Kerridge
Commercial Systems

General Ledger

Table of Contents

Chapter 1   **GL Overview**

The General Ledger (GL) system can be operated as a stand alone module or integrated with other applications. The Accounts Payable (AP), Invoicing and Inventory module automatically posts journal entries to General Ledger upon closing of each month. All entries are summarized figures for each cost center and branch, within each account number. AP, Invoicing and Inventory details remain in their respective applications only. Some GL reports, including Monthly GL and GL Audit reports documentation, have an option to include supporting AP details.

Journal entries can be entered for the current month, previous months if they have not been closed, and future months. You do not have to close one month to enter into the next or future months. You can leave any month open in GL and still run all financial reports for all or any of the other months. You can even run Income Statements and Balance Sheets for months in a new year when the entire previous year is still open. Once a month is closed, you can no longer post journal entries to it. The system ensures that all months are closed in sequence and that end-of-year close is complete before months of the new year can be closed.

Other applications such as Invoicing or Inventory can also post journal entries automatically to the GL depending on the interfaces that have been activated.

The GL system includes a financial statement report writer which enables you to define your own report formats. It also includes the facility to define columns, subtotals, variances to budget, to last year, percentages of any account or subtotal, and more. Also included are spreadsheet options and a complete audit trail report with many available include/omit parameters and sort options.

Journal entries are organized, entered, edited and posted in batches. Batches are numbered 00 - 99. Batch 00 is reserved by the system for journal entries automatically posted from other applications such as AP. Batches can include a single journal entry or can include all journal entries for a month. Once a batch number is posted to GL, it is considered closed and it can not be reused until the month in which it was posted is also closed. When a month is closed, all batch numbers for that month are moved to GL history, cleared and are available to be used again. The Batch Status Report lists the status of all batches.

All journal entries can be allocated to branches and cost centers, as well as to account numbers. All reports and financial statements that can be run for a company can also be run for branches including balance sheets and income statements. Usually, branches are only tracked for income and expenses. Balance sheet items such as cash or fixed assets are allocated to the company as a whole. Cost centers can be analyzed only by income statements and spreadsheet options. You can also analyze income and expense by cost center within branch, branch within cost center, and so on.

Entry and Inquiry Options

The Entry and Inquiry section of the General Ledger Menu contains all the programs necessary for posting journal entries to the G/L system.

```
 3/05/12                 DANCIK INTERNATIONAL, LTD.                 GBRANNEN
15:07:19               General Ledger Menu                          SAL
                                                                    R2011
 Opt Description                          Opt Description
 ENTRY & INQUIRY OPTIONS                  104 Audit Trails
    1 Enter G/L Journals                  105 Recurring Journals List
    2 Edit  G/L Journals                  106 Batch Status Report
    3 Post  G/L Journals                  107 Period Status Report
    4 Print Batch Status Report           108 Income & Expense Spreadsheets
    5 Enter Recurring Journal Entries     - * Finance/Custom Rps - Menu GLF
    6 Edit  Recurring Journal Entries     110 List G/L Interfaces With Other..>
    7 Chart Of Accounts Search            111 Sales Summaries By G/L Account
    8 General Ledger Inquiry              112 Inventory Summaries By G/L Acct
    9 Reopen General Ledger Batch         113 A/R to G/L Interface

 DEMAND REPORT OPTIONS                    END OF PERIOD OPTIONS
 101 Chart Of Accounts List               201 Print Status Reports
 102 Trial Balance                        202 Print Trial Balance
 103 General Ledger                       203 Print General Ledger
                                                             More...
                 Enter Desired Menu / Option# ====> GL  ___

 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

Following is a description the options contained within the Entry and Inquiry section.

Field Name	Description/Instructions
Entering G/L Journals (GL 1)	This program is used to enter new journals. It verifies items such as account numbers and branch numbers, and ensures all entries are in balance. Each journal can include up to 9999 lines and contains a notepad for detailed descriptions. Multiple users can enter GL journals simultaneously without conflict. *Note: For more information, refer to "Entering G/L Journals (GL 1)" on page 2-3.*
Editing G/L Journals (GL 2)	This program is used to print an edit listing of journal entries entered in option 1. Edits can be run for all journal entries or for batches. The edit checks the accuracy of all entries. Only error free and in balance batches can be posted to the G/L. *Note: For more information, refer to "Editing G/L Journals (GL 2)" on page 2-14.*

Field Name	Description/Instructions
Posting G/L Journals (GL 3)	This program is used to post journal entries that were entered using option 1 and edited using option 2. Journal entries can be posted in batches or for all journal entries that are in balance and error free. Once posted, a batch or JE is considered closed. *Note: For more information, refer to "Posting G/L Journals (GL 3)" on page 2-14.*
Printing Batch Status Report (GL 4)	This report lists the status of all active batches. Batches are numbered from 00 - 99. Once a batch number is used, it can be in various stages, each with its own status such as To Be Edited, Edited and In Balance and Closed. *Note: For more information, refer to "Printing Batch Status Report (GL 4)" on page 2-15.*
Entering Recurring Journal Entries (GL 5)	This program is used to enter recurring or model journal entries. They can include fixed dollar amounts or only account numbers, enabling the amount to be entered or overridden each time the recurring JE is used. Only models are entered using this program. Using option 1, you can enter a JE and request that it be based on one of the models entered here. *Note: For more information, refer to "Entering Recurring Journal Entries (GL 5)" on page 2-16.*
Editing Recurring Journal Entry (GL 6)	This program is used to print all recurring or model journal. It lists only the model and not the actual journal entries, which are processed based on the models. *Note: For more information, refer to "Editing Recurring Journal Entry (GL 6)" on page 2-18.*
Searching the Chart of Accounts (GL 7)	This program allows you to search for the chart of account numbers, which are required in the Enter G/L Journal Program. You can search by account title, company number or account number. *Note: For more information, refer to "Searching the Chart of Accounts (GL 7)" on page 2-19.*
General Ledger Inquiry (GL 8)	This program is used to display journal entries and to audit account activity online. You can also use the Chart of Accounts File and Chart of Accounts File By Branch Programs to display month-by-month balances for each account. *Note: For more information, refer to "General Ledger Inquiry (GL 8)" on page 2-20.*
Reopen General Ledger (GL 9)	This option on the General Ledger menu now allows you to reopen closed GL batches in open periods. This allows you to correct your journal entries. *Note: For more information, refer to "Reopen General Ledger (GL 9)" on page 2-23.*

Entering G/L Journals (GL 1)

Note: *A utility program to copy a general ledger journal is available. This program can be used to copy journals within the same company or from company to company. The program is run accessed via menu SYS 604. Certain restrictions apply and are listed on the screen when the program is requested.*

1. On the General Ledger Menu, select option **1** - **Enter G/L Journals**, and press **Enter**. The General Ledger/Journal Entry Screen appears.

```
        <<  GENERAL LEDGER  /  JOURNAL ENTRY  >>


    ENTER COMPANY#     0

    ENTER JOURNAL#      ,,,,,,, LINE# ,,,,,

    ENTER ACTION CODE ,,

    ENTER BATCH#        ,,,

    ENTER BATCH DATE   100101

    ENTER LOCATION      ,,

    ENTER INITIALS     YR

    ENTER PASSWORD


    F7=EOJ.
 MA    a                                            04/025
```

This screen is used to set up the entry of journal entries.

2. Complete these fields each time you use this program unless you access different batches.

Note: *Multiple users can enter G/L journals simultaneously without conflict.*

Following is a description of the fields on the above screen.

Field Name	Description/Instructions
Company#	Enter the company number to which all journal entries in the batch will be posted.
Enter Journal#	The G/L system automatically assigns journal numbers. Skip this field unless you are correcting, adding to, or viewing a journal entry already entered in this batch. If you are entering a RJE, enter the RJE number that you have created in the Enter Recurring Journal Entries Program. The system assigns consecutive journal numbers within each company. RJEs are kept permanently under their, own RJE number. However, each time they are used to create actual JEs, the new JEs are assigned the next consecutive journal number, just as any other JE. Remember that RJEs are only models on which actual JEs are based.

Field Name	Description/Instructions
Line#	Each journal number can have many as 9999 lines. Each line represents a single debit or credit to a single account number. Skip this field unless correcting, adding to, or viewing a JE already entered in this batch.
Enter Action Code	Valid action codes are: **A** - add new journal entries. **U** - update, correct, or change JEs already entered in this batch. **I** - view or inquire JEs already entered in this batch. **R** - tells the system that the journal number in the Enter Journal# field is a RJE. The system recalls the RJE on which you can base the new JE.
Batch #	Enter the two-digit batch number in which the JE is included. All JEs must be entered by batch number. Batches can be numbered 00 - 99, with Batch 00 being reserved by the system for JEs automatically posted from other applications such as A/P. Each batch can consist of a single or multiple JEs, or all JEs for a month. You can run the Batch Status Report, option 4, on this menu to see which batch numbers are available and the status of all batches that are in use. We recommend that you enter many journals into a single batch so that in the event of your keeping many months open concurrently, you will not run out of available batch numbers. There are 99 batches available for you. Batch numbers become available again once the month into which they are posted is closed.
Enter Batch Date	This is the default transaction date for journal entries in the batch. The system inserts today's date as the default. You can override it for each journal in a batch. This date appears on the G/L reports as the "journal date." The journal date is the date the journal entry was entered into the system. All journals in a batch do not have to have the same date. Do not confuse this date with the "period date," which is entered on the next screen. This date does not establish the period that the journal will affect. It is merely a transaction date for tracking when the JE was entered.
Enter Location	Enter the one-character code assigned to your office location. You control these codes. For example, N can indicate New York, D indicates Dallas, and L indicates Los Angeles. These location codes can later be used for sorting journal entries by the office that entered them. Leave this field blank if you only post G/L journal entries in a single office.
Enter Initials	The default for this field is your workstation terminal ID. You can override the default and enter your initials.
Enter Password	Enter the required password. Only a valid password will allow Screen 2 and 3 to display. In some cases, the password may be set to blanks, in which case you do not have to enter a password. The password does not display when you enter it in. However, it remains in effect throughout the use of the program. Enter it once each time you use this program. When you return to this screen, it is not necessary to re-enter the password.

The General Ledger is set up so that you can directly access any specific lines, without having to scroll through the journal from the starting line number.

3. Enter the G/L# (**Journal #**) and the **Line#** you want to access. The following G/L Inquiry Screen shows the results if journal 000021 and line number 40 are entered.

```
█GENERAL LEDGER            INQUIRY        CO# 0 METRO TILE
 Journal# 000021 ACCOUNTS PAYABLE CLOSE            2/28/01        Period: 01/02
                                                Batch# 00 CLOSED


 Line  Acct#        Debit        Credit  Description        Branch Cost-Ctr Cd Del
 0031   5112      1068710                A/P 02/01 Auto Post  MAN        ....  ... ..
 0032   5113        27719                A/P 02/01 Auto Post  MAN        ....  ... ..
 0033   5117       464331                A/P 02/01 Auto Post  MAN        ....  ... ..
 0034   5119       105500                A/P 02/01 Auto Post  MAN        CER   ... ..
 0035   5121        21279                A/P 02/01 Auto Post  MAN        ....  ... ..
 0036   5605        34700                A/P 02/01 Auto Post  SFR        ....  ... ..
 0037   5614        57450                A/P 02/01 Auto Post  MAN        ....  ... ..
 0038   5620      2076953                A/P 02/01 Auto Post  MAN        ....  ... ..
 0039   5621         6343                A/P 02/01 Auto Post  CAL        ....  ... ..
 0040   5621        25820                A/P 02/01 Auto Post  MAN        ....  ... ..

 Balance:      2057862.89         115.91




  F1=END JOURNAL.  F10=NEXT 10 LINES.  F11=PREVIOUS 10 LINES.  F6=DISPLAY ACCTS.
  F7=EOJ.         F8=SCREEN 1.        F9=CORRECT JRL HEADER.
 MA█    a                                                            01/001
```

Note: *You can also use this procedure to access line numbers greater than 1000.*

4. The Journal Detail Screen appears after you have entered the required information on the initial Journal Entry screen.

```
█GENERAL LEDGER            INQUIRY        CO# 0 METRO TILE
 Journal# 000020 ACCOUNTS PAYABLE CLOSE            2/28/01        Period: 01/02
                                                Batch# 00 CLOSED


 Line  Acct#        Debit        Credit  Description        Branch Cost-Ctr Cd Del
 0001   1001                      50000  A/P 02/01 Auto Post  ALL        ....  ... ..
 0002   1001                    1698125  A/P 02/01 Auto Post  CAL        ....  ... ..
 0003   1001                       8300  A/P 02/01 Auto Post  FRE        ....  ... ..
 0004   1001                  250767738  A/P 02/01 Auto Post  MAN        ....  ... ..
 0005   1001                   12202885  A/P 02/01 Auto Post  SFR        ....  ... ..
 0006
 0007
 0008
 0009
 0010

 Balance:            .00  2647270.48




  F1=END JOURNAL.  F10=NEXT 10 LINES.  F11=PREVIOUS 10 LINES.  F6=DISPLAY ACCTS.
  F7=EOJ.         F8=SCREEN 1.        F9=CORRECT JRL HEADER.
 MA█    a               MW                                          01/001
```

5. Enter journal details on this screen.

    Each line number represents a single entry debit or credit for an account number, and optionally, a branch or cost center. Up to ten lines per page can be entered. Use **F10** to display another page and **F11** to display a previous page. Up to 9999 lines per journal can be entered. As you enter data, the total balance of debits and credits displays under the ten line numbers. Total debits must equal total credits in order for the journal to be in balance and to be eligible for posting. The balance figure shows in reverse image if it does not balance.

6. After enter as many lines on a page as needed, press **Enter**.

    All lines are checked for validity of information entered, and if no errors are found, the screen displays the message **Accepted** and the debit and credit balances at the bottom part of the screen. The following table describes the fields on the above screen.

Field Name	Description/Instructions
Line	This the line number for each line entered in the journal entry. There are 9999 lines available to enter your journal entry. It is assigned by the system and cannot be overridden.
Acct#	Enter the five-digit account number from the chart of accounts. Each account number consists of six total digits, with the first always being the company number. Since the company number is already known, this screen requires only the last five digits.
Debit	Enter the amount being debited to the particular account for the journal entry. On each line enter either a debit or a credit, but not both. Assume two decimal places, but do not enter the decimal point.
Credit	Enter the amount being credited to the particular account for the journal entry. On each line enter either a debit or a credit, but not both. Assume two decimal places, but do not enter the decimal point.
Description	Enter an extra description, if necessary, for this line number. The description entered here is specific to this line and is in addition to the journal title on the Header Screen and the Notepad. Do not enter the account title here as the system already knows it by the account number entry. Press **DUP** to duplicate the description from the line directly above. For example, if you are on line 0002, press **DUP** in the Description field to duplicate the description entered in line 0001. *Note:* *An actual* **DUP** *key exists on an IBM workstation keyboard. If you are working on PC, the* **DUP** *key functions have to be mapped through Client access to an existing key (or combinations of keys).*

Field Name	Description/Instructions
Branch	You can allocate the JE to a specific three-character branch number or code or to all branches by entering **ALL** in this field. If you leave this field blank, the system assumes all branches. ALL indicates the entire company, not a specific branch. Press **DUP** to duplicate the branch from the line directly above. For example, if you are on line 0002, press **DUP** in the **Branch** field to duplicate the branch entered in line 0001. *Note:* *An actual* **DUP** *key exists on an IBM workstation keyboard. If you are working on PC, the* **DUP** *key functions have to be mapped through Client access to an existing key (or combinations of keys).*
Cost Ctr	You can allocate the journal entry to a specific three-character cost center number or code, or to no cost center by leaving this field blank. Cost centers are defined using the Accounting File Maintenance Menu, Cost Center File option. Press **DUP** to duplicate the cost center from the line directly above. For example, if you are on line 0002, press **DUP** in the **Cost Center** field to duplicate the cost center entered in line 0001. *Note:* *An actual* **DUP** *key exists on an IBM workstation keyboard. If you are working on PC, the* **DUP** *key functions have to be mapped through Client access to an existing key (or combinations of keys).*
Cd	This extra code field is user-defined and can be used to identify the line as relating to a specific circumstance. For example, to track all expenses related to moving, you could enter **MV** here. Then, using the various report options, you can request a list of all journals labeled MV.
Del	A **D** in this field deletes the current line. Deleted lines are not processed. If you make an error, type the correct information over the error. Enter **D** in this field only if you want to delete the line. If you press **F4** from the Header Screen to delete an entire journal all lines will have a **D** inserted in this field.

The following table describes the function keys on this screen.

Function Key	Description
F1	Ends processing of the current journal and returns to Screen 2 for entry of another journal. Make sure to press Enter before pressing **F1**.
F6	Displays the account titles in the Description field in order to verify account numbers. The account titles come from the Chart of Accounts File. **F6** also switches you into Inquiry mode. To return to update mode, press **F8** and enter action code **U**. Pressing **F6** does not delete your description entries. It displays the account title over them. This function also toggles between showing the account description entered by the user, and the description of the account in the Chart of Accounts file. This functionality can be used to ensure the account names being entered match those contained in the chart of accounts which can ease reconciliation.
F7	Ends the job and returns to the General Ledger Menu.

Function Key	Description
F8	Returns you to the initial Journal Entry screen.
F9	Displays and corrects the Journal Header information.
F10	Advances the screen to the next ten lines. There are 9999 lines available. **F10** also enters the current page. Therefore, you can fill a page and press **F10** without first pressing **Enter**.
F11	Displays the previous ten lines. **F11** also enters the current page. Therefore, you can fill a page and press **F10** without first pressing **Enter**.

7.   Press **F9**. The Journal Header Screen appears.

