

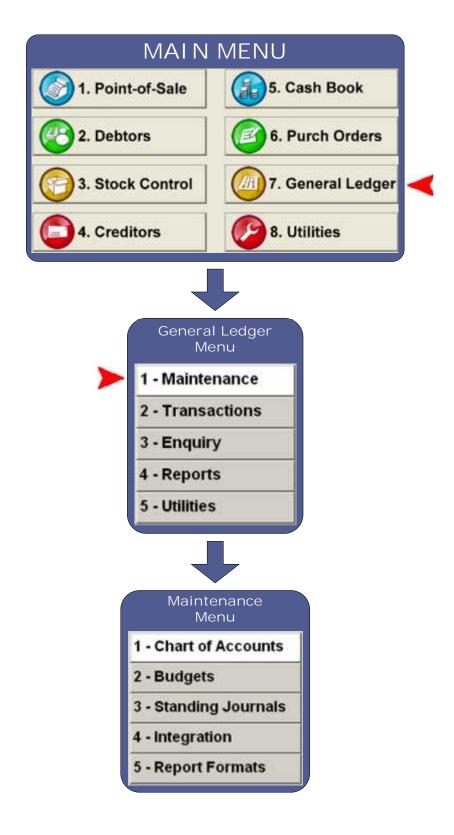
7. General Ledger



Printed 29-Dec-17 General Ledger



General Ledger - Maintenance





1. Chart of Accounts

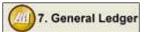
Chart of Accounts Maintenance Options:

- Creating New Accounts
- Modifying Existing Accounts
- Deleting Existing Accounts



Creating a New General Ledger Account

(a) Select



1. Maintenance, 1. Chart of Accounts.

(b) At the Account Number prompt, enter the new Account number. Press [Enter].

To view current listing:

Press [Enter] at the account number prompt and the <u>Account listing will be</u> displayed alphabetically.

Toggle Display(Tab) to display the listing by Account Number.

- (c) At the Account Name prompt, enter the new account name. Press [Enter].
- (d) Indicate whether the account is an Income Statement or a Balance Sheet account. I/B
- (e) At the Debit/Credit prompt, indicate whether the account is normally a debit or a credit account. D/C
- (f) Click on to save the account.
- (g) Click on End(ESC) to return to the General Ledger Maintenance Menu.



Modifying an Existing Account Category

(a) Select 7. General Ledger

1. Maintenance, 1. Chart of Accounts.



1. Chart of Accounts

- (b) At the Account Number prompt, enter the account number or use the select facility to view and select from the current Chart of Accounts. Press [Enter].
- (c) Edit the Account Name, Income Statement or Balance Sheet selection. Press [Enter].

Note: Do not amend the Debit/Credit Account selection as this should only be done after Year End.

- (d) Click on to save the account.
- (e) Click on End(ESC) to return to the General Ledger Maintenance Menu.



Deleting an Existing Account Category

(a) Select 7. General Ledger

1. Maintenance, 1. Chart of Accounts.

- (b) At the Account Number prompt, enter the Account number you wish to delete or alternatively use the select facility to view and select the account number from the current Chart of Accounts.
- (c) Click on Delete(PgDn) or press the [Page Down] key.
- (d) At the Delete Account prompt, click on Yes.
- (e) Click on End(ESC) to return to the General Ledger Maintenance Menu.



Note: A General Ledger Account cannot be deleted:

- if there have been any transactions recorded in the account in the current month or current year.
- where there is a batch entry relating to the account which has not been updated.



Note: Once Adjustments have been made to the Chart of Accounts, the Report formats must be checked to ensure correct calculation of Totals. Call your Accpick Support Consultant for Assistance.



2. Budgets

Budget Options:

Creating and Entering Budgets



Creating and Entering Budget Values for each month of the Year.



1. Maintenance, 2. Budgets.

- (b) At the Account Number prompt, enter the account number or use the select facility to view and select from the current Chart of Accounts. Press [Enter].
- (c) Enter the budget values for each month of the year.
- Note: Should the value be identical for each month of the year, insert the value in the first month and press the [Page Down] key for automatic repeat into all remaining months.
- (d) Continue to enter further budget values by selecting another account number.
- (e) Click on End(ESC) to return to the General Ledger Maintenance Menu.

Printed 29-Dec-17 2. Budgets 7.1.2



3. Standing Journals

Journals that are repeated frequently with the same values may be set up as Standing Journals to be repeated on a Monthly, Quarterly or Bi-Annual basis.



Creating a Standing Journal

- (a) Select 7. General Ledger
 - 1. Maintenance, 3. Standing Journals.
- (b) At the Descriptor prompt, enter an identifying reference
- (c) At the Times to Apply prompt, enter the frequency Monthly(12), Quarterly(4), Bi-Annually(2), Annually(1) or (999) for Continuous.

Note: Standing Journals require two entries in order to comply with the double entry system of accounting – one a debit entry and the other a credit entry.

- (d) Click on Insert the Journal details.
- (e) Enter the Account number or use the select facility to view and select from the current Chart of Accounts.
- (f) Enter the Journal Details, Amount and indicate whether the journal is a Debit or a Credit value.
- (g) Click on to save.
- (h) Click on Insert the Contra Account details.

