Solution-IV™ Accounting
General Ledger

Version 8.81

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Table of Contents

1   Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV General Ledger features.

The General Ledger and System Integration flowcharts show how your General Ledger module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform, which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

General Ledger Features

General Ledger provides an overall picture of your company's financial performance by summarizing accounting records. Thoroughbred Solution-IV General Ledger complies with Generally Accepted Accounting Principles by providing a complete audit trail. The audit trail allows you to examine transactions from the time they are entered into a journal until they are printed in the financial statements. You can then track revenues and expenses to analyze the efficiency of your operations by identifying cash flow problems, cost savings, and areas for possible expansion.

The following standard features are included in Thoroughbred Solution-IV General Ledger:

> ➢ Account numbers may use up to 12 alphanumeric characters divided into up to four segments. These segments can define account numbers, departments, and locations.

> ➢ The fiscal year may be divided into as many as 13 accounting periods. By entering the period-ending dates, you can define the length of each period.

> ➢ Posting to future accounting periods may be done from the General Journal without closing the current period. You can also post into the next year without closing the current year.

> ➢ Comparisons between current year and prior year activity can be made by period for each account. You may do the same with last year, initial this year, revised this year, and next year budgets.

> ➢ All information may be entered through the General Journal. The Recurring Journal and Allocation Journal may be used to record entries that are similar for each period, saving time and reducing errors.

> ➢ Journal entries may be reversed automatically in another period.

> ➢ Thoroughbred Solution-IV General Ledger automatically performs a mathematical check on journal entries. The system does not let you make an out-of-balance entry.

> ➢ Income Statements and Balance Sheets are automatically generated. While you have the ability to define custom statements, many are created for you.

> ➢ The Extended Financial Reporting subsystem allows you to create fully customized financial statements with full line and column control.

Other standard reports include:

> ♦ Trial Balance - may also be printed in a worksheet format.

> ♦ Transaction Detail Report - containing every posting made to every account.

> ♦ Budget Master Listing - detailing budgets for each account.

> ♦ Account History Report - showing history for the past four years.

All of the preceding features are standard to the Solution-IV General Ledger package.

Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV General Ledger flowchart on the following page shows how the various components of the General Ledger module are related.
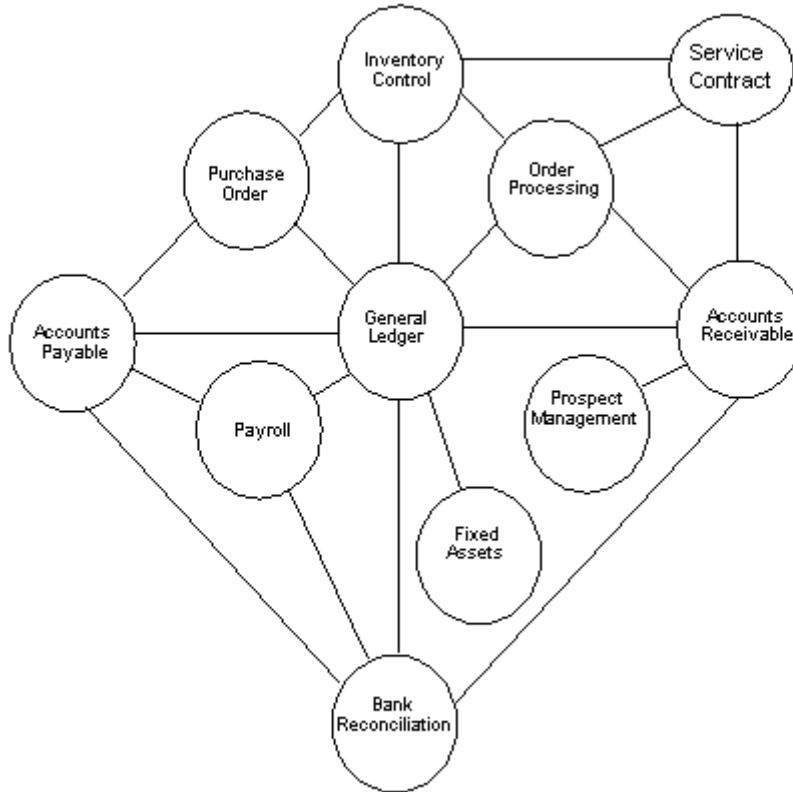
Solution-IV General Ledger Flowchart
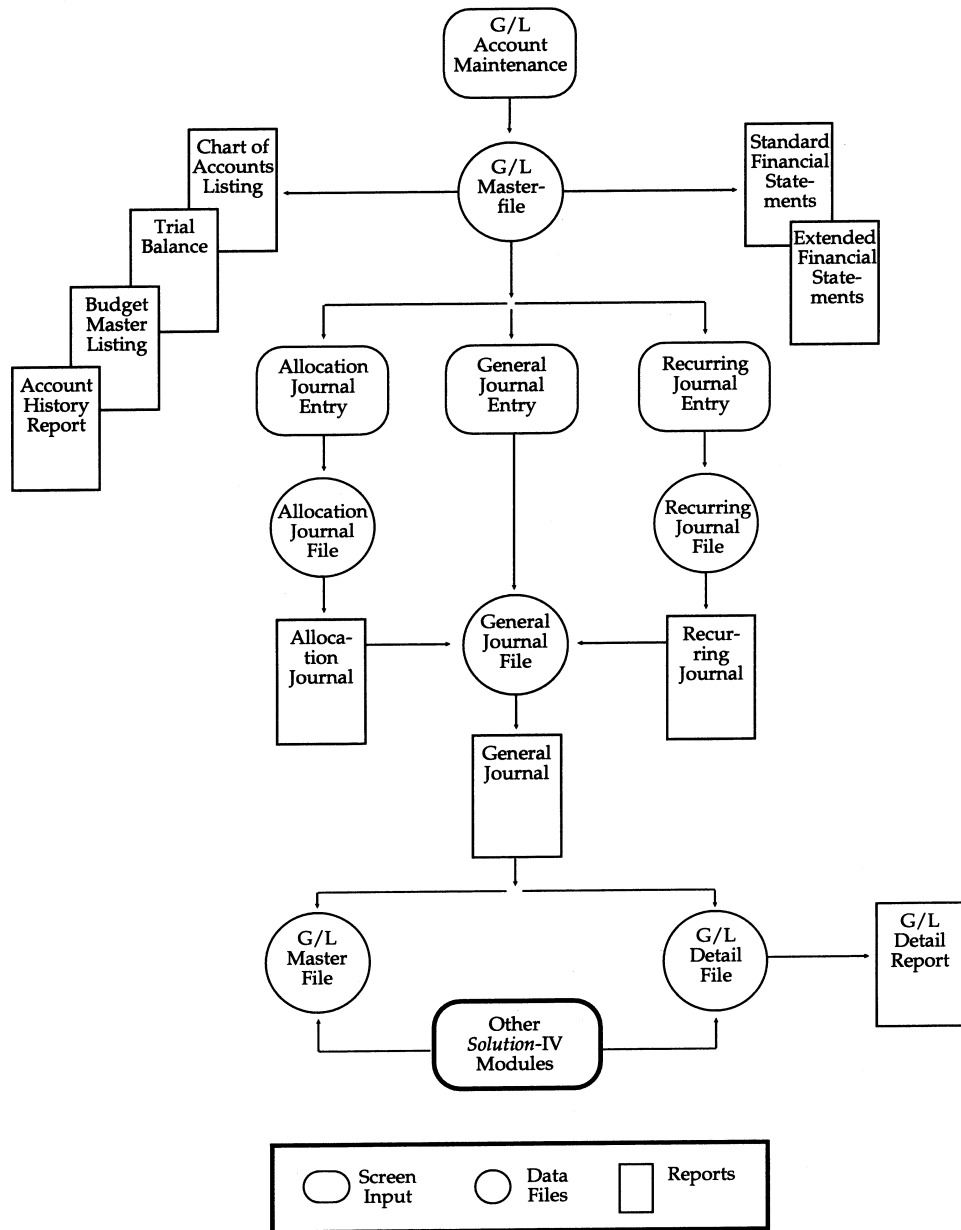
How to Make the Greatest use of this Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV General Ledger system.

This manual will introduce you to the capabilities of the Solution-IV General Ledger, give you ideas to help you get started with the initial setup, provide complete processing instructions and also serve as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

Keep the manual handy. Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

This manual has been organized to take you through normal General Ledger activity.

Chapter 1

Introduction - Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV General Ledger features. The General Ledger and System Integration flowcharts show how your General Ledger module operates and how it relates to the overall accounting system.

Chapter 2

General Ledger Menus - Describes the options available on the General Ledger Main Menu, Account Maintenance Menu, Code File Maintenance Menu, Monthly Reports Menu, and Financial Statement Menus.

Chapter 3

General Ledger Set-Up - Explains how to get started with your General Ledger system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Account Maintenance - Describes the options that are available from the Account Maintenance Menu. These options include: Account Code Maintenance, Budget Maintenance, History Maintenance, Inquiry, Set up all Department and Location Detail History Accounts, and Change/Delete Account Code.

Chapter 5

Transaction Processing - Describes the options that are available during usual day-to-day processing. These include General Journal Entry, Recurring Journal Entry, and Allocation Journal Entry, and the accompanying reports and updates.

Chapter 6

General Ledger Reports - Describes how to execute the Solution-IV General Ledger Reports. These include the Chart of Accounts, Trial Balance, Transaction Detail Report, Budget Master Listing, and Account History Listing.

Chapter 7

Standard Financials Menu - This chapter discusses all aspects of generating, customizing, and printing the standard financial statements. You may find these statements easiest to use, especially while you are still modifying your chart of accounts.

Chapter 8

Extended Financials Menu - This chapter discusses the generation, customization and printing of financial statements. The extended financials give you much more control over the look and contents of your financial statements, but may be more complex to maintain, especially when first starting to use the system.

Chapter 9

Period End Processing - Describes what happens during the Period End Update and the Status Change Update.

2   General Ledger Menus

Thoroughbred Solution-IV General Ledger uses six menus. This chapter describes the options that are available on the following menus:

- ➢ General Ledger Main Menu

- ➢ Account Maintenance Menu

- ➢ Code File Maintenance Menu

- ➢ Reports Menu

- ➢ Standard Financials Menu

- ➢ Extended Financials Menu

General Ledger Main Menu

Introduction

The General Ledger is the core of Thoroughbred Solution-IV Accounting. This is where the transactions from the other applications, if you are using them, are brought together to give you a picture of the company's overall financial condition.

The General Ledger helps you track and control your business expenses, analyze budget controls, set realistic growth goals, accurately record your financial information, and print financial statements.

The General Ledger Main Menu is displayed when you select General Ledger from the Accounting System Master Menu. Most of the day-to-day operations are found on the main menu including account maintenance and transaction entry.

The other menus may be accessed from this menu. From them you can do code file maintenance and print financial statements.

How to Execute

From the Accounting System Master Menu, select **General Ledger**.
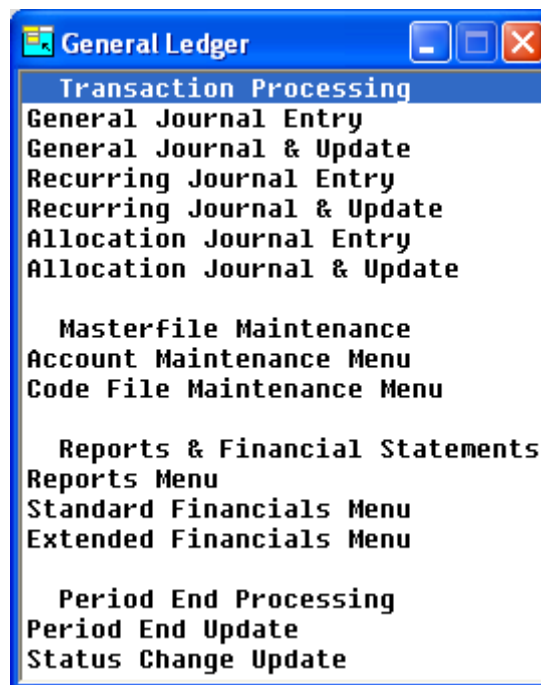
Transaction Entry

General Journal Entry
This option is used to make standard journal entries into the General Ledger.

If you are using the other Thoroughbred Solution-IV Accounting applications, most of your entries will be performed from the Thoroughbred Solution-IV Accounting application. General Journal Entry will be used mainly for adjustments and miscellaneous postings. If you do not use other Thoroughbred Solution-IV Accounting applications, you will perform the majority of your entries to the General Ledger through General Journal Entry.

This option is also used to enter your beginning balances when first starting to use the system.

Recurring Journal Entry
This option allows you to enter and automatically post journal entries that do not change much from period to period. These entries remain in the system until they are deleted. Good examples of recurring entries are depreciation and amortization.

Allocation Journal Entry
This journal is used to allocate the balance of one account to one or more other accounts by a pre-determined percentage.

A classic use for this journal would be to disburse expenses among divisions or to allocate the profit between several partners.

Transaction Reports

General Journal & Update
This report is an audit report that details the information entered in General Journal Entry. The report provides a permanent audit trail of the general journal entries and also insures that all entries are correct before the update posts the entries to the permanent files.

Recurring Journal & Update
This report is printed after selecting various recurring journals. Its contents should be verified before running the update, which puts the selected recurring entries into the General Journal Entry file.

Allocation Journal & Update
This report is printed after selecting various allocation journals. Its contents should be verified before running the update, which puts the selected allocation entries into the General Journal Entry file.

Masterfile Maintenance

Account Maintenance Menu
This option is used to add and maintain your General Ledger accounts. Not only can you maintain account codes, descriptions, and ratio codes, but also budgets (last year, initial this year, revised this year, and next year) and the last four years of history. You can also review this year's activity and balance information.

Code File Maintenance Menu
This menu provides access to General Ledger Parameters, and Department, Location, Category, and Bank Code Maintenance.

Reports

Reports Menu
This menu provides access to the standard (non-financial statement) reports including the Chart of Accounts, Trial Balance, and Transaction Detail Report.

Standard Financials Menu
This menu provides access to the standard financial statement maintenance and printing options. If you have fairly simple reporting needs, the standard financials should be sufficient. For more flexible reporting, use the options found on the Extended Financials Menu.

Extended Financials Menu
The Extended Financials Menu has the same capabilities as the Standard Financial Reporting options with the following additions:

➢ You can build custom financial statements without modifying *Report*-IV definitions.

➢ You can build multi-column financial statements showing multiple departments, locations or companies in various columns across the page.

➢ You can build statements that consolidate multiple ranges and lists of accounts and are in a different sequence than the Chart of Accounts.

Period End Processing

Period End Update
The Period End Update closes periods in the current year so those postings are not accidentally posted to a prior period. Year-End allows you to roll budgets and history, and processes year-end (computing retained earnings, etc.).

Status Change Update
The Status Change Update will affect any status changes (such as changes or deletions) that have been entered into the Account Master File or the bank code file.