```
▉GENERAL LEDGER            INQUIRY         CO# 0 METRO TILE
  Journal# 000020                              JOURNAL HEADER RECORD
                                                 Batch# 00 CLOSED



  ENTER JOURNAL NAME........... ACCOUNTS PAYABLE CLOSE
  ENTER PERIOD (yymm).......... 0102
  ENTER JOURNAL DATE (mmddyy).. 022801
  ENTER SOURCE CODE........... AP
  ENTER "Y" TO REVERSE NEXT MTH


  F4=DELETE JOURNAL.    F5=NOTEPAD.     F7=EOJ.      F8=1ST SCREEN.
 MA   a              MW                                         01/001
```

This screen includes the header information for each journal. It displays the journal number as entered on Screen 1, or automatically assigned by the system, company name, the status of the batch, for example, "New," "To Edit," "Edited," and "In Balance") and other input fields as shown on the above screen.

The following table describes the fields on the Header Screen.

Field Name	Description/Instructions
Enter Journal Name	Enter the name or description of this journal entry. The JE name appears on all applicable reports.
Enter Period (YYMM)	Enter the period in which this journal is to be posted. You must enter the period in YYMM format. For example, if this entry is being posted for the month of June 1997, then enter the period as 9706.
Enter Journal Date (mmddyy)	The system inserts today's date as the date you are entering this journal entry. The system date can be overridden. The date entered in this field appears on your G/L reports as the journal date and is separate from the period entered in the Enter Period field. It is valid for this date to be in a month other than the period date, reflecting that the journal was entered either prior to or after the posting period.

Field Name	Description/Instructions
Enter Source Code	The following source codes are available for the journal entry: **OE** - Journal Entry **RJ** - Recurring Journal Entry These codes are inserted automatically by the system and cannot be overridden.
Enter "Y" To Reverse Next Mth	Enter **Y** if you want to reverse this journal entry into next month. After posting the entry to reverse into the next month, the posting report shows the journal number created from the reversing entry. The General Ledger Enter Journals Program (option 1 on the G/L Entry Menu) provides for automatic reversing entries. To initiate an auto-reversing journal, enter **Y** at the prompt on the Journal Header Screen. Reversing journals are entered exactly the same as any other journal except for entering **Y** to reverse. When **Y** is specified for auto-reversing the journal, the following processes occur: • When the journal is closed (posted), the G/L system also creates a reversing journal for the following month. The reversing journal is an exact copy of the entered journal except all credits become debits and debits become credits. • The automatically created reversing journal is put into batch 00 for the following month. Batch 00 includes all automatically created journals.

The following table describes the function keys on this screen.

Function Key	Description
F4	Deletes the entire journal. The Journal Header Screen or the Journal Details Screen appears. When a journal is deleted, a **D** appears in the **Del** field on Screen 3 and the Journal Name field is changed to Deleted.
F5	Accesses the Notepad which allows you to enter additional comments for this journal. Enter as much information as necessary to describe this journal. Once in the Notepad, press **F10** to access the next page of the notepad. Press **F11** to return to the previous page of the notepad. All notepad entries appear as footnotes on the General Ledger Report.
F7	Returns to the main menu and ends the job.
F8	Returns to Screen 1.

Example of G/L Journal Entry

The following example shows the procedure for making a journal entry.

1. On the General Ledger Menu, select option **1** - **Enter G/L Journals**, and press **Enter**. The General Ledger/Journal Entry Screen appears.

2. On the General Ledger/Journal Entry screen, enter your **Company #**, which was created in the Company File.

```
        <<  GENERAL LEDGER  /  JOURNAL ENTRY  >>


        ENTER COMPANY#     0

        ENTER JOURNAL#     ,,,,,,,LINE# ,,,,,

        ENTER ACTION CODE A

        ENTER BATCH#       10

        ENTER BATCH DATE   60701

        ENTER LOCATION     ,,

        ENTER INITIALS     GB

        ENTER PASSWORD     █


        F7=EOJ.
MA█   a                   MW                              18/025
```

3. You do not need to enter the **Journal #** or **Line #**. The system assigns the journal number when you add new entries.

4. Enter **A** to add new journals.

5. Assign an available **Batch #**. See the description of Batch #.

6. Enter your **Location**, if necessary, and the **Password**. The password does not display on your screen.

7. Press **Enter** to go to the Journal Header screen, which shows the fields you just entered.

```
GENERAL LEDGER              *ADD*          CO# 0 METRO TILE
Journal# 000024                               JOURNAL HEADER RECORD
                                                Batch# 10 * NEW *



ENTER JOURNAL NAME.......... █,,,,,,,,,,,,,,,,,,,,,,,,,,,
ENTER PERIOD (yymm).......... 0103
ENTER JOURNAL DATE (mmddyy).. 060701
ENTER SOURCE CODE............ JE
ENTER "Y" TO REVERSE NEXT MTH ,,

 F4=DELETE JOURNAL.    F5=NOTEPAD.    F7=EOJ.    F8=1ST SCREEN.
MA█   a                   MW                              06/032
```

8. Enter the **Journal Name** and the **Period** to which the journal entries are to be posted. The transaction date from the initial screen appears in the **Journal Date** field. Since this is a journal entry, the source code is **JE**.

```
 GENERAL LEDGER                *ADD*          CO# O METRO TILE
 Journal# 000024                                 JOURNAL HEADER RECORD
                                                     Batch# 10 * NEW *


 ENTER JOURNAL NAME........... MAY ADJUSTMENTS ..........
 ENTER PERIOD (yymm).......... 0103
 ENTER JOURNAL DATE (mmddyy).. 060701
 ENTER SOURCE CODE............ JE
 ENTER "Y" TO REVERSE NEXT MTH ..

 F4=DELETE JOURNAL.    F5=NOTEPAD.    F7=EOJ.     F8=1ST SCREEN.
 MA   a                 MW              A                        06/047
```

9. Press **Enter**. A blank Journal Details screen appears.

```
 GENERAL LEDGER                *ADD*          CO# O METRO TILE
 Journal# 000024 MAY ADJUSTMENTS                6/07/01       Period: 01/03
                                                  Batch# 10 TO EDIT


 Line  Acct#        Debit         Credit  Description       Branch Cost-Ctr Cd Del
 0001  ............... ............ ..................... .... .... ... ..
 0002  ............... ............ ..................... .... .... ... ..
 0003  ............... ............ ..................... .... .... ... ..
 0004  ............... ............ ..................... .... .... ... ..
 0005  ............... ............ ..................... .... .... ... ..
 0006  ............... ............ ..................... .... .... ... ..
 0007  ............... ............ ..................... .... .... ... ..
 0008  ............... ............ ..................... .... .... ... ..
 0009  ............... ............ ..................... .... .... ... ..
 0010  ............... ............ ..................... .... .... ... ..

 Balance:          .00         .00




 F1=END JOURNAL.  F10=NEXT 10 LINES.  F11=PREVIOUS 10 LINES.  F6=DISPLAY ACCTS.
 F7=EOJ.          F8=SCREEN 1.        F9=CORRECT JRL HEADER.
 MA   a                 MW                                    06/007
```

10. Complete the fields on this screen. In the figure below, the following data was entered:

- Two separate journal entries were entered.

    — One for interest income
    — One for a money transfer from one account to another.

```
 GENERAL LEDGER              *ADD*        CO# O METRO TILE
  Journal# 000024 MAY ADJUSTMENTS               6/07/01       Period: 01/03
                                                 Batch# 10 * NEW *

 Line  Acct#       Debit       Credit  Description       Branch Cost-Ctr Cd Del
 0001   1010       15020 .............  INTEREST INC..... ALL    ....  ... ..
 0002   3040 ............     15020  ************       ***    ....  ... ..
 0003 ......................................................... ....  ....  ... ..
 0004 ......................................................... ....  ....  ... ..
 0005   1010      200000 .............  TRANSFER FR MMA.. ALL    ....  ... ..
 0006   1050 ............    200000  ************       ***    ....  ... ..
 0007 ......................................................... ....  ....  ... ..
 0008 ......................................................... ....  ....  ... ..
 0009 ......................................................... ....  ....  ... ..
 0010 ......  215020█ ............................... .... ....  ... ..

 Balance:           .00         .00


           ERROR# "GC"/ AT LEAST 1 ACCT# LISTED IS NOT IN CHART-OF-ACCT
           FOR THIS COMPANY, OR IS ON HOLD. (SEE CHART-OF-ACCTS SEARCH)

  F1=END JOURNAL.  F10=NEXT 10 LINES.  F11=PREVIOUS 10 LINES.  F6=DISPLAY ACCTS.
  F7=EOJ.          F8=SCREEN 1.        F9=CORRECT JRL HEADER.
 MA█   a                MW                                            15/019
```

Note: *"****" shows, the* **DUP** *key was used to copy the description from a previous line. An actual DUP key exists on an IBM workstation keyboard. If you are working on PC, the DUP key functions have to be mapped through Client access to an existing key (or combinations of keys).*

You can enter up to 9999 lines of journal entries.

You can also leave empty lines between journal entries to separate them for easier viewing. This option does not take up disk space in the system, and the Edit and Posting G/L Journals printout do not display the empty lines.

Reversing a Journal Entry

1. On the G/L Inquiry Screen, press **F9**.

2. On the Journal Header Screen, enter **Y** in the last field, and press **Enter**.

```
█GENERAL LEDGER              INQUIRY        CO# O METRO TILE
 Journal# 000020                            JOURNAL HEADER RECORD
                                              Batch# 00 CLOSED


 ENTER JOURNAL NAME.......... ACCOUNTS PAYABLE CLOSE
 ENTER PERIOD (yymm).......... 0102
 ENTER JOURNAL DATE (mmddyy).. 022801
 ENTER SOURCE CODE............ AP
 ENTER "Y" TO REVERSE NEXT MTH



 F4=DELETE JOURNAL.    F5=NOTEPAD.    F7=EOJ.    F8=1ST SCREEN.
MA   a               MW                                       01/001
```

The following processes occur:

- When the journal is closed (posted), the G/L system creates a reversing journal for the following month. The reversing journal is an exact copy of the entered journal except that all credits become debits and vice versa.

- When reversing a journal entry, the system automatically creates the reversal entry in the next month, the automatically created journal now references the original journal number in its total or description. For example, journal 100 may automatically create journal 105 in the next month Journal 105 will be entitled Reversing JRL#100.

- The automatically created reversing journal is put into batch 00 for the following month. Batch 00 includes all automatically created journals.

Editing G/L Journals (GL 2)

This option prints an edit listing of journals entered in option 1, Entering G/L Journals (GL 1). It displays all entries by batch number and verifies that entries are valid and in balance. If approved by the system, it is given status *In Balance* and can be posted using option **3**, Posting G/L Journals (GL 3).

1. On the General Ledger Menu, enter **2 - Edit G/L Journals,** and press **Enter**.

2. Enter a one-digit **Company #** or **A** for all companies, and press **Enter**.

3. If you enter a batch number, the system prints the edit for that batch number only. Following are descriptions of the available options.

E	Print edits for all batches the system identifies as requiring an edit. E should be your most common choice. The system identifies any newly entered or corrected batch as needing to be edited, as well as any batches that were edited but found to contain errors.
B	Reprints batches already edited and found to be in balance, but were not yet posted. Posted batches are synonymous with closed batches.
C	Reprints batches already posted as closed.
A	Print edits for all batches existing in the G/L system in months that have not been closed. These edits include new batches, edited batches, and closed batches. Batches are inaccessible only for reprinting as edits when the month to which they belong is closed.

Posting G/L Journals (GL 3)

This program posts batches that have been edited and found to be error-free and in balance. Once a batch is posted, you cannot alter it. The post becomes part of the true G/L figures. It can then be accessed and included in reports and financial statements.

1. On the General Ledger Menu, select option **3 - Post G/L Journals**, and press **Enter**.

2. Enter a one-digit **Company #**, or enter **A** for all companies to post journal entries. Press **Enter**.

3. If you enter a two-digit batch number, the system posts only that batch as closed. If you enter **A**, the system posts as closed all batches edited and found to be error-free and in balance.

Note: *The system will not close any batch containing errors.*

The system begins processing your batch(es).

Printing Batch Status Report (GL 4)

The Batch Status Report lists all of the batch numbers that were entered in G/L and their status. If a batch number has no current activity, it is not listed, including never used batch numbers as well as batch numbers that were used in months that have not been closed. Once a month has been closed, all batch numbers used that month become available to use again and drop off the Batch Status Report.

The G/L Batch Status Report is printed during the G/L End of Period close and on demand from various G/L menus.

- The report can be run by company number for all or a selected company.

- If journal entries for multiple months are in the same G/L batch, you can close one month without the entire batch dropping from the Batch Status Report. You can enter journals for multiple months within a single batch number. After the end of month close, the system reassesses the status of all batches, which keeps the Batch Status Report accurate. It also allows you to enter journals for more than one month in a single balance.

The following table describes all possible batch status messages:

N - New	Currently being entered via the G/L Entry Program.
E - To Edit	Requires an edit, or has no error and requires corrections and another edit.
In Balance	Edited and found error-free and in balance, but was not yet closed. The In Balance status is assigned by the Edit Journal option.
O - Out of Balance	Currently out of balance or contains errors. Correction has to be made in order to post the journals.
C - Closed	Closed/posted. The closed status is assigned by the Post Journals option. When the month that this batch is part of closes, the batch number becomes available to use again and is removed from the Batch Status Report.
D - Deleted	The batch is removed from the system and becomes available to reuse.

Entering Recurring Journal Entries (GL 5)

This program is used to enter recurring journal entries (RJEs), which are also called model journal entries. They can include fixed dollar amounts or only account numbers, allowing the amount to be entered or overridden each time the recurring JE is used.

1. On the General Ledger Menu, select option **5** - **Enter Recurring Journal Entries**, and press **Enter**. The following screen is displayed.

```
        <<  GENERAL LEDGER  /  JOURNAL ENTRY  >>    * RECURRING JOURNALS *


     ENTER COMPANY#     0

     ENTER JOURNAL#     .......  LINE# .....

     ENTER ACTION CODE ..


     ENTER INITIALS    YA

     ENTER PASSWORD

  Note: Use this program to CREATE "model" Recurring J/E's. Once created,
  you must use the "Enter G/L Journals" program to process them each month.
  In that program, enter the RJE number as the Journal#, & use action code "R".
  Action Code "R" causes that program to create a new J/E, based upon the RJE.
       F7=EOJ.
 _____
 MA   a                                  A                    04/025
```

Field Name	Description/Instructions
Company #	Company number to which the RJE belongs.
Enter Journal #	Assign the number of your choice to a new RJE. Enter the number of an existing RJE. The RJE number is used to retrieve the recurring journal in option 1, Enter G/L Journals.
Line #	Each journal number can have many line numbers. Skip this field unless correcting, adding to, or viewing a RJE already entered in this batch.
Action Code	Valid action codes are: • **A** - Enter or add new RJE • **U** - Update, correct, change, or add to RJEs. • **I** - View or inquire recurring journal entries.
Enter Initials	The default is your workstation terminal ID. You can override the default and enter your initials.

Field Name	Description/Instructions
Enter Password	Only a valid password will allow Screens 2 and 3 to be displayed. The password can be set to blanks, in which case you do not have to enter anything in this field. The password does not display when you enter it. You need to enter the password once each time you access this program.

This screen is used to set up entry of RJEs. RJEs are models upon which actual journals are based. Once an RJE is created, use the Enter Journals option l on this menu to process them. Normally, you process each RJE every month. You can assign your own RJE numbers. JE numbers are always assigned by the system even when based on an RJE.

For example, you can use this program to set up RJE 000001 for Monthly Sales Journal. Each month, using option 1, Enter Journals and enter journal 000001 and action code R. This displays the RJE, including all titles, account numbers, branches, and amounts. You can then change or add account numbers or amounts. The JE is assigned its own new journal number.

2. After entering the information for screen 1, press **Enter** to display screen 2.

```
 GENERAL LEDGER                  *ADD*          CO# O METRO TILE
 Journal# 240001                                JOURNAL HEADER RECORD
                                                    Batch# 01



 ENTER JOURNAL NAME..........  █......................
 ENTER PERIOD (yymm)..........  0000
 ENTER JOURNAL DATE (mmddyy)..  000000
 ENTER SOURCE CODE...........   RJ
 ENTER "Y" TO REVERSE NEXT MTH

     * RECURRING JOURNALS *


 F4=DELETE JOURNAL.    F5=NOTEPAD.     F7=EOJ.     F8=1ST SCREEN.
 MA     a                                                    06/032
```

The **Enter Period** and **Enter Journal Date** fields are irrelevant on this screen since you are using the RJE more than once. Therefore, do not enter anything into these fields.

The **Source Code** field always displays **RJ** and cannot be overridden.

Following is an example of screen 3 of a Recurring Journal Entry.

```
  GENERAL LEDGER                 *ADD*          CO# 0 METRO TILE
   Journal# 240001 RECORD MONTHLY SALES              0/00/00        Period: 00/00
                                                          Batch# 01


  Line  Acct#        Debit        Credit  Description        Branch Cost-Ctr Cd Del
  0001  █.................. ............ ...................... .... .... ... ..
  0002  .................. ............ ...................... .... .... ... ..
  0003  .................. ............ ...................... .... .... ... ..
  0004  .................. ............ ...................... .... .... ... ..
  0005  .................. ............ ...................... .... .... ... ..
  0006  .................. ............ ...................... .... .... ... ..
  0007  .................. ............ ...................... .... .... ... ..
  0008  .................. ............ ...................... .... .... ... ..
  0009  .................. ............ ...................... .... .... ... ..
  0010  .................. ............ ...................... .... .... ... ..

