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General Ledger Initial Setup

2003

> Written in 2003 for the General Ledger application of APPX Financials. Screens and options in current releases may differ.

APPX Software, Inc.

Made on October 10, 2026 from the pages of the APPX Library, https://wiki.appx.com/manuals/library/glis-setup/. The pages are the current version.

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CHAPTER 1

General Information

Introduction

What Is General Ledger?

General Ledger is a means by which you can measure the financial health of your company. In accounting terms, the "General Ledger" records each transaction coming into or going out of your company that involves the exchange of money, or involves an increase or decrease in the overall value of your company. These transactions can include everything from cash receipts to depreciation on equipment; all such transactions should be reflected in General Ledger.

What Is an Account?

In order to record a transaction, you enter the amount into an "account". The full set of your accounts is called the "Chart of Accounts". Over time, as you examine the detail and later the summary of the activity in each account, you can analyze the efficiency and the profitability of your business.

There are many types of accounts in the Chart of Accounts. The broadest classification of accounts separates them into "permanent", or "Balance Sheet" accounts, and "temporary", or "Income/Expense" (Profit/Loss) accounts. Of course there is nothing temporary about income and expenses; the term "temporary" means that those account balances are summed into a special equity account called "Retained Earnings" at the end of the fiscal year, and then zeroed to begin the new year's accumulations. Permanent accounts, on the other hand, always retain their balances. The importance of temporary accounts is that they allow you to examine your profit (or loss) each month over the fiscal year, so that you can keep an up-to-date picture of your company's financial health.

Balance Sheet accounts can be further classified as "Assets", which are generally tangible, valuable items that your company owns; "Liabilities", which are legal obligations your company owes to its creditors; and "Owners' Equity", which reflects the amounts that various individuals or companies have invested in your business.

When a business first begins, the only equity available is the initial investment made by the owner of the business (the Owner's Equity). As the company grows, it purchases goods, services, supplies, and equipment; these items are necessary to conduct business. In so doing, the company acquires liabilities; the liabilities represent what the company owes its creditors. Most businesses have creditors, and since the creditors have first claim on the company's assets, we come to the basic rule of accounting, which is:

Assets = Liabilities + Owners' Equity

This means that the dollar value of your total assets is equal to the sum of the value of your liabilities and the value of your owners' equity.

Asset accounts are also sometimes referred to as "debit" accounts; liability and equity accounts are also sometimes referred to as "credit" accounts. This simply means that the balance in each type of account is typically either a debit amount (denoted DR) or a credit amount (denoted CR). For ease of recognition, APPX General Ledger assumes that when you enter a positive amount you are entering a debit, and when you enter a negative amount you are entering a credit.

What are debits and credits?

The difference between a debit and a credit is defined only by the type of account each represents. Asset accounts are increased when they are debited; liability and equity accounts are increased when they are credited. This allows the basic account rule (Assets = Liabilities + Owners' Equity) to hold true as you make your daily transaction entries.

Since debits are recorded as positive numbers and credits are recorded as negative numbers in APPX General Ledger, the basic accounting rule can also be stated:

Assets (positive) + Liabilities (negative) + Owner's Equity (negative) = 0

This means that your debits must always be offset by an identical, negative credit amount; otherwise your General Ledger will be "out of balance". Each month as you set out to examine the current activity of your business, you should print the report called "Trial Balance" to make sure that the net sum of your debits and credits is zero.

Introduction to Financial Statements

This brings us to a very important thing that General Ledger can provide for you: Financial Statements. Financial statements vary depending on how you want your accounting information presented, and what types of analyses you intend to do. In general, however, two financial statements are common. These are the "Balance Sheet", which presents a summary of your permanent accounts; and the "Income Statement", which summarizes your temporary accounts and indicates your current profitability. The Income Statement often includes a comparison to budgeted amounts, and is sometimes referred to as the "P & L" ("Profit and Loss") or the "Income and Expense" statement.

The Income Statement is an analysis of your temporary accounts. These are "Income", or "Revenues", which are credit accounts; and "Expenses", which are debit accounts. On a typical Income Statement the Revenues will be listed first. These itemize the current activity for the goods or services that your business sells. Offset against these are the current Expenses, which include such things as office supplies, monthly insurance premiums, rent, and employees' wages. The difference between revenues and expenses is called "Current Earnings". This is a temporary equity account which reflects the current profitability of your company. Everyone hopes that Current Earnings maintains a credit balance, because that means that Revenues are larger than Expenses!

The Balance Sheet summarizes your permanent asset accounts ("Assets") and your permanent capital accounts ("Liabilities" and "Owner's Equity"). Asset accounts include long-term assets such as equipment and buildings, and shorter-term or more liquid assets such as cash and accounts receivable (which is the sum of the amounts you have billed your customers but they have not yet paid). Liability accounts include mortgages, taxes owed, and accounts payable (which is the amount you have been billed for goods or services and have not yet paid); and equity accounts include the amounts invested by stockholders and/or the company's owners.

Another, special type of equity account is called "Retained Earnings'. This account reflects the company's ongoing profit or loss, summed over all the years that the company has been in business. On your Balance Sheet, the total of all your assets should exactly equal the total of all your liabilities plus your Owners' Equity (which includes year-to-date Current Earnings).

At the end of each fiscal year, year-to-date Current Earnings (total profit or loss for the year) is added to the Retained Earnings equity account; and then all revenue and expense accounts are zeroed to begin accumulating for the next fiscal year.

Introduction to Transaction Processing

The most generally accepted method of recording transactions, and keeping them in balance, is called "double-entry bookkeeping". This is the method used by APPX accounting applications, including General Ledger; therefore, for every debit transaction entry you make, you must also make a corresponding credit entry.

As an example, consider an invoice for a purchase of office supplies for your company. In this example you would debit an expense account called Purchases for the amount of the invoice, and credit the liability account called Accounts Payable for the same amount. Thus the current expense is recorded (for the office supplies) and will be reflected in the next Income Statement; but your liability has also been increased (since you now owe the vendor from whom you purchased the office supplies). In the same manner, when you pay for the office supplies you would debit Accounts Payable (reducing your debt) and credit Cash (also reducing your bank balance). This ensures that the General Ledger is always in balance; in other words, your debits always equal your credits.

In all APPX accounting applications, including General Ledger, your daily transaction entries can be performed using a series of methodical steps. In every application, these steps are basically the same. They are:

- Enter your daily transactions
- Print journals of the transactions; these provide a necessary audit trail
- Post the transactions

Once these steps are performed, you can print reports and view inquiries that will contain up-to-the-minute information. Since posting transactions automatically updates the General Ledger, your information will be up-to-date not only in any subsidiary applications you may have, but also in General Ledger.

Purpose

This manual provides a guide for setting up your General Ledger using the Initial Setup phase of the General Ledger application. Chapter 2 provides an overview of the various menus available in Initial Setup. Chapter 3 presents issues for special consideration as well as an outline of the basic steps involved in getting started. Chapters 4 and 5 provide detailed descriptions of each menu item. Together, they allow you to transfer records from your present accounting system to the APPX General Ledger. If you follow these instructions, you should have a successful installation.

The features described in this manual are included in the standard General Ledger application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Pulldown menus
- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports, lists, and inquiries

Other Manuals

The *APPX User Manual* provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the *APPX User Manual* is not repeated in this or other APPX manuals, you should read it carefully prior to working with the system.

The *General Ledger Live Operations Manual* describes the Live Operations phase of General Ledger while the *General Ledger Recovery Processing Manual* covers the Recovery Processing phase.

The aforementioned manuals along with this manual complete the set of user manuals which are available for APPX General Ledger.

For questions about the computer hardware used at your installation, please refer to the manuals provided by the hardware manufacturer.

Phases

APPX General Ledger operates in three distinct phases, namely:

- Initial Setup
- Live Operations
- Recovery Processing

Initial Setup

During Initial Setup, master files and system-maintained files can be set up and transaction history can be entered. Information entered during the Initial Setup phase provides the basis for Live Operations. This manual addresses the features available in this phase.

Live Operations

Live Operations is used to perform daily transaction processing, file maintenance, report generation, and monthly processing functions.

In Live Operations, journal entries can be entered or generated, and allocation entries can be generated. In addition, units entries can be entered. After printing journals for the necessary audit trail, transactions can be posted. Many different types of reports can be printed, and information can be viewed using a variety of inquiries. Accounts can be summarized; any type of financial statement can be printed. Special programs are available to combine the general ledgers of multiple companies, process transactions in foreign currencies, report on intercompany transactions, and interface with graphics software.

Recovery Processing

There is a certain day-to-day risk of losing data due to sudden power surges or outages and other system problems. Recovery Processing is used to manually restore information to system-maintained files or fields which are normally not accessible during Live Operations.

Accounting Audit Trails

During Live Operations, pulldown menus provide access to functions used for day-to-day operation of the system. General Ledger functions are accessed from the *Daily*, *Monthly*, *Maintenance*, *Reports*, *Statements*, and *Other* menus.

To process transactions, a three-step procedure is followed:

1. Transaction entry;
2. Journal printing (necessary for the audit trail);
3. Transaction posting (where permanent files are updated).

Transaction Entry

Entry of data occurs in groups, or batches, called "Control Groups", which you should review prior to posting them to your master files. These groups are identified by user ID and "control number", which allows each operator to process transactions separately from other operators. The system performs validation checks on all transactions entered.

Journal Printing

After initial transaction entry, each control group must be printed on a journal before it can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks on the transaction data to ensure that it can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. A control group that prints with errors will not be allowed to post until the errors are corrected and the journal is reprinted without errors. This process ensures that data is verified twice prior to being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted.

Journal printing also produces a "journal summary" which details the total dollar amount to be posted to each General Ledger account.

Transaction Posting

Once transactions have been entered and the journal has been printed and verified, the control group is ready to be posted to your permanent master/holding files. This process usually involves adding records to a system-maintained detail file, and summarizing the detail for historical records. Each transaction is deleted after it has been posted.

In General Ledger, the detail files are Month-to-Date Postings, Year-to-Date Postings, and Future Postings; and the historical records are the Account Balances, Unit Balances, and Foreign Balances files.

Modification Logs

Modification logs provide an additional degree of audit control by recording who makes changes to master files, and when such changes are made. For example, when records are added to a file, all new field contents are shown; when records are deleted, the key value and all field contents are provided;

when changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

In the Live Operations phase of all APPX applications, modification logs are optional. A modification log for a specific file occurs only if a modification log name is present in the file maintenance function for that file in Application Design. Modification log names are initially present but may be removed by an application designer. Modification logs are not applicable in the Initial Setup phase of an application whereas modification logs are always provided in the Recovery Processing phase.

Some examples of master files subject to modification logs in General Ledger are the Chart of Accounts, Budgets, Summary Accounts, Allocation Accounts, and Unit Accounts. Modification logs are not enabled for transaction files (such as Journal Entries) since transaction journals provide the appropriate audit trail.

Major Functions

APPX General Ledger is designed to be the heart of your accounting system. General Ledger collects data from other applications and from data entry within itself, brings the information together, and organizes it to produce financial statements and other reports. In General Ledger all accounting data is summarized and printed to provide up-to-date reporting on the financial state and current profitability of your business.

Major functions include:

- Transaction Processing
- File Maintenance
- Reports and Inquiry
- Financial Statements
- Monthly Processing
- Intercompany Processing
- Foreign Currency Processing
- Graphs and Spreadsheets

The features described in this manual are included in the APPX turnkey General Ledger application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Application Features

General Ledger is designed to operate as the center of your financial information management system. The application compiles data provided by journal entries and integrated applications, and translates this data into custom financial statements, management reports and operational analyses. General Ledger also serves as the basis for account number validation and other sophisticated processing capabilities throughout your system.

General Ledger provides the accounting information required for analysis and control of your company's financial activities. Journal entries which are entered through an online user workstation, and detail or summary transactions generated from other applications, provide the input to General Ledger. All transactions entering the system are controlled and processed against individual accounts. Account validation occurs online at entry time and does not allow invalid or out-of-balance data to post to master files.

General Ledger can support either twelve or thirteen financial periods per fiscal year. Accounting reports are compiled and presented using data from the Account Balances file, which contains ending balances for each month of the current fiscal year, and for as many years of history as you want to keep.

The fiscal year may be synchronized with or independent of the calendar year. Other applications may coincide with the general ledger accounting period, or may be ahead of or behind that used by General Ledger. Transaction entry functions allow the user to specify the month and year to which a transaction is to be posted.

The Close Month function within General Ledger transfers future posting entries to the Month-to-Date Postings file for the next accounting month. At end-of-year, revenue and expense account balances are added to retained earnings and then reset to zero, to begin accumulations for the next year. Retained earnings may be automatically kept in one or several accounts, depending on how you define your account structure.

Other application features are described in the following topics:

- **Account Structure** and Transaction Detail
- **Transaction Control**
- **Budgets**
- **Summary and Allocation Accounts**
- **Financial Statements & Reports**
- **Icon Usage**

Account Structure and Transaction Detail

General Ledger allows you to structure your account number to meet your own requirements. The account number structure can be subdivided to facilitate profit center or cost center reporting. You can define as many as four account components, each having up to ten characters (although the total number of characters cannot exceed twelve). In addition, you can describe each component, and this description will appear on screens and reports. Refer to Account Structure Options for more information.

Transaction detail may be automatically maintained on a month-to-date and/or year-to-date basis, and is designated separately for each account. Detail can be kept by journal; by journal and operator ID; by journal, operator ID, and date; in complete summary; or in complete detail. Refer to Transaction Detail Options for more information.

Transaction Control

In general, the term "Transaction Control" means maintaining an audit trail of transactions that are entered and posted in an application. The system offers different ways to maintain the audit trail. Regardless of which method you choose, all transactions will be entered, printed on journals, and posted by *Operator ID* and *Control Number*. Beyond that, you have several options (described in detail in Transaction Control Options) which provide the following alternatives:

1. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned and cannot be changed. The system will not allow any operator to edit another operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency.
2. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, any operator will be allowed to edit any other operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency.
3. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. Here, the operator can optionally restrict access to his or her own transactions. In addition, control and hash totals can be entered and will be balanced against the sum of transactions and each control group can have a unique description. One record will be written to the Transaction Control file for each group of transactions posted, capturing pertinent details about the group. Transaction Control file contents can be printed on reports and/or viewed through an inquiry. Finally, this is the only alternative which enables you to enter transactions in foreign currencies.

The third alternative described above will provide you with the highest level of transaction control. If desired, it is also possible to treat *Operator ID* as a user-assigned batch ID, provided the method you choose allows *Operator ID* to be changed.

Remember, apart from transaction control, the system also offers various options for keeping transaction detail (see Account Structure and Transaction Detail).

Budgets

Balance and budget data can be maintained for as many years as you need. Multiple budgets may be established for an account; an unlimited number of budgets can be defined. A budget analysis report is provided.

A separate application, called Budget Analysis, is available as an add-on to General Ledger. This application provides the ability to enter and generate variable budgets; create budgets from balances; copy and delete budgets; print budget analysis, review, and variance reports; and interface the Budgets file with graphics software. It also allows you to transfer budget information to spreadsheet software for additional refining, and it can update the Budgets file with the results from the spreadsheet.

Summary and Allocation Accounts

In General Ledger there are two special types of options to allow you to summarize and/or separate account balance information. These options are called Summary Accounts and Allocation Accounts.

Summary Accounts allow you to define any number of detail account balance records which are to be summarized into another account. This summarization occurs when the Summarize Accounts option is selected from the Monthly Processing menu. Summary accounts cannot be posted to directly; their value comes from summing the detail accounts defined to be a part of the summary account. Summary accounts can be printed on statements and other reports.

Allocation Accounts are the complement to Summary Accounts. Allocation Accounts allow you to specify how to allocate (split up) an account's balance into any number of Receiving Allocation Accounts. Account balance amounts can be allocated as a fixed percent, a fixed amount, or as a ratio of the sum of other accounts. An Over/Under account can be specified so that the sum of the allocations exactly equals the amount to be allocated. Allocation account journal entries are created when Generate Allocation Accounts is selected from the Transaction Processing menu.

Financial Statements & Reports

A financial statement generator allows you to define flexible financial or management reports using account balance, unit balance, foreign balance, and/or budget data, or source and use data for a Statement of Cash Flows. Financial Statements can optionally include information about summary accounts. Because General Ledger is updated with each posting procedure throughout the system, financial statements with current information are always available.

The Financial Statement generator offers sophisticated 13-column totalling and formatting capabilities, automatic period updating, and cost/profit center reporting. Arithmetic operations are permitted based upon defined column data. In comparative statements, horizontal and vertical percentages may be calculated.

Multiple printed statements can be created from a single format definition by attaching print parameters to a format and storing the combined format and print parameters. Print parameters include accounting period, account components, rounding selections, data format options, types of data to be accessed, and calculations or analyses to be performed.

An intercompany processing utility allows you to combine general ledgers from multiple companies for the purpose of printing consolidated financial statements. This utility permits the combination of account balance, unit balance, foreign balance, and/or budget records.

Icon Usage

As part of the graphical design of the suite of APPX financial applications, standards have been adopted for icon usage which combine symbols with color. Note that, in the examples given below, 'IS' refers to the Initial Setup phase of operation and 'RP' refers to the Recovery Processing phase.

Symbols have the following general connotations:

	Data entry
	File maintenance
	Report or listing
	Inquiry
	Processing, posting, or updating

Colors have the following general connotations:

	Transaction-related function
	File-related function
	Routine or incidental function
	IS or special purpose function
	RP, critical, or EOM/EOY function

Symbol/color combinations have more specific connotations as shown in the examples below:

	Transaction entry
	Transaction journal
	Transaction audit info inquiry
	Transaction post

	File maintenance
	File listing
	File audit information inquiry
	Routine or incidental report
	Routine or incidental inquiry
	IS or special entry function
	IS or special file maintenance
	IS or special forms/report
	IS or special update function
	RP Post in Progress Flag Reset
	RP File Edit
	EOM/EOY report
	EOM/EOY/RP update function
	End IS or RP phase

> Note that lime-colored or magnifying glass symbols denote functions that you can run at will without any consequence. Yellow-colored icons suggest a more cautionary approach, while red-colored icons command the most respect.

In some cases, you will find that the icon associated with the menu item is a different color from the icon associated with the function itself. This is because the same function may be called from two or more menus, and may behave differently depending upon the context in which it is called. For example, the same file maintenance process may be called in both Initial Setup and Live Operations but there may be fields you can modify in Initial Setup that cannot be changed in Live Operations. The color of the menu item icon therefore should take precedence.

General Subsidiary

Another application, General Subsidiary, contains additional capability that you may find useful in your day-to-day operations. General Subsidiary is available as an add-on to General Ledger.

General Subsidiary provides you with the ability to extend the reporting capability of any account by any number of segments. It provides a further breakdown of the account balance information by allowing a "subsidiary code" to be appended to the account number during Transaction Processing. This in turn allows you to track various revenue, expense, or asset transactions.

For example, you might want to keep track of costs and income from a particular product or service that you sell. If you have Accounts Payable, when you purchase goods that contribute to the making of that product or service, you can identify the subsidiary code as well as the account number on the

invoice line item. If you have Accounts Receivable, you can identify the revenues produced by that product or service by supplying the subsidiary code on the sales invoice line item. The sum of all those postings can then tell you which of your products or services is the most profitable to your company.

Another example of the use of General Subsidiary might be to identify and collect information on the costs associated with creating product. These products could be as diverse as the construction of a building, the manufacturing of machines from purchased parts, or the writing and publishing of a book.

If you do not have Accounts Payable or Accounts Receivable, you can still collect information in General Subsidiary by entering the amounts as Journal Entries in General Ledger.

Application Interfaces

The combination of General Ledger and other APPX accounting applications, such as Accounts Receivable and Accounts Payable, provides a fully integrated system for effective management and control of your business. There are many separate applications that can be installed, in whatever configuration best suits your requirements. Components of each application contribute to the overall effectiveness of the system. The particular combination which is most effective for your installation, as well as the specific way in which the applications interact, will be determined by the specialized needs of your company.

Information contained in the master files of one application may be accessed, modified, updated, or even entered from another application. This eliminates the need for duplication in entering and storing information, thereby saving valuable computer storage space and increasing accuracy.

General Ledger can be installed as a stand-alone application, or as part of a system that can include Accounts Payable, Accounts Receivable, Payroll, Inventory Control, Order Entry, Sales Analysis, Commission Accounting, Purchase Orders, Fixed Assets, Budget Analysis, and/or General Subsidiary. In a multi-application system, data can be exchanged between applications. As a result, much of the information utilized by the General Ledger originates in other applications. For example, General Ledger may receive sales information from Accounts Receivable, and purchasing data from Accounts Payable and/or Purchase Orders. If any of these applications have not been implemented, the information which would normally be received from those applications must be manually entered.

Depending on system configuration, General Ledger receives postings from the following applications:

Accounts Receivable

- Invoices
- Cash Receipts
- Service Charges
- Adjustments

Order Entry

- Cash Deposits
- Invoices
- Cost of Goods Sold

Accounts Payable

- Invoices
- Adjustments
- Hand & Machine Checks

Purchase Orders

- Prepayments
- Invoices

Payroll

- Time Cards
- Hand & Machine Checks
- Hand & Machine Calculations
- Hand & Machine Accruals
- Advances/Expenses

Inventory Control

- Receipts
- Adjustments
- Product Transfers
- Warehouse Transfers
- Material Requisitions
- Physical Inventory Variances

Although General Ledger can potentially receive postings from Accounts Receivable, Order Entry, Accounts Payable, Purchase Orders, Payroll, and Inventory Control, its presence is not required for operation of those applications. However, if General Ledger is not installed, account verification will not be performed within the other applications.

CHAPTER 2

Menu Overview

General Ledger Initial Setup Screen

The General Ledger Initial Setup Screen, shown in Figure 2-1 below, appears when the user selects *General Ledger* from the application system menu when the operational phase of the General Ledger application is Initial Setup. (The operational phase of an application can be viewed or changed by accessing Databases/Applications File Maintenance from the Databases/Applications Menu within System Administration.)

General Ledger Initial Setup screen

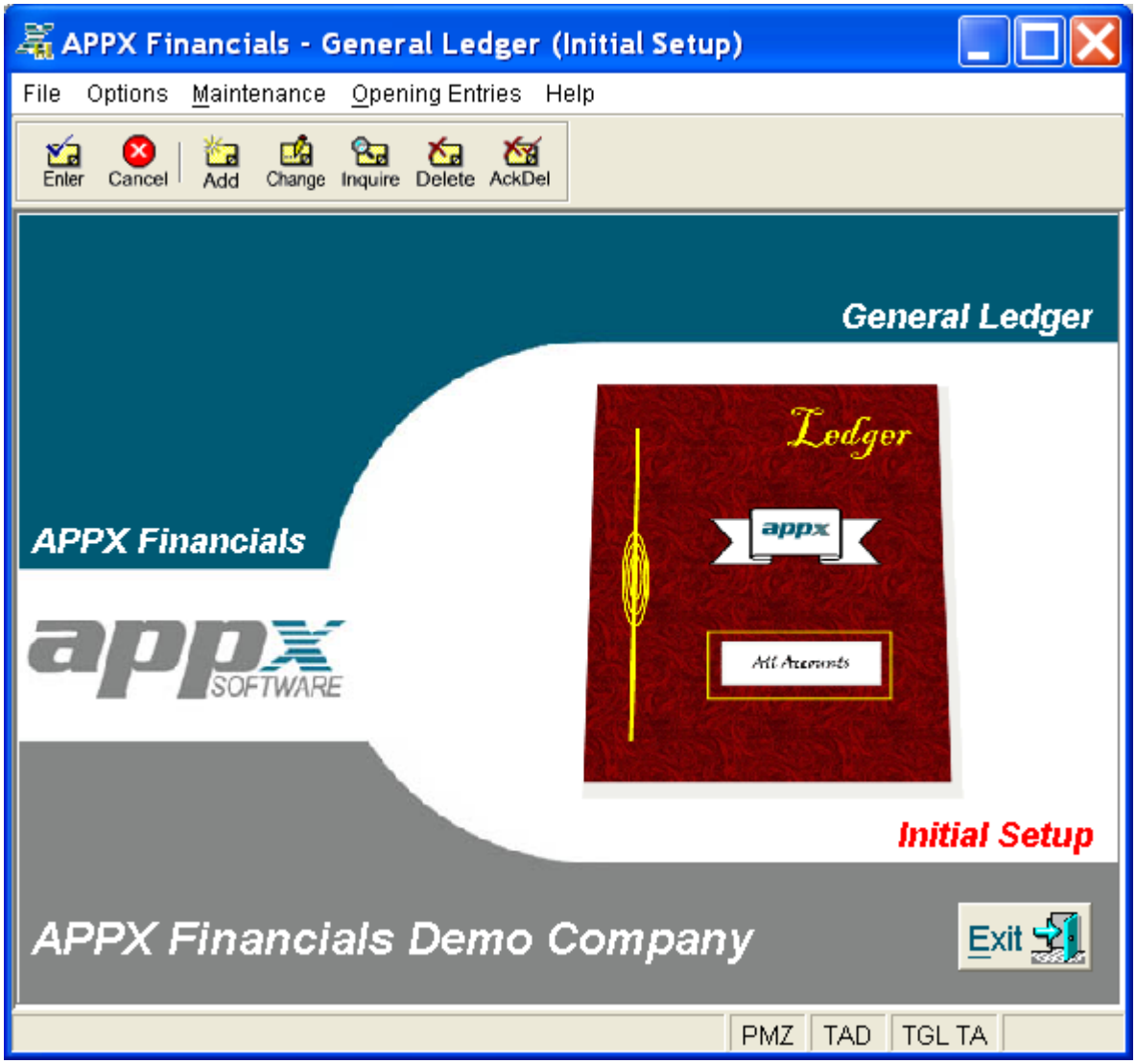

Figure 2-1

The screen that you see at your company will differ slightly than that shown above. For instance, the text on the title bar (the top-most line on the screen) will vary and, of course, the company name will reflect your company. However, the items shown on the menu bar (the line below the title bar) will include the following pulldown menus for Initial Setup:

- Maintenance - See Chapter 4 for detail descriptions of menu items.
- Opening Entries - See Chapter 5 for detail descriptions of menu items.

Maintenance Pulldown Menus

The Maintenance Pulldown Menu, shown in Figure 2-2 below and described in Chapter 4, appears when the user selects *Maintenance* from the menu bar on the General Ledger Initial Setup Screen.

Maintenance Pulldown menu

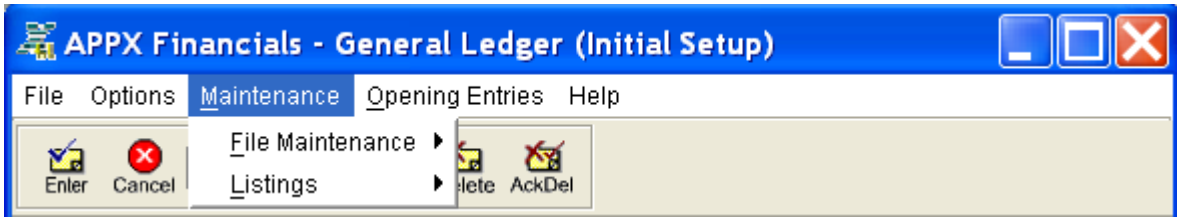

Figure 2-2

Items on this menu serve to display further pulldown menus as shown in Figures 2-3 and 2-4 below.

File Maintenance Pulldown menu

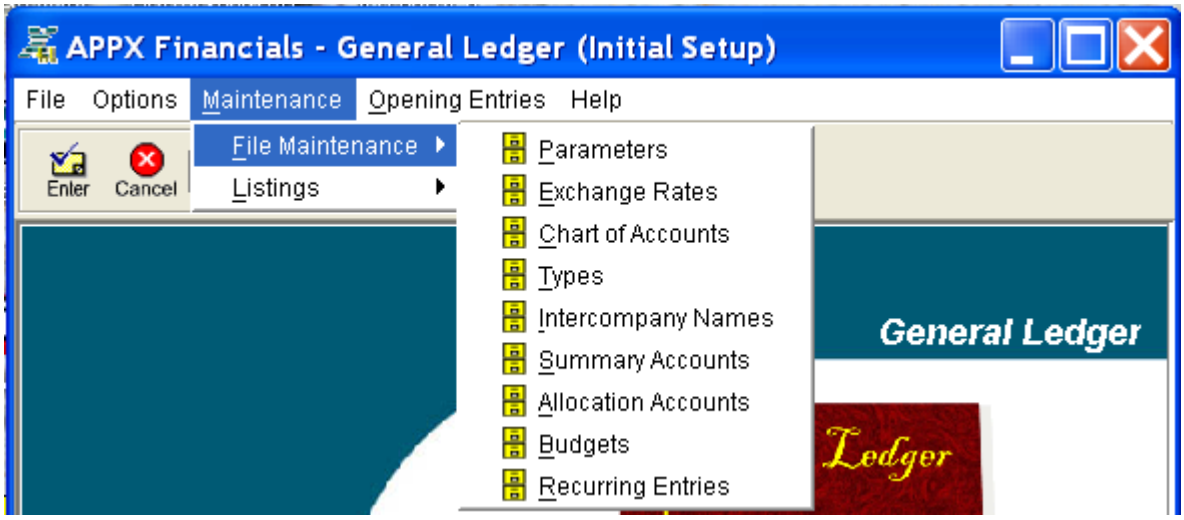

Figure 2-3

The File Maintenance Pulldown Menu provides access to the following file maintenance functions described in Chapter 4:

- Parameters File Maintenance
- Exchange Rates File Maintenance
- Chart of Accounts File Maintenance
- Types File Maintenance
- Intercompany Names File Maintenance
- Summary Accounts File Maintenance
- Allocation Accounts File Maintenance
- Budgets File Maintenance
- Recurring Entries File Maintenance

Listings Pulldown menu

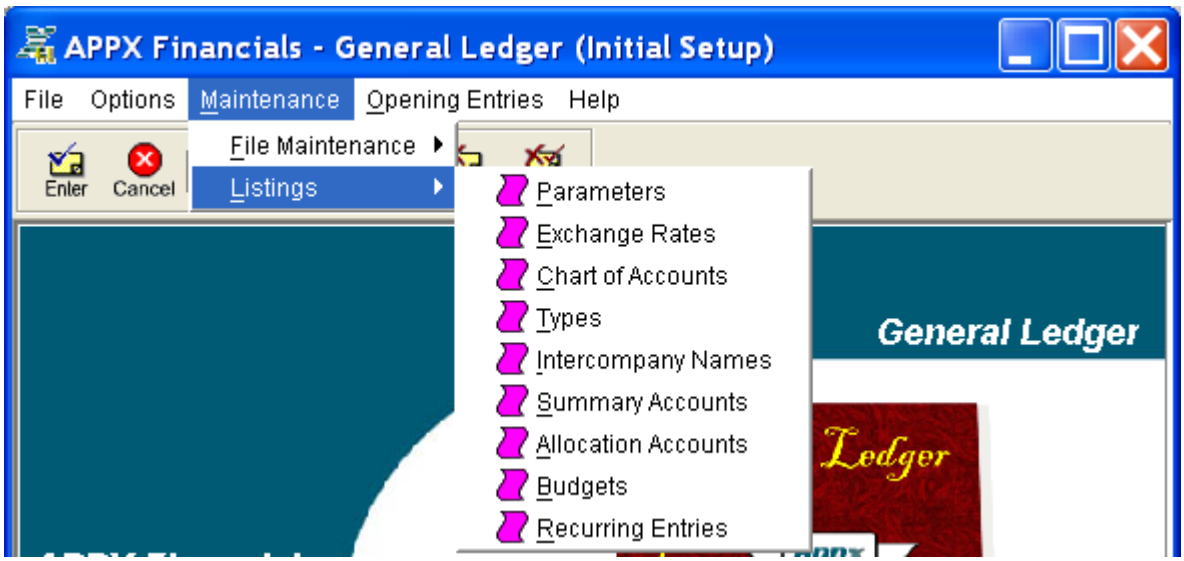

Figure 2-4

The Listings Pulldown Menu provides access to the following file lists described in Chapter 4:

- Parameters List
- Exchange Rates List
- Chart of Accounts List
- Types List
- Intercompany Names List
- Summary Accounts List
- Allocation Accounts List
- Budgets List

- Recurring Entries List

Opening Entries Pulldown Menus

The Opening Entries Pulldown Menu, shown in Figure 2-5 below, appears when the user selects *Opening Entries* from the menu bar on the General Ledger Initial Setup Screen.

Opening Entries Pulldown menu

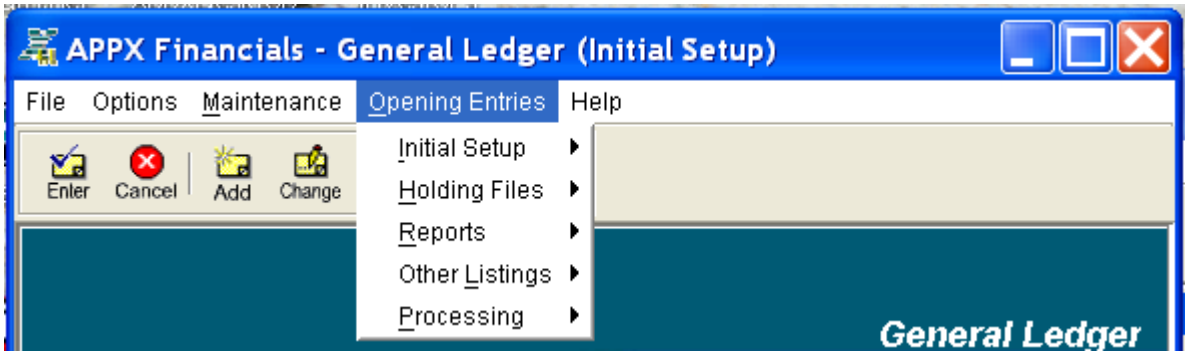

Figure 2-5

Items on this menu serve to display further pulldown menus as shown in Figures 2-6 thru 2-10 below.

Initial Setup Pulldown menu

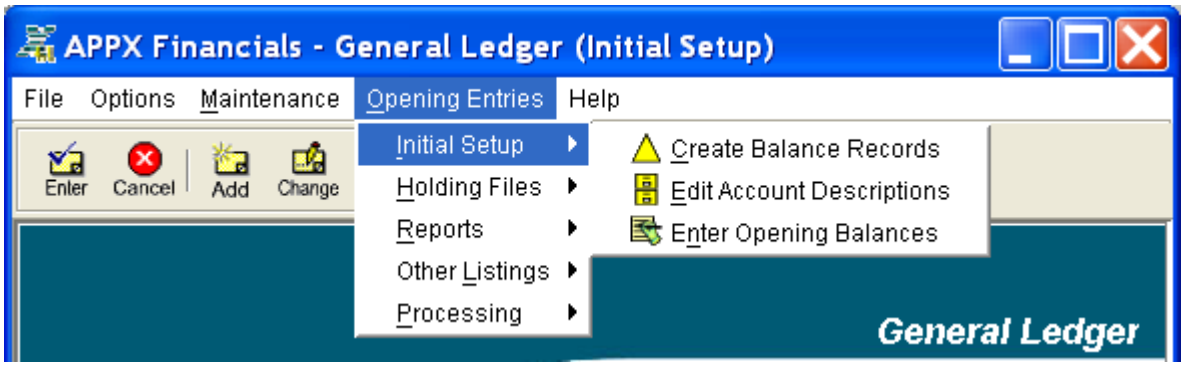

Figure 2-6

The Initial Setup Pulldown Menu provides access to the following setup functions described in Chapter 5:

- Create Balance Records
- Edit Account Descriptions
- Enter Opening Balances

Holding Files Pulldown menu

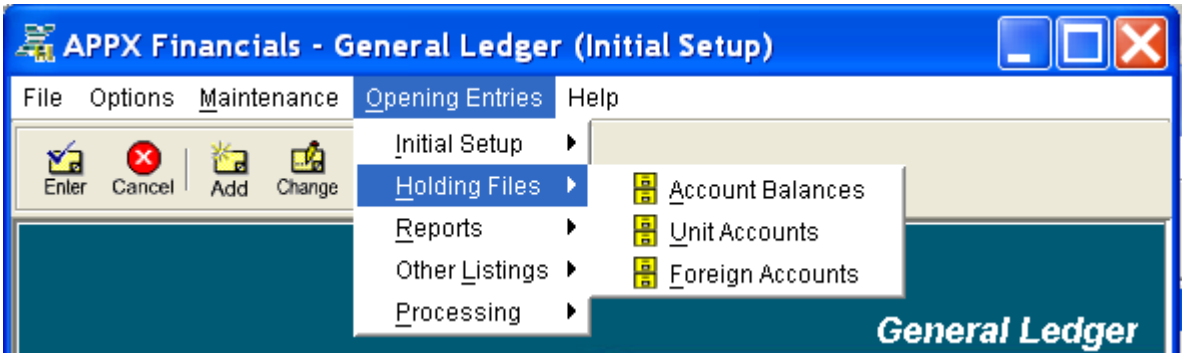

Figure 2-7

The Holding Files Pulldown Menu provides access to the following file maintenance functions described in Chapter 5:

- Account Balances File Maintenance
- Unit Accounts File Maintenance
- Foreign Accounts File Maintenance

Reports Pulldown menu

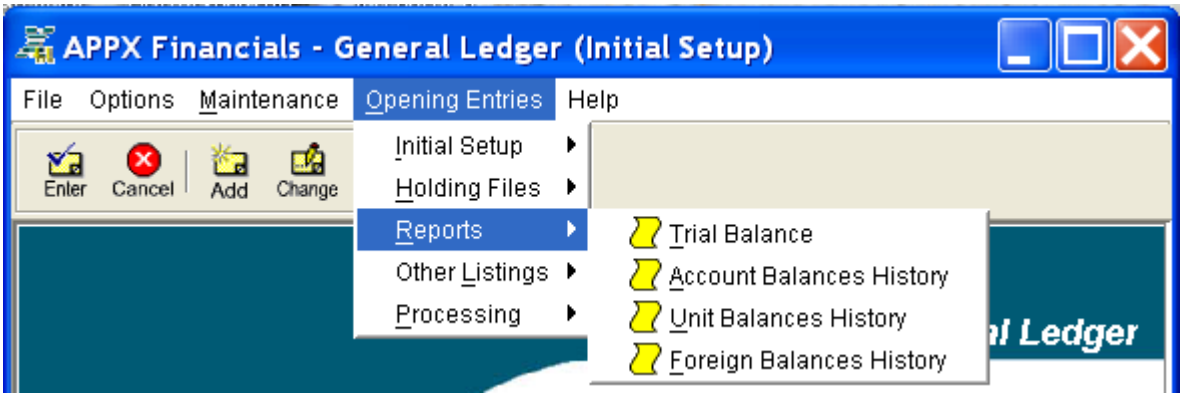

Figure 2-8

The Reports Pulldown Menu provides access to the following reports described in Chapter 5:

- Trial Balance Report
- Account Balances History Report
- Unit Balances History Report
- Foreign Balances History Report

Other Listings Pulldown menu

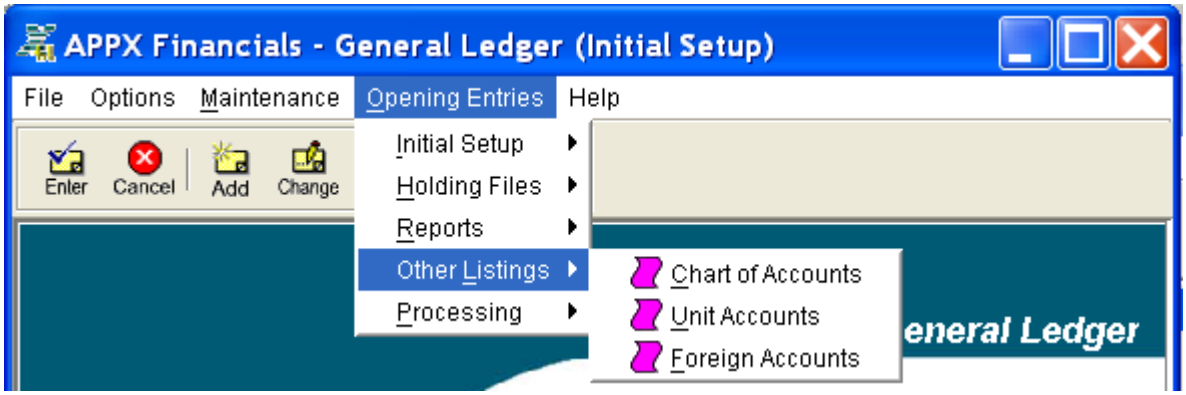

Figure 2-9

The Other Listings Pulldown Menu provides access to the following file lists described in Chapter 5:

- Chart of Accounts List
- Unit Accounts List
- Foreign Accounts List

Processing Pulldown menu

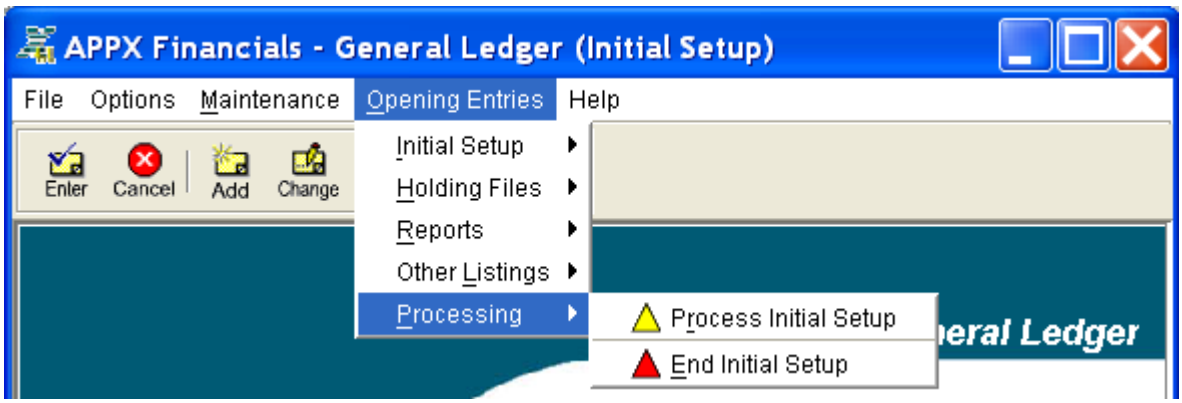

Figure 2-10

The Processing Pulldown Menu provides access to the following utilities described in Chapter 5:

- Process Initial Setup
- End Initial Setup

Navigation Options

Besides using the pulldown menus available on the menu bar, there are other ways to access the same functions. From any screen whose menu bar includes one or more application pulldown menus, a right-click will display a consolidated list of all the application menu items. Separator lines will divide the list into groups to correspond to the individual pulldown menus.