Account Maintenance Menu

Introduction
This option is used to add and maintain your General Ledger accounts. Not only can you maintain account numbers, descriptions, and ratio codes, but also budgets (last year, initial this year, revised this year, and next year), and the last four years of history You can also review this year's activity and balance information.

How to Execute
From the General Ledger Main Menu, select **Account Maintenance Menu**.
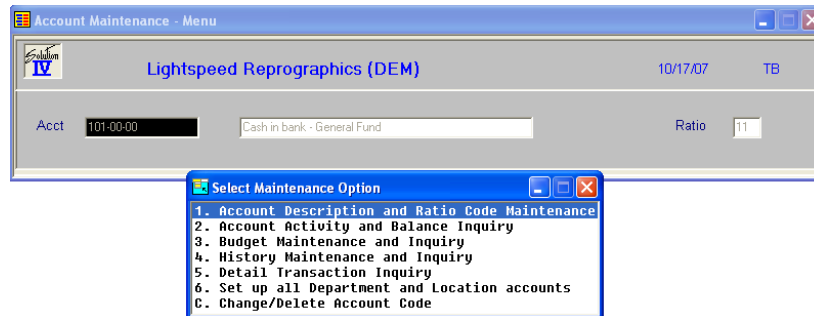
Account Options

Account Description and Ratio Code Maintenance
This option places the cursor at the account description field. You may change the account description and ratio code.

Account Activity and Balance Inquiry
This option displays the activity for each period and the balance at the end of each period. It also displays the next year and last year activity for the selected account.

Budget Maintenance and Inquiry
This option allows you to maintain any of the budgets for the selected account.

History Maintenance and Inquiry
This option allows you to maintain history for the past four years.

Detail Transaction Inquiry
This option lets you see the detail transactions for this account.

Set Up All Department and Location Accounts
If you are setting up the same account for multiple departments and/or locations, this option allows you to enter it once and then copy it to every department/location combination. You also have the option of appending the description of the department/location to the end of the account description.

Change/Delete Account Code
This option allows you to change one account code to another, delete an account code, or de-activate an account code so that it cannot be used in the future.

Code File Maintenance Menu

Introduction

This menu provides access to General Ledger Parameters, and Department, Location, Category, and Bank Code Maintenance. The parameters and code files contain the information used to customize the General Ledger to your particular company.

How to Execute

From the General Ledger Main Menu, select **Code File Maintenance Menu**.
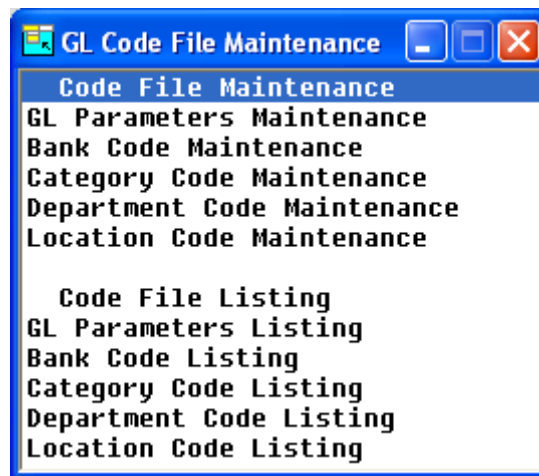
System Parameters

GL Parameters Maintenance

The parameters allow you to customize the General Ledger to meet the specific needs of your company. Here you will be able to state the size and structure of your account codes, whether or not you wish to use locations and/or departments, and enter the period ending dates defining your company's fiscal year.

GL Parameters Listing

This report shows what was entered in General Ledger Parameter Maintenance.

Code File Maintenance

Bank Code Maintenance

This option is used by all of the applications to define different bank or deposit accounts. At least one bank code should be set up for each cash account to which you wish to post.

Category Code Maintenance

This option is used to enter account categories in the form of major category breaks (C), headings (H), and subheadings (S). These categories are used to group accounts of the same type and by the Trial Balance and financial statements to print subtotals for all accounts within a category.

Department Code Maintenance

If you stated during Parameter Maintenance that one of the segments of your account code was to be used as the department, this option allows you to enter those departments.

Location Code Maintenance

If you stated during Parameter Maintenance that one of the segments of your account code was to be used as the location, this option allows you to enter those locations.

Code File Listings

Bank Code Listing

This report shows all the codes defined in Bank Code Maintenance.

Category Code Listing

This report shows all the codes defined in Category Code Maintenance.

Department Code Listing

This report shows all the codes defined in Department Code Maintenance.

Location Code Listing

This report shows all the codes defined in Location Code Maintenance.

Reports Menu

Introduction
This menu gives you access to the standard (non-financial) reports in General Ledger.

All of the reports on this menu may be printed at any time; it is not necessary to wait until the end of the month since all reports are current to the last update.

How to Execute
From the General Ledger Main Menu, select **Reports Menu**.
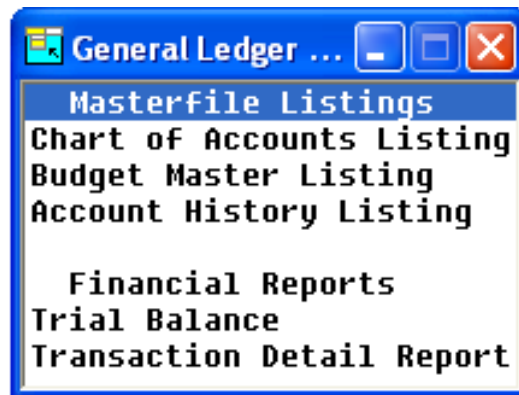
Standard Reports

Chart of Accounts Listing
The Chart of Accounts lists all accounts, headings and subheadings in the General Ledger, in numerical order. It is used as a reference for recording transactions in General Ledger.

Trial Balance
This report shows a summary of all account activity for a selected period. It provides a quick check of all account balances during the selected period.

Transaction Detail Report
The Transaction Detail Report is one of the most valuable tools in the General Ledger system. It provides a detailed record of all activity within each account in every accounting period. No change may be made to any account without a record of it showing on this report.

It may be printed for a range of periods, accounts, source journals, departments, locations, or transaction numbers making it invaluable when you need to isolate specific information.

Budget Master Listing
This report shows all budgets (last year, initial this year, revised this year, and next year) for all or a range of accounts.

Account History Listing
This report shows the history for each of the previous four years for all or a range of accounts.

Standard Financial Reporting

Introduction
This menu provides access to the standard financial statement setup and printing options.

Financial statements are reports of the financial status of a business. Solution-IV automatically generates most of the financial statements you will need, and provides the ability to create custom statements if needed.

If you have fairly simple reporting needs, or are just getting started with Solution-IV General Ledger, these standard financial statements should be adequate. For more flexible reporting, you may want to use the options found on the Extended Financials Menu.

How to Execute
From the General Ledger Main Menu, select **Standard Financials Menu**.
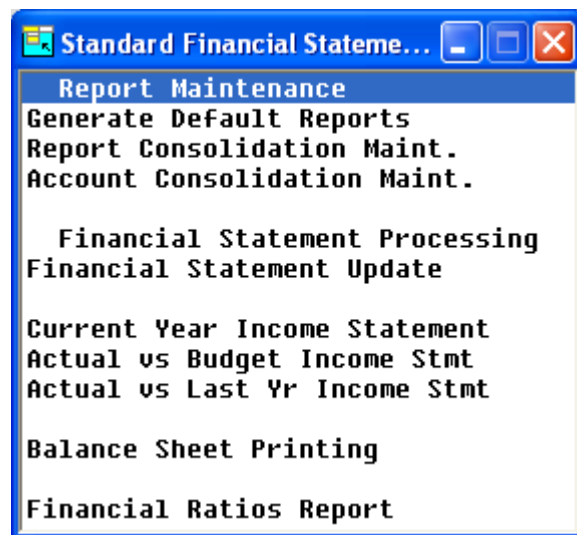
Financial Statement Creation

Generate Default Reports
This option generates a default set of reports. What is generated can then be modified using Report Consolidation Maintenance. It is recommended that this step be run when you begin to set up your financial statements.

Report Consolidation Maintenance
This option allows you to modify the default reports that were generated in the above step. Additional reports can be created as well. You can consolidate any range or any number of selected companies, locations and departments into a given financial statement. In addition, location and/or departmental accounts can be consolidated into their respective primary accounts.

Account Consolidation Maintenance
This option allows you to consolidate multiple accounts on a given financial statement. Note that this option is only needed if you want to consolidate accounts other than location and department accounts. For example, consolidating 401-00-00 through 499-ZZ-ZZ could consolidate all of the sales accounts. Additionally, a different account description can be entered for printing on the financial statement.

Financial Statement Update
This option creates the work file from which all financial statements print.

Statement of Operations

Current Year Income Statement
This option prints a Statement of Operations for the current year and the specified period.

Current Year Actuals vs. Budget
This option prints a Statement of Operations comparing current year actuals vs. budgets.

Current Year Actuals vs. Last Year
This option prints a Statement of Operations comparing current year actuals vs. last year actuals.

Other Statements

Balance Sheet Printing
This option prints a Balance Sheet for the specified period.

Financial Ratios Report
This option prints a financial statement showing 14 different financial statement ratios relating to your company.

Extended Financials Menu

Introduction
The Extended Financials Menu has the same capabilities as the Standard Financial Reporting options with the following additions:

> ➢ You can build custom financial statements without modifying Report-IV definitions.

> ➢ You can build multi-column financial statements showing multiple departments, locations or companies in various columns across the page.

> ➢ You can build statements that consolidate multiple ranges and lists of accounts and are in a different sequence than the Chart of Accounts.

The main advantage of the Extended Financials over the Standard Financials is its flexibility and control.

The main disadvantage of the Extended Financials is that the financial statements need to be regenerated or maintained if any accounts are added or deleted.

How to Execute
From the General Ledger Main Menu, select **Extended Financials Menu**.

```
Extended Financial Statem...
    Report Maintenance
Generate Default Reports
Report Consolidation Maint.
Account Consolidation Maint.
Report Contents Maintenance

   Financial Statement Detail
Detail Maintenance
Detail Report

   Financial Statement Processing
Financial Statement Update
Financial Statement Printing
```
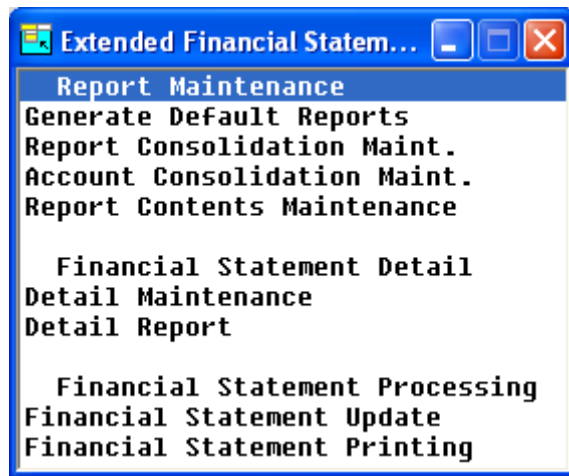
Financial Statement Maintenance

Generate Default Reports
This option generates a default set of financial statements. The generated statements can then be modified using Report Consolidation Maintenance and Financial Statement Detail Maintenance. This step should be run when you begin to set up your financial statements

Report Consolidation Maintenance
This option allows you to modify the default report consolidations created in the above step as well as create new reports. You may create reports that consolidate a range of or selected companies, locations and/or departments into a given financial statement. Locations and/or departments can also be consolidated into their respective primary accounts.

Account Consolidation Maintenance
This option allows you to consolidate multiple accounts on a given financial statement. This option is only necessary if you want to consolidate accounts other than location or departmental accounts.

Report Contents Maintenance
Report Contents Maintenance is used to define what is to be printed in the horizontal columns across the report. Each financial statement can have a unique column configuration.

Financial Statement Detail Maintenance
This option is used to maintain the detailed line items you wish to print on a financial statement. You need this option to consolidate non-contiguous accounts, add new subtotals, reorder accounts or add new headings.

Financial Statement Detail Report
This report allows you to see the actual row contents of any of your financial statements.

Financial Statement Processing

Financial Statement Update
The Financial Statement Update is used to update the actual budget and history numbers to the defined financial statements. The update must be run before printing the financial statements.

Financial Statement Printing
This option prints the defined financial statements for the period selected when the above update was run.

3 General Ledger Setup

This chapter explains how to perform the initial setup of your Thoroughbred Solution-IV General Ledger. Instructions for using the GL Parameters Maintenance and all of the code files are given here.

You must set up all of the items covered in this chapter before entering accounts or printing reports because the items entered here are used throughout the system.

GL Parameters Maintenance

Introduction

The General Ledger Parameters allow you to customize the structure of your General Ledger to fit your company's specific needs. This is where you define how many characters make up your account and how it is displayed, how your fiscal year is structured, and whether or not you have locations and/or departments.

Note: This <u>must</u> be your first step in setting up your General Ledger.

How to Execute

From the Code File Maintenance Menu, select **GL Parameters Maintenance**.

Description of Fields

Account Size

General Ledger account codes may contain up to 12 characters. You can divide these codes into as many as four segments and designate segments for locations and/or departments. Once you have established the size and structure of your account codes, and begun posting, they should not be changed

Location Segment

Enter the segment number you wish to use to represent the location. You cannot use segment one as the location segment. You must make a selection if you wish to produce financial statements by location.

If you want Income Statements to contain location information within a single balance sheet, you should set up multiple locations. If you want separate balance sheets, you should set up multiple companies.

If you do not require locations, enter **0**.

Department Segment

Enter the segment number you wish to use to represent the department. The department segment may not be segment one or the same as the location segment. You must make a selection if you wish to produce financial statements by department.

If you do not require departments, enter **0**.

Number of Accounting Periods

Enter a number from 1 to 13 representing the number of periods in your fiscal year.

Note: Solution-IV actually allows you to post into next year before you close the current year. The period numbers for next year will be periods 14-26, even if your fiscal year has less than 13 periods.

Current Accounting Period

Enter the number for the period this company is currently in. This number must be less than or equal to the number of accounting periods as applied to your current accounting year.

Retained Earnings Account

Enter the General Ledger account code to which you wish to post the year's profit (or loss) during Year-End Processing. This should be an equity account.

Description of Current Year Profit (Loss)

Enter up to 40 characters for the description of the year-to-date profit, as you want it to appear on the balance sheet. The system defaults to Current year profit (loss).

Description of Gross Profit (Loss)

Enter up to 40 characters for the description of the gross profit, as you want it to appear on the income statements. The system defaults to Gross profit (loss).

Description of Net Profit (Loss)

Enter up to 40 characters for the description of the net profit, as you want it to appear on the income statements. The system defaults to Net profit (loss).

Period XX
Ending Date

Enter the dates on which each of your accounting periods end. The system defaults to the calendar month ending dates in the current year.