Note: Only Journals which are in balance will be saved. Total Debits must equal Total Credits.



Journal adjustments can be made by clicking on:



- (i) Print(P) to print journal entry.
- (j) Click on Find(ESC) and click on to save.
- (k) Click on Esc(Return) to return to the Maintenance Menu.



4. Integration



The Integration Procedure transfers transactions from the Debtors, Stock, Creditors and Cash Book Modules to the General Ledger.

(a) Select:



1. Maintenance, 4. Integration

(b) Select for each Module – Debtors, Stock Control, Creditors, Cash Book.

A list of transaction transfers and their corresponding debit and credit accounts and their narrations will be displayed.

	Debtors Integration					
Type	Fef	Deta s	DR Account Details	CR Account Eretails	Narration *	
The state of	02070	VAT AUC SALEY	8700 DEBTO /SICCN - PCE	9500 SER 25 - MA	VAI ON AUGUSAL	
		VALENCE TURNS	0880 SA-P4 - VA	##0015 THORS CONFROL	VA CNASSIR	
		VATIGAR RAIFS	0500 0AR LOOKIRO	9660 SARG - VAT	VATION CASH BAL	
		VAT CASHREIU 4/18	9767 Ye 251 Ye	8700 CASH COMIROL	VA CNICASHIE	
		SUBCOUNT ALLOWED	1989 YET LEMEN DIVOCUNT	8700 DEBTO 25 CONT 20L	SO YOCUNI ALL	
		RMISCOUNT VAT	0660 SARG - VAT	0700 DEPTORS CONTROL	VATION SIDES A	
		RECEIPTS ON ACCOUNTS	0500 043 LOO-ITRO	prodinternas centael	RECTIFES FROM	
		IN ERESTORARCED	8700 DEBTO75 CON - 20L -	If If INTEREST CHARGED	THE EREST CHARAC	
A		BA ANCINO	800 J-BL) (500N-301	MBA AVI NO	MOVIE YALLS	
A::::	.50	DATTERES	0700 OFFTORS CONTROL	50 DATTERES	MONTH MADGR	
A.::	13	BOSAL ACCESSORES	870: DEBTORS CONTROL	1? BOSAL ACCESSORES	MONTHLY ACCIS	
# .::	:61	BRANES	8700 DEBTO78 CON - 70L	of BRAREY	MONTHLY ACCIDE	
Ass	ion.	CARNER	0700 OFFITSES CONTROL	02.053 N33	MONTH MACCIS	
A:::: .	.14	сутсьязі	9700 OTREOS CONTROL	14 CM, CINTS	MONTH MADDIS	

(c) Go through each of these and ensure that every entry has a Dr Account Detail and a Credit Account Detail in place. Failing to check this will result in the integration being aborted.

Delete(DEL) to remove transaction transfers.

Repeat Acc(F12) to repeat setup of an Account Number and Account Narration.

Print(*) to print the listing.

Note: Stock Integration:

Stock Inter branch transfers (IBT's) do not need Account Details if IBT's are not used.

Printed 29-Dec-17 4. Integration 7.1.4



5. Report Formats

Report Format Options:

- Income Statement
- Balance Sheet

Note: Please consult your Accpick Consultant before making any adjustments to the layout of the Income Statement or Balance Sheet.



Formatting Reports



1. Maintenance, 5. Report Format.

(b) From the Options Menu select the Income Statement or Balance Sheet to format.

The Chart of Accounts is displayed in numeric order. Automatic line numbering is allocated.

- (c) Insert(+) to insert line details: Page Headers, Column Headers, Sum Total or Add Total Lines.
- (d) Edit(ENTER) to edit the Report Format and make the necessary adjustments.
- (e) Print(P) to print report format.
- (f) Click on End(ESC) to return to the Main GL Menu.
- (g) Click on Yes to save.



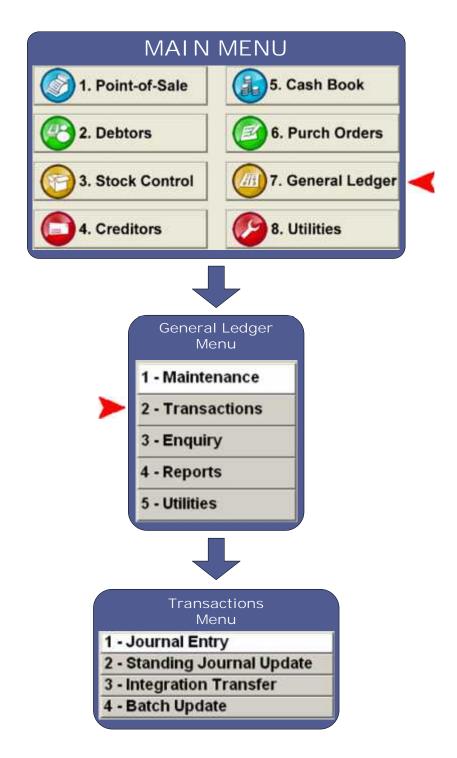
Note: Once the Report formats have been set and saved, adding a new account in the Chart of Accounts will automatically position such account in the Report format in numeric account order and adjust the required calculations automatically.



