G/L and Open Invoice Extract

User Guide

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1. What is The Purpose

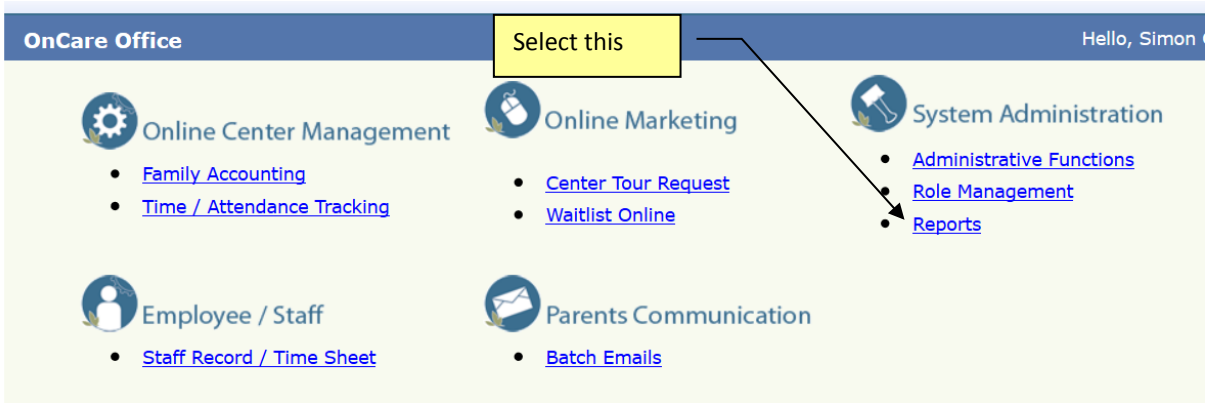
This User Guide explains OnCare's function to extract the General Ledger (G/L) postings in summary and detail format as well as open invoices.

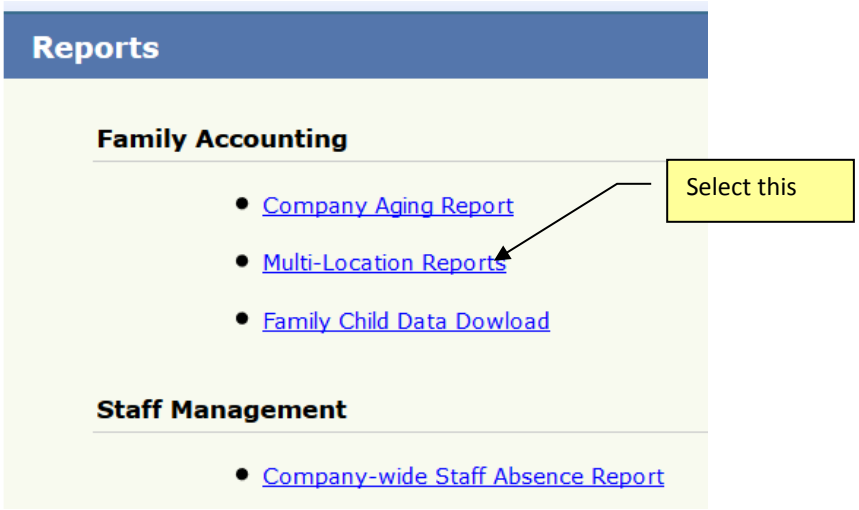
2. Access The G/L and Open Invoice Extract

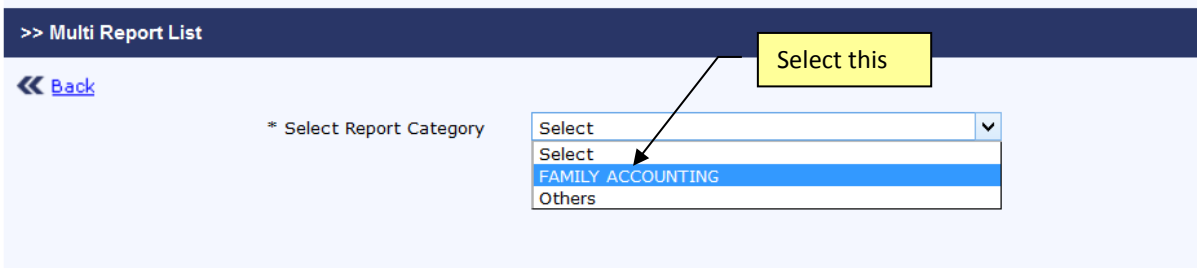
Follow the access path below to access the function to extract G/L and Open Invoices:

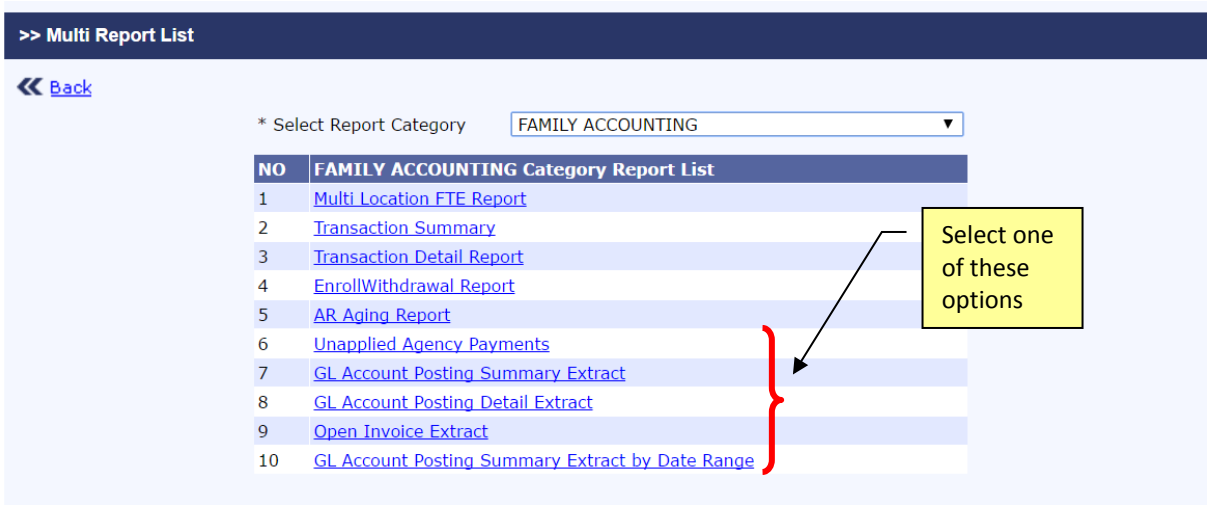
Note: You must login as a **Company Super User or Company Admin** to access the company report function show below:

Access path: System Administration --> Reports --> Multi-Location Reports --> Family Accounting

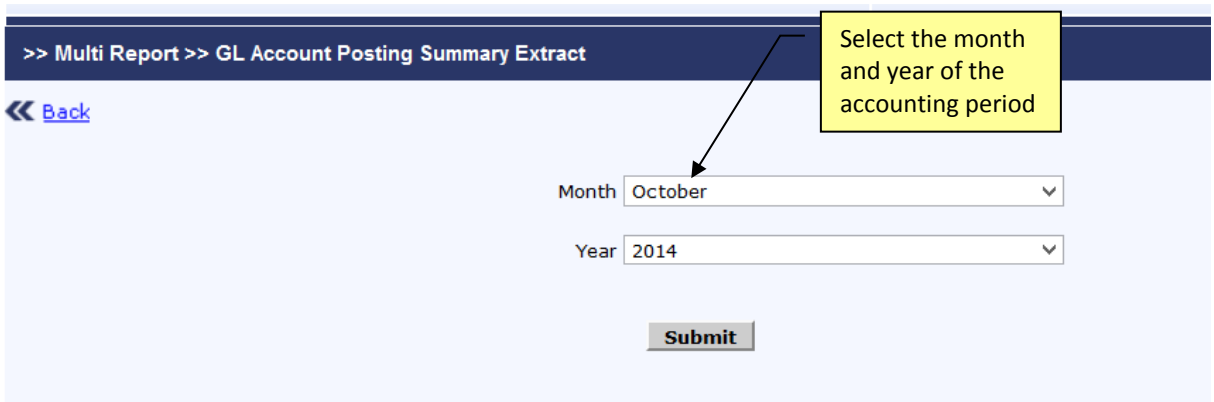








3. Run the GL Account Posting <u>Summary</u> Extract



The G/L Summary extract file is divided in 2 sections:

