

Aria Advantage Series

General Ledger

A User's Guide

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Part I

Before You Begin

1. Overview the System
2. Main Interface Features

Chapter 1

Overview the System

This chapter gives a brief outline about ARIA ADVANTAGE SERIES and its GENERAL LEDGER module.

In this chapter, you will learn about:

- ARIA ADVANTAGE SERIES and GENERAL LEDGER in general
- The main system features
- The options provided in G/L
- Using the manual
- Using the on-line help

1-1 What is the General Ledger?

ABOUT ARIA ADVANTAGE SERIES (AAS)

AAS is an integrated, comprehensive, computerized accounting system. It comprises a number of modules covering the various aspects of your business needs. You can use the modules either as independent units, or linked together. The full range of these modules provide you with the flexibility and functionality you need to secure accuracy, and professionalism in your financial affairs, with a touch of style. The SYSTEM MANAGER is the controlling module that sets up all other available modules. Other modules are GENERAL LEDGER, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, INVENTORY CONTROL, PURCHASES ORDER, and SALES ORDER.

AAS is a multi-platform system. You can run it as an application of DOS, Windows, Macintosh, or UNIX.

As a multi-user system, AAS promotes a maximum level of security, a very important issue when several users share data. Such security is accomplished through passwords and a very detailed user privileges system.

ABOUT GENERAL LEDGER(G/L)

GENERAL LEDGER (G/L), the heart of any accounting system, is the central location in which all bookkeeping is done: transactions are received, processed (balanced) and posted to the accounts, and balances are summarized by account, providing useful information in the form of financial reports that play a strategic role in decision-making.

The G/L module of AAS is designed to be powerful, flexible, and informative, yet still easy to use and operate.

It derives its power from the variety of features provided, such as budgets, ratio analysis, cash flow, and retained earnings calculation. Its flexibility is such that you can keep every detail of your current accounting procedures without any need for change to fit the system. The expanse and efficiency of information lies in very powerful reporting tools and options that enable you to customize reports to produce precise information so crucial for timely decisions.

All the benefits come through an easy-to-use friendly interface that you will enjoy working with on a daily basis. The system is menu-driven, so that you can perform any task you need by simply choosing a menu option. For all tasks, you are provided with a window that enables you to enter your data with minimum effort, with the aid of many time-saving tools such as radio buttons, check boxes, and option lists. Both the mouse and keyboard are supported; so you can carry out any functions with the device of your choice, or by combining their usage.

1-2 Highlights on the General Ledger

To provide you with all the power and flexibility you need to manage your company's monetary activities, G/L has many outstanding features.

POWERFUL AND FLEXIBLE ACCOUNT CODING

The system enables you to define for each company your own account code structure within a flexible frame of segments (from 1-6), containing up to 24 characters. Segments give you the power to encode your company's structure, yet their definition is flexible enough that you can use them to denote what you like.

USER-DEFINED SOURCE JOURNALS

In addition to a pre-defined general journal, the system provides the facility to create additional specialized journals that enable you to classify your transactions.

FLEXIBLE HANDLING OF TRANSACTIONS

G/L gives you the choice to enter and post either in the form of single transactions, or in batches.

AUTOMATIC GENERATION OF TRANSACTION ENTRIES

For entries that occur repeatedly during the fiscal years, you can define schemes to let the system make automatic entries that reduce your work effort.

AUTOMATIC REVERSAL OF TRANSACTIONS

At the creation of a transaction, G/L allows you to set a date on which this transaction would be reversed. This means that the debit of the reversed transaction will be the credit of the original one and its credit will be debit of the original transaction.

This reversed transaction will be generated automatically by the system upon the closure of the period in which the original transaction was posted.

STATISTICAL ACCOUNTS AND SPECIAL BATCHES FOR THEM

In addition to normal transactions involving standard account types (assets, expenses, etc.), the system provides a flexible type of accounts with its own batches "statistical". It is up to you to determine its use.

VARIETY OF BUDGET COMPARISON OPTIONS

The budget tool offers various budget comparison facilities, including comparison between budget versions, closing balances.

CASH FLOW

Provides information about your company's cash receipts, cash payments, investment and financing activities during an accounting period. This information can be a valuable tool in assessing the company's ability to generate positive future cash flow and its ability to meet its obligations.

RATIO ANALYSIS

The real value of financial statements lies in the fact that it can be used to predict the firm's financial earnings and expenses or losses. An analysis of the firm's financial ratios is generally the first step in a financial analysis. The ratios are designed to show relationships between financial statement accounts.

Investors may only be interested in the financial future but managers will need a more detailed report in figures to help them take the short term planning action that is bound to affect the sequence of events.

Using the G/L powerful reporting tool, you can generate your Ratio Analysis report with a click of a button.

CONSOLIDATION COMPANIES

GENERAL LEDGER enables you to define companies for consolidation purposes only, to combine all or portions of balances from more than one other company.

CUSTOMIZABLE RETAINED EARNINGS

The system automatically calculates retained earnings at year close for a cost center which you have complete freedom to choose.

INCOME STATEMENT & BALANCE SHEET GENERATORS

G/L provides commands that automatically generate your Income Statement and Balance Sheet reports with great flexibility and a wide variety of comparisons. You can specify the number of columns on your report and its width altogether. You can also compare different periods and segments.

G/L also allows you to modify the descriptions on your report to suit your convenience. Reordering your columns is also an option.

IN ADDITION TO THE MAIN SYSTEM FEATURES

More than one fiscal year, multiple companies, maximum control on the user's privileges, extensive reporting available through easy to use and customize option grids, in addition to the on-line utilities, help system and field tips.

Like all the AAS modules, G/L has shortcut keys and multiple open windows.

See chapter 1 in the SYSTEM MANAGER manual for more details on the main system features.

1-3 Moving within G/L

The G/L is one of the various modules provided by ARIA ADVANTAGE SERIES. The G/L module will be activated once you have selected it.

➤ To start the General Ledger Module

1. Start the Aria Advantage Series program
2. Login (Enter your User ID and Password)
For details on how to start the program and login, see 3-1 *Preliminary Steps*.
3. From the **Modules** option of the "Opening Screen", select the **General Ledger** module. See 2-8 of the System Manager manual for a more detailed description of the "Opening Screen".
4. The General Ledger module will be activated and you will see the General Ledger menu.

GENERAL LEDGER OPTIONS' OVERVIEW

At the top of the General Ledger screen, you will find the Menu bar through which you can choose the different options.

Fig (Chapter 1-1):
The G/L title and
menu bar



The following paragraphs will give you a tour through the different menu options and their purpose:

File Menu

This menu contains all tasks related to maintenance of files containing key records, such as accounts, automatic entries, source journals, and budgets. It also provides the **Exit** command that permits ending the current session.

File	
Accounts	►
Segment values	
Types and ranges	
Automatic Entries	►
Groups	
Budgets	
Copy from another company	►
Purge and Summarize	
Cash flow items	
Source journals	
General Ledger Setup	
Save	^S
Close	
Dos shell	
Exit	ALT+X

Edit	
Cut	^X
Copy	^C
Paste	^V
Select All	A
Find	^F
Goto Line...	
Find Again	^G
Replace And Find Again	^E
Replace All	

Edit Menu

This menu helps users edit the current field within the active screen. If you are not in edit mode (see *Modes on the Panel* in Chapter 2 of the SYSTEM MANAGER module), all menu contents are disabled.

Special editing commands for the search and replacement of text is enabled for notes fields.

Record	
<u>Select</u>	^T
<u>First</u>	^F
<u>Last</u>	^L
<u>Next</u>	^N
<u>Previous</u>	^I
<u>Copy</u>	^O
<u>Paste</u>	^P
<u>Edit</u>	^E
<u>Delete</u>	^D
<u>Order</u>	
<u>Filter</u>	
<u>Browse</u>	^R
<u>Record History</u>	^H

Record Menu

This menu allows users to browse and navigate through records of the current screen, as well as edit, and delete them. The option **Record's History** enables you to review information pertaining to the creation of the currently selected record.

If you do not have a record selected and displayed on the active screen, some of the options in this menu are disabled.

Use **Browse**, **Order** and **Filter** to select a record. These options are enabled even if no record is selected.

The record navigation and browsing commands are also available through the control panel.

Transaction	
<u>Batches</u>	▶
<u>Single transaction</u>	
<u>Generate recurring transactions</u>	
<u>Generate allocation transactions</u>	
<u>Posting</u>	▶
<u>Consolidation</u>	

Transaction Menu

This menu is used to perform all routine tasks in GENERAL LEDGER. You can enter transactions, either singly or in batches or through generating automatic entries. You can then post these transactions.

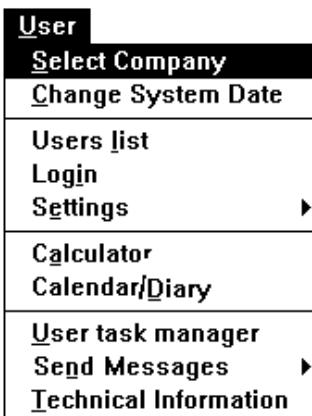
Output	
<u>Transaction</u>	▶
<u>Financial</u>	▶
<u>File Listing</u>	▶

Output Menu

Through this menu, you can generate all forms of output reports, either displayed on screen, saved in a file or as a printed report.

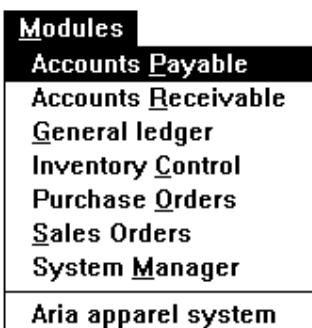
The G/L reports are classified into **Transaction**, **Financial** and **File Listing** reports.

Transaction reports enable you to print data pertaining to transactions and batches. **Financial** reports enable you to produce all financial statements, tailoring them to match your precise needs. **File Listing** reports enable you to print data of key system records, such as the chart of accounts, automatic entries and budgets.



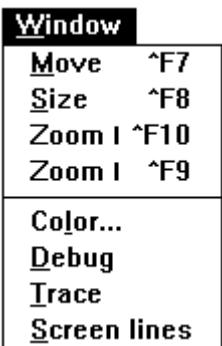
User Menu

This menu enables you to select a company in a multiple-company environment. It also provides many useful tools. Notice that the code of the currently selected company will be displayed next to the module name at the top of the main menu. This menu is available in all AAS modules.



Modules Menu

This menu enables you to switch between the available AAS modules. A list of the modules you are linked to appears here. This menu is available in all AAS modules.



Window Menu

Options in this menu enable you to control the various windows on the screen, without the need for a mouse.

You can minimize/maximize a window, move it on the screen, and change the windows' colors.

If you have more than one open window, the titles of the open windows appear in the menu so you can go directly to the window you wish to activate. You can also move among open windows in sequence.



Help Menu

You can use this menu to view help text.

If you are not familiar with menus, it is recommended that you read Chapter 2 of the SYSTEM MANAGER manual, *Master the Interface*, to learn about selecting menu items and moving between the various options.

1-4 Using this Manual

The following section helps you get the best benefit from this manual. You will be directed to the chapters to read, and the different conventions used throughout the manual. Since the system supports both keyboard and mouse, the terminology related to the two devices is briefly mentioned here.

WHO SHOULD READ THIS MANUAL

This manual is divided into various parts that represent different stages of using the system: initiation, preparing the module by entering initial data, transactions you perform during the fiscal year, tasks you perform towards the end of a fiscal period/year, such as closing and budgets, and finally a detailed description of all the reports available in G/L.

Accountants who will be using G/L are advised to read the entire manual for a quick acquaintance with the parts that would interest them, then go into more details of the sections that describe the programs they use.

System administrators may be interested in some sections that relate to their work, such as the system overview in this chapter, the description of closing, and the link between G/L and other modules.

Part I is general and should be read by everyone using the system.

Part II relates to all the initial steps of using the system, namely a description of the work environment, and the General Ledger setup (Chapter 3), followed by the chart of accounts necessary before you can perform transactions and other daily tasks (Chapter 4), and finally a description of how to create source journals where you would save the variety of transactions, then your first transactions: the beginning balances (Chapter 5).

Part III describes more frequent tasks, that you typically use repetitively during the fiscal year. To begin with, you are introduced to the system tools that enable you to do your work efficiently (Chapter 6), then the core of G/L: how to perform transactions and have batches of them (Chapter 7). This is followed by equally important, but less frequently performed tasks, such as the maintenance of data (Chapter 8), closing, purging and summarizing (Chapter 9), and budgets (Chapter 10).

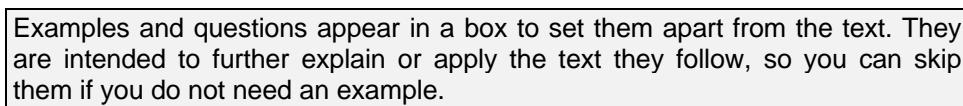
Part IV describes all the available reports.

CONVENTIONS AND STANDARDS

To help you interpret information easily, ARIA Advantage Series' user manuals follow a number of standards and conventions throughout.

TYPOGRAPHICAL CONVENTIONS

The following visual aids are used to distinguish special text.

Boldface	Menu titles and menu options are written in boldface type.
SPECIAL FONT	Names of modules and the series appear in a special font
<Enter>	Names of keyboard keys are written in a special font and are placed within brackets.
UPPERCASE	Items that appear in windows, such as field names, or field options, and command buttons appear in the manual in uppercase.
	Important notices or warnings are set apart from text by double-line borders--like this paragraph--with a marking symbol in the margin. You should read such notices carefully.
	Examples and questions appear in a box to set them apart from the text. They are intended to further explain or apply the text they follow, so you can skip them if you do not need an example.
	This symbol precedes steps that can only be performed using a mouse.

	This symbol precedes steps that are performed using a keyboard.
➤	Procedures describing the sequence of steps on how to perform a certain operation are preceded by a hanging, bold line, with the marker shown to the left

MOUSE TERMINOLOGY

The following terms appear in conjunction with mouse movements throughout the manual.

TERM	ACTION
point to (an item)	move the mouse on a plain surface (mouse pad or table) to move the mouse pointer on screen, till the pointer is anywhere on the item.
click	after pointing to an item, press the mouse's main button (the left button) to select the item.
double-click	click the mouse's main button twice quickly. This action usually chooses an item or carries out a command.

TERM	ACTION
drag	hold the mouse button, then <u>while holding the button</u> move the mouse till you reach the location you want, then <u>release</u> the mouse button. This action is used for marking text or moving windows.

 The main mouse button is typically the left button, but you could change this through the mouse configuration (for example, you may wish to use the right button if you are left-handed). See the manual of the mouse you are using for further information.

KEYBOARD TERMINOLOGY

The following are some conventions used in describing keyboard usage.

<Key1> + <Key2>	means to hold down key1 and at the same time press key2, where key1 & key2 may be any keyboard keys.
<Space>	is the space bar.
<Enter>	is the Enter or Return key.
<Alt>	is the Alt key. Always used in combination with another key.
<Ctrl>	is the control key. Always combined with another key.
<Tab>	is the TABulation key. On some keyboards, it appears as two opposite arrows.
< >< >< >< >	the arrow keys on the keyboard

1-5 Getting Help

If you find that you need help when using this system, if you have any specific problem, or any unanswered questions, you can--in addition to reading this manual--do one of the following:

- Consult the on-line help.
- Consult the questions and answers available throughout the manual.
- Call the technical support at Aria Systems, Inc.

ON-LINE HELP

If you want to better understand one of the tasks while working with the system, you can consult the help text available on-line.

➤ To display help

1. From the menu bar, choose the menu item **Help**.
2. A menu appears with several options

Choose	to see
About ARIA	information about the system, including the version number, copyright and useful numbers.
Help	all the contents of the help text. You can also display the same text using the shortcut key F1.
Module	help text about the currently active module.
Window	help text about the currently active window.

IF YOU HAVE A QUESTION

If you have a question arising before you start the system, or if you do not know how a specific task is accomplished, please use the table of contents or on-line help system for a quick overview of the programs available and how they operate.

If a problem arises while using the GENERAL LEDGER and you do not know how to solve it, you may find answers in the Questions & Answers appendix or in the chapter where the topic is discussed.

Chapter 2

Main Interface Features

This chapter introduces you to the main interface tools that ARIA ADVANTAGE SERIES uses. However, if you are not familiar with manipulating windows in general, you are advised to read chapter 2 of the SYSTEM MANAGER manual, which gives a very detailed description of the system tools.

In this chapter, you will learn about:

- Movers
- Multiple selection interfaces
- The detail entry interface
- The Control Panel
- Browsing
- Filters
- The Option Grid

2-1 Using Movers

Movers are special dialogs that enable you to create your own sub-list of choices from an original list of all possible options by moving options between two lists. The sub-list you create may hold all, some, or none of the options, and the current task will be applied to only the options in the sub-list.

Movers are composed of:

UNSELECTED list At the left side of the screen. This list contains all possible options. Only unselected options are highlighted though.

SELECTED list At the right. This list displays all selected options.

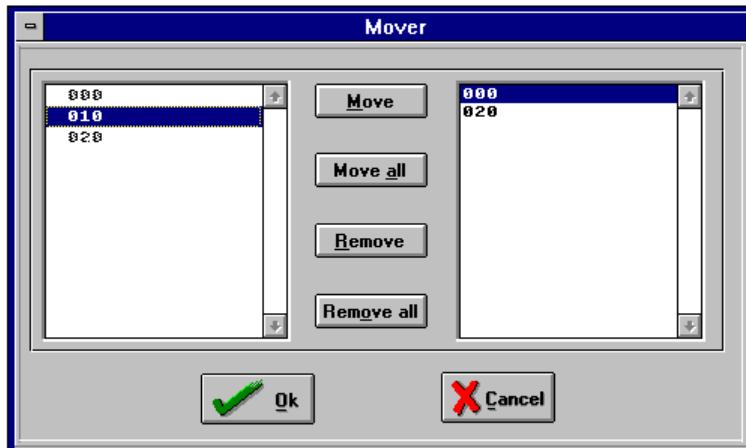
MOVE A command button that you use to select a single option by moving it from the **Unselected** list to the **Selected** list.

MOVE ALL A command button that you use to select all options by moving them from the **Unselected** list to the **Selected** list.

REMOVE A command button that you use to remove a selected option.

REMOVE ALL A command button that you use to remove all currently selected options from the **Selected** list.

Fig (Chapter 2-1):
A Mover



➤ **To select an option in a mover**



1. In the UNSELECTED list, highlight the option you wish to include in your list. Use **< >** and **< >** keys to move the selection bar to the option you want. If some options are not displayed, the list scrolls as you use those keys.
2. To move the option, press **<Enter>** or choose the MOVE button. The highlighted option moves from the list; it appears in the SELECTED list, and

is dimmed in the UNSELECTED list.



1. In the UNSELECTED list, point to the option you wish to choose. Use the scroll bar at the right if the option is not in the displayed part of the list.
2. Click the MOVE button to place the option in the SELECTED list, or just double click on it.

If you wish to select all or most of the options, you may find it more efficient to first MOVE ALL the original list, then REMOVE the particular options you do not want from the SELECTED list.

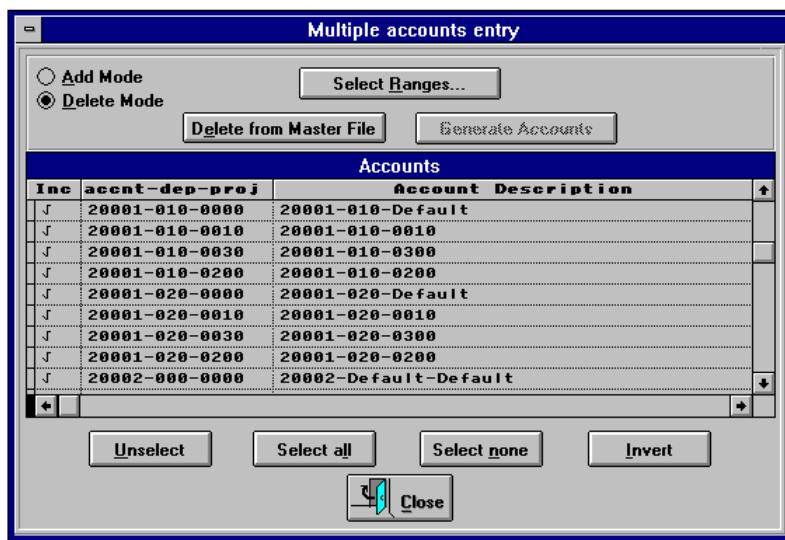
If you wish to cancel your selection without having to exit the current window, use REMOVE ALL. The SELECTED list will be cleared.

2-2 Multiple Selection Interfaces

Multiple selection interfaces are special dialogs that enable you to view a list of all the records and select more than one record. Selected records are marked by a selection mark (✓) in an INCLUDE column. The requested task will be applied to the selected records only.

Fig (Chapter 2-2):

Multiple Selection
Interface



Multiple selection interfaces are composed of:

Records list

This list contains all the records, in addition to an **Include** column. This column will initially be either all empty or all marked for selection depending on the default of each particular window. You can then change the status of each individual record as you wish.

SELECT/
UNSELECT

A command button that you use to invert the selection status of the current record. If the record is initially selected, it becomes unselected and vice versa. A selection mark in the

Include column of the current record denotes selection.

SELECT ALL A command button that you use to select all records in the list.

SELECT NONE A command button that you use to unselect all currently selected records, by removing all selection mark from the **Include** column.

INVERT A command button that you use to invert the status of all the records: selected records will be unselected and vice versa

VIEW When a list contains one or more entries, if you mark one of the entries then used this button, a new window will appear giving you a view of the details of that selected record. This button does not exist on all multiple selection interfaces.

➤ **To select a record**



1. Make the record you wish to select the current record: use < > and < > keys to move the selection bar to the record you want. If some records are not displayed, the list scrolls as you use those keys.
2. To invert the selection status of the record, press <Space> or choose the **Select/Unselect** button. Note that the button name depends on the current record.



1. Click on the record you wish to select. Use the scroll bar at the right if the record is not in the displayed part of the list.
2. Click the **Select/Unselect** button to invert the selection of the record.

In the case of an initially unselected list, if you wish to select all or most of the records, you may find it more efficient to first **Select all** the records, then **Unselect** the records you do not want. Conversely, in an initially selected list, **Select None** of the records then **Select** the ones you want.

2-3 Detail Entry Interface

Detail entry interfaces enable you to edit multiple lines for a header.

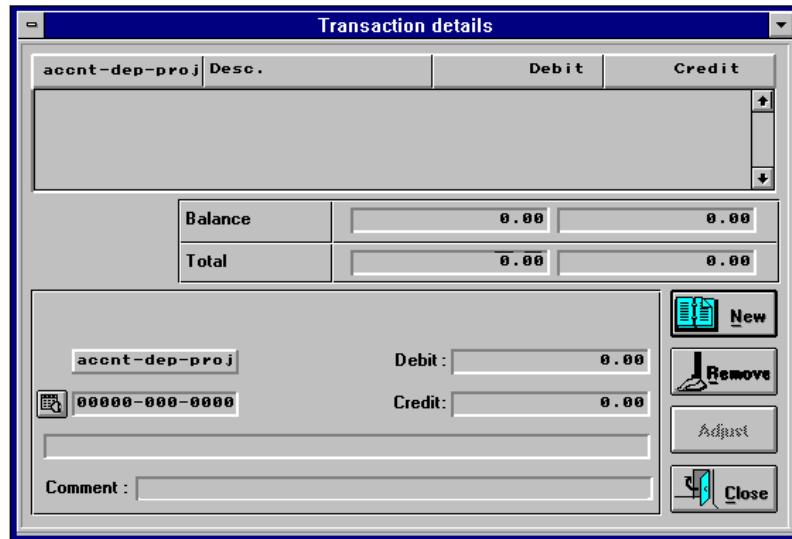


Fig (Chapter 2-3):
Detail Entry Interface

Detail entry interfaces are composed of:

A display list This list contains all the entries made in the current transaction. Although you do not enter data directly in the list, this list is refreshed for each new entry you make.

Where appropriate, amounts from the transaction lines are totaled at the bottom of the list.

An editing box to enter and edit the lines of each transaction of the list.

The editing box contains:

Key field In this field, you can enter the key for a new line in the list.

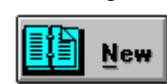
This field is provided with an () at the left which enables you to browse through the previously defined keys.

Related data fields (**Debit/Credit**) in the above figure

To enter the values of the related data fields. In the used example, amounts should be entered for the debit/credit amounts. The values you enter here affect the totals of the list accordingly.

This command button enables you to add a new line to the detail entry list. Choosing this button enables you to select a record in the key field. (An account in the account field, for the case above).

This command button removes the current line in the list.



This command button is available in records where fields have to balance. (credits and debits in the above field.)

You choose this button to adjust the amount of the current line in such a way that the entire entry balances.

➤ **To edit a transaction line**

- Add a new entry to the list:
 1. In edit mode, select NEW.
The cursor will appear in the empty key field (account field for Example).
 2. Enter a key or browse through existing keys by using the () arrow to the left.
 3. Enter the amount for the key (the DEBIT or CREDIT fields).
 4. If this is the last entry, you may wish to use the ADJUST button, when appropriate, to automatically enter the amounts in such that the totals balance.
- Modify an existing entry:
 1. In edit mode, highlight the line from the list whose fields you wish to modify.
This is the current record.
 2. In the editing box, move to the field you wish to modify. Enter the modifications.
 3. If you wish to delete the whole entry, use the REMOVE button. The entry is removed from the list, and totals are adjusted.

A line with the selection bar is highlighted.

2-4 The Control Panel

Commands you need in several windows that handle data records, e.g., navigation, editing, browsing and saving, are grouped together in the form of command buttons as a *control panel*. It appears whenever a window requiring these functions is open.

Not all commands on the control panel are needed at the same time. Accordingly, only some commands (the ones you need) are enabled at any one point, while the rest remain disabled. This simplifies movement within the panel.

MODES ON THE PANEL

Depending on the task you wish to accomplish, you select one of four modes:

Mode	What it does
Select	This mode enables you to select the record you wish to display. When you choose SELECT, the various fields are disabled, and the key field is enabled. You can either enter data in the field, or BROWSE through the existing records. You can also CLOSE the active window. This is the default mode.
View	This mode enables you to view the records in a file, one record at a time. This mode follows the SELECT mode automatically. The selected record is initially displayed, but you can use the control panel to move to the NEXT, PREVIOUS, FIRST or LAST record. You can also DELETE the current record. You can also go to one of the other modes, or CLOSE the active window.

Mode	What it does
Edit	This mode enables you to edit the various fields of the current record. This mode is not always available; the record may be non-editable. For example, a posted transaction may be Viewed but not Edited . Use standard keys to move between the fields. You can COPY and PASTE entire records in this mode. When you are done editing, you can either SAVE the updates on file, or CANCEL the updates and preserve the previous data. If you choose to cancel after making changes, a warning message will be displayed so you do not accidentally lose the changes.
Add	This mode enables you to enter data in the various fields for a new record. It is very similar to the Edit mode, except that in Add mode the fields contain defaults and the record does not exist in the file.

Changing Modes

When in this mode	do this	to go to this mode
Select	enter an existing code in key field	View
Select	enter a new code in the key field	Add
View	press SELECT in the Control Panel	Select
View	press EDIT in the Control Panel	Edit
Edit	press SAVE or CANCEL	View
Add	press SAVE or CANCEL	Select

THE CONTROL PANEL BUTTONS

The button	what it does
	displays the first record in the file. It is disabled if the current record is the first.
	displays the last record in the file.
	displays the record next in sequence to the record currently displayed. It is disabled if the current record is the last.
	displays the record before the one currently displayed. It is disabled if the current record is the first.
	makes a copy of the current record.
	pastes the previously copied fields of a record.
	changes the mode to Edit .

The button	what it does
	deletes the current record from the file.
	changes the mode to Select .
	enables you to browse through the current records by opening the browse window.
	saves the window contents on file.
	closes the current window. If in Edit or Add mode, this button is CANCEL and pressing it closes without saving changes.

The two buttons **Copy** and **Paste** are used jointly to copy the fields of one record and paste them in one or more other records. This feature enables you to reduce the amount of typing you do if you have some common fields between records.

2-5 Browsing

Browsing is a technique that simplifies the process of retrieving records from a file.

In the system, you maintain a variety of data files, and generally a large number of records: accounts, transactions, budgets, and so forth. To identify individual records, a code is associated with each record. Carefully chosen codes simplify the process of retrieving as well as maintaining records. Nevertheless, an easier method is desirable when the records you create become numerous. Browsing is such a method.

Browsing is a window accessible in most windows, whenever you need to retrieve a record or review available key-field entries. Browsing enables you to:

- view all available records in the file in any selected order. This way you can locate the record you want. It is especially useful when you are entering a new code to review the already existing codes. This promotes a consistent code format.
- view a subset of records that you choose. In large files, you can locate a required record more easily if you first narrow down the scope of browsing by using a filter.
- locate and select the record you want to display. This way, you need neither memorize nor type a record's code.

Fig (Chapter 2-4):
The Browse table

The browse table consists of a browse list (see earlier) with associated command buttons that enable you to filter the display, sort it, search for a specific item (record) then select it.

Two browse tables are available throughout the system:

- The general browse table: the browse window you commonly see for most records.
 - The Chart-of-Accounts browse table: is specifically designed for the chart of accounts records. Since the chart of accounts is the core of the module, this browse window contains additional features especially geared to simplify browsing through the accounts.

HOW TO GET TO THE BROWSE TABLE

There is a variety of paths that enable you to display the browse window:

From [here](#) you can browse if you...

The Control Panel press BROWSE. The general browse table appears showing the records of the current file.



The key field you want to browse for enter <?> as the first character in the field, or press () button provided at the left of the field. The appropriate browse table appears showing the records of the current

The menu bar choose **Record**. From the displayed menu, choose **Browse**.

➤ **To select a record from the browse list**

Select

1. Browsing In the browse window, scroll through the list until the selection bar is on the record you want.
2. Press SELECT.

 You can also press <Enter>.

 Double-click on the record.

3. The browse table is closed, and the window from which you called the browse table is activated, displaying the chosen record.

SORTING THE BROWSE LIST

Browse lists are initially displayed in an ascending order of the key field values. You can display the list differently by:

- Changing the sort key
- Switching the order

By controlling the way the list is sorted, you can arrange the records to suit your needs.

The *sort key* is the field whose contents are used to sort the records. The contents of the sort key are sorted alphabetically, and the records are reordered in the browse list accordingly. Sort keys available vary from one file to another.

There are two *sort orders*: ascending and descending. The contents of the key field can be sorted from the smallest to the largest value, or in an *ascending* order, or it can be sorted from the largest to the smallest value, or in a *descending* order. The ascending order is the default order the system uses.

➤ **To change the sort key**

Order By

The number of sort keys available depends on the number of indexes a file has.

1. In the browse window, select the ORDER BY command button. A list is displayed showing the possible sort keys. This list varies depending on the file whose records are currently displayed.
2. From the displayed list of keys, choose the key you want. Choose No order to display the records in the physical order of the file (the order they were recorded in).
3. Press <Enter>. The list is resorted.

➤ **To switch between ascending/descending order**

Descending

- In the browse window, choose the command button ASCENDING (from small to big) or DESCENDING (from big to small). This button toggles between the two sort orders depending on the currently used order. Initially, the list is sorted in ascending order (the default order) and the button displays **Descending**.

When you choose this button, the list is reversed in order, and the button toggles to the other order (from DESCENDING to ASCENDING or vice versa).

Ascending

SEARCHING FOR A RECORD

When you use the browse table, you are usually trying to locate a record, either to select it or simply to review it. You may remember only one of the fields of this record and would like to make use of this knowledge to quickly find the record. You may remember:

- that the key field is greater than a certain value, but you are not sure of the exact value of the key
- the description of the record, but not its key field
- or, the exact key field, but you want to review the record before using it.

If you have partial information about the record you want, and you believe it will help you find the record directly (very useful if the list is long) then use the *Finder* found in the browse table window.

The finder locates the first record matching a certain criteria you specify. You need to specify:

- the field you are focusing the search on,
- the value you want to compare to the actual contents of the field,
- the relation between the value you specify and the actual field.

For maximum flexibility, ARIA ADVANTAGE SERIES finder allows you to base your search on any field, not just the key field. In addition, you can select any of the common logical relations: equal to, not equal to, greater than and less than.

➤ **To find a record based on specified criteria**

Find

1. In the browse window, select the **Find** command button.

The following dialog box is opened.

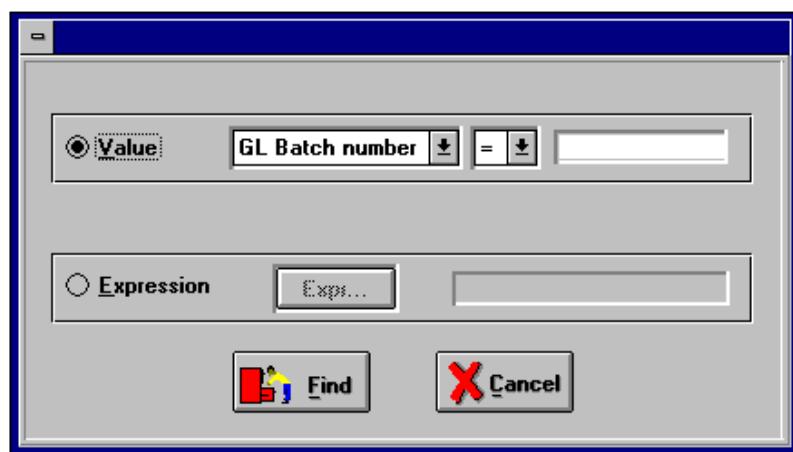


Fig (Chapter 2-5):

The Finder

2. Specify the field you want to base your search on:



Use the TAB key to move to highlight the field box.
Press <Enter>.



Point to the field box, then click the mouse button.

A list of all the fields is displayed. Choose the field name.

3. Specify the relation. Select the relation box to display a drop-down list with the following operations.

Choose to find a record whose field value

= equals the search value.

<> does not equal the search value. All values *except* the specified value will match.

< is less than the search value.

> is greater than the search value.

4. Enter the search value. In the value entry field, type in the value you want to find.
5. Press FIND to start the search. If a record is found to match the search criteria, the selection bar in the browse list is moved to this record. If no record matches the criteria, a message appears at the top of the screen.
6. If you change your mind about carrying out the search, press CANCEL.

In addition to the finder, ARIA ADVANTAGE SERIES provides a *filter* to customize the browse list.

MAKING A FILTER

As its name implies, a filter *filters* the list displayed so that you view only those records within a limited scope. You do not have to see *all* the records, only the ones you need. This simplifies reviewing, comparing relevant records, and finding a specific record.

To make a filter, you need to build a *query*, or lines of conditions which a record has to satisfy to be eligible for display in the list. In ARIA ADVANTAGE SERIES, you are provided with a *query builder* tool which is simple enough that you will easily master it without prior knowledge of databases, yet powerful enough that you can create virtually any query you want however sophisticated it may be. You build a query by selecting different fields; no formats to memorize. The lines of query thus created are simple English statements; no technical terms to reduce readability.

After you make a filter, you *set* it, or actually apply it to the list. You can save a filter you make, so you can use it several times by simply *loading* it. This enables you to customize the browse list.

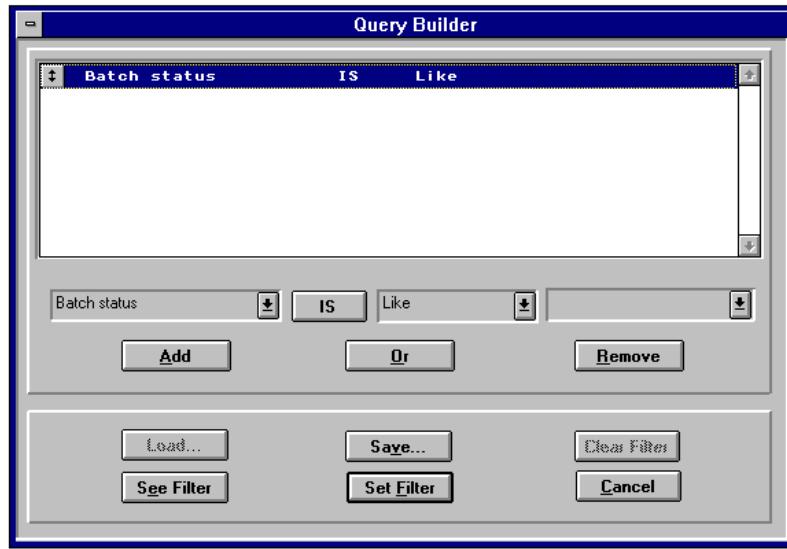


Fig (Chapter 2-6):

The Filter

The filter dialog box comprises:

Item	Function
query list	lists the query lines entered in the filter.
Entry fields	opens lists to select the various fields of the query
Add	enables you to add a new line to the filter.
Or	enables you to create an alternative query. In an OR query, a record can satisfy either one set of queries or the other: not necessarily both.
Remove	enables you to remove the current line from the filter.
Save	saves the current filter.
Load	loads a previously save filter.
Set Filter	returns to the browse table, modifying the display according to the filter.
Cancel	returns to the browse table, canceling the filter entries. If you had not saved the filter, it is lost.
See Filter	displays the query in a readable format (either in SQL or as simple English statements).
Clear Filter	returns to the browse table, removing the effect of the filter on the display. Subsequently, all records in the file are displayed.

➤ **To filter the browse list**



1. In the browse window, select the FILTER command button.

The filter dialog box opens.



2. Press ADD to insert a new line to the query.

This activates the entry fields.



3. Specify the field you want to set a query for. From the fields list, select the field name.



4. Specify the relation: it is composed of two fields:

- Is/Is not: to define whether the relation or its negation will be used.
- The relationship: the options here depend on the nature of the field.



5. Enter the value you want to compare to the actual data.

6. Repeat steps 2-5 for all the query lines you wish to make. Press REMOVE to delete a line you do not want. Press OR to start an alternative query group.

7. If you wish to use this filter more than once, press SAVE. The following dialog box appears.

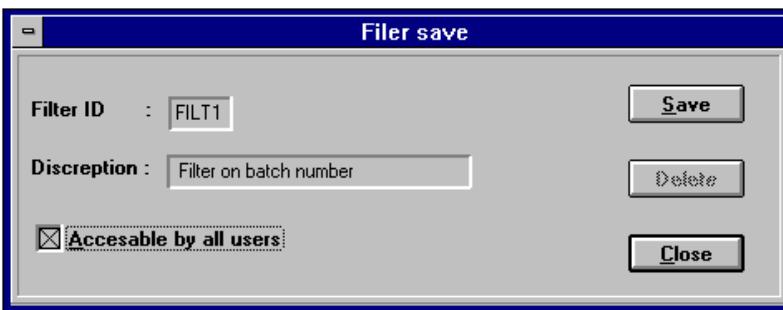


Fig (Chapter 2-7):
Saving a filter

Enter an ID for the filter. In DESCRIPTION, write a line of comment to describe the purpose of the filter. If you wish all other users to use this filter, check the ACCESSIBLE BY ALL USERS option.



8. To apply the filter to the current browse list, press SET FILTER.

THE CHART OF ACCOUNTS BROWSE TABLE

This browse table is a special browse table that enables you to view the chart of accounts. You can display either all the chart, or only a subset of it classified by account type. It will appear whenever you access the browse table through the account code field of any window.

➤ **To display the chart of accounts browse list**

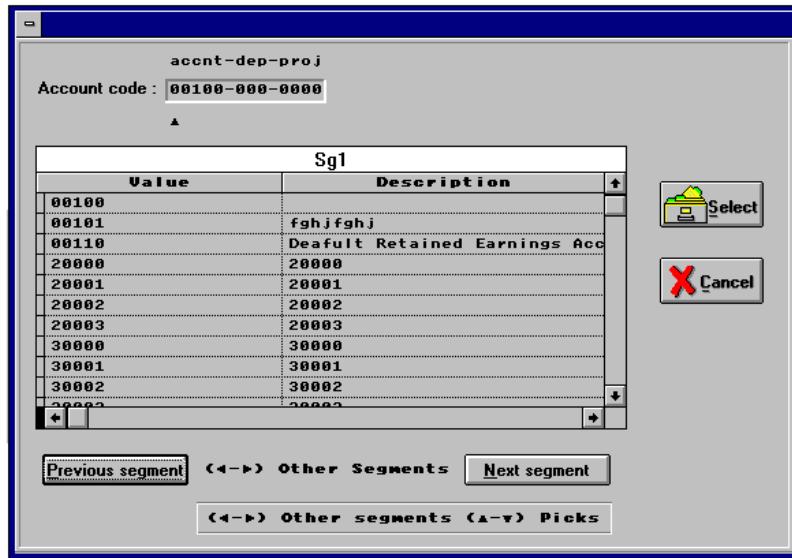
In any detail entry screen, select () to the left of the account entry field, (see the account code field of the transaction details in figure 4-8). A message dialog box appears. Press BROWSE if you wish to proceed to the browse list. Press

SEGMENTS if you wish to specify the account code by selecting its individual segments.

Filtering by segment values

you can select a certain account by specifying the values for its segments. To do that, press the SEGMENTS button as explained above. The following dialog box appears.

Fig (Chapter 2-8):
Segment Selection
dialog box



By default, the browse table will first display all the values that were defined for the first segment. To choose the values for the segments of an account do the following:

1. Move up and down the list either using the scroll bars or the () and () arrows. When you find the value you want, press <Enter> or double click the mouse button.
2. Press the NEXT SEGMENT or PREVIOUS SEGMENT button or use the () and () buttons to the next and previous segments respectively.
3. Repeat the process described in 1-2 to choose the values of all the segments.
4. After you select all the values, press the SELECT button.
5. The account whose segments consist of the values you have selected will be displayed in the account code field of the detailed entry window.

Filtering By Types

If you choose to BROWSE, then you will filter your accounts by their types and the following dialog box appears.

Fig (Chapter 2-9):
The “Accounts” Browse
table

Types			
Type	Type Description	Lower Limit	Upper Limit
A00	General Asset		
C01		60000	69999
E01	Expenses 01	20000	29999
E02	Expenses 02	30000	39999
I01		50000	59999
L01		00001	00003
Q00	General Equity Accounts		
Q01		00100	00200
S00			

Two radio buttons appear at the bottom of the list:

Select if you want...

ALL TYPES to display the entire chart of accounts.

SELECT TYPES to display only specified types of accounts.

If you choose SELECT TYPES, a dialog box appears for you to select the type you want.

Browse through the resulting list. When you locate the account you want, move the selection bar to it, then SELECT it.

The account you selected will be displayed in the account code field of the detailed entry window.

2-6 The Option Grid

The option grid is your tool to control data that appears on your reports, or data printouts of data. Through the option grid, you tell the system what information you want on a report. Your choices for the options on the grid specify the scope for the records you want the report to include. In other words, you filter data for printing by limiting the scope of records. You can limit the scope of data for more than one field.

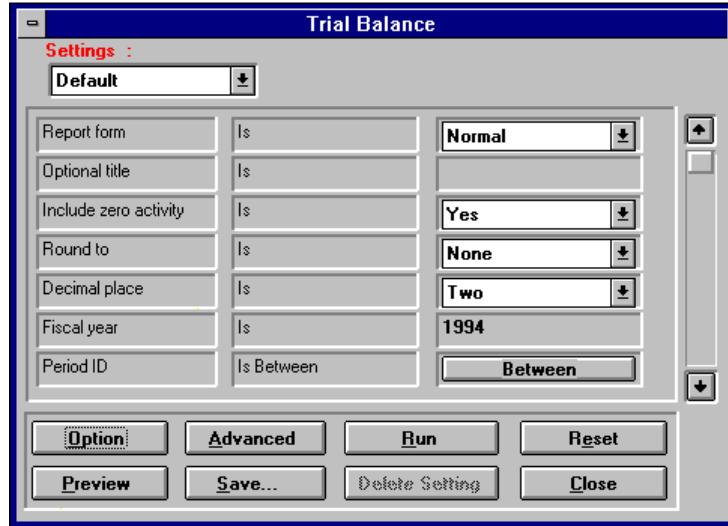
If you have experience using operators, you can specify even more options for a more advanced filter. It is important to realize that the settings of the option grid will affect not only the fields appearing on your report and accordingly the information displayed on every account, but also the form of this information.

Example. It is through the option grid that you can decide whether or not you want inactive and/or zero accounts to appear. You can also limit the number of digits you want to appear after a decimal point.

An option grid contains three columns. The first displays the name of a field (an *option*), the second displays an *operator*, which determines the relation between the field's value in a record and the value specified in the option grid, while the third column displays a *value* for the option.

To best understand the information on the option grid, you should read each row as a statement. For example, if a row contains "Segment No." in its first column, "Is" in the second and "1" in the third, it should be read as :"Segment No. Is 1". This means: "print records whose segment no. field is 1.

Fig (Chapter 2-10):
A sample option grid



This interface contains a "settings" field, a grid and some command buttons.

On top of the grid, one or two fields may appear: SETTINGS and SORT BY. The latter does not appear in all grids, only where applicable.

Settings

To select a group of grid settings that you prefer. At least the default settings group is available. If you save your customized settings, their names appear here.

Sort option

To select the sort key. The available keys vary according to the file. At least the physical file order and the key index are available.

The grid consists of three columns:

FIELD NAME

This column contains the names of the fields (options) whose values you specify.

RELATIONSHIP

This column contains an operator controlling the relationship between the actual and specified values of the field.

VALUE

In this column you specify the values you want to compare to the actual field values.

Initially, these fields either contain default values or are blank.

In addition, the following buttons are available:

This button

enables you to perform the following

OPTION	define printing options, such as bold face, underlining, etc
ADVANCED	make additional queries. This button opens a dialog box through which you can add options to the grid, and modify the operators of some of the grid's options. Examples of the use of advanced queries is available in Part V that describes reports.
RUN	produce the final form of the report. You can output reports on screen, file or printer.
CLOSE	close the options grid.
PREVIEW	display the report on screen.
SAVE	save the current settings.
RESET	retrieve default values.
DELETE SETTING	delete previously saved settings.

Setting Values for Options

Depending on the way you make your choices, the option grid contains several types of options:

- Options with lists of values: in this type of option, you make your choice from a drop-down list available through the () at the right of the value cell for that option. This is typical for options with limited values. You cannot enter any data here.
- Options with empty entry fields: in this type of option, you type in the choice you want. This is typical for free-format fields. You can leave the option without any data.
- Options with defaults: in this type of option, you have a default value which you can modify by typing or browsing. This is typical for formatted fields, like dates.

To browse: leave the value field empty or type inapplicable data, then press <Enter> or < > from your keyboard.

More details on option grids is available in the SYSTEM MANAGER, Chapter 2 and Chapter 8.

Part II

When You Start Using General Ledger

3. Start Your Company's General Ledger
4. Setup Your Chart of Accounts
5. Initialize Your System
6. Achieve Efficiency

Chapter 3

Start your Company's General Ledger

This chapter discusses the first steps you perform when you start working with G/L. It explains how to run the system, and what it requires to work in a multi-user environment. It then describes how to set up the G/L module.

In this chapter, you will learn about:

- The preliminary steps to run the system
- The system screens
- Exiting the system
- Working in a multi-user environment
- Setting up G/L

3-1 Preliminary Steps

This section covers the steps you will use repeatedly to start and end an ARIA ADVANTAGE SERIES session. You will learn about the screens that you view as you start the system and then the G/L module. You will also learn about choosing a specific company to work with.

Working with G/L can be summarized by the following steps:

- Running ARIA ADVANTAGE SERIES.
- Activating the G/L module.
- Selecting the company you want to work with.

You do not need to perform the last two steps if you have a specific module and a company name initially selected for you (associated with your ID by the system administrator).

- You can then accomplish the required G/L tasks. When you finish, you will need to exit the system.

ARIA ADVANTAGE SERIES SETUP

When you first receive the requested ARIA ADVANTAGE SERIES modules, and before you can work with any of its modules, installation procedure must first be completed. Your System Administrator will have probably completed this step for you. Refer to the SYSTEM MANAGER manual for the installation procedures.

Installation involves:

- Installing the modules on your network, and configuring the system for your company's environment: workstations, printers, available platforms.
- Regulating startup procedures (from **System Installation**): such as login ID, passwords.
- Defining your company details, through a **Company Information** program. You can have more than one company defined in the system.
- Defining the various users and their privileges, through a **Users** module. ARIA ADVANTAGE SERIES is designed for a multi-user environment and hence gives facilities to help organize such an environment.
- Adding the modules for the company, through the **Company Information** program. This is an initial step, needed to run G/L. To do so, the **Company Information** uses a setup program, that can be later accessed from G/L , should the setup need modification.

RUNNING ARIA ADVANTAGE SERIES

The procedure for running the system depends on the platform in which you are working:

➤ **In DOS**

- From the DOS prompt, type the system name.
For example: C:\ARIA>**AAS**

➤ **In Microsoft Windows**

- From Windows' Program Manager, choose the icon assigned for ARIA ADVANTAGE SERIES.

Or,

1. From **File** in Program Manager menu bar, choose **Run**.
2. In the dialog box that appears, type the program name in the **Command Line** field.

This starts a session of the system. You may not be the only user using the system at the time: you may be *sharing* the system with others. In the following section, we shall discuss the issues pertaining to sharing the system.

When a session starts, you go through a sequence of screens. This varies according to the way the system was set up through the **SYSTEM MANAGER**.

SYSTEM SCREENS

When you run ARIA ADVANTAGE SERIES, you work with a number of screens, one screen at a time.

If the system is installed such that a login is required, then the first screen you encounter is the *login screen*.

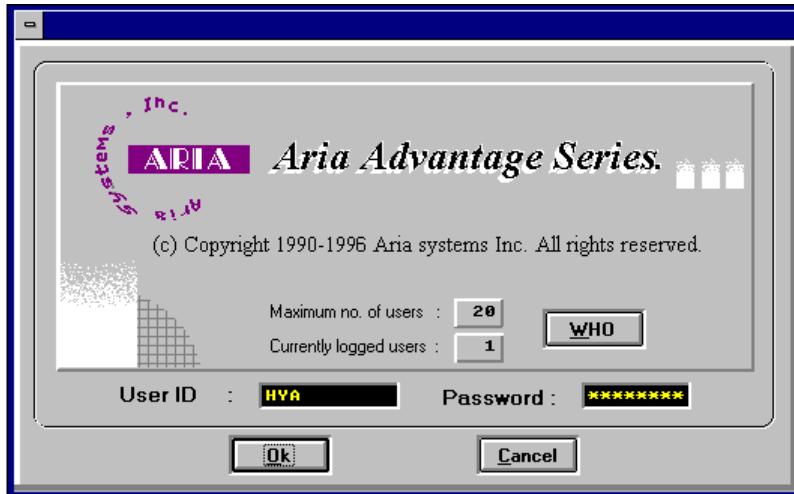
The Login Screen

The login screen enables you to enter your login ID and your password.

Usually, in a multi-user environment, every user has a unique ID and sometimes a password associated with it. An ID facilitates tracking of updates and permits distribution of tasks. A password is a form of protection.

For more information about ID's, refer to Section 3-2 *Working in a Multi-user Environment*.

Fig (Chapter 3-1):
The login screen



This is the opening screen that acts as a gate you need to pass before you can start doing any further action.

There are only two fields in this screen:

- ID** Enter your ID name here. If you are not sure what your ID is, consult with your System Administrator.
- Password** Enter your selected password. As a password is confidential, for each character you type, the system displays an asterisk.
If no password was assigned during system installation, this field is not used.

You can enter only a previously defined ID. If a password is required, you cannot leave this screen without entering the assigned password. If you entered an incorrect password, you can reenter the accepted password.



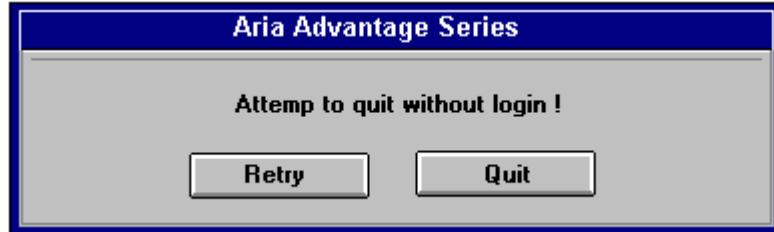
You have only three chances to reenter the password. If you make 3 incorrect entries, you will automatically exit the system.

If you successfully enter your ID and password, the login screen is replaced by one of two screens:

- The general screen: this is an intermediate screen from which you can start any of the available modules.
- A module screen: you go directly to this screen if your user ID is associated with one module (a default module) during installation. This is typical if you are expected to use only one module.

If you for one reason or the other fail to enter a valid password, and you need to consult with your system administrator, then press the ESC button to quit attempting to login the system. You will be prompted by the following dialog

Fig (Chapter 3-2):
Prompt that appears at
attempt to abort login



Press RETRY to repeat the login process and press QUIT to abort it and exit the system.

The General Screen

As its name implies, this screen is global to all ARIA ADVANTAGE SERIES modules. This screen contains the opening menu, through which you can move to the module you want to work with.

Fig (Chapter 3-3):
The general screen

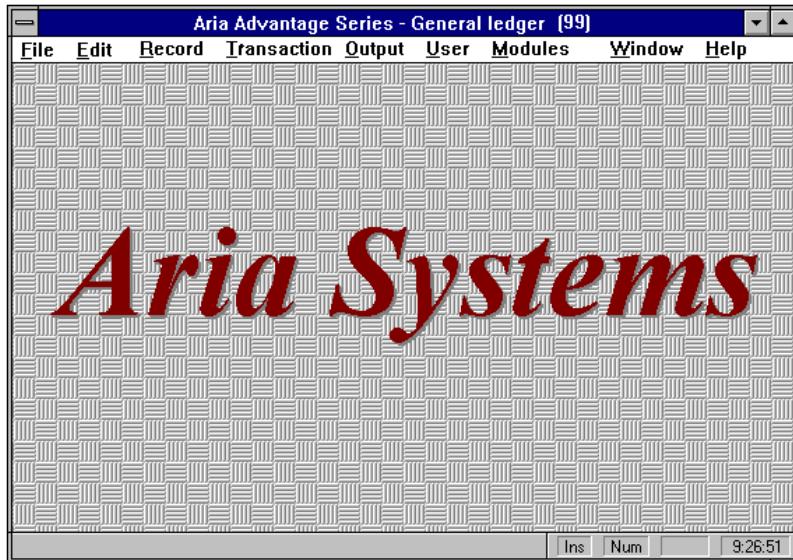


The Module Screen

When you complete the steps till the GENERAL LEDGER screen appears, you are ready to proceed working with this module.

Fig (Chapter 3-4):
The Module Screen

*The module in this case is
the General Ledger.*



This is the main screen you will be working with.

SELECTING THE COMPANY

ARIA ADVANTAGE SERIES is designed for a multiple company environment, as well as the multi-user facility previously mentioned. This feature is especially useful for organizations holding multiple companies, also branches, and for auditors of several companies.

If you are working in such an environment, your system will be dealing with more than one company. In other words, more than one company will be defined during installation, and they will appear in the company sub-menu accessible through the menu bar.

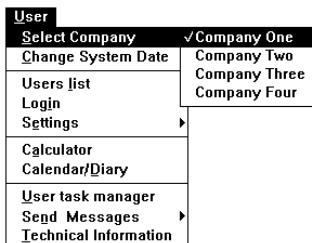
Each company is characterized by:

- | | |
|-----------------|--|
| A unique ID | The company ID is two characters long. It appears all the time on the status bar at the bottom of the screen. |
| A fiscal year | Each company has a separate fiscal year with a maximum of 13 periods. The fiscal year is described through SYSTEM MANAGER. |
| A company title | This is the name of the company. It appears in the company sub-menu. |
| Data files | Files of data used in the system modules, such as the chart of accounts, budgets, etc. are specific for each company. Companies do not share data. (But you can copy data from another company.) |

Depending on the system installation, you have two options:

- A default company is associated with your user ID. You start G/L with a company selected. Hence, you can proceed directly with the required task. This is the most common case, since you normally need to work with only one company's data.
- No default company is associated with your user ID. You must select the company you want to work with as soon as you start G/L.

➤ To select a company



1. From G/L menu, choose **User**. A menu appears with user-specific options.
2. Choose **Select Company**. A submenu displays the companies defined through SYSTEM MANAGER, with the selected company, if any, marked.
3. Choose the company you want.



You can only select a "parent" company in **General Ledger**. A "child" company has no access to this module. For information on types of companies, refer to the **System Manager** manual.

With a company selected, you can now perform any G/L tasks you need. The data you deal with now pertains to the company that you have selected.

EXITING THE SYSTEM

When you complete your work, you must exit the system.

➤ To exit Aria Advantage Series

1. From **File** menu, choose **Exit**.

Or, you can use the shortcut key <Alt> + X, or as in any other program that runs under Windows you can press Alt + F4.

3-2 Working in a Multi-user Environment

If you have experience working with other systems where data is shared, you may want to go directly to the next section.

ARIA ADVANTAGE SERIES is typically used through a network. More than one user has access to the system. Two users may be using the system at the same time, and may even be accessing or *sharing* the same data files. This is a multi-user environment.

Such an environment is inevitable, and would give rise to problems if it were not regulated through some restrictions.

Having An ID

When several users can make changes to the same data, the existence of a distinct ID for each user helps reviewers to track those changes. A password protects your ID from being used by others.

ID's make it possible to distribute responsibilities. Through his ID, each user has access to only those portions of the system that pertain to his work. A user is thus not burdened with more options than necessary. As a user, you will find that this technique in a way *tailors* the system to your tasks, making it more convenient to move through menus and screens.

USERS' PRIVILEGES

Privileges are assigned in SYSTEM MANAGER for each ID.

Privileges are simply what a user is permitted to do in the system. Depending on the privileges associated with an ID, the following variations may occur:

- You may not be permitted to use all modules.
- You may not be permitted to access all companies.
- Some menu options may be disabled at all times. This means you are denied access to these programs (remember that some options may be *temporarily* disabled: you cannot access them with the current task, for example, but you can later access them).
- In windows manipulating data records, you may have one or more of the following rights:

view you can view the contents of data records and browse through them. If this is the only right you have, you can perform no changes to records.

edit you can modify records by editing the various fields.

delete you can delete records.

add you can add new records.