Exit the Screen

When you are finished, you are returned automatically to the Code File Maintenance Menu.

GL Parameters Listing

Introduction
Use this report to display or print the parameters currently defined in GL Parameters Maintenance.

How to Execute
From the Code File Maintenance Menu, select **GL Parameters Listing**.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

Bank Code Maintenance

Introduction
All Thoroughbred Solution-IV Accounting applications use this function to define separate bank or deposit accounts. Each cash account should have a unique bank code. This code is used to designate the General Ledger account to which a deposit is to be made or from which a check is to be drawn.

How to Execute
From the Code File Maintenance Menu, select **Bank Code Maintenance**.

Description of Fields
Bank Code
Enter up to two alphanumeric characters for the bank code.

Examples: BA — Bank of America - checking
        AX —American Express - deposit account

Description
Enter up to 40 characters to describe the bank code.

GL Account No
Enter up to 15 characters for the General Ledger account code to which this bank code posts.
It is normally a cash account.

Bank Acct No

Enter up to 15 characters for your bank account number. This field is optional and for internal
use only.

CC Hold Acct
Enter the General Ledger account code that this bank code will post to. It will normally be a
cash old account for credit card transactions. Each bank code should post to a unique General
Ledger cash old account code.

Next Transfer
During Manual Check Entry you have the option of entering transfers and on the check
number field you have the option of using the F8 key to assign the next transfer number. This
is where you set the starting transfer number for this bank.

Status
Enter one of the following:

CR   Active: Anyone may use this record at anytime.

I   Inactive: This bank code may not be added to new files. This record continues to
         appear on files currently using it.

D   Delete: This record is scheduled for deletion and may no longer be used.

C   Change: This record is scheduled to be changed to or combined with a different bank
         code.

Exit the Screen
When you are finished, press **F4** on the bank code field to return to the Code File
Maintenance Menu.

Bank Code Listing

Introduction
Use this report to display or print the bank codes currently in the bank code file.

How to Execute
From the Code File Maintenance Menu select **Bank Code Listing**.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically
to the Code File Maintenance Menu.

Category Code Maintenance

Introduction

This program is used to enter account categories. These categories are used to group accounts of the same or similar type and by Trial Balance and Financial Statements, to print the subtotals for all accounts within a category.

The categories have three different types — major category breaks (C), headings (H), and subheadings (S). You must set up one and only one major category break for each account classification (Assets, Liabilities & Equity, Revenue, Expenses and optionally Cost of Sales). These major breaks determine which accounts belong on the balance sheet and which ones belong on the income statements, as well as totaling major account groups. See the sample category code listing in the following section for an example of one way to set up your category codes.

How to Execute

From the Code File Maintenance Menu, select **Category Code Maintenance**.

Description of Fields

Category Code

Enter up to 15 alphanumeric characters for the category code.

Categories are structured exactly like your account code. You can use the same code for all three types of category codes as well as an account code. When you are printing reports such as the Chart of Accounts, Trial Balance, or Financial Statements, the number for the category will not appear. All category codes will appear as headings and total descriptions only.

Example:	100-000-000	Assets (Major Break)
	100-000-000	Current Assets (Heading)
	100-000-000	Cash Accounts (Sub-heading)
	100-000-000	Cash in bank-checking (Account)

Category Type

Enter one of the following:

C   Defines the code as a Major Category Break (Assets, Liabilities & Equity, Revenue, Cost of Sales, or Expenses).

H   Defines the code as a Heading.

S   Defines the code as a Sub-heading.

Description
Enter up to 40 characters to describe the category.

Classification
Enter one of the following:

A   Assets

L   Liabilities

E   Equity or Capital

R   Revenue or Income

C   Cost of Sales

X   Expenses

> **Note:** You <u>must</u> set up one and <u>only</u> one major category break (type C) for A, L, R, C, and X.

Category End Account
Enter up to 15 alphanumeric characters for the ending category code.

Account Categories are used for headings and subheadings on the Trial Balance and Financial Statements. Categories are structured much like your account codes. In fact, you may use the same code for both a category and an account. You may also use the same code for a heading and for a subheading.

Example:	100-000-000	Assets (Major Break)
	100-000-000	Current Assets (Heading)
	100-000-000	Cash Accounts (Sub-heading)
	100-000-000	Cash in bank-checking (Account)

Exit the Screen
When you are finished, press **F4** at the category code field to return to the Code File Maintenance Menu.

Category Code Listing

Introduction
Use this report to display or print the category codes currently in the category code file.

How to Execute
From the Code File Maintenance Menu, select **Category Code Listing**.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

Department Code Maintenance

Introduction
Use this option to set up departments. The system accesses this file when printing financial statements or other reports by department, so you must set up a department code for every department on which you wish to report.

If you do not have a segment of your account code designated as the department segment, you will not be able to enter departments.

How to Execute
From the Code File Maintenance Menu, select **Department Code Maintenance**.

Description of Fields
Department Code
Enter the department code. The field will be the same length as the department segment defined in GL Parameters Maintenance.

Examples: 00 ― Administration

            01 — Sales

Description
Enter up to 40 characters for the description of the department.

Exit the Screen
When you are finished, press **F4** and the system prompts: **Do you want to set up departments for multiple accounts? Yes No**. Selecting Yes opens the Multiple Account Code Setup. Select No to return to the Code File Maintenance Menu.

Multiple Account Department Setup

Introduction
If you select **Yes** at the previous screen, you can select a range of General Ledger accounts to add to a department code.

Description of Fields

Department to set up
Enter the department code to copy to a range of General Ledger accounts.

Examples: 03

Description to append
Enter up to 4 characters for the description to append to each General Ledger account description.

Examples: SLS

Beginning account code
Enter the first General Ledger account codes in the range to which you wish to add departmental accounts.

Examples: 400-00-000

Ending account code
Enter the last General Ledger account codes in the range to which you wish to add departmental accounts.

Examples: 900-01-000

Exit the Screen
When you are finished, press **F4** on the department code field to return to the Code File Maintenance Menu.

Department Code Listing

Introduction
Use this report to display or print the department codes currently in the department code file.

How to Execute
From the Code File Maintenance Menu, select **Department Code Listing**.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Location Code Maintenance

Introduction
Use this option to set up locations. The system accesses this file when printing financial statements or other reports by location, so you must set up a location code for every location on which you wish to report.

If you do not have a segment of your account code designated as the location segment, you will not be able to enter locations.

How to Execute
From the Code File Maintenance Menu, select **Location Code Maintenance**.

Description of Fields
Location Code
Enter the location code. The field will be the same length as the location segment defined in GL Parameters Maintenance.

Example: 00 - Home Office - New Jersey

01 - California Office

Description
Enter up to 40 characters for the description of the location.

Exit the Screen
When you are finished, press **F4** and the system prompts: **Do you want to set up locations for multiple accounts? Yes No.** Selecting Yes opens the Multiple Account Code Setup. Select No to return to the Code File Maintenance Menu.

Multiple Account Location Setup

Introduction
If you select **Yes** at the previous screen, you can select a range of General Ledger accounts to add to a location code.

Description of Fields

Department to set up
Enter the location code to copy to a range of General Ledger accounts.

Examples: 03

Description to append
Enter up to 4 characters for the description to append to each General Ledger account description.

Examples: SLS

Beginning account code
Enter the first General Ledger account codes in the range to which you wish to add location accounts.

Examples: 400-00-000

Ending account code
Enter the last General Ledger account codes in the range to which you wish to add location accounts.

Examples: 900-01-000

Exit the Screen
When you are finished, press **F4** on the location code field to return to the Code File Maintenance Menu.

Location Code Listing

Introduction
Use this report to display or print the location codes currently in the location code file.

How to Execute
From the Code File Maintenance Menu, select **Location Code Listing**.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

4   **Account Maintenance**

This section explains the Account Maintenance option on the General Ledger Main Menu.

This option is used to add and maintain your General Ledger accounts. Not only can you maintain account codes, descriptions, and ratio codes, but you can also maintain budgets (last year, initial this year, revised this year, and next year). It is also possible to review activity and balance information for this year and the last four years of history.

How to Design Your Chart of Accounts

The design of your chart of accounts is one of the most important things you can do when starting to set up your Solution-IV General Ledger package. If you are already using a chart of accounts that gives you the information you need, you can probably still use it with Solution-IV. However, you may want to restructure your chart of accounts to (1) take advantage of the Solution-IV General Ledger package built-in features that depend upon the chart of accounts structure, or (2) get more information out of your General Ledger than you are currently getting.

The design of your chart of accounts is made up of both the structure of the account code itself and how you organize those account codes.

Account Codes

You must first determine the structure of the account code itself. The Solution-IV General Ledger package allows you to have up to 12 characters divided into up to four segments. You may use numbers, letters or a combination of both.

The first segment is always used to define the primary account. The other three segments may be used to identify sub-accounts such as departments or locations. If you use segments to define the departments and/or locations, the Solution-IV General Ledger will be able to generate departmental and location financial statements automatically.

If you have several departments and locations, you may want to subdivide your chart of accounts as follows:

Segment 1 - Primary Account
Segment 2 - Location
Segment 3 - Department

Examples:

600 - Primary payroll account
01, 02 - Locations New Jersey and California, respectively
A, S, P - Departments Administration, Sales & Production

Using the preceding, you would create the following accounts:

600-01-A = Wages - New Jersey - Administration
600-01-P = Wages - New Jersey - Production
600-01-S = Wages - New Jersey - Sales
600-02-A = Wages - California - Administration
600-02-P = Wages - California - Production
600-02-S = Wages - California - Sales

If you use a chart of accounts like the one above, be sure you define the departments and locations in Department and Location Maintenance. Unless they are defined there, the system cannot automatically add the accounts for you, nor can it automatically generate the financial statements.

Account Breaks

In Solution-IV, the account breaks are called category codes. These breaks, or categories, define where subtotals are printed on your financial statements and Trial Balance. You can have as many or as few breaks as needed, as long as you have the minimum. The categories are explained in detail in the section Category Code Maintenance of the chapter on General Ledger Setup.

Your business is unique; you will need to create a chart of accounts that fits your business needs the best. Keep in mind that the Solution-IV Accounting packages can do some extra work for you without requiring any extra effort on your part once you have a properly designed chart of accounts.

Account Maintenance

Introduction
Account Maintenance allows you to maintain accounts and their descriptions, along with budgets and history.

How to Execute
From the General Ledger Main Menu, select **Account Maintenance Menu**.
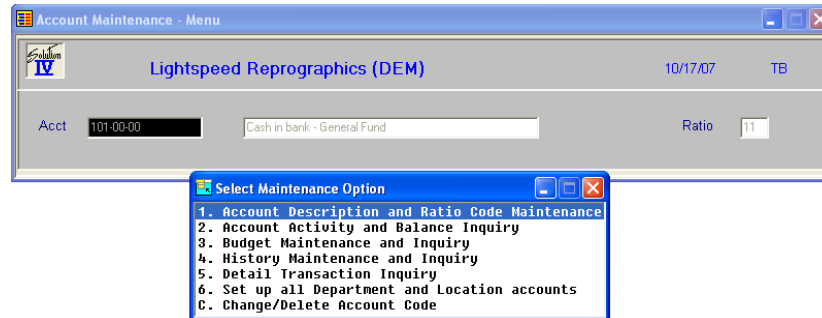
To perform any of the seven options on the Account Maintenance Menu, you must first enter an account code. Once you are in Account Maintenance and have executed an option from the Account Maintenance Menu, you can enter another account code from within the option.

Description of Fields
Acct
Enter up to 15 characters representing the General Ledger account. The length of the field and location of the dashes for this field depends upon what was entered in GL Parameter Maintenance.

The dashes separate the segments of the account code and are optional entries. If they are not entered, the system automatically inserts them.

Empty Segments:	Are filled with zeros.
Numeric Segments:	Are right justified, and empty spaces are then filled with zeros.
Character Segments:	Are left justified, and empty spaces are then filled with spaces.

Exit the Screen
To exit Account Maintenance, press **F4** from the account code field to return to the General Ledger Main Menu.

Account Description and Ratio Code Maintenance

Introduction
This option moves the cursor to the top of the Account Maintenance Menu screen to change the account description and/or ratio code.

How to Execute
From the Account Maintenance Menu, select **Account Description and Ratio Code Maintenance**.
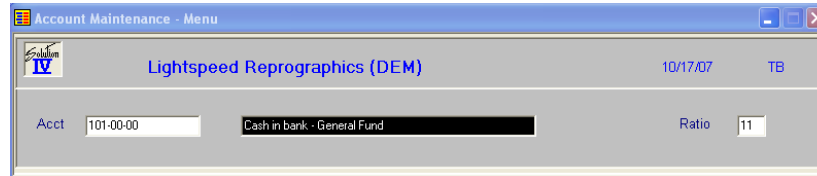
Description of Fields
Description
Enter up to 40 characters for the account description.

Examples: Cash in bank - Bank of America checking
                   Sales - Bicycles - New Jersey

Ratio
This field is used to compute the ratios and other analytical information shown on the General Ledger Ratios Report. If you are not using the Ratio Report, it is not necessary to enter ratio codes here.

Enter the appropriate type for the account as follows:

	Ratio Code	Description
Assets:	11	Cash
	12	Net Accounts Receivable
	13	Other Receivables
	14	Inventory
	15	Fixed Assets
	16	Other Assets
Liabilities:	21	Current Liabilities
	22	Long Term Liabilities
Equity:	31	Owners Equity
	32	Retained Earnings
Income:	41	Net Sales
	42	Other Income
Cost of Sales:	51	Cost of Sales
Expenses:	61	Operating Expenses
	62	Other Expenses
	63	Interest Expense

The ratio code will default to the ratio code used on the account previous to this one.

Exit the Screen
When you are finished editing an account description and/or ratio code, you are returned automatically to the Account Maintenance Menu.

Account Activity and Balance Inquiry

Introduction

This option displays the activity for each period and balance at the end of each period. It also shows activity for the next year and last year.

How to Execute

From the Account Maintenance Menu, select **Account Activity and Balance Inquiry**.

Description of Fields

This screen is for display purposes only. These fields cannot be modified.

Exit the Screen

When you are finished with the Account Activity and Balance Inquiry screen, when you are on the account code field, press **F8** to select another screen or **F4** to return to the Account Maintenance Menu.

Budget Maintenance and Inquiry

Introduction
This option allows you to maintain any of the four types of budgets.

How to Execute
From the Account Maintenance Menu, select **Budget Maintenance and Inquiry**.

Description of Fields

Last Yr Budget

These fields contain the budgets entered for last year. They are updated automatically during year-end Processing from the figures in the Revised Budget fields. They can also be entered here, if desired.

Initial Budget

These fields contain the first budget entered for the year. During Period End Processing (from the previous year) these fields may be copied from the Next Year Budget fields.

Note: Budgets for credit accounts, such as revenue, must be entered as negative numbers.

