
General Ledger Balancing Tools

INTRODUCTION

This booklet covers the following tools designed to assist with daily balancing of the General Ledger:

- ◆ Member Trial Balance/GL Comparison
- ◆ CU Financials Verification Report
- ◆ Daily Teller Vault / General Ledger Verification

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http://www.cuanswers.com/client_reference.php
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MEMBER TRIAL BALANCE/GL COMPARISON

This daily report and separate inquiry screen compares the credit union's Member Trial Balance totals to the appropriate General Ledger accounts, making it easy to see where the two are out of balance. Assuming the proper configuration, this can replace the manual balancing between the balance sheet and the daily LGLACT report.

IMPORTANT: This process takes a "snapshot" of the account balances during beginning-of-day, and therefore is useful for pointing to an error that needs to be addressed. **Neither the inquiry nor the printed report will reflect the new balances after any corrections have been made.**

Trial Balance GL Verification (Tool #877)

The "Quick Verify" area lets you see at a glance if any accounts need attention for this day. All green means you're good to go with no further steps needed! See Page 5 for more details.

Use **Exclude G/L** (F12) to see a list of accounts that are not monitored for the "Quick Verify" window. See Page 5 for configuration instructions.

Use **Display Offgags** (F15) to analyze out-of-balance conditions or comments over a range of dates. See Page 7 for details.

Use **Comments** (F20) to document actions you took for any date that has a balancing issue. See Page 6 for details.

Any figure in this column indicates the amount out of balance.

Application	Trial Balance	G/L Balance	Difference
00 90100 REGULAR SHA	5,249,131.61	5,249,131.61-	0.00
00 90110 SPECIAL SHA	300,266.36	300,266.36-	0.00
00 90111 SHARES - SA	11,947.30	11,947.30-	0.00
00 90135 HSA SHARE	23,444.11	23,444.11-	0.00
00 90150 VISA PMT SW	0.00	0.00	0.00
00 90200 SHARE DRAFT	1,833,103.15	1,833,103.15-	0.00
00 90300 CHRISTMAS C	52,701.48	52,701.48-	0.00
00 90600 TRADITIONAL	28,542.39	28,542.39-	0.00
00 90610 ROTH IRA SH	0.00	0.00	0.00
00 90800 CERTIFICATE	9,731,418.73	9,731,418.73-	0.00
00 90890 IRA CERTIFI	4,068,681.55	4,068,681.55-	0.00
00 90900 MONEY MAKER	6,603,652.67	6,603,652.67-	0.00

The screen will automatically default to the current date, and will display savings product first. Use **Loans** (F10) to see loan products, then use **Savings** (F9) to return to the original display. Enter any date into the field at the top and press Enter to see data as of beginning-of-day processing for that day. (Remember that data cannot be shown for days where beginning-of-day processing was not completed, such as Sundays and holidays.)

To verify accruals, use **Toggle** (F11). The display will change to show accrued amounts compared to the corresponding G/L asset or liability accounts representing share or loan accruals. (This view is also handy for checking which accrual account matches the member asset/liability account.) Following is a sample of the screen that will appear:

"Toggle" (F11)

Session 0 CU*BASE GOLD Edition -

File Edit Tools Help

Trial Balance / General Ledger Verification SAVINGS ACCRUED

Corp ID CREDIT UNION

As of beginning of day [MMDDYYYY] Friday

Summary

Quick Verify

Savings Balances Loan Interest Due

⚠ Savings Accrued Int/Div Loan Balances

Application	Accrued Balance	G/L Balance	Difference
00 85400 REGULAR SHA	731.75	2.00	733.75
00 85430 SPECIAL SHA	23.79	0.00	23.79
00 85411 ACCR DIV -	1.83	0.00	1.83
00 85435 DIV ACRR -	1.82	0.00	1.82
00 85450 VISA PMT SW	0.00	0.00	0.00
00 85470 SHARE DRAFT	94.15	0.00	94.15
00 85410 CHRISTMAS C	24.65	24.65-	0.00
00 85440 TRADITIONAL	5.35	0.00	5.35
00 85450 ROTH IRA SH	0.00	0.00	0.00
00 85480 CERTIFICATE	25,146.46	25,146.46-	0.00
00 85490 IRA CERTIFI	11,928.18	11,928.18-	0.00
00 85420 MONEY MAKER	2,037.89	2.75	2,040.64

↑ ↓

Savings

Loans

Toggle

Exclude G/L

Report

Display Offages

Comments

i Remember to check for member/GL branch conflicts: Print balance sheet.