For example, you may be able to view existing records and add new ones, but not modify existing records or delete them.

SHARING A RECORD

To provide users with maximum flexibility, ARIA ADVANTAGE SERIES permits users working simultaneously to share the use of a record, while maintaining a sufficient degree of control to protect system integrity.

If you attempt to edit or delete a record that another user is concurrently editing, the system reacts as follows:

It does not permit you to edit the record. You have to wait until the other user ends his editing session. However, you can access it in the view mode.

Privileges are assigned in SYSTEM MANAGER for each ID.

3-3 Setting Up General Ledger

You will refer to this screen several times to keep the GENERAL LEDGER setup up to date.

Before you can use General Ledger, this module must be initially set up for each company using it. As mentioned previously, this is part of the installation from System Manager.

The same setup options are available through General Ledger. You can update the setup data directly from the module.

➤ To modify General Ledger setup

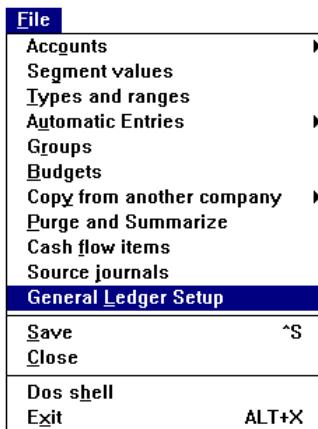
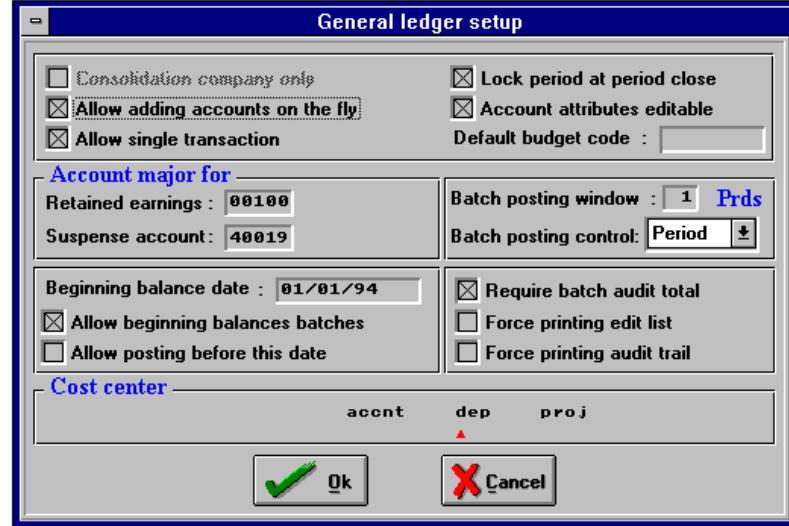


Fig (Chapter 3-5):
The setup window



The "G/L Setup Screen" screen contains the following fields and controls:
to have the following setting....

Use this field

CONSOLIDATION
COMPANY ONLY

check this box when the company you are working with is for consolidation purposes only. Once you enter data for a company, you cannot change this option. It is disabled in the setup window.

ALLOW ADDING
ACCOUNTS ON THE FLY

to control when you may add new accounts. If selected, this option enables you to add accounts while entering transaction details; if you enter an account code that does not exist, you can define the account without quitting the transactions screen. If this option is not selected, you can only add accounts through the **Single Accounts** menu option.

Use this field	to have the following setting....
ALLOW SINGLE TRANSACTIONS	to customize GENERAL LEDGER to follow your normal work routine. If you deal with all your transactions in batches, uncheck this option: this will disable the SINGLE TRANSACTION option, and you can enter transactions through batches only. If you select this option, you can enter single transactions as well as batches.
LOCK PERIOD AT PERIOD CLOSE	to control whether or not to allow transactions for closed periods. If you select it, you lock a period automatically when it is closed, and thus can neither edit nor post transactions to a closed period. Use this option to protect finalized work. Note that a period can be locked manually through editing a company's fiscal calendar in SYSTEM MANAGER.
ACCOUNT ATTRIBUTES EDITABLE	to control where the following account attributes can be edited: term, type, ratio group, cash flow code. If you do not select this option, you can assign attributes of accounts only through the account major definition, and you cannot edit them on a single-account level. If you select this option, you can edit the account attributes in the Single Accounts window. Mark the check box for this option if you want accounts with the same account major to have the same features (hence, the same use). For more information on account attributes, see 4-3 <i>Specifying Segment Values</i> .
DEFAULT BUDGET CODE	to assign a budget to use as a default with reports requiring budgets. Enter its code in the field. The code must be an existing budget code, so you must define a budget from Budget before you can use this field. If you enter a non-existing code, the browse screen appears. For more information on budgets, see chapter 10: <i>Budget, Forecast & Analyze</i> .
ACCOUNT MAJOR FOR RETAINED EARNINGS	to enter the account major number that the system will use for retained earnings, i.e., for the accounts to use for the cumulative net income at year close. The account major you enter must exist in the chart of accounts, so you must define this account major first from Segment Values before you can use this field. If you enter a non-existing account major, the browse screen appears. Notice that the number you enter in this field must be the account major of an account with zeros for all the other segments. If for example you enter the account major "00100", then there must exist in your chart of accounts an account "00100-000-0000". For more information on retained earnings accounts, see 4-5 <i>Defining Special Accounts</i> .

Use this field	to have the following setting....
ACCOUNT MAJOR FOR SUSPENSE ACCOUNTS	<p>to specify the account major number that the system will use as a default when linking with other modules if posting to accounts that do not exist). The account major you enter must exist in the chart of accounts, so you must define this account major first from Segment Values before you can use this field. If you enter a non-existing account major, the browse screen appears.</p> <p>Notice that the number you enter in this field must be the account major of an account with zeros for all the other segments. If for example you enter the account major "40019", then there must exist in your chart of accounts an account "40019-000-0000".</p> <p>For more information on suspense accounts, see 4-5 Defining Special Accounts. For more information on linking with other modules, see Chapter 14: Link General Ledger with Other Modules.</p>
BATCH POSTING WINDOW	to enter the time-frame, or <i>window</i> , for the maximum number of periods that a batch can span. You can enter here up to one fiscal year.
BATCH POSTING CONTROL	to control how the start and end of the batch posting window are specified. You can select either "periods" or "dates".
BEGINNING BALANCE DATE	to specify the date for beginning balance batches. All batches of this type are posted to that date. You cannot change this date after entering beginning balance batches. For more information on beginning balances, see 5-2 Bringing in Beginning Balances .
ALLOW BEGINNING BALANCE BATCHES	to control the use of beginning balance batches. Since this feature serves a temporary purpose (that of initializing account balances), you may want to enable it at the start of using the system, then disable it later on. When you first use the system, check this option to allow entering beginning balance batches. When you complete all your beginning balances, uncheck this option to prevent any further beginning balances entries.
ALLOW POSTING BEFORE THIS DATE	check this option to post journal transactions prior to the date assigned in Beginning Balance Date . Otherwise, if this option is unchecked, you are not permitted to enter transactions with a prior date.
REQUIRE BATCH AUDIT TOTAL	to control entry of batches. If you check this option, you cannot omit the Audit Total field in the batch entry window (i.e., you cannot leave it empty). You thus enforce a verification of the batch total through entering a target total for each batch. For information on audit total, see 7-3 Creating Batches .
FORCE PRINTING EDIT LIST	if you check this option, the system enforces printing of the transaction details when approving it for posting. If unchecked, printing at this stage is optional.
FORCE PRINTING AUDIT TRAIL	if you check this option, the system enforces printing of the transaction details after posting. If unchecked, printing at this stage is optional.

Use this field to have the following setting....

COST CENTER to select the segment level upon which you want to distribute your retained earnings. The system gives you the flexibility to choose any segment for a cost center. You must have the account code structure defined for the company before you can choose the cost center.

➤ **To choose a cost center**



1. Use <Tab> repeatedly till the selection bar is in the cost center field.
2. Use <Tab> or <Shift> and <Shift> arrow keys to move the selection bar to the segment you want.
3. Press <Space> to choose.

The marker (an arrow) moves to the selected segment.



- Point to the option you want, then click the mouse button.

For information on segments and the choice of a cost center, see Chapter 4: *Set up the Chart of Accounts*.

Chapter 4

Set up your Company's Chart of Accounts

This chapter deals with the creation of the chart of accounts. Since accounts are the basis of all your work in GENERAL LEDGER, you must first design and set up the chart of accounts. ARIA ADVANTAGE SERIES gives you maximum flexibility in designing the account coding scheme.

After you initialize G/L setup for your company, you need to define your company's chart of accounts before you can enter any transactions or perform other general ledger tasks. This process comprises a number of steps:

- Designing an account code structure, or the format of the accounts' codes. This step is carried out through the SYSTEM MANAGER module to serve all modules.
- Defining account types and type ranges, to classify accounts and set limits of the values each type spans.
- Entering segment values, the ones you would permit in accounts. An account number is the combination of such previously defined segment values.
- Adding accounts. The final step is to add actual accounts conforming with the structure, from defined segment values. You can add one account at a time, or multiple accounts.

When you complete the chart of accounts, it may be convenient to update G/L setup by:

- Defining special accounts: suspense and retained earnings accounts,
- Selecting a cost center for net profit calculation.

4-1 Designing the Account Code Structure

Each account is distinguished by a unique code used to identify accounts in all screens. A carefully selected code can be very informative. For example you can use a code that shows the type of the account, the department to which this account belongs, and the specific project of that department to which the account is dedicated.

The coding scheme you choose depends on the structure of your company, the number of accounts it deals with, and their classification.

When you start using ARIA ADVANTAGE SERIES, your company may already have an established coding scheme, or you may use this system to plan the accounts' codes for the first time. In order to serve both cases, ARIA ADVANTAGE SERIES gives you complete freedom to define every detail in the codes for accounts. You do not have to adapt your existing coding scheme for the system; instead, the system will accommodate your scheme.

If you are designing your coding scheme for the first time, you will find that the process you follow will guide and enable you to create an organized and well-structured chart of accounts.

The account code structure enables you to define the format of an account's code, namely the segments and their description.

Instead of being one continuous number, account codes in ARIA ADVANTAGE SERIES are in the form of *segments*, or divided into partitions. Segments are easier to read and classify.

Compare: 1110215

with: 111-02-15

given that the first three characters (111) describe the account type, the next two characters (02) define the department, and the last two characters (15) a serial number.

Although the latter code is longer (because of the delimiters), it is obviously clearer and more informative.

Account codes may be from 1 to 6 segments long. Each segment is at least 3 characters long. The maximum number of characters the entire code can be is 24 (including segment delimiters). For each segment you define:

- The segment length.
- A short description: that appears as part of the description of accounts containing this segment.
- A long description: that describes the purpose of the segment.

Since all modules that one company uses share the account code structure, this step of creating the account code structure takes place in SYSTEM MANAGER.

Regardless of the structure you use, the first segment (which may well be the only segment) is reserved for determining the account type, and is called the *account major*.

4-2 Defining Account Types and Ranges

After defining the structure of account numbers, you need to divide your prospective chart into classes, or *types*, of accounts.

This is a two-step process: first you define a type and give it a code, then you link this type to actual accounts by specifying the *range* of account major values that belong to this type.

You classify accounts into types for two objectives:

- To define their function. Accounts of a similar type, serve common purposes in accounting.
- To determine in which financial statements the account appears, either the income statement or the balance sheet.

Nine major types are available in the system. A code letter is used as a symbol instead of each type's description.

Type	Code letter	Report it appears in
Asset	A	Balance Sheet
Cost of sales	C	Income Statement
Equity	Q	Balance Sheet
Other Income	I	Income Statement
Liability	L	Balance Sheet
Sales	S	Income Statement
Taxes	T	Income Statement
Expenses	E	Income Statement
Statistical	Y	Neither

These are general categories, but some of them require further dividing. For example, you may want to sub-classify assets into fixed assets and current assets. Sub-types give you more flexibility in reports. You can have up to 99 sub-types within each main type.

Type codes have the following format:

a code letter + a two-digit code number

Code number "00" is reserved for the main types. Main types are the tools for arranging reports by type, as they appear as headers in reports. You cannot specify ranges for them, but you can modify their descriptions.



You should not delete "00" types if it comprises subtypes. If you delete such a type, its subtypes will appear in reports without a header.

You can use the digits from 01 through 99 for the types you need.

What if I do not have more than one type of Equity?

To be able to assign ranges and hence values to this type, use code number 01 for the main type. Thus the type code is "Q01".

➤ **To add an account type**

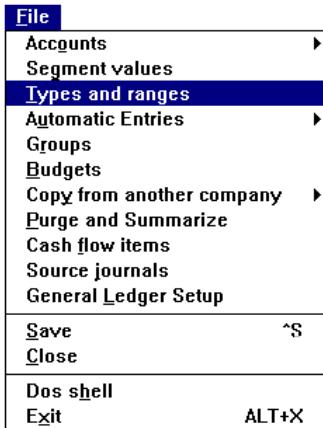
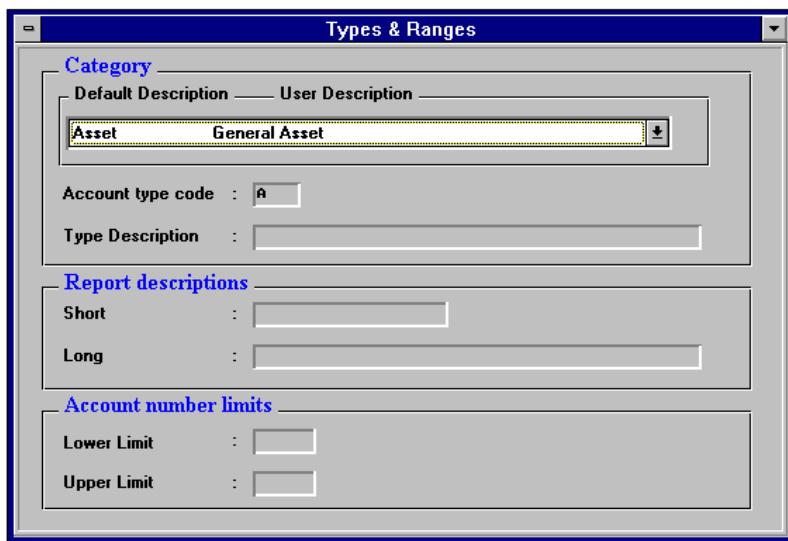


Fig (Chapter 4-1):
Defining account
types and ranges



1. Open the **File** menu.
2. Choose the **Types & Ranges** menu option.
The "Types & Ranges" window will be displayed.

Example. Choose "L20" for long-term liabilities. .

3. Choose the main type: select a type from the drop-down list.
The code letter automatically appears in the CODE field.
4. In ACCOUNT TYPE CODE, enter the code number next to the code letter. Enter 00 to define the main type, or enter a number between 01 and 99 inclusive to define the subtypes you use.

<Browse> <Add> <Reenter>

Use BROWSE to select an existing code. To enter a new type, use ADD. Otherwise, choose REENTER to go back to the code field and retype.

7. Choose ADD to edit a new type.
8. Enter text to describe the type.

By default, the type description you enter in the above field appears in the short and long descriptions.

In this field	enter the following description...
TYPE DESCRIPTION	give a title for this type, to be used in windows, such as the single account window. For main types, this replaces the default description. hence you can leave it blank if the default description is sufficient. Example. Enter “Long-term Liabilities”
SHORT DESCRIPTION	enter an abbreviated description that you wish to appear in reports with not enough space for the long description. Example. Enter “Long-term Liab.”
LONG DESCRIPTION	enter a detailed description that you wish to appear in reports. Example. Enter “Long-term Liabilities”
9.	Assign ranges for subtypes. Set a LOWER LIMIT and UPPER LIMIT. Following is a guide on the choice of ranges.
10.	Save the type you entered. Choose SELECT from the control panel to enter a different type. Repeat the previous steps for each type you wish to add.

What if I need to change the description of the type for reporting purposes only (I do not want to change the description on screen)?

You can do that by using a LONG DESCRIPTION which is different from the TYPE DESCRIPTION. For example, in LONG DESCRIPTION, enter “long-term debt”, the description that appears in reports.

SELECTING A RANGE

The ranges you assign for types correspond to values of the account major segment in account numbers, and are used to automatically assign the account's type.

When you choose a type's range, you should consider the following:

- The range should contain sufficient values to cover all the account majors you need within this type.
- The range should be larger than your current needs, to allow for later expansion of the chart of accounts. Leave enough room for any additions you anticipate.
- Ranges cannot overlap. By choosing a range for one type, you cannot use all the values within it in any other type.
- Keep a gap between boundaries of the various types. This makes later modification of ranges feasible.

Example. If you have the following fixed assets:

Land, furniture, furniture-accumulated depreciation, equipment, equipment-accumulated depreciation, vehicles, vehicles--accumulated depreciation, buildings, buildings--accumulated depreciation.

This means that you need at least 9 numbers in the range. You are advised to leave a gap of 10 between these numbers to allow for later expansion. You could thus set your range as:

Lower Limit = 0100 Upper Limit = 0200

The next type's range may start at 0300, with a further gap between types

4-3 Specifying Segment Values

When you have set ranges for the account types, the next step is to specify the permissible values for each segment in the account structure. This step is necessary before you can begin to add accounts, because an account's number must only contain pre-defined segment values. The values you enter at this stage are the *useable* numbers.

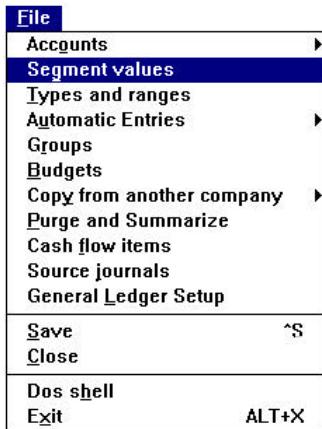
Better systematization is possible if you select that attributes not be changed on the account level. See G/L setup.

By not allowing any arbitrary segment values within account numbers, the system enables you to maintain a clearer classification of your chart of account. In this scheme, a certain segment value has a clearly defined description and serves a specific accounting function. Accounts with this segment value inherit its description and hence function. Thus, accounts that share a segment value by necessity share a function. Conversely, you can use this feature to make sure that accounts with a common feature share a common segment.

This is especially significant for the first segment, or the account major. The account major controls not only the account *type*, but also the account's *attributes*. Each account major value passes its attributes on to the accounts containing it.

In addition, specifying segment values enables you to automatically generate your chart of accounts, or a good portion of it. This is possible through the multiple account facility discussed in the following section. With an already existing chart of accounts, all you have to do is consult your papers, enter the segment values appearing in your account numbers, and the system will do the rest.

➤ **To add segment values**



1. Open the **File** menu.
 2. Choose the **Segment Values** menu option.
- The “Segment Values” window will be displayed.

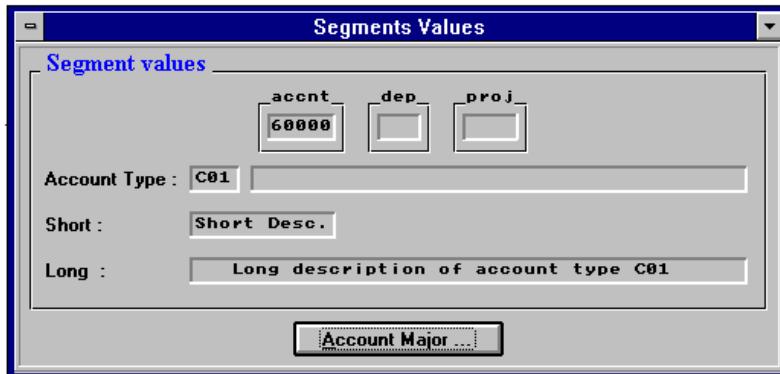


Fig (Chapter 4-2):
Specifying segment values

Some fields pertain to the account major segment only.

Check with the company's accountant for the values, as they should conform with the current chart of accounts.

3. Choose the segment for which you want to add a value: activate the entry field of this segment. (The number of segments and their sizes depends on the company's account code structure).

To choose a segment, either press <Tab> from the keyboard repeatedly till the segment you want is active, or click on the segment you want.

4. Type in the new value, or use the browse to select an existing value (if you wish to view or modify it).

If this is an account major value, this value must lie within one of the ranges you have defined, as the system checks to determine which type it belongs to.

5. Use the following window items:

This item	pertains to	Use it to
ACCOUNT TYPE	account major	View the type in whose range the entered value lies. The type is automatically determined.
SHORT	all segments	Enter a short description for reports. This is also used in creating the default account description.
LONG	all segments	Enter a detailed description, defining the segment's function.
ACCOUNT MAJOR	account major	Assign accounts' options and attributes. This button opens a dialog box described next.

6. When you complete the value's entry, use the control panel to SAVE then SELECT a new value.
7. Repeat steps 3-6 for all the values that make up all the account numbers you plan to have in the chart of accounts.

ACCOUNT MAJOR OPTIONS

Two of the items on the **Segment values** window are relevant for the first segment--the account major--only.

ACCOUNT TYPE is a display-only field, i.e., you cannot edit it. It reflects the type of account based on the data you entered in the previous section. When you specify a value in the first segment and press <Enter>, the system automatically compares this value with the ranges specified for the various types. The outcome is either:

- The number does not lie within any defined range. This is not accepted, and the system displays an error. You have to enter a correct value. You may wish to review the ranges you have defined.



You do not have to quit the current window to review the ranges. Make use of the system's feature of opening multiple windows. Open the **Types and Ranges** window for reference and consult the boundaries of the type you want.

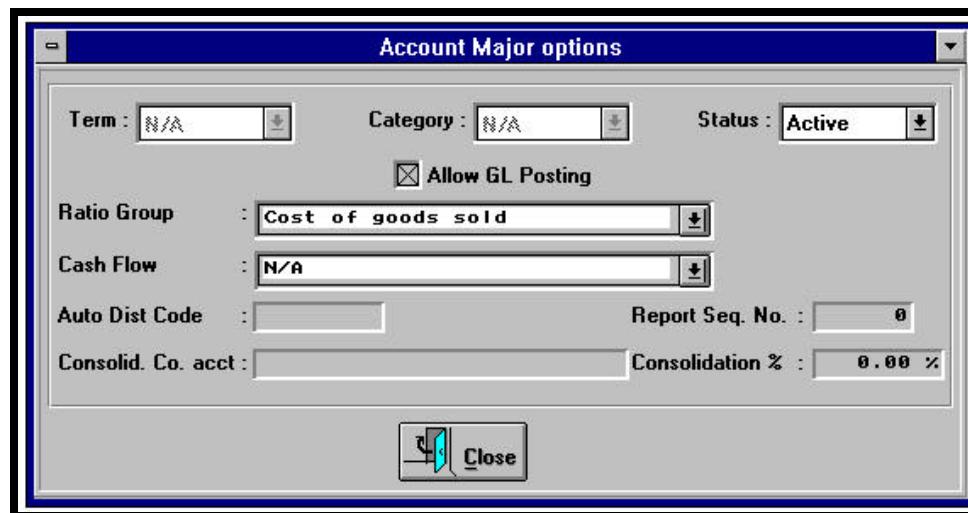
- Or, the number matches one of the existing type ranges. In this case the system displays the type's code and description in the ACCOUNT TYPE field of the **Segment Values** window.

Remember that some of these features may not be editable on a single- account level, depending on the system setup.

The ACCOUNT MAJOR command button becomes active only when you enter an acceptable value in the first segment field. You choose this button to open a dialog box through which you assign type-related account features. These features are passed on to accounts added later as defaults which you can modify for each account individually.

Fig (Chapter 4-3):
Account major options

The first 5 features may not be edited except here.



Assign the appropriate values for these features:

Features	Values (Default underlined)	Available for
TERM	<u>Long term</u> Current	Assets Liabilities
CATEGORY	<u>Cash</u> Non cash Depreciation Amortization	Assets
STATUS	<u>Active</u> Inactive	All account types
ALLOW G/L POSTING	<u>On / Off</u>	All account types
RATIO GROUP	<u>N/A</u> (not applicable) Options displayed vary according to the account type.	All account types, except statistical
CASH FLOW	<u>N/A</u> (not applicable) Options depend on cash flow items you define. (The system contains 15 pre-defined items).	Sales, other income
AUTO DISTRIBUTION CODE	<u>empty</u> a value you enter	Independent of account type
REPORT SEQUENCE NO.	<u>empty</u> a value you enter	Independent of account type

Features	Values (Default underlined)	Available for
CONSOLIDATION COMPANY ACCOUNT	<u>empty</u> a value you enter	Independent of account type
CONSOLIDATION %	<u>empty</u> a value you enter	Independent of account type

Notice the following:

- Choose **Term** = “Current” for accounts with information of short duration (usually less than 12 months), else choose Long Term.
- Choose **Category** to be:

Cash	for money assets, or similar exchange forms.
Non cash	for physical assets used in business, such as land, buildings, etc.
Depreciation	for physical fixed assets that the company uses over its useful life such as equipment.
Amortization	for nonphysical assets that the company expends over its useful life, such as trademarks and copyrights.

- If the **Status** of an account is “Inactive”, this account cannot be involved in transactions. Modification in the status of a segment affects only those accounts created afterwards and containing this segment, and not the ones created before you modify the segment.

Normally, the status is “Active”, but you may want to set a segment to be initially “Inactive” when you want to create accounts at one stage but want to use at a later stage only.

- Normally, you select **Allow G/L Posting**. If you are linked to modules other than **G/L**, you can create accounts as part of your chart of accounts through **G/L**, but limit their use to other modules and prohibit any transactions involving these accounts through this module. If this is the case, deselect **Allow G/L Posting**.
- The choice of **Ratio Group** helps you to classify accounts into groups that enable you to analyze your company’s financial position through the *Performance Ratios Analysis* report. This also helps in forecasting. See 12-8 *Performance Ratios*.
- The choice of **Cash Flow** items enables you to group accounts for the *statement of cash flow* report. Accounts affect one of three groups of cash flow: operating, investment, and financing activities. See 10-5 *Defining and Editing Cash Flow Items*.



You should consult your accountant concerning the ratio group and cash flow item to which each account belongs.

- Use **Automatic Distribution Code** after you define such codes through **Automatic Entries** option (see 6-5 *Designing Automatic Distributions*). Enter

For more information on consolidation company usage, see *6-7 Consolidating Companies*.

in this field one of the defined codes that describes how the account's balance is to be distributed onto other accounts.

- If you want the types of accounts to appear in reports in an order different from the normal order, enter the desired order in **Report Sequence No.** A lower number here takes higher precedence (An account type with no value in this field has highest priority). Accounts with the same sequence number are sorted among this group in the normal order.
- If you want to copy the account's balances to a consolidation company, enter in the field: **Consolidation Company Account** the account number (from the consolidation company's chart of accounts) to which you want to map your company's account(s). In the field: **Consolidation %**, enter the portion of the account's balance that will be copied to the consolidation company account. Leave blank if you want to copy the entire account's balance.

4-4 Adding Accounts

You have now reached the last station in the creation of the chart of accounts. The methodical steps you have taken so far are about to prove their worth in this last--and not least--step. You will enter the actual account numbers and their associated features. If your company has an "abounding" coding scheme (maybe the entire lot: 6 segments, 24 characters), with sufficient accounts to create (that your boss wishes you to add "ASAP" so you can get on with the business and start making use of this module), you will surely appreciate the automatic way in which the system handles the addition of accounts.

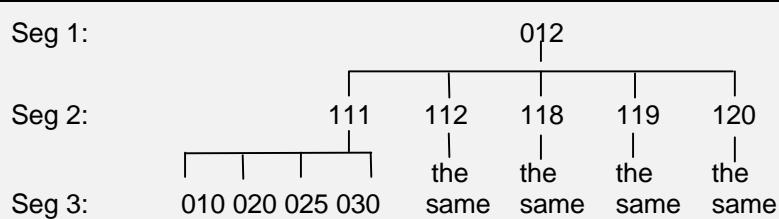
- With a number of accounts in sequence at hand, you can use the multiple-account facility to add them automatically. You can even add the entire chart in a few minutes.
- The process of multiple-account addition does not have to deal with consecutive numbers of accounts. You can *exclude* certain sets of segment numbers before you generate the accounts.
- You get to preview the accounts before you actually add them to the file. A second chance to exclude any unwanted accounts.
- Even if you have only a few accounts that you plan to add on an individual basis, you do not have to "enter" any numbers at all. You just combine segment values you have previously entered. This eliminates typos (so common with typing of numbers).

G/I provides two methods to handle accounts: multiple and single accounts. The multiple-account method is very useful and more efficient if the accounts you plan to add share common segment values, or span all or most values possible for one or more segments. This is normally the case in the initial creation of the chart of accounts, and if you are adding a new department. Later, when you modify the chart of accounts by adding new accounts (not related together and therefore the method of multiple accounts would not be very practical), you will find the single account method more appropriate. You can use single accounts to

fine-tune data pertaining to individual accounts that you have created as a bunch in multiple accounts.

MULTIPLE ACCOUNTS

If you take a look at the chart of accounts given as a sample (see Appendix II-17, II-18, *Report Samples*), you will observe a clear pattern in the accounts. For example: there is an account for fixed assets of type "equipment" per department, per project within each department. This is the case for 5 of the company's departments, each having an average of 2-4 projects. This makes up 14 accounts. To reduce data entry effort, and ensure correctness of data, you can generate this same pattern by the following technique: For a constant value in segment 1 (the value of equipment), generate all possible values for segment 2 that lies within the desired range (the departments) and for each of these produce all possible values for segment 3 (the projects).



With the following results:

*012-111-010 / 012-111-020 / *012-111-025 / 012-111-030 /
 *012-112-010 / *012-112-020 / *012-112-025 / *012-112-030 /
 *012-118-010 / 012-118-020 / *012-118-025 / *012-118-030 /
 012-119-010 / *012-119-020 / 012-119-025 / 012-119-030 /
 *012-120-010 / *012-120-020 / *012-120-025 / *012-120-030.

i.e., 20 accounts (of which you actually need only 14, the marked ones).

Notice the following:

- You only need to specify the limits of each segment. Segment one takes a single value, while segment two spans 111 through 120, and segment three 010 through 030.
- The "projects" segment does not take sequential numbers. This is because the values used are the "actual" segment values you previously specified as acceptable. i.e., only permitted segment values are generated.
- Not all company departments are included. Some do not have an equipment account. For example, the personnel department (segment 2 = 115) does not have an account for equipment. i.e., you can *exclude* certain segment values even though they are permitted values within the range.
- Not all departments are involved in the same number of projects. i.e., you will need a second stage of exclusion to reach the exact subset you want.

The method is simple: you use a *spinner* to specify upper and lower limits for each segment to use in the generation process. The segment values you previously chose which lie within the limits are the ones to be used in generation. You can exclude some values that you know beforehand are not part of the eventual list. You then carry out the generation process. Before the actual addition stage, you get to preview the list of generated accounts. Using a multiple-selection interface, you can exclude the account numbers generated but should not go in the chart of accounts. You can now add the remaining accounts to the physical file. These accounts take default features and description from the segments that make them, but you can modify them on a single-account basis.

➤ To open the multiple accounts window

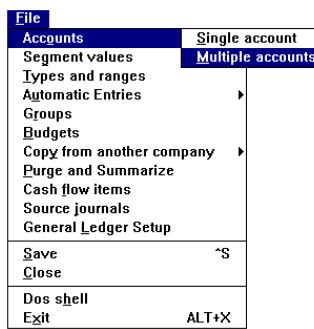
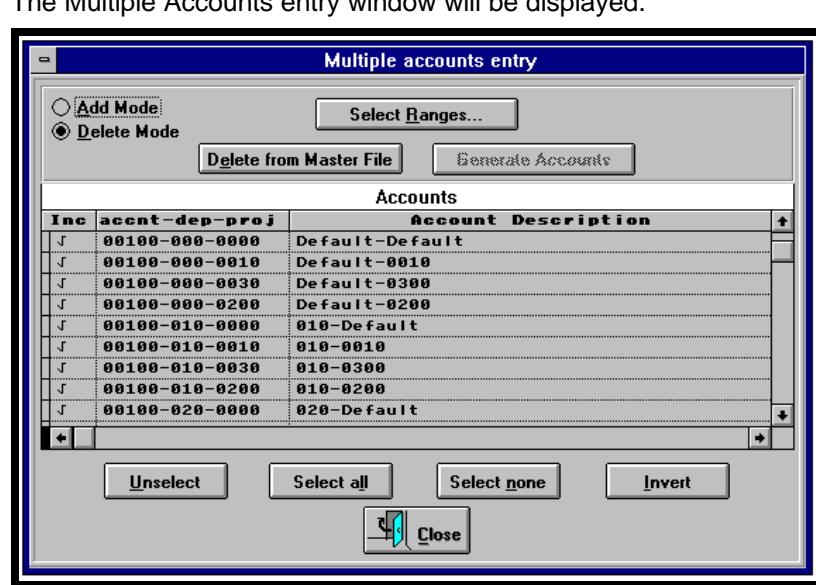


Fig (Chapter 4-4):

Multiple accounts main window



For protection of data integrity, if another user is using this window, you cannot use it and it will not appear. Instead, a message appears to displaying the name of the other user. You have to wait until that user closes it.

The window contains the following items:

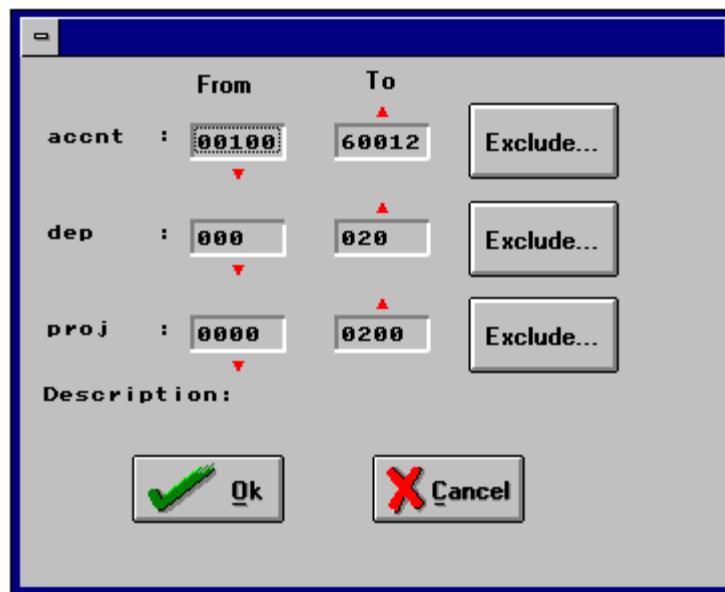
This item has the following function

This item	has the following function
ADD MODE / DELETE MODE	Determines the mode in which to use this window. In Add mode, the list of generated accounts will be <i>added</i> to the company's chart of accounts. In Delete mode, the generated accounts will be removed from the chart. For further details on deletion of multiple accounts, see 8-1 <i>Deleting Multiple Accounts</i> .
SELECT RANGES	Opens a dialog box from which you select boundaries of each segment value, and exclude some segment values for automatic generation.
GENERATE ACCOUNTS	Carries out the generation process according to the segment ranges specified. The resulting accounts appear in the list below.
ADD TO/ DELETE FROM MASTER FILE	Saves the selected accounts in the list below (of generated accounts) in the company's file.
MULTIPLE- SELECTION INTERFACE	Enables you to view the generated but not yet saved accounts, and choose only the accounts you need to save.
CLOSE	Closes the multiple account window.

➤ **To add several accounts at the same time**

1. Open the multiple account windows above.
2. Choose **Add** mode.
3. Choose **Select Ranges**. The following dialog box appears.

Fig (Chapter 4-5):
Window to select ranges
for multiple accounts



The segments of the code structure appear here. Each segment has 2 spinners controlling its upper and lower limits, and a field for the limit specified. A

spinner consists of an up arrow that you click on to choose the previous value, and a down arrow for the next value. Initially, the upper- and lower-limit fields display the smallest and greatest possible values for each segment, taking the full range of values defined in **Segment Values** window.

4. Adjust the boundaries for each segment. To change one of the limits, press one of the two arrows. For each segment value you select in the active field, the long description appears at the bottom of the window.
5. If you want to eliminate a specific value for one of the segments, press **Exclude** next to that segment. NO accounts will be generated for the values you exclude. When you choose this button, a mover dialog appears. The values that appear in the original list are the acceptable segment values that lie within the selected range. Move to the list of selected items (to the right) those values you wish to exclude, then return to the **Select Ranges** window.
6. When all the limits are set, press **OK** to start the generation process.

The original multiple account window becomes active again. After a while (the actual length of the time it takes to generate the accounts depends on the number of accounts), all possible combinations of segment values--taking into consideration the set limits and the exclusion lists-- appear in the multiple selection list.

7. Initially, the entire list of generated accounts is selected. If you do not want to add the entire list, use the multiple-selection interface facilities to deselect unwanted accounts.

For example, if some resulting combination of segment values that are *permitted* produces an account number that does not *exist* in reality, or if an account that you have previously defined and used appears in the list and you do not want to overwrite its features.

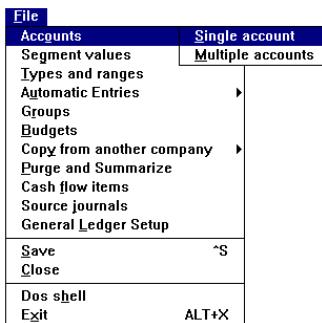
8. When only the accounts you actually want are selected, press **ADD TO MASTER FILE**. This saves the accounts in the physical file.

SINGLE ACCOUNTS

You use single accounts to view your chart of accounts one account at a time (hence view all its fields), to modify an account's data, and to add individual accounts. You can use this process after multiple account addition to "fine tune" features per account created with default values.

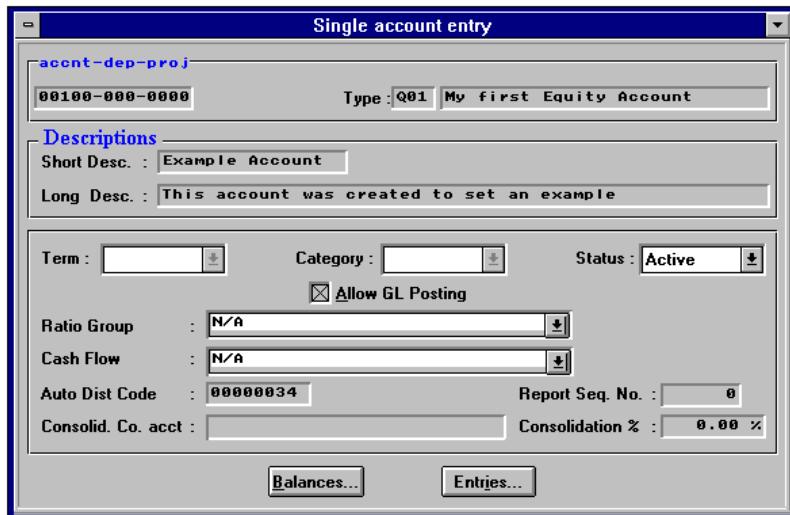
In Chapter 8, you will see an additional function for the single account window. You make inquiries that enable you to view the activity of an account, or the transactions each account is involved in.

➤ To open single account window



1. Open the **File** menu.
 2. Choose **Accounts**. A sub-menu appears.
 3. Choose **Single Account**.
- The following window appears.

Fig (Chapter 4-6):
Single account window



The single account window contains several items, some of which you will not be using at this stage of adding new accounts, but will be useful after you have entered some transactions in G/L.

Use this	To
CODE	enter an account code, already existing to view or modify a present account, or non-existing to add a new account. Enter "?" to open the chart of accounts browse.
TYPE	view the account's type and type code. The system automatically fills in this field according to the account major value entered in the code field. You cannot edit this field.
SHORT DESCRIPTION	enter a brief explanation of the account's function, to be used in summary reports. Initially for a new account, it contains the account major description.

Use this	To
LONG DESCRIPTION	enter a detailed description of the account's function, to be used in reports. Initially for a new account, this field contains a concatenation of the short descriptions of the segments making up the account number.
ATTRIBUTE ITEMS	modify type-related account features. These are the account major features, already assigned through the account major. Depending on the G/L setup option: ACCOUNT ATTRIBUTES EDITABLE, you can modify some or all of these features for the single account.
BALANCES	view the account's balances per period during the fiscal year of your choice.
ENTRIES	view the account's transaction entries during a specific period. You can also view the details of any of the transactions listed. This is only useful for existing accounts previously involved in transactions.

➤ **To add a single account**

1. Open the single account screen described above.
2. Enter the account code: if you know the exact number of the account (e.g., you have it in paper form), just type it in. The system checks this number against the present accounts. If it does not exist, a message dialog box appears, and you are prompted for one of these actions:

<Browse> <Segments> <Add> <Reenter>

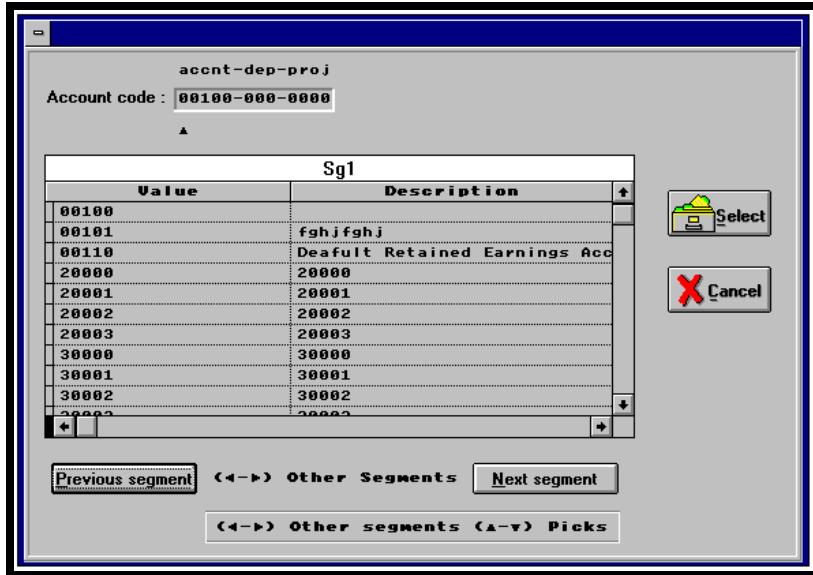
Choose ADD to start editing the new account. If any of the segment values you entered is not defined, another dialog box appears, with the following optional actions:

<Define> <Cancel>

Use DEFINE to temporarily open the Segment Values window, define that segment value, then return back to the Single Account window and continue working with the same account code (since now the segment is defined). If you choose CANCEL the code with the undefined segment is rejected, and you need to reenter the value.

3. Alternately, to construct an account semi-automatically by combining its segments, enter a non-valid (or simply non-existing) value in the code field. The previous dialog appears. This time, choose SEGMENTS. The following window appears.

Fig (Chapter 4-7):
Segments window



4. Select the segment values. A list appears for the segment's defined values, with the long description next to it. Browse through the list and select the value you want. Repeat for all the segments. Use NEXT SEGMENT or < > to display the following segment's values in the list. Use PREVIOUS SEGMENT or < > to go back to a previous segment and re-select its value. The account code above displays the combined value. When the code is completed, choose SELECT to return to single accounts window. The account number you have created appears in the code field.
5. Back to the single accounts screen, and in edit mode, modify the description and attributes. You can keep the defaults if they suit you. When done, SAVE the account.
6. Press CLOSE in the control panel to close the single accounts.

➤ To modify an existing account

7. Display the single accounts screen.
8. Open the browse. Select the account whose attributes you want to modify. The account's fields appear in the single account window for you to view.
9. Using the control panel, select edit mode.
10. Modify the fields you want.
11. When you complete all the modifications, **Save** them through the control panel. If you press **Cancel** instead, you are warned that the modifications will not be saved.

Press **Close** in the control panel to close the single accounts window.

4-5 Defining Special Accounts

An account set is based on a unique account major, and at least default values for the other segments, or the values you choose to assign, depending on the level of detail you want.

Now that you have completed the chart of accounts, you must have included two sets of accounts that have a special function, and an important role in the system: suspense account(s), and retained earnings account(s).

If your company's chart does not already contain these special accounts, you are advised to include them at this stage.

SUSPENSE ACCOUNTS

These are a set of accounts that you reserve "just in case" an attempt is made to post amounts to an account that no longer exists. This is likely to occur when other modules are linked to G/L. An account created in G/L may be used in other modules, ACCOUNTS PAYABLE for example. If you deleted it in G/L, but are still using it in ACCOUNTS PAYABLE transactions. An attempt to post a transaction involving this account would result in an error--data may be lost. If such a case occurs, the balance of this now "phantom" account is placed in the suspense account. You can have one or more suspense accounts.

Suspense accounts are a temporary solution. Later, you can make adjustments to suspense accounts that will correct your books. For correct books, you should not close a period if the balance of a suspense account is not zero.

➤ To add a suspense account

1. Plan the suspense account code, and the number of accounts you want to reserve as suspense accounts. They should all share a single account major. Consult with the company's accountant.
2. Add the account major value you plan to use for suspense in **Segment values**.
3. Add the required accounts to the chart of accounts through **Single accounts** or **Multiple accounts**.
4. Open **General Ledger Setup**. In the entry field of the window item **Suspense Account**, enter the account major value you used for the suspense accounts.

RETAINED EARNINGS ACCOUNTS

Retained earnings accounts are used at the end of a fiscal year to reflect the net income. When net income is posted to retained earnings, balances of income statement accounts are zeroed for the next fiscal year.

Income statement accounts are those accounts of type: Cost of sales, other income, sales, taxes, or expenses, as they are the ones that determine the net income. Retained earnings accounts is of type equity.

The retained earnings are mostly kept (*retained*) in the business. It is recycled. The portion of net income paid to stock holders is usually deducted from retained earnings. As a result, on a given date, the amount of retained earnings represents the cumulative net income of the company since its beginning, less the total dividends (money given out to share holders or drawings by owners). From a managerial view point, retained earnings show the amount of assets that have been financed by putting net income back into business.

Although you could use one single account to collect all net income, it may be useful for managerial decisions to track retained earnings by department, or project, or any other classification.

Example. If retained earnings are kept separately for each project, you can easily tell, over the years, which projects are contributing a better share in profit, or which--if any--are losing. Overall profit does not have to mean a profit for all.

The Cost Center

The cost center is the organization level that is taken as the basis for tracking net income. It varies among organizations. Thus, flexibility in choosing the cost center is a very important factor in the system's efficiency.

In G/L, the cost center is interpreted as a segment in the account code structure, such that income statement accounts with the same value of a segment are in the same department, or project, or whatever your cost center may be.

ARIA ADVANTAGE SERIES gives you complete freedom to choose the cost center to be of any level of detail, or to be based on any of the segments defined in your account code structure. The segments can be used to represent your organization structure arbitrarily as you deem necessary (account major-division-department, or account major-department-project, etc.). Then you select any of these segments to be your cost center, with no constraints. Since the first segment (the account major) is not an organization level, choosing it as the cost center implies that one retained earnings account will be used to keep all the company's net income.

The segment you choose determines the levels of significant numbers in retained earnings account numbers. This must be at least one segment, which is the default account. All numbers before the cost center (inclusive) are significant, while all numbers following the cost center are insignificant, and therefore take the value of zero (default).

Retained Earnings Setup

The method G/L provides for setting up retained earnings is designed to serve two purposes. It is flexible enough for *you*, the user, to have full control over it, yet helpful enough to maintain the integrity of the system. To achieve both purposes, you and the system join forces to maximize the benefit:

Your Role:

- Define an account major number and assign it to retained earnings.

- Choose a cost center.
- Add the accounts for retained earnings.

What if there are some departments for which I do not wish to keep retained earnings (I chose the cost center to be for segment 3 = departments)?

You can achieve that by not keeping retained earnings accounts with segment values representing those departments. This way,

the system does not keep special retained earnings for these departments. Rather, their contribution to net income is grouped in the default segment. For a detailed discussion of how the system handles defaults, see 9-1 *Closing*.

The System's Role:

- Ensure that at least one account is kept for retained earnings. (Hence, you cannot remove the default retained earnings account.)
- Reminds you to add a suitable retained earnings account whenever you add a new income statement account value (in the significant portion), but does not enforce its addition (you may choose to ignore this specific value).

When you add an account that affects net income, the system checks the chart of accounts for a retained earnings account with the same segment values up to and including the cost center, and an account major = retained earnings major. If it does not find such an account, a dialog box appears through which you can choose to add this retained earnings account automatically. You may not want to add this account if you do not want to trace the net income for it.

- Finds a solution during closing if the most suitable retained earnings account is not available. It attempts to find the next one that fits (by reducing significance one segment, in other words, by making the segment value of the cost center equal to zero, and keeping the values of the segments before). At the least, it resorts to the default earnings.

➤ To define retained earnings accounts

1. Set an account major value for retained earnings: in the **Segment values** window, add a value for the first segment. This value should lie within the range of the equity type (any of its subtypes). Write a short description: "retained earnings" or any equally clarifying text.
2. Assign the account major for retained earnings in the system. Open the **General Ledger Setup** window. Enter, in the window field RETAINED EARNINGS, the account major value you've set.
3. Select the cost center: in **General Ledger Setup** window, mark the segment you want to be your cost center.

The system assumes a default value of zero for all segments *subsequent* to the cost center, but expects significant values for the segments *prior* to the cost center.

4. Add the retained earnings accounts. In **Multiple Accounts** window, generate and add accounts for these segment values:
Account major = value assigned for retained earnings in **G/L** setup.
Segments before (higher than) and including the cost center = all range of values.
(Exclude any segment values for which you do not want a specific retained earnings account.)
Segments after (lower than) the cost center = zero values.
5. These accounts will be used during year closing to “zero” all income statement accounts. If any of them is deleted, the default account is used instead.

Example.

If your company has the following code structure:

Account major-Department-Division-Product line

nnn - nn - nnn - nnn

You define type equity with a range 100-200.

You set account major = 160 for retained earnings.

You wish to track annual retained earnings down to the level of projects. In other words, you want a separate retained earnings account for each project that each department supervises, but you are not interested in product line level. Hence, you choose the cost center to be the third segment.

Let's assume you decide to add a sales account with the following code: 350-21-020-287 where account major = 350 is of type sales. The system looks for the following account 160-21-020-000 with the following considerations:

- This would be the appropriate retained earnings account to transfer the sales account's balance to at year closing.
- The first segment has the value assigned as a retained earnings account major value.
- The fourth segment is defaulted to zero because it is not significant (the cost center is the *third* segment).

If this account does not exist, the system asks if you wish to add it at this stage. If you do the system will add it for you. Do not add it if you do not want to track project 20.

During year closing, the system will transfer the balance of sales account 350-21-020-287 to 160-21-020-000. If the latter account does not exist, the system looks for 160-21-000-000, the default retained earnings account one level higher. If this does not exist either, the system puts the sales account's balance in the default retained earnings 160-00-000-000, which exists at all times. This way, even though you choose the cost center to be on project level, you can exclude some projects and study them collectively on department level only, or even as a whole on company level.

Chapter 5

Initialize your System

In this chapter, you will start making your first journal entries. You start by initializing **G/L** to conform with the accounting procedures used at your company, and its current financial state.

To initialize your system with data, you

- Define journals
- Enter beginning balances.

5-1 Using Source Journals

GENERAL LEDGER transactions are entered by default in a *general journal* before they are posted to the ledger accounts. The general journal is a pre-defined journal in G/L that you can neither modify nor delete. Having a default journal means that you do not *need* to create any source journals if your company is using one journal for all transactions.

But if you are keeping special journals in addition to the general journal at your company (for example, a *cash journal* or a special supplier's journal) to classify your transactions, or--in a manual system--to save space and time, you have the opportunity to preserve this style in G/L, by defining alternate source journals.

When you have defined source journals, you can--for every transaction or transaction batch--specify the journal in which you want to keep the entries.

Hint. Source journals can be used as a posting reference in the details of ledger account balances.

Furthermore, you can make use of source journals that you can define to simulate modules that you do not actually have linked to your system. If, for example, you wish to separate accounts payable entries from the rest of the general ledger entries, but do not have the ACCOUNTS PAYABLE module linked to G/L, you can instead define a source journal as "accounts payable" and select it when creating batches with relevant entries.

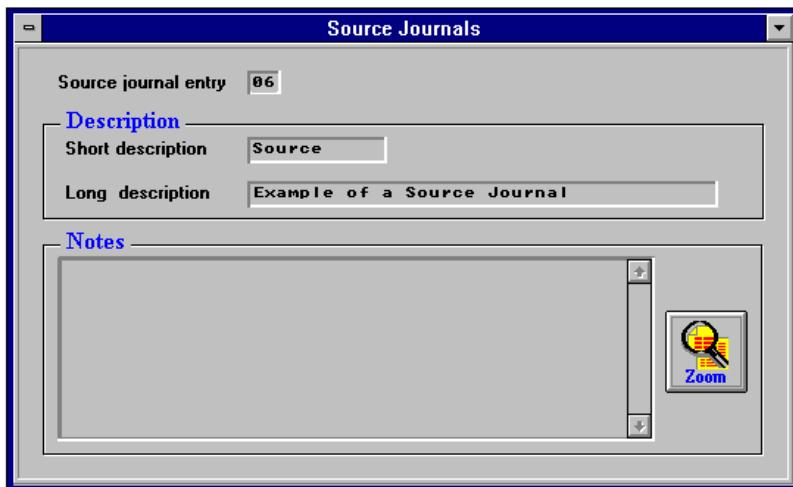
DEFINING NEW SOURCE JOURNALS

➤ **To define a source journal**

1. Open the **File** menu.
2. Select **Source Journals**. The "Source Journal" window will be displayed.

Fig (Chapter 5-1):

Source Journals



3. Enter the SOURCE JOURNAL ID. You will use this ID in transactions and batches to specify the journal to which the entries will go.

The ID is 1-2 characters long. You can enter any alphanumeric character here.

For details on using notes fields, read 2-4 *Using Special Interfaces* of the System Manager manual.

If you enter an ID of a previously defined journal, its data will appear in the window and you can go to **Edit** mode to modify this journal. Otherwise, if this is a new journal, a dialog box appears with the option to **Add** a new journal. Select this option to create the new journal.

4. In SHORT DESCRIPTION and LONG DESCRIPTION fields, write brief and long descriptions of the new journal or the journal's name respectively.
5. Enter your comments in the NOTES field. Press ZOOM to maximize the field. Utilize this field, for example, to describe the types of transactions it would contain.
6. When you complete filling in the fields, press SAVE (through the control panel or **File** menu).

Later, when making journal entries, you can select the journal you have created (or one of the journals, if you repeat the steps above to create several journals) in place of the general journal if you want.

5-2 Bringing in Beginning Balances

Beginning balances serve the purpose of bringing G/L accounts--when still new--in agreement with the company accounts as they currently stand, by initializing their contents.

If you are using G/L, sometime after your business has started, then you have had transactions involving many of the accounts of your chart of accounts, resulting in non-zero balances for some of these accounts.

Your G/L must conform with the current status. But, of course, after you have created the G/L chart of accounts, and before you proceed with the day-to-day transactions, all accounts would have a zero balance.

You need to use *beginning balances* to bring the actual accumulated balances into the various accounts, this way bringing G/L up-to-date.

In beginning balances, you create batches of *pseudo* transactions. They are not actual daily transactions, just an initial step for adjusting balances. Beginning balances have the following distinguishing features:

- Amounts posted to an account are not included in its period-to-date activity rather, they will be included in the opening balances of the period in which the date specified in the BEGINNING BALANCE DATE field of the "Setup" screen falls. For more details, see 3-3, *Setting Up General Ledger*.
- You can post a beginning balance batch to a period even if it is locked.

When creating beginning balance batches, there are some points you need to consider:

- The balance amount to use.
- The possibility of creating more than one batch.
- Preliminary steps you need to do before starting.

CHOOSING THE BALANCE

The balance you select to enter for each account in beginning balance batches depends on whether you start using G/L at the beginning of a new fiscal year, or in the middle of the current fiscal year.

- **At the beginning of a new fiscal year:** enter the balances of the last day of the *last period* of the *previous* fiscal year, or the account's balance on the trial balance produced at the end of the previous fiscal year.
- **In the middle of the current fiscal year:** enter the balances of the last day of the *previous period* in the *current* fiscal year, or the account's balance on the trial balance produced at the end of the previous *period*.

CREATING SEVERAL BATCHES

You do not have to enter *all* beginning balances in one batch. If the number of accounts is large, you may want to split the work on several sessions, or more than one user may be entering different portions of it.

To achieve this, you can create more than one batch of beginning balances. You do not need to worry about balancing them: Each batch can be out of balance, but the summation of balances of the beginning balance batches to be posted at one time must balance. This feature distinguishes *Beginning Balance Batches* from normal *Journal Batches*.

PRELIMINARY STEPS

Before you begin creating beginning balance batches, you should complete the following steps:

- Set up the chart of accounts. Obviously, the accounts whose balances you want to enter must be present beforehand. Review Chapter 4 on creating the chart of accounts.
- *Preferably*, have a printout of the chart of accounts. You can use it for reference. See 13-2 for details on printing the chart of accounts.
- Determine which balances to use, and plan the number of batches you intend to create.
- Make sure that the ALLOW BEGINNING BALANCE BATCHES option in **General Ledger Setup** is checked.

ENTERING A BEGINNING BALANCE BATCH

➤ To enter a batch of beginning balances

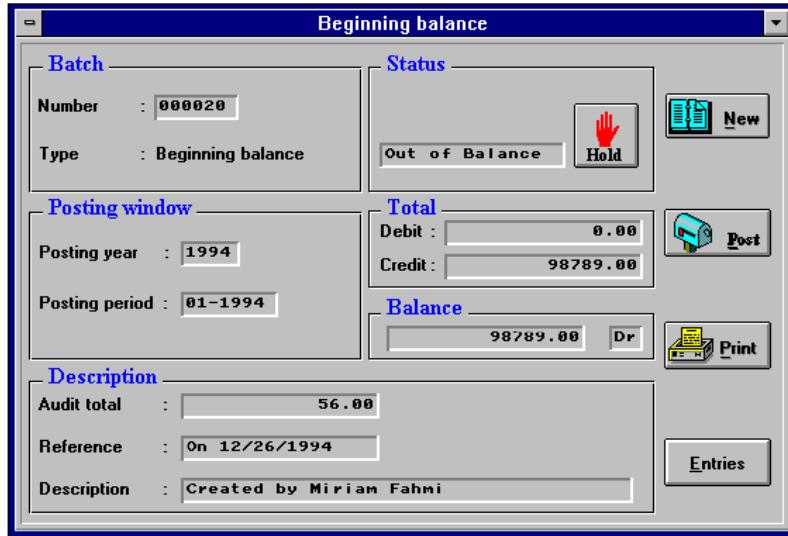
1. In **General Ledger Setup** window, enter the date for beginning balances in the BEGINNING BALANCE DATE field.

