DAC User Guide

General Ledger

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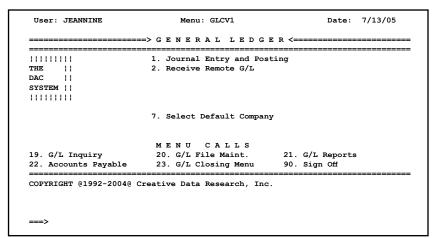
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Preface

Before "getting started" with DAC General Ledger (G/L) System, users should refer to the Introduction of the Getting Started document for information about DAC data, screens and menus.

```
User: JEANNINE
                               Menu: DACCV1
                                                              Date: 8/10/12
                      => THE DAC SOFTWARE SYSTEM <=
                                                                ...........
111111111111
                    Distributor Analysis and Control
                           MAIN OPERATIONS MENU
1111111111111
                                                                1111111111111
111111111
                        1. File Maintenance Menu
THE | | |
DAC | |
                        2. Accounts Receivable
                        3. Billing System
DAC
SYSTEM | |
                        4. Inventory System
111111111
                        5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                        11. Accounts Payable
                        12. General Ledger
                       90. Sign Off
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```

After selecting option 12 (General Ledger) of the DAC Main Operations Menu screen, the General Ledger screen appears.



Users can press <F3> to redisplay the Main Operations Menu screen.

Getting Started With General Ledger

The steps below are followed to create the necessary records before General Ledger (G/L) and Accounts Payable (A/P) are used. Refer to the Accounts Payable document for information about using the Accounts Payable System.

- **Step 1**: Use the Company Maintenance screens to add preliminary data, such as name and address, of the company. Multiple companies must be set up if users track retained earnings or net profit and loss for more than one entity, such as multiple warehouses or divisions. Refer to Working With Company Records for additional information. Note: This step is not necessary if the company records were previously added using the A/P System.
- **Step 2**: Use the User Profile Maintenance screen to designate the names of G/L users, and with which company each user works. Refer to Working With User Profile Records for additional information. Note: This step is not necessary if the user profile records were previously added using the A/P System, or if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 3**: Sign off the DAC system, then sign back on.
- **Step 4**: Add text values for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance G/L screen only. Refer to Working With Company G/L Options for additional information.
- **Step 5**: Use the Period Date Maintenance screen to add period date data. Refer to Working With Period Date Records for additional information. Note: This step is not necessary if the period date records were previously added using the A/P System, or if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 6**: Use the Period Date Inquiry screen to verify the starting and ending dates of the periods (also referred to as months) of the user's fiscal year. Refer to Displaying Period Date Records for additional information.
- **Step 7**: Use the Period Status Inquiry screen to verify the G/L open status for the periods of the user's fiscal year. Refer to Displaying Period Status Records for additional information.
- **Step 8**: Contact CDR support personnel who will assist users with the execution of the Company G/L One Time Maintenance application.
- **Step 9**: Use the G/L Account Maintenance screen to add General Ledger account data. Refer to Working With General Ledger Account Records for additional information.

- **Step 10**: Use the Cost Center Maintenance screen to add data for at least one cost center. Refer to Working With Cost Center Records for additional information.
- **Step 11**: Use the Work With Cost Center screen to create G/L actual records by linking cost centers with G/L accounts. Refer to Combining Cost Centers And General Ledger Accounts for additional information.
- **Step 12**: Use the Budget Maintenance screen to add budget data for the G/L actuals. Refer to Working With General Ledger Actual Records for additional information. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 13**: Add data, if necessary, for the **Suspense cost center/account**, **Ret. earnings cost cntr/account** and **Profit/loss cost cntr/account** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.
- **Step 14**: Determine a strategy, based on the three possible methods provided, to interface inventory to the G/L. Refer to Working With General Ledger Interface for additional information. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 15**: Use the Work With G/L Interface application to add the necessary G/L Interface Records for Accounts Receivable, sales, cost of sales, Inventory and sales tax. Refer to Working With General Ledger Interface for additional information. Refer to Working With A/P Item Records of the Accounts Payable document for information about linking A/P transactions with G/L. If the Purchasing System is used, A/P item records are also used to link purchasing transactions with G/L. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 16**: Contact CDR support personnel who will assist users with the data entry of the G/L actuals' opening balances. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System.
- **Step 17**: Use the Consolidation application to consolidate companies and cost centers for custom reporting purposes. Refer to Working With Consolidation Records for additional information. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System, or if custom reporting is not used.
- **Step 18**: Use the Group application to group G/L actual records for custom reporting purposes. Refer to Working With Group Records for additional information. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System, or if custom reporting is not used.

Step 19: Use the G/L Report application to format customized versions of balance sheets and income statements. Refer to Working With G/L Custom Report Records for additional information. Note: This step is not necessary if the G/L System is only being used to add G/L accounts for use with the A/P System, or if custom reporting is not used.

Note: The Entity application (option 10 of the G/L File Maintenance screen) is no longer used due to system upgrades.

Entering Opening Balances

The steps below are followed immediately before users "go live" with General Ledger.

Step 1: Contact CDR support personnel who will provide instructions for clearing the General Ledger of accounting data in G/L actual files and transactional files (not master files) which accumulated during the training period prior to "going live."

Step 2: Use the Work With Cost Center screen to re-create G/L actual records by linking cost centers with G/L accounts. Refer to Combining Cost Centers And General Ledger Accounts for additional information.

Step 3: To enter opening balances, enter the **CALL GLOBNBAL** command, press <Enter>, and press <Page Down>. When the first record appears, enter the opening balance value, press <Field Exit>, and press <Page Down> to display the next record.

The opening balances must include two decimal places without the decimal point. For example, the value entered for \$24,590 is 2459000.

When data entry is complete, press <F3> and press <Enter> when the End Data Entry screen appears. Note: Data entry of the General Ledger balances can be completed during more than one DAC session.

Refer to Balancing To General Ledger for guidelines and Query reports used to balance to G/L.

Working With General Ledger File Maintenance

The General Ledger File Maintenance applications are used to create:

- Company Records
- G/L Account Number Records
- User Profile Records
- Budget Records
- Period Date Records
- Company G/L Options
- Cost Center Records

After selecting option 12 from the Main Operations Menu screen, the General Ledger screen appears.

```
User: JEANNINE
                                                             Date: 7/13/05
                               Menu: GLCV1
                      ==> GENERAL LEDGER <==
111111111
                         1. Journal Entry and Posting
                         2. Receive Remote G/L
    11
DAC
SYSTEM | |
111111111
                         7. Select Default Company
                          MENU CALLS
19. G/L Inquiry

    G/L File Maint.
    G/L Closing Menu

                                                    21. G/L Reports
                                                    90. Sign Off
22. Accounts Payable
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```

After selecting option 20 (G/L File Maint.) from the General Ledger screen, the G/L File Maintenance screen appears.

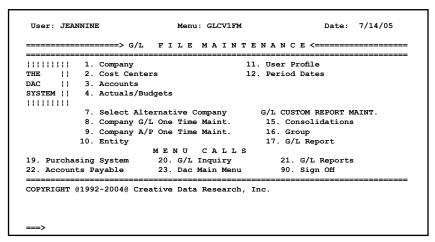
```
Date: 7/13/05
 User: JEANNINE
                              Menu: GLCV1FM
| | | | | | | | | | 1. Company
THE | | 2. Cost Centers
DAC | | 3. Accounts
SYSTEM | 4. Actuals/Budgets
                                           11. User Profile
                                           12. Period Dates
111111111
           7. Select Alternative Company
                                              G/L CUSTOM REPORT MAINT.
           8. Company G/L One Time Maint.
                                              15. Consolidations
            9. Company A/P One Time Maint.
          10. Entity
                                               17. G/L Report
                         MENU CALLS
                         20. G/L Inquiry
19. Purchasing System
                                                  21. G/L Reports
                        23. Dac Main Menu
22. Accounts Payable
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```

The following applications are also described in this section:

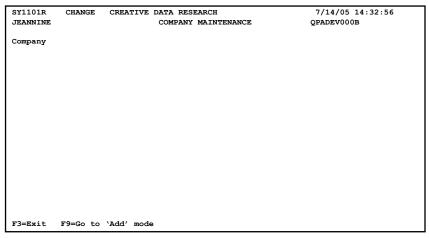
- Select Alternative Company application is used to work with a company other than the user's default company.
- Select Default Company application is used to resume working with the user's default company.

Working With Company Records

The Company Maintenance screen is used to add at least one company record before the General Ledger System is used. Multiple companies must be set up if users track retained earnings or net profit and loss for more than one entity, such as multiple warehouses or divisions. Refer to Working With Company G/L Options for additional information.



1. Select option 1 (Company) from the G/L File Maintenance screen. The Company Maintenance (Change) screen appears.

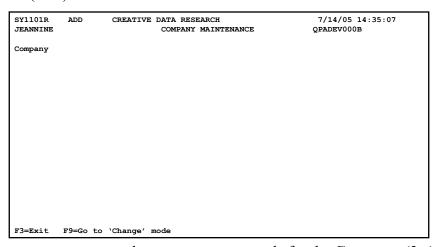


2. If necessary, enter? for the **Company** (3,a) field and press <Enter> to display a list of the previously added company records on the Company Selection screen.

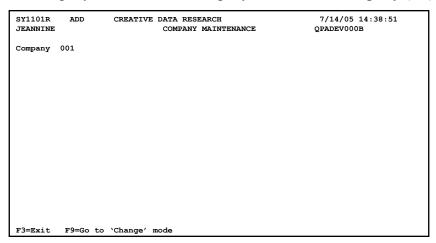
SY9100R SELECT Creative Data Research JEANNINE COMPANY SELECTION		7/14/05 14:34:16 PADEV000B
Cmpny Name	City	St
Type options, press Enter. 1=Select request		
CDR CREATIVE DATA RESEARCH	MANDEVILLE	LA
F3=Exit		

If desired, *I* (Select request) can be entered in the selection column to display, edit or delete a company record, or the user can press <F3> to display the Company Maintenance (Add) screen.

3. If necessary, press <F9> (Go to 'Add' mode) to display the Company Maintenance (Add) screen.



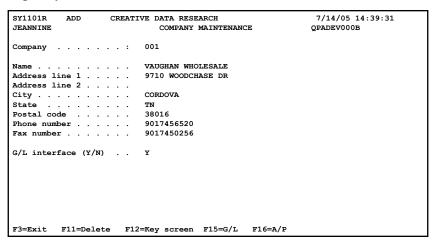
4. To add a new company record, enter a company code for the **Company** (3,a) field.



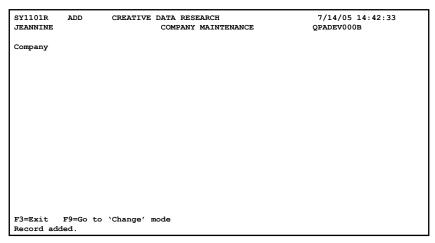
5. Press <Enter>. The Company Maintenance screen is redisplayed.

SY1101R ADD CF JEANNINE	REATIVE DATA RESEARCH COMPANY MAINTENANCE	7/14/05 14:39:31 QPADEV000B
Company	: 001	
Name		
Address line 2		
City		
State		
Postal code		
Phone number	•	
Fax number		
G/L interface (Y/N) .		
F3=Exit F11=Delete	F12=Key screen F15=G/L F16=A/	/P

- 6. Enter data for the following fields:
 - Name (40,a) the name of the company.
 - Address line 1 (30,a) the company's street number and street name, or post office box number.
 - Optional: Address line 2 (30,a) remaining portion of the company's address, such as post office box number if not entered for Address Line 1.
 - City (20,a) the city of the company's mailing address.
 - State (2,a) the state of the company's mailing address.
 - **Postal code** (5-9,n) the zip code and 4-digit extension of the company's mailing address.
 - Optional: **Phone number** (10,n) the company's area code and telephone number.
 - Optional: **Fax number** (10,n) the company's area code and telephone number for fax transmission.
- 7. Enter *Y* (yes) for the **G/L interface** (1,a) field to designate that Accounts Payable data is transferred automatically to General Ledger. Note: If the General Ledger System is not used, but chart of account numbers that are created using the General Ledger System are used, *Y* must be entered for the **G/L interface** field.



8. Press <Enter>. The *Record added* message appears at the bottom of the Company Maintenance screen.



9. Press <F3> to exit. The G/L File Maintenance screen appears.

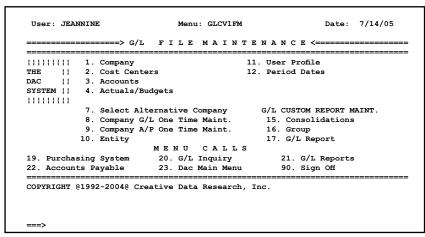
Refer to Working With General Ledger Reports for information about printing a complete list of companies.

Working With User Profile Records

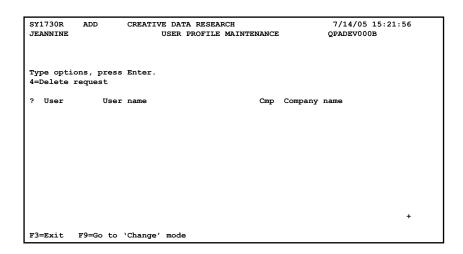
After company records are added, the User Profile Maintenance screen is used to add user profile records which designate the company with which each user works. The designated company will be automatically selected when a user signs on.

Refer to Selecting An Alternative Company for information about using the Select Alternative Company application to work with a different company.

Refer to Selecting The Default Company for information about using the Select Default Company application to resume working with the default company when work with an alternative company is complete.

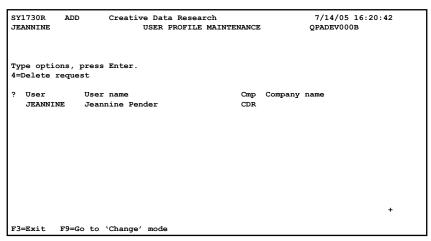


- 1. Select option 11 (User Profile) from the G/L File Maintenance screen. The User Profile Maintenance (Add) screen appears without values for the **User**, **User name**, **Cmp** and **Company name** fields if no user profile records have been added.
- 2. If necessary, press <F9> (Go to 'Add' mode) to display the User Profile Maintenance (Add) screen.

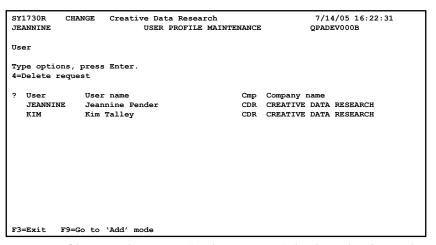


- 3. Enter data for the following fields for each user:
 - User (10,a) the username which the user enters to sign on the system.
 - User name (30,a) the user's name.
 - Cmp (3,a) a company code designating the user's default company. If necessary, enter? and press <Enter> to select a company code from the Company Selection screen.

Note: If the value of the **Cmp** field is later changed in the user profile record of a user who is currently signed on, that user must sign off and sign on before the change takes affect.



4. Press <Enter> and <F9> (Go to 'Change' mode) when data entry is complete. The User Profile Maintenance (Change) screen appears.

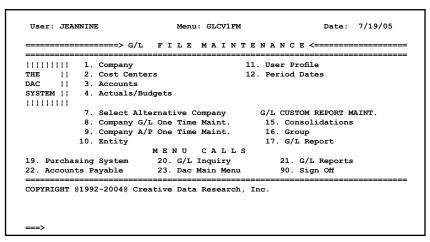


- 5. To delete a user profile record, enter 4 (Delete request) in the selection column of the desired record, and press <Enter>. If necessary, press <Page Down> or use the User restrictor field at the top of the screen to locate the desired record.
- 6. Press <F3> to exit. The G/L File Maintenance screen appears.

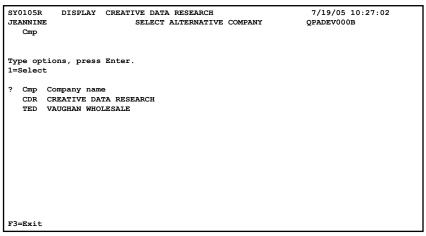
Selecting An Alternative Company

After a user signs on, the Select Alternative Company application can be used to work with a company other than the user's default company.

Refer to Selecting The Default Company for information about using the Select Default Company application to resume working with the default company when work with an alternative company is complete.



1. Select option 7 (Select Alternative Company) from the G/L File Maintenance screen. The Select Alternative Company screen appears.



2. Enter *I* (Select) in the selection column next to the company code of the desired company, and press <Enter>. The *Your current company code is now ###* message appears designating the alternative company selected.

```
SY0105R DISPLAY CREATIVE DATA RESEARCH 7/19/05 10:28:34

JEANNINE SELECT ALTERNATIVE COMPANY QPADEV000B

Type options, press Enter.
1=Select
? Cmp Company name
   CDR CREATIVE DATA RESEARCH
   TED VAUGHAN WHOLESALE

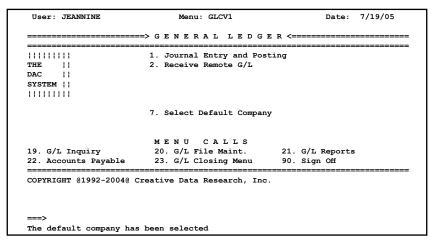
F3=Exit
Your current company code is now TED.
```

3. Press <F3> to exit. The G/L File Maintenance screen appears.

Selecting The Default Company

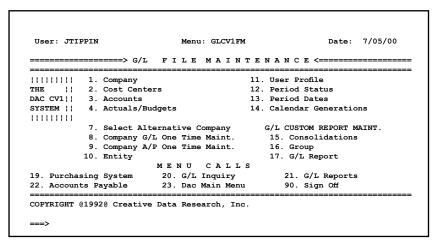
After working with an alternative company, the Select Default Company application is used to resume working with the user's default company. Refer to Working With User Profile Records for information about designating each user's default company.

Select option 7 (Select Default Company) from the General Ledger screen. The *The default company has been selected* message appears.

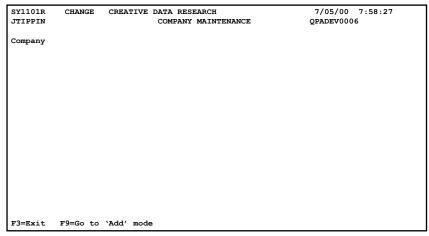


Working With Company G/L Options

After company records are added, the values of several G/L options must be designated for each company. If necessary, the Select Alternative Company application can be used before working with company G/L options to allow the user to work with a company other than the user's default company. Refer to Selecting An Alternative Company for additional information.



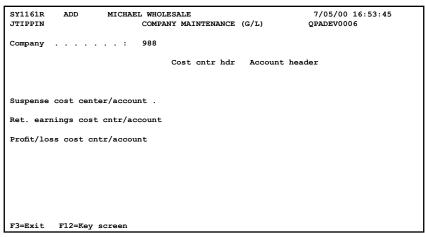
1. Select option 1 (Company) from the G/L File Maintenance screen. The Company Maintenance screen appears.



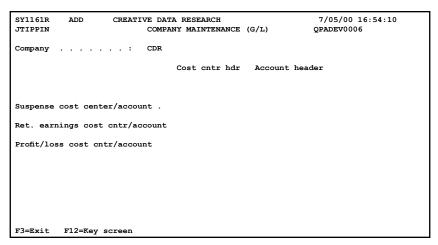
2. Enter the company code of the desired company and press <Enter>, or enter? for the **Company** (3,a) field and press <Enter> to select a company from the Company Selection screen.

```
7/05/00 16:53:15
         CHANGE CREATIVE DATA RESEARCH
JTIPPIN
                         COMPANY MAINTENANCE
                                                   OPADEV0006
                      CDR
Company
CREATIVE DATA RESEARCH
                      1150 N CAUSEWAY BLVD
Address line 2 . . . .
                      MANDEVILLE
State
70471
                      5046268408
Fax number . . . . . .
                      5046245084
G/L interface (Y/N) . .
        F11=Delete F12=Key screen F14=A/R F15=G/L F16=A/P
```

3. Press $\langle F15 \rangle$ (G/L). The Company Maintenance (G/L) screen appears.

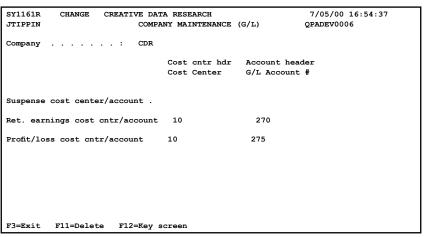


If the value of the **Company** field is changed (as illustrated above), the Select Alternative Company application must be used before continuing to work with the Company Maintenance (G/L) screen. In this case, press <F3> to exit, and refer to Selecting An Alternative Company for additional information.

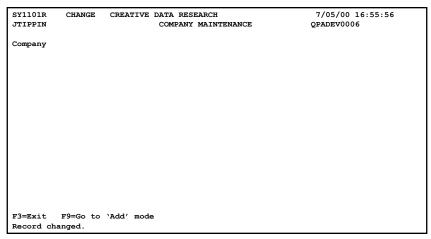


If the value of the **Company** field is unchanged (as illustrated above), continue with the steps below to enter values for the fields of the Company Maintenance (G/L) screen.

- 4. Enter the text designating the company's cost centers, such as *Cost Center*, for the **Cost cntr hdr** (12,a) field. This text will appear as a field name on various G/L System screens (see the Cost Center Maintenance screen below), and as a column heading on various G/L System reports. Refer to the example of the G/L Trial Balance in the Printing A Trial Balance Report section of this document.
- 5. Enter the text designating the company's General Ledger account numbers, such as *G/L Account* #, for the **Account header** (15,a) field. This text will appear as a field name on various *G/L* System screens (see the Cost Center Maintenance screen below), and as a column heading on various *G/L* System reports. Refer to the example of the *G/L* Trial Balance in the Printing A Trial Balance Report section of this document.
- 6. If cost center records and G/L account number records are added, enter data for the following fields:
 - Optional: **Suspense cost center/account** the cost center number (3+4,n) and the account number (5+4,n) used for the suspense total.
 - Optional: **Ret. earnings cost cntr/account** the cost center number (3+4,n) and the account number (5+4,n) used for the retained earnings total.
 - Optional: **Profit/loss cost cntr/account** the cost center number (3+4,n) and the account number (5+4,n) used for the net profit/loss total. Refer to Working With Cost Center Records for information about the **Interco payable** field of the Cost Center Maintenance screen.

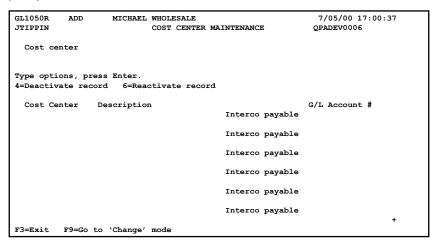


7. Press <Enter> when data entry is complete. The *Record added* message appears at the bottom of the Company Maintenance screen.



8. Press <F3> to exit. The G/L File Maintenance screen appears.

In the example below, the field names **Cost Center** and **G/L Account** # appear on the Cost Center Maintenance screen because the values *Cost Center* and *G/L Account* # are entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen.

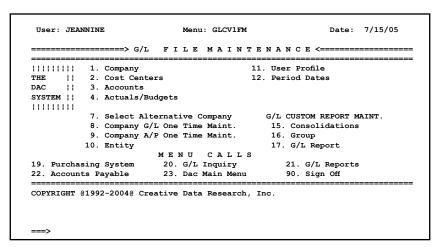


Working With Period Date Records

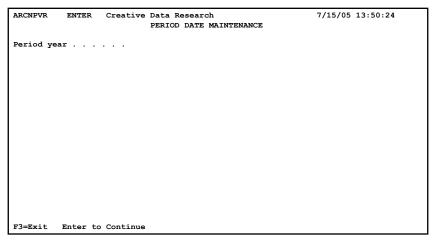
After the G/L related options are designated for each company, the periods (also referred to as months) of the user's fiscal year are defined for each company.

The instructions below must be followed to define the next fiscal year prior to closing the current year. Refer to Closing A Year for additional information.

The instructions below may also be followed to ensure that the correct period is closed before using the Period Close application. Refer to Closing A Month for additional information.



1. Select option 12 (Period Dates) from the G/L File Maintenance screen. The Period Date Maintenance screen appears.

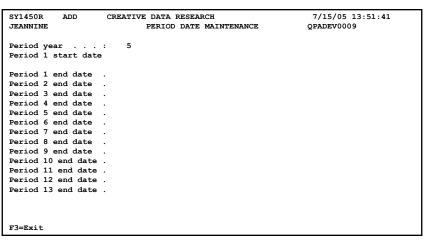


2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field.

ARCNPVR	ENTER	Creative	Data Research PERIOD DATE MAINTENANCE	7/15/05 13:50:24
Period yea	ar	0	5	
F3=Exit	Entor t	o Continue		

3. Press <Enter>. The Period Date Maintenance (Add) screen appears if period dates have not yet been defined.

The Period Date Maintenance (Change) screen appears for users to review previously defined period dates, and to ensure that the correct period is closed before pressing <F3> to exit, and using the Month End Close application.



- 4. Enter data for the following fields. Note: If the user defines a month as a four-week period, a value must be entered for all 13 **Period...end date** fields.
 - **Period 1 start date** (6,n) the date of the first day of the fiscal year's first month.
 - **Period 1 end date** (6,n) the date of the last day of the fiscal year's first month.
 - **Period 2 end date** (6,n) the date of the last day of the fiscal year's second month.
 - **Period 3 end date** (6,n) the date of the last day of the fiscal year's third month.
 - **Period 4 end date** (6,n) the date of the last day of the fiscal year's fourth month
 - **Period 5 end date** (6,n) the date of the last day of the fiscal year's fifth month.
 - **Period 6 end date** (6,n) the date of the last day of the fiscal year's sixth month.

- **Period 7 end date** (6,n) the date of the last day of the fiscal year's seventh month.
- **Period 8 end date** (6,n) the date of the last day of the fiscal year's eighth month.
- **Period 9 end date** (6,n) the date of the last day of the fiscal year's ninth month.
- **Period 10 end date** (6,n) the date of the last day of the fiscal year's tenth month.
- **Period 11 end date** (6,n) the date of the last day of the fiscal year's eleventh month.
- **Period 12 end date** (6,n) the date of the last day of the fiscal year's twelfth month.
- Optional: **Period 13 end date** (6,n) the date of the last day of the fiscal year's last "month" is entered if the user defines a month as a four-week period.

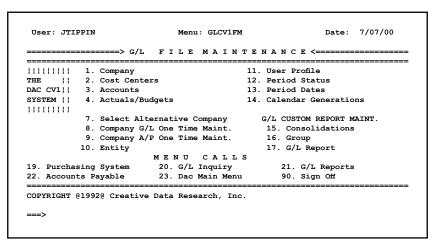
SY1450R ADD	CREATIVE DATA RESEARCH	7/15/05 13:51:41
JEANNINE	PERIOD DATE MAINTENANCE	QPADEV0009
Period year	: 5	
Period 1 start date	010105	
Period 1 end date	. 013105	
Period 2 end date	. 22805	
Period 3 end date	. 33105	
Period 4 end date	. 43005	
Period 5 end date	. 53105	
Period 6 end date	. 63005	
Period 7 end date	. 73105	
Period 8 end date	. 83105	
Period 9 end date	. 93005	
Period 10 end date	. 103105	
Period 11 end date	. 113005	
Period 12 end date	. 123105	
Period 13 end date	•	
F3=Exit		

- 5. Press <Enter> when data entry is complete.
- 6. Enter *Y* (yes) for the **Confirm** (1,a) field. The Period Date Maintenance (Enter) screen appears.
- 7. Press <F3> to exit. The G/L File Maintenance screen appears.

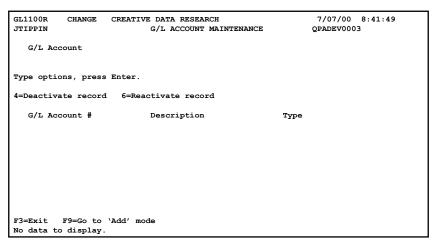
Working With General Ledger Account Records

The G/L Account Maintenance screen is used to add G/L account records for each company. Refer to Working With General Ledger Reports for information about printing a chart of accounts.

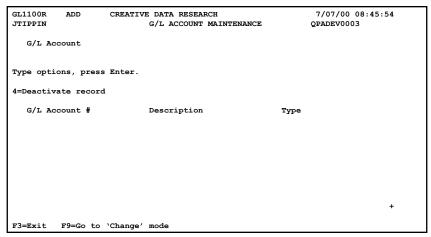
Prior to initially "going live," the 7=Combine cost centers/accounts option of the Work With Cost Center screen must be used after G/L account records are added. This option, or the G/L accounts Maintenance (Add) screen, must also be used to link cost centers with G/L accounts whenever new G/L account records are added after going live. Refer to Adding New G/L Accounts for additional information.



1. Select option 3 (Accounts) from the G/L File Maintenance screen. The G/L Account Maintenance (Change) screen appears with the *No data to display* message if no G/L account records have been added.



2. To begin adding G/L account records, press <F9> (Go to 'Add' mode). The G/L Account Maintenance (Add) screen appears.

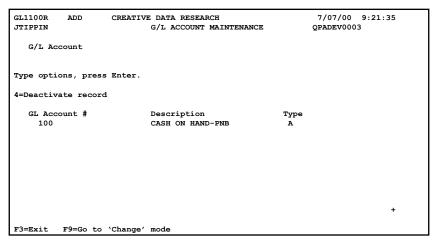


Note: The **G/L Account** # field name will be different if another value was entered for the **Account header** field of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

Enter the account number for the **G/L Account** # (5+4,n) field, and enter the description of the account for the **Description** (25,a) field. Refer to Working With General Ledger Actual Records for information about using the 5=Change Budget option to edit the G/L account descriptions for different cost centers.

Enter one of the following values for the **Type** (1,a) field to designate the account type:

- *A* asset.
- E expense.
- I income.
- L liability.
- S stock equity.

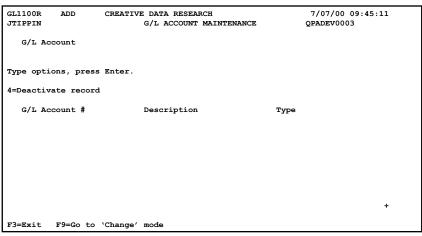


Refer to Working With General Ledger Actual Records for information about using the *5=Change Budget* option to edit the G/L actual records if changes are later made to a G/L account record.

3. Repeat the previous step to continue adding G/L account records, and press <Page Down> if necessary.

GL1100R JTIPPIN	ADD	CREATIV	E DATA RESEARCH G/L ACCOUNT MAINTENANCE		7/07/00 QPADEV000	
G/L Ac	count					
Type opti	ons, press	Enter.				
4=Deactiv	ate record	l				
GL Acc	ount #		Description	Type		
100			CASH ON HAND-PNB	A		
105			CASH IN BANKS	A		
110			ACCOUNTS RECEIVABLE	A		
115			NOTES RECEIVABLE	A		
120			INVENTORY ACCOUNTS	A		
120	1		INVENTORY - CIGARETTES	A		
120	2		INVENTORY - CIGARS	A		
120	3		INVENTORY - SUNDRIES	A		
120	4		INVENTORY - SOFT SERVE	A		
120	5		INVENTORY - GROCERIES	A		+
F3=Exit	F9=Go to	'Change'	mode			

4. Press <Enter> when data entry is complete. The G/L Account Maintenance (Add) screen is redisplayed without any records.



5. If necessary, press <F9> (Go to 'Change' mode) to change descriptions and account types of previously added G/L account records. The G/L Account Maintenance (Change) screen appears.

GL1100R JTIPPIN	CHANGE	CREATIVE DATA RESEARCH G/L ACCOUNT MAINTENANCE	7/07/00 9:56:21 QPADEV0003
G/L Ac	count		
Type opti	ons, press	Enter.	
4=Deactiv	ate record	6=Reactivate record	
GL Acc	ount #	Description	Type
100		CASH ON HAND-PNB	A
105		CASH IN BANKS	A
110		ACCOUNTS RECEIVABLE	A
115		NOTES RECEIVABLE	A
120		INVENTORY ACCOUNTS	A
120	1	INVENTORY - CIGARETTES	A
120	2	INVENTORY - CIGARS	A
120	3	INVENTORY - SUNDRIES	A
120	4	INVENTORY - SOFT SERVE	A
120	5	INVNETROY - GROCERIES	A +
F3=Exit	F9=Go to	'Add' mode	

Press <Page Down> or use the **G/L Account** restrictor field at the top of the screen (as illustrated below) to locate the desired record.