(462) 8/30/13

For credit unions that use branch level accounting, to see items broken down by Branch ID, remove the checkmark in the *Summary* field at the top of the screen and use Enter to refresh the screen:

Branch Detail

Session 0 CU*BASE GOLD Edition -

File Edit Tools Help

Trial Balance / General Ledger Verification SAVINGS ACCRUED

Corp ID CREDIT UNION

As of beginning of day [MMDDYYYY] Friday

Summary

Quick Verify

Savings Balances Loan Interest Due

⚠ Savings Accrued Int/Div Loan Balances

Application	Accrued Balance	G/L Balance	Difference
01 85400 REGULAR SHA	715.72	2.00	717.72
02 85400 REGULAR SHA	16.03	0.00	16.03
01 85430 SPECIAL SHA	23.77	0.00	23.77
02 85430 SPECIAL SHA	0.02	0.00	0.02
01 85411 ACCR DIV -	1.83	0.00	1.83
01 85435 DIV ACRR -	1.82	0.00	1.82
01 85450 VISA PMT SW	0.00	0.00	0.00
02 85450 VISA PMT SW	0.00	0.00	0.00
01 85470 SHARE DRAFT	90.55	0.00	90.55
02 85470 SHARE DRAFT	3.60	0.00	3.60
01 85410 CHRISTMAS C	24.32	24.32-	0.00
02 85410 CHRISTMAS C	0.33	0.33-	0.00
01 85440 TRADITIONAL	5.35	0.00	5.35

↑ ↓

Savings

Loans

Toggle

Exclude G/L

Report

Display Offages

Comments

i Remember to check for member/GL branch conflicts: Print balance sheet.

(462) 8/30/13

HINT: Differences that show up only in the summary (combined) view but not in this detail view can be caused by manual journal entries or error corrections.

UNDERSTANDING BRANCH ACCOUNTING DIFFERENCES

This verification process uses the Member Trial Balance as the controlling and base report, meaning that if a branch is not represented on the Member Trial Balance, it will not be compared to a branch balance on the balance sheet. For example:

Inquiry Data:

G/L Account and Description	Member Trial Balance Total	G/L Account Balance	Net Difference
01 90100 SHARES	9,650,493.39-	9,648,493.39-	2,000.00-

Balance Sheet Data:

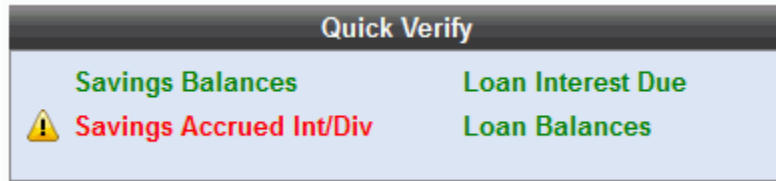
01 90100 SHARES BALANCE	\$9,648,493.39-
02 90100 SHARES BALANCE	\$2,000.00-
	<u>\$9,650,493.39-</u>

As shown above, the inquiry tool might imply that the 90100 account is out of balance, but a look at the balance sheet shows that is not true. The total dollars are in the 90100 account, but allocated differently between branches on the balance sheet than on the Member Trial Balance. In general, this might become an issue if you had added, subtracted or changed your credit union branch configurations. To use this tool, the credit union accountant would need to transfer money between branches to effectively match the Trial Balance.

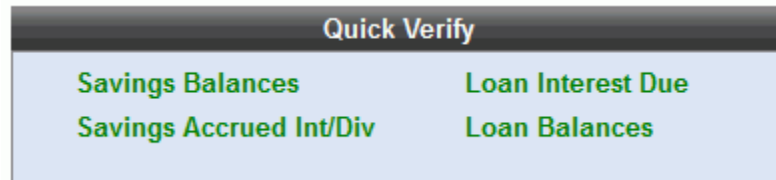
*Some credit unions have multiple branches for vault purposes, but still code all memberships with a single branch location. However, some CU*BASE transactions may still use the vault number in processing the GL activity. Contact Client Services if you notice a certain type of transaction that is not being processed using the correct branch number.*

USING THE "QUICK VERIFY" TOOL

You've got some work to do here...



Nothing needed on this date...



So that you don't have to manually scroll down through all your G/Ls to see if there are any amounts in the *Difference* column, the Quick Verify tool shows at a glance if any accounts are out of balance and require attention.

To look for the specific offage, use *Loans* (F10) and *Savings* (F9) to display the appropriate products, then *Toggle* (F11) to change the display from balances to accrued dividends/interest.

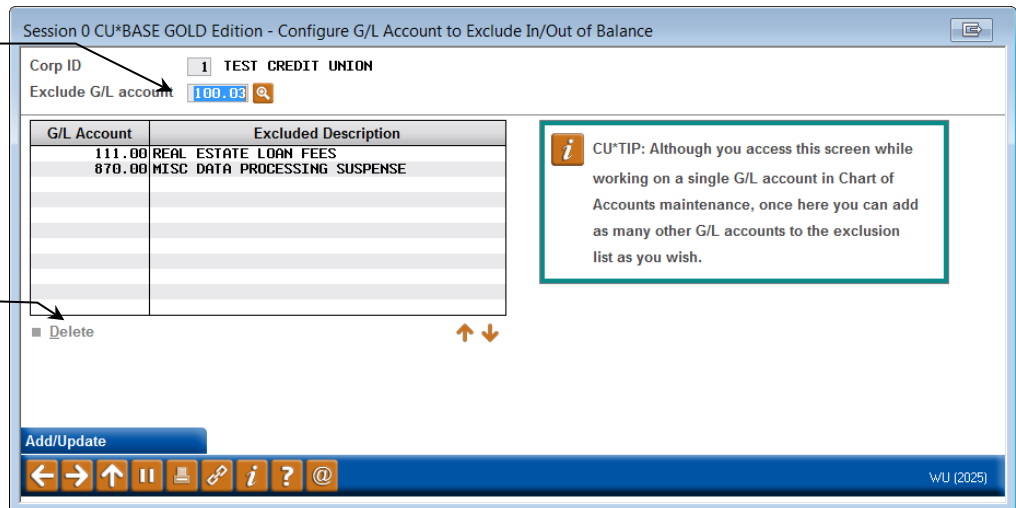
Excluding G/L Accounts from Quick Verify

