

DAC

User Guide

General Ledger

Table of Contents

General Ledger.....	1
Table of Contents	2
Preface.....	4
Getting Started With General Ledger	5
Entering Opening Balances.....	7
Working With General Ledger File Maintenance	8
Working With Company Records	9
Working With User Profile Records.....	13
Selecting An Alternative Company.....	15
Selecting The Default Company	16
Working With Company G/L Options	17
Working With Period Date Records.....	21
Working With General Ledger Account Records	24
Working With Cost Center Records.....	29
Combining Cost Centers And General Ledger Accounts	32
Working With General Ledger Actual Records	35
Working With Consolidation Records	47
Working With Group Records.....	50
Working With G/L Report Records.....	55
Adding New G/L Accounts.....	69
Working With General Ledger Interface.....	71
Working With G/L Interface Setup	75
G/L Report	76
Working With Interface Records For Accounts Receivable	80
Working With Interface Records For Sales.....	85
Working With Interface Records For Cost Of Sales	88
Working With Interface Records For Inventory	91
Working With Interface Records For Sales Tax.....	95
Working With Journal Entries	98
Adding A Journal Entry Batch	98
Editing A Journal Entry Batch	103
Journal Entry Edit List.....	105
Posting A Journal Entry Batch	110
Manual Journal Entry Register	113
Entering A Recurring Manual Journal Entry	115
Working With General Ledger Inquiry	118
Working With Account Inquiry.....	120
Displaying Actuals/Budgets.....	121
Displaying Journal Transactions	121

Displaying Company Records	122
Displaying User Profile Records.....	124
Displaying Company G/L Options	125
Displaying Miscellaneous Company Data.....	127
Displaying Period Date Records.....	129
Displaying Calendar Records	131
Displaying Period Status Records.....	133
Working With General Ledger Reports.....	136
Working With General Ledger Custom Reports	138
Working With Closing Applications	140
Saving General Ledger Data To Tape	140
Closing A Month	141
Closing A Year	143
Balancing To General Ledger.....	146
Daily Balancing Guidelines	146
Query Reports	147

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 <=====
||||| Distributor Analysis and Control |||||
||||| MAIN OPERATIONS MENU |||||
=====
||||| 1. File Maintenance Menu
THE  || 2. Accounts Receivable
DAC  || 3. Billing System
SYSTEM || 4. Inventory System
||||| 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.

==>
```

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

```
User: JEANNINE          Menu: GLCV1          Date: 7/13/05
=====> G E N E R A L   L E D G E R <=====
||||| 1. Journal Entry and Posting
THE  || 2. Receive Remote G/L
DAC  ||
SYSTEM ||
|||||
||||| 7. Select Default Company
|||||
||||| M E N U   C A L L S
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 @1992-2004@ Creative Data Research, Inc.

===>
```

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

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

```
User: JEANNINE          Menu: GLCV1          Date: 7/13/05

===== > G E N E R A L   L E D G E R < =====
|||||||
THE   ||
DAC   ||
SYSTEM ||
|||||||

1. Journal Entry and Posting
2. Receive Remote G/L

7. Select Default Company

M E N U   C A L L S
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 @1992-2004@ Creative Data Research, Inc.

==>
```

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

```
User: JEANNINE          Menu: GLCV1FM        Date: 7/13/05

===== > G/L   F I L E   M A I N T E N A N C E < =====
|||||||
THE   ||
DAC   ||
SYSTEM ||
|||||||

1. Company
2. Cost Centers
3. Accounts
4. Actuals/Budgets

7. Select Alternative Company
8. Company G/L One Time Maint.
9. Company A/P One Time Maint.
10. Entity

11. User Profile
12. Period Dates

G/L CUSTOM REPORT MAINT.
15. Consolidations
16. Group
17. G/L Report

M E N U   C A L L S
19. Purchasing System 20. G/L Inquiry      21. G/L Reports
22. Accounts Payable  23. Dac Main Menu    90. Sign Off

=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

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.

```
User: JEANNINE          Menu: GLCV1FM          Date: 7/14/05

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||||| 1. Company                      11. User Profile
THE  || 2. Cost Centers                  12. Period Dates
DAC  || 3. Accounts
SYSTEM || 4. Actuals/Budgets
|||||||
          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

          M E N U   C A L L S
19. Purchasing System    20. G/L Inquiry    21. G/L Reports
22. Accounts Payable    23. Dac Main Menu   90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

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

```
SY1101R  CHANGE  CREATIVE DATA RESEARCH      7/14/05 14:32:56
JEANNINE                                COMPANY MAINTENANCE  QPADEV000B

Company

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

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	7/14/05 14:34:16
JEANNINE		COMPANY SELECTION	QPADEV000B
Cmpny	Name	City	St
Type options, press Enter.			
1=Select request			
CDR	CREATIVE DATA RESEARCH	MANDEVILLE	LA
F3=Exit			

If desired, 1 (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.

SY1101R	ADD	CREATIVE DATA RESEARCH	7/14/05 14:35:07
JEANNINE		COMPANY MAINTENANCE	QPADEV000B
Company			
F3=Exit F9=Go to 'Change' mode			

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

SY1101R	ADD	CREATIVE DATA RESEARCH	7/14/05 14:38:51
JEANNINE		COMPANY MAINTENANCE	QPADEV000B
Company	001		
F3=Exit F9=Go to 'Change' mode			

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

SY1101R	ADD	CREATIVE DATA RESEARCH	7/14/05 14:39:31
JEANNINE		COMPANY MAINTENANCE	QPADEV000B
Company : 001			
Name			
Address line 1			
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.

SY1101R	ADD	CREATIVE DATA RESEARCH	7/14/05 14:39:31
JEANNINE		COMPANY MAINTENANCE	QPADEV000B
Company : 001			
Name VAUGHAN WHOLESALE			
Address line 1 9710 WOODCHASE DR			
Address line 2			
City CORDOVA			
State TN			
Postal code 38016			
Phone number 9017456520			
Fax number 9017450256			
G/L interface (Y/N) . . Y			
F3=Exit F11=Delete F12=Key screen F15=G/L F16=A/P			

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.

```
User: JEANNINE          Menu: GLCV1FM          Date: 7/14/05

===== > G/L  F I L E  M A I N T E N A N C E <=====
=====
||||| 1. Company                      11. User Profile
THE   || 2. Cost Centers                12. Period Dates
DAC   || 3. Accounts
SYSTEM || 4. Actuals/Budgets
|||||
      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

                        M E N U   C A L L S
19. Purchasing System  20. G/L Inquiry    21. G/L Reports
22. Accounts Payable   23. Dac Main Menu   90. Sign Off
=====
COPYRIGHT ©1992-2004© Creative Data Research, Inc.

==>
```

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.

```
SY1730R  ADD      CREATIVE DATA RESEARCH      7/14/05 15:21:56
JEANNINE          USER PROFILE MAINTENANCE      QPADEV000B

Type options, press Enter.
4=Delete request

? User          User name                      Cmp  Company name

+

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

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.

```
SY1730R  ADD      Creative Data Research      7/14/05 16:20:42
JEANNINE      USER PROFILE MAINTENANCE      QPADEV000B

Type options, press Enter.
4=Delete request

? User      User name      Cmp  Company name
  JEANNINE   Jeannine Pender  CDR

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

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

```
SY1730R  CHANGE   Creative Data Research      7/14/05 16:22:31
JEANNINE      USER PROFILE MAINTENANCE      QPADEV000B

User

Type options, press Enter.
4=Delete request

? User      User name      Cmp  Company name
  JEANNINE   Jeannine Pender  CDR  CREATIVE DATA RESEARCH
  KIM        Kim Talley      CDR  CREATIVE DATA RESEARCH

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

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.

```
User: JEANNINE          Menu: GLCV1FM          Date: 7/19/05

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||||| 1. Company                      11. User Profile
THE  || 2. Cost Centers                  12. Period Dates
DAC  || 3. Accounts
SYSTEM || 4. Actuals/Budgets
|||||||
          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

          M E N U   C A L L S
19. Purchasing System    20. G/L Inquiry      21. G/L Reports
22. Accounts Payable    23. Dac Main Menu    90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

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

```
SY0105R  DISPLAY  CREATIVE DATA RESEARCH      7/19/05 10:27:02
JEANNINE          SELECT ALTERNATIVE COMPANY    QPADEV000B
  Cmp

Type options, press Enter.
1=Select

?  Cmp  Company name
   CDR  CREATIVE DATA RESEARCH
   TED  VAUGHAN WHOLESALE

F3=Exit
```

2. Enter *1* (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
      Cmp

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.

```

User: JEANNINE           Menu: GLCV1           Date: 7/19/05

===== > G E N E R A L   L E D G E R < =====
|||||
THE  ||      1. Journal Entry and Posting
DAC  ||      2. Receive Remote G/L
SYSTEM ||
|||||

                          7. Select Default Company

                          M E N U   C A L L S
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 @1992-2004@ Creative Data Research, Inc.

===>
The default company has been selected

```


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.

```
User: JTIPPIN           Menu: GLCV1FM           Date: 7/05/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||| 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
|||||
      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

                        M E N U   C A L L S
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 1 (Company) from the G/L File Maintenance screen. The Company Maintenance screen appears.

```
SY1101R  CHANGE  CREATIVE DATA RESEARCH      7/05/00  7:58:27
JTIPPIN           COMPANY MAINTENANCE          QPADEV0006

Company

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

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.

SY1101R	CHANGE	CREATIVE DATA RESEARCH	7/05/00 16:53:15
JTIPPIN		COMPANY MAINTENANCE	QPADEV0006
Company : CDR			
Name CREATIVE DATA RESEARCH			
Address line 1 1150 N CAUSEWAY BLVD			
Address line 2			
City MANDEVILLE			
State LA			
Postal code 70471			
Phone number 5046268408			
Fax number 5046245084			
G/L interface (Y/N) . . Y			
F3=Exit F11=Delete F12=Key screen F14=A/R F15=G/L F16=A/P			

3. Press <F15> (G/L). The Company Maintenance (G/L) screen appears.

SY1161R	ADD	MICHAEL WHOLESale	7/05/00 16:53:45
JTIPPIN		COMPANY MAINTENANCE (G/L)	QPADEV0006
Company : 988			
Cost cntr hdr Account header			
Suspense cost center/account .			
Ret. earnings cost cntr/account			
Profit/loss cost cntr/account			
F3=Exit F12=Key screen			

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.

SY1161R	ADD	CREATIVE DATA RESEARCH	7/05/00 16:54:10
JTIPPIN		COMPANY MAINTENANCE (G/L)	QPADEV0006
Company : CDR			
Cost cntr hdr Account header			
Suspense cost center/account .			
Ret. earnings cost cntr/account			
Profit/loss cost cntr/account			
F3=Exit F12=Key screen			

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.

SY1161R	CHANGE	CREATIVE DATA RESEARCH	7/05/00 16:54:37
JTIPPIN		COMPANY MAINTENANCE (G/L)	QPADEV0006
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
F3=Exit F11=Delete F12=Key screen			

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

SY1101R JTIPPIN	CHANGE	CREATIVE DATA RESEARCH COMPANY MAINTENANCE	7/05/00 16:55:56 QPADEV0006
Company			
F3=Exit F9=Go to 'Add' mode Record changed.			

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.

GL1050R JTIPPIN	ADD	MICHAEL WHOLESALE COST CENTER MAINTENANCE	7/05/00 17:00:37 QPADEV0006
Cost center			
Type options, press Enter. 4=Deactivate record 6=Reactivate record			
Cost Center	Description	Interco payable	G/L Account #
		Interco payable	
		Interco payable	
		Interco payable	
		Interco payable	
		Interco payable	
			+
F3=Exit F9=Go to 'Change' mode			

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.

```
User: JEANNINE           Menu: GLCV1FM           Date: 7/15/05

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
|||||||  1. Company                      11. User Profile
THE  ||  2. Cost Centers                  12. Period Dates
DAC  ||  3. Accounts
SYSTEM ||  4. Actuals/Budgets
|||||||
      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

      M E N U   C A L L S
19. Purchasing System    20. G/L Inquiry    21. G/L Reports
22. Accounts Payable     23. Dac Main Menu    90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

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

```
ARCNPVR  ENTER  Creative Data Research          7/15/05 13:50:24
                        PERIOD DATE MAINTENANCE

Period year . . . . .