For instance, if you right-click on the General Ledger Initial Setup Screen, a popup box will list the same items found in both the Maintenance and Opening Entries pulldown menus, from which you can then make a selection. If you were to select File Maintenance, the screen would appear as shown in Figure 2-11 below.

Right-Clicking from General Ledger Initial Setup screen

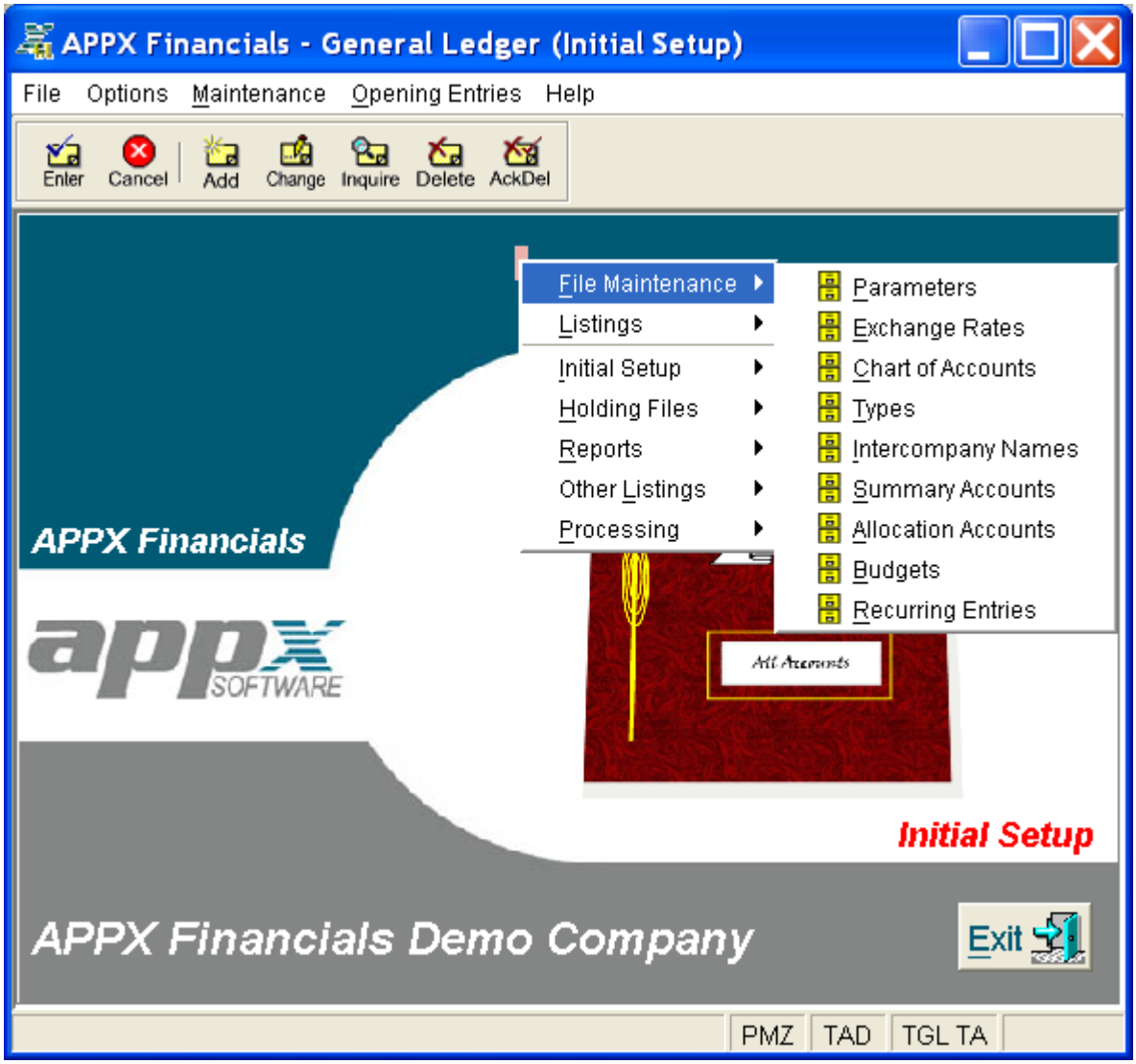

Figure 2-11

If you select an input process, you may have further navigation options available to you as well. See Navigation Options (Inputs) for more information.

Navigation Options (Inputs)

Many input processes offer direct navigation options to related functions. These may be found in a pulldown menu on the menu bar, in icons on the toolbar, or in a right-click popup box.

Figure 2-12 below shows a sample input process with its right-click popup box displayed. This box includes the same entries that would appear if you had selected the Chart of Accounts pulldown menu from the menu bar. Since the mouse is resting on the Audit Info item, a tooltip ("Display Account Audit Info") provides a more meaningful description for this item. In addition, the two right-most icons on the toolbar correspond to the two like icons in the popup box (or pulldown menu).

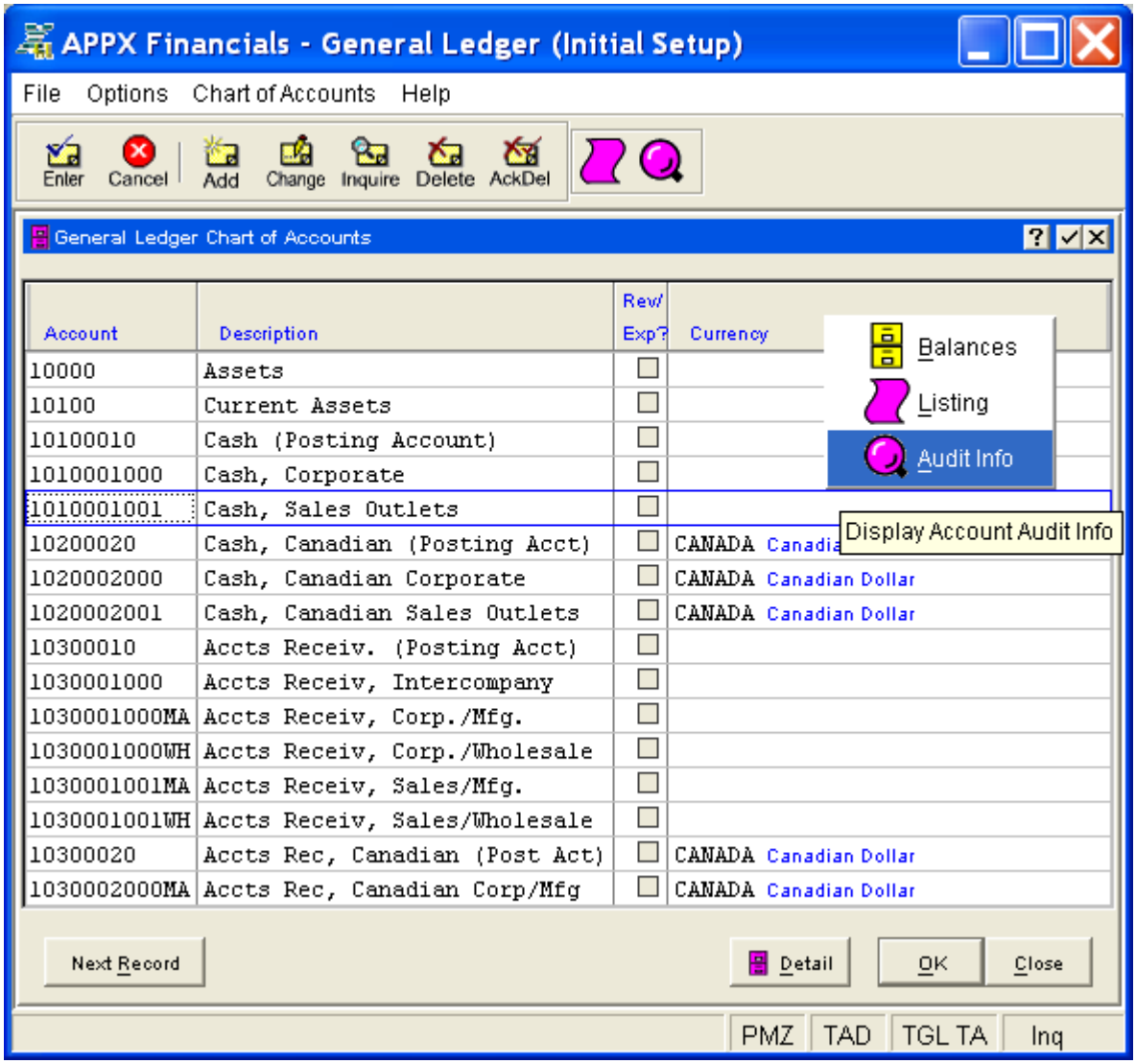

Figure 2-12. Sample Input Process with Right-Click Popup Box

> Note that Audit Info can only be accessed once a record has been selected from within an input process while the other items are also available from pulldown menus on the General Ledger Initial Setup Screen.

Audit Info

Since audit information pertains to a specific record in a specific file, Audit Info can only be invoked once a record has been selected for the file from within an input process. See Navigation Options (Inputs) for more information on accessing Audit Info.

Figure 2-13 below shows a sample Audit Information overlay, in this case for a specific account in the General Ledger Chart of Accounts file.

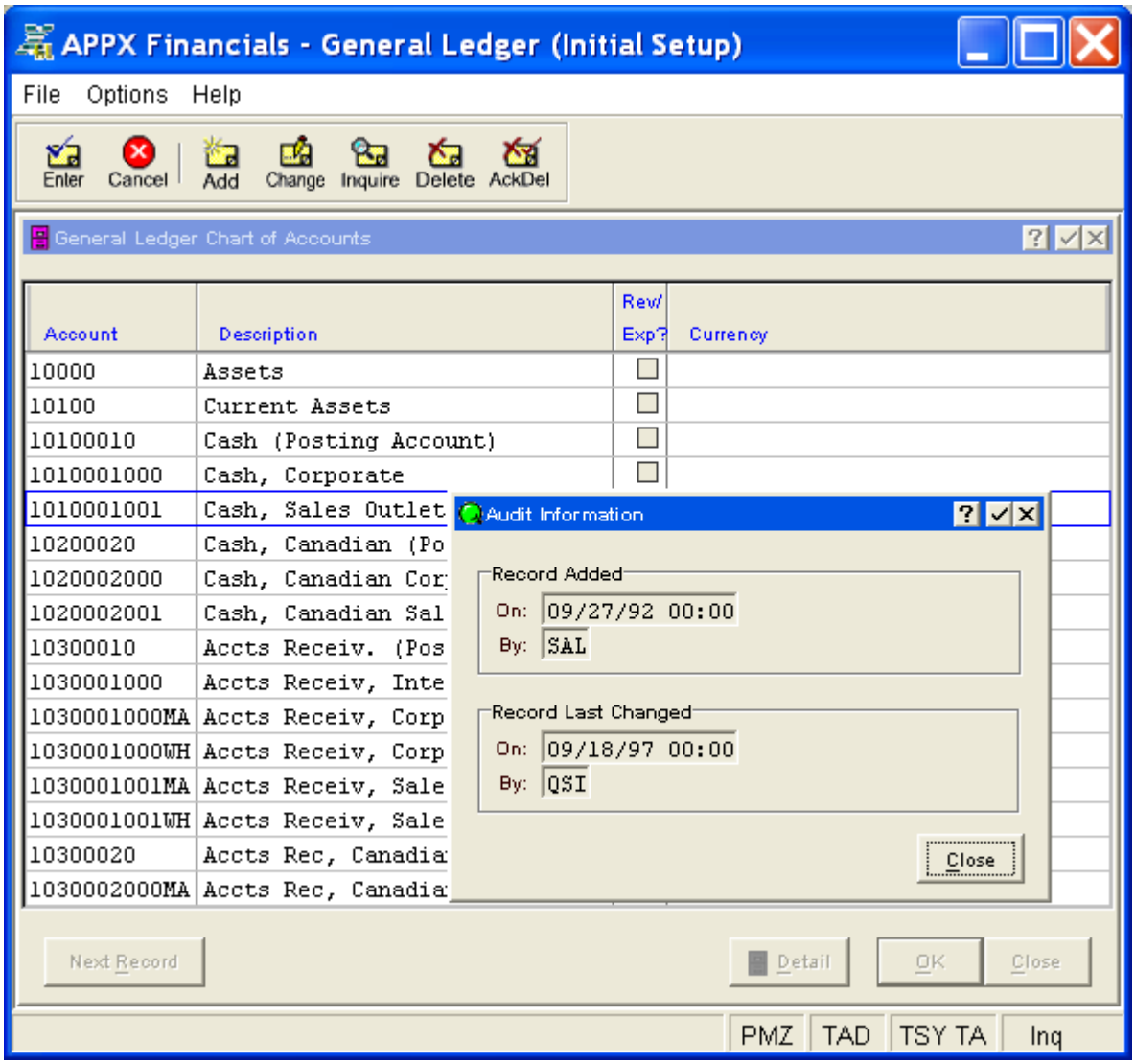

Figure 2-13. Sample Audit Information Overlay

The Audit Information overlay displays the following fields which are system-maintained and non-modifiable:

- ***Record Added On*** - the date/time the record was initially added to the file
- ***Record Added By*** - the user ID of the operator who added the record
- ***Record Last Changed On*** - the date/time the record was last modified
- ***Record Last Changed By*** - the user ID of the operator who modified the record last

Click the Close button on the overlay (or the or buttons on the overlay title bar) to clear the Audit Information overlay from the screen and return to the input process.

CHAPTER 3

Getting Started

Special Considerations for Initial Setup

Before beginning Initial Setup and prior to making any substantial changes to your system, your company should consider several issues and options that may affect system operation. The following topics provide information which should be considered when installing General Ledger:

- **Establishing a Transition Date**
- Account Structure Options
- Transaction Detail Options
- Transaction Control Options

Once you have resolved these issues, follow the steps outlined in Basic Steps for Initial Setup.

Establishing a Transition Date

It is important to carefully consider when your system is to begin Live Operations, since this affects the balances that are entered. When the transition date has been established, you must identify the first month of Live Operations by entering the Fiscal Month and Fiscal Year in the General Ledger Parameters file.

When establishing a transition date and determining the way in which account history records can be entered, the following alternatives should be considered.

Alternative 1: Entering History in Initial Setup

You may choose to enter monthly ending balances as history for as many years as you want, either thru Enter Opening Balances (one month at a time) or thru Account Balances (one year at a time). Each month of history must be balanced or Process Initial Setup will fail with an error condition. If Process Initial Setup is successful, the ending balance for the month prior to the first month of Live Operations is rolled forward. For example, if the first month of Live Operations is fiscal month 7, fiscal year 2002, then month end balances for fiscal month 6 should be entered in each account. This provides the beginning balance for the current month. If the first month of Live Operations is the first month of the fiscal year, you must enter an End of Year (EOY) balance for the previous fiscal year. Do this by putting the balance in End of Year (EOY), not in Start of Year (SOY) or month 12 (or 13).

If you choose this option, you may make all journal entries for the current month, but only after ending Initial Setup.

> Note that this option requires a greater amount of entry time than other operations.

Alternative 2: Entering No History

You may choose to enter no history. With this option, you enter master files and create balance records as needed and then run Process Initial Setup and End Initial Setup. This will put you into Live Operations. Once in Live Operations, you enter the current month's beginning balances as journal entries and then enter the current month's entries.

This option requires less data entry time, and will probably allow you to select an earlier transition date. However, you will have no historical balances prior to the current month to use for historical or comparative reports or statements.

Alternative 3: Entering History in Live Operations

If you want to keep year-to-date detail, and your transition date is not the first month of the fiscal year, then all current fiscal year entries should be made in Live Operations using the Journal Entries functions accessed from the Daily Pulldown Menu. These entries can be made in one of the following two ways:

1. Enter as prior period postings; or
2. Set the application parameters to reflect the first month's entry period, then enter the journal entries for each period, closing the month as each period is completed.

> Note that if the first month for which data is being entered in transaction form is not the first month of the fiscal year, and if prior-period postings are not being made, the YTD General Ledger report in Live Operations will include only a summary posting for the difference between the Start of Year balance and the balance of the first month of Live Operations.

Account Structure Options

General Ledger allows you to structure your account number to meet your own requirements. The account structure can be subdivided to facilitate profit center or cost center reporting. You can define as many as four account number components, each having up to ten characters (although the total number of characters for the entire account number cannot exceed twelve). In addition, you can provide a title to use for each component, and this title will appear on screens and reports. The account structure is defined in Parameters File Maintenance by use of the *Account Number Components: Length & Title* fields.

How you structure your account number will influence how you respond to other options the system offers. Although you must specify the Retained Earnings account in Parameters File Maintenance, you control how retained earnings is actually posted by your entries in the related fields, *Separate Retained Earnings by Account Component?* and *Component Level to Begin Separation*. This allows you to divisionalize retained earnings, if you so choose.

Also, **when implemented**, for each account in your chart of accounts, you will be able to control how the system posts to the account by specifying *Level of Divisionalization* on the Details Overlay in Chart of Accounts File Maintenance. This will mean the system can append account components from the offset account to the posting account (for example, divisionalizing the Accounts Receivable account from the sales account). However, **this feature is not currently implemented.**

Transaction Detail Options

The system maintains three holding files for posted transactions: MTD Postings, YTD Postings, and Future Postings. For each account in your chart of accounts, you control how much transaction detail is kept in these files, when applicable for that account, by your entries in the corresponding *Level of Detail* fields on the Details Overlay in Chart of Accounts File Maintenance.

You have the following options for the *Level of Detail* fields for MTD Postings, YTD Postings, and Future Postings (except as noted):

None:	Keep no detail (not applicable for MTD or Future Postings)
Summary:	Keep a summary by fiscal month/year
Journal:	Keep a summary by fiscal month/year and journal code
Operator:	Keep a summary by fiscal month/year, journal code, and operator ID
Date:	Keep a summary by fiscal month/year, journal code, operator ID, and date
All:	Keep all detail

These options are listed in order of "least detail" to "most detail".

You might also want to consider adding the General Subsidiary application described in Chapter 1 which will enable reporting detail by subsidiary code.

Transaction Control Options

As a function of setting up General Ledger, you must decide how you want to handle transaction control. In general, the term "Transaction Control" means maintaining an audit trail of transactions that are entered and posted in an application. The system offers different ways to maintain the audit trail. Regardless of which method you choose, all transactions will be entered, printed on journals, and posted by *Operator ID* and *Control Number*. Beyond that, you have several options. These are governed by two fields in the application Parameters file, called *Ask for Operator ID?* and *Use Transaction Control?*, combined with a field in each transaction control group, called *Operator Exclusive?*. Together, these fields provide the following alternatives:

1. If you select "no" for *Ask for Operator ID?*, you must also select "no" for *Use Transaction Control?* and the system will assume that *Operator Exclusive?* is "yes". The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned and cannot be changed. The system will

not allow any operator to edit another operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency.

2. If you select "yes" ☑ for *Ask for Operator ID?* and "no" ☐ for *Use Transaction Control?*, the system will assume that *Operator Exclusive?* is "no". The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, any operator will be allowed to edit any other operator's transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file. Also, you will not be able to enter transactions in a foreign currency.
3. If you select "yes" ☑ for *Ask for Operator ID?* and "yes" ☑ for *Use Transaction Control?*, the system will default *Operator Exclusive?* to "no" but an operator can override this to restrict access to his or her own transactions. The *Operator ID* and *Control Number* for each group of transactions will be automatically assigned but *Operator ID* can be changed. In addition, control and hash totals can be entered and will be balanced against the sum of transactions and each control group can have a unique description.. One record will be written to the Transaction Control file for each group of transactions posted, capturing pertinent details such as operator ID, control number, description, number of transactions, last transaction posted, total amount posted, number of errors, and number of warnings. Transaction Control file contents can be printed on reports and/or viewed through an inquiry. Finally, this is the only alternative which enables you to enter transactions in foreign currencies.

The third alternative described above will provide you with the highest level of transaction control. If desired, it is also possible to treat *Operator ID* as a user-assigned batch ID, provided *Ask for Operator ID?* is "yes" and *Operator Exclusive?* is "no".

Remember, apart from transaction control, the system also offers various options for keeping transaction detail (see Transaction Detail Options).

Basic Steps for Initial Setup

Initial Setup procedures are designed to establish master file records and to facilitate transfer of information from existing records to General Ledger.

The first step in Initial Setup involves entering master file information for the application. At the minimum, data must be entered into the following files:

- Parameters
- Chart of Accounts

Other master files are not required now or may not apply to your company. For those that do apply, you may choose to enter them now in Initial Setup or wait to enter them later in Live Operations.

In the next step, run Create Balance Records to create the necessary balance records for the current fiscal year plus as many prior fiscal years as you wish to keep for history. Then, as discussed in Establishing a Transition Date, you may opt to use Opening Entries functions to establish the balances in each account. If so, print the Trial Balance and account history reports to verify the information that you entered.

Process Initial Setup is then run to ensure that required records have been entered accurately. An error log is created if any mistakes are found. Once the errors have been corrected, Initial Setup reports should be reprinted to check information for accuracy.

The final step in Initial Setup is End Initial Setup. Once this menu option is completed, the system begins Live Operations.

CHAPTER 4

Maintenance

Maintenance Pulldown Menu

The Maintenance Pulldown Menu, shown in Figure 4-1 below, appears when the user selects *Maintenance* from the menu bar on the General Ledger Initial Setup Screen.

Maintenance Pulldown menu

Figure 4-1

This menu provides access to the following pulldown menus described later in this chapter:

- File Maintenance Pulldown Menu
- Listings Pulldown Menu

FILE MAINTENANCE

File Maintenance Pulldown Menu

The File Maintenance Pulldown Menu, shown in Figure 4-2 below, appears when the user selects *File Maintenance* from the Maintenance Pulldown Menu.

Each file maintenance selection on this menu represents a master file or a system-maintained file. These files are arranged in logical order on the menu so that you can enter information into each file in the order shown. If you need to make any changes after you complete the Initial Setup phase, you can change most of the information through File Maintenance in Live Operations.

File Maintenance Pulldown menu

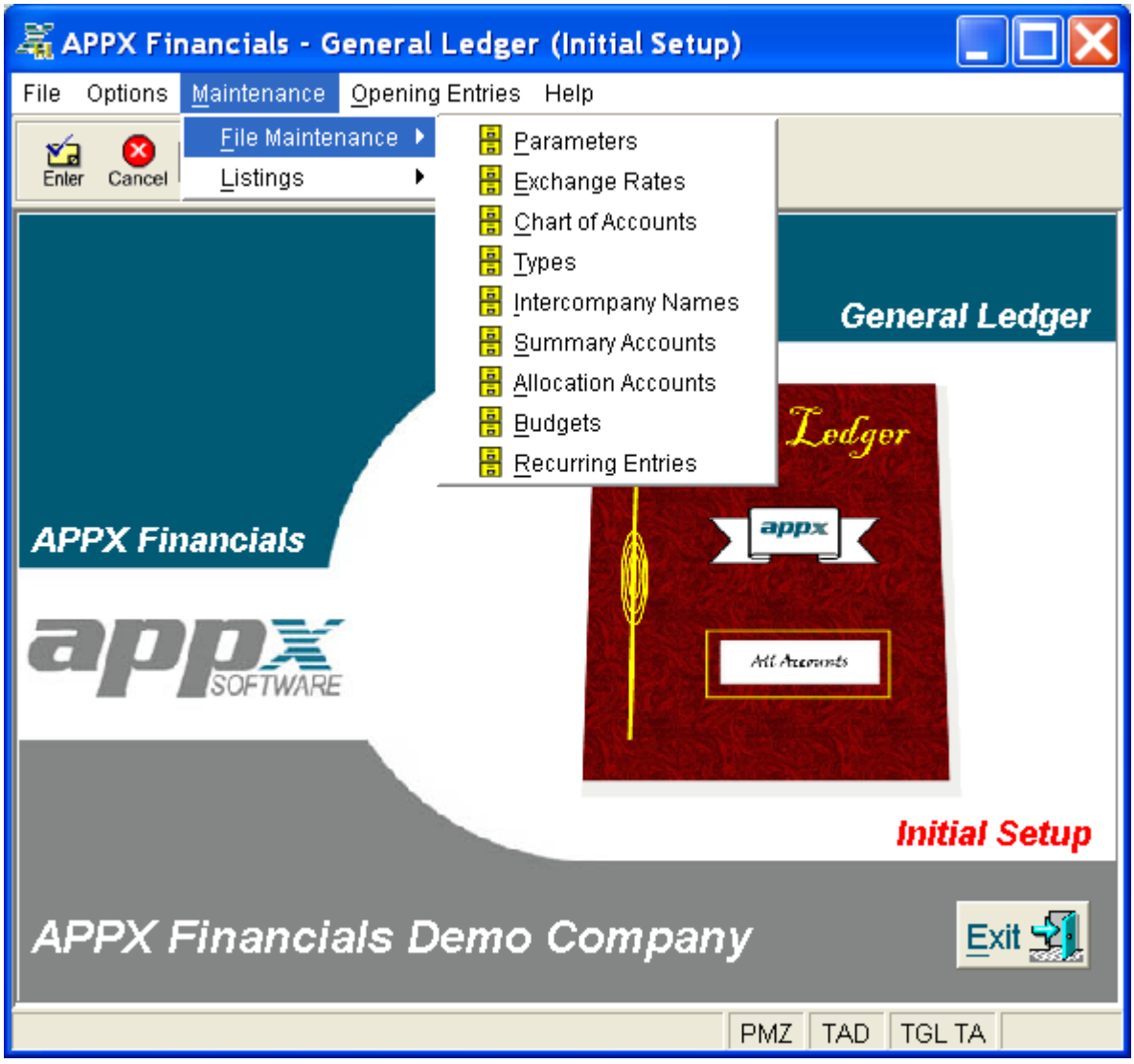

Figure 4-2

This menu provides access to the following file maintenance functions described later in this chapter:

- Parameters File Maintenance
- Exchange Rates File Maintenance
- Chart of Accounts File Maintenance
- Types File Maintenance
- Intercompany Names File Maintenance
- Summary Accounts File Maintenance
- Allocation Accounts File Maintenance
- Budgets File Maintenance
- Recurring Entries File Maintenance

Parameters File Maintenance

Use this function to maintain the General Ledger Parameters file, which contains fundamental information defining how the General Ledger application operates and interfaces with other applications. This allows you to "customize" your General Ledger.

The Parameters (Interfaces) Screen, shown in Figure 4-3 below, appears when you select *Parameters* from the File Maintenance Pulldown Menu. Parameter information must be entered during Initial Setup in order to establish fields critical to the proper operation of your system. During Live Operations, such fields are display only and can only be changed through Recovery Processing.

The General Ledger Parameters file is a one-record file although there are two screens of information. Once the Parameters record has been created, you will normally enter this function in Inquire mode. You can change mode between Inquire and Change by using the mode icons on the toolbar or the mode function keys; however, you are not allowed to change mode to Add or Delete. Since Change mode places a hold on the record, use Change mode only when you intend to change data.

Parameters (Interfaces) screen

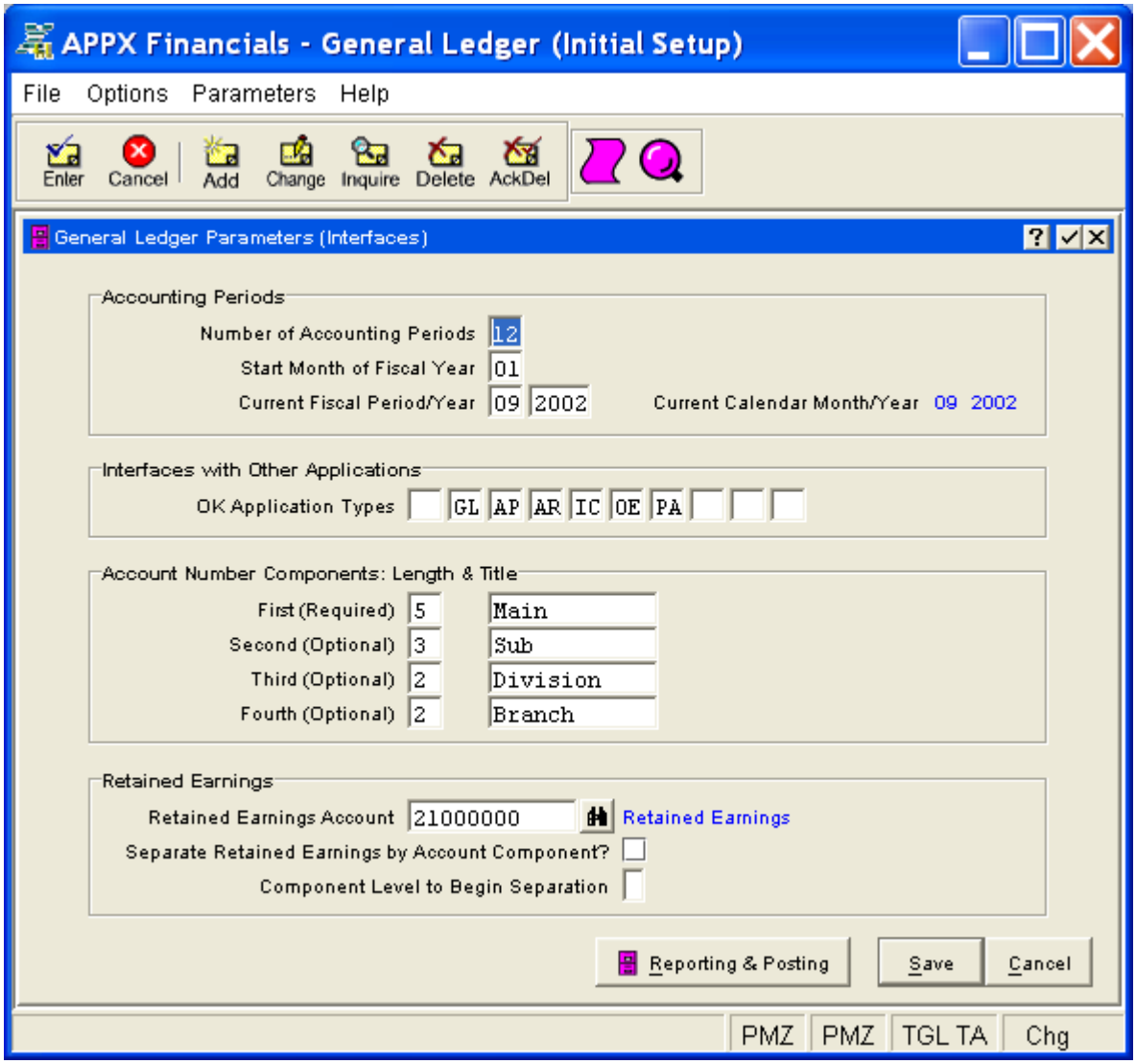

Figure 4-3

This screen contains the following fields grouped by sections.

Accounting Periods

Number of Accounting Periods

Enter the number of months or periods in your fiscal year. An entry of '12' means that you operate on a monthly basis, and *Start Month of Fiscal Year* determines which calendar month begins your fiscal year. An entry of '13' means that you operate on a 13-period basis with each period representing 4-weeks, and *Start Month of Fiscal Year* must be '01'.

S tart Month of Fiscal Year

If you operate on a monthly basis, enter the first calendar month of your fiscal year. For example, if your fiscal year runs from October 1 through September 30, enter '10'. If you are on a 13-period basis, you must enter '01'.

Current Fiscal Period/Year

Enter the fiscal period (or month) and fiscal year to begin "live operations" for General Ledger.

Current Calendar Month/Year

If you are on a monthly basis, the system displays the current calendar month/year once the previous entries have been validated. Calendar month/year does not apply for a 13-period basis.

Interfaces with Other Applications

O K Application Types

For each of the ten occurrences, enter up to two uppercase letters, such as AP, AR, FA, GL, IC or PA, or leave the field blank.

OK Application Types indicate the application types that are permissible for account numbers entered within General Ledger, such as in Journal Entries or Recurring Entries. The application type for an account is determined by the *Application Type* specified in Chart of Accounts File Maintenance on the Details Overlay. If you make any entries here, be sure to include a "blank" type as the first entry in order to allow for accounts without application types. If no restrictions should be applied, leave all these fields blank.

Account Number Components: Length & Title

There are four occurrences of *Account Number Components (Length & Title)* but only the first component is required. However, if the second or higher is blank, then any higher components must also be blank. Any component may be up to 10 characters in length, although the entire account number cannot exceed 12 characters in length.

Account Component Length

Enter the size of each component of your account number (up to 10 characters, with a combined total of not more than 12 characters).

Account Component Title

Enter a description for each component of your account number for which a *Length* was entered.

Retained Earnings

Retained Earnings Account

Enter the retained earnings account number (or the root portion if applicable). You can click on or press the Scan key to find an appropriate entry. If the field *Separate Retained Earnings by Account Component?* is "no", this account will be updated automatically during the Close Month process for the last month of the fiscal year when the revenue and expense accounts are summed and zeroed. If possible, the system displays the account description defined in Chart of Accounts File Maintenance so that you can verify your entry; otherwise, a warning is issued for information only. (Since the parameters record must be established before you can add any accounts, a warning should be expected initially.)

Separate Retained Earnings by Account Component?

Indicate whether or not retained earnings are to be posted separately beginning with the account component designated in the *Component Level to Begin Separation* field. Select "yes" or to maintain separate Retained Earnings accounts where the root portion is found in *Retained Earnings Account*. Select "no" or to post all retained earnings to the single account named in *Retained Earnings Account*. The default is "no".

Component Level to Begin Separation

If *Separate Retained Earnings by Account Component?* is "yes", enter the component level of the account number where you want separation to begin. For example, if the fourth component of the account structure is defined as "Branch" and you wish to maintain a separate Retained Earnings account for each branch, then the proper entry would be "4" (for the fourth component). If the third component of your account structure is "Division" and the fourth component is "Branch" and you wish to maintain a separate Retained Earnings account for each division/branch combination, then the proper entry would be "3" (for the third component). Suppose, however, that the second component of your account structure is "Company" while the third and fourth are "Division" and "Branch" and you wish to maintain a separate Retained Earnings account for each company/division/branch combination, then the proper entry would be "2" (for the second component).

Press ENTER or click or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

In Add mode, when you save this screen, the system will automatically present the Parameters (Reporting & Posting) Screen; otherwise, click on the Reporting & Posting button to access it (which first saves the current screen if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode):

List Parameters: See Parameters List for further information.

Display Parameters Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Parameters (Reporting & Posting) Screen

The Parameters (Reporting & Posting) Screen, shown in Figure 4-3a below, appears automatically in Add mode when you save the record or in any mode when you click on the Reporting & Posting button from the Parameters (Interfaces) Screen in Parameters File Maintenance. You remain in the same mode and you cannot change mode from this screen.

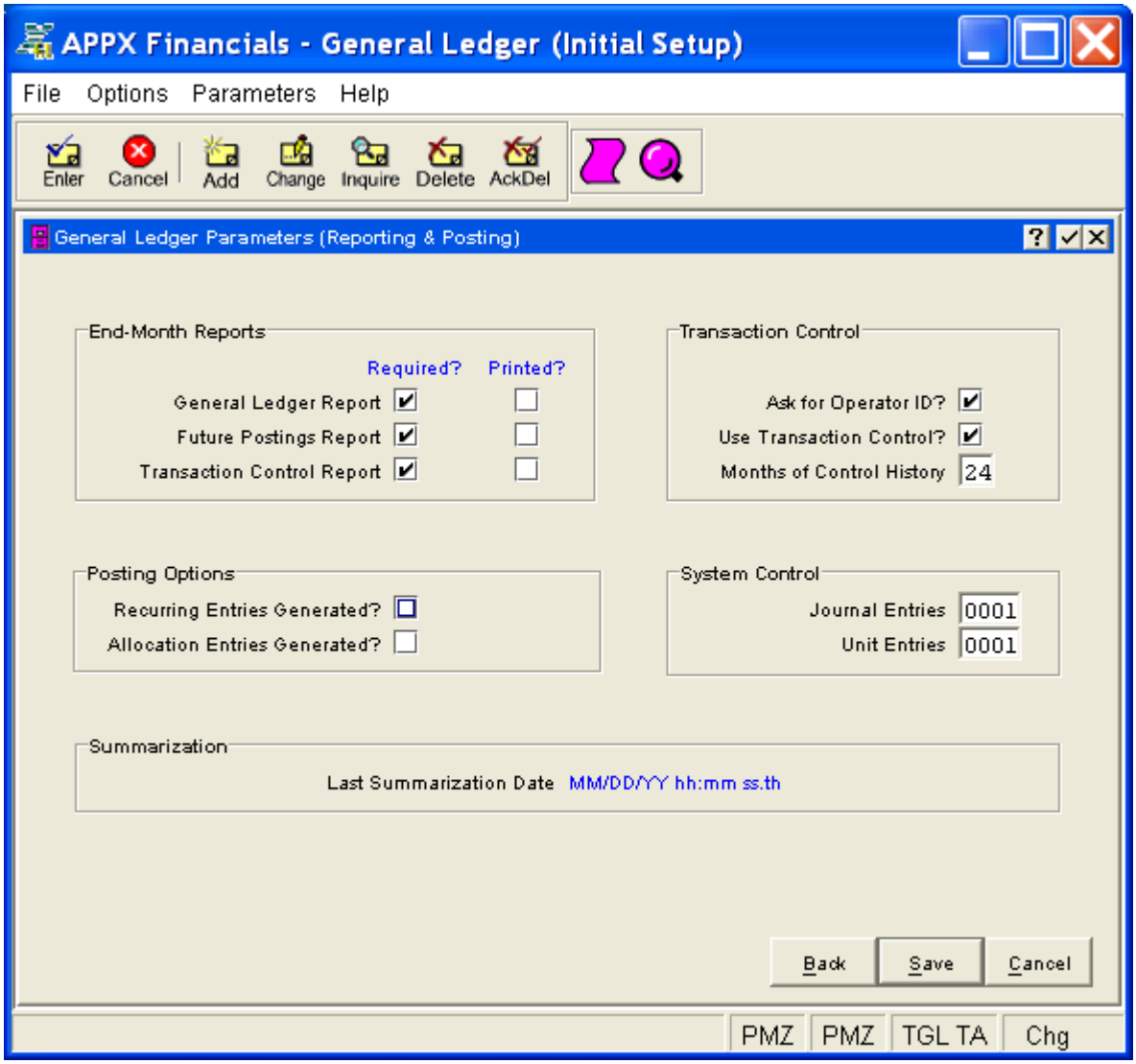

Figure 4-3a. Parameters (Reporting & Posting) Screen

This screen contains the following fields grouped by sections.

End-Month Reports

General Ledger Report ..... Required?/Printed? Future Postings Report ..... Required?/Printed? Transaction Control Report ... Required?/Printed?*

Select "yes" or ☑ if you want printing of the respective report to be required before end-of-month processing can proceed; otherwise, select "no" or ☐. The default is "no".

Select "yes" or ☑ if the respective report has been printed for this month; otherwise, select "no" or ☐. The default is "no".

***Note:** If you are not using the system's Transaction Control feature (see the *Use Transaction Control?* field below), you should answer "no" to both questions.

Transaction Control

Refer to Transaction Control Options in Chapter 3 for a more comprehensive discussion of these options and how they are interrelated.

Ask for Operator ID?

Select "yes" or ☑ to have the system ask for the Operator ID of a control group in transaction entry; otherwise, select "no" or ☐. The default is "yes".

The system assumes that you prefer to ask for the operator's ID during transaction entry. This allows you to edit other operators' transactions. If you want to bypass all Control Group screens altogether, enter "no". "No" means that each operator can only enter or edit his or her own transactions. It also means that *Use Transaction Control?* must be "no".

Use Transaction Control?

Select "yes" or ☑ to use the system's Transaction Control feature; otherwise, select "no" or ☐. The default is "yes".

The system assumes that you want to use the Transaction Control feature. This includes the ability to process transactions in a foreign currency; track and report on the Transaction Control file, which is an additional audit trail; and enter control and hash totals for your transactions.

If *Use Transaction Control?* is "yes", then *Ask for Operator ID?* must also be "yes". If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter "yes" in this field, and change the default value of the *Operator Exclusive?* field on each Control Group record in transaction entry to "yes".

Months of Control History

Enter the number of months to keep Transaction Control History records. Records older than this will be deleted during Close Month processing.

Transaction Control History is kept by actual date rather than accounting period or posting month.

Posting Options

Recurring Entries Generated ?

