Automated Journal Vouchers Type (Prorate)

Document Overview:

An Automatic Journal Voucher Type, also called a Prorate is an automatic entry that can be created to run monthly or annually for a set dollar amount or percentage. Once the prorate is created, no maintenance is required unless attributes on the prorate need to be updated. At any time, the prorate can be inactivated or updated. The prorate will create 1 debit and 1 credit based on either a set dollar amount or percentage. The prorate can also go across chart codes.

When a prorate is created it is put within a Parent Set ID that groups like prorates. The Parent Set ID is chosen by the creator of the prorate.

Prorates are used for a wide variety of activity. One common use is for overhead calculations. For example, certain expenses on General Operations' accounts are subject to 22.5% overhead. This prorate is set to run monthly based on the current month expenses. By having this set up as a prorate, it is automatically doing the calculation and entry. It is saving a user from having to do roughly 250 entries each month.

It is also used by Financial Reporting and Analysis for entries such as bond and CIP entries. Sponsored Programs uses it for revenue recognition, and Cost Accounting uses it for various entries such as recharge and fringe benefit recovery.

The prorates run the last business day of each month during the nightly batch process. Below is a screenshot of a prorate in the G/L. The document numbers before the dash is actually the prorate number. So below 2590201 is the prorate number for the $14,615.71 charge. Below also shows an Origin Code "MF" which is for prorates and indirect cost recovery.

2018	CO	2229000	-----	1100	...	AC	AS	07	PRJE	MF	2590201-206	GENERATED OFFSET	14,615.71	C	01/31/2018		---------				
2018	CO	2229000	-----	1100	...	AC	AS	07	PRJE	MF	2628946-297	GENERATED OFFSET	15,975.31	C	01/31/2018		---------				
2018	CO	2229000	-----	9550	...	AC	EX	07	PRJE	MF	2590201-206	G+A Operations Maintenance Plant (Base)	14,615.71	D	01/31/2018	280-259020	---------				
2018	CO	2229000	-----	9551	...	AC	EX	07	PRJE	MF	2628946-297	G+A Institutional (Base)	15,975.31	D	01/31/2018	296-262894	---------				

How to Complete the Document:

Only individuals given Group 1003044 (PRJE) have access to create and view prorates. Below is an explanation of each field in the Prorate screen.

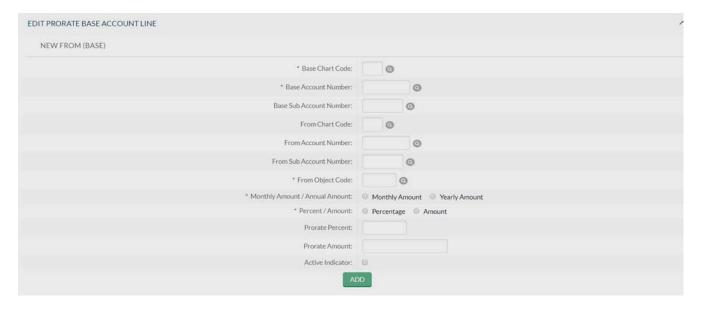*Edit Automated Journal Vouchers Type*

The prorate is given an entry name and parent set ID.

The prorate options is a field that is turned off so it will run the same regardless of what is selected.

EDIT AUTOMATED JOURNAL VOUCHERS TYPE

NEW

Automated Journal Vouchers Type Code:	
* Entry Name:	
* Parent Set ID:	
* Prorate Options:	○ Single to Multiple ○ Multiple to Single ○ Single
Active Indicator:	☐

Edit Prorate Base Account Line

The next section is the Base Account section which is the account that is incurring the expense or reduction of revenue (the debit).

EDIT PRORATE BASE ACCOUNT LINE

NEW FROM (BASE)

* Base Chart Code:	
* Base Account Number:	
Base Sub Account Number:	
From Chart Code:	
From Account Number:	
From Sub Account Number:	
* From Object Code:	
* Monthly Amount / Annual Amount:	○ Monthly Amount ○ Yearly Amount
* Percent / Amount:	○ Percentage ○ Amount
Prorate Percent:	
Prorate Amount:	
Active Indicator:	☐

ADD

Base Chart Code: This is the chart code of the Base Account Number.

Base Account Number: This is the base account number where, if a percentage, the object codes will be reviewed to decide the amount to debit.

Base Sub Account Number: If this prorate only needs to look at activity from a sub-account then it would be entered here.

From Chart Code: If the debit is going to hit a different account than the base account, the From Chart of the from account would be entered.

From Account Number: If the debit is going to hit this account instead of your base account, then this would be entered here. (Example: System Office giving scholarship to CSU-Fort Collins students, but System Office chart code cannot be used in Banner. A prorate is set up that views 100% of the activity in the FC account and books the debit to the System Office and the credit the FC account to make it net to $0).

From Sub Account Number: If the debit going to hit the From account instead of base, and it only needs to look at activity from a sub-account then it would be entered here.

From Object Code: This is the object code that the debit is going to charge.

Monthly Amount/Annual Amount: This decides if you want the prorate to run monthly or annually. If the prorate was set up a few months after the fact it can be set to monthly to catch up missed months, and then the following month changed back to monthly.

Percent/Amount: Every prorate must either be set to percentage or amount. If running on a percentage, Section 3 dictates what the percentage is based on.

Prorate Percent: This is only completed if you selected percent. This inputs the percentage you want to move up to 100%.

Prorate Amount: If amount was selected this is where the monthly or annual dollar amount is entered.

Active Indicator: This must be checked or the prorate will not run.

Edit Prorate Base Object Code

If percentage is selected this section tells the prorate what activity to look at when calculating the percentage to charge each month. Multiple ranges and object codes can be added to a prorate. There is not a limit.

Object Code Range Name: The object codes the percentage is calculated on (i.e. 5000-7999).

Base Chart Code: The same chart code as the base account number.

Object Code Range Low: The lowest range of the object code (i.e. 5000) used to calculate the percentage.

Object Code Range Higher: This highest range of the object code (i.e. 7999) used to calculate the percentage.

Sub-Object Code Range Low: This is the low sub-object code if used by the department. This is helpful if you want to exclude a small subset (i.e. INTO charges for Motorpool are not assessed 22.5%).

Sub-Object Code Range High: This is the high sub-object code if used by the department. This is helpful if you want to exclude a small subset (i.e. INTO charges for Motorpool are not assessed 22.5%).

Include or Exclude Object Code Range: This allows you to either include or exclude certain object codes from the percentage calculation.

Active Indicator: Must be checked to include.

Section 4: Edit Prorate to Accounting Lines

This section is where the credit is booked.

Effective Date: This is defaulted to the beginning of the fiscal year, and doesn't effect when it runs.

Chart Code: This is the chart code that is tied to the account number for the credit.

Account Number: This is the account number the credit is booked to.

Sub Account Number: This is if there is a sub-account the credit should go into.

Object Code: This is the object code the credit is booked in.

Override: This is not used.

Active Indicator: This must be checked for it to be active.

Document Routing:

This document only routes to the PRJE Approvers group. Only on individual in that group needs to approve it.

Document Exceptions/Restrictions:

This document doesn't have any restrictions.