  Balance:         .00         .00               * RECURRING JOURNALS *




   F1=END JOURNAL.  F10=NEXT 10 LINES.  F11=PREVIOUS 10 LINES.  F6=DISPLAY ACCTS.
   F7=EOJ.          F8=SCREEN 1.        F9=CORRECT JRL HEADER.
  MA   a                                A                            06/007
```

Note: *Refer to Entering G/L Journals (GL 1) for a detailed descriptions of the fields on this screen.*

3. Enter RJ model entries as actual journal entries, as described in Entering G/L Journals (GL 1). If the actual debit and credit amounts change each month, you can enter 100 ($1.00) in either the **Debit** or **Credit** column. This reminds the operator of whether the usual entry for that line is a debit or a credit.

   For example, if you are setting up an RJE model for sales, enter **100** in **Debit** column for **A/R** and **100** in the **Credit** column for **Sales**. This alerts the operator that the monthly journal debit A/Rs and credits Sales.

4. Complete all remaining fields as applicable. When you use the action code **R** in the Enter G/L Journals Program it recalls the requested RJE number exactly as it is entered.

Editing Recurring Journal Entry (GL 6)

This program lists RJEs as entered in option **5** - Entering Recurring Journal Entries (GL 5) in the format of a Journal Edit. This is only a list of the model RJEs and not the actual journal entries that have been based on them. Use this list as a reference of the model RJEs that are available.

1. On General Ledger Menu, select option **6** - **Edit Recurring Journal Entries**, and press **Enter**. A company prompt screen appears. Enter a one-digit **Company #** or **A** to run RJE edit list for all companies.

2. Press **Enter**. An edit of the RJE is processed and printed.

Searching the Chart of Accounts (GL 7)

You can use the Chart of Accounts Search Program to search for account numbers alphabetically by title description of account or numerically by company number or account number. The program displays a chart of accounts on screen.

1. On the General Ledger Menu, select option **7 - Chart Of Accounts Search** and press **Enter**.

Field Name	Description/Instructions
Enter Account Title	Enter the first few letters of the account title description to search the chart of accounts alphabetically. Additionally, if you enter a company number in the **Company#** field entries for that company only are displayed.
Enter Company #	Enter the company number for which you want to search. Optionally, you can leave this field blank to search all companies.
Enter Account #	Enter a complete account number to search numerically beginning with that account number. If you leave the **Account Title** field blank, any entry in this field causes a list of the chart of accounts to display in account number order, starting with your entry. The entry can be all or only part of an account number. For example, enter only **0 7** to display a chart of accounts for company 0, starting with 70000.

2. Press **Enter**. The second screen of the Chart-of-Accounts displays the chart of accounts in either account number or title sequence, and for either or all companies, depending upon your entries on Screen 1.

   Note: Press **Enter** *to go forward one page, or* **F11** *to go back one page.*

3. Enter an **X** beside any account, and press **Enter** or **F6** to display the Chart of Accounts File Entry screen for that account. The Chart of Accounts File allows you to review your journal entries for the current and previous period as well as budgeted amounts.

General Ledger Inquiry (GL 8)

The General Ledger Inquiry Program allows you to view all journal numbers and all journals that affected an account number.

1. On the General Ledger Menu , selection option **8 - General Ledger Inquiry**, and press **Enter**.

Field Name	Description/Instructions
Enter Account#	Account number for account that you want to view.
Posting Month (YYMM)	Posting month of the account number that you want to view, in YYMM format. For example, for posting month of January 1991, enter 9101. If you decide to leave this field blank, the system provides all the journal numbers from the past two years that affected this account number. You can use this field only with a valid account number.
Enter Journal#	Journal number for account you want to view.
Enter Company #	One-digit company number of the account number and journal number that you want to view. You can use this field only with a valid account number or journal number.
Limit To Branch:	Branch number, if you want to limit the inquiry to a certain branch.
Limit to Cost Ctr	Cost center, if you want to limit the inquiry to a cost center.
Display Style	Changes the style and the headings of the inquiry.

2. Press **Enter**. The General Ledger Inquiry screen appears for the account you entered.

The column headings of the General Ledger Inquiry Program are based on the type of account information being displayed. There are two basic screen types: one for analyzing an account number and another for analyzing a journal.

The Account Analysis Screen headings are displayed as shown in the figure below for an balance sheet account.

```
DANCIK INTERNATIONAL, LTD.                      GENERAL LEDGER INQUIRY

Account# 212100 PURCHASES CLEARING / STOCK              Category: A



Period  Journal#   Source  Branch  CCtr      Debit        Credit       Balance
01/10     352  █    AP      RAL              6000.00                    6134.25
01/10     352  _    AP      TIL              1250.00                    7384.25
01/12     354  _    AP      RAL                           1600.00       5784.25




                                                           End Of Acct


 "X"=View Journal.   "D"=Drilldown.    F7=EOJ.    F8=1st Screen.    F11=Back.
```

The last column of the screen for balance sheet accounts is labeled **Balance** and contains a balance as of the date of each line displayed.

The following screen is for an income or expense account.

```
DANCIK-ON-DISK INTERNATIONAL                    GENERAL LEDGER INQUIRY

Account# 231000 PURCHASES                              Category: E  PU



Period  Journal#   Source  Branch  CCtr      Debit       Credit   Running-Total
00/01     248  █    IN      RAL     CER                   131.51      2838.49
00/01     248  _    IN      RAL     CER                   381.20      2457.29
00/01     248  _    IN      RAL     TLE                  2000.00       457.29
00/01     258  _    IN      RAL     CER                   131.51       325.78
00/01     258  _    IN      RAL     CER                   381.20        55.42-
00/01     258  _    IN      RAL     TLE                  2000.00      2055.42-
00/01     258  _    IN      RAL     VIN                      5.00      2060.42-
00/01     258  _    IN      RAL     VIN                     38.50      2098.92-
00/01     256  _    IN      RAL     ARM                     10.00      2108.92-
00/01     256  _    IN      RAL     VIN                     15.00      2123.92-
00/02     274  _    IN      NYC     CER                    830.00      2953.92-
00/02     274  _    IN      NYC     LAM                   1294.44      4248.36-
00/02     274  _    IN      NYC     SPC                    302.40      4550.76-
00/02     274  _    IN      RAL     ARM                     52.22      4602.98-
                                              Press Enter For More...


 F7=EOJ.      F8=1st Screen.        F11=Back.    "X" to Select Jrl#.
```

The last column of the screen for income or expense accounts is labeled **Running Total** and contains the running total of that income or expense item from the point prior to the requested date the income or expense account was last closed. This is not an actual balance, as income and expense accounts are cleared at the close of each fiscal year.
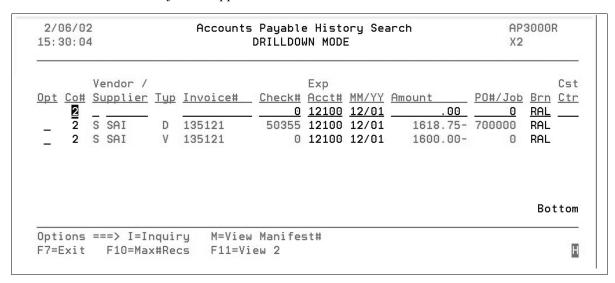
For example, if your last closed year was 12/11, and you request the G/L inquiry starting with 02/12, the running total includes the total of all months from 1/12 forward. If your last closed year was 12/10, and you request the G/L inquiry starting with 02/12, the running total includes the total of all months from 1/11 forward.

If a cost center is specified, the **Running Total** is not an actual balance, as balances are not stored at a cost center level. However, balances are stored at a branch level and therefore any combination of a balance sheet account plus a branch will show a true "balance" column.

A/P Details Included in G/L Inquiry

Accounts payable details can be accessed from a General Ledger (G/L) inquiry. These drill-down features can be useful when tracing transactions to their sources. In addition, the inclusion of these details in a G/L inquiry reduces the need to generate several G/L audit reports. You can select any journal entry that was generated by the accounts payable system, including vouchers or disbursements, and drill down through the details behind the journal entry. If an accounts payable voucher was matched to an inventory receipt, you can drill down through the details of the receipt.

1. On the General Ledger Inquiry File, enter the G/L **Account #** or **Entry #** for the account for which you want to view details, and press **Enter**. The General Ledger Inquiry File appears.

2. Place **D** in the **Journal #** column for the journal for which you want to see details, and press **Enter**. Details for that journal appear.

```
  2/06/02                 Accounts Payable History Search              AP3000R
 15:30:04                       DRILLDOWN MODE                         X2


          Vendor /                      Exp                                Cst
 Opt Co# Supplier  Typ Invoice#    Check# Acct# MM/YY Amount      PO#/Job Brn Ctr
      2  _ _____  ___ _____       0 12100 12/01        .00        0 RAL ___
  _   2  S SAI      D  135121      50355 12100 12/01    1618.75- 700000 RAL
  _   2  S SAI      V  135121          0 12100 12/01    1600.00-      0 RAL




                                                                        Bottom

 Options ===> I=Inquiry   M=View Manifest#
 F7=Exit   F10=Max#Recs   F11=View 2                                          H
```

The journal details show all of the vouchers posted to this entry as well as related disbursements. Place **I** in the **Opt** field if you want to view the invoice. The Voucher Inquiry screen appears.

3. Place **M** in the **Opt** field if you want to view the manifest, if voucher has a manifest assigned.

Reopen General Ledger (GL 9)

This option allows you to reopen closed GL batches in open periods. This allows you to correct your journal entries.

Associated Files

Batch Status Report (GL 4) - The Batch Status Report lists all of the batch numbers that were entered in GL and their status. If a batch number has no current activity, it is not listed, including never used batch numbers as well as batch numbers that were used in months that have not been closed. Once a month has been closed, all batch numbers used that month become available to use again and drop off the Batch Status Report.

Opening a Closed GL Batch

1. Enter a company and batch number.

2. If the company and batch number is blank in the file, a message appears indicating that the batch is not eligible for opening.

```
                    <<   REOPEN GENERAL LEDGER BATCH   >>


  Company Number....:  2
  Batch Number......:  11
```

3. Press **Enter**. The system looks to see if the company and batch number combination is closed (C status). If so, the message "**Record updated, batch has been reopened**" appears at the bottom of the screen.

If the combination is in an E (needs to be edited), B (in balance), or O (out of balance) status, the message "**Batch is already open**" appears.

Chapter 3 **General Ledger Demand Reports**

You can select one of the following options to generate the report you need:

- Chart of Accounts List - GL 101 on page 3-1
- Trial Balance - GL 102 on page 3-2
- General Ledger - GL 103 on page 3-2
- Audit Trails - GL 104 on page 3-3
- Recurring Journal List - GL 105 on page 3-8
- Batch Status Report - GL 106 on page 3-8
- Period Status Report - GL 107 on page 3-9
- Income and Expense Spreadsheets GL 108 on page 3-10
- Financial Statements and Custom Reports on page 5-1

    Note: These options are contained under menu **GLF** *and are explained in Chapter 5.*

- List G/L Interfaces with Other Applications - GL 110 on page 3-11
- Sales Summaries by G/L Account - GL 111 on page 3-11
- Inventory Summaries By G/L Account - GL 112 on page 3-12
- A/R to G/L Interface (GL 113) on page 3-13

Chart of Accounts List - GL 101

On the General Ledger Menu, select option **101 - Chart of Accounts List.** On the screen that appears enter a company number. The chart of accounts is sorted by company or account number for one or all companies. It provides the title of each account, the main category, subcategory, and comments. It also notes if an account number has been put on hold. Accounts on hold can not be used when posting to A/P or G/L. Main categories include:

- A - Assets
- L - Liability
- I - Income
- E - Expense
- Q - Equity\

Trial Balance - GL 102

This report provides the beginning balance, ending balance and activity for each account in the chart of accounts for the month requested. It also shows a recap of total assets, liabilities, equity, income, expenses, and net profit or loss year-to-date.

1. On the General Ledger Reports menu, select option **102 - Trial Balance Report**, and press **Enter**.

2. Enter a one-digit **Company#**, and press **Enter**.

3. Enter **A** to print the trial balance for the company as a whole or enter a branch number which was set up in the File Maintenance Menu. Be careful to enter **A** (not **ALL**) when running a company wide trial balance. If you type **ALL** you are requesting a Trial Balance for a branch called **ALL** .

4. Enter one of the following choices:

   — **C** to include only batches that were posted.

   — **B** to include posted batches and any batch that was edited and in balance.

   — **A** to include all posted batches, all batches that were edited and in balance and all batches that have not yet been edited or corrected.

   C is the default. Options other than **C** should be used only to include unposted transactions. Enter your desired option and press **Enter**.

5. Enter the **Posting Month** for which to run the Trial Balance Report in YYMM format, and press **Enter** to select a report version.

   • The Summary Version shows only the current balances in each account.

   • The Super-Summary Version shows only the current balance, but drops accounts with a zero balance.

General Ledger - GL 103

The General Ledger Report provides the beginning balance, ending balance and all journal entries that affected every account in the chart of accounts for the *open* month you have requested. If multiple months are left open at one time, the G/L Report shows the beginning balance of the first unclosed month, followed by all JEs for all unclosed months, followed by the ending balance. If the month for which you requested the report has been closed, the G/L Report lists the ending balance for that month. The G/L Report shows details of each JE, such as description, branch, cost center, account number, and account name. It also places an asterisk (*) next to any journals that have notepad entries and prints all notes as footnotes to the report. The G/L Report can optionally show the detail A/P transactions that make up the A/P JEs that are automatically summarized and posted to the G/L. The A/P details, when requested, show vendor, vendor invoice number, and description.

1. From the General Ledger Menu, enter **103** and press **Enter**. The next series of screens lead you through the selection of:

   • A single company or all companies on the system.

   • A single batch or all batches. The options are to enter an **A** to print the general ledger for the company as a whole. Enter **All** to request a G/L for the branch called **ALL**, which is set up in

the File Maintenance Menu. Be careful to enter **A** (not **ALL**) when running a regular company-wide trial balance. Enter an option and press **Enter**.

- A specific cost center to include in the general ledger or enter **A** to print General Ledger for all cost centers.

- A batch type. Enter one of the following choices:

    — **C** to include only batches that were posted. C is the default. Options other than C should be used only to include unposted transactions.

    — **B** to include posted batches and any batch that was edited and in balance.

    — **A** to include all posted batches, all batches that were edited and in balance and all batches that have not yet been edited or corrected.

- The **Posting Month** for which to run the G/L Report in YYMM format, and press **Enter**.

2. Pick one of the following printing options.

   - Option **Y** includes all A/P transactions that make up each journal entry summarized and auto-posted from the A/P system. The supporting A/P shows the vendor, amount of the invoice, date, invoice number, and any description that was entered when the vendor invoice was recorded.

   - An **N** option will not print supporting A/P transactions but still shows the summarized journal entries which "auto post" from the A/P system.

3. On the next screen enter **Y** or **N** to print or omit accounts with no balance or activity.

   Accounts with zero balances and zero activity in the requested month can be optionally omitted from the report.

   On the next screen, you can limit the detail information to a single requested month, when multiple months remain open.

4. Enter **Y** to print details for all unclosed prior months. For example, if you are running the report for 9/07, and 7/07, 8/07, and 9/07 are still open, the report begins with the 6/07 end of month balance, lists all transactions for 7/07, 8/07, and 9/07, and then the closing balances for 9/07.

   If you enter **N**, the report begins with the 8/07 end of month balance, lists the transactions for 9/07 only, and the closing balances for 9/07.

Audit Trails - GL 104

The Audit Trail Report is used to analyze selected data from the G/L and A/P systems. You can generate a report from a certain date span or month span. You can request an audit trail for all or specific companies, branches, cost centers, job transaction codes, account types, account numbers, journal numbers, batch numbers, source codes, workstation IDs, and many combinations of these.

Examples of Requesting an Audit on page 3-5.

The Audit Trail Report is primarily used to access very specific information such as:

- All transactions that affected a specific account number within a specified time-span.

- All transactions that affected a branch or cost center within a specified time span.

- Specific journal numbers or batches.

- Entries entered by a specific operator or workstation.

Using the parameter screens, you can select the data you want, and then sort and subtotal the way you want.

1. From General Ledger Reports Menu, enter **104**, and press **Enter**.

2. Enter one of the following options.

    - Option 1 - Draws information only from months that are currently *unclosed* on the G/L system.

    - Option 2 - Draws information only from months that are currently *closed* on the G/L system.

    - Option 3 - The default. Draws information from *both* closed and unclosed months. If you are uncertain or unconcerned about the status of the month, choose option number 3.

    - Option 4 - Returns you to the General Ledger Reports menu.

3. Press **Enter**. To access a Parameter Selection screen. Enter data into the appropriate the fields to limit the report.

    For example, to report on a single account number, enter one of the account number fields. Leaving the other categories blank instructs the selection program not to check data for those categories.

    Note: It is important to understand the difference between "Posting Months" and "Transaction Dates." The "Posting Month" is the accounting period in which transactions are posted. The "Transaction Date" is merely the entry date (batch date). Usually you will use posting month. However, you can combine the two to audit (e.g., all June transactions that were entered in July and August.)

    Following is a description of the fields on this screen.

Field Name	Description/Instructions
Company #	Enter one, or up to five, company numbers for which you want to run the Audit Trail Report.
Branch	Enter one, or up to five, branches to run the Audit Trail Report.
Cost Center	Enter one, or up to five, cost centers or cost center groups to run the Audit Trail Report.
Job Trans CD	Enter one, or up to five, transaction codes to run the Audit Trail Report.
Acct Type	Enter one or all the account types available to run the Audit Trail Report A Assets L Liabilities Q Equity I Income E Expense

Field Name	Description/Instructions
Account #	Enter one, or up to five, chart of account numbers or a range of chart of account numbers to run the Audit Trail Report.
Journal #	Enter one, or up to five, journal numbers to run the Audit Trail Report.
Batch #	Enter one, or up to five, batches to run the Audit Trail Report.
Source Code	Enter one, or up to five, source codes to run the Audit Trail Report.
Init/WSID	Enter one, or up to five, initials or workstation IDs to run the Audit Trail Report.
Enter Posting Month to Include	The posting month is the accounting period in which transactions are posted. You must enter it in YYMM format.
Enter Transaction Dates to Include	The transaction date is the date on which the journal entry was entered. You must enter it in YYMMDD format.

4. After entering the appropriate parameters, press **Enter**. If no errors are found, the message "Entry Accepted" is displayed. Press **F7** to continue. The Sort Parameters screen appears.

5. Select a main and a sub-sort field.

    *   Enter **X** next to *one and only one* field in the **Main Sort** column.

    *   In the **Sub-Totals** field, enter **Y** to print subtotals for the main sort parameter, or **N** to not to print subtotals.

    *   Enter **X** next to *one and only one* field in the **Sub-Sort** column. In the **Sub-Totals** field, enter **Y** to print subtotals for the sub-sort parameter, or **N** to not to print subtotals.

Examples of Requesting an Audit

Example 1 - Requesting an Audit of One Account Number

In this example, an Audit Trail Report is requested for account number 001002 (Travel & Entertainment) from January 2000 to June 2000.

```
      G E N E R A L   L E D G E R   R E P O R T   P A R A M E T E R S

          Include Journal Entries According to the Following Parameters:

   1)    COMPANY# =  █    _    _    _    _     (leave any line blank to include all)
   2)     BRANCH =  ___  ___  ___  ___  ___
   3) COST CENTER =  ___  ___  ___  ___  ___  or Cost Ctr Groups ___ ___ ___ ___
   4) JOB TRAN CD =  __   __   __   __   __
   5)   ACCT TYPE =  _    _    _    _    _    (A,L,Q,I, or E)
   6)    ACCOUNT# =  001002 _____  _____ _____ _____  or _____ to _____
   7)    JOURNAL# =  _____ _____ _____ _____ _____
   8)      BATCH# =  __    __    __    __    __
   9) SOURCE CODE =  __   __   __   __   __
   10)  INIT/WSID =  __   __   __   __   __
   _____
                                               YYMM    YYMM
   11) ENTER POSTING MONTHS TO INCLUDE:    FROM: 0001 TO 0006

                                               YYMMDD    YYMMDD
   12) ENTER TRANSACTION DATES TO INCLUDE:   FROM: .......  TO  .......
       (note:  transaction dates do not necessarily coincide with posting months)

                            ** ENTRY ACCEPTED **
           F7=Continue.                              F4=Cancel.
   _____
   MA█    a              MW                                    05/019
```

1. Press **F7** to continue to the Sort Parameters Screen.

2. Select **Branch** as your main sorting parameter, and enter **Y** to include sub-totals for this parameter.

3. Select **Cost Center** as the sub-sort parameter and also have the system include sub-totals on the audit report.

    The main sort for this Audit Trail Report is by branch with subtotals for each branch. The sub-sort is by cost center in all branches with subtotals.