```
GL1100R CHANGE CREATIVE DATA RESEARCH 7/07/00 10:13:03
JTIPPIN G/L ACCOUNT MAINTENANCE QPADEV0003

G/L Account
125

Type options, press Enter.

4=Deactivate record 6=Reactivate record

GL Account # Description Type
125 PREP EXPENSES A

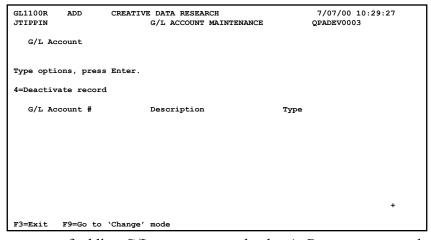
F3=Exit F9=Go to 'Add' mode
```

Make the changes, as necessary, to the value of the **Description** (25,a) field and **Type** (1,a) field.

Refer to Working With General Ledger Actual Records for information about using the *5=Change Budget* option to edit the G/L actual records if changes are later made to a G/L account record.

```
GL1100R
                                                               7/07/00 10:17:29
           CHANGE
                    CREATIVE DATA RESEARCH
JTIPPIN
                                                              QPADEV0003
                            G/L ACCOUNT MAINTENANCE
   G/L Account
     125
Type options, press Enter.
4=Deactivate record 6=Reactivate record
   GL Account #
                            Description
                                                       Type
                            PREPAID EXPENSES
F3=Exit F9=Go to 'Add' mode
```

When editing is complete, press <F9> (Go to 'Add' mode) to continue adding G/L account records on the G/L Account Maintenance (Add) screen.



During the course of adding G/L account records, the 4=Deactivate record option can be used to delete a record.

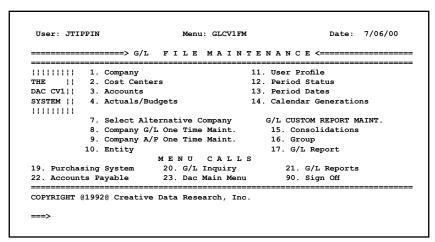
6. Press <F3> to exit. The G/L File Maintenance screen appears.

Refer to Combining Cost Centers And General Ledger Accounts if cost center records have been added; otherwise, refer to Working With Cost Center Records when all the necessary G/L account records are added.

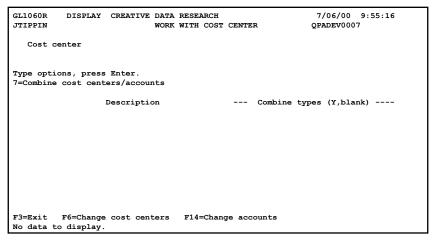
Working With Cost Center Records

The Cost Center Maintenance screen is used to add at least one cost center record for each company. Refer to Working With General Ledger Reports for information about printing a complete list of cost centers.

Multiple companies, rather than cost centers, must be set up if users track retained earnings or net profit and loss for more than one entity, such as multiple warehouses or divisions. Refer to Working With Company Records for additional information.



1. Select option 2 (Cost Centers) from the G/L File Maintenance screen. The Work With Cost Center screen appears with the *No data to display* message if no cost center records have been added.

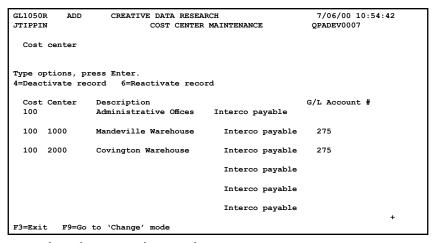


2. Press <F6> (Change cost centers) to add cost center records. The Cost Center Maintenance (Add) screen appears if no cost center records have been added. Note: If cost center records have been added, the Cost Center Maintenance (Change) screen appears. Press <F9> (Go to 'Add' mode) to display the Cost Center Maintenance (Add) screen.

GL1050R ADD JTIPPIN	CREATIVE DATA RESEARCE		7/06/00 10:02: QPADEV0007	44
Cost center				
Type options, press 4=Deactivate record	Enter. 6=Reactivate record			
Cost Center De	scription	Interco payable	G/L Account #	
		Interco payable		+
F3=Exit F9=Go to	'Change' mode			т

Note: The **Cost Center** and **G/L Account** # field names will be different if other values are entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

- 3. Enter data for the following fields for each cost center of the company:
 - Cost Center (3+4,n) the cost center number.
 - **Description** (25,a) a description of the cost center.
 - Optional: **Interco payable** (5+4,n) the G/L account number which is used, in combination with the cost center, to automatically compute the profit/loss for custom reporting of cost center balance sheets. Refer to Working With Company G/L Options for information about the **Profit/loss cost cntr/acount** field of the Company Maintenance (G/L) screen. Also, refer to Working With General Ledger Custom Reports for information about using the Consolidations application, rather than the **Interco payable** field.



- 4. Press <Enter> when data entry is complete.
- 5. Continue adding cost center records for the company, or press <F3> to exit. The Work With Cost Center screen appears.

```
GL1060R
           DISPLAY CREATIVE DATA RESEARCH
                                                               7/06/00 13:24:22
                             WORK WITH COST CENTER
JTIPPIN
                                                              OPADEV0007
   Cost center
Type options, press Enter.
7=Combine cost centers/accounts
                                               -- Combine types (Y.blank) ----
   Cost Center
                  Description
                                             Asset Lblty Equity Income Expense
                  Administrative Offices
   100 1000
                  Mandeville Warehouse
                   Covington Warehouse
         F6=Change cost centers
                                   F14=Change accounts
```

Prior to initially "going live," the 7=Combine cost centers/accounts option of the Work With Cost Center screen must be used after G/L account records are added. This option, or the G/L Actuals Maintenance (Add) screen, must also be used to create G/L actual records whenever new G/L account records are added after going live. Refer to the following sections for additional information:

- Adding New G/L Accounts
- Combining Cost Centers And General Ledger Accounts
- Working With General Ledger Actual Records.

During the course of adding cost center records, the following function keys can be used:

- F6 (Change cost centers) allows users to change cost center descriptions and G/L account numbers on the Cost Center Maintenance (Change) screen.
- F14 (Change accounts) allows users to change G/L account descriptions and type codes on the G/L Account Maintenance (Change) screen.

Refer to Working With General Ledger Actual Records for information about using the *5=Change Budget* option to change the G/L account descriptions and types of G/L actual records if these were created before the above changes were made.

6. Press <F3> to exit. The G/L File Maintenance screen appears.

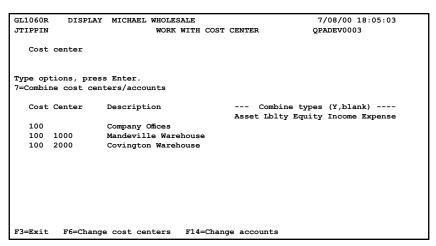
Combining Cost Centers And General Ledger Accounts

After all the necessary cost center and G/L account records are added, the 7=Combine cost centers/accounts option of the Work With Cost Center screen is used to create G/L actual records by linking cost centers with G/L accounts. This option must be used when G/L account records are added prior to initially "going live." Refer to Working With General Ledger Actual Records for additional information.

The 7=Combine cost centers/accounts option, or the G/L Actuals Maintenance (Add) screen, must also be used whenever new G/L account records are added after going live. Refer to Adding New G/L Accounts for additional information.

```
User: JTIPPIN
                           Menu: GLCV1FM
                                                      Date: 7/08/00
      ======> G/L FILE MAINTENANCE <=====
|||||| 1. Company
                                        11. User Profile
DAC CV1||
                                        13. Period Dates
SYSTEM !!
          4. Actuals/Budgets
                                       14. Calendar Generations
111111111
          7. Select Alternative Company
                                           G/L CUSTOM REPORT MAINT.
          8. Company G/L One Time Maint.
                                           15. Consolidations
          9. Company A/P One Time Maint.
                                           16. Group
         10. Entity
                                           17. G/L Report
                       MENU CALLS
                        20. G/L Inquiry
19. Purchasing System
                                              21. G/L Reports
                     22. Accounts Payable
                                              90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

1. Select option 2 (Cost Centers) from the G/L File Maintenance screen. The Work With Cost Center screen appears.

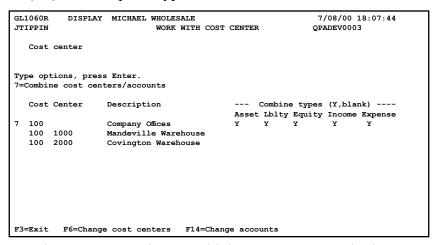


2. To begin combining cost centers and G/L accounts, enter 7 (Combine cost center/accounts) in the selection column next to the desired cost center number.

```
GL1060R
          DISPLAY MICHAEL WHOLESALE
                                                             7/08/00 18:07:44
JTIPPIN
                            WORK WITH COST CENTER
                                                            OPADEV0003
Type options, press Enter.
7=Combine cost centers/accounts
                                            --- Combine types (Y,blank) ----
   Cost Center
                 Description
                                           Asset Lblty Equity Income Expense
  Company Offices
100 1000 Mandari
                  Mandeville Warehouse
   100 2000
                 Covington Warehouse
F3=Exit F6=Change cost centers F14=Change accounts
```

Enter *Y* to the right of the desired cost center number for the following fields, as necessary, to indicate which types of G/L accounts will be linked with the cost center:

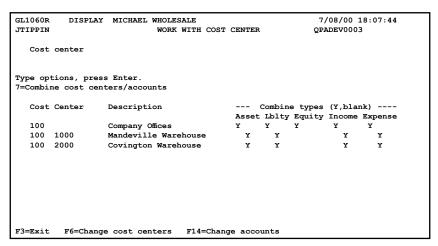
- **Asset** (1,a) field asset type accounts.
- **Lblty** (1,a) field liability type accounts.
- Equity (1,a) field stock equity type accounts.
- **Income** (1,a) field income type accounts.
- Expense (1,a) field expense type accounts.



3. Repeat the previous step to continue combining cost centers and G/L accounts.

```
GL1060R
          DISPLAY MICHAEL WHOLESALE
                                                            7/08/00 18:07:44
JTIPPIN
                            WORK WITH COST CENTER
                                                           OPADEV0003
   Cost center
Type options, press Enter.
7=Combine cost centers/accounts
   Cost Center
                  Description
                                            --- Combine types (Y,blank) ----
                                           Asset Lblty Equity Income Expense
                 Company Offices
  100 1000
                  Mandeville Warehouse
  100 2000
                  Covington Warehouse
         F6=Change cost centers F14=Change accounts
```

4. Press <Enter> when data entry is complete. The Work With Cost Center screen appears without the 7 values. Refer to Working With General Ledger Actual Records for information about verifying that all the necessary cost centers and G/L accounts are linked.



Note: When using the Work With Cost Center screen in the future, the *Y* values will not appear.

5. Press <F3> to exit. The G/L File Maintenance screen appears.

Note: The 7=Combine cost centers/accounts option, as described above, or the G/L Actuals Maintenance (Add) screen, must also be used to link cost centers with G/L accounts whenever new G/L account records are added after "going live." Refer to Adding New G/L Accounts and Working With General Ledger Actual Records for additional information.

Working With General Ledger Actual Records

The Actuals/Budgets application is used primarily to add the budget for each G/L actual record created for each company. The budget data is entered for the periods (also referred to as months) of the user's fiscal year. Refer to Working With General Ledger Reports for information about printing a G/L budget list.

The instructions below also describe:

- Using the Work With G/L Actuals screen to verify that all the necessary cost centers and G/L accounts are linked.
- Using the G/L Actuals Maintenance (Add) screen to create a G/L actual record by linking a cost center with a G/L account when a new G/L account record is added after "going live."
- Using the 5=Change Budget option of the Work With G/L Actuals screen to edit the G/L account descriptions for different cost centers.

```
User: JTIPPIN
                              Menu: GLCV1FM
                                                           Date: 7/11/00
                ===> G/L FILE MAINTENANCE <==
111111111
           1. Company
                                            11. User Profile
                                            12. Period Status
           2. Cost Centers
DAC CV1||
           3. Accounts
                                            13. Period Dates
SYSTEM | |
           4. Actuals/Budgets
                                           14. Calendar Generations
111111111
           7. Select Alternative Company
                                               G/L CUSTOM REPORT MAINT.
           8. Company G/L One Time Maint.
                                                15. Consolidations
                                                16. Group
           9. Company A/P One Time Maint.
                                               17. G/L Report
          10. Entity
                         MENU CALLS
19. Purchasing System
                          20. G/L Inquiry
                                                   21. G/L Reports
22. Accounts Payable
                          23. Dac Main Menu
                                                   90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

1. Select option 4 (Actuals/Budgets) from the G/L File Maintenance screen. The Work With G/L Actuals screen appears.

```
GL5200R
            DISPLAY CREATIVE DATA RESEARCH
                                                                   7/11/00 15:17:02
                               WORK WITH G/L ACTUALS
   Cost center
                     G/T. account
Type options, press Enter.
5=Change Budget
                                              Description
                                                                           Type
   100
                     100
                                              CASH ON HAND
                                              CASH IN BANKS
   100
                     105
   100
                                              ACCOUNTS RECEIVABLE
                     110
                                              NOTES RECEIVABLE
   100
                     120
                                              INVENTORY ACCOUNTS
   100
                     120
                                              INVENTORY - CIGARETTES
                                              INVENTORY - CIGARS
                                              INVENTORY - SUNDRIES
INVENTORY - SOFT SERVE
   100
                     120
   100
                     120
                                               INVENTORY - GROCERIES
   100
                     120
                                               INVENTORY - PHONE CARDS
F3=Exit
          F6=Add Actuals
```

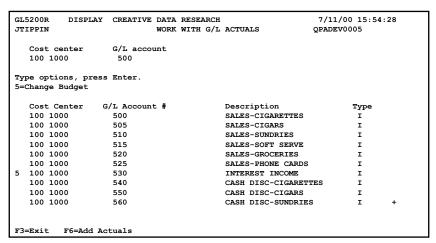
Note: The **Cost Center** and **G/L Account** # field names will be different if other values were entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

2. To verify that all the necessary G/L actual records have been created, press <Page Down> or use the **Cost center** and **G/L account** fields at the top of the screen (as illustrated below).

GL5200R JTIPPIN	DISPLAY	CREATIVE		 =	7/11/00 QPADEV00		43
Cost c 100 10	enter 00	G/L accou	int				
Type opti 5=Change	ons, press Budget	Enter.					
Cost C	enter G	L Account	= #	Description		Туре	
100 10	00	500		SALES-CIGARETTES		I	
100 10	00	505		SALES-CIGARS		I	
100 10	00	510		SALES-SUNDRIES		I	
100 10	00	515		SALES-SOFT SERVE		I	
100 10	00	520		SALES-GROCERIES		I	
100 10	00	525		SALES-PHONE CARDS		I	
100 10	00	530		INTEREST INCOME		I	
100 10	00	540		CASH DISC-CIGARETT	ES	I	
100 10		550		CASH DISC-CIGARS		I	
100 10	00						

As illustrated above, each cost center and G/L account which were previously linked to create a G/L actual record is listed on the Work With G/L Actuals screen.

3. To add the budget for a G/L actual record, enter 5 (Change Budget) in the selection column next to the desired record.



Press <Enter>. The Budget Maintenance screen appears.

```
GL1250R
           CHANGE
                    CREATIVE DATA RESEARCH
                                                               7/11/00 15:56:12
JTIPPIN
                              BUDGET MAINTENANCE
                                                              OPADEV0005
Cost Center
              . . .: 100 1000
                                              Mandeville Warehouse
G/L Account #
               . .: 530
                                              INTEREST INCOME
Description . . .
                     INTEREST INCOME
Account type
This year budget
This year budget 10
This year budget 11
This year budget 12
This year budget 13
F3=Exit
```

Note: The **Cost Center** and **G/L Account** # field names will be different if other values were entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

Enter data for the following fields of the G/L actual record:

- This year budget 1 (11.2,n) the budget for the 1st period.
- This year budget 2 (11.2,n) the budget for the 2nd period.
- This year budget 3 (11.2,n) the budget for the 3rd period.
- This year budget 4 (11.2,n) the budget for the 4th period.
- This year budget 5 (11.2,n) the budget for the 5th period.
- This year budget 6 (11.2,n) the budget for the 6th period.
- This year budget 7 (11.2,n) the budget for the 7th period.
- This year budget 8 (11.2,n) the budget for the 8th period.
- This year budget 9 (11.2,n) the budget for the 9th period.
- This year budget 10 (11.2,n) the budget for the 10th period.
- This year budget 11 (11.2,n) the budget for the 11th period.
- This year budget 12 (11.2,n) the budget for the 12th period.
- Optional: **This year budget 13** (11.2,n) the budget for the 13th period. A value may be entered for this field if the user defines a period as four weeks.

GL1250R CHANGE JTIPPIN	CREATIVE	DATA RESEARCH BUDGET MAINTE	NANCE	7/11/00 15:56:12 QPADEV0005
Cost Center	.: 100 1000)	Mandeville Ware	ehouse
G/L Account # .	.: 530		INTEREST INCOME	3
Description	. INTEREST	INCOME		
Account type	. І			
This year budget	1	500		
This year budget	2	500		
This year budget	3	500		
This year budget	4	500		
This year budget		500		
This year budget	6	500		
This year budget		500		
This year budget		500		
This year budget		500		
This year budget		500		
This year budget	11	500		
This year budget		500		
This year budget	13			
F3=Exit				

If necessary, the **Description** and **Account type** fields of the Budget Maintenance screen can be used (as described below) to edit the G/L actual record.

Press <Enter> when the data entry of the budget is complete. The Work With G/L Actuals screen appears.

GL5200R JTIPPIN	DISPLAY	CREATIVE		 	ACTUALS	7/11/00 QPADEV000		13
Cost cer 100 1000		G/L accou	ınt					
Type option 5=Change Bu		Enter.						
Cost Cer	ter G/	L Account	: #		Description		Гуре	
100 1000)	500			SALES-CIGARETTES		I	
100 1000)	505			SALES-CIGARS		I	
100 1000)	510			SALES-SUNDRIES		I	
100 1000)	515			SALES-SOFT SERVE		I	
100 1000)	520			SALES-GROCERIES		I	
100 1000)	525			SALES-PHONE CARDS		I	
100 1000)	530			INTEREST INCOME		I	
100 1000)	540			CASH DISC-CIGARETY	res	I	
100 1000)	550			CASH DISC-CIGARS		I	
100 1000)	560			CASH DISC-SUNDRIES	3	I	+
F3=Exit E	6=Add Act	uals						

The 5=Change Budget option can also be used, as described above, to change the budget of a G/L actual record. Changes can be made at any time prior to closing a year for periods (months) that are open or closed.

4. To use the **Description** and **Account type** fields of the Budget Maintenance screen to edit a G/L actual record, enter 5 (Change Budget) in the selection column next to the desired record on the Work With G/L Actuals screen, and press <Enter>. The Budget Maintenance screen appears.

GL1250R CHANGE CREATIVE DATA	DECENDOU	7/11/00 16:10:31
	GET MAINTENANCE	OPADEV0005
		~
Cost Center: 100 1000	Mandevill	le Warehouse
G/L Account #: 100	CASH ON F	HAND
Description CASH ON HAND		
Account type A		
This year budget 1		
This year budget 2		
This year budget 3		
This year budget 4		
This year budget 5		
This year budget 6		
This year budget 7		
This year budget 8		
This year budget 9		
This year budget 10		
This year budget 11		
This year budget 12		
This year budget 13		
F3=Exit		

Enter new values for the following fields, as necessary:

- **Description** (25,a) field the description of the G/L actual record initially defaults from the description of the G/L account record.
- Account type (1,a) field the account type of the G/L actual record initially defaults from the account type of the G/L account record. Valid values for the Account type field are A (asset), E (expense), I (income), L (liability) and S (stock equity).

```
GL1250R
           CHANGE CREATIVE DATA RESEARCH
                                                                 7/11/00 16:10:31
JTIPPIN
                               BUDGET MAINTENANCE
                                                                OPADEV0005
              . . .: 100 1000
                                               Mandeville Warehouse
G/L Account # . .:
Description . . .
                       100
                                               CASH ON HAND
                     CASH ON HAND-Parish Natl
Account type . . .
This year budget 1
This year budget 2
This year budget
This year budget 10
This year budget 11
This year budget 12
This year budget 13
F3=Exit
```

Note: The G/L Actuals Maintenance (Change) screen can also be used, as described below, to change the description and account type of G/L actual records.

New values are primarily entered for the **Description** and **Account type** fields when changes are made to the description and account type of the corresponding G/L account record. For example, if the *Cash On Hand* G/L account record (no. 100 above) was incorrectly added with the L (liability) account type, and G/L actual records were created using that G/L account record before the error was noticed, the **Account type** field of the Budget Maintenance screen could be used to change the account type of the necessary G/L actual records.

A new value may also be entered for the **Description** field to use different descriptions for the G/L actual records of different cost centers. For example, the description of the G/L actual record illustrated above (for the *Mandeville Warehouse* cost center no. 100 1000) is CASH ON HAND-Parish Natl, and the description of the G/L actual record illustrated below (for the Covington Warehouse cost center no. 100 2000) is CASH ON HAND-First NBC.

