



User Manual

General Ledger: Menu 14

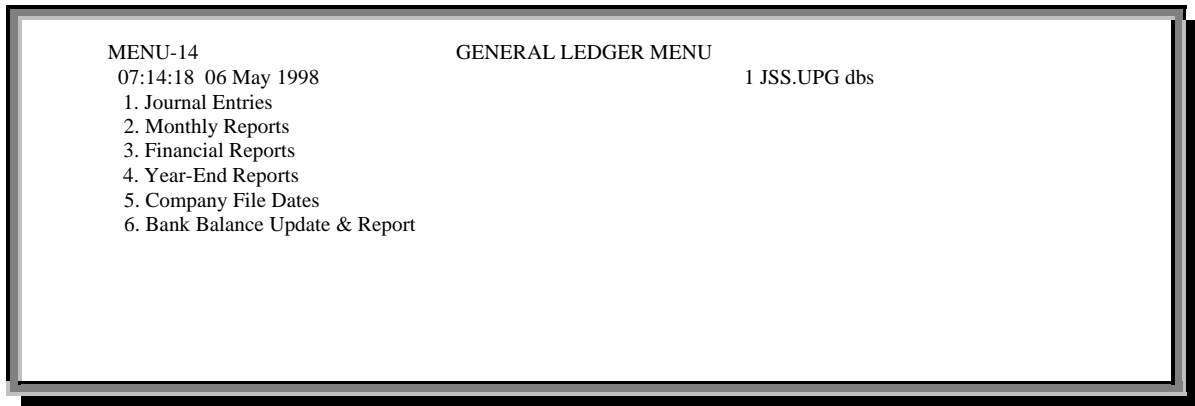
Contents**MENU 14: GENERAL LEDGER 1****TABLE OF FIGURES 4**

14.1	JOURNAL ENTRIES	9
14.1.1	Opening Balances	9
14.1.2	Budget Entry	10
14.1.3	Journal Entries	11
14.1.4	Auto-Reverse Entries	12
14.1.5	Recurring Entry Maintenance	13
14.1.7	Expense Spread by Month	14
14.1.11	Opening Balance Listing	15
14.1.12	Budget Entry Listing	15
14.1.13	Journal Entries Listing	16
14.1.14	Auto-Reverse Entries Listing	17
14.1.15	Recurring Entry Maintenance List	17
14.1.16	Recurring Entry Update Listing	18
14.1.17	Expense Spread by Month Listing	19
14.2	MONTHLY REPORTS	20
14.2.1	GL Activity Detail Report Inquiry	20
14.2.1A	Preliminary Detail GL Report	20
14.2.2	Monthly Journal Entry Report	21
14.2.4	Preliminary Trial Balance	21
14.2.5	Screen General Ledger Inquiry	22
14.2.6	Accountant's Worksheet	22
14.2.7	General Ledger Month-End Update	22
14.2.8	Screen General Ledger Inquiry (post-closing)	22
14.2.9	Final Detail General Ledger Report	23
14.2.10	Trial Balance	23
14.2.11	Semi-Annual Trial Balance	24
14.2.12	Summary General Ledger	24
14.2.13	Expense and Budget Analysis	24
14.2.14	Tape Backup	24
14.3	FINANCIAL REPORTS	25
14.3.1	New Financial Desc Report File Maintenance	25
14.3.2	New Financial Report Parameter List	26
14.3.4	Financial Report Selection Entry	27
14.3.5	Financial Report Selection Listing	27
14.3.6	Financial Statement Journal Entries Maintenance	27
14.3.7	Financial Statement Journal Entries List and Update	28
14.3.8	New Financial File Calculation and Report	28
14.4	YEAR-END REPORTS	30
14.4.1	Preliminary Year-End Chart of Accounts Close	30
14.4.2	Year-End Tape Backup	30
14.4.3	Annual General Ledger Detail Report	30
14.4.3A	GL Detail – Select Periods/Account	31
14.4.4	GL History Inquiry	31
14.4.5	Final Chart of Accounts Update and Close	32

14.4.6	GL History File Purge	32
14.4.7	Update Header Record to History File for New Year	32
14.5	COMPANY FILE DATES	33
14.6	BANK BALANCE UPDATE AND REPORT	33
<u>APPENDIX A</u>		<u>35</u>
	Screen Column Headings	35
<u>APPENDIX B</u>		<u>36</u>
	GL Periodic Processing	36
<u>APPENDIX C</u>		<u>38</u>
	Reconciling GL to Reports	38
	Specific GL Accounts	38
	Core Costs and Charges	38
	How to Set Up an Account	39
<u>INDEX</u>		<u>41</u>

Table of Figures

Figure 14-1. General Ledger main menu	5
Figure 14-3. Journal Entry menu	9
Figure 14-4. Chart of Accounts Maintenance	9
Figure 14-5. Budget Entry.....	11
Figure 14-6. Journal Entry Input	12
Figure 14-7. Auto-Reverse Journal Entry.....	13
Figure 14-8. Recurring Journal Entry	13
Figure 14-9. Expense Spread by Month.....	14
Figure 14-10. Expense Spread by Month—sample	15
Figure 14-11. Chart of Accounts Opening Balance Report.....	15
Figure 14-12. Budget Report.....	16
Figure 14-13. Journal Entry Proof Listing	17
Figure 14-14. Auto-Reverse Journal Entry Proof Listing	17
Figure 14-15. Recurring J/E Proof.....	18
Figure 14-16. Journal Entry Proof Listing	19
Figure 14-17. Actuals Report	19
Figure 14-18. Monthly Reports menu.....	20
Figure 14-19. General Ledger Detail Report sample	20
Figure 14-20. Preliminary Detail GL Report.....	21
Figure 14-21. Preliminary Trial Balance--by period.....	21
Figure 14-22. Preliminary Trial Balance--by account.....	22
Figure 14-23. General Ledger Inquiry	23
Figure 14-24. Semi-Annual Trial Balance	24
Figure 14-25. Financial Reports menu.....	25
Figure 14-26. P&L Description Maintenance.....	25
Figure 14-27. P&L Account Number Maintenance	26
Figure 14-28. Financial Report Parameter List sample	27
Figure 14-29. Financial Statement Journal Entry Maintenance	27
Figure 14-30. List of Accounts Not on Financial Statements (report sample).....	29
Figure 14-31. Income Statement sample report (all companies).....	29
Figure 14-32. Year-End Reports menu	30
Figure 14-33. Cumulative GL Detail Report sample (by GL number)	31
Figure 14-34. Balance Sheet sample report.....	33
Figure 14-35. Status of Company Dates report sample.....	33
Figure 14-36. Bank Report sample	34

Menu 14 General Ledger**Figure 14-1. General Ledger main menu****Purpose**

The General Ledger (GL) menu contains programs that produce and maintain financial reports. The General Ledger system is fully integrated with all the other functions on the system; when Month-End is initiated, Accounts Payable, Accounts Receivable, Order Entry, and Warranty transactions are all updated to the general ledger automatically (see note on Inventory transactions below). Customize the financial reports to match the books you and your accountant use.



The Inventory transactions are entered into the books at the time they are paid through the Accounts Payable program—not at the time they are received. Inventory adjustments do not update the General Ledger; post them as journal entries instead. We recommend that the accounts payable periods remain open until all inventory transactions are received and vouched (see Menu 13.1).

Basic procedure

The General Ledger system is fiscal. The period is in the format "YYMM" where "YY" is the year of the final fiscal period and "MM" is the month. For example, if your first fiscal month is in February 1997, then that fiscal is "9801" and January 1998 is fiscal "9812."

The Chart of Accounts (CA) file consists of data located by combining the company, core account, and suffix code (for example, 01-1000-00). Each component of this number is validated separately. The Company file checks the company code, the CADF (Chart of Accounts Description File) checks the "core" account number, and the CASDF (Chart of Accounts Suffix Description File) checks the suffix.

When you enter GL data, they do not directly affect the CA file. The entries first go to the GLA (General Ledger Activity) file for detailed and preliminary reporting before being posted to the actual CA file. Thus, the GL system gives you the opportunity to review and correct GL postings before closing out each fiscal period.

The operator formats the Financial Reporting system for Balance Sheet and P&L Reports and as many schedules as necessary. The Financial Reporting system uses the numbers from the NEW.CA file to fill in the figures in these reports and schedules

The flowchart below gives you a visual understanding of the *basic* General Ledger process. To help differentiate the menus within the process, the diagram consists of various elements; they are