Because certain G/L accounts are often legitimately out of balance, such as your loan loss G/L 719.00, you can flag those accounts to be excluded from the "Quick Verify" analysis (so they don't show up in red every day!).

This is done using **Tool #202 Chart of Accounts/Budget Groups Maint.** Either enter a G/L account number, or use **Work with Full Chart of Accounts** then select one of your accounts and click **Change**. On the account maintenance screen, use **Exclude G/L** (F23) to display the following screen:

Although you access this screen while working on a single G/L account in Chart of Accounts maintenance, once here you can use this field to add as many other G/L accounts to the exclusion list as you wish.

The Delete option lets you remove an account from this exclusion list only (it doesn't affect your chart of accounts).



This screen is used to control which general ledger accounts should NOT be included in the Quick Verify list. (The account will still be listed along with all other accounts in the verification tool, just not flagged as "out of balance" and requiring attention at the top of the screen.)

Type the G/L account number in the field at the top of the screen and use **Add/Update** (F5) to add the account to the list. Repeat to add other G/L numbers to the list as needed.

DOCUMENTING YOUR BALANCING ADJUSTMENTS

If any accounts are out of balance, once you have discovered the source of the problem and have made the necessary journal entries, use **Comment** (F20) to record what corrections were made:

"Comment" (F20)

Session 0 CU*BASE GOLD Edition - Trial Balance / General Ledger Verification

Corp ID 1 CREDIT UNION

As of beginning of day Aug 30, 2013 Friday

Quick Verify

- Savings Balances
- Savings Accrued Int/Div
- Loan Interest Due
- Loan Balances

Comment/Resolution for Differences

Dividend application was changed via maintenance log; JE posted. dk

PF (460)

Comments provide an excellent record for future balancing questions and to document the reasons for adjusting journal entries.

ANALYZING A HISTORY OF OUT-OF-BALANCE CONDITIONS

Accounting supervisors and credit union managers can use this feature as an auditing tool, to monitor balancing activities over a range of dates. Because you can view a range of days at once, it can be a helpful way to detect a pattern of common balancing issues.

Use **Display Offages** (F15) to display the following summary screen:

“Display Offages” (F15)

Session 0 CU*BASE GOLD Edition - BEST REWARD CREDIT UNION

File Edit Tools Help

Trial Balance / General Ledger Verification

Corp ID

From To [MMDDYYYY]

Branch summary

Display date with differences only

Display all dates with comments

Date	Savings Balance	Savings Accruals	Loan Balance	Loan Interest Due	Comments
Aug 01, 2013			Branch offage		C

Select Comments

\$ Amount indicates out of balance. "C" indicates comments exist.

PF (459) 8/30/13

A “C” here means there are comments recorded for that date. Use the *View comments* option to view them.

On this screen you can enter any range of dates and see a summary of balances and accrual amounts. Use the flags at the top of the screen to control what is displayed in the summary (press Enter to refresh the screen after making a change):

Field Name	Description
Branch summary	Check this to summary totals for all branches. Remove the checkmark and the notation “Branch offage” will appear for any date where there were differences due to branch accounting (see Pages 4-4 for details).
Display date with differences only	Check this to see only dates where there was an amount in the “differences” column. Remove the checkmark to see all dates in the specified range.
Display all dates with comments	Check this to see all dates in the range where comments were entered, regardless of whether there was an out-of-balance condition or not.

TRIAL BALANCE/GENERAL LEDGER VERIFICATION REPORT

Similar to the F15-Display Offages summary feature, you can print a report showing this verification for a range of days. Use **Report** (F14) on the main verification screen:

"Report" (F14)

Selections are similar to the options on the verification screens, so you can get a printed report showing the same things displayed in the inquiry. When ready, use Enter to generate the report.