```
GL1250R
           CHANGE
                     CREATIVE DATA RESEARCH
                                                                  7/11/00 16:15:01
Cost Center . . .: 100 2000
G/L Account # . .: 100
                                               Covington Warehouse
                                               CASH ON HAND
Description . . .
                      CASH ON HAND-First NBC
Account type . .
This year budget
This year budget 10
This year budget 11
This year budget 12
This year budget 13
```

Press <Enter> when the data entry is complete. The Work With G/L Actuals screen appears.

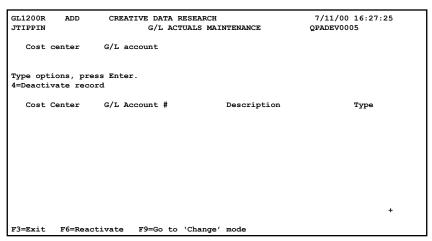
GL5200R	DISPLAY	CREATIVE					11/00 16:2	4:43
JTIPPIN			WORK	WITH	G/L	ACTUALS QPAI	EV0005	
Cost	enter	G/L acco	unt					
100 10	00	100						
Type opti	ons, pres	s Enter.						
5=Change	Budget							
Cost C	enter	G/L Accour	ıt#			Description	Type	
100 10	00	100				CASH ON HAND	A	
100 10	00	105				CASH IN BANKS	A	
100 10	00	110				ACCOUNTS RECEIVABLE	A	
100 10	00	115				NOTES RECEIVABLE	A	
100 10	00	120				INVENTORY ACCOUNTS	A	
100 10	00	120 1				INVENTORY - CIGARETTES	S A	
100 10	00	120 2	2			INVENTORY - CIGARS	A	
100 10	00	120 3	3			INVENTORY - SUNDRIES	A	
100 10	00	120 4	l			INVENTORY - SOFT SERVE	E A	
100 10	00	120 5	5			INVENTORY - GROCERIES	A	
100 10	00	120	:			INVENTORY - PHONE CARD	os a	+

To refresh the Work With G/L Actuals screen, press <F3> (Exit), and select option 4 (Actuals/Budgets) when the G/L File Maintenance screen appears.

GL5200R	DISPLAY	CREATIVE				The state of the s		16:26:	43
JTIPPIN			WORK	WITH	G/L	ACTUALS QPADE	W000)5	
Cost ce	enter	G/L acco	unt						
100 100	00	100							
Type optic	ons, press	Enter.							
5=Change 1	Budget								
Cost Ce	enter (G/L Accour	t#			Description	7	уре:	
100 100	00	100				CASH ON HAND-Parish Nat	:1	A	
100 100	00	105				CASH IN BANKS		A	
100 100	00	110				ACCOUNTS RECEIVABLE		A	
100 100	00	115				NOTES RECEIVABLE		A	
100 100	00	120				INVENTORY ACCOUNTS		A	
100 100	00	120 1				INVENTORY - CIGARETTES		A	
100 100	00	120 2	!			INVENTORY - CIGARS		A	
100 100	00	120 3	3			INVENTORY - SUNDRIES		A	
100 100	00	120 4				INVENTORY - SOFT SERVE		A	
100 100	00	120 5	,			INVENTORY - GROCERIES		A	
100 100	nn	120	:			INVENTORY - PHONE CARDS	3	A	+

As illustrated above, the Work With G/L Actuals screen appears with the edited G/L actual record's new value.

5. To create a G/L actual record when a new G/L account record is added after "going live," press <F6> (Add Actuals). The G/L Actuals Maintenance (Add) screen appears.



Note: The Cost Center and G/L Account # field names will be different if other values are entered for the Cost cntr hdr and Account header fields of

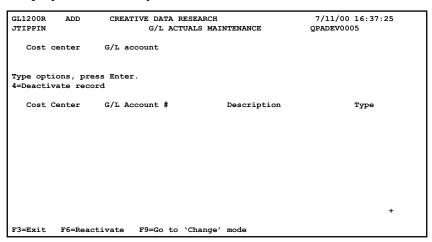
the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

Enter data for the following fields for each G/L actual record to be added:

- Cost Center (3+4,n) the cost center number.
- G/L Account # (5+4,n) the account number of the new G/L account record.
- **Description** (25,a) the description of the G/L actual record.
- **Type** (1,a) the account type of the G/L actual record. Valid values for the **Type** field are A (asset), E (expense), I (income), L (liability) and S (stock equity).

GL1200R ADD JTIPPIN	CREATIVE DATA RESEARCH G/L ACTUALS MAIN	·	1/00 16:36:10 EV0005
Cost center	G/L account		
Type options, press 4=Deactivate record			
Cost Center	G/L Account #	Description	Type
100 1000	500	SALES-CIGARETTES	ī
100 1000	505	SALES-CIGARS	I
100 1000	510	SALES-SUNDRIES	I
100 1000	515	SALES-CIGARETTES	I
100 1000	520	SALES-GROCERIES	I
100 1000	525	SALES-PHONE CARDS	I
			+
F3=Exit F6=Reacti	vate F9=Go to 'Change'	mode	

Press <Enter> when data entry is complete. The G/L Actuals Maintenance (Add) screen is redisplayed without any records.



Continue adding G/L account records, or press <F3> to exit. The Work With G/L Actuals screen appears.

GL5200R DISPI JTIPPIN	AY CREATIVE		EARCH H G/L ACTUALS	7/11/00 1 QPADEV0005	
Cost center 100 1000	G/L accor	ınt			
Type options, pr 5=Change Budget	ress Enter.				
Cost Center	G/L Accoun	t #	Descriptio	n Ty	pe
100 1000	100		CASH ON HA	ND-Parish Natl A	
100 1000	105		CASH IN BA	NKS A	
100 1000	110		ACCOUNTS R	ECEIVABLE A	
100 1000	115		NOTES RECE	IVABLE A	
100 1000	120		INVENTORY	ACCOUNTS A	
100 1000	120 1		INVENTORY	- CIGARETTES A	
100 1000	120 2		INVENTORY	- CIGARS A	
100 1000	120 3		INVENTORY	- SUNDRIES A	
100 1000	120 4		INVENTORY	- SOFT SERVE A	
100 1000	120 5		INVENTORY	- GROCERIES A	
100 1000	120 6		INVENTORY	- PHONE CARDS A	+
F3=Exit F6=Add	d Actuals				

6. To edit a G/L actual record, press <F6> (Add Actuals) on the Work With G/L Actuals screen, and press <F9> (Go to 'Change' mode) when the G/L Actuals Maintenance (Add) screen appears. The G/L Actuals Maintenance (Change) screen appears.

GL1200R CHAN JTIPPIN	IGE CREAT	IVE DATA I G/L ACT		CH MAINTENANCE	7/11/0 QPADEV0	0 16:42: 005	26
Cost center	G/L ac	count					
Type options, p 4=Deactivate re			et				
Cost Center	G/L Ac	count #		Description		Type	
100	100			CASH ON HAND		A	
100	105			CASH IN BANK	s	A	
100	110			ACCOUNTS REC	EIVABLE	A	
100	115			NOTES RECEIV	ABLE	A	
100	120			INVENTORY AC	COUNTS	A	
100	120	1		INVENTORY -	CIGARETTES	A	
100	120	2		INVENTORY -	CIGARS	A	
100	120	3		INVENTORY -	SUNDRIES	A	
100	120	4		INVENTORY -	SOFT SERVE	A	
100	120	5		INVENTORY -	GROCERIES	A	
100	120	6		INVENTORY -	PHONE CARDS	A	+
F3=Exit F6=Re	activate	F9=Go to	'Add'	mode			

Press <Page Down> or use the **Cost center** and **G/L account** restrictor fields at the top of the screen (as illustrated below) to locate the desired record.

GL1200R CHANG		SEARCH ALS MAINTENANCE	7/11/00 16:43:12 QPADEV0005
Cost center 100 1000	G/L account 200		
Type options, pr	ress Enter. cord 5=Change Budget		
Cost Center	G/L Account #	Description	Type
100 1000	200	ACCOUNTS PAYABLE	L
100 1000	205	ACCRUED EXPENSES	L
100 1000	210	FEDERAL INCOME T	AX W/H L
100 1000	215	FICA TAX W/H	L
100 1000	220	STATE INCOME TAX	W/H L
100 1000	225	SALES TAX PAYABL	E L
100 1000	500	SALES-CIGARETTES	I
100 1000	505	SALES-CIGARS	I
100 1000	510	SALES-SUNDRIES	I
100 1000	515	SALES-CIGARETTES	I
100 1000	520	SALES-GROCERIES	I +
F3=Exit F6=Rea	activate F9=Go to V	Add' mode	

Make the changes, as necessary, to the value of the **Description** (25,a) field and **Type** (1,a) field.

GL1200R CHA		ESEARCH JALS MAINTENANCE	7/11/00 16:43:12 QPADEV0005
	G/L account		
100 1000	200		
Type options,	press Enter.		
4=Deactivate r	ecord 5=Change Budget	ŧ	
Cost Center	G/L Account #	Description	Type
100 1000	200	ACCOUNTS PAYABLE	L
100 1000	205	ACCRUED EXPENSES	L
100 1000	210	FEDERAL INCOME T	AX W/H L
100 1000	215	FICA TAX W/H	L
100 1000	220	STATE INCOME TAX	W/H L
100 1000	225	SALES TAX PAYABL	E L
100 1000	500	SALES-CIGARETTES	I
100 1000	505	SALES-CIGARS	I
100 1000	510	SALES-SUNDRIES	I
100 1000	515	SALES-SOFT SERVE	I
100 1000	520	SALES-GROCERIES	I +
F3=Exit F6=R	eactivate F9=Go to	`Add' mode	

During the course of editing G/L actual records, the *4=Deactivate record* option can be used to deactivate a record, but only if no balance exists for the record in any period of the current year. Refer to the instructions below for information about reactivating a G/L actual record that was deactivated.

Press <F3> to exit when editing is complete. The Work With G/L Actuals screen appears.

L5200R DISPLA TIPPIN	Y CREATIV			/11/00 16:43: ADEV0005	43
Cost center 100 1000	G/L acc	ount			
Type options, pre i=Change Budget	ess Enter.				
	G/L Accou	nt #	Description	Туре	
100 1000	100		CASH ON HAND-Parish	Natl A	
100 1000	105		CASH IN BANKS	A	
100 1000	110		ACCOUNTS RECEIVABLE	A	
100 1000	115		NOTES RECEIVABLE	A	
100 1000	120		INVENTORY ACCOUNTS	A	
100 1000	120	1	INVENTORY - CIGARETT	ES A	
100 1000	120	2	INVENTORY - CIGARS	A	
100 1000	120	3	INVENTORY - SUNDRIES	A	
100 1000	120	4	INVENTORY - SOFT SER	VE A	
100 1000	120	5	INVENTORY - GROCERIE	S A	
100 1000	120	6	INVENTORY - PHONE CA	RDS A	+

7. To reactivate a G/L actual record that was deactivated, press <F6> (Add Actuals) on the Work With G/L Actuals screen. The G/L Actuals Maintenance (Add) screen appears.

GL1200R JTIPPIN	ADD		TA RESEARCH ACTUALS MAI	NTENANCE	7/11/00 17:06:2 QPADEV0005	25				
Cost	center	G/L account								
	Type options, press Enter. 4=Deactivate record									
Cost	Center	G/L Account	#	Description	Туре					
						+				
F3=Exit	F6=React:	ivate F9=G	to 'Change'	mode						

Press <F6> (Reactivate). The G/L Actuals Reactivation Maint screen appears.

L1205R C FIPPIN	HANGE CREATIVE DATA RES G/L ACTUALS F	The state of the s	1/00 17:11:33 EV0005
Cost cent	er G/L account		
ype options =Reactivate	, press Enter.		
	er G/L Account #	Description	Type
100 1000	540	CASH DISC-CIGARETTES	I
100 1000	550	CASH DISC-CIGARS	I
100 1000	560	CASH DISC-SUNDRIES	I
100 1000	565	CASH DISC-SOFT SERVE	I
100 2000	105	CASH IN BANKS	A

Note: The **Cost Center** and **G/L Account** # field names will be different if other values are entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

Enter 6 (Reactivate record) in the selection column next to the desired deactivated G/L actual record. If necessary, press <Page Down> or use the **Cost center** and **G/L Account** restrictor fields at the top of the screen to locate the desired record.

I	1205R CHANGE			11/00 17:21:15 DEV0005
	Cost center	G/L account		
	pe options, pre Reactivate reco			
	Cost Center	G/L Account #	Description	Type
	100 1000	540	CASH DISC-CIGARETTES	ī
l	100 1000	550	CASH DISC-CIGARS	I
l	100 1000	560	CASH DISC-SUNDRIES	I
l	100 1000	565	CASH DISC-SOFT SERVE	I
6	100 2000	105	CASH IN BANKS	A
l				
F3	=Exit			

Press <Enter>. The G/L Actuals Reactivation Maint screen is redisplayed without the record.

GL1205R CHANG JTIPPIN		ACTIVATION MAINT	7/11/00 17:28:16 QPADEV0005
Cost center	G/L account		
ype options, pr			
5=Reactivate rec	ora		
Cost Center	G/L Account #	Description	Type
100 1000	540	CASH DISC-CIGARE	
100 1000	550	CASH DISC-CIGARS	I
100 1000	560	CASH DISC-SUNDRI	ES I
100 1000	565	CASH DISC-SOFT S	ERVE I
F3=Exit			

Press <F3> to exit. The G/L Actuals Maintenance (Add) screen appears.

GL1200R ADD JTIPPIN	CREATIVE DATA RESEARCH G/L ACTUALS MAINTENANCE	7/11/00 17:32:29 QPADEV0005
Cost center	G/L account	
Type options, : 4=Deactivate r		
Cost Center	G/L Account # Description	Туре
		+
F3=Exit F6=R	eactivate F9=Go to 'Change' mode	

Note: The <F6> (Reactivate) function key also appears on the G/L Actuals Maintenance (Change) screen.

Press <F3> to exit. The Work With G/L Actuals screen appears.

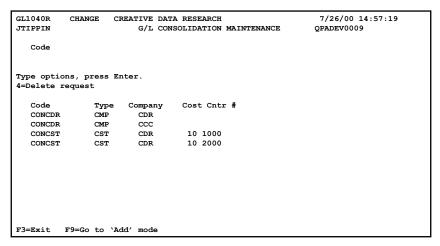
GL5200R JTIPPIN	DISPLAY	CREATIVE		 	ACTUALS	7/11/00 QPADEV00		17
Cost ce	nter	G/L acco	unt					
Type optio 5=Change B		Enter.						
Cost Ce	nter G	L Accoun	t#		Description		Туре	
100		100			CASH ON HAND		A	
100		105			CASH IN BANKS		A	
100		110			ACCOUNTS RECEIVABL	LE	A	
100		115			NOTES RECEIVABLE		A	
100		120			INVENTORY ACCOUNTS	3	A	
100		120 1			INVENTORY - CIGAR	ETTES	A	
100		120 2			INVENTORY - CIGARS	5	A	
100		120 3			INVENTORY - SUNDR	ŒS	A	
100		120 4			INVENTORY - SOFT S	SERVE	A	
100		120 5			INVENTORY - GROCE	RIES	A	
100		120 6			INVENTORY - PHONE	CARDS	A	+
F3=Exit	F6=Add Act	tuals						

8. Press <F3> to exit. The G/L File Maintenance screen appears.

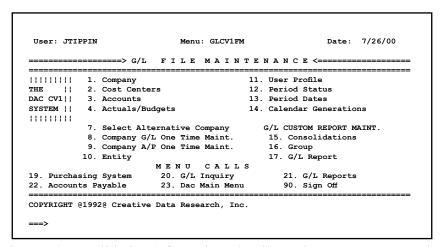
Working With Consolidation Records

The Consolidations application is used to consolidate companies and cost centers in order to combine financial data for custom reporting purposes. Refer to Working With General Ledger Custom Reports for additional information.

Consolidation records are added with the same identifying code to designate for which companies and cost centers financial data is consolidated.



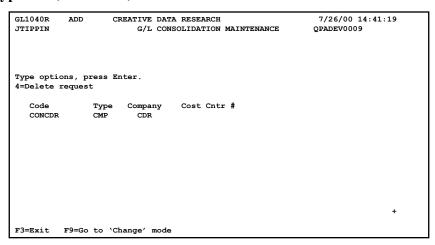
The financial data of the companies named *CDR* and *CCC* is consolidated when the above records identified with the code *CONCDR* are used to define a G/L custom report. When the records with a value of *CONCST* entered for the **Code** field are used, the financial data of the cost centers numbered *10 1000* and *10 2000* of the company named *CDR* is consolidated.



- Select option 15 (Consolidations) from the G/L File Maintenance screen. The G/L Consolidation Maintenance (Add) screen appears without values for the Code,
 Type, Company and Cost Center fields if no consolidation records have been added.
- 2. If necessary, press <F9> (Go to 'Add' mode) to display the G/L Consolidation Maintenance (Add) screen.

GL1040R ADD JTIPPIN	CREATIVE DATA RESEARCH G/L CONSOLIDATION MAINTENANCE	7/26/00 13:56:36 QPADEV0009
Type options, p 4=Delete reques		
Code	Type Company Cost Center	
		+
F3=Exit F9=Go	to 'Change' mode	

- 3. Enter data for the following fields for each consolidation record:
 - Code (10,a) the consolidation code which is used to identify the consolidation records. The value entered for the Code field is entered for the Consolidate Code field of the G/L Report Maintenance screen when a G/L custom report is defined. Refer to Working With G/L Report Records for additional information.
 - **Type** (3,a) the type of consolidation record. The valid values of this field are *CMP* to designate consolidation by company, and *CST* to designate consolidation by cost center. The same consolidation type must used for all records with the same consolidation code.
 - **Company** (3,a) the company code which is used to identify the company for which consolidation will be performed.
 - Cost Center (3+4,n) a cost center number is entered if *CST* was entered for the **Type** field; otherwise, the **Cost Center** field is left blank.



4. Continue adding consolidation records as necessary. Press <Enter> and <F9> (Go to 'Change' mode) when data entry is complete. The G/L Consolidation Maintenance (Change) screen appears.

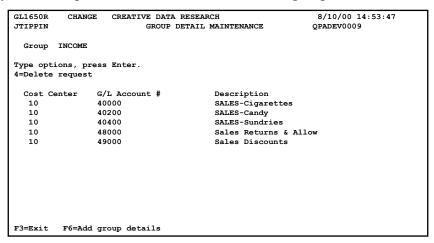
GL1040R JTIPPIN	CHANGE	CREATIVE DAT G/L CON	A RESEARCH SOLIDATION MAINTENANCE	7/26/00 14:57:19 QPADEV0009
Code				
Type option 4=Delete re		Enter.		
Code CONCDR CONCDR	Type CMP CMP	Company CDR CCC	Cost Cntr #	
CONCST	CST CST	CDR CDR	10 1000 10 2000	
F3=Exit	F9=Go to `	Add' mode		

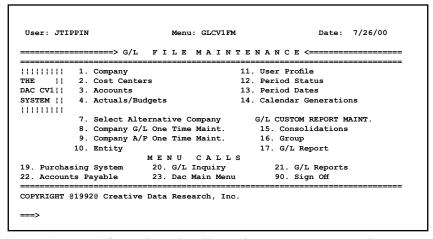
- 5. To delete a consolidation record, enter 4 (Delete request) in the selection column of the desired record, and press <Enter>. If necessary, press <Page Down> or use the Code restrictor field at the top of the screen to locate the desired record.
- 6. Press <F3> to exit. The G/L File Maintenance screen appears.

Working With Group Records

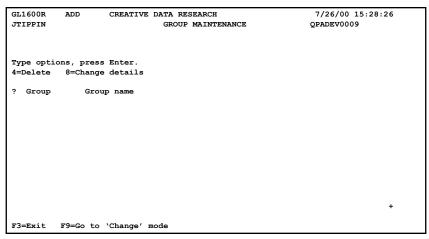
The Group application is used to group G/L actual records for custom reporting purposes. The maintenance of groups provides higher levels of description, and eliminates the need to edit every custom report when new G/L account records are added. A new record is simply added to a group to be included in every report that references the group. Refer to Working With General Ledger Custom Reports for additional information.

It is essential that the necessary group records are updated when a new G/L account record is added. For example, if a G/L actual record for *Interest Income* were added, the user must add it to the group record illustrated below in order to include interest income in any custom reports that reference the *INCOME* group.

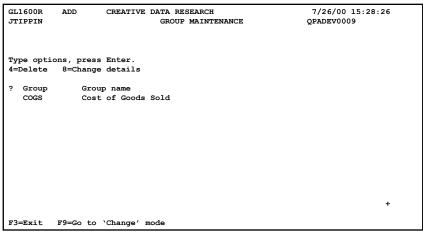




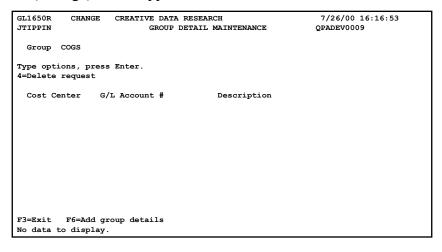
- 1. Select option 16 (Group) from the G/L File Maintenance screen. The Group Maintenance (Change) screen appears with *No data to display* if no group records have been added.
- 2. Press <F9> (Go to 'Add' mode) to display the Group Maintenance (Add) screen.



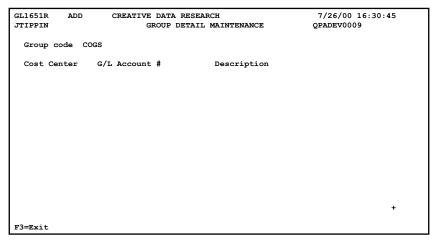
- 3. Enter data for the following fields for each group record:
 - **Group** (10,a) the group code which is used to identify the group of actual records when a custom report is defined. The value entered for the **Group** field is entered when a G/L custom report is defined. Refer to Working With G/L Report Records for additional information.
 - **Group name** (25,a) the name of the group. The value entered for the **Group name** field is not printed on the report.



4. To designate the actual records of the group, enter 8 (Change details) in the selection column next to the group code and press <Enter>. The Group Detail Maintenance (Change) screen appears.

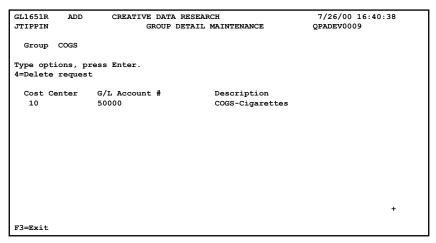


5. Press <F6> (Add group details). The Group Detail Maintenance (Add) screen appears.



Note: The **Cost Center** and **G/L Account** # field names will be different if other values were entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

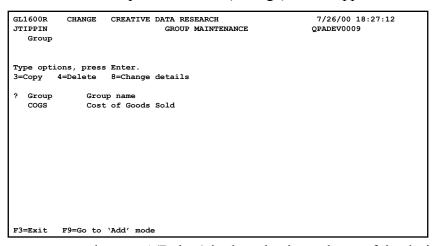
- 6. Add a group detail record for each desired G/L actual record by entering data for the following fields:
 - Cost Center (3+4,n) the cost center number.
 - G/L Account # (5+4,n) the G/L account number.
 - **Description** (25,a) the description of the G/L actual record. If not suppressed when a custom report is defined, the value entered for the **Description** field is printed on the G/L custom report. Refer to Working With G/L Report Records for additional information.



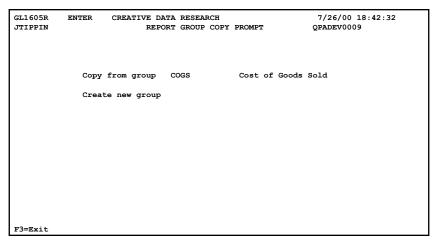
Continue adding group detail records, as necessary, and press <Enter> (not <F3>) when data entry is complete. The Group Detail Maintenance (Change) screen appears. Note: The <Enter> key *must be pressed* (not <F3>) when the data entry of the group detail records is complete.

GL1650R CHAN	GE CREATIVE DATA RESE	ARCH	7/26/00 17:29:04
JTIPPIN	GROUP DETAI	L MAINTENANCE	QPADEV0009
Group COGS			
Type options, p	ress Enter.		
4=Delete reques	t		
Cost Center	G/L Account #	Description	
10	50000	COGS-Cigarette	9
10	50200	COGS-Candy	_
10	50400	COGS-Sundries	
10	58500	Inventory Adju	stment
10	59000	Purchase Retur	ns & Allow
10	59500	Purchase Disco	unts
F3=Exit F6=Ad	ld group details		

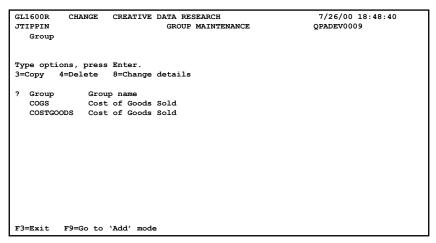
- 7. To delete a group detail record, enter 4 (Delete request) in the selection column of the desired record, and press <Enter>. If necessary, press <Page Down> to locate the desired record.
- 8. Press <F3> to exit. The Group Maintenance (Change) screen appears.



- 9. To delete a group record, enter 4 (Delete) in the selection column of the desired record, and press <Enter>. If necessary, press <Page Down> or use the **Group** restrictor field at the top of the screen to locate the desired record.
- 10. To copy a group record, enter 3 (Copy) in the selection column of the desired record, and press <Enter>. The Report Group Copy Prompt screen appears.



Enter the group code and name of the new group for the **Create new group** (10+25,a) field, and press <Enter>. The Group Maintenance (Change) screen appears.



The δ =Change details option can be used, as previously described, to make any necessary changes to the actual records of the new group record.

11. Press <F3> to exit. The G/L File Maintenance screen appears.

Working With G/L Report Records

The G/L Report application is used to define customized versions of balance sheets and income statements, and other General Ledger reports. For example, a report detailing the balance and total amounts of a company's general and administrative expenses can be defined.

Refer to Working With General Ledger Custom Reports for information about printing the G/L custom reports.

The instructions below describe the "manual" and "automatic" methods used for designating the content of a custom report.

GL1750R JTIPPIN		DATA RESEARCH (DE G/L REPORT MAINTEN	•	/11/00 16:40:19 ADEV0005
Line	Report II	NC_STMT		
Type opt	tions, press Enter.			
4=Delete	5=Additional deta:	ils 6=Insert aft	er	
				Level
				Туре
Line		Cost Center	G/L Account #	v v
50	INCOME			H
100				н
150	INCOME			G 2
200	Total Income From Sa	les		т 3
250				н
251		10	40600	D 2
252		10	40800	D 2
253		10	45400	D 2
350	Total Other Income			т 3
400				н
450	Gross Income			T 4 +
i				
F3=Exit	F5=Resequence F9=	=Go to 'Add' mode		

The screen above illustrates a custom report which was manually created. It contains only the detail (lines 251 through 253) and group records (see line 150) explicitly specified by the user.

GL1750R	CHANGE CREATIVE	DATA RESEARCH (DE	MO CO)	8/11/00 16:44:51
JTIPPIN		G/L REPORT MAINTEN	ANCE	QPADEV0005
Line	Report I	NCOMESTMT		
Type option	ns, press Enter.			
4=Delete	5=Additional deta	ils 6=Insert aft	er	
				Level
				Type
Line		Cost Center	G/L Account	# v v
50 Ir	come			H
100				H
150		10	40000	D 5
200		10	40200	D 5
250		10	40400	D 5
300		10	40600	D 5
350		10	40800	D 5
400		10	45400	D 5
450		10	48000	D 5
500		10	49000	D 5
550	Total			т 6 +

The screen above illustrates a custom report which was automatically created using the 9=Initialize with all accounts option. By using this option, all the existing G/L actual (detail) records are included, as necessary, to define the report. For example, if the custom report is a balance statement, all the G/L actual records added for asset, liability and stock equity accounts are automatically included in the report. If the custom report is an income statement, all the G/L actual records for income and expense accounts are automatically included.

The 5=Additional details option is used to designate the following details of the individual lines of a report:

- Suppress the printing of a report line. The amount of a suppressed line can still be included in the calculation of a total amount.
- Subtract the amount of a report line from a total amount. This is most commonly used to calculate a net profit/loss total.
- Divide the amount of a report line by the amount of a group. This is most commonly used to calculate a percentage.
- Print an underline beneath the amount of a report line.

The use of the 5=Additional details option is described in greater detail in the instructions below.

The *type* of a report line is designated by the **Type** field. The four types of report lines are:

- Header the line contains text for printing as a heading on the report, such as *INCOME* and *EXPENSE*, or the line contains no text for inserting a blank line in the report.
- Detail the line contains the cost center number and G/L account number required to print the amount of a G/L actual record on the report.
- Group the line contains a group code. It can be used to print the total amount or individual amounts of the G/L actual records of the group; or it can be suppressed from printing, but included in the calculation of a total amount. Refer to Working With Group Records for information about the **Group** field.
- Total the line contains text for printing as a description of a total amount on the report, such as *TOTAL INCOME* and *TOTAL EXPENSE*.

The *level* of a report line is designated by the **Level** field, and is used to calculate the report's total amounts. A level can equal any number from 1 (the lowest level) through 9 (the highest level).

A total amount is calculated by adding (or subtracting) the amounts of preceding report lines which are designated to be one level lower. For example, all the lines which are assigned a level of 2 are added to calculate a total amount for the next line assigned a level of 3. Refer to the illustration of this example below.

The amount of a line can be used only once to calculate a total amount. For example, all the lines assigned a level of 1 can be added to calculate a total for the next line assigned a level of 2, but cannot be added to calculate a total for any other line assigned a level of 2 which follows the first. Refer to the illustration of this example below.

Below is an illustration and description of the use of the level of a report's lines:

Report Line	<u>Level</u>
Cash	2
A/R	2
Total Assets	3
A/P	1
Notes payables	1
Total Liabilities	2
Common stock	1
Net profit/loss	1
Total Equity	2
Total Liability & Equity	3

The total amounts of the above report are calculated as follows:

- Total assets (level 3) equals the total of Cash (level 2) and A/R (level 2).
- Total liabilities (level 2) equals total of A/P (level 1) and Notes payable (level 1).
- Total equity (level 2) equals total of Common stock (level 1) and Net profit/loss (level 1), but does not include A/P (level 1) and Notes payable (level 1) which were previously added for Total liabilities (level 2).
- Total liability & equity (level 3) equals total of Total liabilities (level 2) and Total equity (level 2), but does not include Cash (level 2) and A/R (level 2) which were previously added for Total assets (level 3).

The instructions below also describe copying and deleting G/L report records.

```
|||||| 1. Company
                                        11. User Profile
THE
          2. Cost Centers
                                        12. Period Status
DAC CV1||
          3. Accounts
                                        13. Period Dates
SYSTEM | |
          4. Actuals/Budgets
                                        14. Calendar Generations
111111111
          7. Select Alternative Company
                                           G/L CUSTOM REPORT MAINT.
          8. Company G/L One Time Maint.
                                           15. Consolidations
          9. Company A/P One Time Maint.
                                           16. Group
                                           17. G/L Report
                       MENU CALLS
19. Purchasing System
                       20. G/L Inquiry
                                              21. G/L Reports
                                              90. Sign Off
22. Accounts Payable
COPYRIGHT @1992@ Creative Data Research, Inc.
```

1. Select option 17 (G/L Report) from the G/L File Maintenance screen. The G/L Report Maintenance (Change) screen appears with *No data to display* if no custom report records have been added.