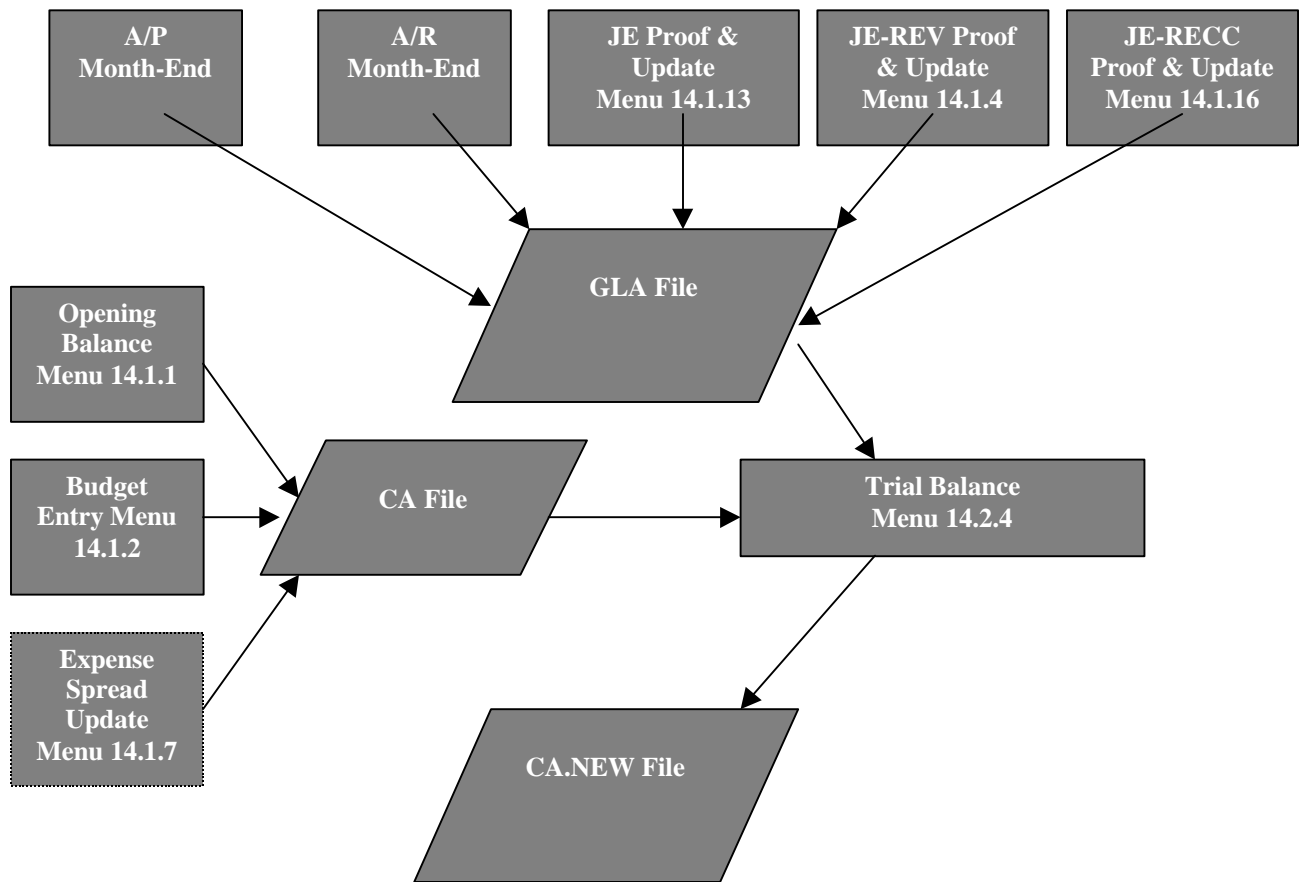
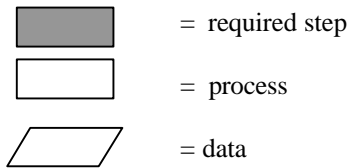


Figure 14-2. Basic General Ledger process

14.1 Journal Entries

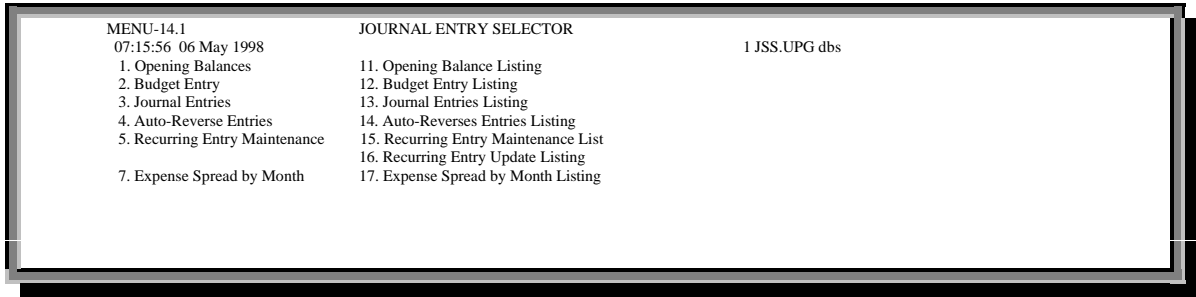


Figure 14-3. Journal Entry menu

14.1.1 Opening Balances

Loads an opening balance to a new GL account, deletes an existing account, or plugs a one-sided entry to a GL account as an opening balance for the current and next fiscal year. This is the only place in the program that allows such an entry.



Remember that the debits and credits must balance to zero.

- a. Enter your operator initials.

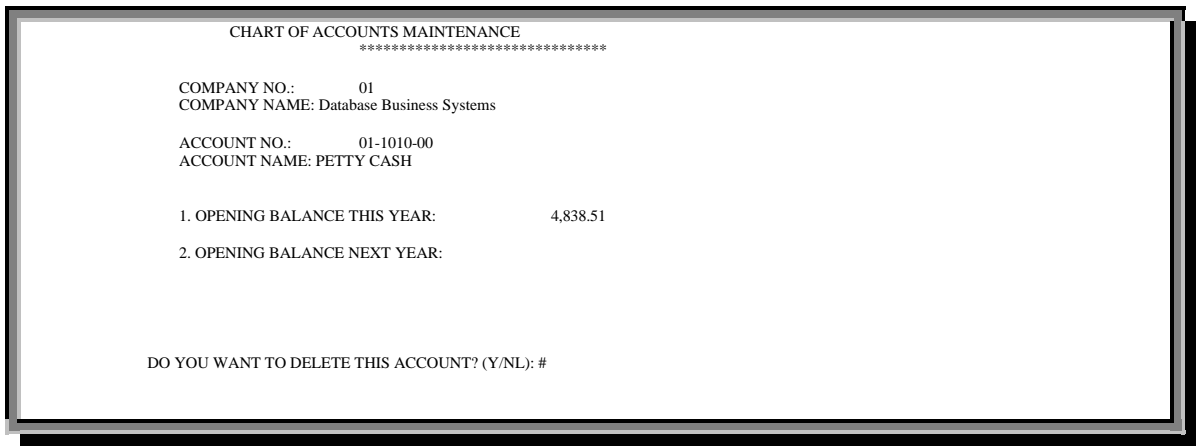


Figure 14-4. Chart of Accounts Maintenance

- b. Enter a company number to which to post an opening balance.
- c. Enter the General Ledger number (##-####-##). The first two digits represent the company number you just entered. The second set of numbers is the Chart of Accounts "account number" you are posting to. The last set of numbers is the "account suffix", or department. Each GL account can have up to 99 separate departments or categories for detailed reporting purposes, depending upon the complexity of your bookkeeping practices. If you have no suffixes, just enter "00" for the last two digits.
- d. At the prompt, IS THIS A NEW ACCOUNT?, press **Enter**.

- e. To delete this account type 'y***', otherwise **Enter**.
- f. To change the opening balance of this or next year press **Enter**, otherwise '*n*'. If changing, choose a line number to enter a new amount, and then **Enter** to confirm.
- g. Enter the next GL number or '*end*'.

14.1.2 Budget Entry

Creates budgets for the financial reports to compare your projections to actual performance throughout the fiscal year.

- a. Enter your operator initials.
- b. Type in the company number for which you are creating or modifying a budget entry. The names of the month fill in corresponding to your fiscal year as defined in the Company record.
- c. Select an option to create a budget for the current year ('*1*'), a *revised* budget for the current year ('*2*'), or a budget for next year ('*3*'). The second option does not replace the current budget, but appears in addition to the original budget as a comparison.
- d. Enter a GL number. If the number is new, the program prompts
IS THIS A NEW RECORD? (NL/N):

Enter if it is new; type '*n*' if it is not and then re-enter a GL number.
- e. Enter the annual budget amount and the 12 monthly buckets fill in proportionately. **Enter** to confirm or '*n*' to change the record. The budget appears on the financial statements throughout the year.
- f. Enter next GL number or '*end*'.
- g. Enter another budget period or '*end*'.
- h. Enter next company number or '*end*'.



To verify your budget entry, use Menu 14.1.12, Budget Entry Proof List.


```

BUDGET ENTRY      21:59:53 06 May 1998
*****
COMPANY NO: 01 JOHNSTONE SUPPLY

PERIOD           : 2 BUDGET THIS YEAR REVISED
GL NUMBER        : 01-1010-00 CASH - 1
ANNUAL           : 3,000,000 TOTAL: 3,000,000

1. JAN           250,000
2. FEB           250,000
3. MAR           250,000
4. APR           250,000
5. MAY           250,000
6. JUN           250,000
7. JUL           250,000
8. AUG           250,000
9. SEP           250,000
10. OCT          250,000
11. NOV          250,000
12. DEC          250,000

IS THIS WHAT YOU WANT? (NL/N):

```

Figure 14-5. Budget Entry**14.1.3 Journal Entries**

Adds off-system entries and adjustments to the General Ledger. The program allows you to make multiple entries in a session, and assures that your transaction debits and credits balance before the session is completed.

- a. Enter your operator initials.
- b. Enter the fiscal year and month (YYMM) to post the Journal Entry.
- c. Enter a company number for which this transaction applies.
- d. Enter a Journal Entry number (6#) or **Enter** for a new number.
- e. Enter a reference number (an arbitrary number).
- f. Enter the transaction date or **Enter** for today's date.
- g. Press **Enter** for the default source code "JE" for Journal Entry (the most common code). For more codes see Menu 12.4.16, maintained in Menu 12.4.6. However, changing the code may cause confusion with system-generated entries (such as "SJ" for Sales Journal).
- h. Type a note for this Journal Entry.
- i. Enter a GL number.
- j. Enter the debit or credit amount.
- k. Enter the next GL number or *'end'*.
- l. To confirm your entries press **Enter** or *'n'* to start over.
- m. Enter next Journal Entry number or *'end'*.
- n. Enter next company number or *'end'*.