```
 G E N E R A L   L E D G E R    R E P O R T   S O R T   P A R A M E T E R S

  Enter an "X" next to the fields you would like to SORT by. Choose 1 field
  for the main sort, & 1 field for the sub-sort. Enter "Y" to print Sub Totals.


         Main Sort     Sub-Totals? (Y/N)        Sub-Sort        Sub-Totals? (Y/N)

  1)     COMPANY#    . .           . .     1)     COMPANY#    . .           . .
  2)      BRANCH     . .           . .     2)      BRANCH     . .           . .
  3)   COST CENTER   X             Y       3)   COST CENTER   X             Y
  4)   JOB TRAN CD   ▮             . .     4)   JOB TRAN CD   . .           . .
  5) ACCOUNT TYPE    . .           . .     5) ACCOUNT TYPE    . .           . .
  6)     ACCOUNT#    . .           . .     6)     ACCOUNT#    . .           . .
  7)     JOURNAL#    . .           . .     7)     JOURNAL#    . .           . .
  8)      BATCH#     . .           . .     8)      BATCH#     . .           . .
  9)   SOURCE CODE   . .           . .     9)   SOURCE CODE   . .           . .
  10)    INIT/WSID   . .           . .     10)    INIT/WSID   . .           . .
  11) POSTING MTH    . .           . .     11) POSTING MTH    . .           . .
  12)   TRANS DATE   . .           . .     12)   TRANS DATE   . .           . .
  13)    AMOUNT $    . .           . .     13)    AMOUNT $    . .           . .


          F7=Continue.                              F4=Cancel.
  MA▮    a                  MW                                    12/018
```

4. Press **Enter** to accept your entry and then **F7** to continue to the next screen to select a printing option.

Example 2 - Requesting an Audit with Combination Parameters

The parameters requested on the following screen limit the audit to all expense accounts of the cost center ARM in the branch "NYC".

```
        G E N E R A L   L E D G E R    R E P O R T   P A R A M E T E R S
   _____
         Include Journal Entries According to the Following Parameters:
   _____

   1)    COMPANY# = █   _   _   _   _       (leave any line blank to include all)
   2)     BRANCH = NYC  ___ ___ ___ ___
   3) COST CENTER = ARM ___ ___ ___ ___ or Cost Ctr Groups ___ ___ ___ ___
   4) JOB TRAN CD = __  __  __  __  __
   5)   ACCT TYPE = E   _   _   _   _       (A,L,Q,I, or E)
   6)    ACCOUNT# = _____ _____ _____ _____ _____  or _____  to _____
   7)    JOURNAL# = _____ _____ _____ _____ _____
   8)     BATCH# = __    __    __    __    __
   9) SOURCE CODE = __  __  __  __  __
   10)  INIT/WSID = __  __  __  __  __
   _____
                                              YYMM    YYMM
   11) ENTER POSTING MONTHS TO INCLUDE:     FROM: ..... TO .....

                                              YYMMDD    YYMMDD
   12) ENTER TRANSACTION DATES TO INCLUDE:  FROM: ....... TO ........
      (note: transaction dates do not necessarily coincide with posting months)

                           ** ENTRY ACCEPTED **
          F7=Continue.                              F4=Cancel.
   _____
   MA█    a                MW                                      05/019
```

Press **Enter** to accept your entry and then **F7** to continue to the Sort Parameters screen.

The main sort in this example will be by **Account#** with a subtotal for every account number. The sub-sort is by journal number without any subtotals for each journal.

Recurring Journal List - GL 105

This program lists RJEs as entered in option 15 in the format of a journal edit. The Recurring Journal list appears on the Job Queue ready to print.

Note: This is only a list of the "model" RJEs and not the actual journal entries that have been based on. Use this list as a reference of the model RJEs that are available.

Batch Status Report - GL 106

The Batch Status Report shows all batch numbers entered in the G/L and their status. If a batch number has no current activity, it is not listed, including batch numbers never before used, and batch numbers used in months that have not been closed. Once a month has been closed all batch numbers used that month become available to use again and drop off the Batch Status Report.

The following batch status descriptions are possible.

New	Currently being created via the G/L Entry program.
To Edit	Requires an edit or has error and requires corrections as well as another edit.
In Balance	Edited and found error-free and in balance was not yet closed. The In Balance status is assigned by the Edit Journals option.
Closed	Closed/posted. Closed status is assigned by running option 3, the Post Journals option. When the month in which this batch is included is closed, the batch number becomes available to use again and drops off the Batch Status Report.
Batch Edit is Out of Balance	This batch is currently out of balance or has errors. Correction has to be made to this batch in order to post the journals.

Period Status Report - GL 107

The Period Status Report lists the status of all periods available on the system. It always displays 36 consecutive months, usually including the past fiscal year, the current fiscal year, and the next fiscal year. Your history files can be set to maintain history as far back as you request, assuming you have the disk space for it. History for months before those listed on this report are accessible for many reports, such as the audit and spreadsheet reports. Only the months listed on this report that are still open are available for running financial statements. A separate page is printed for each company number.

Each month listed on the report is followed by its status. The status of the fiscal year and of the individual months are shown. A fiscal year can have status Closed or Unclosed. A year can be closed only if all months in that year have been closed.

On the General Ledger Menu, select option **107**, and press **Enter**

A month can have the following statuses:

• **Never Opened** - No JEs have been entered for this month.

• **Open** - JEs have been entered and the month is still open.

• **Closed** - The month has been closed.

A month can be closed only if all previous months have been closed. The system ensures that they have been closed. Months and years are closed using the General Ledger Menu - End of Period Section.

A fiscal year can have status Closed or Not Closed. A year can be closed only if all months in that year have been closed.

In the portion of the report shown below, Jan. 08 cannot be closed until Dec. 07 is.

```
12/06          CLOSED              CLOSED
01/07          NOT CLOSED          CLOSED
02/07          NOT CLOSED          CLOSED
03/07          NOT CLOSED          CLOSED
04/07          NOT CLOSED          CLOSED
05/07          NOT CLOSED          CLOSED
06/07          NOT CLOSED          CLOSED
07/07          NOT CLOSED          CLOSED
08/07          NOT CLOSED          CLOSED
09/07          NOT CLOSED          CLOSED
10/07          NOT CLOSED          CLOSED
11/07          NOT CLOSED          CLOSED
12/07          NOT CLOSED          OPEN
01/08          NOT CLOSED          OPEN
02/08          NOT CLOSED          NEVER OPENED
03/08          NOT CLOSED          NEVER OPENED
04/08          NOT CLOSED          NEVER OPENED
05/08          NOT CLOSED          NEVER OPENED
06/08          NOT CLOSED          NEVER OPENED
```

Income and Expense Spreadsheets GL 108

The Income and Expense Spreadsheets can be arranged to print rows of account numbers and account categories, and columns of companies, branches, cost centers, or months of the year.

You can choose to include all or some companies, branches, cost centers, accounts, or type of accounts. These reports can supplement or even replace formal profit-and-loss financial statements. Some of the reports available via this option include:

- Company profit and loss month-by-month for the entire year plus yearly total.

- Branch profit and loss month-by-month for the entire year plus yearly total.

- Cost center profit and loss month-by-month for the entire year plus yearly total.

- Company and consolidated P&L with ratios of each company to total of consolidated.

- Comparative Branch P&L with ratios of each branch to company total.

- Comparative Cost Center P&L with ratios of each cost center to company total.

1. From General Ledger Reports Menu, select option **108**, and press **Enter**.

2. Enter option **Y** to run the income statement, or **N** to return to the menu, and press **Enter**.

   This message that appears reminds you that you would normally enter **I** (Income) or **E** (Expense), in which case the activity and *not* the balance for each account is printed.

3. Enter **0** and press **Enter** to continue.

4. Enter data only for the categories to which you want to limit the report. For example, if you enter company 1, branches NYC and SFO, and leave all other categories blank, the program selects all transactions that are in company 1 and branches NYC and SFO.

> *Note:* *These reports can be run with or without branch subtotals. The version including branch subtotals lists each branch within each account number. The version without branch subtotals only shows the total for each account.*

5. After specifying the parameters, press **Enter**.

6. When the message **Entry Accepted** appears, press **F7** to end the job.

List G/L Interfaces with Other Applications - GL 110

This report lists which accounts to debit and credit, defined in the Interfaces to G/L.

For example, the option List Invoicing to G/L Interface can automatically create sales and cost of sales of journal entries from the Invoicing System into the G/L System.

In order to utilize this interface, you must:

- Complete all relevant entries in the Invoicing to G/L Interface File. This file is in the Accounting File Maintenance Menu (ACT).

- Test the interface using the Sales Summary by G/L Account Report. This report is available from the Sales Report Menu or from the G/L Demand Reports Menu.

- Choose to create journal entries using the applicable prompts on the Sales Summary by G/L Account Report once the interface is fully tested. We recommend that you run the Sales Summary via an invoice number span representing the accounting month.

- Run the Sales Summary by G/L Account Report and the option to automatically create journal entries at any time after the A/R end-of-month close. You do not have to run these options during or directly after the end-of-month closing. You have the option to perform a trial run before actually creating the G/L journals. A trial run provides the opportunity to check the accounts and cost centers, adjust the invoicing to G/L Inter-face File, if necessary, and rerun.

- Automatic journal entries are stored in batch number 00. This is exactly the same procedure as for the journals created by the automatic A/P to G/L interface.

Sales Summaries by G/L Account - GL 111

You can use this option to generate a report showing all sales activities for General Ledger Account.

1. On the General Ledger Menu, select option **111**, and press **Enter**.

2. Enter the parameters you want to include on the report, or to include them all the parameters just leave all of the fields blank.

> *Note:* *You must specify a company number. This prevents mistakes - especially when a user is not aware of the GL months that are open or closed for the different companies on your system. If you leave the* **Enter A COMPANY# (Company# is required for GL Reports)** *field blank, the system automatically inserts your default company and displays an error message.*

> *Note:* *The system validates the date entered and will not allow any updates to a closed period.*

3. When your input is accepted, press **F7** to continue. The next screen gives you three additional sorting parameters.

   You do not have to use all three sorting parameters. These fields are optional and do not have to be used at all, but they give you more control over the format and content of your report.

4. Enter the sorting options, and press **Enter**, and then **F7**.

5. On the next screen, enter the **Posting Month** for the report in YYMM date forma, and press **Enter**.

6. On the next screen, enter **Y** to run the Customer Transfers Report. The default is **N** (to not run the report). This report can print, and optionally create journals for the value of stock used by each branch out of each warehouse's stock. This option is useful if you need to record these transactions by branch on the general ledger. For example, you could record these transactions to affect purchases or inventory by cost center and branch. These transactions are only for customer transfers. Actual stock to stock inventory transfers are recorded via inventory reports.

7. On the next screen, enter **Y** to post the sales figures you are going to generate to the General Ledger, or enter **N** to just run the Sales Summary Report. The default is **N**.

Inventory Summaries By G/L Account - GL 112

The Inventory to G/L Interface can be run anytime *after* the accounts receivable end of month is completed. The Inventory to G/L Interface can be run in edit mode at anytime. However, to actually post the interface, run the Inventory to G/L Interface anytime after the AR EOM is completed.

1. The first screen gives you the option of running a simple or extended Inventory to G/L Inventory Format.

2. Enter option **2**. Option **1** - Simple Interface was superseded by the Extended Interface and Option **2** is the only recommended method. The extended version lets you edit and post journal entries. If you enter option **2** - **For Extended Inventory to G/L Interface Format**.

Automatic G/L Journals From Invoicing System

To automatically post sales and cost of sales of journal entries from the Invoicing System into the G/L System, you must:

• Complete all relevant entries in the Invoicing to G/L Interface File. This file is on the second page of the Accounting File Maintenance Menu.

• Test the interface using the Sales Summaries by G/L Account - GL 111. This report is available from the Sales Report Menu or from the G/L Demand Reports Menu.

• Choose to create journal entries using the applicable prompts on the Sales Summary by G/L Account Report once the interface is fully tested. We recommend you run the Sales Summary via an invoice number span representing the accounting month.

• Run the Sales Summary by G/L Account Report and the option to automatically create journal entries at any time after the A/R end-of-month close. You do not have to run these options during or directly after the end-of-month closing. You have the option to perform a trial run before actually creating the G/L journals. A trial run provides the opportunity to check the accounts and cost centers, adjust the invoicing to G/L Interface File, if necessary, and rerun.

- Automatic journal entries are stored in batch number 00. This is exactly the same procedure as for the journals created by the automatic A/P to G/L interface.

Accounting Considerations for Automatic Transfers

Consider these points if you plan to activate the Interwarehouse Freight Cost tables of the Automatic Transfer Programs:

- If you activate the Additional Transfer Cost Tables, then inventory value and cost of sales is increased for all applicable customer transfer orders. The additional costs should be set to match the overhead costs of transferring the material. The benefit is to show lowered gross profit for transfers, and more accurately portray the profitability of branches, customers, and so on.

- You are currently booking the overhead costs of transferring via your A/P and G/L entries, such as payroll, trucking, maintenance, and so on.

- You may be double-booking these expenses if you simply activate the additional cost for transfers without adjusting expenses.

- The Monthly Inventory Transfers Report and Inventory Register for Transfers will show you the total value added to inventory based on the additional cost of transfer. This figure may be used to keep from double booking this cost. You can simply debit inventory and credit an expense account, which offsets the expenses being booked for transfer overhead in other accounts.

- Your inventory value includes the cost of transferring until the material is sold. At that time, the cost of sales includes the cost of transferring.

- You may want to set up clearing accounts within the G/L to match the actual overhead costs to the cost of transfer as calculated by the new automatic transfer process.

Certain methods of accounting can have the affect of deferring the expenses related to transferring by counting them as an asset (inventory) until the cost of sale is actually recorded. This is similar to the inclusion of inbound freight in inventory.

A/R to G/L Interface (GL 113)

The A/R to G/L Interface is consistent with the other applications interfacing with G/L. The interface requires you to create bank code for cash application.

You can change the description on all user-defined codes. You can then create your A/R to G/L Interface for all cash codes used in cash application, user-defined codes, and manually generated codes. In addition, the interface for user-defined and manually generated codes allows you to enter a percentage to break down the total amount posted to these codes, for example, to separate a percentage for a sales tax on code 7A.

Before using the A/R to G/L Interface

1. Create a bank code file for cash application. This is used in the A/R to G/L Interface, if you have different G/L account numbers for the different bank codes used during cash application.

   - On the Accounting File Maintenance menu (**ACT**), select option **113 - Bank Code File**. The Bank Code Table Maintenance file appears. To create a bank code, press **F1**. The Bank Code File Maintenance screen appears.

- Enter the **Company** number, **Bank Code**, and **Bank Name**. Enter **Y** if you want this to be the default bank code while applying cash. Enter the general ledger account number for this bank code.

Note: This is the default G/L cash account used for miscellaneous cash journal entries during the interface.

- Enter the **Description for User-Defined Codes**, such as 7a-79 and 8A-89, if necessary.

2. On the Accounting File Maintenance menu (**ACT**), Enter option **112 - A/R Transaction Code Description Maintenance**. Create or update transaction codes as needed.

3. Create the A/R to G/L Interface

- On the Accounting / File Maintenance Menu (**ACT**), select option **101 - A/R to G/L Interface**.

Details of A/R to G/L Interface

- The A/R to G/L Interface captures all data for the month up to the last Night Job. For example, if you entered cash transactions today, running the A/R to G/L Interface immediately after entering them excludes these transactions, because you have not run a Night Job.

- The A/R to G/L Interface allows the entry of cash application codes, manually generated, and user-defined transaction codes.

- The detail entry screen to enter your G/L account numbers to debit and credit depends on the type of transaction codes.

- You can request the A/R to G/L Interface to create your journal entries for the current month or previous month only.

- We recommend that you request the A/R to G/L Interface to create the entries in test mode first. Verify your entries, then rerun the A/R to G/L Interface Report in update mode. The journal entries created are part of batch 00 (system generated journal entries appear in this batch only).

To enter cash transaction codes

1. On the A/R to G/L Interface screen, enter a cash application code. The A/R to G/L Interface Cash Transaction Code screen appears.

2. Enter a **Branch Code** or **Bank Code**.

Note: You can record the cash transaction codes interface at the branch and/or bank code level.

The A/R to G/L Interface Cash Transaction Code Detail screen appears, enter the G/L account numbers to debit and credit for this cash transaction code.

3. Enter the **G/L Account** numbers to debit and credit.

To enter a sales transaction code (for manually and/or user-defined codes)

1. On the A/R to G/L Interface, enter a sale transaction code. The A/R to G/L Interface Sale Transaction Code screen appears.

Note: You can record the sales transaction codes interface at the branch level.

2. Enter the **Branch Code**. The Detail Entry screen appears.

3. Enter the **G/L Account** numbers to debit and credit for this sales transaction code.

4. If you want to take a percentage of the total amount posted to this transaction code to go into another G/L account number, for example, sales tax, you can enter the percentage and the G/L account number to debit and credit.

To run the A/R to G/L Interface Report

1. On the General Ledger menu, select option **113 - A/R to G/L Interface**.

G/L End of Period Menu

Note: You do not have to close a month or year in order to post transactions in the next month or year.

Once you close a month or year in the G/L, you can no longer post journal entries to it. The system ensures all months are closed in sequence, and that the end-of-year closing is complete before months of the new year can be closed.

The system also prevents the closing of a current period if the prior year has not been closed. This functionality can have an impact during the Dec/Jan time frame. For example, if you try to close the current date of Jan 2008, but Dec 2007 is still open, you will receive an error message telling you that the prior year is still open and most be closed before the current month can be closed.

Note: Period Status Report - GL 107 produces a report that lists the status of all periods available on the system. It displays 36 consecutive months usually including the past fiscal year, the current fiscal year and the next fiscal year.

Note: Before you close the year, make sure you print all of your financial statements. Once the year is closed, the only way to get a formal financial statement for the closed year is to run a current financial statement and include a column for Previous Year. However, data from closed years is still available on G/L spreadsheets, audit trails, and screen inquiries.

Print Status Reports - GL 201

This report prints the Batch Status and the Period Status.

1. On the General Ledger Menu., select option **201** - **Print Status Reports** and press **Enter**.

2. Type a one-digit **Company #** for the month you want to close, and press **Enter**. The following screen appears.

3. Type the **Posting Month**, in YYMM format, for which you want to close and press **Enter**. At this point the report prints and the system verifies that the month you requested is approved for closing. If no problems are found, the following message appears:

Posting Month 9901, for Company# 2 is Approved for Closing

If the month cannot be closed because a previous month is still open, the following message appears:

A Previous Month is Still Open! You must Close Previous Month Before Closing This Month. 9901

When this message appears, check your Period Status Report to see which previous month is still open. The system checks for other possible problems and displays the appropriate message, if necessary. Use the Batch Status Report and Period Status Report to make sure the status of the

system is as expected and ready for the month-end close. All prior periods should have been closed, and all existing batches should be closed, except those relating to future months. Remember Batch 00 contains the journal entries that automatically post from other applications on your system. Batch 00 must be closed before proceeding.

Note: *If journal entries for multiple months are in the same GL batch, you can close one month without the entire batch dropping from the Batch Status Report.*

Print Trial Balance - GL 202

The Trial Balance Report shows the activity, the beginning balance, and ending balance for each account in the chart of accounts for the month that you have requested. It also shows a recap of total assets, liabilities, equity, income, expenses, and net profit/loss year-to-date. You can run this step more than once, if you want to run reports for each branch, as well as for the company. If you will be running a G/L printout, you may not need to run the Trial Balance. The General Ledger is basically a detailed version of the trial balance.

Print General Ledger - GL 203

The General Ledger Report lists the beginning balance, ending balance, and all journal entries (J/E) that have affected every account in the chart of accounts for the month you have requested. The G/L shows all details of each J/E, such as descriptions, branches, cost centers, account numbers, and account names. It also puts an asterisk (*) next to any journals that have notes attached (notepad entries made when the journal was entered and updated) and prints all notes as footnotes to the report. The G/L Report can optionally show the detail A/P transactions that make-up the J/Es that are automatically summarized and posted to the G/L. The A/P details, when requested, show information such as vendor name, vendor invoice number, and description. This report can be run multiple times and for separate branches, as well as by company.

1. From General Ledger/End of Period Menu., select option **203** - **Print General Ledger,** and press **Enter**.

2. Enter a one-digit **Company #**, and press **Enter**.

3. Enter **A** to print the G/L for the company as a whole.

   Note: *Do not enter* **ALL***. If you enter* **ALL** *you are requesting a G/L for the branch called* **ALL***, which was sent up in the File Maintenance Menu.*

4. On the next screen, enter one cost center or all cost centers, and press **Enter**.

5. On the next screen, enter a **Posting Month** in a YYMM format (the month that you want to close). Press **Enter**.

6. Do one of the following:

   • Enter **Y** to print all A/P transactions that affected a particular account number. The supporting A/P shows the vendor name, amount of the invoice, and any description that was entered when an invoice from the vendor was recorded.

- Enter **N** if you do not want to print a supporting A/P transactions but want a list of subtotals for each account number by cost center and branch. Also note that the supporting detail was probably listed as part of the Accounts Payable month-end close and is always available both via audit trails and the A/P history screens.

Print Financial Statements - GL 204

This program prints all the financial statements numbered from 001 - 100. These are the formal statements designed using the G/L Report Generator. You can run this step multiple times, for separate branches as well as by company. The Account Groups Update Report is useful only if you want to audit the contents of each subtotal that appears on the financial statements or to list detailed information to use with other computers or manually prepared reports.

1. From General Ledger Menu., select option **204** - **Print Financial Statements**, and press **Enter**.

2. Enter option 1, 2, 3, or 4, and press **Enter**.

3. Enter a one-digit **Company #**, and press **Enter**.

4. Enter a three-character branch number to run financial statements for a single branch.You can also enter **A** to print the financial statements for all branches. Press **Enter**.

   Note: *If you type* **ALL***, you are requesting financial statements for the branch called ALL which was set up in the File Maintenance Menu. You probably want to enter* **A***, not* **ALL***.*

5. On the next screen, enter one cost center or all cost centers. Press **Enter**.

6. Enter the month for which you want to run the reports in a YYMM format. Press **Enter**.

7. Enter the **Budget #** to use on reports or **CH** to use the Chart of Accounts budget.

8. Enter the **Budget Year** if the budget number is used instead of the Chart of accounts budget. Press **Enter**. The balance sheet is listed on Job Queue and ready to print.

9. On the next screen, enter the **First** and **Last G/L Report #** for the report range you want to run and press **Enter**. The reports are generated and sent to the job queue.

Officially Close Month - GL 205

This is the step that actually closes the month. At this point, you can still run or rerun options 1 - 4 on the General Ledger/End of Period Menu. You can also resume entering journal entries for this month. However, once you run this step, you cannot post additional journal entries into this month.

"Prevent General Ledger EOM Until all Batches are at Closed Status" on page 4–4

1. From General Ledger Menu, select option **205** - **Officially Close Month** and press **Enter**.

2. On the screen that appear enter **Y** and press **Enter**.

3. Type a one-digit **Company #**, and press **Enter**.

4. Enter the **Posting Month**, in YYMM format, for which you want to close and press **Enter**.

5. At this point, if you decide not to close the month, enter option **N**. This brings you back to General Ledger Menu without closing the month. If you enter option **Y**, the system checks to see if the month is approved for closing. The following message appears if the previous month has not been closed:

   A Previous Month is Still Open!
   You Must Close Previous Month Before Closing This Month. 8901

   The system ensures that the month is in the proper status for closing, and issues the appropriate error message, if necessary.

   If the month is approved for closing, the following message appears:

   Posting Month 9107, for Company# 2 Is Approved for Closing.
   - COMPANY# 2, 9101 GENERAL LEDGER EOM FILE UPDATES WILL BE
   - PROCESSED -
   Enter Y to Continue. close month
   Enter N to Return to Menu.

6. If you decide not to close the month, type **N** and press **Enter**. This brings you back to Menu G/LEOM without closing the month. If you type **Y** and press **Enter**, the system closes the month. The system moves all of the month's transactions from Current to History file. You can no longer post journal entries in this month.

   When the month close is complete, the following message appears:

   *** COMPANY# 2,9107 END OF MONTH CLOSE IS COMPLETE ***

Note: *Once you close a month in the General Ledger application, the following month's Batch 00 automatic JE from A/P reopens. In order to close the next month, you must do an edit and post of the JE of Batch 00 through the G/L Entry and Inquiry Menu, then go to the G/LEOM Menu and close the next month.*

Prevent General Ledger EOM Until all Batches are at Closed Status

If you are performing a G/L EOM close and there are open batches that affect the company and the period being closed, a screen appears that identifies the open batches. Periods cannot be closed if there are open journal entries with the same posting month as the G/L month that is being closed. This reduces G/L errors by not allowing periods to be closed until all journals are accounted for.

The open batches shown must be closed out before the EOM process can be completed.

To check for open batches

1. Go to the Master G/L menu (option **23** on General Ledger/End of Month menu).

2. Enter option **1** - **G/L Entry & Inquiry Menu**.

3. Enter option **2** - **Edit G/L Journals**.

4. Enter the single-digit **Company #**.

5. Enter the numbers of the batches displayed on the Batch Status Verification screen or code **A** to include all batches.

6. Press **Enter** to generate a G/L report that will help you to find the open batches.

You should close batches that are valid, and delete batches if they should not be included in the month they are assigned to.

Officially Close Year

Before you close the year, make sure you print all of your financial statements. Once the year is closed, you can only request a formal financial statement for the closed year by running a current financial statement and including a column for Previous Year. However, all data from a closed year is still available on G/L spreadsheets, audits, and screen inquiries.

Note: It is essential that you have specified the Retained Earnings account number to post to, by entering it into the Company File Default Retained Earnings field. This would normally have been done at the time the system was first set up.

1. From General Ledger Menu, select option **206** - **Officially Close Year**, and press **Enter**.

2. Enter **N** to go back to the General Ledger/End of Period without closing the year. Enter **Y** to continue. Press **Enter**.

3. Type a one-digit **Company #**.

4. Type the **Last Posting Month**, in YYMM format, of the year you want to close. Press **Enter**.

5. Select option **N** if you do not want to close the year. You return to the General Ledger/End of Period Menu. Select option **Y** if you want the system to verify all months of the year have been closed. If a month is still open, the following message appears:

    At Least 1 Month In Year Ending 9112 is Still Open!

    You Must Close All Months Of A Year Before Closing A Year!

6. To find out which month is still open, refer to the Period Status Report for any months open. You must close the months that are open before you can close the year. The system checks for other errors and issues the appropriate error message, if necessary.

    If the year was approved for closing the following message appears:

    Year Ending 9112, for Company# 2 is Approved For Closing.

    COMPANY# 2, G/L END OF YEA/R FILE UPDATES WILL BE PROCESSED

7. Type **N** and press **Enter** to return to the General Ledger/End of Period Menu without closing the year. If you type **Y** and press **Enter**, the system resets the balances in the Chart of Accounts File. All transactions in the closed year are moved from Current to Previous Year. All income and expense accounts are set to zero balance and the total of all income and expense year-end balances are posted to the retained earnings account. This is done for the company and for all branches within the company.

    The following message appears when the system completes year-end close:

    ***COMPANY 2 END OF YEA/R CLOSE IS COMPLETE ***

Financial Statements and Custom Reports

The General Ledger Financial Statements & Custom Reports menu (**GLF**) contains programs to design and print financial statements.