```
GL1700R CHANGE CREATIVE DATA RESEARCH 8/11/00 12:50:17
JTIPPIN G/L REPORT MAINTENANCE QPADEV0005

Report

Type options, press Enter.
3=Copy 4=Delete 8=Display details 9=Initialize with all accounts

F3=Exit F9=Go to 'Add' mode
No data to display.
```

2. Press <F9> (Go to 'Add' mode) to display the G/L Report Maintenance (Add) screen.

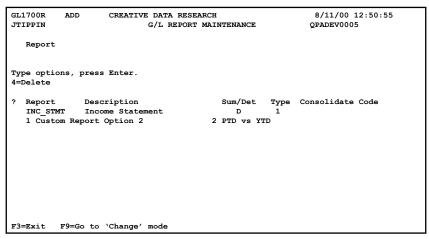
GL1700R	ADD CREATIVE	DATA RESEARCH	8/11/00 12:50:55
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
	ns, press Enter.		
=Delete			
? Report	Description	Sum/Det	Type Consolidate Code
1		2	
1		2	
1		2	
1		2	
1		2	+
3=Exit	F9=Go to 'Change'	node	

- 3. Enter the name of the report for the **Report** (10,a) field. The value of the **Report** field will appear on the G/L Custom Report Select screen when printing a G/L custom report.
- 4. Enter the description of the report for the **Description** (25,a) field. The value of the **Description** field will appear on the G/L Custom Report Select screen when printing a G/L custom report.
- 5. Enter one of the following values for the **Sum/Det** (1,a) field:
 - S (Summary) only the header and total report lines will appear on the report. The printing of detail and group report lines is suppressed, but the amount of a suppressed line can still be included in the calculation of a total report line.
 - D (Detail) all four types of report lines (header, detail, group and total) will appear on the report.

The use of the 5=Additional details option to suppress the printing of a specific report line is described in the instructions below.

- 6. Enter one of the following values for the **Type** (1,a) field to designate the type of report:
 - *B* a balance sheet report will be printed.
 - 1 an income statement report will be printed with current actual data.
 - 2 an income statement report will be printed with current actual data and the current budget.

- 3 an income statement report will be printed with actual data for the current year and the previous year.
- 4 an income statement report will be printed with budget data for the current year and the previous year.
- 7 an income statement report will be printed with actual data for the current year and for the previous year's period to date (PTD) and year to date (YTD) in amount and percentages.
- 8 an income statement report will be printed with actual data for the current period and for the previous period in amount and percentage.
- 7. If necessary, enter a consolidation code for the **Consolidate Code** (10,a) field to consolidate financial data for companies or cost centers. Refer to Working With Consolidation Records for information about the **Code** field.
- 8. To print one or two additional lines of text for the report heading, enter the text for the 1 and 2 (35,a) fields. The additional text will be printed only if 22 is entered for the G/L Custom Report Headings field of the A/P related options. Refer to Working With A/P Options of the Accounts Payable document for additional information.



9. Press <F9> (Go to 'Change' mode). The G/L Report Maintenance (Change) screen appears.

```
GL1700R
           CHANGE CREATIVE DATA RESEARCH
                                                               8/11/00 13:19:39
JTIPPIN
                            G/L REPORT MAINTENANCE
                                                              OPADEV0005
   Report
Type options, press Enter.
        4=Delete 8=Display details 9=Initialize with all accounts
3=Copy
  Report
   Report Description
INC STMT Income Statement
                                           Sum/Det Type Consolidate Code
                                        2 PTD vs YTD
   1 Custom Report Option 2
F3=Exit F9=Go to 'Add' mode
```

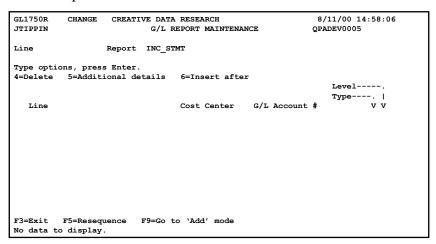
During the course of working with custom reports, the **Report** restrictor field at the top of the G/L Report Maintenance (Change) screen can be used (or <Page Down> can be pressed) to locate a report.

10. To automatically define the lines of the report, enter 9 (Initialize with all accounts) in the selection column next to the report name and press <Enter>. If the report is a balance statement, only the G/L actual records added for asset, liability and stock equity accounts are included in the report; otherwise, only the G/L actual records for income and expense accounts are included.

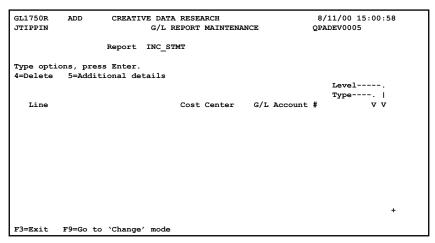
The 8=Display details option, as described below, can be used to edit the lines of

the report after using the 9=Initialize with all accounts option.

11. To manually define the lines of a G/L custom report (or edit a previously defined report), enter 8 (Display details) in the selection column next to the report name and press <Enter>. The G/L Report Maintenance (Change) screen appears with the *No data to display* message if the 9=Initialize with all accounts option was not used to define the report.



Press <F9> (Go to 'Add' mode). The G/L Report Maintenance (Add) screen appears.

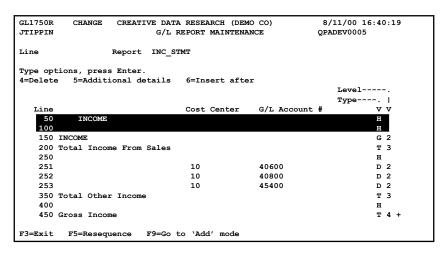


Note: The **Cost Center** and **G/L Account** # field names will be different if other values were entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

To add a header type of report line, enter values for the following fields:

- Line (25,a) text for printing as a heading on the report, such as *INCOME* and *EXPENSE*. The Line field can be left blank to insert a blank line in the report.
- Type (1,a) H (header) to designate the line's type.

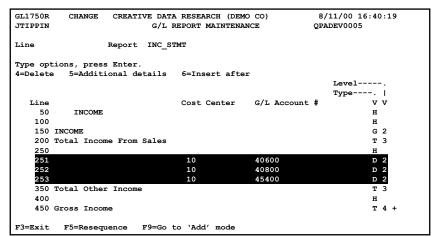
No values are entered for the **Cost Center**, **G/L Account** # and **Level** fields. Examples of the header type of report line are highlighted in the illustration below.



To add a detail type of report line, enter values for the following fields:

- Cost Center (3+4,n) the cost center number of the desired G/L actual record.
- **G/L Account** # (5+4,n) the G/L account number of the desired G/L actual record.
- Type (1,a) D (detail) to designate the line's type.
- Level (1,n) a number from to 1 through 9 to designate the level for calculating the necessary total amount.

A value is not required for the **Line** (25,a) field, but may be entered to override the description of the G/L actual record that is printed on the report. Examples of the detail type of report line are highlighted in the illustration below.



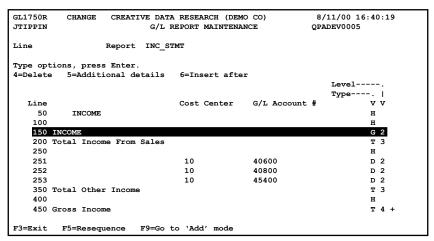
To add a group type of report line, enter values for the following fields:

• Line (25,a) - a group code to designate a group record. If printing is not suppressed, as described in the instructions below, the amount and description

of each actual record of the group is printed on the report. Refer to Working With Group Records for information about the **Group** field.

- Type (1,a) G (group) to designate the line's type.
- Level (1,n) a number from to 1 through 9 to designate the level for calculating the necessary total amount.

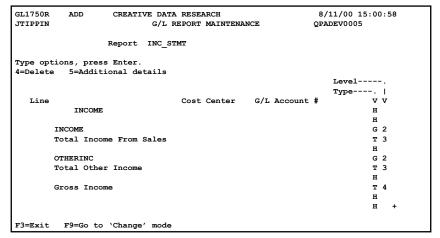
A value is not required for the **Cost Center** and **G/L Account** # fields. An example of the group type of report line is highlighted in the illustration below.



To add a total type of report line, enter values for the following fields:

- Line (25,a) text for printing as a description of a total amount on the report, such as *TOTAL INCOME* and *TOTAL EXPENSE*.
- **Type** (1,a) T (total) to designate the line's type.
- Level (1,n) a number from to 2 through 9 to designate the level for calculating the necessary total amount. The value entered for the Level field must be one level higher than that of the report lines that are used to calculate the total amount.

A value is not required for the **Cost Center** and **G/L Account** # fields. The total type of report line is illustrated in the screens below.



Press <F9> (Go to 'Change' mode) when data entry is complete. The G/L Report Maintenance (Change) screen appears with report line numbers.

GL1750R JTIPPIN		A RESEARCH REPORT MAINTENA	NCE	8/11/00 15:01:40 QPADEV0005
Line	Report INC_S	тмт		
	tions, press Enter.			
4=Delet	e 5=Additional details	6=Insert afte	r	
				Level
				Туре
Line		Cost Center	G/L Account	# v v
50	INCOME			H
100				н
150	INCOME			G 2
200	Total Income From Sales			т 3
250				н
300	OTHERINC			G 2
350	Total Other Income			т 3
400				H
450	Gross Income			т 4
				н
500				

During the course of working with a custom report, the **Line** restrictor field at the top of the G/L Report Maintenance (Change) screen can be used (or <Page Down> can be pressed) to locate a report line.

12. To insert a new line, enter 6 (Insert after) in the selection column next to the number of the line which the new line will follow.

GL1750F JTIPPIN		RESEARCH	CE	8/11/00 15:01:40 QPADEV0005
Line	Report INC_ST	MT		
Type or	tions, press Enter.			
4=Delet	e 5=Additional details	6=Insert after		
1				Level
				Туре
Line		Cost Center	G/L Account	# v v
50	INCOME			H
100				H
150	INCOME			G 2
200	Total Income From Sales			т 3
250				H
6 300	OTHERINC			G 2
350	Total Other Income			т 3
400				н
450	Gross Income			т 4
500				н
550				н
F3=Exit	F5=Resequence F9=Go t	o 'Add' mode		

Press < Enter >. The G/L Report Maint Insert (Add) screen appears.

```
GL1760R ADD CREATIVE DATA RESEARCH 8/11/00 15:02:02
JTIPPIN G/L REPORT MAINT INSERT QPADEV0005

Insert after 300 Report INC_STMT

Type options, press Enter.
5=Additional details

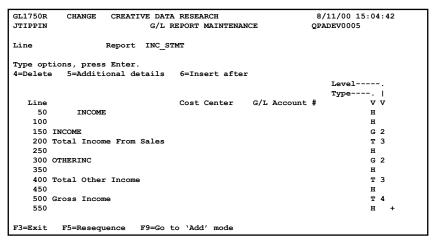
Level----.
Type----. |
Cost Center G/L Account # v v
```

Define the new report line as described in the previous instructions. Note: The G/L Report Maint Insert (Add) screen can be used to add multiple lines before pressing <F3> to exit.

Press <Enter> when data entry is complete, and press <F3> to exit. The G/L Report Maintenance (Change) screen appears.

GL1750R JTIPPIN	CHANGE CREATIVE DATA RESEARCH G/L REPORT MAINTENANCE	8/11/00 15:04:22 QPADEV0005
Line	Report INC_STMT	
Type opt	ions, press Enter.	
4=Delete	5=Additional details 6=Insert after	
		Level
		Туре
Line	Cost Center G/L Accoun	t# VV
50	INCOME	H
100		H
150	INCOME	G 2
200	Total Income From Sales	т 3
250		H
300	OTHERINC	G 2
301		H
350	Total Other Income	т 3
400		н
450	Gross Income	т 4
500		H +
F3=Exit	F5=Resequence F9=Go to 'Add' mode	

13. To resequence the lines of report after inserting new lines, press <F5> (Resequence). The lines will be renumbered in increments of 50.



- 14. To delete a report line, enter 4 (Delete) in the selection column next to the report line number and press <Enter>. The G/L Report Maintenance (Change) screen is redisplayed without the deleted line.
- 15. To designate details concerning a line of the report, such as suppressing the printing of the line, enter 5 (Additional details) in the selection column next to the desired report line number.

```
8/11/00 15:05:10
           CHANGE CREATIVE DATA RESEARCH
JTIPPIN
                           G/L REPORT MAINTENANCE
                                                             OPADEVO005
                  Report INC STMT
Type options, press Enter.
4=Delete 5=Additional details
                                 6=Insert after
                                                                Level----.
   T.i ne
                                 Cost Center G/L Account #
            INCOME
    50
   100
   150 INCOME
   200 Total Income From Sales
   250
    300 OTHERINC
   350
   400 Total Other Income
                                                                        т 3
    500 Gross Income
                                                                         т 4
         F5=Resequence F9=Go to 'Add' mode
```

Press <Enter>. The G/L Report Maintenance (Change) screen is redisplayed as illustrated below.

```
GL1755R
                                                           8/11/00 15:05:45
          CHANGE CREATIVE DATA RESEARCH
                          G/L REPORT MAINTENANCE
                                                          QPADEV0005
Report . : INC_STMT
Line . . :
                               Description Total Income From Sales
                               Group code
                          0 Line type : T
G/L account
                                                  Total level
Suppress printing
Subtract from total
Divide by Group (Income Statement) .
Single Underline (Y/N) .
F3=Exit
```

Enter data, as necessary, for the following fields:

- **Suppress printing** (1,a) enter *Y* to suppress the printing of the report line. The amount of the line can still be included in the calculation of a total amount. If *N* is entered for a group type of report line, the amount and description of each actual record of the group is printed on the report.
- **Subtract from total** (1,a) enter *Y* to subtract, rather than add, the amount of the report line from a total amount.
- **Divide by Group (Income Statement)** (10,a) enter a group code to calculate a percentage by dividing the amount of the report line by the total amount of the G/L actual records of the designated group. Refer to Working With Group Records for information about the **Group** field.
- **Single Underline** (1,a) enter *Y* to print an underline beneath the amount of the report line.

```
GL1755R
          CHANGE
                  CREATIVE DATA RESEARCH
                                                           8/11/00 15:05:55
JTIPPIN
                          G/L REPORT MAINTENANCE
                                                          QPADEV0005
Report . : INC_STMT
Line . . :
               200
                               Description Total Income From Sales
Cost center
                               Group code
                          0 Line type : T
G/L account
                                                  Total level 3
Suppress printing
Subtract from total N
Divide by Group (Income Statement) .
                                    INCOME
Single Underline (Y/N) .
F3=Exit
```

Press <Enter> when data entry is complete. The G/L Report Maintenance (Change) screen is redisplayed as illustrated below.

GL1750R	CHANGE CREATIVE DATA	RESEARCH		8/11/00 15:0	06:5	50
JTIPPIN	G/L R	EPORT MAINTENAN	CE	QPADEV0005		
Line	Report INC_ST	MT				
Type op	tions, press Enter.					
4=Delete	5=Additional details	6=Insert after				
				Level		
				Type	. 1	
Line		Cost Center	G/L Account	# 1	v	
50	INCOME			J	H	
100				I	Ŧ	
150	INCOME			(3 2	
200	Total Income From Sales			7	г 3	
250				1	E	
300	OTHERINC			(3 2	
350				1	E	
400	Total Other Income			7	г 3	
450				J	H	
500	Gross Income				г 4	
					Ŧ	+

- 16. Press <Enter>. Note: The <Enter> key *must be pressed* (not <F3>) when the data entry of the custom report is complete.
- 17. Press <F3> to exit. The G/L Report Maintenance (Change) screen is redisplayed as illustrated below.

```
GL1700R CHANGE CREATIVE DATA RESEARCH 8/11/00 15:19:39
JTIPPIN G/L REPORT MAINTENANCE QPADEV0005

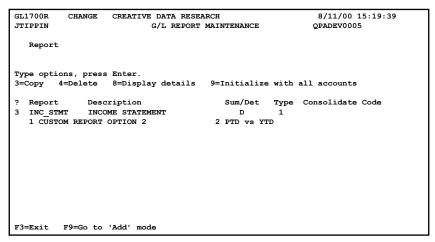
Report

Type options, press Enter.
3=Copy 4=Delete 8=Display details 9=Initialize with all accounts
? Report Description Sum/Det Type Consolidate Code
INC_SIMT Income Statement D 1
1 Custom Report Option 2 2 PTD vs YTD

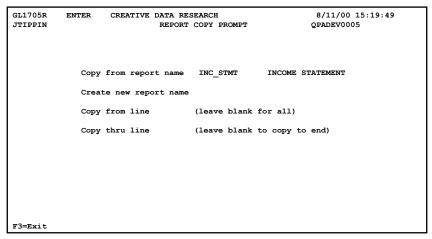
F3=Exit F9=Go to 'Add' mode
```

18. To delete a custom report record, enter 4 (Delete) in the selection column next to the report name and press <Enter>. The G/L Report Maintenance (Change) screen is redisplayed without the report record.

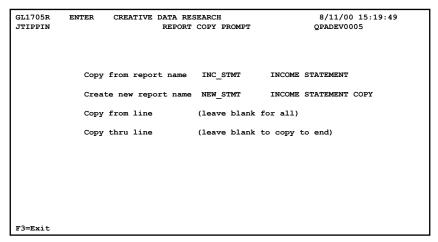
19. To copy a previously defined custom report record, enter 3 (Copy) in the selection column next to the report name.



Press <Enter>. The Report Copy Prompt screen appears.



Enter the name and description of the new report for the Create new report name (10+25,a) fields.

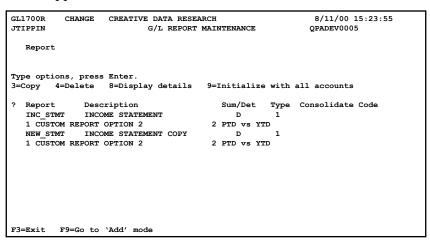


To copy only a portion of the previously defined report, enter the starting and ending line numbers for the **Copy from line** (5,n) and **Copy thru line** (5,n) fields. No value is required for the **Copy thru line** field if the previously defined report is being copied through the last line.

```
GL1705R ENTER CREATIVE DATA RESEARCH 8/11/00 15:19:49
JTIPPIN REPORT COPY PROMPT QPADEVO005

Copy from report name INC_STMT INCOME STATEMENT
Create new report name NEW_STMT INCOME STATEMENT COPY
Copy from line 50 (leave blank for all)
Copy thru line 500 (leave blank to copy to end)
```

Press <Enter> when data entry is complete. The G/L Report Maintenance (Change) screen appears.



The δ =Display details option can be used, as previously described, to make any necessary changes to the new report.

20. Press <F3> to exit. The G/L File Maintenance screen appears.

Refer to Working With General Ledger Custom Reports for information about printing G/L custom reports.

Adding New General Ledger Accounts

The following steps are used when new accounts must be added after "going live" with General Ledger.

Step 1: Add General Ledger account data:

Option 20 - G/L File Maintenance at General Ledger screen.

Option 3 - Accounts at G/L File Maintenance screen.

F9 - To add G/L account.

Enter required data at G/L Account Maintenance screen.

Press <Enter> to save data.

F9 - To display G/L accounts.

Step 2: Create G/L actual records:

Option 20 - G/L File Maintenance at General Ledger screen.

Option 2 - Accounts at G/L File Maintenance screen.

7=Combine cost centers/accounts at Work With Cost Center screen.

Enter *Y* for type of G/L account added.

Press <Enter>.

Step 3: (optional): Add budget data if necessary for the G/L actuals.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 4 - Actuals/Budgets at G/L File Maintenance screen.

5=Change Budget at Work With G/L Actuals screen.

Entered required data at Budget Maintenance screen.

Press <Enter>.

Step 4: (optional): Add A/P item data if G/L account number will be used by Accounts Payable.

Option 20 - A/P File Maintenance at Accounts Payable screen.

Option 3 - Item at A/P File Maintenance screen.

F9 - To add A/P item.

Enter item code at Item Maintenance KEY SCREEN screen.

Press <Enter> to save data.

Enter required data at Item Maintenance Details screen.

Press <Enter> to save data.

Step 5: (optional): Add G/L actual records data to group records if custom reporting is used.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 16 - Group at G/L File Maintenance screen.

8=Change Details at Group Maintenance screen.

F6 - To add group details at Group Detail Maintenance screen.

Entered required data.

Press <Enter> (not <F3>) to save data.

Step 6: (optional): Update the format of customized versions of balance sheets and income statements if custom reporting is used.

Option 20 - G/L File Maintenance at General Ledger screen.

Option 17 - G/L Report at G/L File Maintenance screen.

8=Display Details at G/L Report Maintenance (GL1700R) screen.

F9 - To add required data at G/L Report Maintenance (GL1750R) screen.

Entered required data.

F9 - To save data.

6=Insert After at G/L Report Maintenance (GL1750R) screen.

Entered required data.

Press <Enter> to save data.

F5 - To resequence inserted lines.

5=Additional Details at G/L Report Maintenance (GL1750R) screen.

Enter required data.

Press <Enter> to save data.

Press <Enter> to save before pressing <F3> to exit.

Working With General Ledger Interface

The Work With G/L Interface application is used to create records for transferring Accounts Receivable (A/R), sales, cost of sales, inventory and sales tax data to the appropriate G/L actuals for a designated company. Refer to Working With A/P Item Records of the Accounts Payable document for information about using A/P item records to link Accounts Payable and Purchasing transactions to G/L accounts.

It is essential that the Work With G/L Interface application is used to update G/L interface records *every time* item categories, A/R reason codes, inventory reason codes and state codes are added or changed. A new G/L interface record must be added when a state code is added, but only if the code is used for sales tax <u>and</u> the state code is entered for a customer shipping address.

Refer to the DAC Default System Options document for information about the Crt Rec for Invalid G/L field of the SYS005 (Accounting) default system option.

Below are the descriptions of three possible strategies for using G/L interface records to interface Inventory to the General Ledger. Tables are included to illustrate how G/L actual records are credited and debited.

Method 1: The cost of sales is realized at the time invoices are entered using the Accounts Payable System. Also, inventory damages are entered with a monthly manual journal entry to the General Ledger.

DAC Process	G/L Actual - Debit or Credit

PO Receiving (Purchasing) Inventory - debit

Inventory Holding - credit

Invoicing (A/P) Cost of Sales - debit

Accounts Payable - credit

Payments (A/P) Accounts Payable - debit

Cash - credit

Discounts - credit

Accounts Receivable Cash - debit

Accounts Receivable - credit

Sales Accounts Receivable - debit

Sales - credit

Cost of Sales Inventory Holding - debit

Inventory - credit

Sales Tax Accounts Receivable - debit

Sales Tax - credit

Method 2: The cost of sales is realized at the time customer orders are invoiced using the Billing System. Also, inventory damages are entered with a monthly manual journal entry to the General Ledger.

<u>DAC Process</u> <u>G/L Actual</u> - <u>Debit</u> or <u>Credit</u>

PO Receiving (Purchasing) Inventory - debit

Inventory Holding - credit

Invoicing (A/P) Inventory Holding - debit

Accounts Payable - credit

Payments (A/P) Accounts Payable - debit

Cash - credit

Discounts - credit

Accounts Receivable Cash - debit

Accounts Receivable - credit

Sales Accounts Receivable - debit

Sales - credit

Cost of Sales - debit

Inventory - credit

Sales Tax Accounts Receivable - debit

Sales Tax - credit

Method 3: The cost of sales is realized at the time invoices are entered using the Accounts Payable System. Also, inventory damages are entered with a monthly manual journal entry to the General Ledger.

The difference in the value of the user's inventory, from one month to the next month, is entered as a monthly manual journal entry. For example, if the value of inventory increased by \$2500 from the end of June to the end of July, a manual journal entry such as that illustrated below could be entered.

GL4410R	ADD	CREATIVE DAT	TA RESEARC	CH		7/2	8/00 14:47:15
JTIPPIN			JOURNAL	ENTRY	Q	PAD	EV0004
Jrnl no.	805	Batch no.	128		Total debits		2500.00
Jrnl date	72800	Post date	7/31/00		Total credits		2500.00
Desc 1 .	Monthly	Inventory			Difference :		.00
Desc 2 .					Reverse entry	N	(blank=no)
					Year end entry	N	(blank=no)
Type option	s, press	Enter.					
4=Delete							
Cost Cent	er G/1	L Account #			Debit		Credit
10	:	120			2500.00		
	IN	VENTORY ACCOU	UNTS				
10	1	350				2.	500.00
	CH	ANGE IN INVE	NTORY				

If the inventory value decreased from one month to the next month, the asset account would be credited and the expense account would be debited when the monthly journal is made.

Refer to the Warehousing document for information about printing inventory evaluation reports which can be printed each month to determine the value of the inventory.

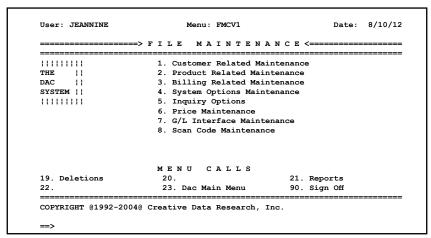
DAC Process	G/L Actual - Debit or Credit
Invoicing (A/P)	Cost of Sales - debit
	Accounts Payable - credit
Payments (A/P)	Accounts Payable - debit
	Cash - credit
	Discounts - credit
Accounts Receivable	Cash - debit
	Accounts Receivable - credit
Sales	Accounts Receivable - debit
	Sales - credit
Sales Tax	Accounts Receivable - debit
	Sales Tax - credit

Working With G/L Interface Setup

After determining the strategy for interfacing inventory to the G/L, the following steps are taken to begin adding G/L interface records.