LN#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
1	01-1010-00		10.00	PETTY CASH
2	01-1010-00		10.00-	PETTY CASH

IS THIS WHAT YOU WANT ? (NL/N): #

Figure 14-6. Journal Entry Input**14.1.4 Auto-Reverse Entries**

Auto-Reverse entries are similar to regular Journal entries (see preceding menu). However, when you file Auto-Reverse entries, a reversing entry is automatically filed for the next fiscal period. This is useful for entering temporary transactions on the books so you do not need to remember to reverse them the following month.



To verify your input, use Menu 14.1.14, Auto-Reverse Entry Proof List.

- a. Enter fiscal year and month (YYMM).
- b. Enter a company number for which this transaction applies.
- c. Enter a Journal Entry number (6#) or **Enter** for a new number.
- d. Enter an arbitrary reference number.
- e. Enter the transaction date or **Enter** for today's date.
- f. Press **Enter** for the default source code "JE" for Journal Entry (the most common code). For more codes see Menu 12.4.16, maintained in Menu 12.4.6. However, changing the code may cause confusion with system-generated entries (such as "SJ" for Sales Journal).
- g. Type a note for this Journal Entry.
- h. Enter a GL number.
- i. Enter the debit or credit amount.
- j. Enter the next GL number or '*end*'.
- k. To confirm your entries press **Enter** or '*n*' to start over.
- l. Enter next Journal Entry number or '*end*'.
- m. Enter next company number or '*end*'.

```

CO 01 MO 10 AUTO-REVERSE JOURNAL ENTRY INPUT
A-REFERENCE NO: 111 JOURNAL ENTRY NO: 01-101037
B-TRANS. DATE : 10/31/98
C-SOURCE : JE CONTROL TOTAL : 0.00
D-DESCRIPTION : Operatory error
LN# ACCOUNT DEBITS CREDITS DESCRIPTION
1 01-1010-00 3.00 PETTY CASH
2 01-1010-00 3.00- PETTY CASH

IS THIS WHAT YOU WANT ? (NL/N): #

```

Figure 14-7. Auto-Reverse Journal Entry**14.1.5 Recurring Entry Maintenance**

Creates and maintains journal entries that occur repeatedly each fiscal period for a specific time period. This program saves you time and labor since you can enter recurring entries once and then update each period automatically by running Menu 14.1.16, Recurring Entry Update.

- a. Enter your operator initials.
- b. Enter the recurring Journal Entry number (up to six digits). If the number entered is not found on the recurring Journal Entry file, the program prompts

IS THIS A NEW ENTRY (N/<RTN>)?#

- c. For an existing Journal Entry, choose to delete it ('y***') or **Enter** to edit it.
- d. To edit type 'y' and select a line number to change the GL number or amount. Otherwise **Enter** to exit and enter the next Journal Entry number.
- e. Type '**end**' to exit.

```

RECURRING JOURNAL ENTRY INPUT
REC JE #: 001234
COMPANY NO. : 01
1-REFERENCE NO: 12
2-SOURCE : RJ CONTROL TOTAL : 0.00
3-DESCRIPTION : DEPRECIATION SCHEDULE
LN# ACCOUNT DEBITS CREDITS DESCRIPTION
4 01-1400-00 50.00 PREPAID INTEREST
5 01-1420-00 50.00- PREPAID FREIGHT

DO YOU WANT TO CHANGE SOMETHING? (Y/RTN):

```

Figure 14-8. Recurring Journal Entry

14.1.7 Expense Spread by Month

Input "actual" figures for display on the Balance Sheet and Income Statement for comparison against the budget entry in Menu 14.1.2.



The system does not check for out-of-balance entries, so use this with extreme caution.

- a. Enter your operator initials.
- b. Enter a company number. The months display, corresponding to your fiscal year defined in the company record.

ACTUAL ENTRY	22:11:41 06 May 1998

COMPANY NO: 01 JOHNSTONE SUPPLY	
PERIOD :	
GL NUMBER:	TOTAL:
0.OPEN :	
1. JAN	
2. FEB	
3. MAR	
4. APR	
5. MAY	
6. JUN	
7. JUL	
8. AUG	
9. SEP	
10. OCT	
11. NOV	
12. DEC	
	ENTER ACTUAL PERIOD: #
	1- THIS YEAR
	2- LAST YEAR
	3- NEXT YEAR

Figure 14-9. Expense Spread by Month

- c. Choose to report the period for the (1) current fiscal year, (2) the previous fiscal year, or (3) next year.
- d. Enter an existing GL number to delete or change.
- e. Enter opening balance actual for the year.
- f. Enter actual amount for each month (**Enter** to skip a month). The "TOTAL" field updates with each entry.
- g. To accept your entries press **Enter**; otherwise **n** and **Enter**, and then **Enter** again to make changes or **n** to input next GL number.
- h. For changes, the following prompt appears:

ENTER LINE # , 'S' FOR SEQUENTIAL CHANGE, OR RTN: ##

Type a line number to change its individual amount, of type 's' to sequentially change all the monthly amounts. **Enter** to finish, and then **Enter** again to accept your changes.

Once added, the actual entries appear on the financial statements throughout the year.

Use Menu 14.1.17, Expense Spread Proof List, to verify your actual entries.

```

ACTUAL ENTRY
*****
COMPANY NO: 01 JOHNSTONE SUPPLY

PERIOD : 3 NEXT YEAR
GL NUMBER: 01-1010-00      CASH - 1
                        TOTAL: 660,000.00
0.OPEN : 300,000.00
1. JAN      10,000.00
2. FEB      10,000.00
3. MAR      10,000.00
4. APR      10,000.00
5. MAY      10,000.00
6. JUN      15,000.00
7. JUL      10,000.00
8. AUG      200,000.00
9. SEP      20,000.00
10. OCT     20,000.00
11. NOV     15,000.00
12. DEC     30,000.00

ENTER LINE # , 'S' FOR SEQUENTIAL CHANGE, OR RTN: ##
    
```

Figure 14-10. Expense Spread by Month—sample

14.1.11 Opening Balance Listing

Prints a list of opening balances for one or all companies.

- a. **Enter** to proceed.
- b. Enter **'T'** to print for just one company, or **'A'** for all companies.
- c. Enter the company number if you chose "1."

```

26 Feb 1999 *** CHART OF ACCOUNTS OPENING BALANCES REPORT
01 Database Business Systems

GL NO      DESCRIPTION      THIS YEAR      NEXT YEAR
-----      -----      -----      -----
01-1000-00  test description      10,000.00      10,500.00
01-1010-00  PETTY CASH              4,838.51
01-1020-00                          130.00
01-1030-00  GENERAL CHECKING      150,250.00      225,000.00
01-1040-00  SAVINGS ACCOUNT
01-1050-00  MIA
01-1060-00  PAYROLL ACCOUNT      100,000,000.00  125,000,000.00
01-1110-00  ACCOUNTS RECEIVABLE
    
```

Figure 14-11. Chart of Accounts Opening Balance Report

14.1.12 Budget Entry Listing

Prints report of budget figures entered in Menu 14.1.2, Budget Entry.

- a. **Enter** to proceed.
- b. Enter **'T'** to print for just one company, or **'A'** for all companies.
- c. Choose to report the period for (**'1'**) the current fiscal year, (**'2'**) the current revised year, or (**'3'**) next year.
- d. Choose to sort by company and (**'1'**) GL number or (**'2'**) department.

26 Feb 1999 *** BUDGET REPORT --- THIS YEAR ***								
01 Database Business Systems								
ACCT. NO.	DESC	MNTH. 1	MNTH. 2	MNTH. 3	MNTH. 4	MNTH. 5	MNTH. 6	MNTH. 7
1000-00	test description							
1010-00	PETTY CASH	16667	16667	16667	16667	16667	16667	16667
1020-00		417	417	417	417	417	417	417
1030-00	GENERAL CHECKING	83	83	83	83	83	83	83
1040-00	SAVINGS ACCT	10101	10101	10101	10101	10101	10101	10101
1050-00	MIA							
1060-00	PAYROLL ACCT	41667	41667	41667	41667	41667	41667	41667

Figure 14-12. Budget Report

14.1.13 Journal Entries Listing

Prints a proof listing of open journal entries for review. You can also update the journal entries to the General Ledger Activity file.

- a. Select a printer destination.
- b. **Enter** to continue or **'end'** to abort this process.
- c. At the prompt, IS THIS A SELECTIVE RUN (Y/<RTN>/END), type **'y'** for more selection criteria prompts (company, fiscal period, sort sequence), or **Enter** to print all the journal entries.
- d. Enter **'I'** to print for just one company, or **'a'** for all companies.
- e. Enter the fiscal year and month (YYMM) for which to list the journal entries.
- f. Choose to sort the sequence of journal entries by (**'I'**) GL number or (**'2'**) reference number.



Note the following warning:

CAUTION! THIS WILL UPDATE AND CLEAR THE JOURNAL ENTRY FILE OF ALL ENTRIES ON PROOF LIST!!!

- g. To update the general ledger file immediately type **'y***'**; enter **'n'** to postpone the update.



Since this update is not reversible, it is important to verify the accuracy of the report before running the update.