Note that, once you enter batches, you cannot change this date. For all beginning batches you create, the system automatically assigns the same posting window.

2. Open the **Transaction** menu.
3. Select the **Batches** menu option. A submenu appears.
4. From the submenu, select **Beginning Balances Batches**.

The "Beginning Balance" window will be displayed.

Fig (Chapter 5-2):
Beginning balances



The values of some of the items that appear in this window are not assigned by the user. These items display information determined by the system, that you need to know and are therefore available in the window.

This item	displays
NUMBER	a serial number the system supplies when you save a new batch. You can enter an existing number to view the corresponding batch, or a non-existing number to add a new batch. The new batch will not take the number you entered, but the next serial number. This serial number is common between both batch types.
POSTING WINDOW (YEAR & PERIOD)	the posting Year and Period assigned for beginning balances. To assign this value, see step (1) above.
STATUS	the current status of the batch. For a discussion of the possible values of this field, see the chapter 7. The displayed value is determined by the system. Your only control over the status is to Hold a batch. Holding a batch will disable its posting.
TOTAL	the total of each of the debit and credit columns of this

This item	displays
DEBIT/CREDIT	batch's entries.
BALANCE	<p>the difference between the total credit and total debit, with an opposite sign. The system calculates this difference and displays it as two fields: a positive value and a symbol to show whether it is a debit (dr.) or credit (cr.).</p> <p>This is the amount needed to balance the batch.</p>
You cannot modify a posted or approved batch.	<p>Use the other items to specify the details of the batch.</p> <p>5. Press New to start a new batch. No number will appear in Batch Number, but the batch is assigned the next serial number ("000001" if it is the first one) <i>only when you Save it</i>.</p> <p>Or, if you want to modify an existing batch, enter instead the batch's number or use the general browse to select the batch you want.</p> <p>6. In AUDIT TOTAL, enter the amount you estimate for the batch total. The system uses this amount to verify the batch. If you enter a value in this field, a warning message will appear if the actual batch balance does not match the value you entered.</p> <p>You cannot leave this field empty if the General Ledger Setup option REQUIRE BATCH AUDIT TOTAL is checked. You will be prompted by a message informing you of that at your attempt to Save.</p> <p>7. In REFERENCE, type information that would help you remember the contents and purpose of this batch.</p> <p>By default, the system date during creation appears in this field.</p> <p>8. In DESCRIPTION, type text describing this batch. By default, the name of the user creating the batch appears in this field.</p> <p>9. Press ENTRIES to open the transaction detail window.</p> <p>The "Beginning Batch details" dialog box will be displayed.</p>

Fig (Chapter 5-3):

Entries for
beginning balances

Beginning batch details

Transaction # :	Reference : On 12/26/1994		
Description : Beginning balances by Miriam Fahmi	Type : T00 Taxes Dr		
Source journal : GJ-General Journal	<input checked="" type="checkbox"/> Include zero amounts		
acct-dep-proj	Desc.	Add to	Current balance
40000-000-0000	40001-Def	987.00	0.00
40000-000-0010	40001-Def	0.00	0.00
40000-000-0030	40001-Def	0.00	0.00
40000-000-0200	40001-Def	0.00	0.00
40000-010-0000	40001-010	0.00	0.00
40000-010-0010	40001-010	0.00	0.00
40000-010-0030	40001-010	0.00	0.00

acct-dep-proj Debit : 987.00
 40000-000-0000 Credit : 0.00
 40001-Default-Default
 Comment :

- a) Specify the type of accounts whose beginning balances you want to enter in this batch. To do this, from the list provided in the TYPE field, select one of the defined account types. You can select "All types" if you want to enter beginning balances for all types of accounts in one single batch.

All accounts in the selected type will appear in the list. Note that the option INCLUDE ZERO AMOUNTS must be checked if you want to display even the accounts with zero balances.

- b) If you want to keep these transactions in a journal that you have defined instead of in the general journal, select the source journal from the SOURCE JOURNAL field.
- c) To enter an account's balance: move the selection bar to the line containing the account whose balance you want to modify, then use the detail entry box below the list to enter the amount of the beginning balance as either **Credit** or **Debit**. A credit amount will appear in the list between brackets.
- d) In the COMMENTS field, type any text describing the entry.
- e) Repeat steps c) & d) for all the lines you want to edit.

If you want to view or modify only those accounts for which you have already entered beginning balances, uncheck the option INCLUDE ZERO AMOUNTS. Accordingly, the list will display a subset of the original list containing only those accounts whose balances are not zero.

You can check the option again to retrieve the original display of all the accounts.

- f) When you complete entering the balances, press CLOSE. You do not have to enter all the balances in one session; you can save the batch and complete the entries in a second session.
- g) The entries window is closed and the beginning balances window is reactivated. The **Status** field is updated as such:

If	the status will be
you have not entered any balances	Empty
the total credit and debit amounts are not equal	Out of Balance
Total debit and credit amounts balance	Unposted

10. SAVE the batch.

The batch is saved in the physical file and the batch is given a serial number which appears in the window.

11. If you want to have a printout of the batches, press PRINT. You can only print a saved batch.

12. If you wish to post the saved batch now, press POST.

This button is active only if the batch's status is "Unposted" or "Approved".

For more details on posting, see 7-6 *Posting*.

If you post the batch, its status will change to "Posted" and you can no longer modify it.

13. If you want to prevent posting now, press HOLD to change the batch's status to "On Hold". You can only hold a batch with a status "Unposted".

14. When done, CLOSE the window.

You can repeat the previous procedure to enter all the beginning balance batches you need.

What if I need to enter journal transactions immediately and can wait to adjust accounts balances later?

Beginning balance batches do not have to be the first batches you enter, although it may be the normal order to complete and post all beginning balances first. If you can afford to start working immediately, and leave beginning balances till later, the system permits you to do that.

Chapter 6

Achieve Efficiency

In this chapter, you will learn about the features in the GENERAL LEDGER that are your tools to achieve better efficiency through reducing the amount of work you do and still getting the same tasks accomplished. You can improve your work by observing similarities, repetitive tasks, and subtle classes.

GENERAL LEDGER provides you with tools for:

- Grouping accounts
- Making template entries
- Designing automatic distributions
- Recording recurring entries
- Defining allocation entries
- Copying another company's data

6-1 A Preface on Codes

One of the basic ingredients in achieving efficiency is designing a good coding scheme. Throughout this chapter, codes are used to replace a handsome amount of data. You collect the data, tag it with a code, then, whenever you need to use this data, you can use the code tagged to it instead. If--with the same aim for efficiency--you do not want to have to *review* the data each time you use a code (to recall what the code implies), you are advised to invest some time planning the codes; it will repay eventually in terms of time saved.

Codes are the keys for data records. All codes obey some general rules:

- They are alphanumeric.
- Case of letters is ignored. The text you type is automatically upper-cased.
- In most cases, codes can be any length from 1-8 characters long.
- They are free-format, so it is entirely your choice what the code contains.

Here are some guidelines to a good code:

- Use readable codes, i.e., don't just cluster characters and numbers. For example, a group code "S01" does not tell as much as coding the same group "SLSDEPT1".
- There's no harm in making full use of all *eight* characters. After all, more characters can "say" more.
- Codes are sort keys and can make very useful filters in browses and reports. Try to keep similarities among codes with related features. For example, keep the first character "S" for all groups related to sales in some way.
- Insignificant characters only waste valuable space. What's the use of beginning a group code with "G" for groups, or coding a department as "01" if you have only 5 departments (the zero will be the same throughout!)?
- Try to plan ahead when choosing a code. Make sure the system you use gives enough room and flexibility for later additions. If you are using numbers for example, you may wish to leave gaps between number sets, or unused numbers so that you may later insert codes in-between existing ones.

6-2 Grouping Accounts

When you group a number of accounts, you are creating a relation between those accounts. This is especially useful if the accounts are not obviously related. Rather, they have a "subtle" relation: you need them together--and in a special order--in reports or in a budget version. But the obvious relation such as a single *type* or a common *segment value* is not present, not among *all* the accounts at any rate. (They can come in "bundles" of related accounts, but the bundles themselves do not relate to each other.) You create groups to automate the process of recalling accounts--without the tedium of selecting them individually--in reports or budgets.

The technique used for account grouping attempts to reduce the effort of finding and choosing the accounts that go into it. To optimally use this process, do the following:

- Choose a “telling” code that you can easily recall later.
- Study the accounts you want to group, and split them into “bundles” of accounts related in some way.
- Sort out what type or types each bundle comes from.
- Try to find a similarity in the codes of the accounts, one or more numbers that are repeated in several codes in the same position. You can base a bundle on that by making a mask.
- Do not worry if a bundle has a *few* more accounts than you need. You can easily *remove* them after you generate the bundle but before you save the group.
- If you know that some accounts will be part of the group at some later time, *but not now*, why repeat the grouping process later? Add them now, and tag them as *excluded*. They will appear in the group, but will not appear whenever you *use* the group. When the time comes to use excluded accounts, just remove the exclude tag.
- If you want some accounts to appear in reports and budgets in an order different from normal, give them special sequence numbers.

START THE GROUP

You first enter the group's defining data before you add the accounts. You perform this first step in the main screen for groups.

➤ To create an account group

1. Open the **File** menu.
2. Choose **Groups**. The following window appears:

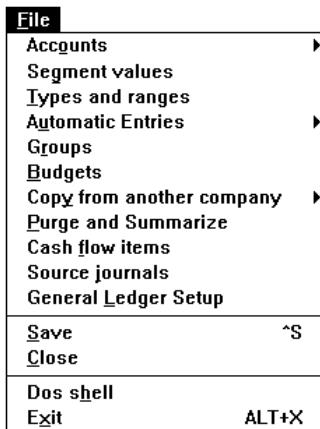
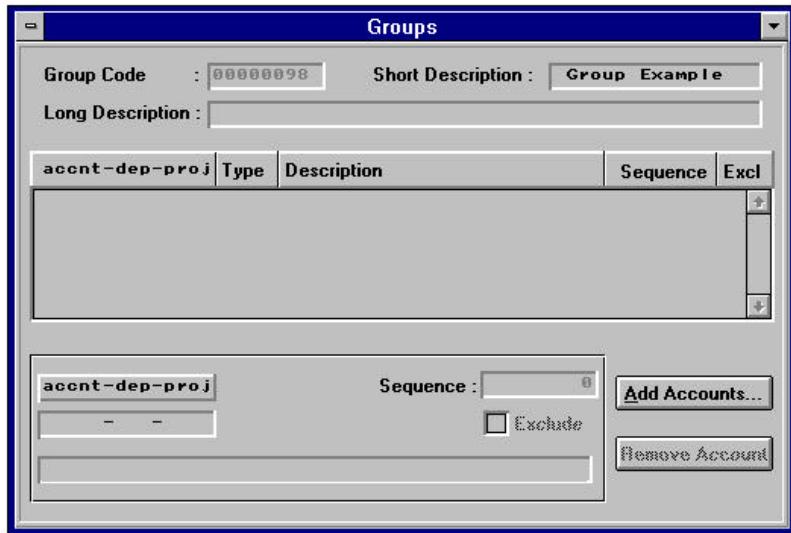


Fig (Chapter 6-1):
Account Groups



The “Groups” window contains the following fields and controls:

GROUP CODE

the code that identifies this group from other groups. If you enter a code of a previously defined group, its data will appear in the window and you can go to Edit mode to modify this group. Otherwise, if this is a new group, a dialog box appears with the option to Add the code. Choose this option to enter the new group's data.

SHORT DESCRIPTION

a brief explanation for the new group's function or purpose. The description you type here will be displayed for you as a short reminder of the group in other windows and/or reports.

LONG DESCRIPTION

a more detailed explanation for the new group's function or purpose. The description you type here will be displayed for you as a long reminder of the group in other windows and/or reports.

ADD ACCOUNTS IN THE GROUP

You add accounts to a group by selecting them through their types and a code mask, not by entering their codes directly. A special dialog box is provided for you for this purpose. You can refer to this dialog box several times to compose the group, one time for each bundle you have.

➤ **To select the group's accounts**

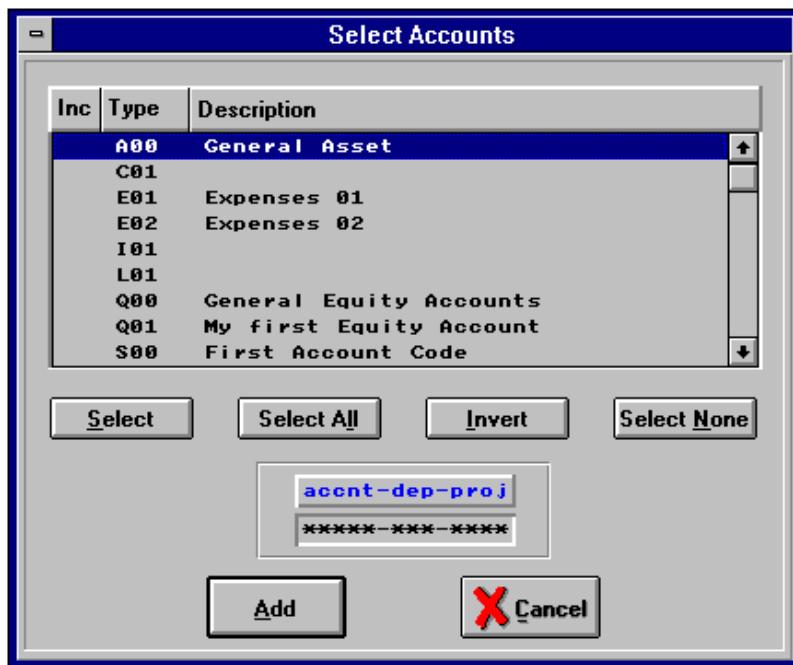
1. In the **Groups** window, press ADD ACCOUNTS.

The following dialog box appears.

Fig (Chapter 6-2):

Add accounts to the group

You can return to this window more than once to add all the accounts in the group.



2. Choose the types to which the accounts belong using the multiple selection interface. ALL existing accounts for each type you choose are added to the group, unless you also add a mask.

If you select a main type (with code number 00), all its subtypes are automatically selected.

3. If you want to narrow down the choice of accounts, define a mask. Use the account number template provided to enter digits in the positions as you want them to appear in generated accounts. The mask is matched against the accounts falling within the types you selected.

Only the accounts with the same numbers designated in the mask will be generated. An asterisk is a wild card: it matches any number in the position where it appears.



Using a mask is optional, but not sufficient. You must select a type.

4. Press ADD to generate the accounts that will match your two criteria, the account types and the account mask.

A scanning of the chart of accounts takes place. Any account from one of the selected types whose number has the same digits in the same position as the mask is included in the list. You need to confirm the addition through a message dialog box (*Hint*. Keep track of the number of accounts generated, which appears in the box). In the confirmation box, press ADD. The original **Groups** window reappears, with the list of generated accounts displayed.

1. Repeat steps 1-4 till you generate all the accounts you want.

When you repeat step 4--the generation--a warning appears as the group's list is not empty any more. Choose one of the following:

<Replace> <Merge> <Cancel>

2. Choose MERGE to add the new list to the old list. If you want to overwrite the existing list, choose REPLACE. If you want to keep the existing list intact and not add the new list, choose CANCEL.

When you complete the list of accounts, you can now proceed to modify this list before actually saving the group.

MODIFY THE GROUP'S LIST

Through the "Group" window, you can modify the list before saving the group. You can tailor the list exactly to suit your needs by removing unwanted accounts, and excluding temporarily unwanted accounts. You can customize the order in which the group's accounts appear in reports.

➤ **To modify accounts on the list**

1. From the list of generated accounts, remove accounts that you do not need in the group (but did satisfy the generation criteria of type and mask). Select the account you want to remove (a selected account appears in the list with the selection bar on it, and its details appear in the details box below the list). Press REMOVE ACCOUNT. The selected account is removed from the list after you confirm the removal.
2. Exclude from the group those accounts that you eventually want as part of the group, but do not want them there for the time being. Initially, all generated accounts are included (the exclude field is un-tagged). To tag an account for exclusion, select the account, then mark the check box next to EXCLUDE in the details box.
3. Specify a SEQUENCE number. The sequence number modifies the order in which accounts appear on reports. Initially, all accounts have the same sequence number "0", and will appear in the normal order. To change the sequence number for an account, select that account, then in the details box, type in the new order in the field SEQUENCE.
4. When the group is exactly what you need, use the control panel to SAVE the group.

In the same manner, you can modify the group at any time by adding or removing accounts, or by changing the exclude status or the sequence order of the account. You can also delete an entire group.

➤ **To delete a group**

1. Open the **File** menu, and choose **Groups**.
2. Enter the code of the group you wish to delete. The contents of the group appear on screen.
3. If the group is the one you want to delete, press **DELETE** from the control panel or choose the same function from **Records** menu.

The system prompts you to confirm the deletion, then the group is deleted from the file.

6-3 Introducing Automatic Entries

Automatic entries increase your efficiency in using GENERAL LEDGER by abbreviating several lines of transaction entries to an 8-character code. If you have a group of journal entries of a routine nature (i.e., that occur more than once), you can use one of the available automatic entries. This enables you to describe the entire transaction in detail only once and then reproduce its entries at any time as actual journal entries just by entering the code. This way you save typing effort every time you need these entries.

Depending on the nature of repetition and the relation between the entries, you can choose one of four types of automatic entries:

- Template entries
- Automatic distributions
- Allocation entries
- Recurring entries

6-4 Making Template Entries

Template entries enable you to describe a set of journal entries only once but use repeatedly, if they are characterized by having a fixed set of accounts:

- with fixed amounts, or,
- with normally fixed amounts but some changes may occur, or,
- whose amounts are not fixed, but there is a fixed distribution scheme, or,
- whose amounts vary every time you use them.

Template entries have a wide variety of applications because you have the chance to modify their contents when using them as journal entries. This is because what you create is only a *template* that you make a copy of every time you enter its code in a journal entry. You modify the copy without affecting the original template.

Template entries are two types: by amounts or in percentages.

Use	if the amounts you want to post are
AMOUNTS, enter specific values	exact amounts, even if you sometimes need to change them in journal entries.
AMOUNTS, but enter zero values	variable amounts.
PERCENT	following a fixed distribution scheme.

➤ **To create template entries**

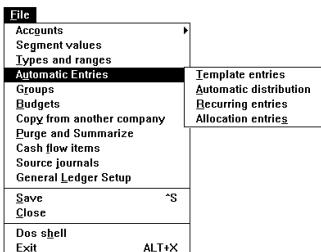
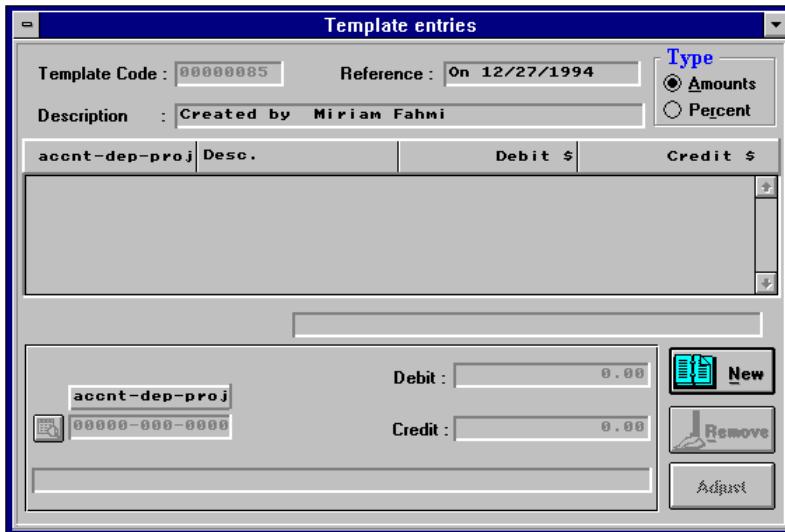


Fig (Chapter 6-3):
Template entries

You cannot change the type when there are entries in the template.



4. Enter a TEMPLATE CODE. You will use this code in batches or transactions to recall the template entries.

If you enter a code of a previously defined template, its data will appear in the window and you can go to Edit mode to modify this template. Otherwise, if this is a new template, a dialog box appears with the option to Add the code. Choose this option to enter the new template's data.

5. Choose a type: AMOUNTS or PERCENT. The type field is disabled when you add entries to the template.
6. In REFERENCE, type information that would help you remember the contents and purpose of this template.

By default, date of the template's creation appears in this field.

7. In DESCRIPTION, type text describing this template.

By default, the name of the user creating the template appears in this field.

8. In the details box, type the data of each entry you want to be part of the template.
- Use NEW to start each entry.
 - Enter the account number (or use the available chart of accounts browse to select the account or add it by combining segments).
 - Enter the exact amount or the percentage to post to this account during journal entry. You must enter it as either DEBIT or CREDIT.
 - Repeat steps a-c for all entries. Each entry you complete will appear in the list. Amounts or percent values are summed for both debit and credit and the total appears at the bottom of the list.

- e) When you complete all entries, you can only save the template if its entries balance:

If *amounts*, then debit column must equal credit column.

If *percent*, then each of debit and credit columns must be equal to 100%.

- f) If entries do not balance, you can automatically change the amount for one of the entries such that balance is achieved. Select the account you want to change, then press ADJUST. The amount to post to the selected account is automatically changed such that debit and credit balance.
- g) You can also delete one entire line. Select the entry line you want to delete from the template, then press REMOVE. If you remove all the lines, the type field is enabled again.

9. When the entries balance, SAVE the template. In journal entries, you can substitute having to type the set of entries with just entering the template code.

In the same manner, you can modify the template at any time by adding or removing entries, or by changing amounts *while preserving the balance*. You can also delete the template entirely by using DELETE from the control panel.

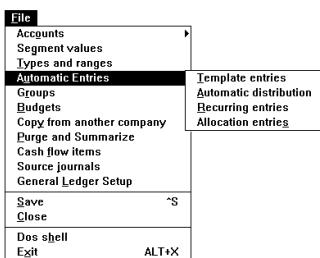
6-5 Designing Automatic Distributions

If you have an account with the following characteristic: Generally, when you post an amount to it, this amount gets distributed in fixed proportions to several other accounts--although the amount varies, you can in this case use automatic distribution to reduce data entry effort, and at the same time ensure consistency of distribution.

The automatic distribution scheme describes the distribution side: accounts and the percentages to post to each account. Then you assign it to the source account (i.e., the account whose amount you want to distribute) in that account's definition.

In journal entries, when the *first* entry is an account having a distribution code, you can choose to have automatic distribution entries *automatically* created, replacing the percentages by actual amounts with a sign opposite to that of the source account (The offsetting sign thus balances the entry).

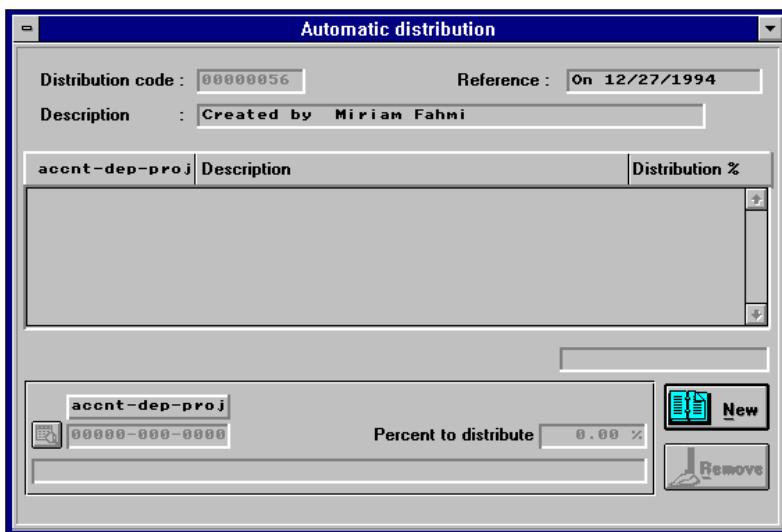
➤ To define an automatic distribution



1. Open the **File** menu.
2. Choose **Automatic Entries**. A sub-menu appears.
3. From the sub-menu that appears, select the **Automatic Distribution** option.

Fig (Chapter 6-4):
Automatic distribution

You only define the distribution scheme in this window, but the account to distribute from does not appear.



4. Enter a distribution code. You will use this code in an account's definition to describe how to distribute its posting.

If you enter a code of a previously defined distribution scheme, its data will appear in the window and you can go to Edit mode to modify this distribution. Otherwise, if this is a new distribution, a dialog box appears with the option to Add the code. Choose this option to design the new distribution.

5. In REFERENCE, type information that would help you remember the function and frequency of this distribution.

By default, the date of creation appears in this field.

6. In DESCRIPTION, type text describing this distribution.

By default, the user name appears in this field.

7. In the details box, type the data of each entry you want to distribute to:

- a) Use NEW to start each entry.
- b) Enter the account number (or use the available chart of accounts browse to select the account or add it by combining segments).
- c) Enter the percent of the amount you want to allocate to this account during journal entry.
- d) Repeat steps a-c for all entries. Each entry you complete will appear in the list. The total percentage appears at the bottom of the list.
- e) When you complete all entries, you can only save the distribution if the total equals 100%. Conversely, when the total equals 100%, you cannot add any more entries. You must modify one of the lines to reduce the total percentage if you want to add more entries.
- f) If you made an incorrect entry, you can delete the entire line. Select the entry line you want to delete from the list, then press REMOVE.

8. SAVE the automatic distribution, and CLOSE this window.

9. To associate this distribution with the source account, or the account whose amounts you want to distribute:
 - a) Open the "Single Accounts" window (see 4-4 *Adding Accounts*).
 - b) Enter the number of the account to which you want to add the distribution code (or use the available chart of accounts browse to select the account or add it by combining segments) if it already exists, or add the account.
 - c) In the field AUTO DIST CODE of the single account window, enter the code of the distribution you created.

What if I refer to the control account inside the distribution list assigned to it? Will I then be trapped in an endless loop?

No, it will be perfectly all right. This is a case of *circular reference*, where an account distributes to itself. The system enables you to make a circular reference, but prevents an endless loop by carrying out the distribution only once. The portion distributed to the control account will not be redistributed.

Later, you can modify the distribution list through the same window by adding or removing entries, or by changing percents *while preserving the 100% total*. You can also delete the distribution scheme entirely by using DELETE from the control panel.

6-6 Recording Recurring Entries

You use recurring entries for repetitive transactions that occur at definite intervals, having the same amounts for the same accounts.

Like template entries, recurring entries enable you to expend the effort of describing the entry details only once and then use them repetitively. But unlike template entries, you do not initiate them in a journal batch and you do not edit copies of them. Instead, you initiate the *generation* of preset batches of these entries according to a time schedule.

In recurring entries, you record not only the journal entries but also the time-table for their creation. The system uses this time-table to ensure that you do not generate the entries once too often, or too little.

Recurring entries are used in the following manner: you describe the frequency of recurrence, record the entries, then every once in a while (not necessarily at the designated frequency) you initiate the generation process. By comparing the time table of recurring entries and the date on which you start the generation, batches for all pending recurring entries are generated, and you can now post them.

➤ **To add a recurring entry**

1. Open the **File** menu.
2. Choose **Automatic Entries**. A sub-menu appears.
3. Choose **Recurring Entries**. The following window appears.

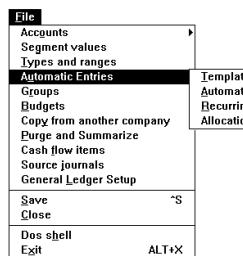


Fig (Chapter 6-5):
Defining recurring entries

You define the frequency of recurrence. Entries are made in a separate window



4. Enter a code for the recurring entries. You will use this code in to automatically generate a journal batch with the entries described here.

If you enter a code of a previously defined recurring entry scheme, its data will appear in the window and you can go to Edit mode to modify this scheme. Otherwise, if this is a new recurring entries code, a dialog box appears with the option to Add the code. Choose this option to record the new recurring entries.

5. In REFERENCE, type information that would help you remember the function and frequency of this recurring entries batch.

By default, the date of creation appears in this field.

6. In DESCRIPTION, type text describing the contents.

By default, the user name appears in this field.

7. In SOURCE JOURNAL, enter the name of the journal where you want to keep this recurring-entry's batches when they are generated. Source journals are discussed in the next chapter.

8. Define dates controlling recurrence. In FIRST TRANSACTION, enter the date of the first occurrence, or the date you want for the first journal batch. As soon as any batch is generated, this field is disabled and you cannot edit it.

In LAST TRANSACTION, enter the date of the last recurrence, or the date for the last journal batch, beyond which no more batches with this code will be generated.

Normally, NEXT TRANSACTION is the same as FIRST TRANSACTION, and you do not need to modify it unless you wish to skip one or more generation times. You cannot edit this field until a batch is generated.

9. Describe the recurrence time-table. In DURATION EVERY, define the frequency of recurrence as a number and unit. Select the unit of frequency as "Periods" or "Days" from the pull-down list next to the option. Enter the number of periods/days between generated batches. For example, if you want generation to occur every week, enter "7 Days".

The field LAST GENERATED displays the last time a batch was generated. You cannot edit this field. You can use it later to check if you need to run the generation.

10. Check the option REVERSE if you want to automatically create a reversing batch at period closing (reversing entries are the same as the original entries, but with opposite signs to offset the amounts, i.e., debits become credits and vice versa). Reversing batches are dated for the following fiscal period.

You can now start recording the entries you want to include for this recurring entries code.

➤ To edit recurring entries

1. From the "Recurring Entries" window above with a selected code, press ENTRIES.

The following dialog box appears.

Fig (Chapter 6-6):
Recurring entry details



The dialog box consists of a list and the detail entry box. Initially the list appears empty, but fills up with the entries you make in the detail box. The debit and credit totals are updated automatically when you edit entries, and appear below the corresponding columns in the list.

2. To make an entry through the detail box,
 - a) Press NEW.
 - b) Enter the account number (or use the available chart of accounts browse to select the account or add it by combining segments).
 - c) Type the amount you want to post to this account. Enter it in one of two fields, either Debit or Credit.

3. Repeat the previous step for all entries. Each entry you complete will appear in the list. Amounts are totaled for both debit and credit columns.

When you complete all entries, you can save it only if debit column equals credit column.

4. If entries do not balance, you can automatically change the amount for one of the entries such that balance is achieved. Select the account you want to change, then press ADJUST. The amount to post to the selected account is automatically changed for debit and credit columns to match.
5. You can also delete one entire line. Select the entry line you want to delete, then press REMOVE.
6. When the entries balance, press CLOSE to return to the main window.
7. SAVE the recurring entries options.

In the same manner, you can modify recurring entries at any time by adding or removing entries, or by changing amounts *while preserving the balance*. You can also delete the recurring entry entirely by using DELETE from the control panel.

6-7 Assigning Allocation Entries

You use allocation entries to allocate amounts from one account to some other accounts. This is especially useful in allocating funds.

Like Template entries, you can enter either amounts or percentages, but unlike other automatic entries, debit and credit columns *do not* balance. Like automatic distribution, you have one account whose amount you distribute to other accounts, but in allocation entries, the allocating account is assigned within the allocation entry window.

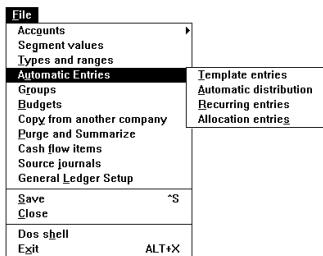
You start by assigning an allocating account, or the source account to allocate from. Then you define the accounts to allocate to and assign the amount or percentage to allocate. These amounts/percentages should not balance, since the allocating account contains the amount needed to balance the entries.

In case of using percentages, these latter are calculated with respect to the activity balance of the allocated account (Balance with respect to the transactions that occurred within the current period)

If the list of entries for allocation was balanced, no change would occur to the allocation account, and the allocation process would be ineffective.

When you want to use the allocation entry, you generate a batch from a special menu command in **Transaction** menu.

➤ **To create allocation entries**



1. Open the **File** menu.
2. Choose **Automatic Entries**.
3. From the sub-menu that appears, choose **Allocation Entries**. The following window appears

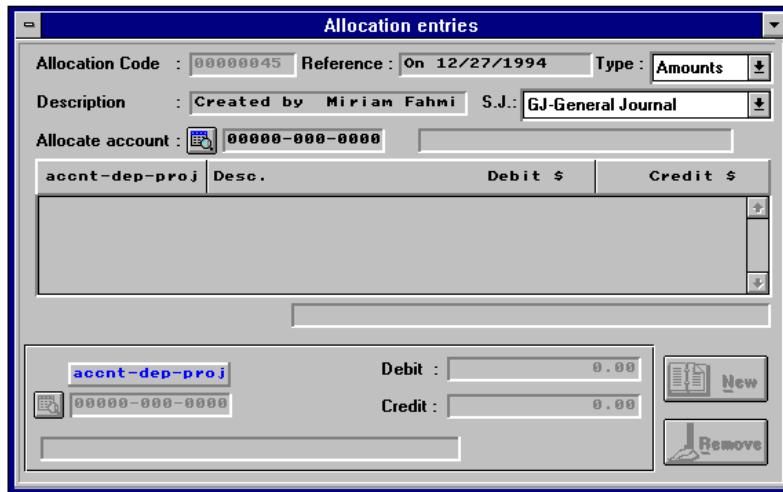


Fig (Chapter 6-7):
Allocation entries

*You cannot change the type
after you have made
entries.*

4. Enter a code. You will select this code later to initiate the generation of a batch with the allocation entries.
If you enter a code of a previously defined allocation, its data will appear in the window and you can go to Edit mode to modify it. Otherwise, if this is a new allocation, a dialog box appears with the option to Add the code. Choose this option to assign the new allocation data.
5. Choose a type: AMOUNTS or PERCENT. The type field is disabled as soon as you add entries. Choose amounts if you constantly allocate the same amounts. Choose percent if the total amount allocated varies, but the portions allocated are constant.
6. In REFERENCE, type information that would help you remember the contents and purpose of this allocation scheme.
By default, date of creation appears in this field.
7. In DESCRIPTION, type text describing this allocation.
By default, the name of the user creating the allocation appears in this field.
8. In SJ, enter the name of the journal where you wish to keep transactions generated from the allocation scheme. For a discussion of defining journals, see the previous chapter.
9. In ALLOCATE ACCOUNT enter the number of the account to be used as the source of fund.
10. In the details box, type the data of each entry involved in the allocation.
 - a) Use NEW to start each entry.

- b) Enter the account number (or use the available chart of accounts browse to select the account or add it by combining segments).
- c) Enter the exact amount or the percent to post to this account during journal entry. You must enter it as either DEBIT or CREDIT.
- d) Repeat steps a-c for all entries. Each entry you complete will appear in the list. Amounts or percent values are summed for both debit and credit and the total appears below the list.
- e) If you entered an incorrect line, you can delete it entirely. Select the entry line you want to delete, then press REMOVE. If you remove all the lines, the type field is enabled again.

11. When you complete all entries, SAVE the allocation scheme.

In the same manner, you can modify the allocation scheme at any time by adding or removing entries, or by changing amounts or percents. You can also delete the allocation entry entirely by using DELETE from the control panel.

6-8 Copying Another Company's Data

Another way of achieving efficiency is to observe any similarities in data of different companies to which you have access. If the account code structure of several companies is *identical*, you can make use of duplicating similar records by copying them from one company to the other instead of having to retype them. This not only saves time, but also enables unification of data across companies.

Data does not have to be 100% the same. You can find sufficient similarities to make it worthwhile copying the data from one company then modifying it (if the modification time is sufficiently less than typing time).

If you have access to more than one company, you can copy any of the following elements from an existing company:

- automatic entries, whether template entries, automatic distributions, allocation entries, or recurring entries,
- types and ranges,
- segment values,
- accounts,
- budgets,
- account groups.

The procedure for copying these elements is essentially the same. Basically, here's what happens:

1. From the **Copy From Another Company** submenu, you choose the element you want to copy.
2. In that element's window, a list appears containing names of only those companies that share the same code structure.
3. You choose the company (the source) whose data you wish to copy to the currently active company (the destination). The source company's should already have the data set up, or the process would be useless.

4. Once you choose the company, the records belonging to the element you want are displayed in a list.
5. From the displayed list, you can select all or some of the elements. The selected records are the ones that will be copied.
6. Then you initiate the actual copying through the COPY button.
7. After you copy the selected records, you can make a printout of all the displayed records to track the copy status of each (Useful for error tracking).

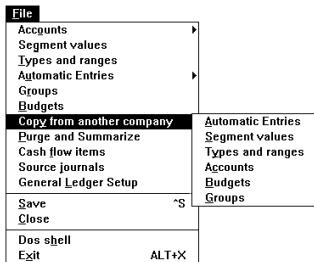


The copying procedure is described in detail for automatic entries only. For the other items that can be copied, only deviations from this same procedure are mentioned.

You cannot copy another company's data if:

- Another user is currently copying data to the same company. Concurrent copying is not permitted to ensure data integrity.
- The item to copy contains an account which does not exist in the chart of account of the destination company.
- The item to copy refers to an account major value belonging to two different types of accounts in the two companies, the source and the destination company.

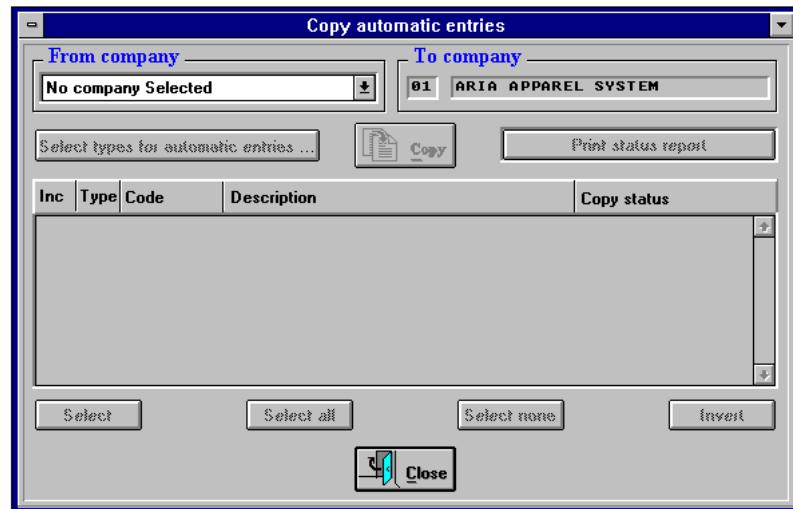
➤ To copy automatic entries



1. From the **File** menu, choose **Copy From Another Company**.

A submenu appears with the elements for copying.

2. Choose **Automatic Entries**. The following window appears:



3. Display the list of companies that you can copy from. These are ones that are installed in the system, and have an account code structure identical to that

Fig (Chapter 6-8):
Copying automatic entries

The destination company is always the active one, and you cannot change it.

of the currently active company. (They may not contain any automatic entries, though, since they are not checked at this stage.)

4. From the list of companies, choose the one from which you want to copy automatic entries. Initially, no company is selected.

The name of the company to copy to (the one you are currently working with) appears in COPY TO field and you cannot choose another one.

5. If the chosen company does not contain any automatic entries, an error message appears and you can go back and choose a different company.
6. Otherwise, press SELECT TYPES OF AUTOMATIC ENTRIES to check one or more of the four available types of entries. Through the dialog box that appears, check the types you want, then press OK.

The source company's records in the checked types of automatic entries will appear in the list.

7. Use the multiple selection interface to select those records that you want to copy.
8. Press COPY to start copying the records. If the code of a selected record is equivalent to an already existing code in the destination company, a dialog box appears so you can choose the next action.
9. Press OVERWRITE if you want to copy the record from the source company and consequently overwrite the existing one (i.e., the record of the destination company). Press RESUME if you want to keep the existing file and consequently the record will not be copied. Press CANCEL to stop copying any more records.
10. When copying is completed, the field COPY STATUS of the displayed list is updated to reflect whether a record was copied and, if not, what the source of error was. The possible outcome appears in a table below.
11. If you wish, you can make a permanent copy of the status of each record. Press PRINT STATUS REPORT to print out the list.
12. You can choose a different company and repeat the same procedure. When done, press CLOSE to close the copying window. Closing cancels the status, so you can only print the status report directly after the copying process is completed.

Here are the possible values for the status, and their meanings:

This status	is displayed when
Copied	the record of the source company is successfully copied to the destination company.
Already Exists	the destination company contains a record with a similar code, and therefore the source company's record was not copied.
Copy Error	record to copy contains an account which is not valid for the

This status	is displayed when
	destination company: either the account number does not exist or a type mismatch has occurred. Record is not copied.

➤ **To copy segment values**

You follow exactly the same procedure described above, with this modification for step 6.

- 6(a) Otherwise, press SELECT SEGMENT VALUES TO BE COPIED to assign the scope of the segments. Choose the segment for whose values you want to copy. You can choose to copy all the segments. From the displayed list of segment values, select the ones you want to copy, then press ADD.

The selected segment values will appear in the list of the original window.

You can repeat the same steps to choose segment values of more than one segment. When you press ADD a second time, a dialog box appears with the following choices.

<Replace><Merge><Cancel>

Choose MERGE to add the new list of values to the already existing one. Choose REPLACE to add the new list of values and delete the already existing one. Choose CANCEL to keep the old list intact and not add the new one.

You then resume in the same procedure as described in copying automatic entries.

➤ **To copy account types and ranges**

You can copy the description of account types (main types or subtypes) and their associated range of acceptable account major values from another company.

The procedure is very much the same, except that the additional step (# 6) is not available for the types and ranges.

Note that if you select a main type (with code number 00), all its subtypes are automatically tagged for selection.

➤ **To copy accounts**

Accounts are copied in the same manner as detailed in *Copying Automatic Entries*, with the following variation on step number 6:

- 6(b) Otherwise, press SELECT ACCOUNTS TO BE COPIED to assign the scope of the account numbers. The dialog box that appears for selecting accounts was described in 6-1 *Grouping Accounts* in this chapter. Choose the types of accounts you want and describe a mask to narrow down the scope. Press ADD.

The accounts matching the selection criteria will appear in the list of the original window.

You can repeat the same steps to choose accounts with different criteria. When you press ADD a second time, a dialog box appears with the following choices.

<Replace><Merge><Cancel>

Choose MERGE to add the new list of accounts to the already existing one. Choose REPLACE to add the new list of accounts and delete the already existing one. Choose CANCEL to keep the old list intact and without addition

You then resume in the same procedure as described in copying automatic entries.

➤ To copy budgets

Copying budgets has one feature added than the normal copying procedure, since you may want to review budget details quickly to make sure it is the one you want. Hence, change step number 6 as such:

- 6(c) If you wish to review a budget, press VIEW BUDGET DETAILS. A dialog box appears with a list of accounts in this budget.

When you finish reviewing, press CLOSE to return to the original window.

You then resume in the same procedure as described in copying automatic entries.

➤ To copy account groups

Copying groups follows the standard technique with one additional feature, since you may want to review the accounts in the group for checking purposes. Hence, change step number 6 as such:

- 6(d) If you wish to view the accounts in the group, press VIEW GROUP DETAIL. A dialog box appears with a list of accounts this group comprises.

When you finish reviewing, press CLOSE to return to the original window.

You then resume in the same procedure as described in copying automatic entries.

Part III

During the Fiscal Year

7. Perform Transactions
8. Maintain Your Data

Chapter 7

Perform Transactions

This chapter describes the day-to-day tasks you accomplish through **GENERAL LEDGER**, namely the process of making journal entries, then posting them to the respective G/L accounts.

In G/L, you can make journal entries through several paths. You can enter a single transaction, or enter a group of transactions together in a *batch*. You can add entries either manually or automatically.

In this chapter, you will learn about:

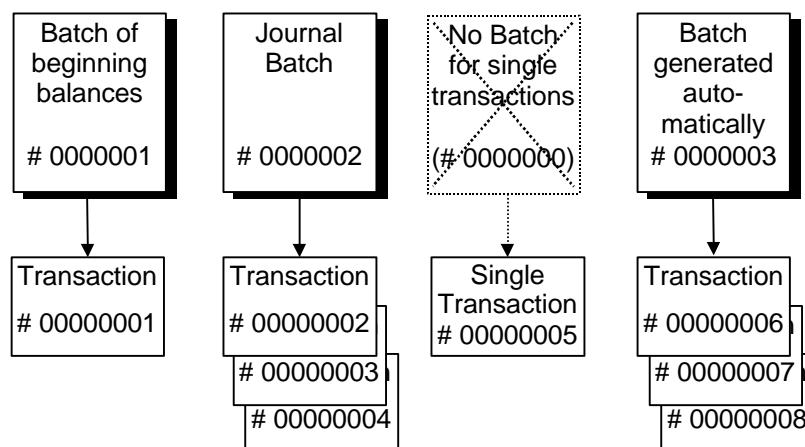
- Entering single batches
- Creating batches of transactions
- Generating batches for allocation entries
- Generating batches for recurring entries
- Reversing transaction entries
- Posting batches and single transactions

7-1 Recording Activities in Various Ways

G/L provides you with various paths that lead to the same basic unit; a journal entry to describe an account's activity. The variety of paths offers you flexibility and efficiency. You can perform your daily tasks in your usual technique without having to make any modifications in your routine to suit the system. If you normally enter your transactions one after the other, then you can continue to do so through the **Single transactions** program. Or, if you prefer to keep them for later entry or group them, then use batches. You will find that alternate paths increase your efficiency through enabling you to automatically generate the entries that go in the transactions. Furthermore, the facility to automatically generate reversing transactions at set dates not only reduces your work load but greatly reduces the chances of errors.

You can make journal entries through individual transactions, or as related groups of transactions in batches. In either case, you can type the entries manually or have them generated automatically for you. From all these options the resulting transactions are the same. Figure (7-1) illustrates the relation between batches and their transactions.

Fig (Chapter 7-1):
Relation between batches
and transactions



As you can see in the figure, transactions within a batch are not different from single transactions. Both have data describing them, a sequence of serial numbers shared by all transactions, and contain entries that should balance for normal types of accounts. Transactions in a batch, however, have additional features and tools, as will be described later in this chapter.

You can enter single transactions manually, or generate their entries from automatic templates you have previously defined. Similarly, you can either create batches manually, or generate them automatically from previously defined automatic entries. You can manually modify entries regardless of the method used.

THE SERIAL NUMBER

Batches and transactions are both automatically assigned serial numbers to identify them. You cannot control or modify these numbers, but you can use them

to access a readily existing batch or transaction. Serial numbers have the following characteristics:

- They describe a chronological sequence. Hence, they are used to sort a list of batches or transactions chronologically, or in the order in which they were created in the system.
- They are assigned only after you save a batch/ transaction, not at the time of its creation.
- Once assigned, the number is consumed and cannot be reused even if you do not make any entries or if you delete, or *void*, the batch or transaction.
- There is only one sequence of serial numbers shared by all batches, and another one for all transactions. In figure 7-1, for example, a single transaction entered after a batch takes the serial number following that of the last transaction in that batch.
- Although all types of batches share a single sequence of serial numbers, when you are browsing through one type of batches, you only view the serial numbers of batches of that type. As a result, the browse list of beginning balance batches displays only batches of this type, and similarly for journal batches.
- The system places leading zero's before a serial number. If you want to enter a serial number to display the contents of a batch or transaction, you do not need to enter these zero's, the system automatically assumes them. For example, a batch with serial number "0000067" can be accessed as simply "67".
- Since transactions entered as single transactions do not belong to any batch, when they appear in lists with batch transactions, they are given a hypothetical batch number of "0000000".

7-2 Entering Single Transactions

If you wish, you can enter transactions individually. In this case, each transaction will have its own independent set of data describing it. It will not be related to any of the other transactions except for the shared sequence of serial numbers.

Since most organizations routinely use batches, G/L provides you with the ability to select whether or not to enable single transactions. Disable this option if you want to enforce journal entries only through batches.

The G/L setup is explained in details in 3-3 *Setting up General Ledger*.

To enter single transactions, you need to first set the option ALLOW SINGLE TRANSACTIONS in the **General Ledger Setup** screen in order to be granted access to the single transaction window.

AUTOMATIC TRANSACTIONS

At the heart of a transaction, you type entry lines, each line describing an activity for an account, and contains the account's code and the amount added to it as either credit or debit.

For details on defining automatic entries, see chapter 6.

Instead of the typing effort, let the system automatically make the entries for you. You can achieve that by making use of two types of automatic entries the system provides: templates and distribution entries.

If you have defined templates or distribution schemes, you can make use of them to complete your transactions automatically. They are also useful in reducing the effort even if you need to make slight modifications, since the system permits you to edit these automatic entries.

➤ To apply a template to a transaction

1. Define the template as an automatic entry.
2. Specify the template code in the appropriate field in the transaction data window.

If the template contains percentages, the system will prompt you to enter the amount you want to apply those percentages to.

In the entries dialog box, you will find the lines described in the template already entered for you. If you want, you can modify them in any way you like. You can delete a line, modify the amount added to or deducted from an account's balance. You can also make additional entries, other than those of the template.

➤ To automatically distribute amounts posted to an account

1. Define the distribution scheme, i.e., the accounts to distribute *to* and the portions each will take.
2. Attach the code of the distribution scheme you defined to the account you want to distribute *from* through the single account window.
3. In the transaction's entries dialog box, make your *first entry* to the account with an associated source code.
4. The system will ask you if you want to use the distribution scheme. From the message dialog box, Select <OK> to enable the system to automatically add the accounts in the distribution scheme, and accordingly distribute the amounts.
5. If you want, you can modify any of these lines. You can delete any line, or change the amount added to one of the accounts. You can also make additional entries to the transaction.

THE STATUS OF A TRANSACTION

In addition to the serial number, the system assigns a *status* for each of the transactions that you create. This status will later be updated in accordance with the changes you make to those transactions. Although the status is determined by the system, you can indirectly control it through either the transaction window (if you *Hold* a transaction) or the posting window (if you *Approve* a transaction).

The status of a transaction determines the operations it can be subjected to; whether or not you can edit and post it. The status of a transaction also determines if it will appear in browse lists.

<u>This status</u>	<u>indicates that the transaction...</u>
<i>Empty</i>	has no entries. You cannot save such a transaction. You must make some entries first.
<i>Out of balance</i>	has entries whose debit and credit columns do not balance. The amount needed to balance the transaction appears in the BALANCE field. You can edit such a transaction but you cannot post it before you balance it. A transaction of this status does not appear in the Post window.
<i>Unposted</i>	has entries that balance, i.e., whose debit and credit columns equal. The value zero appears in BALANCE. You can both edit and post the transaction.
<i>Posted</i>	has balanced entries that have already been posted to the respective accounts. You can only view the transaction and its entries, but you cannot edit them.
<i>Hold</i>	has balanced entries, but you want to withhold its posting for the time being. You can modify the transaction's entries, but posting is disabled. If the modifications you make disrupt the balance of entries, the hold is removed. You activate this status through a HOLD option available in the transaction window. When you are ready to post this transaction, remove the hold through the same option. A transaction with this status does not appear in Post window.
<i>Approved</i>	is balanced but not yet posted, and you want to prevent its being edited. You can only post an approved transaction through Post window but not from within the transaction window. You initiate this status through Post window.
Transactions of a status other than those mentioned above may exist, but these do not appear in the transaction window.	
<u>This status</u>	<u>indicates that the transaction...</u>
<i>Void</i>	was deleted after it was saved, but not posted. You cannot manipulate this transaction in any way, but its serial number cannot be used.
<i>Invalid</i>	A transaction takes this status if, as a result of modifications in the fiscal year, it lies outside the posting window. It also takes this status after an invalid closing of the year, if the transaction date falls within the closed fiscal year, but after

This status indicates that the transaction...
the date on which the year was closed.
You can neither view, edit, nor post an invalid transaction.

Transactions within batches may have a status of those described above, except that they follow the status of the entire batch if its status is "Posted", "Void", "Approved" or on "Hold". You can neither *Approve* nor *Hold* these transactions individually.

CREATING A TRANSACTION

When you select to make journal entries through a single transaction, you do the following:

1. Initiate a transaction by activating the Transactions window, and entering basic data for the new transaction such as its number, description and reference information.
2. Enter the detailed data for the new transaction. If you want to automate this process, you enter a template code to generate template entries or you type in the first entry line an account with a distribution code.
3. Save the transaction which will automatically be assigned a serial number.
4. If the transaction is balanced, you can either post the transaction from the transaction window, or post it later from **Post** window which gives you more options.
5. You can also print a transaction.

➤ **To enter a transaction**

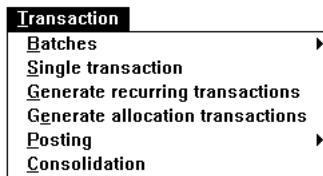
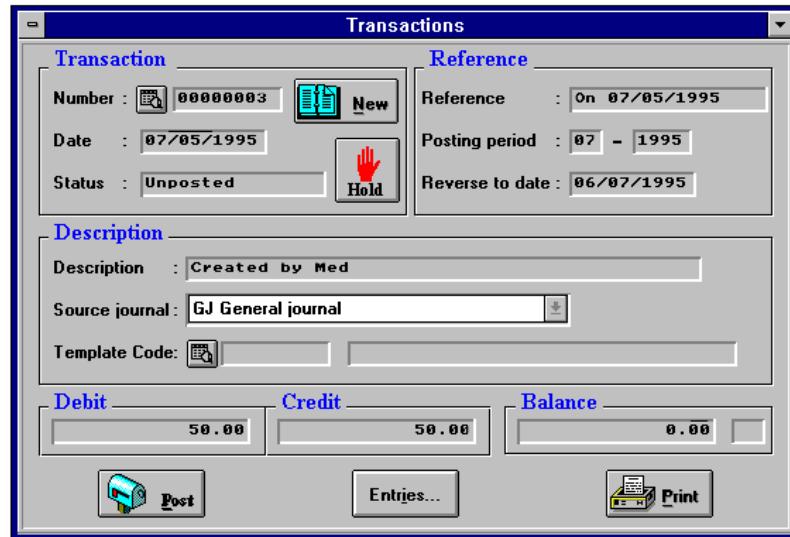


Fig (Chapter 7-2):
Single Transactions

You can also post a single transaction through this window.



Use these fields to describe and view the batch.

Use this in order to...

NEW

start entering a new transaction. Pressing this button assigns the next serial number (after the one assigned to the last transaction) to this transaction, and shows that number in NUMBER. This will be used to add a new record in the transactions file when you save that transaction.

Use this	in order to...
<p>DATE</p> <p><i>Hint.</i> You can open the G/L setup window to review setup options without having to close the transaction window, since the system permits manipulation of multiple windows.</p> <p>Closing is performed in System Manager. For more details, see 7-3 <i>Closing</i>, in the System Manager manual.</p>	<p>specify the creation date for the transaction you are entering. This field initially displays the current system date. Change it if you need to enter a transaction that took place earlier, for example. The date you specify must fall within the posting window.</p> <p>If it falls outside the posting window, you cannot proceed with the transaction.</p> <p>If the date does fall within the posting window, but not in the current period, the system warns you through a message dialog box, but enables you to complete entering the transaction. In other words, you can enter transactions in a period other than the current period.</p> <p>If the date falls before the beginning balances date, then the system's response depends on the General Ledger Setup option ALLOW POSTING BEFORE THIS DATE for beginning balances:</p> <ul style="list-style-type: none"> • If <i>checked</i>: You cannot use that date. A dialog box appears, and you have to enter a different date. • If <i>unchecked</i>: You can use that date. A warning appears, but you can proceed with entering the transaction.
<p>REFERENCE</p>	<p>record any data you see as appropriate reference for the transaction you are entering. Initially, this field contains the actual date on which the transaction was created. The reference you enter here will later appear on other screens, browses and reports.</p>
<p>REVERSE TO DATE</p>	<p>the date of the reversing transaction. Use this field only if you want the system to automatically create a transaction which offsets the amounts you post in this one. Transactions are reversed during closing of the period in which this date lies.</p>
<p>DESCRIPTION</p>	<p>a description for this transaction, as you find useful. Initially, the words "Created by" and the user name appears in this field.</p>
<p>SOURCE JOURNAL</p>	<p>select the journal in which to keep this transaction. Use this field if you have defined journals other than GJ, or the <i>general journal</i> pre-defined in the system; otherwise you all transactions are kept in GJ.</p>

Use this	in order to...
TEMPLATE CODE	If you want the system to automatically add the entries of a previously defined template to the new transaction, then enter the code of that template in this field. You can browse the list of existing template codes and select one. Leave this field blank if you want to type all the entries manually.
HOLD	change the status to <i>Hold</i> . This prevents the transaction from being posted. Pressing this button will modify the status field.
ENTRIES	enter and view the transaction's detail lines. See below <i>Entering the Transaction Details</i> .
POST	post the transaction if it has been completed. Notice that you cannot post the transaction if it is not balanced, or if it is on hold.
PRINT	produce a printout of the details of the transaction you are entering/modifying.

5. In addition, these fields are assigned by the system.

This field	shows
NUMBER	view the transaction's serial number. If you are creating a new transaction, leave this field blank until you save the transaction, where the system will assign a number to the transaction you just saved.
STATUS	the status of the transaction. Initially, the status is "Empty". See a description of the status values above.
POSTING PERIOD	the period to which this transaction will be posted. This period is determined according to the date you entered in DATE.
DEBIT	the total of debit amounts entered so far in the entries dialog box.
CREDIT	the total of credit amounts entered so far in the entries dialog box.

This field	shows
BALANCE	the amount needed to balance the transaction. This is the difference between Debit and Credit with an offsetting sign. If the transaction is balanced, this field contains zero, and only then will posting be enabled.
6.	SAVE the transaction. You do not have to finalize the entries or balance the transaction before you save it, but you cannot save an empty transaction.
7.	If the transaction is balanced, Select HOLD if you want to prevent its posting now.
8.	If the transaction is balanced and not on hold, press the POST button if you want to post the transaction immediately. You can also post a transaction through a special Post window which gives you additional control to approve a transaction. See 7-6 <i>Posting</i> at the end of this chapter.
9.	You can also print the transaction. Prepare your printer and press the Print button to have a printout of the transaction details.