```
User: JEANNINE
                              Menu: DACCV1
                                                             Date: 8/10/12
                     ==> THE DAC SOFTWARE SYSTEM <=
111111111111
                 Distributor Analysis and Control
                                                               ...........
                           MAIN OPERATIONS MENU
1111111111111
                                                               1111111111111
111111111
                        1. File Maintenance Menu
                        2. Accounts Receivable
DAC
                        3. Billing System
SYSTEM | |
                        4. Inventory System
111111111
                        5. Purchasing System
                        6. Reports Menu
                        7. Truck Scheduling
                        8. Closing Procedures
                        9. Integration
                       10. Other Functions Menu
                       11. Accounts Payable
                       12. General Ledger
                       90. Sign Off
COPYRIGHT @1992-2012@ Creative Data Research, Inc.
```

1. Select option 1 (File Maintenance Menu) from the Main Operations Menu screen. The File Maintenance screen appears.



2. Select option 7 (G/L Interface Maintenance) from the File Maintenance screen. The G/L Interface Setup screen appears.

During the course of using the Work With G/L Interface application, the G/L Setup Report application can be used to print a list of the G/L interface records added for each company.

G/L Report

TYPE	/ RSN	Description		Debit	Debit	Credit	Credit	Post	Amount	
				Cost C.	Account	Cost C.	Account	Sts		
A	A ADJ	USTMENT		10	120	10	100	P		
A	C REI	URNED CHECK/NSF		10	120	10	100	P		
A	F FIN	ANCE CHGS		10	120	10	630	P		
A		FEE PAYMENT		10	120	10	906	P		
A	W WRC	NG CUST #		10	120	10	100	P		
С	W WRC	NG CUST #		10	120	10	905	P		
С	A ADJ	USTMENT		10	120	10	905	P		
I				10	120	10	630	P		
P				10	100	10	120	P		

Applicacion	1 002	CATEGORY SALES							
SALES GRP	CATEGO	ORY Description	Debit	Debit	Credit	Credit	Post	Amount	
			Cost C.	Account	Cost C.	Account	Sts		
	1	CIGARETTES	10	120	10	510	P		
	2	TOBACCO	10	120	10	520	P		
	3	CIGARS	10	120	10	530	P		
	4	CANDY/GUM	10	120	10	540	P		
	5	GROCERY	10	120	10	550	P		
	6	DRUGS/HBA	10	120	10	560	P		
	7	PAPER PRODUCTS	10	120	10	570	P		
	8	GENERAL MERCHANDISE	10	120	10	580	P		
	9	LIGHTERS	10	120	10	590	P		
	10	MISC	10	120	10	595	P		

Company 001								
Application 003	CATEGORY COST							
SALES GRP CATEGO	ORY Description	Debit	Debit	Credit	Credit		Amount	
		Cost C.	Account	Cost C.				
1	CIGARETTES	10	800	10	190	P		
1	CIGARETTES	10	911	10	190	P		
1	CIGARETTES	10	800	10	190	P		
2	TOBACCO	10	800	10	190	P		
3	CIGARS	10	800	10	190	P		
4	CANDY/GUM	10	800	10	190	P		
5	GROCERY	10	800	10	190	P		
6	DRUGS/HBA	10	800	10	190	P		
7	PAPER PRODUCTS	10	800	10	190	P		
8	GENERAL MERCHANDISE	10	800	10	190	P		
9	LIGHTERS	10	800	10	190	P		
10	MISC	10	800	10	190	P		

G/L Report

Company 001 Application 004 INVENTORY						
TY/CAT/RSN Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account		Amount
A 1 A CIGARETTES	10	190	10	290	P	
A 1 D CIGARETTES	10	190	10	911	P	
A 1 W CIGARETTES	10	190	10	290	P	
D 1 D CIGARETTES R 1 CIGARETTES	10 10	190 190	10 10	911 290	P P	
A 2 A TOBACCO	10	190	10	290	P	
A 2 D TOBACCO	10	190	10	911	P	
A 2 W TOBACCO	10	190	10	290	P	
D 2 D TOBACCO	10	190	10	911	P	
R 2 TOBACCO	10	190	10	290	P	
A 3 A CIGARS A 3 D CIGARS	10 10	190 190	10 10	290 911	P P	
A 3 W CIGARS	10	190	10	290	P	
D 3 D CIGARS	10	190	10	911	P	
R 3 CIGARS	10	190	10	290	P	
A 4 A CANDY/GUM	10	190	10	290	P	
A 4 D CANDY/GUM A 4 W CANDY/GUM	10 10	190 190	10 10	911 290	P P	
D 4 D CANDY/GUM	10	190	10	911	P	
D 4 CANDY/GUM	10	190	10	911	P	
R 4 CANDY/GUM	10	190	10	290	P	
A 5 A GROCERY	10	190	10	290	P	
A 5 D GROCERY	10	190	10	911	P	
A 5 W GROCERY D 5 D GROCERY	10 10	190 190	10 10	290 911	P P	
D 5 GROCERY	10	190	10	911	P	
R 5 GROCERY	10	190	10	290	P	
A 6 A DRUGS/HBA	10	190	10	290	P	
A 6 D DRUGS/HBA	10	190	10	911	P	
A 6 W DRUGS/HBA D 6 D DRUGS/HBA	10 10	190 190	10 10	290 911	P P	
R 6 DRUGS/HBA	10	190	10	290	P	
A 7 A PAPER PRODUCTS	10	190	10	290	P	
A 7 D PAPER PRODUCTS	10	190	10	911	P	
A 7 W PAPER PRODUCTS	10	190	10	290	P	
D 7 D PAPER PRODUCTS	10	190	10	911	P	
R 7 PAPER PRODUCTS A 8 A GENERAL MERCHANDISE	10 10	190 190	10 10	290 290	P P	
A 8 D GENERAL MERCHANDISE	10	190	10	911	P	
A 8 W GENERAL MERCHANDISE	10	190	10	290	P	
D 8 D GENERAL MERCHANDISE	10	190	10	911	P	
R 8 GENERAL MERCHANDISE	10	190	10	290	P	
A 9 A LIGHTERS A 9 D LIGHTERS	10 10	190 190	10 10	290 911	P P	
A 9 W LIGHTERS	10	190	10	290	P	
D 9 D LIGHTERS	10	190	10	911	P	
R 9 LIGHTERS	10	190	10	290	P	
A 10 A MISC	10	190	10	290	P	
A 10 D MISC A 10 W MISC	10 10	190 190	10 10	911 290	P P	
D 10 D MISC	10	190	10	911	P	
R 10 MISC	10	190	10	290	P	
Application 004						

G/L Report

ative Data Research ompany 001	i, inc.	G/L	Report		J	EANNINE	GSDLPFR	11/21/08	14:35:26 Page	5
oplication 005 SAI	LES TAX									
STATE	Description			Debit Cost C.	Debit Account	Credit Cost C.	Credit Account		Amount	
LA				10	120	10	225	P		
MS				10	120	10	225	P		
TX				10	120	10	225	P		
Application 005										

ompan	y 001							_	
pplic	ation 007 ST	AMP TAX							
AX C	ST	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account		Amount	
00	LA		10	800	10	226	P		
00	LA		10	800	10	226	P		
00	LA		10	800	10	226	P		
00	MS		10	800	10	226	P		
00	MS		10	800	10	226	P		
00	MS		10	800	10	226	P		
00	TX		10	800	10	226	P		
00	TX		10	800	10	226	P		
00	TX		10	800	10	226	P		
Annli	cation 007								
прртт	Cation 007								
ompan	y 001								
END O	F REPORT **								

3. Select option 1 (Work With G/L Interface) from the G/L Interface Setup screen. The Work With G/L Interface screen appears with the *No data to display* message if no G/L interface records have been added.

GSCWDFR	DISP	LAY C	reati			search, th G/L				1:	1/21/	08 16:	51:08	3
Company	App	Code	Туре			-								
							App		A/R Sales			Sales A/R D		
									Cost			Stamp		
								004=	Invent	tory		•		
2=Edit Rec														
? Cmp App.	Code	Тур	Rsn	Cat	Sales		E	ві		С	R	E D	I 1	
					Group	St CST	CNTR	ACCT	NBR (CST	CNTR	ACCT	NBR	
001 ACCT			_											
001 ACCT			A			10		120		10		100		
001 ACCT			-			10		120		10		100		
001 ACCT			F			10		120		10		630		
001 ACCT	s RCV	A	N			10		120		10		906		
001 ACCT	S RCV	A	W			10		120		10		100		
001 ACCT	s RCV	С	A			10		120		10		905		
001 ACCT	s RCV	С	W			10		120		10		905		
	s RCV	I				10		120		10		630		

As illustrated above, the Work With G/L Interface screen appears with a list of G/L interface records if any have been added.

During the course using the Work With G/L Interface screen, the following fields can be used to locate G/L interface records on the screen's list:

- **Company** enter a company code and press <Enter> to limit the list to records added for the designated company.
- **App Code** enter an application code and press <Enter> to redisplay the list beginning with records added for the designated type of application. Valid values for the **App Code** field are 001 (A/R), 002 (Sales), 003 (Cost of sales), 004 (Inventory), 005 (Sales Tax), 006 (A/R Disc.) and 007 (Stamp Tax).
- **Type** enter a type code and press <Enter> to limit the list to records added for the designated type of transaction. Note: A transaction type is only designated for G/L interface records added for A/R and inventory transactions. Valid values for the **Type** field are A (adjustment), P (payment), I (A/R invoice), C (A/R credit memo) and R (receipt).
- **Reason** enter a reason code and press <Enter> to limit the list to records added for the designated reason. Note: A reason code is only designated for G/L interface records added for A/R adjustment transactions and inventory adjustment transactions.
- Category enter an item category number and press <Enter> to limit the list to records added for the designated category. Note: A category is only designated for G/L interface records added for Sales, Costs of sales and Inventory transactions.

Working With Interface Records For Accounts Receivable

The G/L interface records for Accounts Receivable transactions contain data concerning one of four possible transaction types, an A/R reason code (optional) and a company code. The four transaction types are adjustment (A), payment (P), invoice (I) and credit memo (C). No G/L interface record with a transaction type of I or C needs to be added if invoices or credit memos are only handled with the Billing System, and never with the Accounts Receivable System.

A G/L interface record for A/R adjustment transactions must be added for each A/R reason code defined by the user. Refer to Working With Reason Definitions of the Accounts Receivable document for additional information.

The G/L interface records added for A/R adjustment transactions (type A) designate the G/L account to debit and the G/L account to credit when the reason code is used to post an A/R debit adjustment transaction, AND the system reverses the accounts debited and credited when the reason code is used to post an A/R credit adjustment.

A G/L interface record must be added for every possible type of A/R transaction, and duplicated for each company. For example, if two companies exist, and three reason codes are defined, the total of possible A/R transactions and G/L interface records to add for A/R is calculated as:

- 3 adjustment transactions (1 for each reason code)
- 1 payment transaction
- 1 invoice transaction
- + 1 credit memo transaction
 - 6 A/R transactions
 - 6 A/R transactions
- x 2 companies
 - 12 G/L interface records for A/R must be added.

If invoices or credit memos are handled only with the Billing System, the total of possible A/R transactions and G/L interface records to add for A/R is calculated as:

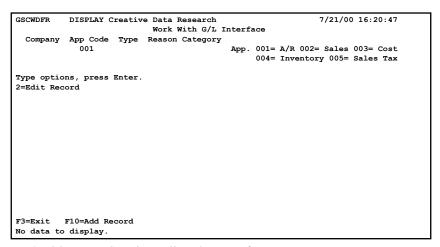
- 3 adjustment transactions (1 for each reason code)
- + <u>1 payment transaction</u>
 - 4 A/R transactions
 - 4 A/R transactions
- x 2 companies
 - 8 G/L interface records for A/R must be added.

The instructions below, which describe adding G/L interface records for A/R transactions, include information about using the Work With G/L Interface application to edit and delete G/L interface records.

```
GSCWDFR DISPLAY Creative Data Research 7/21/00 16:12:18
Work With G/L Interface
Company App Code Type Reason Category
App. 001= A/R 002= Sales 003= Cost 004= Inventory 005= Sales Tax
Type options, press Enter.
2=Edit Record

F3=Exit F10=Add Record
No data to display.
```

1. Enter 001 (A/R) for the **App Code** (3,n) field, and press <Enter>.



2. Press <F10> (Add Record). The Edit G/L Interface Data KEY SCREEN screen appears with 001 (A/R) for G/L Application Code field.

```
GSCXE3R ADD Creative Data Research 7/21/00 16:21:51
Edit G/L Interface Data KEY SCREEN

G/L Application Code : 001
Transaction Type . . .
Reason Code . . . . .
G/L Interface Company ID

F3=Exit F4=Search F9=Go to `Change' mode
```

- 3. Enter one of the following values for the **Transaction Type** (1,a) field to designate the desired type of A/R transaction:
 - A adjustment
 - P payment
 - *I* invoice
 - C credit memo.
- 4. If A (adjustment) was entered for the **Transaction Type** field, an A/R reason code must be entered for the **Reason Code** (1,a) field. If necessary, press <F4> (Search) to select a reason code from the Select Adj./Credit Reason window.
- 5. Enter a company code for the **G/L Interface Company ID** (3,a) field.

```
GSCXE3R ADD Creative Data Research 7/21/00 16:47:17

Edit G/L Interface Data KEY SCREEN

G/L Application Code : 001

Transaction Type . . . A

Reason Code . . . . . B

G/L Interface Company ID CDR
```

6. Press <Enter>. The Edit G/L Interface Data Page 1 screen appears with 001 Accounts Receivable for the G/L Application Code field.

```
GSCXE3R ADD Creative Data Research 7/21/00 17:18:04

Edit G/L Interface Data Page 1

G/L Application Code : 001 Accounts Receivable
Transaction Type . . : A ADJUSTMENT
Reason Code . . . . : B BILLED TO WRONG ACCOUNT
G/L Interface Company ID CDR

Type changes, press Enter.

DEBIT INFO CREDIT INFO

Cost Center Account Number

Cost Center Account Number
```

7. Enter the appropriate cost center numbers and account numbers for the **Cost Center** (3+4,n) fields and **Account Number** (5+4,n) fields, respectively, located below the *DEBIT INFO* and *CREDIT INFO* headings.

The G/L interface records added for A/R adjustment transactions (type A) designate the G/L account to debit and the G/L account to credit when the reason code is used *to post an A/R debit adjustment transaction*, AND the system reverses the accounts debited and credited when the reason code is used to post an A/R credit adjustment.

8. Press <Enter> when data entry is complete.

```
GSCXE3R
         ADD
                   Creative Data Research
                                                                7/21/00 17:26:46
                        Edit G/L Interface Data Page 1
G/L Application Code : 001 Accounts Receivable
Transaction Type . . : A ADJUSTMENT
Reason Code . . . : B BILLED TO WRONG ACCOUNT
Reason Code . . . . : B
G/L Interface Company ID CDR
Type changes, press Enter.
   DEBIT INFO
                                              CREDIT INFO
Cost Center Account Number
                                             Cost Center Account Number
                 110
                                                               500
F3=Exit
                                                                CONFIRM: Y (Y/N)
```

9. Press <Enter> when prompted to confirm. The Edit G/L Interface Data KEY SCREEN screen appears with the *Record added* message.

```
GSCXE3R ADD Creative Data Research 7/21/00 17:27:51
Edit G/L Interface Data KEY SCREEN

G/L Application Code : 001
Transaction Type . . .
Reason Code . . . . . .
G/L Interface Company ID

F3=Exit F4=Search F9=Go to 'Change' mode
Record added.
```

10. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding G/L interface records for A/R transactions, or press <F3> (Exit). The Work With G/L Interface screen appears with the newly added record.

```
7/24/00 12:29:32
         DISPLAY Creative Data Research
                        Work With G/L Interface
 Company App Code Type Reason Category
                                       App. 001= A/R 002= Sales 003= Cost
                                            004= Inventory 005= Sales Tax
Type options, press Enter.
2=Edit Record
? Cmp App.Code Typ Rsn Cat Sales
                                    DE BIT
                                                     CREDIT
                      Group St CST CNTR ACCT NBR CST CNTR ACCT NBR
 CDR ACCTS RCV A B
                                            110
                                                     10
                                   10
```

The G/L interface record above, which is added for an A/R adjustment transaction (type A), designates that G/L account 110 is debited and G/L account 500 is credited when reason code B is used to post an A/R debit adjustment transaction. As previously described, the system will debit G/L account 500 and credit G/L account 110 if reason code B is used to post an A/R credit adjustment.

During the course of using the Work With G/L Interface application, the 2=Edit Record option can be used to change the cost center and account numbers of a G/L interface record, and to delete a G/L interface record.

Working With Interface Records For Sales

The G/L interface records for sales contain data concerning a G/L sales group (optional), an item category and a company code.

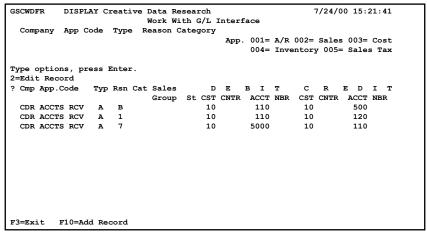
The G/L sales group codes are used to link customers to cost centers when multiple cost centers are used. No G/L sales group code is required if multiple cost centers are not used.

Unlike item category numbers and company codes, the G/L sales group codes are not previously defined. The sales group codes are created as the G/L interface records are added.

Note: If G/L sales groups are used, the Customer Master file records must be edited. Refer to Adding Records For Individual Customers for information about entering a G/L sales group code for the **G/L Code** field of the Edit Customer Master Page 1 screen.

A G/L interface record must be added for every possible combination of item category and G/L sales group, and duplicated for each company. For example, if 10 item categories are defined, and two G/L sales groups are used, the total number of possible G/L interface records to add for sales is 20 (10 item categories x 2 G/L sales groups) for a single company. If three companies exist, the total number of possible G/L interface records is 60 (20 G/L interface records x 3 companies).

The instructions below, which describe adding G/L interface records for sales, include information about using the Work With G/L Interface application to edit and delete G/L interface records.



1. Enter 002 (Sales) for the **App Code** (3,n) field, and press <Enter>.

GS	CWDI	FR	D	ISPLA	Y C	reati		Data E Work W			Tn+	e	_		•	7/24/0	00	15:2	21:4	11
	~~~~		7.	C-	4.	Marso e					Incer	Lac	e							
	Com	pany	A	002	ae	турє	e Ke	eason	Cate	jory	App				002= entory					
		optic t Rec		, pre d	ss l	Enter	٠.													
?	Cmp	App.	Co	de	Тур	Rsn	Cat	Sales								R	E	D	I	T
								Group	st.		CNTR			NBR		CNTR		CCT	NB	3
			_	RCV		_				10			110		10			500		
				RCV						10			110		10			120		
	CDR	ACCI	SI	RCV	A	7				10		5	000		10			110		
13	=Exi	it	F1	0=Add	Red	cord														

2. Press <F10> (Add Record). The Prompt Sales Cat. Keys screen appears with 002 (Sales) for G/L Application Code field.

```
GSUTPVR ENTER Creative Data Research 7/24/00 15:27:07
Prompt Sales Cat. Keys

G/L Application Code 002
G/L Sales Group . .
Item Category . . .
G/L Company ID . . .
```

- 3. If G/L sales groups are used, enter a G/L sales group code for the G/L Sales Group (6,a) field. If G/L sales groups or multiple cost centers are not used, the G/L Sales Group field is left blank.
- 4. Enter an item category number for the **Item Category** (2,n) field.
- 5. Enter a company code for G/L Interface Company ID (3,a) field.
- 6. Press <Enter>.

```
GSUTPVR ENTER Creative Data Research 7/24/00 15:27:07
Prompt Sales Cat. Keys

G/L Application Code 002
G/L Sales Group . . 1
Item Category . . 01
G/L Company ID . . . CDR
```

7. Press <Enter> when prompted to confirm. The Sales To G/L Interface screen appears with 002 Category Sales for the G/L Application Code field.

```
GSDHE3R ADD Creative Data Research
Sales To G/L Interface

G/L Application Code : 002 Category Sales
G/L Sales Group . . .:
Item Category . . . : 1 CIGARETTES
G/L Company ID . . . : CDR

Type changes, press Enter.

DEBITINFO CREDITINFO

Cost Center Account Number Cost Center Account Number
```

- 8. Enter the appropriate cost center numbers and account numbers for the **Cost Center** (3+4,n) fields and **Account Number** (5+4,n) fields, respectively, located below the *DEBIT INFO* and *CREDIT INFO* headings.
- 9. Press <Enter> when data entry is complete.

```
GSDHE3R
                Creative Data Research
                                                       7/24/00 16:01:50
                         Sales To G/L Interface
G/L Application Code :
                      002 Category Sales
G/L Sales Group . . . :
                       1 CIGARETTES
Item Category . . . :
G/L Company ID . . . :
                      CDR
Type changes, press Enter.
  DEBIT INFO
                                        CREDIT INFO
Cost Center Account Number
                                       Cost Center Account Number
              110
                                         10
                                                      500
F3=Exit
                                                        CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Work With G/L Interface screen appears with the newly added record.

```
DISPLAY Creative Data Research
                                                            7/24/00 15:21:41
GSCWDFR
                           Work With G/L Interface
  Company App Code Type Reason Category
             002
                                           App. 001= A/R 002= Sales 003= Cost
                                               004= Inventory 005= Sales Tax
Type options, press Enter.
2=Edit Record
? Cmp App.Code Typ Rsn Cat Sales
                                       D E B I T
                                                          CREDIT
                      Group St CST CNTR ACCT NBR CST CNTR ACCT NBR
  CDR ACCTS RCV A B
                                                110
 CDR ACCTS RCV A 1
CDR ACCTS RCV A 7
CDR CAT. SALES
                                       10
                                                110
                                                          10
                                                                    120
                                       10
                                               5000
                                                          10
                                                                    110
F3=Exit F10=Add Record
```

During the course of using the Work With G/L Interface application, the 2=Edit Record option can be used to change the cost center and account numbers of a G/L interface record, and to delete a G/L interface record.

#### **Working With Interface Records For Cost Of Sales**

The G/L interface records for cost of sales contain data concerning a G/L sales group (optional), an item category and a company code.

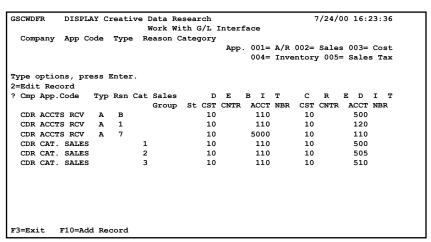
The G/L sales group codes are used to link customers to cost centers when multiple cost centers are used. No G/L sales group code is required if multiple cost centers are not used.

Unlike item category numbers and company codes, the G/L sales group codes are not previously defined. The sales group codes are created as the G/L interface records are added.

Note: If G/L sales groups are used, the Customer Master file records must be edited. Refer to Adding Records For Individual Customers for information about entering a G/L sales group code for the G/L Code field of the Edit Customer Master Page 1 screen.

A G/L interface record must be added for every possible combination of item category and G/L sales group, and duplicated for each company. For example, if five item categories are defined, and three G/L sales groups are used, the total number of possible G/L interface records to add for sales is 15 (5 item categories x 3 G/L sales groups) for a single company. If two companies exist, the total number of possible G/L interface records is 30 (15 G/L interface records x 2 companies).

The instructions below, which describe adding G/L interface records for cost of sales, include information about using the Work With G/L Interface application to edit and delete G/L interface records.



1. Enter 003 (Cost) for the **App Code** (3,n) field, and press <Enter>.

GSCWDFR	DISPL	AY C	reat:		Data Re						•	7/24/	00	16:2	26:4	16
				V	Work Wi	th G	/L :	Interi	face							
Company	App Co	ode	Туре	e Re	eason C	Categ	ory									
	003							App	. 001=	A/R	002=	Sale	s (	003=	Cos	st
									004=	Inve	entory	y 005	= 5	Sales	з Та	x
Type optio	ns, pr	ess I	Ente	r.												
2=Edit Rec																
? Cmp App.	Code	Тур	Rsn	Cat	Sales		D	E	B I	T	С	R	E	D	I	T
					Group	St	CST	CNTR	ACCT	NBR	CST	CNTR	I	ACCT	NBF	2
CDR ACCT	S RCV	A	В				10		110		10			500		
CDR ACCT	S RCV	A	1				10		110		10			120		
CDR ACCT	S RCV	A	7				10		5000		10			110		
CDR CAT.	SALES			1			10		110		10			500		
CDR CAT.	SALES			2			10		110		10			505		
CDR CAT.	SALES			3			10		110		10			510		
F3=Exit	F10=Add	d Re	cord													

2. Press <F10> (Add Record). The Prompt Sales Cat. Keys screen appears with 003 (Cost) for G/L Application Code field.

```
GSUTPVR ENTER Creative Data Research
Prompt Sales Cat. Keys

G/L Application Code 003
G/L Sales Group . .
Item Category . . .
G/L Company ID . . .
```

- 3. If G/L sales groups are used, enter a G/L sales group code for the G/L Sales Group (6,a) field. If G/L sales groups or multiple cost centers are not used, the G/L Sales Group field is left blank.
- 4. Enter an item category number for the **Item Category** (2,n) field.
- 5. Enter a company code for G/L Interface Company ID (3,a) field.
- 6. Press <Enter>.

```
GSUTPVR ENTER Creative Data Research
Prompt Sales Cat. Keys

G/L Application Code 003
G/L Sales Group . .
Item Category . . . 1
G/L Company ID . . . CDR
```

7. Press <Enter> when prompted to confirm. The Sales To G/L Interface screen appears with 003 Category Cost for the G/L Application Code field.

```
GSDHE3R ADD Creative Data Research Sales To G/L Interface

G/L Application Code : 003 Category Cost
G/L Sales Group . . .:
Item Category . . . : 1 CIGARETTES
G/L Company ID . . . : CDR

Type changes, press Enter.

DEBITINFO CREDITINFO

Cost Center Account Number

Cost Center Account Number
```

- 8. Enter the appropriate cost center numbers and account numbers for the **Cost Center** (3+4,n) fields and **Account Number** (5+4,n) fields, respectively, located below the *DEBIT INFO* and *CREDIT INFO* headings.
- 9. Press <Enter> when data entry is complete.

10. Press <Enter> when prompted to confirm. The Work With G/L Interface screen appears with the newly added record.

988	пу Ар	p coa	e	TAbe	= Re	eason C	acego	отА	7	0.0	11_	7. /D	002-	Sale	_	202-	C-	
900									App					, 005				
										01	74-	Inve	ncory	7 003	- '	зате	5 1	ax
ype op	tions,	pres	s E	Ente	r.													
=Edit 1		_																
Cmp A	pp.Cod	e T	ур	Rsn	Cat	Sales		D	E	В	I	T	С	R	E	D	I	T
						Group	St (	CST	CNTR	A	CCT	NBR	CST	CNTR	2	ACCT	NB	R
CDR A	CCTS R	CV	A	В				10		1	L10		10			500		
CDR A	CCTS R	cv	A	1				10		1	L10		10			120		
CDR A	CCTS R	CV	A	7				10		50	000		10			110		
CDR C	AT. SA	LES			1			10		1	L10		10			500		
CDR C	AT. SA	LES			2			10		1	L10		10			505		
CDR C	AT. SA	LES			3			10		1	L10		10			510		
CDR C	AT. CO	ST			1			10		1	L10		10			500		

During the course of using the Work With G/L Interface application, the 2=Edit Record option can be used to change the cost center and account numbers of a G/L interface record, and to delete a G/L interface record.

#### **Working With Interface Records For Inventory**

The G/L interface records for Inventory transactions contain data concerning an Inventory adjustment (A) or Inventory receipt (R) transaction, an Inventory reason code (for adjustments only), an item category and a company code. General Ledger interface records for Inventory are not added for receipt transactions if the Work With A/P Transfers application is used to transfer purchase orders to Accounts Payable. Refer to the Purchasing document for additional information.

A G/L interface record must be added for every possible combination of Inventory adjustment/reason code/item category, and for every combination of Inventory receipt and item category. The interface record added for each combination must also be duplicated for each company. For example, if three companies exist, and four reason codes and five item categories are defined, the total of possible Inventory transactions and the total of G/L interface records to add for Inventory is calculated as:

20 adjustment transactions (1 for each reason code/category combination)

- + <u>5 receipt transactions (1 for each category)</u>
  - 25 Inventory transactions
  - 25 Inventory transactions
- x <u>3 companies</u>
  - 75 G/L interface records for Inventory must be added.

If purchases orders are transferred with the Purchasing System, the total of G/L interface records to add for Inventory is calculated as:

20 adjustment transactions (1 for each reason code/category combination)

- x 3 companies
  - 60 G/L interface records for Inventory must be added.

The instructions below, which describe adding G/L interface records for Inventory transactions, include information about using the Work With G/L Interface application to edit and delete G/L interface records.

SCWDFR	DISPL	AY C	reat	ive I	ata Re	search				7/	24/0	0 16:	41:04
				V	Work Wi	th G/L	Inter	face					
Company	App C	ode	Тур	e Re	ason C	ategor	7						
							App	. 001=	A/R 002	= s	ales	003=	Cost
								004=	Invento	ry	005=	Sale	s Tax
		_											
Type optic 2=Edit Rec		ess 1	Ente	r.									
? Cmp App.		Tvn	Rsn	Cat	Sales	,	э	вт	т (	: 1	R	E D	т т
. omp ripp.	oouc	-11		-				ACCT		T C		ACCT	
CDR ACCT	'S RCV	A	В		•	1		110		.0		500	
CDR ACCT	S RCV	A	1			1	)	110	1	.0		120	
CDR ACCT	'S RCV	A	7			1	)	5000	1	.0		110	
CDR CAT.	SALES			1		1	)	110	1	.0		500	
CDR CAT.	SALES			2		1	)	110	1	.0		505	
CDR CAT.	SALES			3		1	)	110	1	.0		510	
CDR CAT.	COST			1		1	)	110	1	.0		500	
CDR CAT.	COST			2		1	)	110	1	.0		505	
	COST			3		1	)	110	1	.0		510	

1. Enter 004 (Inventory) for the **App Code** (3,n) field, and press <Enter>.

GSCWDFR	DISPL	AY C	reat:		Data Re					7/24/	00 16:	41:04
				V	Work Wi	th G/L	Inter	face				
Company	App C	ode	Тур	e Re	eason C	ategory						
	004						App	. 001=	A/R 002=	: Sale	s 003=	Cost
								004=	Inventor	y 005	= Sale	s Tax
Type optio		ess	Ente	r.								
2=Edit Rec	ord											
? Cmp App.	Code	Тур	Rsn	Cat	Sales	D	E	ві	T C	R	E D	I T
					Group	St CST	CNTR	ACCT	NBR CST	CNTR	ACCT	NBR
CDR ACCT	S RCV	A	В			10		110	10	)	500	
CDR ACCT	S RCV	A	1			10		110	10	)	120	
CDR ACCT	S RCV	A	7			10		5000	10	)	110	
CDR CAT.	SALES			1		10		110	10	)	500	
CDR CAT.	SALES			2		10		110	10	)	505	
CDR CAT.	SALES			3		10		110	10	)	510	
CDR CAT.	COST			1		10		110	10	)	500	
CDR CAT.	COST			2		10		110	10	)	505	
CDR CAT.	COST			3		10		110	10	)	510	
F3=Exit	F10=Ad	d Re	cord									

2. Press <F10> (Add Record). The Edit Inventory to GL Intr KEY SCREEN screen appears with 004 for the **Application Code** field.

```
GSUKE1R CHANGE Creative Data Research 7/24/00 17:26:00
Edit Inventory to GL Intr KEY SCREEN

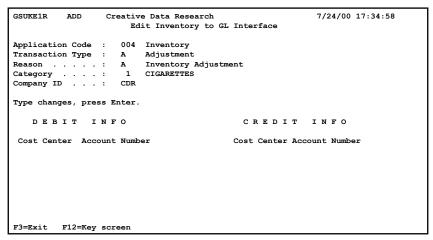
Type choices, press Enter.

Application Code: 004
Transaction Type.
Reason Code . . .
Category . . . .
Company . . . . .

F3=Exit F9=Go to 'Add' mode
```

- 3. Enter one of the following values for the **Transaction Type** (1,a) field to designate the desired type of Inventory transaction:
  - A adjustment
  - *R* receipt. This value can be entered only when purchase orders are not transferred with the Purchasing System.

- 4. If *A* (adjustment) was entered for the **Transaction Type** field, an Inventory reason code must be entered for the **Reason Code** (1,a) field; otherwise the field is left blank. If necessary, press <F4> to select a reason code from the Select Inventory Reasons screen.
  - Note: A G/L interface record for Inventory adjustment transactions must be added for each Inventory reason code defined by the user. Refer to Adding Inventory Reason Codes of the Warehousing document for additional information.
- 5. Enter a company code for G/L Interface Company ID (3,a) field.
- 6. If *R* (receipt) was entered for the **Transaction Type** field, an item category number must be entered for the **Category** (2,n) field; otherwise the field is left blank. If necessary, press <F4> to select a category number from the Select Item Category Master screen.
  - Note: A G/L interface record for Inventory receipts transactions must be added for each item category number defined by the user (unless purchases orders are transferred with the Purchasing System). Refer to Working With Item Categories of the Item File Maintenance document for additional information.
- 7. Press <Enter>. The Edit Inventory to G/L Interface screen appears with 004 *Inventory* for the **Application Code** field.



- 8. Enter the appropriate cost center numbers and account numbers for the **Cost Center** (3+4,n) fields and **Account Number** (5+4,n) fields, respectively, located below the *DEBIT INFO* and *CREDIT INFO* headings.
- 9. Press <Enter> when data entry is complete.

