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Elliott

Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **General Ledger** package.

The first few sections of this manual are intended to introduce the user to the **General Ledger (G/L)** system and help get started. The latter sections are for reference when the user has specific questions about each of the **General Ledger** applications. These applications are described later in this section under **G/L Menu Bar Selections and Definitions**.

It is suggested that the user first read the **System Manager** manual. The Package **Overview** section of this manual gives an overview of the **General Ledger** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **G/L** sections to understand how each of the **G/L** applications work. A very basic description of each of these applications is also contained under the heading **G/L Menu Bar Selections and Definitions** that is part of this **Package Overview**.

Data Load Sheets are included in this manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **G/L** applications. These are a guide to show the user the type of screens and reports that may be obtained from the system.

G/L Menu Bar Selections And Definitions

The **General Ledger** package is aimed at producing Financial Statements, primarily the Balance Sheet and the Profit and Loss Statement. In addition, a number of Supporting Schedules can be produced for both the Balance Sheet and Profit and Loss Statement. A supporting Schedule is a more detailed report of a section of either the Balance Sheet or the Profit and Loss Statement. For example, the Schedule of Operating Expenses gives a detailed breakdown of types of operating expenses, while the Profit and Loss Statement may only show one consolidated amount for Operating Expenses.

Additional financial statements that can be produced are the Sources and Applications of Funds (SAF) reports: Changes in Financial Position, Components of Working Capital, and Statement of Cash Flows.

The **General Ledger** package consists of a number of applications, each of which is necessary to carry out a **G/L** function towards producing the financial statements.

The functions carried out by the **G/L** applications are as follows:

Maintenance

Accounting Period File

Allows you to define and change the accounting periods of your fiscal year and to define the current accounting period.

G/L Account File

Allows you to set up and maintain the Chart of Accounts.

Distribution Code File

Allows you to define a number of automatic distributions that can be made to several accounts in one transaction.

Financial Entity File

Allows you to define financial entities of ranges of profit center/department numbers. Financial Statements and cost reports can then be printed for individual financial entities.

Statement Text File

Allows you to set up and maintain files of text that can be used in printing financial statements.

Statement Layout File

Allows you to define and maintain layouts (that is, formats) for financial statements.

Budget File

Allows you to maintain budgets for multiple years associated by account number and revision code.

Comparative File

This application controls multiple years comparative figures by account number.

Source File

Allows you to maintain a file of currently used source codes for easy access in **General Journal Transaction Processing** and **Recurring Journal Transaction Processing**.

Inquiry

General Ledger Account

Allows you to view the General Ledger file and the journal entries that have been posted to the Ledger.

G/L Account File

Allows you to view the account file.

Processing

General Journal Trx Processing

Allows you to enter transactions (trx) to the General Journal.

Recurring Journal Trx Processing

Allows you to enter transactions that recur from month to month, either with a fixed amount or variable amount.

Post General Journal Trx

This will post the journal entries to the ledger.

Post Recurring Journal Trx

This will post the recurring journal entries to the ledger.

Interface from Other Packages

Allows you to transfer data directly from the **Distribution** file in the **A/R**, **A/P**, **A/D**, **PR**, **I/M** or **J/C** package to the **General Journal Transaction** file. You may also transfer data from a properly prepared ASCII file. For more information on ASCII Interface and File Layouts, cosult the **Elliott Developer Reference** manual.

Compress General Ledger Trx File

Compresses the transactions in the **General Ledger Transaction** (Trx) file either to one combined transaction for each date, or for each period, or for each source within a date, or for each source within a period.

Year-End Procedure

Performs the temporary or final year closing functions of advancing the period dates to a new fiscal year, readies the Balance Sheet accounts for the new year with balances brought forward and clears the Revenue and Expense accounts. It will also create a retained earnings transaction for the year.

Company Consolidation

Allows you to consolidate multiple company **G/L** transactions into one main company.

Note: This selection is only applicable if **Multi Company** is in use.

Recalculate Account Balances

This will read through the General Ledger Trx file and recalculate the period's start and ending values.

Select and Print Financial Statements

Allows you to enter and maintain specifications that define what financial statements will be printed (if selected) and also select the statements to be printed on the next print run. It also prints the financial statements.

General Ledger Worksheet

Allows you to print the General Ledger Worksheet so that you can enter adjustments to accounts and obtain an adjusted Trial Balance.

Reports

Trial Balance Report

Allows you to print a Trial Balance showing all debit and credit transactions for all accounts in either detail or summary form.

Journal History Report

Allows you to print a report that shows the batch posting totals from other packages that interface to **G/L**. Also Provides a net change management report.

Source Cross Reference Report

Allows you to print a report that groups the transactions by source code.

Period Account Balance Report

Prints a report detailing your account balances.