- The **top section** shows summary of all the transactions by GL account that were posted within the selected accounting period
- The **bottom section** shows summary of all the transactions by GL account that were posted in prior period but were voided in this accounting period. This is normally used to reverse revenue recognized in prior period

Selected accounting period

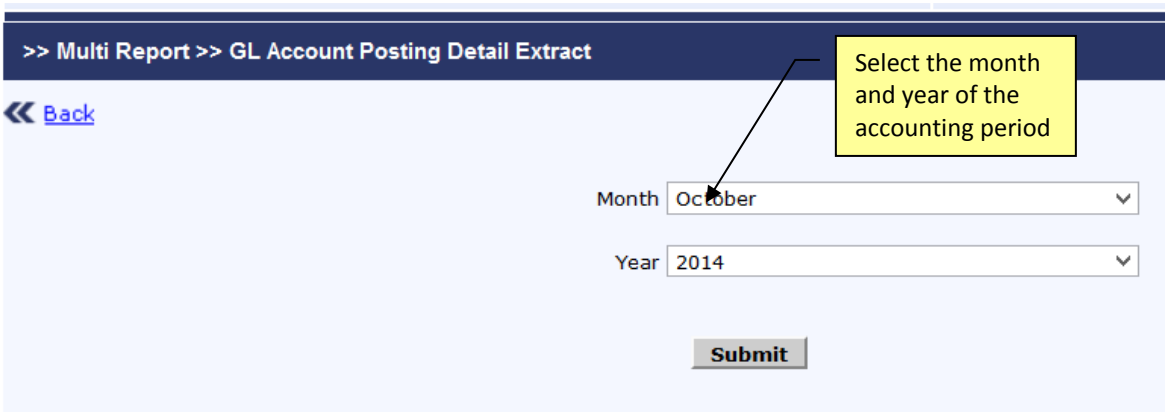
Report Name	GL Account Posting Summary Extract							
Month	October							
Year	2014							
OnCare acts as an Account Receivable Subledger. All transactions posted in the OnCare Family Ledger are mapped to one side of the G/L journal entry								
as shown on the table below. The other side of the G/L journal entry is Account Receivable.								
	Debit	Credit						
Tuition Charge Tr	Account Receivab	Revenue Account						
Other Charges Tr	Account Receivab	Revenue Accou						
Credit Transactio	Contra-Revenue A	Account Receiv						
Payment Transac	Bank-Cash Accou	Account Receiv						
ACCTG PERIOD	CENTER NAME	CENTER	TRANSACTION TYPE	TRANSACTION DESCRIPTION	GL ACCOUNT	DEBIT	CREDIT	NET AMOUNT
Oct-14	Lifeworks		TUITIONCHARGE	Lifeworks Member	2000440004220	0	74646	74646
Oct-14	EPIC		TUITIONCHARGE	EPIC Member Tuition	2000440004300	0	45738	45738
Oct-14	Lifeways		TUITIONCHARGE	Member - Tuition	2000440004350	138069	331470	193401
Oct-14	Merrimack Acade		TUITIONCHARGE	Member Tuition	2000440004400	13552	57596	44044
Oct-14	Lower Essex Aca		TUITIONCHARGE	Essex Academy Lower (Member)	2000440004460	30492	91476	60984
Oct-14	Lifeworks		TUITIONCHARGE	Lifeworks Non Member	2000440005220	0	41316	41316
Oct-14	EPIC		TUITIONCHARGE	EPIC Non Member Tuition	2000440005300	0	61424	61424
Oct-14	Merrimack Acade		TUITIONCHARGE	Non Member Tuition	2000440005400	440	440	0
Oct-14	Merrimack Acade		TUITIONCHARGE	Non Member Tuition	2000440005400	14520	165110	150590
Oct-14	Lower Essex Aca		TUITIONCHARGE	Essex Academy Lower (Non-Member)	2000440005460	52851	125847	72996
Oct-14	Lifeways		TUITIONCHARGE	Afterschool Program-Member	2000454004350	0	2760	2760
Oct-14	Lower Essex Aca		TUITIONCHARGE	Afterschool Program Essex- Member	2000454004460	0	690	690

The **top section** shows summary of all the transactions by GL account that were posted within the selected accounting period.

