

INSTRUCTIONS FOR CFOABGLS REPORT

1. The **cfoabgls** report is generated in the nightly cron jobs. The report will be a summarized report of the abnormal balances in the general ledgers.
2. Account balances on the summarized report are a net total of the general ledgers (debits and credits) and will show any abnormal balance conditions in the general ledgers current balance.
3. Each general ledger abnormal balance will be researched and necessary corrections will be made to the database.
4. If a detailed account of the general ledger is required to accomplish the reconciliation, a detailed report can be run on an individual appropriation or for all appropriations. The report will only display those subsidiary ledgers whose balance is in an abnormal state. To run a detailed report in CEFMS:
 - a.) Option 3
 - b.) Option 5
 - c.) Option 19 - Reports
 - d.) Other Reports
 - e.) General Ledgers with Abnormal Balances (cfoabgls) - at screen 11.7.2 under Report Type select the "D" option. This will give you a list by appropriation and Fund Account Number. This can also be used to run a detailed report by individual appropriation.
5. There are some general ledgers that an "abnormal balance" is a normal condition. Following is a list:
 - a.) GL 1014*
 - b.) GL 1015*
 - c.) GL 5990

*(Make sure these general ledgers are researched for confirmation that the abnormal balance is a true normal condition).

6. It is not required to research and correct GL 3100.00 Appropriated Capital (**Revolving Fund Appropriation only**). At year end Huntsville CEFMS personnel will take care of the abnormal balance in this general ledger. After the beginning of the new fiscal year a program will be created to correct this general ledger each month.
7. GL 3220.10 and GL 3231.20: There can be an abnormal balance in these two general ledgers, but research has to be performed to ensure that the 3220.10 transactions were an actual Transfer-In and, that the 3231.20 transactions were an actual Transfer-Out.
8. GL 3210.30 - Provision for Plant Depreciation (**Revolving Fund Appropriation only**). This general ledger is the transfer of depreciation to HQUSACE from the districts. This general ledger is treated like a contra account; thus, the abnormal balance is a normal condition.
9. All other general ledgers with abnormal balances are to be researched and corrected.