```
 3/23/05                    DANCIK INTERNATIONAL, LTD.                   GBRANNEN
13:26:52    General Ledger Financial Statements & Custom Reports         SAL
                                                                         R12

 Opt Description
   1 Account Groups File
   2 List Account Groups
   3 Report Generator / Design & Print Financial Statements & Custom Reports
   4 Run Balance Sheet
   5 Run Income Statement
   6 Run All Monthly Financial Statements
   7 Run Salesperson Financial Statements
   8 Run Consolidated Financial Statements
   9 Branch/Cost Center Combination File
  10 Chart Of Accounts File


 ** UNIVERSAL OPTIONS **
 993 Display System Messages
 994 Send System Messages
                                                                     More...

               Enter Desired Menu / Option# ====> GLF █

 F1=Add   F2=Select   F5=Personal   F9=Additional   F10=Scan   F11=Alt View   H
```

Account Groups File (GLF 1)

You can use this program to define groups of accounts that are used to create the subtotals appearing on financial statements. For example, you might need a subtotal for current assets on warehouse expenses. To see examples of how to set up financial statements, refer to Creating an Income Statement.

To run financial statements, you must first design the report formats. When designing report formats, you need to set up account groups, which are used for subtotals and grand totals on financial statements. There are two types of account groups:

• **A** includes spans of G/L account numbers

• **G** includes other groups.

1. Select option **1** - **Account Groups File** on the GLF menu.

```
                              GROUP FILE

         Account Groups For Financial Statements and Custom Reports


               Group Type "A" Includes Spans of G/L Account#s.
               Group Type "G" Includes Other Groups.




         Action Codes: A (Add New Record) U (Update Record) I (Inquiry)
                  MASTER FILE MAINTENANCE, ENTRY, AND INQUIRY

                        Enter Group Code.....  ...
                        Enter Group Type.....  ,,
                        Enter Action Code....  ,,


                              F7=EOJ
                              Password
MA     a              MW                                        17/047
```

Field Name	Description/Instructions
Enter Group Code	A four-character alphanumeric code that represents the group being created. For example, **FXAS** could be used for Fixed Assets total.
Enter Group Type	Enter **A** if the group consists of account numbers. The group represents the total of the balances and activity of the account numbers. Enter **G** if the group consists of other groups. For example, group TLAS or Total Assets could be defined as a total of groups. FXAS or Fixed Assets, OTAS or Other Assets and CVAS or Current Assets. If you enter **A**, you enter account numbers on the next screen. If you enter **G** you enter previously created group codes on the next screen.
Enter action Code	Enter **A** to add a new record, **U** to update records, or **I** to inquire.
Password	Enter password, if required.

2. Do one of the following:

- If you entered **Group Type A** on screen 1, enter the spans of account numbers that comprise Total Current Assets. Enter as many account number spans as needed. To enter individual accounts numbers, enter the same number in both the **from** and **to** columns.

```
GROUP CODE: ASCU Type A              *ADD*                    GROUP FILE

Enter Group Title: Total Current Assets█
Enter Comments: _____  _____

ENTER ACCOUNT# SPANS:
 from    to       from    to       from    to       from    to
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000
000000  000000   000000  000000   000000  000000   000000  000000  D/Del: __

                     F7=EOJ.             F8=Screen 1.
MA█   a               MW                                        03/041
```

- If you entered **Group Type G** on screen 1, enter all of the previously entered groups that compose Total Assets. For example, Total Assets could consist of previously entered groups ASCU or Assets Current and ASFI or Total Fixed Assets.

List Account Groups (GLF 2)

This program is for listing the account groups file that you created earlier in the Account Groups File (GLF 1). It shows which account numbers or other groups are included in each group record.

1. Select option **2 - List Account Groups File**.

2. Select an account group to list and press **Enter**. A listing of the selected account group is generated.

Report Generator (GLF 3)

This program is used to create report formats and to print formal financial statements. First, you create account groups, using option 1 on the Financial Statements and Custom Reports Menu, which will be used by this program for subtotals and grand totals.

Select option **3** - **Report Generator**. The screen that appears has the following options.

- **1** - Displays the first screen of the Financial Statements and Reports.

- **2** - Prints a list of all previously designed reports in report number order. It does not print the actual screens, only the report numbers and their titles and descriptions.

- **3** - Duplicates one report format to another. This option is used when you want to create a new report format based upon an existing format.

Financial Statements and Reports

We recommend that you create Report 001 to be your main corporate balance sheet, and Report 002 to be your main corporate income statement. The Financial Statements Menu and the End-of-Period Menu have options to print balance sheet and income statement. These options assume your balance sheet is Report 001 and your income statement is Report 002. We also recommend you number all other reports that are to be run as part of regular end-of-month processing 003-100. This is because the Run All Financial Statement option on the End-of-Period Menu prints any report numbered 001-100. Report numbers 101-999 should be used for reports that are not run as part of the regular End-of-Period process. Report numbers 101-999 can only be run using this program, by entering the report number and pressing **F6**.

All reports designed using this program can be run for any company number and for any branches within a company. They can also be run for any month that has been opened on the G/L system, as long as it is not in a previously closed fiscal year. For example, you can run reports for any month, closed or open, in the current fiscal year. You can also run reports in a new year, even when months of the previous year remain open. Only months in previously closed year cannot be reprinted. Other reports on the system, such as the spreadsheet and audit reports, can be used to print information concerning previously closed years.

Financial Statement reports can include current year, previous year, and budget information. You define the columns to be included on each report or you can use the ten column format options available. Although this program does not allow reprinting of statements for a month in a previously closed year, you can obtain that information by running statements for the same month, but one year later, and including a Previous Year column. Before using this program to design a report format, you should have created the necessary Account Groups set up through option 1 of the General Ledger Financial Statements & Custom Reports (GLF) menu. You should also have designed on paper the various accounts, groups, subtotals, grand totals that you will need. Each detail line of a report can be defined as either an account number or an account group. All subtotals and grand totals are account groups. Once you create a report format, you can print that report at any time. The only time you need to access the report format again is when an account number or group is being added or a change in style is required.

Note: Make sure, when an account number is added to the Chart of Accounts, you add it to all applicable account groups and report formats. However, if you design your Chart of Accounts properly and use account spans to define your groups, new account numbers automatically fit into these spans, and the totals and the totals are reported correctly. You only need to add the account number to the report format if you are listing every account to print on the financial statement.

1. Select option 1 on the General Ledger Report Generator.

2. If you want to design a financial statement or report, enter a **Report #**, and press **Enter**. Financial statements and reports can be numbered from 001-999.

3. If you want to print that report number, enter a **Report #**, and press **F6**.

4. Type a report number and press **Enter**, the Header screen is displayed.

   The Header screen is used to establish report title, headings, and columns.

5. Complete the fields on this screen. The top section of this screen displays the report number as entered on screen 1 and the action.(New if a new report or Update if a report already exists.) This screen accepts both upper and lower case characters. You can use either for title and headings. However, you can only use upper case letters in the **CO #** and **Column Code** fields.

```
 Report# 001                    * NEW *          Report Instructions Header

DESCRIPTION: BALANCE SHEET_____ (does not appear on report)   CO# A

REPORT TITLE  _____
 & HEADINGS   _____
              _____
              _____
              _____
              _____

              Choose Up To 4 Columns To Print On Report:
              Column 1     Column 2     Column 3     Column 4

                ....         ....         ....         ....

              Construct 3 Character Column Codes As Follows:
              1st Character  2nd Character   3rd Character
              C=Current Yr   M=This Month's  D=Debits
              L=Last Year    Y=Year To Date  C=Credits
              B=Budget                       N=Net Activity
              1=% Of 1st Line                B=Beginning Balance
              2=% Prev 2 Col                 E=Ending Balance
              3=$ Diff Prev 2 Col

F1=Design Report Detail Lines.    F2=Spcl Inst.    F6=Print.    F8=Screen 1.
MA    a                MW                                      03/014
```

Field Name	Description/Instructions
Description	Description of this report. For example, P&L Comparative to Budget, Summary Balance Sheet. This is for your own reference. It does not appear in the body of the report. It only appears on the top right-hand side of the report for internal reference. *Note: When entering Reports 001 and 002, the system automatically inserts default descriptions. For example, Balance Sheet, and Income Statement, which can be overridden.*

Field Name	Description/Instructions
Report Title and Headings	Five lines are provided for the report title and headings. We recommend that you center all text within these fields. If you are going to use the report for a single company number, then you should type the company name as part of the headings. Special functions are available by typing the following codes on the far left portion of any of the five lines: **@ COMP** Automatically inserts and centers the selected company's name whenever the report is run. **@DATE** Automatically inserts and centers the period for which the report is run.
CO number	Enter **A** in this field if you want to use this format to run a report for any company number. Enter a company number if this report is designed for a specific company number only.
Columns 1,2,3 and 4	Enter one or more of the four column definitions. Each column definition is a one- or three- character code in which each character has its own meaning. The meaning of each is described on the screen illustration. The possible column codes are:
Columns 1,2,3 and 4	Current Month Codes CMD - Current Month's Debits CMC - Current Month's Credits CMN - Current Month's Net Activity; debits and credits CMB - Current Month's Beginning Balance CME - Current Month's Ending Balance CYD - Current Year-To-Date Debits CYC - Current Year-To-Date Credits CYN - Current year-to-date net activity; debits and credits CYB - Current year's beginning balance CYE - Current year-to-date ending balance Last Year's Codes LMD - Last Year's Debits LMC - Last Year's Credits LMN - Last Year's Net Activity; debits and credits LMB - Last Year's Beginning Balance LME - Last Year's Ending Balance LYD - Last Year-To-Date Debits LYC - Last Year-To-Date Credits LYN - Last year-to-date net activity; debits and credits LYB - Last year's beginning balance LYE - Last year-to-date ending balance

Field Name	Description/Instructions
Columns 1,2,3 and 4	Budget Codes BMD - Budget, month's debits BMC - Budget, month's credit BMN - Budget, month's net activity; debits and credits BMB - Budget, month's beginning balance BME - Budget, month's ending balance BYD - Budget, year-to-date debits BYC - Budget, year-to-date credits BYN - Budget, year-to-date net activity; debits and credits BYB - Budget, year's beginning balance BYE - Budget, year-to-date ending balance
Columns 1,2,3 and 4	• **1 = % of 1st line** - This code causes a percent to print in this column. It is the percentage of the first line of the previous column on the report. For example, if the previous column first line is Total Sales - Current Month, then this column would express all figures as a percentage of Total Sales Current Month. • **2 = % Prev 2 Col** - Percent of previous two columns. This code causes a percent to print in this column. It is the percentage variance between the figures in the previous two columns. For example, if the first column contained Current Year and the second column contained Last Year, then a 2 code in the third column would display the percentage variance between this year and last year for all figures on the report. • **3 = $ Diff Prev 2 Col** - This code causes a dollar difference to print in this column. It is the dollar variance between the figures in the previous two columns. For example, if the first column contained Current Year and the second column contained Last Year, then a 2 code in the third column would display the percentage variance between this year and last year for all figures on the report.

6. Press **F1** to design report detail lines or **F2** to display the Financial Report Special Instructions.

Financial Report Details

1. On the Instructions Header screen press **F1**.