F3=Exit  Enter to Continue
```

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

ARCNPVR	ENTER	Creative Data Research	7/15/05 13:50:24
PERIOD DATE MAINTENANCE			
Period year 05			
F3=Exit Enter to 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.

SY1450R	ADD	CREATIVE DATA RESEARCH	7/15/05 13:51:41
JEANNINE		PERIOD DATE MAINTENANCE	QPADEV0009
Period year 5			
Period 1 start date			
Period 1 end date .			
Period 2 end date .			
Period 3 end date .			
Period 4 end date .			
Period 5 end date .			
Period 6 end date .			
Period 7 end date .			
Period 8 end date .			
Period 9 end date .			
Period 10 end date .			
Period 11 end date .			
Period 12 end date .			
Period 13 end date .			
F3=Exit			

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 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 for additional information.

```
User: JTIPPIN          Menu: GLCV1FM          Date: 7/07/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||||| 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
|||||||
          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
                                M E N U   C A L L S
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 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.

```
GL1100R  CHANGE  CREATIVE DATA RESEARCH      7/07/00  8:41:49
JTIPPIN          G/L ACCOUNT MAINTENANCE      QPADEV0003

G/L Account

Type options, press Enter.
4=Deactivate record  6=Reactivate record

G/L Account #      Description      Type

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

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

GL1100R	ADD	CREATIVE DATA RESEARCH	7/07/00 08:45:54
JTIPPIN		G/L ACCOUNT MAINTENANCE	QPADEV0003
G/L Account			
Type options, press Enter.			
4=Deactivate record			
G/L Account #		Description	Type
			+
F3=Exit F9=Go to 'Change' mode			

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.

GL1100R	ADD	CREATIVE DATA RESEARCH	7/07/00 9:21:35
JTIPPIN		G/L ACCOUNT MAINTENANCE	QPADEV0003
G/L Account			
Type options, press Enter.			
4=Deactivate record			
GL Account #		Description	Type
100		CASH ON HAND-PNB	A
			+
F3=Exit F9=Go to 'Change' mode			

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  ADD      CREATIVE DATA RESEARCH      7/07/00  9:33:19
JTIPPIN      G/L ACCOUNT MAINTENANCE          QPADEV0003

G/L Account

Type options, press Enter.

4=Deactivate record

GL Account #      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.

```

GL1100R  ADD      CREATIVE DATA RESEARCH      7/07/00  09:45:11
JTIPPIN      G/L ACCOUNT MAINTENANCE          QPADEV0003

G/L Account

Type options, press Enter.

4=Deactivate record

G/L Account #      Description      Type

+

F3=Exit  F9=Go to 'Change' mode

```

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  CHANGE   CREATIVE DATA RESEARCH      7/07/00  9:56:21
JTIPPIN      G/L ACCOUNT MAINTENANCE          QPADEV0003

G/L Account

Type options, press Enter.

4=Deactivate record  6=Reactivate record

GL Account #      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	CHANGE	CREATIVE DATA RESEARCH	7/07/00 10:17:29
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	PREPAID EXPENSES	A	
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.

GL1100R	ADD	CREATIVE DATA RESEARCH	7/07/00 10:29:27
JTIPPIN		G/L ACCOUNT MAINTENANCE	QPADEV0003
G/L Account			
Type options, press Enter.			
4=Deactivate record			
G/L Account #	Description	Type	
F3=Exit F9=Go to 'Change' mode			

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.

```
User: JTIPPIN           Menu: GLCV1FM           Date: 7/06/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
|||||||  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
|||||||
          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

          M E N U   C A L L S
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 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.

```
GL1060R  DISPLAY  CREATIVE DATA RESEARCH      7/06/00  9:55:16
JTIPPIN           WORK WITH COST CENTER        QPADEV0007

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

          Description              --- Combine types (Y,blank) ---

F3=Exit  F6=Change cost centers  F14=Change accounts
No data to display.
```

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	CREATIVE DATA RESEARCH	7/06/00 10:02:44
JTIPPIN		COST CENTER MAINTENANCE	QPADEV0007
Cost center			
Type options, press Enter.			
4=Deactivate record 6=Reactivate record			
Cost Center	Description	Interco payable	G/L Account #
		Interco payable	
		Interco payable	
		Interco payable	
		Interco payable	
		Interco payable	
			+
F3=Exit F9=Go to 'Change' mode			

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/account** 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.

GL1050R	ADD	CREATIVE DATA RESEARCH	7/06/00 10:54:42
JTIPPIN		COST CENTER MAINTENANCE	QPADEV0007
Cost center			
Type options, press Enter.			
4=Deactivate record 6=Reactivate record			
Cost Center	Description	Interco payable	G/L Account #
100	Administrative Offices		
100 1000	Mandeville Warehouse	Interco payable	275
100 2000	Covington Warehouse	Interco payable	275
		Interco payable	
		Interco payable	
		Interco payable	
			+
F3=Exit F9=Go to 'Change' mode			

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
JTIPPIN		WORK WITH COST CENTER	QPADEV0007

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

Cost Center	Description	--- Combine types (Y,blank) ---
		Asset Lblty Equity Income Expense
100	Administrative Offices	
100 1000	Mandeville Warehouse	
100 2000	Covington Warehouse	

F3=Exit 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  F I L E  M A I N T E N A N C E <=====
=====
||||||| 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
|||||||
          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

          M E N U   C A L L S
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 2 (Cost Centers) from the G/L File Maintenance screen. The Work With Cost Center screen appears.

```
GL1060R  DISPLAY  MICHAEL WHOLESALE          7/08/00 18:05:03
JTIPPIN           WORK WITH COST CENTER      QPADEV0003

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

Cost Center  Description                      --- Combine types (Y,blank) ---
              Mandeville Warehouse          Asset Lblty Equity Income Expense
100          Company Offices
100 1000
100 2000      Covington Warehouse

F3=Exit  F6=Change cost centers  F14=Change accounts
```

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      QPADEV0003

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

Cost Center      Description      --- Combine types (Y,blank) ----
                        Asset Lblty Equity Income Expense
7 100            Company Offices
100 1000         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.

```

GL1060R   DISPLAY  MICHAEL WHOLESALE          7/08/00 18:07:44
JTIPPIN                                WORK WITH COST CENTER      QPADEV0003

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

Cost Center      Description      --- Combine types (Y,blank) ----
                        Asset Lblty Equity Income Expense
7 100            Company Offices      Y   Y   Y   Y   Y
100 1000         Mandeville Warehouse
100 2000         Covington Warehouse

F3=Exit  F6=Change cost centers  F14=Change 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      QPADEV0003

Cost center

Type options, press Enter.
7=Combine cost centers/accounts

Cost Center      Description      --- Combine types (Y,blank) ----
                        Asset Lblty Equity Income Expense
7 100            Company Offices      Y   Y   Y   Y   Y
7 100 1000       Mandeville Warehouse  Y   Y           Y   Y
7 100 2000       Covington Warehouse  Y   Y           Y   Y

F3=Exit  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.

GL1060R	DISPLAY	MICHAEL WHOLESALE	7/08/00 18:07:44	
JTIPPIN		WORK WITH COST CENTER	QPADEV0003	
Cost center				
Type options, press Enter.				
7=Combine cost centers/accounts				
Cost Center	Description	--- Combine types (Y,blank) ---		
		Asset	Lblty	Equity Income Expense
100	Company Offices	Y	Y	Y
100 1000	Mandeville Warehouse	Y	Y	Y
100 2000	Covington Warehouse	Y	Y	Y
F3=Exit F6=Change cost centers F14=Change accounts				

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  F I L E  M A I N T E N A N C E <=====
||||||| 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
|||||||
          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

          M E N U   C A L L S
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
JTIPPIN          WORK WITH G/L ACTUALS        QPADEV0005

Cost center      G/L account

Type options, press Enter.
5=Change Budget

Cost Center      G/L Account #      Description      Type
100              100                CASH ON HAND    A
100              105                CASH IN BANKS   A
100              110                ACCOUNTS RECEIVABLE A
100              115                NOTES RECEIVABLE A
100              120                INVENTORY ACCOUNTS 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=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.

- 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   DISPLAY   CREATIVE DATA RESEARCH   7/11/00 15:34:43
JTIPPIN                                WORK WITH G/L ACTUALS   QPADEV0005

      Cost center      G/L account
      100 1000         500

Type options, press Enter.
5=Change Budget

      Cost Center      G/L Account #      Description      Type
      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-CIGARETTES      I
      100 1000         550      CASH DISC-CIGARS      I
      100 1000         560      CASH DISC-SUNDRIES      I      +

F3=Exit   F6=Add Actuals

```

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.

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

```

GL5200R   DISPLAY   CREATIVE DATA RESEARCH   7/11/00 15:54:28
JTIPPIN                                WORK WITH G/L ACTUALS   QPADEV0005

      Cost center      G/L account
      100 1000         500

Type options, press Enter.
5=Change Budget

      Cost Center      G/L Account #      Description      Type
      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
      5 100 1000         530      INTEREST INCOME      I
      100 1000         540      CASH DISC-CIGARETTES      I
      100 1000         550      CASH DISC-CIGARS      I
      100 1000         560      CASH DISC-SUNDRIES      I      +

F3=Exit   F6=Add Actuals

```

Press <Enter>. The Budget Maintenance screen appears.

GL1250R	CHANGE	CREATIVE DATA RESEARCH	7/11/00 15:56:12
JTIPPIN		BUDGET MAINTENANCE	QPADEV0005
Cost Center	100 1000	Mandeville Warehouse	
G/L Account # . . .	530	INTEREST INCOME	
Description	INTEREST INCOME		
Account type	I		
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			

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	CREATIVE DATA RESEARCH	7/11/00 15:56:12
JTIPPIN		BUDGET MAINTENANCE	QPADEV0005
Cost Center	100 1000	Mandeville Warehouse	
G/L Account # . . .	530	INTEREST INCOME	
Description	INTEREST INCOME		
Account type	I		
This year budget 1		500	
This year budget 2		500	
This year budget 3		500	
This year budget 4		500	
This year budget 5		500	
This year budget 6		500	
This year budget 7		500	
This year budget 8		500	
This year budget 9		500	
This year budget 10		500	
This year budget 11		500	
This year budget 12		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	DISPLAY	CREATIVE DATA RESEARCH	7/11/00 16:04:43
JTIPPIN		WORK WITH G/L ACTUALS	QPADEV0005
Cost center	G/L account		
100 1000	500		
Type options, press Enter.			
5=Change Budget			
Cost Center	G/L Account #	Description	Type
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-CIGARETTES	I
100 1000	550	CASH DISC-CIGARS	I
100 1000	560	CASH DISC-SUNDRIES	I +
F3=Exit F6=Add Actuals			

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.