Select "yes" or ☑ if recurring entries have been generated for this month; otherwise, select "no" or ☐. The default is "no".

Allocation Entries Generated ?

Select "yes" or ☑ if allocations have been made for this month; otherwise, select "no" or ☐. The default is "no".

System Control

Journal Entries

Enter the control number (up to 4 digits) to be assigned to the first control group in Journal Entries in Live Operations. The system maintains this number sequentially. The default is "0001".

Unit Entries

Enter the control number (up to 4 digits) to be assigned to the first control group in Unit Entries in Live Operations. The system maintains this number sequentially. The default is "0001".

Summarization

Last Summarization Date

The system displays the date/time that the Summarize Accounts function was last run, if applicable. This field is also displayed on the Monthly Status inquiry function in Live Operations. It is updated each time the Summarize Accounts function is run (either from Utilities on the Monthly Pulldown Menu in Live Operations or as part of Process Initial Setup).

Press ENTER or click ✓ or the Save button to save the information on this screen. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved and you must address any concerns and press ENTER or click ✓ or the Save button again.

When the screen has been saved, you will return to the Parameters (Interface) Screen. To return without saving, press END or click ✕ or the Back or Cancel buttons.

The following icons are available for use on the toolbar:

List Parameters: See Parameters List for further information.

Display Parameters Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Exchange Rates File Maintenance

Use this function to enter currency codes, descriptions, and exchange rate information for foreign currency processing. These rates are assumed to be current and are used when the system creates currency translations.

You should enter foreign exchange rates on a regular basis, if you are using foreign currency. These entries are the default values used when translating foreign journal entries to domestic currency. Any default value may be changed during transaction entry.

The Exchange Rates Screen, shown in Figure 4-4 below, appears when you select *Exchange Rates* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Exchange Rates screen

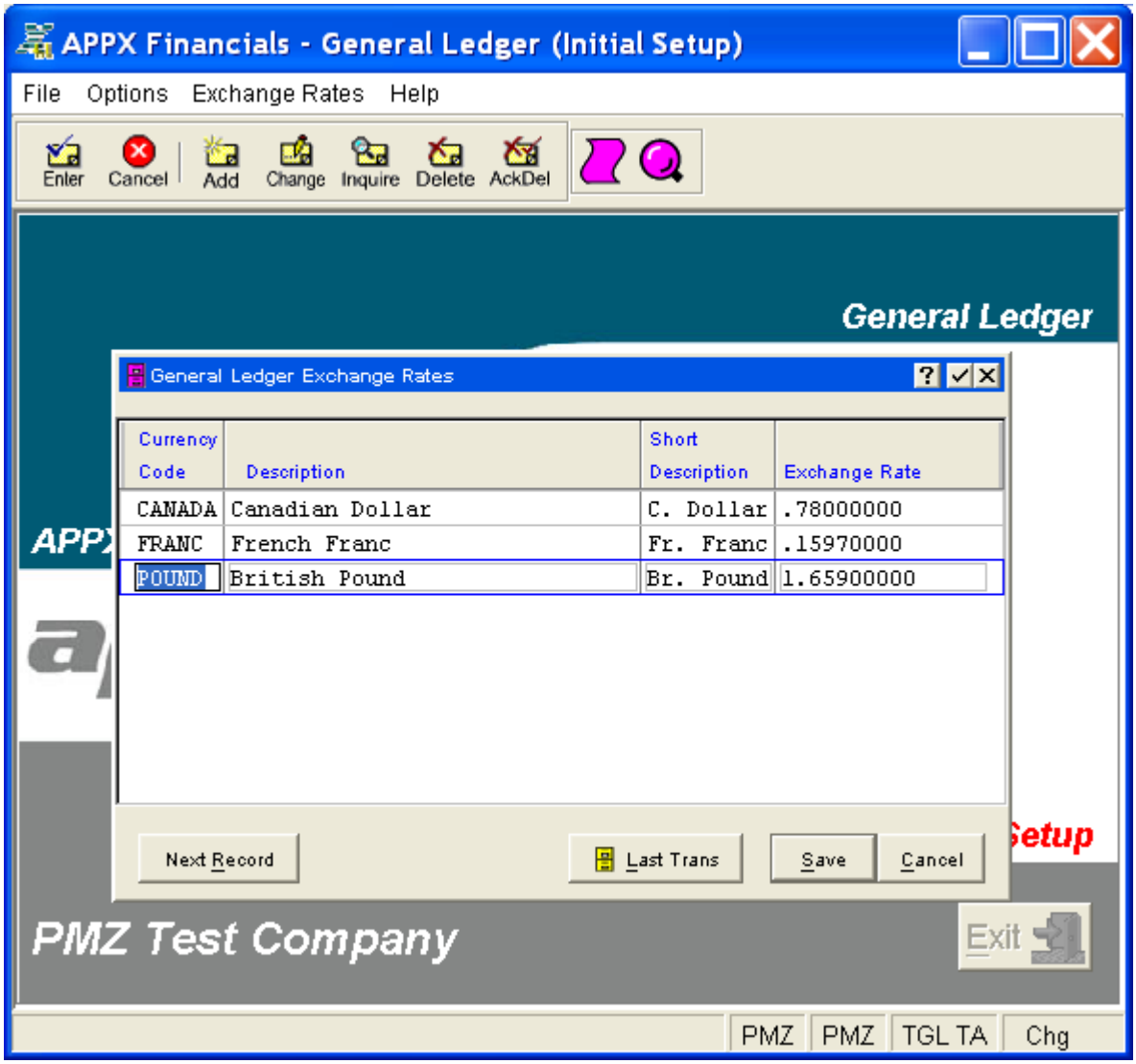

Figure 4-4

This is a scrolling screen which contains the following fields for each record:

Currency Code

Enter a unique code for this foreign currency, up to 6 characters in length.

Description

Enter a description for the currency, up to 30 characters in length.

Short Description

Enter a short description for the currency, up to 9 characters in length.

Exchange Rate

Enter a positive number (with up to 6 digits to the left of the decimal and 8 digits to the right) as the current rate of exchange used for this currency. Rates are based on the home (domestic) currency. For example, if Canadian currency is presently worth .78 of U.S. dollars, and if U.S. dollars is your home currency, then you would enter ".78".

Press ENTER or click ☑ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

In Add mode, when you save a record, the system will automatically present the Exchange Rates Translation Overlay; otherwise, click on the Last Trans button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Exchange Rates: See Exchange Rates List for further information.

Display Exchange Rate Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Exchange Rates Translation Overlay

The Exchange Rates Translation Overlay, shown in Figure 4-4a below, appears automatically in Add mode when you save a record or in any mode when you click on the Last Trans button from the Exchange Rates Screen in Exchange Rates File Maintenance. You remain in the same mode and you cannot change mode from this overlay.

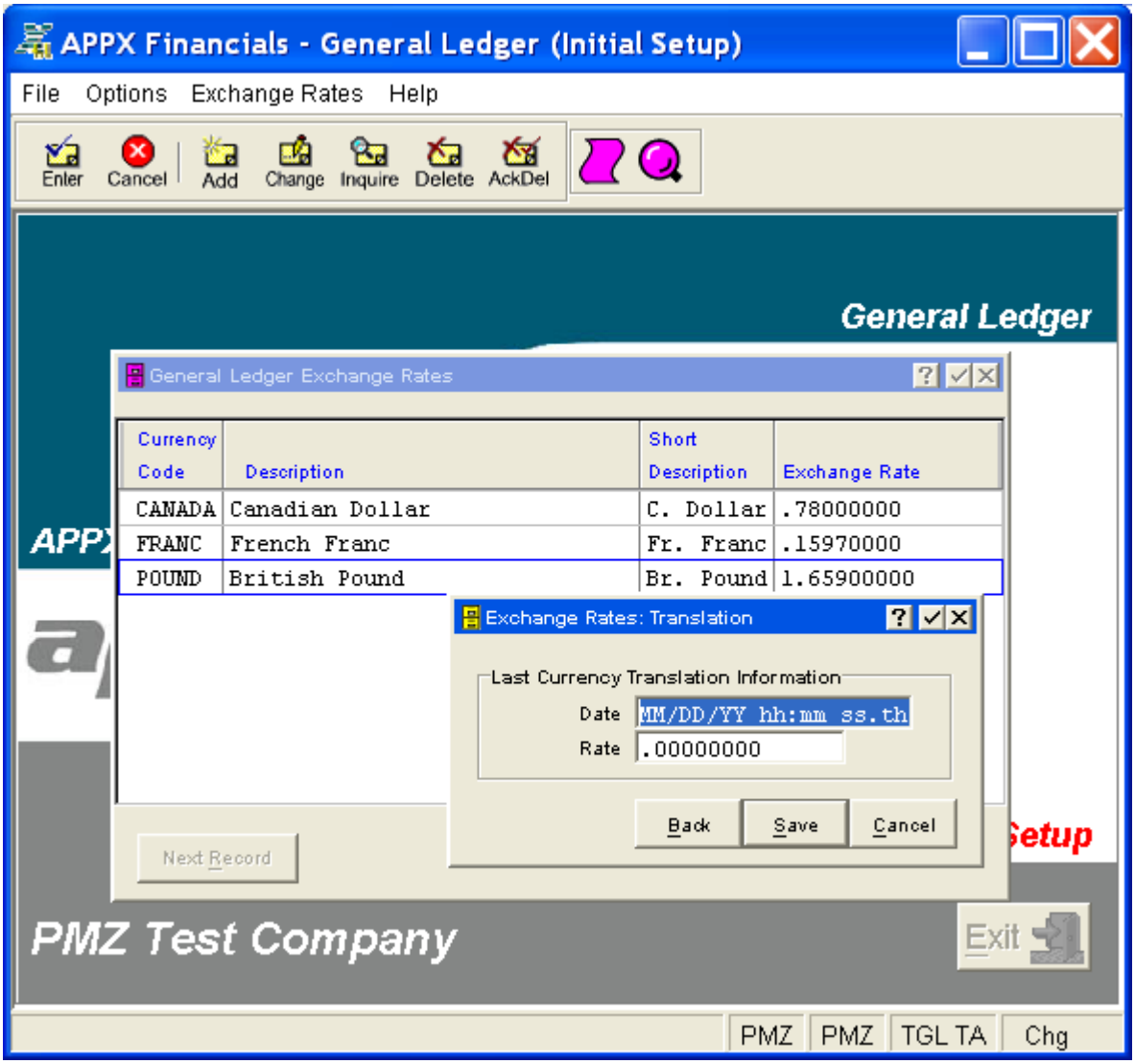

Figure 4-4a. Exchange Rates Translation Overlay

This overlay contains the following fields for the current currency code.

Last Currency Translation Information

Date

In Live Operations, the system displays the date/time that the last Create Currency Translations function was run for this currency. In Initial Setup, however, you are allowed to enter this date/time if you wish, or you may leave it blank.

Rate

In Live Operations, the system displays the exchange rate used during the last Create Currency Translations function for this currency. In Initial Setup, however, you are allowed to enter this rate if you wish, or you may leave it at zero.

Press ENTER or click ✔ or the Save button to save the information on this overlay. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again.

When the screen has been saved, you will return to the Exchange Rates Screen. To return without saving, press END or click ✖ or the Back or Cancel buttons.

The following icons are also available for use on the toolbar (unless disabled in Add mode):

List Exchange Rates: See Exchange Rates List for further information.

Display Exchange Rate Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Chart of Accounts File Maintenance

Use this function to enter records into your Chart of Accounts file. This file contains basic information about each account, such as its description, subsidiary type, currency code, and the level of detail to keep.

The Chart of Accounts Screen, shown in Figure 4-5 below, appears when you select *Chart of Accounts* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Chart of Accounts screen

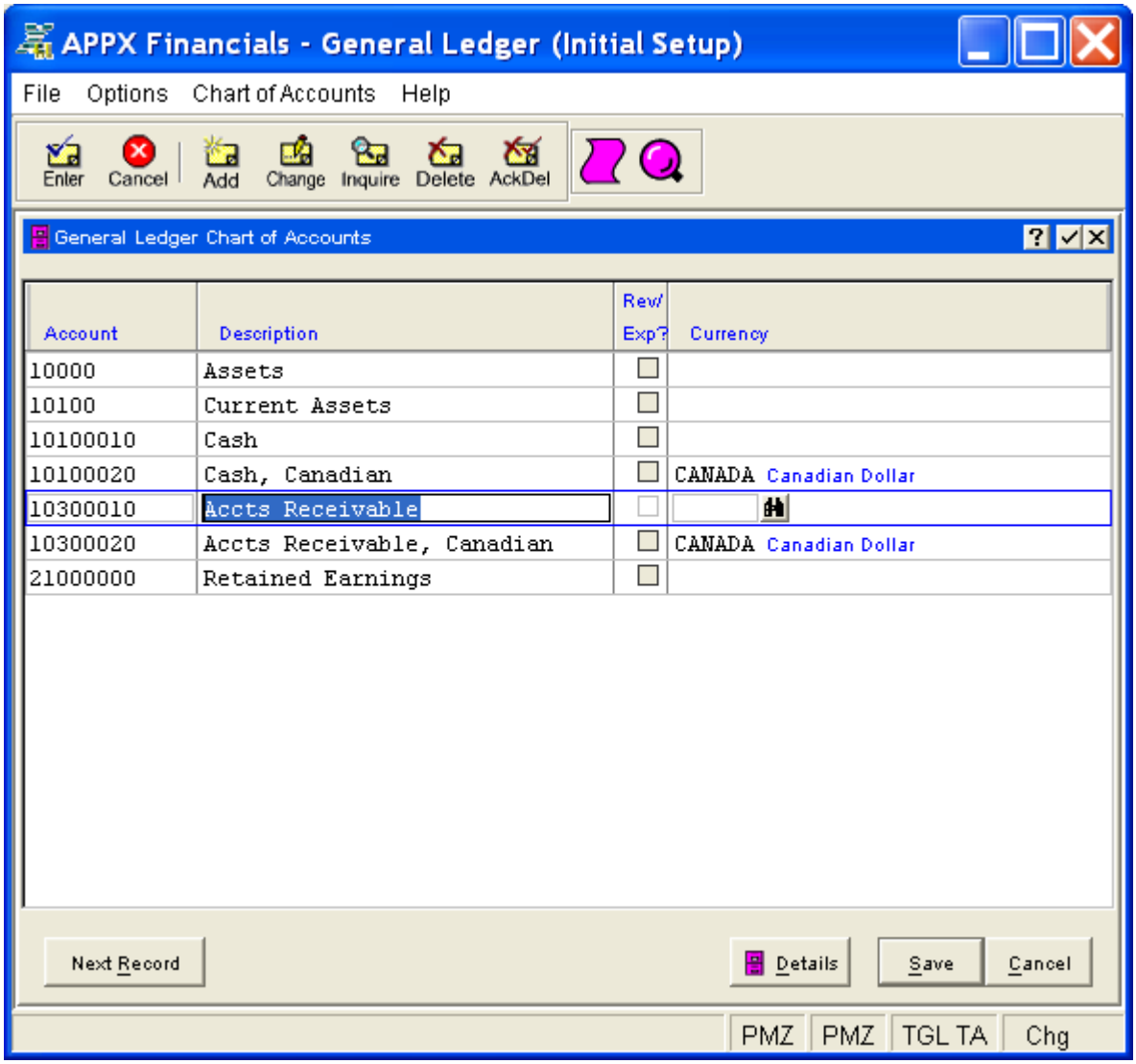

Figure 4-5

This is a scrolling screen which contains the following fields for each record:

Account

Enter the number for this account, up to 12 characters in length. This number will be used in all accounting applications to identify this account. Note that this field can contain alphanumeric characters even though it is generally referred to as the account number.

Description

Enter a description for this account, up to 30 characters in length. The account description normally appears beside the account number whenever it is displayed on other screens and reports.

Rev/Exp?

This field controls whether or not the account is treated as a Revenue/Expense account. Select "no" or ☐ for a Balance Sheet account (which, when changed, will not impact Current Earnings). Select "yes" or ☑ for a Revenue/Expense account (which, when changed, will impact Current Earnings). The initial default is "no".

Currency

If applicable, enter the currency code for the account, up to 6 characters in length; otherwise, leave this field blank. If entered, this code must be on file in the Exchange Rates file. You can click on 🔭 or press the Scan key to find an appropriate entry. The system displays the currency description so that you can verify your entry.

Currency code identifies the currency in which the account balances are maintained. For each record that is entered with a non-blank currency, an equivalent record must be added to the Foreign Accounts file thru Foreign Accounts File Maintenance, since each foreign balance amount is maintained by the system in both foreign and home (domestic) currency amounts. An example of an account with a currency code might be "Cash, Canadian".

Press ENTER or click ✔ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

When you save a record, the system will automatically present the Chart of Accounts Details Overlay, or you can click on the Details button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Chart of Accounts: See Chart of Accounts List for further information.

Display Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Chart of Accounts Details Overlay

The Chart of Accounts Details Overlay, shown in Figure 4-5a below, appears automatically when you save a record or when you click on the Details button from the Chart of Accounts Screen in Chart of Accounts File Maintenance. You remain in the same mode and you cannot change mode from this overlay.

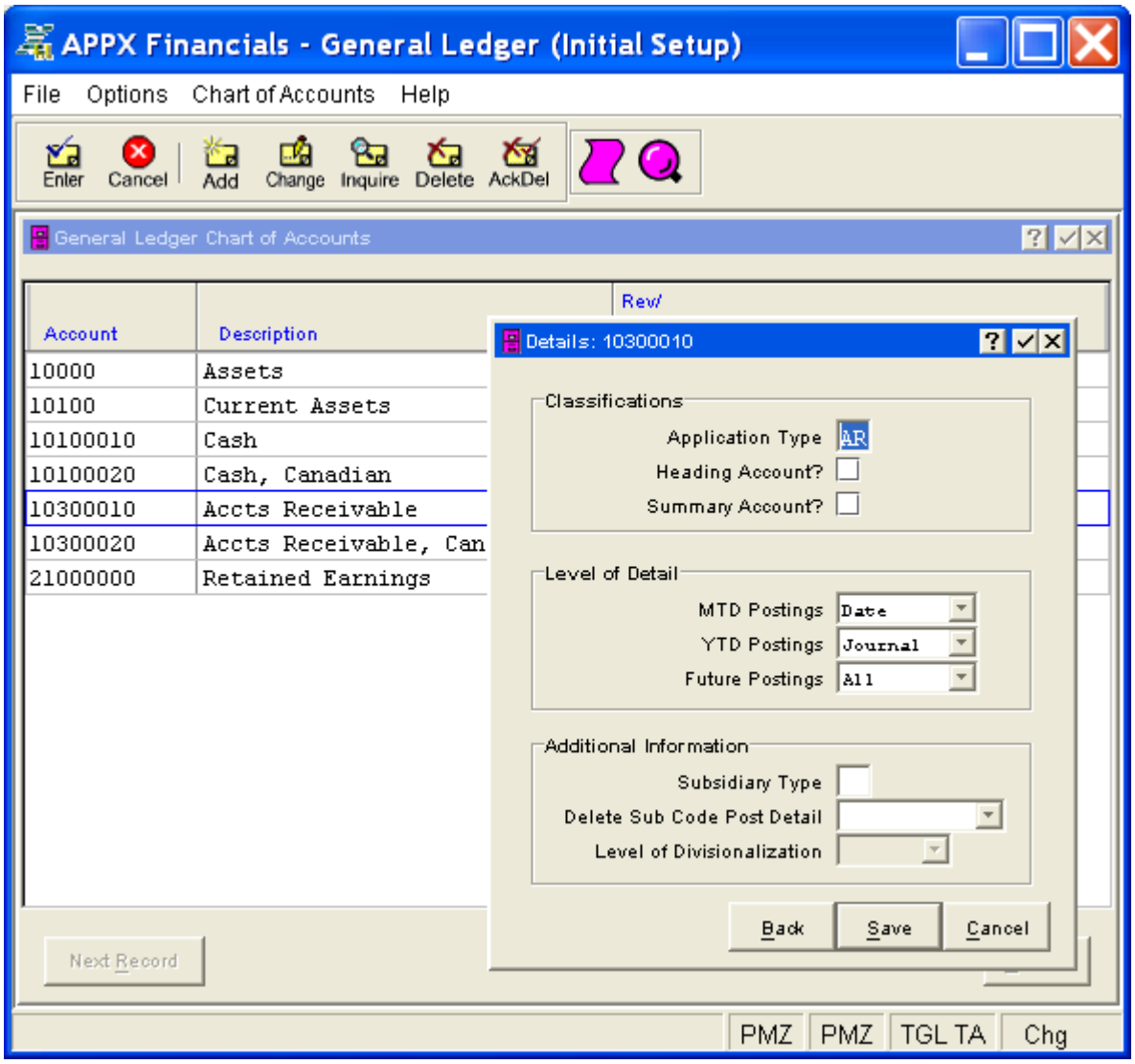

Figure 4-5a. Chart of Accounts Details Overlay

This overlay contains the following fields grouped by sections and pertains only to the current account (which is identified in the title bar).

Classifications

Application Type

Enter up to two uppercase letters, such as AP, AR, FA, GL, IC or PA, or leave blank.

Application Type is used to validate specifying this account number within a given application. This is accomplished by comparing it against the *OK Application Types* defined in the Parameters file for that application. For example, you might define your revenue accounts as having an application type of "AR", for Accounts Receivable, and your expense accounts as having an application type of "AP", for Accounts Payable. If the Accounts Payable Parameters file included "AP" as an OK Application Type, but not "AR", the system would prevent you from inadvertently entering a revenue account on, say, an Accounts Payable invoice. At the same time, as long as General Ledger included both "AR" and "AP" as *OK Application Types* in Parameters File Maintenance, journal entries could be made to either revenue or expense accounts.

Heading Account?

Select "yes" or ☑ if this account is a heading account; otherwise, select "no" or ☐. The initial default is "no".

Heading accounts are used to format financial statements, and for separating accounts on the Trial Balance Report and Chart of Accounts List. They contain no actual data and will never have any amounts posted to them. An example of a heading account might be "Current Assets".

Summary Account?

Select "yes" or ☑ if this account is a summary account; otherwise, select "no" or ☐. The initial default is "no".

Summary accounts represent the total, or sum, of a grouping of other account balances. They will never have amounts posted directly to them; they are updated only during Process Initial Setup or when the 'Summarize Accounts' function is run in Live Operations. An example of a summary account might be "Total Expenses", which could be defined as the sum of all expense accounts.

You must also enter summary accounts in Summary Accounts File Maintenance.

Level of Detail

You have the following options for the *Level of Detail* fields for *MTD Postings*, *YTD Postings*, and *Future Postings*:

None:	Keep no detail (not applicable for MTD or Future Postings)
Summary:	Keep a summary by fiscal month/year
Journal:	Keep a summary by fiscal month/year and journal code
Operator:	Keep a summary by fiscal month/year, journal code, and operator ID
Date:	Keep a summary by fiscal month/year, journal code, operator ID, and date

All:	Keep all detail

These options are listed in order of "least detail" to "most detail". All entries containing an intercompany code or a subsidiary code will be kept in detail. Also, be sure to keep at least as much detail in the Future Postings file as you want to maintain in your MTD and YTD Postings files for a given account.

MTD Postings

Click the list button to select the level of detail to be kept in the MTD Postings file as defined above. The initial default value is "All". "None" is not a valid option for this file.

Y TD Postings

Click the list button to select the level of detail to be kept in the YTD Postings file as defined above. The initial default value is "All".

Future Postings

Click the list button to select the level of detail to be kept in the Future Postings file as defined above. The initial default value is "All". "None" is not a valid option for this file.

Additional Information

Subsidiary Type

If applicable, enter two uppercase letters for the cost accounting subsidiary to which this account is posted; otherwise, leave this field blank. If this is a General Subsidiary account, enter "GL". See General Subsidiary in Chapter 1 of this manual for more information.

Delete Sub Code Post Detail

For accounts with *Subsidiary Type* "GL" only, this entry indicates how often General Subsidiary detail postings are deleted from the Subsidiary Postings file. If applicable, click the list button to select one of the options listed below; otherwise, leave this field blank.

Never:	Never delete
Monthly:	Delete during Close Month processing each month
Yearly:	Delete only at the end of the fiscal year
This Month:	Delete at the end of this month; after deleting, this value will be converted to "Never"

Level of Divisionalization

When implemented, this field will provide for divisionalized accounting by appending account components from the offset account to the primary posting account. **This feature has not been implemented.**

Press ENTER or click ✔ or the Save button to save the information on this overlay. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again.

When the screen has been saved, you will return to the Chart of Accounts Screen. To return without saving, press END or click ✖ or the Cancel button or click the Back button to return to the previous screen.

The following icons are also available for use on the toolbar:

List Chart of Accounts: See Chart of Accounts List for further information.

Display Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Types File Maintenance

Use this function to enter or edit budget and/or unit types. For example, for Budget Types you may want to differentiate between several sets of budgets such as "Proposed", "Revision 1", and "Revision 2". For Unit Types you may need to track unit balances separately for "Machine Hrs" and "Man Hours".

Budget and unit types are used in conjunction with the Budgets and Units files (as maintained in Budgets File Maintenance and Unit Accounts File Maintenance). Each account may have multiple budget or unit versions, or "types". This file identifies and differentiates those types.

The Budget & Unit Types Screen, shown in Figure 4-6 below, appears when you select *Types* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Budget & Unit Types screen

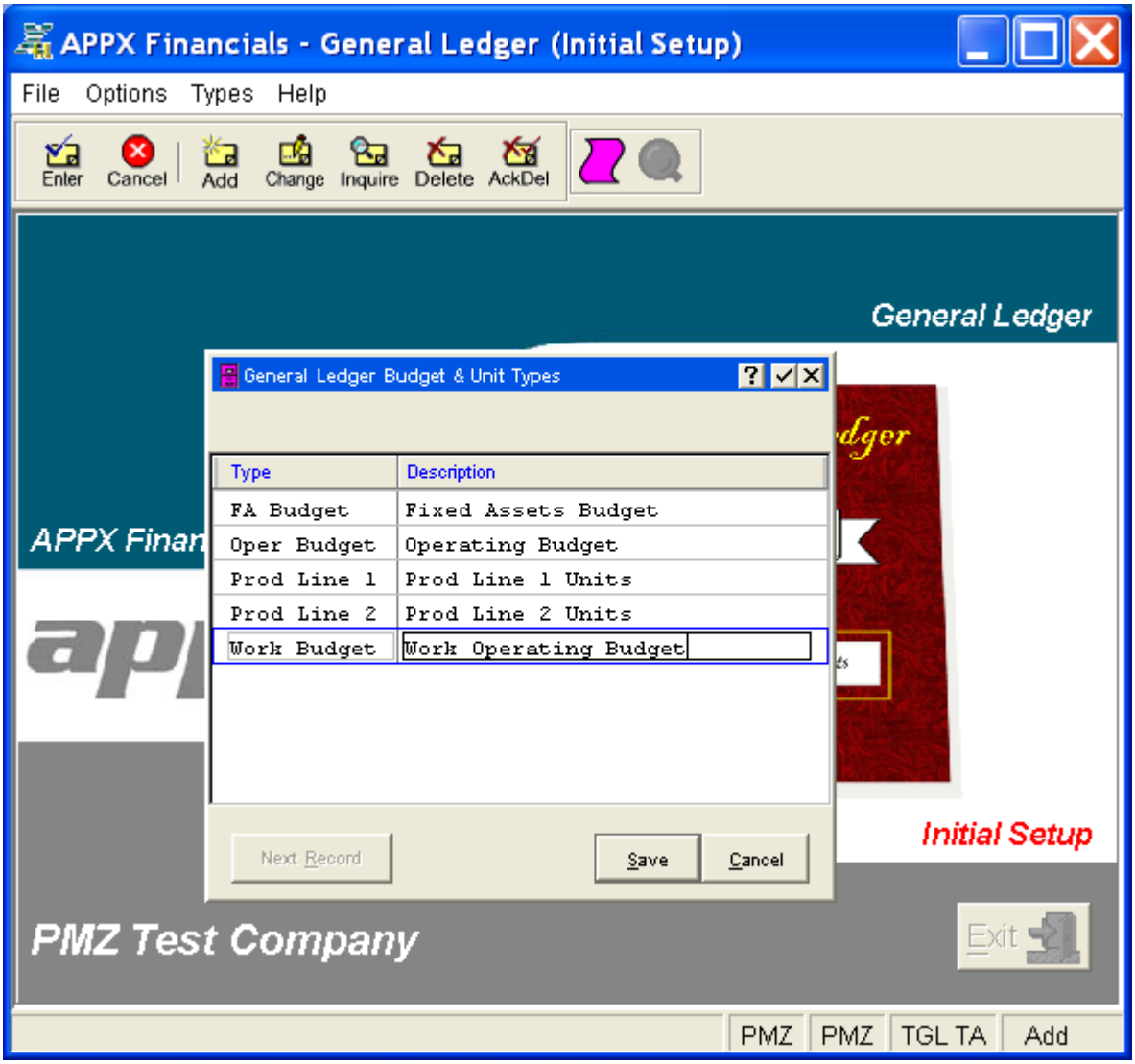

Figure 4-6

This is a scrolling screen which contains the following fields for each record:

Type

Enter a unique code for this budget or unit type, up to 12 characters in length.

Description

Enter a description for the budget or unit type, up to 30 characters in length.

Press ENTER or click ✓ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✓ or the Save button again. To exit without saving, press END or click ✗ or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Budget & Unit Types: See Types List for further information.

Display Type Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Intercompany Names File Maintenance

Use this function to enter and edit intercompany names, and to define the relationship of each to the current company (for example, subsidiary). Whenever an intercompany number is entered in a transaction, it will be checked against this file for validity.

The Intercompany Names Screen, shown in Figure 4-7 below, appears when you select *Intercompany Names* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Intercompany Names screen

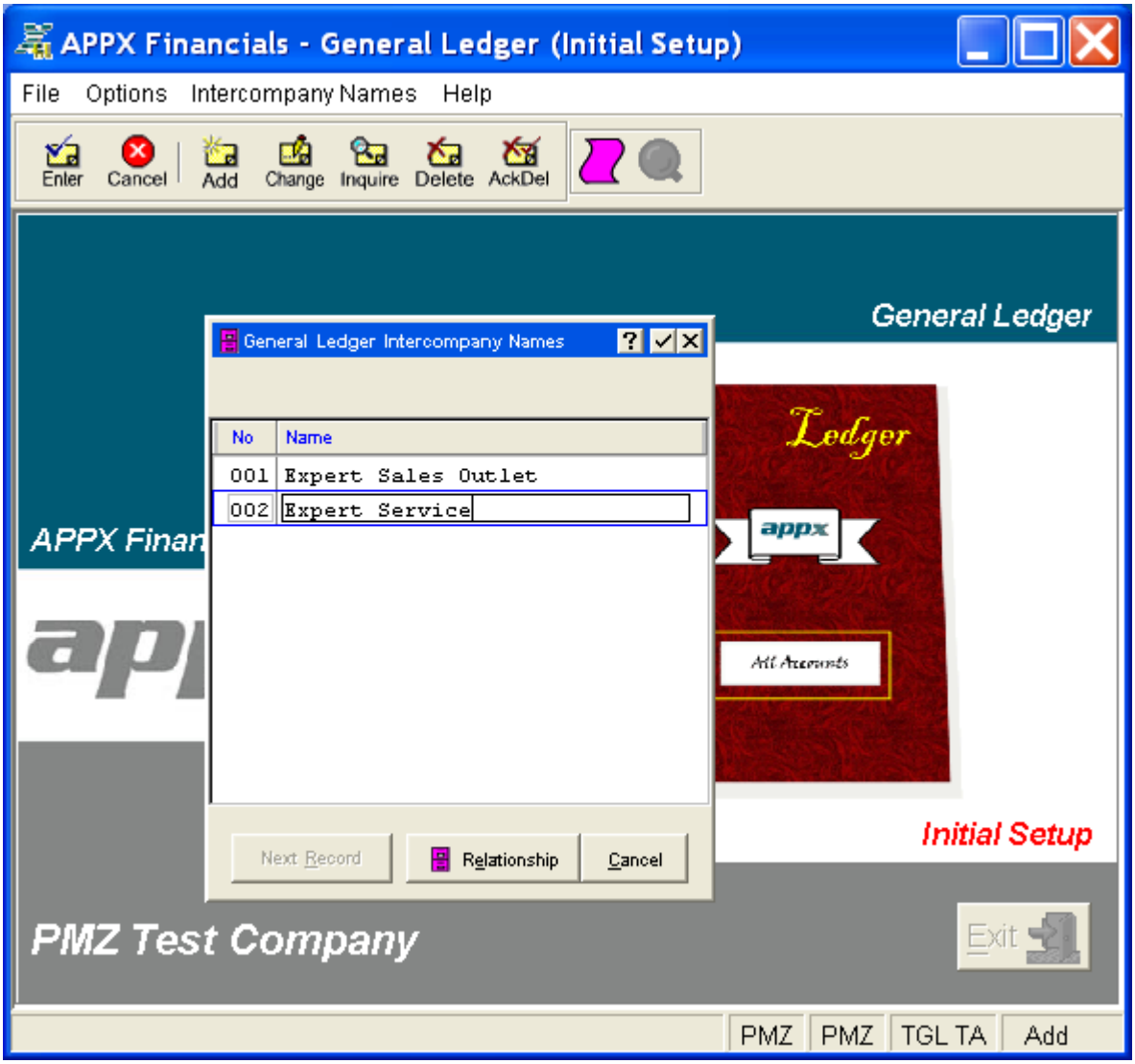

Figure 4-7

This is a scrolling screen which contains the following fields for each record:

I ntercompany No

Enter a unique number or code for this company, up to 3 characters in length. This number will be used in all accounting applications to identify this company. Note that this field can contain alphanumeric characters even though it is labeled as a number.

Intercompany Name

Enter a name or description for this company, up to 30 characters in length.

Press ENTER or click ✔ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

When you save a record, the system will automatically present the Intercompany Relationship Overlay, or you can click on the Relationship button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Intercompany Names: See Intercompany Names List for further information.

Display Intercompany Name Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Intercompany Relationship Overlay

The Intercompany Relationship Overlay, shown in Figure 4-7a below, appears automatically when you save a record or when you click on the Relationship button from the Intercompany Names Screen in Intercompany Names File Maintenance. You remain in the same mode and you cannot change mode from this overlay.

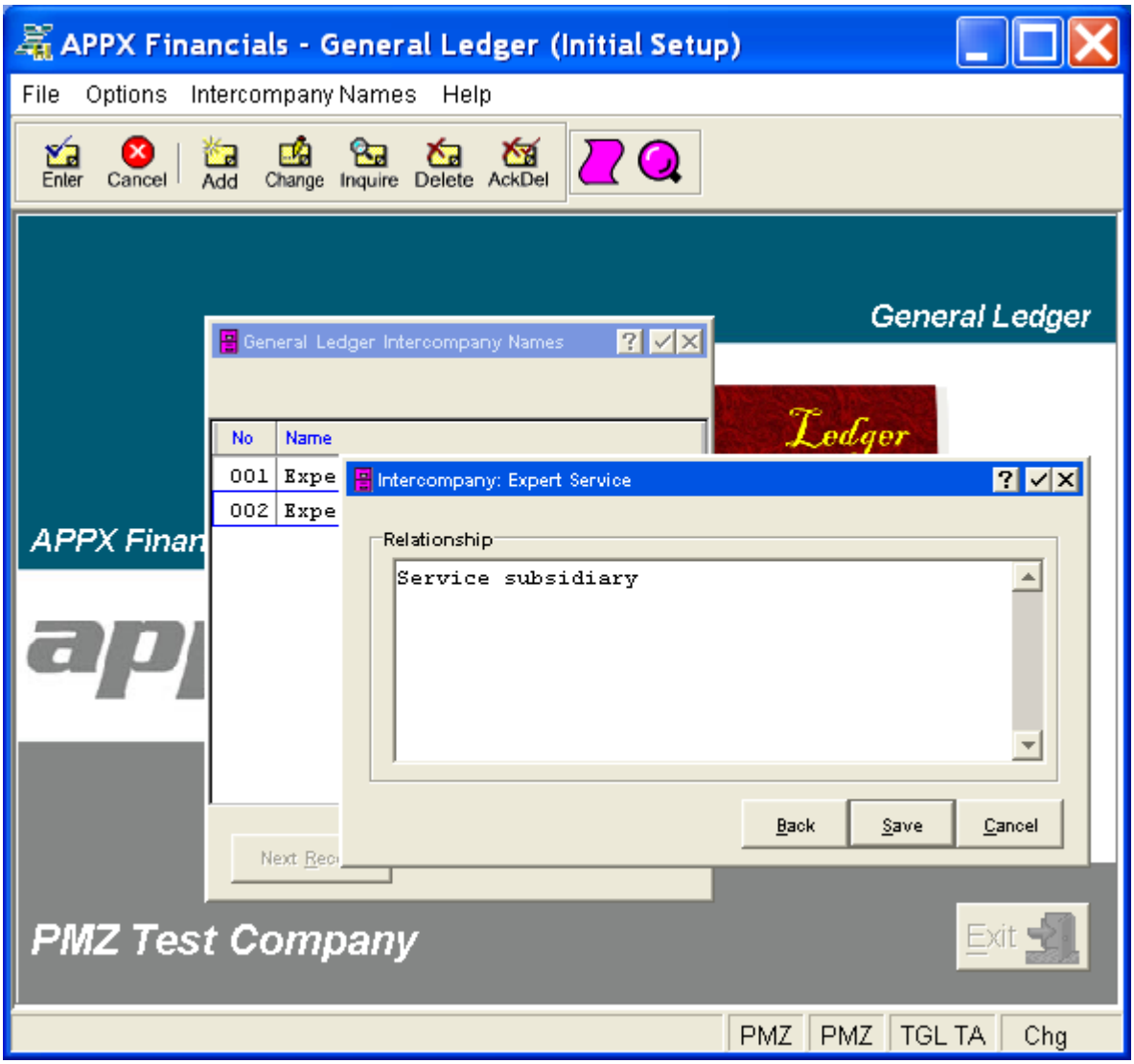

Figure 4-7a. Intercompany Relationship Overlay

This overlay contains the following field for the current company (which is identified in the title bar).

Relationship

Enter the relationship between this entity and the current company. This is a text field, up to 316 characters in length.

Press ENTER or click ☑ or the Save button to save the information on this overlay. When the screen has been saved, you will return to the Intercompany Names Screen. To return without saving, press END or click ☒ or the Cancel button or click the Back button to return to the previous screen.

The following icons are also available for use on the toolbar:

List Intercompany Names: See Intercompany Names List for further information.

Display Intercompany Name Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Summary Accounts File Maintenance

Use this function to define those accounts that contain summary balance totals of two or more detail level accounts, and to specify what those detail accounts are. Detail account balances are totaled into the summary account balances each time the Summarize Accounts function is run from Utilities on the Monthly Pulldown Menu in Live Operations (or as part of Process Initial Setup).

Summary accounts must be defined as such in Chart of Accounts File Maintenance on the Details Overlay. You cannot post directly to a summary account from any transaction posting function. However, summary accounts may be used in financial statements or various other reports and inquiries on the Account Balances file, and in ratios. Some examples of summary accounts might be Total Current Assets, Total Fixed Assets, and Total Revenues.

The Summary Accounts Screen, shown in Figure 4-8 below, appears when you select *Summary Accounts* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Summary Accounts screen

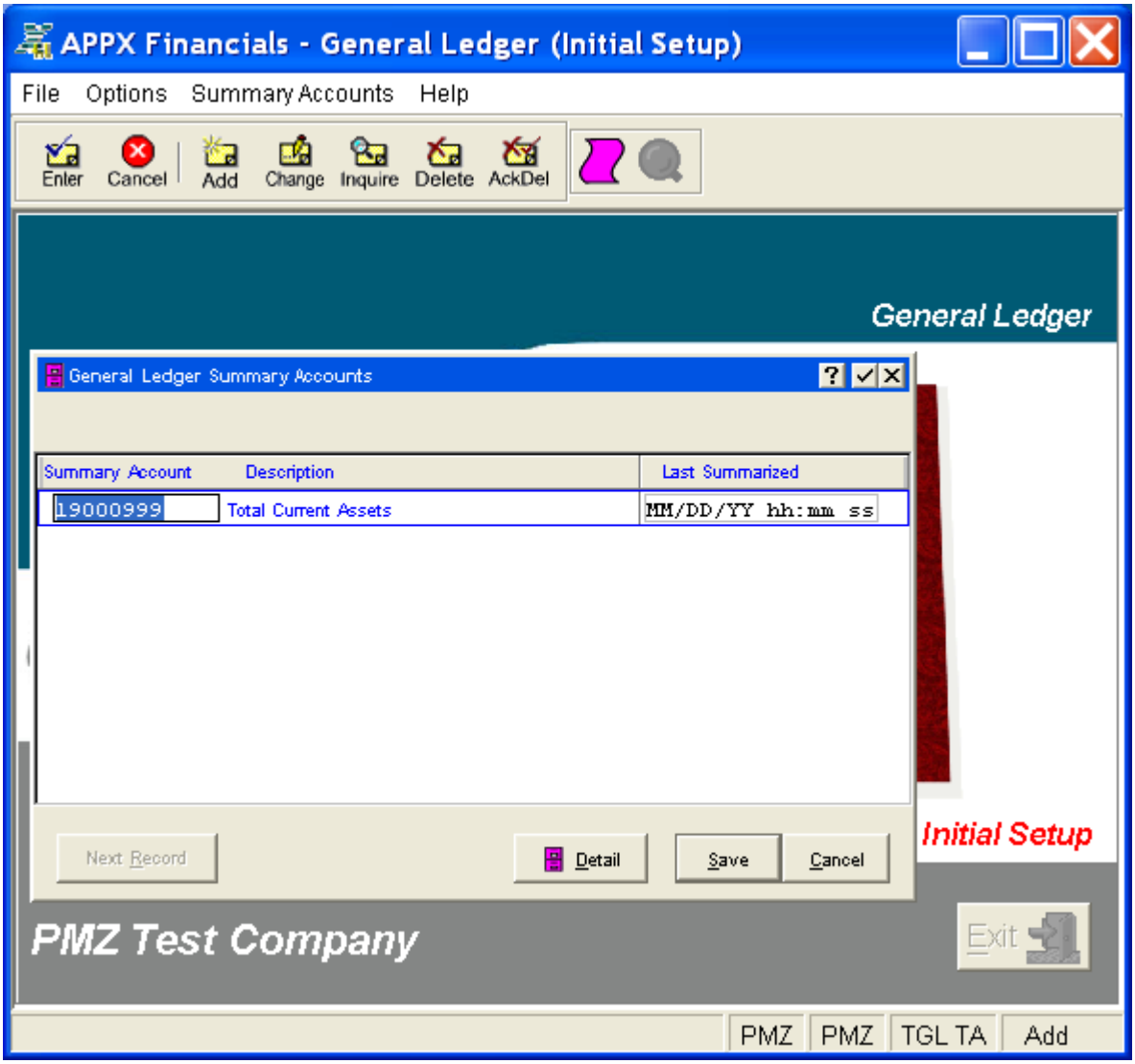

Figure 4-8

This is a scrolling screen which contains the following fields for each record:

Summary Account

Enter the number of the summary account. This account must be on file in the Chart of Accounts file and defined as a summary account (on the Chart of Accounts Details Overlay). You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Description

The system displays the account description from the Chart of Accounts so that you can verify your entry.