Note: It is recommended that once the Income Statement and Balance sheet Report Formats have been setup and saved, the formats be checked whenever any new accounts have been added or deleted from the Chart of Accounts.



General Ledger - Transactions



Page 2 Printed 29-Dec-17



1. Journal Entry

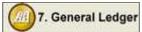
Journal Entry Options:

- Create a New Journal Entry
- Edit an Existing Journal Entry



Creating a New Journal Entry

(a) Select



2. Transactions, 1. Journal Entry.

- (b) At the Options Menu select New Batch.
- (c) Select Period to post journal Current or Past Periods.
 Usually Current Period.

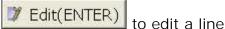
Note: Journals require two entries in order to comply with the double entry system of accounting – one a debit entry and the other a credit entry.

- (d) Click on to insert the Account Number.
- (e) Enter the Account Number or use the select facility to view and select an account from the current Chart of Accounts.
- (f) Enter the Journal Details, Date of Entry, Journal Reference i.e Source Document/Report, Amount and indicate whether this entry has a Debit or Credit Value.
- (g) Click on Yes to accept entry.
- (h) Click on Insert the Contra Account details. See (e) and (f).
- (i) Click on to accept entry.

Note: Only Journals which are in balance will be saved.

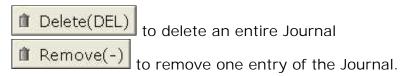
	Debit	Credit
Totals	200.00	200.00
Batch Balanced		

(j) Journal adjustments can be made by clicking on:



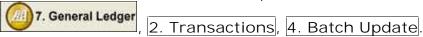
Printed 29-Dec-17 1. Journal Entry 7.2.1





- (k) Click on End(ESC)
- (I) Click on to save the batch.

Note: This entry now sits in a BATCH – it is not yet posted to the relevant account. This is processed in:





Editing an Existing Batch

(a) Select 2. Transactions, 1. Journal Entry.

- (b) At the Options Menu select Edit.
- (c) Use the arrow keys to highlight the Batch to be edited and press [Enter].
- (d) Use the arrow keys to highlight the journal entry to edited and press[Enter].
- (e) Amend the Journal details as required.
- (f) Click on Yes to accept.
- (g) Click on End(ESC)
- (h) Click on to save the batch.



2. Standing Journal Update

This facility updates the Standing Journals set up in General Leger Maintenance, Standing Journals.

Any adjustments to Standing Journals must be done in Maintenance prior to running the Update Maintenance routine



Standing Journal Update Routine.

(a) Select



2. Transactions,

2. Standing Journal Update.

Note: The number of Journals and Total Debit and Credit Value is displayed.

- (b) At the Ready to Proceed prompt, select [Ok].
- (c) At the Options Menu select Update Options:

 Update and Print

 Update and No Print

 Abandon Update should you wish to abort the process.
- (d) Accpick will automatically update the standing Journals and post to the relevant accounts.



3. Integration Transfer

Refer to Integration Procedures.



4. Batch Update

This facility posts to the relevant accounts ALL journal entries in the batches selected for updating.



Batch Update Routine.

(a) Select



2. Transactions, 4. Batch Update.

All Batches awaiting update are displayed in Batch Number order.

(b) Click on individual batch followed by F2(Tag) to tag batches to be updated.

Batch #	Captured	Post?
90000001	21/12/2005	Yes

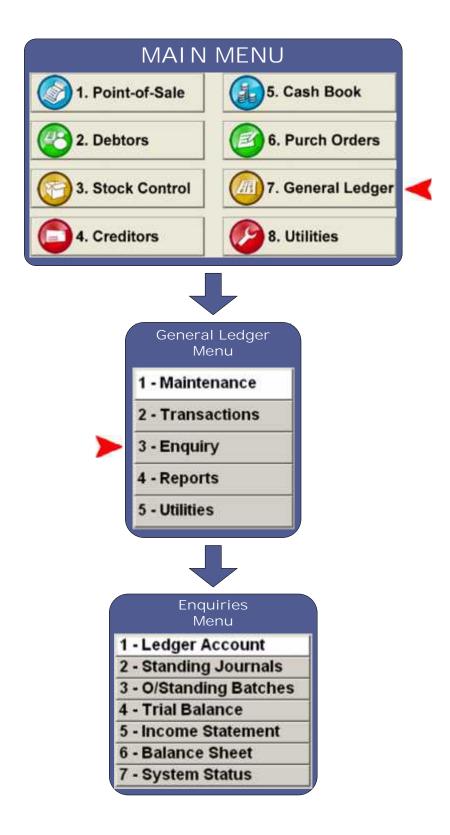
- (c) Click on Exit & Update (ESC)
- (d) Select Update Options:

Update & Print
Update No Print
Abandon Update

(e) Accpick will automatically update the Batch and return to the General Ledger Transaction Menu.



General Ledger - Enquiries

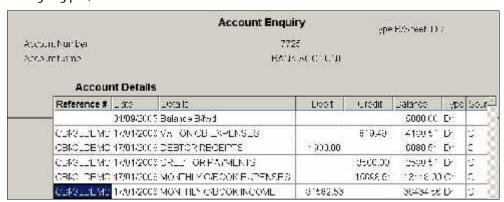




1. Ledger Account

This facility allows you to view all entries and balances relating to individual General Ledger Accounts.