ENTERING THE TRANSACTION DETAILS

1. Press the ENTRIES button to start adding entries to this new transaction.
- The “Transaction Details” dialog box appears.

Fig (Chapter 7-3):
Transaction details

If you chose a template code, a copy of the template appears when you first open this dialog box.



2. If you entered a template code in the field TEMPLATE CODE of the “Transaction” window, the entries defined in the template will appear automatically in the dialog box. This is a copy of the template, and you can modify it as you want. Your modifications will not affect the original template.
3. Use the detail entry interface as described in 2-4 of the SYSTEM MANAGER manual, *Using Special Interfaces* to make the entries. If you want to automatically distribute the amount posted to an account, make this account your first entry. If this account has a distribution code associated with it, the system will display a dialog box through which you can Select to either

generate the distribution entries automatically, or skip automatic distribution. Automatic distribution is possible only if the account with distribution code is the first entry. You can modify the distribution entries without affecting the distribution scheme.

4. Press the CLOSE button to return to the transaction window. You can return to the entries dialog box later to make additional entries as long as you have not posted it.

MODIFYING EXISTING TRANSACTIONS

➤ To modify an existing transaction

1. Open the single transaction window shown in figure 6-2 above.
2. In the **Transaction Number** field, enter the serial number assigned to the transaction you want to view or modify. Alternately, you can browse the list of existing transactions and select the one you want.

The transaction window will display all the data pertaining to the transaction you selected, in View mode.

3. If you want to modify the transaction, use the control panel to go to Edit mode. The EDIT button will not be enabled if the status of the transaction is "posted", and you cannot edit it.
4. To view or modify the details of the transaction, press ENTRIES.
5. In **Edit** mode, you can modify any of the items in the transaction window, except the transaction date.
6. When you complete the modifications, SAVE the changes.

7-3 Creating and Using Batches

Instead of entering transactions individually, you can enter them in groups of batches.

WHY BATCHES?

It is common practice to use batches of transactions rather than single transactions, since batches give you added benefits. When you enter transactions in batches, you can:

- handle related transactions as one unit, with a classifying header in reports.
- confirm the accuracy of your work through an audit total.
- post all the transactions in the batch in one single step. This reduces posting effort.
- review the transactions jointly.
- classify the batches into types. This gives you better control over the accounts to include in the transactions.

- print edit lists or audit trail reports.

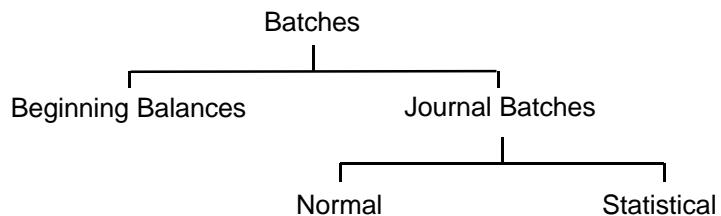
Group together in one batch transactions that:

- occur in a specified interval of time, for example in one day or one week. That way, you reduce the posting effort and at the same time regulate posting on periodical basis. You also will find it easier to retrieve transactions on a chronological basis. For example, you can easily retrieve batch # 500 for transactions in the fifth period than to have to keep track of a range of transaction numbers in the same period.
- belong to one logical group. For example, group cash payments transactions in a separate batch. Or, if you do not have an ACCOUNTS PAYABLE module linked to G/L, make a group of accounts payable transactions. This way you can easily review transactions by type of activity.
- pertain to a particular division, a particular site for example. You can make use of batches to classify the transactions by site in which case you can maintain separate audit trail reports for each site.

TYPES OF BATCHES

In G/L, batches are classified in two ways.

- According to their use, batches are either for *beginning balances* to initiate G/L accounts, or *journal batches* for later posting to these accounts during the fiscal year.
- According to the type of accounts, journal batches may either be *normal* which can contain any one of the standard eight account types, or *statistical* for the special type the system provides for user convenience.



Beginning balances are a special type of batches usually used at the initializing stage of G/L. See 5-2 *Bringing in Beginning Balances*.

Journal batches, on the other hand, belong to the every-day use of G/L, during the fiscal year. It is through journal batch entries that you record your monetary business activities, usually *chronologically*, or by date of occurrence.

Transactions involving statistical type accounts are treated separately from standard type accounts, to allow flexibility of using this special type of accounts.

While standard account types have their specific implications and applications, the account type "statistical" is a "gateway" for non-standard details you may have at your organization.

The Statistical Type

This is a flexible type for which you can define accounts in your chart of accounts, one whose definition you decide for yourself. It does not belong to either of the two standard reports: the balance sheet or the income statement. You can use it to record any irregular, or special transactions which do not belong to the normal types of accounts.

Example.

Company *UseAll* has activities that involve multiple currencies. Although the company personnel record these activities in local currency, they would like a means to track the flow of the various currencies. To accomplish this, the accountant at *UseAll*, who is working with G/L, makes use of the available type "Statistical" for that purpose. In the chart of accounts, he creates a statistical account for each currency. Then, for every transaction involving non-local currency, he enters the transactions in local currency in a normal batch, and, in a statistical batch, he enters details of the currency dealing.

The system provides a special type of batches for statistical accounts. A statistical-type batch has the following features which distinguish it from normal batches:

- Its entries involve only accounts that have been defined as "Statistical".
- You can post a statistical batch even if it is out of balance.

STATUS OF A BATCH

Like transactions, the system gives batches different status values, where the status of a batch controls what you can and can't do with the batch.

This status means that the batch...

Empty has no transactions. This is the initial status of a batch. You can save an empty batch, if you want to postpone making entries till later (for example, you need to create a batch with a certain serial number even before you have entries for it).

Out of balance has one or more unbalanced transactions. The amount needed to balance the batch appears in **Balance**. You can edit the batch but you cannot post it. You must first balance all its transactions.
A batch with this status does not appear in **Post** window.

Unposted contains transactions which are all balanced. The value zero appears in **Balance**. You can both edit and post the batch.

This status	means that the batch...
<i>Posted</i>	contains balanced transactions, and the batch has already been posted either from the Batch window or from Post window. You can only view the contents of such a batch, but you cannot edit or delete it.
<i>Hold</i>	has balanced transactions, but you want to withhold its posting for the time being. You can modify the batch's entries, but posting is disabled. If the modifications you make disrupt the balance of entries, the hold is removed. You activate this status through a Hold option available in the batch window. When you are ready to post this batch, remove the hold. A batch with this status does not appear in Post window.
<i>Approved</i>	is balanced but not yet posted, and you want to prevent its being edited. You can only post an approved batch through Post window but not from within the Batch window. You initiate this status through Post window. Batches may also have some additional status values, but these do not appear in the batch window (since you cannot view these batches).
This status	means that the batch...
<i>Void</i>	The batch was deleted after it was saved, but not posted. You cannot manipulate this batch in any way, but its serial number cannot be used.
<i>Invalid</i>	A batch takes this status if, as a result of modifications in the fiscal year, it lies outside the posting window. It also takes this status after an invalid closing of the year, if the dates of the transactions in the batch fall within the closed fiscal year, but after the date on which the year was closed. If only some of the transactions are invalid, the batch is split into two. You can neither view, edit, nor post invalid batches.

STEPS OF CREATING A BATCH

You can create a batch, then add transactions to it in one or more sessions. You do not have to complete the batch once you have started it, but you cannot make any additions to it once you have posted it. For example, if you are creating a batch for general transaction in the interval of a week, you can create a batch at the start of the week, then enter every day one or more transactions for that day's activities. When the week is over, you can review the transactions in the batch, modify or print them. When the batch is finalized, you can post it either directly through the batch window, or as a separate task through the post window which gives you more control through the approving option.

In general, you:

1. Create a batch by giving it a serial number and specifying data about the batch. You must save the batch for it to be assigned a serial number.
2. Enter a transaction, both the data describing it and the entries it holds.
3. Repeat the previous step for all the transactions. You can, in the mean time, close the batch even if not complete. You can reopen it at a later session to complete the work.
4. You can review the transactions in the batch, if for example you find any discrepancy between the total expected or if the batch is not balanced, or just to recall a journal entry you need.
5. If the batch is balanced, you can print it at this stage if you want to keep a copy of it.
6. If the batch is balanced and you are satisfied that it is finalized, you can post it now, or keep it for later. If you want to keep it, you may want to put a hold status on it to prevent its posting inadvertently.

Create a Batch

The first step is to create a batch. It involves having the system assign a serial number to it, and entering data about the batch. This data applies to the entire batch, not to individual transactions within the batch.

➤ To create a batch



Fig (Chapter 7-4):
Batches

You can also post the batch through this window. An alternate is to use the Post window explained later in the chapter.

A screenshot of the 'Batches' window. The window has several sections:

- Batch**: Fields for 'Number' (text box) and 'Type' (dropdown menu set to 'Normal').
- Status**: A section with a 'New' button, a 'Hold' button (which has a red hand icon), and a 'Post' button.
- Posting window**: Fields for 'Posting year' (dropdown menu), 'Start' (date input), and 'End' (date input).
- Total**: Fields for 'Debit' (text box) and 'Credit' (text box), both currently showing '0.00'.
- Balance**: A text box showing '0.00'.
- Description**: Fields for 'Audit total' (text box), 'Reference' (text box), and 'Description' (text box).
- On the right side of the window are buttons for 'Review...', 'Transactions', and a large 'Print' button.

4. Use the various fields to create the batch and enter its details:

Use this	in order to...
NEW	create a new batch.
TYPE	specify the batch type: Normal/Statistical. From the dropdown list box, select <u>Normal</u> to enter transactions involving accounts of any of the 8 standard types. Select <u>Statistical</u> to enter transactions involving statistical type accounts only.
POSTING YEAR	enter the fiscal year for posting this batch. From the pull-down list, Select one of three years: previous, current, and next. The actual years displayed depend on the fiscal year definition for the active company. This and the next two fields make up the posting window.
START	the start period/date of the posting window for this batch. Dates of the batch's transactions cannot precede it.
END	the end period/date of the posting window for this batch. Dates of the batch's transactions cannot succeed it.
AUDIT TOTAL	an estimate for the batch's total, to use for checking the batch's correctness. If you specify an amount in this field, the system will display a warning if you attempt to save the batch with either the credit or debit amount not equal to the audit total.
REFERENCE	reference data. It appears on some reports. Initially, this field contains the actual date on which the batch was created.
DESCRIPTION	a description of the contents of this batch. Initially, the words "Created by" and the user name appear in this field.

Note the following, when using these fields:

- If the **General Ledger Setup** option ALLOW POSTING BEFORE THIS DATE is unchecked, the posting window must refer to a date later than the date of beginning balances.
- Depending on the **General Ledger Setup** option BATCH POSTING CONTROL, you enter the batch fields START and END as either specific dates or periods. If you chose to specify periods, the system displays, in addition to the periods specified, the first date of the START period, and the last date of the END period.
- If you chose to specify START and END in periods, then, if you want the posting window to span one period only, enter the same period in both.

- The difference between the START and END of the posting window is limited by the **General Ledger Setup** option BATCH POSTING WINDOW. This difference cannot exceed the posting window defined in the setup. For example, if this option = 2 periods, and START = period 3, then END can only be period 4 or 5, not a later period.
 - If the **General Ledger Setup** option REQUIRE BATCH AUDIT TOTAL is checked, you must enter an amount in AUDIT TOTAL. If the option is unchecked, you can leave the audit total blank.
5. In addition, the batch window contains some fields whose contents are assigned by the system:

This field	shows...
NUMBER	the serial number assigned to the batch, when you save the batch.
STATUS	the status of the batch. Initially, the status is "Empty". See a description of the status values above.
DEBIT	the total of debit amounts entered so far in the batch's transactions.
CREDIT	the total of credit amounts entered so far in the batch's transactions.
BALANCE	the amount needed to balance the batch. This is the difference between Debit and Credit with an offsetting sign. If the batch is balanced, this field contains zero, and posting of the batch is enabled.
6. Press SAVE to have the system assign a serial number to the batch.	
7. A message dialog box appears through which you can directly open the transaction window if you want to enter the transactions of the batch as soon as the latter is created. This is not compulsory, as you can save an empty batch and later enter transactions for it.	

ENTERING TRANSACTIONS IN A BATCH

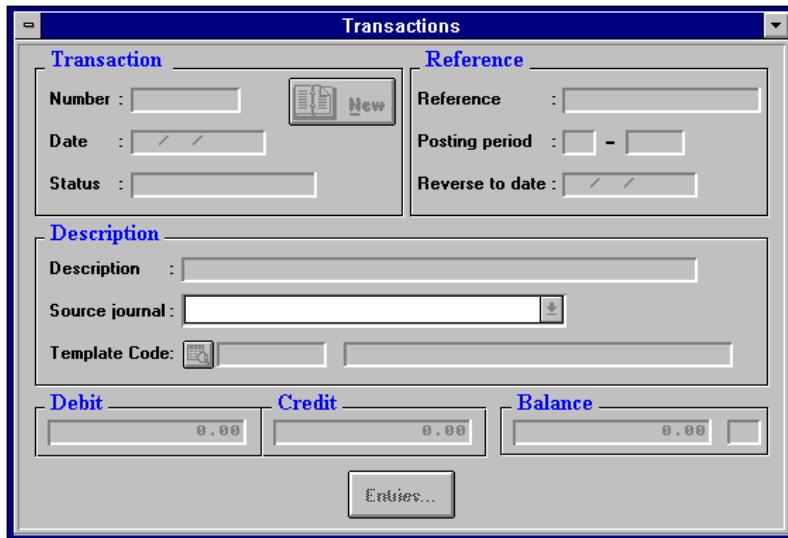
After creating a batch and saving it, you can start entering transactions for it. You can enter one or more transactions in the same session, but you do not have to enter all the batch's transaction in one session. You can save a batch and later modify it and add more transactions. If you post a transaction, you can add no more batches.

➤ **To enter transactions in a batch**

1. From the window of the batch you created, press the **Transactions** button. Alternatively, if the batch is empty, saving the batch produces a dialog box with the option to start entering transactions.

The following transaction window appears.

Fig (Chapter 7-5):
Transaction in a batch



2. This is a very similar window to the single transaction window, except for the absence of the **Hold** option, since you can only hold the entire batch, not each individual transaction in that batch. Similarly, you can neither **Post** nor **Print** the transaction except through posting or printing the entire batch.

The window is initially open in Add mode so you can immediately enter the transaction.

3. In the same manner as for single transactions, enter data about the transaction, then add entries.

Note the following:

- A transaction has a "hold" status if you have put the batch on "hold".
- The date of the transaction must fall within the batch's posting window.

4. When done, SAVE the transaction.

As a result, the transaction is assigned a serial number and saved. The status field is also updated.

5. If you want to enter more transactions in this session, press NEW and repeat steps 3, 4 above.

6. CLOSE the transaction window to return to the batch window.

7. The batch data is updated to reflect the transaction(s) added:

- If any of the transactions is out of balance, the status of the batch is "out of balance".
- The **Debit**, **Credit** and **Balance** of the batch are updated.

The control panel is associated with the active window, so it currently affects the transaction--and not the batch--window.

Modify an Existing Batch

You can close a batch, then reopen it at a later session to modify it. If you post a batch, you cannot modify it.

➤ **To modify an existing batch**

1. Open the batch window shown in figure 6-4 above.
2. In the BATCH NUMBER field, enter the serial number assigned to the batch you want to view or modify. Alternately, you can browse the list of existing batches and select the one you want. Only journal batches will appear in the browse list, while beginning balance batches will not be displayed since you can neither edit nor view them through this window.

The batch window will display all the data pertaining to the batch you selected, in View mode.

3. If you want to modify the batch or any of its transactions, use the control panel to go to Edit mode. The EDIT button will not be enabled if the status of the batch is "posted".

If you have already entered transactions, you cannot modify the posting window.

4. To view or modify a transaction, press TRANSACTIONS. In the transaction window specify the serial number of the transaction you want to modify, or browse through the existing codes.
5. Or, to add a transaction to the batch, press TRANSACTIONS. In the displayed window, press NEW and enter the transaction's data and details.
6. When you complete the modifications, SAVE the batch.

If you have entered an audit total, the system will warn you before saving if the total debit/credit does not match audit total. You can still PROCEED with saving, or you can CANCEL the saving process and modify the batch. If you want, use the Review facility to track the source of discrepancy.

REVIEW A BATCH'S TRANSACTIONS

One of the important benefits in grouping transactions in a batch is the review facility provided by the system. If you find that a batch you completed has a problem. It is not balanced, or the total amount does not match the audit total, you can use REVIEW to easily find the transaction within the batch, or even entry within one of the batch's transaction, that is causing the problem. You can also use it simply to view all the transactions or the entries displayed together.

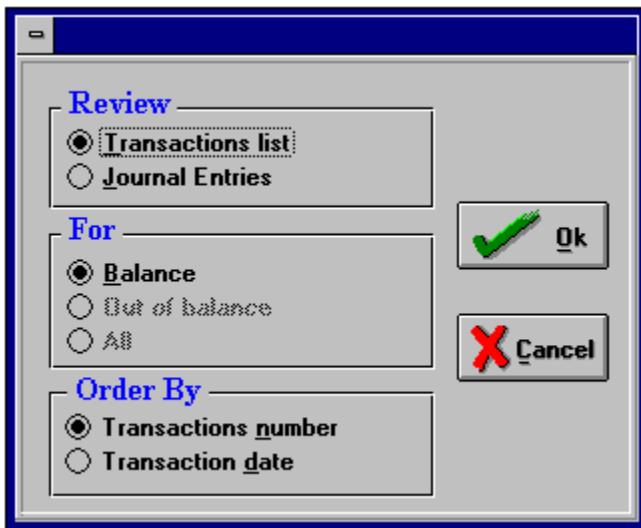
When you find the item you want to modify, you can select it (through the browsing SELECT button) to begin editing.

➤ **To review a batch**

1. In the batches window shown above, enter the code of the batch you want to review. The batch's data appears in the various fields.
2. Press the REVIEW button.

The following dialog box appears.

Fig (Chapter 7-6):
Review options



You have three items to specify for reviewing: what to view, for what status, and in what order you want the records to appear.

In this region	select	to see...
REVIEW	<i>Transactions list</i>	a list of transactions in the batch, showing only a transaction's date, status, debit and credit totals.
	<i>Journal entries</i>	a list of transaction details grouped by transactions.
FOR	<i>Balance</i>	only balanced transactions, or their details.
	<i>Out of Balance</i>	only transactions that are out of balance.
	<i>All</i>	all transactions in the batch, whether balanced or not.
ORDER BY	<i>Transaction number</i>	the list of transactions or entries sorted according to the serial number of the transaction.
	<i>Transaction date</i>	the list sorted according to the date of the transaction.

3. You can review a summarized list of transactions. If you Select to view the "Transactions List", the following dialog box will appear after you press the OK button.

Fig (Chapter 7-7):
Transactions list for
reviewing

This is a browse list. You can re-size and move its columns. A transaction takes up one line only.

SELECT a transaction to open the transactions window and modify this transaction.

4. You can review transactions in more details. If you Select to review “Journal Entries”, the following dialog box appears after you press OK.

Fig (Chapter 7-8):
Transactions details for
reviewing

In this list, a transaction can occupy several lines, each line showing one of its entries. The transaction number to which an entry belongs appears only for the first entry of that transaction, to mark the start of each transaction.

SELECT an entry to open the dialog box of the transaction details and modify this entry.

5. You can Select which transactions to appear on the list (whether the journal entries or transactions list). You can display all the transactions in a batch, or

only those that are out of balance (if you want to balance the entire batch, this option will enable you to view only unbalanced transactions, hence easily adjust them), or you can view only those transactions which are balanced (to reduce the list size, if you are trying to find a specific transaction you know is a balanced one).

6. In addition, you can select the order in which transactions appear in the list. You view them in ascending order of serial number (this is the order in which you created the transactions), or sorted by the DATE field you entered in the transaction window.

PRINTING BATCHES

➤ **To print the batch**

1. Depending on the type of batch that you want to print (Journal Batch/ Beginning Balance Batch), open the relevant Batch window (**Transaction menu → Batches → Beginning Balance Batches/Journal Batches**).
2. Prepare the printer.
3. From the batch window, press PRINT. This button is enabled only if the batch is balanced in case of its being a normal (non *Statistical*) batch.

POSTING A BATCH

If a batch is balanced, you can post the batch directly through the batch window. Alternately, you can post a batch through a special window for posting. Posting is discussed later in this chapter.

➤ **To post a batch from the batch window**

1. Depending on the type of batch that you want to post (Journal Batch/ Beginning Balance Batch), open the relevant Batch Posting window.
2. Review the batch. If you have entered an audit total, compare the total debits/credit against the audit total.
3. When you are satisfied with the batch, press POST. Amounts specified in the entries of all transactions are posted to the respective accounts.

Notice that the POST button is enabled only if the batch is balanced (in case of non statistical batches)

7-4 Generating Recurring Transactions

If you have defined automatic entries of the type “recurring entries”, you need to periodically generate the transactions which are due to occur according to the time schedule you defined in the recurring entries.

Although the system generates these transactions for you and keeps track of the appropriate dates, you have to initiate the generation process. When you

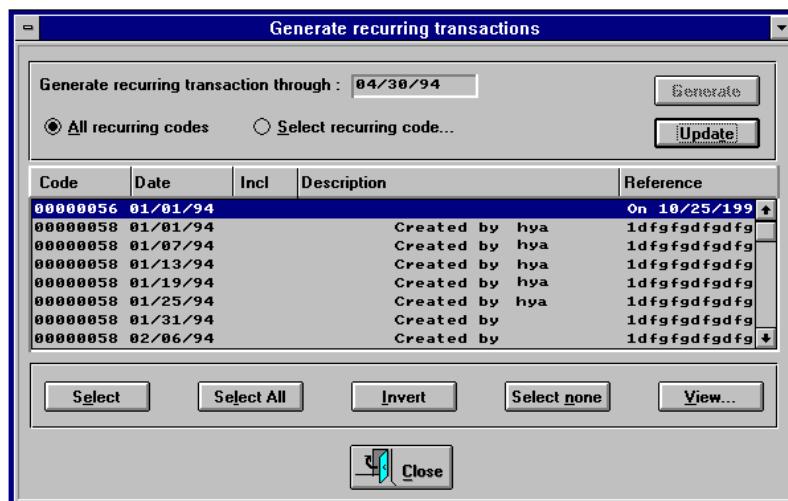
generate recurring transactions, a batch is created for every group of recurring entries falling within the same period. Before actually saving the resulting transactions, the system enables you to select which ones you actually want to save. If you need, you can later view or modify each generated batch as a regular journal batch.

If you have more than one recurring entry, you can initiate the generation process for all the recurring transactions at the same time.

- To generate one or more recurring transactions

1. Open the **Transactions** menu.
 2. Select **Generate recurring transactions**.
 3. If you had previously defined recurring entries, the following window appears:

Fig (Chapter 7-9): Generating Recurring Transactions



If the window in Figure (7-9) did not appear when you first selected the **Generate Recurring Transactions** option, and instead a message "There is no transaction to generate" appeared then you have not recorded the Recurring Entries through the File menu.

The “Generate recurring transactions” screen contains the following fields:

Use this	for the following purpose...
GENERATE RECURRING TRANSACTION THROUGH	To Generate a selected transaction, the program will consider recurrences within the time between the date recorded as Next Transaction date for the recurring entry code to which this transaction belongs, and the date you enter in this field. The number of recurrences of a transaction will normally depend on the duration defined for it when it was first recorded.

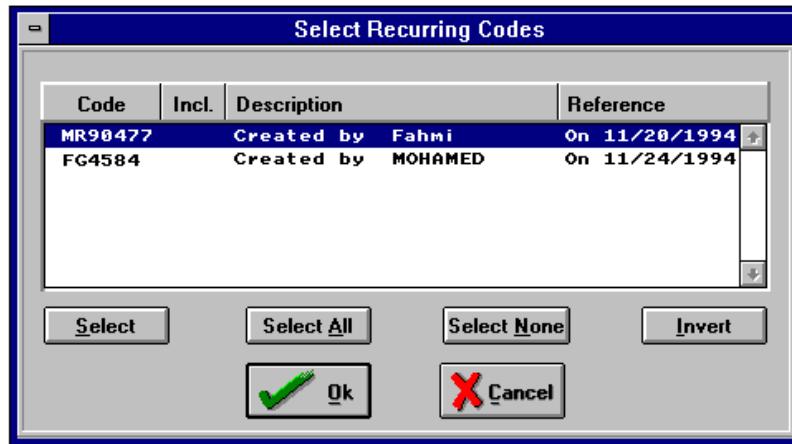
Use this	for the following purpose...
	After the generation of a certain transaction, the Next Transaction field corresponding to it in the recurrent entries' records will be updated accordingly.
	If the date you enter in the Generate Recurring Transaction Through field exceeds the date in the Last Transaction recorded for the recurring entry code to which this transaction belongs, no generation of transaction will take place. Same case occurs when you enter a date that comes before the Next Transaction date.
ALL RECURRING CODES	If this option is checked, then the program will generate the transactions for all the existing recurring entry codes.
SELECT RECURRING CODE	If this option is checked, the window in Fig(6-10) will appear giving you the chance to select the recurring entry codes for which you want to generate the transactions.
GENERATE	Pushing this button will cause all the transactions belonging to the selected recurring code(s) to be displayed in the table of the window shown if Fig (7-9).
UPDATE	After the generation of recurring transactions is made, press the UPDATE button to save those transactions.
	It is important to realize that the generated transactions will NOT be saved, updating your records, unless the Update button was pushed after one or more transactions were selected.
The “Generated transactions” table contains the following columns:	
CODE	States the recurring entry code to which the listed transaction belongs.
DATE	States the date on which this transaction occurs.
INCL.	If a check mark appears next to a transaction, it implies that this transaction will be included in the list of transactions that will be saved when the Update button is pressed.
DESCRIPTION	Displays the description that was typed in the description field at the creation of this transaction.
REFERENCE	Displays the reference data that was typed in the reference field at the creation of this transaction.

➤ **To select recurring codes**

1. If you do not want to generate the transactions for all the existing recurring entry codes, rather you want to generate them only for some of them, check the **Select Recurring Code** option
2. The following window will appear:

Fig (Chapter 7-10):

Selecting Recurring
Transaction codes



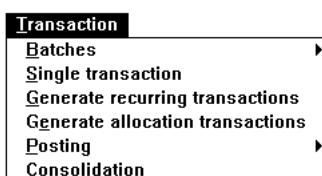
The titles of the columns of the table in the above window **Code**, **Incl.**, **Description** and **Reference** have the same meaning as those in Fig (7-9).

After selecting the code entries, you will return to the “Generate recurring transaction” screen, through which you can proceed with the generation normally.

7-5 Generating Allocation Transactions

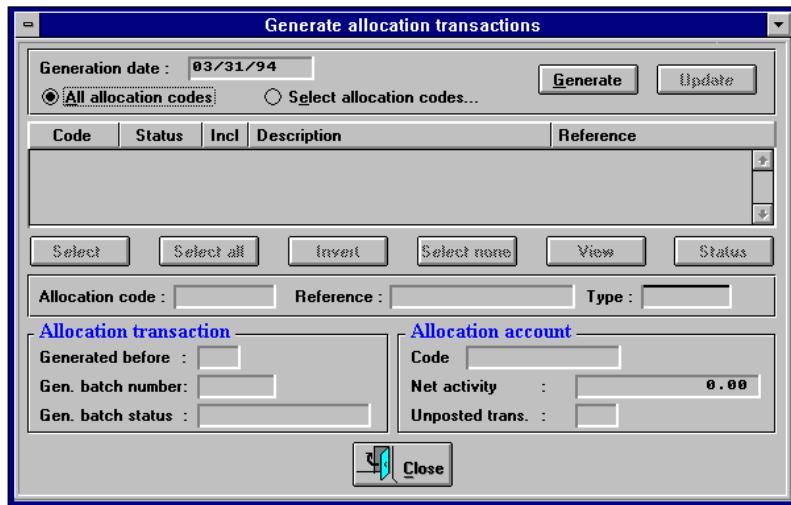
If you have defined automatic entries of the type “allocation entries”, you can utilize them through a special window to automatically create batches with these entries, without the effort of manually entering all the details. If you need, you can later view, modify, or post generated batches through the journal batches window.

➤ **To Generate one or more allocation transactions**



If you have previously defined allocation entries, the following window appears:

Fig (Chapter 7-11):
Generating Allocation
Transactions



If the window in figure (7-11) did not appear when you first selected the **Generate Allocation Transactions** option, and instead a message "There is no transaction to generate" appeared then you have not defined Allocation Entries through the File menu.

The "Generate allocation transactions" screen contains the following fields:

<u>Use this</u>	<u>for the following purpose...</u>
GENERATION DATE	The date entered in this field will be used as the date of creation of the generated transactions.
ALL ALLOCATION CODES	If this option is checked, then the program will generate the transactions for all the existing allocation entry codes.
SELECT ALLOCATION CODE	If this option is checked, the window in Fig (7-12) will appear giving you the chance to select the allocation entry codes for which you want to generate the transactions.
GENERATE	Pushing this button will cause all the transactions belonging to the selected allocation code(s) to be displayed in the table of the window shown in the "Generate allocation codes" screen shown in figure Fig (7-11).
UPDATE	When the generation of allocation transactions had already been made, press the Update button to save those transactions.



It is important to realize that the generated transactions will NOT be saved, updating your records, unless the **Update** button was pushed after one or more transactions were selected.

Use this for the following purpose...

The Generated transactions table contains the following columns:

Code	States the allocation entry code to which the listed transaction belongs.
Status	If "Ready" appears in this field then the highlighted entry is eligible to be Selected . If "Skipped" appears, then the entry cannot be selected. This latter case may be for a variety of reasons. For data why an entry was "Skipped", highlight it then press the button Status .
<i>Incl.</i>	If a check mark appears next to a transaction, it implies that this transaction will be included in the list of transactions that will be saved when the Update button is pressed.
Description	Displays the description that was typed in the description field at the creation of this transaction.
Reference	Displays the reference data that was typed in the reference field at the creation of this transaction.
ALLOCATION CODE	The allocation code of the highlighted transaction is displayed in this field.
REFERENCE	The reference data of the highlighted transaction is displayed here.
TYPE	This field states if the currently highlighted allocation entry is of type "Amount" or "Percentage".

ALLOCATION TRANSACTION

GENERATED BEFORE	Either a "Yes" or "No" will appear in this field. "Yes" denotes that the currently highlighted allocation entry has been generated before at least once for the period in which the date entered in the Generation Date falls.
GEN. BATCH NUMBER	This field contains the number that identifies the latest batch created for the transactions in the currently highlighted allocation entry.
GEN. BATCH STATUS	If the Generated Before field is "Yes", then this field will display the status of the batch resulting from generating the highlighted entry within the period in which the Generation Date falls. The status may be "Posted", "Unposted" or "Out of Balance".

ALLOCATION ACCOUNT

Use this	for the following purpose...
CODE	This field displays the code of the account that gets allocated by the currently highlighted allocation entry.
NET ACTIVITY	The amount that appears in this field is the net activity of the whole period in which the date entered in the Generation Date falls.
UNPOSTED TRANS.	Either a "Yes" or "No" will appear in this field. "Yes" denotes that at least one transaction belonging to that allocation code was not posted, despite its being in the same period as the entered GENERATION DATE. It is recommended to post all transactions before you generate the allocated codes. If this field is "No" then all transactions were posted before generation.

Why would the status of an entry be “Skipped”?

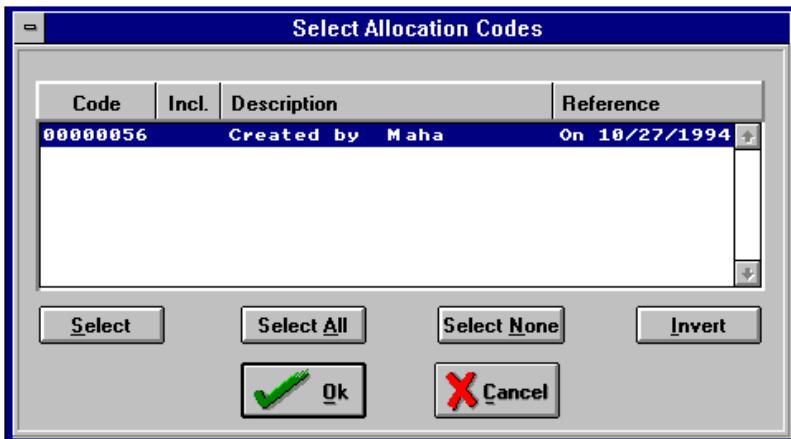
This may be due to one or both of the following cases :

1. The net activity of the period may be less than the total allocation percent.
2. Any of the accounts involved may be either inactive or not allowed for posting from G/L.

➤ **To select allocation codes**

1. If you do not want to generate the transactions for all the existing allocation codes, rather you want to generate them only for some of them, check the SELECT ALLOCATION CODES option
2. The following window will appear:

Fig (Chapter 7-12):
Selecting Allocation codes



The titles of the columns of the table in the above window **Code**, **Incl.**, **Description** and **Reference** have the same meaning as those in Fig (7-11).

After selecting the code entries, you will return to the “Generate allocation transaction” screen, through which you can proceed with the generation normally.

7-6 Posting

The transactions performed throughout the system's programs will not affect your accounts' balances until you **Post** those transactions. G/L allows you to post only the balanced transactions if the accounts involved are of the standard (Normal) type. However, transactions of unbalanced Statistical accounts can be posted.

You can post a single transaction or a batch of transactions at a time.

POSTING SINGLE TRANSACTIONS

Transactions of “Normal” accounts have to be balanced - status “Unposted” - to be eligible for posting. Transactions of statistical accounts may be posted even if they are “Out of Balance”.

➤ To post single transactions

1. Open the **Transactions** menu.
2. Select the **Posting** option.
3. From the submenu that appears, select the **Single transaction** option.

If you have transactions that are eligible for posting, the following dialog will be displayed:

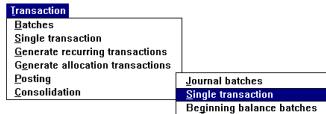


Fig (Chapter 7-13):

Posting of Single Transactions

Transactions appearing in the table of the “Single transaction posting” dialog are only those eligible for “Posting”.

Trans.	S/J	CO	Approved	Date	Description
00000001	GJ	01	J	10/24/94	Created by Maha

Buttons at the bottom: approve, approve all, approve none, Invert, S.J.

Fields in the lower panel:

- Trans. #: 00000001 Type : Normal
- Trans. date : 10/24/94 Total Dr 100.00 Total Cr 100.00
- Posting prd. : 10 - 1994
- Source jour. : GJ G Journal
- Trans. stat. : Approved Balance 0.00
- Reverse date : / /
- Reference : On 10/24/1994
- Description : Created by Norma

Buttons at the bottom: Post, Close, Print

The “Single Transaction Posting” dialog contains the following fields:

Use this	for the following purpose...
Transactions table	lists all your transactions that are eligible for posting. It displays the following data for each of those transactions:
<i>Trans.#</i>	lists the unique serial number.
<i>S/J</i>	displays the name of the journal in which the transaction is kept.
<i>Co.</i>	Since the G/L may be shared by more than one company (in the case of a parent/ children company structure), this column displays the name of the company to which the transaction belongs.
<i>Approved</i>	The amounts of the transaction with a mark appearing in this column will be used to update your accounts' balances once the Post button is pressed. Notice that the marked transactions cannot be edited through any of the system's programs until they are "unapproved" through this window. This also applies even if you had "approved" those transactions then closed the "Single transaction posting" window without posting them.
<i>Date</i>	lists the creation date of the transaction.
<i>Description</i>	displays the description data entered for the transaction at its creation.
Use the list of buttons below the displayed table as follows:	
APPROVE/ UNAPPROVE	to invert the (approved/ Unapproved) state of the highlighted transaction.
APPROVE ALL	to set the status of all the displayed transactions to "approved".
APPROVE NONE	to set the status of all the displayed transactions to "Unapproved".
INVERT	to approve all the transactions that are not "approved" and you unapprove all the approved ones.
S.M	to activate a mover dialog box through which you can select the source module(s) of your transactions.
The window also displays the following data of the highlighted transaction:	
TRANS.# and TRANS. DATE	the serial number and the creation date of the highlighted transaction respectively.
POSTING PRD.	the accounting period in which the Trans. Date falls.

Use this	for the following purpose...
SOURCE JOUR.	the source journal of the transaction.
TRANS. STAT.	the status of the transaction. It may be one of the following: "Approved", "Unposted" or "Out of Balance".
REVERSE DATE	the date on which the transactions will be reversed after the closure of the period in which the reverse date falls.
REFERENCE	reference data about the transaction. You must have typed this data earlier as reference data at the creation of the transaction.
DESCRIPTION	This field displays the description data entered for the highlighted transaction at its creation.
TOTAL DR.	the total debit amount of the highlighted transaction
TOTAL CR.	the total credit amount of the highlighted transaction respectively.
BALANCE	the amount required (debit or credit) for the transaction to be balanced. This field will normally be zero for all transactions of accounts of type "Normal".

After you have "approved" the transactions you want to post, press on the button **POST** or else the approved transactions will have no effect on your accounts' balances.

POSTING JOURNAL BATCHES

Whether the batch you want to send is an ordinary one or a beginning balance batch, it has to be eligible for posting.

What batches are eligible for “posting”?

If the batch is of type “Normal” then it has to be balanced. It is important to understand that even if the total debit and total credit amounts in the batch balance, the batch is not considered to be balanced unless all the transactions it consists of are balanced, each on its own.

If the batch is of the “Statistical” type then it can be posted without being balanced.

➤ To post a journal batch

1. Open the **Transactions** menu.

2. Select **Posting** option.

3. From the submenu that appears, select the **Journal Batch** option.

If you have batches that are eligible for posting posted, the following window appears:

Fig (Chapter 7-14):

Batch Posting

The batches appearing in the table of this figure are only those eligible for “Posting”.

The “Batch Posting” screen contains the following fields:

Use this for the following purpose...

TABLE A table that lists all your batches that are eligible for posting, with the following columns

Batch # the serial number that identifies the batch from other entered batches.

E/L If a check mark appears in this field then the latest **Edit List** report had been printed out. Otherwise, It might have never been printed or modifications had occurred after the report was last printed.

<u>Use this</u>	<u>for the following purpose...</u>
<i>Approved</i>	the amounts of the batch with a mark appearing in this column will be used to update your accounts' balances once the POST button is pressed. Notice that the marked batches cannot be edited through any of the system's programs until they are "unapproved" through this window. This also applies even if you had "approved" those batches then closed the "Batch posting" window without posting them.
<i>S/M</i>	Since the G/L may be shared by more than one module, the name of the module from which this batch was posted is displayed in this field.
<i>Co.</i>	Since the G/L may be shared by more than one company (in the case of a parent/ children company structure), this column displays the names of the companies to which the listed batches belong.
<i>From & To</i>	inform you of the range of dates contained in the batch. FROM is the date of the earliest transaction contained in the batch and TO is the date of the latest one.
<i>Reference</i>	reference data, entered when the batch was created.
<u>Control Buttons</u>	The list of buttons below the displayed table have the following functions:
APPROVE/ UNAPPROVE	to inverse the (approved/ Unapproved) state of the highlighted batch.
APPROVE ALL	to set the status of all the displayed batches to "approved".
APPROVE NONE	to set the status of all the displayed batches to "Unapproved".
INVERT	to approve all the batches that are not "approved" and you unapprove all the approved ones.
S.M	activate a mover dialog box through which you can select the source module(s) of your batches.



If you were not allowed to approve any of the entries then the setup for your G/L

enforces printing of the audit list before posting and you had not yet done that.
See 3-3 *Setting up General Ledger*.

The following fields display further data of the highlighted batch:

This field displays...

BATCH. # the serial number of the batch.

TYPE states whether the field is type "Normal" or "Statistical".

STATUS the status of the batch. It may be either "Approved", "Unposted" or "Out of Balance".

POSTING YEAR the fiscal year to which the batch belongs.

START the date of the transaction that occurred earliest in the batch.

END the date of the transaction that occurred last in the batch.

TOTAL DR., Total debit and credit amounts of the batch respectively.
TOTAL CR.

BALANCE the balance of the batch. (Zero for a "Normal" batch).

AUDIT TOTAL the amount that should match both, the total debit and the total credit of the batch. You will still be allowed to post even if they do not match.

REFERENCE reference data about the batch. You must have typed this data earlier as reference data at the creation of the batch.

DESCRIPTION the description data entered for the highlighted batch at its creation.

After you have "approved" the batches you want to post, press the POST button or else they will have no effect on your saved accounts.

POSTING BEGINNING BALANCE BATCHES

The account balances that you had before using G/L can be entered to the system through posting a beginning balance batch.

The beginning balance batches are special cases of the batches. It is most likely that you will need to post a beginning balance once and for all when you first start using the G/L module.

To post the beginning balances batch is to enter your accounts' balances to G/L.

➤ To post a Beginning Balance Batch

1. Open the **Transactions** menu.
2. Select **Posting** option.
3. From the submenu that appears, select **Beginning Balance Batches**.

If you have batches that are eligible to be posted, the following window appears:



Fig (Chapter 7-15):
Posting of a Beginning
Balance

The batches appearing in the table of this figure are only those eligible for "Posting".

Batch#	E/L	Approved	S/N	Co	From	To	Reference
000008		AP	01	18/01/94	18/31/94	On date 12/12/9	
000009		AP	01	11/01/94	/ /	On date 12/12/9	

Batch posting

Approve approve all approve none Invert S.M.

Batch #: 000008 Type : Subledger

Status : Unposted

Posting year : 1994 Current

Start : 10/01/94 Total Dr 4313.00

End : 10/31/94 Total Cr 4313.00

Audit total : 4313.00 Balance 0.00

Reference : On date 12/12/9

Description : Posting from AP module. 01

Post Close Print

The “Beginning Balance Posting” screen contains the following fields:

This field displays...

TABLE the list of existing beginning balance batches. It contains the following fields:

Batch # the serial number that identifies the batch from other entered batches.

E/L If a check mark appears in this field then the latest Edit List report had been printed out. Otherwise, It might have never been printed or modifications had occurred after the report was last printed.

Approved The amounts of the transaction(s) with marks appearing in this field will be used to update your accounts' balances once the **Post** button is pressed.

Notice that the marked transactions cannot be edited through any of the system's programs until they are “unapproved” through this window. This also applies

<u>This field</u>	<u>displays...</u>
	even if you had “approved” those transactions then closed the “Single transaction posting” window without posting them.
S/M	Since the G/L may be shared by more than one module, the name of the module to which this batch was belongs is displayed in this field.
Date	The date of creation of the batch.
Description	This field displays the description data entered for the highlighted batch at its creation.
<u>Control Buttons</u>	The list of buttons below the displayed table have the following functions:
APPROVE/ UNAPPROVE	to inverse the (approved/ Unapproved) state of the highlighted batch.
APPROVE ALL	to set the status of all the displayed batches to “approved”.
APPROVE NONE	to set the status of all the displayed batches to “Unapproved”.
INVERT	to approve all the batches that are not “approved” and you unapprove all the approved ones.
S.M	activate a mover dialog box through which you can select the source module(s) of your batches.



If you were not allowed to approve any of the entries, the setup for your G/L enforces printing of the audit list before posting and you have not yet done that.

These fields display further data of the highlighted beginning balance batch:

<u>This field</u>	<u>displays the following...</u>
-------------------	----------------------------------

BATCH. # the batch's serial number.

STATUS The status of the batch. It may be either “Approved” or “Unposted” or “Out of Balance”.

This field	displays the following...
POSTING DATE	The posting date. This date has to fall within the current, previous or next fiscal years.
TOTAL DR./ TOTAL CR.	the total debit and the total credit of the highlighted batch respectively.
BALANCE	The balance of the batch. (Will be zero if the batch is of type "Normal").
AUDIT TOTAL	the amounts that the debit/ credit amounts of the highlighted batch should have matched. You will still be allowed to post even if they do not match.
REFERENCE	reference data about the batch. You must have typed this data earlier as reference data at the creation of the batch.
DESCRIPTION	the description data entered for the highlighted batch at its creation.
TOTAL APPROVED DR.	Total debit of all the approved transactions on the batch.
TOTAL APPROVED CR.	Total credit of all the approved transactions on the batch.
REMAINDER	If the beginning balance batch was "Out of balance", then this field will display the amount, whether debit or credit, needed to balance it. After you "approve" the batches you want to post, press on the button Post or else they will have no effect on your accounts' balances.

Chapter 8

Maintain your Data

After using G/L for some time, you may find that you need to modify the data you entered at the very beginning. In Part II of this manual, which discusses the addition of data such as the chart of accounts, account groups, and automatic entries, you saw that you could use the same windows to update your data by deleting records and editing one or more fields. This chapter describes additional issues concerning the maintenance of your data, that are relevant *after* you have used G/L for the day-to-day tasks.

Update issues discussed in this chapter include:

- Deleting multiple accounts
- Viewing and changing account data
- Controlling recurring entries

8-1 Deleting Multiple Accounts

If you have major changes in the chart of accounts, for example if you have added accounts for an entire department, or some project which has been dissolved, and you consequently need to delete all the accounts related to them, in that case the facility that the system supplies to deal with multiple accounts in unison is the tool to use to delete these accounts in one step.

To be able to delete it, an account has to satisfy the following criteria:

- Its balance is currently zero.
- It is not involved in an unposted transaction or batch. If it is, you must void such transaction or batch before you can delete the account.
- It has had no postings during the current and previous year.

Typically, you close out--or *delete*--accounts that you have not yet been used.

➤ To delete several accounts at the same time

1. The procedure you follow to delete multiple accounts is quite similar to the procedure for *adding* multiple accounts, with slight variations. Steps that are the same are briefly mentioned here, (for a more detailed description, see 4-4 Adding Accounts) while steps particular to deletion are explained in detail.
2. Open the Multiple Accounts window: From **File**, choose **Accounts** then, from the submenu, choose **Multiple Accounts**.
3. In the displayed window, choose DELETE mode.
4. To specify the accounts you want to delete, set boundaries for the possible segment values. Press **SELECT RANGES** to open a dialog box in which you select upper and lower limits for each segment.

Use EXCLUDE to define specific segment values that lie within the assigned range but you do not want to delete.

5. When the segment ranges are set, press **OK** to start the generation process.

The system generates account numbers: whose segment values conform with the defined ranges, whose segment values are not excluded, and which correspond to existing accounts.

6. Initially, the entire list of generated accounts is selected. If you do not want to delete all the generated list, deselect those accounts you want to keep in the file.
7. Press **DELETE FROM MASTER FILE** to delete from the physical file all selected accounts in the list. If an account does not satisfy one of the previously stated criteria, it is not deleted and a message dialog box appears to denote the error.

From this dialog box, press **OK** to resume deleting any remaining accounts in the list, or press **CANCEL** to stop the deletion operation at this point and delete no more accounts.

8-2 Viewing an Account's Activities

When you first created accounts, each account had a set of features that you have defined yourself or kept as defaulted by the system. But accounts start with a balance of zero for all fiscal periods in the entire posting window (current, previous, next years).

Later, when you have made journal entries, accounts start to have an additional set of data associated with them: balances and journal entries posted to them, which describe the activities for an account.

G/L enables you to view this data through the same window you use to define and modify accounts. This way you can accomplish all functions related to a single account in the same window.

You can view an account's activity on three levels of detail:

- Balances for all fiscal periods.
- A listing of entries of one specific period.
- The original detailed transaction of one specific entry.

You probably recognized that one level can lead to another. The system enables you to do exactly that: move from a less-detailed to a more-detailed view. This way you can narrow down the scope of search quickly and easily to reach the detailed information you need.

You have two paths to view the account's activities: either from Balances, the highest level and you can drill down to the other two levels, or you can start directly from the second level, entries.

BALANCES

This is the first level for viewing an account's activity. You use this view level to see only opening and end balances, and the total debit and credit for each fiscal period within a selected fiscal year.

You can also find a summary of the activities of all accounts of the same subtype, or sharing the same account major value.

From the list of balances, you can "zoom in" on one of the fiscal periods in order to see more details of the entries. In other words, you can go to the next level of detail after narrowing the scope to one period only.

ENTRIES

In this more detailed view, you can see all the journal entries involving the account you are currently viewing, during a specific period.

You can reduce the number of items on the list by setting two "filters" available: source journals and source modules. You can choose to view entries from only certain journals and modules.

From the list of entries, you can “zoom in” on one of the entries to see the details of the entire transaction involving this entry. In other words, you can go to the third level of detail after narrowing the scope to one entry only.

DETAILS

This last level of detail displays the transaction that was the origin of one of the entries, or activity for the current account. The entries of all accounts involved in this transaction appear, and the view is not limited to this account.

VIEWING THE ACTIVITY

As previously mentioned, you can view the activities for an account either as *balances* from which you can choose to view *entries*, or you can view the entries directly. From entries, you can view *details*.

➤ To view the balances for an account

1. From the **File** menu, choose **Accounts**.
A submenu appears.
2. Choose **Single Accounts**. The accounts window (previously shown in figure 5-6) appears.
3. In the **CODE** field, enter the number of the account whose activities you want to view. Alternatively, use the browse to select an account's number.

The data of the selected account appear in the various window fields.

4. Press **BALANCES** to view the activities per period.

The following dialog box appears.

Fig (Chapter 8-1):
List of balances
for an account

You can choose either the previous, current or next fiscal year.

Prd	Opening Balance	Total Debits	Total Credits	End Balance
01	0.00	0.00	0.00	0.00
02	0.00	0.00	0.00	0.00
03	0.00	0.00	0.00	0.00
04	0.00	0.00	0.00	0.00
05	0.00	0.00	0.00	0.00
06	0.00	0.00	0.00	0.00
07	0.00	0.00	0.00	0.00
08	0.00	0.00	0.00	0.00
09	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00

Initially, the balances for the current fiscal year appear.

Notice that the **SUMMARY** option is disabled unless you are viewing a default account. The use of this option is described later in this section of the manual.

5. Select the fiscal year. From the drop-down list provided, select the fiscal year whose balances you want to view.
6. Each line in the list displays the account's activity for each fiscal period in the selected year. It contains the following fields:

This field	shows
OPENING BALANCE	the balance carried forward from the prior period, or from the prior year in case of the first period. Beginning balances entered during this period are also included here. A credit amount appears between brackets.
TOTAL DEBITS	all period-to-date debit amounts posted to the account during this period.
TOTAL CREDITS	all period-to-date credit amounts posted to the account during this period.
END BALANCE	the year-to-date closing balance of this period. A credit amount appears between brackets.

7. You can view entries for a selected period from this window. Viewing entries is described later in details.
8. Press CLOSE to exit the dialog box and return to the single accounts window.

➤ **To view a summary of balances for an account type**

1. From the **File** menu, choose **Accounts**.
A submenu appears.
2. Choose **Single Accounts**. The accounts window appears.
3. In the CODE field, enter the account major number for the type of accounts you want to summarize. Leave the remaining segments as zero. This is the default account for this account major.
4. When the default account's data appears, press **BALANCES**. The dialog box shown above in Fig (8-1) appears, with the **SUMMARY** option enabled.
5. Check the **SUMMARY** option.

As a result, the amounts that appear on the list--the opening and end balances, and the total debits and credits--pertain to *all the accounts with the selected account major*, not just the default account. For example, the total debits column is the total of all amounts posted to all such accounts.

6. If you uncheck **SUMMARY**, the list displays amounts for the default account only.
7. Press **CLOSE** to exit the balances dialog box and return to the accounts window.

➤ **To view an account's entries during one fiscal period**

1. If you want to view the entries directly: from the single accounts window, press the command button ENTRIES.

The dialog box in Fig (8-2) appears, with entries posted to the current account during the *current fiscal period*. This is the default period for display.

2. If you are viewing balances, and want to view the entries of a specified period: move the selection bar to that period, then:

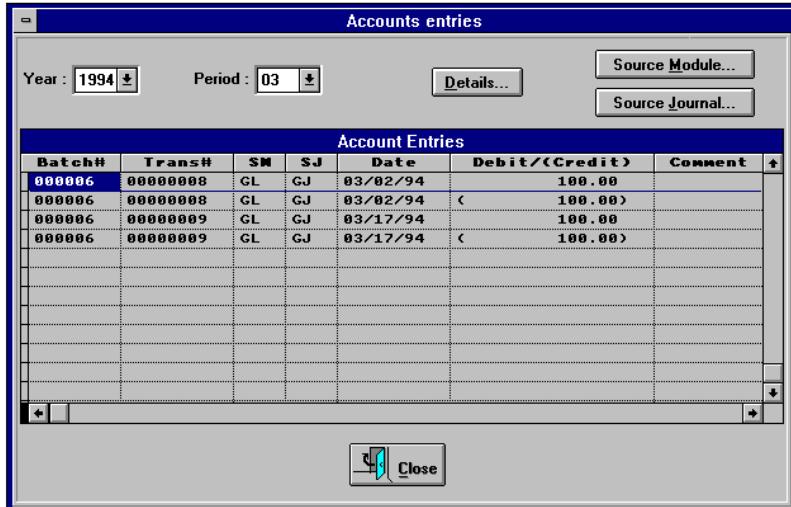
- press the ENTRIES button,
- or, double-click on the selected period.
- or, you could press <Enter> from the keyboard.

The following dialog box appears, with the entries for the selected period.

If you choose a period with no activities for the current account, a warning message appears, but the entries dialog box appears anyway so you can select a different period.

Fig (Chapter 8-2):
List of entries
for an account

You can view entries for
one period only.



3. You can view entries for a different fiscal period of any of the available fiscal years. To do this, select a fiscal year from the list provided for YEAR, then select a fiscal period from the list provided for PERIOD.

The displayed list of entries changes to show the entries for the new period.

4. You can choose to display entries made in some journals that you select, instead of all the journals:

- Press SOURCE JOURNALS. A mover dialog box appears. Initially, all the modules appear in the SELECTED list.
- Move to the UNSELECTED list the names of all journals whose entries you need to include in the entries list.
- Press OK to close the mover dialog box. The list will now display only those entries for the current account that have been made in one of the selected source journals.

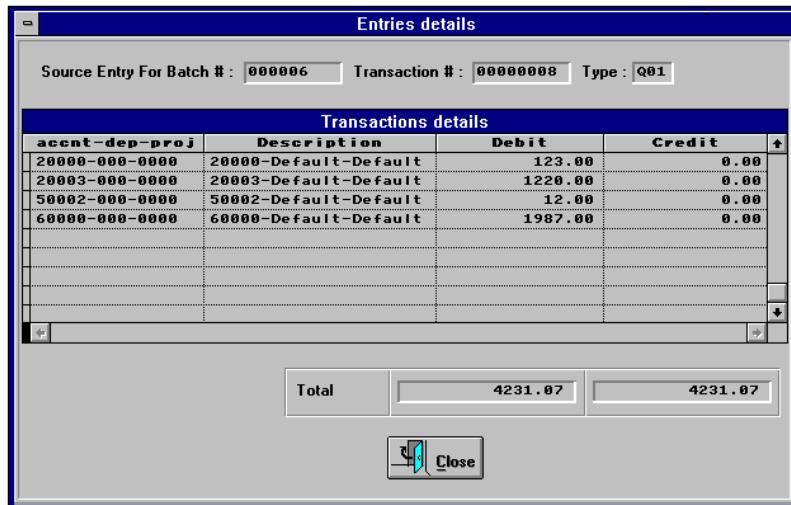
For a description on how to define source journals, see
5-1 *Creating a Source Journal*.

For a discussion on linking G/L with other modules, see Chapter 14.

5. Similarly, you can choose to display entries made in some specified modules only:
 - Press SOURCE MODULES. A mover dialog box appears. Initially, all the modules appear in the SELECTED list.
 - Move to the UNSELECTED list all modules whose entries you need to include in the entries list.
 - Press OK to close the mover dialog box. The list of entries will now display only those entries for the current account that come from one of the selected modules.
6. You can also limit the scope of entries you view further by combining the previous two steps. In other words, you can choose to view just entries for the current account, for a limited number of journals, and a limited number of modules.
7. If you need to see the entire transaction that is the origin of one of the entries:
 - In the list of entries, move the selection bar to the entry whose details you need to see. The list's field TRANSACTION # shows the number of the transaction whose details you would see.
 - Press DETAILS.
 - The following dialog box appears.

Fig (Chapter 8-3):

The details of a transaction



- You can now view all the entries in the transaction, in addition to the entry involving the current transaction.
 - Press CLOSE to exit the details dialog and return to the entries dialog box.
8. Press CLOSE to exit the entries dialog box and return to the single accounts window.

8-3 Controlling Recurring Entries

As previously mentioned in Chapter 6, recurring entries are a special type of automatic entries in that they describe journal batches that occur at definite intervals. This means that you determine when to start recurrence, how often to generate batches and when to stop. Once you define these intervals, the system takes over the job of recurrence.

In normal cases, this facilitates your work since you do not have to worry about the number of times you create these batches; you just generate them and they come out correct.

But if, for some reason, there has been a slight disruption in the routine, then the system enables you to change the frequency of recurrence only once and then bring it back to normal again. The system enables you to control recurrence in such a way that you can repeat a recurring batch that had already been generated before, or skip a batch that would have been generated.

Control over recurrence is made possible to you through the field NEXT TRANSACTION. This field takes one of the following values:

- the same as the date in FIRST TRANSACTION: it takes this value before the generation of any transaction. The system supplies this value when you create the recurring entries scheme, and you cannot change it.
- the date of the next transaction due to be generated: when you generate a recurring entry batch, the system automatically calculates the date of the next transaction based on the frequency specified in DURATION EVERY and the date of the last transaction displayed in LAST GENERATED.
- a date you set yourself: after at least one transaction has been generated, you can enter any date in this field as long as it lies between FIRST TRANSACTION and LAST TRANSACTION.

➤ To control recurrence

1. From the **File** menu, choose **Automatic Entries**.
2. From the submenu that appears, choose **Recurring Entries**.
3. In the recurring entries window, enter the code of the recurring entry you want to change in the field RECURRING CODE. You could also use the browse to select the code instead of typing it.
4. Change the window's mode to EDIT.