- 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 RESEARCH	7/11/00 16:10:31
JTIPPIN		BUDGET MAINTENANCE	QPADEV0005
Cost Center	. . . : 100 1000	Mandeville Warehouse	
G/L Account #	. . . : 100	CASH ON 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	QPADEV0005
Cost Center	100 1000	Mandeville Warehouse	
G/L Account # . . .	100	CASH ON HAND	
Description	CASH ON HAND-Parish Natl		
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			

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
JTIPPIN		BUDGET MAINTENANCE	QPADEV0005
Cost Center	100 2000	Covington Warehouse	
G/L Account # . . .	100	CASH ON HAND	
Description	CASH ON HAND-First NBC		
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			

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

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	CREATIVE DATA RESEARCH		7/11/00 16:36:10
JTIPPIN		G/L ACTUALS MAINTENANCE		QPADEV0005
Cost center		G/L account		
Type options, press Enter.				
4=Deactivate record				
Cost Center	G/L Account #	Description	Type	
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	
100 1000	525	SALES-PHONE CARDS	I	
				+
F3=Exit F6=Reactivate F9=Go to 'Change' mode				

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

GL1200R	ADD	CREATIVE DATA RESEARCH		7/11/00 16:37:25
JTIPPIN		G/L ACTUALS MAINTENANCE		QPADEV0005
Cost center		G/L account		
Type options, press Enter.				
4=Deactivate record				
Cost Center	G/L Account #	Description	Type	
				+
F3=Exit F6=Reactivate F9=Go to 'Change' mode				

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

GL5200R	DISPLAY	CREATIVE DATA RESEARCH	7/11/00 16:38:43
JTIPPIN		WORK WITH G/L ACTUALS	QPADEV0005
Cost center	G/L account		
100 1000	100		
Type options, press Enter.			
5=Change Budget			
Cost Center	G/L Account #	Description	Type
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 - 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 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	CHANGE	CREATIVE DATA RESEARCH	7/11/00 16:42:26
JTIPPIN		G/L ACTUALS MAINTENANCE	QPADEV0005
Cost center	G/L account		
Type options, press Enter.			
4=Deactivate record 5=Change Budget			
Cost Center	G/L Account #	Description	Type
100	100	CASH ON HAND	A
100	105	CASH IN BANKS	A
100	110	ACCOUNTS RECEIVABLE	A
100	115	NOTES RECEIVABLE	A
100	120	INVENTORY ACCOUNTS	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=Reactivate 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	CHANGE	CREATIVE DATA RESEARCH	7/11/00 16:43:12
JTIPPIN		G/L ACTUALS MAINTENANCE	QPADEV0005
Cost center	G/L account		
100 1000	200		
Type options, press Enter.			
4=Deactivate record 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 TAX 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 PAYABLE	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=Reactivate F9=Go to 'Add' mode			

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

GL1200R JTIPPIN	CHANGE	CREATIVE DATA RESEARCH G/L ACTUALS MAINTENANCE	7/11/00 16:43:12 QPADEV0005
Cost center 100 1000	G/L account 200		
Type options, press Enter. 4=Deactivate record 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 TAX 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 PAYABLE	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=Reactivate 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.

GL5200R JTIPPIN	DISPLAY	CREATIVE DATA RESEARCH WORK WITH G/L ACTUALS	7/11/00 16:43:43 QPADEV0005
Cost center 100 1000	G/L account 100		
Type options, press Enter. 5=Change Budget			
Cost Center	G/L Account #	Description	Type
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 - 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 Actuals			

- 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	ADD	CREATIVE DATA RESEARCH	7/11/00 17:06:25
JTIPPIN		G/L ACTUALS MAINTENANCE	QPADEV0005
Cost center	G/L account		
Type options, press Enter.			
4=Deactivate record			
Cost Center	G/L Account #	Description	Type
			+
F3=Exit F6=Reactivate F9=Go to 'Change' mode			

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

GL1205R	CHANGE	CREATIVE DATA RESEARCH	7/11/00 17:11:33
JTIPPIN		G/L ACTUALS REACTIVATION MAINT	QPADEV0005
Cost center	G/L account		
Type options, press Enter.			
6=Reactivate record			
Cost Center	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
F3=Exit			

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.

GL1205R	CHANGE	CREATIVE DATA RESEARCH	7/11/00 17:21:15
JTIPPIN		G/L ACTUALS REACTIVATION MAINT	QPADEV0005
Cost center		G/L account	
Type options, press Enter.			
6=Reactivate record			
Cost Center	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
6 100 2000	105	CASH IN BANKS	A
F3=Exit			

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

GL1205R	CHANGE	MICHAEL WHOLESALE	7/11/00 17:28:16
JTIPPIN		G/L ACTUALS REACTIVATION MAINT	QPADEV0005
Cost center		G/L account	
Type options, press Enter.			
6=Reactivate record			
Cost Center	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
F3=Exit			

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

GL1200R	ADD	CREATIVE DATA RESEARCH	7/11/00 17:32:29
JTIPPIN		G/L ACTUALS MAINTENANCE	QPADEV0005
Cost center		G/L account	
Type options, press Enter.			
4=Deactivate record			
Cost Center	G/L Account #	Description	Type
+			
F3=Exit F6=Reactivate 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	DISPLAY	CREATIVE DATA RESEARCH	7/11/00 17:35:17
JTIPPIN		WORK WITH G/L ACTUALS	QPADEV0005

Cost center	G/L account
-------------	-------------

Type options, press Enter.
5=Change Budget

Cost Center	G/L Account #	Description	Type
100	100	CASH ON HAND	A
100	105	CASH IN BANKS	A
100	110	ACCOUNTS RECEIVABLE	A
100	115	NOTES RECEIVABLE	A
100	120	INVENTORY ACCOUNTS	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=Add Actuals

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.

```
GL1040R      CHANGE      CREATIVE DATA RESEARCH      7/26/00 14:57:19
JTIPPIN      G/L CONSOLIDATION MAINTENANCE      QPADEV0009

Code

Type options, press Enter.
4=Delete request

Code      Type      Company      Cost Cntr #
CONCDR    CMP      CDR
CONCDR    CMP      CCC
CONCST    CST      CDR      10 1000
CONCST    CST      CDR      10 2000

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

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.

```
User: JTIPPIN      Menu: GLCV1FM      Date: 7/26/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||| 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
|||||
      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

                                M E N U   C A L L S
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 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	CREATIVE DATA RESEARCH	7/26/00 13:56:36
JTIPPIN		G/L CONSOLIDATION MAINTENANCE	QPADEV0009

Type options, press Enter.
4=Delete request

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 be 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.

GL1040R	ADD	CREATIVE DATA RESEARCH	7/26/00 14:41:19
JTIPPIN		G/L CONSOLIDATION MAINTENANCE	QPADEV0009

Type options, press Enter.
4=Delete request

Code	Type	Company	Cost Cntr #
CONCDR	CMP	CDR	

+

F3=Exit F9=Go to 'Change' mode

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	CHANGE	CREATIVE DATA RESEARCH	7/26/00 14:57:19
JTIPPIN		G/L CONSOLIDATION MAINTENANCE	QPADEV0009

Code

Type options, press Enter.
4=Delete request

Code	Type	Company	Cost Cntr #
CONCDR	CMP	CDR	
CONCDR	CMP	CCC	
CONCST	CST	CDR	10 1000
CONCST	CST	CDR	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.

```
GL1650R  CHANGE  CREATIVE DATA RESEARCH      8/10/00 14:53:47
JTIPPIN                                GROUP DETAIL MAINTENANCE  QPADEV0009

Group  INCOME

Type options, press Enter.
4=Delete request

Cost Center   G/L Account #   Description
10            40000           SALES-Cigarettes
10            40200           SALES-Candy
10            40400           SALES-Sundries
10            48000           Sales Returns & Allow
10            49000           Sales Discounts

F3=Exit  F6=Add group details
```

```
User: JTIPPIN          Menu: GLCV1FM          Date: 7/26/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
|||||||  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
|||||||
          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

          M E N U   C A L L S
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 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.

GL1600R	ADD	CREATIVE DATA RESEARCH	7/26/00 15:28:26
JTIPPIN		GROUP MAINTENANCE	QPADEV0009

Type options, press Enter.
4=Delete 8=Change details

? Group Group name

+

F3=Exit F9=Go to 'Change' mode

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.

GL1600R	ADD	CREATIVE DATA RESEARCH	7/26/00 15:28:26
JTIPPIN		GROUP MAINTENANCE	QPADEV0009

Type options, press Enter.
4=Delete 8=Change details

? Group Group name
COGS Cost of Goods Sold

+

F3=Exit F9=Go to 'Change' mode

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.

GL1650R	CHANGE	CREATIVE DATA RESEARCH	7/26/00 16:16:53
JTIPPIN		GROUP DETAIL MAINTENANCE	QPADEV0009

Group COGS

Type options, press Enter.
4=Delete request

Cost Center	G/L Account #	Description

F3=Exit F6=Add group details
No data to display.

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

GL1651R	ADD	CREATIVE DATA RESEARCH	7/26/00 16:30:45
JTIPPIN		GROUP DETAIL MAINTENANCE	QPADEV0009
Group code COGS			
Cost Center	G/L Account #	Description	
			+
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.

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.

GL1651R	ADD	CREATIVE DATA RESEARCH	7/26/00 16:40:38
JTIPPIN		GROUP DETAIL MAINTENANCE	QPADEV0009
Group COGS			
Type options, press Enter.			
4=Delete request			
Cost Center	G/L Account #	Description	
10	50000	COGS-Cigarettes	
			+
F3=Exit			

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	CHANGE	CREATIVE DATA RESEARCH	7/26/00 17:29:04
JTIPPIN		GROUP DETAIL MAINTENANCE	QPADEV0009

Group COGS

Type options, press Enter.
4=Delete request

Cost Center	G/L Account #	Description
10	50000	COGS-Cigarettes
10	50200	COGS-Candy
10	50400	COGS-Sundries
10	58500	Inventory Adjustment
10	59000	Purchase Returns & Allow
10	59500	Purchase Discounts

F3=Exit F6=Add 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.

GL1600R	CHANGE	CREATIVE DATA RESEARCH	7/26/00 18:27:12
JTIPPIN		GROUP MAINTENANCE	QPADEV0009

Group

Type options, press Enter.
3=Copy 4=Delete 8=Change details

? Group Group name
COGS Cost of Goods Sold

F3=Exit F9=Go to 'Add' mode

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.

GL1605R	ENTER	CREATIVE DATA RESEARCH	7/26/00 18:42:32
JTIPPIN		REPORT GROUP COPY PROMPT	QPADEV0009

Copy from group COGS Cost of Goods Sold

Create new group

F3=Exit

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.

GL1600R	CHANGE	CREATIVE DATA RESEARCH	7/26/00 18:48:40
JTIPPIN		GROUP MAINTENANCE	QPADEV0009
Group			
Type options, press Enter.			
3=Copy 4=Delete 8=Change details			
?			
Group	Group name		
COGS	Cost of Goods Sold		
COSTGOODS	Cost of Goods Sold		
F3=Exit F9=Go to 'Add' mode			

The 8=*Change details* option can be used, as previously described, to make any necessary changes to the 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	CHANGE	CREATIVE DATA RESEARCH (DEMO CO)	8/11/00 16:40:19
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Line	Report	INC_STMT	
Type options, press Enter.			
4=Delete 5=Additional details 6=Insert after			
Line		Cost Center	G/L Account #
50	INCOME		
100			
150	INCOME		
200	Total Income From Sales		
250			
251		10	40600
252		10	40800
253		10	45400
350	Total Other Income		
400			
450	Gross Income		
F3=Exit F5=Resequene 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 (DEMO CO)	8/11/00 16:44:51
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Line	Report	INCOMESTMT	
Type options, press Enter.			
4=Delete 5=Additional details 6=Insert after			
Line		Cost Center	G/L Account #
50	Income		
100			
150		10	40000
200		10	40200
250		10	40400
300		10	40600
350		10	40800
400		10	45400
450		10	48000
500		10	49000
550	Total		
F3=Exit F5=Resequene F9=Go to 'Add' mode			

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:

<u>Report Line</u>	<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.

```

User: JTIPPIN          Menu: GLCV1FM          Date: 8/11/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
||||| 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
|||||
      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

                                M E N U   C A L L S
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 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 JTIPPIN	CHANGE	CREATIVE DATA RESEARCH G/L REPORT MAINTENANCE	8/11/00 12:50:17 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.