Financial Ratio Report

Allows you to print reports on a number of ratios for a period.

Util setup

G/L Setup

Allows you to tailor the **General Ledger** Package to the way you do accounting in your company.

Print Spooled Reports

Allows you to display or print reports that were generated in the **General Ledger** package.

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Some General Ledger Concepts And Terms

For those who may not have much background in accounting, a simplified description of general ledger accounting is first given.

An **account** is one category of the records kept by a business; for example, all records concerning expenses for utilities could be recorded in a Utilities Expense account.

Bookkeeping is the technology of keeping records; more accurately, it is the technology of keeping the financial records of a business concern. **Accounting**, a somewhat broader activity, deals with the presentation of these records in a usable form, and with organizing methods of record keeping, and with the preparation and interpretation of summarized reports.

An **enterprise** is a business activity owned and operated by one or more people, usually with profit-making in mind.

Anything owned by the enterprise that has exchange value is called an **Asset**. Typical assets are cash in the bank or inventory in stock. Less obvious assets are amounts of money owed to the enterprise; these amounts are assets because they can be converted to real money. An important class of assets of this type is called **Accounts Receivable**, which are customers' promises in writing to pay (in a short period of time, say thirty days) for goods received. Other assets are real estate, office furniture, buildings, etc., owned by the enterprise.

A distinction is usually made between current assets and fixed assets. Some **current (short-term) assets** include cash, accounts receivable, prepaid expenses, supplies or equipment, and inventory. Current assets may be used up or replaced in a relatively short time (one year or less).

Fixed assets (or long-term assets) include real estate, land, buildings, and major equipment. When making reports (financial statements), one usually classifies fixed and current assets separately.

Equity is an old word coming from the same root as **equal,** and generally denotes a person's right to fair settlement of a claim. In accounting, equity refers to different people's claims on the assets of an enterprise.

Two different parties have rights to the assets of the enterprise; the owners and the creditors. Everyone the enterprise owes money to has a claim on its assets equal to the amount owed to them. The owners claim the rest.

Thus, the most basic rule of accounting should be as follows:

TOTAL ASSETS = TOTAL EQUITY

(Note that the equals sign means "has the same value as," and not "is identical to.")

Creditors' equity is given the name **liabilities**. Liabilities are all claims by creditors on the enterprise. This includes IOUs, loans, wages to be paid, and even undelivered goods. One important liability is goods received by the enterprise for a promise to pay at a later date. This type of liability is called **Accounts Payable**.

The rest of the **equity** is claimed by the owners, and is called **Owner's Equity**. Owner's Equity is commonly abbreviated to **Equity**.

All the money that is left over after the creditors take their share (liabilities) is claimed by the owners. Any profit from sales is recorded as equity. Since stockholders in a corporation are owners, the stock of the company is Owner's Equity.

Since the assets of an enterprise are claimed by the owners and the creditors and none other, the basic accounting equation can be written more accurately as follows:

ASSETS = LIABILITIES + OWNER'S EQUITY

Understanding this equation is the key to understanding accounting.

From time to time, an accountant totals up all assets, liabilities, and equity of the company and prepares a report called a **Balance Sheet**.

The Balance Sheet typically shows all the assets on one side and all the liabilities and equity on the other side, with the total of the left side equaling the total of the right side.

Here is a typical (although simple) Balance Sheet:

Assets:		Liabilities:	
Cash	$10,000.00	Accts. Payable	$3,000.00
Accts. Receivable	5,000.00	Long-term Loan	8,000.00
Inventory	1,000.00	Total Liab.	$11,000.00
Equipment	2,000.00		
Land	20,000.00	Owner's Equity:	
		Net Profit	20,000.00
		Stock	7,000.00
		Total Owner's Equity	$27,000.00
Total Assets	$38,000.00	Total Liab. & Equity	$38,000.00

The Balance Sheet presents the financial state of the enterprise at a given date. When it is correct, it always balances. A **Transaction** is an event (expressed in dollars) that affects the financial condition of an enterprise. Any time money changes hands, or even when something of value changes status within the enterprise, a transaction is recorded. An example of the latter type of transaction is the transfer of money from the enterprise's bank account to a Petty Cash pool.

An **entry** is a record of a transaction. It gives all pertinent data, including the date, a description of the event, the amounts involved, the accounts affected, and whether the amount was an increase or decrease.

The terms **debit** and **credit** are traditional in bookkeeping and accounting. The term **debit** originally came from the Latin word for debt, that is, an amount owed. The term **credit** is derived from the Latin word for belief, as in a creditor's belief in a debtor's promise to pay an amount owed. By current accounting convention, **debit** simply means an entry on the **left-hand side of an account**. Conversely, **credit** means an entry on the **right-hand side of an account**.