Oct-14	EPIC		TUITIONCHARGE	1:1 Rehab Aide Non Member	2000458005300	0	13464	13464
Oct-14	Lifeways		TUITIONCHARGE	1:1 Rehab Aide Non Member	2000458005350	0	13464	13464
Oct-14	Lifeways		TUITIONCHARGE	Afterschool 1:1 Aide- Non Member	2000458005350	0	550.8	550.8
Oct-14	Lifeways		TUITIONCHARGE	Non-Member - 1:1 Instructional Assistant	2000458005350	0	10098	10098
Oct-14	Lifeways		TUITIONCHARGE	Non-Member - Tuition	2000458005350	5008	128643	123635
Oct-14	Lower Essex Aca		TUITIONCHARGE	Lower Essex Non Member Rehab Aide	2000458005460	0	1683	1683
Oct-14	EPIC		TUITIONCHARGE	Non-Member - 1:1 Instructional Assistant	458005	0	3366	3366
Oct-14	EPIC		TUITIONCHARGE	Non-Member - 1:1 LPN	459005	0	5434	5434
ACCTG PERIOD	CENTER NAME	CENTER	TRANSACTION TYPE	TRANSACTION DESCRIPTION	GL ACCOUNT	DEBIT	CREDIT	NET AMOUNT
Aug-14	EPIC		TUITIONCHARGE	EPIC Member Tuition	2000440004300	0	3267	3267
Sep-14	EPIC		TUITIONCHARGE	EPIC Member Tuition	2000440004300	0	12474	12474
Aug-14	Lifeways		TUITIONCHARGE	Member - Tuition	2000440004350	0	5742	5742
Sep-14	Lifeways		TUITIONCHARGE	Member - Tuition	2000440004350	0	16443	16443
Sep-14	Merrimack Acade		TUITIONCHARGE	Member Tuition	2000440004400	0	4158	4158
Sep-14	Merrimack Acade		TUITIONCHARGE	Member Tuition	2000440004400	0	4158	4158
Jul-14	Upper Essex Aca		TUITIONCHARGE	Member Tuition	2000440004430	0	3762	3762
Aug-14	Lower Essex Aca		TUITIONCHARGE	Essex Academy Lower (Member)	2000440004460	0	8712	8712
Jul-14	Lower Essex Aca		TUITIONCHARGE	Essex Academy Lower (Member)	2000440004460	0	13662	13662
Sep-14	Lower Essex Aca		TUITIONCHARGE	Essex Academy Lower (Member)	2000440004460	0	12474	12474
Sep-14	Lower Essex Aca		TUITIONCHARGE	Lower Essex Member Tution	2000440004460	0	4158	4158
Jul-14	Merrimack Acade		TUITIONCHARGE	Non Member Tuition	2000440005400	0	4180	4180
Sep-14	Merrimack Acade		TUITIONCHARGE	Non Member Tuition	2000440005400	0	4620	4620
Sep-14	Merrimack Acade		TUITIONCHARGE	Non Member Tuition	2000440005400	0	9240	9240

The **bottom section** shows summary of all the transactions by GL account that were **posted in prior period** but were voided in this accounting period. This is normally used to reverse revenue recognized in prior period.