Report Sample

4/18/05 16:24:26		CU*BASE TEST CREDIT UNION		LTBGLV	PAGE 1
		TRIAL BALANCE/GL VERIFICATION			USER:DAWNM
		From 3/01/2005 to 3/08/2005			
Corporate ID - 01 CU*BASE TEST CREDIT UNION (LC)					
BOD TUESDAY 03/01/2005 Saving Balances ----- BRANCH TOTALS COMBINED -----					
Application		Trial Balance	G/L Balance		Difference
00 90100 PRIMARY SHARES / SECOND SHARE		13,106,107.29	13,106,107.29-		
00 90101 OPEN DEPOSIT SAVINGS		646,838.52	646,838.52-		
00 90102 REPAYMENT SAVINGS ACCOUNT		1,074.60-	1,074.60		
00 90110 LIFE SHARES		415,370.10	415,370.10-		
00 90200 CHECKING PERSONAL		3,194,773.58	3,194,773.58-		
00 90210 FREE CHECKING		4,706,177.19	4,706,177.19-		
00 90300 MC PAYMENT TRANSFERS					
00 90310 CHRISTMAS CLUB		148,092.71	148,092.71-		
00 90320 COLLEGE FUND		607.90	607.90-		
00 90600 IRA CDS		5,106,777.59	5,106,777.59-		
00 90610 IRA SAVINGS		955,214.02	955,214.02-		
00 90620 ROTH IRA SAVINGS		62,296.37	62,296.37-		
00 90630 ROTH CONVERTED IRA SAVINGS					
00 90640 EDUCATION IRA SAVINGS		6,846.33	6,846.33-		
00 90800 CERTIFICATES OF DEPOSIT		20,761,629.41	20,761,629.41-		
00 90900 MONEY MARKET		38,216.12	38,216.12-		
00 91000 ULTIMATE MONEY MARKET					
00 91100 PREMIUM SAVINGS PLUS		19,535,372.95	19,535,372.95-		
Comment:comment re what happened to cause out of balance condition, and what was done to fix it					
BOD WEDNESDAY 03/02/2005 Saving Balances ----- BRANCH TOTALS COMBINED -----					
Application		Trial Balance	G/L Balance		Difference
00 90100 PRIMARY SHARES / SECOND SHARE		13,124,398.95	13,124,398.95-		
00 90101 OPEN DEPOSIT SAVINGS		639,348.22	639,348.22-		
00 90102 REPAYMENT SAVINGS ACCOUNT		1,074.60-	1,074.60		

DAILY REPORT

This report automatically prints as part of beginning-of-day processing (report name is LGLACT1), and is available for later viewing via the CU*SPY on-line report retrieval system.

4/12/99 3:25.06		DEMONSTRATION CREDIT UNION			LGLACT1		PAGE 1	
		MEMBER TRAIL BALANCE / GENERAL LEDGER COMPARISON						
		AS OF 4/12/99						
		SHARE ACCOUNT TYPES						
CORPORATION -01 CU*BASE Test CREDIT UNION								
G/L #	DESCRIPTION	BRANCH	# OF ACCTS	TRIAL BALANCE	GL LEDGER BALANCE	NET BALANCE		
		01	8,872	9,494,646.37	9,512,789.34	18,142.97		
		02	71	155,847.02	137,704.05	18,142.97		
90100	SAVINGS	**	8,943	9,650,493.39	9,650,493.39	.00		
		01	2,048	2,804,039.32	2,803,494.80	544.52		
		02	15	67,620.60	68,165.12	544.52		
90200	CHECKING	**	2,063	2,871,659.92	2,871,659.92	.00		
		01	983	16,350,152.40	16,350,152.40	.00		
		02	6	57,288.58	57,288.58	.00		
90210	VIP CHECKING	**	989	16,407,440.98	16,407,440.98	.00		
		01	221	1,569,307.16	1,569,307.16	.00		
		02	4	5,451.81	5,451.81	.00		
90300	BUSINESS CHECKINGS	**	225	1,574,758.97	1,574,758.97	.00		
		01	37	343,804.41	343,804.41	.00		
90310	NON PROFIT CHECKING	**	37	343,804.41	343,804.41	.00		
		01	216	48,665.39	48,665.39	.00		
90400	CHRISTMAS CLUBS	**	216	48,665.39	48,665.39	.00		
		01	145	135,073.81	135,073.81	.00		
90401	VACATION CLUB	**	145	135,073.81	135,073.81	.00		