The journal entries listed on the proof report (includes updated recurring entries) are updated to the general ledger in the period specified by the journal entries. They are also cleared from the Journal Entry file.

```

06 May 1998      *** JOURNAL ENTRY PROOF LISTING --- BY GENERAL LEDGER NUMBER ***      PAGE: 1
01 JOHNSTONE SUPPLY
MON REFER# JE# GEN.LED. NO. ACCOUNT DESCRIPTION SRC DATE JOURNAL ENTRY DESCRIPTION DEBITS CREDITS
-----
9803 01200 100843 01-1000-00 test description JE 03/25/98 *** GEN.LED.#TOTAL *** 6,000.00 0.00
-----
5,000.00- *** FISCAL MONTH TOTAL *** 6,000.00
-----
6,000.00- ***** COMPANY TOTAL ***** 6,000.00
    
```

Figure 14-13. Journal Entry Proof Listing

14.1.14 Auto-Reverse Entries Listing

Prints a proof report of open Auto-Reverse Journal entries for your review. You may also update the entries to the General Ledger Activity file.

- a. Enter a printer destination.
- b. **Enter** to continue the process.
- c. Type 'y' to selectively run specific journal entries; otherwise **Enter**.
- d. Choose to sort the sequence of journal entries by ('1') GL number or ('2') reference number.
- e. Choose to run the Auto-Reverse Journal Entry immediately ('y') or later ('n').

```

06 Jun 1999      *** AUTO-REVERSE JOURNAL ENTRY PROOF LISTING --- BY GENERAL LEDGER NUMBER ***      PAGE: 1
01 Test - Database Business
MON REFER# JE# GEN.LED. NO. ACCOUNT DESCRIPTION SRC DATE JOURNAL ENTRY DESCRIPTION DEBITS CREDITS
-----
9810 111 101037 01-1010-00 PETTY CASH JE 10/31/98 Operator error 0.00 3.00-
9810 111 101037 01-1010-00 PETTY CASH JE 10/31/98 Operator error 3.00 0.00
-----
*** GEN.LED.# TOTAL *** 3.00 3.00-
-----
3.00 3.00-
-----
***** COMPANY TOTAL ***** 3.00 3.00-
-----
3.00 3.00-
[405] 2 items listed out of 2 items.
    
```

Figure 14-14. Auto-Reverse Journal Entry Proof Listing

14.1.15 Recurring Entry Maintenance List

Prints report of recurring journal entries entered in Menu 14.1.5.

- **Enter** to proceed with the report, which prints immediately.

RECC.#	CO#	REFER.#	GEN.LED. NO.	ACCOUNT DESCRIPTION	SRC	JOURNAL ENTRY DESCRIPTION	DEBITS	CREDITS
000001	01	105694	01-1010-00	PETTY CASH	RJ		500.00	0.00
			01-6210-00	REPAIR & MAINTENANCE			0.00	500.00-
**** RECC. ENTRY TOTAL ****							500.00	500.00-
*** REFER. NUMBER TOTAL ***								500.00 500.00-
*** REFER. NUMBER TOTAL ***								1,500.00
***** COMPANY TOTAL *****								8,180.00

Figure 14-15. Recurring J/E Proof

14.1.16 Recurring Entry Update Listing

Run this program once each fiscal period to write and update the recurring journal entries to the current fiscal period's Journal Entry file.

- a. Select a printer destination.
- b. To run the update type 'y***' and **Enter**. To return to the menu type 'end' or **Enter**.
- c. Enter fiscal year and month (YYMM) to update the entries.
- d. Enter the date of this update or **Enter** for today's date. This is for reference only and has no effect on any period to which the entries post.

Note the warning:



***** WARNING *****
**IF YOU ARE OPERATING WITH MORE THAN ONE COMPANY AND
 YOUR COMPANIES ARE ON A DIFFERENT FISCAL BASIS
 YOU MUST RUN THIS UPDATE FOR ONE COMPANY AT A TIME**

- e. Enter a company number or 'a' for all.
- f. To update the General Ledger file type 'y***' but heed the warning **C A U T I O N ! THIS WILL UPDATE AND CLEAR THE JOURNAL ENTRY FILE OF ALL ENTRIES ON PROOF LIST!!!**

If you do not want to update and clear type 'n'.


```

12:29:45 06 Jun 1999      *** JOURNAL ENTRY PROOF LISTING --- BY REFERENCE NUMBER ***      PAGE: 1

01 Test - Database Business

MON  REFER#  JE#  GEN.LED. NO.  ACCOUNT DESCRIPTION  SRC  DATE  JOURNAL ENTRY DESCRIPTION  DEBITS  CREDITS
-----
9912  01      101038  01-1400-00    PREPAID INTEREST      RJ
9912  105694  101039  01-1010-00    PETTY CASH              RJ 06/06/99  000001          500.00    0.00
9912  105694  101039  01-6210-00    REPAIR & MAINTENANCE  RJ 06/06/99  000 001          0.00    500.00-

-----
*** REFER NUMBER TOTAL ***                                500.00    500.00-

9912  12      101040  01-1400-00    PREPAID INTEREST      RJ 06/06/99  DEPRECIATION SCHEDULE 001234  50.00    0.00
9912  12      101040  01-1420-00    PREPAID FREIGHT       RJ 06/06/99  DEPRECIATION SCHEDULE 001234  0.00    50.00-

-----
*** REFER NUMBER TOTAL ***                                50.00    50.00-
    
```

Figure 14-16. Journal Entry Proof Listing

14.1.17 Expense Spread by Month Listing

Prints report of expenses—rounded to the nearest whole dollar—for each month.

- a. **Enter** to continue.
- b. Enter **'I'** to print for just one company, or **'a'** for all companies. Enter the company number if you chose just one.
- c. Choose to report the period for the (**'I'**) current fiscal year, (**'2'**) the previous fiscal year, or (**'3'**) next year.
- d. Choose a sort sequence by company and by GL number (**'I'**) or department (**'2'**).

```

06 Jun 1999      *** ACTUALS REPORT --- THIS YEAR ***      PAGE: 1

01 Test - Database Business
ACCOUNT# & DESCRIPTION  ACT.TOT Mnth. 1 Mnth. 2 Mth. 3 Mth. 4 Mth. 5 Mth. 6 Mth. 7 Mth. 8 Mnth. 9 Mnth. 10 Mnth. 11 Mnth. 12
-----
01-1300-00 INVENTORY
01-1393-00 MISC. (FRT.,UPS,BRKDOWN)
01-1399-00 INVENTORY - UNICAP
01-1400-00 PREPAID INTEREST          571          100          425          2          21
01-1400-01 PREPAID INTEREST
01-1410-00 PREPAID INSURANCE
01-2010-00 ACCOUNTS PAYABLE          -225          -225
01-2030-00 SALES TAX PAYABLE
    
```

Figure 14-17. Actuals Report

14.2 Monthly Reports

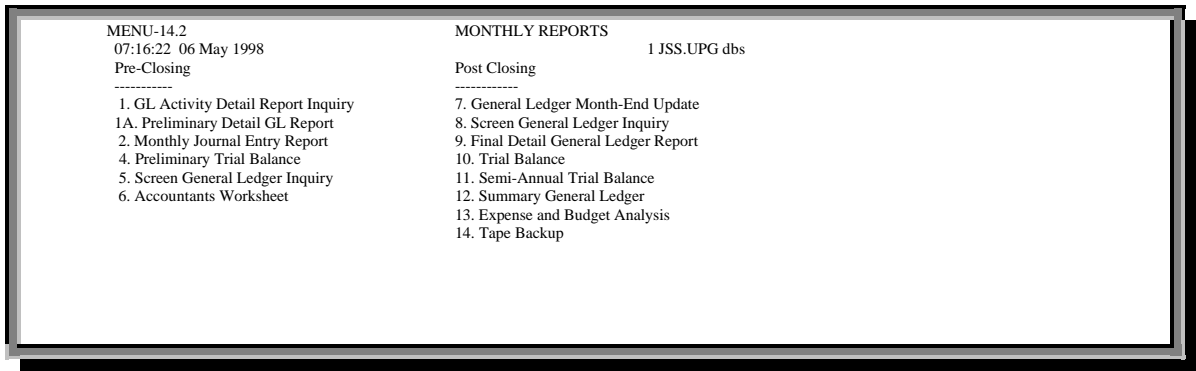


Figure 14-18. Monthly Reports menu

14.2.1 GL Activity Detail Report Inquiry

Prints detailed report by Journal (for example, Sales Journal or Journal Entries) of the activity for each General Ledger number for a specific open period. This report does not show account balances.

- a. Select a printer destination.
- b. **Enter** to proceed with the process.
- c. Type the fiscal year and month (YYMM) to report.
- d. Enter a company number or 'a' for all.

GEN.LED #	ACCOUNT DESCRIPTION	ENTRY DESCRIPTION	DATE	REFER.#	J.E.#	SRC YR/MN	DEBITS	CREDITS
08 May 1998 *** GENERAL LEDGER DETAIL REPORT INQUIRY *** PAGE: 1								
01 JOHNSTONE SUPPLY FISCAL MONTH - 1 2 / 97								
01-1400-00	PREPAID INTEREST	654321	03/04/98	01	100984	RJ 9712	0.00	20.00-
01-1400-00	PREPAID INTEREST	DEPRECIATION SCHEDULE 001234	03/04/98	12	100988	RJ 9712	50.00	0.00
01-1400-00	PREPAID INTEREST	TEST OF RECURRING ENTRIES 12365	03/04/98	123654	100989	RJ 9712	50.00	0.00
*** GEN.LED # SUB-TOTAL ***							100.00	20.00-
01-1420-00	PREPAID FREIGHT	DEPRECIATION SCHEDULE 001234	03/04/98	12	100988	RJ 9712	0.00	50.00-
*** GEN.LED # SUB-TOTAL ***							0.00	50.00-
01-1500-00	F/A FURNITURE & FIXTU	654321	03/04/98	01	100984	RJ 9712	20.00	0.00

Figure 14-19. General Ledger Detail Report sample

14.2.1A Preliminary Detail GL Report

Prints a preliminary detailed General Ledger report, including opening and closing balances for each account.