```
GSUKEIR ADD Creative Data Research 7/24/00 17:51:32

Edit Inventory to GL Interface

Application Code : 004 Inventory
Transaction Type : A Adjustment
Reason . . . : A Inventory Adjustment
Category . . . : 1 CIGARETTES
Company ID . . . : CDR

Type changes, press Enter.

DEBIT INFO CREDIT INFO

Cost Center Account Number Cost Center Account Number 10 120 10 230

F3=Exit F12=Key screen

CONFIRM: Y (Y/N)
```

10. Press <Enter> when prompted to confirm. The Edit Inventory to GL Intr KEY SCREEN screen appears with the *Record added* message.

```
GSUKEIR ADD Creative Data Research 7/24/00 17:59:20
Edit Inventory to GL Intr KEY SCREEN

Type choices, press Enter.

Application Code: 004
Transaction Type.
Reason Code . . .
Category . . . .
Company . . . . CDR
```

11. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding G/L interface records for Inventory transactions, or press <F3> (Exit). The Work With G/L Interface screen appears with the newly added record.

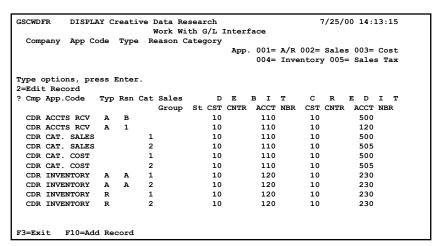
SCWDFR	DISPL	AY C	reat		Data Re Work Wi	search th G/L	Interi	face		7/24/0	00 18:0	05:04
Company	App C	ode	Type	e Re	ason C	ategory						
988							App	. 001=	A/R 002=	Sales	s 003=	Cost
								004=	Inventor	y 005=	= Sale	s Tax
ype optic	ons, pr	ess 1	Ente	r.								
=Edit Red	cord											
Cmp App	Code	Тур	Rsn	Cat	Sales	D	E	в І	T C	R	E D	I T
					Group	St CST	CNTR	ACCT	NBR CST	CNTR	ACCT	NBR
CDR ACC	'S RCV	A	В			10		110	10		500	
CDR ACC	'S RCV	A	1			10		110	10		120	
CDR ACC	'S RCV	A	7			10		5000	10		110	
CDR CAT	SALES			1		10		110	10		500	
CDR CAT	SALES			2		10		110	10		505	
CDR CAT	SALES			3		10		110	10		510	
CDR CAT	COST			1		10		110	10		500	
CDR CAT	COST			2		10		110	10		505	
CDR CAT	COST			3		10		110	10		510	
CDR INV	ENTORY	A	A	1		10		120	10		230	
		A	A	_								

During the course of using the Work With G/L Interface application, the 2=Edit Record option can be used to change the cost center and account numbers of a G/L interface record, and to delete a G/L interface record.

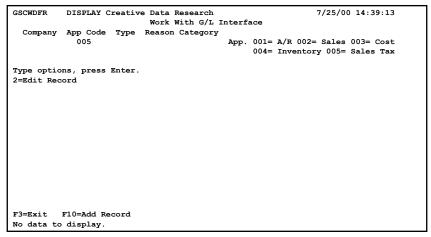
#### **Working With Interface Records For Sales Tax**

The G/L interface records for sales tax transactions contain data concerning a state code and a company code. A G/L interface record must be added for every state description defined for use in applying state sales tax, and duplicated for each company. For example, if five state descriptions are defined, and four companies exist, the total number of possible G/L interface records for sales tax is 20 (five for each of the four companies).

The instructions below, which describe adding G/L interface records for sales tax, include information about using the Work With G/L Interface application to edit and delete G/L interface records.



1. Enter 005 (Sales Tax) for the **App Code** (3,n) field, and press <Enter>.



2. Press <F10> (Add Record). The Edit Sales Tax To G/L KEY SCREEN screen appears with 005 for the G/L Application Code field.

```
GSUQE3R ADD Creative Data Research 7/25/00 14:40:08
Edit Sales Tax To G/L KEY SCREEN

G/L Application Code : 005
G/L Interface State . .
G/L Interface Company ID

F3=Exit F4=Search F9=Go to `Change' mode
```

- 3. Enter a state code for the **G/L Interface State** (2,a) field. Refer to Working With State, County and City Codes of the Tax System document for additional information.
- 4. Enter a company code for G/L Interface Company ID (3,a) field.
- 5. Press <Enter>. The Edit Sales Tax to G/L Page 1 Of 3 screen appears with 005 Sales Tax for the G/L Application Code field.

```
GSUQE3R ADD Creative Data Research
Edit Sales Tax To G/L Page 1 Of 3

G/L Application Code : 005 Sales Tax
G/L Interface State .: LA
G/L Interface Company ID CDR

Type changes, press Enter.

DEBITINFO CREDITINFO

Cost Center Account Number Cost Center Account Number
```

- 6. Enter the appropriate cost center numbers and account numbers for the **Cost Center** (3+4,n) fields and **Account Number** (5+4,n) fields, respectively, located below the *DEBIT INFO* and *CREDIT INFO* headings.
- 7. Press <Enter> when data entry is complete.

```
GSUQE3R
                 Creative Data Research
                                                         7/25/00 14:48:55
                    Edit Sales Tax To G/L Page 1 Of 3
G/L Application Code :
                      005 Sales Tax
G/L Interface State . :
G/L Interface Company ID CDR
Type changes, press Enter.
  DEBIT INFO
                                         CREDIT INFO
Cost Center Account Number
                                        Cost Center Account Number
               110
                                          10
                                                        225
F3=Exit
                                                         CONFIRM: Y (Y/N)
```

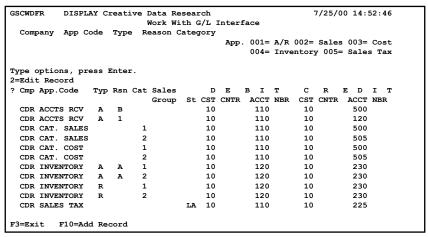
8. Press <Enter> when prompted to confirm. The Edit Sales Tax To G/L KEY SCREEN screen appears with the *Record added* message.

```
GSUQE3R ADD Creative Data Research 7/25/00 14:49:50
Edit Sales Tax To G/L KEY SCREEN

G/L Application Code : 005
G/L Interface State . .
G/L Interface Company ID CDR

F3=Exit F4=Search F9=Go to 'Change' mode Record added.
```

9. If necessary, users can repeat the previous instructions (beginning with step 3) to continue adding G/L interface records for sales tax transactions, or press <F3> (Exit). The Work With G/L Interface screen appears with the newly added record.



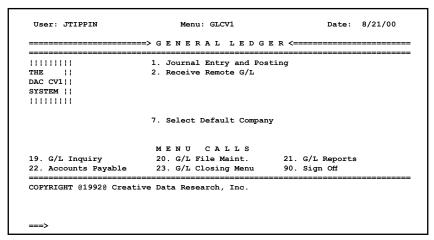
During the course of using the Work With G/L Interface application, the 2=Edit Record option can be used to change the cost center and account numbers of a G/L interface record, and to delete a G/L interface record.

# **Working With Journal Entries**

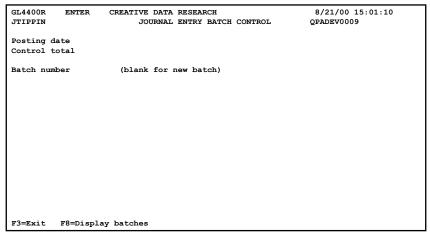
The Journal Entry And Posting application is used to add manual journal entries, edit journal entries (regardless of their source), and post journal entry batches to the General Ledger. The instructions below also describe entering recurring journal entries, deleting journal entries, and deleting journal entry batches.

### **Adding A Journal Entry Batch**

The instructions which follow describe using the Journal Entry And Posting application to manually enter a journal entry in General Ledger.



1. Select option 1 (Journal Entry And Posting) from the General Ledger screen. The Journal Entry Batch Control (Enter) screen appears.



2. Enter the current date for the **Posting date** (6,n) field to designate the date that the batch is created. Note: The date entered for the **Posting Date** field is not used as the posting date of the journal entries of the batch (see **Jrnl date** below).

3. Enter an amount for the **Control total** (11.2,n) field to designate the total amount of all the entries of the batch. If the total amount is not known, an estimate of the total must be entered to continue. The actual total amount can be changed after all the entries are added. Note: Zero cannot be entered for the **Control total** field.

GL4400R EN	NTER CREATIVE DATA RESEARCH JOURNAL ENTRY BATCH CONTROL	8/21/00 16:15:10 QPADEV0009
Posting date Control total		
Batch number	(blank for new batch)	
F3=Exit F8=	Display batches	

4. Press <Enter>. The Journal Entry (Add) screen appears.

GL4410R JTIPPIN	ADD	CREATIVE DA	TA RESEARCH JOURNAL ENTRY		-	1/00 16:15:54 EV0009
Jrnl no.	921	Batch no.	509	Total debits		.00
Jrnl date		Post date	8/21/00	Total credits		.00
Desc 1 .				Difference :		.00
Desc 2 .				Reverse entry	N	(blank=no)
				Year end entry		
Type option 4=Delete	ns, press	Enter.				
Cost Cen	ter G/	L Account #		Debit		Credit
F3=Exit						

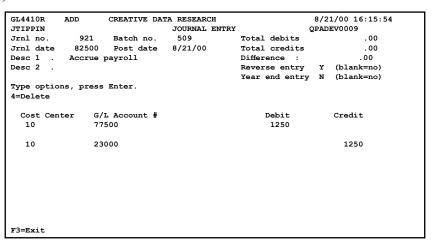
The following information, which appears on the Journal Entry (Add) screen, is automatically generated by the General Ledger System, and cannot be changed by the user:

- **Jrnl no.** the journal number used by G/L to identify and track each journal entry.
- **Batch no.** the batch number used by G/L to identify and track each batch of journal entries.

The date appearing for the **Post date** field defaults from the date previously entered by the user for the **Posting date** field. Note: The date appearing for the **Post date** field is not used as the posting date of the journal entries of the batch (see **Jrnl date** below).

Note: The **Cost Center** and **G/L Account** # field names will be different if other values were entered for the **Cost cntr hdr** and **Account header** fields of the Company Maintenance (G/L) screen. Refer to Working With Company G/L Options for additional information.

- 5. Enter data for the following fields:
  - **Jrnl date** (6,n) a date to designate the posting date of the journal entries of the batch.
  - Optional: **Desc 1** and **Desc 2** (25,a) text to describe the journal entry.
  - **Reverse Entry** (1,a) enter *Y* to designate that reversing entries will be automatically posted to General Ledger with a date equal to the first of the month which follows the month entered for the **Jrnl date** field. For example, if 82500 is entered for the **Jrnl date** field, the posting date of the reversing entry will be 90100.
  - Year end entry (1,a) enter Y to designate that the journal entry is a year end entry, and that it will appear on reports when Y is entered for Include year end entries.
- 6. Enter data for the following fields for each transaction of the journal entry:
  - Cost Center (3+4,n) the cost center number of the desired G/L actual record.
  - **G/L Account** # (5+4,n) the G/L account number of the desired G/L actual record.
  - Optional: **Debit** (11.2,n) the amount to be debited for the designated G/L actual record. The total amount of debits added for the journal entry must equal the total amount of credits added (see **Total debits** and **Total credits** below).
  - Optional: Credit (11.2,n) the amount to be credited for the designated G/L actual record. The total amount of credits added for the journal entry must equal the total amount of debits added (see Total credits and Total debits below).



7. Press <Enter> when data entry for all the transactions of the journal entry are complete. The description of each G/L actual record appears below the G/L account number. The total amount of debits and credits added for the journal entry appears for the **Total debits** and **Total credits** fields, respectively.

GL4410R ADD TIPPIN	CREATIVE DATA	A RESEARCH JOURNAL ENTRY		B/21/00 16:43:51 PADEV0009
Jrnl no.	74 Batch no.	40	Total debits	1250.00
Urnl date 8	2500 Post date	8/21/00	Total credits	1250.00
esc 1 . Ac	crue payroll		Difference :	.00
esc 2 .			Reverse entry	Y (blank=no)
			Year end entry	N (blank=no)
ype options, ; =Delete	press Enter.			
Cost Center	G/L Account #		Debit	Credit
10	77500		1250.00	
	WAGES EXPENSE			
10	23000			1250.00
	ACCRUED EXPENSES	3		
3=Exit				
			(	CONFIRM: Y (Y/N)

The *Total debits are not equal to total credits* message appears if the total amount of credits added for the journal entry does not equal the total amount of debits added. The user must correct the error, or the journal entry will not be accepted.

8. Press <Enter> when prompted to confirm. The Journal Entry (Display) screen is displayed.

```
8/21/00 17:01:11
GL5410R
          DISPLAY CREATIVE DATA RESEARCH
                                JOURNAL ENTRY
JTIPPIN
                                                            OPADEV0009
  Jrnl no.
                                    Control total
                                                        1250.00
            Batch
                      40
                                    Total posted
Type options, press Enter.
1=Select
 Jrnl no. Source Description
                                               Trans date
                                                               Total Dr.
              MJ
                    Accrue payroll
                                                 8/25/00
                                                                1250.00
         F4=Post batch
                         F6=Add new journal
```

The following values are displayed for the journal entry batch at the Journal Entry (Display) screen:

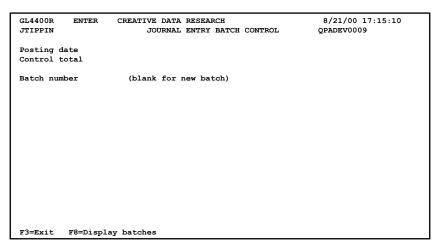
- **Batch** the number used by the G/L system to identify and track each batch of journal entries.
- Control total the total amount of all the journal entries included in the batch. Refer to Editing A Journal Entry Batch for information about changing the value of this field.
- Total posted the total amount of all the journal entries included in the batch. Note: A journal entry batch cannot be posted unless the values of the Control total and Total posted fields are identical. Refer to Editing A Journal Entry Batch for information about changing the value of this field. The value of the Total posted field changes as journal entries are added to the batch, deleted from the batch, or edited.

The following values are displayed for each journal entry of the batch:

- **Jrnl no.** the number used by the G/L system to identify and track each journal entry.
- **Source** the source of the journal entry is designated as one of the following: *MJ* (manual journal entry), *AR* (Accounts Receivable) and *SA* (Sales).
- **Description** the text previously added for the **Desc 1** field of the journal entry.
- Trans Date the posting date of the journal entry.
- Total Dr. the total amount of the debits and credits of the journal entry.

Refer to Editing A Journal Entry Batch for information about using the 1=Select option to make numerous changes to journal entries including editing, adding and deleting transactions.

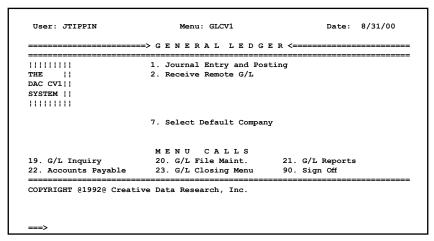
9. Press <F3> to exit without posting the journal entry batch. The Journal Entry Batch Control (Enter) screen appears. If necessary, users can repeat the previous instructions (beginning with step 1) to continue adding journal entry batches.



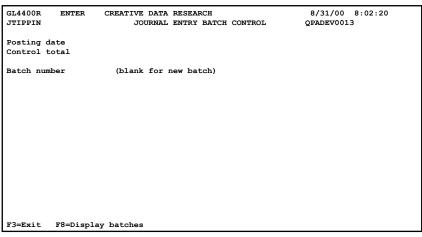
10. Press <F3> (Exit) when data entry is complete. The General Ledger screen appears.

#### **Editing A Journal Entry Batch**

The instructions below describe using the Journal Entry And Posting application to edit and delete the journal entries of a batch, and delete an entire journal entry batch before it is posted.



1. Select option 1 (Journal Entry And Posting) from the General Ledger screen. The Journal Entry Batch Control (Enter) screen appears.



2. Press <F8> (Display batches). The Journal Entry (Display) screen appears with the unposted journal entry batches listed by batch number.

GL5400R JTIPPIN	DISPLAY	CREATIVE DATA RE	SEARCH RNAL ENTRY		8/31/00 8:02:40 QPADEV0013
Batch	Posted	Control total	Created by	Workstation	Date
Type optic	ons, press	Enter.			
1=Select	4=Delete	P=Print Batch			
38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00
40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00
41	8/30/00	150.00	JTIPPIN	QPADEV0004	8/30/00
42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00
43	8/30/00	800.00	JTIPPIN	QPADEV0004	8/30/00
44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00
F3=Exit					

During the course of editing journal entry batches, the following fields can be used to locate the desired batch:

- **Batch** enter a batch number and press <Enter> to redisplay the list beginning with the designated batch.
- **Posted** enter a date and press <Enter> to limit the list to batches with a specific creation date. Refer to Adding A Journal Entry Batch for information about the **Posting date** field.
- **Control total** enter an amount and press <Enter> to limit the list to batches of the specified amount.
- Created by enter a username and press <Enter> to limit the list to batches added by the specified user.
- Workstation enter a job (or terminal) name and press <Enter> to limit the list to batches created by the specified job or at the specified terminal.
- **Date** enter a date and press <Enter> to limit the list to batches added on the specified date.
- 3. To delete an entire batch of journal entries, locate the desired batch (use <Page Down> if necessary) and enter 4 (Delete) in the selection column next to its batch number.

	400R PPIN	DISPLAY		SEARCH RNAL ENTRY		8/31/00 8:04:20 QPADEV0013
:	Batch	Posted	Control total	Created by	Workstation	Date
Тур	e optio	ons, press	Enter.			
1=S	elect	4=Delete	P=Print Batch			
	38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00
	40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00
	41	8/30/00	150.00	JTIPPIN	QPADEV0004	8/30/00
	42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00
4	43	8/30/00	800.00	JTIPPIN	QPADEV0004	8/30/00
	44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00
F3=	Exit					

Press <Enter>. The screen's list is redisplayed without the deleted batch.

4. To print a detailed report of the journal entries of a batch (see example below), enter *P* (Print Batch) in the selection column next to the batch number of the desired batch, and press <Enter>.

#### **Journal Entry Edit List**

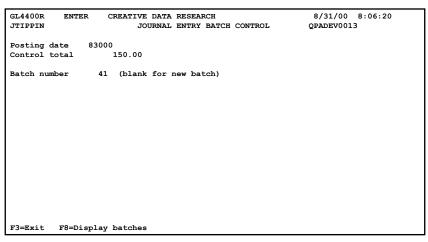
Creati	ve Da	ata F	Resea	rch		Jour	nal E	Entry	Edit	List		JTIPPIN	8/31/00	8:04:30 P	age	1	
Compan	y 001	L															
Batch	Numbe	er	41														
Source	Sts	Year End	r Ent	ry Desc.	1	Ent	cy De	esc. :	2			Reversal Date	Total DR	Total	CR		
MJ		N	Rec	lassify a	accounts						8/30/00		200.00	20	0.00		
Jrnl Entry		Seq		Trans Date	Journal 1	Descripti	on		Amor	int	Cost Center	G/L Accou	nt				
76 76		1 2			SUPPLIES OFFICE E					250.00 250.00CR		755000000 710000000					
MJ		N	Rec	lassify a	accounts						8/30/00		300.00	30	0.00		
Jrnl Entry		Seq		Trans Date	Journal 1	Descripti	on		Amor	int	Cost Center	G/L Accou	nt				
78 78		_			OFFICE E					300.00 300.00CR		710000000 755000000					
** END	OF I	REPOF	RT **														

GL5400R JTIPPIN	DISPLAY	CREATIVE DATA RE	SEARCH RNAL ENTRY		8/31/00 QPADEV0013	
Batch	Posted	Control total	Created by	Workstation	Date	
Type optic	ons, press	Enter.				
1=Select	4=Delete	P=Print Batch				
38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00	
40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00	
41	8/30/00	150.00	JTIPPIN	QPADEV0004	8/30/00	
42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00	
44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00	
F3=Exit						

5. To edit a journal entry batch, locate the desired batch (use <Page Down> if necessary), and enter *l* (Select) in the selection column next to its batch number.

	400R PPIN	DISPLAY	CREATIVE DATA RE	SEARCH RNAL ENTRY		8/31/00 8:05:50 QPADEV0013					
:	Batch	Posted	Control total	Created by	Workstation	Date					
Тур	e optio	ons, press	Enter.								
1=S	elect	4=Delete	P=Print Batch								
	38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00					
	40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00					
1	41	8/30/00	150.00	JTIPPIN	QPADEV0004	8/30/00					
	42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00					
	44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00					
F3=	Exit										

6. Press <Enter>. The Journal Entry Batch Control (Enter) screen appears with the creation date, control total and batch number of the desired batch.



- 7. If necessary, users can change the following values of the selected invoice batch:
  - **Posting date** the date entered by the user when the batch was created. Note: The creation date entered for the **Posting Date** field is not used as the posting date of the journal entries of the batch. Refer to Adding A Journal Entry Batch for information about the **Jrnl date** field which is used for the posting date.
  - Control total the total amount of all the journal entries included in the batch.

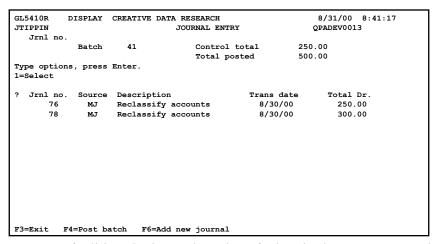
```
GL4400R ENTER CREATIVE DATA RESEARCH 8/31/00 8:06:20
JTIPPIN JOURNAL ENTRY BATCH CONTROL QPADEV0013

Posting date 83000
Control total 250

Batch number 41 (blank for new batch)

F3=Exit F8=Display batches
```

8. Press <Enter>. The Journal Entry (Display) screen appears with a list of journal entries previously added to the batch.



During the course of editing the journal entries of a batch, the **Jrnl no.** restrictor field at the top of the Journal Entry (Display) screen can be used (or <Page Down> can be pressed) to locate a journal entry.

- 9. If necessary, users can press <F6> (Add new journal) to add a journal entry to the batch. Refer to Adding A Journal Entry Batch (beginning with step 5) for additional information.
- 10. To edit a journal entry of the batch, locate the desired entry (use <Page Down> if necessary), and enter *I* (Select) in the selection column next to its journal number.

```
GL5410R
           DISPLAY CREATIVE DATA RESEARCH
                                                              8/31/00 9:04:46
JTIPPIN
                                 JOURNAL ENTRY
                                                            OPADEV0013
   Jrnl no.
            Batch
                                     Control total
                                                         250.00
                                    Total posted
                                                         500.00
Type options, press Enter.
1=Select
                                               Trans date
                                                               Total Dr.
   Jrnl no. Source Description
                                                 8/30/00
              MJ
                     Reclassify accounts
                                                                 250.00
       78
                                                 8/30/00
                                                                  300.00
                     Reclassify accounts
F3=Exit
         F4=Post batch
                         F6=Add new journal
```

Press < Enter>. The Journal Entry (Change) screen appears.

GL4410R CE	HANGE	CREATIVE DAT	'A RESEARCH JOURNAL E	-		-	1/00 9:32:54 EV0013
Jrnl no.	78	Batch no.	41		Total debits		300.00
Jrnl date	83000	Post date	8/30/00		Total credits		300.00
Desc 1 . F	Reclassi	fy accounts			Difference :		.00
Desc 2 .					Reverse entry	N	(blank=no)
					Year end entry	N	(blank=no)
Type options, 4=Delete	, press	Enter.			-		
Cost Center	r G/I	Account #			Debit		Credit
10	710	000			300.00		
	OFF	ICE EXPENSE					
10	755	00					300.00
	SUP	PLIES EXPENS	E				
F3=Exit F6=	=Add new	journal F	11=Delete				

Refer to Adding A Journal Entry Batch for detailed descriptions of all the fields of this screen.

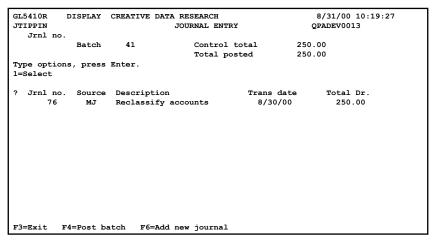
During the course of editing a journal entry, the <F6> function key can be used to add a journal entry to the batch. Refer to Adding A Journal Entry Batch (beginning with step 5) for additional information.

To delete the journal entry from the batch, press <F11> (Delete).

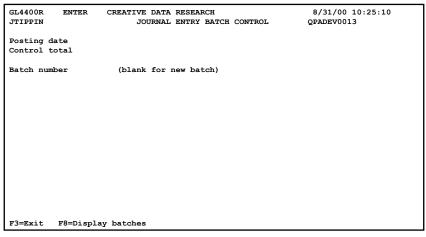
```
GL4410R
           CHANGE
                    CREATIVE DATA RESEARCH
                                                               8/31/00 9:48:35
JTIPPIN
                                 JOURNAL ENTRY
                                                             OPADEV0013
               78
                                                                      300.00
Jrnl no.
                     Batch no.
                                               Total debits
Jrnl date
             83000
                     Post date
                                 8/30/00
                                               Total credits
                                                                      300.00
Desc 1
            Reclassify accounts
                                               Difference :
                                                                        .00
                                                               N (blank=no)
Desc 2
                                               Reverse entry
                                               Year end entry
                                                                  (blank=no)
Type options, press Enter.
4=Delete
  Cost Center
                 G/L Account #
                                                    Debit
                                                                  Credit
                 71000
                                                  300.00
                 OFFICE EXPENSE
   10
                 75500
                                                                  300.00
                 SUPPLIES EXPENSE
         F6=Add new journal F11=Delete
                                                               CONFIRM: Y (Y/N)
```

If deleting the journal entry, press <Enter> when prompted to confirm. The Journal Entry (Display) screen appears without the deleted journal entry.

If editing the journal entry, press <Enter> when editing is complete, and when prompted to confirm. The Journal Entry (Display) screen appears.



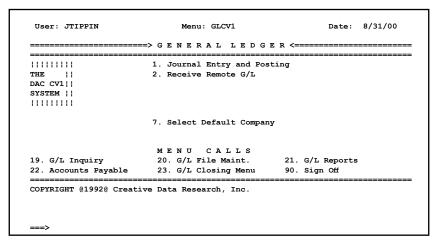
11. Press <F3> to exit without posting the journal entry batch. The Journal Entry Batch Control (Enter) screen appears.



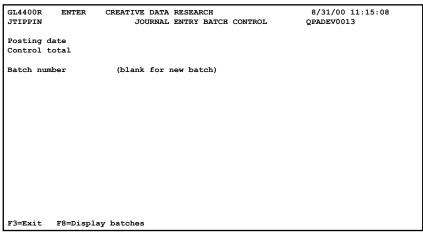
12. If necessary, users can repeat the previous instructions (beginning with step 2) to continue editing journal entry batches, or press <F3> to exit. The General Ledger screen appears.

## **Posting A Journal Entry Batch**

After a journal entry batch is added, and all necessary editing is completed, it is posted to the General Ledger. It is strongly recommended that users post journal entry batches every day, or at least once per week.



1. Select option 1 (Journal Entry And Posting) from the General Ledger screen. The Journal Entry Batch Control (Enter) screen appears.



2. Press <F8> (Display batches). The Journal Entry (Display) screen appears with the unposted journal entry batches listed by batch number. Refer to Editing A Journal Entry Batch for information about using the restrictor fields at the top of the screen to locate the desired batch.

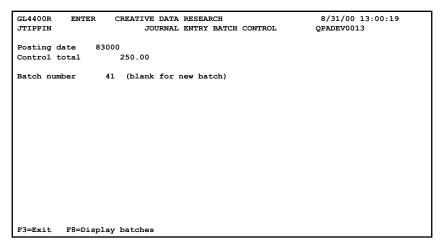
GL5400R JTIPPIN	DISPLAY	CREATIVE DATA RESEARCH JOURNAL ENTRY			8/31/00 11:15:28 QPADEV0013
Batch	Posted	Control total	Created by	Workstation	Date
Type optic	ns, press	Enter.			
1=Select	4=Delete	P=Print Batch			
38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00
40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00
41	8/30/00	250.00	JTIPPIN	QPADEV0004	8/30/00
42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00
44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00
F3=Exit					

Refer to Editing A Journal Entry Batch for information about using the P=Print Batch to print a detailed report of the journal entries of a batch.

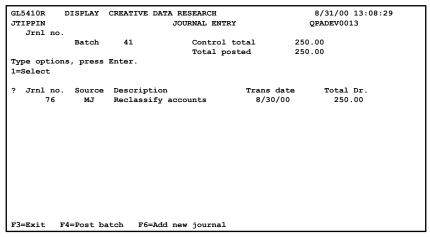
3. Locate the desired batch (use <Page Down> if necessary), and enter 1 (Select) in the selection column next to its batch number.

GL5400R DISPLAY JTIPPIN		DISPLAY	CREATIVE DATA RI	ESEARCH URNAL ENTRY	8/31/00 11:15:28 QPADEV0013		
	Batch	Posted	Control total	Created by	Workstation	Date	
Тур	e optio	ons, press	Enter.				
1=S	Select	4=Delete	P=Print Batch				
	38	7/31/00	999.00	DANETTE	QPADEV0006	8/18/00	
	40	8/21/00	1250.00	JTIPPIN	QPADEV0009	8/21/00	
1	41	8/30/00	250.00	JTIPPIN	QPADEV0004	8/30/00	
	42	8/30/00	1112.00	JTIPPIN	QPADEV0004	8/30/00	
	44	8/31/00	200.00	JTIPPIN	QPADEV0004	8/30/00	
F3=	Exit						

4. Press <Enter>. The Journal Entry Batch Control (Enter) screen appears with the creation date, control total and batch number of the desired batch.



- 5. If necessary, users can change the following values of the selected invoice batch:
  - **Posting date** the date entered by the user when the batch was created. Note: The creation date entered for the **Posting Date** field is not used as the posting date of the journal entries of the batch. Refer to Adding A Journal Entry Batch for information about the **Jrnl date** field which is used for the posting date.
  - Control total the total amount of all the journal entries included in the batch.
- 6. Press <Enter>. The Journal Entry (Display) screen appears.



If the values of the **Control total** and **Total posted** fields are identical, continue with step 7; otherwise make a note of the value of the **Total posted** field and press <F3> (Exit). The Journal Entry Batch Control (Enter) screen appears, and the previous steps can be repeated to edit the **Control total** field.

7. If necessary, use the *I*=*Select* option to review and edit journal entries before posting the batch. Refer to Editing A Journal Entry Batch for additional information about using the Journal Entry (Change) screen.

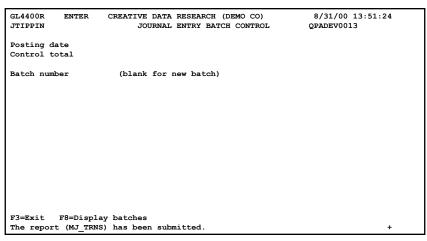
GL4410R	CHANGE	CREATIVE DA	TA RESEARCH		8/31/00 13:25:27
JTIPPIN			JOURNAL EN	TRY Q1	PADEV0013
Jrnl no.	76	Batch no.	41	Total debits	250.00
Jrnl date	83000	Post date	8/30/00	Total credits	250.00
Desc 1 .	Reclass:	ify accounts	:	Difference :	.00
Desc 2 .				Reverse entry	N (blank=no)
				Year end entry	N (blank=no)
Type option 4=Delete	ns, press	Enter.			
Cost Cent	ter G/1	L Account #		Debit	Credit
10	77!	500		250.00	
	WAG	GES EXPENSE			
10	230	000			250.00
	ACC	CRUED EXPENS	SES		
F3=Exit F	F6=Add nev	w journal	F11=Delete		

Refer to Adding A Journal Entry Batch for detailed descriptions of all the fields of this screen.

If editing the journal entry, press <Enter> when editing is complete, and when prompted to confirm; otherwise, press <F3> to exit. The Journal Entry (Display) screen appears.