CU FINANCIALS VERIFICATION REPORT

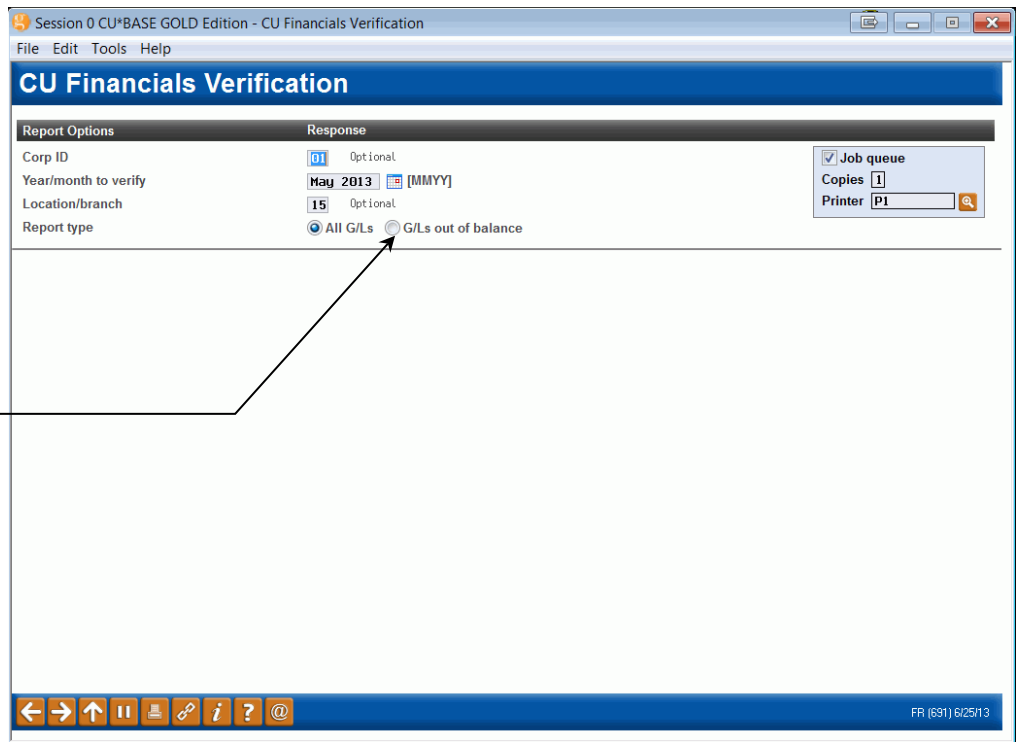
When an auditor or regulator verifies a credit union's balance sheet or income statement, they compare the detailed debits and credits in the G/L Trial Balance activity report to the outstanding balance of the G/L as reported on the balance sheet.

CU*BASE uses two different files to store the data: the actual G/L activity is stored in the history file **GLHIST**; the balance reported on the balance sheet is stored in the balance file **GLBALA**. The new **CU Financials Verification** report is designed to mirror the activities of an auditor by comparing the net difference of all debit and credit activity to the net change recorded in the balance file.

This report is most valuable when looking for an error where the resulting balance does not equal the total of the history detail. For example, occasionally a process is interrupted and detail is added to the history file but not to the resulting balances in the GLBALA file, causing the balance sheet to be out of balance so that assets minus liabilities plus equity does not equal zero. If a credit union has several hundred general ledger accounts, it can be a very tedious process to determine which journal entry did not process properly, especially since there might be several hundred debit and credit entries made in a month!

This report lets you quickly see the numbers side by side to make it easy to zero in on the error. On a daily or weekly basis, you can even choose to print the report showing only those accounts that are actually out of balance, saving both time and paper. Next time you are monitoring your balance sheet, before calling a Client Service Representative to locate a problem, try checking this report!

CU Financials Verification Report (Tool #325)



Unless you are printing this for auditors who wish to see all accounts, use this option to shorten the report to show only accounts that are out of balance and therefore require attention.

Report Sample

This report gives a quick overview of all locations, showing only the accounts that are out of balance. This method is the quickest and easiest way to check for out of balance conditions.

Corp	Year/Month	Branch	G/L Account	G/L Results (GLBALA)	G/L Detail (GLHIST)	Net Difference
01	1999/04	01	910-11	1,112.34-	1,112.33-	.01-
Location: 01 MAIN OFFICE				Total Net Difference:		.01-
01	No G/L Accounts Out Of Balance			05 DOWNTOWN BRANCH		
01	No G/L Accounts Out Of Balance			10 SOUTH SIDE BRANCH		
01	No G/L Accounts Out Of Balance			11 EAST BRANCH		

The following sample was run showing all locations and accounts. This report would be helpful for auditors who wish to proof each individual account separately.

Corp	Year/Month	Branch	G/L Account	G/L Results (GLBALA)	G/L Detail (GLHIST)	Net Difference
01	1999/04	01	910-01	117,219.92-	117,219.92-	.00
01	1999/04	01	910-11	1,112.34-	1,112.33-	.01-
01	1999/04	01	910-21	5,055.08-	5,055.08-	.00
01	1999/04	01	910-23	75,052.47-	75,052.47-	.00
01	1999/04	01	910-31	77,336.20	77,336.20	.00
01	1999/04	01	910-41	22,999.63	22,999.63	.00
01	1999/04	01	910-51	6,174.56-	6,174.56-	.00
01	1999/04	01	910-55	25,638.37-	25,638.37-	.00
01	1999/04	01	910-61	9,561.27-	9,561.27-	.00
01	1999/04	01	910-81	96,814.38	96,814.38	.00
01	1999/04	01	910-91	3,333.50-	3,333.50-	.00
01	1999/04	01	910-92	174.11-	174.11-	.00
01	1999/04	01	911-01	33,960.68-	33,960.68-	.00
01	1999/04	01	911-23	51.97-	51.97-	.00
01	1999/04	01	911-24	1,106.47-	1,106.47-	.00
01	1999/04	01	911-25	1,225.37-	1,225.37-	.00
01	1999/04	01	911-31	1,810.13	1,810.13	.00
01	1999/04	01	911-41	385.75	385.75	.00