Last Summarized

In Live Operations, the system displays the date/time that the Summarize Accounts function was last run. In Initial Setup, however, you are allowed to enter this date/time if you wish, or you may leave it blank.

Press ENTER or click ✓ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the record to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✓ or the Save button again. To exit without saving, press END or click ✗ or the Cancel button.

When you save a record, the system will automatically present the Summary Accounts Detail Overlay, or you can click on the Detail button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Summary Accounts: See Summary Accounts List for further information.

Display Summary Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Summary Accounts Detail Overlay

The Summary Accounts Detail Overlay, shown in Figure 4-8a below, appears automatically when you save a record or when you click on the Detail button from the Summary Accounts Screen in Summary Accounts File Maintenance. This overlay addresses detail accounts associated with the current summary account but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Here is where you define one or more ranges of accounts to be summed for the associated summary account. Each range requires a unique sequence number. Within each range of sequential accounts you may specify starting and ending constraints on one or more account components.

You should not include a summary account in the range of accounts making up a summary account.

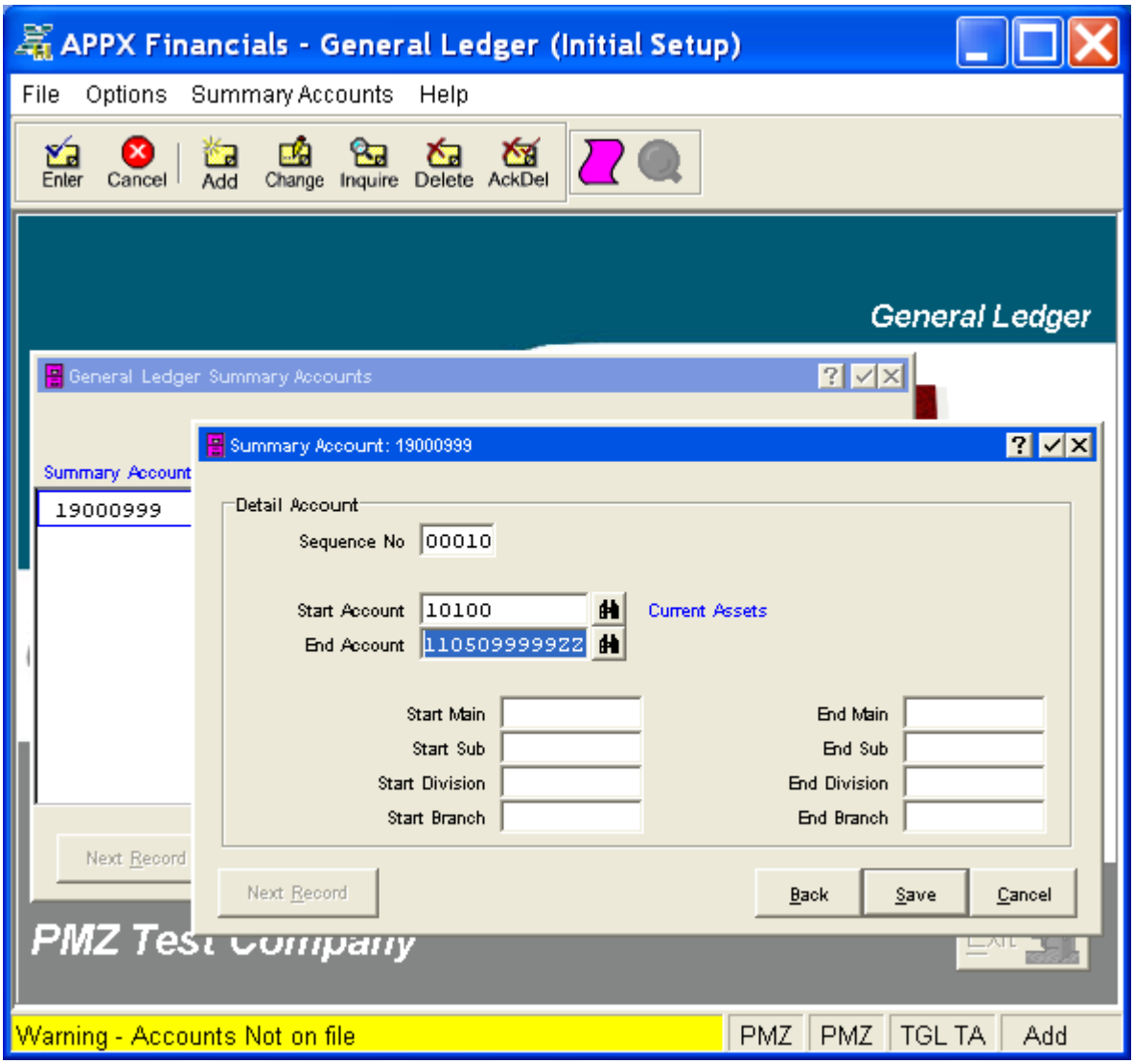

Figure 4-8a. Summary Accounts Detail Overlay

This overlay contains the following fields for each detail record associated with the current summary account (which is identified in the title bar).

Sequence No

The system assigns a sequential number, in increments of 10, to each detail record established for the summary account. If desired, this number can be changed but it must be unique.

Start Account

Enter the account number or the beginning point of the range to be summarized. You can click on or press the Scan key to find an appropriate entry from the Chart of Accounts. If a valid account, the system displays the account description defined in Chart of Accounts File Maintenance so that you can verify your entry; otherwise, a warning is issued for information only.

End Account

Enter the account number or the ending point of the range to be summarized. You can click on or press the Scan key to find an appropriate entry from the Chart of Accounts. If a valid account, the system displays the account description defined in Chart of Accounts File Maintenance so that you can verify your entry; otherwise, a warning is issued for information only. Be sure you do not include a summary account in this range.

> **Note:** For the account component fields below, the system uses the descriptions you assigned in Parameters File Maintenance to customize the labels displayed on the screen. You can only make entries in the component fields that are defined in your account structure.

Start <Main>

Enter the low value for the first component of the account if you want only certain first components included in the defined account range; otherwise, leave this field blank.

End <Main>

Enter the high value for the first component of the account if you want only certain first components included in the defined account range; otherwise, leave this field blank.

Start <Sub>

If applicable, enter the low value for the second component of the account if you want only certain second components included in the defined account range; otherwise, leave this field blank.

End <Sub>

If applicable, enter the high value for the second component of the account if you want only certain second components included in the defined account range; otherwise, leave this field blank.

Start <Division>

If applicable, enter the low value for the third component of the account if you want only certain third components included in the defined account range; otherwise, leave this field blank.

End <Division>

If applicable, enter the high value for the third component of the account if you want only certain third components included in the defined account range; otherwise, leave this field blank.

Start <Branch>

If applicable, enter the low value for the fourth component of the account if you want only certain fourth components included in the defined account range; otherwise, leave this field blank.

End <Branch>

If applicable, enter the high value for the fourth component of the account if you want only certain fourth components included in the defined account range; otherwise, leave this field blank.

Press ENTER or click ✔ or the Save button to save the information for the current detail record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✔ or the Save button again. When the record has been saved, you will go on to the next detail record, if any.

When you have finished with the detail records associated with the current summary account (or to prevent saving the current detail record), click the Back button to return to the Summary Accounts Screen for that account or press END or click ✖ or the Cancel button to go on to the next summary account, if any.

The following icons are also available for use on the toolbar:

List Summary Accounts: See Summary Accounts List for further information.

Display Detail Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Allocation Accounts File Maintenance

Use this function to enter those accounts whose balances are to be allocated to other accounts, along with the details on how to make such allocations. You specify both the accounts to receive the allocation as well as the method of allocation. There are three methods available for distributing allocations. The "Percent" method allows distributions of a fixed percentage of the current balance to a given account. The "Amount" method allows a distribution for a fixed dollar amount. The "Ratio" method allows a distribution of the current balance based on a ratio of accounts from the Chart of Accounts or Unit Accounts files. An Over/Under account must be specified to receive the remainder from the allocations.

Journal entries that effect the allocations are created when the Create Allocation Entries job is run in Live Operations (from Journal Entries on the Daily Pulldown Menu). These journal entries back out amounts stored in the allocation accounts and distribute them to the receiving accounts as defined in this function.

The Allocation Accounts Screen, shown in Figure 4-9 below, appears when you select *Allocation Accounts* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Allocation Accounts screen

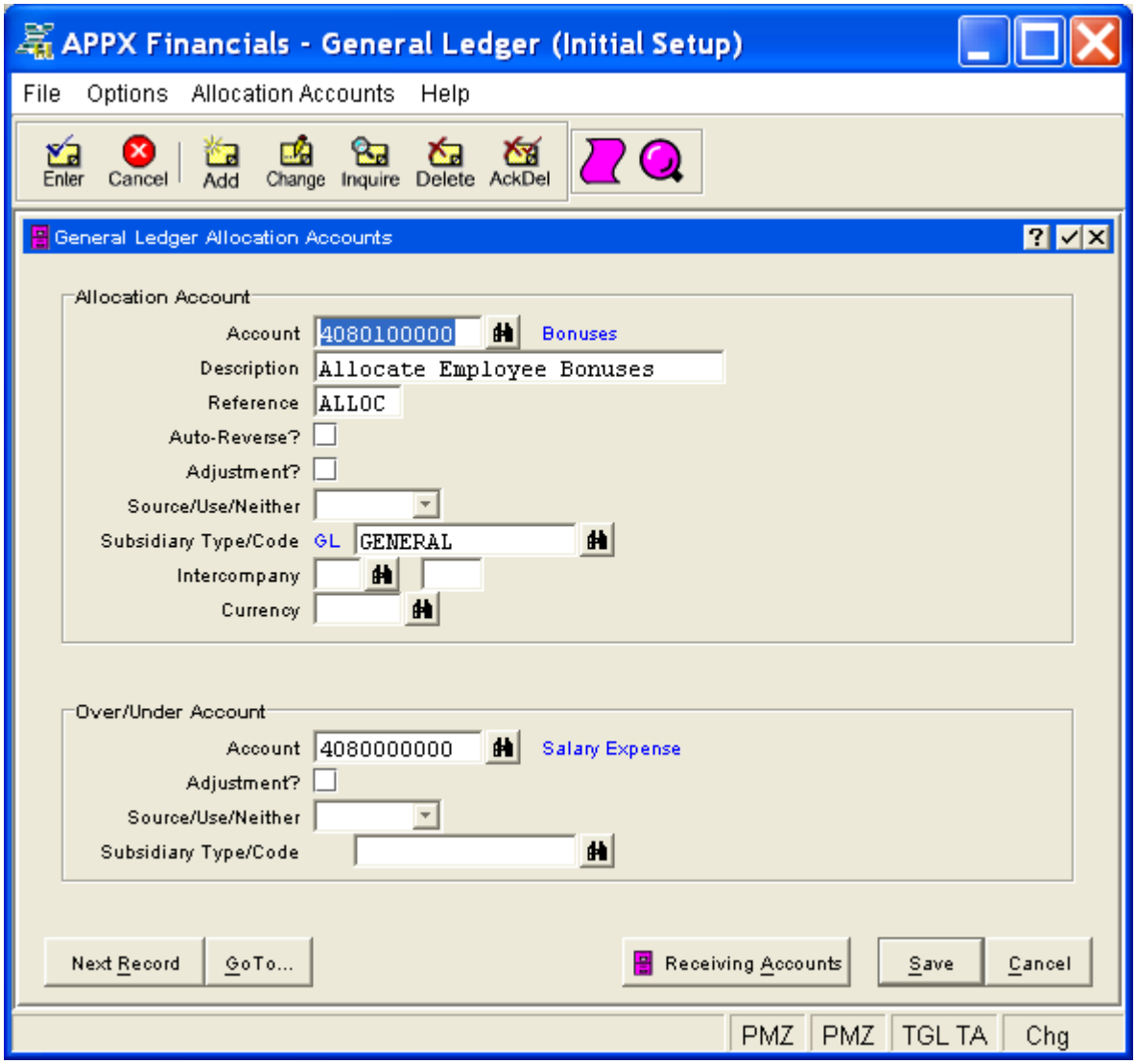

Figure 4-9

This screen contains the following fields grouped by sections.

Allocation Account

Account

Enter the account which contains the dollar amount to be allocated. This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Description

If desired, enter a description for this allocation, up to 30 characters in length. This field will flow through to the journal entries created during Create Allocation Entries and will be printed on the journal and the distribution reports as a part of your audit trail.

Reference

If desired, enter a reference for these transactions, up to 6 characters in length. This field will flow through to the journal entries created during Create Allocation Entries and will be printed on the journal and the distribution reports as a part of your audit trail.

Auto Reverse?

Select "yes" or if reversing journal entries should be created automatically during Close Month processing for the months journal entries have been created for this allocation; otherwise, select "no" or . The initial default is "no".

Adjustment?

Select "yes" or if allocation entries to the *Allocation Account* are an adjustment to the sources/uses amounts; otherwise, select "no" or . The initial default is "no".

If "yes", a credit adjustment reduces month-to-date and year-to-date uses and a debit adjustment reduces month-to-date and year-to-date sources in the Account Balances file.

Source/Use/Neither

If applicable, specify how the allocations are to be accumulated for the *Allocation Account* in the Account Balances file; otherwise, leave this field blank for standard treatment. Click the list button to select one of the options listed below:

<blank>	Credits are accumulated as sources; debits are accumulated as uses.
Source:	This allocation is to be accumulated as a source.
Use:	This allocation is to be accumulated as a use.
Neither:	This allocation is to be accumulated as neither.

Subsidiary Type

The system displays the subsidiary type defined for the *Allocation Account* in Chart of Accounts File Maintenance on the Details Overlay.

Subsidiary Code

If *Subsidiary Type* for the allocation account is "GL", you must enter a subsidiary code so that postings can be made to the appropriate subsidiary files; otherwise, you can leave this field blank. *Subsidiary Code* is only used in General Ledger for subsidiary type "GL". If entered and if General Subsidiary is part of your system, this code must be on file in the Subsidiary Codes file. You can click on or press the Scan key to find an appropriate entry.

Intercompany Code

If this is an intercompany transaction, enter the code identifying the company; otherwise, leave this field blank. If entered, this code must be on file in the Intercompany Names file. You can click on or press the Scan key to find an appropriate entry. The system displays the intercompany name so that you can verify your entry. All intercompany allocation postings will be posted to the YTD Postings file.

Intercompany Reference

If desired for an intercompany transaction, enter a reference up to 4 characters in length; otherwise, leave this field blank. This field will flow through to the journal entries created during Create Allocation Entries and will be printed on the journal and the distribution reports as part of your audit trail.

Currency

If this transaction is in a currency other than the domestic currency, enter the currency code; otherwise, leave this field blank. If entered, this code must be on file in the Exchange Rates file. You can click on or press the Scan key to find an appropriate entry. The system displays the currency description so that you can verify your entry.

Over/Under Account

Account

Enter the account to be used for any over/under amounts that may result when the allocations are calculated. This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

> **Note:** Unpredictable results may occur if the *Over/Under Account* is the same account as the *Allocation Account*.

Adjustment?

Select "yes" or if entries to the *Over/Under Account* are an adjustment to the sources/uses amounts; otherwise, select "no" or . The initial default is "no".

If "yes", a credit adjustment reduces month-to-date and year-to-date uses and a debit adjustment reduces month-to-date and year-to-date sources in the Account Balances file.

Source/Use/Neither

If applicable, specify how amounts are to be accumulated for the *Over/Under Account* in the Account Balances file; otherwise, leave this field blank for standard treatment. Click the list button to select one of the options listed below:

<blank>	Credits are accumulated as sources; debits are accumulated as uses.
Source:	The over/under amount is to be accumulated as a source.

Use:	The over/under amount is to be accumulated as a use.
Neither:	The over/under amount is to be accumulated as neither.

Subsidiary Type

The system displays the subsidiary type defined for the *Over/Under Account* in Chart of Accounts File Maintenance on the Details Overlay.

Subsidiary Code

If *Subsidiary Type* for the *Over/Under Account* is "GL", you must enter a subsidiary code so that postings can be made to the appropriate subsidiary files; otherwise, you can leave this field blank. *Subsidiary Code* is only used in General Ledger for subsidiary type "GL". If entered and if General Subsidiary is part of your system, this code must be on file in the Subsidiary Codes file. You can click on or press the Scan key to find an appropriate entry.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Allocation Receiving Accounts Overlay, or you can click on the Receiving Accounts button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been retrieved):

List Allocation Accounts: See Allocation Accounts List for further information.

Display Allocation Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Allocation Receiving Accounts Overlay

The Allocation Receiving Accounts Overlay, shown in Figure 4-9a below, appears automatically when you save a record or when you click on the Receiving Accounts button from the Allocation Accounts Screen in Allocation Accounts File Maintenance. This overlay addresses receiving accounts associated with the current allocation account but maintained in a separate file. You enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Here is where you specify both the accounts to receive the allocation as well as the method of allocation. There are three methods available for distributing allocations. The "Percent" method allows distributions of a fixed percentage of the current balance to a given account. The "Amount" method allows a distribution for a fixed dollar amount. The "Ratio" method allows a distribution of the current balance based on a ratio of accounts from the Chart of Accounts or Unit Accounts files.

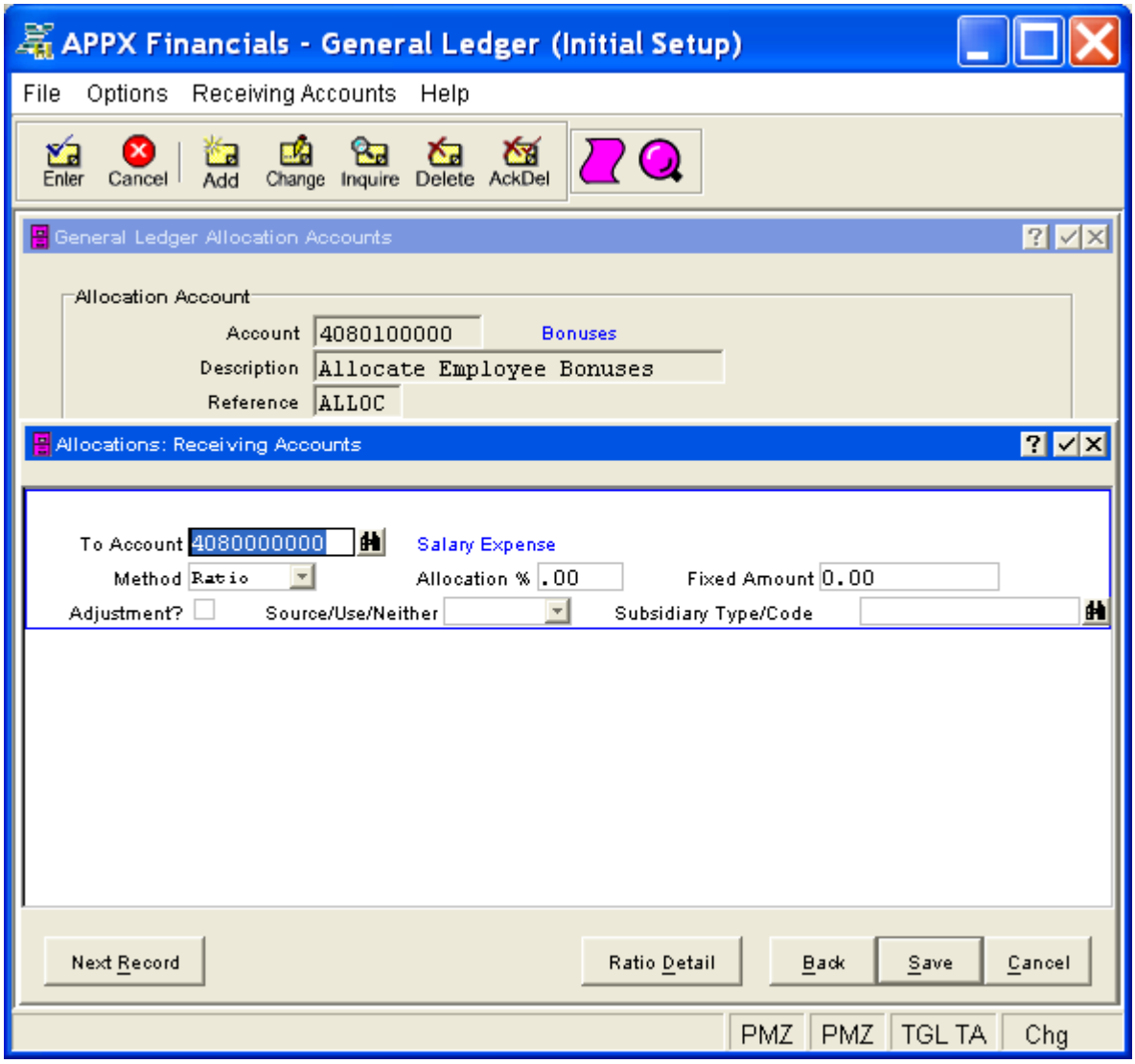

Figure 4-9a. Allocation Receiving Accounts Overlay

This overlay is a scrolling screen which contains the following fields for each receiving account record associated with the current allocation account.

To Account

Enter one of the accounts that will receive the allocation. This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Method

Enter the method for allocating to this account. The initial default is "Percent". Click the list button to select one of the options listed below:

Percent:	Distribute based on the *Allocation %*.
Amount:	Distribute the *Fixed Amount*.
Ratio:	Distribute based on the ratio of accounts from the Chart of Accounts or Unit Accounts files defined in the Ratio Detail Overlay.

Allocation %

If *Method* is "Percent", enter the percent of the current balance for the allocation account that should be distributed to this receiving account (expressed as a positive number with up to 3 digits to the left of the decimal and 2 digits to the right); otherwise, leave this field at zero.

Fixed Amount

If *Method* is "Amount", enter a positive number (with up to 9 digits to the left of the decimal and 2 digits to the right) as the fixed amount that should be distributed to this receiving account; otherwise, leave this field at zero.

Adjustment?

Select "yes" or if allocation entries to the *Receiving Account* are an adjustment to the sources/uses amounts; otherwise, select "no" or . The initial default is "no".

If "yes", a credit adjustment reduces month-to-date and year-to-date uses and a debit adjustment reduces month-to-date and year-to-date sources in the Account Balances file.

Source/Use/Neither

If applicable, specify how the allocations are to be accumulated for the *Receiving Account* in the Account Balances file; otherwise, leave this field blank for standard treatment. Click the list button to select one of the options listed below:

<blank>	Credits are accumulated as sources; debits are accumulated as uses.
Source:	This allocation is to be accumulated as a source.
Use:	This allocation is to be accumulated as a use.
Neither:	This allocation is to be accumulated as neither.

Subsidiary Type

The system displays the subsidiary type defined for the *Receiving Account* in Chart of Accounts File Maintenance on the Details Overlay.

Subsidiary Code

If *Subsidiary Type* for the receiving account is "GL", you must enter a subsidiary code so that postings can be made to the appropriate subsidiary files; otherwise, you can leave this field blank. *Subsidiary Code* is only used in General Ledger for subsidiary type "GL". If entered and if General Subsidiary is part of your system, this code must be on file in the Subsidiary Codes file. You can click on or press the Scan key to find an appropriate entry.

Press ENTER or click or the Save button to save the information for the current receiving account record. If any information has changed, the system may redisplay the record to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again.

When you save the current receiving account record, if the *Method* is "Ratio", the system will automatically present the Allocation Receiving Account Ratio Detail Overlay, or you can click on the Ratio Detail button to access it (which first saves the current record if applicable). If the *Method* is not "Ratio", this overlay does not apply and will not appear.

When you have finished with the receiving account records associated with the current allocation account (or to prevent saving the current receiving account record), click the Back button to return to the Allocation Accounts Screen for that account or press END or click or the Cancel button to go on to the next allocation account, if any.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been retrieved):

List Allocation Accounts: See Allocation Accounts List for further information.

Display Receiving Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Allocation Receiving Account Ratio Detail Overlay

If the allocation method for the receiving account is "Ratio", the Allocation Receiving Account Ratio Detail Overlay, shown in Figure 4-9b below, appears automatically when you save a record or when you click on the Ratio Detail button from the Allocation Receiving Accounts Overlay in Allocation Accounts File Maintenance. This overlay addresses supplementary fields for the receiving account that pertain only if the allocation method is "Ratio". You remain in the same mode and, if you change mode from this overlay, the new mode returns you to the Allocation Receiving Accounts Overlay instead.

The ratio detail overlay is where you define the particulars of the ratio controlling the distribution of the current balance from the allocation account to the selected receiving account. This ratio can utilize total account balances from the Chart of Accounts or Unit Accounts files.

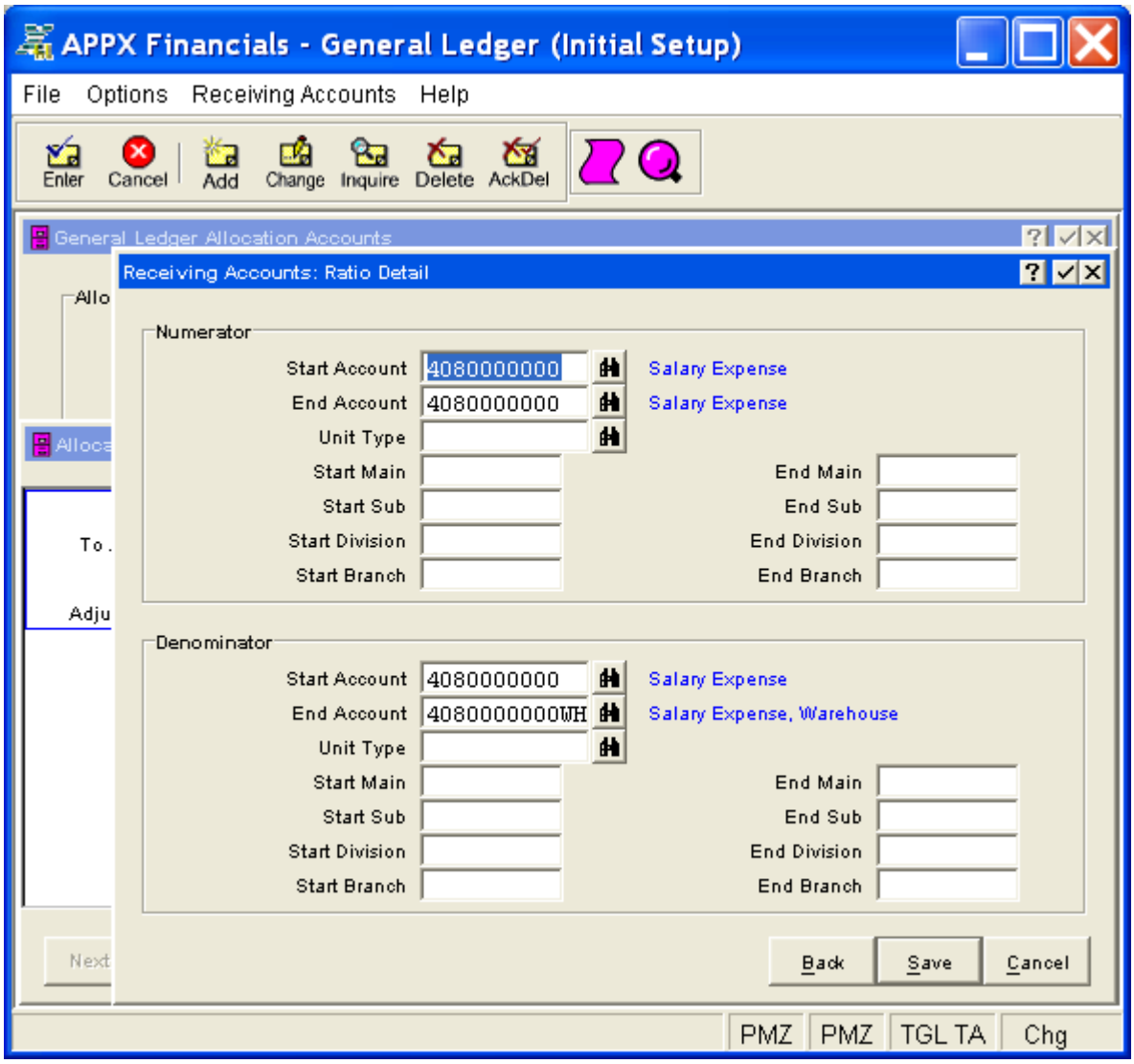

Figure 4-9b. Allocation Receiving Account Ratio Detail Overlay

This overlay contains the following fields grouped by sections and defines the ratio for the selected receiving account. This ratio (numerator/denominator) will be multiplied by the current balance in the allocation account, and the result will be distributed to the receiving account.

Numerator

The numerator is defined as a range of accounts from the Chart of Accounts or Unit Accounts files. The balances for these accounts are summed to compute the numerator of the ratio.

S tart Account

Enter the first account number or the beginning point of the range to be totaled for the numerator. You can click on or press the Scan key to find an appropriate entry. If a valid account, the system displays the account description; otherwise, a warning is issued for information only.

E nd Account

Enter the last account number or the ending point of the range to be totaled for the numerator. You can click on or press the Scan key to find an appropriate entry. If a valid account, the system displays the account description; otherwise, a warning is issued for information only.

Unit Type

If these accounts are defined in the Unit Accounts file, enter a valid unit type. If entered, unit type must be on file in the Types file. You can click on or press the Scan key to find an appropriate entry. The system displays the type description so that you can verify your entry.

Leave this field blank to indicate the accounts are defined in the Chart of Accounts file.

S tart <...> / End <...>

For the numerator account component fields below, the system uses the descriptions you assigned in Parameters File Maintenance to customize the labels displayed on the screen. You can only make entries in the component fields that are defined in your account structure.

Start <Main>

Enter the low value for the first component of the account if you want only certain first components included in the defined account range; otherwise, leave this field blank.

End <Main>

Enter the high value for the first component of the account if you want only certain first components included in the defined account range; otherwise, leave this field blank.

Start <Sub>

If applicable, enter the low value for the second component of the account if you want only certain second components included in the defined account range; otherwise, leave this field blank.

End <Sub>

If applicable, enter the high value for the second component of the account if you want only certain second components included in the defined account range; otherwise, leave this field blank.

Start <Division>

If applicable, enter the low value for the third component of the account if you want only certain third components included in the defined account range; otherwise, leave this field blank.

End <Division>

If applicable, enter the high value for the third component of the account if you want only certain third components included in the defined account range; otherwise, leave this field blank.

Start <Branch>

If applicable, enter the low value for the fourth component of the account if you want only certain fourth components included in the defined account range; otherwise, leave this field blank.

End <Branch>

If applicable, enter the high value for the fourth component of the account if you want only certain fourth components included in the defined account range; otherwise, leave this field blank.

Denominator

The denominator is defined as a range of accounts from the Chart of Accounts or Unit Accounts files. The balances for these accounts are summed to compute the denominator of the ratio.

S tart Account

Enter the first account number or the beginning point of the range to be totaled for the denominator. You can click on or press the Scan key to find an appropriate entry. If a valid account, the system displays the account description; otherwise, a warning is issued for information only.

E nd Account

Enter the last account number or the ending point of the range to be totaled for the denominator. You can click on or press the Scan key to find an appropriate entry. If a valid account, the system displays the account description; otherwise, a warning is issued for information only.

Unit Type

If these accounts are defined in the Unit Accounts file, enter a valid unit type. If entered, unit type must be on file in the Types file. You can click on or press the Scan key to find an appropriate entry. The system displays the type description so that you can verify your entry.

Leave this field blank to indicate the accounts are defined in the Chart of Accounts file.

S tart <...> / End <...>

For the denominator account component fields, the system uses the descriptions you assigned in Parameters File Maintenance to customize the labels displayed on the screen. You can only make entries in the component fields that are defined in your account structure.

For itemized descriptions of the account component fields for the denominator, see the respective fields for the numerator above.

Press ENTER or click or the Save button to save the information on this overlay. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current screen has not yet been saved; you must address any concerns and press ENTER or click or the Save button again.

When the screen has been saved, you will return to the Allocation Receiving Accounts Overlay. To return without saving the screen, click the Back button. To return to the Allocation Accounts Screen without saving this screen, press END or click or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled in Add mode):

List Allocation Accounts: See Allocation Accounts List for further information.

Display Receiving Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current screen if applicable), after which you will return to where you are.

Budgets File Maintenance

Use this function to define budget type and account number combinations and to enter monthly budget amounts by fiscal year for each such budget/account combination. This information may be printed on financial statements or on Budget Analysis reports.

You can enter or edit budget amounts for fiscal months 1 to 12 (or 13 if applicable), plus Start of Year and End of Year amounts. Each monthly amount represents the net activity for the month. You can also enter an annual amount and let the system allocate the amount evenly by month or week. For revenue and expense accounts, the Start of Year amount normally should be zero. If your system includes the Budget Analysis application, before you add a large number of budget records, you may wish to use one or more of the utility functions provided on its Utilities pulldown menu. These utilities allow you to create, copy, and delete budget records very quickly. The created records can then be edited using this Budgets function.

The Budgets Screen, shown in Figure 4-10 below, appears when you select *Budgets* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Budgets screen

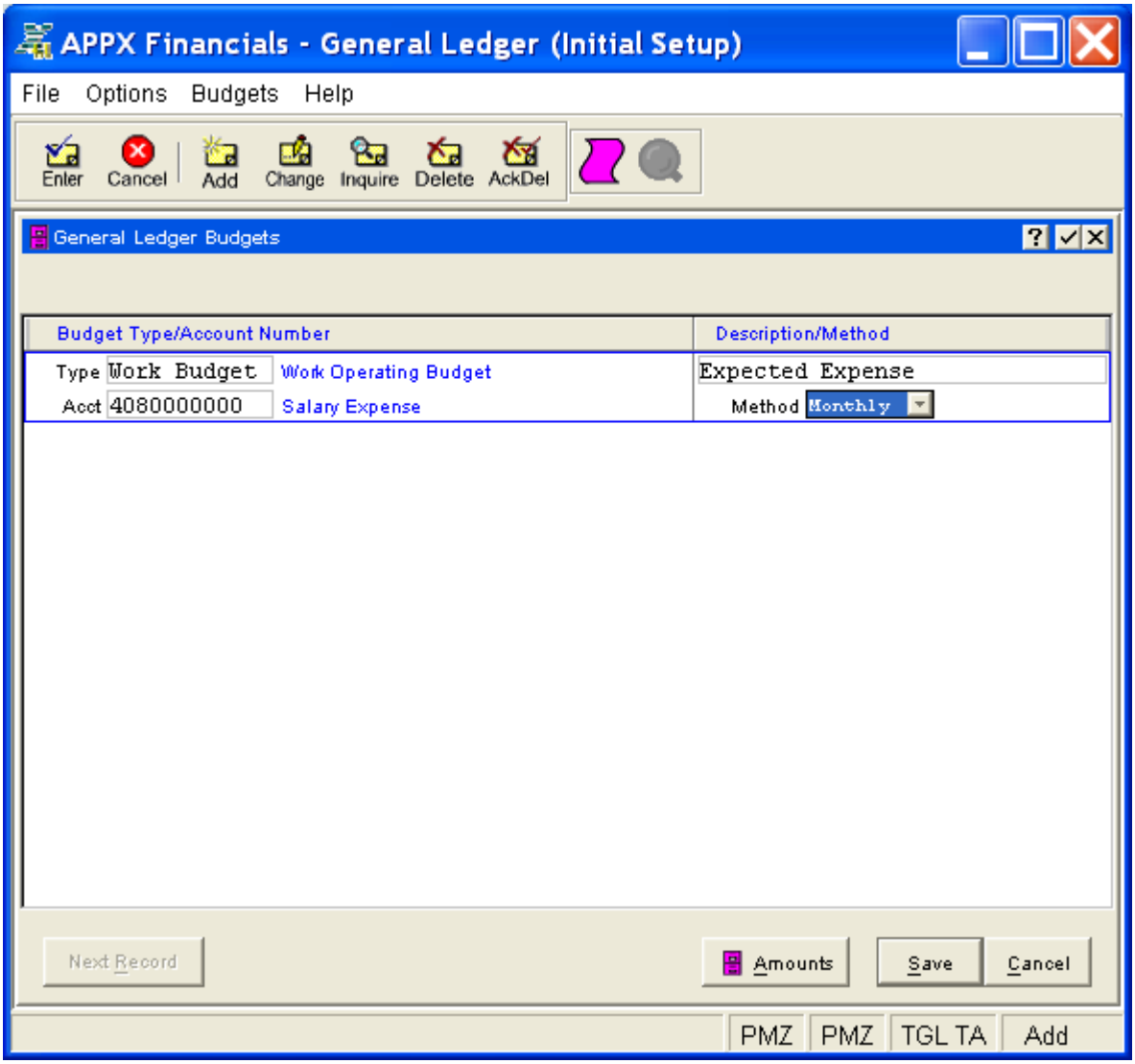

Figure 4-10

This is a scrolling screen which contains the following fields for each record:

Budget Type

Enter the budget type. This type must be on file in the Types file. You can click on or press the Scan key to find an appropriate entry. The system displays the type description so that you can verify your entry. In Add mode, this field will automatically be saved from one budget record to the next.

Account

Enter the number of the general ledger account to which the budget type applies. This account must be on file in the Chart of Accounts file and cannot be a heading account. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Description

Enter a description for this budget/account combination, up to 30 characters in length.

Method

Enter the method of establishing monthly budget amounts. This determines whether to allow entry of an annual amount and, if so, how to calculate monthly amounts from the annual amount. Click the list button to select one of the options listed below:

Monthly:	Divide *Annual Amount* evenly over number of accounting periods (12 or 13).
Weekly:	Divide *Annual Amount* over weeks in a sequence of 4/4/5-week months.
Enter:	Enter each month manually (the system will sum the monthly amounts entered into the *Annual Amount*).

The initial default is "Enter". The "Weekly" option is not allowed for 13 period accounting. In Add mode this field will automatically be saved from one budget record to the next.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Budget Amounts Overlay, or you can click on the Amounts button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Budgets: See Budgets List for further information.

Display Budget Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Budget Amounts Overlay

The Budget Amounts Overlay, shown in Figure 4-10a below, appears automatically when you save a record or when you click on the Amounts button from the Budgets Screen in Budgets File Maintenance. This overlay addresses fiscal year budget amounts associated with the current budget/account but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

For each fiscal year, here is where you establish monthly budget amounts according to the method you previously selected for the current budget/account.