If you have already used this scheme to generate recurring entry batches, the field NEXT TRANSACTION is enabled for editing. It contains the date of the batch due for generation.

5. In NEXT TRANSACTION, enter a different date:
 - Enter an earlier date if you want to repeat one or more transactions that have been previously generated.
 - Enter a later date if you want to skip one or more transactions that are due for the next generation.

6. SAVE the modifications then CLOSE the window.

You can now generate the required recurring entries. See *7-4 Generating Recurring Transactions* for details on the generation process.

Part IV

At the End of the Fiscal Year

- 9. Finalize your Work
- 10. Budget, Forecast and Analyze
- 11. Report Batches and Transactions
- 12. Financial Reports Produce

Chapter 9

Finalize your Work

This chapter describes processes available in ARIA ADVANTAGE SERIES that you would perform less frequently, typically at the end of a fiscal period, fiscal year, or when you no longer need the batches and transactions you entered, and you wish to clear them from the system.

In this chapter, you will learn about:

- Closing an accounting period/year
- Purging and Summarizing

9-1 Closing a Fiscal Period or Year

After performing all the transactions that belong to a certain accounting period, the need arises to close this period.

Similarly, you will need to close the current fiscal year after having closed all its accounting periods.

You can enter and post transactions to a closed period if it is not locked. You can control whether or not to lock a period at closing through the G/L Setup window.

Closing a period and/or a year is a central process that is performed through the SYSTEM MANAGER module. In this manner, all modules are affected by the closing concurrently. The closing process is described in details in the System Manager manual, in 7-3 *Closing*.

Closing a period mainly advances the current period pointer such that it points to the next period. It also generates reverse transactions and ungenerated automatic entries.

You are recommended to close periods on a regular basis. This is particularly convenient if the periods of your company's fiscal calendar are equivalent to calendar months: in this case, when you close the period at the start of each month, default dates (the system date) which appear with transactions would correctly be in the current fiscal period.

You are also advised to check the option: LOCK PERIOD AT PERIOD CLOSE through the G/L setup window. See 3-3 *Setting up General Ledger* for more details on this option. In this manner, once a period is closed, you cannot post transactions to it. This is the norm, and promotes data integrity.

But the GENERAL LEDGER is designed such that closing is not a dead-end: if you prefer closing a period regularly, at the start of each month, even though some of the periods' transactions are typically a few days late, then you can uncheck the above option, i.e., have periods not be locked when they are closed, thus enabling you to post transactions to the closed period. After finalizing work with the closed period, you can then lock the period manually through the SYSTEM MANAGER's fiscal calendar screen, to stop any further posting to it.**To close a period**

1. Check whether you have entered all transactions and batches to the period. If you have, then keep the setup option Lock Period at Period Close checked, otherwise, if you expect to enter more transactions and/or batches to the period after closing, then uncheck it.
2. Review the transactions and batches for that period, and check that they all have been posted. If they are not posted, the period cannot be closed.
3. Make decisions about the following:
 - whether or not you want to remove this period's batches and/or transactions that have been voided.
 - Whether or not you want to generate automatic transactions.

4. Backup your data files, or ask your system administrator to do so for. This is a precaution, just in case you discover that you needed the pre-closing state of affairs after all!
5. Ask your system administrator, with access to the SYSTEM MANAGER's closing program to perform the period closing task. Inform him/her of the decisions you came up with in step 3 above, since the closing program prompts him/her for these operations.

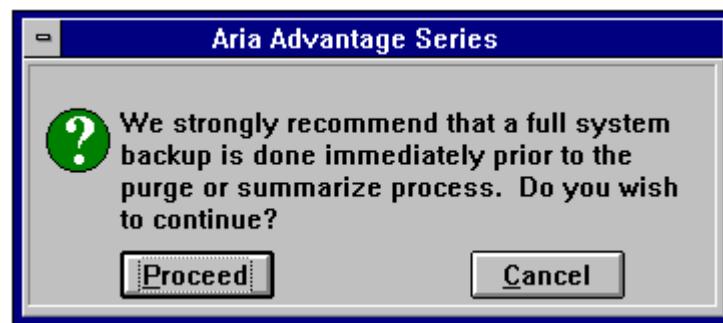
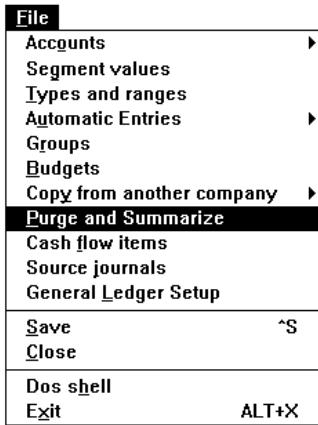
Notice that year closing will be performed as well automatically if this is the last period in the current fiscal year.

Year closing advances the current year pointer to the originally future year. It also creates a new future year. The retained earnings accounts are updated to show the closed year's profit/loss. The system generates closing entries, i.e., entries that bring balances of income statement accounts to zero, and effectively transfer their amounts to the owner's equity, or Retained Earnings. For more details on defining retained earning accounts, see 3-3 *Setting Up General Ledger*. The number of retained earning accounts depends on the *cost center*, also defined in the G/L setup. The system creates batches in the closing date (i.e., the end date of the year being closed) with transactions to zero each account. A new transaction is generated for each cost center value.

Close the fiscal year when you close the last period in it. This is the *normal closing*. You can, though, close a year pre-maturely, i.e., before the last period, but this should be reverted to only in very special cases: if the company is closing or changing activities, for example. This is because the closing may result in transactions and/or batches being reclassified, i.e., moved to a different period in the new year, or even be lost completely if they lie in periods that belong to neither the closed year nor the new current year (called the *invalid window*). A detailed discussion of cases of closing, reclassification, and the invalid window, is found in the System Manager manual, 7-3 *Closing*.

9-2 Purging and Summarizing Data

➤ To start purging and summarizing



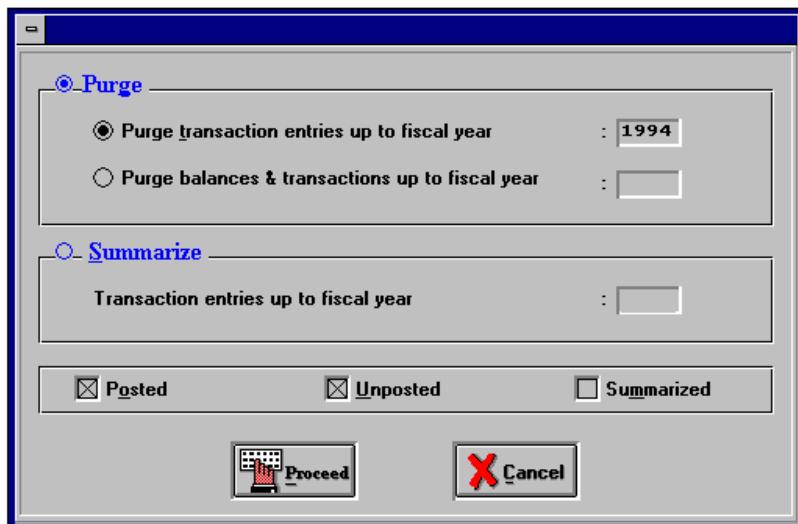
1. Open the **File** menu.
2. Select the **Purge & Summarize** option.
The warning below will be displayed.

Fig (Chapter 9-1):

Dialog box reminding you to backup your data before purging or summarizing

Fig (Chapter 9-2):

Purging & Summarizing



PURGING

When you purge, you remove all the records of the transactions that occurred within a certain range of fiscal years.

➤ To purge transaction entries

1. Check the PURGE radio button.
2. You have two options. Either purge transactions, or purge transactions together with their balances. Use the radio buttons of the **Purge** box to select the purging type you want.
 - If you select the PURGE TRANSACTION ENTRIES UP TO FISCAL YEAR radio button, then in the field next to it, enter the fiscal year up to which you want to purge the transactions. Notice that the transactions of all your history years, up to the year you enter in this field will be purged, even if that year was your previous year (still within your posting window). The balances of those transactions will still be preserved in the relevant files.
 - The PURGE BALANCES & TRANSACTION UP TO FISCAL YEAR radio button is not enabled except when you have history years. If you select this type of purging, then in the field next to it, enter the fiscal year up to which you want to purge the transactions & their balances. Notice that the transactions & balances of all your history years, up to the year you enter in this field will be purged. You cannot use this type of purging with fiscal years more recent than the one before your previous year. (i.e. purged years have to be prior to your posting window).
3. At the lower part of the dialog, there are three check boxes: POSTED, UNPOSTED and SUMMARIZED. Only the transactions of the selected type(s) will be purged.
4. Press the PROCEED button. This starts the purging process.

SUMMARIZING

Summarizing, as its name implies, makes one entry out of the transactions that are of the same type (normal/ statistical), source module, source journal, year, period and account number.

➤ To summarize your transactions

1. Select the SUMMARIZE radio button.
2. In the TRANSACTION ENTRIES UP TO FISCAL YEAR field, enter the year up to which you want to summarize entries. All your history transaction entries, up to the year you enter in this field will be summarized. You can only summarize entries of history years. (This does not include your previous year).

3. Use the check boxes POSTED and UNPOSTED to specify the status of the transactions that will be summarized. Notice that the SUMMARIZE check box will be disabled, for you cannot summarize summarized entries.
4. Press the PROCEED button. This initiates the summarizing process.

Chapter 10

Budget, forecast and analyze

In this chapter, you will learn about:

- Planning new budgets
- Adding/Removing accounts from budgets
- Editing the details of the accounts in budgets
- Cash Flow items

10-1 Defining a New Budget

Comparisons give useful impressions about the average situation of the organization.

One of the most common practices is to compare the actual financial statement amounts or ratios against *budgets*.

Budgets are setup to show what performance is expected under the circumstances prevailing. In addition, if the actual performance corresponds with the budgeted performance, then there is a reasonable inference that the performance was good. If it does not, budgets guide the formulation of the correct questions to be asked.

Budgets are also used to coordinate the separate plans made for various segments of the organization so as to assure that those plans harmonize with one another.

G/L allows you to set up budgets for projecting cash flow and comparing target balances against actual account totals. Your budgets may cover the entire chart of accounts or just part of it.

➤ To define a new budget

1. Open the **File** menu.

2. Select **Budgets**.

The “Budgets” window shown below appears.

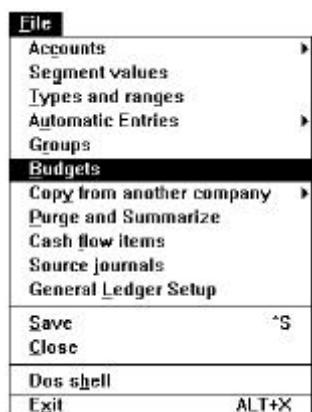
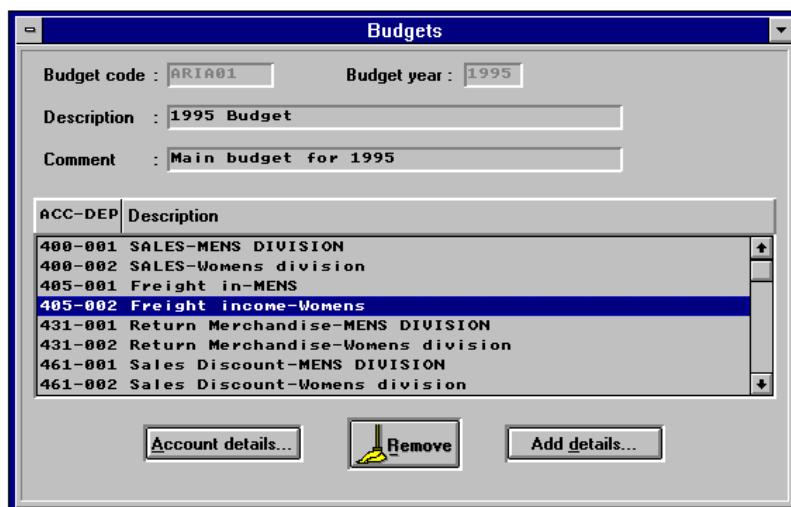


Fig (Chapter 10-1):

Budgets



3. When creating a new budget, you must enter both fields: the BUDGET CODE and the BUDGET YEAR, then press <Enter>.

If you enter the budget code only, the program browses through all the previously defined budgets, and one of the following cases takes place:

- a) A list of all the previously defined budgets with the same BUDGET CODE that you entered will be displayed, together with their different years and descriptions. If you select one of them, then you are retrieving an existing budget instead of creating a new one.
 - b) The BUDGET CODE that you entered would not match any of the budget codes entered before, so the program will inform you of that.
4. In the DESCRIPTION field, enter a description for the budget you are creating. By default, this field shows the words "Created by", followed by your user name.
 5. In the COMMENT field, enter a useful comment on the Budget you are creating.
 6. To be meaningful, a budget should contain accounts. When you create a new budget, you must add accounts to it. This is performed through the ADD DETAILS button. See section 10-3 *Adding a Budget's Details*.



You cannot save the budget code and year that you defined until you define details for them.

10-2 Retrieving an Existing Budget

To modify the information of a previously defined budget, you need to retrieve it first.

➤ To retrieve an existing budget

1. Select the **File** menu.
2. Select the **Budgets** option. The "Budgets" window appears.
3. There are three different ways of retrieving a budget:
 - a) Press the BROWSE button of the control panel to list all previously defined budgets.
 - b) Enter the BUDGET CODE field only and press <Enter>. A browse of all the budgets with the same BUDGET CODE that you entered will be displayed, as well as their different years and descriptions.
 - c) Enter the BUDGET CODE and the BUDGET year of the budget that you want to retrieve.



Once the budget is retrieved, you will notice that all its accounts are displayed in the accounts area of the "Budgets" window shown in Fig. (10-1). The area under the account code structure "accnt-dep-proj" contains the accounts' codes. The accounts' descriptions will be listed in the area below "DESCRIPTION".



If you want to modify a retrieved budget, whether to add accounts, remove them or edit the description, you need to press the EDIT button of the control panel first.

10-3 Modifying a Budget's Details

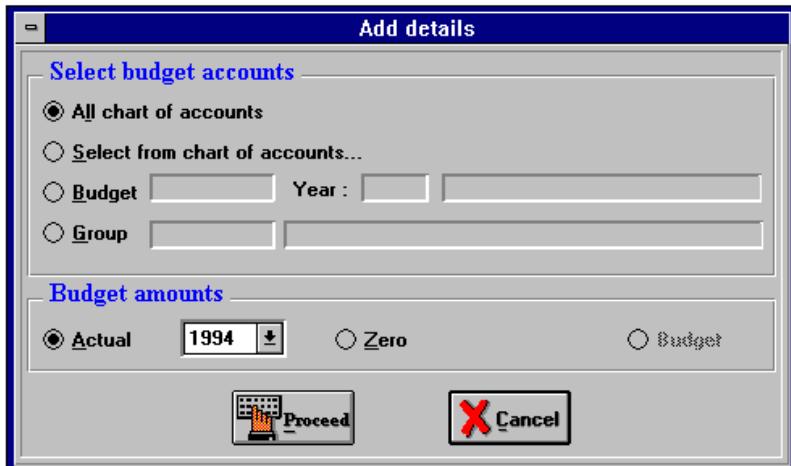
Defining a budget comprises adding the details of the budgets. You may later need to remove some accounts from the budget's details. Both processes are described in this section.

ADDING NEW ACCOUNTS TO A BUDGET

➤ **To add new accounts to a budget**

1. Select the **File** Menu.
2. Select the **Budgets** option. The “Budgets” window appears.
3. Define a new budget or retrieve an existing one, as previously described.
4. Press the ADD DETAILS button. Through the “Add Details” dialog box that appears, choose the scope of accounts you want to add to your budget.

Fig (Chapter 10-2):
Add Details Dialog Box



Use one of the four possible scopes to copy accounts to your budget:

Check this to select accounts in the following manner...

ALL to copy all the accounts defined for your chart of accounts to the budget you are defining.

SELECT FROM CHART OF ACCOUNTS to add to your budget only a specified type of accounts from your chart of accounts. This activates the dialog box shown in Fig. (10-3), showing a list of all account types defined in your account code structure. Select

Check this _____ to select accounts in the following manner...
 the type of accounts you want to include in the budget.

BUDGET to use a previously defined budget as the source of the accounts of your budget. Enter the budget code in the first field and the budget year in the YEAR field. The description of the budget that you entered will be displayed for you in the right most box.

GROUP to copy to your budget only those accounts that belong to a certain group. Enter the code of this group in the first field. The description of the ACCOUNT GROUP that you entered appears in the right most box.

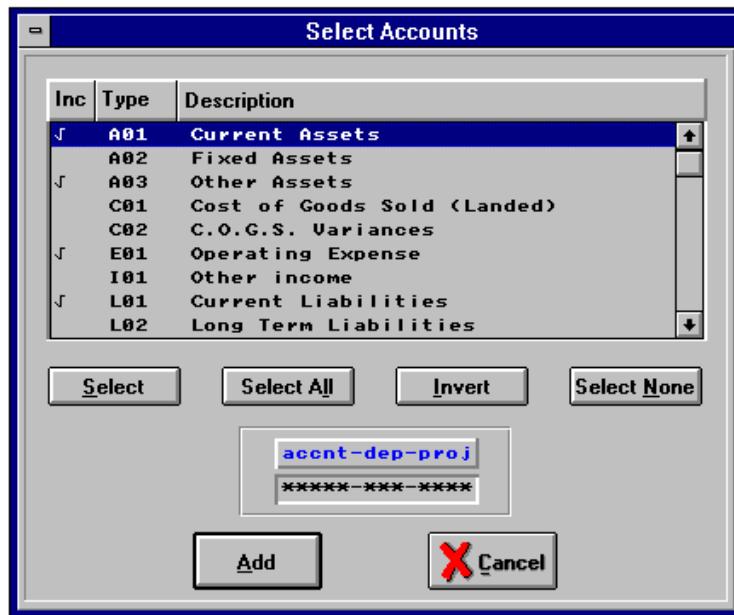
5. Use the BUDGET AMOUNTS box to control the amounts of the included accounts. For more details read below: *Amounts of added accounts*.

Selecting Account Types from the Chart of Accounts

If you use the scope "Select from the Chart of Accounts", the following dialog box appears.

Fig (Chapter 10-3):

Select Accounts
Dialog Box



Use the **Select**, **Select All**, **Invert** and **Select None** buttons, to increase/decrease the scope of types whose accounts you want to copy to your budgets.

A mark appears to the left of all the types that you select. Notice that by selecting a main type, all its subtypes are automatically selected as well. This applies when you are deselecting a main type as well.

You can also scope the accounts further by using the mask on the account code structure. The diagram shown to the left of the example below shows the part of the "Select Accounts" dialog box through which you can do the masking.

The description of the account code structure that you defined for your company will be displayed in place of "acctn-dep-proj" that appears in the figure.



Example:

If you choose to select all your "Sales" accounts, and in the masking section you write "907" like in the diagram to the left, then only the "Sales" accounts, having the value "907" for their second segment, "dep" in this case, will be copied to your budget.

If you do not use the mask, then all your sales accounts will be copied.

AMOUNTS OF ADDED ACCOUNTS

To fully define the accounts of a budget, you need to define amounts for them in addition to their codes. For amounts of accounts, you have the choice to either initialize them to zeros, or copy the amounts that those accounts had in some fiscal year, or in a previously defined budget.

This is done through the "Budget Amounts" section of the "Add Details" dialog box shown in Fig. (10-2). There are three check boxes:

ACTUAL This is the default option for the amounts of the accounts copied to the budget. Check this button if you want the accounts you are copying to your budget to have their actual amounts in some fiscal year. The default value for this field is the current fiscal year. You can change it to any other fiscal year defined in your system.

ZERO Check this button if you want the accounts that you are copying to your budget to be initialized to zeros.

BUDGET This button is enabled only after you have used one of the previously defined budgets as a source for the accounts you copied to your budget. Check this button if you want to use the same account amounts as those in the source budget.



After selecting the scope of accounts you want to copy to your budget, as well as their amounts and source, press the ADD button of the "Select Accounts" window, to go back to the "Add Details" window. In this window, press the PROCEED button to start the copying process of the accounts to your budget.



Adding the accounts to your budget does not actually take place until you press the SAVE button in the control panel after selecting the accounts.

REMOVING ACCOUNTS FROM A BUDGET

➤ **To remove accounts from a budget**

1. Select the **File** Menu.
2. Select the **Budgets** option.
The window in Fig. (10-1) will be displayed.
3. Retrieve an existing budget or create a new one and add accounts to it.
4. The accounts of the selected budget appear in the accounts' area of the "Budgets" window.
5. Use the scroll bars to move up and down that list of accounts.
6. Stop at the account you want to remove from the budget then press the REMOVE button of the "Budgets" window.



Removing accounts from your budget does not actually take place until you press the **SAVE** button in the control panel after selecting the accounts.

10-4 Editing Account Details of a Budget

➤ **To edit the details of an account of a budget**

1. Select the **File** Menu.
2. Select the **Budgets** option.
The window in Fig. (10-1) appears.
3. Retrieve an existing budget or create a new one and add accounts to it.
The accounts of the retrieved/created budget appear in the accounts' area of the "Budgets" window.
4. Use the scroll bars to move up and down the displayed list of accounts. Stop at the account whose details you want to edit then press the **ACCOUNT DETAILS** button of the "Budgets" window. The dialog box shown below appears.

Fig (Chapter 10-4):

Account Details



Below is a list of the fields and controls of the “Account Details” dialog box:

1. The account code is displayed in the ACCOUNT field, in the left most, upper corner of the dialog box. Below it is the description of that account.
2. A reference account is used for the account whose details you are editing. By default, it is the same as the selected account. You can change it to a different account. The reference account code is displayed in the REFERENCE field, and its description is listed below it.
3. The **Details** table: It displays information about the budget account, its reference account and the difference between them. This is done through the following seven columns:

PRD	a list of the period numbers within the fiscal year.
%	lists the percentages of amounts that will be transferred from one column of the table to the other.
TRN	a check mark in the row of a certain period indicates that the values of this period's columns will be affected should any “Transfer” operation take place, through the TRANSFER button. By default, all rows are checked. Press the space bar to check/ uncheck a row. See later: <i>Transferring Column Amounts</i> .
BUDGET 1994	Lists the budgeted values of the current account in the currently loaded budget, “1994” in the above case.
ACTUAL 1994	lists the actual values of the current account in the current fiscal year, “1994” in the above case.

REFERENCE 1994

lists the values of the reference account. It may display budgeted or actual amounts, depending on your choice. You can also change its year; the purpose of the reference account is typically to compare amounts for the *same account* in a different year. By default, this column displays actual amounts for the same accounts and the current fiscal year. You can display different data in this column, using the REFERENCE button. See later: *Changing the Reference Account*.

DIFFERENCE

by default, the right most column lists the difference between the values of the "Budget" column and those of the "Reference" (Budget - Reference). You can easily change that criteria, Using the DIFFERENCE button and the drop-down list box next to it. See later: *Setting The Difference Column*.

The following sections describe of the functions of the REFERENCE, TRANSFER and DIFFERENCE buttons respectively.

CHANGING THE REFERENCE ACCOUNT

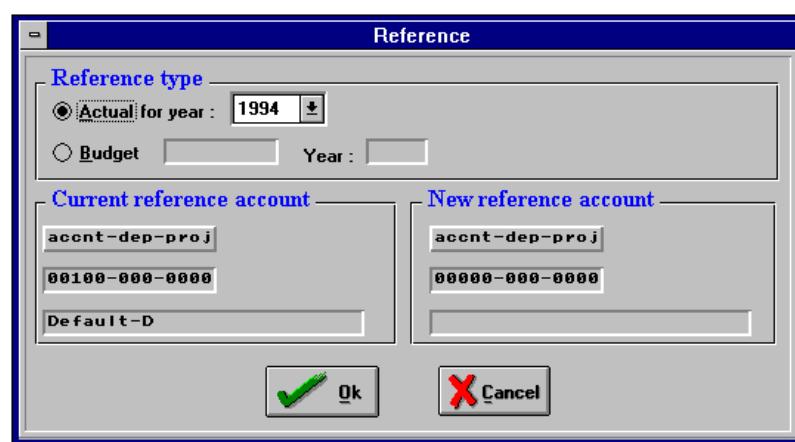
When you start editing the details of any of the accounts in a budget, you will notice that some account is used as reference. By default, the account being edited is used as a reference for itself until you choose another reference account.

You can change the reference in order to have more comparison: with a different year, either budget or actual amounts. The system is flexible enough to allow you to even use a different account as reference. This permits you to refer to an account that used to describe the same actual data, but has a different code now as a result of modifications in the chart of accounts.

To change the reference account that you are using for a certain account, scroll to that account then press the REFERENCE button of the "Account Details" dialog box. The "Reference" dialog box shown in Fig. (10-5) will be displayed.

Reference...

Fig (Chapter 10-5):
Reference Dialog Box



The “current reference account” box displays information about the account you are currently using as reference. It lists the account code structure description of the company, the account code of the current reference account and its description.

You can change your reference account to either of the following:

1. An account of the “actual” type, by checking the ACTUAL FOR YEAR radio button, then selecting the year you want from the pop-up field to its right. By default it is the current fiscal year.
2. An account of the “budget” type, by checking the BUDGET radio button, then entering its code and year in the fields to its right respectively.

To select the particular account that you want to use as reference, go to the “New reference account” box. This field is defaulted by a list of zeros. Type in the account code of the new reference account.

Type a “?” to browse through all the accounts of the year/ budget that you have selected using the radio buttons discussed above. Once you select an account, its description automatically appears below the new reference account code.

Pressing the OK button will take you back to the “Account Details” dialog box shown in Fig. (10-4). The REFERENCE field in this dialog box displays the account code and description of the new reference account you just selected.

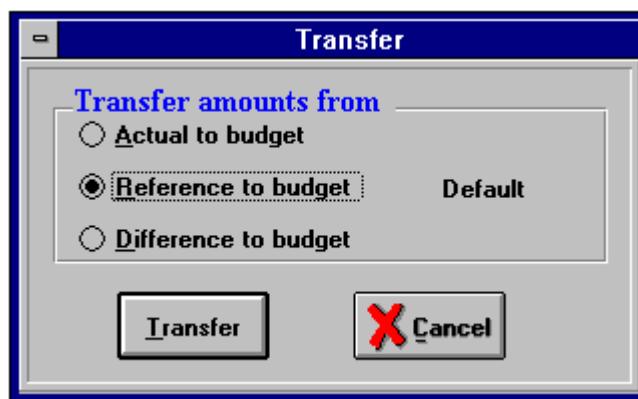
TRANSFERRING COLUMN AMOUNTS

Transferring column amounts is a very fast and efficient way of modifying the values of any of the accounts that belong to your budget. In the “Details” table of the “Account Details” dialog box, there are three columns that contain amounts other than that of the budget account itself. These are the “Actual” account, the “Reference” and the right most column which displays the “Difference”.

If you want to copy the amounts of any of the three columns mentioned above to that of the budget account whose details you are editing, push the TRANSFER button of the “Account Details” dialog box. The “Transfer” dialog box shown in Fig. (10-6) will be displayed.



Fig (Chapter 10-6):
Transfer Dialog Box



Choose one of the following three options to copy values to the budget column you are editing:

Check this	to copy these values to the budget column...
ACTUAL TO BUDGET	the values of the actual account displayed in the "Actual" column.
REFERENCE TO BUDGET	the values of the actual account displayed in the "Reference" column.
DIFFERENCE TO BUDGET	the values of the actual account displayed in the "Difference" column.

After you make your choice, press the TRANSFER button of the "Transfer" dialog box. The values of the "Budget" column of the "Account Details" dialog box have changed.

It is important to note that only the selected rows will be affected by such an operation. (Click the space bar to remove/add the check mark.)

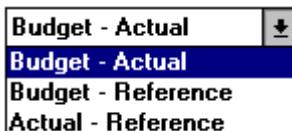
Percentages of Transferred Amounts

We have now covered how to transfer the values of one column to the other. You do not have to transfer a hundred percent of the source amount to that of the destination. Instead, you can specify the percentage to be copied. For example, you may choose to copy only 59% of what is in the source column to the destination column. That can be done by editing the column "%" of the "Account Details" dialog box before you carry out the transferring process. All the rows of this column are defaulted by "100", meaning that each row of the destination column will be replaced by a 100 percent of that in the corresponding row of the source column.

SETTING THE DIFFERENCE COLUMN

Press the button if you want to change the contents of the right most column of the "Details" table. By default, the "Difference" column displays the values of the "Budget - Actual", meaning that the result of subtracting the "Actual" amounts from those of the "Budget" will be displayed by the right most column.

Use the "Difference" drop-down list box to change the difference to any of the following values: "Budget - Reference" or "Actual - reference".



Press the DIFFERENCE button if you want to reverse the values displayed by the "Difference" column. If for example it is set to display the values of the "Budget - Reference", and you press this button, the values will be displayed for "Reference - Budget". You will notice that the sign of all the non zero values appearing in the column will be reversed (Positive will be negative and vice versa).

10-5 Defining and Editing Cash Flow Items

A projected cash flow statement is an essential device for planning the amount, timing, and character of new financing. These projections are important both to management, in anticipating future needs, and to prospective lenders for appraising a company's ability to pay debts on the proposed terms.

The purpose of analyzing cash flow statements is not just to understand what has happened in the past, but also to project what cash flows may look like in the future for your company's operating, investment and financing activities.

G/L has 15 pre-defined cash flow items. You may choose to edit them or add new ones. The table below lists the system defined cash flow items.

Code	Description	Add/Deduct (A/D)
F05	Net borrowings on Line of credit agreement	D
F10	Proceeds from issuance of long term debit	D
F15	Proceeds from issuance of common stock	D
F20	Dividends paid	D
I05	Capital expenditures	D
I10	Proceeds from sales facilities	D
I15	Purchased investments	D
O05	Depreciation and amortization	A
O10	Change in accounts receivable	D
O15	Change in inventory	D
O20	Change in prepaid expenses	D
O25	Change in accounts payable & accrued expenses	D
O30	Change in interest & income taxes payable	D
O35	Change in deferred taxes	D
O40	Change in other liabilities	D

Below is the description of the three columns of the cash flow items table:

1. CODE: lists the codes of the cash flow items. The "F", "O" and "I" preceding all the codes in the column stand for "Financial", "Operation" and "Investment" respectively.
2. DESCRIPTION: You may edit the descriptions of the items listed above to suit you convenience.
3. ADD/DEDUCT: "D" indicates that the cash flow item will be deducted from the net income, while "A" indicate that it will be added to the net income.

In addition, the item with code "000" and description "N/A" stands for a non-existent cash flow item. If any of the accounts is assigned a cash flow item with this code, this indicates that the account does not have a cash flow item.

For details of assigning a cash flow item to an account, see, in 4-3, *Account Major Options*.

➤ To define a new cash flow item

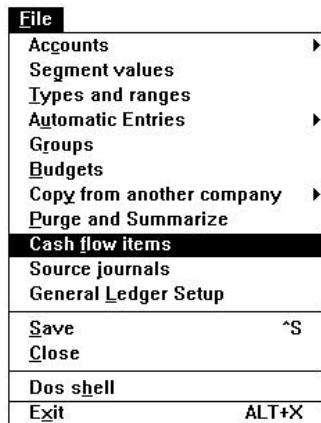
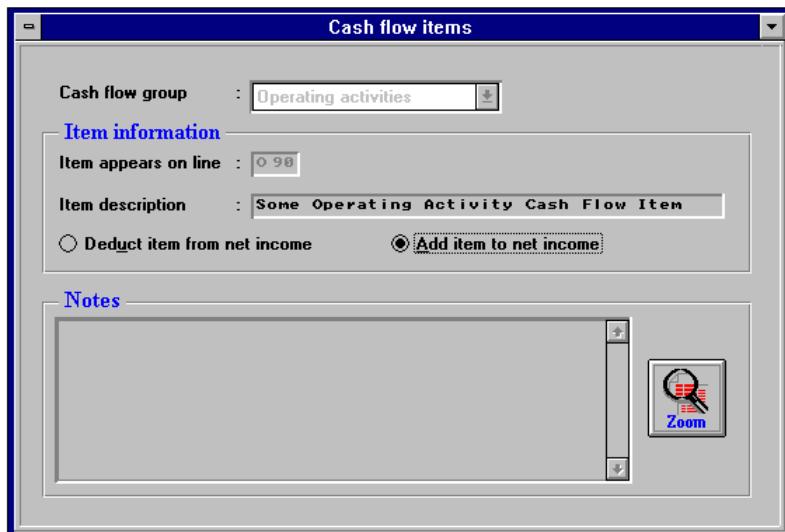


Fig (Chapter 10-7):

Cash flow Items Window



3. There are three cash flow groups: "Operating Activities", "Financing Activities" and "Investment Activities". To define a new cash flow item, specify its group through the CASH FLOW GROUP field.
4. You must then specify a code and description for every new cash flow item that you define. Notice that when you set the cash flow item group by setting the field explained above, the left most character of the cash flow item code, ITEM APPEARS ON LINE, will be set accordingly. If you had set it to "Operating Activities", an "O" will be displayed, also an "I" in case of "Investment Activities " and an "F" in case of "Financing Activities". That character should be followed by any numeric number within the range of 01-99, provided it does not already exist.
5. Enter the cash flow item description in the DESCRIPTION field. You cannot save a new cash flow item code without a description.
6. To specify the net income type description for the cash flow item you are defining, check ADD ITEM TO NET INCOME if you want to add the amounts

See 12-7 for the generation of the Cash flow report.

of the accounts that were scanned to have that cash flow item form the net income statement, and check the DEDUCT ITEM FROM NET INCOME if you want those amounts to be deducted instead.

7. Use the NOTES area to enter additional notes on the cash flow item you are defining. Press the ZOOM button, to maximize the notes area, so that typing would be easier.

Chapter 11

Report Batches and Transactions

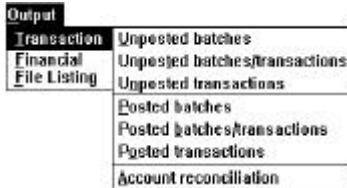
This chapter introduces you to the reports provided in G/L concerning batches and transactions entered into the system. You can print posted and unposted transactions/batches separately.

You will learn about generating reports for:

- Unposted Batches
- Unposted Transactions
- Posted Batches
- Posted Transaction
- Accounts' reconciliation
- Reconciliation for Unposted Entries

11-1 Introducing Transaction Reports

➤ To generate any of the Transactions' reports



1. Open the **Output** menu.
2. Select the **Transaction** option. A submenu of available "transaction" reports appears.
3. Select from the submenu the title of the report that you wish to print. The submenu to the left displays the available reports.
4. When you select the required report, an option grid appears. The options on the option grid depend on the report. Use the available options to filter the data you want to print. In reports where the ADVANCED button is enabled, use that for additional filtering options, or to modify the operator of an existing option for options whose operator is not fixed.



You are recommended to read chapters 2 and 10 in the **SYSTEM MANAGER** manual which will acquaint you with the option grids, using filters and the various operators available. A summary of the control buttons of the option grid is available also in chapter 2 of this manual.

5. When the filter is set according to your requirements, press PREVIEW if you want to view the report on screen before actual printing.
6. If you need to print the report with the same option grid settings more than once in different sessions, press SAVE to save the data entered in the option grid.
7. Press RUN to start printing the report. This initiates the report generator. The relevant data file is scanned and data for printing is selected according to the option grid settings. When data is ready, it is displayed on the *output device* you selected, and in the *format* required.

Pressing RUN displays a dialog box where you are required to choose the output device. Use *screen* to display the report on screen only. Or use *file* to save the report in printable form on a file on disk, which you can view through most text editors, and can later print. Or use *printer* to print the report on a printer connected to the machine.

The report's format may be selected, where available, from some of the option grid lines, namely REPORT FORM and OPTIONAL TITLE. Some of the reports may have a summary or detail form, where the latter typically contains more information, or they may have a special form for laser printers, etc. The OPTIONAL TITLE field enables you to add your own title that appears in the report's header.

11-2 Unposted Batches

Generate this report when you want information about your batches that have not yet been posted.

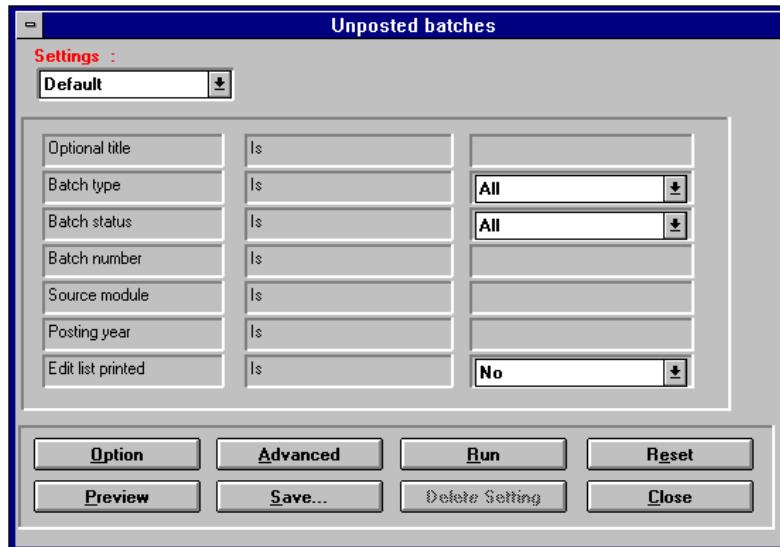
This report lists the following information about each of the batches: batch number, the batch posting window, batch type, status, edit list printed (Yes or No), Audit total, debit and credit amounts. The reference and description information are also listed.

➤ **To generate a report of the unposted batches**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option.
3. From the displayed submenu, select the **Unposted Batches** option.

The Unposted Batches option grid, shown in figure (11-1) will be displayed.

Fig (Chapter 11-1):
Unposted Batches
option Grid



Below is the list of options that appear on the Unposted Batches option grid in its default setting:

This is for the following purpose....

SETTINGS The default setting is activated, unless you had previously defined some other setting to be used as default.

OPTIONAL TITLE Enter here the title you want to appear on top of your Unposted Batches report. This field is optional. I.e., you may leave it blank. The operator is fixed.

BATCH TYPE By default, the value of this field is "ALL". This indicates that all your batches that have not been posted, no matter what their types, will appear on your Unposted

	This is for the following purpose....
	Batches report. To limit the batches included in the report to batches of a certain type only, replace "ALL" by any of the following values: "Beginning Balance", "Normal", "Statistical", or "Summarized". For a review of the different types of batches, see 7-3 <i>Creating and Using Batches</i> . The operators available for this field are limited to "Like" and "In List".
BATCH STATUS	By default, the value of this field is "ALL". This indicates that, no matter what the status of a batch that had not been posted yet is, it is bound to appear on the Unposted Batches report. To limit the batches included in this report to only those of a certain status, you may change this field to any of the following values: "Empty", "Unposted", "Out of Balance", "Hold", "Void", or "Approved". For a review of the different status values for batches, see 7-3 <i>Creating and Using Batches</i> . The operators available for this field are limited to "Like" and "In List".
BATCH NUMBER	If you enter a batch number here, then your Unposted Batches report will only be of the batch whose number you have entered in this field.
SOURCE MODULE	Enter here the ID of the module you want to use as a source of the batches you will generate a report for. This may be any of the modules provided by AAS. G/L or A/P for example.
POSTING YEAR	This field is left for you to enter a posting year. The report will include only the batches that belong to that posting year.
EDIT LIST PRINTED	By default, this field is set to "No". This means that the report should only include the batches for which an Edit List report was not printed. You may change that to "Yes", thus including in the report only the batches for which an Edit List report was printed. If you push the ADVANCED button, the "Query Builder" screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider: <ul style="list-style-type: none">• The Added By, Add Date and Add Time filters can be used to limit the report to only the batches that were created by a certain user, on a certain date and at a certain hour of that date.• Company ID: If you add this field then you have chosen to limit the batches appearing on the report to only those that were created from the company whose ID you have entered here.

11-3 Unposted Batches/Transactions

Generate this report when you want information about the batches that have not yet been posted and their transactions.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Unposted Batches/Transactions report are listed below:

- *Summary*: lists the following information about each of the batches: batch number, the batch posting window, batch type, status, edit list printed (Yes or No), audit total, debit and credit amounts, reference and description information.

The following information is also listed about the transactions within each of the batches: transaction number, type, status, reference and description information, date, reverse date, total debit and credit amounts. There is no information listed about the transactions' entries.

- *Detailed*: In addition to the information listed by the summary form of this report, the detailed form lists the following information about the entries within the transactions of the batches: account number, description and reference information, debit and credit amounts, detail line description.

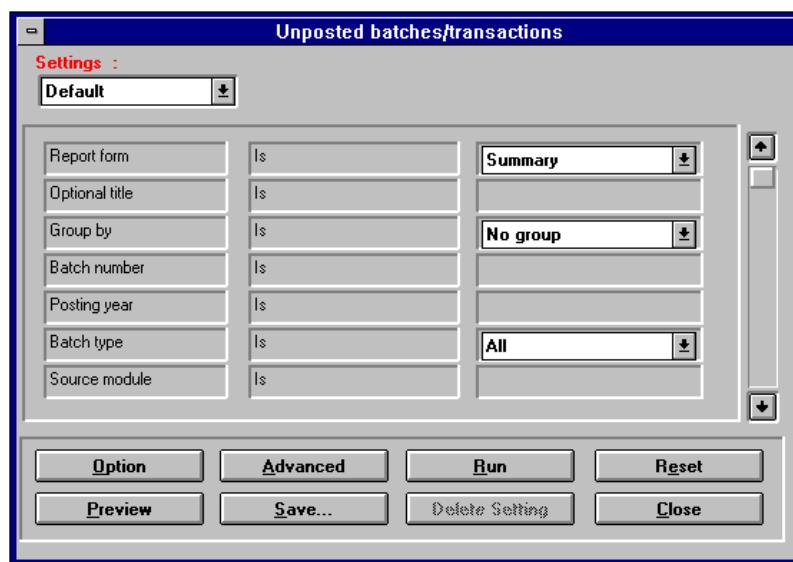
➤ **To generate a report of the unposted batches /transactions**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option.
3. From the displayed submenu, select **Unposted Batches/Transaction**.

The “Unposted Batches/Transactions” option grid, shown in figure (11-2) will be displayed.

Fig (Chapter 11-2):

Unposted Batches/
Transactions option Grid



Below is the list of fields and controls that appear on the "Unposted Batches/Transactions" option grid in its default setting:

This is for the following purpose....

SETTINGS	The default setting is activated, unless you had previously defined some other setting to be used as default.
REPORT FORM	by default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.
OPTIONAL TITLE	Enter here the title you want to appear on top of your Unposted Batches/Transactions report. This field is optional, i.e., you may choose to leave it blank. The operator of this field is fixed.
GROUP BY	By default, the entries on your report will not be grouped in any way. You may choose to group them by "Batch Type", "Batch Status", or "Source Module".
BATCH NUMBER	If you enter a batch number here, then your Unposted Batches/Transactions report will only be of the batch whose number you have entered in this field.
POSTING YEAR	Enter a posting year. The report will include only the batches that belong to that posting year and their transactions.
BATCH TYPE	<p>By default, the value of this field is "ALL". This indicates that all your batches that have not been posted, no matter what their types, will appear as well as their transactions on your Unposted Batches/Transactions report.</p> <p>To limit the batches included in the report to only those of a certain type, you can replace "ALL" by any of the following values: "Beginning Balance", "Normal", "Statistical", or "Summarized". For a review of the different types of batches, see <i>7-3 Creating and Using Batches</i>. The operators available for this field are limited to "Like" and "In List".</p>
SOURCE MODULE	Enter here the ID of the module you want to use as a source of the batches you will generate a report for. This may be any of the modules provided by AAS. G/L or A/P for example.
BATCH STATUS	<p>By default, the value of this field is "ALL". This indicates that, no matter what the status of a batch that had not been posted yet is, it is bound to appear on the Unposted Batches report.</p> <p>To limit the batches appearing on this report to only those of a certain status, you may change this field to any of the following values: "Empty", "Unposted", "Out of Balance", "Hold", "Void", or "Approved". The operators available for this field are limited to "Like" and "In List".</p>

This is for the following purpose....

- EDIT LIST PRINTED By default, this field is set to "No". This means that the report should only include the batches for which an **Edit List** report was *not* generated. You may change that to "Yes", thus including in the report only the batches for which an **Edit List** report was printed.

If you push the ADVANCED button, the "Query Builder" screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- The **Added By**, **Add Date** and **Add Time** filters can be used to limit the report to only the batches that were created by a certain user, on a certain date and at a certain hour of that date.

11-4 Unposted Transactions

Generate this report when you want information about your transactions that have not yet been posted.

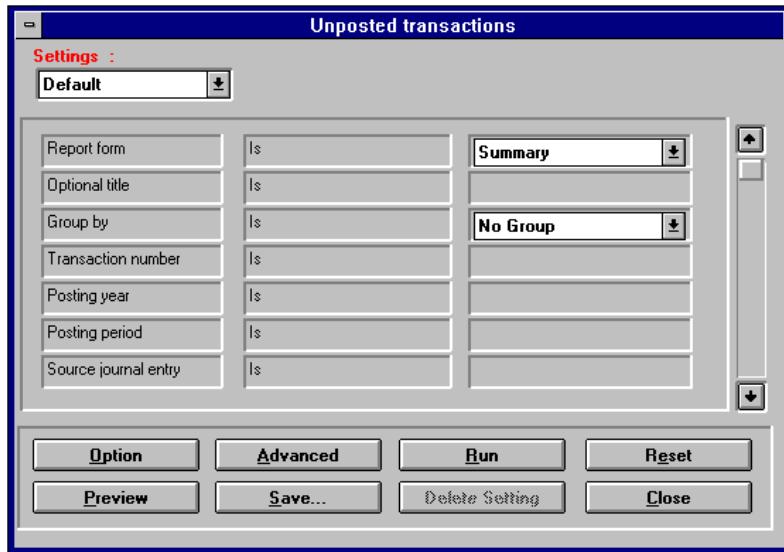
You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Unposted Transactions report are listed below:

- *Summary*: the batch number to which the transaction belongs (the word "Single" appears instead if the transaction does not belong to any batch), transaction number, type, status, source journal, reference and description information, date, period and the reverse dates and periods if there exist.
- *Detailed*: In addition to the information listed by the summary form of this report, the detailed form lists information about the entries within each of the transactions: account number, description and reference information, debit and credit amounts, detail line description.

➤ **To generate a report of the unposted transactions**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option. A submenu appears.
3. From the submenu, select the **Unposted Transactions** option.
4. The Unposted Transactions option grid appears.

Fig (Chapter 11-3):
Unposted Transactions
option Grid



Below is the list of options that appear on the Unposted Transactions option grid in its default setting:

This is for the following purpose....

SETTINGS The default setting is activated, unless you had previously defined some other setting to be used as default.

REPORT FORM by default, the Unposted Transactions report is set to be in "Summary" form. You may choose to change it to "Detailed". The operator of this field is fixed.

OPTIONAL TITLE Enter here the title you want to appear on top of your Unposted Transactions report. This field is optional, i.e., you may choose to leave it blank. The operator of this field is fixed.

GROUP BY By default, the entries on your Unposted Transactions report will not be grouped in any way. You may choose to group them by "Source Journal", "Transaction Type", or "Transaction Status".

TRANSACTION NUMBER If you enter a transaction number here, then your Unposted Transactions report will only be of the transaction whose number you have entered field.

POSTING YEAR enter a posting year. The report will include only the transactions that belong to that posting year.

POSTING PERIOD enter a posting period. The report will include only the transactions that belong to that period.

This is for the following purpose....

SOURCE JOURNAL ENTRY Enter here the ID of the journal you want to use as a source of the transactions you will generate a report for. This may be any of the journals in your G/L. The General Journal, GJ, for example.

TRANSACTION TYPE By default, the value of this field is "ALL". This indicates that your transactions that have not been posted, will appear on the Unposted Transactions report no matter what their type.
To limit the transactions appearing on your report to only those of a certain type, you can replace "ALL" by either of the following values: "Normal", or "Automatic". For a review of the different types of transactions, see 7-2 *Entering Single Transactions*. The operators available for this field are limited to "Like" and "In List".

TRANSACTION STATUS By default, the value of this field is "ALL". This indicates that, no matter what the status of a transaction that had not been posted yet is, it is bound to appear on the Unposted Transactions report.
To limit the transactions appearing on this report to only those of a certain status, you may change this field to any of the following values: "Unposted", "Out of Balance", "Approved" or "Hold". For a review of the different status values for transactions, see 7-2 *Entering Single Transactions*. The operators available for this field are limited to "Like" and "In List".

If you push the ADVANCED button, the "Query Builder" screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the transactions that were created by a certain user, on a certain date and at a certain hour of that date.
- **Automatic Entry Code**: The transactions appearing on your report will be limited to those that have the automatic entry code you entered in this field.
- **Automatic Entry Type**: The transactions appearing on the report will be limited to only those having an automatic entry code that fits the description you entered in this field. The default value for this field is "ALL", meaning that all the "Unposted" transaction will appear on the report no matter what their automatic entry code, if they have one. You can change this field to any of the following values: "Allocation", "Distribution", "Template" or "Recurring". The operands available for this field are limited to "Like" and "In List".
- **Standard Type**: The default value of this field is "ALL" This means that whether the "Unposted" transactions were of type "Normal" or Statistical", they will appear on your report. You may change this field to "Yes" or "No". "Yes" indicates that only the transactions that are of the "Normal" type will appear on the report. "No" indicates that only the transactions of the "Statistical" type will be included. The operators available for this field are "Like" and "In List".

11-5 Posted Batches

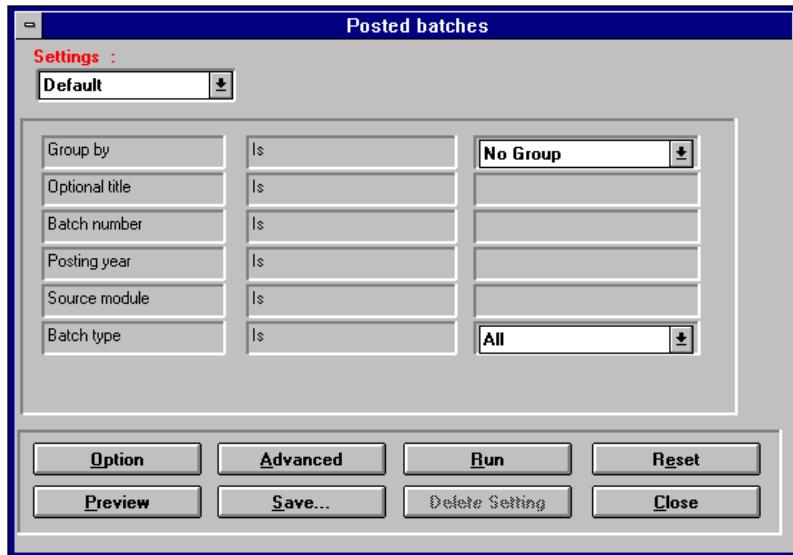
Generate this report when you want information about your batches that were posted.

This report lists the following information about each of the batches: batch number, the batch posting window, batch type, status, Edit list printed (Yes or No), Audit total, debit and credit amounts. The reference and description information is also listed.

➤ **To generate the “Posted Batches” report**

1. Choose the **Output** menu from the G/L main menu.
2. Select the **Transaction** option. A submenu appears.
3. From the submenu, select the **Posted Batches** option.
4. The “Posted Batches” option grid, shown in figure (11-4) will be displayed.

Fig (Chapter 11-4):
Posted Batches option Grid



Below is the list of fields and controls that appear on the “Posted Batches” option grid in its default setting:

This is for the following purpose....

SETTINGS The default setting is activated, unless you had previously defined some other settings to be used as default.

GROUP BY By default, your report will not do any grouping for the different Posted Batches. You may choose to group them by “Source Module”, “Batch Type”, or “Batch status”.

OPTIONAL TITLE This field is left empty for you to edit. Enter here the title you want to appear on

This is for the following purpose....

top of your Posted Batches report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.

BATCH NUMBER If you enter a batch number here, then your “Posted Batches” report will only be of the batch whose number you have entered in this field.

POSTING YEAR This field is left for you to enter a posting year. The report will include only the batches that belong to that posting year.

SOURCE MODULE Enter here the ID of the module you want to use as a source of the batches you will generate a report for. This may be any of the modules provided by AAS. G/L or A/P for example.

BATCH TYPE By default, the value of this field is “ALL”. This indicates that all your batches that were posted will appear on your “Posted Batches” report, no matter what their type.

To limit the batches appearing on your report to only those of a certain type, you can replace “ALL” by any of the following values: “Normal”, “Statistical”, “Beginning Balance”, “Subledger”, “Year End Closing” or “Summarized”. For a review of the different types of batches, 7-3 *Creating and Using Batches*. The operators available for this field are limited to “Like” and “In List”.

If you push the ADVANCED button, the “Query Builder” screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- **Edit List Printed:** You can add this filter and set it to “Yes” or “No” If you set it to “Yes”, your “Posted Batches” report will only include the batches for which an **Edit List** report was printed. Set it to “No” if you want the “Posted Batches” report to include only the batches for which an **Edit List** report was *not* printed.
- **Audit Trail Printed:** You can add this filter and set it to “Yes” or “No” If you set it to “Yes”, your “Posted Batches” report will only include the batches for which an **Audit Trail** report was printed. Set it to “No” if you want the “Posted Batches” report to include only the batches for which an **Audit Trail** report was *not* printed.
- The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the batches that were created by a certain user, on a certain date and at a certain hour of that date.

11-6 **Posted Batches/Transactions**

Generate this report when you want information about your batches that were posted and their transactions.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Posted Batches/Transactions report are listed below:

- **Summary:** lists the following information about each of the batches: batch number, the batch posting window, batch type, status, edit list printed (Yes or No), audit total, debit and credit amounts, reference and description information.

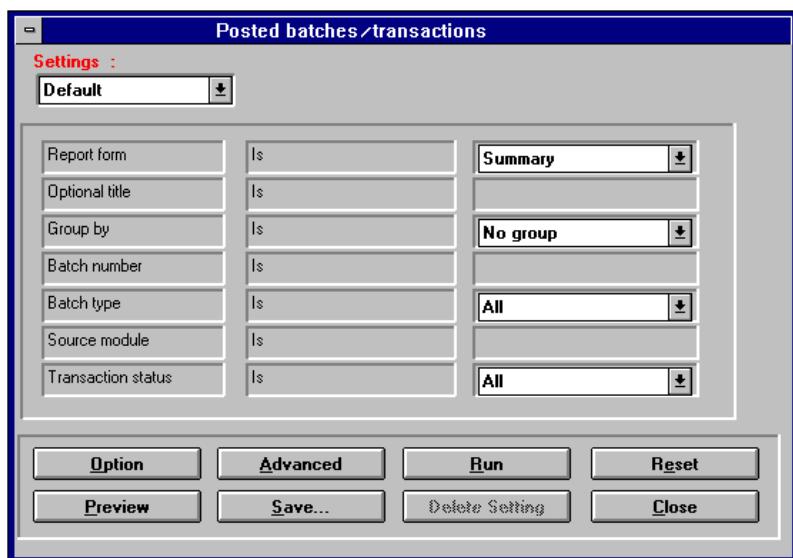
The following information is also listed about the transactions within each batches: transaction number, type, status, reference and description information, date reverse date (if there exists), total debit and credit amounts. There is no information listed about the transactions' entries.

- **Detailed:** In addition to the information listed by the summary form of this report, the detailed form lists the following information about the entries within the transactions of the batches: account number, description and reference information, debit and credit amounts, detail line description.

➤ **To generate the “Posted Batches/Transactions” report**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option. A submenu appears.
3. From the submenu, select the **Posted Batches/Transactions** option.
4. The “Posted Batches/Transactions” option grid appears.

Fig (Chapter 11-5):
Posted Batches/
Transactions option Grid



Below is the list of fields and controls that appear on the “Posted Batches/Transactions” option grid in its default setting:

This is for the following purpose....

SETTINGS The default setting is activated, unless you had previously defined some other setting to be used as default.

This is for the following purpose....

REPORT FORM By default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.

OPTIONAL TITLE This field is left empty for you to edit. Enter here the title you want to appear on top of your Posted Batches/Transactions report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.

GROUP BY By default, your report will not do any grouping for the different Posted Batches and their transactions. You may choose to group them by "Source Module", "Batch Type", or "Batch Status".

BATCH NUMBER If you enter a batch number here, then your Posted Batches/Transactions report will only be of the batch whose number you have entered in this field.

BATCH TYPE By default, the value of this field is "ALL". This indicates that all your batches that were posted will appear on the Unposted Batches report no matter what their types.

To limit the batches included in the report to only those of a certain type, you can replace "ALL" by any of the following values: "Normal", "Statistical", "Beginning Balance", "Subledger", "Year End Closing" or "Summarized". The operators available for this field are limited to "Like" and "In List".

SOURCE MODULE Enter here the ID of the module you want to use as a source of the batches you will generate a report for. This may be any of the modules provided by AAS. G/L or A/P for example.

If you push the ADVANCED button, the "Query Builder" screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- **Posting Year** This field is left for you to enter a posting year. The report will include only the batches that belong to that posting year.
- **Transaction Status:** By default, the value of this field is "ALL". This indicates that, no matter what the status of a transaction that had been posted is, it is bound to appear on the "Posted Batches/Transactions" report.

To limit the transactions appearing on this report to only those of a certain status, you may change this field to either of the following values: "Unposted", "Out Of Balance", "Void", "Hold", "Approved", "Posted" or "Summarized". For a review of the different status values for transactions, see 7-2 *Entering Single Transactions*.

- **Edit List Printed:** You can add this filter and set it to "Yes" or "No" If you set it to "Yes", your "Posted Batches" report will only include the batches for which an **Edit List** report was printed. Set it to "No" if you want the "Posted Batches" report to include only the batches for which an **Edit List** report was *not* printed. The operators available for this field are limited to "Like".