- a. Enter a company number or **Enter** for all.
- b. Enter current general ledger period (YYMM).
- c. Enter a GL number or **Enter** for all.

```

12:39:45 06 Jun 1999  MONTH END  DETAIL GENERAL LEDGER  PAGE: 1
PRELIMINARY

01 Test - Database Business

GEN.LED. NO.  DESCRIPTION  TNX DATE REFNUM SRC  DEBITS  CREDITS  BALANCE
-----
01-1030-00  GENERAL CHECKING  12/01/99  OPEN  225,000.00
ACCOUNT # 01-1030-00  TOTAL:  225,000.00  0.00  0.00  225,000.00
01-1060-00  PAYROLL ACCOUNT  12/01/99  OPEN  125,000,000.00
ACCOUNT # 01-1060-00  TOTAL: 125,000,000.00  0.00  0.00  125,000,000.00
01-1120-00  ACCOUNTS RECEIVABLE OTHER 12/01/99  OPEN  0.00
ACCOUNT # 01-1120-00  TOTAL:  0.00  0.00  0.00  0.00
01-1121-00  ACCOUNTS RECEIVABLE SBC  12/01/99  OPEN  0.00
ACCOUNT # 01-1121-00  TOTAL:  0.00  0.00  0.00  0.00
01-1122-00  ACCOUNTS RECEIVABLE JS-MS  12/01/99  OPEN  0.00
    
```

Figure 14-20. Preliminary Detail GL Report

14.2.2 Monthly Journal Entry Report

Prints report of journal entries entered during the current fiscal period.

- a. **Enter** to continue.
- b. Enter fiscal year and moth (YYMM).
- c. Enter a company number or **Enter** for all.
- d. Choose a sort sequence:

- 1-BY JOURNAL ENTRY NUMBER
- 2-BY GENERAL LEDGER NUMBER
- 3-PRINT REPORTS '1' AND '2'

14.2.4 Preliminary Trial Balance

Prints report of preliminary Trial Balance.

- a. Select a printer.
- b. Select a period for the Trial Balance (YYMM).
- c. For a separate report for each store type 'y'; otherwise 'n.'

```

13:13:23 09 May 1998  PRELIMINARY TRIAL BALANCE  PAGE 1
JOHNSTONE SUPPLY  FOR PERIOD 9712

CO# GL#..... ACCOUNT DESCRIPTION..... BALANCE FWD... DEBITS... CREDITS... CURRENT BALANCE.

01 01-1010-00  CASH - 1  29.00  0.00  29.00
01 01-1020-00  CASH - 2  185,000.00  0.00  185,000.00

***  185,029.00  0.00  0.00  185,029.00
    185,029.00  0.00  0.00  185,029.00

[405] 2 items listed out of 183 items.
    
```

Figure 14-21. Preliminary Trial Balance--by period

14.2.5 Screen General Ledger Inquiry

Prints the Trial Balance to the screen.

- Enter a four-digit account number or **Enter** for all.

ACCT#	GL#.....	BALANCE FWD...	DEBITS...	CREDITS...	BALANCE
0000	01-0000-00				0.00
0000	02-0000-00				0.00
0000	04-0000-00				0.00
0000	99-0000-00				0.00
***		0.00	0.00	0.00	0.00
1000	01-1000-00	-5,000.00			-5,000.00
1000	02-1000-00				0.00
1000	04-1000-00				0.00
1000	99-1000-00				0.00
***		-5,000.00	0.00	0.00	-5,000.00
1010	01-1010-00	64,077.93			64,077.93
1010	02-1010-00				0.00
1010	03-1010-00				0.00
1010	04-1010-00				0.00
***		64,077.93	0.00	0.00	64,077.93

Figure 14-22. Preliminary Trial Balance--by account

14.2.6 Accountant's Worksheet

Prints a report of account balances. Allows entry of comments.

- a. **Enter** to continue.
- b. Enter date of this run (MM/DD/YY).
- c. Enter fiscal year and month (YYMM).
- d. Enter company number or 'a' for all.

14.2.7 General Ledger Month-End Update

Rolls the General Ledger Accounts (GLA) file contents into the CA file, and saves the detail of the GLA file into the GLA.HIST file. This allows you to run a summary activity for any account.

- a. Enter the GL password to continue.
- b. Enter date of this run (MM/DD/YY).
- c. Enter fiscal period (YYMM).
- d. The GL tape backup must be run before you run Month-End. At the prompt, HAS THE GENERAL LEDGER TAPE BACKUP BEEN RUN (Y/N/'END'), type 'n' and then **Enter** to initiate tape backup.
- e. Type 'y' to update the header records.
- f. **Enter** when complete.

14.2.8 Screen General Ledger Inquiry (post-closing)

Prints to screen the GL inquiry after the fiscal month has closed.

- Enter** to continue.
- Enter a company number or **Enter** for all.
- Enter the fiscal period (YYMM).
- To print to a printer type 'y' or else 'n.'

		OPENING BAL	CURRENT MO	CLOSING BAL
		01-1		
123-00	ACCOUNTS RECEIVABLE	0.00		0.00
01-1124-00	ACCOUNTS RECEIVABLE	0.00		0.00
01-1125-00	ACCOUNTS RECEIVABLE	0.00		0.00
01-1140-00	NOTES RECEIVABLE	0.00		0.00
01-1160-00	ALLOW. FOR DOUBTFUL	0.00		0.00
01-1170-00	INTEREST RECEIVABLE	0.00		0.00
01-1185-00	WARRANTY RECEIVABLE	0.00		0.00
	GROUP TOTALS		0.00 0.00	0.00
01-1200-00	INVENTORY		1117.99	1117.99
01-1210-00	END	0.00		0.00
01-1240-00	RETURNED CHECKS	0.00		0.00
01-1250-00	WARRANTIES RECEIVABL	0.00		0.00
	GROUP TOTALS	1117.99	0.00	1117.99
01-1300-00	INVENTORY		0.00	0.00
01-1393-00	MISC. (FRT.,UPS,BRKD	0.00		0.00
01-1399-00	INVENTORY - UNICAP	0.00		0.00

Figure 14-23. General Ledger Inquiry

14.2.9 Final Detail General Ledger Report

This program is similar to Menu 14.2.1A, Preliminary Detail GL Report, except that you run this report *after* the month has closed.

- Select a printer.
- Enter** to continue with the process.
- Enter the date of this run (YY/MM/DD).
- Enter a company number or **Enter** for all.
- Answer the next prompt carefully:

DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!
 C A U T I O N !!! A YES ANSWER WILL CLEAR THE REPORT FILE!!
 ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER?
 Y/N)

14.2.10 Trial Balance

Prints report of each account separated by Balance Sheet and P&L accounts.

- Select a printer destination.
- Enter** to continue with the process.
- Enter the date of this run (MM/DD/YY).
- Enter the fiscal year and month (YYMM) to report.
- Enter a company number or **Enter** for all.



Any errors encountered during the process will display in a separate report.

14.2.11 Semi-Annual Trial Balance

Prints report of total Debits and Credits by month and by account.

- a. **Enter** to continue.
- b. Choose to report on one ('I') company or all ('a');
- c. Enter the company number if your chose "1" in the previous step.
- d. Enter the fiscal year (YY) to report.
- e. Report on the first ('I') half of the year or the second ('2').
- f. Enter the date of this report (MM/DD/YY).

SEMI-ANNUAL TRIAL BALANCE - THIS YEAR		02/26/98 13:00		FISCAL YEAR 98			
CO#: 01 Database Business Systems							
CREDITS!		! MONTH 9801	! MONTH 9802	!GL	DESCRIPTION	! DEBITS CREDITS!	DEBITS
		!-----!	!-----!	!		!	!
01-1000-00	test description	! 10000	! 10000	!	10000	!	10000
01-1010-00	PETTY CASH	! 4839	! 4839	!	4839	!	4839
01-1020-00		! 130	! 130	!	130	!	130
01-1030-00	GENERAL CHECKING	! 150250	! 150250	!	150250	!	150250
01-1040-00	SAVINGS ACCOUNT	!	!	!		!	
01-1050-00	MIA	!	!	!		!	
01-1060-00	PAYROLL ACCOUNT	!0000000	!0000000	!	0000000	!	0000000

Figure 14-24. Semi-Annual Trial Balance

14.2.12 Summary General Ledger

Runs a summary of Debits and Credits by account with beginning and ending balances.

- a. **Enter** to continue.
- b. Enter the date of the run (mm/dd/yy).
- c. Type the fiscal year and month to report.
- d. Enter a company number or **Enter** for all.
- e. **Enter** when report is finished.

14.2.13 Expense and Budget Analysis

Prints report comparing the budget amount to the actual amount of the period just closed, including year-to-date.

- a. **Enter** to continue.
- b. Enter a company number or **Enter** for all.
- c. Type the fiscal year and month.
- d. Choose a sort sequence:
 - 1. BY COMPANY BY GEN. LED. NO.
 - 2. BY COMPANY BY DEPT. BY GEN. LED. NO.

14.2.14 Tape Backup

This is the general ledger backup tape writer. Run it before the General Ledger Month-End. The following files are saved to tape: CADF, CA, GLA, GLA.HIST, and GL.INQ.XREF.

- a. **Enter** to continue.
- b. Mount the backup tape and **Enter**.