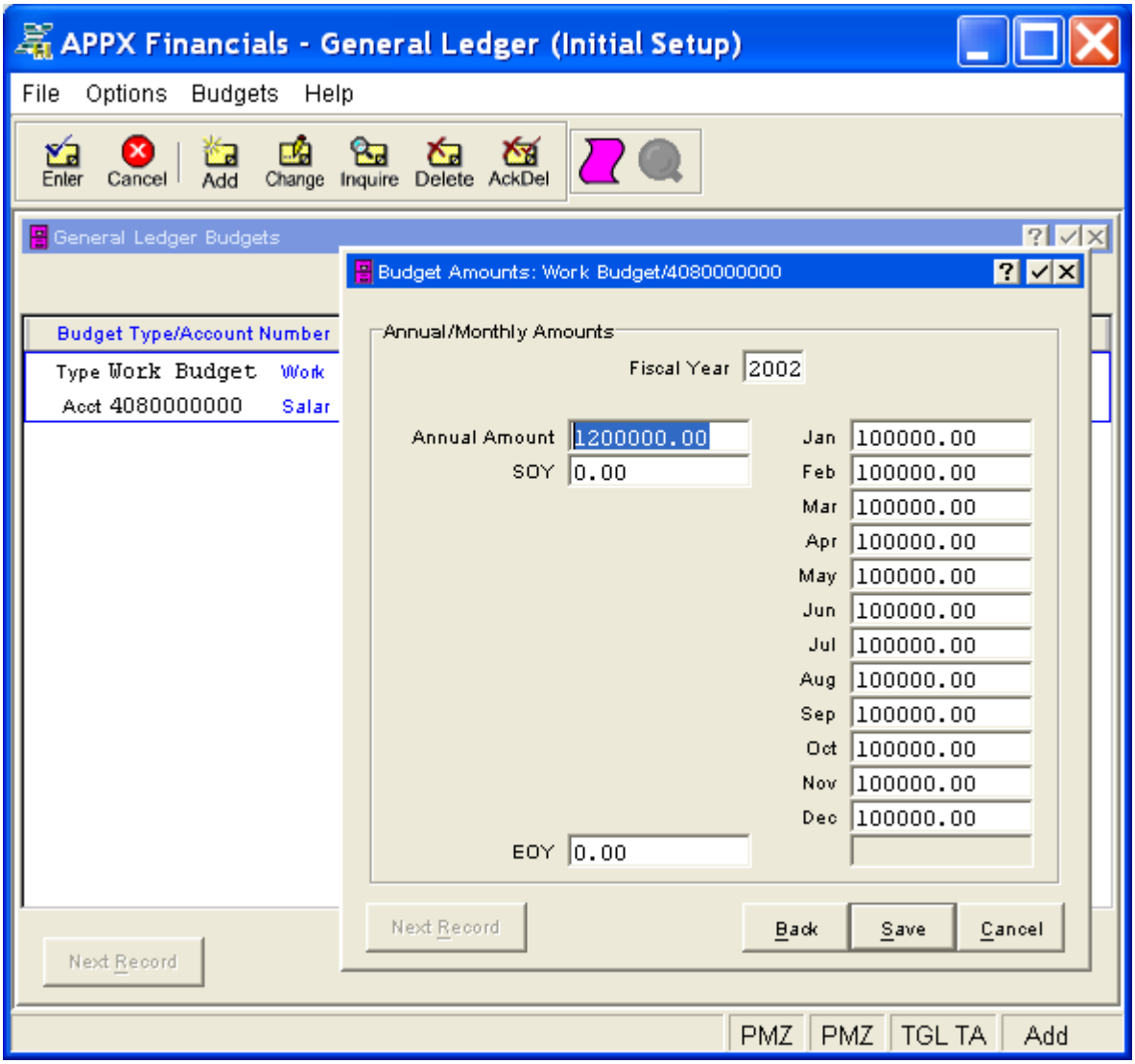

Figure 4-10a. Budget Amounts Overlay

This overlay contains the following fields for each fiscal year record associated with the current budget/account (which is identified in the title bar).

Annual/Monthly Amounts

Fiscal Year

Enter the fiscal year as a 4-digit number.

Annual Amount

For *Method* "Monthly" or "Weekly", enter the annual amount for this fiscal year (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). The system will automatically recalculate the monthly amounts as described in Budgets File Maintenance.

For *Method* "Enter", the system will automatically compute this amount by summing the monthly amount entries.

SOY (Start Of Year)

Enter the SOY budget amount, if applicable (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). This entry is not added to the annual amount, nor is any amount distributed to it. It is normally zero for income/expense accounts and entered only for asset/liability accounts.

Monthly/Period Amounts

For *Method* "Monthly" or "Weekly", the monthly amounts will be calculated by the system. For *Method* "Enter", enter the appropriate amount of net activity for each month/period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

The system will determine how many monthly/period entries apply according to the number of accounting periods you defined in Parameters File Maintenance. If "12", it will customize the labels presented for each month depending upon the start of your fiscal year; otherwise, it will number the periods.

EOY (End of Year)

Enter the EOY budget amount, if applicable (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). Generally, this amount should be zero except when end-of-year adjustment entries are anticipated, in which case enter the net amount. If entered, the end-of-year amount is added to the annual amount; however, no amount is distributed to it when budget figures are calculated by the system.

Press ENTER or click ☑ or the Save button to save the information for the current fiscal year record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. When the record has been saved, you will go on to the next fiscal year record, if any.

When you have finished with the fiscal year records associated with the current budget/account (or to prevent saving the current fiscal year record), click the Back button to return to the Budgets Screen for that budget/account or press END or click ☒ or the Cancel button to go on to the next budget/account, if any.

The following icons are also available for use on the toolbar:

List Budgets: See Budgets List for further information.

Display Amounts Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Recurring Entries File Maintenance

Use this function to set up journal entries that recur periodically but no more than once a month. The transactions are actually generated when the Create Recurring Entries job is run in Live Operations (from Journal Entries on the Daily Pulldown Menu).

An example of a recurring journal entry might be an entry to record the monthly rent expense, or monthly depreciation expense. Even a quarterly dividend check can be set up as a recurring entry, since you can identify which months to generate the entry. Also, recurring entries can be set up with zero amounts, and you can enter the amounts in the actual journal entries after they have been created. In addition, a recurring journal entry can be defined as "reversing" or "adjusting", and can be designated as a Source, a Use, or a Neither for the purpose of printing a Statement of Cash Flow.

The Recurring Entries Screen, shown in Figure 4-11 below, appears when you select *Recurring Entries* from the File Maintenance Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Recurring Entries screen

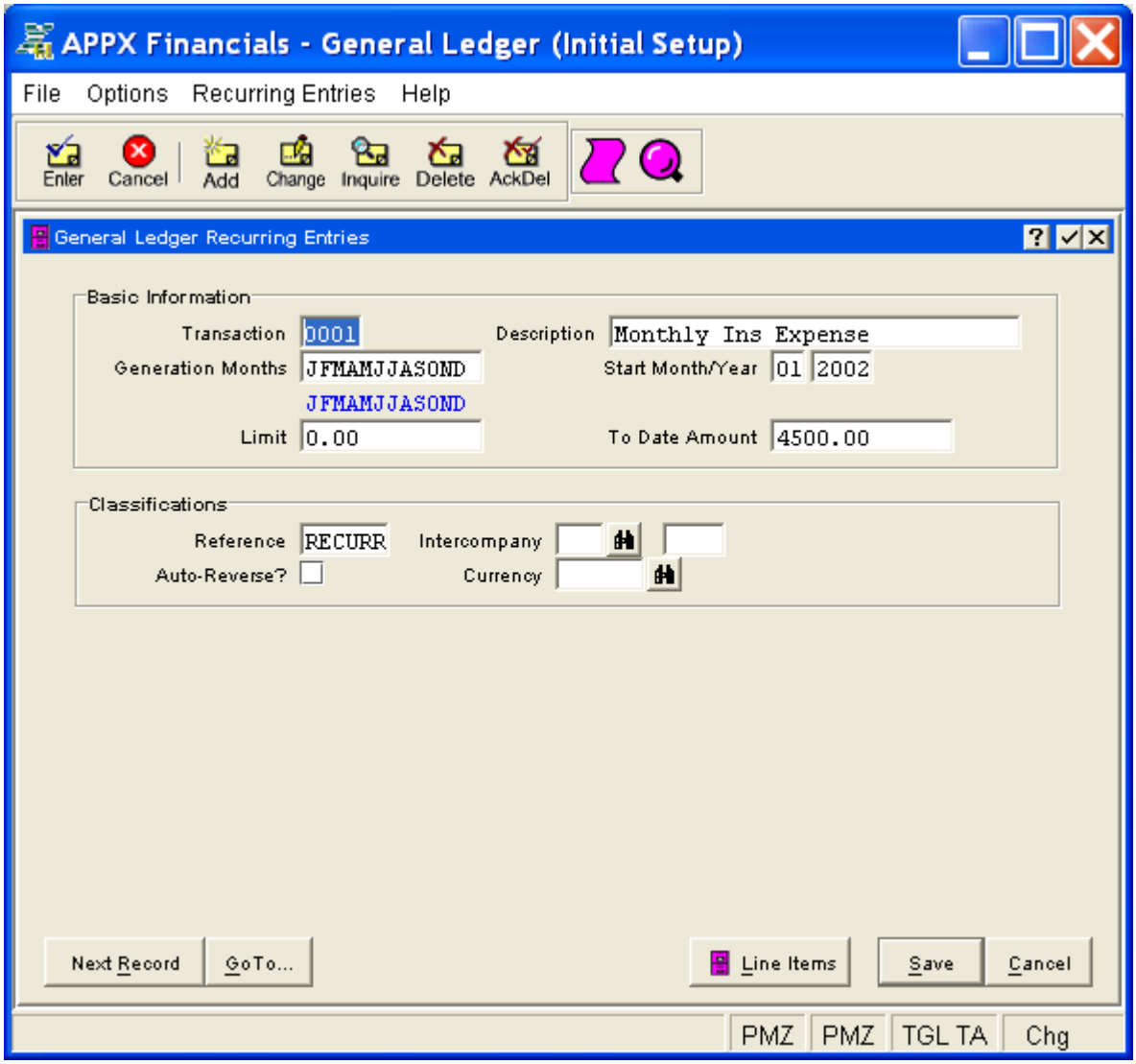

Figure 4-11

This screen contains the following fields grouped by sections:

Basic Information

Transaction

The system assigns a sequential number, in increments of 1, to each recurring entry established. If desired, this number can be changed but it must be unique.

Description

If desired, enter a description for this recurring entry, up to 30 characters in length. This field will flow through to the journal entries created during Create Recurring Entries and will be printed on the journal and the distribution reports as a part of your audit trail.

Generation Months

If you are using 12-month accounting, twelve letters appear. If you are using 13-period accounting, 13 numbers appear. These numbers or letters identify each month or accounting period of the year. Blank out the letters or numbers that identify months in which this entry is NOT to be created. Be sure that each letter or number that remains appears in the same position it was originally displayed according to the comparison guide underneath your entries.

Start Month

Enter the month in which this entry is first to be created. This will be the calendar month if you are using 12-month accounting; it will be the fiscal period if you are using 13-period accounting.

Start Year

Enter the year in which this entry is first to be created. This will be the calendar year if you are using 12-month accounting; it will be the fiscal year if you are using 13-period accounting.

Limit

If applicable, enter a number (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount) for the limit that cannot be exceeded for journal entries generated from this recurring entry. The limit can be expressed either as total debits (a positive number) or as total credits (a negative number). If there is no limit, leave this field at zero.

For example, if this recurring entry depreciates an asset, you might want to ensure that it depreciates that asset only up to its depreciable value.

To Date Amount

In Live Operations, the system displays the amount accumulated to date for entries generated from this recurring entry. In Initial Setup, however, you are allowed to enter this amount if you wish (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount), or you may leave it at zero.

When this amount equals or passes the amount in the *Limit* field, no more entries will be created. If the limit is expressed as total credits, this amount should be negative.

Classifications

Reference

If desired, enter a reference for these transactions, up to 6 characters in length. This field will flow through to the journal entries created during Create Recurring Entries and will be printed on the journal and the distribution reports as a part of your audit trail.

Auto Reverse?

Select "yes" or if reversing journal entries should be created automatically during Close Month processing for the months journal entries been created for this recurring entry; otherwise, select "no" or . The initial default is "no".

Intercompany Code

If this is an intercompany transaction, enter the code identifying the company; otherwise, leave this field blank. If entered, this code must be on file in the Intercompany Names file. You can click on or press the Scan key to find an appropriate entry. The system displays the intercompany name so that you can verify your entry. All intercompany recurring entry postings will be posted to the YTD Postings file.

Intercompany Reference

If desired for an intercompany transaction, enter a reference up to 4 characters in length; otherwise, leave this field blank. This field will flow through to the journal entries created during Create Recurring Entries and will be printed on the journal and the distribution reports as part of your audit trail.

Currency

If this transaction is in a currency other than the domestic currency, enter the currency code; otherwise, leave this field blank. If entered, this code must be on file in the Exchange Rates file. You can click on or press the Scan key to find an appropriate entry. The system displays the currency description so that you can verify your entry.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Recurring Entries Line Items Overlay, or you can click on the Line Items button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been retrieved):

List Recurring Entries: See Recurring Entries List for further information.

Display Recurring Entry Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Recurring Entries Line Items Overlay

The Recurring Entries Line Items Overlay, shown in Figure 4-11a below, appears automatically when you save a record or when you click on the Line Items button from the Recurring Entries Screen in Recurring Entries File Maintenance. This overlay addresses line items associated with the current recurring entry but maintained in a separate file. You normally enter this level in the same mode you

were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Here you define the line items for the journal entries to be generated when the Create Recurring Entries job is run in Live Operations (from Journal Entries on the Daily Pulldown Menu).

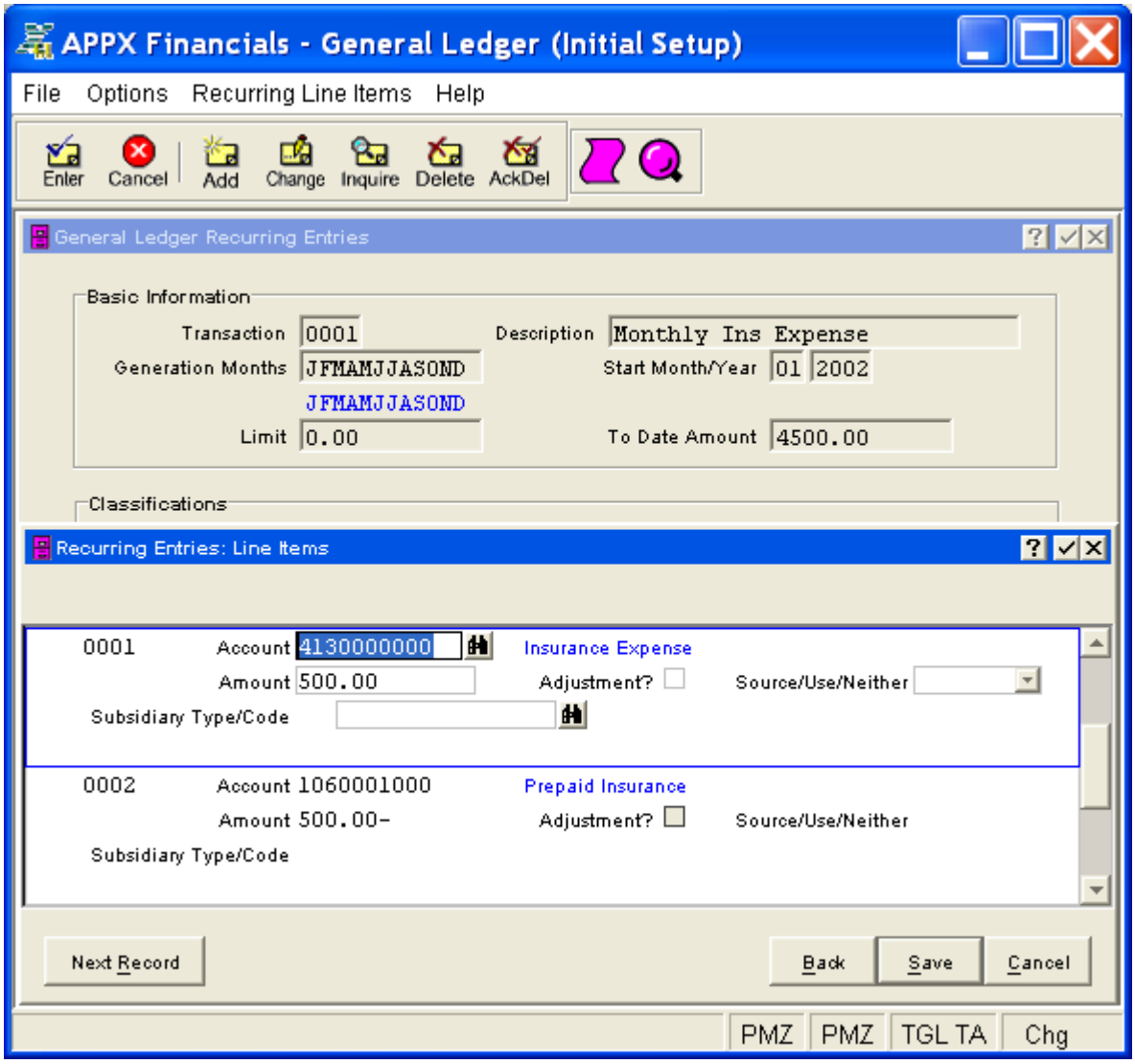

Figure 4-11a. Recurring Entries Line Items Overlay

This overlay contains the following fields for each line item associated with the current recurring entry.

Line No

The system assigns a sequential number, in increments of 1, to each line item established for the recurring entry. It cannot be changed.

Account

Enter the account to which this line item is to be posted. This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

A mount

Enter the amount of the entry (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

Adjustment?

Select "yes" or if this entry is an adjustment to the sources/uses amounts; otherwise, select "no" or . The initial default is "no".

If "yes", a credit adjustment reduces month-to-date and year-to-date uses and a debit adjustment reduces month-to-date and year-to-date sources in the Account Balances file.

Source/Use/Neither

If applicable, specify how the amount is to be accumulated for the account in the Account Balances file; otherwise, leave this field blank for standard treatment. Click the list button to select one of the options listed below:

<blank>	Credits are accumulated as sources; debits are accumulated as uses.
Source:	This amount is to be accumulated as a source.
Use:	This amount is to be accumulated as a use.
Neither:	This amount is to be accumulated as neither.

Subsidiary Type

The system displays the subsidiary type defined for the *Account* in Chart of Accounts File Maintenance on the Details Overlay.

Subsidiary Code

If *Subsidiary Type* for the account is "GL", you must enter a subsidiary code so that postings can be made to the appropriate subsidiary files; otherwise, you can leave this field blank. *Subsidiary Code* is only used in General Ledger for subsidiary type "GL". If entered and if General Subsidiary is part of your system, this code must be on file in the Subsidiary Codes file. You can click on or press the Scan key to find an appropriate entry.

Press ENTER or click or the Save button to save the information for the current line item. If any information has changed, the system may redisplay the line item to show any new or changed system-supplied items or to report any error or warning messages. If so, the current line item has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. When the line item has been saved, you will go on to the next line item, if any.

When you have finished with the line items associated with the current recurring entry (or to prevent saving the current line item), click the Back button to return to the Recurring Entries Screen for the current entry or press END or click ✕ or the Cancel button to go on to the next entry, if any.

The following icons are also available for use on the toolbar:

List Recurring Entries: See Recurring Entries List for further information.

Display Line Item Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

LISTINGS

Listings Pulldown Menu

The Listings Pulldown Menu, shown in Figure 4-12 below, appears when the user selects *Listings* from the Maintenance Pulldown Menu. You can print the contents of any file by selecting the corresponding list from this menu. Lists include items in each record which can be entered or changed, as well as system-maintained information. A sample list for each file is provided later in this chapter.

During Initial Setup, you should print lists to check the accuracy of the data being entered. These lists provide you with a printed record of the information used to begin Live Operations.

The procedure for printing lists is the same for all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to record selection, sort order, and disposition screens.

Listings Pulldown menu

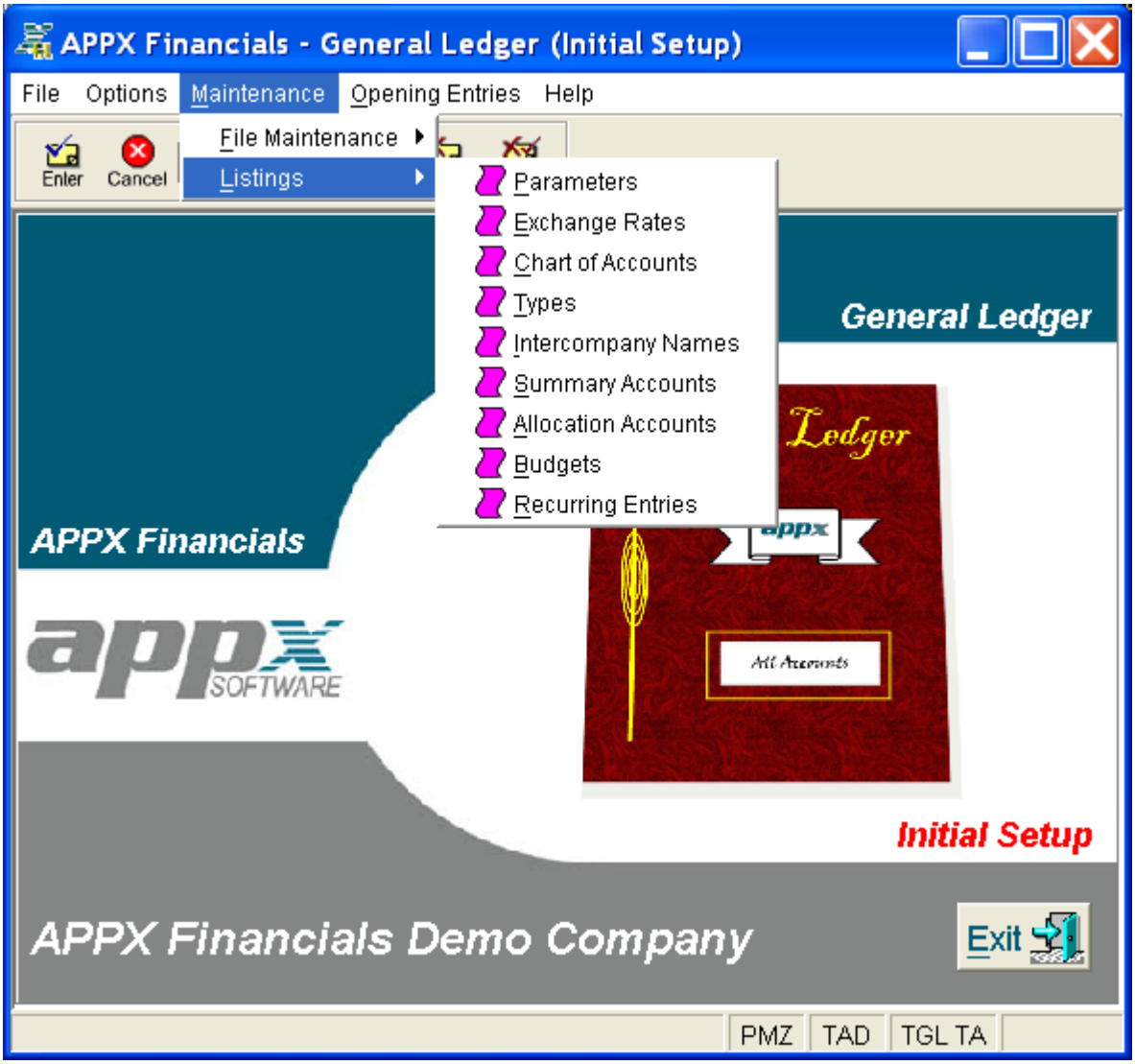

Figure 4-12

This menu provides access to the following file lists described later in this chapter:

- Parameters List
- Exchange Rates List
- Chart of Accounts List
- Types List
- Intercompany Names List
- Summary Accounts List
- Allocation Accounts List
- Budgets List
- Recurring Entries List

Parameters List

Use this function to print the contents of the Parameters file. It is accessed by selecting *Parameters* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Parameters List is shown below.

```
                                        Expert Computing, Inc.
11/04/00 15:08                                                                                                LGG Page:     1
                                     General Ledger Parameters List
=============================================================================================================================
                     Current Fiscal Month            3                  Current Calendar Month  08
                     Current Fiscal Year            00                  Current Calendar Year   99
                     Start Month of Fiscal Year      6
                     Number of Accounting Periods   12
                     Retained Earnings Account      21000000
                            EOM Reports         Required?     Printed?            Entries Generated?
                     General Ledger Report          Y            Y                  Recurring   Y
                     Future Postings Report         N            Y                  Allocation  Y
                     Transaction Control Report     Y            Y
                     Ask for Operator ID?                     Y
                     Use Transaction Control?                 Y
                     Number of Months of Transaction Control  12
                     Account Number Components:  L_e_n_g_t_h_  T_i_t_l_e_
                                              1)     5    Main Account
                                              2)     3    Sub Account
                                              3)     2    Division
                                              4)     2    Branch
                     Separate Retained Earnings by Component?       Y
                     Component Level to Separate Retained Earnings  3
                     OK Account Application Types     GL AP AR PA IC FA
                     Last Summarization Date       02/23/00 09:22 46.56
```

Exchange Rates List

Use this function to print a list of the Exchange Rates file. It is accessed by selecting *Exchange Rates* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Exchange Rates List is shown below.

```
                                          Expert Computing, Inc.
11/04/00 15:09                                                                                                  LGG Page:    1
                                           Exchange Rates List
                                                                                  Translation                  Translation
      Currency  Description                          Rate    Curr Desc    Date                                      Rate
=============================================================================================================================
      CANADA    Canadian Dollar             0.83840000    C. DOLLAR    11/04/00 13:18 47.92           0.83840000
      FRANC     French Franc                0.15970000    FR. FRANC    02/23/00 08:49 00.86           0.15970000
      POUND     British Pound               1.65900000    BR. POUND    02/23/00 08:49 00.87           1.65900000
      YEN       Japanese Yen                0.00732600    YEN          02/23/00 08:49 00.87           0.00732600
```

Chart of Accounts Detail List

Use this function to print a detail list of the Chart of Accounts file. It is accessed by selecting *Chart of Accounts* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Chart of Accounts Detail List is shown below. For a sample summary version, see the Chart of Accounts List in Chapter 5.

Expert Computing, Inc.

11/04/00 15:09 LGG Page: 1

Chart of Accounts Detail List

Account	Description	Rev/ Exp	MTD Det'l	YTD Det'l	Future Det'l	Head?	Sum?	Appl Type	Sub Type	Del SubP	Currency Code	Lvl Div
1	1	N	Y	Y	Y	N	N			M		0
10000	Assets	N	Y	N	Y	Y	N					0
10100	Current Assets	N	Y	N	Y	Y	N					0
10100010	Cash (Posting Account)	N	D	N	D	N	N					2
1010001000	Cash, Corporate	N	D	N	D	N	N					0
1010001001	Cash, Sales Outlets	N	D	N	D	N	N					0
10200020	Cash, Canadian (Posting Acct)	N	D	N	D	N	N				CANADA	2
1020002000	Cash, Canadian Corporate	N	D	D	D	N	N				CANADA	0
1020002001	Cash, Canadian Sales Outlets	N	D	D	D	N	N				CANADA	0
10300010	Accts Receiv. (Posting Acct)	N	O	N	O	N	N	AR				2
1030001000	Accts Receiv, Intercompany	N	O	N	O	N	N					0
1030001000MA	Accts Receiv, Corp./Mfg.	N	O	N	O	N	N	AR				0
1030001000WH	Accts Receiv, Corp./Wholesale	N	O	N	O	N	N	AR				0
1030001001MA	Accts Receiv, Sales/Mfg.	N	O	N	O	N	N	AR				0
1030001001WH	Accts Receiv, Sales/Wholesale	N	O	N	O	N	N	AR				0
10300020	Accts Rec, Canadian (Post Act)	N	O	N	O	N	N	AR			CANADA	2
1030002000MA	Accts Rec, Canadian Corp/Mfg	N	O	N	O	N	N				CANADA	0
1030002000WH	Accts Rec, Canadian Corp/Whls	N	O	N	O	N	N				CANADA	0
1030002001MA	Accts Rec, Canadian Sales/Mfg.	N	O	N	O	N	N	AR			CANADA	0
1030002001WH	Accts Rec, Canadian Sales/Whls	N	O	N	O	N	N	AR			CANADA	0
10400010	Retention Rec (Posting Acct)	N	J	N	J	N	N	AR				2
1040001000MA	Retention Rec, Corp./Mfg.	N	J	N	J	N	N	AR				0
1040001000WH	Retention Rec, Corp./Wholesale	N	J	N	J	N	N	AR				0
1040001001MA	Retention Rec, Sales/Mfg.	N	J	N	J	N	N	AR				0
1040001001WH	Retention Rec, Sales/Wholesale	N	J	N	J	N	N	AR				0
10400020	Retent Rec, Canadian Post Acct	N	J	N	J	N	N	AR			CANADA	2
1040002000MA	Retent Rec, Canadian Corp/Mfg	N	J	N	J	N	N	AR			CANADA	0
1040002000WH	Retent Rec, Canadian Corp/Whls	N	J	N	J	N	N	AR			CANADA	0
1040002001MA	Retent Rec, Canadian Sales/Mfg	N	J	N	J	N	N	AR			CANADA	0
1040002001WH	Retent Rec, Canadian Sales/Whl	N	J	N	J	N	N	AR			CANADA	0
1050001000	Service Charges Receivable	N	S	N	S	N	N	AR				0
1050002000	Service Charges Rec, Canadian	N	S	N	S	N	N	AR			CANADA	0
1060001000	Prepaid Insurance	N	Y	N	Y	N	N					0
1060002000	Prepaid Insurance, Canadian	N	Y	N	Y	N	N				CANADA	0
1061001000	Prepaids & Deposits	N	Y	N	Y	N	N					0
1061002000	Prepaids & Deposits, Canadian	N	Y	N	Y	N	N				CANADA	0
1070001000MA	Inventory, Corp./Mfg.	N	D	N	D	N	N	IC				0
1070002000MA	Inventory, Canadian Corp./Mfg.	N	D	N	D	N	N	IC			CANADA	0
1080001000MA	Work in Process, Corp./Mfg.	N	Y	Y	Y	N	N					0
1080002000MA	Work in Proc, Canada Corp/Mfg	N	Y	Y	Y	N	N				CANADA	0
1090001000MA	Finished Goods	N	Y	N	Y	N	N	IC				0
1090002000MA	Finished Goods, Canadian	N	Y	N	Y	N	N	IC			CANADA	0
1100001000WH	Resale Inventory	N	Y	N	Y	N	N	IC				0
1100001001WH	Resale Inventory, Sales Outlet	N	Y	N	Y	N	N					0
1100002000WH	Resale Inventory, Canadian	N	Y	N	Y	N	N	IC			CANADA	0
1105000000MA	Interco. Inventory Profit, Mfg	N	Y	Y	Y	N	N					0
1105000000WH	Interco. Inventory Profit, Whl	N	Y	Y	Y	N	N					0
11100	Long-Term Assets	N	Y	N	Y	Y	N					0
1130001000	Land	N	Y	N	Y	N	N	FA				0
1130002000	Land, Canadian	N	Y	N	Y	N	N	FA			CANADA	0

Types List

Use this function to print a list of the Budget and Unit Types file. It is accessed by selecting *Types* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Types List is shown below.

```
                                                Expert Computing, Inc.
11/04/00 15:10                                                                                                                LGG Page:    1
                                                      Types List
                                          Type            Description
=================================================================================================================================
                                          FA Budget 00    FY00 Fixed Asset Budget
                                          FY99 Budget     FY99 Operating Budget
                                          GIP 1           Units of Prod 1 in
                                          GIP 2           Units of Prod 2 in Process
                                          PROD 1          Units of Prod 1 in Inventory
                                          PROD 2          Units of Prod 2 in Inventory
```

Intercompany Names List

Use this function to print a list of the Intercompany Names file. It is accessed by selecting *Intercompany Names* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Intercompany Names List is shown below.

```
                                                Expert Computing, Inc.
11/04/01 15:10                                                                                                                LGG Page:    1
                                                Intercompany Names List
    Interco Intercompany Name                Relationship
=================================================================================================================================
    001     Expert Sales Outlet              Sales Operation Established February, 1999 (FYE 2000)
    002     Expert Subsidiary 1              Wholly-Owned (Consolidated) Subsidiary Acquired June, 1999 (FYE 2000)
    003     Corporation                      Consolidation Corporation
```

Summary Accounts List

Use this function to print a list of the Summary Accounts file. It is accessed by selecting *Summary Accounts* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Summary Accounts List is shown below.

```
                                          Expert Computing, Inc.
11/04/01 15:11                                                                                                    LGG Page:  1
                                          Summary Accounts List
Summary Acct                          Seq# Start Acct   End Acct          Acct Component Ranges:
             Last Summary                                                 Main Account Sub Account  Division     Branch
=============================================================================================================================
19000999     Assets, Current            10 10100        110509999ZZ St:
             02/23/01 09:22 44                                          End:
19001999     Assets, Canadian           10 10100010     1170002000   St:               020
             02/23/01 09:22 45                                          End:              020
19002999     Total Assets               10 10000        1899999999ZZ St:
             02/23/01 09:22 45                                          End:
29000999     Liabilities, Current       10 20100        205109999ZZ St:
             02/23/01 09:22 45                                          End:
29001999     Liabilities, Canadian      10 20100010     2120000000   St:               020
             02/23/01 09:22 45                                          End:              020
29002999     Total Liabilities          10 20000        2899999999ZZ St:
             02/23/01 09:22 45                                          End:
39000999     Revenue, Mfg.              10 3000000000AA 3899999999ZZ St:                                          MA
             02/23/01 09:22 45                                          End:                                      MA
39001999     Revenue, Wholesale         10 3000000000AA 389999999ZZ St:                                           WH
             02/23/01 09:22 45                                          End:                                      WH
49000999     Expenses, Corporate        10 4000000000AA 4899999999ZZ St:                          00
             02/23/01 09:22 46                                          End:                          00
49001999     Expenses, Sales Outlet     10 4000000000AA 4899999999ZZ St:                          01
             02/23/01 09:22 46                                          End:                          01
49002999     Expenses, Mfg.             10 4000000000AA 489999999ZZ St:                           MA
             02/23/01 09:22 46                                          End:                      MA
49003999     Expenses, Wholesale        10 4000000000AA 489999999ZZ St:                           WH
             02/23/01 09:22 46                                          End:                      WH
```

Allocation Accounts List

Use this function to print a list of the Allocation Accounts file. It is accessed by selecting *Allocation Accounts* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Allocation Accounts List is shown below.

```
                                          Expert Computing, Inc.
11/04/01 15:11                                                                                                    LGG Page:    1
                                          Allocation Accounts List
    Alloc Account
    O/U Account    Account Description              Ref      Rev?   Adj?   S/U/N   Sub Code              Interco    Currency
================================================================================================================================
Allocate Employee Bonuses
    4080100000     Bonuses                          ALLOC     0      N
    4080000000     Salaries Expense                                  N             GL GENERAL
    Account        Account Description              Method   Alloc %         Amount    Adj?   S/U/N   Sub Code
    4080000000     Salaries Expense                   3         0.00            .00     N             GL GENERAL
    Numerator:     Start Account       4080000000     Salaries Expense
                   End Account         4080000000     Salaries Expense
                   Unit Type
                   Start Main Account                 End Main Account
                   Start Sub Account                  End Sub Account
                   Start Division                     End Division
                   Start Branch                       End Branch
    Denominator:   Start Account       4080000000     Salaries Expense
                   End Account         4080000001WH   Salaries, Wholesale
                   Unit Type
                   Start Main Account                 End Main Account
                   Start Sub Account                  End Sub Account
                   Start Division                     End Division
                   Start Branch                       End Branch
    4080000000MA   Salaries, Manufacturing            3         0.00            .00     N
    Numerator:     Start Account       4080000000MA   Salaries, Manufacturing
                   End Account         4080000000MA   Salaries, Manufacturing
                   Unit Type
                   Start Main Account                 End Main Account
                   Start Sub Account                  End Sub Account
                   Start Division                     End Division
                   Start Branch                       End Branch
    Denominator:   Start Account       4080000000     Salaries Expense
                   End Account         4080000001WH   Salaries, Wholesale
                   Unit Type
                   Start Main Account                 End Main Account
                   Start Sub Account                  End Sub Account
                   Start Division                     End Division
                   Start Branch                       End Branch
```

Budgets List

Use this function to print a list of the Budgets file. It is accessed by selecting *Budgets* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Budgets List is shown below.

```
                                                Expert Computing, Inc.
11/04/01 15:11                                                                                                                LGG Page:    1
                                                      Budgets List
=================================================================================================================================================
Fiscal Year 99
Budget Type FY99 Budget FY99 Operating Budget
Account 3010001001MA  Sales, Manufacturing
FY99 Revenue
Method  M
      SOY Balance             0.00
      Net Annual      4,000,000.00-
      EOY Balance     4,000,000.00-
      First Quarter:           Second Quarter:            Third Quarter:          Fourth Quarter:              EOY & Total:
          333,333.33-              333,333.33-                333,333.33-             333,333.34-      13)            0.00
          333,333.33-              333,333.33-                333,333.33-             333,333.34-     EOY)            0.00
          333,333.33-              333,333.33-                333,333.34-             333,333.34-
          -----------   -----------            -------------            -------------            ------------
          999,999.99-              999,999.99-              1,000,000.00-           1,000,000.02-    YEAR)    4,000,000.00-
Account 3010001001WH  Sales, Wholesale
FY99 Revenue
Method  M
      SOY Balance             0.00
      Net Annual      2,400,000.00-
      EOY Balance     2,400,000.00-
      First Quarter:           Second Quarter:            Third Quarter:          Fourth Quarter:              EOY & Total:
          200,000.00-              200,000.00-                200,000.00-             200,000.00-      13)            0.00
          200,000.00-              200,000.00-                200,000.00-             200,000.00-     EOY)            0.00
          200,000.00-              200,000.00-                200,000.00-             200,000.00-
          ----------               ----------                 ----------              ----------              -------------
          600,000.00-              600,000.00-                600,000.00-             600,000.00-    YEAR)    2,400,000.00-
Account 3010002001MA  Sales, Canadian Manufacturing
FY99 Revenue
Method  M
      SOY Balance             0.00
      Net Annual      2,000,000.00-
      EOY Balance     2,000,000.00-
      First Quarter:           Second Quarter:            Third Quarter:          Fourth Quarter:              EOY & Total:
          166,666.67-              166,666.67-                166,666.67-             166,666.66-      13)            0.00
          166,666.67-              166,666.67-                166,666.67-             166,666.66-     EOY)            0.00
          166,666.67-              166,666.67-                166,666.66-             166,666.66-
          ----------               -----------                ----------              -----------             ------------
          500,000.01-              500,000.01-                500,000.00-             499,999.98-    YEAR)    2,000,000.00-
```

Recurring Entries List

Use this function to print a list of the Recurring Entries file. It is accessed by selecting *Recurring Entries* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Recurring Entries List is shown below.

```
                                        Expert Computing, Inc.
11/04/01 15:12                                                                                                LGG Page:  1
                                        Recurring Entries List
Trx    Description                    Mo/Yr   Months          Ref     Rev?   Interco    Curr          Limit    To Date Amount
================================================================================================================================
Currency
0001   Monthly Insurance Exp-Domestic 04 99   JFMAMJJASOND    RECURR   0                            11,000.00        6,000.00
            Line   Account        Description                    Sub Code          Adj?   S/U/N          Amount
            0001   4130000000     Insurance Expense                                 N                  1,000.00
            0002   1060001000     Prepaid Insurance                                 N                  1,000.00-
                                                                                                        _______
                                                                                  - Total ->               0.00
--------------------------------------------------------------------------------------------------------------------------------
0003   Monthly Depreciation-Domestic  06 98   JFMAMJJASOND    RECURR   0                                0.00             0.00
            Line   Account        Description                    Sub Code          Adj?   S/U/N          Amount
            0001   4040001000     Depreciation Expense           GL GENERAL         N                     0.00
            0002   1170001000     Accumulated Depreciation       GL GENERAL         N                     0.00
            0003   4040001000     Depreciation Expense           GL COMPUTER        N                     0.00
            0004   1170001000     Accumulated Depreciation       GL COMPUTER        N                     0.00
                                                                                                        _______
                                                                                  - Total ->               0.00
--------------------------------------------------------------------------------------------------------------------------------
Currency CANADA .83840000 Canadian Dollar C. DOLLAR
0002   Insurance Exp-Canadian         06 98    F  M  A  N     RECURR   0          CANADA                0.00        9,000.00
            Line   Account        Description                    Sub Code          Adj?   S/U/N          Amount
            0001   4130002000     Insurance Expense-Canadian                        N                  3,000.00
            0002   1060002000     Prepaid Insurance, Canadian                       N                  3,000.00-
                                                                                                        _______
                                                                                  - Total ->               0.00
--------------------------------------------------------------------------------------------------------------------------------
0004   Monthly Depreciation-Canadian  06 98   JFMAMJJASOND    RECURR   0          CANADA                0.00             0.00
            Line   Account        Description                    Sub Code          Adj?   S/U/N          Amount
            0001   4040002000     Depreciation Expense, Canadian                    N                     0.00
            0002   1170002000     Accum Depreciation, Canadian                      N                     0.00
                                                                                                        _______
                                                                                  - Total ->               0.00
--------------------------------------------------------------------------------------------------------------------------------
```

CHAPTER 5

Opening Entries

Opening Entries Pulldown Menu

The Opening Entries Pulldown Menu, shown in Figure 5-1 below, appears when the user selects *Opening Entries* from the menu bar on the General Ledger Initial Setup Screen.