Revised Budget

These fields are provided to allow you to revise your budgets at some point during the year without losing sight of the original goal (initial budgets). Comparisons can be done comparing actual activity to initial and/or revised budgets.

Next Yr Budget

These fields are provided to allow you to enter budgets for next year before the current year is over.

Messages
After entering the budget amount for period one, for any of the budgets, you will receive the following prompt:

Copy first period budget to all periods? Yes <u>No</u> Divide evenly

Y   Copies the first period budget to all periods. This feature will save you a lot of time if your budgets are the same or similar for each period. After the copy, the cursor moves to the next budget column and allows you to make changes as required.

N   Does not copy the first period budget to all periods. The cursor moves to period two.

D   Divide the amount entered in period one evenly among all periods. This feature is especially useful if you create annual budgets and divide each period equally.

When you move from the initial budget column to the revised budget column, you will receive the following prompt:

Copy initial budgets to revised budgets? Yes <u>No</u>
This feature is very useful if you are modifying your budgets mid-year or the budgets are otherwise the same for part of the year.

Y   Copies the initial budgets to the revised budgets. After the copy, you can make changes as required.

N   Does not copy the initial budgets to the revised budgets.

When you move from the revised budget column to the next-year budget column, you will see the following message:

Copy revised budgets to next year budgets? Yes <u>No</u>
This feature is very useful when creating budgets for next year that are the same as or similar to this year's revised budgets.

Y   Copies the revised budgets to the next year budgets. After the copy, you can make changes as required.

N   Does not copy the revised budgets to the next year budgets.

Exit the Screen

When you are finished with the Budget Maintenance and Inquiry screen, from the account code field, press **F8** to select another screen or **F4** to return to the Account Maintenance Menu.

History Maintenance and Inquiry

Introduction
This option allows you to maintain account history for the past four years.

How to Execute
From the Account Maintenance Menu, select **History Maintenance and Inquiry**.

Description of Fields
Year Ending XXXX
One column is displayed for each of the last four years of history. The period numbers are displayed in the far-left column.

Enter the net activity for each period in each year, if desired. These fields will be filled automatically during year-end processing with the oldest year being dropped off.

Exit the Screen
When you are finished with the History Maintenance and Inquiry screen, from the account code field, press **F8** to select another screen or **F4** to return to the Account Maintenance Menu.

Detail Transaction Inquiry

Introduction
This option allows you to see the detail transactions for this account on the screen. It is the same information that is shown on the Transaction Detail Report.

How to Execute
From the Account Maintenance Menu, select **Detail Transaction Inquiry**.
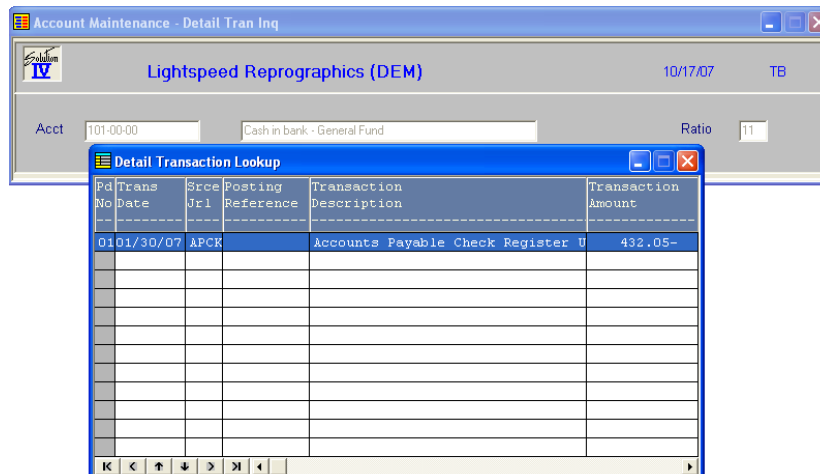
You will receive the following prompt:

Enter the Period to View: xx
Press **Enter** to select the current period or enter the period number you want to view (01-26). If you want to view all periods, press the **Spacebar** twice.

When you are finished with the view, press **Enter** or **F4** to return to the prompt, then **F4** from the prompt to return to the account code field.

Description of Fields
This option contains no information that may be modified. The detail transactions are displayed in a view, so you can scan them using the keys normally used in a view such as **Up Arrow**, **Down Arrow**, **Page Up**, **Page Down**, and **F10.**

Exit the Screen
When you are finished with the Detail Transaction Inquiry, from the account code field, press **F8** to select another screen or press **F4** to return to the Account Maintenance Menu.

Set up All Department and Location Accounts

Introduction

This option allows you to copy this account, creating a similar one for each department and location you have defined. It is designed so that it is not necessary to type the same description and ratio code repeatedly, and to insure that you do not miss any of the possible combinations.

In order to get the best use from this option, be sure you have all of your locations and departments entered into Department and Location Code Maintenance before using this option.

How to Execute

From the Account Maintenance Menu, select **Set up all Department and Location Accounts**.

Description of Fields

Set up this Account for all Locations and Departments? Locs Depts <u>Both</u> No

L   This account will be copied using all of the location codes.

D   This account will be copied using all of the department codes.

B   This account will be copied to all department/location combinations.

N   Returns to the **Enter Selection** prompt.

Example: If you have account 400-00-00 defined and you have locations 00, 01, and 02, and departments AA and BB, the following accounts will be created:

Locations Only	400-00-00
	400-01-00
	400-02-00
Departments Only	400-00-AA
	400-00-BB
Both	400-00-AA
	400-00-BB
	400-01-AA
	400-01-BB
	400-02-AA
	400-02-BB

Append Location and Department descriptions? <u>Yes</u> No

You have the option of adding the location and/or department descriptions to the end of the account description as follows:

Y   Adds the description to the end of the account description
            (i.e. Sales-Bikes-California).

N   Does not change the account description.

Suggestion: If you will be consolidating departments and/or locations on your financial statements, you will not want to have the description appended to the end of the main account in each grouping, i.e., 400-00-A.

Hint: During the process of appending department/location descriptions, you may wish to temporarily shorten the descriptions (i.e. change location California to CA). When you are finished, be sure to change the department/location back to their complete descriptions.

Exit the Screen
When finished with the copy, you are returned automatically to the **Enter Selection** prompt on the Account Maintenance Menu.

Change/Delete Account Code

Introduction
This option allows you to rename, delete, or inactivate account codes.

How to Execute
From the Account Maintenance Menu, select **Change/Delete Account Code**.

Description of Fields
Do you want to <u>Delete</u> Change Inactivate Re-activate
Enter one of the following:

D   Marks the account code for deletion.

C   Changes the account code to another account code. You will be asked for the new account code.

I   Makes the account code inactive.

R   Reactivates an inactive account code.

Exit the Screen
When finished changing the status, you are returned automatically to the **Enter Selection** prompt on the Account Maintenance Menu.

5   Transaction Processing

This chapter provides a detailed explanation of the following functions:

➢ General Journal Entry, Report, and Update

➢ Recurring Journal Entry, Report, and Update

➢ Allocation Journal Entry, Report, and Update

General Journal Entry

Introduction

General Journal Entry is used to make entries into the General Journal that have not been made from a subsidiary journal (such as Accounts Payable or Accounts Receivable). It is used for regular entries, reversals, adjustments, and to enter the beginning balances.

General Journal Entry consists of two screens. The first, the Header, allows you to enter basic information about the entry, such as the date, reference, and comment. The Lines screen is where you enter the General Ledger distribution.

How to Execute

From the General Ledger Main Menu, select **General Journal Entry**.

Header Screen Fields

Posting Date

Enter the date you want to use when posting to the General Ledger.

If you attempt to post to a closed period, the system returns the cursor to the posting date field. You must then enter a new date or exit this screen and enter GL Parameter Maintenance to reopen the closed period by changing the current period. You may, however, post to a date in the future.

Reference

Enter up to ten alphanumeric characters for the reference. The system uses the posting reference to identify a particular journal entry. Each entry should have a unique reference. There are many methods of assigning reference numbers to journal entries - you may be using one already. If not, the simplest method is to assign consecutive numbers, starting at one, preceded by the month.

Example: MAY007

Period Number

Enter the period number into which this journal entry should be posted. This field is automatically computed based on the posting date, but can be overridden.

Source Journal
Enter a four-character code to identify the source journal. The system uses this field to group similar entries. If you are using any subsidiary module, such as AP or AR, we suggest you make the first two characters of the source journal **GL**.

Examples: GLDP   Depreciation
            GLGJ   General Journal Entry

Note: There is one reserved source journal, BEGB. When you use BEGB for the source journal, it is put into the beginning balance bucket in the account master file, and <u>no posting</u> is made to the detail transaction file. The sole purpose of this function is to allow you to make your opening entries without having to do the journal entry and then run year-end.

Reversing Period
Enter two digits for the reversing period. If you enter anything in this field, the system automatically creates a second entry with an opposite distribution for the period specified here (debits become credits and credits become debits). The reversing period number must be different from the period number above.

Line Item Desc
The line item description is used to descriptively identify this journal entry in the transaction detail file. Each line in the distribution may have either the same or a different description associated with it.

If you want all or most lines of your entry to have the same description, enter up to 40 characters for the description here. If each line will have a unique description, leave this field blank and enter the description during line entry.

Journal Comment
Enter up to three lines of 50 characters for the detailed description of the general journal. This description only prints on the general journal report. It does not get updated to the transaction detail file.

When you are finished with the Header screen, the Lines screen is displayed.

Lines Screen Fields
Line
If you are adding a new journal entry, just press **Enter** for the line.

Return	Modifies the line, if it exists. Adds a line, if it is blank.
Line = #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below it up.
Line insert	Inserts a line at that spot and moves all lines below it down.

Acct Code
Enter the General Ledger account code to which you wish to post.

Debit
Enter the debit amount to post to this account. If you wish to post a credit, press **Enter**, or enter a negative number in the debit column.

Credit
Enter the credit amount to post to this account. Press **Enter** to continue without posting a credit. If you have entered anything in the debit field, the cursor skips this field.

Description
Enter up to 40 characters to describe this entry. This is the field that allows you to make individual descriptions for each line.

If you have entered a Line Item Description on the Header screen, that description will be displayed and this field will be skipped. If you want to change that description, press **Up Arrow** to return to this field and make the change.

Exit the Screen
When you are finished, press **F4** from the line field. If the journal entry is in balance (total debits equal total credits), you will be returned to the Header screen with the cursor positioned at the posting date; press **F4** to return to the General Ledger Main Menu.

If the journal entry is out of balance, you will receive the following prompt:

Distribution out of balance. Delete <u>F4 - More changes</u>

D	Deletes the entire journal entry.
F4	Allows you to move through the lines and make any necessary corrections. You cannot exit this screen if the distribution is out of balance.

You may now wish to proceed with the General Journal.

General Journal Report and Update

Introduction
The General Journal must be printed before the update posts the entries to the transaction detail and account master files. This is an audit report and should be kept in your permanent accounting files.

How to Execute
From the General Ledger Main Menu, select **General Journal & Update**.

Report
Select a printed or displayed copy.

Update
If you selected a printed copy, you are asked if you want to continue with the update. The update actually posts the general journal entries to the permanent General Ledger files.

Exit the Screen
When the update is finished, you are returned automatically to the General Ledger Main Menu.

Recurring Journal Entry

Introduction

Recurring Journal Entry is used when you have the same or similar journal entries to make over and over again. They may be entered once here, and then selected as needed to update to the general journal file. Once in the general journal entry file, they may be modified, if necessary, and then updated to the permanent account and transaction files just like a normal general journal entry.

Recurring Journal Entry consists of two screens. The first, the Header, allows you to enter basic information about the entry, such as the reference and comment. The Lines screen is where you enter the General Ledger distribution to the individual GL accounts.

How to Execute

From the General Ledger Main Menu, select **Recurring Journal Entry**.

Header Screen Fields

Reference

Enter up to ten alphanumeric characters for the reference. The system uses the posting reference to identify a particular journal entry. Each entry should have a unique reference.

Example: F&F DEPREC

Source Journal

Enter a four-character code to identify the source journal. The system uses this field to group similar entries.

Example: GLRD

Start Date

Enter the first date on which posting of this recurring journal may occur. Press **Enter** to enter today's date or **Down Arrow** to leave the field blank.

Stop Date

Enter the last date on which posting of this recurring journal may occur. If the system is to post it indefinitely, leave this field blank by pressing **Down Arrow**. Press **Enter** to enter today's date.

Line Item Desc
The line item description is used to descriptively identify this journal entry in the transaction detail file. Each line in the distribution may have either the same or a different description associated with it.

If you want all or most lines of your entry to have the same description, enter up to 40 characters for the description here. If each line will have a unique description, leave this field blank and enter the description during line entry.

Journal Comment
Enter up to three lines of 50 characters for the detailed description of the recurring journal. This description only prints on the recurring and general journal reports. It does not get updated to the transaction detail file.

When you are finished with the header screen, a Lines screen, similar to the following will appear:

Here you will be able to edit the text (Line, GL Account Number, Description, Debit, Credit, and Line Description).

Lines Screen Fields
Line
If you are adding a new journal entry, just press **Enter** for the line.

Return	Modifies the line, if it exists. Adds a line, if it is blank.
Line = #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below it up.
Line insert	Inserts a line at that spot and moves all lines below it down.

Acct Code
Enter the General Ledger account code to which you wish to post.

Debit
Enter the debit amount to post to this account. If you wish to post a credit, press **Enter,** or enter a negative number in the debit column.

Credit
Enter the credit amount to post this account. Press **Enter** to continue without posting a credit. If you have entered anything in the debit field, the cursor skips this field.

Description
Enter up to 40 characters to describe this entry. This is the field that allows you to make individual descriptions for each line.

If you have entered a Line Item Description on the header screen, that description will be displayed and this field will be skipped. If you want to change that description, press **Up Arrow** to return to this field and make the change.

Exit the Screen
When you are finished, press **F4** from the line field. If the journal entry is in balance (total debits equals total credits), you will be returned to the header screen with the cursor positioned at the reference field; press **F4** to return to the General Ledger Main Menu.

If the journal entry is out of balance, you will receive the following prompt:

Distribution out of balance. Delete <u>F4 - More changes</u>

D   Deletes the entire journal entry.

F4   Allows you to move through the lines and make any necessary corrections. You cannot exit this screen if the distribution is out of balance.

You may wish to proceed to the Recurring Journal.

Recurring Journal and Update

Introduction

The Recurring Journal actually consists of a selection of the required recurring entries followed by a report to confirm that the selection is correct. The update then puts the selected recurring entries into the general journal file. To update the entries to the permanent files, you will need to print and update the General Journal.

The Recurring Journal is not an audit report, but may be attached to the associated General Journal, if desired, as a reminder that the entry originated in the recurring file.

How to Execute

From the General Ledger Main Menu, select **Recurring Journal & Update**.

Description of Fields

Print Selected Posting References?

Y   Allows you to select individual posting references to print.