14.3 Financial Reports

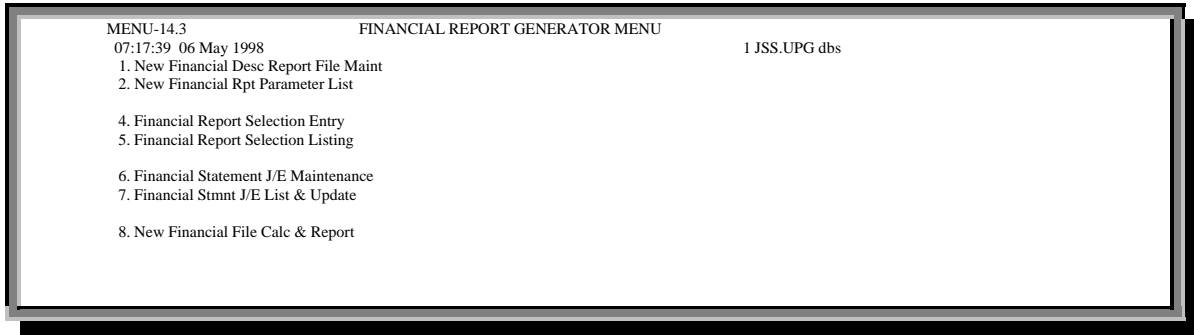


Figure 14-25. Financial Reports menu

14.3.1 New Financial Desc Report File Maintenance

Formats the appearance of the Balance Sheet, the P&L Statement, and any Schedule.

- a. Enter your operator initials
- b. Enter report number. Report # 1 is the Balance Sheet and Report # 2 is the P&L Statement. To set up other schedules, or reports, assign another number or letter.
- c. Enter a line number between 1 and 999. Financial reports print in the order of line numbers. It is better to skip some in case you need to insert a line number later within the report.

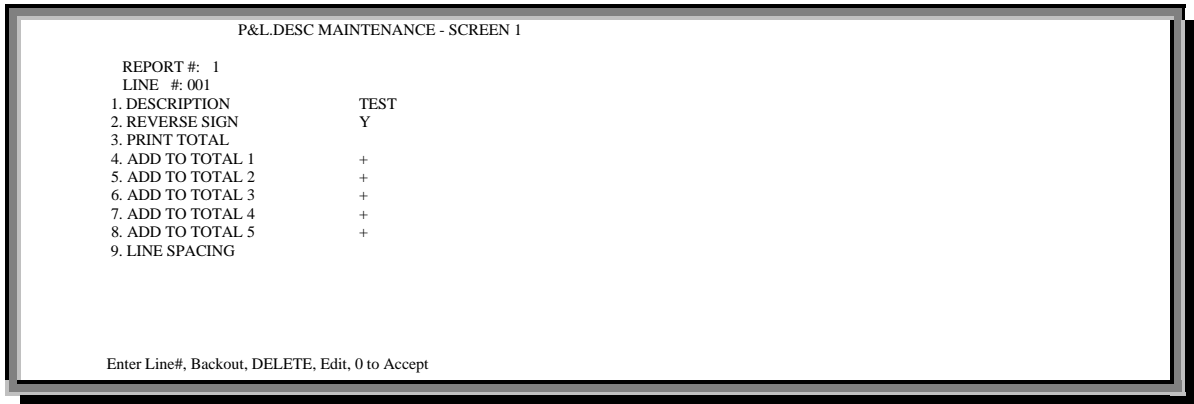


Figure 14-26. P&L Description Maintenance

- d. Edit the fields (use Line# or 'E'dit):
 - 1.DESCRPTION** Enter a description to format the report. For example, use spaces to horizontally line the categories. This information displays in the Financial report.
 - 2.REVERSE SIGN** Enter 'y' to reverse the sign when the total prints; this does not effect the value included (only the display changes)
 - 3.PRINT TOTAL** Select from 1-5; leave it blank to omit totals

4-8.ADD TO TOTAL X Enter '+' to add to total X; leave it blank to omit this total

9.LINE SPACING Enter the number of lines to skip prior to printing this line.

Blank Leaving it blank assumes the default "1".

"0" Adds figures into the totals, but does not print this line.

"9" Indicates a page break.

- e. Type '0' to accept to proceed to Account Number Maintenance screen.

P&L ACCOUNT NUMBER MAINTENANCE - SCREEN 1			
REPORT #:	1		
LINE #:	001		
	ACCOUNT NUMBERS	ACCOUNT NUMBERS	ACCOUNT NUMBERS
1.	17.		33.
2.	18.		34.
3.	19.		35.
4.	20.		36.
5.	21.		37.
6.	22.		38.
7.	23.		39.
8.	24.		40.
9.	25.		41.
10.	26.		42.
11.	27.		43.
12.	28.		44.
13.	29.		45.
14.	30.		46.
15.	31.		47.
16.	32.		48.

Enter Line#, Backout, DELETE, Edit, 0 to Accept, More

Figure 14-27. P&L Account Number Maintenance

- f. Enter or edit the account numbers that you want to total and display on in this report.
- g. Type '0' to accept again to return to the previous screen for the next report number.
- h. Type '*end*' to exit.

14.3.2 New Financial Report Parameter List

Prints report of how the financial statement are set up in Menu 14.3.1. Use that menu also to change any information within the report.

- a. Select a printer.
- b. Enter a report number to print or **Enter** for all. A report number may be "1" for the Balance sheet, "2" for the P&L Statement, or any other number (or letter) derived from a schedule that you may have created.


```

PAGE 1          ***** FINANCIAL REPORT FILE PARAMETER LISTING ***** DATE 06:55:14 11 May 1998

RPT#  LINE#  DESCRIPTION..... REVERSE TOT.CLR  TOT1 TOT2 TOT3 TOT4 TOT5  SPC GL ACCOUNTS

1      010      ASSETS                      2
1      020      Current Assets
1      030      Cash on Hand
1      010      ASSETS                      2      +      +      +      +      +      01
1      020      Current Assets
1      030      Cash on Hand                  +      +      +      +      +      01-103-00
1      040      Cash in Bank - General        +      +      +      +      +      01-104-00
1      050      Cash in Bank - Money Mkt      +      +      +      +      +      01-105-00
1      100      Accounts Receivable           +      +      +      +      +      01-111-00
1      120      Patronage Dividend Rcvbl      +      +      +      +      +      01-116-00
1      140      Employee Advances             +      +      +      +      +      01-125-00
    
```

Figure 14-28. Financial Report Parameter List sample

14.3.4 Financial Report Selection Entry

Report currently not in use.

14.3.5 Financial Report Selection Listing

Report currently not in use.

14.3.6 Financial Statement Journal Entries Maintenance

Maintains Journal Entries (J/E) that show on the Financial Statements. These entries do not affect the actual General Ledger balances.

- a. Enter your operator initials. The following screen displays:

```

                FINANCIAL STATEMENT JOURNAL ENTRY INPUT
                FIN JE #:
COMPANY NO.    :
1-REFERENCE NO :
2-SOURCE      :                CONTROL TOTAL :    $0.00
FLG (M,Y,")   :
3-DESCRIPTION  :

LN#   ACCOUNT      DEBITS   CREDITS   DESCRIPTION

ENTER FINANCIAL STAT. JOURNAL ENTRY NO. OR "END": #####
    
```

Figure 14-29. Financial Statement Journal Entry Maintenance

- b. Type your financial status Journal Entry number. Confirm your entry.
- c. Enter a company number.
- d. Enter your reference number.

- e. Type a source code. **Enter** defaults to "JE."
- f. Enter a flag: '*m*' indicates this Journal Entry affects only the current period, or month; '*y*' affects only the year-to-date figures; '*0*' affects both monthly and yearly totals.
- g. Type a description of Journal Entry.
- h. Enter the GL account number.
- i. Enter debit or credit amount and **Enter**.
- j. Type next GL number or '*end*'.
- k. If it is an existing number, type '*y****' to delete entry, otherwise **Enter** to continue or to confirm your entry.



Note that the batch must equal zero before you can exit the program.

- l. To edit type '*y*', otherwise **Enter**
- m. Enter next Journal Entry number or '*end*'.

14.3.7 Financial Statement Journal Entries List and Update

Prints report of journal entries entered in Menu 14.3.6 and updates them to the Financial Report file.

- a. **Enter** to proceed.
- b. Type '*y****' to update at the next prompt, but read the warning:

```

***** FINANCIAL STATEMENT JOURNAL ENTRY UPDATE *****
CAUTION ! THIS WILL CLEAR FINANCIAL FIELDS IN CHART OF
ACCOUNTS FILE AND THEN UPDATE NEW AMOUNTS FROM FINANCIAL
STATEMENT J/E FILE DO YOU WANT TO RUN THE FINANCIAL
STATEMENT J/E UPDATE ? (Y/N)

```

14.3.8 New Financial File Calculation and Report

Prints the financial statements.

- a. Select a printer destination.
- b. Type a report number or **Enter** for both "1" and "2."
- c. Enter a company number, '*c*' for consolidated report, or **Enter** for all companies.