Opening Entries Pull-Down menu

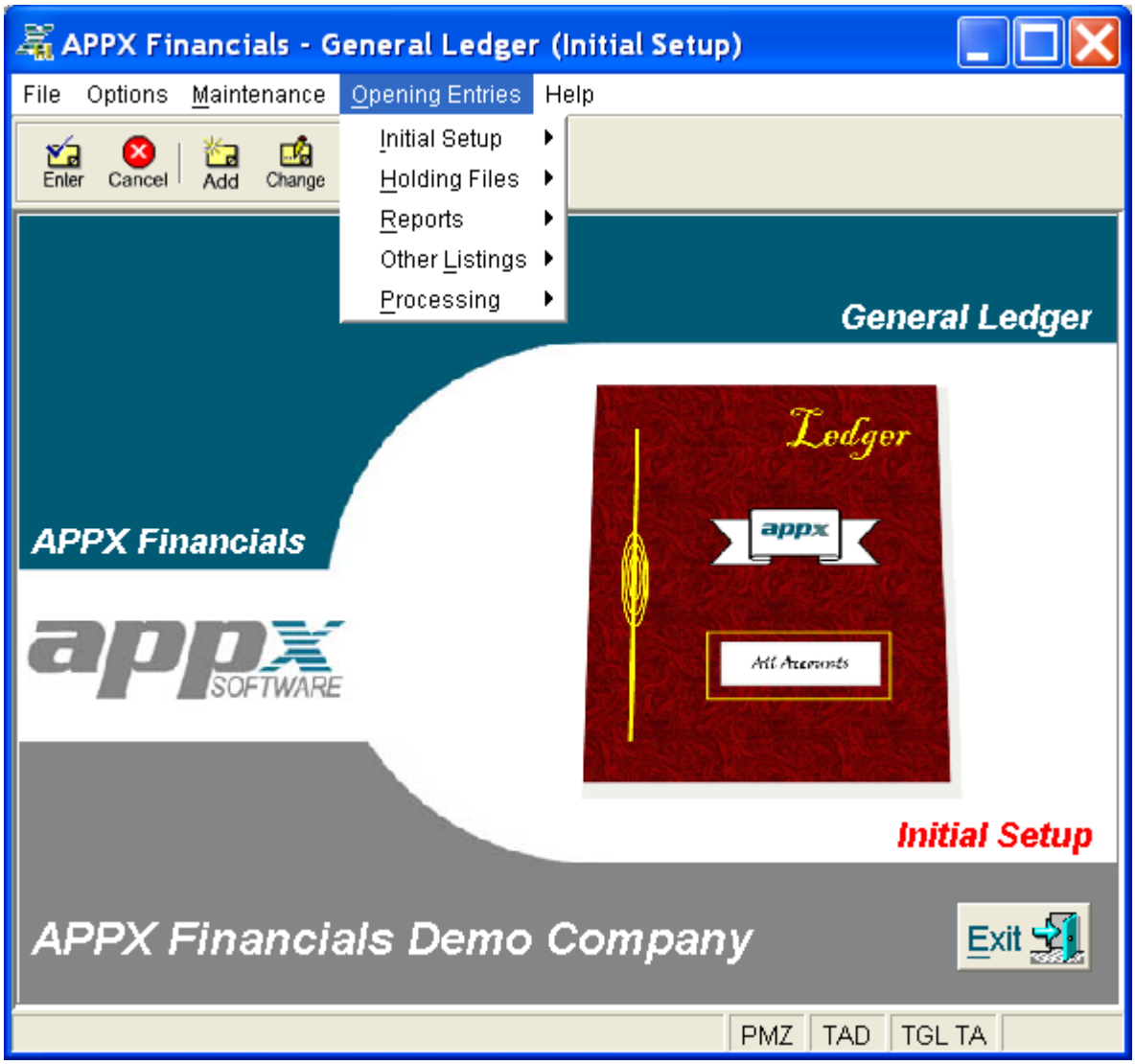

Figure 5-1

This menu provides access to the following pulldown menus described later in this chapter:

- Initial Setup Pulldown Menu
- Holding Files Pulldown Menu

- Reports Pulldown Menu
- Other Listings Pulldown Menu
- Processing Pulldown Menu

Initial Setup Pulldown Menu

The Initial Setup Pulldown Menu, shown in Figure 5-2 below, appears when the user selects *Initial Setup* from the Opening Entries Pulldown Menu.

Initial Setup Pulldown menu

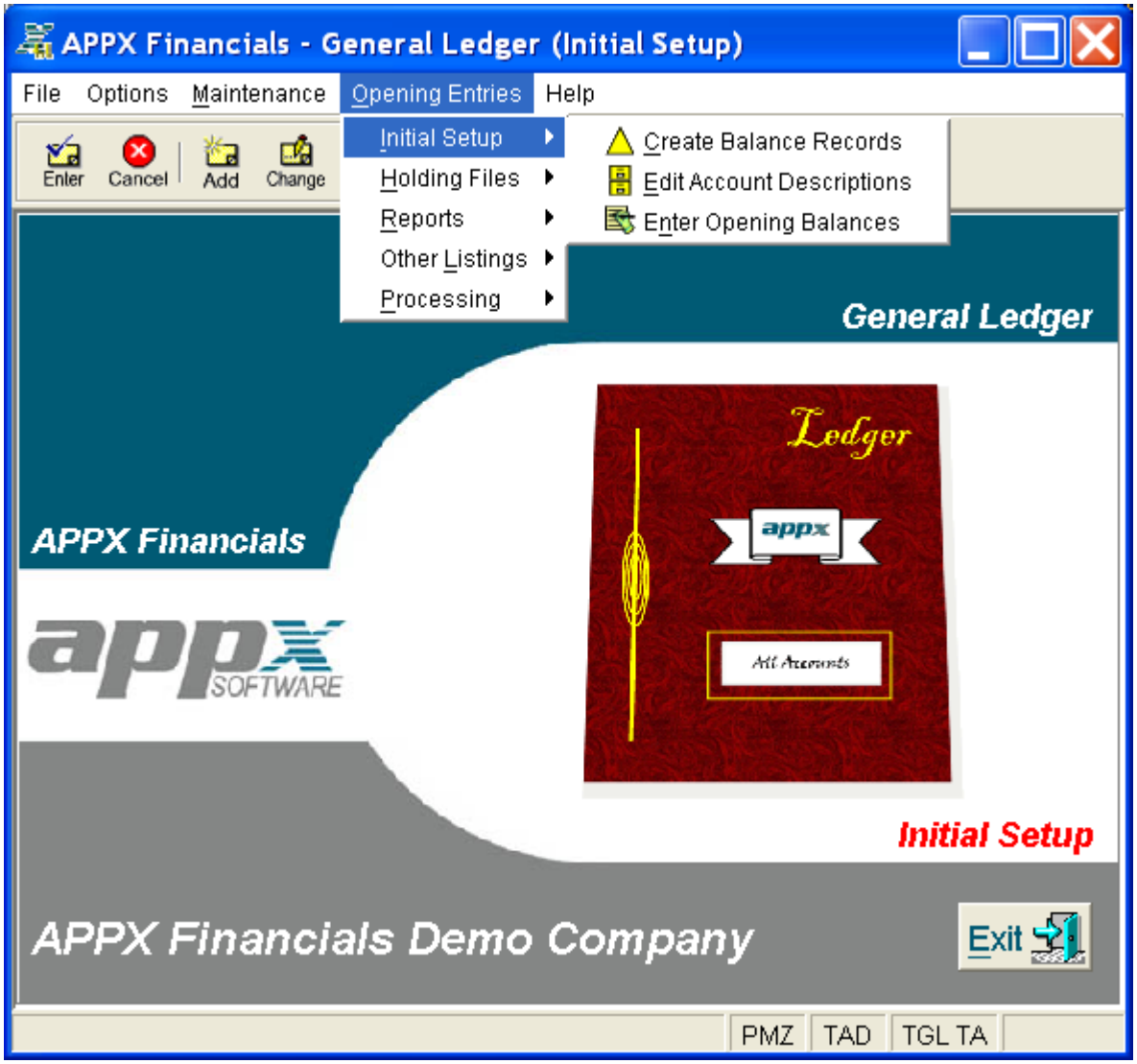

Figure 5-2

This menu provides access to the following functions described later in this chapter:

- Create Balance Records

- Edit Account Descriptions
- Enter Opening Balances

Create Balance Records

Use this function to create Account Balance records based upon the parameters you specify and, if adding components, to create Chart of Account records as well. This function can be repeated if appropriate for each range of accounts.

Every account within the range specified will have Account Balances records created for it, for the fiscal years defined. In addition, if account segments are being appended to a "main" account number, new Chart of Accounts records will be added and Account Balances records will be created for the new accounts as well. If you do create new Chart of Accounts records, you will probably want to edit the account descriptions afterward, which you can easily do through the Edit Account Descriptions function (accessed from the Initial Setup Pulldown Menu).

The Create Balance Records Setup Screen, shown in Figure 5-3 below, appears when you select *Create Balance Records* from the Initial Setup Pulldown Menu. This screen allows you to establish update options to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Create Balance Records Setup screen

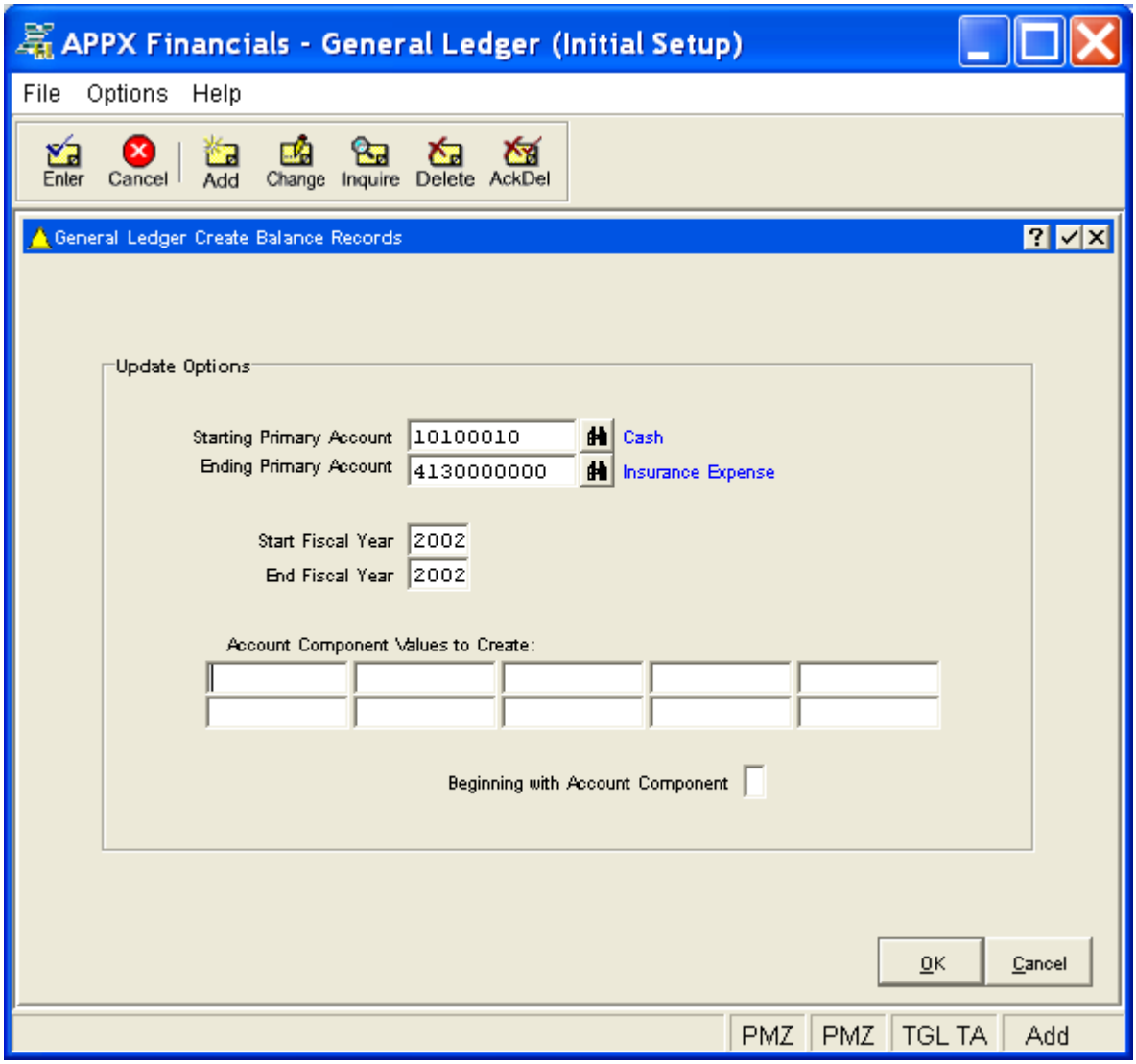

Figure 5-3

This screen contains the following update options for creating balance records:

Starting Primary Account

Enter the starting value of the range of primary account numbers. You can click on or press the Scan key to find an appropriate entry or to help you establish a beginning point. If the starting value represents a valid account, the system displays the account description defined in Chart of Accounts File Maintenance, but this need not be a valid account.

If you subsequently enter values for account components, each eligible account within the primary account range will have these values appended to it. To be eligible, an account cannot be a heading or summary account and cannot have an account component defined at or beyond the level specified in the field *Beginning with Account Component* (see below).

For example, assume your account number has four components: Main Account, Sub Account, Division, and Branch. You decide to enter only the Main/Sub Account combinations during Chart of Accounts File Maintenance, and you want to use this function to automatically create the rest of the account records, appending the Division and Branch. In this circumstance, you would enter the lowest Main/Sub Account combination (to which you want Division/Branch combinations appended) in this field and the highest Main/Sub Account combination in the *Ending Primary Account* field. Then, in the fields below, you would enter the desired Division/Branch combinations in *Account Component Values to Create* and "3" in *Beginning with Account Component*.

In a similar fashion you could use just Main accounts, appending Sub/Division/Branch combinations; or you could use Main/Sub/Division combinations, appending just the Branch.

If no account components are entered, Account Balances records only will be created for each non-heading account within the primary account range.

Ending Primary Account

Enter the ending value of the range of primary account numbers. You can click on or press the Scan key to find an appropriate entry or to help you establish an ending point. If the ending value represents a valid account, the system displays the account description defined in Chart of Accounts File Maintenance, but this need not be a valid account.

See the remarks under *Starting Primary Account* above for more information.

Start Fiscal Year

Enter the first fiscal year (as a 4-digit year) for which Account Balances records are to be created for the primary range of accounts.

End Fiscal Year

Enter the last fiscal year (as a 4-digit year) for which Account Balances records are to be created for the primary range of accounts.

Account Component Values to Create

Enter the values for the lower level account components which are to be appended to each eligible account in the primary account range. Define each combination that applies.

See the remarks under *Starting Primary Account* above for more information.

Beginning with Account Component

Enter the number (2, 3, or 4) of the account component which represents the first component in the combinations specified in *Account Component Values to Create* above.

See the remarks under *Starting Primary Account* above for examples. In the first example, you would enter "3" in this field, indicating you want to append Division/Branch combinations (since Division is the third account component).

In a similar fashion you would enter "2" if you were using just Main accounts, appending Sub/Division/Branch combinations; or you would enter "4" if you were using Main/Sub/Division combinations and appending just the Branch.

Press ENTER or click or the OK button to store the update options and continue. The system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, you must address any concerns and press ENTER or click or the OK button again. To exit the function without creating any balance records, press END or click or the Cancel button.

If you elect to continue the job, a disposition screen will appear giving you two options for executing the job: Execute Now (in foreground) or Submit to Background. Executing in foreground is recommended to allow you to monitor the progress of the job. If executed in foreground, you will return to the application screen where you initiated this function when the job has completed; otherwise, you will return immediately.

Once the job has finished, you should check for an error log to see if any problems were encountered during the job. If no error or warning messages were generated, no error log will be produced.

Edit Account Descriptions

If needed, use this function to edit account descriptions. This may be necessary if you use the Create Balance Records utility to generate additional account records in the Chart of Accounts file. This function provides a mechanism to quickly and easily address changes to account description only. You must use Chart of Accounts File Maintenance to modify other fields or to add or delete records.

The Account Descriptions Screen, shown in Figure 5-4 below, appears when you select *Edit Account Descriptions* from the Initial Setup Pulldown Menu. You normally enter this function in Change mode but you can change mode to Inquire by using the mode icons on the toolbar or the mode function keys. Add and Delete modes are not permitted in this function. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Account Descriptions screen

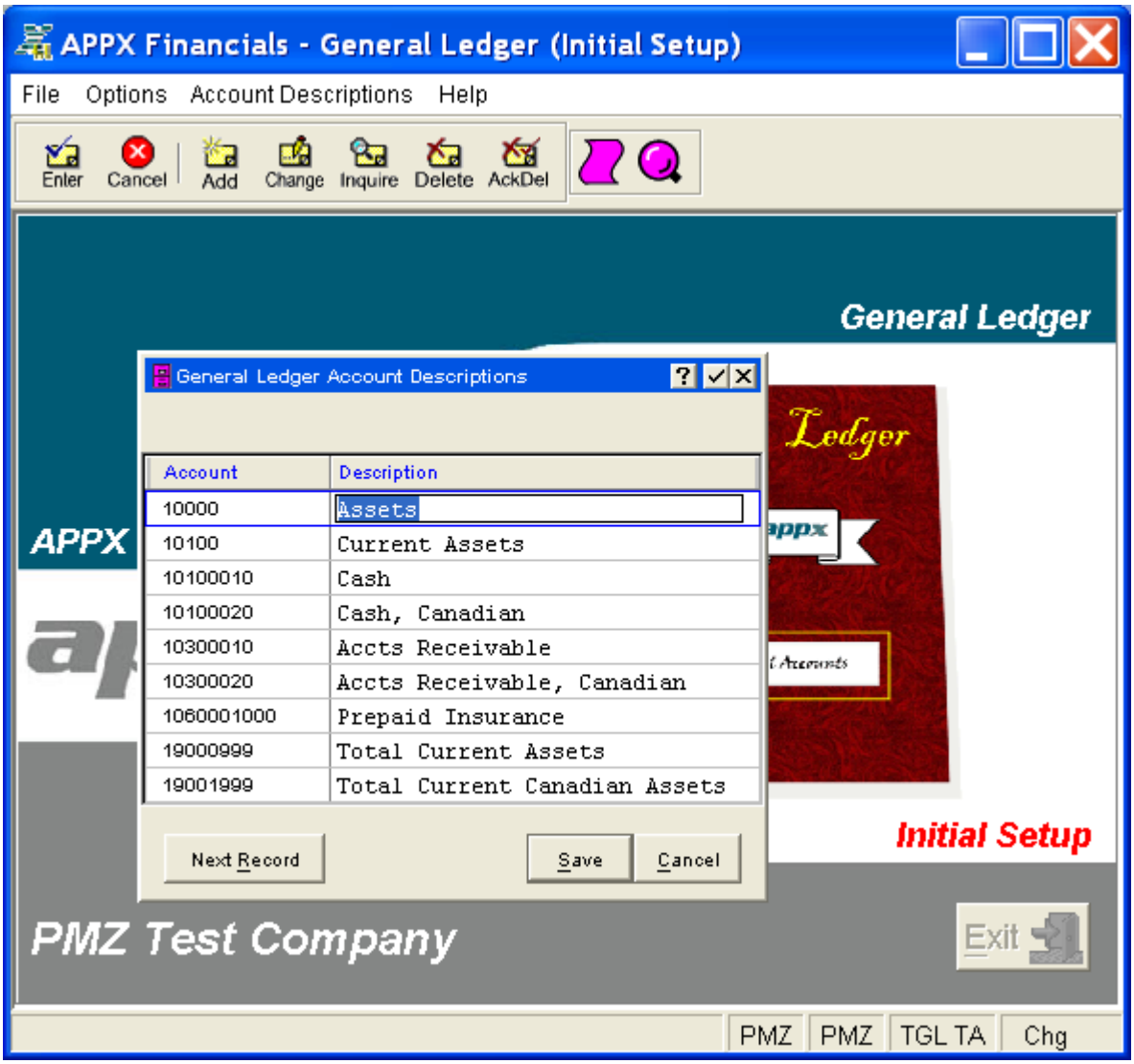

Figure 5-4

This is a scrolling screen which contains the following fields for each record:

Account

The system displays the number of the account. It cannot be changed; it can only be entered in key entry to retrieve a record.

Description

Enter a description for this account, up to 30 characters in length. The account description normally appears beside the account number whenever it is displayed on other screens and reports.

Press ENTER or click ☑ or the Save button to save the information for the current record. To exit without saving, press END or click ✖ or the Cancel button.

The following icons are also available for use on the toolbar (unless disabled until a record has been selected):

List Chart of Accounts: See Chart of Accounts Detail List for further information.

Display Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Enter Opening Balances

Use this function to enter initial account balances for a given fiscal month and year. You can also enter SOY (Start of Year), EOY (End of Year), YTD Source, and YTD Use amounts, and you can choose whether the values entered or edited are to be in cumulative year-to-date or net monthly terms.

This function provides a mechanism to quickly and easily pass the records for a selected fiscal year in the Account Balances file, editing only the desired month or period at a time. To address all the balances for a fiscal year at once, use Account Balances File Maintenance from the Holding Files Pulldown Menu instead.

The Enter Opening Balances Setup Screen, shown in Figure 5-5 below, appears when you select *Enter Opening Balances* from the Initial Setup Pulldown Menu. This screen allows you to establish editing options to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Enter Opening Balances Setup screen

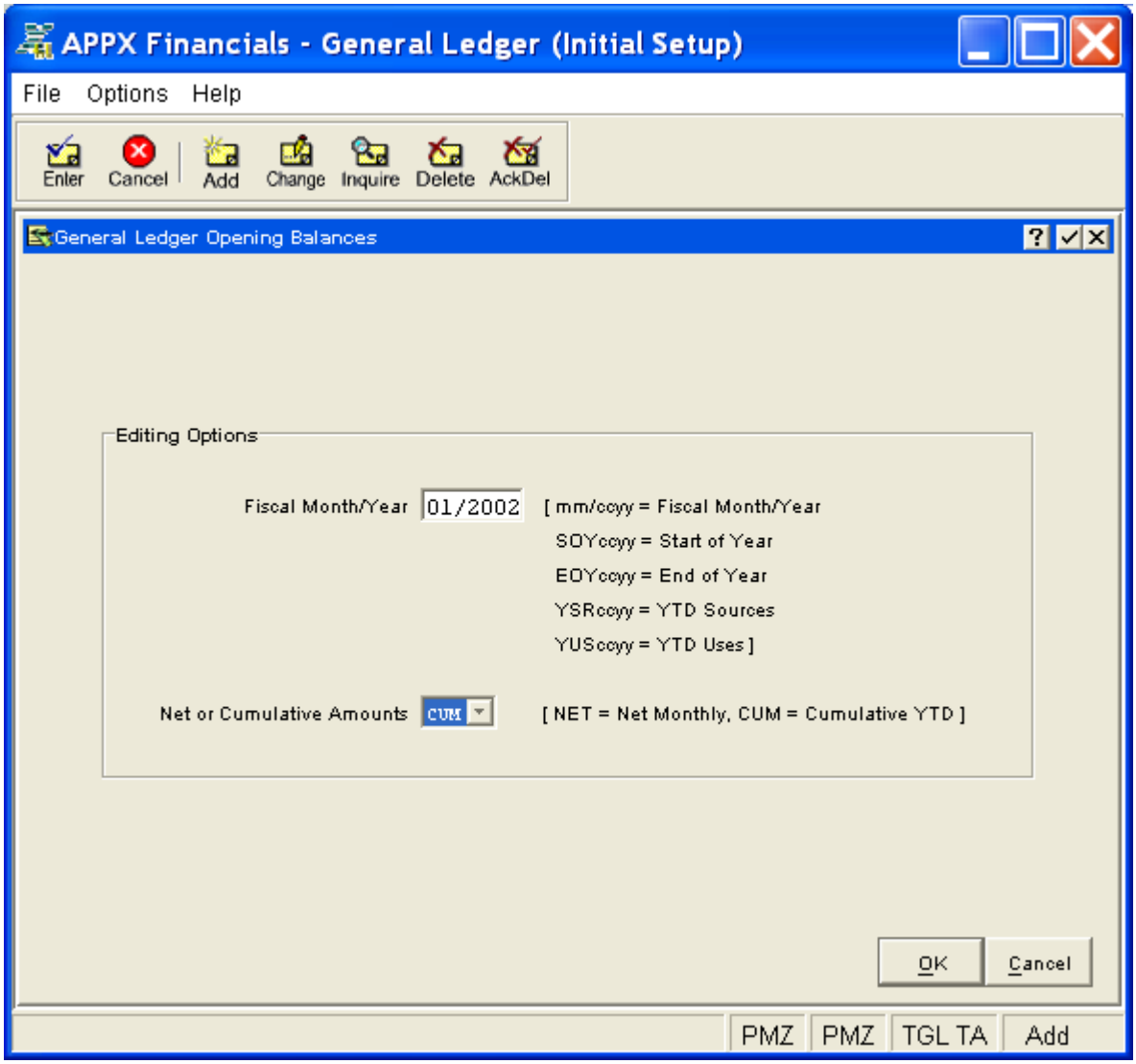

Figure 5-5

This screen contains the following editing options for entering opening balances:

Fiscal Month/Year

Enter the accounting period for the amounts or balances to be entered as follows:

mm/ccyy:	Enter the fiscal month/period (01-13), a "/", and the 4-digit fiscal year
SOYccyy:	For Start of Year, enter "SOY" and the 4-digit fiscal year
EOYccyy:	For End of Year, enter "EOY" and the 4-digit fiscal year
YSRccyy:	For YTD Sources, enter "YSR" and the 4-digit fiscal year
YUSccyy:	For YTD Uses, enter "YUS" and the 4-digit fiscal year

Net or Cumulative Amounts

Enter the code for the terms in which the balances are to be entered. If you enter net amounts, cumulative figures will be calculated by the system. Click the list button to select one of the options listed below:

NET:	Net monthly amount
CUM:	Cumulative year-to-date balance

Press ENTER or click or the OK button to store the editing options and continue. The system may redisplay the screen to report any error or warning messages. If so, you must address any concerns and press ENTER or click or the OK button again. To exit the function, press END or click or the Cancel button.

If you elect to continue the job, the system will automatically present the Enter Opening Balances Overlay.

Enter Opening Balances Overlay

The Enter Opening Balances Overlay, shown in Figure 5-5a below, appears automatically when you continue from the Enter Opening Balances Setup Screen. This overlay presents records from the Account Balances file. You normally enter this function in Change mode but you can change mode to Inquire by using the mode icons on the toolbar or the mode function keys. Add and Delete modes are not permitted in this function. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Here is where you can enter or edit the amount for the accounting period you designated on the setup screen for each account balance record.

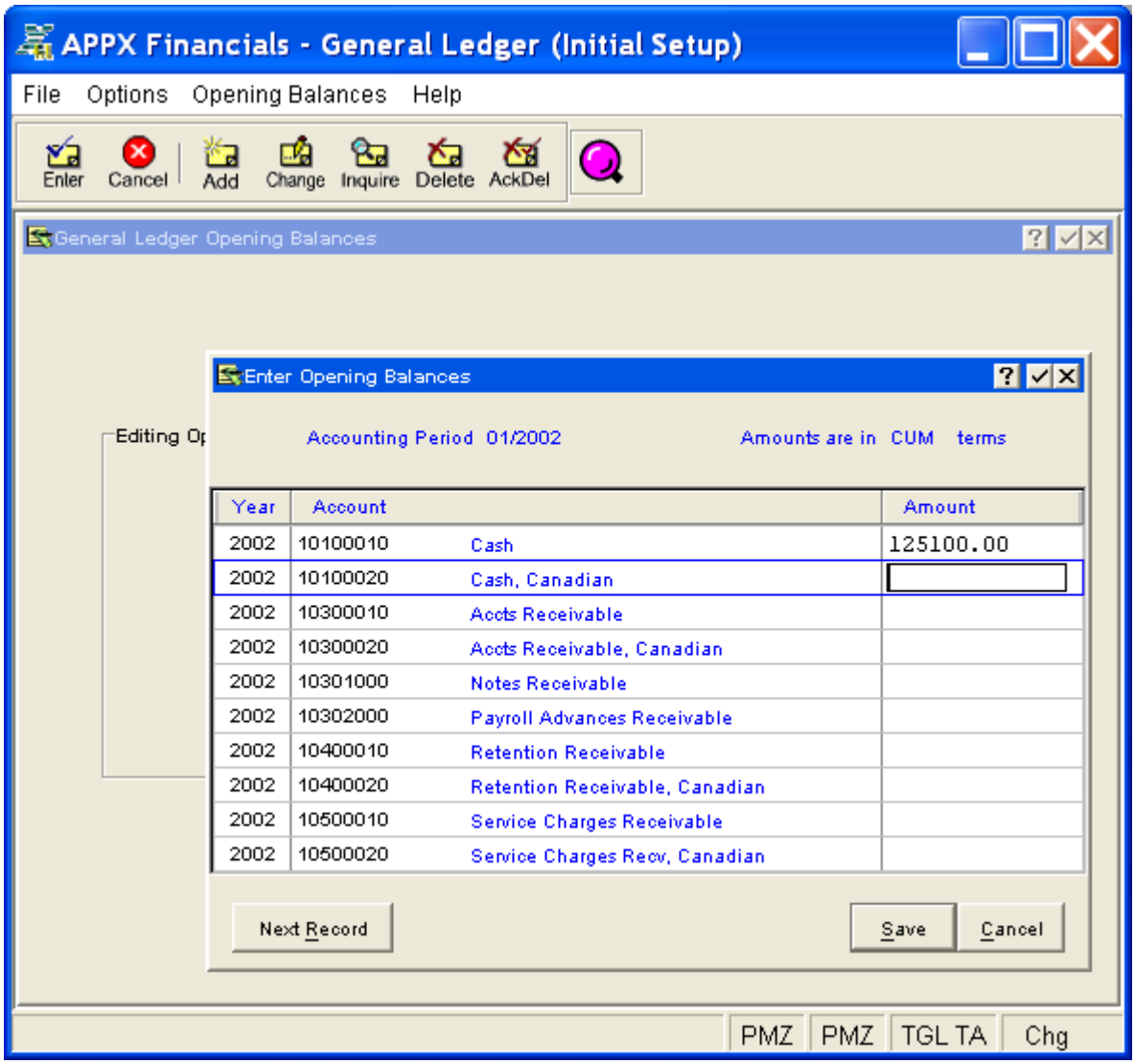

Figure 5-5a. Enter Opening Balances Overlay

This overlay is a scrolling screen which contains the following fields for each account balance record:

Fiscal Year

The system displays the fiscal year for which amounts are to be entered. It cannot be changed; it can only be entered in key entry to retrieve a record.

Account

The system displays the number of the account. It cannot be changed; it can only be entered in key entry to retrieve a record. The system also displays the account description defined in Chart of Accounts File Maintenance for your convenience.

Amount

Enter the appropriate amount for the selected account for the designated accounting period. This can be a positive or negative number with up to 9 digits to the left of the decimal and 2 digits to the right. A positive number signifies a debit amount, a negative number a credit amount.

Press ENTER or click ☑ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the record to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. To exit without saving, press END or click ✖ or the Cancel button.

The following icon is also available for use on the toolbar (unless disabled until a record has been selected):

Display Account Balance Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Holding Files Pulldown Menu

The Holding Files Pulldown Menu, shown in Figure 5-6 below, appears when the user selects *Holding Files* from the Opening Entries Pulldown Menu.

Holding Files Pulldown menu

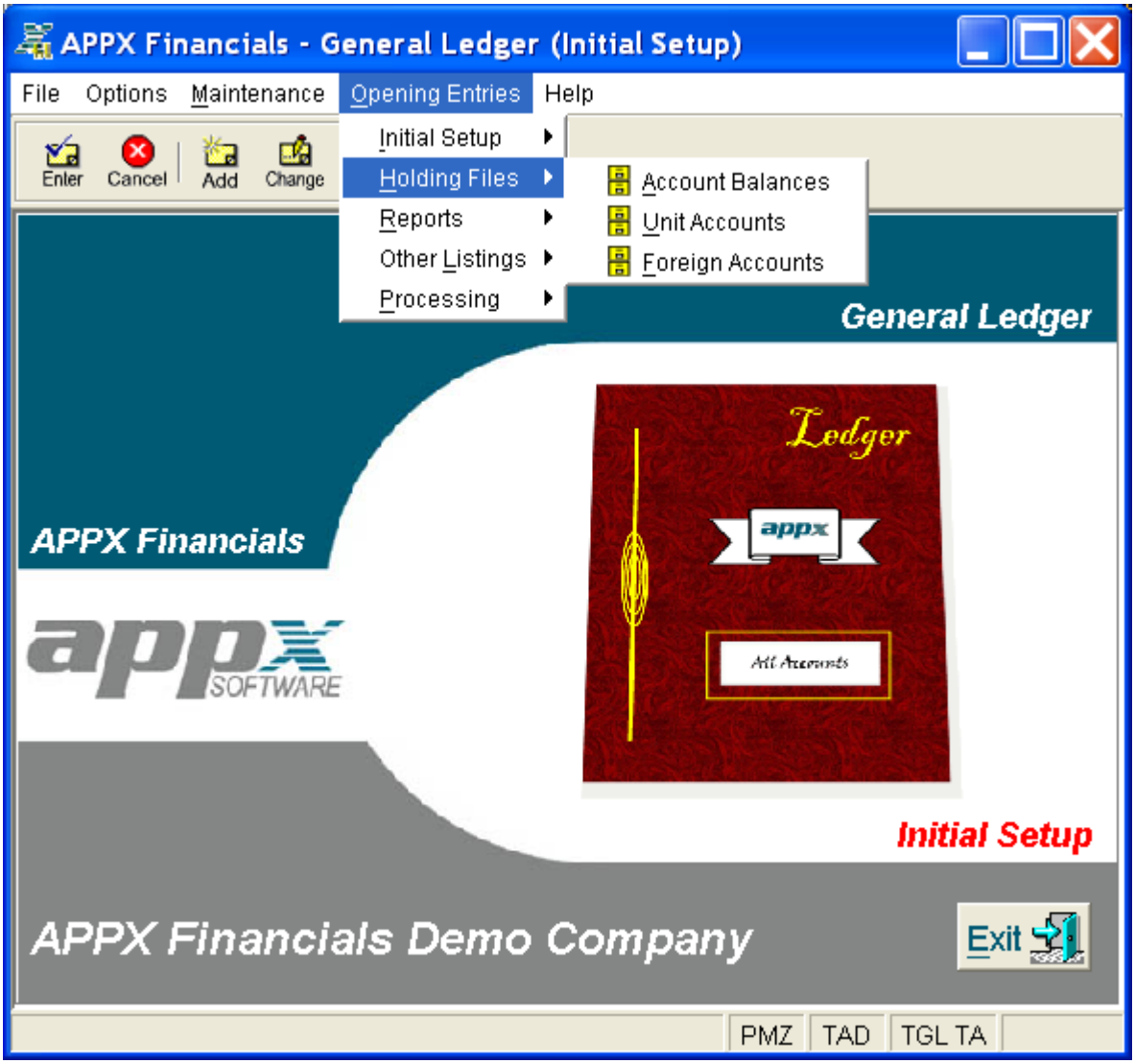

Figure 5-6

This menu provides access to the following file maintenance functions described later in this chapter:

- Account Balances File Maintenance
- Unit Accounts File Maintenance
- Foreign Accounts File Maintenance

Account Balances File Maintenance

Use this function to perform normal file maintenance on the Chart of Accounts (similar to Chart of Accounts File Maintenance) and, in addition, in Initial Setup only, to enter/edit account balance information by fiscal year. These balances include monthly, SOY (Start of Year), EOY (End of Year), Source, Use, and Neither amounts for each fiscal year.

The Chart of Accounts Screen, shown in Figure 5-7 below, appears when you select *Account Balances* from the Holding Files Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Chart of Accounts screen

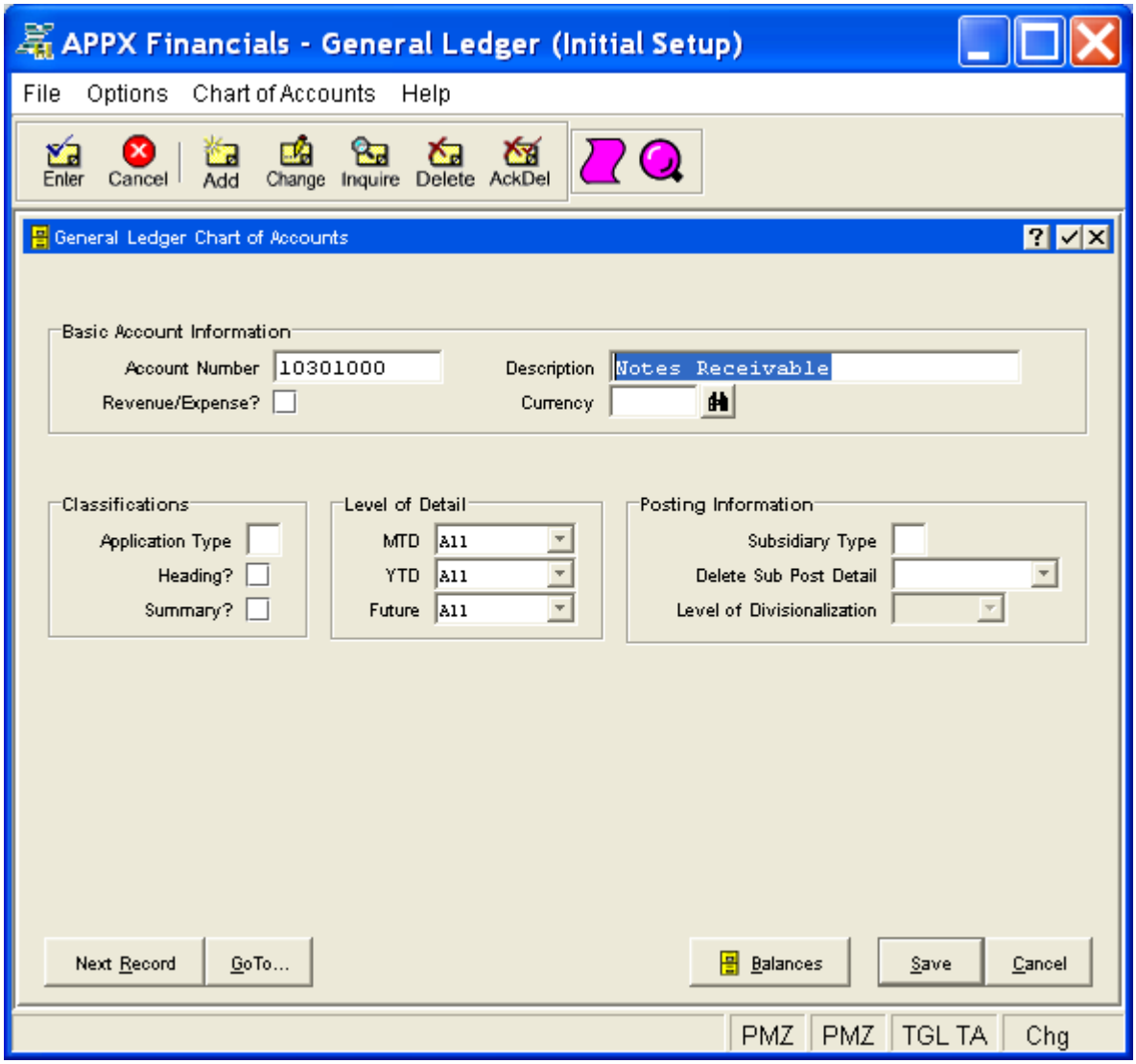

Figure 5-7

This screen contains the following fields grouped by sections.

Basic Account Information

Account

Enter the number for this account, up to 12 characters in length. This number will be used in all accounting applications to identify this account. Note that this field can contain alphanumeric characters even though it is generally referred to as the account number.

Description

Enter a description for this account, up to 30 characters in length. The account description normally appears beside the account number whenever it is displayed on other screens and reports.

Rev/Exp?

This field controls whether or not the account is treated as a Revenue/Expense account. Select "no" or ☐ for a Balance Sheet account (which, when changed, will not impact Current Earnings). Select "yes" or ☑ for a Revenue/Expense account (which, when changed, will impact Current Earnings). The initial default is "no".

Currency

If applicable, enter the currency code for the account, up to 6 characters in length; otherwise, leave this field blank. If entered, this code must be on file in the Exchange Rates file. You can click on or press the Scan key to find an appropriate entry. The system displays the currency description so that you can verify your entry.

Currency code identifies the currency in which the account balances are maintained. For each record that is entered with a non-blank currency, an equivalent record must be added to the Foreign Accounts file thru Foreign Accounts File Maintenance, since each foreign balance amount is maintained by the system in both foreign and home (domestic) currency amounts. An example of an account with a currency code might be "Cash, Canadian".

Classifications

Application Type

Enter up to two uppercase letters, such as AP, AR, FA, GL, IC or PA, or leave blank.

Application Type is used to validate specifying this account number within a given application. This is accomplished by comparing it against the *OK Application Types* defined in the Parameters file for that application. For example, you might define your revenue accounts as having an application type of "AR", for Accounts Receivable, and your expense accounts as having an application type of "AP", for Accounts Payable. If the Accounts Payable Parameters file included "AP" as an OK Application Type, but not "AR", the system would prevent you from inadvertently entering a revenue account on, say, an Accounts Payable invoice. At the same time, as long as General Ledger included both "AR" and "AP" as *OK Application Types* in Parameters File Maintenance, journal entries could be made to either revenue or expense accounts.

Heading?

Select "yes" or ☑ if this account is a heading account; otherwise, select "no" or ☐. The initial default is "no".

Heading accounts are used to format financial statements, and for separating accounts on the Trial Balance Report and Chart of Accounts List. They contain no actual data and will never have any amounts posted to them. An example of a heading account might be "Current Assets".

Summary ?

Select "yes" or ☑ if this account is a summary account; otherwise, select "no" or ☐. The initial default is "no".

Summary accounts represent the total, or sum, of a grouping of other account balances. They will never have amounts posted directly to them; they are updated only during Process Initial Setup or when the 'Summarize Accounts' function is run in Live Operations. An example of a summary account might be "Total Expenses", which could be defined as the sum of all expense accounts.

You must also enter summary accounts in Summary Accounts File Maintenance.