- **Audit Trail Printed:** You can add this filter and set it to “Yes” or “No”. If you set it to “Yes”, your “Posted Batches” report will only include the batches for which an **Audit Trail** report was printed. Set it to “No” if you want the Posted Batches report to include only the batches for which an **Audit Trail** report was *not* printed. The operators available for this field are limited to “Like”.
- The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the batches that were created by a certain user, on a certain date and at a certain hour of that date.

11-7 **Posted Transactions**

Generate this report when you want information about your transactions that were posted.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Unposted Transactions report are listed below:

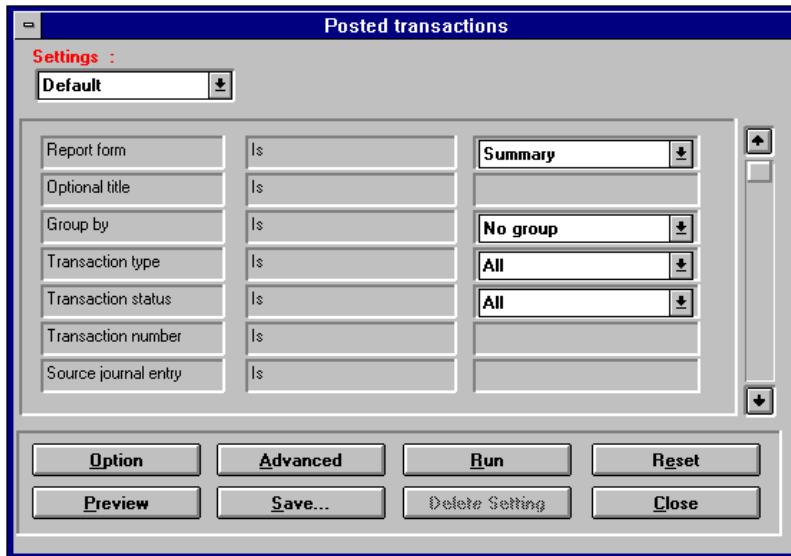
- *Summary:* the batch number to which the transaction belongs (the word “Single” appears instead if the transaction does not belong to any batch), transaction number, type, status, source journal, reference and description information, date, period and the reverse dates and periods if there exist.
- *Detailed:* In addition to the information listed by the summary form of this report, the detailed form lists information about the entries within each of the transactions: account number, description and reference information, debit and credit amounts, detail line description.

➤ **To generate the “Posted Transactions” report**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option. A submenu appears.
3. From the submenu, select the **Posted Transactions** option.

The “Posted Transactions” option grid appears.

Fig (Chapter 11-6):
Posted Transactions
option Grid



Below is the list of fields and controls that appear on the "Posted Transactions" option grid in its default setting:

This is for the following purpose....

- | | |
|--------------------|---|
| SETTINGS | The default setting is activated, unless you had previously defined some other setting to be used as default. |
| REPORT FORM | by default, the Posted Transactions report is set to be in "Summary" form. You may choose to change it to "Detailed". The operator of this field is fixed. |
| OPTIONAL TITLE | Type here the title you want to appear on top of your Unposted Transactions report. This field is optional i.e., you may choose to leave it blank. The operator of this field is fixed. |
| GROUP BY | By default, the entries on your Posted Transactions report will not be grouped in any way. You may choose to group them by "Source Journal", "Transaction Type", or "Transaction status". |
| TRANSACTION TYPE | <p>By default, the value of this field is "ALL". This indicates that all types of transactions available will appear on your Unposted Transactions report.</p> <p>To limit the transactions appearing on your report to only those of a certain type, you can replace "ALL" by either of the following values: ""Normal", or "Automatic". For a review of the different types of transactions, see 7-2 <i>Entering Single Transactions</i>. The operators available for this field are limited to "Like" and "In List".</p> |
| TRANSACTION STATUS | By default, the value of this field is "ALL". This indicates that, no matter what the status of a transaction that had not been posted yet is, it is bound to appear on |

This is for the following purpose....

the Unposted Transactions report.

To limit the transactions appearing on this report to only those of a certain status, you may change this field to either of the following values: "Posted" or "Summarized". The operators available for this field are limited to "Like" and "In List". For a review of the different status values for transactions, see 7-2 *Entering Single Transactions*.

SOURCE JOURNAL ENTRY Enter here the ID of the journal you want to use as a source of the transactions you will generate a report for. This may be any of the journals in your G/L. The General Journal, GJ, for example. The operators available for this field are limited to "Like" and "In List".

POSTING YEAR enter a posting year. The report will include only the Transactions that belong to that posting year.

POSTING PERIOD enter a posting period. The report will include only the Transactions that belong to that period.

If you push the ADVANCED button, the "Query Builder" screen will appear. Using its ADD button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- **Transaction Number:** If you enter a transaction number here, then your "Unposted Transactions" report will only be of the transaction whose number you have entered field.
- The **Added By , Add Date and Add Time** filters can also be used to limit the report to only the transactions that were created by a certain user, on a certain date and at a certain hour of that date.

11-8 Account Reconciliation

If you want information about a certain account, all the different transaction entries in which it is involved, generate a reconciliation report for this account.

This tool is powerful enough to generate reports for more than one account at a time and in more than one period. A unique feature is provided by this report, and that is presenting the balance of a certain account for a specific day.

The reconciliation report of any account will display all the entries of different transactions that affected that account by one way or the other. The report will include the following information of each of those transaction entries: Account code, batch number (if the transaction belongs to one), transaction number, description, beginning balance, transaction date, debit, credit and total change amounts and the closing balance.

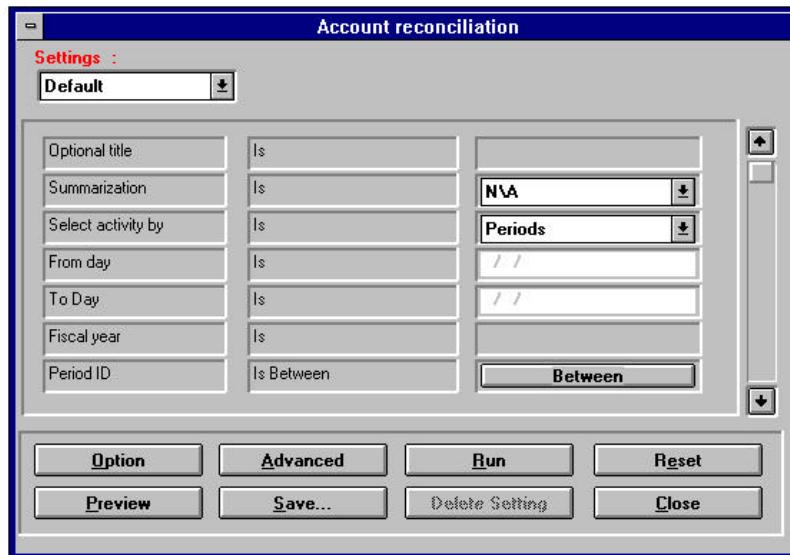
The fields of the option grid displayed below will explain further how you can filter the transactions appearing and control the level of detail of the presented information.

➤ **To generate the “Account’s Reconciliation” report**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transaction** option. A submenu appears.
3. From the submenu, select the **Account Reconciliation** option.

The “Account Reconciliation” option grid shown in figure (11-7) will be displayed.

Fig (Chapter 11-7):
Account Reconciliation
option Grid



Below is the list of options that appear on the “Account Reconciliation” option grid in its default setting:

This is for the following purpose....

SETTINGS	The default setting is activated, unless you had previously defined some other setting to be used as default.
OPTIONAL TITLE	Enter here the title you want to appear on top of your “Account Reconciliation” report. This field is optional, i.e., you may choose to leave it blank. The operator of this field is fixed.
SUMMARIZATION	The default summarization is “N/A”, for “Not Applicable”, i.e., a separate line will be dedicated to each entry. However, you may choose for each group of entries that have some properties in common to be summarized together in one line. The operator of this field is fixed. The following are your options: Account/ Date All the entries that involve the same account and have occurred on the same date will be summarized in one line. Account/ S.J All the entries that involve the same account and belong to the same source journal will be summarized in one line.

This is for the following purpose....

	Account/ S.J / Date	All the entries that involve the same account and belong to the same source journal and have occurred on the same day will be summarized in one line.
SELECT ACTIVITY BY		Other fields of the option grid will be enabled and disabled depending on the value you select for this field. If you leave it as it is by default, "Period", then the fields FISCAL YEAR and PERIOD ID will be enabled and your filter will be based on the period to which the entries belong. If you set this field to "days", then the fields FROM DAY and TO DAY will be enabled and your filter will be based on the dates of the entries. The operator of this field is fixed.
FROM DAY		If you have set the Select Activity field to be "day", then the report will include only the entries that had occurred daily in this account, starting by the date you have entered here. The operator of this field is fixed.
TO DAY		If you have set the Select Activity field to be "day", then the report will include the entries that had occurred daily in this account, ending by the date you have entered here. The operator of this field is fixed.
FISCAL YEAR		If you have set the Select Activity field to be "Periods", then the report will include an entry for each of the periods in the fiscal year entered here. The operator of this field is fixed.
PERIOD ID		If you want to limit the entries appearing on the report to only those of certain periods, then use this field to specify the range of periods that you want. The default operand is "Between". The operator of this field is fixed.
ZERO ACTIVITY ACCOUNTS		By default, it is "Exclude" to exclude from the reports accounts having zero activity in the selected period.
ACCOUNT GROUP CODE		The accounts appearing in this report will be limited to those that belong to the group whose code you had entered here. The operators available for this field are limited to "Like" and "In List".
ACCOUNT TYPE CODE		The accounts appearing in this report will be limited to those that are of the type whose code you have entered in this field.
ACCOUNT CODE		Only the single account whose code you had entered in this field will appear on the report.

11-9 Accounts Reconciliation - Unposted Entries

This report produces a listing of all unposted entries for each account during a specified period. Use it to review accounts before finally posting transactions, and possibly check them against the source journal. For example, reconcile the entries in this report with those of the AP Journal (from the ACCOUNTS PAYABLE module) for *source module=AP* (which you can select from the filtering options).

The contents of the report depend on the selected form, whether summary or detail. The summary form displays an account-level detail, while the detailed form shows entries in transactions related to each account.

DETAIL. For each account, the report displays the following information about each unposted entry: batch number, transaction number, the description of the entry, the source module, company, transaction date, period/year, the debit or credit amount, and the net amount. A sum of all unposted entries during the selected period is provided for each account. In addition, a grand total for the debit, credit, and net amounts is produced at the end.

SUMMARY. This format displays one line for each account, showing the account's number, description, and total debit, credit and net amounts for the selected period(s). A grand total is also provided in the summary form.

➤ **To print unposted entries' accounts reconciliation**

1. Open the GENERAL LEDGER's **Output** menu.
2. From the menu, select **Transaction**.
3. From the submenu, select **Accounts Reconciliation - Unposted Entries**.
The option grid for this report appears.
4. When you print this report, the title "Account Reconciliation - Unposted Entries/ Account Reconciliation - Unposted Entries Summary" (depending on the report form) automatically appears in the report's header. If you want an additional title for the report, enter the required text in the OPTIONAL TITLE row.
5. Select the report format: SUMMARY or DETAIL REPORT. The "Detail" form of the report is printed by default. To modify the selection, use the drop-down list box.
6. Select the data you wish to print. Use the option grid and advanced button to set the suitable filter.
7. Press PREVIEW if you wish to view the report on screen before printing.
8. If you need to print the report with the same settings more than once in different sessions, press SAVE to save the data entered in the option grid.
9. Press RUN to start printing the modules' information.

Filtering Options

The following options are available on the option grid for filtering the data to be printed:

Option	value
POSTING YEAR	the posting year for which the report is printed. By default, this is the current fiscal year.
PERIOD ID	the range of periods for which this report is displayed. Use the BETWEEN button to specify the periods (From/To) for which you want the report. If you want to report one period only, then enter the same period in both fields (From, To). By default, the report appears for the current period.
ACCOUNT CODE	the code of an account for which to produce the report. Leave this field blank if you want to reconcile all accounts, or specify here the code of a specific account if you want to reconcile just one account. The code you enter in this field must be a valid account in the account code structure. Enter '?' to browse through the list of accounts.
SOURCE MODULE	the code for a source module if you want to display entries released from a specific module only. Leave this field blank to print all unposted entries, or enter a specific module ID if you want to reconcile the entries of this module only. You can either type the module code, or type '?' to browse through the list of available modules, and select the required one.

Example. Enter AP if you want to use this report to compare it against the AP journal report of the AP module.

Advanced Options

The following options are available through the Advanced button, for further filtering of the data to be printed:

Option	value
SOURCE JOURNAL ENTRY	a code for a source journal previously defined in GENERAL LEDGER, if you want to reconcile entries of a specific journal only.
ACCOUNT TYPE CODE	the code for a specific account type, if you want to reconcile only specific accounts, for example, cash accounts.
POSTING DATE	a specific posting date, if you want to include in the report entries for a specific posting date only.

Option	value
ADD DATE	the date on which the entries were entered, if you want to report only those transactions entered on a specific date.
NAME OF ADDED USER	the ID of a system user who added the transactions, if you want to limit the report to entries made by a specific user.

Chapter 12

Produce Financial Reports

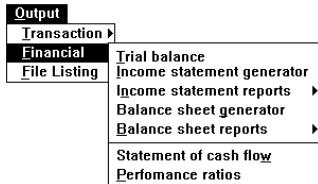
This chapter introduces you to the financial reports that GENERAL LEDGER provides. G/L includes a large number of financial reports that should suit your management's requirements. Plus: it provides a utility by which you can tailor your income statement and balance sheet.

You will learn about generating reports for:

- Trial Balance
- Income Statement
- Balance Sheet
- Statement of Cash Flow
- Performance Ratios
- Dummy Posting
- Designing your own income statement and balance sheet

12-1 Introducing Financial Reports

➤ To generate any of the financial reports



1. Open the **Output** menu.
2. Select the **Financial** option. A submenu of available “financial” reports appears.
3. Select from the submenu the title of the report that you wish to print. The submenu is shown to the left, displaying the available reports.
4. When you select the required report, an option grid appears. The options on the option grid depend on the report. Use the available options to filter the data you want to print. In reports where the ADVANCED button is enabled, use that for additional filtering options, or to modify the operator of an existing option for options whose operator is not fixed.



You are recommended to read chapters 2 and 10 in the **SYSTEM MANAGER** manual which will acquaint you with the option grid, using filters and the various operators available. A summary of the control buttons of the option grid is available also in chapter 2 of this manual.

5. When the filter is set according to your requirements, press PREVIEW if you want to view the report on screen before actual printing.
6. If you need to print the report with the same option grid settings more than once in different sessions, press SAVE to save the data entered in the option grid.
7. Press RUN to start printing the report. This initiates the report generator. The relevant data file is scanned and data for printing is selected according to the option grid settings. When data is ready, it is displayed on the *output device* you selected, and in the *format* required.

Pressing RUN displays a dialog box where you are required to choose the output device: *screen* to display the report on screen only, *file* to save the report in printable form on a file on disk, which you can view through most text editors, and can later print, or *printer* to print the report on a printer connected to the machine.

The report’s format may be selected, where available, from some of the option grid lines, namely REPORT FORM and OPTIONAL TITLE. Some of the reports may have a summary or detail form, where the latter typically contains more information, or they may have a special form for laser printers, etc. The OPTIONAL TITLE field enables you to add your own title that appears in the report’s header.

12-2 Preparing the Trial Balance

This report lists the cumulative period-to-date debits and credits of each account. Generate the Trial Balance report when you want to verify if the total credit equals the total debit in accounts or to view their balances. The accounts on this report are automatically grouped by types. In the report, you will find subtotals for each account type, over the designated periods.

The contents of the Trial Balance report depend on the form you choose for it:

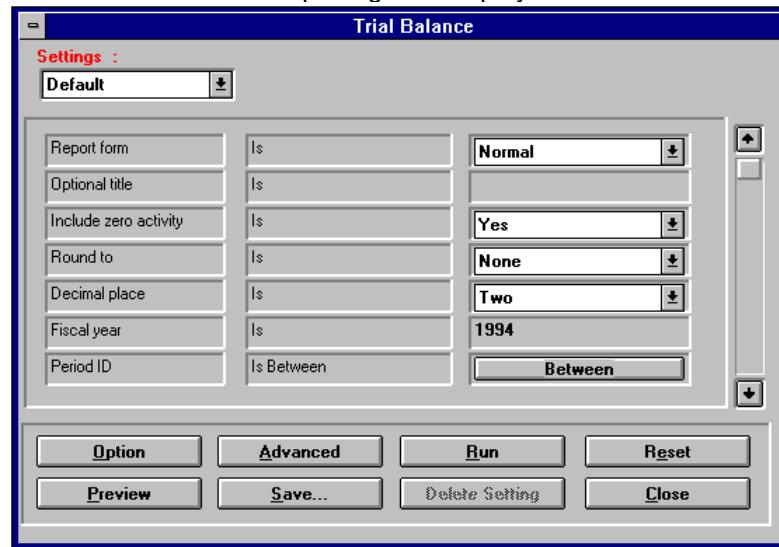
- *Normal*: Lists the period/year, account number, description, beginning, end balances and both the debit, credit amounts of each of the accounts.
- *Work Sheet 170*: In addition to the contents of the normal form, this form of the report has two extra columns, "Adjustment" and "Comment". These columns provide you with space to write comments. If for example an unexpected balance appears on your report, you can write the figure you thought should have appeared instead in the "Adjustment" column and in the "Comment" column, you can write the reason why you think this balance needs adjustment.
- *Work Sheet 132*: In addition to the contents of the normal form of the report, the "worksheet 132" form includes a "Comment" field for your own use, to write any relevant comment.

➤ To generate a “Trial Balance” report

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Financial** option.
3. From the submenu that appears, select the **Trial Balance** option.

The “Trial Balance” option grid is displayed.

Fig (Chapter 12-1):
Trial Balance Option Grid



Listed below are the fields that appear on the “Trial Balance” option grid in its default setting:

This option	is for this purpose:
REPORT FORM	by default, the form of the report is set to be “Normal”. You may choose to change it to “Work Sheet”.
OPTIONAL TITLE	Enter here the title you want to appear on top of your Trial Balance report. This field is optional. You may choose to leave it empty.
INCLUDEZEROACTIVITY	By default, the value of this field is “Yes”. This indicates that, even the zero accounts will appear on your Trial Balance report. You may choose to change this field to “No”, thus removing all the zero accounts from the report.
ROUND TO	This field may take one of the following values: “None”, “Hundreds”, “Thousands”, “Hundred Thousands” or “Millions”. By default it is set to “None”, meaning that the figures appearing on the report will appear without any rounding. The following example demonstrates how a certain figure will appear when rounded differently.
<p>Example:</p> <p>The figure 987654300.00 will be rounded as follows:</p> <p>None: 987654300.00 Hundreds: 9876543.00 Thousands: 987654.30 Hundred Thousands: 9876.54 Millions: 987.65</p>	
DECIMAL PLACES	The value of this field limits the number of digits appearing to the right of the decimal point for all the figures on your report. By default, this value is “Two”, meaning that a maximum of two decimal places will be allowed for any of the figures. You may change it to “None” or “One”. The following example demonstrates how this field affects the figures appearing on your report.
<p>Example:</p> <p>The figure 987654300.00, when rounded to Millions appear differently depending on the Decimal Places setting:</p> <p>None: 987 One: 987.6 Two: 987.65</p>	
FISCAL YEAR	By default, it is the current fiscal year. You can change it to any of the years within your posting window. The Trial Balance report will be generated for the balances of only the year you entered in this field.

PERIOD ID	The default operator for this field is “Between”. If you push the Between button, a dialog box will appear so that you can choose the range of periods, within the year specified in the Fiscal Year field, for whose balances you want to generate the Trial Balance report. If, for example, you change this field to a range that covers four periods, then every consecutive four lines of the report will be of the balances of one single account in the four periods of the specified range. If you wrote the same period in the From and To fields that define your range, then your Trial Balance report will only be of the period written in those two fields. By default, it is the current period.
ACCOUNT GROUP CODE	Only the balances of the accounts that belong to the group whose code you enter in this field will appear on your Trial Balance report.
ACCOUNT CODE	<p>Only the balance of the single account whose code you enter in this field will appear on your Trial Balance report.</p> <p>The operator of all the above fields is fixed.</p> <p>If you push the Advanced button, the “Query Builder” screen will appear. Using its Add button, you can choose to use any of the following fields as a further filter to the data that you want to consider:</p> <ul style="list-style-type: none"> • Opening Balance: Only the accounts whose opening balances match the figure you enter in this field will appear on your Trial Balance report. The “Contains” operator is not available for this field. • Closing Balance: Only accounts whose closing balances match the figure entered in this field will appear on your Trial Balance report. The “Contains” operator is not available for this field. • The Added By , Add Date and Add Time filters can also be used to limit the report to only the accounts that were created by a certain user, on a certain date and at a certain hour of that date.

12-3 Income Statement Reports

The system provides a wide range of income statement reports, that vary according to their contents and layout, giving you the choice of information and comparison to produce. The submenu shown below lists the available reports.

In addition to the convenience of these readily available reports, the system provides “the income statement generator”, which is a powerful tool that lets you design your own income statement. For further details, see 12-9 *Designing your own IS/BS*.

➤ To generate an Income Statement report

1. Select the **Output** menu.
2. Select the **Financial** option.

Multi period comparison
Multi segment comparison
Total company PTD/YTD
Total company range of periods
Actual vs. other period actual
Three Actual periods comparison
Actual vs. other period budget
Actual col. vs. actual and budget col.
Two budget column comparison
Single segment
Single segment range of periods
Single segment vs. rest of company PTD/YTD
Sgl. seg. vs. rest of co. range of periods
Single segment PTD and YTD

3. From the submenu, select the **Income Statement Reports** option.
4. The submenu in the figure shown to the left will appear so that you can select the particular income statement report that you want to generate.
5. Select the required report. An option grid appears, through which you can specify, in details, the information you want to appear on your report, as well as its format.

The following fields appear in all the option grids of the **Income Statement reports**:

- **Settings, Optional Title One, Optional Title Two, Net Income Line Desc., Summarization, Round To, Decimal Places, Exclude Zero Balances, Account Group Code and Dummy Posting.**

These fields act exactly like those in the “Income Statement Generator” option grid.

This section discusses in full details the various reports provided by the **Income Statement reports** submenu.

MULTI-PERIOD COMPARISON

Generate this report if you want to compare the income statements of various periods within different years. The left most column of this report contains the accounts’ descriptions. To its right, you will find a column for each of the periods that you are comparing.

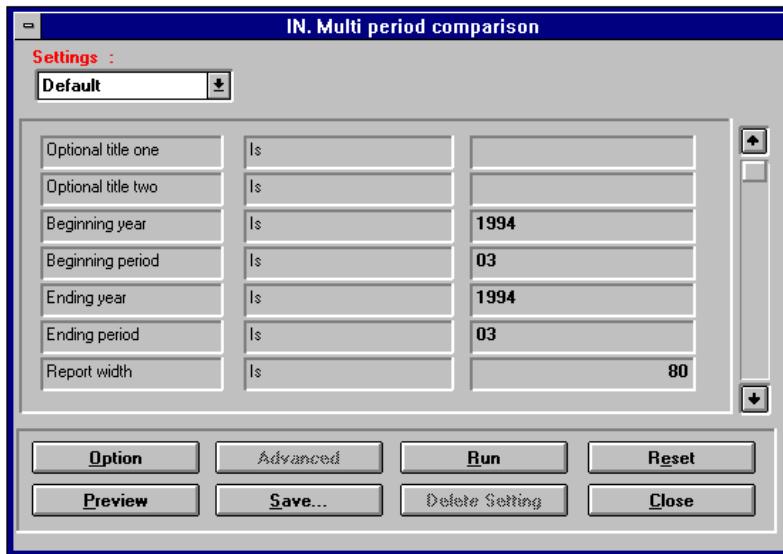
➤ **To generate a “Multi-Period Comparison” report**

1. Select the **Output** menu.
2. Select the **Financial** option.
3. From the **Financial** submenu, select the **Income Statement Reports** option.
4. From the **Income Statement Reports** submenu, select the **Multi-Period Comparison** report.

The “IN Multi-Period Comparison” option grid shown below appears.

Fig (Chapter 12-2):

IN Multi-Period
Comparison Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the "Income Statement Generator" option grid.

Listed below are the rest of fields that appear on the "IN Multi-Period Comparison" option grid in its default setting:

- Beginning Year, Beginning Period, Ending Year, Ending Period:** These four fields together specify the range of periods whose income statements you want to compare. For example if you set **Beginning Year** to "1993", **Beginning Period** to "3", **Ending Year** to "1994" and **Ending Period** to "7", then you have chosen to add a column in your report for each of the periods starting the third period of the year 1993 through the seventh of the year 1994. The Fiscal years you enter in the **Beginning Year** and **Ending Year** fields must be within your posting window.

It is important to realize that there is a limitation on the number of periods you can to compare at a time. That is the width of the report. The following five fields together control the maximum number of columns on your report.

- Report Width:** This field specifies the total width of the report. It is 80 by default. It can take any of the values within the range 80 - 225. This width is measured in characters.

Notice that the value of this field will control the number of columns in your report and consequently their width and the spaces between them.

- Columns Width:** This field specifies the width of the columns on the report. It is 10 by default. You can change it to any of the values within the range 4-18.
- Row Description Width:** This field specifies the maximum number of characters allowed to describe the rows. It is 45 by default. You can change it to any of the values within the range 10 - 65.

5. **Spaces Before Col. One:** This field specifies the number of spaces to the left of the first column. It is 1 by default and can take any of the values within the range 1 - 99.
6. **Spaces Between Columns:** This field specifies the number of spaces between the columns. It is 1 by default. It can take any of the values within the range 1 - 9.
7. **Subtypes Indentation:** The report will have various headings, for example there would be one for each of the main types, sub-types and accounts' descriptions. The number of spaces to the left of the any sub-type heading, compared to the position of the its main type heading will depend on the number entered in this field. It is "0" by default.
8. **Accounts Indentation:** The number of spaces to the left of the column of the accounts' descriptions, compared to the position of the sub-types will depend on the number entered in this field. It is "0" by default.

For all the above fields, the filter is fixed Notice that the **Advanced** button of the "IN Multi-Period Comparison" option grid is always disabled.

MULTI-SEGMENT COMPARISON

Generate this report if you want to compare different segments (other than the first), that are within the same period of the same year. The left most column of this report contains the accounts' descriptions. To its right, you will find a column for each of the segments that you are comparing.

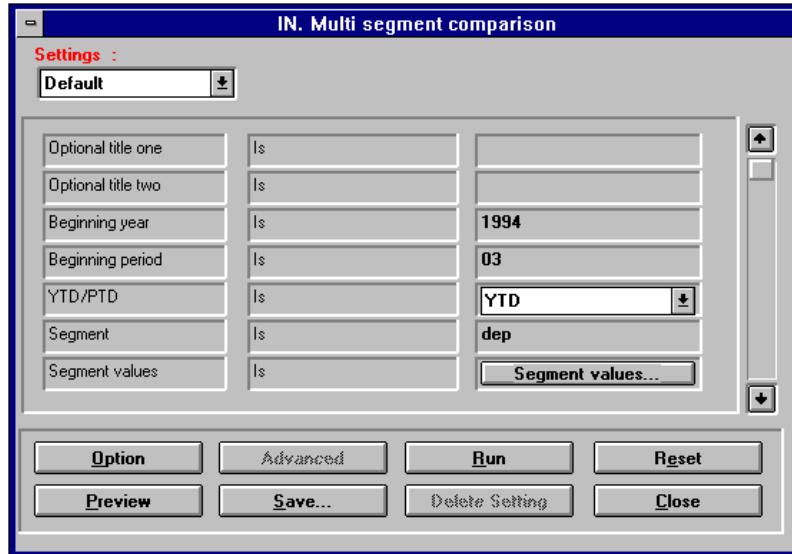
➤ **To generate a “Multi-Segment Comparison” report**

1. From the **Output** menu, select the **Financial** option.
2. From the **Financial** submenu, select the **Income Statement Reports** option.
3. From the **Income Statement Reports** sub-menu, select the **Multi-Segment Comparison** report.

The “IN Multi-Segment Comparison” option grid shown below is displayed.

Fig (Chapter 12-3):

IN Multi-Segment
Comparison Option Grid



The fields that are common to all the option grids of the **Income Statement reports** are explained among those of the "Income Statement Generator" option grid.

Listed below are the rest of fields and controls that appear on the "IN Multi-Segment Comparison" option grid in its default setting:

1. **Year, Period:** The default values of these two fields are the current year and the current period respectively. This indicates that the report is originally set to compare segments within the current accounting period of the current fiscal year.
2. **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is "YTD" by default. You may change it to "PTD".
3. **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
4. **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Multi-Segment Comparison" option grid is always disabled.

TOTAL COMPANY PTD/YTD

Generate this report if you want a list of the year to date or period to date income statement of the whole company for one period of one specific year.

➤ **To generate a “Total Company PTD/YTD” report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the submenu, select the **Income Statement Reports** option.
3. From the **Income Statement Reports** sub-menu, select the **Total Company PTD/YTD** report.

The “IN Total Company PTD/YTD” option grid shown below appears.

Fig (Chapter 12-4):
IN Total Company
PTD/YTD Option Grid

IN. Total company PTD/YTD	
Settings :	Default
Optional title one	ls
Optional title two	ls
Year	1994
Period	03
YTD/PTD	YTD
Indent subtotals	No
Percentage of	None
<input type="button" value="Option"/> <input type="button" value="Advanced"/> <input type="button" value="Run"/> <input type="button" value="Reset"/> <input type="button" value="Preview"/> <input type="button" value="Save..."/> <input type="button" value="Delete Setting"/> <input type="button" value="Close"/>	

The fields that are common to all the option grids of the **Income Statement reports** are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields that appear on the “IN Total Company PTD/YTD” option grid in its default setting:

- **Year, Period:** The default values of these two fields are the current fiscal year and its current accounting period respectively. This indicates that the report is set to generate the income statement of the whole company for the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its periods.
- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is “YTD” by default. You may change it to “PTD”.
- **Indent Subtotals:** This field is “No” by default, meaning that the subtotals will be aligned with the left margin of the report. Changing it to “Yes” will move the subtotals slightly to the right.
- **Percentage Of:** If you want to express the income statement values appearing in each of the rows of your report as a percentage of the total

"Sales", "Cost of Goods Sold", "Expenses", "Other Income" or "Taxes", then change this field from the default "None" to any of those values. A new column will appear on your report listing those percentages.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Total Company PTD/YTD" option grid is always disabled.

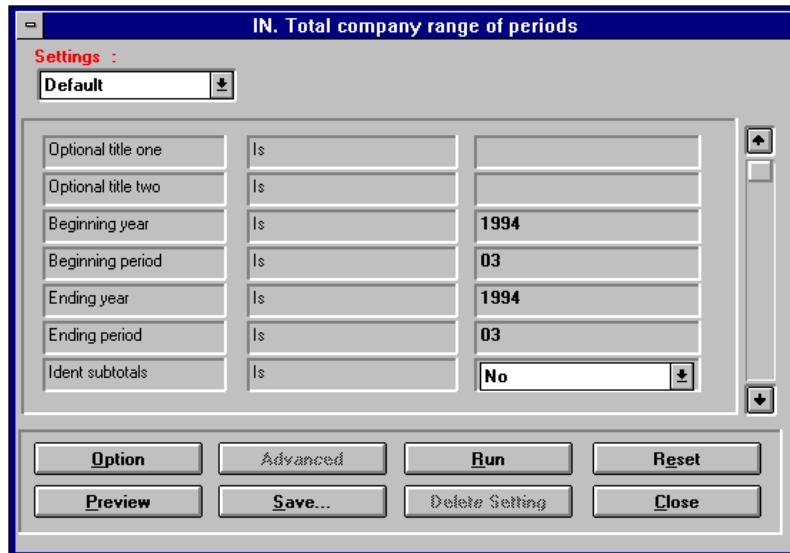
TOTAL COMPANY RANGE OF PERIODS

Generate this report if you want to compare the income statement of a whole company within various periods of different years. This report has two columns. The first lists the accounts' descriptions and the second lists the income statement values of the whole company, calculated over the specified range of periods.

➤ To generate a "Total Company Range of Periods" report

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the submenu, select the **Income Statement Reports** option.
3. From the **Income Statement Reports** submenu, select the **Total Company Range of Periods** report.
4. The "IN Total Company Range of Periods" option grid shown below appears.

Fig (Chapter 12-5):
IN Total Company Range
of Periods Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the "Income Statement Generator" option grid.

Listed below are the rest of fields and controls that appear on the "IN Total Company Range of Periods" option grid in its default setting:

- **Beginning Year, Beginning Period, Ending Year, Ending Period:** These four fields together specify the range of periods you want to consider while generating the report . For example if you set **Beginning Year** to "1993",

Beginning Period to "3", **Ending Year** to "1994" and **Ending Period** to "7", then you have chosen to make you report calculate the entire company income statement for the range of periods starting the third period of the year 1993 through the seventh of the year 1994. The fiscal years you enter in the **Beginning Year** and **Ending Year** fields must be within your posting window.

- **Indent Subtotals:** This field is "No" by default, meaning that the subtotals will be aligned with the left margin of the report. Changing it to "Yes" will move the subtotals slightly to the right.
- **Percentage Of:** If you want to express the income statement values appearing in each of the rows of your report as a percentage of the total "Sales", "Cost of Goods Sold", "Expenses", "Other Income" or "Taxes", then change this field from the default "None" to any of those values. A new column will appear on your report listing those percentages.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Total Company Range of Periods" option grid is always disabled.

ACTUAL VS. OTHER PERIOD ACTUAL

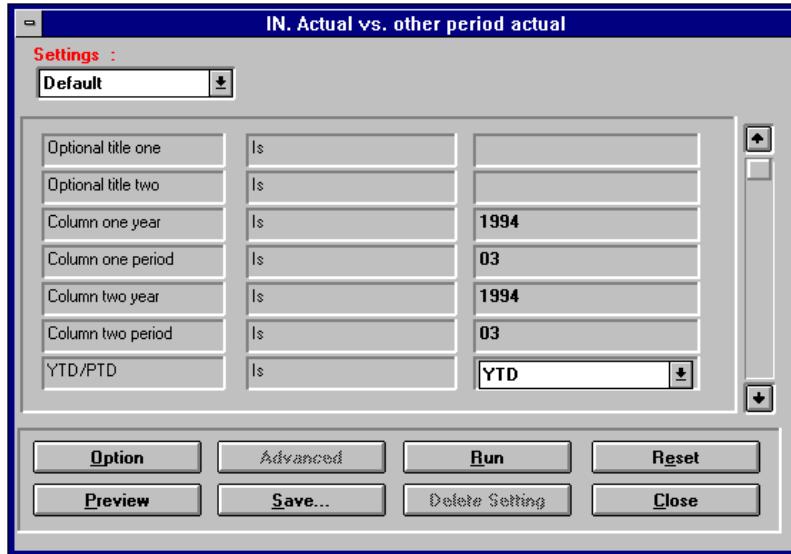
Generate this report if you want to compare the actual income statement values of two periods to one another. These periods may or may not be within the same fiscal year. Your report will have four columns. The first lists the accounts' descriptions. Each of the second and third columns lists the income statement values of one of the two periods that you are comparing. The fourth column gives the comparison of the values of the periods to one another.

➤ **To generate an "Actual Vs. Other Period Actual" report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the submenu, select the **Income Statement Reports** option. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Actual Vs. Other Period Actual** report.

The "IN Actual Vs. Other Period Actual" option grid is displayed.

Fig (Chapter 12-6):
IN Actual Vs. Other Period
Actual



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields and controls that appear on the “IN Actual Vs. Other Period Actual” option grid in its default setting:

- **Column One Year, Column One Period:** These two fields specify the first of the two accounting periods that you are comparing and the fiscal year to which it belongs. By default they are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods.
- **Column Two Year, Column Two Period:** These two fields specify the second of the two accounting periods that you are comparing and the fiscal year to which it belongs. By default they are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods.
- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is “YTD” by default. You may change it to “PTD”.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments’ values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment**

ID field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the “IN Actual Vs. Other Period Actual” option grid is always disabled.

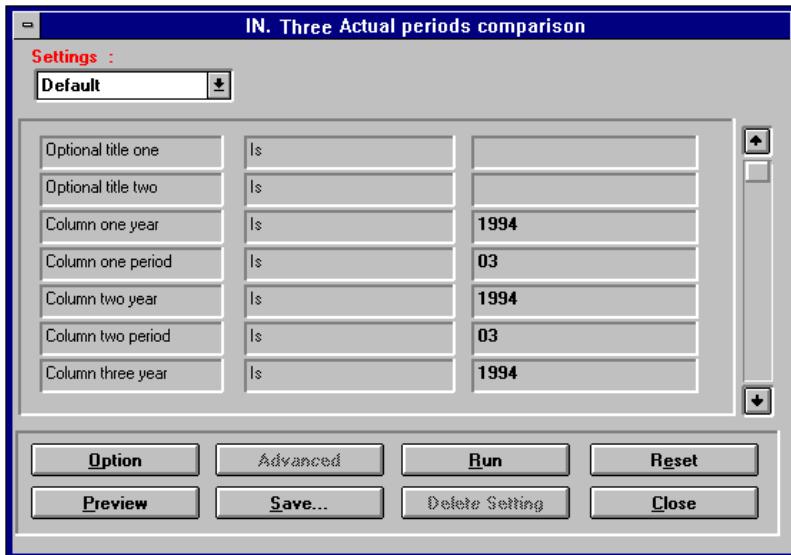
THREE ACTUAL PERIODS COMPARISON

Generate this report if you want to list the actual income statement values of three periods. These periods may or may not be within the same fiscal year. Your report will have four columns. The first lists the accounts' descriptions. Each of the second, third and fourth columns lists the income statement values of one of the three periods for which you are generating the report.

➤ To generate a “Three Actual Periods Comparison” report

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Actual Periods Comparison** report.
4. The “IN Three Actual Periods Comparison” option grid is displayed.

Fig (Chapter 12-7):
IN Three Actual Periods
Comparison Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields and controls that appear on the “IN Three Actual Periods Comparison” option grid in its default setting:

- **Column One Year, Column One Period:** These two fields specify the first of the three accounting periods that you are comparing, and the fiscal year to which it belongs. By default they are set to the current period of the current

year. You may change them to any other fiscal year within your posting window, and one of its periods.

- **Column Two Year, Column Two Period:** These two fields specify the second of the three accounting periods that you are comparing and the fiscal year to which it belongs. By default they are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods.
- **Column Three Year, Column Three Period:** These two fields specify the third of the three accounting periods that you are comparing and the fiscal year to which it belongs. By default they are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods.
- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is "YTD" by default. You may change it to "PTD".
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "Three Actual Periods Comparison" option grid is always disabled.

ACTUAL VS. OTHER PERIOD BUDGET

Generate this report when you want a comparison between the income statement values calculated for the actual balances of some period, to the income statement values calculated for the budgeted balances of another period. The actual and budgeted balances may or may not be of the same accounting period and fiscal year.

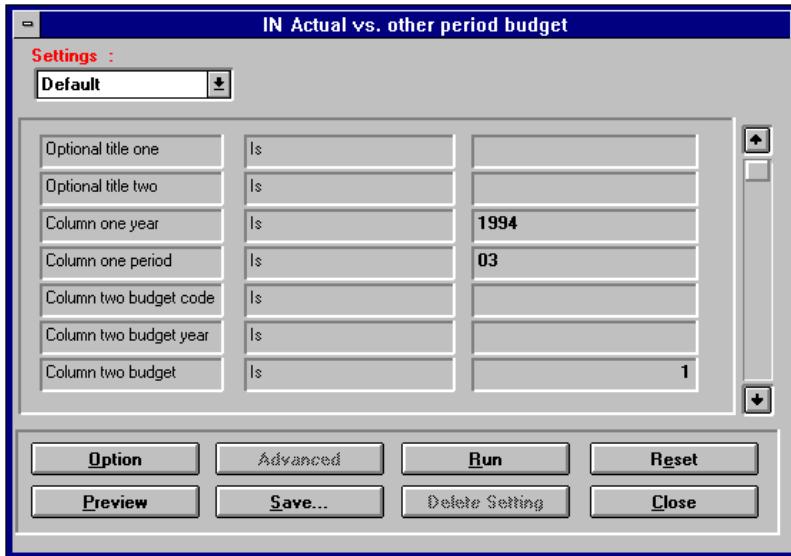
This report will have four columns. The first will list the accounts' descriptions. The second and third will list the income statement values for the actual period and budget period respectively. The fourth column will be the comparison of the actual values to the budget ones.

- **To generate an "Actual Vs. Other Period Budget" report**
1. From the **Output** menu, select the **Financial** option. A submenu appears.
 2. From the **Financial** submenu, select **Income Statement Reports**.

3. From the **Income Statement Reports** submenu, select the **Actual Vs. Other Period Budget** report.

The “IN Actual Vs. Other Period Budget” option grid is displayed.

Fig (Chapter 12-8):
IN Actual Vs. Other Period
Budget Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields and controls that appear on the “IN Actual Vs. Other Period Budget” option grid in its default setting:

- **Column One Year, Column One Period:** By default these two fields are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods. The actual income statement values, appearing in column one, will be generated for the balances of the entered period of the entered year.
- **Column Two Budget Code:** The budget whose code you enter in this field will be used to calculate the budgeted balances appearing in column two.
- **Column Two Budget Year, Column Two Budget Period:** By default these two fields are set to the current period of the current year. You can change them to any of the years within your posting window and one of its periods. The budget income statement values, appearing in column two, will be generated for the balances of the entered period of the entered year.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments’ values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Actual Vs. Other Period Budget" option grid is always disabled.

ACTUAL COL. VS. ACTUAL AND BUDGET COL.

Generate this report when you want a list of the income statement values calculated for the actual balances of two periods of any years and the income statement values calculated for the budgeted balances of a certain period in some year, using one of its budget codes. The actual and budgeted balances used to generate this report may or may not be of the same accounting period and fiscal year.

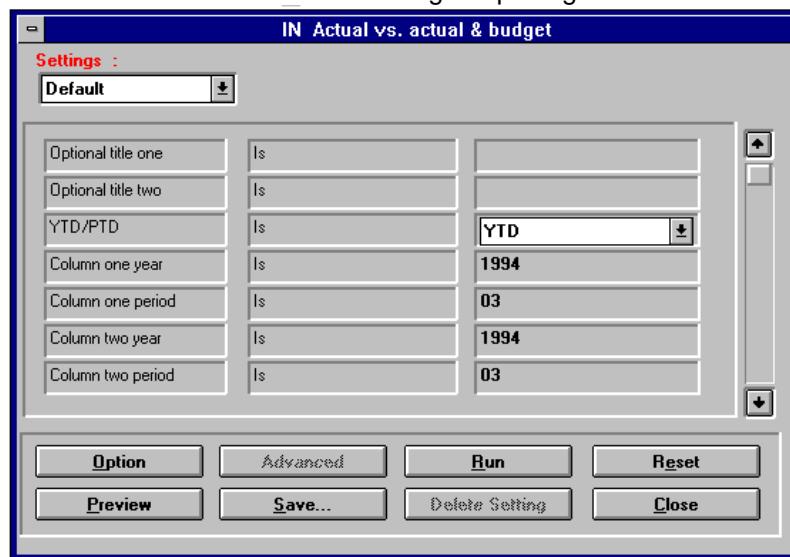
There will be a column for each of the two actual periods that you are comparing and a third for the budget that you specified. The left most column of the report will list the accounts' descriptions.

➤ **To generate an "Actual Col. Vs. Actual and Budget Col." report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Actual Col. Vs. Actual and Budget Col.** report.

The "IN Actual Vs. Actual & Budget" option grid shown below is displayed.

Fig (Chapter 12-9):
IN Actual Vs. Actual &
Budget Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields and controls that appear on the “IN Actual Vs. Actual & Budget” option grid in its default setting:

- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is “YTD” by default. You may change it to “PTD”.
- **Column One Year, Column One Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual income statement values appearing in column one will be generated for the balances of the entered period of the entered year.
- **Column Two Year, Column Two Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual income statement values appearing in column two will be generated for the balances of the entered period of the entered year.
- **Budget Code:** The budget whose code you enter in this field will be used to calculate the budgeted balances.
- **Budget Year, Two Budget Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The budget income statement values, appearing in column two, will be generated for the balances of the entered period of the entered year.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the “IN Actual Vs. Actual & Budget” option grid is always disabled.

Two BUDGET COLUMN COMPARISON

Generate this report if you want to compare the budget income statements of two periods to one another. These periods may or may not be within the same fiscal year. There will be a column for each of the two periods that you are comparing.

The expresses the values appearing in column two as percentages of those appearing in column one.

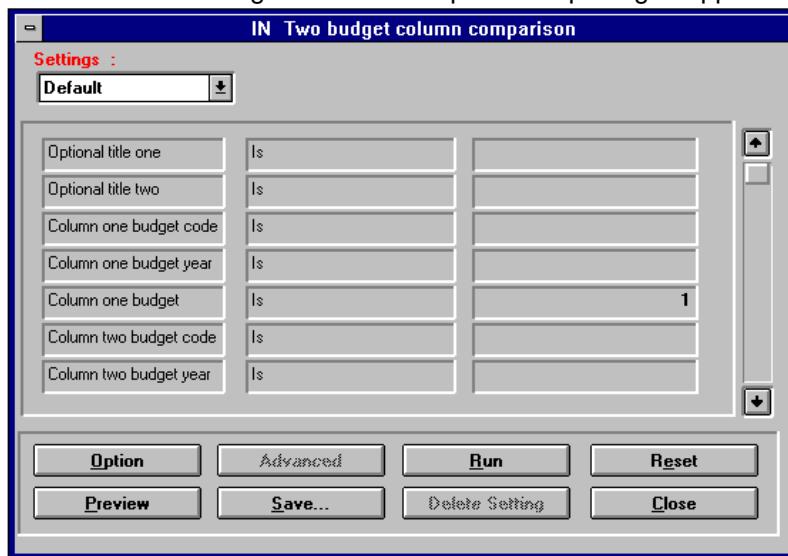
➤ **To generate a Two Budget Column Comparison report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Two Budget Column Comparison** report.

The “IN Two Budget Column Comparison” option grid appears.

Fig (Chapter 12-10):

IN Two Budget Column Comparison Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields that appear on the “IN Two Budget Column Comparison” option grid in its default setting:

- **Column One Budget Code:** The budget whose code you enter in this field will be used to calculate the budgeted balances appearing in column one.
- **Column One Budget Year, Column One Budget Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The budget income statement values appearing in column one will be generated for the balances of the entered period of the entered year.
- **Column Two Budget Code:** The budget whose code you enter in this field will be used to calculate the budgeted balances appearing in column two.
- **Column Two Budget Year, Column Two Budget Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its

accounting periods. The budget income statement values appearing in column two will be generated for the balances of the entered period of the entered year.

- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Two Budget Column Comparison" option grid is always disabled.

SINGLE SEGMENT

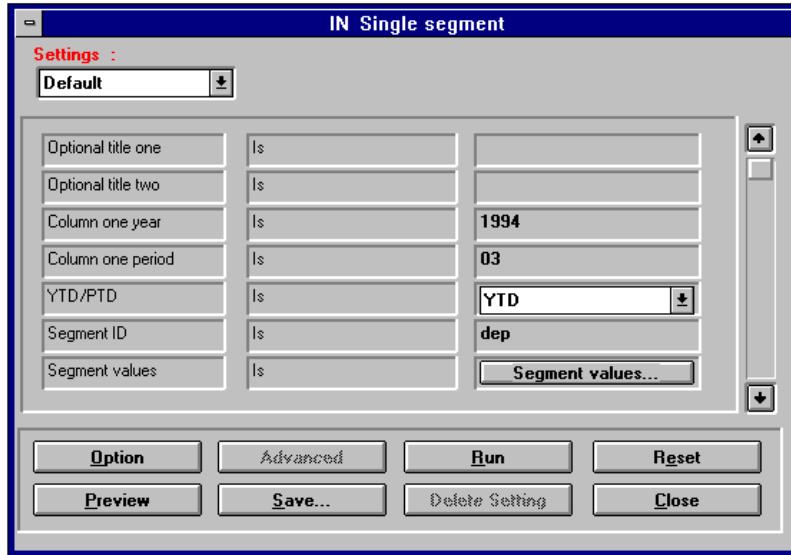
Generate this report if you want a list of the year to date or period to date income statement values of a single segment (other than the first) in one accounting period of a fiscal year. The Single Segment report has two columns. The first lists the accounts' description and the other lists the income statement of each of those accounts.

➤ **To generate a Single Segment report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select the **Income Statement Reports** option. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Single Segment** report.

The "IN Single Segment" option grid shown below is displayed.

Fig (Chapter 12-11):
IN Single Segment Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the "Income Statement Generator" option grid.

Listed below are the rest of fields and controls that appear on the "IN Single Segment" option grid in its default setting:

- **Column One Year, Column One Period:** By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual income statement values, appearing in column one, will be generated for the balances of the entered period of the entered year.
- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is "YTD" by default. You may change it to "PTD".
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

- **Percentage Of:** If you want to express the income statement values appearing in each of the rows of your report as a percentage of the total "Sales", "Cost of Goods Sold", "Expenses", "Other Income" or "Taxes", then

change this field from the default "None" to any of those values. A new column will appear on your report listing those percentages.

For all the above fields, the filter is fixed. Notice that the "Advanced" button of the Single Segment" option grid is always disabled.

SINGLE SEGMENT RANGE OF PERIODS

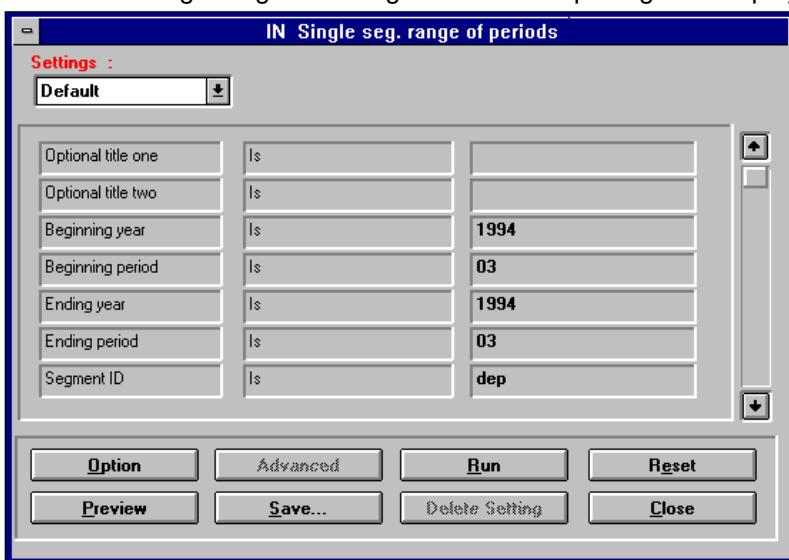
Generate this report if you want to compare the income statement values of a single segment (other than the first) within a range of periods. Those periods may or may not be in the same year. The Single Segment Range of Periods report has two columns. The first lists the accounts' description and the other lists the income statement values of the selected segment(s), calculated over the specified range of periods.

➤ To generate a Single Segment Range of Periods report

1. From the **Output** menu, select the **Financial** option.
2. From the **Financial** submenu, select **Income Statement Reports**.
3. From the **Income Statement Reports** submenu, select the **Single Segment Range of Periods** report.

The "IN Single Segment Range of Periods" option grid is displayed.

Fig (Chapter 12-12):
IN Single Segment Range
of Periods Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the "Income Statement Generator" option grid.

Listed below are the rest of fields that appear on the "IN Single Segment Range of Periods" option grid in its default setting:

- **Beginning Year, Beginning Period, Ending Year, Ending Period:** These four fields together specify the range of periods you want to consider while generating the report. For example if you set **Beginning Year** to "1993",

Beginning Period to “3”, **Ending Year** to “1994” and **Ending Period** to “7”, then you have chosen to calculate the income statements values for each of the segments over the range of periods starting the third period of the year 1993 through the seventh of the year 1994. The Fiscal years you enter in the **Beginning Year** and **Ending Year** fields must be within your posting window.

- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments’ values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

- **Indent Subtotals:** This field is “No” by default, meaning that the subtotals will be aligned with the left margin of the report. Changing it to “Yes” will move the subtotals slightly to the right.
- **Percentage Of:** If you want to express the income statement values appearing in each of the rows of your report as a percentage of the total “Sales”, “Cost of Goods Sold”, “Expenses”, “Other Income” or “Taxes”, then change this field from the default “None” to any of those values. A new column will appear on your report listing those percentages.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the “IN Single Segment Range of Periods” option grid is always disabled.

SINGLE SEGMENT VS. REST OF COMPANY PTD/YTD

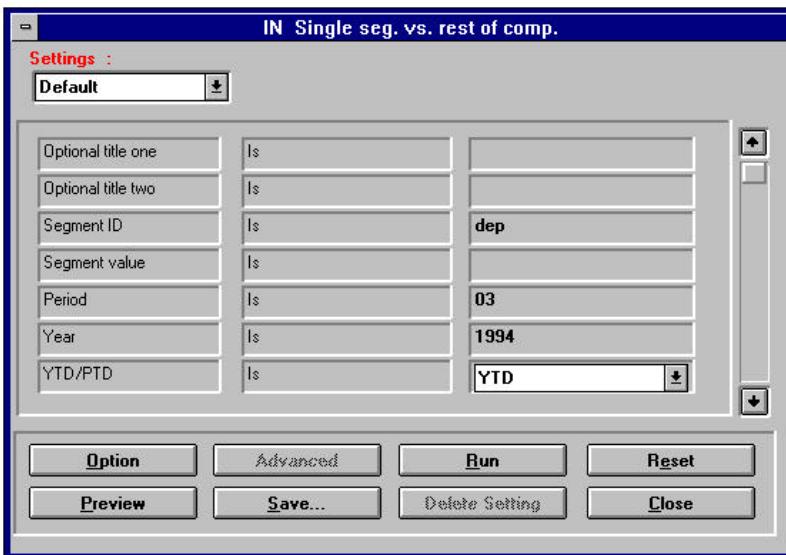
Generate this report if you want to compare the income statement of all accounts that have a certain value for a specific single segment to the income statement of the rest of accounts of the whole company. The income statement is calculated here for only the specified accounting period of the specified fiscal year.

This report has four columns. The first lists the descriptions of the accounts that have the specified value for the single segment for which the report is being generated, the second lists the income statement values of those accounts for the specified period, and the third lists the income statement values of the entire company for the same period. The fourth and last column lists the difference between the second and third columns.

- **To generate a report of the Single Segment Vs. Rest of Company PTD/YTD**
1. From the **Output** menu, select the **Financial** option. A submenu appears.

2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** sub-menu, select the **Single Segment Vs. Rest of Company PTD/YTD** report.
4. The “IN Single Segment Vs. Rest of Comp.” option grid is displayed.

Fig (Chapter 12-13):
IN Single Segment Vs.
Rest of Comp. Option Grid



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields and controls that appear on the “IN Single Segment Vs. Rest of Comp.” option grid in its default setting:

- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only accounts having the segment value entered in this field for the segment with the **ID** entered in the previous field will appear on your report.

It is important to notice that the valid values for this field depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then you must enter in this field one of the values that were defined for the third segment in your company.

If you leave this field empty, then the report will be generated for the whole company and not for just a single segment.

- **Year, Period:** Enter in these two fields a fiscal year and one of its accounting periods respectively. The income statement values , will be generated for the balances of the entered period of the entered year, which has to be within your posting window.

- **YTD/PTD:** This field specifies whether the figures on your report will be year to date or period to date. It is "YTD" by default. You may change it to "PTD".

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "IN Single Segment Vs. Rest of Comp." option grid is always disabled.

SGL. SEG. VS. REST OF CO. RANGE OF PERIODS

Generate this report if you want to compare the income statement of all accounts that have a certain value for a specific single segment to the income statement of the rest of accounts of the whole company. This is calculated over a range of periods that you specify.

This report has four columns. The first lists the descriptions of the accounts that have the specified value for the single segment for which the report is being generated, the second lists the income statement values of those accounts over the specified range of periods, and the third lists the income statement values of the entire company over the same range. The fourth and last column lists the difference between the second and third columns.

➤ **To generate a Sgl. Seg. Vs. Rest of Co. Range of Periods report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Sgl. Seg. Vs. Rest Of Co. Range of Periods** report.

The "IN Sgl. Seg. Vs. Rest Of Co. Range of Periods" option grid shown below is displayed.

Fig (Chapter 12-14):
IN Sgl. Seg. Vs. Rest Of
Co. Range of Periods
Option Grid

IN Sgl. seg. vs. rest of co. range of prds.		
Settings :		
Default		
Optional title one	ls	
Optional title two	ls	
Beginning year	ls	1994
Beginning period	ls	03
Ending year	ls	1994
Ending period	ls	03
Segment ID	ls	dep

Buttons at the bottom:

- Option
- Advanced
- Run
- Reset
- Preview
- Save...
- Delete Setting
- Close

The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields that appear on the “IN Sgl. Seg. Vs. Rest Of Co. Range of Periods” option grid in its default setting:

- **Beginning Year, Beginning Period, Ending Year, Ending Period:** These four fields together specify the range of periods you want to consider while generating the report. If for example you chose “1993” as your **Beginning Year**, “3” as your **Beginning Period**, “1994” as your **Ending Year** and “5” as your **Ending Period**, then the income statement values appearing in this report will be calculated over the range of periods starting the third period of the year 1993 and ending on the fifth period of the year 1994. The Fiscal years you enter in the **Beginning Year** and **Ending Year** fields must be within your posting window.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Value:** Only accounts having the segment value entered in this field for the segment with the **ID** entered in the previous field will appear on your report.

It is important to notice that the valid values for this field depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then you must enter in this field one of the values that were defined for the third segment in your company.

If you leave this field empty, then the report will be generated for the whole company and not for just a single segment.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the “IN Sgl. Seg. Vs. Rest Of Co. Range of Periods” option grid is always disabled.