The terms **debit** and **credit** also apply to the accounting equation. The left-hand side of the equation (assets) is called the debit side; the right-hand side (liabilities plus owner's equity) is called the credit side.

To show how transactions are entered, consider this story of Mrs. Smith, who inherits $10,000 in jewelry and decides to open a jewelry business.

When Mrs. Smith starts her business, she puts all of her jewelry into it. At that time, the financial condition of the business is, **Assets, $10,000; Owner's Equity, $10,000.** The business now has assets of $10,000 in jewelry and the only claim on those assets is her own - the owner's.

Now, since Mrs. Smith requires some cash for business operations, she sells $1,000 in jewelry. Then, she enters the sales transactions in her book.

Inventory (an Asset) decreases by $1,000; and Cash (an Asset) increases from zero to $1,000.

A convention in bookkeeping is that **Asset accounts are increased by a debit** (or a debit to an asset account represents an increase). Conversely, an asset account is **decreased by a credit**. (Recall that the assets side of the accounting equation is the **debit** side.)

For liability and owner's equity accounts, an **increase** is represented by a **credit**, and a **decrease** is represented by a **debit**. (Recall that the liabilities plus equity side of the accounting equation is the **credit** side.)

In Mrs. Smith's transaction, the increase of $1,000 is recorded as a debit to the cash account. The decrease in inventory is a credit to the inventory account.

At this point, Mrs. Smith's Balance Sheet looks like this:

CASH	$1,000.00	LIABILITIES	$ .00
INVENTORY	9,000.00	EQUITY	10,000.00
	$10,000.00		$10,000.00

Next, Mrs. Smith buys business cards for $100, and enters the transaction as follows: cash is decreased (credited) by $100, and office supplies (an asset) are increased (debited) by $100.

Next, Mrs. Smith buys a typewriter. She borrows $500 for this purpose. At this point her enterprise has incurred its first liability (a loan). A creditor now has a claim on the assets of the enterprise.

The two account entries that would describe this transaction are as follows:

A debit (increase) of $500 to an asset account Office Equipment. A credit (increase) of $500 to a liability account Loans Payable.

If a Balance Sheet is prepared for Mrs. Smith's enterprise at this point, it will look like this:

Assets:		Liabilities:	
Cash	$ 900.00	Loans Payable	$ 500.00
Inventory	9,000.00		
Office Supplies	100.00	Owner's Equity:	10,000.00
Office Equipment	500.00		
	_____	_____	Total Liab. &
Total Assets	$10,500.00	Equity	$10,500.00

For each transaction, an entry is made in a **journal** or **daily transaction book.** A journal is a record of transactions in date order. (Your checking account record is a typical journal.) Since Mrs. Smith's journal is used to record all the transactions of the enterprise, it is called a **General Journal**.

As time goes on, the transactions accumulate in the journal; it becomes increasingly difficult to prepare a Balance Sheet from the journal data. Mrs. Smith decides to organize the transactions by account.

To do this, Mrs. Smith uses another book, in which she sets aside a separate page for the following

accounts: Cash, Inventory, Supplies, Equipment (all assets), Loans Payable, Accounts Payable (liabilities), and Owner's Equity.

She transfers the data for each transaction from her journal to the proper account in her book. After this data transfer, Mrs. Smith has a record of the increases and decreases for each account in date order. At any time she may turn to the page of an account and figure the account balance.

This book, arranged by account, and by date within each account, is called a **Ledger**. Since the ledger contains all the accounts for the enterprise, it is called the **General Ledger**.

The action of transferring transactions from the Journal to the Ledger is called **posting** to the ledger.

Notice that each transaction recorded in the Journal affected two accounts. This was done so that at any time, a Balance Sheet would be balanced.

Now, when posting to the ledger, two entries must be made into the ledger for each transaction in the journal - one for each account affected. This is known as **Double Entry Bookkeeping**.

NOTE: In a computerized accounting system, such as the **General Ledger** system described in this manual, entries are not made in books, but are entered through terminals into transaction files (for example, a **General Journal Transaction** file, which is recorded on a disk). Data can be transferred (posted) by the computer from a **General Journal Transaction** file to a **General Ledger Transaction** file, which corresponds to the posting from a journal to a ledger in a manual accounting system. When you require printed reports of the General Journal or the General Ledger accounts, you simply request the computer to print them.

Profit and Loss

To continue the story of Mrs. Smith's jewelry business, consider the case where she sells $1,000 worth of jewelry for $1,200. She then makes a $200 **profit** on the sale.

Suppose she records this transaction as follows: **Inventory is decreased (credited) by $1,000; Cash is increased (debited) by $1,200.**

Her assets now exceed her liabilities and equity by $200, and her Balance Sheet would be out of balance. Two hundred dollars in extra cash suddenly appears in the books, with no offsetting figure to balance it.