```
  Report# 001    BALANCE SHEET                    Page#   1 of Instructions


                                           Lines     Lines
                                           To Skip   To Skip  ----Columns-----
  Description Override         Group# or Acct#  Before   After    1   2   3   4
  ▊_____      .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──
  _____       .....  .......    . .      . .    ── ── ── ──



  F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
  MA▊    a               MW                                            06/001
```

This screen is used to design the detail lines of a report. You enter the account numbers or account groups in the order they are to appear on the report.

Note: You must have created an account group, using option 1 on the General Ledger Financial Statements & Custom Reports Menu, for every subtotal or grand total appearing on the report. All subtotals and grand totals are established in the Account Groups file.

2. Complete the fields on this screen, leaving plenty of empty lines for future additions.

We recommend that you skip one line for every one or two you enter to allow more lines to be easily inserted later. Leaving empty lines does not affect the way the report is printed and does not take extra space in the system. Use **F10** and **F11** to page forward or backward.

Following is a description of the fields on the above screen.

Field Name	Description/Instructions
Description Override	This 30-character field is used for labelling account numbers, groups, totals, or any descriptive text. If you leave this field blank and fill in either an account number or a group number, the program automatically inserts and displays the account or group name in this field. You can override it as needed. The entry in this field appears on the report when printed. You can indent, change wording, and use lower case letters. Also use this field for sub-headings, which delineate sections of a report, for example, Assets and Equity. If you leave this field and all other fields on the line blank, the report ignores the line; it does not print a blank line. You can also enter codes in this field for special functions. • **@HIDE** (Hide) When entered into the far left portion of this field followed by any data input on the same line, the line does not appear on the report. This code is used when you want to take a percentage of the total sales dollar. The total sales dollar does not display on the first line of the income statement, but appears a few lines later. • **@P** (Page) When entered into the far left portion of the field, the report skips to a new page at this point in the report when it is printed. • **@U** (Underline) When entered into the far left portion of this field, the figures of the line directly above are underlined.
Group or Account Number	You can enter a group number, an account number, or neither, but not both. If you enter a group number the report, when printed, shows totals for the group. If you enter an account number the report, when printed, shows totals for the account number. If you leave the Description Override field blank and press **Enter**, the program displays the group or account name. If you enter or change the Description Override field, the entered or overridden description prints on the report.
Lines to skip before	If you enter a number from 1-9 the program skips that number of lines before this line is printed.
Lines to skip after	If you enter a number from 1-9 the program skips that number of lines after this line is printed.
Columns 1-4	These fields are used when you need to override the column codes that where set up on the Header screen. For example, if column 1 was coded as CME - Current Year, This Month's Ending Balance) and on the inventory line you put beginning balance for the year, then you would enter CYB - Current Year, Beginning Balance - in column 1. This override the codes from the header screen for this line only. *Note: You could use this method to show the beginning balance, monthly activity, and ending balance for an account or group. You would enter the same account number or group on three consecutive lines, each with its own column override entries. See Run Balance Sheet (GLF 4) for examples of balance sheets.*

Financial Report Special Instructions

1. On the Instructions Header screen press **F2**.

```
  Report# 001                    * NEW *          Report Instructions Header

 DESCRIPTION: BALANCE SHEET_____ (does not appear on report)   CO# A

 REPORT TITLE  _____
  & HEADINGS   _____
               _____
               _____
               _____
               _____

              ▓▓▓▓S P E C I A L   I N S T R U C T I O N S▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

   Special Instruction Codes:  B=Brackets If Negative.
                               D=Dollars Only (suppress cents).
                               Z=Suppress Zero (omit if all zeros).

   Enter Special Instruction Codes:  _____

   Enter Special Report Format Code:  █__ (overrides column codes)
   Enter Branch/CCTR Combination Code:  _____ (limits branches & cost centers)



  Function key not allowed.
 ─────────────────────────────────────────────────────────────────────
 MA█   a ╳ II            MW                                     19/038
```

Field Name	Description/Instructions
B,D,Z	There are three special instruction codes **B**, **D**, and **Z**. You can enter all three codes. It does not matter in which order you enter the special instructions codes. **B** causes all credits to be shown in brackets instead of with a negative sign. **D** causes only dollar figures to print. No decimal point or cents will be printed. **Z** omits any accounts with zeros in all the columns selected.
Enter Special Report Format Code	There are three statement formats available for the Income statement IS1, IS2 and IS3.
Enter Branch/Cost Center Combination Code	Enter the combination code which you want to use to run your financial statement.

2. To enter special instructions for a detail line, press **F2**.

3. Enter special instructions codes in the highlighted area.

    The three codes are described as follows.

    — **R** - reverses the sign of the amount - positive becomes negative and vise versa. We recommend that you use R for all natural credit accounts that include liabilities, equity, and

income. Also use R for groups that belong to these categories. This makes the reports more readable and is a widely accepted accounting practice.

— **B** - to use brackets instead of minus signs for negative amounts. You can also assign the B code on the Header Special Instructions screen. Code B would automatically apply to all negative that would print on reports.

— **Z** - omits any accounts with zeros in all the columns selected

Note: *When using the R and B codes, make sure you enter RB and not BR. This is because the sign should be reversed before the test on whether or not the figure should be in brackets.*

Run Balance Sheet (GLF 4)

This option only prints the main balance sheet, which is Report 001. Balance sheets and other financial statements can be run at any time for any month, closed or open, except for months in a previously closed year. All closed journal entries are included in the figures.

1. Select option **4** - **Run Balance Sheet** on the General Ledger Financial Statements & Custom Reports Menu.

2. Type a one-digit company number for which you want to run the report and press **Enter**.

3. Type the **Branch #** for which you want to run the balance sheet, or type **A** to run for the entire company.

   Note: *Make sure you enter **A** and not **ALL** to run the report for the entire company. In addition to the branches you set up, the system automatically sets up a branch number ALL, which is the default branch used by the system for all expenses and other entries that are not assigned to a specific branch.*

4. Type the cost center number for which you want to run the balance sheet, or type **A** to run for the entire company.

   Note: *Make sure you enter **A** and not **ALL** to run a report for the entire company. In addition to the cost centers you set up, the system automatically sets up a cost center ALL which is the default cost center used by the system for all expenses and other entries that are not assigned to a specific cost center.*

5. Type the **Posting Month** in YYMM format, for which you want to run the balance sheet, and press **Enter**. The balance sheet is listed on the Job Queue and ready to print.

All financial statements, such as balance sheets and income statements, use the Sales and Budget Analysis System files for maintaining budgets. Whenever you request to print financial statements, the program prompts you to select where budgets should be retrieved from. The default option is to retrieve from the Chart of Accounts Files. The following screen shows the budget selection options.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│    ▐ AS/400 USER OPTIONS ▌                                             │
│                                                                        │
│                                                                        │
│    Enter a BUDGET# to Use On Reports, or "CH" for Chart File Budget: ▮CH│
│                                                                        │
│    Enter a 2 digit# to access the "Sales & Budget Analysis File" Budgets.│
│    Entering "CH" accesses the budgets in the main chart-of-accts, or chart│
│    by branch or cost-ctr file, depending upon your selection criteria. │
│    If you do not use budgets, use the default entry "CH".              │
│                                                                        │
│                                                                        │
│    Enter a 4 Digit Budget Year If a 2 Digit Budget# Was Keyed Above:  2001│
│                                                                        │
│    Note: Enter full 4 digit fiscal year for budget. EG: 1996, 2001, etc.│
│                                                                        │
│                                                                        │
│    F4=Cancel                                                           │
│    F11=Return To Previous Screen                                       │
│ ──────────────────────────────────────────────────────────────────────│
│ MA▮    a                 MW                                   06/072    │
└──────────────────────────────────────────────────────────────────────┘
```

The screen above accesses information stored in the Budget File.

When setting up financial budgets using the new budget files, follow these guidelines:

- Your budget template must be defined as:

  — Chart of account number

  — Branch

  — Cost center

- When entering budgets you do not have to enter each branch and cost center. However, you must enter your budgets against at least one valid branch and cost center. For example, even if you only budget by account number, enter budgets using any branch and cost center. When calculating budgets by company, the system adds all branch and cost center records for each account number. This method allows for flexibility in the future, should you want to budget at the branch and cost center levels later.

- When entering budgets, enter data only into the Amount column. You do not need to enter data into the Gross Profit columns for financial budgets. These columns are meant for sales budgets only. Enter debits as positive numbers and credits as negative numbers.

- When entering budgets, the year relates to the fiscal year, and the budget number relates to the revision number. You should start with budget number 01 each year, and use budget number 02 for the first revision, and so on. Do not use budget 99, which is reserved for actual sales figures.

- When entering budgets, use the percentage code feature whenever possible. It allows you to enter a yearly budget amount with an automatic split by month. The split can be an even monthly split, or based on seasonal and other formulas.

- Do not confuse financial budgeting with the sales budgets or the High-Level Management Budget, which are all created for different specialized purposes.

6. Enter the **Budget Number** to use on reports or **CH** to use the Chart of Accounts budget.

7. Enter the **Budget Year** if the budget number is used instead of the Chart of accounts budget. Press **Enter**. The balance sheet is listed on Job Queue and ready to print.

Run Income Statement (GLF 5)

Use this option only to print the main income statement, which is Report 002. Income statements and other financial statements can be run at any time for any month, closed or open, except for months in a previously closed year. All closed journal entries and combination codes are included in the figures.

1. Select option **5 - Run Income Statement** on the General Ledger Financial Statements & Custom Reports. On the screen that appears, type **Y** and press **Enter**.

2. Type the one-digit **Company #** for which you want to run the report, and press **Enter**.

3. Type the **Posting Month**, in YYMM format, for which you want to run the income statement. Press **Enter**.

4. Enter the **Budget #** to use on reports or **CH** to use the Chart of Accounts budget.

5. Enter the **Budget Year** if the budget number is used instead of the chart of accounts budget. Press **Enter**. The balance sheet is listed on Job Queue and ready to print.

Run All Monthly Financial Statements (GLF 6)

You can use this option to print financial statements numbered from 1 to 100, a range of numbers or a listing of all the groupings with their balances.

In numbering your reports, we recommend you follow these guidelines:

•   Number the main balance sheet Report 001.

•   Number the main income statement Report 002.

•   Number the other financial statements which are to be printed monthly from 003-100.

•   Financial statements that are not to be included in the normal monthly run should be numbered 101-999.

1. Select option **6 - Run All Monthly Financial Statements** on the General Ledger Financial Statements & Custom Reports.

Note: *The Accounts Groups Update Report is an audit of all the "groups" that have been established. It lists each group, the accounts within each group, and the activity and balances of each account and group. You need to run this report only when auditing groups or if you want detailed information for inclusion in other spreadsheets or reports.*

2. Type in your choice and press **Enter**. The Company Selection screen appears.

3. Type the one-digit **Company #** to run for the entire company, and press **Enter**. The Branch Selection screen appears.

4. Type in the **Branch #** for which you want to run the report, or type **A** to run the report for all branches, and press **Enter**. The Cost Center Selection screen appears.

> *Note:* Make sure you enter **A** and not **ALL** when running the report for all Branches.

5. Type the cost center number for which you want to run the report, or type **A** to run for all cost centers, and press **Enter**.

6. Type the **Posting Month** for which you want to run the report in YYMM format, and press **Enter**.

7. Enter the **Budget #** to use on reports or **CH** to use the Chart of Accounts budget.

8. Enter the **Budget Year** if the budget number is used instead of the Chart of accounts budget, and press **Enter**.

9. The next screen lets you set a range of reports to run. Enter the **First G/L Report #** and the **Last G/L Report #** to define the range of reports you want to run, and press **Enter**. The reports are generated and sent to the job queue.

Run Salesperson Financial Statements (GLF 7)

You can use this option to print financial statements for a selected salesperson using any of the formats created using option 3 - Report Generator (GLF 3).

1. Select option **7** - **Run Salesperson Financial Statements**.

2. Type a three-digit **report Number**, and press **Enter**. The following prompt appears:

    ENTER A 3 CHARACTER SALESPERSON#.

    Enter missing parameter

3. Type a three-character salesperson code and press **Enter**. The following prompt appears:

    ENTER A 5 DIGIT PERCENTAGE (This % Of Expenses Will Be Allocated To Salesperson WGB. EG: Enter 100.00% as 10000. Enter 5.75% as 00575.)

    Enter missing parameter

4. Type a **Percentage Amount**, assuming two decimal places, and press **Enter**.

5. Type the one-digit **Company #**, for which you want to run the report, and press **Enter**.

6. Type the **Branch #** for which you want to run the balance sheet, or type **A** to run for the entire company, and press **Enter**. The Cost Center Selection screen appears.

7. Type the **Cost Center Number** for which you want to run the report, or type **A** to run for all cost centers, and press **Enter** to access the Posting Month Selection screen.

8. Type the **Posting Month**, in YYMM format, for which you want to run the report. Press **Enter**. The Budget Selection screen appears.

9. Enter the **Budget #** to use on reports or **CH** to use the Chart File Budget. The report is generated and sent to the job queue.

Run Consolidated Financial Statements (GLF 8)

The Consolidated Financial Statements program includes the following capabilities:

- Consolidate multiple companies on a single balance sheet or income statement.

- Consolidate multiple branches within a company on a single balance sheet or income statement.

- Consolidate branches that span multiple companies on a single balance sheet or income statement.

Examples of use:

- Company 1 = ABC Floors, with the following branches:
  — Branch NYC = New York City
  — Branch LAX = Los Angeles
  — Branch CHI = Chicago
  — Branch LG1 (for logistics services from NYC)
  — Branch LG2 (for logistics services from LAX)
  — Branch LG3 (for logistics services from CHI)

- Company 2 = XYZ Floors, with the following branches:
  — Branch PHI = Philadelphia
  — Branch SAN = San Diego
  — Branch DET = Detroit
  — Branch LG1 (for logistics services from PHI)
  — Branch LG2 (for logistics services from SAN)
  — Branch LG3 (for logistics services from DET)

  Note: You may have branches with the same branch code and name within multiple companies.

1. You can consolidate company 1 + 2 into a single combined balance sheet or income statement.

2. You can consolidate Branches NYC, LAX, and CHI within Company 1, for "Product Sales Without Logistic Services".

3. You can consolidate Branches LG1, LG2, and LG3 within Company 1, for "Logistics Business Without Products".

4. You can consolidate Branches NYC and LG1 within Company 1, for "Total NYC Products & Logistics".

5. You can consolidate Branches NYC, LAX, and CHI within Company 1, plus Branches PHI, SAN, and DET within Company 2 for "Multi-Company Product Sales Without Logistic Ser-vices".

6. You can consolidate Branches LG1, LG2, and LG3 within Company 1, plus Branches LG1, LG2, and LG3 within Company 2, for "Multi-Company Logistics Businesses Without Products".

7. You can consolidate Branches NYC and LG1 within Company 1, and Branches PHI and LG1 within Company 2 for "Total East Coast Products & Logistics".

When consolidated financial statements are printed, the heading area shows which companies and/or branches are included.

When you request the Consolidate Financial Statements option, the following parameter screen is displayed:

```
    CONSOLIDATED FINANCIAL STATEMENTS



    Consolidate Companies:

    (I) I Company#s or leave blank to do by branch:  0 1 2 ▮ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐
                                                      ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐
                                                      ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐ ⌐
    - or -

    Consolidate Branches:

    (I) ⌐ Branches or leave blank to do by co#....:  ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭
                                                     ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭
                                                     ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭
                                                     ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭
                                                     ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭
                                                     ⌐ ▭  ⌐ ▭  ⌐ ▭  ⌐ ▭

    Enter "I" next to Companies or Branches, but not both.

    F4=Cancel.          F7=Continue.          "?"=Search
```

You may include a list of companies or branches. The branches may span multiple companies. This screen will remember your last parameter selections and redisplays them when you return.

You do not have to create any new financial report templates or layouts. All existing financial report-generator report layouts may be used with the consolidated options.

There are two restrictions/guidelines to adhere to:

• the same chart of accounts must be used across all companies in order for the information to make sense. It is acceptable for some accounts to only be used by some companies. However, all accounts that are used in any company should exist in Company 0. Even if you do not use Company 0, make sure you have a complete chart of accounts set for Company 0. You may copy your chart of accounts from one company to another using the "Duplicate Chart Of Accounts" program on the Special System Maintenance menu.

• The status for the period you are running the report for must be equal for all companies. The status can be determined by reviewing the period status report.

Branch/Cost Center Combinations File (GLF 9)

You can use this file to define combination records consisting of any groupings of branches and cost centers. These combinations can be used with any financial statement. For example, a combination can include three branches, or 25 cost centers, or a combination of five branches and 10 cost centers. The limit per combination is 32 branches and 80 cost centers, but there is no practical limit to the number of combination records you can create. You can define combinations using option 9 on the Financial Statements and Custom Reports Menu. Combinations can be assigned, temporarily or permanently, to a financial statement format.