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

GL1700R JTIPPIN	ADD	CREATIVE DATA RESEARCH G/L REPORT MAINTENANCE	8/11/00 12:50:55 QPADEV0005
--------------------	-----	--	--------------------------------

Type options, press Enter.
 4=Delete

? Report	Description	Sum/Det	Type	Consolidate Code
1		2		
1		2		
1		2		
1		2		
1		2		+

F3=Exit F9=Go to 'Change' mode

- 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.
- 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.
- 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.
- 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.
 - I* - 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.

```

GL1700R  ADD      CREATIVE DATA RESEARCH      8/11/00 12:50:55
JTIPPIN                G/L REPORT MAINTENANCE      QPADEV0005

Report

Type options, press Enter.
4=Delete

? Report      Description      Sum/Det      Type      Consolidate Code
  INC_STMT      Income Statement          D          1
  1 Custom Report Option 2          2 PTD vs YTD

F3=Exit      F9=Go to 'Change' mode

```

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      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_STMT      Income Statement          D          1
  1 Custom Report Option 2          2 PTD vs YTD

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.

GL1750R	CHANGE	CREATIVE DATA RESEARCH	8/11/00 14:58:06
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Line	Report	INC_STMT	
Type options, press Enter.			
4=Delete	5=Additional details	6=Insert after	
Line	Cost Center	G/L Account #	Level----- Type----- V V
F3=Exit F5=Resequenece F9=Go to 'Add' mode			
No data to display.			

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

GL1750R	ADD	CREATIVE DATA RESEARCH	8/11/00 15:00:58
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Report	INC_STMT		
Type options, press Enter.			
4=Delete	5=Additional details		
Line	Cost Center	G/L Account #	Level----- Type----- V V
F3=Exit F9=Go to 'Change' mode			

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.

GL1750R	CHANGE	CREATIVE DATA RESEARCH (DEMO CO)	8/11/00 16:40:19
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Line	Report	INC_STMT	
Type options, press Enter.			
4=Delete	5=Additional details	6=Insert after	
Line	Cost Center	G/L Account #	Level----- Type-----
50 INCOME			V V
100			H
150 INCOME			G 2
200 Total Income From Sales			T 3
250			H
251	10	40600	D 2
252	10	40800	D 2
253	10	45400	D 2
350 Total Other Income			T 3
400			H
450 Gross Income			T 4 +
F3=Exit F5=Resequenece F9=Go to 'Add' mode			

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 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.

GL1750R	CHANGE	CREATIVE DATA RESEARCH (DEMO CO)	8/11/00 16:40:19
JTIPPIN		G/L REPORT MAINTENANCE	QPADEV0005
Line	Report	INC_STMT	
Type options, press Enter.			
4=Delete	5=Additional details	6=Insert after	
Line	Cost Center	G/L Account #	Level----- Type-----
50 INCOME			V V
100			H
150 INCOME			G 2
200 Total Income From Sales			T 3
250			H
251	10	40600	D 2
252	10	40800	D 2
253	10	45400	D 2
350 Total Other Income			T 3
400			H
450 Gross Income			T 4 +
F3=Exit F5=Resequenece F9=Go to 'Add' mode			

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 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.

```

GL1750R  CHANGE  CREATIVE DATA RESEARCH (DEMO CO)      8/11/00 16:40:19
JTIPPIN      G/L REPORT MAINTENANCE                      QPADEV0005

Line      Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Level-----
Type----- |
Line      INCOME      Cost Center  G/L Account #      V V
50                                     H
100                                    H
150 INCOME                                     G 2
200 Total Income From Sales                    T 3
250                                     H
251                                     D 2
252                                     D 2
253                                     D 2
350 Total Other Income                          T 3
400                                     H
450 Gross Income                              T 4 +

F3=Exit  F5=Resequenece  F9=Go to 'Add' mode

```

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 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.

```

GL1750R  ADD  CREATIVE DATA RESEARCH      8/11/00 15:00:58
JTIPPIN      G/L REPORT MAINTENANCE          QPADEV0005

Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details

Level-----
Type----- |
Line      INCOME      Cost Center  G/L Account #      V V
INCOME                                     G 2
Total Income From Sales                    T 3
OTHERINC                                    H
Total Other Income                          T 3
Gross Income                              T 4 +

F3=Exit  F9=Go to 'Change' mode

```

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

```

GL1750R  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:01:40
JTIPPIN          G/L REPORT MAINTENANCE      QPADEV0005

Line          Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Level-----
Type----- |
Line          Cost Center  G/L Account #  Type  V V
50          INCOME                                     H
100                                                H
150 INCOME                                           G 2
200 Total Income From Sales                         T 3
250                                                H
300 OTHERINC                                         G 2
350 Total Other Income                             T 3
400                                                H
450 Gross Income                                   T 4
500                                                H
550                                                H

F3=Exit  F5=Resequenece  F9=Go to 'Add' mode

```

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.

```

GL1750R  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:01:40
JTIPPIN          G/L REPORT MAINTENANCE      QPADEV0005

Line          Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Level-----
Type----- |
Line          Cost Center  G/L Account #  Type  V V
50          INCOME                                     H
100                                                H
150 INCOME                                           G 2
200 Total Income From Sales                         T 3
250                                                H
6  300 OTHERINC                                         G 2
350 Total Other Income                             T 3
400                                                H
450 Gross Income                                   T 4
500                                                H
550                                                H

F3=Exit  F5=Resequenece  F9=Go to '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 #  Type  V V

+

F3=Exit

```

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  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:04:22
JTIPPIN          G/L REPORT MAINTENANCE        QPADEV0005

Line          Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Line          Cost Center  G/L Account #  Level-----
                    Type-----
50      INCOME                    H      V V
100                                H
150 INCOME                    G 2
200 Total Income From Sales    T 3
250                                H
300 OTHERINC                    G 2
301                                H
350 Total Other Income        T 3
400                                H
450 Gross Income              T 4
500                                H +

F3=Exit  F5=Resequene  F9=Go to 'Add' mode

```

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

```

GL1750R  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:04:42
JTIPPIN          G/L REPORT MAINTENANCE        QPADEV0005

Line          Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Line          Cost Center  G/L Account #  Level-----
                    Type-----
50      INCOME                    H      V V
100                                H
150 INCOME                    G 2
200 Total Income From Sales    T 3
250                                H
300 OTHERINC                    G 2
350                                H
400 Total Other Income        T 3
450                                H
500 Gross Income              T 4
550                                H +

F3=Exit  F5=Resequene  F9=Go to 'Add' mode

```

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.


```

GL1750R  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:05:10
JTIPPIN          G/L REPORT MAINTENANCE      QPADEV0005

Line          Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Level-----
Type----- |
Line          Cost Center  G/L Account #      V V
50          INCOME
100
150 INCOME
5 200 Total Income From Sales          T 3
250
300 OTHERINC          G 2
350          H
400 Total Other Income          T 3
450          H
500 Gross Income          T 4
550          H +

F3=Exit  F5=Resequenece  F9=Go to 'Add' mode

```

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

```

GL1755R  CHANGE  CREATIVE DATA RESEARCH      8/11/00 15:05:45
JTIPPIN          G/L REPORT MAINTENANCE      QPADEV0005

Report . :  INC_STMT

Line . . :    200          Description  Total Income From Sales
Cost center      0          Group code
G/L account      0          Line type :  T      Total level  3

Suppress printing .  N
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      0              Group code
G/L account      0              Line type :  T      Total level  3

Suppress printing .  N
Subtract from total  N
Divide by Group (Income Statement) .  INCOME
Single Underline (Y/N) .  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 15:06:50
JTIPPIN                                G/L REPORT MAINTENANCE      QPADEV0005

Line      Report  INC_STMT

Type options, press Enter.
4=Delete  5=Additional details  6=Insert after

Level-----
Type----- |
Line      INCOME      Cost Center  G/L Account #      V V
100              H
150 INCOME              G 2
200 Total Income From Sales      T 3
250              H
300 OTHERINC              G 2
350              H
400 Total Other Income      T 3
450              H
500 Gross Income      T 4
550              H  +

F3=Exit  F5=Resequenece  F9=Go to 'Add' mode

```

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_STMT      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.

```
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
3  INC_STMT   INCOME STATEMENT                  D        1
1  CUSTOM REPORT OPTION 2                      2  PTD vs YTD

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

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

```
GL1705R  ENTER  CREATIVE DATA RESEARCH      8/11/00 15:19:49
JTIPPIN                                REPORT COPY PROMPT  QPADEV0005

Copy from report name  INC_STMT   INCOME STATEMENT

Create new report name

Copy from line         (leave blank for all)

Copy thru line         (leave blank to copy to end)

F3=Exit
```

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

```
GL1705R  ENTER  CREATIVE DATA RESEARCH      8/11/00 15:19:49
JTIPPIN                                REPORT COPY PROMPT  QPADEV0005

Copy from report name  INC_STMT   INCOME STATEMENT

Create new report name  NEW_STMT   INCOME STATEMENT COPY

Copy from line         (leave blank for all)

Copy thru line         (leave blank to copy to end)

F3=Exit
```

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	QPADEV0005

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)

F3=Exit

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

GL1700R	CHANGE	CREATIVE DATA RESEARCH	8/11/00 15:23:55
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_STMT	INCOME STATEMENT	D	1		
1 CUSTOM REPORT OPTION 2		2 PTD vs YTD			
NEW_STMT	INCOME STATEMENT COPY	D	1		
1 CUSTOM REPORT OPTION 2		2 PTD vs YTD			

F3=Exit F9=Go to 'Add' mode

The 8=*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 and 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.

<u>DAC Process</u>	<u>G/L Actual - Debit or Credit</u>
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 - Debit or 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	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 DATA RESEARCH	7/28/00 14:47:15
JTIPPIN		JOURNAL ENTRY	QPADEV0004
Jrnl no.	805	Batch no.	128
Jrnl date	72800	Post date	7/31/00
Desc 1	Monthly Inventory	Total debits	2500.00
Desc 2		Total credits	2500.00
		Difference	.00
		Reverse entry	N (blank=no)
		Year end entry	N (blank=no)
Type options, press Enter.			
4=Delete			
Cost Center	G/L Account #	Debit	Credit
10	120	2500.00	
	INVENTORY ACCOUNTS		
10	850		2500.00
	CHANGE IN INVENTORY		
F3=Exit			

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

Invoicing (A/P)

G/L Actual - Debit or Credit

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 <=====
||||||| Distributor Analysis and Control |||||
||||||| MAIN OPERATIONS MENU |||||
=====
||||||| 1. File Maintenance Menu
THE    || 2. Accounts Receivable
DAC    || 3. Billing System
SYSTEM || 4. Inventory System
||||||| 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.

```
User: JEANNINE           Menu: FMCv1           Date: 8/10/12
=====> F I L E   M A I N T E N A N C E <=====
||||||| 1. Customer Related Maintenance
THE    || 2. Product Related Maintenance
DAC    || 3. Billing Related Maintenance
SYSTEM || 4. System Options Maintenance
||||||| 5. Inquiry Options
||||||| 6. Price Maintenance
||||||| 7. G/L Interface Maintenance
||||||| 8. Scan Code Maintenance

M E N U   C A L L S
19. Deletions      20.
22.                23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

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

```
User: JEANNINE           Menu: GLICv1           Date: 11/21/08
=====> G / L   I N T E R F A C E   S E T U P <=====
||||||| 1. Work With G/L Interface
THE    || 2. G/L Setup Report
DAC    ||
SYSTEM ||
|||||||