```
GL5410R
           DISPLAY CREATIVE DATA RESEARCH
                                                              8/31/00 13:39:29
JTIPPIN
                                 JOURNAL ENTRY
                                                             OPADEV0013
   Jrnl no.
                                     Control total
                                     Total posted
                                                         250.00
Type options, press Enter.
1=Select
  Jrnl no. Source Description
                                               Trans date
                                                                Total Dr.
                                                  8/30/00
                                                                  250.00
                    Reclassify accounts
              MJ
F3=Exit
          F4=Post batch
                         F6=Add new journal
```

8. Press <F4> (Post batch). The *The report (MJ_TRNS) has been submitted* message appears on the Journal Entry Batch Control (Enter) screen.



The *Job...completed...* message appears in the user's AS/400 message queue when the Manual Journal Entry Register is spooled for printing.

### **Manual Journal Entry Register**

	E DATA RESEARCH	I	MANUAL JOURNAL ENT	TRY REGIST	ER JTIPPIN	8/31/00 15:14:33 Page	1
Batch	40						
Jrnl	Cost Center	G/L Account #	Trans	Posted	Description	Debits	Credits
74	10	77500	8/25/00	8/21/00	WAGES EXPENSE	1250.00	.00
74	10	23000	8/25/00	8/21/00	ACCRUED EXPENSES	.00	1250.00CR
86	10	77500	9/01/00	9/01/00	Reverse entry	.00	1250.00CR
86	10	23000	9/01/00	9/01/00	Reverse entry	1250.00	.00
inal to	otals					2500.00	2500.00CR
* END C	OF REPORT **						

Above is an example of the Manual Journal Entry Register which is spooled for printing. It is strongly recommended that users print and retain this posting control

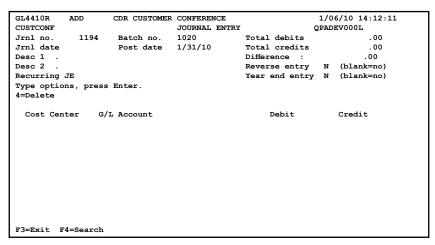
- report for future reference. Note: The Manual Journal Entry Register above includes reversing entries that were automatically posted to General Ledger.
- 9. If necessary, users can repeat the previous instructions (beginning with step 2) to continue posting journal entry batches, or press <F3> to exit. The General Ledger screen appears.

### **Entering A Recurring Manual Journal Entry**

A manual journal entry can be designated as recurring for the current fiscal year. The number of recurrences is limited by the number of open periods remaining for the year. The batches of recurring manual journal entries will automatically appear on the Journal Entry screen as illustrated below after posting the current batch.

GL5400R CUSTCONF	DISPLAY	CDR CUSTOMER CONFERENCE JOURNAL ENTRY			1/06/10 14:31:31 QPADEV000L		
COSTCONE		300	KNAL ENIKI		QPADE4000T		
Batch	Posted	Control total	Created by	Workstation RECURRING	Date		
Type opti	ons, press	Enter.					
1=Select	4=Delete	P=Print Batch					
1021	2/28/10	300.00	CUSTCONF	RECURRING	12/06/10		
1022	3/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
1023	4/30/10	300.00	CUSTCONF	RECURRING	12/06/10		
1024	5/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
1025	6/30/10	300.00	CUSTCONF	RECURRING	12/06/10		
1026	7/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
1027	8/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
1028	9/30/10	300.00	CUSTCONF	RECURRING	12/06/10		
1029	10/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
1030	11/30/10	300.00	CUSTCONF	RECURRING	12/06/10		
1031	12/31/10	300.00	CUSTCONF	RECURRING	12/06/10		
F3=Exit							

The instructions below describe entering a recurring manual journal entry after the Journal Entry (Add) screen appears. Refer to Adding A Journal Entry Batch for additional information.



- 1. Enter data for the following fields:
  - **Jrnl date** (6,n) a date to designate the posting date of the current journal entry.
  - Optional: **Desc 1** and **Desc 2** (25,a) text to describe the journal entry.

GL4410R CUSTCONF	ADD	CDR CUSTOMER	CONFERENCE JOURNAL ENTRY		./06/10 14:12:11 PADEV000L
Jrnl no.	1194	Batch no.	1020	Total debits	.00
Jrnl date	013110	Post date	1/31/10	Total credits	.00
Desc 1 .	Deprecia	ation Entry		Difference :	.00
	-	nd Recurring		Reverse entry	N (blank=no)
Recurring 5				Year end entry	
Type option 4=Delete	ns, press	Enter.		-	
Cost Cent	ter G/1	L Account		Debit	Credit
F3=Exit F4	1=Search				

- 2. Enter *Y* for the **Recurring JE** (1,a) field, and press <Enter> to designate that batches containing recurring manual journal entries are automatically created when the current batch is posted.
- 3. Enter a number from *1* through *11* for the # of Times (2,n) field to designate the number of recurring manual journal entries desired. The *Recurring Number Of Times is INVALID!!!* message appears when the number entered is greater than the number of open periods remaining for the year.

GL4410R AD	D CI	DR CUSTOMER	CONFERENCE JOURNAL B				6/10 14:14:56 EV000L
Jrnl no.	1194	Batch no.	1020	Total	debits	~	.00
Jrnl date	13110	Post date	1/31/10	Total	credits		.00
Desc 1 . D	epreciat:	ion Entry		Differe	ence :		.00
Desc 2 . M				Rever	se entry	N	(blank=no)
Recurring JE Type options, 4=Delete							(blank=no)
Cost Center	G/Li	Account		I	Debit		Credit
F3=Exit F4=S	Search						

- 4. Enter data for the following fields for each transaction of the journal entry:
  - Cost Center (3+4,n) the cost center number of the desired G/L actual record.
  - **G/L Account** # (5+4,n) the G/L account number of the desired G/L actual record.
  - Optional: **Debit** (11.2,n) the amount to be debited for the designated G/L actual record.
  - Optional: **Credit** (11.2,n) the amount to be credited for the designated G/L actual record.
- 5. Press <Enter> when data entry for all the transactions of the journal entry are complete.

L4410R USTCONF	ADD	CDR CUSTOMER	CONFERENCE JOURNAL ENTRY		1/06/10 14:19:29 PADEV000L
Jrnl no.	1194	Batch no.	1020	Total debits	300.00
Jrnl date	13110	Post date	1/31/10	Total credits	300.00
esc 1 .	Depreci	ation Entry		Difference :	.00
Desc 2 .	Month E	nd Recurring		Reverse entry	N (blank=no)
Recurring 3	JE Y #	of Times 11		Year end entry	N (blank=no)
Type optior 4=Delete	ns, press	Enter.			
Cost Cent	ter G/	L Account		Debit	Credit
10		913		300.00	
	Dej	preciation Exp	pense		
10		172			300.00
	Ac	cumulated Dep	reciation		
F3=Exit F4	1=Search				CONFIRM: Y (Y/N)

6. Press <Enter> when prompted to confirm. The Journal Entry screen is redisplayed with a new journal number.

GL5410R	DISPLAY	CDR CUSTOMER	CONFERENCE	1/06/10 14:21:22
CUSTCONF			JOURNAL ENTRY	QPADEV000L
Jrnl no	o.			
	Batch	1020	Control total	300.00
			Total posted	300.00
Type option 1=Select	ons, press	Enter.		
? Jrnl# Si	c Desc	ription	Trans Date	Total Dr.
1194 N	4J Depreci	ation Entry	1/31/10	300.00
F3=Exit	F4=Post b	atch F6=Add	new journal	

7. To post the journal entry batch, press <F4> (Post batch), or press <F3> to exit without posting the batch. Refer to Posting A Journal Entry Batch for additional information.

After posting the current batch, the batches of recurring manual journal entries are automatically generated for posting as necessary in the periods that follow.

GL5400R CUSTCONF	DISPLAY	CDR CUSTOMER CONFERENCE JOURNAL ENTRY			1/06/10 14:31:31 QPADEV000L
Batch	Posted	Control total	Created by	Workstation RECURRING	Date
Type opti	ons, press	Enter.			
1=Select	4=Delete	P=Print Batch			
1021	2/28/10	300.00	CUSTCONF	RECURRING	12/06/10
1022	3/31/10	300.00	CUSTCONF	RECURRING	12/06/10
1023	4/30/10	300.00	CUSTCONF	RECURRING	12/06/10
1024	5/31/10	300.00	CUSTCONF	RECURRING	12/06/10
1025	6/30/10	300.00	CUSTCONF	RECURRING	12/06/10
1026	7/31/10	300.00	CUSTCONF	RECURRING	12/06/10
1027	8/31/10	300.00	CUSTCONF	RECURRING	12/06/10
1028	9/30/10	300.00	CUSTCONF	RECURRING	12/06/10
1029	10/31/10	300.00	CUSTCONF	RECURRING	12/06/10
1030	11/30/10	300.00	CUSTCONF	RECURRING	12/06/10
1031	12/31/10	300.00	CUSTCONF	RECURRING	12/06/10
F3=Exit					

# **Working With General Ledger Inquiry**

The G/L Inquiry application (option 19 of the General Ledger screen) is used to display information about the following:

- G/L Actual Records
- Company Records
- User Profile Records
- Company G/L Options
- Period Date Records
- Calendar Records
- Period Status Records

```
Menu: GLCV1
                                                            Date: 7/26/00
                    ===> G E N E R A L L E D G E R <==
                        1. Journal Entry and Posting
111111111
THE ||
DAC CV1||
                        2. Receive Remote G/L
SYSTEM ||
111111111
                        7. Select Default Company
                         MENU CALLS
                         20. G/L File Maint.
19. G/L Inquiry
                                                   21. G/L Reports
22. Accounts Payable
                         23. G/L Closing Menu
                                                    90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

Select option 19 from the General Ledger screen. The General Ledger Inquiry screen appears.

```
Date: 7/26/00
1. G/L Account Inquiry
THE ||
DAC CV1||
                   3. Company
                    4. Entity
111111111
                    5. User Profile
                   6. Period Status
                    7. Period Dates
                    8. Calendar
                    MENU CALLS
19. Purchasing System
                     20. G/L File Maint.
                                         21. G/L Reports
22. General Ledger
                     23. Dac Main Menu
COPYRIGHT @1992@ Creative Data Research, Inc.
```

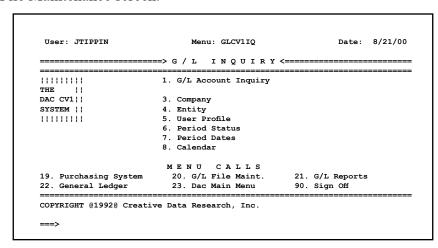
```
User: JTIPPIN
                             Menu: GLCV1FM
                                                         Date: 8/21/00
    ||||||| 1. Company
                                          11. User Profile
THE || 2. Cost Centers
DAC CV1|| 3. Accounts
                                          12. Period Status
                                          13. Period Dates
SYSTEM || 4. Actuals/Budgets
                                         14. Calendar Generations
111111111
           7. Select Alternative Company
                                            G/L CUSTOM REPORT MAINT.

    Company G/L One Time Maint.
    Company A/P One Time Maint.

    Consolidations
    Group

          10. Entity
                                             17. G/L Report
                        MENU CALLS
                        20. G/L Inquiry
19. Purchasing System
                                                21. G/L Reports
                         23. Dac Main Menu
22. Accounts Payable
                                                90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

If using the G/L File Maintenance application, select option 20 (G/L Inquiry) from the G/L File Maintenance screen.



Using the Company G/L One-Time Maintenance application to display miscellaneous company data is also included in this section (see option 8 of the G/L File Maintenance screen above) .

Note: The Entity application (option 4 of the G/L Inquiry screen) application is no longer used due to system upgrades.

## **Working With Account Inquiry**

The G/L Account Inquiry application is used to view the accounts set up for each cost center. By using the selection options, you can do the following:

- Review the actual and budget totals for an account.
- Review the transactions that have been posted to an account.

```
User: JTIPPIN
                             Menu: GLCV1IQ
                                                          Date: 7/26/00
                      ==> G / L INOUIRY <====
                       1. G/L Account Inquiry
111111111
THE
DAC CV1||
                       Company
SYSTEM ||
                        4. Entity
                       5. User Profile
                        6. Period Status
                        7. Period Dates
                        8. Calendar
                        MENU CALLS
                         20. G/L File Maint.
                                                 21. G/L Reports
19. Purchasing System
22. General Ledger
                         23. Dac Main Menu
                                                 90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

Select option 1 (G/L Account Inquiry) from the G/L Inquiry screen. The G/L Account Inquiry screen appears.

GL5210R DISPLA TTIPPIN	AY CREATIVE DATA RESEARC G/L ACCOUNT		0 9:40:39 009
Cost center	G/L account		
Type options, pro		0-m	
o=Display actual,	budgets 8=Display tran	nsactions 9=Transactions b	y account
Cost Center	G/L Account #	Description	Type
10	100	CASH ON HAND-PNB	A
10	105	CASH IN BANKS	A
10	110	ACCOUNTS RECEIVABLE	A
10	115	NOTES RECEIVABLE	A
10	120	INVENTORY ACCOUNTS	A
	125	PREPAID EXPENSES	A
10	123		Α.
10 10	135	BUILDINGS AND IMPROVEME	==
			NT A
10	135	BUILDINGS AND IMPROVEME	NT A
10 10	135 140	BUILDINGS AND IMPROVEME EQUIPMENT AND FURNISHIN	NT A GS A

At the top of this screen are a cost center selection field and an account number selection field. Be entering either or both, before depressing the Enter key, you can indicate where to position this display.

#### **Displaying Actuals/Budgets**

The 5=Display actual/budgets option is used to display the the period-by-period actual posting amounts, the period budget amounts, and the year-to-date totals for actuals and budget.

GL5215R DISPLAY JTIPPIN	CREATIVE I	DATA RESEARCH G/L ACTUALS INQU	IRY Ç	7/26/00 9:58:43 QPADEV0009
Cost Center	.: 10	С	reative Data Res	search
G/L Account # .	.: 110	A	CCOUNTS RECEIVA	BLE
Description :	ACCOUNTS	RECEIVABLE	Opening bal	350269.77
Account type :	A		YTD actual	2080344.67
			YTD budget	.00
This year actual		This year budget		
1728693.97	Period 1	.00		
147.47	Period 2	.00		
1233.46	Period 3	.00		
.00	Period 4	.00		
.00	Period 5	.00		
.00	Period 6	.00		
.00	Period 7	.00		
.00	Period 8	.00		
.00	Period 9	.00		
.00	Period 10	.00		
.00	Period 11	.00		
.00	Period 12	.00		
.00	Period 13	.00	Year end entry	.00
F3=Exit				

#### **Displaying Journal Transactions**

The  $\delta$ =Display transactions option is used to display journal transactions.

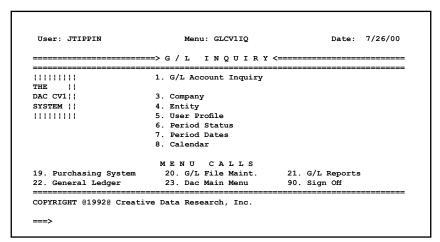
GL5550R	DISPLAY	Y CREAT	IVE DATA R	ESEARCH			7/:	26/00	9:59:50	
JTIPPIN			JOURNAL TR	ANSACTIONS	INQUIRY		QPAI	DEV000	19	
Period	Cost Cer	nter	G/L Accoun	t#	Open:	ing b	al	3502	69.77	
From	10		110		YTD 2	Actua	1	20803	44.67	
Thru	ACCOUNTS	S RECEIV	ABLE		YTD 1	Budge	t		.00	
Trans	Posted	Descrip	otion		Amo	unt	Jrnl#	Src	Yr.end	
12/17/98	12/17/98	ACCOUNT	S RECEIVAB	LE	20	.00CR	94	AR		
1/13/99	1/13/99				165	.00	131	SA		
1/13/99	1/13/99				150	.00	131	SA		
1/03/00	1/03/00				277	. 95	440	SA		
1/03/00	1/03/00				51	.85CR	440	SA		
1/03/00	1/03/00				36	. 62CR	440	SA		
1/03/00	1/03/00				250	. 90	440	SA		
1/10/00	1/10/00				31	.36	456	SA		
1/21/00	1/21/00				38	.50	473	SA		
1/28/00	1/28/00	ACCOUNT	S RECEIVAB	LE	874981	.72	476	SA		
1/28/00	1/28/00	ACCOUNT	S RECEIVAB	LE	258	.54	476	SA		
1/28/00	1/28/00	ACCOUNT	S RECEIVAB	LE	12	.00	476	SA		
	1/28/00	ACCOUNT	S RECEIVAB	LE	25	.00	476	SA	+	

To limit the transactions shown, a starting and ending period number may be entered in the period fields shown on the upper left hand area of the inquiry screen.

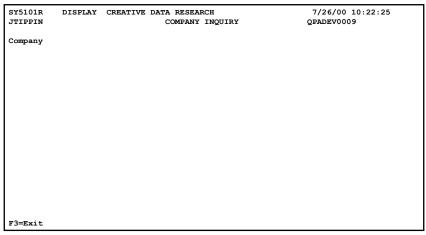
- Trans transaction date the date entered on the Journal Entry Posting screen input.
- Posted date when the batch containing the journal entries was posted.
- Transaction description, amount and journal number are from the Journal Entry Posting screen input.
- Source MJ (manual journal entry), AR (Accounts Receivable) and SA.
- Yr.end indicates if transaction has been posted to the special year end accumulation.
- YTD Actual total includes the year end amounts.

### **Displaying Company Records**

The Company Inquiry screen is used to display information about a company such as name and address. Refer to Working With Company Records for information about using the Company Maintenance screens to add and edit company records.



1. Select option 3 (Company) from the G/L Inquiry screen. The Company Inquiry screen appears.



2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter? for the **Company** field and press <Enter> to select a company record from the Company Selection screen.
The *Company not found* message appears if the designated company record has not been added.

```
SY5101R
          DISPLAY CREATIVE DATA RESEARCH
                                                          7/26/00 10:23:22
JTIPPIN
                              COMPANY INQUIRY
                                                         QPADEV0009
       . . . . . . : CDR
                         CREATIVE DATA RESEARCH
Address line 1 . . . :
Address line 2 . . . :
                        MANDEVILLE
City . . . . . . . . :
State
                         70471
Postal code
G/L interface (Y/N) . :
       F12=Key screen F14=A/R F15=G/L F16=A/P
```

Refer to Working With Company Records for detailed descriptions of all the fields of this screen.

Refer to Displaying Company G/L Options for information about using the F15 (G/L) function key to display the values of the G/L options designated for a company.

Refer to Displaying Company A/P And G/L Options of the Accounts Payable document for information about using the F16 (A/P) function key to display the values of the A/P options designated for a company.

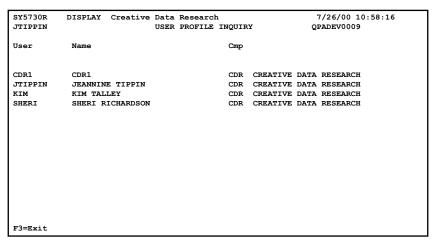
3. To continue displaying other company records, press <F12> (Key screen), or press <F3> to exit and the G/L Inquiry screen appears.

### **Displaying User Profile Records**

The User Profile Inquiry screen is used to display a list of the G/L System users and the company with which each user works. Refer to Working With User Profile Records for information about using the User Profile Maintenance screens to add, edit and delete user profile records.

```
User: JTIPPIN
                              Menu: GLCV1IQ
                                                            Date: 7/26/00
                  ======> G / L I N Q U I R Y <======
                        1. G/L Account Inquiry
111111111
THE
DAC CV1
                        3. Company
SYSTEM | |
                        4. Entity
111111111
                        5. User Profile
                        6. Period Status
                        7. Period Dates
                        8. Calendar
                         MENU CALLS
                          20. G/L File Maint.
                                                   21. G/L Reports
19. Purchasing System
                                                   90. Sign Off
22. General Ledger
                          23. Dac Main Menu
COPYRIGHT @1992@ Creative Data Research, Inc.
```

1. Select option 5 (User Profile) from the G/L Inquiry screen. The User Profile Inquiry screen appears.



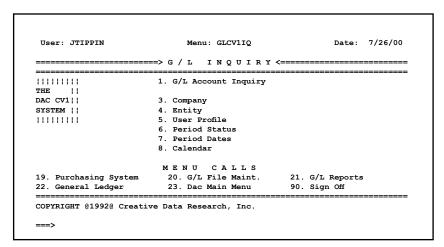
Refer to Working With User Profile Records for detailed descriptions of all the fields of this screen.

- 2. During the course of reviewing user profile records, use <Page Down> or the following fields to locate the desired record:
  - **User** enter a username and press <Enter> to redisplay the list beginning with the designated username.
  - Name enter a user's name (or part of it) and press <Enter> to redisplay the list beginning with the designated user.
  - Cmp enter a company code and press <Enter> to redisplay the list beginning with the designated company.
- 3. Press <F3> to exit. The G/L Inquiry screen appears.

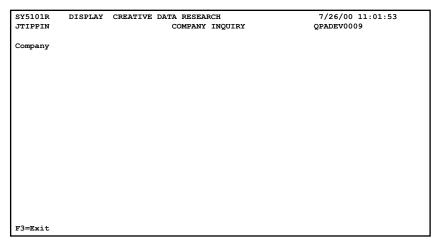
# **Displaying Company G/L Options**

The Company Inquiry (G/L) screen is used to display the values of a company's G/L options.

Refer to Working With Company G/L Options for information about using the Company Maintenance (G/L) screen to edit company G/L options.



1. Select option 3 (Company) from the G/L Inquiry screen. The Company Inquiry screen appears.



2. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter? for the **Company** field and press <Enter> to select a company record from the Company Selection screen.

The *Company not found* message appears if the designated company record has not been added.

```
SY5101R
          DISPLAY CREATIVE DATA RESEARCH
                                                          7/26/00 11:02:50
JTIPPIN
                              COMPANY INOUIRY
                                                         OPADEV0009
       . . . . . . : CDR
Name . .
                         CREATIVE DATA RESEARCH
                        1150 N CAUSEWAY BLVD
Address line 2 . . . :
                         MANDEVILLE
City . . . . . . . . :
State
Postal code . . . . :
                         70471
G/L interface (Y/N) . :
F3=Exit
        F12=Key screen F14=A/R F15=G/L F16=A/P
```

3. Press  $\langle F15 \rangle$  (G/L). The Company Inquiry (G/L) screen appears.

```
SY5161R DISPLAY Creative Data Research 7/26/00 11:10:55
JTIPPIN COMPANY INQUIRY (G/L) QPADEV0009

Company . . . . . . : CDR

Cost cntr hdr Account header
Cost Center G/L Account #

Suspense cost center/account :

Ret. earnings cost cntr/account 10 270

Profit/loss cost cntr/account 10 275
```

Refer to Working With Company G/L Options for detailed descriptions of all the fields of this screen.

4. Press <F3> to exit. The Company Inquiry screen appears.

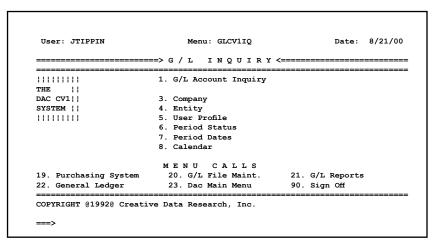
```
SY5101R
          DISPLAY CREATIVE DATA RESEARCH
                                                          7/26/00 11:12:28
JTIPPIN
                              COMPANY INQUIRY
                                                         QPADEV0009
                        CDR
Company
       . . . . . . . :
                        CREATIVE DATA RESEARCH
Address line 1 . . . :
                        1150 N CAUSEWAY BLVD
Address line 2 . . . :
                         MANDEVILLE
                         70471
G/L interface (Y/N) . : Y
F3=Exit F12=Key screen F14=A/R F15=G/L F16=A/P
```

5. To continue displaying the G/L options of other companies, press <F12> (Key screen), or press <F3> to exit and the G/L Inquiry screen appears.

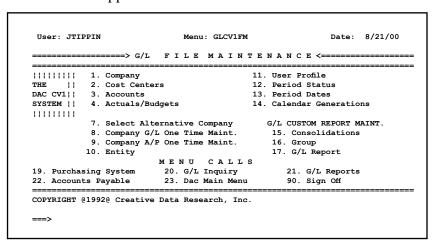
## **Displaying Miscellaneous Company Data**

The Company G/L One-Time Maintenance screen is used to display the following data for a designated company:

- Last journal batch number used.
- Last journal entry number used.
- Current G/L year.



1. Select option 20 (G/L File Maintenance) from the G/L Inquiry screen. The G/L File Maintenance screen appears.



2. Select option 8 (Company G/L One Time Maintenance) from the G/L File Maintenance screen. The Company; G/L One-Time Maintenance (Change) screen appears.