Mrs. Smith decides that, since any profit from a sale ought to go to the owners, she will create a new account in the ledger, under Owner's Equity, and call it **Profit.** She then records the above transaction as follows:

Inventory decreased by $1,000; Cash increased by $1,000.
Cash increased by $200; Profit increased by $200.

The Balance Sheet now balances. Apparently, all is well, except that there are two problems: each time Mrs. Smith makes a sale, she must enter two transactions, with four amounts reflected. This creates much extra paperwork.

Most importantly, data from transactions of this sort are useless. As more sales are made, the Profit figure rises. When the owner withdraws some money from the enterprise for her personal use, the Profit figure decreases. After a few years of activity, the amount in the Profit account reflects all the profit from sales minus all owner's withdrawals for the entire history of the enterprise. The Balance Sheet shows an amount for **Profit**, which is meaningless.

Profit has meaning only when related to a certain time period.

To handle profit, a separate group of accounts is set up. A Profit account is created as one of the accounts in Owner's Equity. The Profit account is further subdivided into two opposite types of accounts: **Revenue** and **Expenses**. Any transaction, which increases Profit, is recorded as **Revenue**. Any transaction, which decreases Profit, is called an **Expense**. The sales made by the enterprise generate revenue.

All operating costs for the year are recorded as expenses. This includes rent, advertising, office supplies, telephone, and so on.

The sequence is as follows:

1. At the beginning of each fiscal year, all the Revenue and Expense figures are cleared to zero.

2. When a sale is made, it is recorded as in the following example: **Sale of jewelry: Cash is increased by $1,200; Revenue is increased by $1,200.** (Notice that an increase in Revenue is an increase in Equity, so the Balance Sheet still balances, since cash is an asset.)

3. When an expense is incurred, it is recorded as follows in the following example: **Paid rent: Cash decreased by $500; Expenses increased by $500.**

4. Similar transactions occur throughout the year.

5. At the end of the year, all the Revenue and Expenses are added up, and a **Profit and Loss Statement** (also called the Income Statement) is prepared showing all the Revenue and all the Expenses. The difference between Revenue and Expenses, on the bottom line, is the Profit (or Net Income) figure for the year. If Expenses are greater than Revenue, the bottom line is the Net Loss.

The following is a sample **Profit and Loss (P&L)** Statement:

For the Period 1/01/91 to 12/31/91

Sales	$20,000
Expenses:	
Rent	1,000
Advertising	3,000
Office Supplies	500
Telephone	1,000
Total Expenses	$ 5,500
Profit	$14,500

6. After the P&L Statement has been drawn up, the Profit figure is **brought over** to the **Balance Sheet**. In other words, the profit, being an increase in Owner's Equity, is recorded in an account set aside for it in the ledger, in Owner's Equity. Such an account is sometimes called **Retained Earnings.** Now a Balance Sheet may be prepared, with this figure shown as Profit for the Year, and the Balance Sheet will balance.

7. Finally, the Revenue and Expense figures are cleared to zero, and the procedure starts all over again for the new fiscal year.

Thus, the two most important results of the accounting procedure are the Balance Sheet and the Profit and Loss Statement. All bookkeeping is done to aid the preparation of these two reports.

The Balance Sheet shows the Assets, Liabilities and Equity of an enterprise as of a certain date. The P&L shows the Revenue and Expenses for a period, that is, between two dates.

Since Revenue and Expenses are subdivisions of Profit, which itself is a part of Owner's Equity, these two reports, and their accounting procedures, are interrelated.

The Balance Sheet must always balance.

The **General Ledger** package assists the accountant in the design and layout of the Balance Sheet and Profit and Loss Statement, and records all business transactions so that these reports may be complete and correct.

Transactions

We will frequently use the term **transaction**, which is an instance of doing business, or an exchange. Two typical transactions are **sales** transactions and **cash** disbursements (that is, payment) transactions. The word **transaction** is frequently abbreviated as **TRX**.

Transactions are entered in terms of **debits** (**Dr**) and **credits** (**Cr**).

When transactions are entered into the computer, they are usually entered into a temporary **Transaction** file. The transactions in the **Transaction** file can be easily changed or deleted. After the correctness of the transactions has been verified, they may be **posted** to become part of more permanent data files, similar to the way that, in bookkeeping, transactions are posted from a **journal** (book of daily transactions) to a **ledger** (a final book of accounts).

The two equations that are basic in accounting are as follows:

1. **Assets = Liabilities + Owner's Equity or A=L+OE**

    and

2. **Net Income (Loss) = Revenue - Expenses or NI(L)=R-E**

When the books are closed for the year, the Net Income (Loss) is added into an Equity account, such as Owner's Capital or Retained Earnings.