4. Run the GL Account Posting Detail Extract



Like the G/L Summary extract, the G/L Detail extract file is also divided into 2 sections:

Selected accounting period

Report Nai	GL Account Posting Detail Extract													
Month	October													
Year	2014													
OnCare acts as an Account Receivable Subledger. All transactions posted in the OnCare Family Ledger are mapped to one side of the G/L journal entry														
as shown on the table below. The other side of the G/L journa														
	Debit	Credit												
Tuition Chi	Account R	Revenue Account												
Other Cha	Account R	Revenue Account												
Credit Trai	Contra-Re	Account Receivable												
Payment T	Bank-Cash	Account Receivable												
LEDGER	CENTER N	POSTING DAT	GL ACCOUNT	TRANSACTION TYPE	TRANS DESCRIPTION	DEBIT	CREDIT	AMOUNT	VOID	FAM ACCT KEY	PARENT	STATUS	CREATED	UPDATED
Andover2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	QUIRNBACH		ACTIVE	9/10/2014	
NAndovr2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	AMMIL		ACTIVE	9/10/2014	
NAndovr2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	FOTHERGILL		ACTIVE	9/10/2014	
NAndovr2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	SEO		ACTIVE	9/10/2014	
Lowell2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	THEODOS		ACTIVE	10/10/2014	
Lowell2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	CREEDEN		ACTIVE	10/10/2014	
Lowell2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	OCASIO		ACTIVE	10/10/2014	
Lowell2		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	SUMNER		ACTIVE	10/10/2014	
Amesbry		10/2/2014	2000440004220	TUITIONCHARGE	Lifeworks Member	0	5742	5742	N	TILTON		ACTIVE	9/10/2014	
Topsfiel		10/2/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6534	6534	N	MARSHALL		ACTIVE	9/11/2014	
Topsfiel		10/2/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6534	6534	N	SIENKIEWIC		ACTIVE	9/11/2014	
NAndover		10/2/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6534	6534	N	ALDHAWI		ACTIVE	10/27/2014	
Lowell2		10/2/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6534	6534	N	BEH		ACTIVE	10/9/2014	
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Orientation and Mobilty	0	979.2	979.2	N	Darfoor		ACTIVE	11/14/2014	
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Orientation and Mobilty	0	612	612	N	Devlin		ACTIVE	11/14/2014	
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Orientation and Mobilty	0	1162.8	1162.8	Y	Darfoor		ACTIVE	11/12/2014	11/14/2014
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Orientation and Mobilty	0	612	612	Y	Devlin		ACTIVE	11/12/2014	11/14/2014
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Orientation and Mobilty	0	61.2	61.2	N	Rex		ACTIVE	11/12/2014	
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Vision	0	61.2	61.2	N	Krinsky		ACTIVE	11/12/2014	
Andover2						0	61.2	61.2	Y	Preston		ACTIVE	11/12/2014	11/12/2014
Andover2						0	244.8	244.8	N	Rex		ACTIVE	11/12/2014	
Andover2						0	61.2	61.2	Y	Preston		ACTIVE	11/12/2014	11/12/2014
Andover2						0	61.2	61.2	N	Preston		ACTIVE	11/12/2014	
Andover2						0	1040.4	1040.4	Y	Darfoor		ACTIVE	11/12/2014	11/14/2014
Andover2						0	122.4	122.4	Y	Devlin		ACTIVE	11/12/2014	11/14/2014
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Vision	0	61.2	61.2	N	Flanagan		ACTIVE	11/12/2014	
Andover2		10/2/2014	2000453004700	OTHERCHARGE	Vision	0	887.4	887.4	N	Henehan		ACTIVE	11/12/2014	

The **top section** shows detail of all the transactions that were posted within the selected accounting period.