Level of Detail

You have the following options for the *Level of Detail* fields for *MTD*, *YTD*, and *Future* (referring to the MTD Postings, YTD Postings, and Future Postings files respectively):

None:	Keep no detail (not applicable for MTD or Future Postings)
Summary:	Keep a summary by fiscal month/year
Journal:	Keep a summary by fiscal month/year and journal code
Operator:	Keep a summary by fiscal month/year, journal code, and operator ID
Date:	Keep a summary by fiscal month/year, journal code, operator ID, and date
All:	Keep all detail

These options are listed in order of "least detail" to "most detail". All entries containing an intercompany code or a subsidiary code will be kept in detail. Also, be sure to keep at least as much detail in the Future Postings file as you want to maintain in your MTD and YTD Postings files for a given account.

MTD

Click the list ▼ button to select the level of detail to be kept in the MTD Postings file as defined above. The initial default value is "All". "None" is not a valid option for this file.

Y TD

Click the list ▼ button to select the level of detail to be kept in the YTD Postings file as defined above. The initial default value is "All".

Future

Click the list ▼ button to select the level of detail to be kept in the Future Postings file as defined above. The initial default value is "All". "None" is not a valid option for this file.

Posting Information

Subsidiary Type

If applicable, enter up to two uppercase letters for the cost accounting subsidiary to which this account is posted; otherwise, leave this field blank. If this is a General Subsidiary account, enter "GL". See General Subsidiary in Chapter 1 of this manual for more information.

Delete Sub Post Detail

For accounts with Subsidiary Type "GL" only, this entry indicates how often General Subsidiary detail postings are deleted from the Subsidiary Postings file. If applicable, click the list button to select one of the options listed below; otherwise, leave this field blank.

Never:	Never delete
Monthly:	Delete during Close Month processing each month
Yearly:	Delete only at the end of the fiscal year
This Month:	Delete at the end of this month

> **Note:** An entry of "This Month" in this field will be reset to "Never" after the detail has been deleted.

Level of Divisionalization

When implemented, this field will provide for divisionalized accounting by appending account components from the offset account to the primary posting account. **This feature has not been implemented.**

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Account Balances Overlay; otherwise, click on the Balances button to access it (which first saves the current record if applicable). However, if the account is a heading account, this overlay does not apply and will not appear.

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Chart of Accounts: See Chart of Accounts List for further information.

Display Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Account Balances Overlay

The Account Balances Overlay, shown in Figure 5-7a below, appears automatically for non-heading accounts when you save a record or when you click on the Balances button from the Chart of Accounts Screen in Account Balances File Maintenance. This overlay addresses fiscal year balance amounts associated with the current account but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

For each fiscal year, here is where you establish account balance information including monthly, SOY (Start of Year), and EOY (End of Year) balances as well as Source, Use, and Neither MTD and YTD amounts. Account balance records do not apply to heading accounts.

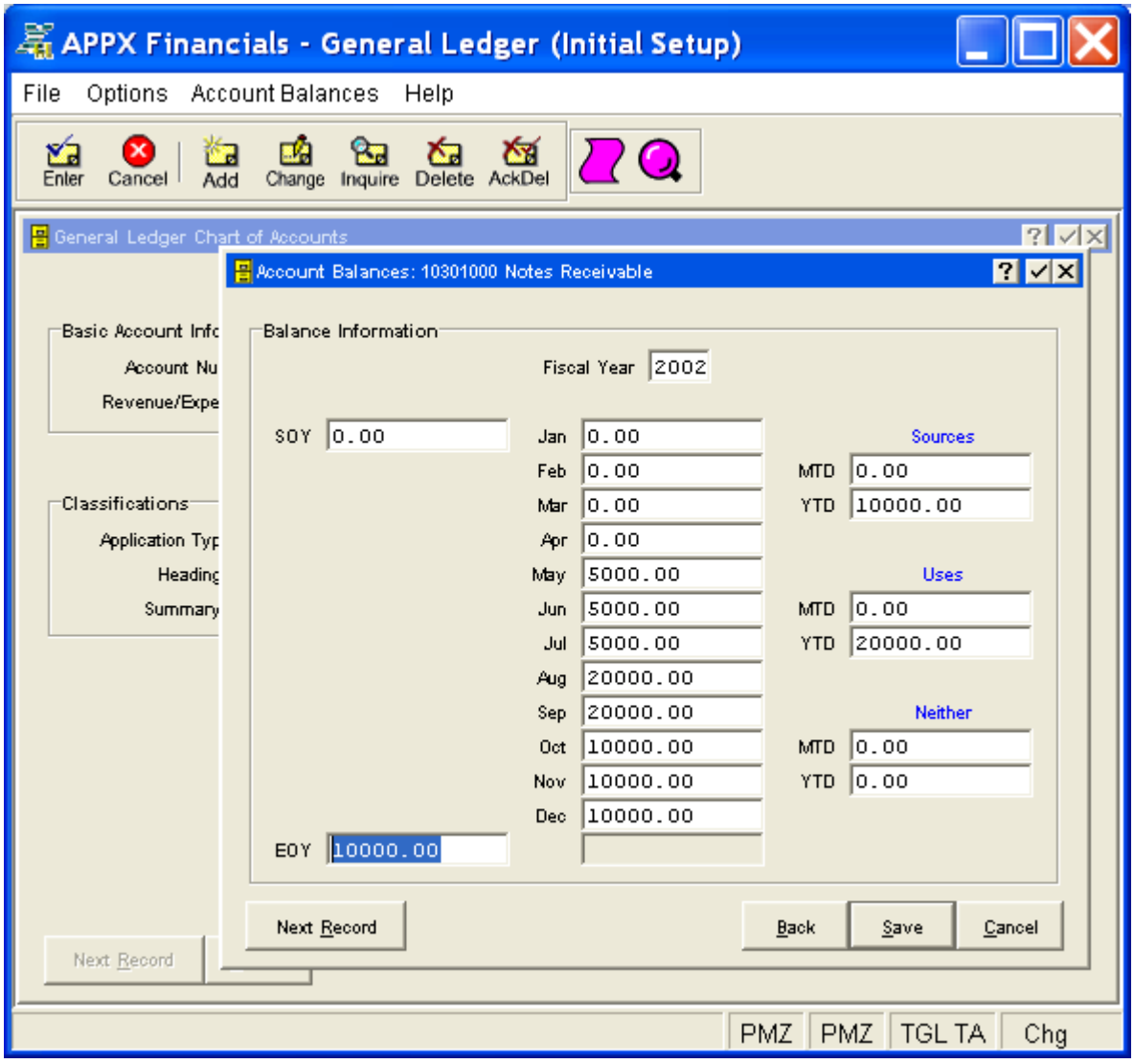

Figure 5-7a. Account Balances Overlay

This overlay contains the following fields for each fiscal year record associated with the current account (which is identified in the title bar).

Balance Information

Fiscal Year

Enter the fiscal year as a 4-digit number.

SOY (Start Of Year)

Enter the SOY balance, if applicable (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). It is normally zero for income/expense accounts and entered only for asset/liability accounts.

Monthly/Period Balances

Enter the appropriate balance for each month/period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount). Balances are kept on a cumulative year-to-date basis.

The system will determine how many monthly/period entries apply according to the number of accounting periods you defined in Parameters File Maintenance. If "12", it will customize the labels presented for each month depending upon the start of your fiscal year; otherwise, it will number the periods.

EOY (End of Year)

Enter the EOY balance (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

MTD Sources

If desired, enter the amount of month-to-date sources (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All Credit transactions are normally posted into this field on a month-to-date basis, unless they are subject to a Source/Use/Neither override or they are identified as adjustments, in which case they reduce Uses instead.

Y TD Sources

If desired, enter the amount of year-to-date sources (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All Credit transactions are normally posted into this field on a year-to-date basis, unless they are subject to a Source/Use/Neither override or they are identified as adjustments, in which case they reduce Uses instead.

MTD Uses

If desired, enter the amount of month-to-date uses (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All Debit transactions are normally posted into this field on a month-to-date basis, unless they are subject to a Source/Use/Neither override or they are identified as adjustments, in which case they reduce Sources instead.

Y TD Uses

If desired, enter the amount of year-to-date uses (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All Debit transactions are normally posted into this field on a year-to-date basis, unless they are subject to a Source/Use/Neither override or they are identified as adjustments, in which case they reduce Sources instead.

MTD Neither

If desired, enter the amount of month-to-date transactions that are neither sources nor uses (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All transactions coded as "Neither" are posted into this field on a month-to-date basis.

YTD Neither

If desired, enter the amount of year-to-date transactions that are neither sources nor uses (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit amount).

All transactions coded as "Neither" are posted into this field on a year-to-date basis.

Press ENTER or click or the Save button to save the information for the current fiscal year record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. When the record has been saved, you will go on to the next fiscal year record, if any.

When you have finished with the fiscal year records associated with the current account (or to prevent saving the current fiscal year record), click the Back button to return to the Chart of Accounts Screen for that account or press END or click or the Cancel button to go on to the next account, if any.

The following icons are also available for use on the toolbar:

List Chart of Accounts: See Chart of Accounts List for further information.

Display Balance Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Unit Accounts File Maintenance

Use this function to define unit type and account number combinations and, in Initial Setup only, to enter monthly unit balances by fiscal year for each such unit/account combination. Each balance is given in a non-monetary denomination, such as "machine hours".

An example of the use of a unit account might be to track machine hours for equipment, or miles accumulated on company cars, or the number of defective parts discovered on an assembly line. Statistical information can then be gleaned from the Unit Balances History Report.

The Unit Accounts Screen, shown in Figure 5-8 below, appears when you select *Unit Accounts* from the Holding Files Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

Unit Accounts screen

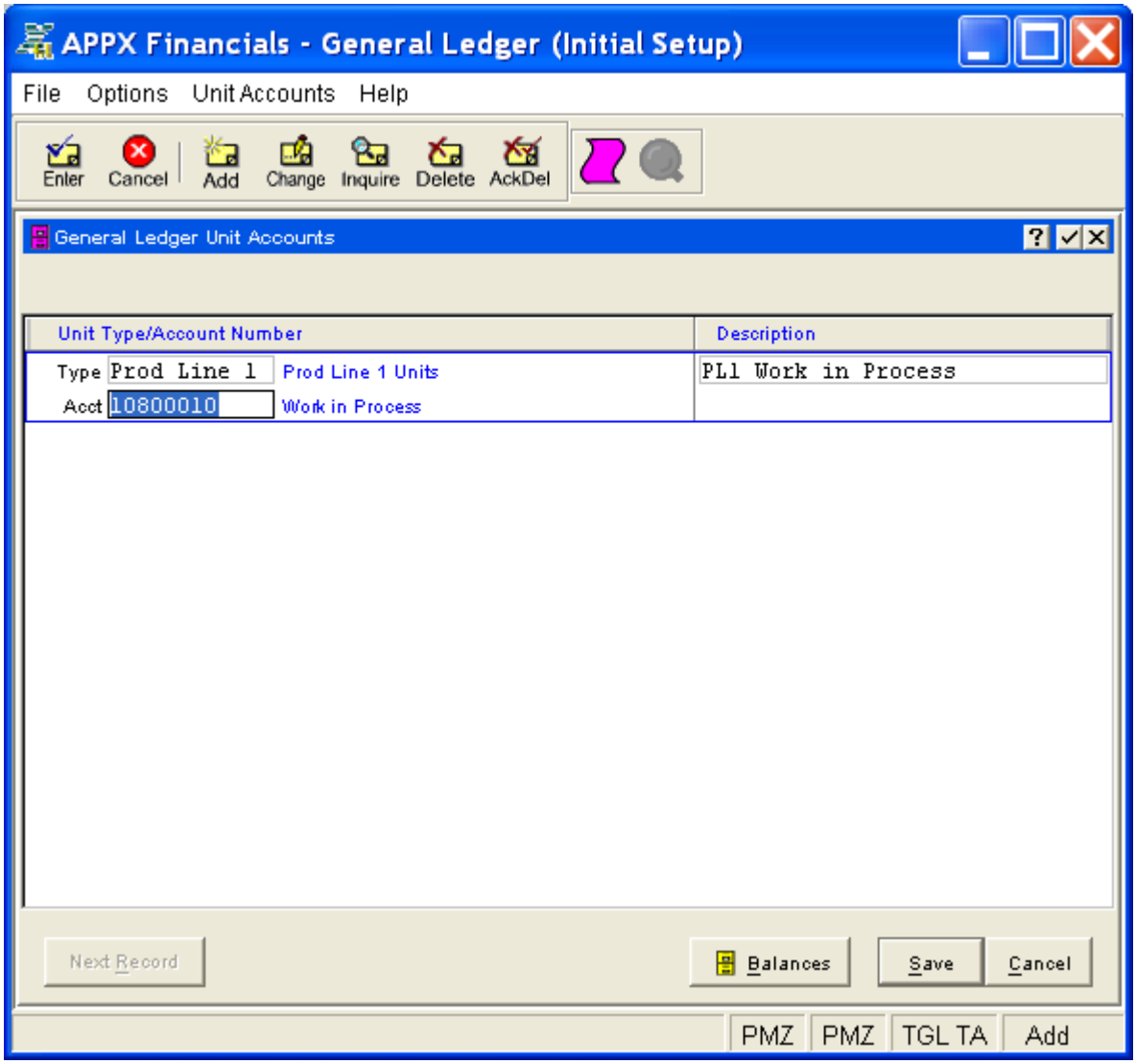

Figure 5-8

This is a scrolling screen which contains the following fields for each record:

Unit Type

Enter the unit type. This type must be on file in the Types file. You can click on or press the Scan key to find an appropriate entry. The system displays the type description so that you can verify your entry. In Add mode, this field will automatically be saved from one unit account record to the next.

Account Number

Enter the number of the general ledger account to which the unit type applies. This account must be on file in the Chart of Accounts file and cannot be a heading or summary account. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry.

Description

Enter a description for this unit/account combination, up to 30 characters in length.

Press ENTER or click ✓ or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ✓ or the Save button again. To exit without saving, press END or click ✗ or the Cancel button.

When you save a record, the system will automatically present the Unit Balances Overlay, or you can click on the Balances button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Unit Accounts: See Unit Accounts List for further information.

Display Unit Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Unit Balances Overlay

The Unit Balances Overlay, shown in Figure 5-8a below, appears automatically when you save a record or when you click on the Balances button from the Unit Accounts Screen in Unit Accounts File Maintenance. This overlay addresses fiscal year unit balances associated with the current unit/account but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

For each fiscal year, here is where you establish unit balance information including monthly, SOY (Start of Year), and EOY (End of Year) balances.

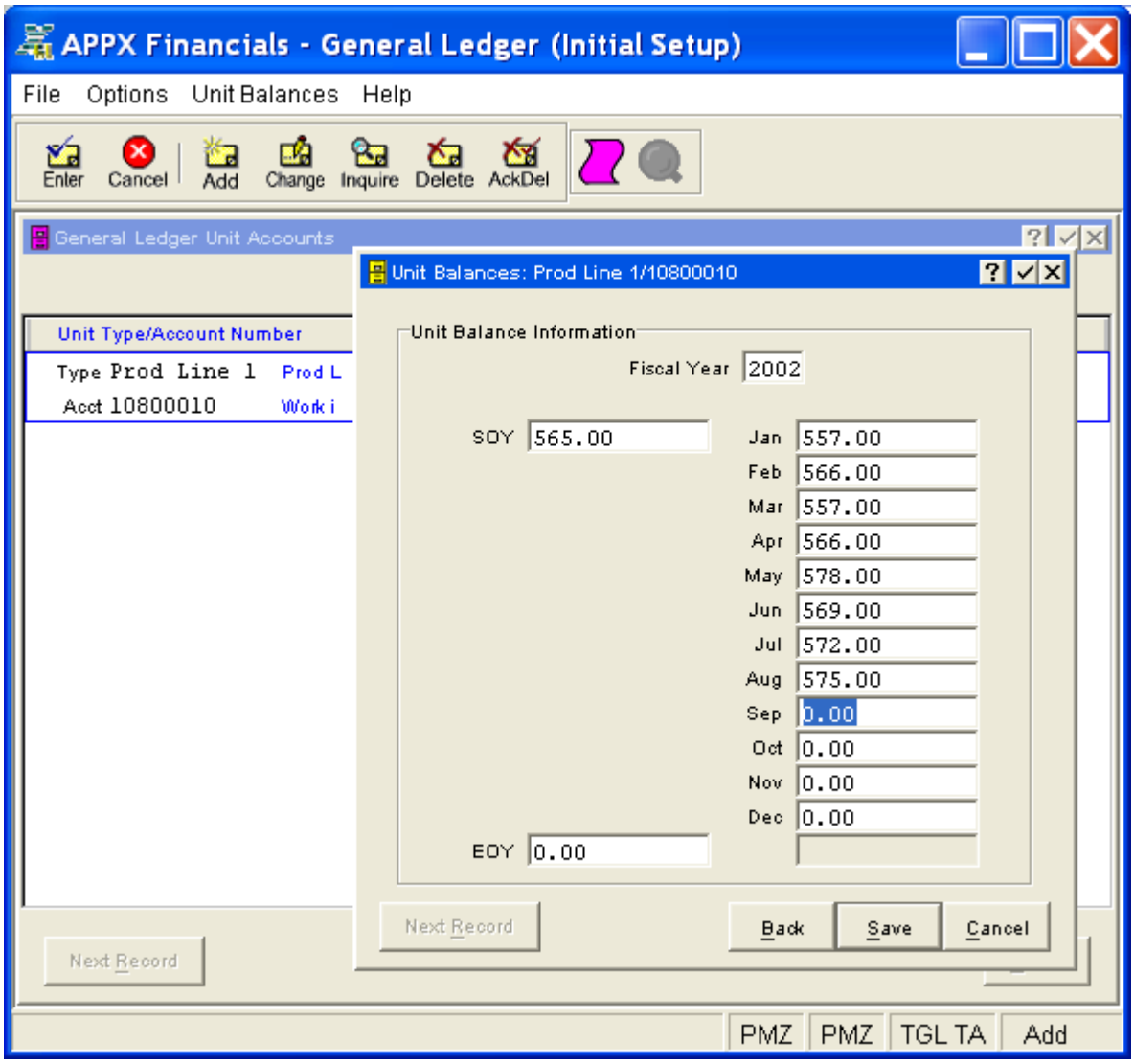

Figure 5-8a. Unit Balances Overlay

This overlay contains the following fields for each fiscal year record associated with the current unit/account (which is identified in the title bar).

Unit Balance Information

Fiscal Year

Enter the fiscal year as a 4-digit number.

SOY (Start Of Year)

Enter the SOY unit balance, if applicable (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance).

Monthly/Period Balances

Enter the appropriate unit balance for each month/period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance). Balances are kept on a cumulative year-to-date basis.

The system will determine how many monthly/period entries apply according to the number of accounting periods you defined in Parameters File Maintenance. If "12", it will customize the labels presented for each month depending upon the start of your fiscal year; otherwise, it will number the periods.

EOY (End of Year)

Enter the EOY unit balance (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance).

Press ENTER or click ☑ or the Save button to save the information for the current fiscal year record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. When the record has been saved, you will go on to the next fiscal year record, if any.

When you have finished with the fiscal year records associated with the current unit/account (or to prevent saving the current fiscal year record), click the Back button to return to the Unit Accounts Screen for that unit/account or press END or click ☒ or the Cancel button to go on to the next unit/account, if any.

The following icons are also available for use on the toolbar:

List Unit Accounts: See Unit Accounts List for further information.

Display Unit Balance Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Foreign Accounts File Maintenance

Use this function to define currency code and account number combinations and, in Initial Setup only, to enter foreign currency balances by fiscal year for each such currency/account combination.

The Foreign Accounts Screen, shown in Figure 5-9 below, appears when you select *Foreign Accounts* from the Holding Files Pulldown Menu. You normally enter this function in Inquire mode but you can change mode by using the mode icons on the toolbar or the mode function keys. Since Change mode places a hold on the selected record, use Change mode only when you intend to change data. If desired, in key entry, you can click on 🔭 or press the Scan key to review the records currently on file and select one for editing or viewing.

Foreign Accounts screen

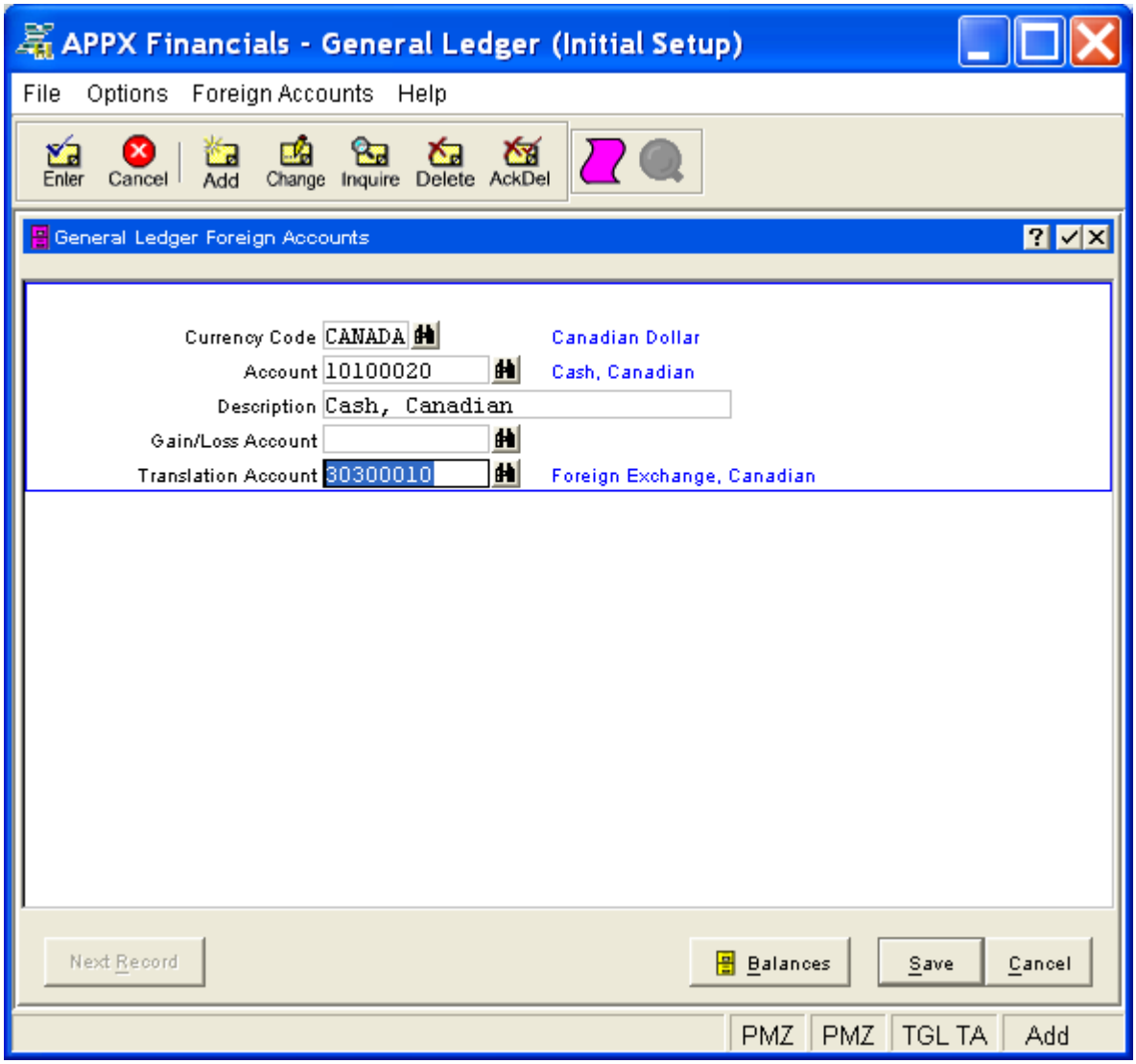

Figure 5-9

This is a scrolling screen which contains the following fields for each record:

Currency Code

Enter the currency code. This code must be on file in the Exchange Rates file. You can click on or press the Scan key to find an appropriate entry. The system displays the currency description so that you can verify your entry. In Add mode, this field will automatically be saved from one foreign account record to the next.

Account Number

Enter the number of the general ledger account to which the currency code applies. This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry. The account cannot be a heading or summary account and the currency code for the account must agree with the *Currency Code* entered.

Description

Enter a description for this currency/account combination, up to 30 characters in length.

Gain/Loss Account

If desired, enter the general ledger account which should be used for posting any gains or losses relative to this currency. If entered, this account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry. This is usually a revenue/expense account. Currently, this field is informational only.

Translation Account

Enter the general ledger account which should be used for posting any gains or losses relative to this currency that are generated during Live Operations (using the *Create Currency Translations* utility under Foreign Currency Processing on the Other Pulldown Menu). This account must be on file in the Chart of Accounts file. You can click on or press the Scan key to find an appropriate entry. The system displays the account description so that you can verify your entry. This is usually a revenue/expense account. In Add mode, this field will automatically be saved from one foreign account record to the next.

Press ENTER or click or the Save button to save the information for the current record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click or the Save button again. To exit without saving, press END or click or the Cancel button.

When you save a record, the system will automatically present the Foreign Balances Overlay, or you can click on the Balances button to access it (which first saves the current record if applicable).

The following icons are also available for use on the toolbar (unless disabled in Add mode or until a record has been selected):

List Foreign Accounts: See Foreign Accounts List for further information.

Display Foreign Account Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Foreign Balances Overlay

The Foreign Balances Overlay, shown in Figure 5-9a below, appears automatically when you save a record or when you click on the Balances button from the Foreign Accounts Screen in Foreign Accounts File Maintenance. This overlay addresses fiscal year foreign currency balances associated with the current currency/account but maintained in a separate file. You normally enter this level in the same mode you were in at the higher level (except you are converted to Add mode if no records exist in Change mode) but you can change mode by using the mode icons on the toolbar or the mode function keys. If desired, in key entry, you can click on or press the Scan key to review the records currently on file and select one for editing or viewing.

For each fiscal year, here is where you establish foreign currency balance information including monthly, SOY (Start of Year), and EOY (End of Year) balances. The foreign currency balances are maintained and stored in the currency established for the account. A record must exist in this file for each record in the Account Balances file associated with a foreign currency. Information stored in this file will allow the system to generate currency translation gains and losses during Live Operations (using the *Create Currency Translations* utility under Foreign Currency Processing on the Other Pulldown Menu).

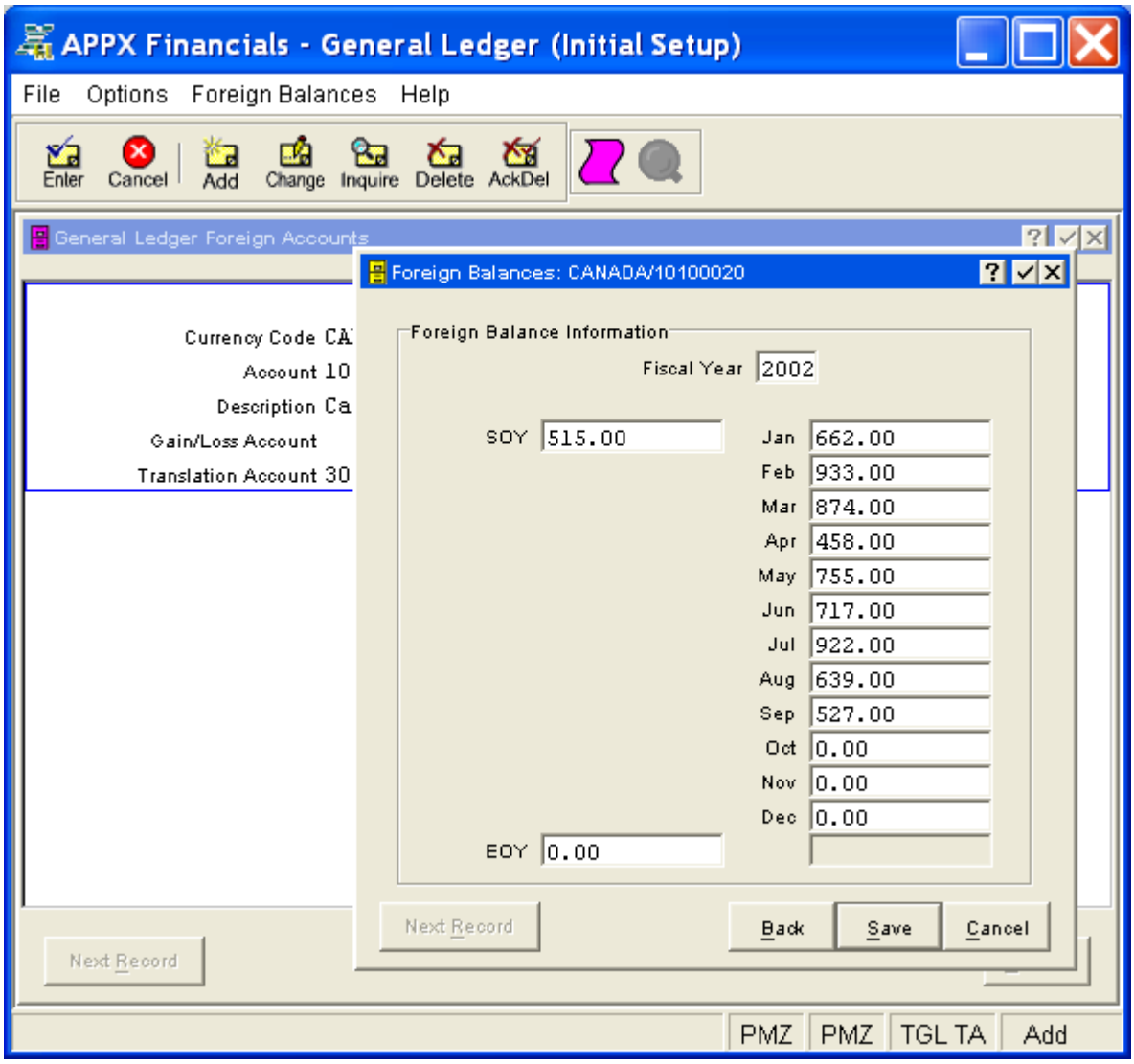

Figure 5-9a. Foreign Balances Overlay

This overlay contains the following fields for each fiscal year record associated with the current currency/account (which is identified in the title bar).

Foreign Balance Information

Fiscal Year

Enter the fiscal year as a 4-digit number.

SOY (Start Of Year)

Enter the SOY foreign currency balance, if applicable (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance).

Monthly/Period Balances

Enter the appropriate foreign currency balance for each month/period (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance). Balances are kept on a cumulative year-to-date basis.

The system will determine how many monthly/period entries apply according to the number of accounting periods you defined in Parameters File Maintenance. If "12", it will customize the labels presented for each month depending upon the start of your fiscal year; otherwise, it will number the periods.

EOY (End of Year)

Enter the EOY foreign currency balance (with up to 9 digits to the left of the decimal and 2 digits to the right, plus a "-" if needed for a credit balance).

Press ENTER or click ☑ or the Save button to save the information for the current fiscal year record. If any information has changed, the system may redisplay the screen to show any new or changed system-supplied items or to report any error or warning messages. If so, the current record has not yet been saved; you must address any concerns and press ENTER or click ☑ or the Save button again. When the record has been saved, you will go on to the next fiscal year record, if any.

When you have finished with the fiscal year records associated with the current currency/account (or to prevent saving the current fiscal year record), click the Back button to return to the Foreign Accounts Screen for that currency/account or press END or click ☒ or the Cancel button to go on to the next currency/account, if any.

The following icons are also available for use on the toolbar:

List Foreign Accounts: See Foreign Accounts List for further information.

Display Foreign Balance Audit Info: See Audit Info for further information.

Click the appropriate icon to perform the desired operation (which first saves the current record if applicable), after which you will return to where you are.

Reports Pulldown Menu

The Reports Pulldown Menu, shown in Figure 5-10 below, appears when the user selects *Reports* from the Opening Entries Pulldown Menu.

Reports Pulldown menu

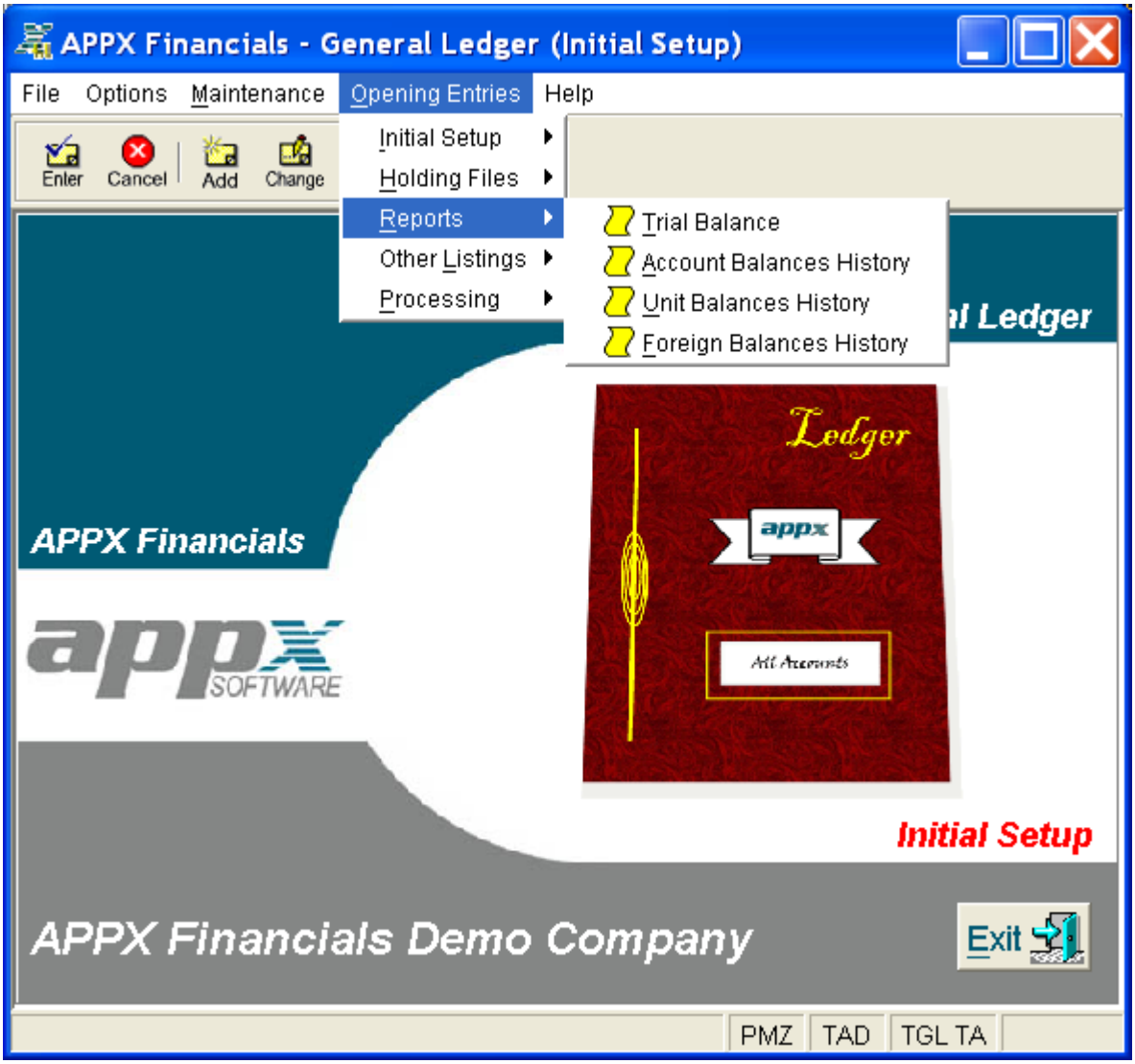

Figure 5-10

This menu provides access to the following reports described later in this chapter:

- Trial Balance Report
- Account Balances History Report
- Unit Balances History Report
- Foreign Balances History Report

Trial Balance Report

Use this function to print the Trial Balance, a report of General Ledger accounts and balances for a specified time period. You can print a report for any fiscal month/period as well as for SOY (Start of Year), EOY (End of Year), and Source/Use/Neither to date amounts. You can also choose to print net monthly amounts or cumulative year-to-date balances. Finally, you can decide whether or not to print summary accounts or accounts with zero balances.

The Trial Balance Report Setup Screen, shown in Figure 5-11 below, appears when you select *Trial Balance* from the Reports Pulldown Menu. This screen allows you to establish report options to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Trial Balance Report Setup screen

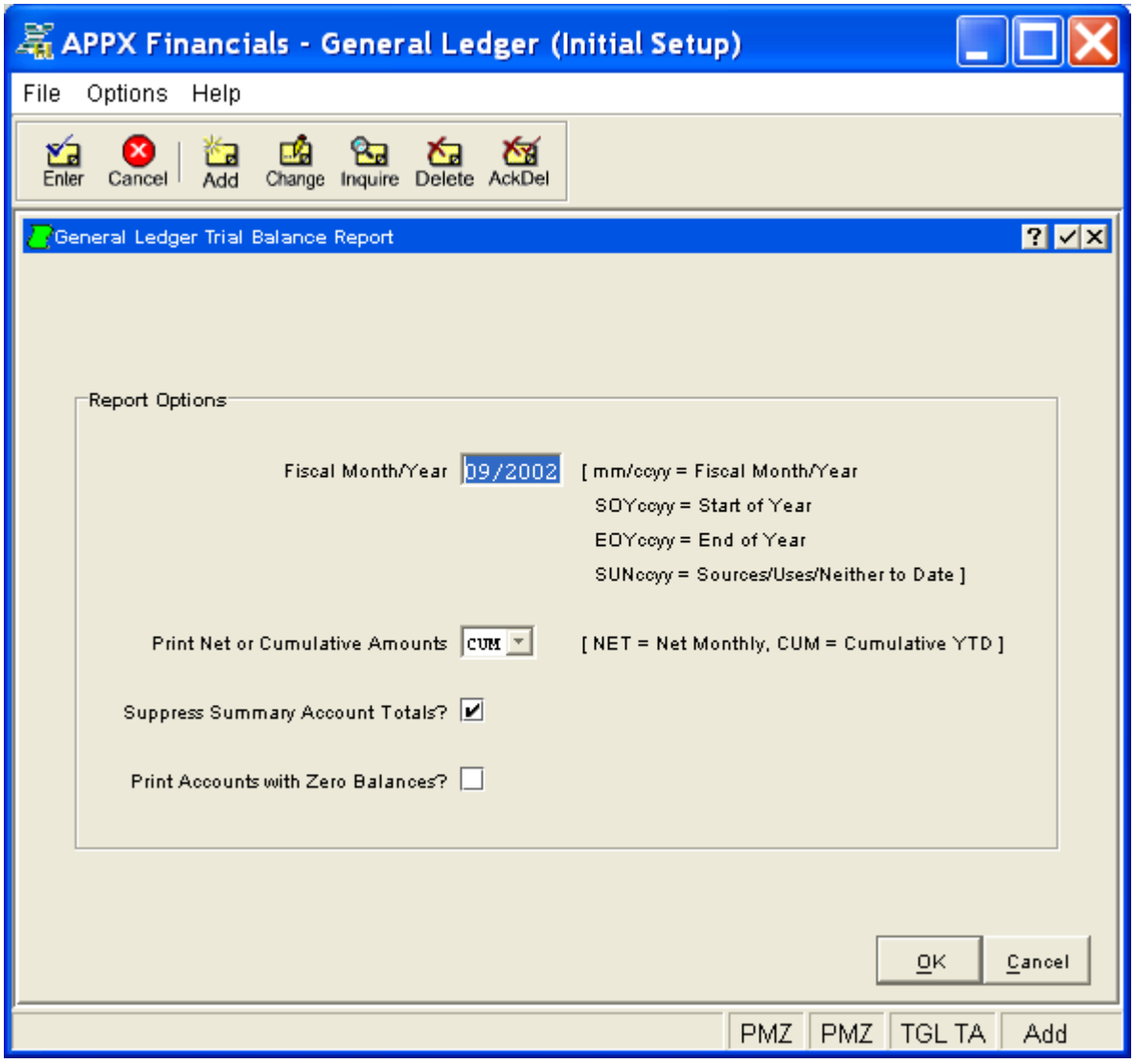

Figure 5-11

This screen contains the following report options for printing the Trial Balance:

Fiscal Month/Year

Enter the accounting period or basis for printing the Trial Balance as follows:

mm/ccyy:	Enter the fiscal month/period (01-13), a "/", and the 4-digit fiscal year
SOYccyy:	For Start of Year, enter "SOY" and the 4-digit fiscal year
EOYccyy:	For End of Year, enter "EOY" and the 4-digit fiscal year
SUNccyy:	For Sources/Uses/Neither to date, enter "SUN" and the 4-digit fiscal year

Print Net or Cumulative Amounts

Enter the code for the terms in which the amounts are to be printed. Click the list button to select one of the options listed below:

NET:	Net monthly amount
CUM:	Cumulative year-to-date balance

Suppress Summary Account Totals?

Select "yes" or if you do not want to print summary accounts; otherwise, select "no" or . The initial default is "yes".

If summary totals are not suppressed, they are printed on a separate page following the Trial Balance.

Print Accounts with Zero Balances?

Select "yes" or if you want to print accounts with zero balances (or amounts); otherwise, select "no" or . The initial default is "no". This will skip lines with zero amounts.

Press ENTER or click or the OK button to store the report options and continue. The system may redisplay the screen to report any error or warning messages. If so, you must address any concerns and press ENTER or click or the OK button again. To exit the function, press END or click or the Cancel button.

If you elect to continue, you will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Trial Balance Report is shown below.

Expert Computing, Inc.