SINGLE SEGMENT PTD & YTD

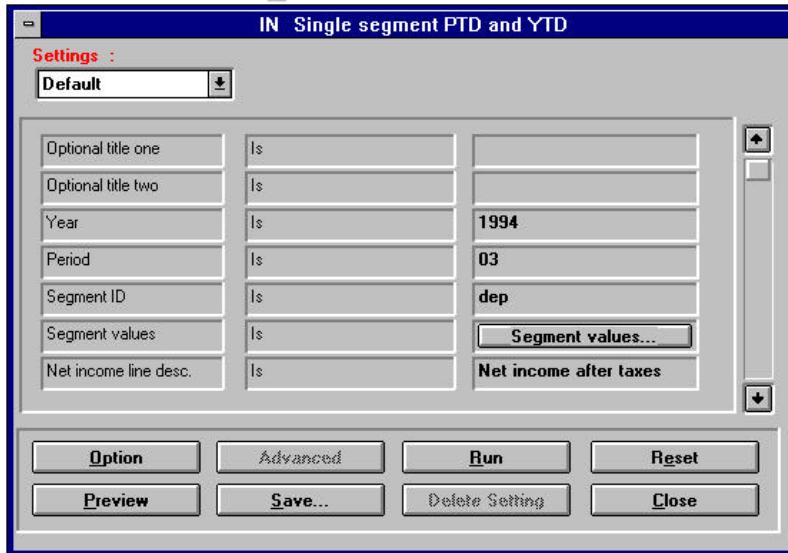
Generate this report if you want a list of the year to date and period to date income statements values of a certain segment in a single period of a year. This report has three columns. The first lists the accounts’ description, the second lists the period to date income statements of these accounts and the third lists their year to date income statements.

➤ To generate a “Single Segment PTD & YTD” report

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Income Statement Reports**. Another submenu appears.
3. From the **Income Statement Reports** submenu, select the **Single Segment PTD & YTD** report.

Fig (Chapter 12-15):
IN Single Segment PTD
and YTD Option Grid

The “IN Single Segment PTD and YTD” option grid is displayed.



The fields that are common to all the option grids of the **Income Statement reports**, are explained among those of the “Income Statement Generator” option grid.

Listed below are the rest of fields that appear on the “IN Single Segment PTD and YTD” option grid in its default setting:

- **Year, Period:** The default values of these two fields are the current fiscal year and its current accounting period respectively. This indicates that the income statement values for the specified segment will be generated for only the balances of the current accounting period of the current fiscal year. You can change them to any other year within your posting window and any of its periods.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Values:** Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments’ values using movers.

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the “IN Single Segment PTD and YTD” option grid is always disabled.

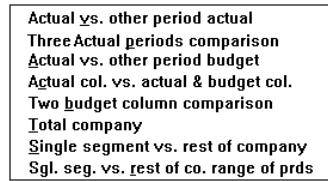
12-4 Balance Sheet Reports

The system provides a wide variety of balance sheets that vary in their contents, giving the choice of information and comparisons to include in the reports.

In addition, "the balance sheet generator" lets you design your own balance sheet. Use it if you are looking for still another form of the balance sheet not available in the ready-made reports. For further details, see 12-8 *Designing your Own IS/BS*.

➤ **To generate any of the Balance Sheet reports**

1. Select the **Output** menu.
2. Select the **Financial** option. A submenu appears.
3. From the submenu, select the **Balance Sheet Reports** option.
4. The submenu in the figure shown to the left will appear so that you can select the particular balance sheet report that you want to generate.
5. After you select the report name, an option grid will be displayed, through which you can specify, in details, the information you want to appear on your report, as well as its format.



The following fields are common to all the option grids of the **Balance Sheet reports**:

SETTINGS	The code of the default settings will be displayed here. You may select any of the other settings available in the field's list.
OPTIONAL TITLE ONE	Enter here the title you want to appear on top of your Balance Sheet report. This field is optional, i.e., you may choose to leave it blank.
OPTIONAL TITLE TWO	Like Optional Title One , this field is left for you to edit. Use it if you need to add more details to the title you have entered in the above field. You may choose to leave it empty if you do not need it.
NET INCOME LINE DESC.	At the bottom of your report, a figure will be listed for the net income. Its default description is "YTD Net Income". You can change this description to any other, provided you do not exceed the allowed description width.
SUMMARIZATION	use this option to select the level of summarization you need. You may summarize by account main type, subtype, or by one or more segment values. Pressing this button displays a dialog box where you can specify the summarization. For further details, see <i>Summarization</i> in section 12-7.
ROUND TO	This field may take one of the following values: "None", "Hundreds", "Thousands", "Hundred Thousands" or "Millions". By default it is set to "None", meaning that the figures appearing on the report will appear without any

rounding.

Example:

The figure 987654300.00 will be rounded as follows:

None: 987654300.00

Hundreds: 9876543.00

Thousands: 987654.30

Hundred Thousands: 9876.54

Millions: 987.65

DECIMAL PLACES The value of this field limits the number of digits appearing to the right of the decimal place for all the figures on your report. By default, this value is "Two", meaning that a maximum of two decimal places will be allowed for any of the figures. You may change it to "None" or "One".

Example:

The figure 987654300.00, when rounded to Millions will appear differently depending on the **Decimal Places** setting:

None: 987

One: 987.6

Two: 987.65

EXCLUDE ZERO BALANCES By default, the value of this field is "Yes". This indicates that by default, even the zero accounts will appear on your trial balance report. You may choose to change this field to "No", thus removing all the zero accounts from your Trial Balance report. "No" by default. It may be changed to "Yes".

DUMMY POSTING This option is very useful when you want to see what your balances will be like after you post your (Beginning balance batches, Single transactions and/or Journal Transactions). For a detailed explanation of dummy posting, see section 12-8 *Dummy Posting*.

ACCOUNT GROUP CODE Only the accounts belonging to the group whose code you entered in this field will appear on your report.

This section discusses in full details the various reports provided by the **Balance Sheet reports** submenu.

ACTUAL VS. OTHER PERIOD ACTUAL

Generate this report if you want to compare the actual balance sheet values of two accounting periods to one another. These periods may or may not be within the same fiscal year. There will be a column for each of the two periods that you

are comparing. The right most column expresses the values of column two as a percentage of those of column one.

At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate an “Actual Vs. Other Period Actual” report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Actual Vs. Other Period Actual** report.

The “BS Actual Vs. Other Period Actual” option grid shown below appears.

Fig (Chapter 12-16):
BS Actual Vs. Other
Period Actual Option Grid

Optional title one	Is	1994
Optional title two	Is	
Column one year	Is	03
Column one period	Is	1994
Column two year	Is	03
Column two period	Is	dep
Segment	Is	

The fields that are common to all the option grids of the **Balance Sheet reports**, are explained among those of the “Balance Sheet Generator” option grid.

Listed below are the rest of fields and controls that appear on the “BS Actual Vs. Other Period Actual” option grid in its default setting:

This option is for the following purpose:

COLUMN ONE YEAR, COLUMN ONE PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column one, will be generated for the balances of the entered period of the entered year.

COLUMN TWO YEAR, COLUMN TWO PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column two, will be generated for the balances of the entered period of the entered year.

This option is for the following purpose:

- | | |
|----------------|--|
| SEGMENT ID | By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure. |
| SEGMENT VALUES | <p>Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers. Notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the Segment ID field, then the dialog box of this field will list all the values that were defined for the third segment in your company.</p> <p>For all the above fields, the filter is fixed. Notice that the Advanced button of the "BS Actual Vs. Other Period Actual" option grid is always disabled.</p> |

THREE ACTUAL PERIODS COMPARISON

Generate this report if you want to list the actual balance sheet values of three periods. These periods may or may not be within the same fiscal year. Your report will have four columns. The first lists the accounts' descriptions. Each of the second, third and fourth columns lists the balance sheet values of one of the three periods for which you are generating the report.

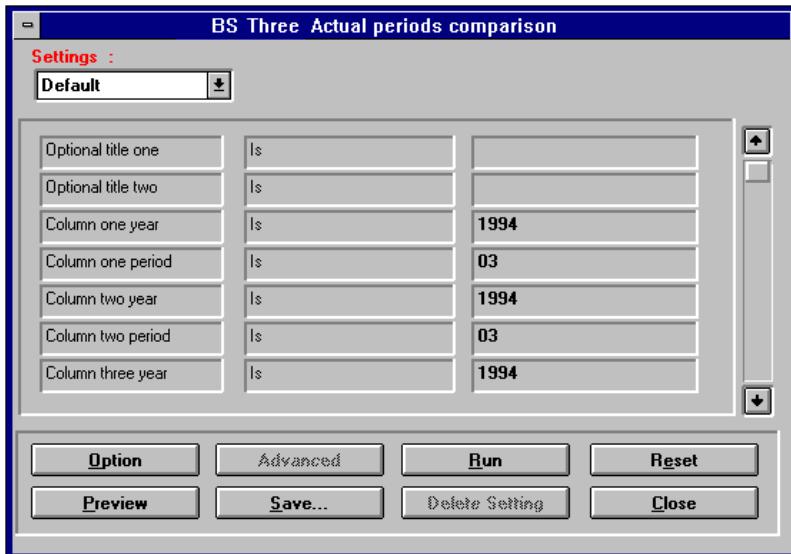
At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate a “Three Actual Periods Comparison Report”**

1. From the **Output** menu, select the **Financial** option.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Three Actual Periods Comparison** report.

The “BS Three Actual Periods Comparison” option grid shown below is displayed.

Fig (Chapter 12-17):
BS Actual Periods
Comparison Option Grid



The fields that are common to all the option grids of the **Balance Sheet reports**, are explained among those of the “Balance Sheet Generator” option grid.

Listed below are the rest of fields that appear on the “BS Three Actual Periods Comparison” option grid in its default setting:

This option is for the following purpose:

COLUMN ONE YEAR, COLUMN ONE PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column one, will be generated for the balances of the entered period of the entered year.

COLUMN TWO YEAR, COLUMN TWO PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column two, will be generated for the balances of the entered period of the entered year.

COLUMN THREE YEAR, COLUMN THREE PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column three, will be generated for the balances of the entered period of the entered year.

SEGMENT ID By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.

SEGMENT VALUES Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments’ values using movers. It is

This option is for the following purpose:

important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "BS Three Actual Periods Comparison" option grid is always disabled.

ACTUAL VS. OTHER PERIOD BUDGET

Generate this report when you want a comparison between the balance sheet values calculated for the actual balances of some period, to the balance sheet values calculated for the budgeted balances of another period, using one of its budget codes. The actual and budgeted balances may or may not be of the same accounting period and fiscal year.

This report will have four columns. The first will list the accounts' descriptions. The second and third will list the balance sheet values for the actual period and budget period respectively. The fourth column will be the comparison of the actual values to the budget ones.

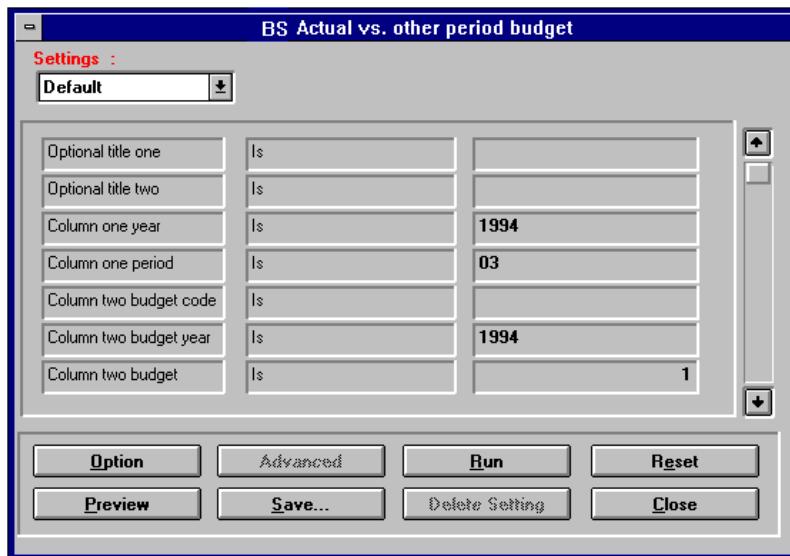
At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate an "Actual Vs. Other period budget" report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Actual Vs. Other Period Budget** report.

The "BS Actual Vs. Other Period Budget" option grid is displayed.

Fig (Chapter 12-18):
BS Actual Vs. Other
Period Budget Option Grid



The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section.

Listed below are the rest of fields and controls that appear on the "BS Actual Vs. Other Period Budget" option grid in its default setting:

This option is for the following purpose:

COLUMN ONE YEAR, COLUMN ONE PERIOD	By default, these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual balance sheet values, appearing in column one, will be generated for the balances of the entered period of the entered year.
COLUMN TWO BUDGET CODE	The budget whose code you enter in this field will be used to calculate the budgeted balances appearing in column two.
COLUMN TWO BUDGET YEAR, COLUMN TWO BUDGET PERIOD	By default, these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The balance sheet values, appearing in column two, will be generated for the balances of the entered period of the entered year, using the budget code entered in the previous field.
SEGMENT ID	By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
SEGMENT VALUES	Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers.

This option is for the following purpose:

It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "BS Actual Vs. Other Period Budget" option grid is always disabled.

ACTUAL COL. VS. ACTUAL & BUDGET COL.

Generate this report when you want a list of the balance sheet values calculated for the actual balances of two periods of any two years and the balance sheet values calculated for the budgeted balances of a certain period in some year, using one of its budget codes. The actual and budgeted balances may or may not be of the same period and year.

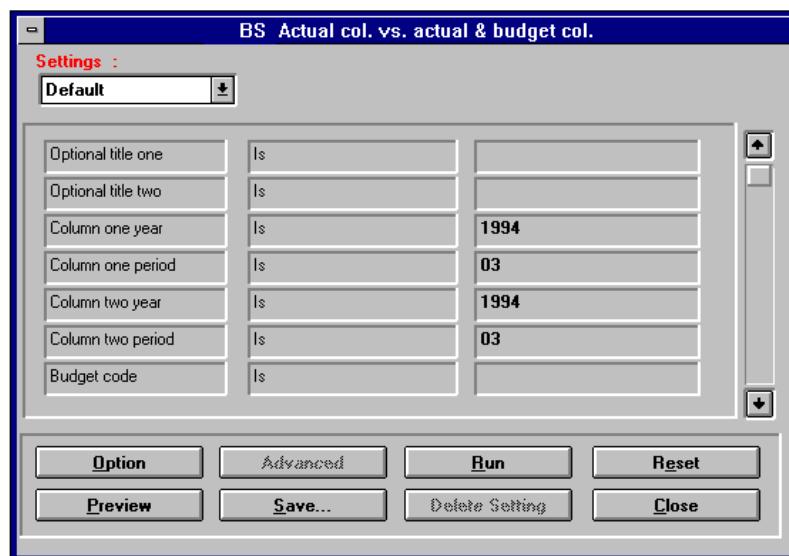
There will be a column for each of the two actual periods that you are comparing and a third one for the budget that you have specified.

At the bottom of the report, you will find the totals of your liabilities, equities and net income.

- To generate an "Actual Col. Vs. Actual & Budget Col." report
 1. From the **Output** menu, select the **Financial** option. A submenu appears.
 2. From the **Financial** submenu, select **Balance Sheet Reports**.
 3. From the **Balance Sheet Reports** submenu, select the **Actual Col. Vs. Actual & Budget Col.** report.

The "BS Actual Col. Vs. Actual Budget Col." option grid appears.

Fig (Chapter 12-19):
BS Actual Col. Vs. Actual
Budget Col. Option Grid



The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section.

Listed below are the rest of fields that appear on the “BS Actual Col. Vs. Actual & Budget Col.” option grid in its default setting:

This option	is for the following purpose:
COLUMN ONE YEAR, COLUMN ONE PERIOD	By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual balance sheet values, appearing in column one, will be generated for the balances of the entered period of the entered year.
COLUMN TWO YEAR, COLUMN TWO PERIOD	By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The actual balance sheet values, appearing in column Two , will be generated for the balances of the entered period of the entered year.
BUDGET CODE	The budget whose code you enter in this field will be used to calculate the budgeted balances appearing in column three.
BUDGET YEAR, BUDGET PERIOD	By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The budget balance sheet values, appearing in the budget column, will be generated for the balances of the entered period of the entered year, using the budget code entered in the previous field.
SEGMENT ID	By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
SEGMENT VALUES	Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers. It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the Segment ID field, then the dialog box of this field will list all the values that were defined for the third segment in your company. For all the above fields, the filter is fixed. Notice that the Advanced button of the “BS Actual Col. Vs. Actual Budget Col.” option grid is always disabled.

Two BUDGET COL. COMPARISON

Generate this report if you want to compare the budget balance sheet values of two periods to one another. These periods may or may not be within the same fiscal year. There will be a column for each of the two periods that you are

comparing. The right most column expresses the values appearing in column two as percentages of those appearing in column one.

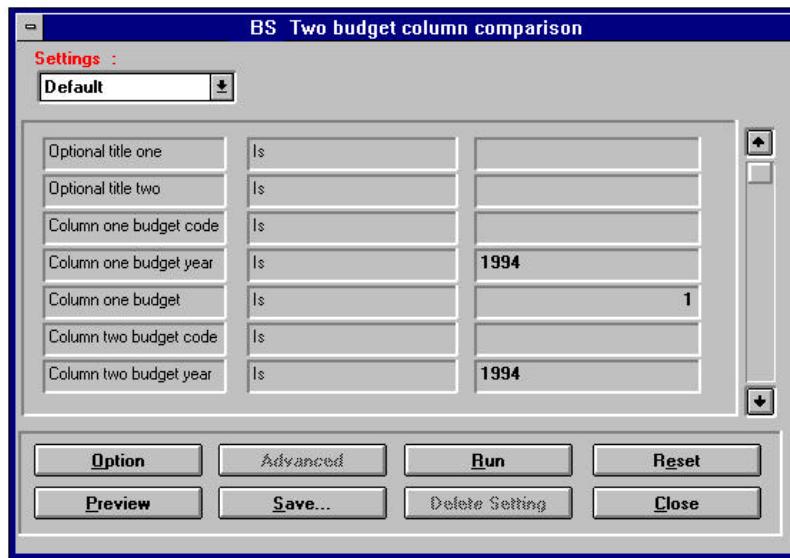
At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate a Two Budget Col. Comparison report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Two Budget Col. Comparison** report.

The “BS Two Budget Col. Comparison” option grid shown below appears.

Fig (Chapter 12-20):
BS Two Budget Col.
Comparison



The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section.

Listed below are the rest of fields that appear on the “BS Two Budget Col.” option grid in its default setting:

This option **is for the following purpose:**

COLUMN ONE BUDGET CODE	The budget whose code you enter in this field will be used to calculate the budget balance sheet values appearing in column one.
COLUMN ONE BUDGET YEAR,	By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The budget balance sheet values appearing in column one will be generated for the balances of the entered period of the entered year, using the budget code entered in the previous field.
COLUMN ONE BUDGET PERIOD	

This option is for the following purpose:

COLUMN TWO BUDGET CODE The budget whose code you enter in this field will be used to calculate the budget balance sheet values appearing in column two.

COLUMN TWO BUDGET YEAR, COLUMN TWO BUDGET PERIOD By default these two fields are set to the current period of the current year. You can change them to any of the fiscal years within your posting window and one of its accounting periods. The budget balance sheet values appearing in column two will be generated for the balances of the entered period of the entered year, using the budget code entered in the previous field.

SEGMENT ID By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.

SEGMENT VALUES Only the segments whose values were selected in this field will appear in your report. Pressing the <Segment Values> button in this field will make a dialog box appear, through which you can select the segments' values using movers. It is important to notice that the values that appear in the dialog box will depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then the dialog box of this field will list all the values that were defined for the third segment in your company.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "BS Two Budget Col." option grid is always disabled.

TOTAL COMPANY

Generate this report if you want a list of the year to date or period to date balance sheet of the whole company for one accounting period of a specific fiscal year.

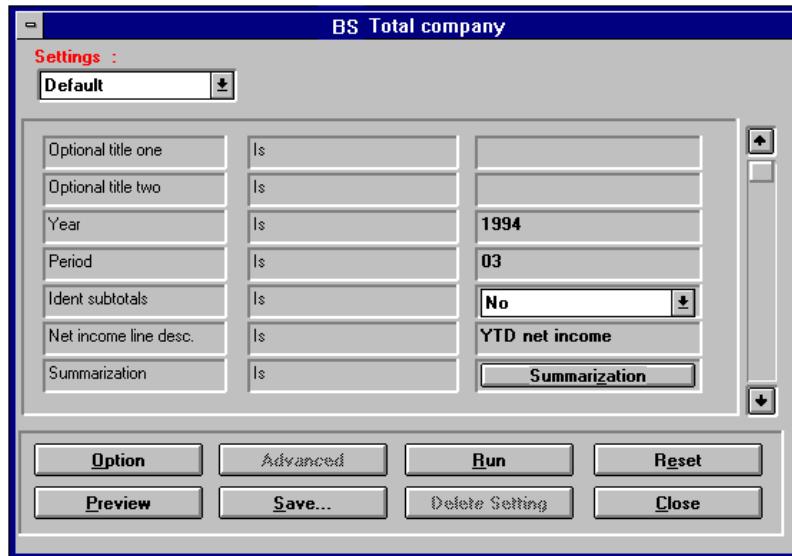
At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate a Total Company report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Total Company** report.

The "BS Total Company" option grid shown below appears.

Fig (Chapter 12-21):
BS Total Company
Option Grid



The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section.

Listed below are the rest of fields that appear on the "BS Total Company" option grid in its default setting:

This option is for the following purpose:

YEAR, PERIOD The default values of these two fields are the current fiscal year and its current accounting period respectively. This indicates that the actual balance sheet values of your company, will be generated for the balances of the current period of the current year. You may change them to any other fiscal year any of its accounting periods respectively.

INDENT SUBTOTALS This field is "No" by default, meaning that the subtotals will be aligned with the left margin of the report. Changing it to "Yes" will move the subtotals slightly to the right.

For all the above fields, the filter is fixed. Notice that the ADVANCED button of the "BS Total Company" option grid is always disabled.

SINGLE SEGMENT Vs. REST OF COMPANY

Generate this report if you want to compare the balance sheet of all accounts that have a certain value for a specific single segment to the balance sheet of the rest of accounts of the whole company. The balance sheet is calculated here for only the specified accounting period of the fiscal year.

This report has four columns. The first lists the descriptions of the accounts that have the specified value for the single segment for which the report is being generated, the second lists the balance sheet values of those accounts for the specified period, and the third lists the balance sheet values of the entire company for the same period. The fourth and last column lists the difference between the second and third columns.

At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate a Single Segment Vs. Rest of company report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select **Balance Sheet Reports**.
3. From the **Balance Sheet Reports** submenu, select the **Single Segment Vs. Rest of company** report.

The “BS Single Segment Vs. Rest of Company” option grid is displayed.

Fig (Chapter 12-22):
BS Single Segment Vs.
Rest of company Option
Grid

The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section. Listed below are the rest of fields that appear on the “BS Single Segment Vs. Rest of Company” option grid in its default setting:

This option is for the following purpose:

SEGMENT ID	By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
SEGMENT VALUE	Only accounts having the segment value entered in this field for the segment with the ID entered in the previous field will appear on your report.
PERIOD, YEAR	The default values of these two fields are the current fiscal year and its current accounting period respectively. This indicates that the actual balance sheet values of your company, will be generated for the balances of the current period of the current year. You may change them to of the fiscal years within your posting window and any of its accounting periods.

For all the above fields, the filter is fixed. Notice that the ADVANCED button of the “BS Single Segment Vs. Rest of Company” option grid is always disabled.

SINGLE SEG. VS. REST OF CO. RANGE OF PERIODS

Generate this report if you want to compare the balance sheet values of all accounts that have a certain value for a specific single segment to the balance sheet values of the rest of accounts of the whole company. This is calculated over a range of periods that you specify.

This report has four columns. The first lists the descriptions of the accounts that have the specified value for the single segment for which the report is being generated, the second lists the balance sheet values of those accounts over the specified range of periods, and the third lists the balance sheet values of the entire company over the same range. The fourth and last column lists the difference between the second and third columns.

At the bottom of the report, you will find the totals of your liabilities, equities and net income.

➤ **To generate a “Single Seg. vs. rest of co. range of periods” report**

1. From the **Output** menu, select the **Financial** option. A submenu appears.
2. From the **Financial** submenu, select the **Balance Sheet Reports** option. Another submenu appears.
3. From the **Balance Sheet Reports** submenu, select the **Single Seg. Vs. Rest Of Co. Range Of Periods** report.

The “BS Single Seg. Vs. Rest Of Co. Range Of Prds” option grid shown below is displayed.

Fig (Chapter 12-23):
BS Single Seg. Vs.
Rest Of Co. Range Of Prds
Option Grid

BS Sgl. seg. vs. rest of co. range of prds.	
Settings :	
Default	
Optional title one	Is
Optional title two	Is
Beginning year	Is
Beginning period	Is
Ending year	Is
Ending period	Is
Segment ID	Is
<input type="button" value="Option"/> <input type="button" value="Advanced"/> <input type="button" value="Run"/> <input type="button" value="Reset"/>	
<input type="button" value="Preview"/> <input type="button" value="Save..."/> <input type="button" value="Delete Setting"/> <input type="button" value="Close"/>	

The fields that are common to all the option grids of the **Balance Sheet reports**, are explained earlier in this section.

Listed below are the rest of fields and controls that appear on the "BS Single Seg. Vs. Rest Of Co. Range Of Prds" option grid in its default setting:

- **Beginning Year, Beginning Period, Ending Year, Ending Period:** These four fields together specify the range of periods you want to consider while generating the report. If for example you chose "1993" as your **Beginning Year**, "3" as your **Beginning Period**, "1994" as your **Ending Year** and "5" as your **Ending Period**, then the balance sheet values appearing in this report will be calculated over the range of periods starting the third period of the year 1993 and ending on the fifth period of the year 1994. The Fiscal years you enter in the **Beginning Year** and **Ending Year** fields must be within your posting window.
- **Segment ID:** By default, this field contains the description of the second segment of your account code structure. Pressing the space bar, will make the value of this field toggle between the descriptions of the different segments of your account code structure.
- **Segment Value:** Only accounts having the segment value entered in this field for the segment with the **ID** entered in the previous field will appear on your report.

It is important to notice that the valid values for this field depend on the description in the previous field. If for example you have entered the description of the third segment of your account code structure in the **Segment ID** field, then you must enter in this field one of the values that were defined for the third segment in your company.

If you leave this field empty, then the report will be generated for the whole company and not for just a single segment.

For all the above fields, the filter is fixed. Notice that the **Advanced** button of the "BS Single Seg. Vs. Rest Of Co. Range Of Prds" option grid is always disabled.

12-5 Statement of Cash Flow Report

Generate this report if you want information about your company's operating, investment and financing activities during a certain accounting period. This report is very useful in assessing the company's abilities to generate positive future cash flow and its ability to meet obligations.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Statement of Cash Flow report are listed below:

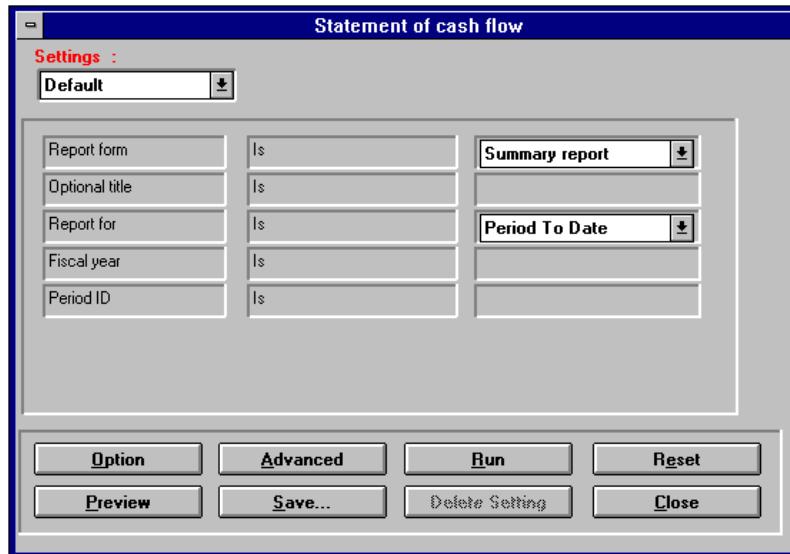
- **Summary:** This form of the report lists the value of the "Net Income", proceeded by three sections, one for each of the following: operating, investment and financing activities. To the left hand side, you will find a list of the names of the cash flow items, whether system defined or added by the user. To their right, the amounts corresponding to each of those are listed.
- **Detailed:** In addition to the information listed by the summary form of this report, the detailed form lists information about the accounts that were scanned to have any of the cash flow codes appearing on the report.

➤ **To generate a report the Cash Flow Statement**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Financial** option. A submenu appears.
3. From the submenu, select the **Statement of Cash Flow** option.

The “Statement of Cash Flow” option grid shown below appears.

Fig (Chapter 12-24):
Statement of Cash Flow
Option Grid



Listed below are the fields and controls that appear on the “Statement of Cash Flow” option grid in its default setting:

This option	is for the following purpose:
SETTINGS	The code of the default settings will be displayed here. You may select any of the other settings available in the field's list.
REPORT FORM	by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed”. The operator of this field is fixed.
OPTIONAL TITLE ONE	Enter here the title you want to appear on top of your “Statement of Cash Flow” report. This field is optional. You may choose to leave it blank.
REPORT FOR	This field specifies whether the figures on your report will be year to date or period to date. It is “Period to Date” by default. You may change it to “Year to Date”.
FISCAL YEAR, PERIOD ID	Enter in these two fields respectively the fiscal year and which of its accounting periods whose balances you want to use while generating the Statement of Cash Flow report. By default, they are the current fiscal year and the current period.
	For all the above fields, the filter is fixed. Notice that the Advanced button of the “Statement of Cash Flow” option grid is always disabled.

12-6 Performance Ratios

This report contains many useful and informative figures for tracking your company's finances, including calculations for asset management, debt management, liquidity and profitability. This section explains the list of ratios that can be generated by the Performance Ratios report and the equations on which they are based.

EQUATIONS USED FOR RATIOS

1. Asset Management Ratios

The figures appearing in this section of the report will help you see how effectively your company is using its assets.

The table below shows the equations used to produce each of the Asset Management Ratios

Average Age Of Receivable	Average Accounts Receivables/ Sales Income Through End Of Last Period
Days Of Sales In Accounts Receivable	Average Age Of Receivables * Number Of Days Year-To-Date
Inventory Turnover Rate	Inventory Value At End Of Last Period/ Cost Of Goods Sold Balance At The End Of Last Period
Days Of Sales In Inventory	(Inventory/Cost Of Goods Sold) * Number Of Days Year-To-Date
Days In Operating Cycle Last Period	Number Of Days In Period * (Average Age Of Receivables + Inventory Turnover Rate)
Days In Operating Cycle Year-To-Date	Days Of Sales In Accounts Receivables + Days Of Sales In Inventory
Inventory Turnover	Cost Of Goods Sold/ Inventory
A/R Turnover	Sales/ Net Average Receivables
Collection Period	Accounts Receivables/ (Sales/ Number Of Days)
Fixed Asset Turnover	Sales/ Fixed Assets
Total Asset Turnover	Sales/ Total Assets

2. Debt Management Ratios

Debt management ratios deal with the amount of debt in your company's capital structure and its ability to meet its legal obligations.

The table below shows the equations used to produce each of the Debt Management Ratios

Debt Ratio	Total Debt/Total Assets
------------	-------------------------

Times Interest Earned	Earnings Before Interest and Taxes/ Interest
Fixed charges Coverage	(DEBIT + Lease Obligations) /(Interest + Lease Obligations)
Debt to Equity	(Total Liability - Stock Loans)/ (Stockholder Equity Stock Loans)

3. Liquidity Ratios

Liquidity ratios measure your company's ability to fulfill short term commitments out of current and liquid assets.

The table below shows the equations used to produce each of the Liquidity Ratios

Current Ratio	current Assets/Current Liabilities
Quick Ratio	(Current Assets - Inventory)/ Current Liabilities

4. Profitability Ratios

Profitability ratios focus on the profit generating ability of your firm.

The table below shows the equations used to produce each of the Profitability Ratios.

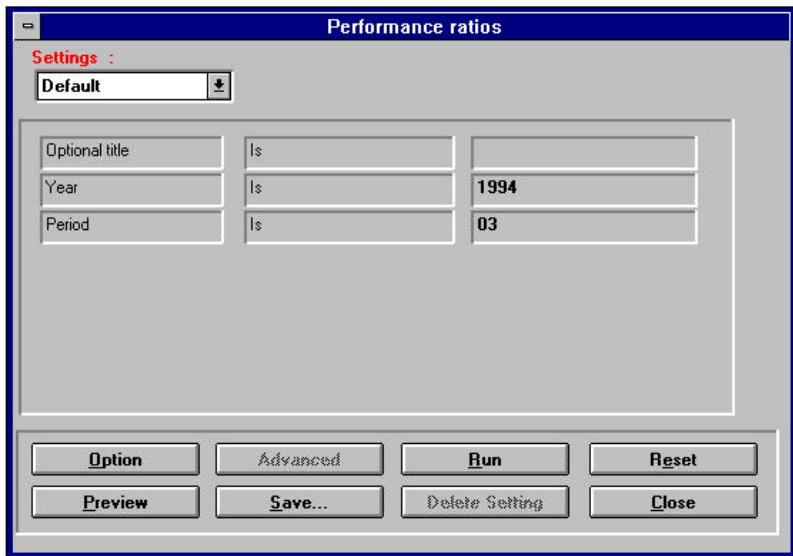
Gross Profit Ratio	Gross Profit / Net Sales
Return on Equity	Net Income / Total Equity
Net Profit Margin	Net Income / Sales
Return on Total Assets	Net Income / Total Assets

➤ **To generate a report of the Performance Ratios**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Transactions** option. A submenu appears.
3. From the submenu, select the **Performance Ratios** option.

The “Performance Ratios” option grid shown below appears.

Fig (Chapter 12-25):
Performance Ratios
Option Grid



Listed below are the fields and controls that appear on the "Performance Ratios" option grid in its default setting:

This option is for the following purpose:

SETTINGS The code of the default settings will be displayed here. You may select any of the other settings available in the field's list.

OPTIONAL TITLE Enter here the title you want to appear on top of your Performance Ratios report. This field is optional; you may choose to leave it blank.

YEAR The default values of these two fields are the current fiscal year and its current accounting period respectively. This indicates that the performance ratios will be calculated for the current period of the current year. You may change them to of the fiscal years within your posting window and any of its accounting periods.
PERIOD

For all the above fields, the filter is fixed. Notice that the ADVANCED button of the "Performance Ratios" option grid is always disabled.

12-7 Designing your own IS and BS

In addition to the wide variety of income statement and balance sheet reports that you have seen described earlier in this chapter, the system provides you with a powerful tool that lets you actually *design* a report with the *exact* information that management at your company requires, and in the exact format. Not any more do you have to stick to a basic income statement or balance sheet just because it is the one available, nor do you have to accept what it looks like.

At the same time of giving you all the flexibility you need, the system works to preserve accounting principles.

Now you can design the report, and determine:

- The order in which account types are displayed.
- The indentation of subtypes relevant to main types, as well as the relative indentation of totals.
- Additional columns by which you can compare between the IS/BS of different periods, actual or budget. You can view two columns and compare them yourself, or you can produce a third column to have the system *calculate* the difference for you.
- Additional columns in which you can display percentages of totals, for example the percentage of a specific subtype of sales to the total sales.
- Footers for subtypes in which you can produce special sums, such as the summation of specific subtypes, or of all the subtypes displayed so far, etc. Each subtype can have up to 2 footers.
- Which accounts to include, by selecting segment values or ranges of them. This means you can produce the income statement/balance sheet for each department, or for each project separately, or for specific departments, etc., depending on the significance of the segments of your company's account code structure.
- Modify the description of one or more account types for purposes of the report only, without affecting the original description.

To ensure the integrity of the system with accounting principles, though, you cannot select *individual* accounts to include or exclude from the income statement or the balance sheet, as, obviously, the account types affecting the IS/BS are fixed.

These benefits are available via two programs:

- The income statement report generator.
- The balance sheet report generator.

Even though they produce two different financial reports, the two programs are significantly similar. This is intended to simplify using them. The explanation that follows exploits that similarity.

Both report generators allow you to control the report via:

1. The option grid options, in which you determine the widths, spaces, and indentation of the contents of the report. You also define the format in which figures would appear.
2. The "Report Layout" dialog box (available if you press REPORT LAYOUT), which lets you:
 - a) modify the description of account types,
 - b) arrange the account types,
 - c) add footers with special summations you determine yourself,

- d) define the contents of each column you want to include in the report, from actual/budget, account segments to filter on department and/or division level, and comparisons.

With either generator, you can:

- *Define the report's form.* This includes determining the width of columns, the spaces between them, and the indentation of the report's items.
- *Specify the numeric format,* of figures that appear on the report.
- *Select the basis of summarization.*
- *Modify the account types' relative order,* description, separator, and subtotals.
- *Add columns.* Columns can display amounts (actual or budget), percentages, or comparisons (sum, difference, etc.). The maximum number of columns is determined by the report's form and numeric format, i.e., you can keep adding columns until there is no more room for further columns.

DEFINING THE FORM OF THE REPORT

The report form describes the position and space to allocate for the various report's contents. The following options appearing on the option grid of the IS/BS generators let you define the form:

This option is for the following purpose:

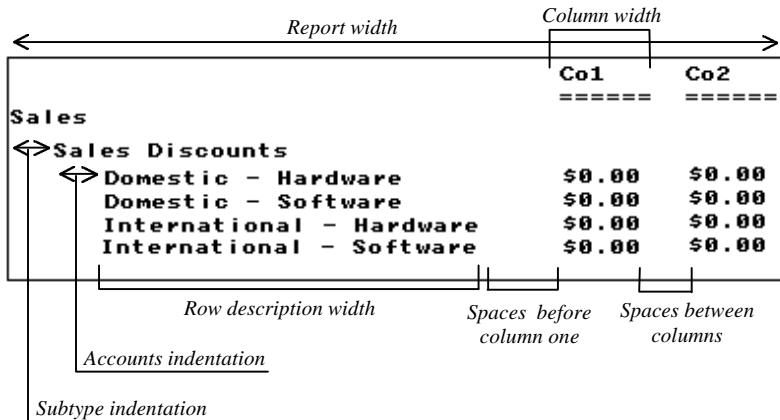
REPORT WIDTH	The total width of the report. It is 80 by default. It can take any of the values within the range 80 - 225. This width is measured in characters. Notice that the value of this field will control the number of columns on your report, and consequently their width and the spaces between them.
COLUMNS WIDTH	the width of the columns on your report. It is 10 by default. It can be any of the values within the range 4 - 18.
ROW DESCRIPTION WIDTH	the maximum number of characters allowed to describe the rows. It is 45 by default. It can be any of the values within the range 10 - 65.
SPACES BEFORE COL. ONE	the number of spaces to the left of the first column. It is 1 by default and can take any of the values within the range 1-99.
SPACES BETWEEN COLUMNS	the number of spaces between the columns. It is 1 by default. It can take any of the values within the range 1-9.
SUBTYPES INDENTATION	The report will have various headings, for example, there would be one for each of the main types, subtypes and accounts' descriptions. The number of spaces to the left of any subtype heading, compared to the position of its main type heading will depend on the number you enter in this field. It is "0" by default.

This option is for the following purpose:

ACCOUNTS INDENTATION The number of spaces to the left of the column of the accounts' descriptions, as compared to the position of the subtypes. It is "0" by default.

The following figure shows the distances defined by these options.

Fig (Chapter 12-26):
Dimensions of
the report's form



Note the following:

- The total space taken for the description depends on the subtype indentation, the accounts indentation, and the row description jointly.
- The report's width, the space for description, the column width and the space between them put a limit on the maximum number of columns in the report. This is because the report's width is divided among the description space, the space before the first column then the number of columns multiplied by the column width and the space between them. This means that you need to plan these relative to each other, more carefully if you need more columns. You may have to compromise: for example print less of the description in order to have more columns.

SPECIFYING THE NUMERIC FORMAT

You can also determine the format of all the figures that appear on the report, to suit the precision and size of your company's work. You specify the number of decimal places, hence the precision, and the significance of a unit, or the rounding.

The following options on the IS/BS report generators define the format:

This option is for the following purpose:

ROUND TO specify the rounding of the figures that appear on the report. It may take one of the following values: "None", "Hundreds", "Thousands", "Hundred Thousands" or "Millions". By default it is set to "None", meaning that the figures appearing on the report will appear without any rounding. The following example demonstrates how a figure will appear in the report with the various rounding options.

Example:

The figure 987654300.00 will be rounded as follows:

None: 987654300.00

Hundreds: 9876543.00

Thousands: 987654.30

Hundred Thousands: 9876.54

Millions: 987.65

DECIMAL PLACES specify the maximum number of digits appearing to the right of the decimal point for all the figures on your report. By default, this value is "Two", meaning that a maximum of two decimal places will be allowed for any of the figures. You may change it to "None" or "One". The following example demonstrates how this field affects the figures appearing on your report.

Example:

The figure 987654300.00, when rounded to Millions will appear differently depending on the **Decimal Places** setting:

None: 987

One: 987.6

Two: 987.65

Note that the meaning given to the decimal depends on the rounding used. In the above example, the number to the right of the decimal is a fraction of a million: for example, 0.65 of a million or 650 thousand.

SUMMARIZATION

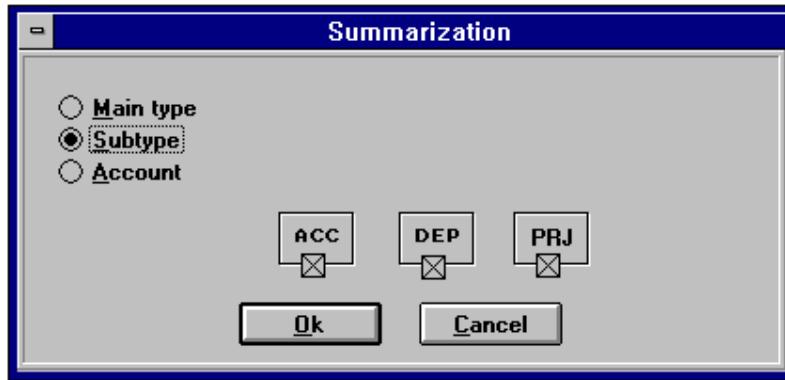
The generator lets you define the level of summarization. You can report each account's amount individually on a separate row, or collectively for each account segment value for a specific segment in the account code structure of your company, or collectively for each subtype, or very briefly have one row for each type.

When you push the SUMMARIZATION button in the summarization option of the income statement/balance sheet generator, the window shown below appears.

Fig (Chapter 12-27):

Summarization Window

The names and number of those check boxes may be different for your company.



You can choose to summarize the entries appearing on your income statement reports by their "Main type", "Subtype" or by "Account". The three check boxes "accnt", "dep" and "prj" are named after the descriptions of the segments of the account code structure defined for the company.

- Main type
- Subtype
- Account

If you summarize by the "Main type", all check boxes are disabled. All accounts that are of the same main type will be summarized in one row.

If you summarize by the "Sub type", all check boxes are disabled. All accounts that are of the same subtype will be summarized in one row.

To summarize by "Account", the account major (first segment) of each account will have to be considered. That is why the left-most check box, "accnt", will always be checked.

If only the left-most box is checked, then all accounts sharing the same account major value will be summarized in one row. If you check the second segment as well, then all accounts having the same first and second segment values will be summarized in one row. If you check all segments, then each row on the report will be dedicated to only one account.

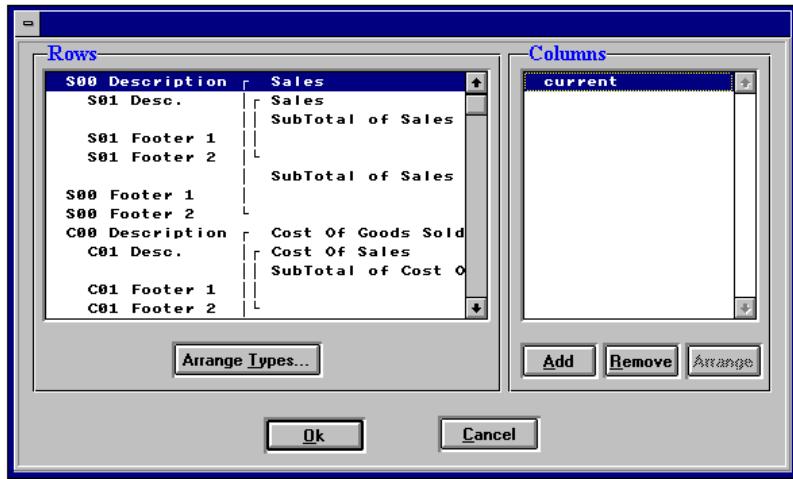
Example. For the company whose account code structure is as shown in the figure: Acc-dep-proj, if we are interested in details only on a department level, then we select the summarization to be by "Account" and check the second segment "Dep". This way each row will show the collective amount in all accounts of the same type and for the same department, for all the projects within the department. A different department will be shown on a different row.

MODIFYING THE REPORT LAYOUT

If you press REPORT LAYOUT in the Report layout option of the option grid of the IS/BS generator, the following dialog box appears:

Fig (Chapter 12-28):
Report Layout
of the IS/BS generator

The indentation of rows is for comfort, and is not related to indentations you define in the option grid.



This dialog box is divided into two zones:

- The report rows. This comprises the left-most window and the ARRANGE TYPES button. This zone, in addition to the EXCLUDE ZERO BALANCES, and NET INCOME LINE DESC. options of the generator's option grid, let you modify the rows of the report.
- The report columns. This comprises the right-most window, and the following buttons: ADD, REMOVE, ARRANGE. This zone, in addition to the COLUMN VALUES option of the generator's option grid, let you add columns, and modify their relative order and values.

MODIFYING THE Rows' LAYOUT

You have the following control over rows:

- Summarization. This indirectly determines the number of rows that appear on the report, as shown earlier.
- The description of the net income row at the end of the income statement generator. Use the following row in the option grid to enter the text that appears next to the net income.

NET INCOME LINE DESC. At the bottom of the report, a figure will be listed for the net income. Its default description is "Net income after taxes". You can change this description to any other, provided you do not exceed the allowed description width.

- Whether or not to include accounts whose balances are zero. Since they have no effect over the net income, you may wish to reduce the size of the report by excluding them. But if you want to be thorough, include them anyway. This is determined from the following option grid row:

EXCLUDE ZERO BALANCES determine whether or not to include accounts with zero balances. By default, the value of this field is "No", which indicates that zero accounts will not appear on the report you are generating. Change this field to "Yes", if you want

even zero accounts to appear on your report.

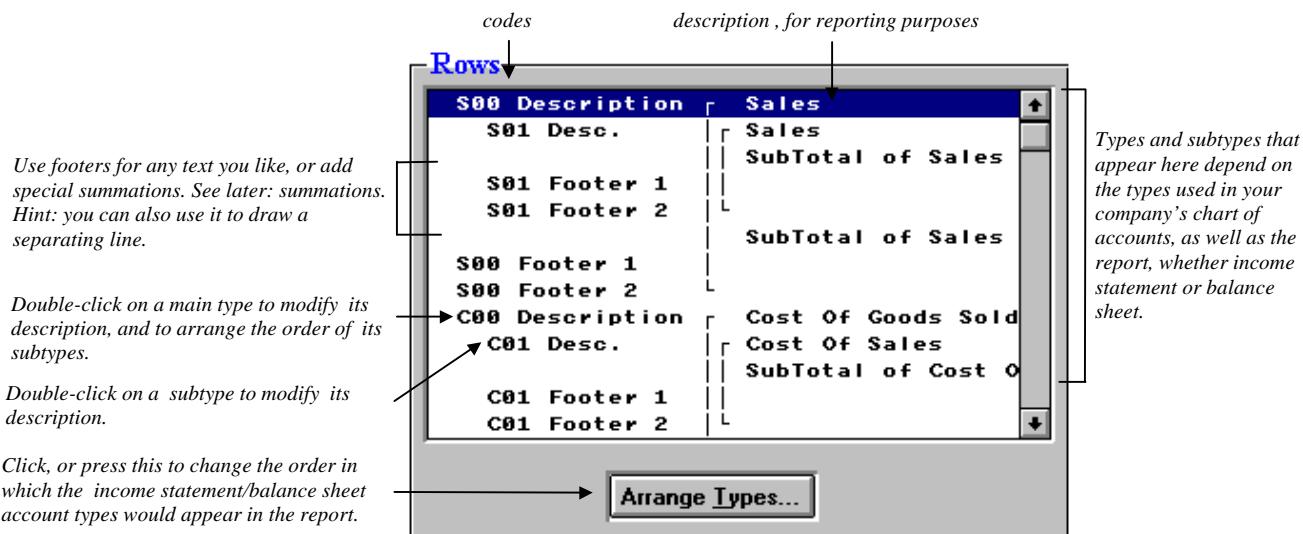
- The order in which the account types and subtypes appear in the report. This affects the subtotals you may produce. This is achieved from the “report layout” dialog box as described below in *Modifying the Rows*.
- The description of account types. See below *Modifying the Rows*.
- Include special summations at the end of a specific subtype and/or type. Use the footers for this purpose, as described below in *Summations*.

Modifying the Rows

If you look at the “report layout” dialog box shown in Fig. (12-26) above, you will notice that the report row window shows all types and related subtypes that are used in your company’s chart of accounts, and belong to the report you are preparing. The chart of accounts description of the type appears by default.

Each subtype is followed by two lines of footers. These could be used to enter a comment, a separator between types, or special summations as shown in the next section.

You can modify the description of any of the types, and change their relative order.



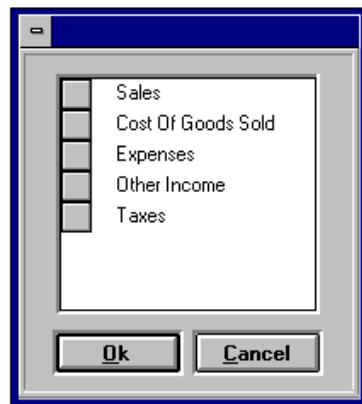
To modify the description of a subtype, double click on the subtype row. An edit box appears, where you can enter a new description. The original description appears in the edit box, so that you can modify or replace it. Press OK to return to the original report layout dialog box. What you type here is for the purpose of the report only, and has no effect on the actual description maintained in the chart of accounts.

To modify the description of a main type, double click on the main type row. The dialog box that appears is quite similar to that of the subtype, with an extra button: ARRANGE SUBTYPES.

To change the relative order of subtypes of a specific type, double click on the main type row, then from the dialog box that appears, press ARRANGE SUBTYPES. A list of the subtypes defined for the selected main type appears. Use the buttons (with up and down arrowheads)--available to the left of each subtype--to move the subtype up or down the list:

- Ⓐ Point the mouse to the button that is to the left of the type name in the list, then drag the pointer upwards or downwards to where you want to place the type. As you do so, the line describing the type moves up or down, shifting the other types. When the type is where you need it, release the mouse button.
- Ⓑ Highlight the name of the type. Press $<\text{Ctrl}> + < >$ repeatedly to move the type upwards, or $<\text{Ctrl}> + < >$ to move it downwards.

To change the relative order of main types on the report, press ARRANGE TYPES in the “report layout” dialog box. The following list appears, showing the types used in your chart of accounts, relevant to the specific report:



Use the buttons to the left of the type description to modify the order in which you wish them to appear on the report you are designing.

Summations

In the “rows” zone of the “report layout” dialog box, you will find two footers provided at the end of each type and subtype. These are two lines that provide you with the freedom to enter some comment, enter dashes for a separator, or provide you with a summation.

For a specific subtype, you can have the system calculate the sum of all or selected subtypes prior to that subtype and print the result in the subtype’s footer.

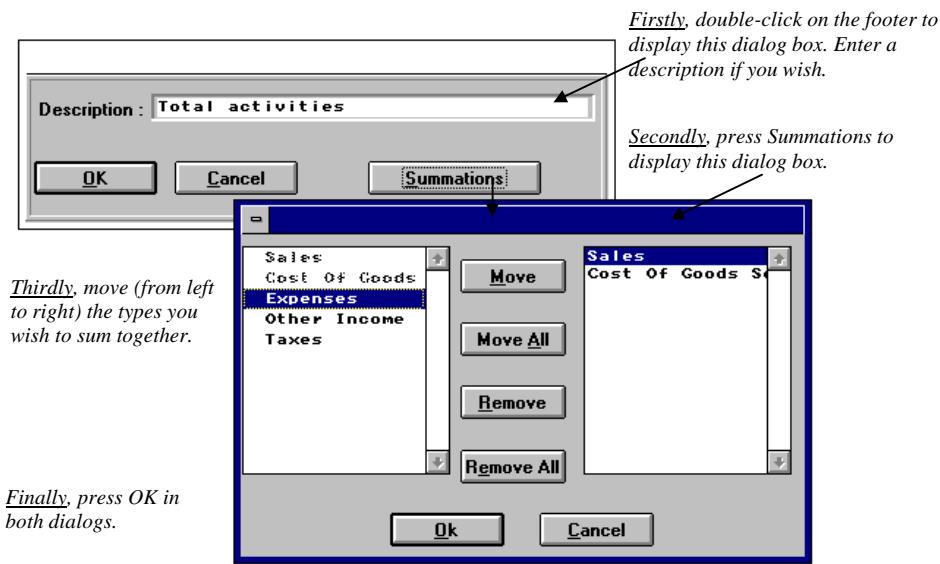
To achieve this, double-click the footer row where you want to print a sum. A dialog box appears, with two options:

DESCRIPTION type in some text that you want to appear as a description for the footer. If you plan to print a summation, then describe the sum’s significance.

SUMMATION use this to select the types that you want to sum. Pressing this button displays a mover with the types appearing in the report prior to the current subtype (whose footer you are editing). If this is the first type in the report, you cannot use the summation function.

If you press SUMMATION, a mover appears. The source list displays all types preceding to the type whose footer you are editing. Move to the destination list the types you want to sum together. For details on using movers, see chapter 2. Press OK in both dialog boxes to return to the report layout with the summation in the relevant footer.

Fig (Chapter 12-29):
Adding a summation
in a footer



MODIFYING THE COLUMNS' LAYOUT

When you press REPORT LAYOUT in the income statement generator or balance sheet generator option grids, the "report layout" dialog box that appears (Fig. 12-28) contains a zone where you can add/modify the columns you wish to appear in the report you are designing. You determine the *number of columns*, the *type of information* they convey (whether actual amounts, budget, or a comparison), and their *values* (the year/period(s) whose amounts are displayed).

In addition, you can modify the value of a column (that is already defined) through the COLUMNS' VALUES option of the option grid. Note that you can neither add columns nor modify their type via this option, only their values are modifiable.

The number of columns is determined via adding or removing columns in the report layout. How many columns you can add depends on the form of the report you design as described earlier.

In the report layout dialog box (Fig. 12-28), these enable you to modify columns:

<i>This field</i>	<i>is for the following purpose...</i>
COLUMNS LIST	<p>view the titles of columns you have added so far to the report. Note that the description appears in a list form, not as columns. This aims to facilitate the readability of the titles, regardless of the number of columns you are adding. Their order on the list reflects their left-to right order on the actual report. If you wish to change that order, use the ARRANGE button below.</p> <p>Initially, the list is blank, then columns are added to the list as you add them via the ADD button.</p>
ADD	<p>add a new column. Pressing this button displays a dialog box where you describe the new column. See: <i>Adding a Column</i>.</p> <p>If the report's width can take no more columns, you cannot use this button. In this case, consider removing one of the already existing columns if you may, or changing the report's form. See earlier <i>Modifying the Form of the Report</i>.</p>
REMOVE	remove the current column. The current column is either highlighted, or has a sign to its left. Use this button to remove a column that has been wrongly added, or is no longer needed.
ARRANGE	<p>modify the order of columns added to the report. Pressing this button displays a list of the column titles, with a button to their left that you can drag to move a column up or down. The order of the list corresponds to the left-to-right order in which columns appear in the printed report.</p> <p>It is advisable that you add <i>all</i> the columns of the report first, then use this button to arrange them if you need.</p>

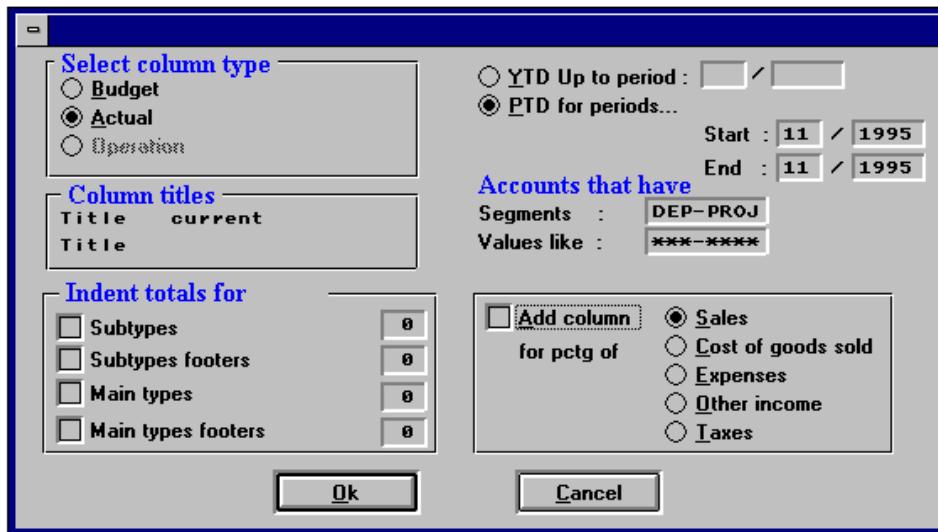
Adding a Column

Press the ADD button in the “report layout” screen to display this dialog box:

Fig (Chapter 12-30):

Adding a column to the
IS/BS report

The figure shows an IS report data .The BS is quite similar, except for the types shown for the percentage column .



You can add as many columns as the width of the report permits. The dialog box shown above enables you to add the description of one or two columns at a time. If two, the second column relates the value shown in the first column as a percentage to one of the account types.

Use the following fields to add columns:

Use this

for the following purpose...