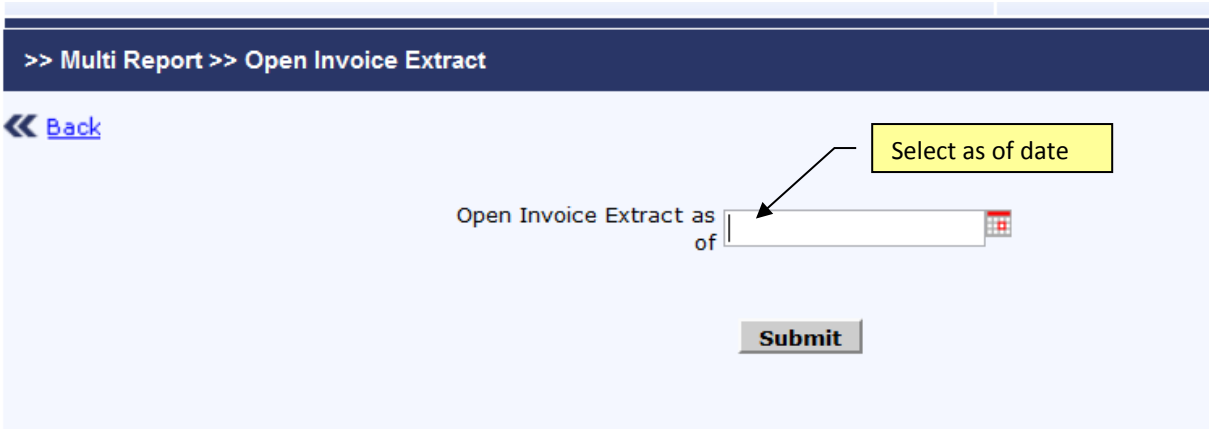
All voids of current period transactions are offset and shown in the same top (current period) section.

SalemNH2		10/2/2014	2000458005350	TUITIONCHARGE	1:1 Rehab Aide Non M	0	3366	3366	N	BURNS		ACTIVE	9/10/2014	
SalemNH2		10/2/2014	2000458005350	TUITIONCHARGE	1:1 Rehab Aide Non M	0	3366	3366	N	CHEN		ACTIVE	9/10/2014	
SalemNH2		10/2/2014	2000458005350	TUITIONCHARGE	1:1 Rehab Aide Non M	0	3366	3366	N	RICCI		ACTIVE	9/10/2014	
Tewks2		10/2/2014	2000458005350	TUITIONCHARGE	Afterschool 1:1 Aide- I	0	550.8	550.8	N	KELLEY1		ACTIVE	9/10/2014	
Tewks2		10/2/2014	2000458005350	TUITIONCHARGE	Non-Member - 1:1 Insl	0	3366	3366	N	KELLEY1		ACTIVE	9/10/2014	
Rochestr		10/2/2014	2000458005460	TUITIONCHARGE	Lower Essex Non Mem	0	1683	1683	N	BATTIS		ACTIVE	10/15/2014	
Lowell2		10/2/2014	2000459004700	OTHERCHARGE	1:1 LPN for Professior	0	6939.02	6939.02	N	Brown		ACTIVE	11/13/2014	
Lowell2		10/2/2014	2000461004400	TUITIONCHARGE	45 Day Member Asses	0	11730	11730	N	Restrepo		ACTIVE	10/24/2014	
LEDGER	CENTER N	POSTING DAT	GL ACCOUNT	TRANSACTION TYPE	TRANS DESCRIPTIOI	DEBIT	CREDIT	AMOUNT	VOID	FAM ACCT KEY	PAREN	STATUS	CREATED	UPDATED
Glocstr2		8/15/2014	2000440004300	TUITIONCHARGE	EPIC Member Tutition	0	3267	3267	Y	SWANSON		ACTIVE	5/22/2014	10/8/2014
Topsfiel		9/15/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6237	6237	Y	MARSHALL		ACTIVE	8/19/2014	10/8/2014
Topsfiel		9/15/2014	2000440004300	TUITIONCHARGE	EPIC Member Tuition	0	6237	6237	Y	SIENKIEWIC		ACTIVE	8/19/2014	10/15/2014
Andover2		8/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	2871	2871	Y	TAYLOR		ACTIVE	9/4/2014	10/8/2014
Andover2		8/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	2871	2871	Y	TAYLOR		ACTIVE	10/8/2014	10/8/2014
Andover2		9/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	5481	5481	Y	TAYLOR		ACTIVE	8/19/2014	10/8/2014
Andover2		9/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	5481	5481	Y	TAYLOR		ACTIVE	9/4/2014	10/8/2014
Lawrenc2		9/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	5481	5481	Y	LEBLANC		ACTIVE	10/8/2014	10/23/2014
NAndovr2		9/15/2014	2000440004350	TUITIONCHARGE	Member - Tuition	0	5481	5481	Y	HADDAD		ACTIVE	10/8/2014	10/8/2014
Lowell2		9/2/2014	2000440004400	TUITIONCHARGE	Member Tuition	0	4158	4158	Y	O'Neill		ACTIVE	10/6/2014	10/10/2014
NAndover		11/12/2014	2000440004400	TUITIONCHARGE	Member Tuition	4356	0	-4356	Y	Romano		ACTIVE	11/12/2014	11/12/2014
Methuen2		7/15/2014	2000440004430	TUITIONCHARGE	Member Tuition	0	3762	3762	Y	Lemieux		ACTIVE	6/13/2014	10/2/2014
Methuen2		11/12/2014	2000440004430	TUITIONCHARGE	Member Tuition	4356	0	-4356	Y	Fernandez		ACTIVE	11/12/2014	11/12/2014