11/07/01 11:33 LGG Page: 1

Trial Balance

Trial Balance as of Aug 99 in Year-to-Date Terms

Account	Sub Type	Description	Debits	Credits
10100010		Cash (Posting Account)	0.00	0.00
1010001000		Cash, Corporate	791,348.21	0.00
1010001001		Cash, Sales Outlets	2,098,201.72	0.00
10200020		Cash, Canadian (Posting Acct)	0.00	0.00
1020002000		Cash, Canadian Corporate	1,739,345.94	0.00
1020002001		Cash, Canadian Sales Outlets	984,348.27	0.00
10300010		Accts Receiv. (Posting Acct)	0.00	0.00
1030001000		Accts Receiv, Intercompany	59,119.20	0.00
1030001000MA		Accts Receiv, Corp./Mfg.	241,525.79	0.00
1030001000WH		Accts Receiv, Corp./Wholesale	177,133.42	0.00
1030001001MA		Accts Receiv, Sales/Mfg.	257,784.41	0.00
1030001001WH		Accts Receiv, Sales/Wholesale	131,936.81	0.00
10300020		Accts Rec, Canadian (Post Act)	0.00	0.00
1030002000MA		Accts Rec, Canadian Corp/Mfg	169,864.57	0.00
1030002000WH		Accts Rec, Canadian Corp/Whls	118,433.40	0.00
1030002001MA		Accts Rec, Canadian Sales/Mfg.	112,775.51	0.00
1030002001WH		Accts Rec, Canadian Sales/Whls	99,709.31	0.00
10400010		Retention Rec (Posting Acct)	0.00	0.00
1040001000MA		Retention Rec, Corp./Mfg.	2,095.63	0.00
1040001000WH		Retention Rec, Corp./Wholesale	1,802.19	0.00
1040001001MA		Retention Rec, Sales/Mfg.	4,546.05	0.00
1040001001WH		Retention Rec, Sales/Wholesale	2,557.13	0.00
10400020		Retent Rec, Canadian Post Acct	0.00	0.00
1040002000MA		Retent Rec, Canadian Corp/Mfg	6,478.35	0.00
1040002000WH		Retent Rec, Canadian Corp/Whls	2,843.65	0.00
1040002001MA		Retent Rec, Canadian Sales/Mfg	1,276.32	0.00
1040002001WH		Retent Rec, Canadian Sales/Whl	1,250.62	0.00
1050001000		Service Charges Receivable	5,270.00	0.00
1050002000		Service Charges Rec, Canadian	13.23	0.00
1060001000		Prepaid Insurance	6,000.00	0.00
1060002000		Prepaid Insurance, Canadian	5,328.87	0.00
1061001000		Prepaids & Deposits	5,640.00	0.00
1061002000		Prepaids & Deposits, Canadian	6,455.67	0.00
1070001000MA		Inventory, Corp./Mfg.	190,421.28	0.00
1070002000MA		Inventory, Canadian Corp./Mfg.	193,451.35	0.00
1080001000MA		Work in Process, Corp./Mfg.	298,948.00	0.00
1080002000MA		Work in Proc, Canada Corp/Mfg	104,865.83	0.00
1090001000MA		Finished Goods	201,876.82	0.00
1090002000MA		Finished Goods, Canadian	382,361.37	0.00
1100001000WH		Resale Inventory	249,583.02	0.00
1100001001WH		Resale Inventory, Sales Outlet	297,051.68	0.00
1100002000WH		Resale Inventory, Canadian	115,788.75	0.00
1105000000MA		Interco. Inventory Profit, Mfg	52,000.00	0.00
1105000000WH		Interco. Inventory Profit, Whl	16,520.00	0.00
1130001000		Land	650,000.00	0.00
1130002000		Land, Canadian	514,767.12	0.00
1140001000		Buildings	410,000.00	0.00
1140002000		Buildings, Canadian	313,762.82	0.00
1150001000MA	GL	Equipment	598,300.00	0.00

Account Balances History Report

Use this report to print start of year, end of year, and monthly balances by fiscal year for each account. Balances are reported in both cumulative year-to-date and net monthly terms. Also included are year-to-date Sources, Uses, and Neither amounts. The report is accessed by selecting *Account Balances History* from the Reports Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Account Balances History Report is shown below.

```
                                        Expert Computing, Inc.
11/07/01 11:34                                                                                                    LGG Page:   1
                                     Account Balances History Report
=================================================================================================================================
Account 10000  Assets
                                                Fiscal Year   98
Cumulative:                                 Net:
SOY             0.00     Dec             0.00                          Dec             0.00      MTD Sources
Jun             0.00     Jan             0.00     Jun             0.00 Jan             0.00      MTD Uses
Jul             0.00     Feb             0.00     Jul             0.00 Feb             0.00      MTD Neither
Aug             0.00     Mar             0.00     Aug             0.00 Mar             0.00      YTD Sources             0.00
Sep             0.00     Apr             0.00     Sep             0.00 Apr             0.00      YTD Uses                0.00
Oct             0.00     May             0.00     Oct             0.00 May             0.00      YTD Neither             0.00
Nov             0.00                             Nov             0.00
                         EOY             0.00                          EOY             0.00
Account 1010001000  Cash, Corporate
                                                Fiscal Year  99
Cumulative:                                 Net:
SOY             0.00     Dec             0.00                          Dec             0.00      MTD Sources
Jun             0.00     Jan             0.00     Jun             0.00 Jan             0.00      MTD Uses
Jul             0.00     Feb             0.00     Jul             0.00 Feb             0.00      MTD Neither
Aug             0.00     Mar             0.00     Aug             0.00 Mar             0.00      YTD Sources             0.00
Sep             0.00     Apr             0.00     Sep             0.00 Apr             0.00      YTD Uses                0.00
Oct             0.00     May             0.00     Oct             0.00 May             0.00      YTD Neither             0.00
Nov             0.00                             Nov             0.00
                         EOY       960,026.00                          EOY       960,026.00
                                                Fiscal Year  00
Cumulative:                                 Net:
SOY       960,026.00     Dec       960,681.56                          Dec       136,512.28      MTD Sources
Jun       776,688.88     Jan     1,204,779.55     Jun       183,337.12- Jan       244,097.99      MTD Uses
Jul       640,168.38     Feb       785,497.07     Jul       136,520.50- Feb       419,282.48-     MTD Neither
Aug       460,561.99     Mar       883,873.53     Aug       179,606.39- Mar        98,376.46      YTD Sources     5,252,046.53-
Sep       885,246.50     Apr       991,401.54     Sep       424,684.51  Apr       107,528.01      YTD Uses        4,952,317.63
Oct     1,132,735.47     May       660,297.10     Oct       247,488.97  May       331,104.44-     YTD Neither             0.00
Nov       824,169.28                              Nov       308,566.19-
                         EOY       660,297.10                          EOY             0.00
                                                Fiscal Year  01
Cumulative:                                 Net:
SOY         1,239.36-    Dec                                           Dec                       MTD Sources             0.00
Jun         1,239.36-    Jan                     Jun             0.00  Jan                       MTD Uses                0.00
Jul         1,239.36-    Feb                     Jul             0.00  Feb                       MTD Neither             0.00
Aug         1,239.36-    Mar                     Aug             0.00  Mar                       YTD Sources             0.00
Sep                      Apr                     Sep                   Apr                       YTD Uses                0.00
Oct                      May                     Oct                   May                       YTD Neither             0.00
Nov                                              Nov
                         EOY             0.00                          EOY             0.00
Account 2030002001  Retention Pay, Canadian Sales
                                                Fiscal Year 99
Cumulative:                                 Net:
SOY             0.00     Dec                                           Dec             0.00      MTD Sources
Jun             0.00     Jan                     Jun             0.00  Jan             0.00      MTD Uses
Jul             0.00     Feb                     Jul             0.00  Feb             0.00      MTD Neither
Aug             0.00     Mar                     Aug             0.00  Mar             0.00      YTD Sources             0.00
Sep                      Apr                     Sep             0.00  Apr             0.00      YTD Uses                0.00
Oct                      May                     Oct             0.00  May             0.00      YTD Neither             0.00
Nov                                              Nov             0.00
                         EOY         1,177.00-                         EOY         1,177.00-
```

Unit Balances History Report

Use this report to print the start of year, end of year, and monthly balances by fiscal year for unit balance accounts. Balances are reported in cumulative year-to-date terms. The report is accessed by selecting *Unit Balances History* from the Reports Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Unit Balances History Report is shown below.

```
                                        Expert Computing, Inc.
11/07/01 11:35                                                                                                  LGG Page:    1
                                      Unit Balances History Report
=================================================================================================================================
Unit Type GIP 1 Units of Prod 1 in
Account 1080001000MA  Units is Process - Product 1
                                             Fiscal Year  98
                                SOY              0.00              Dec              0.00
                                Jun              0.00              Jan              0.00
                                Jul              0.00              Feb              0.00
                                Aug              0.00              Mar              0.00
                                Sep              0.00              Apr              0.00
                                Oct              0.00              May              0.00
                                Nov              0.00
                                                                   EOY            565.00
                                             Fiscal Year  99
                                SOY            565.00              Dec            572.00
                                Jun            557.00              Jan            575.00
                                Jul            566.00              Feb            562.00
                                Aug            557.00              Mar            557.00
                                Sep            566.00              Apr            561.00
                                Oct            578.00              May            554.00
                                Nov            569.00
                                                                   EOY              0.00
                                             Fiscal Year  00
                                SOY            554.00              Dec              0.00
                                Jun            547.00              Jan              0.00
                                Jul            539.00              Feb              0.00
                                Aug            539.00              Mar              0.00
                                Sep              0.00              Apr              0.00
                                Oct              0.00              May              0.00
                                Nov              0.00
                                                                   EOY              0.00
```

Foreign Balances History Report

Use this report to print the start of year, end of year, and monthly foreign currency balances by fiscal year for foreign accounts. Balances are reported in cumulative year-to-date terms. The report is accessed by selecting *Foreign Balances History* from the Reports Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Foreign Balances History Report is shown below.

```
                                                Expert Computing, Inc.
11/07/01 11:35                                                                                                                LGG Page:    1
                                              Foreign Balances History Report
=================================================================================================================================================
Currency Code CANADA C. DOLLAR Canadian Dollar .83840000
Account 1020002000  Cash, Canadian Corporate
                                                    Fiscal Year  98
                                SOY              0.00                Dec              0.00
                                Jun              0.00                Jan              0.00
                                Jul              0.00                Feb              0.00
                                Aug              0.00                Mar              0.00
                                Sep              0.00                Apr              0.00
                                Oct              0.00                May              0.00
                                Nov              0.00
                                                                     EOY          645,925.38
                                                    Fiscal Year  99
                                SOY          645,925.38              Dec        1,475,597.56
                                Jun          659,450.15              Jan        1,593,298.83
                                Jul          673,384.75              Feb        1,700,795.80
                                Aug          959,467.21              Mar        1,762,539.07
                                Sep        1,156,857.41              Apr        1,859,131.31
                                Oct        1,287,324.04              May        1,944,521.72
                                Nov        1,355,297.20
                                                                     EOY        1,944,521.72
                                                    Fiscal Year  00
                                SOY        1,944,521.72              Dec              0.00
                                Jun        2,003,734.27              Jan              0.00
                                Jul        2,074,601.53              Feb              0.00
                                Aug        2,074,601.53              Mar              0.00
                                Sep                0.00              Apr              0.00
                                Oct                0.00              May              0.00
                                Nov                0.00
                                                                     EOY              0.00
Account 1020002001  Cash, Canadian Sales Outlets
                                                    Fiscal Year  98
                                SOY              0.00                Dec              0.00
                                Jun              0.00                Jan              0.00
                                Jul              0.00                Feb              0.00
                                Aug              0.00                Mar              0.00
                                Sep              0.00                Apr              0.00
                                Oct              0.00                May              0.00
                                Nov              0.00
                                                                     EOY          450,442.28
```

Other Listings Pulldown Menu

The Other Listings Pulldown Menu, shown in Figure 5-12 below, appears when the user selects *Other Listings* from the Opening Entries Pulldown Menu.

Other Listings Pulldown menu

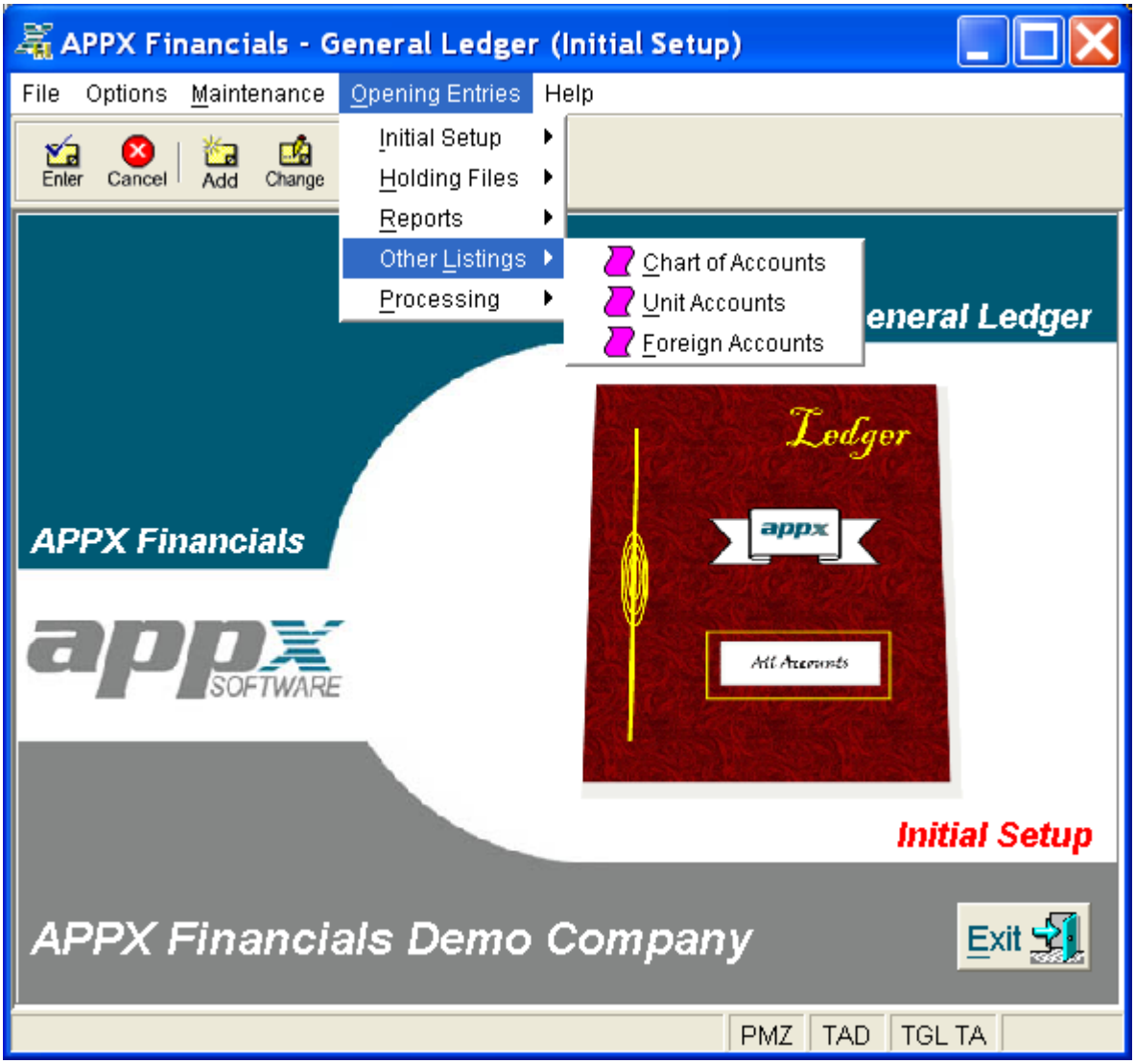

Figure 5-12

This menu provides access to the following file lists described later in this chapter:

- Chart of Accounts List
- Unit Accounts List
- Foreign Accounts List

Chart of Accounts List

Use this function to print either a detail or summary listing of the Chart of Accounts.

The Chart of Accounts List Setup Screen, shown in Figure 5-13 below, appears when you select *Chart of Accounts* from the Other Listings Pulldown Menu. This screen allows you to choose the report option to be stored in a temporary one-record file. You enter the setup screen in Add mode and you are not allowed to change mode.

Chart of Accounts List Setup screen

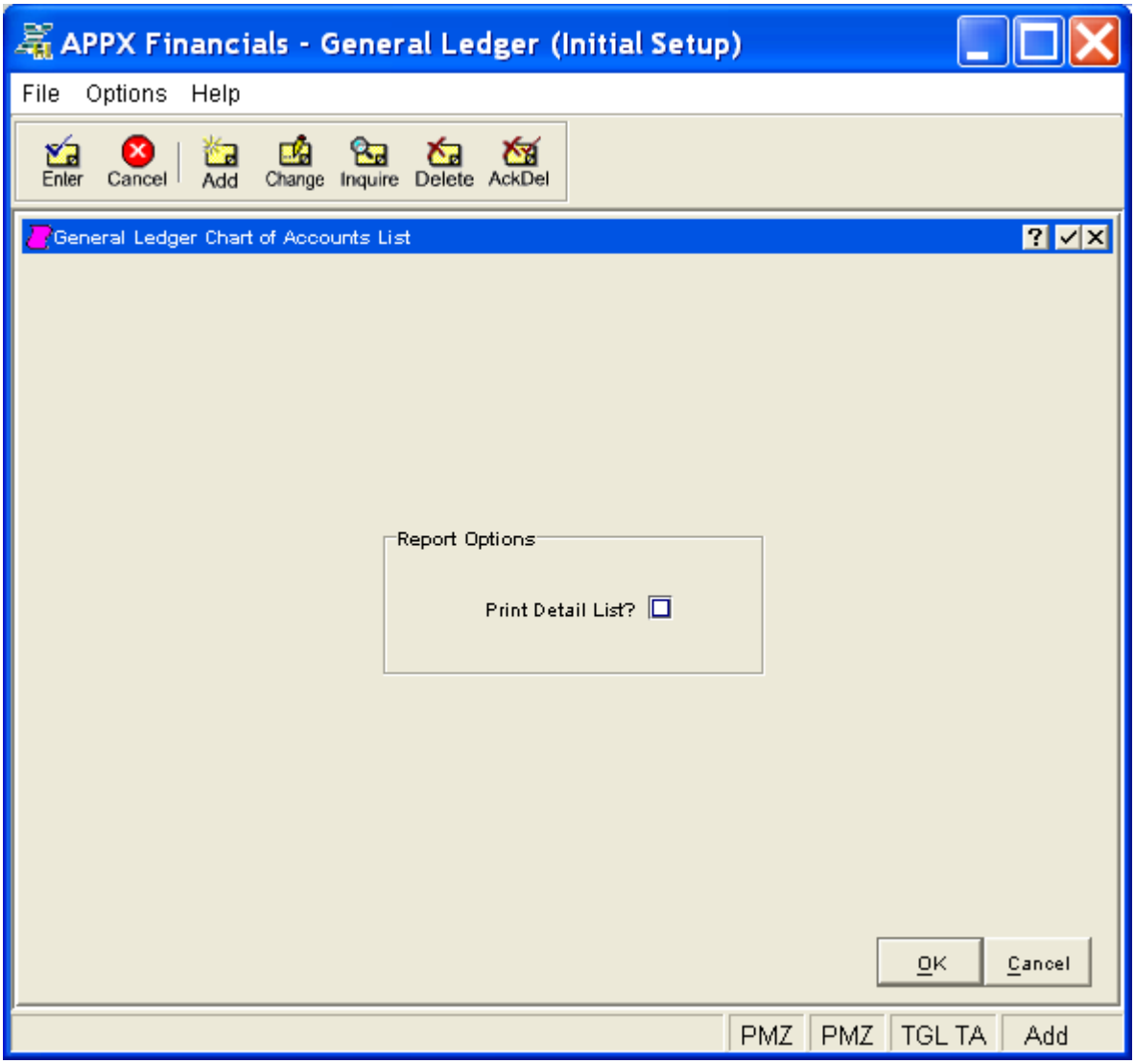

Figure 5-13

This screen contains the following report option for printing the Chart of Accounts List:

Print Detail List?

Select "yes" or ☑ if you want to print the detail version; otherwise, select "no" or ☐ to print the summary version with account number and name only. The initial default is "no".

Press ENTER or click ✔ or the OK button to store the report option and continue. To exit the function, press END or click ✖ or the Cancel button.

If you elect to continue, you will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample summary version of the Chart of Accounts List is shown below. For a sample detail version, see the Chart of Accounts Detail List in Chapter 4.

```
                                        Expert Computing, Inc.
11/07/01 11:36                                                                                                                LGG Page:  1
                                        Chart of Accounts List
                                  Account          Account Name
=================================================================================================================================
                                                   Assets
                                                   Current Assets
                                  10100010         Cash (Posting Account)
                                  1010001000       Cash, Corporate
                                  1010001001       Cash, Sales Outlets
                                  10200020         Cash, Canadian (Posting Acct)
                                  1020002000       Cash, Canadian Corporate
                                  1020002001       Cash, Canadian Sales Outlets
                                  10300010         Accts Receiv. (Posting Acct)
                                  1030001000       Accts Receiv, Intercompany
                                  1030001000MA     Accts Receiv, Corp./Mfg.
                                  1030001000WH     Accts Receiv, Corp./Wholesale
                                  1030001001MA     Accts Receiv, Sales/Mfg.
                                  1030001001WH     Accts Receiv, Sales/Wholesale
                                  10300020         Accts Rec, Canadian (Post Act)
                                  1030002000MA     Accts Rec, Canadian Corp/Mfg
                                  1030002000WH     Accts Rec, Canadian Corp/Whls
                                  1030002001MA     Accts Rec, Canadian Sales/Mfg.
                                  1030002001WH     Accts Rec, Canadian Sales/Whls
                                  10400010         Retention Rec (Posting Acct)
                                  1040001000MA     Retention Rec, Corp./Mfg.
                                  1040001000WH     Retention Rec, Corp./Wholesale
                                  1040001001MA     Retention Rec, Sales/Mfg.
                                  1040001001WH     Retention Rec, Sales/Wholesale
                                  10400020         Retent Rec, Canadian Post Acct
                                  1040002000MA     Retent Rec, Canadian Corp/Mfg
                                  1040002000WH     Retent Rec, Canadian Corp/Whls
                                  1040002001MA     Retent Rec, Canadian Sales/Mfg
                                  1040002001WH     Retent Rec, Canadian Sales/Whl
                                  1050001000       Service Charges Receivable
                                  1050002000       Service Charges Rec, Canadian
                                  1060001000       Prepaid Insurance
                                  1060002000       Prepaid Insurance, Canadian
                                  1061001000       Prepaids & Deposits
                                  1061002000       Prepaids & Deposits, Canadian
                                  1070001000MA     Inventory, Corp./Mfg.
                                  1070002000MA     Inventory, Canadian Corp./Mfg.
                                  1080001000MA     Work in Process, Corp./Mfg.
                                  1080002000MA     Work in Proc, Canada Corp/Mfg
                                  1090001000MA     Finished Goods
                                  1090002000MA     Finished Goods, Canadian
                                  1100001000WH     Resale Inventory
                                  1100001001WH     Resale Inventory, Sales Outlet
                                  1100002000WH     Resale Inventory, Canadian
                                  1105000000MA     Interco. Inventory Profit, Mfg
                                  1105000000WH     Interco. Inventory Profit, Whl
```

Unit Accounts List

Use this function to print a list of the Unit Accounts file. It is accessed by selecting *Unit Accounts* from the Other Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Unit Accounts List is shown below.

```
                                        Expert Computing, Inc.
11/07/01 11:37                                                                                                  LGG Page:    1
                                          Unit Accounts List
                            Unit
                            Type            Account          Description
=============================================================================================================================
                            GIP 1           1080001000MA     Units is Process - Product 1
                            GIP 2           1080001000MA     Units in Process - Product 2
                            PROD 1          1070001000MA     Units in Inventory - Product 1
                            PROD 1          1070002000MA     Units in Inventory - Product 1
                            PROD 2          1070001000MA     Units in Inventory - Product 2
                            PROD 2          1070002000MA     Units in Inventory - Product 2
```

Foreign Accounts List

Use this function to print a list of the Foreign Accounts file. It is accessed by selecting *Foreign Accounts* from the Listings Pulldown Menu.

You will follow the same general procedure for printing that is used in all APPX applications. Refer to the APPX User Manual for detailed instructions in regard to any record selection, sort order, and/or disposition screens that appear.

A sample Foreign Accounts List is shown below.

Expert Computing, Inc.

11/07/01 11:37 LGG Page: 1

Foreign Accounts List

Currency	Account	Description	Gain/Loss Account	Translation Account
CANADA	1020002000	Cash, Canadian Corporate	3030001001	3030001001
CANADA	1020002001	Cash, Canadian Sales Outlets	3030001001	3030001001
CANADA	1030002000MA	Accts Rec, Canadian Corp./Mfg.	3030001001	3030001001
CANADA	1030002000WH	Accts Rec, Canadian Corp/Whls	3030001001	3030001001
CANADA	1030002001MA	Accts Rec, Canadian Sales/Mfg.	3030001001	3030001001
CANADA	1030002001WH	Acct Rec, Canadian Sales/Whls	3030001001	3030001001
CANADA	1040002000MA	Retent Rec, Canadian Corp/Mfg	3030001001	3030001001
CANADA	1040002000WH	Retent Rec, Canadian Corp/Whls	3030001001	3030001001
CANADA	1040002001MA	Retent Rec, Canadian Sales/Mfg	3030001001	3030001001
CANADA	1040002001WH	Retent Rec, Canadian Sales/Whl	3030001001	3030001001
CANADA	1050002000	Service Charges Rec, Canadian	3030001001	3030001001
CANADA	1060002000	Prepaid Insurance, Canadian	3030001001	3030001001
CANADA	1061002000	Prepaids & Deposits, Canadian	3030001001	3030001001
CANADA	1070002000MA	Inventory, Canadian Corp./Mfg.	3030001001	3030001001
CANADA	1080002000MA	Work in Proc, Canada Corp/Mfg	3030001001	3030001001
CANADA	1090002000MA	Finished Goods, Canadian	3030001001	3030001001
CANADA	1100002000WH	Resale Inventory, Canadian	3030001001	3030001001
CANADA	1130002000	Land, Canadian	3030001001	2130000000
CANADA	1140002000	Buildings, Canadian	3030001001	2130000000
CANADA	1150002000MA	Equipment, Canadian	3030001001	2130000000
CANADA	1160002000	Furniture/Fixtures, Canadian	3030001001	2130000000
CANADA	1170002000	Accum Depreciation, Canadian	3030001001	2130000000
CANADA	2010002000	Accts Payable, Canadian Corp.	3030001001	3030001001
CANADA	2010002001	Accts Payable, Canadian Sales	3030001001	3030001001
CANADA	2020002000	Sales Tax Pay, Canadian Corp.	3030001001	3030001001
CANADA	2020002001	Sales Tax Pay, Canadian Sales	3030001001	3030001001
CANADA	2030002000	Retention Pay, Canadian Corp.	3030001001	3030001001
CANADA	2030002001	Retention Pay, Canadian Sales	3030001001	3030001001
CANADA	3010002001MA	Sales, Canadian Manufacturing	3030001001	3030001001
CANADA	3010002001WH	Sales, Canadian Wholesale	3030001001	3030001001
CANADA	4040002000	Depreciation Expense, Canadian	3030001001	3030001001
CANADA	4130002000	Insurance Expense-Canadian	3030001001	3030001001
CANADA	4170002000MA	Factory Overhead, Canadian Mfg	3030001001	3030001001

Processing Pulldown Menu

The Processing Pulldown Menu, shown in Figure 5-14 below, appears when the user selects *Processing* from the Opening Entries Pulldown Menu.

Processing Pulldown menu

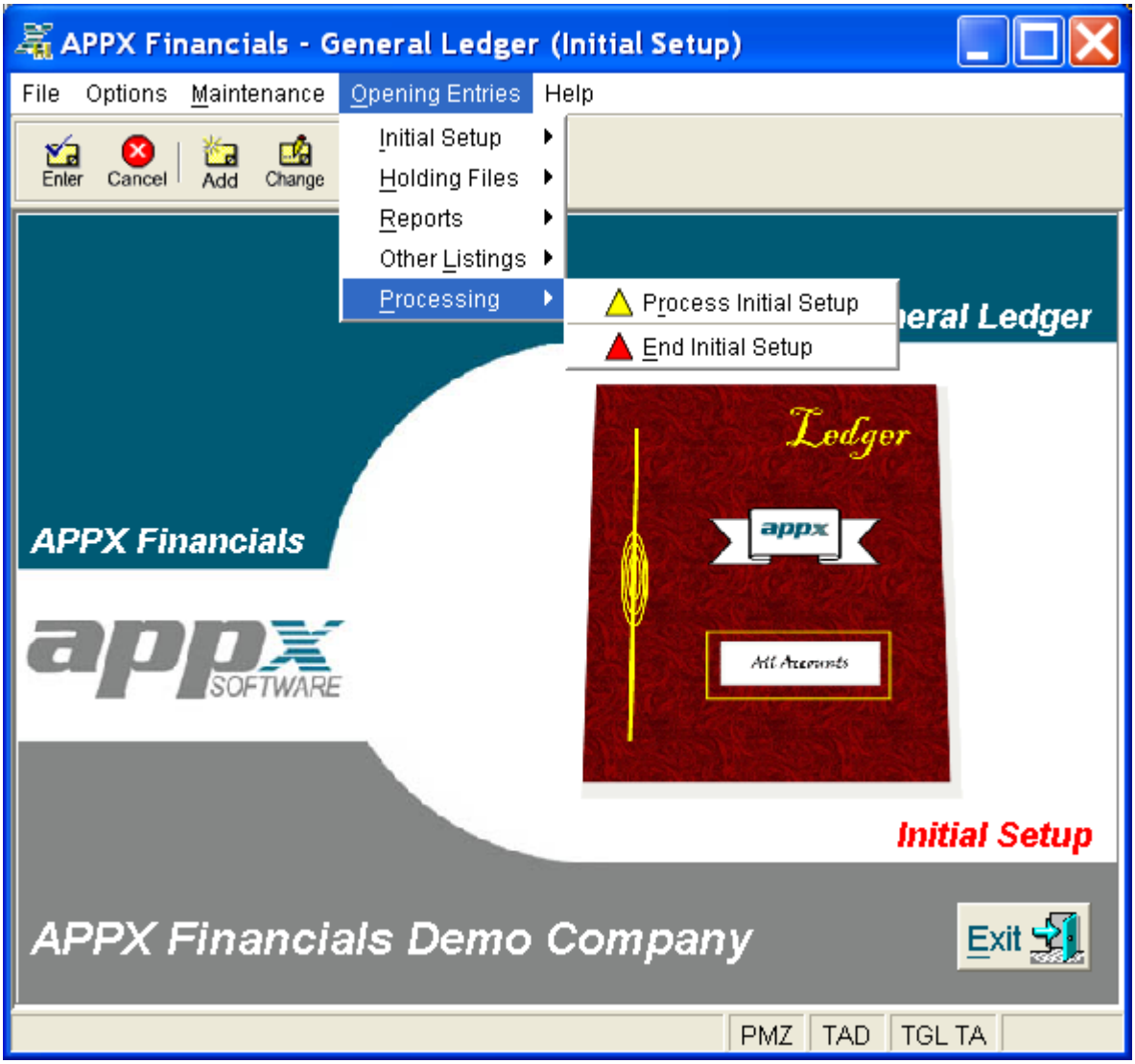

Figure 5-14

This menu provides access to the following processes described later in this chapter:

- Process Initial Setup
- End Initial Setup

Process Initial Setup

When you are satisfied you have completed the necessary steps in Initial Setup (see Basic Steps for Initial Setup in Chapter 3), including printing and checking relevant lists and reports, you are ready to process Initial Setup. This utility performs various error-checking and housekeeping duties which are necessary before beginning Live Operations. For instance, it verifies that each month of Account

Balances history is in balance. If YTD Postings history will be kept, the file will be initialized and YTD posting entries will be created for any opening balances. If any summary accounts exist, accounts will be summarized.

The Process Initial Setup Disposition Screen, shown in Figure 5-15 below, appears when you select *Process Initial Setup* from the Processing Pulldown Menu. It must be run successfully before you can end Initial Setup or enter transactions in Live Operations.

Process Initial Setup Disposition screen

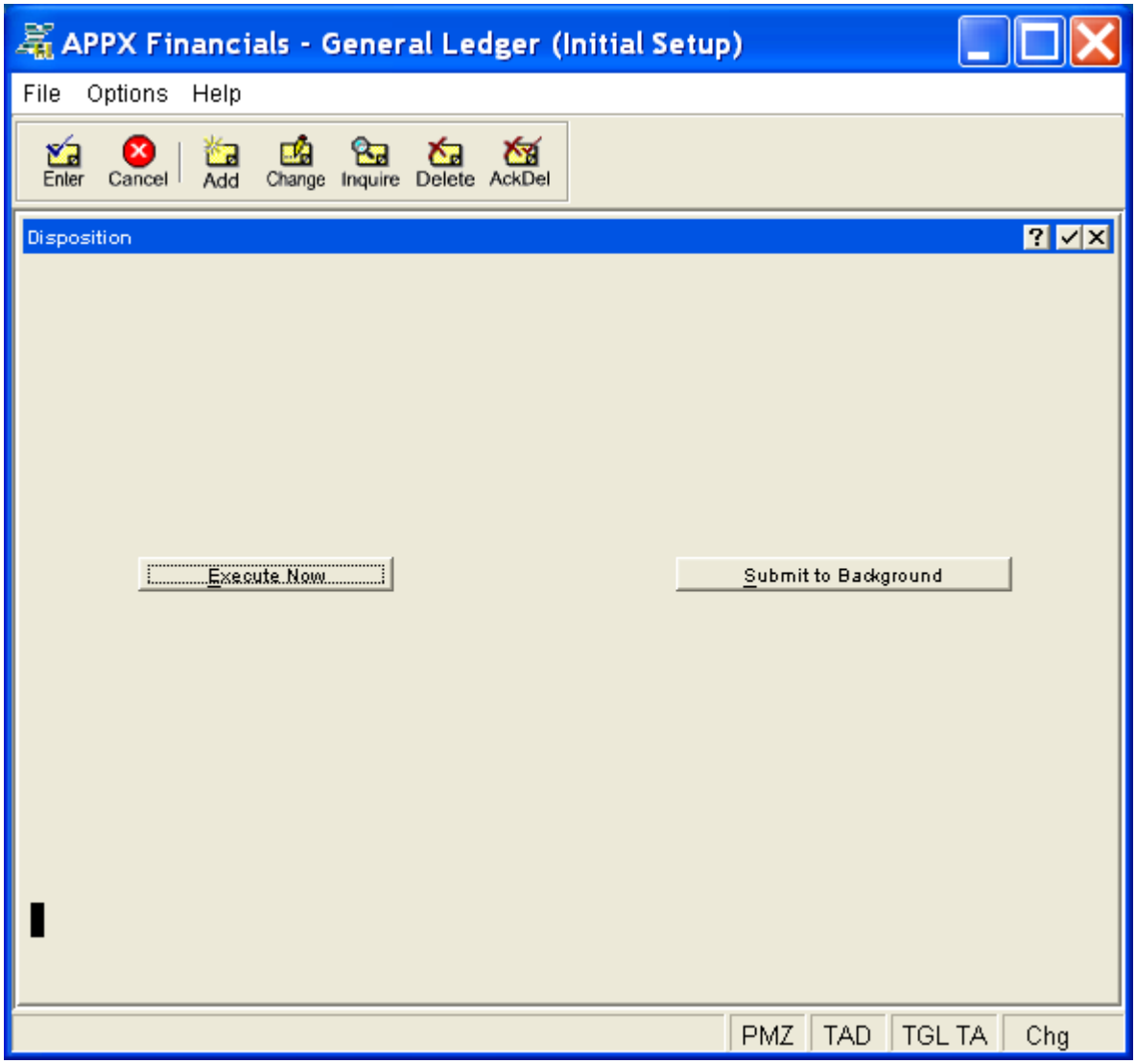

Figure 5-15

This disposition screen gives you two options for executing the *Process Initial Setup* job: Execute Now (meaning in foreground) or Submit to Background. Executing in foreground is recommended to allow you to monitor the progress of the job.

If executed in foreground, what happens when the job is completed will vary depending upon whether or not there were any error messages generated. If errors occurred, a status screen will appear advising you of that fact and directing you to see the error log. If no errors occurred, you will return directly to the application screen where you initiated this function. If you submit the job to background, you return immediately to the application screen and you are not notified when the job is completed or if there were errors. If any errors were encountered, they must be corrected and *Process Initial Setup* must be rerun successfully before you will be allowed to end Initial Setup.

Regardless of how the job is run, when it finishes you should always check for an error log. There may be warning or other messages that should be reviewed (although these will not prevent you from ending Initial Setup). If no messages of any kind were generated, no error log will be produced.

End Initial Setup

Use this function to end the Initial Setup phase of General Ledger and begin (or return to) the Live Operations phase. You will not be allowed to run this utility or enter transactions in Live Operations until the Process Initial Setup function has run to completion without errors.

The End Initial Setup Screen, shown in Figure 5-16 below, appears when you select *End Initial Setup* from the Processing Pulldown Menu.

End Initial Setup screen

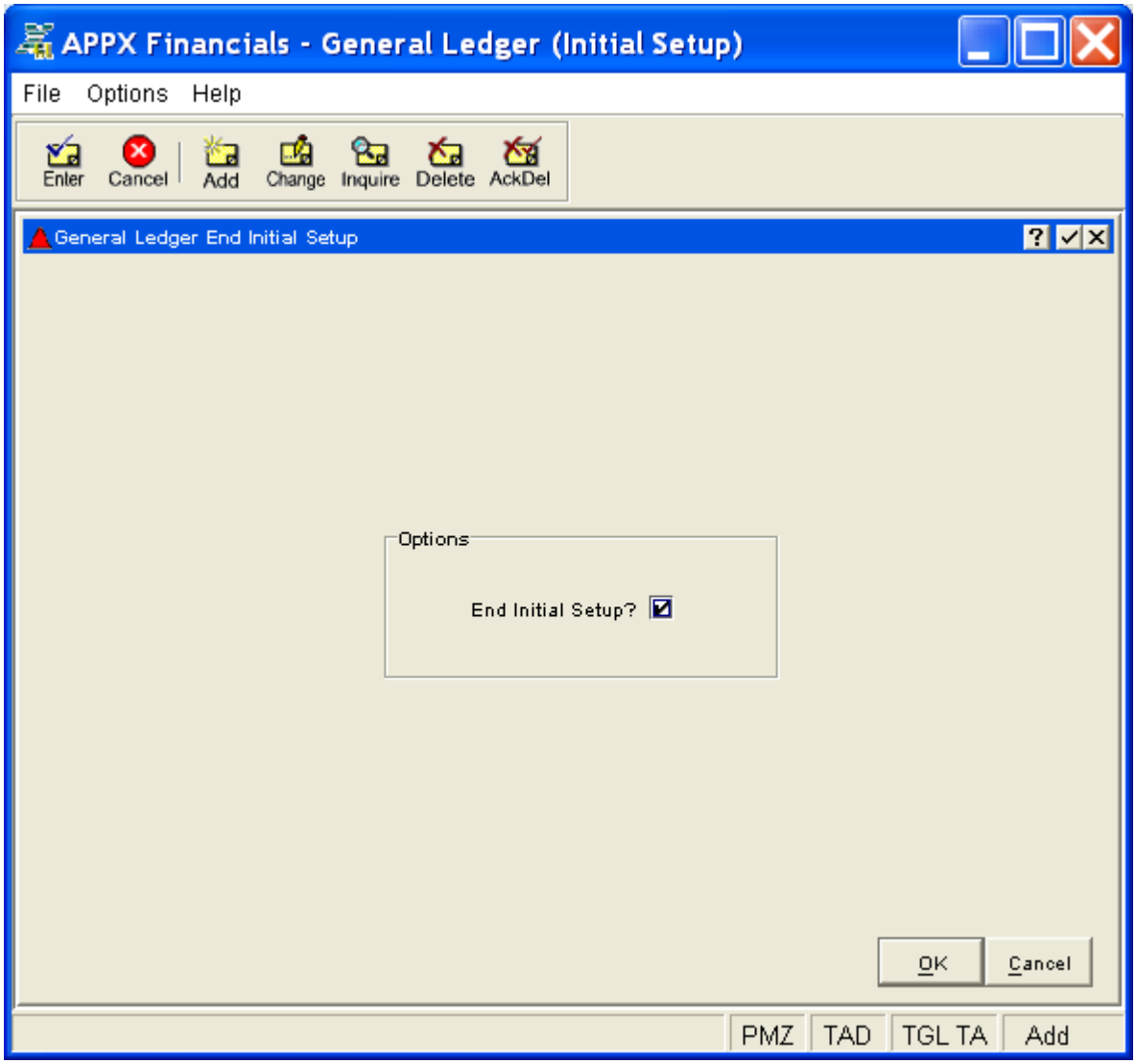

Figure 5-16

This screen contains the following option:

End Initial Setup?

Select "yes" or ☑ if you want to end Initial Setup and begin Live Operations; otherwise, select "no" or ☐. The initial default is "no".

Press ENTER or click ☑ or the OK button to store the option and continue. The system may redisplay the screen to report an error message. If so, you must address any concerns and press ENTER or click ☑ or the OK button again. To exit the function, press END or click ☒ or the Cancel button.

If you answer "yes" to *End Initial Setup?* and continue the job, the system will enter into Live Operations and automatically present the General Ledger Live Operations Screen; otherwise, you will return to the General Ledger Initial Setup Screen.

See the General Ledger Live Operations Manual for complete information about running General Ledger for normal business activities.