01	1999/04	01	911-51	19.56-	19.56-	.00
01	1999/04	01	911-55	164.11-	164.11-	.00
01	1999/04	01	911-61	421.42-	421.42-	.00
01	1999/04	01	911-81	56,022.83	56,022.83	.00
01	1999/04	01	911-91	556.69-	556.69-	.00
01	1999/04	01	911-92	424.10-	424.10-	.00
01	1999/04	01	912-01	304,630.71-	304,630.71-	.00
01	1999/04	01	913-01	49,705.41-	49,705.41-	.00
01	1999/04	01	998-01	130,778.05	130,778.05	.00
01	1999/04	01	998-21	44,333.64	44,333.64	.00
01	1999/04	01	999-01	24,990,386.68	24,990,386.68	.00
Location: 01 MAIN OFFICE						Total Net Difference: .01-
01	1999/04	05	229-00	75.00	75.00	.00
01	1999/04	05	231-00	250.00	250.00	.00
01	1999/04	05	852-00	226.92-	226.92-	.00
01	1999/04	05	861-00	75.00-	75.00-	.00
Location: 05 DOWNTOWN BRANCH						Total Net Difference: .00
01	1999/04	10	112-00	10.00-	10.00-	.00
01	1999/04	10	131-05	10.78	10.78	.00
01	1999/04	10	211-00	63,993.42	63,993.42	.00
01	1999/04	10	213-00	1,873.89	1,873.89	.00
01	1999/04	10	215-00	9,727.82	9,727.82	.00
01	1999/04	10	221-00	16,000.00	16,000.00	.00
01	1999/04	10	222-00	7,407.75	7,407.75	.00
01	1999/04	10	223-00	15.59-	15.59-	.00
01	1999/04	10	224-00	45.30-	45.30-	.00
01	1999/04	10	229-00	3,175.00	3,175.00	.00
01	1999/04	10	231-00	1,416.66	1,416.66	.00

TELLER VAULT / GENERAL LEDGER VERIFICATION

There are two separate inquiries available as part of this tool:

(1) Net Change: Monitoring Cash *Activity*

This tool compares daily *changes* in the teller system Change Fund to daily changes in the G/L Change Fund account. It lets you easily verify that everything that happened in teller processing during that day also hit the G/L with the right location during end-of-day processing that night—that the net change in the teller system matches the G/L interface by location.

This process takes a snapshot of the account balances during daily processing, and therefore is useful as a historical record of what actually happened during a particular day. **Neither the inquiry nor the printed report will reflect activity, corrections, etc., in the G/L after that time.** This makes it possible to use the tool to look back over a period of time, to research exactly what happened, one day at a time.

See Page 14 for a sample of this inquiry.

(2) Branch Cash: Monitoring Cash *Balances*

This tool compares the end-of-day *balance* in the teller system Change Fund to the EOD balance in the G/L Change Fund account. It is an easy way to see if your cash in is balance at any given point in time.

Again, the data comes from a snapshot of balances taken during end-of-day processing, and therefore adjustments made after this snapshot is taken will not update the totals that were recorded as of the snapshot.

However, corrections are often posted to the G/L with an effective date in the past. Unlike the net change tool that would never show these corrections because it only reports the *activity* that happened during a particular day in the teller system, this tool would show the corrected balance show up on subsequent days after a correction was posted.

For example, say the snapshot taking at end-of-day on the 2nd showed one of the vaults was out of balance. If on the 5th a credit union accountant posted a journal entry with an effective date of the 2nd, when the next snapshot is taken at end-of-day on the 5th, the corrected balance would be shown. (The inquiry tool would still show the offage if looking at data as of the 2nd, of course.)

See Page 16 for a sample of this inquiry.

In both cases, all data is pulled from the **HTDACT** file, which is populated every day during end-of-day processing.

BALANCING DAILY NET CHANGE

The following screen appears first when you first access the tool. (Use “Branch Cash” (F9) to proceed to the Branch Cash tool described on Page 16.)

Vault GL Verification (Tool #937) > Net Change

This notation will appear if an amount appears in the *Difference* column for any vault.

Use **Branch Cash** (F9) to display the alternate view showing branch cash totals. See Page 16 for more details.

Use **Display Offages** (F15) to analyze out-of-balance conditions or comments over a range of dates. See Page 18.

Use **Comments** (F20) to document actions you took for any date that has a balancing issue. See Page 17 for details.

EOD Head Trial Balance		G/L Change Fund			
Vault	Net Change	G/L	Location	Net Change	Difference
01 NAPERVILLE	0.00	739.00	01	0.00	0.00
02 DIFFLEY	0.00	739.00	02	0.00	0.00
03 VILLA PARK	8,643.10	739.00	03	13,343.10	4,700.00-
07 PLAINFIELD	330.00-	739.00	07	330.00-	0.00
90 ADMINISTRATI	0.00	739.00	90	0.00	0.00
GRAND TOTALS:	8,313.10			13,013.10	4,700.00-

The left half of the list shows the net change in the teller system for that day. The right half shows the net change in the Change Fund G/L account. (Remember that this is a snapshot of the net effect of activity for that day, and **will not reflect any adjustments** that might have been posted later to make a correction.)