Thus, the Net Income from equation (2) can be added to the owner's Equity in equation (1) to alter the value of owner's equity, as follows:

3. **Assets = Liabilities + Owner's Equity + Net Income (Loss) or A=L+OE+NI(L)**

    But since NI(L)=R-E, we can write the equation:

4. **A = L+OE+R-E**

If we add E to both sides of the equation, we obtain

5. **A+E=L+OE+R**

From this, we see that Assets and Expenses are on the left (or debit) side of the equation and Liabilities, Owner's Equity, and Revenue are on the right (or credit) side of the equation.

Assets and Expense accounts are typically debit, and are debited when they increase, and credited when they decrease.

Liability, Owner's Equity, and Revenue accounts are typically credit, and are credited when they increase, and debited when they decrease.

The **general ledger** is a collection of accounts into which all the financial transactions of the company are distributed after being classified. Each General Ledger account is identified by an **account number**. The account number may be divided into three parts: a **main account number** of up to eight characters and two **subaccount numbers** of up to eight characters each. The total number of characters for any account number may be fifteen (15) characters. This includes any combination of the three parts equaling a **TOTAL** of fifteen characters. The format of the account number is defined by the user via the **Company Setup** application in the **Util_setup** pull down window of the **Elliott** Main menu bar.

The first subaccount number is useful for keeping track of transactions and amounts associated with different **profit centers** within a company. For example, your company might have two major divisions associated with the sale of product type A and product type B. To keep separate accounts of income and expenses associated with the two different product lines (profit centers) you could assign a subaccount number of 100 to all income and expense accounts associated with product type A and a subaccount number of 200 to all income and expense accounts associated with product type B. You can then refer to **profit center 100** and **profit center 200.**

The other subaccount number will be useful for keeping track of transactions and amounts associated with different **departments** within a **profit center**, within a company. **Financial Entities** must be used to report by a single or range of **departments**.

In **double entry** bookkeeping, debit and credit entries are made to different general ledger accounts so that the entries exactly balance. That is, the total of the debit entries equals the total of the credit entries for a particular transaction. For example, suppose a customer makes a cash payment on his account. The Accounts Receivable account of the company (the amount owed to the company) would decrease (credit) while the cash in the bank account would increase (debit). Thus, the debit and credit in these two accounts would offset each other and equal zero.

Multi Company Concepts

The **Multi Company** option provides a much greater segregation between companies than just individual financial statements. Individual financial statements can be generated in a single company environment using profit centers, departments and financial entities.

Multi Company should be used for companies that have subsidiaries or independent divisions that run their own accounting, distribution and manufacturing operations. Each company operates a separate accounts payable, accounts receivable, and order entry system. These companies generate their own financial statements and the parent company may consolidate their statements into one total general ledger system.

The **Multi Company** option creates a separate data directory for each company. No data files are shared between companies, which allows each company to operate with their own unique data. This system provides maximum flexibility in setting up companies operating in different industries with different accounting needs.

Each company is identified by a two digit numeric value, which allows up to 99 different companies to be

run under the **Multi Company** option. A basic directory structure is assumed by the system as follows:

```
                        ---
                       | / |
                        ---
                         |
                      --------
                     | Elliott |
                      --------
                         |
                         |
                         |
 ----------  ------  ---------  ---------  ---------
| PROGRAMS | | DATA | | DATA_02 | | DATA_03 | | DATA_99 |
 ----------  ------  ---------  ---------  ---------
```
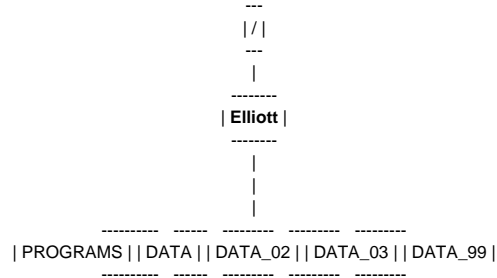
With the exception of company 01, the data directory names include the company number embedded in the directory name. Company 01 has a data directory name of **DATA**. This was done to be compatible with the company system.

Company consolidation is run from the **Processing** pull down window and highlighting **Company Consolidation**. Consolidation may also be run in multiple levels. Company 02 and 03 may be consolidated with Company 04 and then Company 04 and 05 may be consolidated with Company 01.

Startup

Application Overview

Before proceeding with this section, you must have already created all directories and loaded the **Elliott** Programs. This is a fairly automated process. For further instructions, please refer to the installation section of the **System Manager** manual.