SY0011R JTIPPIN	CHANGE	Creative Data Research COMPANY; G/L ONE-TIME MAINTENANCE	8/21/00 13:47:40 QPADEV0009
Company			
77-7			
F3=Exit			

3. Enter the company code of the desired company record for the **Company** (3,a) field and press <Enter>. If necessary, enter? for the **Company** field and press <Enter> to select a company record from the Company Selection screen.

The *Company not found* message appears if the designated company record has not been added.

```
SY0011R CHANGE Creative Data Research 8/21/00 13:52:04
JTIPPIN COMPANY; G/L ONE-TIME MAINTENANCE QPADEV0009

Company . . . : CDR

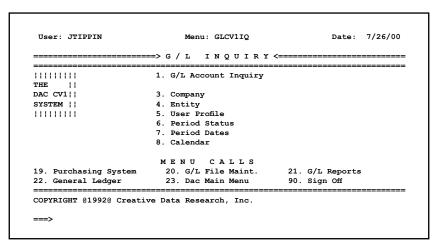
Last journal batch no. 505
Last journal entry no. 919

Current G/L year . . : 2001
```

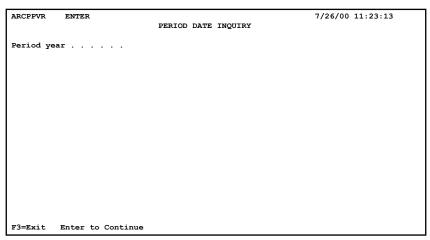
4. To continue displaying the data of other companies, press <F12> (Key screen), or press <F3> to exit.

### **Displaying Period Date Records**

The Period Date Inquiry screen is used to display the starting and ending dates of the periods (also referred to as months) of the user's fiscal year. Refer to Working With Period Date Records for information about using the Period Date Maintenance screens to define each period of the fiscal year.



1. Select option 7 (Period Dates) from the G/L Inquiry screen. The Period Date Inquiry (Enter) screen appears.



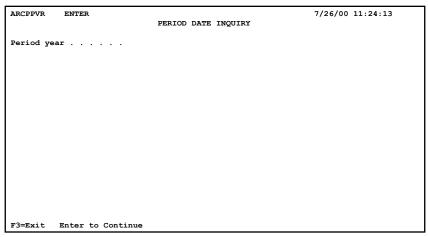
2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field and press <Enter>. The Period Date Inquiry (Display) screen appears with a list of the starting dates and ending dates for a minimum of 12 periods.

The *Period dates not found* message appears if the periods of the designated fiscal year have not been defined.

SY5450R DISPLAY CREATIVE JTIPPIN	DATA RESEARCH PERIOD DATE INQUIRY	7/26/00 11:23:34 QPADEV0009
Period year : 0		
Start Date	End Date	
Period 1 : 1/01/00	1/31/00	
Period 2 : 2/01/00	2/29/00	
Period 3 : 3/01/00	3/31/00	
Period 4 : 4/01/00	4/30/00	
Period 5 : 5/01/00	5/31/00	
Period 6 : 6/01/00	6/30/00	
Period 7 : 7/01/00	7/31/00	
Period 8 : 8/01/00	8/31/00	
Period 9 : 9/01/00	9/30/00	
Period 10 . : 10/01/00	10/31/00	
Period 11 . : 11/01/00	11/30/00	
Period 12 . : 12/01/00	12/31/00	
Period 13 . : 1/01/01		
F3=Exit		

The starting and ending dates of a 13th period are displayed if the user defines a month as a four-week period.

3. Press <F3> to exit. The Period Date Inquiry (Enter) screen appears.



4. To continue displaying the starting and ending dates of other fiscal years, repeat step 2 and step 3, or press <F3> to exit and the G/L Inquiry screen appears.

## **Displaying Calendar Records**

The Calendar Inquiry screen is used to display information about a date of any fiscal year that is generated for a user.

```
User: JEANNINE
                               Menu: GLCV1IQ
                                                              Date: 7/15/05
                        => G / L
                                   INQUIRY <==
                         1. G/L Account Inquiry
     11
THE
                         2. G/L Account Inquiry (History)
DAC
                         3. Company
                         4. Entity
111111111
                         5. User Profile

    Period Status
    Period Dates

                         8. Calendar
                          MENU CALLS
                           20. G/L File Maint.
                                                     21. G/L Reports
19. Purchasing System
22. General Ledger
                           23. Dac Main Menu
                                                     90. Sign Off
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
```

1. Select option 8 (Calendar) from the G/L Inquiry screen. The Calendar Inquiry screen appears.

ARASDE JEANNI		LAY CRE		A RESEARCH alendar Inquiry	7/15/05 15:37:44 QPADEV0009
Date					
Opt	Date	Period	Julian	Day of week	
	1/01/99	1	21551	FRIDAY	
	1/02/99	1	21552	SATURDAY	
	1/03/99	1	21553	SUNDAY	
	1/04/99	1	21554	MONDAY	
	1/05/99	1	21555	TUESDAY	
	1/06/99	1	21556	WEDNESDAY	
	1/07/99	1	21557	THURSDAY	
	1/08/99	1	21558	FRIDAY	
	1/09/99	1	21559	SATURDAY	
	1/10/99	1	21560	SUNDAY	
	1/11/99	1	21561	MONDAY	
	1/12/99	1	21562	TUESDAY	
	1/13/99	1	21563	WEDNESDAY	
	1/14/99	1	21564	THURSDAY	
	1/15/99	1	21565	FRIDAY	+
F3=Exi	t				

2. Enter the desired date for the **Date** (6,n) field.

ARASDF JEANNI		LAY CREA		A RESEARCH alendar Inquiry	7/15/05 15:38:29 QPADEV0009
Date	010104				
Opt	Date	Period	Julian	Day of week	
	1/01/99	1	21551	FRIDAY	
	1/02/99		21552	SATURDAY	
	1/03/99		21553	SUNDAY	
	1/04/99		21554	MONDAY	
	1/05/99		21555	TUESDAY	
	1/06/99	1	21556	WEDNESDAY	
	1/07/99	1	21557	THURSDAY	
	1/08/99	1	21558	FRIDAY	
	1/09/99	1	21559	SATURDAY	
	1/10/99	1	21560	SUNDAY	
	1/11/99	1	21561	MONDAY	
	1/12/99	1	21562	TUESDAY	
	1/13/99	1	21563	WEDNESDAY	
	1/14/99	1	21564	THURSDAY	
	1/15/99	1	21565	FRIDAY	+
F3=Exi	t				

3. Press <Enter>. The list is redisplayed beginning with the designated date. The

*No date to display* message appears if the fiscal year in which the designated date falls has not been generated.

ARASDF JEANNI		LAY CREA		A RESEARCH alendar Inquiry	7/15/05 15:38:51 QPADEV0009
Date	10104				
Opt	Date	Period	Julian	Day of week	
	1/01/04	1	23377	THURSDAY	
	1/02/04	1	23378	FRIDAY	
	1/03/04	1	23379	SATURDAY	
	1/04/04	1	23380	SUNDAY	
	1/05/04	1	23381	MONDAY	
	1/06/04	1	23382	TUESDAY	
	1/07/04	1	23383	WEDNESDAY	
	1/08/04	1	23384	THURSDAY	
	1/09/04	1	23385	FRIDAY	
	1/10/04	1	23386	SATURDAY	
	1/11/04	1	23387	SUNDAY	
	1/12/04	1	23388	MONDAY	
	1/13/04	1	23389	TUESDAY	
	1/14/04	1	23390	WEDNESDAY	
	1/15/04	1	23391	THURSDAY	+
F3=Exi		-	20001		·

The following values are displayed for dates appearing on the Calendar Inquiry screen:

- **Period** designates within which period (also referred to as month) of the user's fiscal year the date falls.
- Julian the value which appears is not currently used by the G/L System.
- Day of week designates on which day of the week the date falls.
- 4. To continue displaying dates, repeat step 2 and step 3, or press <F3> to exit and the G/L Inquiry screen appears.

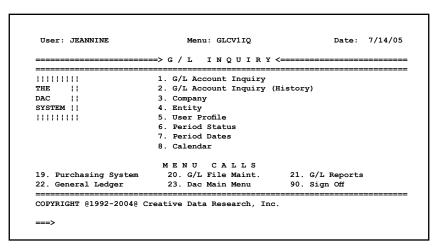
#### **Displaying Period Status Records**

The Period Status Inquiry screen is used to display the G/L open status (Y or N) of each period (also referred to as a month) of the user's fiscal year. A period's open status initially equals Y (yes) to indicate that the period is open, and that G/L transactions can be posted for the period by the user.

A period's open status is automatically changed to N (no) when the Period Close application is used to close a month (period). Refer to Working With Closing Applications for additional information.

The initial Y (yes) value of some period status records must be changed to N (no) if the user first "goes live" on the General Ledger System after the start of the fiscal year. Contact CDR support personnel for additional information.

If the user's fiscal year does not consist of 13 four-week periods, the Period Close application must be used to change the value of the period status record which corresponds to the 13th period before the Year End Close application is used to close a year. Refer to Working With Closing Applications for additional information.



1. Select option 6 (Period Status) from the G/L Inquiry screen. The Period Status Inquiry (Enter) screen appears.

```
ARCQPVR ENTER 7/14/05 12:00:00
PERIOD STATUS INQUIRY

Period year . . . . . . . Application code . . . .

Application F3=Exit
```

- 2. Enter the last two digits of the desired fiscal year for the **Period year** (2,n) field.
- 3. Enter GL for the **Application code** (3,a) field.

```
ARCQPVR ENTER

PERIOD STATUS INQUIRY

Period year . . . . . . 05
Application code . . . GL
```

4. Press <Enter>. The Period Status Inquiry (Display) screen appears. The *Period status not found* message appears if the periods of the designated fiscal year have not been defined. Refer to Working With Period Date Records for additional information.

```
SY5460R
           DISPLAY CREATIVE DATA RESEARCH
                                                                7/14/05 12:01:05
JEANNINE
                              PERIOD STATUS INQUIRY
                                                               QPADEV000B
Application code . :
                       GL
Period 1 open . . :
Period 2 open . . :
Period 3 open . . :
Period 4 open
Period 5 open
Period 6 open
Period 7 open
Period 8 open
Period 9 open
Period 10 open . . :
Period 11 open . . :
Period 12 open . . :
Period 13 open
F3=Exit
```

The value of the **Period...open** (1,a) fields designates if a period is closed or open. Refer to Closing A Month for additional information.

5. Press <F3> to exit. The Period Status Inquiry (Enter) screen appears.

ARCQPVR	ENTER	PERIOD	STATUS	INQUIRY	7/14/05	12:03:50
	r					
F3=Exit						

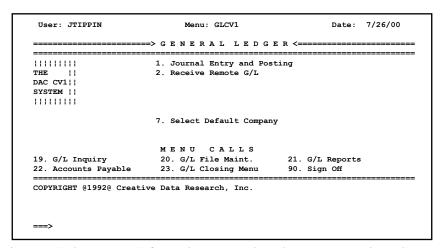
6. To continue displaying period status records, repeat step 2 through step 5, or press <F3> to exit.

# **Working With General Ledger Reports**

The G/L Reports applications are used to print the following reports and lists:

- Trial Balance a standard report and a consolidated report.
- Balance Sheet a standard report. Refer to Working With General Ledger Custom Reports for information about using the G/L Custom Reports application to print a customized version of the balance sheet report.
- Income Statement a standard report. Refer to Working With General Ledger Custom Reports for information about using the G/L Custom Reports applications to print customized versions of the balance sheet report.
- General Ledger Book Report
- General Ledger Monthly Report
- General Ledger Detail (Net Activity) Report
- Company List
- Cost Center List
- Chart of Accounts List
- Budget List
- General Ledger Grouping List
- General Ledger Custom Report List

Refer to the DAC Data Library Files document for the list of DACACTDATA library files which can be used with the AS/400 Query utilities to produce reports and create data files.



1. Select option 21 (G/L Reports) from the General Ledger screen. The G/L Reports screen appears.

```
User: JTIPPIN
                            Menu: GLCV1RP
                                                        Date: 7/26/00
                  ====> G / L REPORTS <====
||||||| 1. Company List
                                        STANDARD FINANCIAL REPORTS
      || 2. Cost Center List
                                          14. Trial Balance
15. Balance Sheet
16. Income Statement
                                          17. General Ledger Book
                                        18. G/L Monthly Report
          7. Consolidated Trial Balance
                      8. G/L Detail Report (Net Activity)
                        MENU CALLS
20. G/L Inquiry
                                                21. G/L Custom Reports
19. Purchasing System
                          23. G/L File Maint.
                                                90. Sign Off
22. Accounts Payable
COPYRIGHT @1992@ Creative Data Research, Inc.
```

2. When necessary, select option 21 (G/L Custom Reports) from the G/L Reports screen. The G/L Custom Reports screen appears.

```
User: USER
                                GLCV2RP Menu
                                                              Date: DATE
              ====> G / L CUSTOM REPORTS <==
 111111111
THE ||
DAC CV1||
                   1. Balance Sheet
                   2. Current Actuals
 SYSTEM | |
                   3. Current Actuals vs Current Budget
                   4. Current Actuals vs Last Year Actuals
5. Current Budget vs Last Year Budget
 111111111
                   6. Current Actuals with Last Year PTD and YTD w/%
                   7. Current Actuals vs Prior Period w/%
                               ENU
                                         ALLS
19. Purchasing System
                               20. G/L Inquiry
                                                         21. G/L Reports
22. Accounts Payable
                               23. G/L File Maint.
                                                         90. Sign Off
Selection or command
```

Refer to Working With General Ledger Custom Reports for additional information.

# **Working With General Ledger Custom Reports**

The G/L Custom Reports application is used to print customized versions of balance sheets and income statements. In addition to adjusting the report layouts, users can combine the financial data of companies, cost centers, and groups of G/L actuals to customize the content of the reports.

Refer to Working With Consolidated Records for information about designating companies and cost centers to consolidate for custom reporting purposes. Refer to Working With Group Records for information about designating groups of G/L actuals for custom reporting purposes. Refer to Working With G/L Report Records for information about defining custom reports.

```
User: JTIPPIN
                              Menu: GLCV1
                                                           Date: 7/27/00
                    ===> GENERAL LEDGER <===
111111111
                        1. Journal Entry and Posting
                        2. Receive Remote G/L
DAC CV1||
SYSTEM !!
111111111
                        7. Select Default Company
                         MENU CALLS
                                                  21. G/L Reports
90. Sign Off
19. G/L Inquiry
                         20. G/L File Maint.
22. Accounts Pavable
                        23. G/L Closing Menu
COPYRIGHT @1992@ Creative Data Research, Inc.
```

1. Select option 21 (G/L Reports) from the General Ledger screen. The G/L Reports screen appears.

```
Date: 7/27/00
 User: JTIPPIN
     |||||||| 1. Company List

THE || 2. Cost Center List

DAC CV1|| 3. Chart of Accounts List

OVERTM !! 4. Budget List
                                          STANDARD FINANCIAL REPORTS
                                        14. Trial Balance
                                            15. Balance Sheet
                                           16. Income Statement
||||||| 5. G/L Grouping List
                                            17. General Ledger Book
           6. G/L Custom Report List
                                            18. G/L Monthly Report
          7. Consolidated Trial Balance
                       8. G/L Detail Report (Net Activity)
                        MENU CALLS
                          20. G/L Inquiry
                                                  21. G/L Custom Reports
19. Purchasing System
                        23. G/L File Maint.
22. Accounts Payable
                                                90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
```

2. Select option 21 (G/L Custom Reports) from the G/L Reports screen. The G/L Custom Reports screen appears.

GLCV2RP Menu I User: USER Date: DATE 1111111111 THE || DAC CV1|| SYSTEM || 1. Balance Sheet Current Actuals
 Current Actuals vs Current Budget Current Actuals vs Current Budget
 Current Actuals vs Last Year Actuals
 Current Budget vs Last Year Budget
 Current Actuals with Last Year PTD and YTD w/%
 Current Actuals vs Prior Period w/% 111111111 E N U ALLS 20. G/L Inquiry 23. G/L File Maint. 21. G/L Reports 90. Sign Off 19. Purchasing System 22. Accounts Payable Selection or command

# **Working With Closing Applications**

The Period Close and Year End Close applications are used after General Ledger processing is completed each month and each fiscal year, respectively. This ensures that G/L transactions are not mistakenly posted to a month (also referred to as a period) that should be closed. Due to the nature of accounting, several previous periods may remain open during the fiscal year; however, *all the periods must be closed before closing the year*.

## **Saving General Ledger Data To Tape**

CDR strongly recommends that users save a copy of the General Ledger data to tape cartridges before closing a month or a year. Care should also be taken to safely store these cartridges off-site.

1. Enter **SAVLIB** (**DACACTDATA**) **DEV** (**TC**) on the command line as illustrated below.

```
User: JTIPPIN
                                                             Date: 8/18/00
                               Menu: GLCV1
                   ====> G E N E R A L L E D G E R <=======
111111111
                         1. Journal Entry and Posting
THE ||
DAC CV1||
                         2. Receive Remote G/L
SYSTEM ||
111111111
                         7. Select Default Company
                          MENU CALLS
19. G/L Inquiry
                          20. G/L File Maint.
                                                    21. G/L Reports
22. Accounts Payable
                         23. G/L Closing Menu
                                                    90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
===> SAVLIB (DACACTDATA) DEV(TC)
```

2. Press <Enter>.

```
User: JTIPPIN
                                                             Date: 8/18/00
                               Menu: GLCV1
                  =====> G E N E R A L L E D G E R <======
111111111
                         1. Journal Entry and Posting
DAC CV1!!
SYSTEM | |
                         7. Select Default Company
                          MENU CALLS
                          20. G/L File Maint.
19. G/L Inquiry
                                                    21. G/L Reports
22. Accounts Payable
                          23. G/L Closing Menu
                                                    90. Sign Off
COPYRIGHT @1992@ Creative Data Research, Inc.
384 objects saved from library DACACTDATA
```

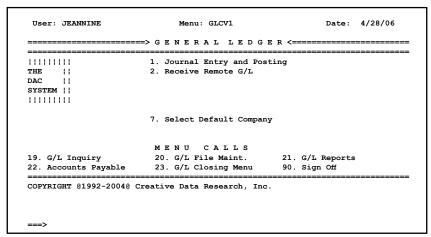
The ... objects saved from library DACACTDATA message appears on the screen when the save operation is done.

### **Closing A Month**

Closing a month (period) should be done as soon as possible after the last day of a period. Refer to Working Period Date Records for information about using the Period Date Maintenance screen (see below) to ensure that the correct period will be closed before using the Period Close application.

```
SY1450R
           CHANGE
                    CREATIVE DATA RESEARCH
TEANNINE
                            PERIOD DATE MAINTENANCE
                                                              OPADEV0007
Period year
Period 1 start date
                        10105
Period 1 end date
                        13105
Period 2 end date
Period 3 end date
Period 4 end date
                        43005
Period 5 end date
                        53105
Period 6 end date
                        63005
Period 7 end date
                        73105
Period 8 end date
                        83105
Period 9 end date
                        93005
Period 10 end date
                       103105
Period 11 end date :
                       113005
Period 12 end date :
                       123105
Period 13 end date :
         F11=Delete
F3=Exit
```

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that G/L transactions are not mistakenly posted to a month that should be closed.



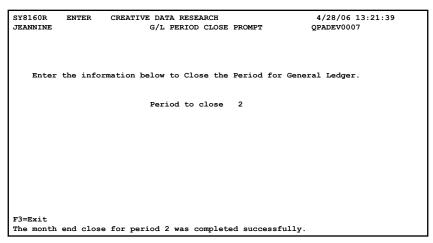
- 1. Select option 23 (G/L Closing Menu) from the General Ledger screen. The G/L Close screen appears.
- 2. Select option 10 (Period Close) from the G/L Close screen. The G/L Period Close Prompt screen appears.

SY8160R JEANNINE	ENTER	CREATIVE DATA RESEARCH G/L PERIOD CLOSE	PROMPT	4/28/06 13:13:51 QPADEV0007
Enter	the infor	emation below to Close the	Period	for General Ledger.
		Period to close		
F3=Exit				

3. Enter the number of the desired period to be closed for the **Period to close** (2,n) field, and press <Enter>.

The *Period already closed* message appears if the month was previously closed. The *Prior period open, requested period cannot be closed* message appears if a prior month has not been closed.

4. Enter <Y> (yes) when prompted to confirm. When the closing process is complete, the ...month end close for period # completed successfully message appears.



- 5. Press <F3> to exit. The G/L Close screen appears.
- 6. Press <F3> to exit. The General Ledger screen appears.

Though it is possible to open a previously closed period of the current year, this can only be done under the direction of CDR support personnel to ensure that G/L transactions are not mistakenly posted to a month that should be closed.

### **Closing A Year**

When the Year End Close application is used, the balances of the G/L actual records for income and expense accounts are cleared, and the year to date balance for net profit/loss is added to the retained earnings total. Refer to Working With Company G/L Options for information about the **Ret. earnings cost cntr/account** and **Profit/loss cost cntr/account** fields.

Note: All posting to the General Ledger must be completed before using the Year End Close application. *A closed year cannot be re-opened to post additional entries*.

Before using the Year End Close application, verify that no other users are working with Accounts Payable and General Ledger, and follow the steps below.

**Step 1**: Place an initialized tape in the tape drive. The Year End Close application will automatically save the DACACTDATA library.

**Step 2**: Verify that the following standard financial reports are printed for each period of the year:

- Trial Balance
- Balance Sheet
- Income Statement
- General Ledger Book
- G/L Monthly Report

Note: After the Year End Close application is used, G/L financial reports *cannot be printed* for the closed year.

Step 3: Use the G/L Account Inquiry appli-	cation to make a note of the year to date
retained earning balance:	. After the close is completed, this
information can be used to ensure that this	account is updated. Refer to Working With
Company G/L Options for information abo	out the Ret. earnings cost cntr/account
field.	G

**Step 4**: Use the G/L Account Inquiry application to make a note of the year to date net profit/loss balance: ______. After the close is completed, this information can be used to ensure that this account is updated. Refer to Working With Company G/L Options for information about the **Profit/loss cost cntr/account** field.

**Step 5**: Use the Company G/L One Time Maintenance application (option 8 of the G/L File Maintenance screen) to verify that the current G/L year is set to the year which should be closed.

**Step 6**: Use the Period Date Maintenance screen to add period date data for the coming year. Refer to Working With Period Date Records for additional information.

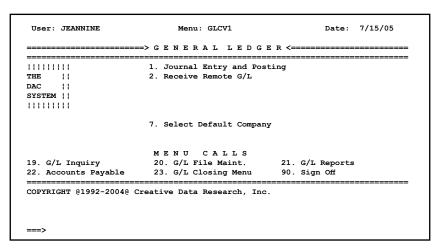
**Step 7**: Use the Period Date Inquiry screen to verify the starting and ending dates of the periods (also referred to as months) of the coming year. Refer to Displaying Period Date Records for additional information.

**Step 8**: Use the Period Status Inquiry screen to verify the G/L open status for the periods of the coming year. Refer to Displaying Period Status Records for additional information.

**Step 9**: Use the Calendar Inquiry screen to verify that the periods for the dates of the coming year are correct. Refer to Displaying Calendar Records for additional information.

**Step 10**: Use the Period Status Inquiry screen to verify that all 13 periods are closed before closing the *current year*. Refer to Displaying Period Status Records for additional information.

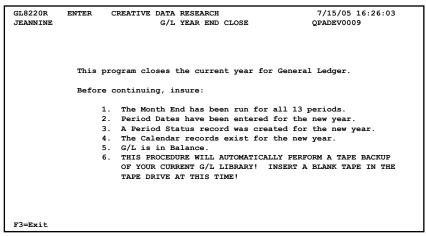
After completing the steps above, follow the instructions below to close the year.



1. Select option 23 (G/L Closing Menu) from the General Ledger screen. The G/L Close screen appears.

	=====> G /L C L O S E <=	
111111111	1. Download Budget to Po	c
THE	<ol><li>Review Uploaded Budge</li></ol>	et Data
DAC	<ol><li>Upload Budget Data Fr</li></ol>	rom PC
SYSTEM	4. G/L Detail Purge	
111111111		
	10. Period Close	
	15. Year End Close	
	MENU CALLS	
18. General Ledger		<ol><li>19. Accounts Payabl</li></ol>
20. G/L File Maint.	21. Dac Main Menu	22. A/P File Maint.
23. G/L Reports	90. Sign Off	24. A/P Reports

2. Select option 15 (Year End Close) from the G/L Close screen. The G/L Year End Close screen appears.



3. Press <Enter>. When the year-end closing is completed, use the Company G/L One Time Maintenance application (option 8 of the G/L File Maintenance screen) to verify that the current G/L year is set to the coming year.

# **Balancing To General Ledger**

## **Daily Balancing Guidelines**

All posting control reports should be kept on file for a minimum of six months. These reports are useful in determining where and why a General Ledger (G/L) account is not in balance. Users should compare daily posting control reports to the General Ledger on a regular basis.

#### **Accounts Payable**

After each Accounts Payable (A/P) posting of invoices and payments, users should verify that the total debits equal the total credits on General Ledger transaction reports. Also, users should verify that the posting date is in the correct period.

The A/P aging report total should be compared to the General Ledger A/P account balance on a daily or weekly basis. If the report total is different from the G/L account balance, follow the procedure below to determine the difference (net change).

**Step 1**: Retrieve End of Day reports, the A/P Payment Journal report, the A/P Invoice Journal report (by post date) and the G/L Book report for the A/P account.

**Step 2**: To manually calculate the net change, subtract the A/P Invoice total from the A/P Payments total to calculate the net change for the period. Any items in the A/P account that were generated from a source other than the A/P journal must also be added or subtracted as necessary. These non-A/P transactions include G/L manual journal entries and adjustments made to posted invoices using the A/P Invoice Debit/Credit Maintenance application. If the calculated net change does not equal that printed in the G/L Book report for the A/P account, proceed to the next step to determine (and correct) the error which causes the imbalance.

Note: If multiple cost centers are used, each cost center must be considered when calculating the net change amount.

**Step 3**: To determine the error, compare each line item of the A/P Invoice Journal and A/P Payment Journal reports with the detail line items of the G/L Book report for the A/P account. If a batch or item appears on one of the A/P reports, but not on the G/L Book, review the posting control report of the necessary batch to locate the data entry error. Typically, the error is an incorrect date or incorrect account number, and can be corrected by adjusting a posted invoice.

#### **Accounts Receivable**

Compare the Accounts Receivable section (Application 001) of the G/L Report (GSDLPFR\$) to the Daily Payments and Adjustments Report (DCIZPFR\$) or to the Daily Adjustments and Payments Report (DSVEPFR\$).

Verify that the A/R Daily Recap (BSOEPFR\$) is in balance. If it is not in balance, there will be a difference on the report.

#### Sales

Compare the Category Sales section (Application 002) of the G/L Report (GSDLPFR\$) to the Company Profile Net-Daily Report (CVGSPFR\$) using the sales column.

#### **Cost of Sales**

Compare the Category Cost section (Application 003) of the G/L Report (GSDLPFR\$) to the Company Profile Net-Daily Report (CVGSPFR\$) using the net cost column.

#### **Inventory**

Compare the Inventory section (Application 004) of the G/L Report (GSDLPFR\$) to the Daily Inventory Postings Report (CVQMPFR\$) or to queries CV1QRY/DLYINVRCPT and CV1QRY/DLYINVADJ. Note that you must manually change change the dates in the queries, and manually run the query reports, because they do not automatically print during End of Day processing.

#### **Sales Tax**

Compare the Sales Tax section (Application 005) of the G/L Report (GSDLPFR\$) to the Daily Sales Journal (DCHQPFR\$) using the sales tax column.

## **Query Reports**

Contact CDR support personnel for information about the following Query reports which may be available for balancing to the General Ledger.

#### **Accounts Payable**

- APINVSUMB A/P invoice summary by batch with date selection.
- APINVDETB A/P invoice detail by batch with date selection.
- APINVSUMI A/P invoice summary by invoice with date selection.
- APINVDETI A/P invoice detail by invoice with date selection.
- APPAYSUMB A/P payment summary by batch with date selection.
- APPAYDETB A/P payment detail by batch with date selection.
- APPAYSUMV A/P payment summary by voucher with date selection.

#### **Accounts Payable** (continued)

• APPAYDETV - A/P payment detail by voucher with date selection.

#### Sales and Cost of Sales

• CV1INVOICE - DAC invoices by G/L code, by category, with post date selection.

#### **Accounts Receivable**

- ARGLCPAY A/R payment summary with date selection.
- ARGLCADJ A/R adjustment summary with date selection.
- ARGLCINV A/R invoices keyed in A/R (not Billing) with date selection.
- ARGLCCRD A/R credits keyed in A/R (not Billing) with date selection.

The Inventory Receipts Recap report (option 5 of the Inventory Reports screen) is also useful for balancing General Ledger. Refer to the Warehousing document for additional information about this report.