The far-right column shows the difference between the net change in the vault and the net change in the G/L. Any amount here other than \$0.00 requires additional research to determine why the two do not match. Common reasons for differences include:

- Moving a teller to a different branch in the middle of the day
- Teller transactions being reversed without a corresponding audit key deletion
- A workstation ID being set up incorrectly
- “Left-to-Right” errors caused by an interruption in the interface between the teller and G/L systems

Behind the scenes, this tool actually pulls the Net Change amount shown on the End of Day Head Teller Trial Balance report (PHTCL3) and compares it to the net change in the G/L Change Fund account for that day (calculated as the difference between the last resulting balance for the selected day and the last resulting balance from the previous day), as shown in the following example:

From G/L history - last entry on 1/14 for branch 04

Date	Loc	ID	ID #	Seq #	Debit	Credit	Resulting Balance
1/14	04	TR	000001	1097	12.50	.00	1,075,229.62

From G/L history - last entry on 1/13 for branch 04

Date	Loc	ID	ID #	Seq #	Debit	Credit	Resulting Balance
1/13	04	TR	000001	1126	12.50	.00	587,802.01

$$1,075,229.62 - 587,802.01 = 487,427.61$$

Report PHTCL3 for EOD 1/14

1/14/03		24.06		CU*BASE TEST CREDIT UNION			PHTCL3		PAGE 4	
				END OF DAY HEAD TELLER TRIAL BALANCE						
				FOR 1/14/03						
04 - EAST AVE BRANCH										
BEGINNING OF DAY	BEGINNING TELLER'S CASH		+	68,288.59						
	BEGINNING VAULT CASH		+	502,658.50						

	BEGINNING CHANGE FUND		=	570,947.09						
DAILY ACTIVITY	CASH FROM BANK+ / TO BANK-			587,000.00						
	CASH FROM VLTS+ / TO VLTS-		-	59,500.00						
	TCD DISPENSES TO MEMBERS-		+	8,207.00						
	OUTSIDE CHECKS		-	242,241.35						
	CASH DISBURSED		-	56,917.93						
	IN-HOUSE DRAFTS		-	21,799.12						
	CASH SHORT		-	.50						
	RECEIPT VOUCHERS		+	272,679.51						
	CASH OVER		+	.00						

	NET DAILY ACTIVITY		=	487,427.61				487,427.61 *		
END OF DAY	ENDING TELLER'S CASH		+	62,029.20		6,259.39-*				
	ENDING VAULT CASH		+	996,345.50		493,687.00 *				

	ENDING CHANGE FUND		=	1,058,374.70				487,427.61 *		

BALANCING BRANCH CASH

The following screen appears after using “Branch cash” (F9) on the initial inquiry screen (shown on Page 14).

“Branch Cash” (F9)

- This notation will appear if an amount appears in the “Difference” column for any vault.
- Use **Net Change** (F9) to return to the original display.
- Use **Offages** (F15) to analyze out-of-balance conditions or comments over a range of dates. See Page 18.
- Use **Comments** (F20) to document actions you took for any date that has a balancing issue. See Page 17 for details.

EOD Head Trial Balance		G/L Change Fund			
Branch	Branch Cash	G/L	Location	G/L Balance	Difference
01 NAPERVILLE	25.00-	739.00	01	25.00-	0.00
02 DIFFLEY	0.00	739.00	02	0.00	0.00
03 VILLA PARK	13,511.96	739.00	03	18,211.96	4,700.00-
07 PLAINFIELD	86,187.46	739.00	07	86,187.46	0.00
90 ADMINISTRATI	0.00	739.00	90	0.00	0.00
GRAND TOTALS:	99,674.42			104,374.42	4,700.00-

This inquiry makes it easy to see if your vaults are currently in balance. The left side of the screen shows the balance that was captured as of end-of-day for the teller system, and the right side shows the balance from your 739.00 G/L, also captured during EOD.

IMPORTANT: This analysis comes from a snapshot of balances taken during end-of-day processing. The teller cash balances started being captured with the implementation of the Spring 2007 release, so you will not be able to go back to dates prior to that time (May 21 for online CUs; June 11 or 12 for self processors) while working in this tool.

Because this tool analyzes *balances* rather than daily activity, the inquiry will reflect any changes made to correct a previous day’s balancing issue. If out-of-balance conditions are not corrected, the balance would continue to be off (accumulating additional offages, if any) until a correction was made.

DOCUMENTING YOUR BALANCING ADJUSTMENTS

Once you have discovered the source of the problem and have made the necessary journal entries, use **Comment** (F20) to record the results of your research into any out-of-balance conditions and a report of what corrections were made:

“Comment” (F20)

Session 0 CU*BASE GOLD Edition - Teller Vault / General Ledger Verification

Corp. ID 1

As of end of day Aug 23, 2013 Friday

Comment/Resolution for Differences

CHECK 12345 WAS REVERSED BUT NOT VOIDED SAME DAY; CHECK NOW VOID & CORRECTING
JE POSTED TO PUT GL BACK INTO BALANCE. DK

DA (493)

Comments provide an excellent record for future balancing questions and to document the reasons for adjusting journal entries.