N   Allows you to enter a range of posting references.

If you enter **N**, the system prompts:

From Posting Reference
To Posting Reference
Enter the first and last posting references you want to display on the report. Press **Enter** twice to select all recurring references in the system.

Posting Date
Enter the date to be used in updating the selected recurring entries to the general journal file. The system defaults to the terminal date.

Report

Select a printed or displayed copy.

Update

When the report is finished, you are asked if you want to continue with the update. The update actually posts the recurring entries shown on the report to the General Journal entry files.

Exit the Screen
When the update is finished, you are returned automatically to the General Ledger Main Menu.

You may now wish to verify the entries in General Journal Entry or by printing the General Journal.

Allocation Journal Entry

Introduction
The Allocation Journal is used to distribute, by percentage, the account balance of one account to one or more other accounts. To update the entries to the permanent files, you will need to print and update the General Journal.

The most frequent uses of this journal include dispersing expenses between divisions or allocating profits at the end of the year between several partners.

Example:

Division	% of Expenses
A	40%
B	35%
C	25%

Allocation Journal Entry consists of two screens. The first, the Header, allows you to enter basic information about the entry such as the reference and account from which you are allocating. The Lines screen is where you enter the accounts to which you are allocating and the percentage.

How to Execute
From the General Ledger Main Menu, select **Allocation Journal Entry**.

Header Screen Fields
Reference
Enter up to ten alphanumeric characters for the reference. The system uses the posting reference to identify a particular journal entry. Each entry should have a unique reference.

Example: PROFALLOC

Source Journal
Enter a four-character code to identify the source journal. The system uses this field to group similar entries. You may wish to use a code similar to the following:

Example: GLPR

Allocation Acct
Enter the account code you wish to allocate from. The account code entered here has its balance allocated to the accounts entered on the lines screen. After the journal is updated to the General Journal and then to the permanent General Ledger files, the balance of this account will be zero.

Account Comment
Enter up to 40 characters for the description of the "from" account as you wish it to appear in the General Ledger detail file.

Line Item Desc
The line item description is used to descriptively identify this journal entry in the transaction detail file. Each line in the distribution may have either the same or a different description associated with it.

If you want each line of your entry to have the same description, enter up to 40 characters for the description here. If each line will have a unique description, leave this field blank and enter the description during line entry.

Journal Comment
Enter up to three lines of 50 characters for the detailed description of the allocation journal. This description only prints on the allocation and general journal reports. It does not get updated to the transaction detail file.

When you are finished with the Header screen, a Lines screen, similar to the following will appear:

Lines Screen Fields

Line

If you are adding a new journal entry, just press **Enter** for the line.

Return	Modifies the line, if it exists. Adds a line, if it is blank.
Line = #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up arrow	Goes to next line above.
Down arrow	Goes to next line below.
Page-up	Goes to the previous screen.
Page-down	Goes to the next screen.
Line delete	Deletes that line and moves all lines below it up.
Line insert	Inserts a line at that spot and moves all lines below it down.

Acct Code

Enter the account code to which you wish to allocate.

Percentage

Enter the percentage you wish to allocate to this account. The maximum integer size is three characters.

Example: Enter 25.00 for 25%.

Note: The sum of all the percentages must be 100% when you are finished.

Description

Enter up to 40 characters to describe this entry. This is the field that allows you to make individual descriptions for each line.

If you have entered a Line Item Description on the Header screen, that description will be displayed and this field will be skipped. If you want to change that description, press **Up Arrow** to return to this field and make the change.

Exit the Screen

When you are finished, press **F4** from the line field. If the journal entry distribution totals 100%, you are returned to the Header screen with the cursor positioned at the posting date; press **F4** to return to the General Ledger Main Menu.

If the journal entry is out of balance, you will receive the following prompt:

Distribution out of balance. <u>Delete</u> <u>F4 - More changes</u>

D   Deletes the entire allocation entry.

F4   Allows you to move through the lines and make any necessary corrections. You cannot exit this until 100% of the account balance has been distributed.

You may now wish to proceed with Allocation Journal.

Allocation Journal and Update

Introduction
The Allocation Journal actually consists of a selection of the required allocation entries followed by a report to confirm that the selection is correct. The update then converts the percentages to dollar amounts and puts the selected allocation entries into the general journal file.

The Allocation Journal is not an audit report, but should be attached to the associated General Journal since the Allocation Journal works with percentages, but the General Journal uses actual dollar amounts.

How to Execute
From the General Ledger Main Menu, select **Allocation Journal & Update**.

Description of Fields
Print Selected Posting References?

Y   Allows you to select individual posting references to print.

N   Allows you to enter a range of posting references.

If you enter **N**, the system prompts:

From Posting Reference
To Posting Reference
Enter the first and last posting references you want to print. Press **Enter** twice to select all allocation references in the system.

Posting Date
Enter the date to be used in updating the selected allocation journals to the general journal file. The system defaults to the terminal date.

Report
Select a printed or displayed copy.

Update
When the report is finished, you will be asked if you want to continue with the update. The update actually converts the percentages shown on the allocation journal report to dollar amounts and posts them to the General Journal Entry file.

Exit the Screen

When the update is finished, you are returned automatically to the General Ledger Main Menu.

You may now wish to verify the entries in General Journal Entry or by printing the General Journal.

6   **General Ledger Reports**

This chapter explains how to execute all of the non-financial statement General Ledger Reports. Samples of each report are also shown. These reports include:

➢ Chart of Accounts Listing

➢ Trial Balance

➢ Transaction Detail Report

➢ Budget Master Listing

➢ Account History Report

Chart of Accounts Listing

Introduction
The Chart of Accounts serves as a table of contents for the General Ledger. It lists in order, all major category breaks, headings, sub-headings, and account codes. Everyone using the accounting system will find it helpful to have a Chart of Accounts Listing.

Thoroughbred Solution-IV General Ledger allows you to print the Chart of Accounts for:

➢ All or a range of accounts within:

      ♦ A single location and a single department

      ♦ A single location and a range of departments

      ♦ A range of locations and a single department

      ♦ A range of locations and a range of departments

How to Execute
From the Reports Menu select **Chart of Accounts Listing**.

Description of Fields
Print Selected Accounts Only?

Y   Allows you to select individual accounts to print.

N   Allows you to enter a range of accounts.

If you enter **N**, the system prompts:

From Account
To Account
Enter the first and last account codes you wish to print. Press **Enter** twice to select the first and last account codes in the system.

From Location
To Location
Enter the first and last location codes you wish to print. Press **Enter** twice to select the first and last location codes in the system.

From Department
To Department
Enter the first and last department codes you wish to print. Press **Enter** twice to select the first and last department codes in the system.

Print Account Ratio Codes

Y   The system prints the ratio code on the Chart of Accounts.

N   The system does not print the ratio code on the Chart of Accounts.

Reports
Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Reports Menu.

Trial Balance

Introduction
The Trial Balance shows a summary of all account activity for every account in the system for a given period. It provides a quick check of all account balances for the given period.

The Trial Balance should be printed every month; it can be printed as often as you like, however it is important to prove that your General Ledger is in fact in balance. The General Ledger is in balance when the Total Beginning Balance and Total Ending Balance are both **zero** and the Total Debits equals Total Credits.

A final Trial Balance should be printed at the end of every period and be kept with the rest of your financial statements for the month.

How to Execute
From the Reports Menu, select **Trial Balance**.

Description of Fields
Print for Period Ending
Enter the period number you wish to print. This report can be printed for any period (including closed periods) in the current year (1-13) or next year (14-26). The system defaults to the current period.

Print Worksheet Format?
You have the option of printing a regular Trial Balance (showing the period's activity) or a worksheet format Trial Balance. With the worksheet, the beginning balances for the period are printed, but the debit, credit, and ending balance columns print dashed lines instead of amounts so that you may enter your figures for each account.

Y   Prints the Trial Balance in a worksheet format.

N   Prints the Trial Balance in the regular format with amounts in all columns.

Reports

Select a printed or displayed copy. When the reports are finished, you are returned automatically to the Reports Menu.

Transaction Detail Report

Introduction

The Transaction Detail Report is one of the most valuable tools in the General Ledger system. It provides a detailed record of all activity within each account in every accounting period. No change can be made to any account without a record of the change showing on this report.

It can be printed for a range of periods, accounts, source journals, departments, or locations making it invaluable when you need to isolate specific information.

This report is an important part of your audit trail and will be invaluable in the event of an audit.

How to Execute

From the Reports Menu, select **Transaction Detail Report**.

Description of Fields

Print Selected Accounts Only?

Y   Allows you to select individual accounts to print.

N   Allows you to enter a range of accounts codes.

If you enter **N**, the system prompts:

From Account
To Account
Enter the first and last account codes you wish to print. Press **Enter** twice to select the first and last account codes in the system.

From Location
To Location
Enter the first and last location codes you wish to print. Press **Enter** twice to select the first and last location codes in the system.

From Department
To Department
Enter the first and last department codes you wish to print. Press **Enter** twice to select the first and last department codes in the system.

Print Summary only?

Y   Prints a summary report only.

N   Shows all detail.

Print Selected Source Jrls Only?

Y   Allows you to select individual source journals to print.

N   Allows you to enter a range of source journals.

If you enter **N**, the system prompts:

From Source Journal
To Source Journal
Enter the first and last source journal codes you wish to print. Press **Enter** twice to select the first and last source journal codes in the system.

Sort by Transaction Number?
You have the option of sorting the detail transactions by GL Transaction number:

Y   Sorts transactions by Transaction number. This is useful for finding out-of-balance GL Transactions.

N   Prints report normally, sorted by GL account number.

From Period
To Period
Enter two digits for the first and last periods you wish to print. Press **Enter** twice to select the entire year. Periods 1-13 select the current year; periods 14-26 select the next year.

From Transaction Number
To Transaction Number
Enter the first and last transaction numbers you wish to print. Press **Enter** twice to select all transaction numbers for the selected accounts and journals in the selected period.

Note: Selecting a specific transaction number can be useful when tracking a very specific problem with one transaction.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Reports Menu.

Budget Master Listing

Introduction
The Budget Master Report displays all four types of budgets (last year, initial this year, revised this year and next year) for your accounts.

How to Execute
From the Reports Menu, select **Budget Master Listing**.

Description of Fields
Print Selected Accounts Only?
Y   Allows you to select individual accounts to print.

N   Allows you to enter a range of accounts.

If you enter **N**, the system prompts:

From Account
To Account
Enter the first and last account codes you wish to print. Press **Enter** twice to select the first and last account codes in the system.

From Location
To Location
Enter the first and last location codes you wish to print. Press **Enter** twice to select the first and last location codes in the system.

From Department
To Department
Enter the first and last department codes you wish to print. Press **Enter** twice to select the first and last department codes in the system.

Print Zero Budgets?
Y   Prints every account in the selected range (even if the account's budget figures are zero).

N   Prints only those accounts with non-zero budgets (checks this year's budgets).

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Reports Menu.

Account History Listing

Introduction
The Account History Report allows you to display or print the history for your accounts for the four previous years.

How to Execute
From the Reports Menu, select **Account History Listing**.

Description of Fields
Print Selected Accounts Only?
Y   Allows you to select individual accounts to print.

N   Allows you to enter a range of accounts.

If you enter **N**, the system prompts:

From Account
To Account
Enter the first and last account codes you wish to print. Press **Enter** twice to select the first and last account codes in the system.

From Location
To Location
Enter the first and last location codes you wish to print. Press **Enter** twice to select the first and last location codes in the system.

From Department
To Department
Enter the first and last department codes you wish to print. Press **Enter** twice to select the first and last department codes in the system.

Print Zero History Accounts?

Y   Prints every account in the selected range (even if the account's history figures are zero).

N   Prints only those accounts with a non-zero history (checks last year's history).

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

7   Standard Financial Statements

This chapter provides instructions for the Standard Financial Statement setup and printing options.

Financial Statements are reports showing the financial status of a business. Solution-IV automatically generates most of the financial statements you will need, and provides the ability to customize these statements.

The standard financials are generally used when first starting with Solution-IV General Ledger, while the Chart of Accounts is still being modified. The standard financials are also ideal for those companies whose financials are fairly simple. The main advantage of the standard financials is that they do not have to be modified if accounts are added to or deleted from the chart of accounts.

The options on the Standard Financials Menu include:

> ➢   Generate Default Reports
> ➢   Report Consolidation Maintenance
> ➢   Account Consolidation Maintenance
> ➢   Financial Statement Update
> ➢   Current Year Income Statement
> ➢   Actual vs Budget Income Statement
> ➢   Actual vs Last Year Income Statement
> ➢   Balance Sheet Printing
> ➢   Financial Ratios Report

Note: The Standard Financial Statements and Extended Financial Statements are separate and therefore both types may be maintained and run for the same company.

Generate Default Reports

Introduction
This option generates the structure for the default financial statements (called report consolidations). Report consolidations are created as shown by the following report codes and descriptions:

Example:
B001	Balance Sheet
I001	Detailed Statement of Operations
I002	Consolidated Statement of Operations
D001 - D999	Statement of Operations for each department
L001 - L999	Statement of Operations for each location
R001	Financial Ratios Report

You should start here when creating your financial statements for the first time. You may find that your financial statements need no further setup after this step has been completed.

> **Note:** This function is run only once, after the full chart of accounts has been entered but before any custom reports have been defined.

How to Execute
From the Standard Financials Menu, select **Generate Default Reports**.
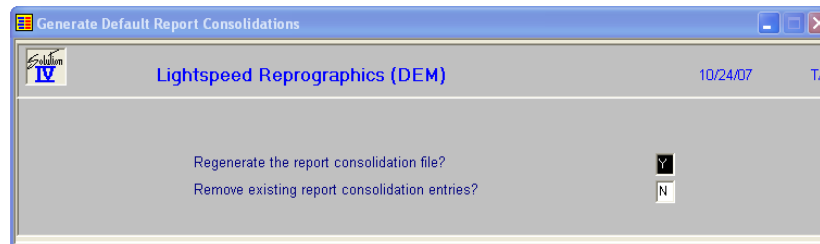
Description of Fields
Regenerate the report consolidation file?

Y   Creates the default report consolidation file as described in the introduction.

N   Terminates the Generate Report consolidation process.

Remove existing report consolidation entries?

Y   Removes existing entries in the report consolidation file.

> **WARNING**: If you answer **Y**, any additional reports you may have created or any modifications to existing reports will be deleted. Answer **Y** only if you want to start over.

N   Only adds new entries to the report consolidation file (such as new locations and/or departments).

Exit the Screen
When the generation is complete, you will be returned automatically to the Standard Financials Menu.

Report Consolidation Maintenance

Introduction
This option allows you to modify the Default Report Consolidations that were generated in the previous step. Additional consolidations can be created as well. You can consolidate companies, locations, and/or departments on a given financial statement

In addition, you may consolidate location and/or departmental accounts into their respective primary accounts.