20:17:07 12 May 1998 LIST OF ACCOUNTS NOT ON FINANCIAL STATEMENTS
PAGE 1

GL ACCOUNT	DESCRIPTION	CURRENT MONTH DEBITS	CREDITS
01-2510-00	NOTE PAYABLE - 2		
01-6500-00	SALARIES		
01-1250-00	WARRANTY RECEIVABLE		
01-6920-00	SERVICE CHARGE INCOME		
02-6250-00	INTEREST - STOCKHOLDERS		
02-1840-00	PATRONAGE DIVIDENDS RECEI		
02-6040-00	AUTO & TRUCK EXPENSE		
01-2600-00	CLEARING - A/R A/P		
01-6800-00	FEDERAL INCOME TAX		
01-3020-00	RETAINED EARNINGS		
02-6130-00	CREDIT CARD COSTS		
02-1510-00	LEASEHOLD IMPROVEMENTS		
02-6550-00	INSURANCE - PERSONNEL		
02-6025-00	CONVENTIONS & TRADESHOWS		
01-1850-00	NOTES RECEIVABLE - 1		
01-6680-00	OFFICE SUPPLIES		
	ACCM DEPREC MACH & EQPT		

Figure 14-30. List of Accounts Not on Financial Statements (report sample)

20:17:15 12 May 1998 INCOME STATEMENT PAGE 1

SALT LAKE CITY
FOR CALENDAR PERIOD: Dec 1997
FISCAL 9712
.....CURRENT PERIOD.....
.....YEAR-TO-DATE.....

LIABILITIES

SHAREHOLDER'S EQUITY

Common Stock		
Paid in Capital		
Retained Earnings		
Current Profit/Loss	-185,029.00	
	-----	-----
Total Shareholders Equity	-185,029.00	
	-----	-----
Total Liab and SH Equity	-185,029.00	

Figure 14-31. Income Statement sample report (all companies)

14.4 Year-End Reports

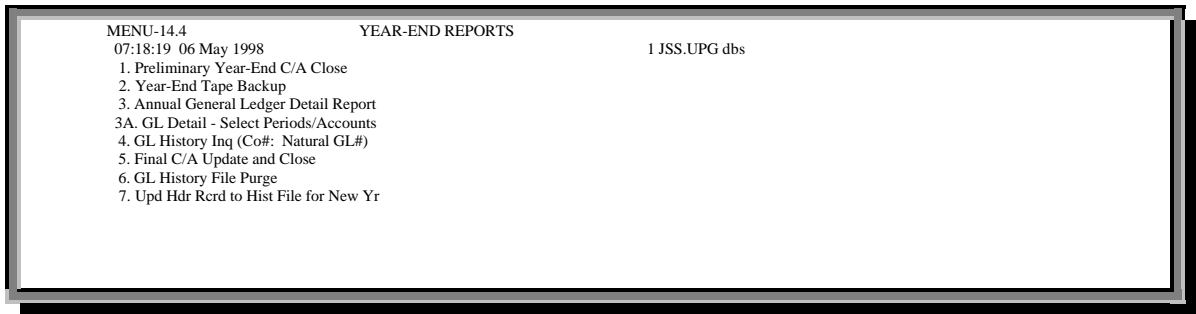


Figure 14-32. Year-End Reports menu

14.4.1 Preliminary Year-End Chart of Accounts Close

Computes the beginning balances for the following year, but does not move the amounts from "next year open balance" into the current year opening balance field. You can add final entries for the old year without delaying entries for the new year. However, you must completely finish year-end before running the first Month-End of the new year. As long as you have not closed out the year completely, you may make year-end adjustments as needed.

- a. **Enter** to proceed.
- b. Type 'y' to run the program, but read the warning:

CAUTION !!!

THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A
NEW FISCAL YEAR !

CHART OF ACCOUNTS FISCAL YEAR-END UPDATE
ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ? (Y/N)

If you do not need to make any year-end adjustments you may
continue on.

14.4.2 Year-End Tape Backup

This is the year-end tape backup process. It dumps the following files to tape: CA, CADF, GLA, GLA.HIST, GL.INQ.XREF.

- **Enter** to proceed with the backup, but read the warning first:

THIS IS THE GENERAL LEDGER BACKUP TAPE WRITER
IT SHOULD BE RUN BEFORE YOU UPDATE ANY FILES
TO THE GENERAL LEDGER!

Type '*end*' to exit without backup.

14.4.3 Annual General Ledger Detail Report

This report is a cumulative General Ledger detailed printout of a specific fiscal period. Therefore, at any time, you can obtain a report of open balances and all detailed activity for a specific period. Print this report

before the final year-end processing because the file it uses—GLA.HIST—clears from Menu 14.4.6.

- a. **Enter** to proceed.
- b. Type the date of the opening balance line (MM/DD/YY)—use the first date of the old fiscal period.
- c. Enter a company number or 'a' for all.
- d. Enter the last fiscal year and month (YYMM) to be on the report.
- e. Choose a sort sequence:
 - 1.BY COMPANY BY GL NO. (company and GL number)
 - 2.BY COMPANY BY DEPT BY GL NO. (company, department, and GL number)

20:30:47 12 May 1998 ***** CUMULATIVE GENERAL LEDGER DETAIL REPORT --- BY GENERAL LEDGER NO ***** PAGE: 1								
01 JOHNSTONE SUPPLY								
GEN.LED. NO.	DESCRIPTION	TNX DATE	REF NUM	SRC	DEBITS	CREDITS	BALANCE	F.MON
01-1010-00	PETTY CASH	06/01/97	OPEN				4,838.51	
	ACCOUNT # 01-1010-00	TOTAL:	4,838.51	0.00	0.00		4,838.51	
02-1010-00	DESCRIPTION NOT ON FILE	06/01/97	OPEN					
	transfer cash to co# 02	03/25/98	01200	JE	1,000.00		1,000.00	9803
	ACCOUNT # 02-1010-00	TOTAL:	0.00		1,000.00	0.00	1,000.00	

Figure 14-33. Cumulative GL Detail Report sample (by GL number)

14.4.3A GL Detail – Select Periods/Account

Prints report of year-to-date activities for selected periods and account numbers.

- a. **Enter** to proceed.
- b. Enter the date of this run.
- c. Type the company number or 'a' for all.
- d. Enter the beginning fiscal period (YYMM).
- e. Type the ending fiscal period.
- f. Enter a list of accounts (separate multiple with ';') or **Enter** for all.
- g. Choose a sort option: *1*) by account or *2*) by company number
- h. Enter the date of input. The headers are updated immediately.

14.4.4 GL History Inquiry

Not truly part of Year-End Close, this is mainly for inquiry purposes throughout the year. Because this inquiry uses the GLA.HIST file—the same as Menu 14.4.3—it is not available after the year-end closeout.

- a. **Enter** to proceed.
- b. Type the company number (XX) or general ledger number (XX-XXXX).
- c. Enter the last fiscal year and month (YYMM) to print on the report

- d. Choose to print the information to a printer (*p*) or to the screen (*s*).

14.4.5 Final Chart of Accounts Update and Close

Final Chart of Accounts Update and Close executes the following:

1. Computes the opening balances for the new year: all the income and expense accounts roll into the retained earnings account that is in the company record. The data moves from "this year actual" and "this year budget" into "last year" fields.
2. Moves the data "next year actual" and "next year budget" to "this year" fields.
3. Updates the company record's "last year closed" items.
4. Updates the year-end vendor purchase history.

- a. **Enter** to proceed.
- b. To run the program type 'y,' but read the warning first:

```

CAUTION !!!
THIS PROGRAM SHOULD NOT BE RUN UNTIL THE MONTH-END
TAPE BACKUP HAS AND CUMULATIVE GENERAL LEDGER DETAIL
REPORTS HAVE BEEN RUN!!!
THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR
A NEW FISCAL YEAR !
CHART OF ACCOUNTS FISCAL YEAR-END UPDATE
ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ? (Y/N)

```

- c. Enter the company number (XX). Any missing "core" accounts display an error. Should this occur, add the missing account to the CADF file (Menu 12.4.3) and rerun this process.

14.4.6 GL History File Purge

Purges the GLA.HIST file.

- a. **Enter** to proceed.
- b. Enter a company number or '*a*' for all.
- c. Type the fiscal year (YY) to purge, or close.



Caution: No warning is given when you proceed with this process. The routines accessing the file GLA.HIST (Menus 14.4.3 and 14.4.4) will no longer be available for the year purged.

14.4.7 Update Header Record to History File for New Year

Updates header records to the history file for the new year.

- a. **Enter** to proceed.
- b. Type the company number or '*a*' for all.
- c. Enter the date for the opening balance line of the current year (mm/dd/yy). This date is for report headings and should be the calendar date beginning the new fiscal year.

20:17:11 12 May 1998	BALANCE SHEET	
PAGE 1	SALT LAKE CITY	
	FOR CALENDAR PERIOD: Dec 1997	
	FISCAL 9712	
	CURRENT	LAST YEAR
TEST		
SHAREHOLDER'S EQUITY		
Common Stock		
Paid in Capital		
Retained Earnings		
Current Profit/Loss		-185,029.00
Total Shareholders Equity		-185,029.00
Total Liab and SH Equity		-185,029.00

Figure 14-34. Balance Sheet sample report

14.5 Company File Dates

Prints a list of the current status of company dates. Use this report to find which period you are currently in for payables or General Ledger processing.

- One step: **Enter** to proceed with the report.

PAGE 1	*****	STATUS OF COMPANY DATES	*****	20:36:48	12 May 1998			
COMPANY... CNAME.....	FM	LST.YR.	GL LST.MO.GL	CURR.MO.AR	LST.MO.AR	CURR.MO.AP	LST.MO.AP	CURR.MO.FA
01 JOHNSTONE SUPPLY		1	97 9804	9803	9802	9803	9802	
02 JOHNSTONE - STORE 02		1	97 9804	9803	9802	9802	9801	8812
03 DATABASE BUSINESS SYSTEMS		1	97 9804	9803	9802	9802	9801	
04 TEST WAREHOUSE	01		97 9804	9803	9802	9802	9801	
[405] 4 items listed out of 4 items.								

Figure 14-35. Status of Company Dates report sample

14.6 Bank Balance Update and Report

Report provides bank balance by date but without detail. As a result, it is nearly impossible to reconcile. A better report with the same information and with detail is Menu 13.2.8, Bank Activity Report.