The Account Details for the selected account are displayed by Reference Number, Date, Details, Debit and Credit Value, Total, Entry Type, Source and Station number.



The Opening Balance and all subsequent entries for the period are displayed.





2. Standing Journals

Standing Journal Options:

- Updated Journals
- Cancelled Journals

Updated Journals: Refers to Journals that have been "Posted"

Jnl#	Descriptor	Status	Due periods
1	TEST JOURNAL	Posted	1
2	TEST2	Posted	0

Cancelled Journals:

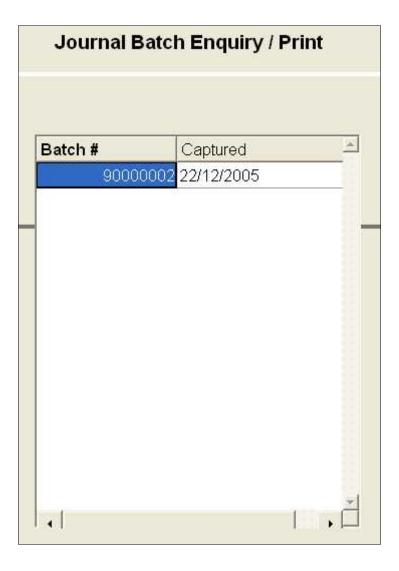
Account#	Account Name	Liebit	Crettia	Lieguer cy.	S.Month	I mas
400.0	ACCOUNTING FEE	200.00		≥ HEJIGM	9	-7
7725	BANK ACCOUNT		200,00	MONTHLY.	9	2

Print(P) to print Cancelled Standing Journals



3. Outstanding Batches

This facility displays all "unposted" batches.



Enter(Print) to print highlighted Journal Batch

PrintAll(*) to print all outstanding Journal Batches.



4. Trial Balance

This facility displays the Trial Balance in Account or Name order with the option to exclude zero balances.

Scc. No Hance	Debit	Credit	YTD Dobit	YFD Credit
11 8BOCK8		15000.00		15000.00
12 LEGAUSTS		20000.00		20000.00
21 macs Pass Shot.		4,5000.00		45000.00
71 MILLE ALIGNMENT		5000.00		5000.00
75 HALANCING		5000.00		5000.00
2000 ODBNING STOCK	120000.00		120000.00	
2010 PURCHABES	\$000U.WO		60000.00	
2100 DISCOUNT RECEIVED		500.00		500.00
2300 REBATES		2500.00		2500.00
2900 CLUSING SPOCK		120000.00		120000.00
3048 INPOLESP RECO HARK		1500.00		1500.00
AOON ACTORING FOR THE TOTAL	500.00		500.00	
401 H ADVERTISING	NIIII.00		H00.4III	
4050 BANK CHARCES	200.00		200.00	
4120 ELBCTRICITY	1000.00		1000.00	
4400 MOTOR VEHICLE EXPINSES	2000.00		2000.00	
4540 REMT	3000.00		3000.00	
4600 SALARIUS	2500.00		2500.40	
4680 SECURITY	8nn.00		ROO. nn	
47.50 T.L. LICPROVICE	#nn.00		ROO. en	
SOOU MEMBERS CONTRIBUTION		100.00		100.00
5050 REPAINED INCOME DREVIOUS YEAR	Ru	26070.00		26070.00
5200 INPOL COMPANY/IRANCE LITAN		100001.00		10000.00
ASTHOR/TEAST		PAGGIII, DO		75000,81
6010 FURNITURE & FIFTINGS	20000.00	j.	20000.00	
6011 ACCOM DEPR: FURN & FIF	2010001001001	2000.00		2000.00
6020 MOTOR VENICIES	45000.00		45000.00	
6021 ACCOM DEUR: MOTOR WENTCLES		5000.00		5000.00
6030 молкание тургиемиме	50000.00		50000.00	
6031 встани втеми мажемном торитично	e e	3000.00		A000.00
2008 сенья саменов	IANDOO.AA		130000.00	
UOOU DEBLORE COMIRCI	74000,00		75000.00	
UOUU STAFF LOAMS	4000.00		5000.00	
8100 DARK TOTALL NE ACCOUNT	Innno. on	is .	10000.00	
\$600 part o territo constito (R0000.00		80000.00
4200 SARS: VAT		YDOQU. IID		PHDQQ.III
9230 SARB: CO TAI		7000.00		(0000.0)
SUUO FAXATION	6870,0V	6	6870.00	
•11	1 199,4964000		************	1.
Post a los	533478.00	533470.00	588470.00	53347p.00

The Year to Date Values are displayed in the last two columns on the right.

Print(*) to print Trial Balance with selected Date on Trial Balance.

[*] Export to export trial balance for spreadsheet or word processor import.

Printed 29-Dec-17 4. Trial Balance 7.3.4



5. Income Statement

This facility displays the Income Statement with the following layout options:

Current Period and Year to Date

Current Periods and Last Year

Current Period and Budget Values

Budgeted Values – 12 Months

Current Budget Variance Year to Date Budget Variance

Actual Values – 12 Months.