ANALYZING A HISTORY OF OUT-OF-BALANCE CONDITIONS

Accounting supervisors and credit union managers can use this feature as an auditing tool, to monitor balancing activities over a range of dates. Use **Display Offages** (F15) to display the following summary screen (the display will depend on which inquiry you were viewing - Net Change or Branch Cash):

“Display Offages” (F15) - Daily Net Change

Click the column headers to sort the dates in order with the most current at the bottom of the list.

Date	Vault Net Change	G/L Net Change	Difference	C
Aug 23, 2013	8,313.10	13,013.10	4,700.00-	C
Aug 22, 2013	62,846.00-	62,846.00-	0.00	
Aug 21, 2013	45,869.00	45,869.00	0.00	
Aug 20, 2013	3,375.00	3,375.00	0.00	
Aug 19, 2013	12,745.00	12,745.00	0.00	
Aug 18, 2013	0.00	0.00	0.00	
Aug 17, 2013	290.00	290.00	0.00	
Aug 16, 2013	3,140.00	3,140.00	0.00	
Aug 15, 2013	32,483.00-	32,483.00-	0.00	
Aug 14, 2013	14,579.02	14,579.02	0.00	

“Display Offages” (F15) - Branch Cash (Detail)

Branch	Branch Cash	G/L	Location	G/L Balance	Difference
01 NAPERVILLE	25.00-	739.00	01	25.00-	0.00
02 DIFFLEY	0.00	739.00	02	0.00	0.00
03 VILLA PARK	13,511.96	739.00	03	18,211.96	4,700.00-
07 PLAINFIELD	86,187.46	739.00	07	86,187.46	0.00
90 ADMINISTRATI	0.00	739.00	90	0.00	0.00
GRAND TOTALS:	99,674.42			104,374.42	4,700.00-

On this screen you can enter any range of dates and see a summary of balances. Use the flags at the top of the screen to control what is displayed in the summary (press Enter to refresh the screen after making a change):

Field Name	Description
Branch summary	Check this to summary totals for all branches. Remove the checkmark to see totals for individual branches.
Display date with differences only	Check this to see only dates where there was an amount in the "differences" column. Remove the checkmark to see all dates in the specified range.
Display all dates with comments	Check this to see all dates in the range where comments were entered, regardless of whether there was an out-of-balance condition or not.

VAULT/GL VERIFICATION REPORT

Similar to the F15-Display Offages summary feature, you can print a report showing this verification for a range of days. Use **Report** (F14) on the main verification screen. This can be a helpful management tool to keep an eye on common issues and change procedures as needed to prevent future occurrences.

"Report" (F14)

Selections are similar to the options on the verification screens, so you can get a printed report showing the same things displayed in the inquiry. When ready, use Enter to generate the report.

Report Sample (Daily Net Cash Change)

5/10/07 10:51:19		CU*BASE TEST CREDIT UNION		LTVGLV	PAGE 1
		DAILY CASH NET CHANGE / GENERAL LEDGER VERIFICATION		USER	DAWNM
		From 03/06/07 to 03/07/07			
Corporate ID - 01 CU*BASE TEST CREDIT UNION					
COMMENTS: DIFFERENCES WERE CAUSED BY DELETED AUDIT KEYS WITHOUT REVERSING THE TRANSACTIONS, ACCOUNT ADJUSTMENTS WERE MADE FOR 3 TRANSACTIONS ON 03/07/07					
EOD TUESDAY 03/06/2007					
-----EOD HEAD TELLER TRIAL BALANCE-----					
VAULT	NET CHANGE	G/L LOC	NET CHANGE	DIFFERENCE	
01 MAIN OFFICE	281,336.08	73900 01	281,336.08		
02 RICHVILLE OFFICE	36,816.22-	73900 02	36,816.22-		
03 BIRCH RUN OFFICE	65,433.52-	73900 03	65,433.52-		
04 GATEWAY OFFICE	12,174.77	73900 04	12,174.77		
05 MILLINGTON OFFICE	4,648.71	73900 05	6,392.51	1,743.80-	
*** NO VAULT ACTIVITY ***		73900 06			
*** NO VAULT ACTIVITY ***		73900 07			
*** NO VAULT ACTIVITY ***		73900 08			
NET DIFFERENCE:				1,743.80-	
EOD WEDNESDAY 03/07/2007					
-----EOD HEAD TELLER TRIAL BALANCE-----					
VAULT	NET CHANGE	G/L LOC	NET CHANGE	DIFFERENCE	
01 MAIN OFFICE	138,587.22-	73900 01	138,587.22-		

02 RICHVILLE OFFICE	15,273.29	73900 02	15,273.29
03 BIRCH RUN OFFICE	19,780.64	73900 03	19,780.64
04 GATEWAY OFFICE	25,736.45-	73900 04	25,736.45-
05 MILLINGTON OFFICE	3,018.41	73900 05	3,018.41
*** NO VAULT ACTIVITY ***		73900 06	
*** NO VAULT ACTIVITY ***		73900 07	
*** NO VAULT ACTIVITY ***		73900 08	
NET DIFFERENCE:			0.00