How to Execute
From the Standard Financials Menu, select **Report Consolidation Maintenance**.

Description of Fields
Report Code
Enter up to four alphanumeric characters for the report code on which you want to work. You may want to use the following numbering scheme:

Example	B001	Balance Sheet
	D001	Statement of Operations, 1st department
	D002	Statement of Operations, 2nd department
	I001	Consolidated Statement of Operations
	L001	Statement of Operations, 1st location
	R001	Financial Ratios Report

Description
Enter up to two lines of 50 characters each for the heading of the financial statement.

Income Stmt, Bal Sheet or Ratios

Enter the code for the type of financial statement you wish to create.

B   Balance Sheet

I   Income Statement (Statement of Operations)

R   Ratio Report

Print Selected Companies Only?

Y   Allows you to consolidate individual companies on this report.

N   Allows you to consolidate a range of companies.

If you enter N, the system prompts:

From Company
To Company

Enter the first and last company codes you wish to include on this report. Press **Enter** twice to select all companies defined on your system.

Consolidate Location Accounts

Y   Consolidates all sub-accounts by location on this financial statement as follows:

        If you have accounts 401-01, 401-02, and 401-03, they will be consolidated into 401-01. This saves you from having to do it manually in Account Consolidation Maintenance.

N   Does not consolidate sub-accounts by location on this financial statement.

Print Selected Locations Only?

Y   Allows you to select individual locations to include on this report.

N   Allows you to enter a range of locations.

If you enter **N,** the system prompts:

From Location
To Location

Enter the first and last location codes you wish to print. Press **Enter** twice to select all locations.

Consolidate Department Accounts?

Y   Will consolidate all sub-accounts by department on this financial statement as follows:

        If you have accounts 401-01, 401-02, and 401-03, they will be consolidated into 401-01. This saves you from having to do it manually in Account Consolidation Maintenance.

N   Does not consolidate sub-accounts by department on this financial statement.

Print Selected Departments Only?

Y   Allows you to select individual departments to include on this report.

N   Allows you to enter a range of departments.

If you enter **N**, the system prompts:

From Department
To Department
Enter the first and last department codes you wish to print. Press **Enter** twice to select all departments.

Exit the Screen

When you are finished, press **F4** on the report code field to return to the Standard Financials Menu.

Account Consolidation Maintenance

Introduction

This option allows you to consolidate multiple accounts into one line on a given financial statement. Note that this option is only needed if you want to consolidate accounts other than location and departmental accounts.

How to Execute

From the Standard Financials Menu, select **Account Consolidation Maintenance**.

Description of Fields

Report Code
Enter up to four characters for the report code on which you want to work.

You must enter a report code that already exists. Report codes are created using Generate Default Report Consolidations or Report Consolidation Maintenance.

Into Acct Code
Enter the General Ledger account code into which you want to consolidate a range of accounts.

Consolidated Line Description
Enter up to 40 characters for the description of the consolidated group of accounts. The description defaults to the account description for this account code.

From Account Code
To Account Code
Enter the first and last General Ledger account codes you wish to consolidate into this line. These account codes need not actually exist in the Chart of Accounts. Press **Enter** twice to select all account codes.

Exit the Screen
When you are finished, press **F4** on the report code field to return to the Standard Financials Menu.

Financial Statement Update

Introduction
This option creates a work file consisting of all the financial information (actuals, budgets, and history) pulled from the permanent General Ledger files. It is within this work file that all totaling is done, including the gross and net profit calculations. The Financial Statement Update must be run before printing any of the financial statements.

The Financial Statement Update may take quite some time to run if you have a large and complex chart of accounts with many departments and/or locations. The smaller the range of reports selected here, the faster the update will run. This is very useful if you are only interested in seeing the Consolidated Income Statement and Balance Sheet.

Once you have run the Financial Statement Update, however, you may print the selected financial statements for any period, as many times as desired without running the update again. You only need to run the update again if you make additional postings to General Ledger.

How to Execute
From the Standard Financials Menu, select **Financial Statement Update**.

Description of Fields
Update Selected Reports?

Y   Allows you to select individual reports to update.

N   Allows you to enter a range of reports to update.

If you enter **N,** the system prompts:

From Report
To Report
Enter the first and last reports you wish to print. Press **Enter** twice to enter the first and last reports in the system.

Exit the Screen
When the Financial Statement Update is finished, you will be returned automatically to the Standard Financials Menu.

Current Year Income Statement

Introduction
This report prints the Statement of Operations with columns for MTD and YTD actuals. You may select which reports to print and for which periods.

How to Execute
From the Standard Financials Menu, select **Current Year Income Statement**.

Description of Fields

Print Selected Reports Only?

Y Allows you to select individual statements of operations to print.

N Allows you to enter a range of statements of operations.

If you enter **N**, the system prompts:

From Report
To Report
Enter the first and last report codes you wish to print. Press **Enter** twice to select the first and last report codes in the system.

Period Ending
Enter the period number representing the period you wish to print. The period defaults to the current period. Periods 1-13 print the current year; periods 14-26 print the next year.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Standard Financials Menu.

Current Year Actuals vs Budget

Introduction
This option prints Statements of Operations comparing current year actuals to budgets.

How to Execute
From the Standard Financials Menu, select **Actual vs Budget Income Stmt**.

Description of Fields
Print Selected Reports Only?

Y　　Allows you to select individual statements of operations to print.

N　　Allows you to enter a range of statements of operations.

If you enter **N**, the system prompts:

From Report
To Report
Enter the first and last report codes you wish to print. Press **Enter** twice to select the first and last report codes in the system.

Period Ending
Enter the period number representing the period you wish to print. The period defaults to the current period. Periods 1-13 print the current year; periods 14-26 print the next year.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Standard Financials Menu.

Current Year Actuals vs Last Year

Introduction
This option prints Statements of Operations comparing current year actuals to last year actuals.

How to Execute
From the Standard Financials Menu, select **Actuals vs Last Year Income Stmt**.

Description of Fields
Print Selected Reports Only?

Y   Allows you to select individual statements of operations to print.

N   Allows you to enter a range of statements of operations.

If you enter **N**, the system prompts:

From Report
To Report
Enter the first and last report codes you wish to print. Press **Enter** twice to select the first and last report codes in the system.

Period Ending
Enter the period number representing the period you wish to print. The period defaults to the current period. Periods 1-13 print the current year; periods 14-26 print the next year.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Standard Financials Menu.

Balance Sheet Printing

Introduction
This option prints Balance Sheets for the specified period.

How to Execute
From the Standard Financials Menu, select **Balance Sheet Printing**.

Description of Fields
Print Selected Reports Only?

Y   Allows you to select individual balance sheets to print.

N   Allows you to enter a range of balance sheets.

If you enter **N**, the system prompts:

From Report
To Report
Enter the first and last report codes you wish to print or press **Enter** twice to select all balance sheets in the system.

Period Ending
Enter the period number representing the period for which you want to print balance sheets. The period defaults to the current period. Periods 1-13 print the current year; periods 14-26 print the next year.

Report
Select a printed or displayed copy. When the report is finished, you are returned automatically to the Standard Financials Menu.

Financial Ratios Report

Introduction
This option prints a report showing 14 different financial statement ratios relating to your company. The ratio codes entered in account maintenance are used to determine which accounts are included in each of the ratios reported here.

How to Execute
From the Standard Financials Menu, select **Financial Ratios Report**.

Description of Fields
Print Selected Reports Only?

Y Allows you to select individual ratio reports to print.

N Allows you to enter a range of ratio reports.

If you enter **N**, the system prompts:

From Report
To Report
Enter the first and last report codes you wish to print. Press **Enter** twice to select all of the ratio reports in the system.

Period Ending
Enter the period number representing the period you wish to print. The period defaults to the current period. Periods 1-13 print the current year; periods 14-26 print the next year.

Explanation of Ratios
The equations used to calculate each of the ratios are shown here.

> **Note:** In these equations, an **underlined boldface** number represents an actual number and all other numbers represent codes.

Quick Ratio (Acid-test Ratio)
(Cash + Net Accounts Receivable + Other Receivables) ÷Current Liabilities

Using ratio codes: $(11 + 12 + 13) \div 21$

Current Ratio
Current Assets÷Current Liabilities

Using ratio codes: $(11 + 12 + 13 + 14) \div 21$

AR Turnover
YTD Sales÷Net AR

Using ratio codes: 41÷12

Average Collection Period
365÷AR Turnover

365 (41÷12)

Inventory Turnover
YTD Sales÷Inventory

Using ratio codes: 41÷14

Average Days to Turnover Inventory
365÷Inventory Turnover

Using ratio codes: **365**÷(41÷14)

Equity Ratio
(Stockholder's Equity + Retained Earnings) ÷(Assets)

Using ratio codes: (31 + 32)÷(11 + 12 + 13 + 14 + 15 + 16)

Total Debt Ratio
Total Liabilities÷Total Assets

Using ratio codes: (21+ 22) ÷(11 + 12 + 13 + 14 + 15 + 16)

Total Debt to Equity Ratio
Total Liabilities÷(Stockholder's Equity + Retained Earnings)

Using ratio codes: (21 + 22)÷(31 + 32)

Net Operating Margin
(Net Sales - Cost of Sales - Operating Expenses)÷Net Sales

Using ratio codes: (41 - 51 - 61)÷41

Gross Margin
(Net Sales - Cost of Sales)÷Net Sales

Using ratio codes: (41 - 51)÷41

Expense to Sales
Operating Expenses÷Net Sales

Using ratio codes: 61÷41

Return on Total Assets

(Net Sales - Cost of Sales - Operating Expenses + Interest Expenses)÷Assets

Using ratio codes: (41 - 51 - 61) (11 + 12 + 13 + 14 + 15 + 16)

Return on Equity

(Net Sales - Cost of Sales - Operating Expenses)÷Stockholder's Equity

Using ratio codes: (41 - 51 - 61 + 63) ÷31

Report

Select a printed or displayed copy. When the report is finished, you are returned automatically to the Standard Financials Menu.

8   Extended Financial Reporting

This chapter provides instructions for the extended financial statement setup, customization, and printing options.

The extended financials are ideal for those companies whose financial reporting requirements are more extensive. You have full column and row control, along with the ability to rearrange the order of the accounts, and add additional totaling logic.

The extended financials are best used after the chart of accounts is stable, since manual manipulation or regeneration of the financials is required if accounts are added to or deleted from the chart of accounts.

The options on the Extended Financials Menu include:

- ➢ Generate Default Reports
- ➢ Report Consolidation Maintenance
- ➢ Account Consolidation Maintenance
- ➢ Report Contents Maintenance
- ➢ Financial Statement Detail Maintenance
- ➢ Financial Statement Detail Report
- ➢ Financial Statement Update
- ➢ Financial Statement Printing

Note: The Extended Financial Statements and Standard Financial Statements are separate and therefore, both types can be maintained and run for the same company.

Generate Default Report Consolidations

Introduction

This option generates a default set of financial statements. The contents of these reports can then be modified using Report Consolidation Maintenance, Account Consolidation Maintenance, and Financial Statement Detail Maintenance.

After you have generated the initial reports, this option is used to generate the default lines for any new reports you create using Report Consolidation Maintenance. It is also used if you make changes to a report in Report Consolidation Maintenance, such as to the locations/departments selected, etc.

> **WARNING**: Using this option after making changes using Financial Statement Detail Maintenance will cause those custom changes to be removed.

The following report codes are generated automatically when you select this option:

B001	Balance Sheet
L001-L999	Statement of Operations, for each location
D001-D999	Statement of Operations, for each department
I001	Detailed Statement of Operations
I002	Consolidated Statement of Operations, with all location and department accounts consolidated into a single line
I003	Detailed Statement of Operations with budgets
I004	Detailed Statement of Operations with comparisons against last year
R001	Financial Ratios Report

How to Execute

From the Extended Financials Menu, select **Generate Default Reports**.

Description of Fields
Regenerate financial report header file?
Y   Allows you to recreate the default Report Consolidation file. It is recommended that this routine be run first when creating your financial statements.

N   Exits this process.

From Report Code
To Report Code
Enter the range of reports to generate as follows:

> ➢ Press **Enter** twice to generate all reports.

> ➢ Enter the same report code for both the 'from and to' fields to generate one report.

> ➢ Enter the starting and ending report codes to generate a specific range of reports.

Remove existing report definitions?
Y   Removes existing report consolidations and customization to the reports in the range entered above. This option should only be used if you wish to create, or revert to the original default reports that are generated by the system.

> **WARNING**: If you answer Y and have all reports selected above, all existing reports, account consolidations, and content codes will be removed and the original default reports will be recreated. Any custom changes you have made will be removed.

N   Updates and adds new entries to the existing field. It does not remove any of the custom reports you have defined, but it does replace any of the existing reports in the above range.

Exit the Screen
After generating the report file, the system will return automatically to the Extended Financials Menu.

You may now wish to proceed to the Financial Statement Update.

Report Consolidation Maintenance

Introduction

This option allows you to modify the default report consolidations that were generated with option **1** of the Extended Financials Menu, Generate Default Report Consolidations. Additional reports can be created here as well. You can consolidate any range or any number of selected companies, locations, and departments into a given financial statement. In addition, you can consolidate location and/or departmental accounts into their respective primary accounts.

How to Execute

From the Extended Financials Menu, select **Report Consolidation Maintenance**.

Description of Fields

Report Code

Enter up to four characters for the report code that you want to add or modify. It is recommended that you use the following naming conventions for setting up your report codes:

Bxxx Balance Sheets

Dxxx Departmental Statements of Operation

Ixxx Standard Income Statements

Lxxx Location Statements of Operation

Rxxx Ratio Reports

Report Header

Enter up to two lines of up to 50 characters each to appear as the heading of the financial statement.

Income Stmt, Bal Sheet or Ratios
Enter the code representing the type of financial statement you wish to create from the following list:

B   Balance Sheet

I   Income Statement (Statement of Operations)

R   Ratios Report

Report Contents Code
Enter up to four alphanumeric characters representing a valid contents code. The contents code is used to define the columns that will be printed on one or more financial statements. Each financial statement is assigned one contents code, which defines the columns for that report.

Corresponding Income Stmt
If this financial statement is a balance sheet, enter the report code for the income statement that should be used to obtain the current year figures for retained earnings.

Sales Line Number
If this financial statement is an income statement that uses a column and code that is a percentage of sales, indicate the line on the report that contains the total sales figures. This field may be left blank, as the Generate Default Report Consolidation will fill it with the total revenue line.

Statement Notes
This field is used to maintain financial notes that will be printed at the end of the financial statement.

Press **F1** to enter the text field, then enter the desired text. The standard field editing keys can be used, such as **Insert**, **Delete**, **Line-insert** and **Line-delete**.

Selected Companies?
Y   Enters a view and allows you to select an unlimited number of companies to consolidate on the report.

Press **Enter** to select the desired companies. Once selected, pressing **Enter** again de-selects the company.