Recount#	Details	Current Perio	Year to Date
	INCOME STATEMENT		
	SALES		
1.1	зноска	15000.00	15000.00
12	EXHAUSTS	90000.00	20000.00
21	TYRRE - PARK STEEL	45000.00	45000.00
7.1	WHEEL ALIGNMENT	5000.00	5000.00
7.5	RALANCING	5000.00	5000.00
	TOTAL RAIRS	90000.00	90000.00
	COST OF SALES		
2000	OPINING STOCK	120000.00	120000.00
2010	PURCHASES	60000.00	50000.00
2900	CLOSING STOCK	120000.00	120000.00
	FOTAL COST OF SALES	60000.00	60000.00
	GROSS PROFIF	30000.00	30000.00
	OTHER INCOME		
3040	INTEREST RECD BARK	1500.00	1500.00
9300	RERATES	2500.00	2500.00
2100	DIRCOUNT RECEIVED	500.00	500.00
	TOTAL OTHER INCOME	4500.00	4500.00
	TOTAL CROSS INCOME	34500.00	34500.00
	EXPENSIS		
4000	ACCOUNTING FEE	500.00	500.00
1010	ADVERTISING	800.00	B00.00
1050	BANK CHARGES	200.00	200.00
4000	COMPUTER COSTS	0.00	0.90
4120	FURCERICUPY	1000.00	1000.00
4400	MOPOR WENTING EXPENSES	2000.00	2000.00
454D	RENT	3000.00	3000.00
4600	KALAKIKS	2500.00	2500.00
4680	SECHETTY	800.00	800.00
4/50	TELEPHONES	800.00	800.00
	TOTAL EXPENSES	11600.00	11600.00
	MET PROFIT DECORE TAXATION	22900.00	22900.00
9000	TAXALION	6070,00	6070.00
	MRT PROPER AFTER TAXAPTON	16030.00	16070.00



Print(P) to print Income Statement with options to print Account Number and Zero Balance items.

Note: This Date is for Report Header purposes only. The Income Statement Values are the latest values for the current/archive period selected.

[*] Export Income Statement into a spreadsheet format. (*.csv). File Name displayed as Incstat.csv.

User is prompted for Filename e.g. APR06IS.csv.

The file will be created as APR06IS.csv in the Accpick Data folder.

In the Appendix, see Notes on Opening a .csv file in a spreadsheet format.



6. Balance Sheet

This facility displays the Balance Sheet

Account 4	Data1 is	Value	Potal Value
PU HEAD	BALANCE BHEET		
CING BIGAII	ANSICIN		
COL. HEAD	NON-CDERENT ABSETS		
60T0	TORNITORE & FITTINGS	20000.00	
5017	ACCTIM DEPR: FIRM & FIT	70110.00	
TOTAL	1 C DECOUNT () AN PORTO COMO . 1 TODO PER O TODO DE PORTO DE 20		10000.00
6020	MOPOR WELLICH S	45000.00	
6021	ACCOM DEPR: HOTOR VEHICLES	5000.00	
TOTAL			40000.00
60:1D	WORKSHOP FORTPMENT	2000.00	200000000000000000000000000000000000000
6031	ACCUM DECK: WORKEROD BOULDMENT	3000.00	
THERE			47000.00
TOTAL	TOTAL MON-CURRENT ASSETS		105000.00
COT. MEAD	CHERENT ASSETS		-117574071070071
7000	STOCK CONTROL	130000.00	
8000	DIGIPPORE CONTROL	75000.00	
uouo	STAFE LOWS	5000.00	
8100	DAMK CUDRENT ACCOUNT	10000.00	
тотът.	TOTAL CHRIRMT ASSRTS	1 .	220ano.on
TOTAL	TOTAL SESETS		325000.00
CHE BICAL	EQUALITY & STANDARD PROFES		
COL. NEAD	CAPILAL & RESERVES		
5000	HIMBEUS CONTRIBUTION	100.00	
ባበባ አገ.	<u> </u>		780.08
5050	RETAINED INCOME DREATORS ARVER	26070.00	
5060	INCLATHED INCOME COURTN'T YEAR	00.0E081	
TOTAT.	A PRODUCTION CO. C. CONTRACTOR SOCIETY CONTRACTOR CONTR	72/07/ATM016/25/27	42900.00
COLUBLAD	NON CURRENT LIABILITIES		
51140	MEMBERS LOAMS	a.on	
5200	INTER COMPANY/BRANCE LOAN	100000.00	
5910	TP/T.RAGR	75000.00	
POTAL	TOTAL HOW-CURRENT LIMBILITIES		175000.00
COLTULAD	CORREST LIADILITIES		
9000	CERCITORS CONTROL	noana.on	
9200	BARB: WMI	20000.00	
9980	SARS: CO PAX	2000.00	
POTRE	TOTAL CURRENT LIMBILITIES		100000.00
POTAL	TOTAL EQUITY & LIMBILITIES		325000.00

Print(P) to print Balance Sheet with options to select a Date; include/exclude Account Numbers and include/exclude Zero Balances.

[*] Export to export Balance Sheet into spreadsheet format (*.csv). File Name is exported as balsheet.csv in the Accpick Data folder.