M E N U   C A L L S
19.                20.
22.                23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.
==>
```

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

Creative Data Research, Inc.
Company 001

G/L Report

JEANNINE

GSDLPFR

11/21/08 14:35:26

Page 1

Application 001 ACCOUNTS RECEIVABLE

TYPE / RSN	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	Amount
A	A ADJUSTMENT	10	120	10	100	P	
A	C RETURNED CHECK/NSF	10	120	10	100	P	
A	F FINANCE CHGS	10	120	10	630	P	
A	N NSF FEE PAYMENT	10	120	10	906	P	
A	W WRONG CUST #	10	120	10	100	P	
C	W WRONG CUST #	10	120	10	905	P	
C	A ADJUSTMENT	10	120	10	905	P	
I		10	120	10	630	P	
P		10	100	10	120	P	

Application 001 ACCOUNTS RECEIVABLE

Creative Data Research, Inc.
Company 001

G/L Report

JEANNINE

GSDLPFR

11/21/08 14:35:26

Page 2

Application 002 CATEGORY SALES

SALES GRP	CATEGORY	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	Amount
	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	

Application 002 CATEGORY SALES

Creative Data Research, Inc.
Company 001

G/L Report

JEANNINE

GSDLPFR

11/21/08 14:35:26

Page 3

Application 003 CATEGORY COST

SALES GRP	CATEGORY	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	Amount
	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	

Application 003 CATEGORY COST

G/L Report

Creative Data Research, Inc. G/L Report JEANNINE GSDLFFR 11/21/08 14:35:26 Page 4
Company 001

Application 004 INVENTORY

TY/CAT/RSN	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	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	10	190	10	911	P	
R 1	CIGARETTES	10	190	10	290	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	10	190	10	290	P	
A 3 D	CIGARS	10	190	10	911	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	10	190	10	911	P	
A 4 W	CANDY/GUM	10	190	10	290	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	10	190	10	290	P	
D 5 D	GROCERY	10	190	10	911	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	10	190	10	290	P	
D 6 D	DRUGS/HBA	10	190	10	911	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	10	190	10	290	P	
A 8 A	GENERAL MERCHANDISE	10	190	10	290	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	10	190	10	290	P	
A 9 D	LIGHTERS	10	190	10	911	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	10	190	10	911	P	
A 10 W	MISC	10	190	10	290	P	
D 10 D	MISC	10	190	10	911	P	
R 10	MISC	10	190	10	290	P	

Application 004

G/L Report

Creative Data Research, Inc. G/L Report JEANNINE GSDLPFR 11/21/08 14:35:26 Page 5
 Company 001

Application 005 SALES TAX

STATE	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	Amount
LA		10	120	10	225	P	
MS		10	120	10	225	P	
TX		10	120	10	225	P	

Application 005

Creative Data Research, Inc. G/L Report JEANNINE GSDLPFR 11/21/08 14:35:26 Page 6
 Company 001

Application 007 STAMP TAX

TAX C	ST	Description	Debit Cost C.	Debit Account	Credit Cost C.	Credit Account	Post Sts	Amount
100	LA		10	800	10	226	P	
200	LA		10	800	10	226	P	
300	LA		10	800	10	226	P	
100	MS		10	800	10	226	P	
200	MS		10	800	10	226	P	
300	MS		10	800	10	226	P	
100	TX		10	800	10	226	P	
200	TX		10	800	10	226	P	
300	TX		10	800	10	226	P	

Application 007

Company 001

** END OF 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 DISPLAY Creative Data Research, Inc.										11/21/08 16:51:08									
Work With G/L Interface																			
Company	App Code	Type	Reason Category																
										App. 001= A/R		005= Sales Tax							
										002= Sales		006= A/R Disc.							
										003= Cost		007= Stamp Tax							
										004= Inventory									
2=Edit Record																			
?	Cmp	App.Code	Typ	Rsn	Cat	Sales		D	E	B	I	T		C	R	E	D	I	T
						Group	St	CST	CNTR	ACCT	NBR		CST	CNTR	ACCT	NBR			
001	ACCTS	RCV	A																
001	ACCTS	RCV	A	A				10		120				10		100			
001	ACCTS	RCV	A	C				10		120				10		100			
001	ACCTS	RCV	A	F				10		120				10		630			
001	ACCTS	RCV	A	N				10		120				10		906			
001	ACCTS	RCV	A	W				10		120				10		100			
001	ACCTS	RCV	C	A				10		120				10		905			
001	ACCTS	RCV	C	W				10		120				10		905			
001	ACCTS	RCV	I					10		120				10		630			+
F3=Exit F8=Define G/L Company by Warehouse F10=Add Record																			

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
+	<u>1 credit memo transaction</u>
	6 A/R transactions
	6 A/R transactions
x	<u>2 companies</u>
	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	<u>2 companies</u>
	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>.

```
GSCWDFR    DISPLAY Creative Data Research              7/21/00 16:20:47
              Work With G/L Interface
Company  App Code  Type  Reason Category
              001
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.
```

- 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

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

```

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.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number                    Cost Center  Account Number

F3=Exit

```

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
G/L Interface Company ID CDR

Type changes, press Enter.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number          Cost Center  Account Number
   10         110                     10         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.

```

GSCWDFFR      DISPLAY Creative Data Research          7/24/00 12:29:32
                  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      D  E  B  I  T      C  R  E  D  I  T
                  Group  St CST  CNTR  ACCT  NBR  CST  CNTR  ACCT  NBR
    CDR ACCTS RCV   A   B              10          110          10          500

```

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.

```
GSCWDFR    DISPLAY Creative Data Research    7/24/00 15:21:41
                                     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
                               Group St CST CNTR  ACCT NBR  CST CNTR  ACCT NBR
CDR ACCTS RCV    A    B              10          110      10          500
CDR ACCTS RCV    A    1              10          110      10          120
CDR ACCTS RCV    A    7              10          5000     10          110

F3=Exit  F10=Add Record
```

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

```

GSCWDFR    DISPLAY Creative Data Research    7/24/00 15:21:41
                    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      C R E D I T
  Group St CST CNTR ACCT NBR  CST CNTR ACCT NBR
CDR ACCTS RCV  A  B          10      110      10      500
CDR ACCTS RCV  A  1          10      110      10      120
CDR ACCTS RCV  A  7          10      5000      10      110

F3=Exit    F10=Add Record

```

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      . . .

F3=Exit

```

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      . .
Item Category        . . . 01
G/L Company ID      . . . CDR

F3=Exit

CONFIRM: Y (Y/N)

```

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      7/24/00 15:58:01
                        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.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number          Cost Center  Account Number

F3=Exit

```

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  ADD      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       :
Item Category         :   1   CIGARETTES
G/L Company ID        :   CDR

Type changes, press Enter.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number          Cost Center  Account Number
10           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.

```

GSCWDFR  DISPLAY Creative Data Research      7/24/00 15:21:41
                        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      C R E D I T
Group St CST CNTR ACCT NBR  CST CNTR ACCT NBR

CDR ACCTS RCV  A  B              10      110      10      500
CDR ACCTS RCV  A  1              10      110      10      120
CDR ACCTS RCV  A  7              10      5000     10      110
CDR CAT. SALES          1        10      110      10      500

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.

```
GSCWDFR    DISPLAY Creative Data Research          7/24/00 16:23:36
                                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.
Z=Edit Record
? Cmp App.Code  Typ Rsn Cat Sales
                                Group St CST CNTR  ACCT NBR  CST CNTR  ACCT NBR
CDR ACCTS RCV   A   B              10          110        10          500
CDR ACCTS RCV   A   1              10          110        10          120
CDR ACCTS 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 Record
```

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


```

GSCWDFR    DISPLAY Creative Data Research    7/24/00 16:26:46
                    Work With G/L Interface
Company  App Code  Type  Reason Category
          003
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      C R E D I T
      Group  St  CST CNTR  ACCT NBR  CST CNTR  ACCT NBR
CDR ACCTS RCV  A  B      10      110      10      500
CDR ACCTS RCV  A  1      10      110      10      120
CDR ACCTS 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 Record

```

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

```

GSUTFPVR    ENTER    Creative Data Research    7/24/00 16:27:39
                    Prompt Sales Cat. Keys

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

F3=Exit

```

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>.

```

GSUTFPVR    ENTER    Creative Data Research    7/24/00 16:28:11
                    Prompt Sales Cat. Keys

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

F3=Exit

CONFIRM: Y (Y/N)

```

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      7/24/00 16:28:51
                  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.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number                    Cost Center  Account Number

F3=Exit

```

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  ADD      Creative Data Research      7/24/00 16:34:13
                  Sales To G/L Interface

G/L Application Code : 003 Category Cost
G/L Sales Group . . . :
Item Category . . . . : 1 CIGARETTES
G/L Company ID . . . . : 988

Type changes, press Enter.

      D E B I T   I N F O                      C R E D I T   I N F O

Cost Center  Account Number                    Cost Center  Account Number
10           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.

```

GSCWDFR  DISPLAY Creative Data Research      7/24/00 16:35:50
                  Work With G/L Interface

Company  App Code Type Reason Category
988

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      C R E D I T
  Group St CST CNTR ACCT NBR    CST CNTR ACCT NBR

CDR ACCTS RCV  A  B           10      110      10      500
CDR ACCTS RCV  A  1           10      110      10      120
CDR ACCTS 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

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 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:

$$\begin{array}{r} 20 \text{ adjustment transactions (1 for each reason code/category combination)} \\ + \quad \underline{5 \text{ receipt transactions (1 for each category)}} \\ 25 \text{ Inventory transactions} \\ \\ 25 \text{ Inventory transactions} \\ \times \quad \underline{3 \text{ companies}} \\ 75 \text{ G/L interface records for Inventory must be added.} \end{array}$$

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

$$\begin{array}{r} 20 \text{ adjustment transactions (1 for each reason code/category combination)} \\ \times \quad \underline{3 \text{ companies}} \\ 60 \text{ G/L interface records for Inventory must be added.} \end{array}$$

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.

```

GSCWDFR    DISPLAY Creative Data Research          7/24/00 16:41:04
                    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      D E B I T      C R E D I T
      Group St CST CNTR ACCT NBR  CST CNTR ACCT NBR
CDR ACCTS RCV   A   B              10      110      10      500
CDR ACCTS RCV   A   1              10      110      10      120
CDR ACCTS 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=Add Record

```

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

```

GSCWDFR    DISPLAY Creative Data Research          7/24/00 16:41:04
                    Work With G/L Interface
Company  App Code  Type  Reason Category
          004
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      C R E D I T
      Group St CST CNTR ACCT NBR  CST CNTR ACCT NBR
CDR ACCTS RCV   A   B              10      110      10      500
CDR ACCTS RCV   A   1              10      110      10      120
CDR ACCTS 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=Add Record

```

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.

GSUKE1R	ADD	Creative Data Research	7/24/00 17:34:58
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.			
D E B I T I N F O		C R E D I T I N F O	
Cost Center	Account Number	Cost Center	Account Number
F3=Exit F12=Key screen			

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.

```

GSUKE1R  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.

      D E B I T   I N F O                      C R E D I T   I N F O

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.

```

GSUKE1R  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

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

```

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.

```

GSCWDFR  DISPLAY Creative Data Research      7/24/00 18:05:04
                        Work With G/L Interface

Company App Code Type Reason Category
  988

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 C R E D I T
  Group St CST CNTR ACCT NBR CST CNTR ACCT NBR

CDR ACCTS RCV A B 10 110 10 500
CDR ACCTS RCV A 1 10 110 10 120
CDR ACCTS 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 INVENTORY A A 1 10 120 10 230

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 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.

```
GSCWDFR    DISPLAY Creative Data Research              7/25/00 14:13:15
                                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      D E B I T      C R E D I T
  Group St CST CNTR ACCT NBR    CST CNTR ACCT NBR
CDR ACCTS RCV  A  B              10      110      10      500
CDR ACCTS RCV  A  1              10      110      10      120
CDR CAT. SALES              1      10      110      10      500
CDR CAT. SALES              2      10      110      10      505
CDR CAT. COST              1      10      110      10      500
CDR CAT. COST              2      10      110      10      505
CDR INVENTORY A  A  1              10      120      10      230
CDR INVENTORY A  A  2              10      120      10      230
CDR INVENTORY R  1              10      120      10      230
CDR INVENTORY R  2              10      120      10      230

F3=Exit    F10=Add Record
```

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

```
GSCWDFR    DISPLAY Creative Data Research              7/25/00 14:39:13
                                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.
```

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	7/25/00 14:46:07
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.			
D E B I T I N F O		C R E D I T I N F O	
Cost Center	Account Number	Cost Center	Account Number
F3=Exit			

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	ADD	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 . : LA			
G/L Interface Company ID CDR			
Type changes, press Enter.			
D E B I T I N F O		C R E D I T I N F O	
Cost Center	Account Number	Cost Center	Account Number
10	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.

