BALINT
& ASSOCIATES, INC.

Windows General Ledger
User Guide

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<u>Introduction</u>

The Windows GL system takes all of the functionality of the SuperDOS GL to a Windows environment. One of the main shortcomings in SuperDOS was the $21 million problem which is no longer an issue in the Windows environment. Some of the other enhancements that come as a result of the platform change are:

- A user friendly Windows environment that people are accustomed to.
- All information and history converts directly from SuperDOS.
- User friendly "grid style" maintenance and data entry screens. Modifying data entry is very easy to do.
- Data can be imported directly from QuickBooks, saving hours of data entry time.
- All data is stored in Microsoft Access databases which are easily read by many other software packages.
- A database password can be applied to sensitive client files.
- No limit to the number of years of history detail that can be stored.
- All reports and statements show in a previewer for review before printing to paper.
- Microsoft Excel tools to read data directly from the data files into spreadsheets. Create eye popping statements with as many years of data you wish, logos, graphs, special formatting and fonts, anything you can dream up in Excel!
- Purchase an inexpensive PDF generator to be able to e-mail and archive statements and reports.
- All reports and statements can be exported to a text (comma separated) file that can easily be read into Excel.

As mentioned above, all of the data in the system is stored in Microsoft Access databases. All of the data tables (master, history etc..) are stored in ONE file on the hard drive. They are given a name when they are created and end with an .mdb extension. These files are stored in the \Balint\Data folder on the designated hard drive. Just about any Windows package that deals with data imports can read an Access database.

Windows Menu Outline

File / Open

A list of clients on the system along with the Access database name will be displayed to choose from.

File / SuperDOS Client Import

All Master file information and history detail can be converted from SuperDOS to the Windows GL. With the spreadsheet tools available, reports can be formulated for any period of time that detail (history) information exists.   Keep this in mind when deciding how much detail information to convert to the Windows system.

To run the export in SuperDOS, select #23, #1 and then select #1 for "EXPORT FOR WINDOWS GL".

- THIS PROCEDURE MUST BE RUN FROM THE SUPERDOS SERVER.
- Enter client number(s). Since the export takes a little time to run, the export has been set up so multiple clients can be exported at the same time. Enter each client number and then enter a zero when all client numbers have been entered.
- Select how much detail (history) information you wish to export. You can enter a range of history dates or choose to export none or all of the history. If you are specifying a date range, you would want to make the lowest history date the start of a fiscal year.
- Next you will be given the option to export the Description file. Since there is only one description file for the whole system in SuperDOS, you only need to answer "Yes" to this for the first client that you export. The "Include" option means the program will put the entry from the description file in the actual account record. This may be useful if you are exporting clients from a different SuperDOS password that have a different description file than the earlier clients converted.
- If the program asks what size to make the file, be sure to select "Diskette Sized".
- The file will be named GLX###nn.txt where ### is the client number from SuperDOS and nn is the file counter. For example, the first file for client 123 would be named GLX12301.TXT. If the data was more than can fit on one disk, the second file would be named GLX12302.TXT.

Once the export procedure has finished and you made the selection to make diskette sized files, you will be prompted to insert a Windows formatted blank diskette for the files to be copied to for each export file created. If the export file for a client is larger than one disk, you will be prompted for a new disk for each file.

You probably will want to copy the files from the disks to the \Balint\Data folder of the drive where the Windows GL system resides.

To import the file(s) into the Windows GL, select File/SuperDOS Client Import.

- First you will be prompted for the location of the file to import. Select the drop down for "Look In" at the top of the screen and select the location of the file to import. The default location will be the "\Balint\Data" folder.
- Next you will be prompted for the data base file name. This will be the actual name that file is stored under in the "\Balint\Data" folder. DO NOT enter any kind of file name extension (.mdb will be appended to the file name automatically).
- Next you will enter the client name. This will be the name that is on the header of reports and menus for this client.

File / SuperDOS History Import

This program allows import of history files only. If you have already converted a client from SuperDOS to Windows and are maintaining data on both systems this may come in handy. Any history information imported will be added to what records are already there. If you import a history file more than once, the data will be duplicated.

To run the export in SuperDOS, select #23, #1 and then select #2 for "EXPORT FOR HISTORY WINDOWS GL".