Company Setup

How you define your company and account structure is determined in Company File Maintenance. To begin, login and highlight the company you will be working with. After highlighting the company, press <Enter> or left click your mouse and the following screen appears:
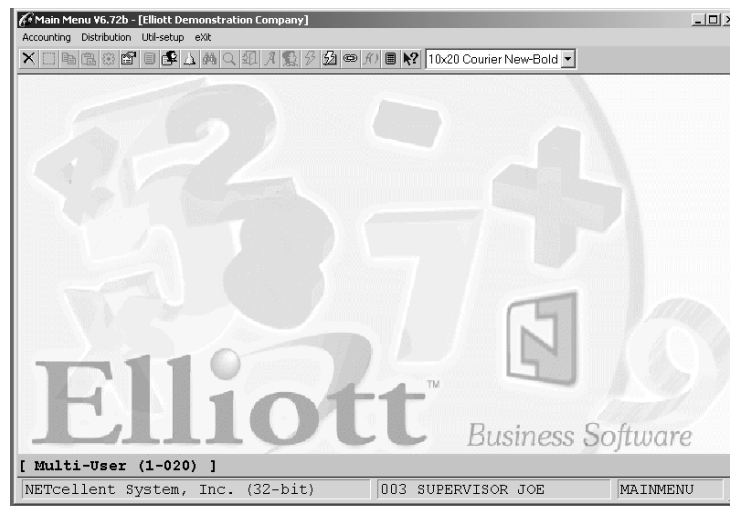
Elliott Main Menu

1.   Move the cursor to the **Util_setup** pull down window and the following screen will appear:
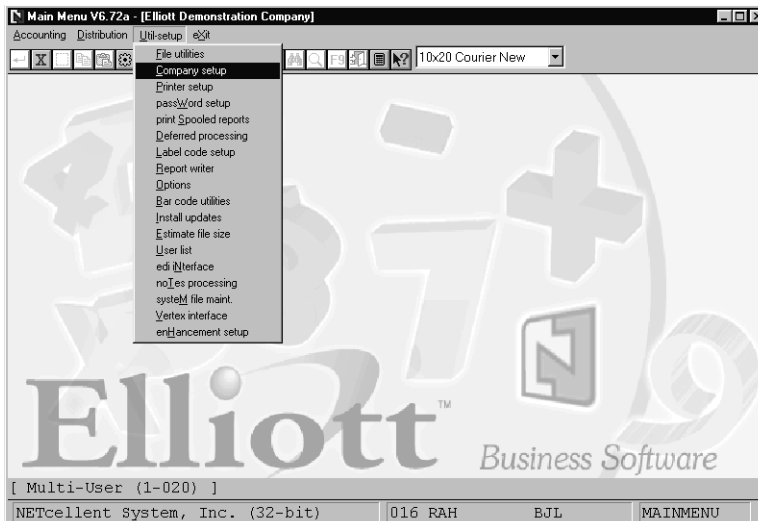
Company Setup

2. Select **Company Setup** application. Refer to the **Util-Setup** section of the **System Manager** manual for the **Application Overview** and **Run Instructions** for **Company Setup**.
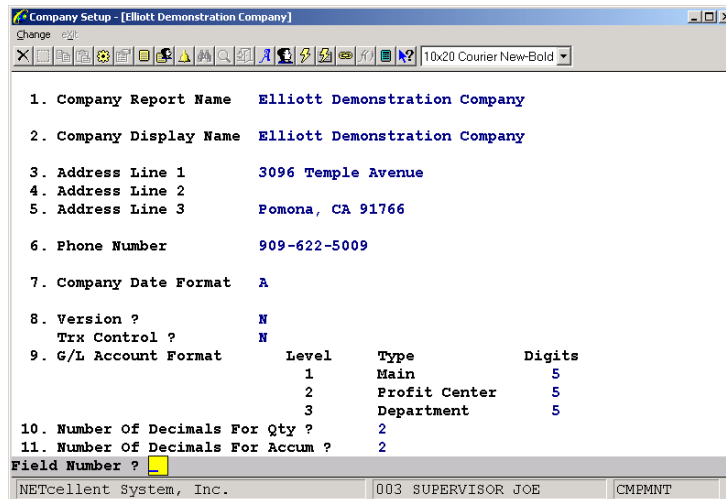
Screen 1 – Company File Maintenance
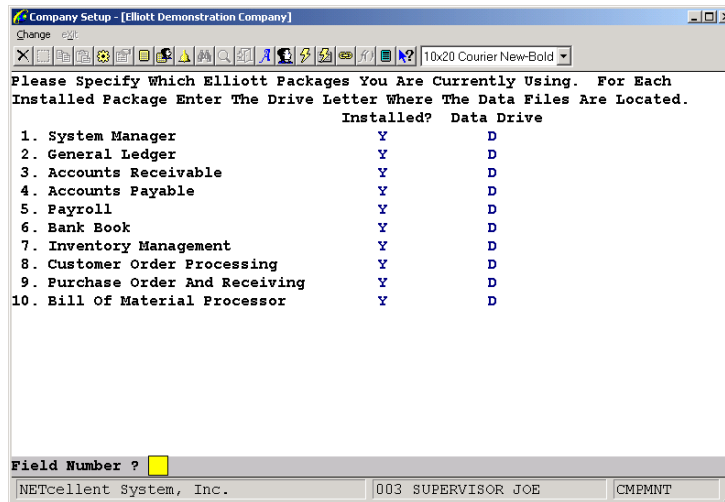
Screen 2 – Company File Maintenance