```

GSCWDFR   DISPLAY Creative Data Research      7/25/00 14:52:46
                        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
Group St CST CNTR ACCT NBR CST CNTR ACCT NBR
CDR ACCTS RCV A B 10 110 10 500
CDR ACCTS RCV A 1 10 110 10 120
CDR CAT. SALES 1 10 110 10 500
CDR CAT. SALES 2 10 110 10 505
CDR CAT. COST 1 10 110 10 500
CDR CAT. COST 2 10 110 10 505
CDR INVENTORY A A 1 10 120 10 230
CDR INVENTORY A A 2 10 120 10 230
CDR INVENTORY R 1 10 120 10 230
CDR INVENTORY R 2 10 120 10 230
CDR SALES TAX LA 10 110 10 225

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 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.

```
User: JTIPPIN           Menu: GLCV1           Date: 8/21/00

===== > G E N E R A L   L E D G E R < =====
=====
|||||||                1. Journal Entry and Posting
THE    ||                2. Receive Remote G/L
DAC CV1||
SYSTEM ||
|||||||

                        7. Select Default Company

                        M E N U   C A L L S
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.

===>
```

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

```
GL4400R   ENTER   CREATIVE DATA RESEARCH      8/21/00 15:01:10
JTIPPIN           JOURNAL ENTRY BATCH CONTROL  QPADEV0009

Posting date
Control total

Batch number      (blank for new batch)

F3=Exit  F8=Display batches
```

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).

- 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	ENTER	CREATIVE DATA RESEARCH	8/21/00 16:15:10
JTIPPIN		JOURNAL ENTRY BATCH CONTROL	QPADEV0009
Posting date	082100		
Control total	200		
Batch number	(blank for new batch)		
F3=Exit F8=Display batches			

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

GL4410R	ADD	CREATIVE DATA RESEARCH	8/21/00 16:15:54
JTIPPIN		JOURNAL ENTRY	QPADEV0009
Jrnl no.	921	Batch no.	509
Jrnl date		Post date	8/21/00
Desc 1	.	Total debits	.00
Desc 2	.	Total credits	.00
		Difference	: .00
		Reverse entry	N (blank=no)
		Year end entry	N (blank=no)
Type options, press Enter.			
4=Delete			
Cost Center	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).

GL4410R	ADD	CREATIVE DATA RESEARCH		8/21/00 16:15:54	
JTIPPIN		JOURNAL ENTRY		QPADEV0009	
Jrnl no.	921	Batch no.	509	Total debits	.00
Jrnl date	82500	Post date	8/21/00	Total credits	.00
Desc 1	Accrue payroll			Difference :	.00
Desc 2				Reverse entry	Y (blank=no)
				Year end entry	N (blank=no)
Type options, press Enter.					
4=Delete					
Cost Center	G/L Account #	Debit	Credit		
10	77500	1250			
10	23000		1250		
F3=Exit					

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	CREATIVE DATA RESEARCH		8/21/00 16:43:51	
JTIPPIN		JOURNAL ENTRY		QPADEV0009	
Jrnl no.	74	Batch no.	40	Total debits	1250.00
Jrnl date	82500	Post date	8/21/00	Total credits	1250.00
Desc 1	.	Accrue payroll		Difference :	.00
Desc 2	.			Reverse entry	Y (blank=no)
				Year end entry	N (blank=no)
Type options, press Enter.					
4=Delete					
Cost Center	G/L Account #		Debit	Credit	
10	77500		1250.00		
	WAGES EXPENSE				
10	23000			1250.00	
	ACCRUED EXPENSES				
F3=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.

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

GL5410R	DISPLAY	CREATIVE DATA RESEARCH		8/21/00 17:01:11	
JTIPPIN		JOURNAL ENTRY		QPADEV0009	
Jrnl no.		Batch	40	Control total	1250.00
				Total posted	1250.00
Type options, press Enter.					
1=Select					
? Jrnl no.	Source	Description	Trans date	Total Dr.	
74	MJ	Accrue payroll	8/25/00	1250.00	
F3=Exit 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 *I=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.

GL4400R	ENTER	CREATIVE DATA RESEARCH	8/21/00 17:15:10
JTIPPIN		JOURNAL ENTRY BATCH CONTROL	QPADEV0009
Posting date			
Control total			
Batch number		(blank for new batch)	
F3=Exit F8=Display 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.

```
User: JTIPPIN           Menu: GLCV1           Date: 8/31/00

===== > G E N E R A L L E D G E R < =====
|||||||
THE ||| 1. Journal Entry and Posting
DAC CV1 ||| 2. Receive Remote G/L
SYSTEM |||
|||||||

7. Select Default Company

M E N U C A L L S
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.

===>
```

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

```
GL4400R  ENTER  CREATIVE DATA RESEARCH      8/31/00  8:02:20
JTIPPIN           JOURNAL ENTRY BATCH CONTROL  QPADEV0013

Posting date
Control total

Batch number      (blank for new batch)

F3=Exit  F8=Display batches
```

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

GL5400R	DISPLAY	CREATIVE DATA RESEARCH			8/31/00	8:02:40
JTIPPIN		JOURNAL ENTRY			QPADEV0013	
Batch	Posted	Control total	Created by	Workstation	Date	
Type options, 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.

- 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.

GL5400R	DISPLAY	CREATIVE DATA RESEARCH				8/31/00 8:04:20
JTIPPIN		JOURNAL ENTRY				QPADEV0013
Batch	Posted	Control total	Created by	Workstation	Date	
Type options, 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
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

Creative Data Research				Journal Entry Edit List				JTIPPIN		8/31/00	8:04:30	Page	1
Company 001													
Batch Number		41											
Source	Sts	Year	Entry	Desc. 1	Entry Desc. 2			Trans	Reversal	Total DR	Total CR		
			End					Date	Date				
MJ		N		Reclassify accounts			8/30/00			200.00	200.00		
Jrnl	Year	Seq	Sts	Trans	Journal Description			Amount	Cost	G/L Account			
Entry	End			Date					Center				
76	N	1		8/30/00	SUPPLIES EXPENSE			250.00	1000000	7550000000000000			
76	N	2		8/30/00	OFFICE EXPENSE			250.00CR	1000000	7100000000000000			
MJ		N		Reclassify accounts			8/30/00			300.00	300.00		
Jrnl	Year	Seq	Sts	Trans	Journal Description			Amount	Cost	G/L Account			
Entry	End			Date					Center				
78	N	1		8/30/00	OFFICE EXPENSE			300.00	1000000	7100000000000000			
78	N	2		8/30/00	SUPPLIES EXPENSE			300.00CR	1000000	7550000000000000			
** END OF REPORT **													

GL5400R	DISPLAY	CREATIVE DATA RESEARCH			8/31/00	8:05:50
JTIPPIN		JOURNAL ENTRY			QPADEV0013	
Batch	Posted	Control total	Created by	Workstation	Date	
Type options, 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 *I* (Select) in the selection column next to its batch number.

GL5400R		DISPLAY		CREATIVE DATA RESEARCH		8/31/00 8:05:50	
JTIPPIN				JOURNAL ENTRY		QPADEV0013	
Batch	Posted	Control total	Created by	Workstation	Date		
Type options, 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	
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.

GL4400R		ENTER		CREATIVE DATA RESEARCH		8/31/00 8:06:20	
JTIPPIN				JOURNAL ENTRY BATCH CONTROL		QPADEV0013	
Posting date		83000					
Control total		150.00					
Batch number		41 (blank for new batch)					
F3=Exit F8=Display batches							

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.

GL5410R	DISPLAY	CREATIVE DATA RESEARCH	8/31/00 8:41:17
JTIPPIN		JOURNAL ENTRY	QPADEV0013
Jrnl no.	Batch	41	
		Control total	250.00
		Total posted	500.00
Type options, press Enter.			
1=Select			
? Jrnl no.	Source	Description	Trans date Total Dr.
76	MJ	Reclassify accounts	8/30/00 250.00
78	MJ	Reclassify accounts	8/30/00 300.00
F3=Exit F4=Post batch F6=Add new journal			

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 1 (Select) in the selection column next to its journal number.

GL5410R	DISPLAY	CREATIVE DATA RESEARCH	8/31/00 9:04:46
JTIPPIN		JOURNAL ENTRY	QPADEV0013
Jrnl no.	Batch	41	Control total 250.00
			Total posted 500.00
Type options, press Enter.			
1=Select			
? Jrnl no.	Source	Description	Trans date Total Dr.
76	MJ	Reclassify accounts	8/30/00 250.00
1 78	MJ	Reclassify accounts	8/30/00 300.00
F3=Exit F4=Post batch F6=Add new journal			

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

GL4410R	CHANGE	CREATIVE DATA RESEARCH	8/31/00 9:32:54
JTIPPIN		JOURNAL ENTRY	QPADEV0013
Jrnl no.	78	Batch no.	41
Jrnl date	83000	Post date	8/30/00
Desc 1	Reclassify accounts	Total debits	300.00
Desc 2		Total credits	300.00
		Difference	: .00
		Reverse entry	N (blank=no)
		Year end entry	N (blank=no)
Type options, press Enter.			
4=Delete			
Cost Center	G/L Account #	Debit	Credit
10	71000	300.00	
	OFFICE EXPENSE		
10	75500		300.00
	SUPPLIES EXPENSE		
F3=Exit F6=Add new journal F11=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	QPADEV0013
Jrnl no.	78	Batch no.	41
Jrnl date	83000	Post date	8/30/00
Desc 1	Reclassify accounts	Total debits	300.00
Desc 2		Total credits	300.00
		Difference	: .00
		Reverse entry	N (blank=no)
		Year end entry	N (blank=no)
Type options, press Enter.			
4=Delete			
Cost Center	G/L Account #	Debit	Credit
10	71000	300.00	
	OFFICE EXPENSE		
10	75500		300.00
	SUPPLIES EXPENSE		
F3=Exit 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.

GL5410R	DISPLAY	CREATIVE DATA RESEARCH	8/31/00 10:19:27	
JTIPPIN		JOURNAL ENTRY	QPADEV0013	
Jrnl no.	Batch	41	Control total	250.00
			Total posted	250.00
Type options, press Enter.				
1=Select				
? Jrnl no.	Source	Description	Trans date	Total Dr.
76	MJ	Reclassify accounts	8/30/00	250.00
F3=Exit F4=Post batch F6=Add new journal				

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

GL4400R	ENTER	CREATIVE DATA RESEARCH	8/31/00 10:25:10	
JTIPPIN		JOURNAL ENTRY BATCH CONTROL	QPADEV0013	
Posting date				
Control total				
Batch number	(blank for new batch)			
F3=Exit F8=Display batches				

- 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.

```
User: JTIPPIN           Menu: GLCV1           Date: 8/31/00

===== > G E N E R A L L E D G E R < =====
|||||||
THE |||                1. Journal Entry and Posting
DAC CV1|||            2. Receive Remote G/L
SYSTEM |||
|||||||

                          7. Select Default Company

                          M E N U   C A L L S
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.

===>
```

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

```
GL4400R   ENTER   CREATIVE DATA RESEARCH      8/31/00 11:15:08
JTIPPIN           JOURNAL ENTRY BATCH CONTROL  QPADEV0013

Posting date
Control total

Batch number      (blank for new batch)

F3=Exit  F8=Display batches
```

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	DISPLAY	CREATIVE DATA RESEARCH				8/31/00 11:15:28
JTIPPIN		JOURNAL ENTRY				QPADEV0013
Batch	Posted	Control total	Created by	Workstation	Date	
Type options, 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.

