False	2114	Tenants Security Deposits		111.00		
Group Group Id:	Description:	Date:	Period:	ggEvent:									
57696	PH AR Work Order Billing Mar 09	3/2/2009	3/2009	3/2/2009 11:10 AM									
Uses Dollar Control:	True	Dollar Control Amount:	\$0.00	Postead:	False	Component:	PH Accounts Receivable Billing	Recurring:	False				
Document Id:	1366191	Description:	WO Broken Window	Date:	3/2/2009 12:00 AM	Control Amount:	\$0.00	ggEvent:	3/2/2009 11:10 AM				
Document Number:	WO #00117	Reference:	Westwood, Jim	Document Type:	PH AR Adjustment Advice Slip	Voided:	False	Reference Id:					
Id	Reference	Type	Description	Project	Pay Amt	Fully	Asot	Description	Db	Cr	Paid	Payment	
316460	Westwood, Jim	PH Accounting -	Broken Window -	Eastlake Towers	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	25.00			
				Eastlake Towers	False	\$0.00	False	3110	Dwelling Rental		25.00		
316460	Westwood, Jim	PH Accounting -	Broken Window -	Eastlake Towers	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	15.00			
				Eastlake Towers	False	\$0.00	False	3110	Dwelling Rental		15.00		
316460	Westwood, Jim	PH Accounting -	Broken Window -	Eastlake Towers	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	50.00			
				Eastlake Towers	False	\$0.00	False	3110	Dwelling Rental		50.00		
316460	Westwood, Jim	PH Accounting -	Clogged Toilet	Eastlake Towers	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	50.00			
				Eastlake Towers	False	\$0.00	False	3110	Dwelling Rental		50.00		
Group Group Id:	Description:	Date:	Period:	ggEvent:									
57869	PH AR Manual Adjustment Dec 07	3/4/2009	12/2007	3/4/2009 12:07 PM									
Uses Dollar Control:	True	Dollar Control Amount:	\$500.00	Postead:	True	Component:	PH Accounts Receivable Billing	Recurring:	False				
Document Id:	1352314	Description:	PH AR Manual Adjustment Dec 07	Date:	3/4/2009 12:00 AM	Control Amount:	\$0.00	ggEvent:	3/4/2009 12:07 PM				
Document Number:		Reference:	Green, Lisa	Document Type:	PH AR Adjustment Advice Slip	Voided:	False	Reference Id:					
Id	Reference	Type	Description	Project	Pay Amt	Fully	Asot	Description	Db	Cr	Paid	Payment	
317286	Green, Lisa	PH Accounting -	PH AR Rent Adj	MA General Project 0	False	\$0.00	False	1122	Accounts Receivable - Tenants - Dwelling Rents	500.00			