Setup Procedure

In order to begin using the **General Ledger** system, the following steps must be completed after creating the data files.

1. The G/L control data must be entered through the G/L Setup application in the Util_setup pull down window.

2. The accounting periods must be entered through the Accounting Period File application in the Maintenance window.

3. The full Chart of Accounts must be entered through the G/L Account File application in the Maintenance window.

4. Recalculate account balances from the processing pull-down window.

5. Post a transaction for each balance sheet and profit and loss account with the current account balance through the **General Journal Trx Processing** application in the **Processing** window using the last day of the previous month for the Journal date.

6. Print a Trial Balance through the **Trial Balance Report** application in the **Report** window.

7.   Define the Balance Sheet layout and Profit and Loss layout using the **Statement Layout File** application in the **Maintenance** window.

8.   Print the financial statements using the **Select and Print Financial Statements** application in the **Processing** window.

The above steps will load the system with the necessary information to process the next month's transactions. Many more reports and capabilities may be used through experience with the system and familiarity with this manual.

When posting beginning balance transactions, it is a good idea to code the Source and Reference the same for each transaction. This helps to identify these transactions for future reference. It is suggested to use a source of **Begbal** and Reference of **Beginning Balance.**

The application sections in this manual may be used to obtain specific information on each application. The file load sheets contained in some of these sections may assist in accumulation and loading data.

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Processing Procedures

Daily Processing

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1* Enter manual journal entries

-         Select **General Journal Trx Processing - Add** application

Note: If you are using other Elliott packages; Accounts Receivable, Accounts Payable, Payroll, Inventory Management, Assets & Depreciation or Job Costing, journal entries are automatically created by the Interface From Other Packages application.

☐   *Step 2* Verify transaction entries by printing an edit list

-         Select General Journal Trx Processing - Entry List or Acct List or Source List application

☐   *Step 3* Post manual journal entries to the General Ledger

-         Select Post General Journal Trx - Post application

Period End Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1* Perform Daily Processing Checklist (Detailed in its entirety on the proceeding page - *Step 1 through Step 3*)

-         Enter and post all manual journal entries for the current period using the Daily Processing Checklist
-         All reports should be spooled to disk to allow for backup retention

☐   *Step 2* Verify and update transactions for recurring journal entries

-         Select **Recurring Journal Trx Processing - Change** application

☐   *Step 3* Confirm recurring journal transactions by printing an edit list

-         Select **Recurring Journal Trx Processing - List** application

☐   *Step 4*   Post the recurring journal entries to the master General Ledger

-       Select **Post Recurring Journal Trx - Post** application

☐   *Step 5*   (*optional*) Print the Distribution to G/L reports from all the other modules

-       Select **XX Distribution To G/L Report - Print** application where **XX** is the package name that you want to interface into **G/L**

☐   Step 6   Pull the journal entries from the supporting packages installed for this company into the general journal

-       To have one master posting journal, interface all the transactions from all the installed packages into the general journal before posting

  -       Select **Interface From Other Packages** application
  -       **A/R**
  -       **A/P**
  -       **PR**
  -       **A/D**
  -       **I/M**
  -       **J/C**

  Note: This step will take the account distributions from other **Elliott** packages (**Accounts Receivable, Accounts Payable, Payroll, Assets & Depreciation, Inventory Management,** or **Job Costing**) and create journal entries that can be edited through the **General Journal Trx Processing** application.