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

GL5400R	DISPLAY	CREATIVE DATA RESEARCH				8/31/00 11:15:28
JTIPPIN		JOURNAL ENTRY				QPADEV0013
Batch	Posted	Control total	Created by	Workstation	Date	
Type options, 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
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						

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

GL4400R	ENTER	CREATIVE DATA RESEARCH				8/31/00 13:00:19				
JTIPPIN		JOURNAL ENTRY BATCH CONTROL				QPADEV0013				
Posting date 83000										
Control total 250.00										
Batch number 41 (blank for new batch)										
F3=Exit F8=Display batches										

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.

GL5410R	DISPLAY	CREATIVE DATA RESEARCH	8/31/00 13:08:29	
JTIPPIN		JOURNAL ENTRY	QPADEV0013	
Jrnl no.	Batch	41	Control total	250.00
			Total posted	250.00
Type options, press Enter.				
1=Select				
? Jrnl no.	Source	Description	Trans date	Total Dr.
76	MJ	Reclassify accounts	8/30/00	250.00
F3=Exit F4=Post batch F6=Add new journal				

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 *1=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 DATA RESEARCH	8/31/00 13:25:27	
JTIPPIN		JOURNAL ENTRY	QPADEV0013	
Jrnl no.	76	Batch no.	41	Total debits 250.00
Jrnl date	83000	Post date	8/30/00	Total credits 250.00
Desc 1	.	Reclassify accounts		Difference : .00
Desc 2	.			Reverse entry N (blank=no)
				Year end entry N (blank=no)
Type options, press Enter.				
4=Delete				
Cost Center	G/L Account #		Debit	Credit
10	77500		250.00	
	WAGES EXPENSE			
10	23000			250.00
	ACCRUED EXPENSES			
F3=Exit F6=Add new 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			QPADEV0013
Jrnl no.	Batch	41	Control total	250.00	
			Total posted	250.00	
Type options, press Enter.					
1=Select					
? Jrnl no.	Source	Description	Trans date	Total Dr.	
76	MJ	Reclassify accounts	8/30/00	250.00	
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.

GL4400R	ENTER	CREATIVE DATA RESEARCH (DEMO CO)			8/31/00 13:51:24
JTIPPIN		JOURNAL ENTRY BATCH CONTROL			QPADEV0013
Posting date					
Control total					
Batch number		(blank for new batch)			
F3=Exit F8=Display batches					
The report (MJ_TRNS) has been submitted.					

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

CREATIVE DATA RESEARCH			MANUAL JOURNAL ENTRY REGISTER			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		
Final totals						2500.00	2500.00CR		
** END 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	DISPLAY	CDR CUSTOMER CONFERENCE	1/06/10 14:31:31
CUSTCONF		JOURNAL ENTRY	QPADEV000L
Batch	Posted	Control total	Created by Workstation Date
			RECURRING
Type options, 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.

GL4410R	ADD	CDR CUSTOMER CONFERENCE	1/06/10 14:12:11
CUSTCONF		JOURNAL ENTRY	QPADEV000L
Jrnl no.	1194	Batch no.	1020
Jrnl date		Post date	1/31/10
Desc 1	.	Total debits	.00
Desc 2	.	Total credits	.00
Recurring JE		Difference	: .00
Type options, press Enter.		Reverse entry	N (blank=no)
4=Delete		Year end entry	N (blank=no)
Cost Center	G/L Account	Debit	Credit
F3=Exit F4=Search			

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	ADD	CDR CUSTOMER	CONFERENCE	1/06/10 14:12:11
CUSTCONF			JOURNAL ENTRY	QPADEV000L
Jrnl no.	1194	Batch no.	1020	Total debits .00
Jrnl date	013110	Post date	1/31/10	Total credits .00
Desc 1	Depreciation Entry			Difference : .00
Desc 2	Month End Recurring			Reverse entry N (blank=no)
Recurring JE				Year end entry N (blank=no)
Type options, press Enter.				
4=Delete				
Cost Center	G/L Account		Debit	Credit
F3=Exit F4=Search				

- 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.
- 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	ADD	CDR CUSTOMER	CONFERENCE	1/06/10 14:14:56
CUSTCONF			JOURNAL ENTRY	QPADEV000L
Jrnl no.	1194	Batch no.	1020	Total debits .00
Jrnl date	13110	Post date	1/31/10	Total credits .00
Desc 1	Depreciation Entry			Difference : .00
Desc 2	Month End Recurring			Reverse entry N (blank=no)
Recurring JE Y # of Times 11				Year end entry N (blank=no)
Type options, press Enter.				
4=Delete				
Cost Center	G/L Account		Debit	Credit
F3=Exit F4=Search				

- 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.
- Press <Enter> when data entry for all the transactions of the journal entry are complete.

GL4410R	ADD	CDR CUSTOMER	CONFERENCE	1/06/10 14:19:29	
CUSTCONF			JOURNAL ENTRY	QPADEV000L	
Jrnl no.	1194	Batch no.	1020	Total debits	300.00
Jrnl date	13110	Post date	1/31/10	Total credits	300.00
Desc 1	Depreciation Entry			Difference :	.00
Desc 2	Month End Recurring			Reverse entry	N (blank=no)
Recurring JE	Y	# of Times	11	Year end entry	N (blank=no)
Type options, press Enter.					
4=Delete					
Cost Center	G/L Account	Debit	Credit		
10	913	300.00			
	Depreciation Expense				
10	172		300.00		
	Accumulated Depreciation				
F3=Exit F4=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.	Batch	1020	Control total	300.00	
			Total posted	300.00	
Type options, press Enter.					
1=Select					
? Jrnl#	Src	Description	Trans Date	Total Dr.	
1194	MJ	Depreciation Entry	1/31/10	300.00	
F3=Exit F4=Post batch 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	DISPLAY	CDR CUSTOMER	CONFERENCE	1/06/10 14:31:31	
CUSTCONF			JOURNAL ENTRY	QPADEV000L	
Batch	Posted	Control total	Created by	Workstation	Date
				RECURRING	
Type options, 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

```
User: JTIPPIN           Menu: GLCV1           Date: 7/26/00

===== > G E N E R A L   L E D G E R < =====
=====
|||||
THE      ||
DAC CV1 ||
SYSTEM  ||
|||||

                          1. Journal Entry and Posting
                          2. Receive Remote G/L

                          7. Select Default Company

M E N U   C A L L S
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.

==>
```

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

```
User: JTIPPIN           Menu: GLCV1IQ          Date: 7/26/00

===== > G / L   I N Q U I R Y < =====
=====
|||||
THE      ||
DAC CV1 ||
SYSTEM  ||
|||||

                          1. G/L Account Inquiry

                          3. Company
                          4. Entity
                          5. User Profile
                          6. Period Status
                          7. Period Dates
                          8. Calendar

M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.       21. G/L Reports
22. General Ledger       23. Dac Main Menu        90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>
```

```

User: JTIPPIN           Menu: GLCV1FM           Date: 8/21/00

=====> G/L  F I L E  M A I N T E N A N C E <=====
=====
|||||||  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
|||||||
          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

                          M E N U   C A L L S
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.

==>

```

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

```

User: JTIPPIN           Menu: GLCV1IQ           Date: 8/21/00

=====> G / L  I N Q U I R Y <=====
=====
|||||||  1. G/L Account Inquiry
THE      ||
DAC CV1 ||  3. Company
SYSTEM  ||  4. Entity
|||||||  5. User Profile
          6. Period Status
          7. Period Dates
          8. Calendar

                          M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.  21. G/L Reports
22. General Ledger       23. Dac Main Menu   90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>

```

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: GLCVLIQ           Date: 7/26/00

=====> G / L   I N Q U I R Y <=====
=====
|||||||
THE    ||
DAC CV1||
SYSTEM ||
|||||||

1. G/L Account Inquiry
3. Company
4. Entity
5. User Profile
6. Period Status
7. Period Dates
8. Calendar

M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.    21. G/L Reports
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   DISPLAY   CREATIVE DATA RESEARCH       7/26/00  9:40:39
JTIPPIN           G/L ACCOUNT INQUIRY             QPADEV0009

Cost center      G/L account

Type options, press Enter.
5=Display actual/budgets  8=Display transactions  9=Transactions by 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
10               125          PREPAID EXPENSES         A
10               135          BUILDINGS AND IMPROVEMENT A
10               140          EQUIPMENT AND FURNISHINGS A
10               145          COMPUTER SYSTEM          A
10               150          MOTOR VEHICLES           A
10               155          ACCUMULATED DEPRECIATION A  +

F3=Exit
```

At the top of this screen are a cost center selection field and an account number selection field. Before 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	CREATIVE DATA RESEARCH	7/26/00	9:58:43
JTIPPIN		G/L ACTUALS INQUIRY	QPADEV0009	
Cost Center . . . :	10	Creative Data Research		
G/L Account # . . . :	110	ACCOUNTS RECEIVABLE		
Description . . . :	ACCOUNTS RECEIVABLE	Opening bal	350269.77	
Account type . . . :	A	YTD actual	2080344.67	
		YTD budget	.00	
This year actual				
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 8=*Display transactions* option is used to display journal transactions.

GL5550R	DISPLAY	CREATIVE DATA RESEARCH	7/26/00	9:59:50
JTIPPIN		JOURNAL TRANSACTIONS INQUIRY	QPADEV0009	
Period	Cost Center	G/L Account #	Opening bal	350269.77
From	10	110	YTD Actual	2080344.67
Thru	ACCOUNTS RECEIVABLE		YTD Budget	.00
Trans	Posted	Description	Amount	Jrnl#
12/17/98	12/17/98	ACCOUNTS RECEIVABLE	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	ACCOUNTS RECEIVABLE	874981.72	476 SA
1/28/00	1/28/00	ACCOUNTS RECEIVABLE	258.54	476 SA
1/28/00	1/28/00	ACCOUNTS RECEIVABLE	12.00	476 SA
1/28/00	1/28/00	ACCOUNTS RECEIVABLE	25.00	476 SA
F3=Exit				

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.

```
User: JTIPPIN          Menu: GLCVLIQ          Date: 7/26/00

=====> G / L   I N Q U I R Y <=====
=====
|||||      1. G/L Account Inquiry
THE      ||
DAC CV1||      3. Company
SYSTEM ||      4. Entity
|||||      5. User Profile
          6. Period Status
          7. Period Dates
          8. Calendar

          M E N U   C A L L S
19. Purchasing System      20. G/L File Maint.      21. G/L Reports
22. General Ledger        23. Dac Main Menu        90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>
```

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

```
SY5101R   DISPLAY   CREATIVE DATA RESEARCH          7/26/00 10:22:25
JTIPPIN                                COMPANY INQUIRY      QPADEV0009

Company

F3=Exit
```

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
Company : CDR			
Name : CREATIVE DATA RESEARCH			
Address line 1 : 1150 N CAUSEWAY BLVD			
Address line 2 :			
City : MANDEVILLE			
State : LA			
Postal code : 70471			
G/L interface (Y/N) . : Y			
F3=Exit 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: GLCVLIQ           Date: 7/26/00

=====> G / L   I N Q U I R Y <=====
=====
|||||||
THE    ||
DAC CV1||
SYSTEM ||
|||||||
1. G/L Account Inquiry
3. Company
4. Entity
5. User Profile
6. Period Status
7. Period Dates
8. Calendar

M E N U   C A L L S
19. Purchasing System  20. G/L File Maint.  21. G/L Reports
22. General Ledger     23. Dac Main Menu   90. Sign Off
=====
COPYRIGHT ©1992© Creative Data Research, Inc.

==>
```

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

```
SY5730R  DISPLAY Creative Data Research      7/26/00 10:58:16
JTIPPIN   USER PROFILE INQUIRY              QPADEV0009

User      Name                               Cmp

CDR1      CDR1                               CDR  CREATIVE DATA RESEARCH
JTIPPIN   JEANNINE TIPPIN                    CDR  CREATIVE DATA RESEARCH
KIM       KIM TALLEY                        CDR  CREATIVE DATA RESEARCH
SHERI     SHERI RICHARDSON                   CDR  CREATIVE DATA RESEARCH

F3=Exit
```