- Enter** to proceed.
- Type the as-of-date by (MM/DD/YY). The report sorts immediately.

BANK REPORT AS OF 01/15/98 05/12/98 PAGE: 1									
CO	COMPANY NAME	BANK	BANK NAME	PERIOD	OPENING BAL	DEPOSITS	DISBURSEMENTS	BANK BALANCE	
01	JOHNSTONE SUPPLY	001	WELLS FARGO	9804 CUR	4,838.51	11,233,056.46	109,664.62	11,128,230.35	
			FUT						
	8,859.5	838.51	11,233,056.46					109,664.62 11,128,230.35	
			FUT						
	8,859.58	38,459.80	11,098,630.13						
01	JOHNSTONE SUPPLY	002	WELLS FARGO (SAVING)	9804 CUR	130.00	2,465.69	20.00	2,575.69	
			FUT						
	0.03-		2,575.66						
01	JOHNSTONE SUPPLY	003	THIS BANK	9804 CUR	0.00	15,823,813.30		15,823,813.30	
			FUT						
	500.00-		15,823,313.30						
**	TOTAL FOR COMPANY: 01								
			FUT						
	8,359.55	38,459.80	26,924,519.09	CUR	4,968.51	27,059,335.45	109,684.62	26,954,619.34	

Figure 14-36. Bank Report sample

Appendix A**Screen Column Headings**

Name	Meaning
ACT.TOT	Account total
CNAME	Company name
CO#	Company number
CURR.MO	Current month
JE#	Journal Entry number
LST.MO	Last month
LST.YR	Last year
MNTH	Month
MON, YR/MN, F.MON	Fiscal year and month
RECC#	Recurring number
REFER#	Reference number
RPT#	Report number
SRC	Source
TNX DATE	Transaction date
TOT	Total

Appendix B

GL Periodic Processing

Daily

The following may be done on a daily basis or any other time, as long as it is done before Month-End:

1. Journal Entry Proof List, with update (Menu 14.1.13)
2. Reverse Entries Proof List, with update (Menu 14.1.14)
3. Recurring Entries Update (Menu 14.1.16)

Month-End

Month-End pre-closing:

1. Complete the Daily updates (above)
2. Run the Detail GL Activity Listing (Menu 14.2.1a)
3. Print Monthly Journal Entry Report (Menu 14.2.2)
4. Run the Preliminary Trial Balance and update (Menu 14.2.4)
5. Menu 14.3.8 (optional)

For corrections to General Ledger, use Journal Entries (Menu 14.3.1). Then run the Journal Entry Proof List with update (Menu 14.1.13). You may also print the Preliminary Trial Balance (Menu 14.2.4) before running new Financial reports (Menu 14.3.8) to reflect the changes made.

Month-End closing:

1. Do the post closing tape back up (menu 14.2.14)
2. GL Month-End update, closing (menu 14.2.7)

Year-End

Complete your final Month-End and run all Month-End Reports (see above). Run the Year-End menu options in sequential order using Menu 14.4:

1. Preliminary Year-End C/A close (Menu 14.4.1)

Both old and new years are open simultaneously. Final entries for both the old and new year can still be made. However, you *must* completely finish the Year-End (follow steps 2 through 7 below) *before* running the 1st Month-End of the new year. Remember that year-end adjustments can be made as long as these steps are not completed. Year-End procedures:

- a. Make your Year-End adjusting entries. Be sure to specify the correct period (the last month of the year you have not yet completely closed).
- b. Run the Journal Entry Proof List (Menu 14.1.13) with update.
- c. Run the GL Month-End for the last month of the year again, just like in Month-End Processing above.

- d. Run the Preliminary Year End C/A close (Menu 14.4.1).



Do steps 2 through 7 only after *all* entries and adjustments for the year have been made. After you run these steps, your accountant will no longer be able to make any more year-end entries.

2. Year End take Backup (menu 14.4.2)
3. Annual GL Detail Report (menu 14.4.3)
4. GL History Inquiry (CO#:NATURAL GL#) This is an inquiry only (menu 14.4.4)
5. Final C/A Update and Close (menu 14.4.5)
6. GL History File Purge (menu 14.4.6)
7. Update Header Records to History File for New Year (menu 14.4.7)

Appendix C

Reconciling GL to Reports

When the account does not balance, follow these steps:

1. Be sure the beginning balances reconcile to the previous month's ending balance.
2. Review the GL Detail report (Menus 14.2.1 or 14.2.1A). Check for any unusual amounts of GL sources that may impact that account.

Specific GL Accounts

Inventory

Use the Inventory Value by Prefix report (from Month-End reports).

- The most frequent problem with the inventory is that items are received in one month, but the A/P voucher is not entered until the following month. In that case, the GL will be lower than the Inventory Value by Prefix report. **Solution:** Don't close out the A/P until all the invoices for the month have been vouchered, or at least make note of the amount received that had not been vouchered.
- To reconcile the amount received to the amount posted through A/P, add up the daily receipt reports. That total should match what was vouchered to inventory for the month.
- Reconcile the cost amount from the Invoice & Credit Memo Register from Month End to the GL amount with a source of 'SJ'.
- Review the Control Totals Report, looking for unusually high or unusually low GP%. If these are found, then go to that day's Invoice & Credit Memo Register and check the GP for each invoice.

Core Costs and Charges

Core Costs and Charges may distort financial statements unless these costs and charges are properly recorded in General Ledger.

File Maintenance (Menu 12.3.2.2, PROD.MAST):

- Line 11 for core charges; this is the add-on to the customer for the core.
- Line 12 for core costs; this is the add-on for purchasing.

Price/Cost Transmission from Corporate (Menu 32.1):

Three parts from Corporate have a "returnable" cylinder: B92-036, B92-039, and B92-045. All other B92's have no return value. The exception is Vendor O559 (A-1 Compressor, Inc) in which the invoiced and transmitted costs include the core cost. **During the file update, calculations do not include the core costs.**

Purchasing (Menu 7.1):

When creating a Purchase Order (PO), the price on the PO is the transmitted cost (branch or direct) plus the amount in the Core Cost field (Line 12). The PO total calculates separately the merchandise total, the core total, and the grand total.

Receiving (Menu 7.3):

When receiving a PO through PO Receipts, the core cost is subtracted from the PO cost *before* the average cost is calculated.

Inventory Value:

The Inventory Value by Prefix Report in Month-End calculates directly from the average cost in Product Detail. A separate column displays for Core Value (cost), which comes from the Product Master.

Invoicing (Menu 1.2):

The invoice the customer receives shows a separate line for the core charge, which originates from Product Master (Line 12).

Daily Invoice & Credit Memo Register:

The Net Sales amount = total merchandise amount (which includes the core charge) – minus the core charge.

The Gross Profit amount = total merchandise amount (which includes the core charge) – total merchandise cost (which includes the core charge) + core cost.

General Ledger Update:

When GL is updated the invoice cost (the average cost *and* the core charge) is subtracted from the current inventory value.

The sales account is credited with the merchandise amount *and* the core charge.

How to Set Up an Account

The following three components must be part of each account number:

1. Company file, through Menu 12.1.1.
2. "Core" account, through Menu 12.4.3 (update Chart of Accounts Description file) which will list the valid core accounts.

The pattern match for the number of digits to use in the "core" account is set by the customer, stored in the Company file, and maintained through Menu 12.1.1, Company Maintenance. The number ranges from 1 to 8 digits, but its description may have up to 25 characters. The type of number may be either "1" (Balance Sheet) or "2" (P&L). Accounts less than or equal to the "P&L Break#" on the Company file will be designated with "1," while all others will be "2." Categories may be:

A = Asset	L = Liability
C = Capital	E = Expense

3. Valid suffix, updated through Menu 12.4.4, which provides a list of valid suffix accounts.

Once you enter all parts of the account number, you must establish the full account number on the CA file (for example, 01-1000-00). To do this, use

Menu 14.1.1 and enter the Company number for which you are establishing this account. Then enter the entire account number. You do not need to enter beginning balance data if it is not available; simply press **Enter** past the Balance fields to establish the empty record.

Index

account balances	18, 21	purpose of Menu 14	5
adjustments	5, 9, 29, 35, 36	report	
backup	21, 23, 29, 31	account balances	21
Balance Sheet	6, 12, 22, 24, 32, 38	accounts	22
balances	19, 23, 26, 29, 30, 37	bank balance	33
basic procedure	5	budget	14, 23
budgets	8, 12, 14, 23, 31	by fiscal period	30
Chart of Accounts	5, 7, 14, 27, 29, 31, 38	company dates	32
credits	7, 9, 23	debits & credits	22
debits	7, 9, 22, 23	detailed journal	18
expenses	17	expenses	17
financial reports	5, 8	financial statements	25, 27
financial statements	8, 13, 25, 26, 27, 28, 37	journal entries	19, 27
fiscal month	5, 21	open auto-reverse entries	15
fiscal period	5, 10, 11, 14, 16, 19, 21, 30	open journal entries	14
flowchart		opening balances	13
elements	6	preliminary GL	19
General Ledger	6	preliminary Trial Balance	20
header records	21, 32	recurring journal entries	16
history file	32	update of recurring journal entries	16
Income Statement	12, 28	year-to-date	30
Journal Entry	7, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 26, 27, 35, 36	reverse entry	10
opening balance	7, 8, 12, 13, 29, 30, 31, 32	summary	21, 23
P&L Statement	24, 25	temporary transactions	10
proof report	14, 15, 17	Trial Balance	18, 20, 22, 23, 35
		year-end	29, 30, 31, 35, 36