N   Allows you to enter a range of companies for inclusion on the financial statement.

Consolidate Companies
S   Consolidates the same account number for all selected companies on the same line.

N   Same as **S**. There is no way to see different companies on different lines on a financial statement. Use **M** to separate companies into columns.

M   Displays each company in a separate column on the financial statement. You need to set up which company to print in which column in Report Contents Maintenance.

From Company
To Company
Enter the range of company codes to print as follows:

Press **Enter** twice to select all companies.

Enter the same company code for both the 'from and to' fields to include only one company.

Enter starting and ending company codes to select a range of companies.

Selected Locations?
Y   Enters a view and allows you to select an unlimited number of locations to include on
         this report. Press **Enter** to select the desired locations. Once selected, pressing **Enter**
         again de-selects the location.

N   Allows you to enter a range of locations for inclusion on the financial statement.

Consolidate Locations
S   Consolidates location sub-accounts on the financial statements as follows:

         If you have accounts 400-01-S, 400-01-P, 400-02-S, and 400-02-P where the second
         segment is the location, the amounts will be consolidated into 400-01-P and
         400-01-S.

         If you consolidate departments as well, all four accounts will be consolidated into
         400-01-P.

N   Does not consolidate the locations. You will see each account by itself.

M   Will show each location in a separate column on the financial statement. You need to
         set this up in Report Contents Maintenance as well.

From Location
To Location
Enter a range of location codes to print as follows:

> ➢ Press **Enter** twice to select all locations.

> ➢ Enter the same location code for both the 'from and to' fields to include only one
>   location.

> ➢ Enter starting and ending location codes to select a specific location range.

Selected Departments?
Y   Enters a view and allows you to select an unlimited number of departments to include
         on this report. Press **Enter** to select the desired departments. Once selected, pressing
         Enter again de-selects the department.

N   Allows you to enter a range of departments for inclusion on the financial statement.

Consolidate Departments

S   Consolidates departmental sub-accounts on the financial statements as described with locations above.

N   Does not consolidate the departments. Each departmental account will be shown.

M   Will show each department in a separate column on the financial statement. You need to set this up in Report Contents Maintenance as well.

From Department
To Department
Enter a range of department codes to print as follows:

> ➢ Press **Enter** twice to select all departments.

> ➢ Enter the same department codes for both the "from and to" fields to include only one department.

> ➢ Enter starting and ending department codes to select a department range.

Note: Only one of companies, locations, or departments should be set up with the Consolidate field set to **M.**

Exit the Screen

When you are finished maintaining reports, press **F4** on the Report Code Field to return to the Extended Financials Menu.

You should now proceed to General Default Report Consolidations and generate the report created here. Be sure to answer **N** to the second question.

Account Consolidation Maintenance

Introduction

This option allows you to consolidate a range of accounts into a single line on a given financial statement. This option is only necessary if you want to consolidate accounts other than location or departmental accounts.

How to Execute

From the Extended Financials Menu, select **Account Consolidation Maintenance**.

Description of Fields

Report Code

Enter up to four characters representing the report code for which you wish to consolidate accounts. This report must have already been created using Generate Default Report Consolidations or Report Consolidation Maintenance.

Into Acct Code

Enter the top General Ledger account into which you wish to consolidate a range of accounts.

Example: 400-00   Sales - Bikes - NJ

Description

If desired, enter up to 40 characters, overriding the account description. This is the description that will print on the financial statement; it does not change the actual General Ledger account description.

Example: Total sales before returns

From Acct Code

Enter the General Ledger account with which to begin the consolidation.

Example: 400-00   Sales - Bikes - NJ

To Acct Code

Enter the General Ledger account through which the consolidation should occur. This does not have to be a valid General Ledger account code; if you think you might be adding accounts at a later date that would need to be included in this consolidation, you can enter the last possible account code, even if it does not currently exist.

Example: 409-ZZ   *Invalid Code*

Exit the Screen

When you are finished, press **F4** on the report code field to return to the Extended Financials Menu.**F4**

You should now proceed to Generate Default Report Consolidations and generate the report you worked on here. Be sure to answer **N** to the second question.

Report Contents Maintenance

Introduction

Report Contents Maintenance is used to define what is to be printed in the columns across a report. Each financial statement you define can have a unique column configuration.

To define columns simply enter the appropriate code for each column. You can define up to 25 columns per report.

Example:

Column 1	Column 2	Column 3	Column 4	Column5
ACCP	ACYR	DESC	IBCP	IBYR
M-T-D	Y-T-D	M-T-D	Y-T-D	
Actuals	Actuals	Description	Budget	Budget

How to Execute

From the Extended Financials Menu, select **Report Contents Maintenance**.

Description of Fields

Contents Code

Enter up to four alphanumeric characters for the Contents code.

The Contents code is used to define the columns that will be printed on one or more financial statements.

Column Code

Enter the four-character column code that defines the data that are to be printed in this column on the financial statement. There can be up to 25 columns on a report.

For a list of available column codes, press **F2** or see the list at the end of this section.

Multi-Column
If you are printing the same data in multiple columns, enter the department, location, or company code for this column. For example, to print the actuals for the current year for departments 1, 2, and 3, enter the following:

	Contents	Multi-Column	Width	Mask
Column 1:	**DESC**		42	
Column 2:	**ACYR**	**01**	17	
Column 3:	**ACYR**	**02**	17	
Column 4:	**ACYR**	**03**	17	
Column 5:	**ACYR**	**T2-4**	17	

Note: You must be sure to enter **M** in the appropriate "consolidate" field in Report Consolidation Maintenance (in this example, you would have an **M** for "Consolidate Departments").

This field can also be used to indicate that a column is the total of two or more columns. In the example given above, column 5 will be the total of columns 2, 3, and 4, or all three departments.

Another possible use is to subtract two columns. If column 6 were to be the difference of column 2 minus column 4, you would enter **S2-4**.

Note: At this point you may wish to press **F8** and have the system calculate default widths, masks, character pitch, and column headers for this contents code.

Width
Enter the width of this column in number of characters. Be sure to leave room for spaces between the columns.

For example, if your mask takes 15 characters, you will want to enter at least 16 here, to allow for space between columns.

Mask
Enter the numeric mask to be used when printing this column. For example, the following mask:

###,###,##0

would display a number up to 999,999,999 rounded to the nearest dollar.

Print Zero Lines
You can specify whether or not lines that are all zeros should be displayed on the financial statement as follows:

Y   Print all-zero lines.

N   Do not show all-zero lines.

Character Pitch
Enter the character pitch that should be used to print this financial statement as follows:

10   10 characters per inch, or cpi (normal)

12   12 characters per inch

17   17 characters per inch

By using 12 or 17 CPI you can print wide reports on narrow paper (such as 8½ x 11) or fit more columns on wide paper (such as 11 x 17).

Landscape?
You have the option of printing a financial statement in either portrait (normal) or landscape (sideways) mode as follows:

N   Portrait orientation (normal).

Y   Landscape orientation (sideways).

Note: This capability is only available on printers that support landscape orientation, such as laser printers.

Header 1
Header 2
Header 3

Enter up to three lines of 244 characters each for the column heading lines of the financial statement.

Note: If you press **F8**, the column headings will be generated automatically.

Column Codes
The following is a list of the available column codes:

ACCP	Actuals - Current Period
ACCS	Actuals - Current Period - % Sales
ACCQ	Actuals - Current Quarter
ACQS	Actuals - Current Quarter - % Sales
ACQx	Actuals - Quarter x
AQxS	Actuals - Quarter x - % Sales
ACYR	Actuals - YTD
ACYS	Actuals - YTD - % Sales
ACxx	Actuals – Period x
AMxx	Actuals – Curr Period minus xx
ACCT	Account Code
BLNK	Blank Column
DESC	Account Description /Heading
IBCP	Initial Budget - Current Period
IBCS	Initial Budget - Current Period - % Sales

IBCQ	Initial Budget - Current Quarter
IBQS	Initial Budget - Current Quarter - % Sales
IBQx	Initial Budget - Quarter x
IBxS	Initial Budget - Quarter x - % Sales
IBYR	Initial Budget - YTD
IBYS	Initial Budget - YTD - % Sales
RBCP	Revised Budget - Current Period
RBCS	Revised Budget - Current Period - % Sales
RBCQ	Revised Budget - Current Quarter
RBQS	Revised Budget - Current Quarter - % Sales
RBQx	Revised Budget - Quarter x
RBxS	Revised Budget - Quarter x - % Sales
RBYR	Revised Budget - YTD
RBYS	Revised Budget - YTD - % Sales
RBxx	Revised Bgt – Period x
LBCP	LYR Budget - Current Period
LBCS	LYR Budget - Current Period - % Sales
LBYR	LYR Budget - YTD
LBYS	LYR Budget - YTD - % Sales
NBCP	NYR Budget - Current Period
NBCS	NYR Budget - Current Period - % Sales
NBYR	NYR Budget - YTD
NBYS	NYR Budget - YTD - % Sales
NBxx	Next Year Bgt – Period x
1YCP	LYR Actuals - Current Period
1YCS	LYR Actuals - Current Period - % Sales
1YCQ	LYR Actuals - Current Quarter
1YQS	LYR Actuals - Current Quarter x - % Sales
1YQx	LYR Actuals - Quarter x
1YxS	LYR Actuals - Quarter x - % Sales
1YYR	LYR Actuals - YTD,LYR
1YYS	Actuals - YTD - % Sales
1Yxx	LYR Actuals – Period x
2YCP	2 Years Ago - Current Period
2YCS	2 Years Ago - Current Period - % Sales
2YYR	2 Years Ago - YTD
2YYS	2 Years Ago - YTD - % Sales
3YCP	3 Years Ago - Current Period
3YCS	3 Years Ago - Current Period - % Sales
3YYR	3 Years Ago - YTD
3YYS	3 Years Ago - YTD - % Sales
4YCP	4 Years Ago - Current Period
4YCS	4 Years Ago - Current Period - % Sales
4YYR	4 Years Ago - YTD
4YYS	4 Years Ago - YTD - % Sales
ACIA	Actual vs. Initial Budget - Current Period

ACIP	Actual vs. Initial Budget % - Current Period
AQIA	Actual vs. Initial Budget - Current Quarter
AQIP	Actual vs. Initial Budget % - Current Quarter
AxIA	Actual vs. Initial Budget - Quarter x
AxIP	Actual vs. Initial Budget % - Quarter x
AYIA	Actual vs. Initial Budget - YTD
AYIP	Actual vs. Initial Budget % - YTD
ACRA	Actual vs. Revised Budget - Current Period
ACRP	Actual vs. Revised Budget % - Current Period
AQRA	Actual vs. Revised Budget - Current Quarter
AQRP	Actual vs. Revised Budget % - Current Quarter
AxRA	Actual vs. Revised Budget - Quarter x
AxRP	Actual vs. Revised Budget % - Quarter x
AYRA	Actual vs. Revised Budget - YTD
AYRP	Actual vs. Revised Budget % - YTD
ACLA	Actual vs. Last Year's Budget - Current Period
ACLP	Actual vs. LYR's Budget % - Current Period
AYLA	Actual vs. Last Year's Budget - YTD
AYLP	Actual vs. Last Year's Budget % - YTD
ACNA	Actual vs. Next Year's Budget - Current Period
ACNP	Actual vs. NYR's Budget % - Current Year
AYNA	Actual vs. Next Year's Budget - YTD
AYNP	Actual vs. Next Year's Budget % - YTD
ACLY	Actual vs. Last Year's Actual - Current Period
AQLY	Actual vs. Last Year's Actual - Current Quarter
AxLY	Actual vs. Last Year's Actual - Quarter x
AYLY	Actual vs. Last Year's Actual - YTD
BBYR	Beginning Balance - This Year
EBLY	Ending Balance - Last Year
Ax-y	Add Column x to y
Sx-y	Subtract Column y from x
Tx-y	Total Columns x thru y

Note: For options **Ax-y**, **Sx-y**, and **Tx-y** the following applies for x and y:

Example: To total columns 5 through 8 use **T5-8**.

If you are processing columns 10 through 25, use alpha characters where 10=A, 11=B, etc. Example: To total columns 12 through 15 use **TC-F**.

Exit the Screen

When you are finished, press **F4** on the contents code field to return to the Extended Financials Menu.

Financial Statement Detail Maintenance

Introduction

Financial Statement Detail Maintenance can be used to customize or create detailed line items on a financial statement. You may wish to generate a default set of financial statements using option **1**, then use this option to consolidate additional accounts, define new headings, re-arrange accounts, add sub-totals, etc.

How to Execute

From the Extended Financials Menu, select **Detail Maintenance**.

Description of Fields

Report Code

Enter up to four characters for the report code on which you want to work. The report must have been created using Report Consolidation Maintenance and/or Generate Default Report Consolidations.

Line Number

From the line number prompt you have several options as follows:

#	Enter an existing line number to edit, or enter a new line number to add a new line.
F2	Displays a view showing all of the lines on this report. Once in the view, you have the following options:
PgUp, **PgDown** **Up Arrow**, **Down Arrow**	To move through the view.
Line-delete	Deletes a line from the report.
Enter	Selects the line for maintenance.
F4	Exits this screen.
F6	Provides help on this field.
F7	Allows you to rearrange lines on the report using the following prompt:

Enter line numbers to switch separated by commas.
If you enter two line numbers that exist (i.e.: 35, 30), those two lines will be switched. If you enter a second line number that doesn't exist (i.e.: 35,42), the first line will be moved to the second position.

F8 Allows you to renumber the lines back to increments of five. This is useful if you have added or re-arranged numerous lines. This function will also correct the line number on any report using these lines.

F9 Allows you to copy this report to another report code. This is useful if you want a report similar in line format with a different Contents code.

Description
Enter up to 40 characters for the descriptive field to print on the financial statement. This field will print in the column **DESC**.

If you generated the financial statement, this field will contain the category description on header lines, and the account code description on detail lines.

Line Type
Enter the line type for this line on the financial statement from the following:

B Blank line

C Category heading

H Heading

S Sub-heading

P Page break

AC Standard detail line

TC Category total

TH Heading total

TS Sub-heading total

TO Miscellaneous other total

- Dashed line

= Equal sign line

_ Underscore line

See the end of this section for a sample of the Totaling logic.

Print line on report?
With this option, you can define a line as an accumulator line, meaning that it will not actually appear on the report, but is added to or subtracted from the next total line.

Y   Prints this line on the financial statement.

N   Does not print this line on the financial statement, but does accumulate the amount into the total.

Number of lines to skip
Enter the number of blank lines that should be printed after this line on the financial statement. Enter **0**, or press **Enter** if you do not wish to skip any lines after this line.

Column indentation
Enter the number of characters to indent the normal printing of the amount columns beyond their normal print position.

A good use of this function would be on a balance sheet where the Total Assets and Total Liabilities and Equity might be printed farther over than all the other amounts.