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.

```
User: JTIPPIN           Menu: GLCVLIQ           Date: 7/26/00

=====> G / L   I N Q U I R Y <=====
=====
|||||      1. G/L Account Inquiry
THE      ||
DAC CVL||
SYSTEM ||
|||||
|||||      3. Company
||              4. Entity
||              5. User Profile
||              6. Period Status
||              7. Period Dates
||              8. Calendar

                M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.    21. G/L Reports
22. General Ledger       23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>
```

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

```
SY5101R  DISPLAY  CREATIVE DATA RESEARCH      7/26/00 11:01:53
JTIPPIN                                COMPANY INQUIRY      QPADEV0009

Company

F3=Exit
```

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 INQUIRY      QPADEV0009

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 70471

G/L interface (Y/N) . . : Y

F3=Exit  F12=Key screen  F14=A/R  F15=G/L  F16=A/P

```

3. Press <F15> (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

F3=Exit

```

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

Company . . . . . : CDR

Name . . . . . : CREATIVE DATA RESEARCH
Address line 1 . . . . : 1150 N CAUSEWAY BLVD
Address line 2 . . . . :
City . . . . . : MANDEVILLE
State . . . . . : LA
Postal code . . . . . : 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.

```
User: JTIPPIN           Menu: GLCV1IQ           Date: 8/21/00

===== > G / L   I N Q U I R Y <=====
||||||| 1. G/L Account Inquiry
THE  ||
DAC CV1|| 3. Company
SYSTEM || 4. Entity
||||||| 5. User Profile
        6. Period Status
        7. Period Dates
        8. Calendar

        M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.    21. G/L Reports
22. General Ledger      23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>
```

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

```
User: JTIPPIN           Menu: GLCV1FM           Date: 8/21/00

===== > G/L   F I L E   M A I N T E N A N C E <=====
||||||| 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
|||||||
        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

        M E N U   C A L L S
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.

==>
```

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	CHANGE	Creative Data Research	8/21/00 13:47:40
JTIPPIN		COMPANY; G/L ONE-TIME MAINTENANCE	QPADEV0009
Company			
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			
F3=Exit F12=Key screen			

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.

```
User: JTIPPIN           Menu: GLCVLIQ           Date: 7/26/00

===== > G / L   I N Q U I R Y <=====
=====
|||||||      1. G/L Account Inquiry
THE      ||
DAC CV1||      3. Company
SYSTEM ||      4. Entity
|||||||      5. User Profile
                        6. Period Status
                        7. Period Dates
                        8. Calendar

                        M E N U   C A L L S
19. Purchasing System      20. G/L File Maint.      21. G/L Reports
22. General Ledger         23. Dac Main Menu         90. Sign Off
=====
COPYRIGHT @1992@ Creative Data Research, Inc.

==>
```

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

```
ARCPVVR   ENTER           7/26/00 11:23:13
                        PERIOD DATE INQUIRY

Period year . . . . .

F3=Exit   Enter to Continue
```

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 DATA RESEARCH	7/26/00 11:23:34
JTIPPIN		PERIOD DATE INQUIRY	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.

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

ARCPPVR	ENTER	PERIOD DATE INQUIRY	7/26/00 11:24:13
Period year			
F3=Exit Enter to Continue			

- 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   I N Q U I R Y <=====
=====
|||||
THE  ||          1. G/L Account Inquiry
DAC  ||          2. G/L Account Inquiry (History)
SYSTEM ||        3. Company
|||||          4. Entity
|||           5. User Profile
||           6. Period Status
||           7. Period Dates
||           8. Calendar

                          M E N U   C A L L S
19. Purchasing System      20. G/L File Maint.      21. G/L Reports
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.

```
ARASDFR  DISPLAY  CREATIVE DATA RESEARCH          7/15/05 15:37:44
JEANNINE                                Calendar Inquiry  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=Exit
```

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

```
ARASDFR  DISPLAY  CREATIVE DATA RESEARCH          7/15/05 15:38:29
JEANNINE                                Calendar Inquiry  QPADEV0009

Date  010104

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=Exit
```

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.

ARASDFR	DISPLAY	CREATIVE DATA RESEARCH	7/15/05 15:38:51
JEANNINE		Calendar Inquiry	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=Exit			

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.

```
User: JEANNINE           Menu: GLCVLIQ           Date: 7/14/05

=====> G / L   I N Q U I R Y <=====
=====
|||||||      1. G/L Account Inquiry
THE  ||      2. G/L Account Inquiry (History)
DAC  ||      3. Company
SYSTEM ||    4. Entity
|||||||      5. User Profile
|||         6. Period Status
|||         7. Period Dates
|||         8. Calendar

M E N U   C A L L S
19. Purchasing System    20. G/L File Maint.    21. G/L Reports
22. General Ledger       23. Dac Main Menu      90. Sign Off
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>
```

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

ARCQPVR	ENTER	PERIOD STATUS INQUIRY	7/14/05 12:00:00
Period year			
Application code . . .			
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	7/14/05 12:00:44
Period year		05	
Application code . . .		GL	
F3=Exit			

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
Period year		5	
Application code . . .		GL	
Period 1 open . . . : N (Y, N)			
Period 2 open . . . : N			
Period 3 open . . . : N			
Period 4 open . . . : N			
Period 5 open . . . : N			
Period 6 open . . . : N			
Period 7 open . . . : Y			
Period 8 open . . . : Y			
Period 9 open . . . : Y			
Period 10 open . . . : Y			
Period 11 open . . . : Y			
Period 12 open . . . : Y			
Period 13 open . . . : Y			
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

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

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.

```
User: JTIPPIN          Menu: GLCV1          Date: 7/26/00

=====> G E N E R A L   L E D G E R <=====
=====
|||||||              1. Journal Entry and Posting
THE      ||          2. Receive Remote G/L
DAC CV1 ||
SYSTEM  ||
|||||||

                          7. Select Default Company

                          M E N U   C A L L S
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.

===>
```

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   R E P O R T S <=====
=====
||||||| 1. Company List                STANDARD FINANCIAL REPORTS
THE    || 2. Cost Center List          14. Trial Balance
DAC CV1|| 3. Chart of Accounts List    15. Balance Sheet
SYSTEM || 4. Budget List               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)

                M E N U   C A L L S
19. Purchasing System    20. G/L Inquiry        21. G/L Custom Reports
22. Accounts Payable     23. G/L File Maint.    90. Sign Off
=====
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   C U S T O M   R E P O R T S <=====
=====
|||||||
THE    || 1. Balance Sheet
DAC CV1|| 2. Current Actuals
SYSTEM || 3. Current Actuals vs Current Budget
||||||| 4. Current Actuals vs Last Year Actuals
        5. Current Budget vs Last Year Budget
        6. Current Actuals with Last Year PTD and YTD w/%
        7. Current Actuals vs Prior Period w/%

                E N U       A L L S
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

=====> G E N E R A L   L E D G E R <=====
=====
||||| 1. Journal Entry and Posting
THE   || 2. Receive Remote G/L
DAC CV1||
SYSTEM ||
|||||

              7. Select Default Company

              M E N U   C A L L S
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.

==>
```

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

```
User: JTIPPIN           Menu: GLCV1RP          Date: 7/27/00

=====> G / L   R E P O R T S <=====
=====
||||| 1. Company List           STANDARD FINANCIAL REPORTS
THE   || 2. Cost Center List      14. Trial Balance
DAC CV1|| 3. Chart of Accounts List  15. Balance Sheet
SYSTEM || 4. Budget List           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)

              M E N U   C A L L S
19. Purchasing System 20. G/L Inquiry      21. G/L Custom Reports
22. Accounts Payable  23. G/L File Maint.   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.

```

User: USER                      GLCV2RP Menu                      Date: DATE
=====> G / L   C U S T O M   R E P O R T S <=====
=====
|||||
THE   ||      1. Balance Sheet
DAC CV1||    2. Current Actuals
SYSTEM ||    3. Current Actuals vs Current Budget
|||||      4. Current Actuals vs Last Year Actuals
|||        5. Current Budget vs Last Year Budget
|||        6. Current Actuals with Last Year PTD and YTD w/%
|||        7. Current Actuals vs Prior Period w/%

                                E N U       A L L S
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
==>

```

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           Menu: GLCV1           Date: 8/18/00

=====> G E N E R A L   L E D G E R <=====
=====
|||||||      1. Journal Entry and Posting
THE  ||      2. Receive Remote G/L
DAC CV1||
SYSTEM ||
|||||||

                        7. Select Default Company

                        M E N U   C A L L S
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           Menu: GLCV1           Date: 8/18/00

=====> G E N E R A L   L E D G E R <=====
=====
|||||||      1. Journal Entry and Posting
THE  ||      2. Receive Remote G/L
DAC CV1||
SYSTEM ||
|||||||

                        7. Select Default Company

                        M E N U   C A L L S
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.

====>

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	4/28/06 14:05:48
JEANNINE		PERIOD DATE MAINTENANCE	QPADEV0007

Period year . . . :	5
Period 1 start date	10105
Period 1 end date :	13105
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 F11=Delete

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.

User: JEANNINE	Menu: GLCV1	Date: 4/28/06
----------------	-------------	---------------


```
===== > G E N E R A L   L E D G E R < =====
=====
|||||||
THE    ||      1. Journal Entry and Posting
DAC    ||      2. Receive Remote G/L
SYSTEM ||
|||||||

                          7. Select Default Company

                          M E N U   C A L L S
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 @1992-2004@ Creative Data Research, Inc.

===>
```

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	ENTER	CREATIVE DATA RESEARCH	4/28/06 13:13:51
JEANNINE		G/L PERIOD CLOSE PROMPT	QPADEV0007

Enter the information 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.

SY8160R	ENTER	CREATIVE DATA RESEARCH	4/28/06 13:21:39
JEANNINE		G/L PERIOD CLOSE PROMPT	QPADEV0007

Enter the information below to Close the Period for General Ledger.

Period to close 2

F3=Exit

The month end close for period 2 was completed successfully.

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 application 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 about the **Ret. earnings cost cntr/account** field.

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.

```
User: JEANNINE           Menu: GLCV1           Date: 7/15/05

===== > G E N E R A L   L E D G E R <=====
=====
||||| 1. Journal Entry and Posting
THE   || 2. Receive Remote G/L
DAC   ||
SYSTEM ||
|||||

7. Select Default Company

M E N U   C A L L S
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 @1992-2004@ Creative Data Research, Inc.

==>
```

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


```

User: JEANNINE          Menu: GLCLOSE          Date: 7/15/05

=====> G /L   C L O S E <=====
=====
|||||
THE  ||      1. Download Budget to PC
DAC  ||      2. Review Uploaded Budget Data
SYSTEM ||    3. Upload Budget Data From PC
|||||      4. G/L Detail Purge

10. Period Close

15. Year End Close
    M E N U   C A L L S

18. General Ledger
20. G/L File Maint.
23. G/L Reports
19. Accounts Payable
22. A/P File Maint.
24. A/P Reports
=====
COPYRIGHT @1992-2004@ Creative Data Research, Inc.

==>

```

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

```

GL8220R  ENTER  CREATIVE DATA RESEARCH      7/15/05 16:26:03
JEANNINE          G/L YEAR END CLOSE          QPADEV0009

This program closes the current year for General Ledger.

Before continuing, insure:

1. The Month End has been run for all 13 periods.
2. Period Dates have been entered for the new year.
3. A Period Status record was created for the new year.
4. The Calendar records exist for the new year.
5. G/L is in Balance.
6. THIS PROCEDURE WILL AUTOMATICALLY PERFORM A TAPE BACKUP
   OF YOUR CURRENT G/L LIBRARY!  INSERT A BLANK TAPE IN THE
   TAPE DRIVE AT THIS TIME!

F3=Exit

```

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/DLYINVRCP and CV1QRY/DLYINVADJ. Note that you must manually 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.