1. Select option **9** - **Branch/Cost Center Combination File**. The Branch/Cost Center Combination File entry screen appears.

2. Enter **Action Code A** to **Add** a record, **U** to **Update** a record, or **I** to **Inquire** about a record.

3. Enter a **Combination Code**. To select from a list of combination codes press **F6**.

4. The Combination Code Detail Maintenance screen appears.

```
 █ INQUIRY       Branch/Cost Center Combination File Maintenance


  Combination Code:         NYC002
  Description . . . . . . .  New York City + Raleigh

  Company . . . . . . . . .  2   DANCIK-ON-DISK INTERNATIONAL

  Include Branches. . . . .  NYC RAL __ __ __ __ __ __ __ __ __ __
  (blank = all)              __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __


  Include Cost Centers. . .  CER CAR __ __ __ __ __ __ __ __ __ __
  (blank = all)              __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __ __ __ __ __ __
                             __ __ __ __ __ __ __ __


   F1=Next Record   F6=Search   F7=EOJ   F8=Screen 1


 MA█   a              MW                              01/001
```

5. To assign a combination to a financial statement, press **F2** on the financial statement header to display header special instructions.

```
  Report# 001                  * NEW *           Report Instructions Header

  DESCRIPTION: ▓ALANCE SHEET_____ (does not appear on report)   CO# A

  REPORT TITLE _____
   & HEADINGS  _____
               _____
               _____
               _____
               _____

                � Choose Up To 4 Columns To Print On Report: ▓
                 Column 1    Column 2    Column 3    Column 4

                  ....        ....         ....         ....

                 Construct 3 Character Column Codes As Follows:
                 1st Character  2nd Character   3rd Character
                 C=Current Yr   M=This Month's  D=Debits
                 L=Last Year    Y=Year To Date  C=Credits
                 B=Budget                       N=Net Activity
                 1=% Of 1st Line                B=Beginning Balance
                 2=% Prev 2 Col                 E=Ending Balance
                 3=$ Diff Prev 2 Col

  F1=Design Report Detail Lines.    F2=Spcl Inst     F6=Print.   F8=Screen 1.
  MA▓   a               MW                                            03/014
```

The Special Instructions Screen appears.

```
  Report# 001                  * NEW *           Report Instructions Header

  DESCRIPTION: BALANCE SHEET_____ (does not appear on report)   CO# A

  REPORT TITLE _____
   & HEADINGS  _____
               _____
               _____
               _____
               _____

                ▓ S P E C I A L   I N S T R U C T I O N S ▓

   Special Instruction Codes:   B=Brackets If Negative.
                                D=Dollars Only (suppress cents).
                                Z=Suppress Zero (omit if all zeros).

   Enter Special Instruction Codes:   _____

   Enter Special Report Format Code:  ▓__  (overrides column codes)
   Enter Branch/CCTR Combination Code:  _____ (limits branches & cost centers)


  Function key not allowed.
  MA▓   a ✕ II          MW                                            19/038
```

6. Enter the six character **Branch/CCTR Combination Code**.

Only income statements, income and expense supporting schedules, or activity based statements should contain combination numbers. This is because combinations access the Detail G/L History File and extract general ledger activity for specific branches and cost centers. There are no balance forward entries kept by combination. Balance sheets can not be run for combinations.

In using the Branch/Cost Center Combination File, you can generate income statements with the correct year-to-date and last year figures, even if you have not closed the prior year. Simply create a combinations file record that includes all branches and all cost centers by leaving the entire screen blank except for a description and company number. Then, you can run the income statement for that combination code. This technique circumvents a restriction that prevented using the financial statement formats for last year to date figures when a previous year was still open. Now, you can use financial statements or the Income and Expense spreadsheets regardless of which months or years are open or closed.

Chart of Accounts File (GLF 10)

You can use the Chart of Accounts File to review your journal entries for the current and previous period as well as budgeted amounts. Create each account, denoting it as an asset, liability, equity, income or expense.

The Chart of Accounts File contains a record for each account. Each record contains:

*   the title and category of each account

*   a place to key a 12-month budget

*   a 24-month summary of activity for the account.

Note: Do not enter chart of accounts for a company until you have entered a Company File record.

1.   Select option **10** - **Chart Of Accounts File**. The Initial Chart of Accounts File screen appears. Enter the **Company Number**.

2.   Enter the chart of accounts Account Number. This is any five digit number from 00000 to 99999. Account numbers should be assigned logically. For example, from 10000 - 19999 are asset accounts; 20000 - 29999 are liability accounts. When multiple companies are on the system, assign the same account numbers to the same companies. For example, the account number for Computer Supplies is the same, except for the first character in the company account.

3.   Enter **A** to **Add** a new chart of accounts record, **U** to **Update** or change a chart of accounts record, or **I** or leave blank to **Inquire** about an existing chart of account record.

4.   Enter a **Password**, if necessary. This password is a two-level password. The lower level allows limited field access, the higher level allows total access.

5. Press **Enter**. The Detail Chart of Accounts screen appears.

```
                       CHART OF ACCOUNTS FILE
   ACCOUNT# 010400                UPDATE        DANCIK FLOOR COVERING

 TITLE: CASH INVESTMENT
 MAIN CATEGORY: A (A-Asset,L-Liablity,Q-Equity,I-Income,E-Expense)   SUB-CAT: __
 COMMENTS: _____  _____
 Hold This Acct? _  Purchasing Account? (Y/N) _

          * HISTORY *                 * CURRENT *              * BUDGET *
 Mth    Debit       Credit          Debit       Credit       Debit       Credit
 BF        70369 _____  _____   9249358 _____      9249358
 01      5114304    6597689    21546233   22554192 _____ _____
 02      5450000    5453253    18000604    6534543 _____ _____
 03      8914877    9499377  _____  _____ _____ _____
 04     11410000    9362169  _____  _____ _____ _____
 05      9976742   10717644  _____  _____ _____ _____
 06     15405220   18405166  _____  _____ _____ _____
 07     29081500   24977058  _____  _____ _____ _____
 08     21900000   23097787  _____  _____ _____ _____
 09     13120661   16271616  _____  _____ _____ _____
 10     17687470   16124313  _____  _____ _____ _____
 11     18271580   16029604  _____  _____ _____ _____
 12     18558806   27675211  _____  _____ _____ _____
     F1=Mthly Statistics.    F6=Search.      F7=EOJ.     F8=1st Screen.
 MA    a                 MW                A                         04/008
```

The top line of this screen displays the complete account number and company name. The term *account number* refers either to all digits in a six-digit field or the last five digits in a five-digit field. The system often indicates what company number is used and only needs the five-digit portion.

The following is a description of the Chart of Accounts fields.

Field Name	Description
Title	Enter the name of this account. Two 30-character lines are provided. This title will be displayed on most screens and reports accessing this account number. For better readability, try to use only the first line where possible.
Main Category	Enter one of the five valid category codes: • **A** - Asset account • **L** - Liability account • **Q** - Equity account • **I -** Income account • **E** - Expense account These categories are used for some reports. However, user defined groups of accounts are also available.
Sub-Cat	Use this field to further break down the main category. You should define codes for the categories meaningful to your company for example, CA for current assets, NC for non-current assets.

Field Name	Description
Comments	Sixty characters are provided for your notes and comments.
Hold?	Enter **Y** in this field will disable an account from being posted to via the Accounts Payable or General Ledger systems. It does not affect existing balances in the account. It prevents further posting. Held accounts are noted on the Chart of Accounts Search and Listing.
Purchasing Account?	This field identifies an account as being a purchasing account. This field is used by the new A/P Entry Manifest Window and by A/P Reconciliation Reports when the system needs to include only purchasing figures. Enter a **Y** in this field for any purchasing accounts that will be reconciled to inventory value. We do not recommend entering **Y** in any freight accounts, even though you may consider them part of purchasing. Normally, freight is reconciled differently than material cost.

The rest of the screen is divided into three sections: **History**, **Current**, and **Budget**.

Note: *The current and history sections are accessible for entry or update only if the high-level password is entered.*

This is the system's storage for all final end-of-month figures.

History Section

- Contains last fiscal year figures

- Only current manager has password access

- Up -to-the-month figures are entered during system setup. Do not alter these figures after making corrections to the information. End-of-month statistics are automatically posted here. Access these fields only during system setup. Upon request, Dancik International can remove update access to these fields after setting up the system.

Current Section

- Contains this fiscal year figures

- Only current manager has password access

- Up-to-the-month figures are entered during system setup. Do not alter these figures after making corrections to the information. End-of-month statistics are automatically posted here. Access these fields only during system setup. Upon request, Dancik International can remove update access to these fields after setting up the system.

Budget Section

- Accessed with any level password.

- Filled in at the beginning of each fiscal year, and it is used for comparative analysis.

These sections include seven columns and 13 rows. The first column displays the months of the fiscal year. The first row, **BF**, stands for Balance Forward from the end of the previous fiscal year. The screen changes automatically to reflect the fiscal calendar of the company being displayed.

The remaining six columns divide the three sections into **Debits** and **Credits**. The 13 rows consist of a balance forward from the previous year and a row for each of the 12 months.

The debits less the credits in the **BF** row of the **Current** section must equal the sum of all of the history column debits less the sum of all of the history column credits. The months of the fiscal year need not be entered. They are automatically displayed here based on the end-of-fiscal-year entry in the Company file.

The Debit and Credit figures represent the total account activity for a given month or year, not the net activity. For example, an account with debits totaling 100 and credits totaling 90 in a given month is listed as:

Debit	Credit	Debit	Cred
100	90	not	10

By using this method the total activity and the net activity is preserved.

Each debit or credit field is defined as an 11-digit number with two assumed decimal places.

Note: *Enter $100.00 as 10000. The largest acceptable number is 99999999999 999,999,999.99.*

After you complete the fields and press **Enter**, the screen displays the message ACCEPTED next to the mode at the top of the screen, or an error message at the bottom of the screen. If and only if the message ACCEPTED is blinking on the screen has the data been recorded into the file. If there is an error message it will be self-explanatory. Fix the entry in error and press **Enter** again. Repeat until you see the message ACCEPTED blinking.

The following table explains the function keys available from the Chart of Accounts screen.

Command Key	Screen	Description
F1	Monthly Statistics	This screen has no input or update fields. It displays some of the information on Screen 2 in a more readable format.
F6	Search	This command toggles between this program and the Chart of Accounts Search program. You can use the Chart of Accounts Search command to search alphabetically or numerically for an account, and to display the entire chart of accounts on screen.
F7		To return to menu
F8		To go to Screen 1

Monthly Statistics

This screen, accessed by pressing **F1** on the Chart of Accounts Detail Screen, provides an alternate and often a clearer version of the current and history sections. Decimal places and the comparative net figure balance of each month are shown. Also shown is the net figure for each month from the year before.

The first row (12/00) is the balance forward of the previous fiscal year, which, in this example, ends in December.

```
█                        CHART OF ACCOUNTS FILE
 ACCOUNT# 010230                   INQUIRY

 TITLE: INVENTORY-WOOD
 MAIN CATEGORY: A (A-Asset,L-Liablity,Q-Equity,I-Income,E-Expense)   SUB-CAT: CA

   DATE │    DEBITS     │    CREDITS    │    BALANCE   │ BAL 1 YR BEFORE
  12/00 │         .00   │         .00   │  346,901.76  │    236,806.55
  01/01 │  509,410.66   │  493,615.84   │  362,696.58  │    228,031.99
  02/01 │  412,619.96   │  433,373.67   │  341,942.87  │    251,778.95
  03/01 │  444,023.59   │  466,425.99   │  319,540.47  │    320,920.82
  04/01 │  572,255.97   │  489,961.61   │  401,834.83  │    330,301.88
  05/01 │  596,628.05   │  583,223.90   │  415,238.98  │    300,862.47
  06/01 │  496,807.18   │  513,662.67   │  398,383.49  │    292,149.02
  07/01 │         .00   │         .00   │  398,383.49  │    247,821.60
  08/01 │         .00   │         .00   │  398,383.49  │    253,075.17
  09/01 │         .00   │         .00   │  398,383.49  │    288,974.55
  10/01 │         .00   │         .00   │  398,383.49  │    361,423.07
  11/01 │         .00   │         .00   │  398,383.49  │    353,930.23
  12/01 │         .00   │         .00   │  398,383.49  │    346,901.76


          F2=Screen 2.   F6=Search.   F7=EOJ.    F8=Screen 1.

MA█    c                MW                                    01/001
```

Creating a Balance Sheet

Step 1

Once the account groups have been set up, you can start your financial statement design. Remember that Report 001 is always your main balance sheet and Report 002 is always your main income statement. Any other reports such as another balance sheet, income statement, or supporting schedules should be numbered from 003-999. Also note that reports numbered 001-100 are automatically run when End-of-Month Financial Statements are run. For XYZ Company, the Header screen would be entered as below. Also refer the Report Generator (GLF 3).

1. From the General Ledger Financial Statements & Custom Reports menu select option **3 - Report Generator**.

2. Select option **1 - To Design or Print a Report**, and press **Enter**.

3. Enter a **Report #** and press **Enter**.

```
 Report# 001                    UPDATE           Report Instructions Header

DESCRIPTION: BALANCE SHEET                 (does not appear on report)   CO# A

REPORT TITLE @COMP_____
 & HEADINGS  _____
                        B A L A N C E   S H E E T_____
             _____
             @DATE_____
        For Branch/Cost Ctr Combo: SFTTIL / Raleigh plus NYC combined
                    Choose Up To 4 Columns To Print On Report:
             Column 1     Column 2     Column 3     Column 4
                CME          ....         CYE          ▌..

             Construct 3 Character Column Codes As Follows:
             1st Character  2nd Character  3rd Character
             C=Current Yr   M=This Month's  D=Debits
             L=Last Year    Y=Year To Date  C=Credits
             B=Budget                       N=Net Activity
             1=% Of 1st Line                B=Beginning Balance
             2=% Prev 2 Col                 E=Ending Balance
             3=$ Diff Prev 2 Col

F1=Design Report Detail Lines.     F2=Spcl Inst.     F6=Print.     F8=Screen 1.
MA     a                   MW              A                        13/053
```

4. Enter a **Description**, **Report Title**, **Headings**, and at least one **column** code in **Column 1**, **2**, **3**, or **4**.

   •   Entering the **@COMP** and **@ DATE** before the report title and headings will automatically center the company's name and the date requested for the report to print.

   •   Columns 2 and 4 in this example are blank because the format for XYZ Company's Balance Sheet shows that the totals from Column 1 (CME) and Column 3 (CYE) are carried forward into columns 2 and 4, respectively. (See format, step 1)

   •   The **A** entered in the **CO** number field indicates that this format can be used for all companies on the system.

Step 2

1. From the Instructions Header screen, press **F2** for special instructions.

```
 Report# 001                    UPDATE              Report Instructions Header

DESCRIPTION: BALANCE SHEET                  (does not appear on report)   CO# A

REPORT TITLE @COMP
  & HEADINGS
                          B A L A N C E    S H E E T

             @DATE
        For Branch/Cost Ctr Combo: SFTTIL / Raleigh plus NYC combined
             S P E C I A L    I N S T R U C T I O N S

  Special Instruction Codes:  B=Brackets If Negative.
                              D=Dollars Only (suppress cents).
                              Z=Suppress Zero (omit if all zeros).

  Enter Special Instruction Codes:   BD

  Enter Special Report Format Code:  ___ (overrides column codes)
  Enter Branch/CCTR Combination Code:  SFTTIL (limits branches & cost centers)



F1=Design Report Detail Lines.    F2=Return To Header.     F6=Print.
MA    a                  MW                                         17/039
```

2. Enter **B** in the **Special Instructions Codes** field if you credit balances to have brackets around them. Otherwise, the credits are shown with a minus sign.

   Note: *Later in this example, you will see that you can reverse the sign of natural credits such as income, liabilities, and equity. This improves readability, because the only figures displayed as negative will be those with the opposite of a natural sign.*

3. Enter a **D** in the **Enter Special Instruction Codes** field if you want to show dollars only.

Step 3

1. Press **F1** on the Financial Report Special Instructions to display report details.

```
  Report# 001    BALANCE SHEET                        Page#    1 of Instructions


                                           Lines     Lines
                                          To Skip   To Skip  ----Columns-----
  Description Override      Group# or Acct#  Before    After   1   2   3   4
  Current Assets:                .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  __CASH ON HAND / PETTY CASH__  .....   010000      ..        ..      __  __  __  __
  __CASH INVESTMENT / WACHOVIA_  .....   010400      ..        ..      __  __  __  __
  __CASH IN BANK / MONEY MARKET  .....   010500      ..        ..      __  __  __  __
  __CASH IN BANK / CD_____   .....   010300      ..        ..      __  __  __  __
  __DUE FROM BENCHMARK_____   .....   010600      ..        ..      __  __  __  __
  __INVESTMENTS_____    .....   010610      ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __
  _____       .....   ........    ..        ..      __  __  __  __




  F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
  MA     a                 MW                                           06/001
```

2. To design the balance sheet to look like the format in Step 1, first enter any text that is not on the same line as a group number or account number. The text would be subheadings with no figures next to them, as shown above.

    Text is entered in the **Description Override** column. This field uses upper and lower case letters. If you enter a **Group #** or **Account #** and press **Enter**, the title of the group number or account number automatically appears in the **Description Override** field. You can change the spacing of the title by inserting or deleting spaces, and overriding the text as needed.

    Note: *You should skip lines between each account number, so that you can add data later. The blank lines do not print on the report. To skip lines on the report, use the* **Lines To Skip Before** *and* **Lines To Skip After** *fields.*

Income Statement Format

Income statements can use special statement format code IS3. To assign this format to an existing income statement, press **F2** on the Instructions Header screen of the Design Financial Statements and Custom Reports program. Enter **IS3** in the **Special Format Code** field. This entry overrides any column definitions entered in the header screen. The IS3 format contains 12 columns that print as shown in the example later in this section.