In the Appendix, see notes on opening a .csv file in a spreadsheet format.

Printed 29-Dec-17 6. Balance Sheet 7.3.6



7. System Status

This facility displays current working month and the current Financial Period.

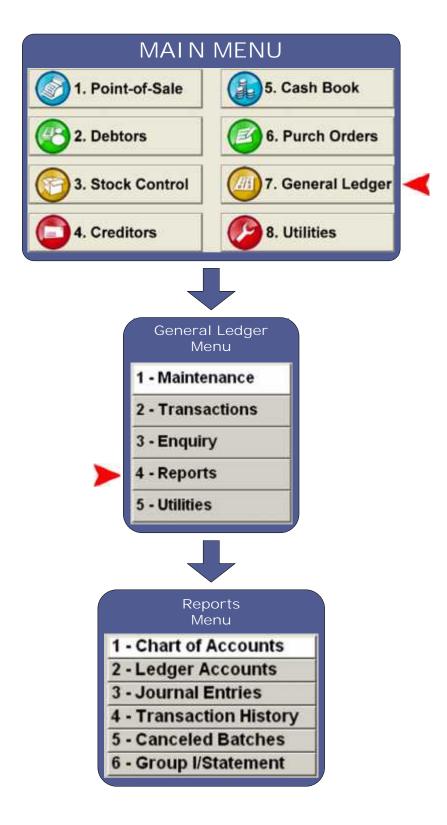
System Status

Current Month January Year-Ending Feb 2007

Printed 29-Dec-17 7. System Status 7.3.7



General Ledger - Reports





Reports

On the General Ledger Reports Menu, the Data Status Window will indicate from which directory the reports will be extracted.

The default directory is the current directory.

Archive Status

Current Files N:\GLDEMO1 Last Updated 27/01/2006

Press F6 to select archive month.

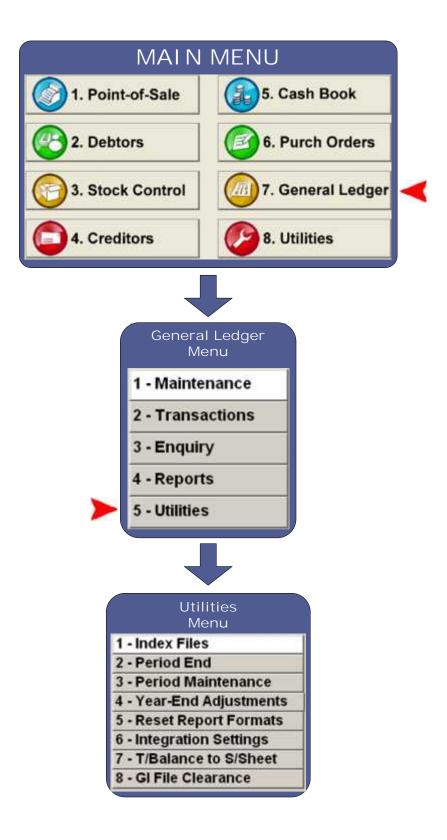
The following reports are available for printing:

Reports	Report Options
1. Chart of Accounts	Number or Name Order
2. Ledger Accounts	Current Period or Year to Date Start and Stop At Account Range Exclude Zero's – Yes or No.
3. Journal Entries	Account or Batch Order Start and End Account/Batch Range
4. Transaction History	Start and End Account Range Start and End Dates
5. Cancelled Batches	
5. Group Income Statement	Used only where additional registrations are in place for multiple companies with identical Charts of Account and Report Layouts. Date on Group Income Statement Excludes Zero Yes/No.

Printed 29-Dec-17 Reports 7.4



General Ledger - Utilities





Utilities

Utilities Options:

- ⁴ Index Files
- Period End
- Period Maintenance
- Year End Adjustments
- Reset Report Formats
- 1 Integration Settings
- Export Trial Balance to Spread Sheet
- General Ledger File Clearance

1. Index Files

It is recommended that the system be re-indexed prior to period end.

Select Current Month to be re indexed.



2. Period End

Step 1: Ensure Single User Operation

Period End Routines are single user operations. Make sure all other terminals have logged out of Accpick or else data corruption may occur.

Step 2: Backup

Take a Backup of your General Leger Data and label this disk E.g. GL Month End March 2006. Should you not have a "Backup General Ledger" icon, ask your Accpick Consultant for assistance.

Step 3: Period End Routine

Enter the Month Number for the Period which you want to period end and archive e.g. March = 3

Confirm that the period is correct.

Confirm that a backup has been done.

Printed 29-Dec-17 Utilities 7.5



The system transfers the current data to the selected Archive, brings forward the opening balances and advances the default working period by 1. i.e. Your System Status should now read April.

3. Period Maintenance

Normally only done once at Setup.

This facility sets the Start of the Financial Year, the Current Period and the Current Financial Year.

As each period is processed, the system automatically advances the Current Period. E.g. If Current Period is March, the Period End Routine will archive the General Ledger data into the March Archive and advance the Current Period to April.

4. Year End Adjustments

For future development.

5. Reset Report Formats

Facility to remove all current Report Format settings for both the Income Statement and the Balance Sheet.