COLUMN TYPE

to specify the type of data that goes into the column. This can be actual, budget, or operation. Actual prints actual amounts of accounts for the specified periods. Budget prints the budget for the specified year/period. Operation is enabled only if you have added at least two other columns before, since it allows you to compare between two columns you added, either subtract them, produce their sum, or the percentage of one in relation to the other.

Notice that the area to the right of this field shows fields that vary according to the choice of column type you make. These enable you to specify appropriate values for the columns. See below: *Specifying Column Values*.

COLUMN TITLES

to type in one or two rows of text that would appear as the title of the column you are adding. The maximum length of text depends on the COLUMN WIDTH specified in the option grid.

INDENT TOTALS FOR

to select whether or not you want subtotals and totals to appear indented, i.e. outside the columns. By default, none of them are indented. The report form affects the level of indentation possible. Notice that each level, in the order shown in this field, has at least the same indentation as the level above, or is indented *more* than the previous level. Thus, if you choose to indent subtypes by "1", then subtype footers, main types and main type footers are all automatically indented by "1". You can change any one of them to "2", but not "0". If you change the main type to "2", then the main type footer can only be "2" or more, but not "1" or "0", and so on.

Use this for the following purpose...

ACCOUNTS THAT HAVE to set a filter such that you specify which accounts you wish to include in the report. The system enables you to enter values to use as a mask for all segments in your company's account code structure, except the account major. That exception ensures that all account types required for the report: income statement or balance sheet, are correctly represented, thus enforcing proper accounting principles.

In VALUES LIKE, enter the value of the digit such that only those accounts you request would appear.

Example. Suppose the first segment shown in the mask represents departments in your company's account code structure. And suppose that the Men's Wear department has a value "005" for this segment in all its accounts. Then to print the income statement or balance sheet for this department alone, enter "005-****" as a mask in this field. (The asterisks are not typed in; they are there by default for any digits you do not wish to specify.)

ADD COLUMN FOR PERCENTAGE OF to add a second column, that calculates the values of the original column as a percentage of one of the main types. Check this option, then check the required main type. Main types displayed here depend on the report (IS/BS), and the account code structure of your company.

The additional fields that appear in the "Adding Column" dialog box let you specify the column values. They vary according to the column type you select. See details next.

Specifying Column Values

You specify what a column's values pertain to, i.e., the fiscal period(s)/year(s), in two ways:

- In the "Adding Columns" dialog box, via fields that appear when you select a type. Use this when you first add a column.
- Using COLUMN VALUES in the generator's option grid. Use this when you are modifying only a column's value. This is especially useful if you save the basic design you make (using the SAVE button), then use repetitively for the various periods.

The following fields (in the "Adding Columns" dialog box shown above) enable you to specify the column's value:

- *If you are adding a column with type "actual"*

Select one of these and specify the following...

YTD UP TO PERIOD the last period to include in a year to date accumulation of amounts. All periods up to the specified periods in the selected year will be used to display accounts' amounts.

This is the only option available for the balance sheet.

<u>Select one of these</u>	<u>and specify the following...</u>
PTD FOR PERIODS	the range of periods to include. In START, enter the first period to include in the range, and, in END, enter the last period to include. If you select this option, then all periods in the specified range are included. Enter the same period in START and END to print just one period.
• <i>If you are adding a column with type "budget"</i>	
<u>Use this</u>	<u>to specify the following...</u>
BUDGET CODE	the code of the budget to use.
BUDGET YEAR	the budget year for the budget to use.
FOR PERIOD	the period you wish to display in the selected budget. This is available for the balance sheet only.
PTD FOR PERIODS	the range of periods from START to END. This is available for the income statement only.
• <i>If you are adding an operation column, then the remaining fields for indentation, the accounts' mask and the percentage column disappear. Select the operation, then specify the two columns to operate on.</i>	
<u>Use this</u>	<u>to specify the following...</u>
OPERATION	the required operation. Check either <u>subtraction</u> , <u>summation</u> , or <u>percentage</u> .
FOR COLUMN #	the number of the first column to operate on.
COLUMN #	the number of the second column to operate on.

If you press COLUMN VALUES in the income statement/balance sheet generator, the following dialog box appears:

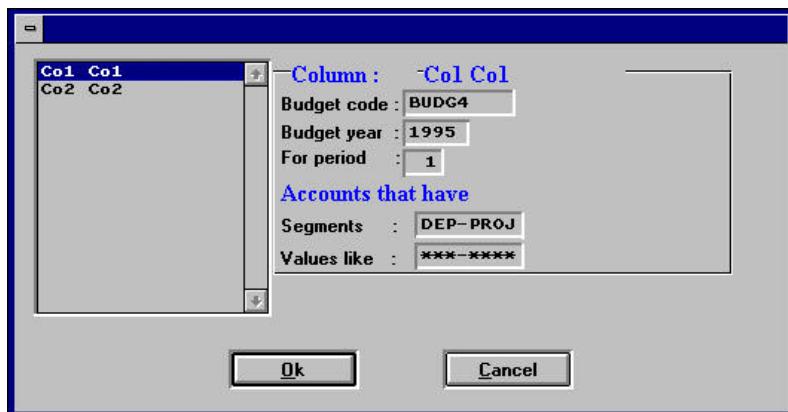


Fig (Chapter 12-31):

Column Values

This dialog box lets you directly modify the values of columns already defined. To add or remove a column, you need to use Report Layout.

Select the column whose value you wish to modify, then enter the modifications in the various fields as described above. You can also modify the mask to change the accounts you wish to include in the calculations.

USING THE INCOME STATEMENT GENERATOR

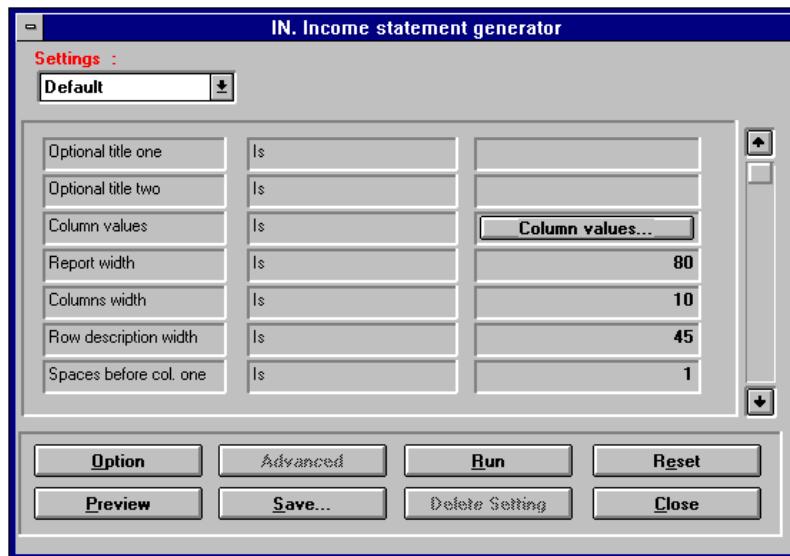
Use the *Income Statement Generator* to tailor an income statement to suit your specific needs. You can let the system produce the income statement that would list any information or make any comparisons specific to your company's income statement.

➤ To run the Income Statement Generator

1. From the G/L main menu, open the **Output** menu.
2. Select the **Financial** option. A submenu of financial reports appears.
3. From the submenu, select the **Income Statement Generator** option.
The "Income Statement Generator" option grid shown below is displayed.
4. If you have previously saved your own design, then select that from the pull-down list of SETTINGS. In this case, all your saved settings will appear in the appropriate fields of the option grid. You can proceed directly with step 10. Otherwise, follow the next steps.
5. Enter a title for the report. Use OPTIONAL TITLE ONE, and OPTIONAL TITLE TWO to enter one or two lines that would appear as a title. Leave these blank if you do not want a title for the report.
6. Use the following rows on the option grid to specify the form: REPORT WIDTH, COLUMNS WIDTH, ROW DESCRIPTION WIDTH, SPACES BEFORE COL. ONE, SPACES BETWEEN COLUMNS, SUBTYPES INDENTATION, ACCOUNTS INDENTATION. For more details, see earlier in the section: *Modifying the Form of the Report*.
7. Enter a description for the row on the report that shows the net total. Use NET INCOME LINE DESC. on the option grid. By default, this is "Net Income After Taxes".
8. Use ROUND TO and DECIMAL PLACES to specify the format of figures on the report. See earlier: *Specifying the Numeric Format*.
9. Modify the row description, and add columns via REPORT LAYOUT. See earlier *Adding a Row*, and *Adding a Column*. Use SUMMARIZATION to specify the level of summarization. See earlier: *Summarization*.
10. If you need to modify only the values to be printed in one or more columns, for example a different year, then press COLUMN VALUES in the option grid field of COLUMN VALUE IS. If you have previously saved the settings, then this is a convenient method of updating the report, as compared to using the more sophisticated report layout.

Fig (Chapter 12-32):

Income Statement
Generator Option Grid



In addition, use the following options on the option grid:

This option is for the following purpose:

EXCLUDE ZERO BALANCES determine whether or not to include accounts with zero balances. By default, the value of this field is "No", which indicates that zero accounts will not appear on the report you are generating. Change this field to "Yes", if you want even zero accounts to appear on your report.

DUMMY POSTING This option is very useful when you want to see what your balances will be like after you post beginning balance batches, single transactions and/or Journal Batches. For more details, see section 12-8 *Dummy Posting*.

ACCOUNT GROUP CODE Only the accounts belonging to the group whose code you enter in this field will appear on your report.

11. Press RUN to start printing the report. Details on using option grids are available in the SYSTEM MANAGER manual.

For all the above fields, the operator is fixed. Notice that the ADVANCED button of the "Income Statement Generator" option grid is always disabled.

USING THE BALANCE SHEET GENERATOR

Use the "Balance Sheet Generator" to tailor make a balance sheet that includes any information and comparisons specific to the balance sheets of your company.

At the bottom of the report, you will find the totals of your liabilities, equities and net income.

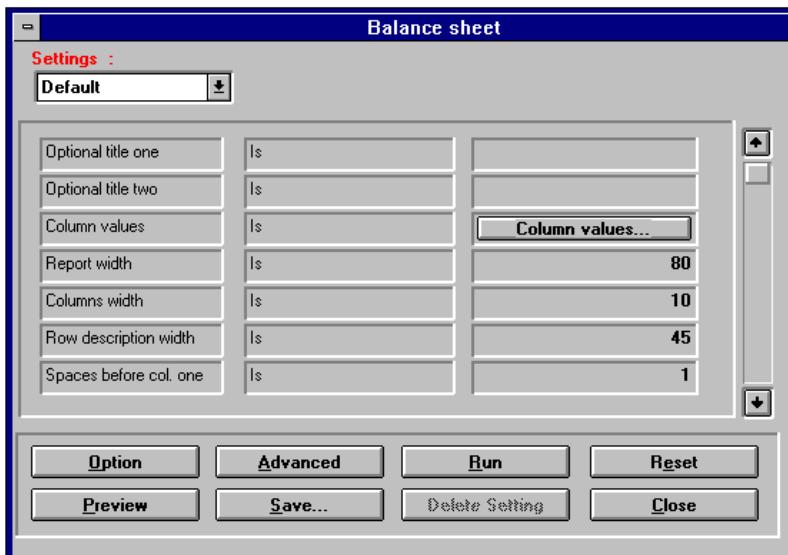
➤ **To run the Balance Sheet Generator**

1. Choose the **Output** menu option from the G/L main menu.
2. Select the **Financial** option.
3. From the displayed submenu, select the **Balance Sheet Generator** option.

The “Balance Sheet” option grid shown below appears.

Fig (Chapter 12-33):

Balance Sheet
Option Grid



4. If you have previously saved your own design, then select that from the pull-down list of SETTINGS. In this case, all your saved settings will appear in the appropriate fields of the option grid. You can proceed directly with step 10. Otherwise, follow the next steps.
5. Enter a title for the report. Use OPTIONAL TITLE ONE, and OPTIONAL TITLE TWO to enter one or two lines that would appear as title. Leave these blank if you do not want a special title for the report.
6. Use the following rows on the option grid to specify the form: REPORT WIDTH, COLUMNS WIDTH, ROW DESCRIPTION WIDTH, SPACES BEFORE COL. ONE, SPACES BETWEEN COLUMNS, SUBTYPES INDENTATION, ACCOUNTS INDENTATION. For more details, see earlier in the section: *Modifying the Form of the Report*.
7. Enter a description for the row on the report that shows the net total. Use NET INCOME LINE DESC. By default, this is “YTD Net Income”.
8. Use ROUND TO and DECIMAL PLACES to specify the format of figures on the report. See earlier: *Specifying the Numeric Format*.
9. Modify the row description, and add columns via REPORT LAYOUT. See earlier *Adding Rows*, and *Adding Columns*. Use SUMMARIZATION to specify the level of summarization. See earlier: *Summarization*.
10. If you need to modify only the values to appear in one or more columns, for example a different year, then press COLUMN VALUES in the option grid field of COLUMN VALUE IS. If you have previously saved the settings, then this is a convenient method of updating the report, as compared to using the more sophisticated report layout.
11. In addition, use the following options on the option grid:

This option is for the following purpose:

-
- | | |
|-----------------------|---|
| EXCLUDE ZERO BALANCES | determine whether or not to include accounts with zero balances. By default, the value of this field is "No", which indicates that zero accounts will not appear on the report you are generating. Change this field to "Yes", if you want even zero accounts to appear on your report. |
| DUMMY POSTING | This option is very useful when you want to see what your balances will be like after you post beginning balance batches, single transactions and/or Journal Batches. For more details, see section 12-8 <i>Dummy Posting</i> . |
| ACCOUNT GROUP CODE | Only the accounts belonging to the group whose code you enter in this field will appear on your report.

The operator is fixed for all the above fields. |
12. If you push the ADVANCED button, the "Query Builder" screen will appear. Using ADD, you can choose to use any of the following fields as a further filter to the data: Added by, Add Date and Add Time, to limit the report to only the accounts that were created by a certain user, on a certain date and/or at a certain hour of that date.
 13. Press RUN to start printing the report. Details on using option grids are available in the SYSTEM MANAGER manual.

12-8 Dummy Posting

Dummy Posting is a powerful tool provided by G/L enabling you to forecast the effect of posting transactions, batches and beginning balance batches. Dummy posting does not affect your accounts' balances at all.

You can choose to dummy post your journal batches, beginning balance batches and single transactions (or a combination of the three) by selecting them one after the other through the DUMMY POSTING field of the Balance Sheet/ Income Statement Generator option grid before finally running the report once and for all.

The balances on the report will reflect what your balances would be like if you posted your batches/ transactions for real. If those balances do not meet your expectations, then you should go back, Unapprove batches and edit them. Repeat the dummy posting/ editing / report generation process until you fix your balances before you do the posting.

As is the case with normal posting, you can only dummy post batches that are eligible for posting. Also the *Normal (Non Statistical)* transactions have to be balanced to be dummy posted.

Once you select to perform dummy posting of "Journal transactions", "Journal batches " or "Beginning Balance Batches", a dialog, quite similar to the dialog that appears when you are posting "Journal transactions", "Journal batches ", or "Beginning Balance Batches" will appear respectively.

Notice that in the case of dummy posting, you cannot approve/unapprove any of the batches. Rather, you just include/exclude batches from the dummy posting process.

See 7-6 *Posting* for more details on the posting process.

Part V

For Further Benefits

- 13. Use File Listing Reports
- 14. Link G/L with other Modules
- 15. Appendix 1 "Questions and Answers"

Chapter 13

Use File listing Reports

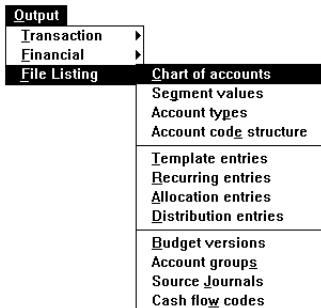
This chapter describes the reports provided by G/L, listing the details of data files used in the module. All these reports are available via the **File Listing** submenu of the **Output** menu.

You will learn about generating reports for:

- Chart of Accounts
- Segment Values
- Account Types
- Account Code Structure
- Template Entries
- Recurring Entries
- Allocation entries
- Distribution Entries
- Budget Versions
- Account Groups
- Source Journals
- Cash Flow Items

13-1 Introducing File Listing Reports

➤ To generate any of the File Listing reports



1. Open the **Output** menu.
2. Select the **File Listing** option.
3. A sub-menu will appear from which you should select the name of the report that you want to generate.
4. When you select the required report, an option grid appears. The options on the option grid depend on the report. Use the available options to filter the data you want to print. In reports where the ADVANCED button is enabled, use that for additional filtering options, or to modify the operator of an existing option for options whose operator is not fixed.



You are recommended to read chapters 2 and 10 in the **SYSTEM MANAGER** manual which will acquaint you with the option grids, using filters and the various operators available. A summary of the control buttons of the option grid is available also in chapter 2 of this manual.

5. When the filter is set according to your requirements, press PREVIEW if you want to view the report on screen before actual printing.
6. If you need to print the report with the same option grid settings more than once in different sessions, press SAVE to save the data entered in the option grid.
7. Press RUN to start printing the report. This initiates the report generator. The relevant data file is scanned and data for printing is selected according to the option grid settings. When data is ready, it is displayed on the *output device* you selected, and in the *format* required.

Pressing RUN displays a dialog box where you are required to choose the output device: *screen* to display the report on screen only, *file* to save the report in printable form on a file on disk, which you can view through most text editors, and can later print, or *printer* to print the report on a printer connected to the machine.

The report's format may be selected, where available, from some of the option grid lines, namely REPORT FORM and OPTIONAL TITLE. Some of the reports may have a summary or detail form, where the latter typically contains more information, or they may have a special form for laser printers, etc. The OPTIONAL TITLE field enables you to add your own title that appears in the report's header.

13-2 Chart of Accounts

The Chart of Accounts report is a list of all your company's accounts. You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Chart of Accounts report are listed below:

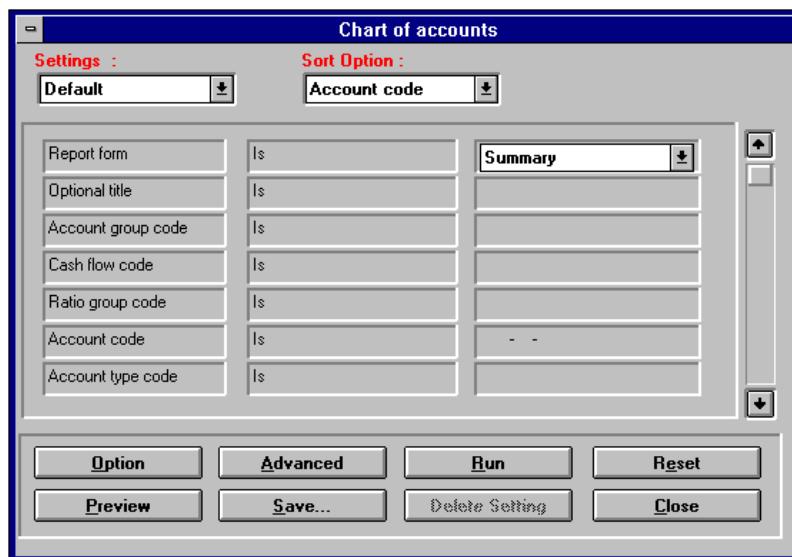
- *Summary*: Lists the number, description and status of each of your accounts.
- *Detail*: In addition to the information listed by the summary form of this report, the detailed form lists the term, category, automatic distribution code, sequence number, ratio group and cash flow descriptions of each account.

➤ To generate a report of your Chart of Accounts

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Chart of Accounts** option.
4. The "Chart of Accounts" option grid shown in figure (13-1) will be displayed.

Fig (13-1):

Chart of Accounts option
Grid



Below is the list of fields and controls that appear on the "Chart of Accounts" option grid in its default setting:

1. **Settings**: The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Sort By**: By default, the accounts appearing on your Chart of Accounts report will be sorted by their "Account codes". You can change that to be by their "Account sequence number".
3. **Report Form**: By default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.

4. **Optional Title:** Enter here the title you want to appear on top of your Chart of Accounts report. This field is optional. You may choose to leave it blank.
5. **Account Group Code:** The accounts appearing on your Chart of Accounts report will be limited to only those that belong to the group whose code you entered here. The operator of this field is fixed.
6. **Cash Flow Code:** Only the accounts whose cash flow code matches the code you entered in this field will appear on your Chart of Accounts report.
7. **Ratio Group Code:** Only the accounts whose ratio group code you entered in this field will appear on your Chart of Accounts report.
8. **Account Code:** Only the single account whose code you entered here will appear on your Chart of Accounts report.
9. **Account Type Code:** Only the accounts whose account type code you entered in this field will appear on your Chart of Accounts report.
10. **Account Category:** The default value for this field is "ALL". You can limit the accounts appearing on your Chart of Accounts report to only those belonging to a certain category if you change this fields to any of the following values: "Cash", "Non Cash", "Depreciation", or "Amortization". The operators available for this field are limited to "Like" and "In List".
11. **Allow G/L Posting:** This field is "ALL" by default. If you change this field to "Yes" then only the accounts that allow posting from G/L will appear on your Chart of Accounts report. Changing this field to "No", will limit the appearing accounts to only those that do not allow posting from G/L. The operators available for this field are limited to "Like" and "In List".
12. **Account Term:** This field is "ALL" by default. You can change it to either "Long Term" or "Current". Only the accounts that are of the term described in this field will appear on your Chart of Accounts report. The operators available for this field are limited to "Like" and "In List".

If you push the **Advanced** button, the "Query Builder" screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

1. The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the accounts that were created by a certain user, on a certain date and at a certain hour of that date.
2. **Standard Type:** The default value of this field is "ALL". Changing this field to "Yes" will make the report include only the accounts of the standard types. "No" will limit the accounts appearing on the report to only those of the "Statistical" type. The operators available for this field are limited to "Like" and "In List".
3. **Account Status:** By default, this field is "ALL". You may choose to include only the active accounts in your report by changing the value of this field to "Active". Changing this field to "Inactive", will cause the report to include only the inactive accounts. The operators available for this field are limited to "Like" and "In List".

13-3 Segment Values

This report lists information about the values you have defined for all your segments, and from whose combinations, your account numbers will consist. You can also generate this report for the values of only one segment at a time.

If you have chosen to generate the “Segment Values” report for only the first segment (the account major), then you can generate this report in either *summary* or *detail* form. The contents of both forms of the Segment Values report are listed below:

- *Summary*: List the type, value, short and long descriptions of each of the segments.
- *Detail*: For each of the account majors, this report form will list the account major, short and long descriptions, status, G/L posting (Yes or No), term, category, and the cash flow and ratio group codes.

➤ To generate a report of your Segment Values

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Segment Values** option.
4. The “Segment Values” option grid shown in figure (13-2) will be displayed.

Fig (13-2):
Segment Values option
Grid

Below is the list of fields and controls that appear on the “Segment Values” option grid in its default setting:

1. **Settings**: The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Report Form**: by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed”. The operator of this field is fixed.

3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your Segment Values report. This field, as its name explains is an optional one. You may choose to leave it empty.
4. **Segment Number:** It is “1” by default. The maximum number allowed in this field is the number of segments you have defined in the account code structure of your company.
5. **Segment Value:** Only the segment whose value you entered here will appear on your report.
6. **Add Time:** You may filter the segments according to the time on which they were created. For example, you may choose to generate a report of only the segments that were created on a certain day and after a certain hour.
7. The **Added By , Add Date** filters can also be used to limit the report to only the segments that were created by a certain user, on a certain date.

If you have chosen to generate the Segment Values report for only the first segment (the account major), then the following fields will also be enabled:

1. **Account Status:** By default, this field is “ALL”. You may choose to include only the segments having an “Active” account status in your report by changing the value of this field to “Active Accounts”. Changing this field to “Inactive Accounts” will make the report include only the segments having an “Inactive” account status.
2. **Account Term:** This field is “ALL” by default. Changing this field to “Long Term” will make the report include only the segments that were classified as “Long Term”. Changing this field to “Current” will make the report include only the segments that were classified as “Current”.
3. **Account Category:** The default value for this field is “ALL”. You can limit the segments appearing on your Segment Values report to only those that belong to a certain category if you change this field to any of the following values: “Cash”, “Non Cash”, “Depreciation”, or “Amortization”. The operators available for this field are limited to “Like” and “In List”.
4. **Account Type Code:** The segments appearing on your report will be limited to only those that have the account type code that you entered here.
5. **Cash Flow Code:** The segments appearing on your report will be limited to only those that have the cash flow code that you entered here.
6. **Ratio Group Code:** The segments appearing on your report will be limited to only those that have ratio group code that you entered here.

For all the above fields, the filter is fixed. You will notice that the **Advanced** button of the “Segment Values” option grid is always disabled.

13-4 Account Types

This report lists the account types and ranges that you have defined for your chart of accounts.

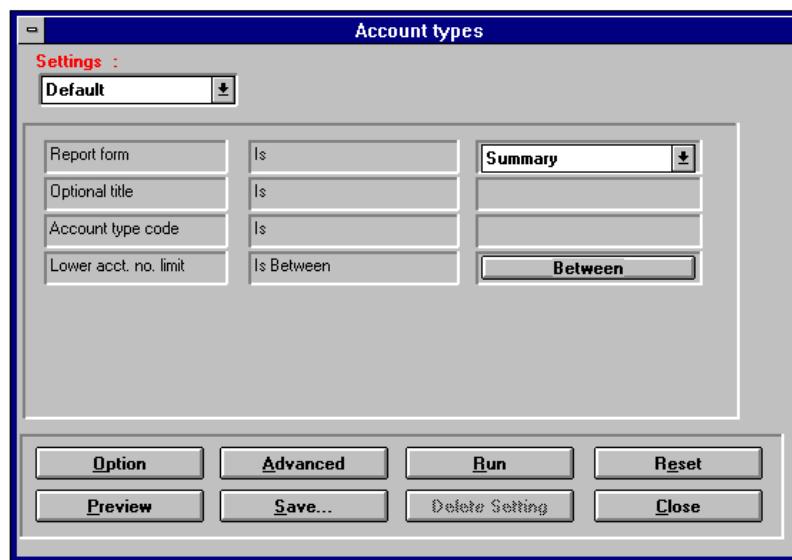
You can generate this report in either *summary* or *detail* form. The contents of both forms of the Account Types report are listed below:

- **Summary:** Lists the type, description, Lower and higher limits of each of the account types.
- **Detail:** In addition to the information listed by the summary form of this report, the detailed form lists the short and long descriptions of each account type.

➤ **To generate a report of your Account Types**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Account Types** option.
4. The “Account Types” option grid shown in figure (13-3) will be displayed.

Fig (13-3):
Account Types option Grid



Below is the list of fields and controls that appear on the “Account Types” option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Report Form:** by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed”. The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your “Account Types” report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Account Type Code:** The account types appearing on your report will be only those whose type code you entered in this field.

5. **Lower Acc. No. Limit:** The default operator for this field is “Between”. You can enter a range of account types’ lower limits. The accounts appearing on your reports will be only those whose lower limits fall within the specified range.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

1. **Standard Type:** The default value of this field is “ALL”. Changing this field to “Yes” will limit the account types appearing on this report to only those of the standard types. Similarly, changing it to “No” will make the report include only the “Statistical” account types. The operators available for this field are limited to “Like” and “In List”.
2. The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the account types that were created by a certain user, on a certain date and at a certain hour of that date.

13-5 Account Code Structure

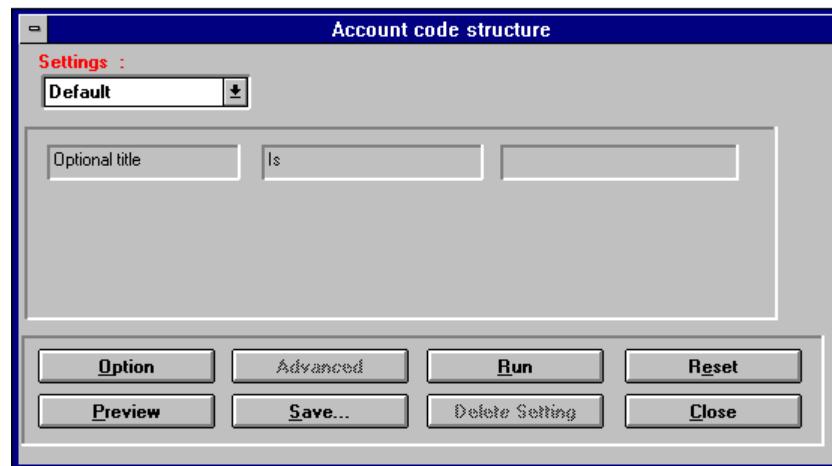
This report describes the account code structure of the currently selected company. It provides the following information of the account code structure: total account code length, total number of segments, account code heading and the account code edit mask. It will also display each segment number, its length, and short and long descriptions.

➤ **To generate a report of your Account Code Structure**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Account code Structure** option.

The “Account Code Structure” option grid shown below appears.

Fig (13-4):
Account Code Structure
option Grid



Below is the description of the one field on the “Account Code Structure” option Grid.

Optional Title: This field is left empty for you to edit. Enter here the title you want to appear on top of your Account Code Structure report. This field, as its name explains is an optional one. You may choose to leave it empty.

For the above field, the filter is fixed. Notice that the ADVANCED button of the “Account Code Structure” option grid is always disabled.

13-6 Template Entries

Generate this report if you want information about the Template Entries that you have defined for your company.

You can generate this report in either *summary* or *detail* form. The contents of both forms of the Template Entries report are listed below:

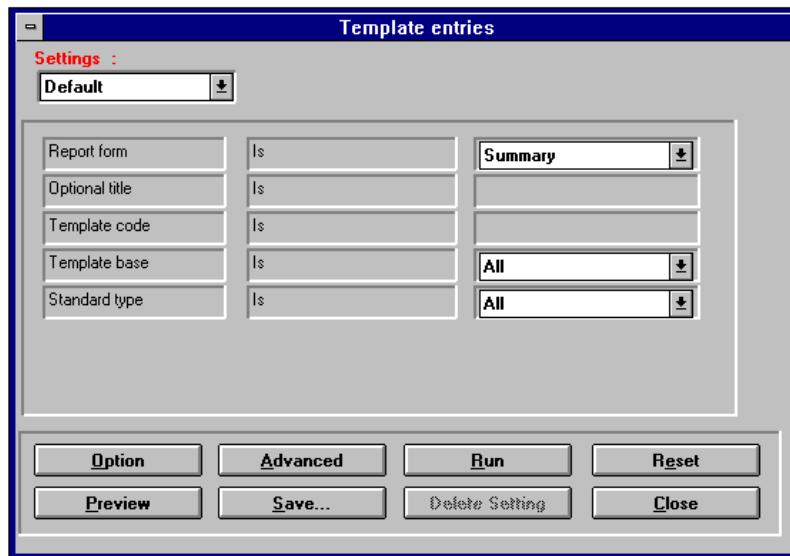
- *Summary:* The report will list the code, reference information, description and base of every template entry.
- *Detail:* In addition to the information listed by the summary form of this report, the detailed form lists the debit and credit amounts of the each template entry.

➤ **To generate a report of your Template Entries**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Template Entries** option.

The “Template Entries” option grid shown in figure (13-5) will be displayed.

Fig (13-5):
Template Entries option
Grid



Below is the list of fields and controls that appear on the "Template Entries" option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Report Form:** by default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your Template Entries report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Template Code:** Only the template whose code you entered in this field will appear on your report.
5. **Template Base:** It is "ALL" by default. You can limit the template entries appearing on this report by changing "ALL" to either of the following values :"Amount" or "Percent". Only the template entries having the specified base will be included by the report. The operators available for this field are limited to "Like" and "In List".
6. **Standard Type:** The default value of this field is "ALL". Changing this field to "Yes" will make the report include only the template entries that involve accounts of the standard types. "No" will limit the template entries appearing on the report to only those that involve accounts of the "Statistical" type. The operators available for this field are limited to "Like" and "In List".

If you push the **Advanced** button, the "Query Builder" screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider:

- The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the template entries that were created by a certain user, on a certain date and at a certain hour of that date.

13-7 Recurring Entries

Generate this report if you want information about the Recurring Entries that you have defined.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Recurring Entries report are listed below:

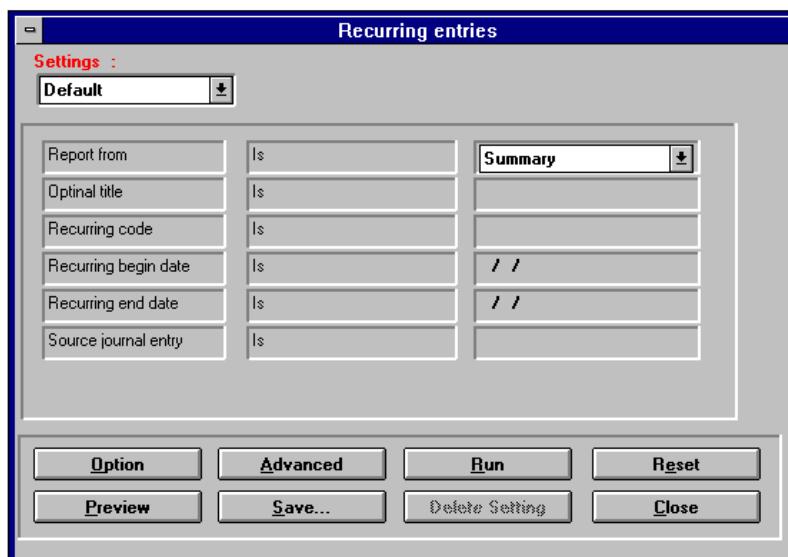
- *Summary*: Lists code, reference, description, start and end dates, the date of the last generation, the frequency number and its unit, whether the recurring entry will be reversed at some date or not (Yes/No) and the source journal
- *Detail*: In addition to all the information listed by the summary form, the account number, its description and debit and credit amounts will also be listed by the detailed form.

➤ **To generate a report of your Recurring Entries**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Recurring Entries** option.

The “Recurring Entries” option grid shown in figure (13-6) will be displayed.

Fig (13-6):
Recurring Entries option
Grid



Below is the list of fields and controls that appear on the “Recurring Entries” option grid in its default setting:

1. **Settings**: The default setting is activated, unless you had previously defined some other setting to be used as default.

2. **Report Form:** by default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your "Recurring Entries" report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Recurring Code:** Only the recurring entries whose code you entered in this field will appear on your report.
5. **Recurring Begin Date:** When a recurring entry is first defined, a **Begin Date** is specified for it. If you use this field then the report will include only the recurring entries whose **Begin Date** field matches the date entered here. The "Contains" operator is not available for this field.
6. **Recurring End Date:** When a recurring entry is first defined, an **End Date** is specified for it. If you use this field then the report will include only the recurring entries whose **End Date** field matches the date entered here. The "Contains" operator is not available for this field.
7. **Source Journal Entry:** Enter here the name of the journal you want to use as a source of the recurring entries you want to generate a report for. This may be any of the journals in your **G/L**, the General Journal, GJ, for example.

If you push the **Advanced** button, the "Query Builder" screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

1. **Frequency Number:** Only the recurring entries that occur by the frequency number entered in this field will appear on the report.
2. **Reverse Transaction:** When first added to the filter, this field has "In List" for a default operator. The values available in this list are "Yes" and "No". If you set this field to "Yes" then only the recurring entries that were marked at their creation as transactions to be reversed at some date will appear on the report. "No" will make the report include only the recurring entries that are not to be reversed.
3. **Standard Type:** The default value of this field is "ALL". Changing this field to "Yes" will make the report include only the recurring entries that involve accounts of the standard types. "No" will limit the recurring entries appearing on the report to only those that involve accounts of the "Statistical" type. The operators available for this field are limited to "Like" and "In List".
4. **Last Recurring Gen. Date:** Only the recurring entries which were last generated on the date you entered in this field will appear on your report. The "Contains" operator is not available for this field.
5. **Next Recurring Gen. Date:** Only the recurring entries that are to be generated next on the date you entered in this field will appear on your report. The "Contains" operator is not available for this field.
6. **Frequency Unit:** when first added to the filter, the default operator for this field is "In List". From the list you can choose either "periods" or "days". If you select "periods" then your report will include only the recurring entries whose occurrence is repeated by periods. If you select "days" then your report will

include only the recurring entries whose occurrence is repeated by the "days".

7. The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the recurring entries that were created by a certain user, on a certain date and at a certain hour of that date.

13-8 Allocation Entries

Generate this report if you want information about the Allocation Entries that you have defined.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Allocation Entries report are listed below:

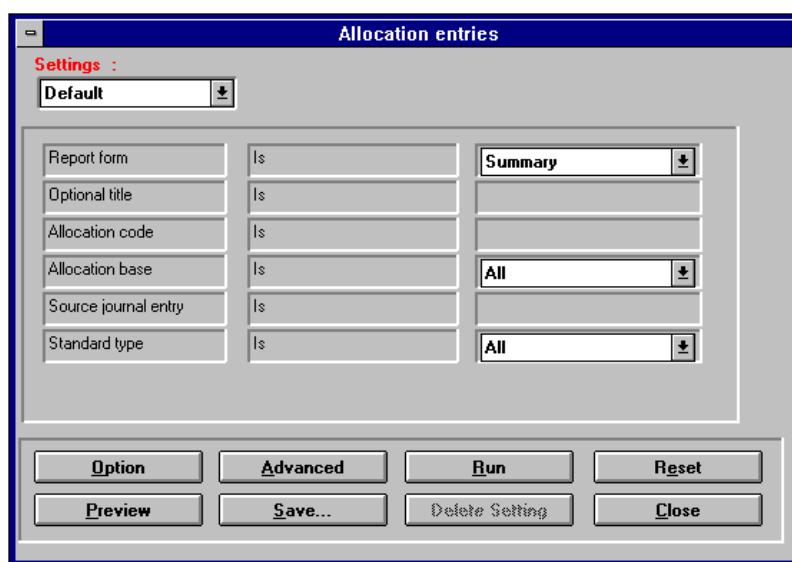
- *Summary*: Lists the code, description, allocation amount and the base of every allocation entry.
- *Detail*: In addition to the information listed by the summary form of this report, the detailed form lists the source journal, debit and credit amounts of every allocation entry.

➤ To generate a report of your Allocation Entries

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Allocation Entries** option.

The "Allocation Entries" option grid shown in figure (13-7) will be displayed.

Fig (13-7):
Allocation Entries option
Grid



Below is the list of fields and controls that appear on the "Allocation Entries" option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Report Form:** by default, the form of the report is set to be "Summary". You may choose to change it to "Detailed". The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your "Allocation Entries" report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Allocation Code:** Only the allocation entries whose code you entered in this field will appear on your report.
5. **Allocation Base:** It is "ALL" by default. You can change this field to either "Amount" or "Percent". Only the allocations that have the base specified in this field will appear on the report. The operators available for this field are limited to "Like" and "In List".
6. **Source Journal Entry:** Enter here the name of the journal you want to use as a source of the allocation entries you want to generate a report for. This may be any of the journals in your **G/L**. The General Journal, GJ, for example
7. **Standard Type:** The default value of this field is "ALL". Changing this field to "Yes" will make the report include only the allocation entries that involve accounts of the standard types. "No" will limit the allocation entries appearing on the report to only those that involve accounts of the "Statistical" type. The operators available for this field are limited to "Like" and "In List".

If you push the **Advanced** button, the "Query Builder" screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

1. **Allocation Account Code:** Only the allocation entries that involve the single account whose code you entered in this field will appear on the report.
2. **The Added By , Add Date and Add Time filters** can also be used to limit the report to only the allocation entries that were created by a certain user, on a certain date and at a certain hour of that date.

13-9 Automatic Distributions

Generate this report if you want information about the Distribution Entries that you have defined.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Automatic Distributions report are listed below:

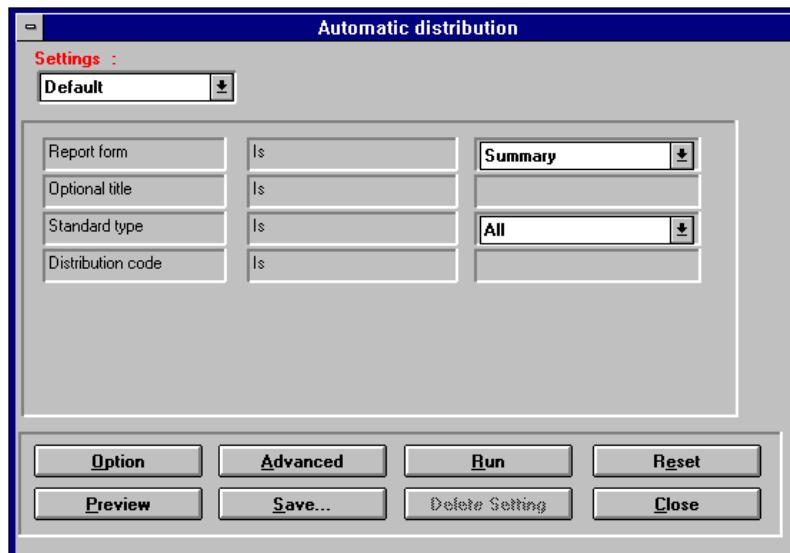
- **Summary:** Lists the code, reference and description information of each of the automatic distributions.
- **Detail:** Lists the percent/amount to be distributed will be listed, in addition to all the information listed by the summary form of this report.

➤ **To generate a report of your Automatic Distributions**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Automatic Distributions** option.

The “Automatic Distributions” option grid shown in figure (13-8) will be displayed.

Fig (13-8):
Automatic Distributions
option Grid



Below is the list of fields and controls that appear on the “Automatic Distributions” option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Report Form:** by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed”. The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your Automatic Distributions report. As its name explains, this field is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Standard Type:** The default value of this field is “ALL”. Changing this field to “Yes” will make the report include only the automatic distributions that involve accounts of the standard types. “No” will limit the automatic distributions appearing on the report to only those that involve accounts of the “Statistical” type. The operators available for this field are limited to “Like” and “In List”.
5. **Distribution Code:** Only the distribution entries whose code you entered in this field will appear on your report.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

- The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the automatic distribution entries that were created by a certain user, on a certain date and at a certain hour of that date.

13-10 Budget Versions

If you want information about the defined budget versions, generate this report.

You can generate this report in either *summary* or *detailed* form. The contents of both forms of the Budget Versions are listed below:

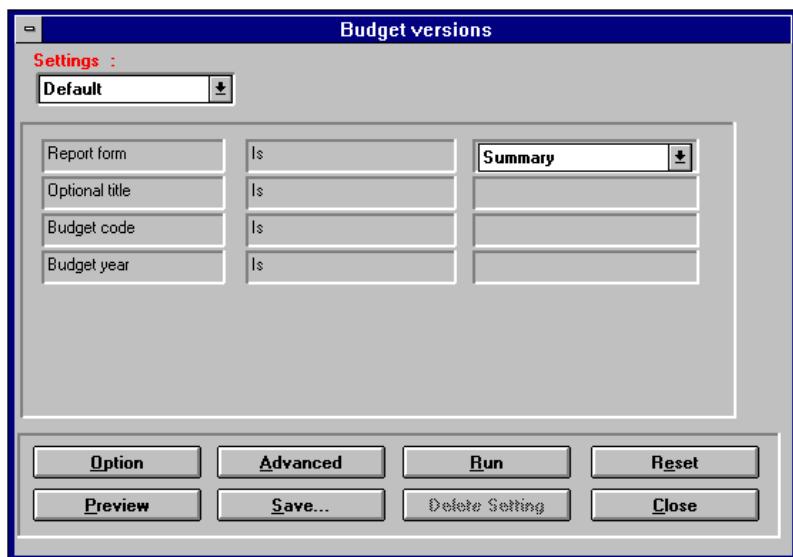
- Summary:** Lists the code, year, description and a space for you to add a comment for every budget version.
- Detail:** In addition to the information listed by the summary form of this report, the detailed form lists the account number, period and budget amount of each of the involved accounts.

➤ To generate a report of your Budget Versions

- Choose the **Output** menu.
- Select the **File Listing** option. A submenu appears.
- From the submenu, select the **Budget Versions** option.

The “Budget Versions” option grid shown in figure (13-9) will be displayed.

Fig (13-9):
Budget Versions option
Grid



Below is the list of fields and controls that appear on the “Budget Versions” option grid in its default setting:

- Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.

2. **Report Form:** by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed. The operator of this field is fixed.
3. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your Budget Versions report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
4. **Budget Code :** Only the budget whose code you entered in this field will appear on your Budget Versions report.
5. **Budget Year:** Only the budgets of the year that you have specified in this field will be included by your Budget Versions reports.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

1. **Budget Description:** Only the budget whose description you entered in this field will be included by the report.
2. The **Added By , Add Date** and **Add Time** filters can also be used to limit the report to only the budgets that were created by a certain user, on a certain date and at a certain hour of that date.

13-11 Account Groups

If you want information about the Account Groups that you have, generate this report.

The contents of both forms of the Account Groups report are listed below:

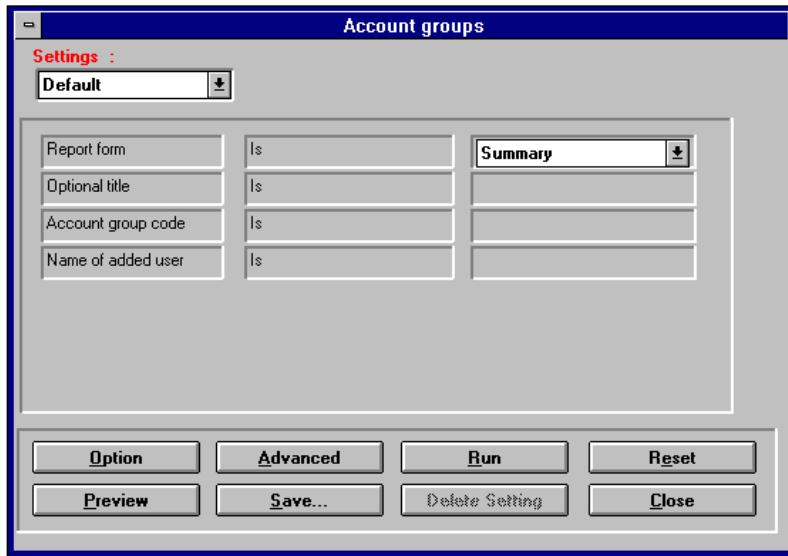
- *Summary:* Lists the group name, long and short descriptions of each of the account groups.
- *Detail:* Lists the numbers and descriptions of all the accounts that belong to each group, in addition to the information listed by the summary form.

➤ **To generate a report of your Account Groups**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Account Groups** option.

The “Segment Values” option grid, shown in figure (13-10) will be displayed.

Fig (13-10):
Account Groups option
Grid



The “Account Groups” option grid contains three columns. The first displays the name of a field, the second displays an operator and the third displays a value.

To best understand the information on the option grid, you should read each row as a statement. For example, if a row contains “Account Group code” in the first column, is in the second and “92” in the third, it should be read as : “ Account Group Is 92”.

Below is the list of fields and controls that appear on the “Account Groups” option grid in its default setting:

- Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
- Report Form:** by default, the form of the report is set to be “Summary”. You may choose to change it to “Detailed”. The operator of this field is fixed.
- Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your “Account Groups” report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
- Account Group Code:** Only the group whose code you entered here will appear on your “Account Groups” code.
- Added By:** You can use the name of the user that created a certain account group as a filter. For example you may choose to generate a report of only the account groups that were created by a certain user.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

- The **Add Date** and **Add Time** filters can also be used to limit the report to only the account groups that were created on a certain date and at a certain hour of that date.

13-12 Source Journals

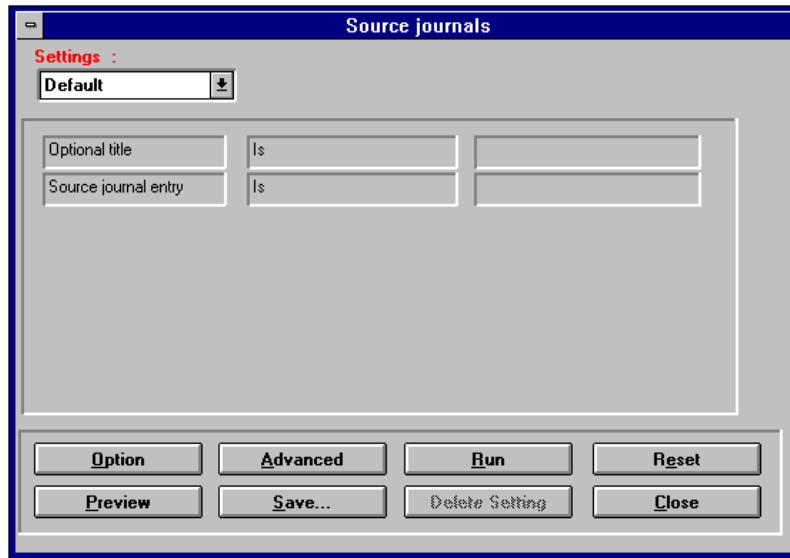
Generate this report if you want information about your Source Journals. It will list the code, short and long descriptions of all the source journals that you have.

➤ **To generate a report of your Source Journals**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Source Journals** option.

The “Source Journal” option grid, shown in figure (13-11) will be displayed.

Fig (13-11):
Source Journals option
Grid



Below is the list of fields and controls that appear on the “Source Journals” option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your Source Journals report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
3. **Source Journal Entry:** Only the source journal whose number you have specified in this field will appear on your report.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

1. The **Added By**, **Add Date** and **Add Time** filters can also be used to limit the report to only the source journals that were created by a certain user, on a certain date and at a certain hour of that date.

13-13 Cash Flow Codes

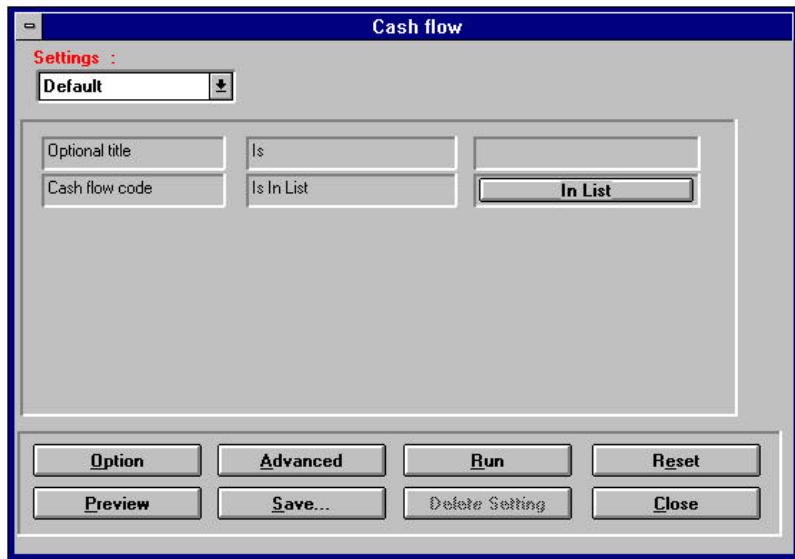
Generate this report if you need information about the code and description of all the cash flow codes that you have.

➤ **To generate a report of your Cash Flow Codes**

1. Choose the **Output** menu.
2. Select the **File Listing** option. A submenu appears.
3. From the submenu, select the **Cash Flow Codes** option.

The “Cash Flow” option grid shown in figure (13-12) will be displayed.

Fig (13-12):
Cash Flow option Grid



Below is the list of fields and controls that appear on the “Cash Flow” option grid in its default setting:

1. **Settings:** The default setting is activated, unless you had previously defined some other setting to be used as default.
2. **Optional Title:** This field is left empty for you to edit. Enter here the title you want to appear on top of your “Cash Flow Codes” report. This field, as its name explains is an optional one. You may choose to leave it empty. The operator of this field is fixed.
3. **Cash Flow Code:** The default operator for this field is “In List”. Only the cash flow codes that are in the selected list will appear on your report. If you enter an invalid cash flow code, you will be provided by a list of all the available codes.

If you push the **Advanced** button, the “Query Builder” screen will appear. Using its **Add** button, you can choose to use any of the following fields as a further filter to the data that you want to consider :

1. **Net Income Adjustment Type:** The default operator for this field is “In List”. You can choose either of the following values for this field: “Deducted from Net Income” or “Added To Net Income”. Only the cash flow items whose net income adjustment fits the net income adjustment type entered here will appear on your report. The operators available for this field are limited to “Like” and “In List”
2. **Item Description:** Only the cash flow item whose description you entered here will appear on your report.
3. The **Added By , Add Date** and **Add Time** filters can also be used to limit the report to only the cash flow codes that were created by a certain user, on a certain date and at a certain hour of that date.

Chapter 14

Link G\L with Other Modules

The different modules in the ARIA ADVANTAGE SERIES can be set up to share information with GENERAL LEDGER to ensure the integrity of your accounting system. If a link is established from the other modules to G/L then the transactions that occur in them will be distributed to the G/L as journal batches once you “release” those transactions. That will affect the accounts’ balances of the G/L. Thus your G/L will reflect the changes that occur all over your system without costing you extra manual entries that occurred in the other modules.

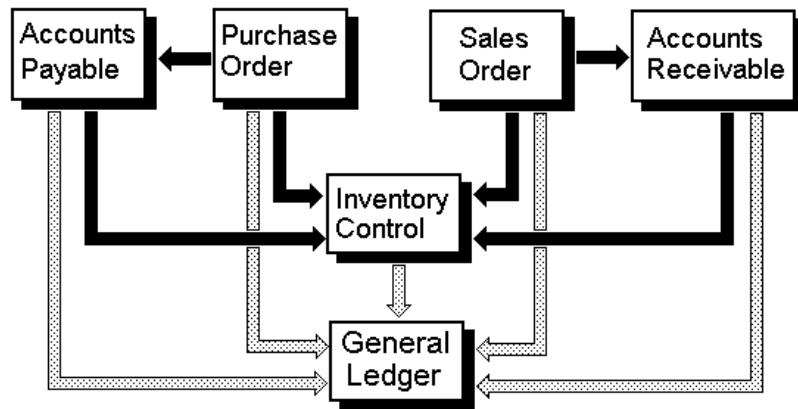
You can also link G/L with ARIA APPAREL SYSTEM, developed by Aria Systems, Inc. to cater for the specific needs of the apparel system. For more details on this link, see the ARIA APPAREL SYSTEM manual.

14-1 Links between Modules

The G/L is the core of the accounting system. It is where the bookkeeping is done and the transactions received and processed.

If your company uses the other modules of the system, namely ACCOUNTS PAYABLE, PURCHASE ORDER, SALES ORDER, ACCOUNTS RECEIVABLE, and INVENTORY CONTROL, then the links between the different modules with a single company will be as explained in the diagram below.

Fig (Chapter 14-1):
Links between Modules



The links illustrated by the solid arrows exist by default. Those links are established at the installation of those different modules to your company.

The links illustrated by the dotted arrows are optional. You may or not choose to link a certain module to the G/L through the set up of that module.

Such links exist in the same manner within each child company when a “parent and children” company structure exists. However, there will be only one G/L and that is the parent company’s. All the transactions of the children companies will be recorded in the G/L of the parent company.

OPTIONAL LINKS

Within every company, the links between the G/L and the other modules is optional. You may choose which modules to link to the G/L in any combination that you like to best suit the requirements of your company. For example you may link the A/P and the A/R but not the others. You may also choose to link none of the modules at all. In this case you will have to enter the transactions that occur in them manually to your G/L that will be functioning as an independent system.

14-2 Releasing Transactions

When transactions occur in one of the modules that you had set up to be linked to the G/L, then such transactions are kept in a special "Subjournal", and will not be sent to the G/L module unless you release them.

Releasing is the process by which transactions that had occurred in module, other than the G/L within a certain period, will be used to create a journal batch entry in the G/L.

If at any time you started to release transactions from any of the subjournals to the G/L, and there existed transactions from different periods, then a batch will be generated for each period in the G/L.



It is highly recommended that you enter the history transactions and the modules' beginning balances before you link them to the G/L. Not doing so might cause the duplication of transactions.

Once the entries of the subjournal are released from the linked module to the G/L, then they are marked as "Already released" to prevent their being re-released.

The journal batches entries that were created in the G/L as a result of releasing the entries of a subjournal can be treated as normal batch entries inside the G/L. You can view such batches and post them, however, you are not allowed to edit them. (See 7-4 *Posting* under the title "posting journal batches".)

Chapter 15

Questios & Answers

15-1 Questions & Answers

Do I have to enter beginning balances?

Not necessarily. Beginning balances act as a tool to help you establish G/L correctly when you start using the module after your business has been running for some time. This way, G/L catches up with the business status quo. If the start of your business coincides with the start of G/L, you do not need beginning balances. See section 4-3 about setting the module without this feature.

Our company has a long-established chart of account, if I have to, how should I modify it to be able to use it in G/L?

You probably do not need to modify the chart of account in any way. The chart of accounts scheme is optimized to ensure both maximum effectiveness and greatest flexibility. In G/L, the chart of accounts is a very powerful tool for getting information as accurately and quickly as possible, but it is entirely *your choice* and how to set it up. The steps of creating the chart are fully described in Chapter 4 of this manual, and the definition of account code structure in **SYSTEM MANAGER** manual.

What do I do to compare this year and last year's balances, and have the difference between them calculated?

Use budgets and set up the columns as you need. A discussion of the capabilities of budgets in G/L appears in Chapter 11 of this manual.

How do I print a report with only some accounts, and preserve this set every time I use the report?

Depending on the relationship between those accounts, either you set up criteria to limit the scope of the report and save it as "settings" that you can later retrieve (see 4-7 *The Option Grid in the System Manager manual*), or you place the accounts in a group (see 7-1 *Grouping Accounts*).

Our accounting system keeps transactions in more than one journal, can I maintain this in G/L?

Most definitely! You can define as many journals as would suit your business. See 6-1 *Creating Source Journal*.

How can I benefit from the computerized system to save time on routine journal entries?

G/L provides a number of tools to save time, by allowing you to define your entries once then use them repeatedly with no more effort than selecting a code. See Chapter 5 *Achieve Efficiency*.

How does the system handle net income?

Net income is automatically calculated during year closing (see Chapter 9, and kept as retained earnings (see Chapter 4).

Can I choose what to put in reports, even standard ones? (The reporting requirements at our company are very unique.)

Indeed you can. **AAS** provides a powerful engine by which you can fully customize reports.