Change sign?
You have the option of changing the sign of the numbers as they are displayed on the financial statement. You will probably want to change the sign on lines containing accounts that normally have a credit balance, such as liabilities, equity, and revenue.

Y   Change the sign of the numbers on this line.

N   Leave the sign as stored.

Add/Subtract
With this function you can add or subtract this line into the total line as follows:

A   Adds this line to the total.

S   Subtracts this line from the total.

blank   Does not include this line in the total.

> **Note**: If you specified in the previous field to change the sign, the sign will be changed BEFORE the line is added to or subtracted from the total.

Starting Account
Ending Account
Each line on a financial statement can have many single accounts or ranges of accounts summarized into the line as follows:

Single Account: Enter the same account number for both the starting and ending account.

Range of Accounts: Enter the first and last accounts in the range you wish to include.

Account Mask
A line on a financial statement can contain a group of accounts that is not necessarily an entire range of accounts. For example, if you want to summarize all accounts from 401-00 to 499-99 that end in 02, enter a mask of 4**02.

Link from Report
If this line contains the amount from a line or range of lines calculated on another financial statement, enter the appropriate report code in this field.

For example, if you are creating a balance sheet, you need to get the current year profit amount from a corresponding income statement, so you might enter I001.

If you are accumulating lines from this financial statement, leave this field blank.

From Line
To Line
If you have entered a report code on the previous field, you will need to enter the appropriate range of lines from that report to be included on this line of the financial statement.

Using the above example where you are printing the profit amount from I001 on the Balance Sheet, you might enter line 280 for both the 'from and to' lines.

Totaling Logic
The following is an example of how the Totaling logic works:

There are certain rules to be aware of:

> ➢ TC, TH, and TS lines all behave identically and although all are generated by the Generate Default Report Consolidations option to correspond to the associated header types, they can be used interchangeably.

> ➢ Multiple accounts and report lines can be accumulated by using total lines (TC,TH, TS, and TO) with the **Print Line on Report** field set to **N.**

> ➢ Setting the last **Print Line on report field** to **Y** will print the line with all previous **N** lines included in the total. The accumulator will be cleared when the line is printed or if the line type changes.

> ➢ Only AC and TO lines will be accumulated into TC, TH, TS, and TO lines.

> ➢ Lines with a blank add/subtract indicator will not be accumulated into any total line.

Line#	Line Type	Add/ Sub	Print Line?	Account/Line Number Range to print on this line
1	AC	A	N	101-00 to 101-99
2	AC	A	N	105-00 to 105-00
3	AC	A	N	110-00 to 110-00
4	TO		Y	Line 1 to line 3
5	AC	A	Y	120-00 to 120-00
6	TS		Y	Line 1 to line 5
7	AC	A	Y	130-00 to 130-00
8	AC	A	Y	140-00 to 140-00
9	TS		Y	Line 7 to line 8
10	TH	A	N	Line 1 to line 6
11	TH	S	Y	Line 7 to line 9
12	TC		Y	Line 1 to line 11

Notes on the example above:

> ➤ Line four prints the total of accounts 101-00 through 101-99 plus 105-00 plus 110-00.

> ➤ Line six prints the total of accounts 101-00 through 101-99 plus 105-00 plus 110-00 plus 120-00.

> ➤ Line nine prints the total of accounts 130-00 plus 140-00.

> ➤ Line ten doesn't print, but accumulates Line 1+ 2+ 3+ 5.

> ➤ Line 11 prints Line 1+ 2 + 3+ 5 - 7 - 8.

> ➤ Line 12 prints Line 1+ 2+ 3+ 5+ 7+ 8.

Exit the Screen

When you are finished with the report, press **Up Arrow** to return to the report code field.

When you are finished maintaining all reports, press **F4** from the line number or report code fields to return to the Extended Financials Menu.

You may now wish to proceed with the Financial Statement Update.

WARNING: After you have customized the lines on your financial statement, you must NOT run the Generate Default Report Consolidations option again for this report or all of your custom changes will be lost!
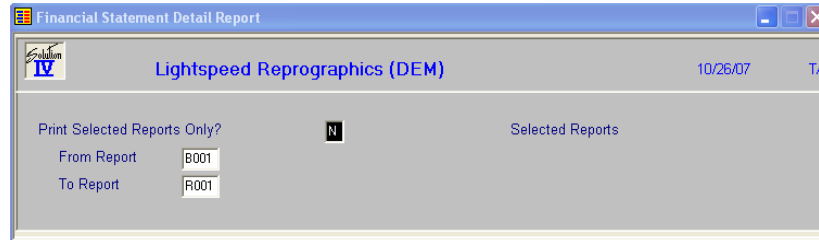

Financial Statement Detail Report

Introduction
The Financial Statement Detail Report shows you the actual row contents of any financial statement.

How to Execute
From the Extended Financials Menu, select **Detail Report**.

Description of Fields
Print Selected Reports Only?

Y   Displays a view and allows you to select individual reports for printing.

N   Allows you to enter a range of reports for printing.

If you answer **N**, the system prompts:

From Report
To Report
Enter a range of reports as follows:

- ➢ Press **Enter** twice to select all reports.

- ➢ Enter the same report code for both the 'from and to' fields if you want one report.

- ➢ Enter the starting and ending report codes to select a specific range.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Extended Financials Menu.

Financial Statement Update

Introduction

This option is used to update the actual, budget, and history numbers from the account masterfile to the defined financial statements. The Financial Statement Update must be run before printing financial statements.

How to Execute

From the Extended Financials Menu, select **Financial Statement Update**.

Description of Fields

Update Selected Reports?

Y   Displays a view and allows you to enter individual reports to update.

N   Allows you to enter a range of reports to update.

> **Note**: Updating selected reports or a small range of reports allows the update to run much faster than if all financial statement reports are updated. This option provides a quick means of updating selected reports such as the consolidated Income Statement and Balance Sheet to see the effect of month-end closing journal entries without updating all of the financial statements defined in the system. It is also good for generating a small number of mid-month financial statements.

If you enter **N**, the system prompts:

From Report
To Report
Enter a range of reports as follows:

➢ Press **Enter** twice to update all reports.

➢ Enter the same report code for both the 'from and to 'fields if you want to update a single report.

➢ Enter the starting and ending report codes to update a specific range of reports.

Period Number
Enter the period number for which you want to update your financial statements. The financial statement update must be run again to update a different period.

After the information on the screen is correct, the system prompts:

Are you sure you want to run the Financial Stmt Update? <u>Yes</u> <u>No</u>

Y   Performs the update.

N   Returns to the Extended Financials Menu.

Exit the Screen
When the update is finished, you will be returned automatically to the Extended Financials Menu.

You may wish to proceed to Financial Statement Printing.

Financial Statement Printing

Introduction
This option prints the financial statements for the period you selected in the Financial Statement Update. The Financial Statement Update should be run after posting to the General Ledger and before running this option.

> **Note:** It is important that you run the Financial Statements Update option for all reports selected here; otherwise some amounts may be incorrect.

How to Execute
From the Extended Financials Menu, select **Financial Statement Printing**.

Description of Fields
Print Selected Reports Only?

Y   Displays a view and allows you to select individual reports for printing.

N   Allows you to enter a range of reports for printing.

If you answer **N**, the system prompts:

From Report
To Report
Enter a range of reports as follows:

> ➢ Press **Enter** twice to select all reports.
> ➢ Enter the same report code for both the 'from and to' fields if you want one report.
> ➢ Enter the starting and ending report codes to select a specific range.

Reports
Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Extended Financials Menu.

9 Period End Processing

This chapter explains the period end processing functions for General Ledger. The options include both the Period End Update itself and the Status Change Update.

Period End Update

Introduction

General Ledger Period End Update is different from the update in the other Solution-IV applications. In General Ledger, the month-end processing does not do much, and year-end processing does a lot more.

Month-end processing will only increment the current period. There are three reasons for running it:

➢ By incrementing the current period you can be sure that no one will accidentally post to a prior period. If you need to make a posting to a closed period, you just need to go into GL Parameters Maintenance and change the current period.

➢ Whenever there is a period number on a screen, the default is the current period. By keeping the current period accurate, you will not have to change that field as often.

➢ When posting to a future period, you will receive a message indicating such. The message does not stop you from making the posting, but may get in your way.

Year-end processing does significantly more. It clears the transaction detail file, rolls the history in Account Maintenance, calculates and then adds the net profit to retained earnings, clears the detail for all accounts and zeros the balances of the income and expense accounts. If you have made postings into the next year it also renumbers the transactions from periods 14-26 to periods 1-13.

How to Execute

From the General Ledger Main Menu, select **Period End Update**.
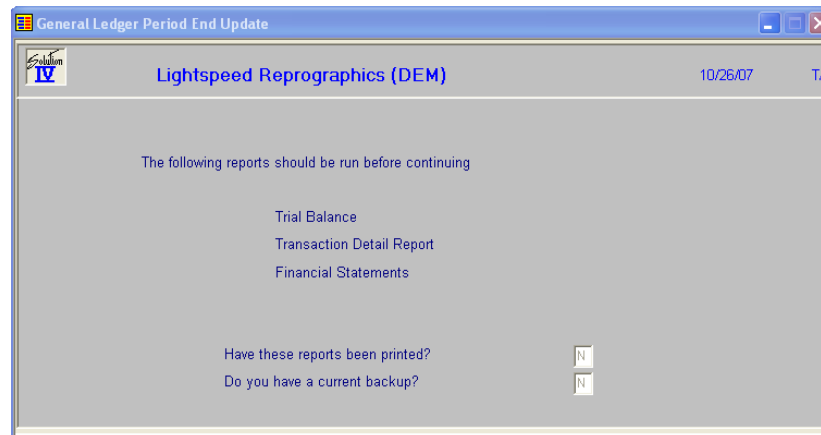
Description of Fields

Have these reports been printed?

It is not actually necessary to print the above reports when running month-end processing since they may be printed at any time. If you are going to clear historical transactions, however, you really should print the Transaction Detail Report.

Y   All required reports have been printed.

N   The system terminates the update and returns to the General Ledger Main Menu.
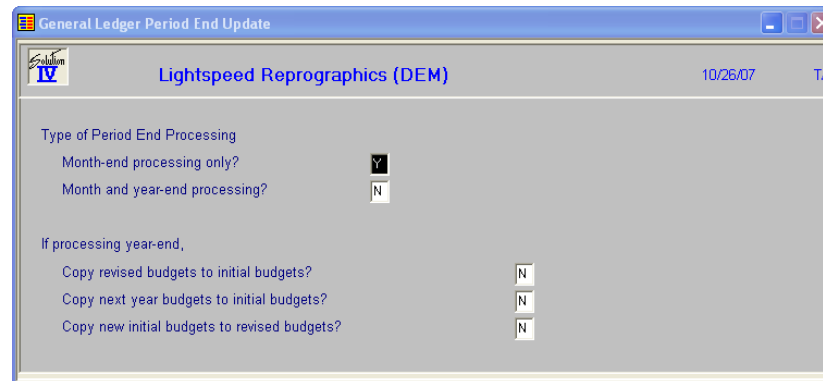
Do you have a current backup?
Refer to the Solution-IV System Utilities manual for more information on backups.

Y   You have a current backup.

N   If you do not have a current backup, the system terminates the update and returns to the General Ledger Main Menu.

If you answer **Y** to the above questions, you will see the following screen:

Month-end processing only?
Y   Increments the current period field in GL Parameters Maintenance.

N   Does not increment the current period field.

Month and year-end processing?
Y   Runs full year-end processing as described in the above introduction. The current period will be reset to 1, and the year on the period ending dates will be incremented.

N   Does not run year-end and the cursor skips to the Clear Transaction Detail File field.

If you answer **Y**, you will receive the following 3 questions:

Copy revised budgets to initial budgets?
Y   The amounts in this year's revised budget become the initial budgets for your next year.

N   The revised budgets are set to zero during year end.

Copy next year budgets to initial budgets?
Y   If you have already created budgets for next year, **Y** will move them to the initial budget column during year-end.

N   The next year budgets you have entered will be cleared.

Copy new initial budgets to revised budgets?
Y   If you want your initial budgets to equal revised budgets, answer **Y**.

N   Revised budgets will be zero.

Exit the Screen
When the Period End Update is finished, you are returned automatically to the General Ledger Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the Account Masterfile and Bank Code file entries that you have marked to change or delete, verifies their validity and then effects the change. A report is printed prior to the update showing what is going to be changed/deleted, and you then have the option of continuing the update or not.

Important: This is a powerful function which may result in accounts or bank codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing.


Before You Start

Before you start the Status Change Update, you must do the following:

➢ Make a current backup — this is for your own protection.

➢ Make sure that the general journal file and the associated data entry files for other Solution-IV applications are empty.

➢ Make sure no one else is using Solution-IV.

How to Execute

From the General Ledger Main Menu, select **Status Change Update**.
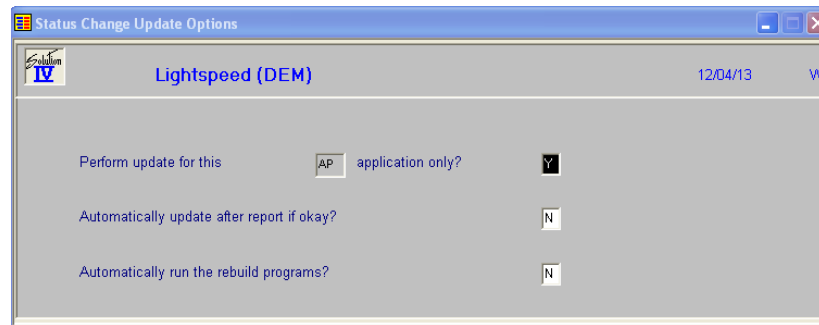
Description of Fields

Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

Y   Perform the update for just this module.

N   Perform the update for all modules.

Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

Y   Automatically continue with the update after the report is printed.

N   Wait for the user to respond to the continue question.

Automatically run the rebuild programs?
You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

Y   Automatically continue with the rebuild programs after the update is completed.

N   Do not run the rebuild programs at this time.

Steps in Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the system (any company, any application).

2. Builds a list of all the records that are marked to be deleted or changed (Status = D or C).

3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere in the system.
Example: If you are deleting Account Code 101, 101 may not be used by any transactions in the Transaction Detail File; the account balance also must be zero.

4. It then checks the records to be changed and insures that the 'change to' is not going to be changed to something else or deleted.

5. A report is printed showing the changes to be made and any conflicts that it found in steps three and four. If there are any conflicts, the remaining steps are skipped.

6. If there are no conflicts, the system prompts:

Are you sure you want to continue the update?
YES   Completes the status changes as indicated on the report.

NO   Does not run the update and returns to the menu.

7. The requested changes are performed.

8. The requested deletes are performed.

9. The history files are marked if anything was changed. There are multiple flags in each history record in each of the history files — one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to **C**.

Exit the Screen

When the Status Change Update is finished, you are returned automatically to the General Ledger Main Menu.