Note: This should only be done in consultation with your Accpick Consultant.

Note: Backup before attempting this.

6. Integration Settings

Facility to point the General Ledger Module to the Accpick data. See Notes on Integration Procedures.

7.5 Utilities Printed 29-Dec-17

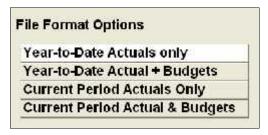




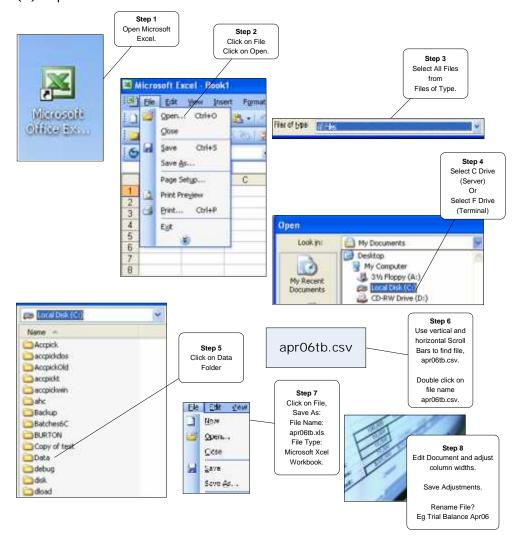
7. Export Trial Balance to Spreadsheet.

This facility generates a file which can be opened in a spreadsheet format e.g Excel or Open Office.

- (a) [*] Generate File to generate spreadsheet file. (*.csv)
- (b) Select File format from the listing:



- (c) Details of File created in the Data Folder are displayed. Take note of file name as the file name in the process below is an example only.
- (d) Open File in Microsoft Excel:



Printed 29-Dec-17 Utilities 7.5





8. General Ledger File Clearance

File Clearance is a DANGEROUS operation and ought to be password protected!. Only to be run after consulting with Accpick Support and a backup has been done. Failure to follow these procedures can result in the loss of all data in the General Ledger Module.

Note: This is a single user operation. All users must log off before this procedure is run or else data corruption may occur!

1. Zero Values

This will delete all Account balances leaving only the Account Names. The system will prompt for confirmation of the Start Month of the Financial Year, the Current Active Period and the Current Financial Year.

2. Create New Files

This destroys all existing Account Names and Account Balances. The system will default to confirmation of the Start Month of the Financial Year, the Current Active Period and the Current Financial Year.

7.5 Utilities Printed 29-Dec-17



Integration Procedures

This facility accesses data totals from a specific Data archive (e.g. April), prompts for allocation of any Debtor or Creditor journals, posts to an integration batch, which on updating, posts to the relevant ledger accounts resulting in an updated Trial Balance.

Integration Procedure:

- Print Debtors Journal Listing
- Print Creditors Journal Listing
- Check System Status
- 1 Identify Data Source
- Check Integration Links
- GL Integration Transfer
- Allocate Debtors Journals
- Allocate Creditors Journals
- Standing Journal Update
- Additional Journal Entries
- Print Trial Balance
- Cross Check Trial Balance
- Print General Ledger Reports
- → Backup
- Period End General Ledger



Recommended Procedures for General Ledger Integration

Step 1: Print Debtors Journal Listing:

From your ACCPICK DATA select:





F6 to select the month to integrate

E. Transactions, Specific Date Range, Don't change the default dates;



Integration Procedures

D for Details and print out the detailed Debit Journals and the detailed Credit Journals.

Ensure that you know where to post each of these journals when they come up for allocation in the GL Integration.

e.g. Debit Journal done to add bank charges on a RD cheque needs to be posted to as a Debit to Debtors Control and a Credit to Bank Charges.

Step 2: Print Creditors Journal Listing:

From your ACCPICK DATA select:



F6 to select the month to integrate

4. Transaction Report Don't change the default dates;

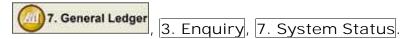
D for Details and print out the detailed Debit Journals and the detailed Credit Journals.

Ensure that you know where to post each of these journals when they come up for allocation in the GL Integration.

e.g. Credit Journal to reverse Settlement Discount disallowed by your supplier needs to be posted as a Debit to Settlement Discount Received and a Credit to Creditors Control.

Step 3: Check your System Status:

Select:



Make sure that the "Current Month" is the month that you are wanting to integrate, if not, you have not done your previous General Ledger month end, and this will have to be done first.

Step 4: Identify the source where the ACCPICK Data for the Integration is located:

Select:





Source drive: C (or F if you are not working at the server)

Source Folder: Your Accpick Data Directory

Format: Will be either 1 or 2 - DO NOT CHANGE IT

Select month: This is the month you are wanting to integrate

OK to clear: NO!!!!!

Step 5: Check that the Integration Links are in place:

This is required in order to ensure "links" exist between the data identified in Step 4 above and the General Ledger Integration Setups.

Select:



Select Module – Debtors, Stock Control, Creditors, Cash Book.

Go through each of these and ensure that every entry has a Dr Account Detail and a Credit Account Detail in place. Failing to check this will result in the integration being aborted.

Note: Stock Integration:

Stock Inter branch transfers (IBT)do not need Account

Details if IBT's are not used.