- THIS PROCEDURE MUST BE RUN FROM THE SUPERDOS SERVER.
- Enter the client number and starting and ending year and month. You will be prompted to insert a disk (Windows formatted) when the export is complete.
- The export file will be named GLH###nn.TXT where ### is the SuperDOS client number and nn is the file counter.

You probably will want to copy the files from the disks to the \Balint\Data folder of the drive where the Windows GL system resides.

To import the file(s) into the Windows GL, select File/SuperDOS History Import.

- Make sure the client you are importing the information for is open in the Windows GL system.
- You will be prompted for the location of the file to import. Select the drop down for "Look In" at the top of the screen and select the location of the file to import. The default location will be the "\Balint\Data" folder.

File / New File

Use this to start a new Windows GL client from a blank file.

- First you will be prompted for the data base file name. This will be the actual name that file is stored under in the "\Balint\Data" folder. DO NOT enter any kind of file name extension (.mdb will be appended to the file name automatically).
- Next you will enter the client name. This will be the name that is on the header of reports and menus for this client.

File / Switch User

Use this to change the current user logged in.

File / Set Password

Data for the Windows GL system are stored in Microsoft Access databases. Data from them can easily be imported into most any Windows program. If you have a client whose information needs to be password protected, you can enter that here. Make sure the client you want to set the password for is open. When it is set, accessing that client in the Windows GL system or any other program (Excel, etc…) will require the password before it is opened.

Maintenance Menu – General Notes

In all the maintenance screens, you can change which column the table is sorted on and the order it is displayed in. When a maintenance screen is first displayed, the column header that is in bold is the column that it is sorted on. A "+" in the column header means it is sorted in ascending order, a "-" means it is sorted in descending order. Clicking on a different column header will cause that column to be the sort column (it will change to a bold font). Clicking on a column that is already the sort column will toggle the order between ascending and descending.

Maintenance / Company

Use this to maintain the company specific information for the current Windows GL client that is opened.

Maintenance / Accounts and Amounts

This can be used to maintain the chart of accounts and also to view or edit the amounts for particular accounts. The "AMOUNTS" button will display a table of the financial and budget amounts for the account.

Account Type Filter:
When the program first loads, all of the accounts will be displayed. You can display accounts of only a certain type(s) by applying a filter. On the left side of the screen, check only the type(s) you want to display and then click "LOAD".

Maintenance / Journal Source

This is a simple table of entries that can be used for journal source names for data entry and data entry journals.

Maintenance / Descriptions

This is where the Description file used for all clients can be maintained.

Maintenance / Users

This is where the list of users and passwords in maintained.

Data Entry

Data entry in the Windows GL system is done per "batch". A batch is a group of entries for a certain journal source for a particular period. When the program first is selected, a list of batches will appear for that client with the following buttons available:

- Add New Batch – use this to start a new batch of entry. The proceeding screen will give you the option to select the journal source and period. There also is the option to import information directly from QuickBooks. You can also designate that the amounts entered are for budget amounts.
- Edit Batch – if a particular batch has NO ENTRIES in it, the period and journal source can be changed with this button.
- Data Entry – use this to add, edit or delete entries from an existing batch.
- Entry Journal – print a data entry journal for the selected batch.
- Delete – use this to delete the ENTIRE batch of data entry.
- Copy – use this to copy the entries of an entire batch to a new batch. You can select a new journal source, fiscal year and period for the new batch. This is useful for entries that are repeated each month that seldom change.

Once in the actual data entry screen, use the enter button to move between fields on a line. For lines of entry that already exist, you can navigate and change entries much like modifying a spreadsheet. The "Auto Increment Reference" option will increment the "Reference" column as each line is entered. The "Caps Lock" option forces upper case for all text entered. You can use the drop down list to browse the chart of accounts.

The "No Decimal" check box allows amounts to be entered without using a decimal. For instance, 100.00 could be entered as 10000 if this option is enabled.

When exiting the entry program, you will be asked if you want to save. Answering no will delete ALL records entered during the session. Hitting F7 Save during entry periodically is a good idea in case a computer malfunction shuts down the system.

Reports – general notes

All statements and reports can be exported to a text (comma separated) file. Just check the box labeled "Text File Output" at the bottom of the GL Print File Setup form. After hitting OK, the system will ask where the text file should be stored. The default location is the \Balint\Data folder on the drive where the Windows GL system is hosted. The default file name is your user name with a .csv extension. This file location and name can be changed from the default if you wish. When the report and export are complete, this text file can be directly opened in Excel.