The **bottom section** shows detail transactions were **posted in prior period** but were voided in this accounting period. The total of the detail transactions should match the summary by GL account.

5. Run the Open Invoice Extract

Please enter a date to extract all open invoices:



Below is the output of the open invoice extract file. It lists all open invoices by center and by agency.

Note: Leading zeros in Invoice number are truncated when text file is opened within Excel

Report Name	Open Invoice Extract									
Open Invoice Extract a	11/14/2014									
Center	Agency	Fam Acct	Child Name	Posting Date	Invoice Date	Invoice Numbe				
ABC ChildCare	Agency 1	ABDUL	Ahmed Karim-Abdul	8/28/2014	9/11/2014	286	1683	0	1683	
ABC ChildCare	Agency 1	ABDUL	Ahmed Karim-Abdul	7/28/2014	9/11/2014	288	2907	0	2907	
ABC ChildCare	Agency 1	ABDUL	Ahmed Karim-Abdul	9/15/2014	10/7/2014	649	3213	0	3213	
ABC ChildCare	Agency 1	ABDUL	Ahmed Karim-Abdul	10/2/2014	11/13/2014	1194	3366	0	3366	11169
ABC ChildCare	Agency 1	Abruzzio	Ciara Abruzzio	8/28/2014	9/11/2014	298	61.2	0	61.2	
ABC ChildCare	Agency 1	Abruzzio	Ciara Abruzzio	9/15/2014	10/8/2014	705	244.8	0	244.8	
ABC ChildCare	Agency 1	Abruzzio	Ciara Abruzzio	10/2/2014	11/12/2014	1153	336.6	0	336.6	642.6
ABC ChildCare	Agency B	ADAMS	Camrey Adams	9/15/2014	10/8/2014	690	122.4	0	122.4	122.4
ABC ChildCare	Agency B	Al Ogaili	Jaafar Al Ogaili	9/15/2014	10/8/2014	706	697.68	0	697.68	
ABC ChildCare	Agency B	Al Ogaili	Jaafar Al Ogaili	10/2/2014	11/12/2014	1159	795.6	0	795.6	1493.28
ABC ChildCare	Agency 2	Anderson	Adam Anderson	9/15/2014	10/8/2014	691	183.6	0	183.6	
ABC ChildCare	Agency 2	Anderson	Adam Anderson	10/2/2014	11/12/2014	1185	244.8	0	244.8	428.4
ABC ChildCare	Agency 1	Brown	Amayah Brown	8/28/2014	9/17/2014	377	1892.46	0	1892.46	
ABC ChildCare	Agency 1	Brown	Amayah Brown	7/28/2014	9/17/2014	378	4415.74	0	4415.74	
ABC ChildCare	Agency 1	Brown	Amayah Brown	9/15/2014	10/7/2014	650	6308.2	0	6308.2	
ABC ChildCare	Agency 1	Brown	Amayah Brown	9/15/2014	10/8/2014	707	122.4	0	122.4	
ABC ChildCare	Agency 1	Brown	Amayah Brown	10/2/2014	11/12/2014	1154	183.6	0	183.6	
ABC ChildCare	Agency 1	Brown	Amayah Brown	10/2/2014	11/13/2014	1195	6939.02	0	6939.02	19861.42