Step 6: GL Integration Transfer:

Select:

7. General Ledger, 2. Transactions, 3. Integration Transfer

Drive: C (or F if not working at the server)

Folder: Your Accpick Data Directory

Batch Date: Use last day of month that you are integrating

Select Month: Month you are integrating.

NEVER Current Month!

(a) Debtors Journals to be Allocated:

Any Debit / Credit Journals in Debtors will be displayed.

Click on Repeat Acc(F12) to enter your Debtors Control Account Number in both the DEBIT and CREDIT fields. This completes the one leg of the journal correctly.



Integration Procedures

You need to complete the opposite side of the journal by selecting the required General Ledger Account Code. Refer back to printouts in Step 1.

Save/Update(F7) to Save and Update. Click on

(b) Creditors Journals to be Allocated:

Any Debit / Credit Journals in Creditors will be displayed.

Repeat Acc(F12) to enter your Creditors Control Account Number in both the DEBIT and CREDIT fields. This completes the one leg of the journal correctly.

You need to complete the opposite side of the journal by selecting the required General Ledger Account Code. Refer back to printouts in Step 2.

Save/Update(F7) to Save and Update.

(c) Update Integration Batch

Once the Integration Batch is displayed on the screen press Esc to update and select Yes to post the batch. Printing is optional.

Step 7: Standing Journal Update (if any)

Select:

7. General Ledger

2. Transactions, 2. Standing Journal Update

Step 8: Additional Journal Entries (if any)

Select:

7. General Ledger

2. Transactions, 1. Journal Entry, New Batch

To edit batch: 2. Transactions, 1. Journal Entry, Edit

To update batch: 2. Transactions, 4. Batch Update F2 to tag; Escape to update



Step 9: Printing Trial Balance

Select: 7. General Ledger, 3. Enquiry, 4. Trial Balance,

Account Number Order, "Y" to exclude Zeros, "P" to print;

At the date prompt enter the month end date of the month you are viewing.

Step 10: Cross Check Trial Balance with Accpick Control Summary Balances

Debtors: Debtors Control Account must balance to Debtor Control Summary in Accpick.

(2-Debtors; 3-Enquiries; F6: Select Month, 2-Total Debtors Summary; 3-Control Enquiry)

Stock Control: Stock Control must balance to your Stock Valuation in Accpick.

(3-Stock Control; 4-Reports; F6: Select Month; D-Stock Valuation; 3-All Values; Dept 1-999; T for totals; Date; N; Select default Costing; Yes to value negatives)

Creditors: Creditors Control Account must balance to Creditors Control Summary in Accpick.

(4-Creditors; 3-Enquiries; F6: Select Month; 2-Total Creditors Summary; 2-Control Enquiry)

Bank Account: Bank Account must balance to Cash Book Control Summary in Accpick

(5-Cash Book; 3-Enquiries; F6: Select Month; 6-Control Summary)

Vat Control: Vat Control Account: Entries for the current month in the General Ledger must agree to the Accpick Vat Control Report for the specific month.

(8-Utilities; 2-Tax Control; Specific month; Date)

The few cents difference as a result of VAT rounding can be ignored, anything greater than that should be investigated.

Integration Procedures

Step 11: Print Reports once Trial Balance has been satisfactorily cross checked.

When printing each of these reports, at the Date request, select the last day of the month you are reporting on.

Trial Balance:

7. General Ledger

3. Enquiry, 4. Trial Balance;

P to print

Income Statement:

7. General Ledger

3. Enquiry, 5. Income Statement;

P to print

Balance Sheet:

7. General Ledger

3. Enquiry, 6. Balance Sheet;

P to print

Journal Entries: (if required)

7. General Ledger

4. Reports, 3. Journal Entries;

Batch/Account Number order. Suggest Batch order.

Ledger Accounts: (Optional)

7. General Ledger

4. Reports, 2. Ledger Accounts

Step 12: Index files

7. General Ledger

5. Utilities, 1. Index Files;

Choose Current (because you have not month ended yet!)

Step 13: Backup!

Use a new disk for this period and label it General Ledger Month End e.g. APRIL 2005. Select the General Ledger Backup option. Contact Accpick Support to ensure you are backing up your General Ledger Data correctly.

Step 14: General Ledger Period End

7. General Ledger

5. Utilities, 2. Period End)

Note: Make sure you Month End into the correct Month.



Step 15: Check your System Status:



Make sure that the System has rolled over into the next month.

Also ensure that you can see your previous month's data by selecting:

7. General Ledger, 3. Enquiries, F6 to select previous month, 1. Ledger Account. Select an account such as Debtors and ensure that the data is correctly displayed.

7. General Ledger, 3. Enquiries, F6 to select previous month, 5. Income Statement. Ensure that archive data is correct.

Possible Integration Problems:

Missing Links

These will be reported on at the point of attempting the General Ledger Integration.

It will only appear if you have omitted to do Steps 4 and 5. Refer to procedure notes.

Restoring your General Ledger Files in order to Re-Run the Integration:

Have your General Ledger backup disk from the previous month's General Ledger Month End ready.

Contact Independent systems on (033) 343 3047 for assistance in restoring.