Statements

The options on this screen replace 3 through 18 on the SuperDOS GL report menu. By using the different options, any kind of statement, schedule, branch or consolidated statement can be run.

Reports / Data Entry Journal

Print history detail.

Reports / Detail General Ledger

Reports / Chart of Accounts

Reports / GL Account Print

This replaces the #6 "Print GLMas File" program in SuperDOS.

Reports / Trial Balance

Reports / Description File

Utilities / Clear Amounts and Update

This works like it did in SuperDOS. The option to clear and reupdate or clear and delete the history for the specified period is given.

Utilities / Fiscal Year End Closing

Utilities / Delete Accounts

Selecting the "Display" option will just give a display of what accounts would be deleted for the ranges selected without actually making the changes.

Utilities / Multiply/Divide Accounts

Selecting the "Display" option will just give a display of what account numbers would be changed for the ranges selected without actually making the changes.

Utilities / Copy Branch / Budget

Selecting the "Display" option will just give a display of what account numbers would be changed for the ranges selected without actually making the changes.

Utilities / File Copy

Use this to copy a complete client database. You must have the client you are copying FROM open. The first name asked for will be the actual name that the database for the NEW client is stored under. Do NOT give it a file name extension, the .mdb extension will be applied automatically. The new name asked for is the company title that will be used on screen and report headers.

Spreadsheet Utilities Instructions

The statement print program allows for a variety of reporting formats that fit most needs. In SuperDOS, the free format statement program allowed for enhanced flexibility of account number order and column computations. In the Windows system, a set of spreadsheet tools has been developed to replace the free format program and allow for even more statement flexibility. These tools give the ability to read data from the Windows GL Access databases directly into a spreadsheet. Once a spreadsheet is set up properly, using it again and again for succeeding periods is just a matter of changing a few cells and hitting a button to update.

In the \Balint folder on the designated drive is an Excel workbook called "GLBalint.xls". This is the "template" for which you can start new spreadsheet statements for your clients from. When using it to make a new report, make sure to click "File/Save As" so that the original "GLBalint.xls" file remains intact.

The "Control" worksheet tab has the setup parameters as named cells.

Named cells: (Control worksheet)
GLFile	name of the Access database
StartFY	starting fiscal year
EndFY	ending fiscal year
StartPd	starting fiscal period
EndPd	ending fiscal period
LowBranch	
HiBranch	
LowConsolidated	
HiConsolidated	

Functions

GetDesc(Account) – returns the associated description for the account

GetAmount(Account,Start FY, End Fy, StartPd, EndPd) – returns the sum of the amounts for the account for the fiscal year and period range. Consolidated accounts are automatically detected and returns the sum of the branches for the base account number for the fiscal year and period ranges.

GetBudget(Account,Start FY, End FY, StartPd, EndPd) – returns the sum of the budget amounts for the account for the fiscal year and period range.

GetDate(Format Number,Fiscal Year, StartPd, EndPd) – returns the date string for the different format numbers (example for Fiscal Year = 2003, Period 1 = 1 and Period 2 = 1)

DateString	FormatNum
January 31, 2003	0
One Month Ended January 31, 2003	1
January 01, 2003 To January 31, 2003	2
January 01, 2003 To January 31, 2003	3
One Month Ended January 31, 2002	4
January 01, 2002 To January 31, 2002	5
January 01, 2002 To January 31, 2002	6
October 19, 2004	7
4 Weeks Ended January 31, 2003	8
4 Weeks Ended January 31, 2002	9
January 31, 2003	10
January 01, 2003	11
January 01, 2003	12

Additional Notes

- Opening a programmed workbook will set the calculation option to manual (Tools / Options / Calculation tab). For ease of use, it should be left that way.
- Do not delete rows and/or columns to the "Control" worksheet.
- If you change the file name on the "Control" worksheet, hit ALT-G to calculate the data using the new file.
- Put the account numbers in the first column. Have the display columns refer to the column with account numbers in the formulas. When printing, hide the first column. To unhide the first column, hit CTRL-A, Format, Unhide.
- Try to set up the workbook so that the only thing that needs changed each period are the cells on the "Control" worksheet.
- Keep a copy of the original programmed workbook "GLBalint.xls" intact. To start a new client, open the GLBalint.xls and then click File / Save As and make up a new name for it.
- Store a backup copy of GLBalint.xls somewhere in case the original is corrupted.