The **Enter Special Report Format Code** field on the The Special Instructions screen of the General Ledger Report Generator (Option **3** on the Financial Statements and Custom Reports menu) is where special format codes are entered.

```
 Report# 002                    UPDATE          Report Instructions Header

DESCRIPTION: INCOME STATEMENT / New Style   (does not appear on report)   CO# 2

REPORT TITLE _____ D A N C I K - O N - D I S K   I N T ' L,  L T D. _____
 & HEADINGS  _____
                       I N C O M E    S T A T E M E N T _____

             _____
             @date_____
             For Branch/Cost Ctr Combo: ALLALL / All Cost Centers & Branches
             S P E C I A L     I N S T R U C T I O N S

   Special Instruction Codes:  B=Brackets If Negative.
                               D=Dollars Only (suppress cents).
                               Z=Suppress Zero (omit if all zeros).

   Enter Special Instruction Codes:  █_____

  ( Enter Special Report Format Code:  IS1 (overrides column codes) )
    Enter Branch/CCTR Combination Code:  ALLALL (limits branches & cost centers)



F1=Design Report Detail Lines.    F2=Return To Header.     F6=Print._____
MA█   a             MW                                            17/037
```

Income Statement Details

Income statement 002 can have combination codes, and is your main system (default) income statement. Statements with combination codes can now be generated using any available options or function keys that can print statements. For example, you can press **F6** on the first screen of the Report Generator (GLF 3). You no longer have to display the header record and combination code first. You can also generate income statement 002 from the menu option Run Income Statement. Prior to this release, your main income statement (002) could not have a combination code.

Step 4

This screen displays Page 2 of the format detail instructions. Each group representing a line on the balance sheet is entered in the sequence that they are to appear. In step 4, Header Screen, the balances of XYZ Company were set to be printed in column 1, CME, and column 3, CYE. To override the columns so that the balances appear in columns 2 and 4 for total current assets fixed assets, security deposits and total assets, you must enter the column codes as shown in columns 2 and 4. The columns entries shown below simply override the Header column entries for specific detail lines. The @U symbol causes an underline to print in the specified columns. Note that the @U is always entered on a line by itself, with no group number or account number. The column overrides are used to move the underlines as well as the figures to columns 2 and 4.

```
 Report# 001    BALANCE SHEET                     Page#   2 of Instructions


                                        Lines     Lines
                                        To Skip   To Skip  ----Columns-----
 Description Override        Group# or Acct#  Before    After    1   2   3   4
 █_____    .....  ........   ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __
  EMPLOYEE RECEIVABLE_____   .....  010800     ..       ..      __  __  __  __
  LOANS TO SHAREHOLDERS___   .....  010900     ..       ..      __  __  __  __
  LOANS_____    .....  010950     ..       ..      __  __  __  __
  ACCOUNTS RECEIVABLE____    .....  011000     ..       ..      __  __  __  __
  A/R - IBM SUSPENSE_____    .....  011400     ..       ..      __  __  __  __
  A/R - ACCUSCAN SUSPENSE_   .....  011410     ..       ..      __  __  __  __
  A/R - COMPUCOM SUSPENSE_   .....  011420     ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __
 _____    .....  ........   ..       ..      __  __  __  __




 F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
MA█    a               MW                                         06/001
```

Step 5

The format for XYZ Company has few lines that separate the assets from the liabilities. Therefore, you can enter **2** in **Lines To skip Before**, as shown. You could have entered **2** in **Lines To Skip After, afte**r the last asset line.

```
   Report# 001    BALANCE SHEET                        Page#    1 of Instructions

                                            Lines     Lines
                                          To Skip   To Skip  ----Columns-----
   Description Override        Group# or Acct#  Before    After    1   2   3   4
   Current Assets:                  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
     ASSETS                         . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
     CURRENT ASSETS                 . . . . .   . . . . . . .     2        . .    █  __  __  __
     CASH IN BANK / CD              . . . . .      010300         . .       . .     __  __  __  __
     DUE FROM BENCHMARK             . . . . .      010600         . .       . .     __  __  __  __
     INVESTMENTS                    . . . . .      010610         . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __
   _____  . . . . .   . . . . . . .    . .       . .     __  __  __  __



   F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
MA█    a                MW                                             11/064
```

Step 6

On the Header Screen Instructions, the request was to bracket all negatives. For example, brackets are used instead of minus signs on all amounts with credit balances. Since all Income, Liabilities, and Equity are natural credits, and you may not want them to show in brackets, press **F2** and enter code **R** in the special instructions for any income, liabilities, or equity account or group. The R reverses the sign of the figures before testing for brackets. Therefore, only debit balances in an income, liability, and equity account show in brackets.

Step 7

The example below is the continuation of the liability section of the balance sheet for XYZ Company. Remember that for each liability and equity line that uses a group code or account number, you should press **F2** and enter code **R** in the special instructions. The entries below illustrate that groups and account numbers can be mixed when applicable. In general, all subtotals are represented by groups, and the detail is made up of individual account numbers and sub groups.

```
  Report# 001   BALANCE SHEET                      Page#   7 of Instructions


                                          Lines    Lines
                                          To Skip  To Skip  ----Columns-----
  Description Override          Group# or Acct#  Before   After   1   2   3   4

  _____
  Total Fixed Liabilities:      LIFI                        1    __  __  __  __
  _____
  Total Liabilities:            LITO                        2    __  __  __  __
  _____
  Equity:                                                        __  __  __  __
    PAID IN CAPITAL                      024100                   __  __  __  __
    RETAINED EARNINGS                    024300                   __  __  __  __
    ACCUMULATED ADJUSTMENT               024400                   __  __  __  __
    DISTR. TO SHAREHOLDERS               024500                   __  __  __  __
  _____
  _____
  Net Profit/Loss After Tax:    PAIT                             __  __  __  __
  _____


  F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
 MA    a              MW               A                             06/001
```

Step 8

The last page of the balance sheet for XYZ Company looks similar to the example below. The EQLI group, final total of equity and liabilities, is followed by a double underline. Note that both the figures and the underlines have been designated to appear in Columns 2 and 4.

```
   Report# 001    BALANCE SHEET                       Page#    7 of Instructions


                                               Lines     Lines
                                               To Skip   To Skip  ----Columns-----
   Description Override          Group# or Acct#  Before   After   1   2   3   4

   _____     ......  .......    ..      ..    __  __  __  __
   Total Fixed Liabilities:      LIFI    .......    ..      1     __  __  __  __
   _____     ......  .......    ..      ..    __  __  __  __
   Total Liabilities:            LITO    .......    ..      2     __  __  __  __

   _____     ......  .......    ..      ..    __  __  __  __
   Equity:                       ......  .......    ..      ..    __  __  __  __
     PAID IN CAPITAL             .....   024100     ..      ..    __  __  __  __
     RETAINED EARNINGS           .....   024300     ..      ..    __  __  __  __
     ACCUMULATED ADJUSTMENT      .....   024400     ..      ..    __  __  __  __
     DISTR. TO SHAREHOLDERS      .....   024500     ..      ..    __  __  __  __

   _____     .....   .......    ..      ..    __  __  __  __
   _____     ......  .......    ..      ..    __  __  __  __
   Net Profit/Loss After Tax:    PAIT    .......    ..      ..    __  __  __  __

   _____     .....   .......    ..      ..    __  __  __  __



   F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
  MA   a              MW              A                          06/001
```

Creating an Income Statement

This example is the procedure for creating an income statement for XYZ Company.

1. Go to Screen 1 of the Report Generator (GLF 3) and label this report **002 - Main Income Statement**, and press **Enter**.

2. Enter a **Description**, **Report Title**, **Headings**, and at least one **Column** code in the four columns provided. Entering the **@COMP** and **@DATE** at the beginning of the report title and headings to center the company's name and the date requested for the report to print. The **A** entered in the **CO Number** field indicates that this format can be used for all companies on the system. The codes entered in Columns 1-4 follow the format for the income statement. See Income Statement Format.

```
   Report# 002                    UPDATE          Report Instructions Header

 DESCRIPTION: INCOME STATEMENT / New Style   (does not appear on report)   CO# A

 REPORT TITLE @COMP_____
  & HEADINGS  _____
                        I N C O M E   S T A T E M E N T
              _____
              @DATE▊_____
        For Branch/Cost Ctr Combo: ALLALL / All Cost Centers & Branches
                Choose Up To 4 Columns To Print On Report:
              Column 1     Column 2     Column 3     Column 4
                CMN          CYN          LMN          LYN

              Construct 3 Character Column Codes As Follows:
              1st Character  2nd Character   3rd Character
              C=Current Yr   M=This Month's  D=Debits
              L=Last Year    Y=Year To Date  C=Credits
              B=Budget                       N=Net Activity
              1=% Of 1st Line                B=Beginning Balance
              2=% Prev 2 Col                 E=Ending Balance
              3=$ Diff Prev 2 Col

   F1=Design Report Detail Lines.    F2=Spcl Inst.    F6=Print.   F8=Screen 1.
MA▊   a                 MW                A                        09/019
```

3.   When finished with the Header screen, press **F2** for special instructions.

    Entering **B** in the **Special Instructions Codes** field if you want anything with a credit balance to print with brackets around it. Otherwise, the credits are shown with a minus sign. Later in this example, you will see that you can reverse the sign of natural credits, such as income, liabilities and equity. This improves readability, because the only figures displayed as negative will be those with an opposite natural sign. The **D** entered here will instruct the system to show dollars only.

```
   Report# 002                    UPDATE          Report Instructions Header

 DESCRIPTION: INCOME STATEMENT / New Style   (does not appear on report)   CO# A

 REPORT TITLE @COMP_____
  & HEADINGS  _____
                        I N C O M E   S T A T E M E N T
              _____
              @DATE_____
        For Branch/Cost Ctr Combo: ALLALL / All Cost Centers & Branches
              S P E C I A L    I N S T R U C T I O N S

   Special Instruction Codes:  B=Brackets If Negative.
                               D=Dollars Only (suppress cents).
                               Z=Suppress Zero (omit if all zeros).

   Enter Special Instruction Codes:   D▊_____

   Enter Special Report Format Code:  IS1 (overrides column codes)
   Enter Branch/CCTR Combination Code:  ALLALL (limits branches & cost centers)



   F1=Design Report Detail Lines.    F2=Return To Header.    F6=Print.
MA▊   a                 MW                                          17/038
```

4. Press **F1** for design report details.

5. To design the income statement to look like the format in step 1, you should first enter any text that does not have a group number or account number into the **Description Override** field. This field uses upper and lower case letters.

    If you enter a **Group Number** or **Account Number** and press **Enter**, the title of the group number or account number automatically display in the **Description Override** field. You can change the spacing of the title by inserting or deleting spaces and overriding the text, as needed. Note: You should skip lines between account numbers or group numbers, so that you can add something later. The blank lines do not print on the report. To skip lines on the report, use the **Line to Skip Before** and the **Lines to Skip After** fields.

```
  Report# 002    INCOME STATEMENT / New Style        Page#   1 of Instructions


                                          Lines    Lines
                                          To Skip  To Skip ----Columns-----
  Description Override          Group# or Acct#  Before   After   1   2   3   4
  @HIDE                            INTO    ,,,,,,,,  , ,     , ,    __ __ __ __
  INCOME:                         ,,,,,    ,,,,,,,,  , ,     , ,    __ __ __ __
  _____             ,,,,,    ,,,,,,,,  , ,     , ,    __ __ __ __
      SALES                       ,,,,,    030000    , ,     , ,    __ __ __ __
  _____             ,,,,,    000000    , ,     , ,    __ __ __ __
      SALES COMMISSIONS           ,,,,,    030100    , ,     , ,    __ __ __ __
  _____             ,,,,,    000000    , ,     , ,    __ __ __ __
      ACCUSCAN COMMISSIONS        ,,,,,    033700    , ,     , ,    __ __ __ __
  _____             ,,,,,    000000    , ,     , ,    __ __ __ __
      ACUMA SOFTWARE SALES        ,,,,,    033100    , ,     , ,    __ __ __ __
  _____             ,,,,,    000000    █       , ,    __ __ __ __
  _____             ,,,,,    ,,,,,,,,  , ,     , ,    __ __ __ __
  _____             ,,,,,    ,,,,,,,,  , ,     , ,    __ __ __ __
  _____             ,,,,,    ,,,,,,,,  , ,     , ,    __ __ __ __




  F1=Header.   F2=Spcl Inst.   F6=Print.   F8=Screen 1.   F10=Forward.   F11=Reverse.
 MA█    a              MW                                          16/051
```

    On the Header Screen Special Instructions, the request was to bracket all negative amounts. Brackets will be used instead of negative signs on all amounts with credit balances.

6. Since all Income, Liabilities, and Equity are natural credits and you might not want them to show in brackets, press **F2** and enter the code **R** in the special instructions for any Income, Liabilities, or Equity account or group. The **R** reverses the sign of the figures before testing for brackets. therefore, only debit balances in an income, liability and equity account will show in brackets.

```
    Report# 002    INCOME STATEMENT / New Style          Page#   1 of Instructions


                                            SPECIAL      ----Columns-----
    Description Override          Group# or Acct#  INSTRUCTIONS   1   2   3   4
    @HIDE                         INTO    .......   ..        ___ ___ ___ ___
    INCOME:_____  .....   .......   ..        ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
        SALES_____  .....   030000    ..  R     ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
        SALES COMMISSIONS_____  .....   030100    ..  R     ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
        ACCUSCAN COMMISSIONS____  .....   033700    ..  R     ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
        ACUMA SOFTWARE SALES____  .....   033100    ..  R     ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___
    _____    .....   .......   ..        ___ ___ ___ ___

    Special Instruction Codes: R=Reverse Sign. B=Brackets If Neg. Z=Suppress Zero.


    F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
  MA  a                 MW                                           07/054
```

7. The last page of the income statement for XYZ Company looks similar to the example below. Remember that for every income line that uses a group code or an account number, you should use the R code in the special instructions. The group number or account number that will have an R code in the special instructions are: OPIN, Operating Income; INOI, Interest and Other Income and NTIC, Net Income/Loss.

```
    Report# 002    INCOME STATEMENT / New Style          Page#  12 of Instructions

                                          Lines     Lines
                                          To Skip   To Skip  ----Columns-----
    Description Override          Group# or Acct# Before    After   1   2   3   4

    _____    .....   .......   ..        ..     ___ ___ ___ ___
        UNEMPLOYMENT TAXES / INS. .....   056400    ..        ..     ___ ___ ___ ___
        TAXES / EMPLOYER"S FICA   .....   056410    ..        ..     ___ ___ ___ ___
        WORKERS COMPENSATION      .....   056420    ..        ..     ___ ___ ___ ___
        TAXES / SALES TAX  EQUIP. .....   056330    ..        ..     ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___
    @U_____    .....   .......   ..        ..     ___ ___ ___ ___
    Total Taxes:_____    EXTX    .......   ..        3      ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___
      Net Profit/Loss After Tax:  PAIT    .......   ..        ..     ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___
    _____    .....   .......   ..        ..     ___ ___ ___ ___



    F1=Header.  F2=Spcl Inst.  F6=Print.  F8=Screen 1.   F10=Forward.  F11=Reverse.
  MA  a                 MW                 A                         06/001
```

To set up supporting schedules, enter **@P** on the **Description Override** field. Each time there is a request to print Report 002 for income statement, the supporting schedules will follow immediately on separate pages.

Chapter 6 **Payroll Interface**

This command driven feature enables you to import payroll data from a third party software application such as Foxpro into the General Ledger portion of the Dancik software.

It is important that the payroll information contained in the third party application be consistent with the Dancik software. For example, the column headings (Cost Center, Branch, GL Account) used should be the same. Please note that this interface may need to be customized for your particular payroll system or provider. However, the information provided herein is applicable to any payroll interface, assuming that the required data is available.

Note: It is required that the fields are the same length and type (alpha or alpha-numeric) You can verify the record layout of the ADVPAYC file via the DSPFFD ADVPAYC command.

1. Before running this interface, you must populate the ADVPAYC file on the Dancik software with the payroll information contained in the third party system. This can be done using several file transfer techniques such as FTP.

    When this interface is run, via the ADVPAYCCL command, the program transfers the payroll information from the ADVPAYC file into a General Ledger edit. The batch number assigned is "00" with a batch description of "AUTO POST PAYROLL".

2. To begin the process, enter **CALL ADVPAYCCL** on the command line and press **Enter**.

3. On the screen that appears, enter a company number and fiscal period. The fiscal period has to be open. If you use one that is closed, you will receive an error message.

    *Note: Use option GL **107** -**Period Status Report** to check which fiscal periods are open.*

4. Press **F7** to import the payroll information for the company and fiscal period entered.

5. When the information is imported into the Dancik software, the following message is displayed.

```
                    Please Enter The Following For The
                    Advanced Payroll to GL Conversion




            COMPANY #:        0        (ENTER 0 TO 9)

            FISCAL PERIOD:  YY / MM   (YY / MM)


        GLIN has been updated Successfully


                    F4=Cancel  F7=Process




 A▌    a              MW                                  12/038
```

Error Messages

The following error messages might appear.

- **Driver file ADVPAYC is Empty**

Correct this error message by importing the payroll data from the third party application and then running the program again.

- **Posting Date YY / MM is invalid**

Go back and make sure the fiscal period is not closed out. This application only works on dates that are still open. To check the status of fiscal periods, run the Period Status Report (option **107**)on the General Ledger (GL) menu.

- **No UPDATE. Errors found, please check error report**

This means that part on the payroll information in the third party application that didn't match or isn't in the Dancik software. For example branch codes, cost centers codes, and account numbers must be

established in the Dancik software or you will receive this error message and an error report. The column to the far right of the report shows where the errors occurred.

```
 4/19/04  12:42:45                   ADVANCED PAYROLL  TO  G/L  PROCESSING                          PAGE:
USER: BOLIPHANT    FISCAL PERIOD: 01/03             ERROR REPORT EXCEPTIONS                         ADVPAYCR1
         DATE              G/L ACCOUNT   DEBIT AMOUNT   CREDIT AMOUNT  COST CENTER  BRANCH  -- ** ERRORS ** --
------------------------------------------------------------------------------------------------------------
        02/29/04           22040             .00           44.54-       TIL         CST    Invalid Acct,Branch
        02/29/04           60020          551.69             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           60060           55.27             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           60120             .00            8.28-       TIL         CST    Invalid Acct,Branch
        02/29/04           60120           71.58             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           70000          182.62             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           70010        1,003.67             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           70050          119.93             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           70110             .00            6.99-       TIL         CST    Invalid Acct,Branch
        02/29/04           70110           63.14             .00        TIL         CST    Invalid Acct,Branch
        02/29/04           11005             .00           50.00-       TIL         DET    Invalid Acct,Branch
        02/29/04           22040             .00          123.64-       TIL         DET    Invalid Acct,Branch
        02/29/04           99999          324.00             .00        TIL         DET    Invalid Branch
        02/29/04           60020        1,594.67             .00        TIL         DET    Invalid Acct,Branch
        02/29/04           60030        1,038.15             .00        HPT         DET    Invalid Acct,Branch,Cst C
```

Index