☐   *Step 7*   Verify the journal entries by printing an edit list

-       Select **General Journal Trx Processing - Acct List or Source List** application

☐   *Step 8*   Post general journal transactions from the interface

-       Select **Post General Journal Trx - Post** application

☐   *Step 9*   (*optional*) Perform print **Trial Balance Report** application

-       Select **Trial Balance Report - Account Order or Profit Center Order** application

☐   *Step 10* (*optional*) Print a worksheet to aid in making adjustments to the Trial Balance

-       Select **Print General Ledger Worksheet - Print** application

☐   *Step 11* (*optional*) Use the **General Journal Trx Processing** application to enter adjustments

☐   *Step 12 (optional)* Post these adjustments using **Post General Journal Trx** application

☐   *Step 13 (optional)* Print a report for easily referencing original journals, and registers

       -      Select **Source Cross Reference Report - Print** application

☐   *Step 14 (optional)* Print a report of all journal totals

       -      Select **Journal History Report - Print** application

☐   *Step 15*   Select the financial reports that will be printed for the period

       -      Perform **Select And Print Financial Statements - Select Standard and/or Custom** application

☐   *Step 16*   Print the statements you selected in Step 15

       -      Perform **Select and Print Financial Statements - Print Standard and/or Custom** application

☐   *Step 17 (optional)* Compress the General Ledger Transaction File

       -      Select **Compress General Ledger Trx File - Compress** application

Note: This will consolidate accounts based on each accounts compression code (identified in **G/L Account File Maintenance** application) and the period end cut-off date. Compression codes should be used for Cash, A/R, A/P, Inventory, COGS, and Freight accounts. These accounts should be reconciled each month

☐   *Step 18*   Perform a backup

       -      Make a period end backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "***Period End ___/___/___ Backup***"

☐   *Step 19* Change the current period to the next accounting period

       -      Select **Period File Maintenance - Change** application

Year End Processing Checklist

In performing this checklist, complete each step before moving on to the next step.

☐   *Step 1*   Perform Period End Processing Checklist (Detailed in its entirety on the proceeding page

       - *Step 1 through Step 18*) **EXCEPTION: DO NOT PERFORM ACCOUNT PERIOD FILE MAINTENANCE (STEP 19) IN THE GENERAL LEDGER PERIOD END CHECKLIST.**

- Save the backup labeled "***Period End Backup***" with your other period end backups

☐ *Step 2* Complete the interfaces from **A/R, A/P, PR, A/D, I/M** and **J/C**

☐ *Step 3* *(optional)* Perform a Temporary Year End Procedure

- Select **Year-End Procedure - Year-End** application and enter the letter "**T**" for Temporary

Note: If you do not need to run a Temporary Close, proceed to Step 6

********** Points Of Emphasis **********

- A temporary close may be run if you need to continue with the new year and want to make adjustments to the previous year

- The temporary close should only be run once per year as a preliminary step before the final year-end

- Accounting Period dates will roll forward one year

- Comparative file will not be updated until the final close

- All inquiries will show current year and prior year until a final close is run

- Beginning balances are brought through but changes can be made to these balances prior to the final close

- DO NOT make adjustments to the retained earnings (capital) account. These adjustments are made during the final close

☐ *Step 4* If you need to make additional entries to the year you have "temporarily closed", you may do so by dating the transaction with the last day of the prior year

☐ *Step 5* If you want to run Financial Statements, a General Ledger Worksheet or a Trial Balance, you will need to manually change the Accounting Period dates to the previous year. Be sure to change them back to the new current year when you are finished running these reports.

☐ *Step 6* Generate and keep the Final Trial Balance for the year that is being closed

- Select **Trial Balance Report - Account Order** application

☐ *Step 7* Perform a backup

- Make a backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "***End of Year Backup - 20__***"

☐   *Step 8*   Run Final Year End Procedure

       -      Select **Year-End Procedure - Year-End** application and enter a "**F**" for Final close

      ********** Points Of Emphasis **********

-      Comparative file will be automatically updated to include prior year statistics

-      If your **G/L Setup** file contains the retained earnings (capital) account and the "Post Retained Earnings At Year End?" flag is set to **Y**, a retained earnings/loss transaction is written to the General Journal Transaction File.

-      All profit and loss (revenue and expense) account balances will be zeroed (cleared of any General Ledger transactions) and balance sheet accounts will have a beginning balance brought forward (BBF)

☐   *Step 9*   Verify retained earning/loss transaction (which was entered manually **OR** that was created by the running of the **Year-End Procedure** application) by printing an edit list

       -      Select **General Journal Trx Processing - Acct List** application

☐   *Step 10* Change the "Allow Out Of Balance Posting" question in the **G/L Setup** to "**Yes"**

       -      Select **G/L Setup - Change** application

☐   *Step 11* Post Retained Earning/Loss transaction (There should not be any other transactions in the journal file)

       -      Select **Post General Journal Transactions - Post** application

☐   *Step 12* Change the "Allow Out Of Balance Posting" question back to "**NO**"

       -      Select **G/L Setup - Change** application

☐   *Step 13* Balance and compare a Trial Balance Report with the Trial Balance generated before the **Year End Procedure** application was run. Save this Trial Balance as your Beginning of the Year Trial Balance

       -      Select **Trial Balance Report - Account Order** application

☐   *Step 14* Perform a backup

       -      Make a backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "***Beginning of Year ___/___/___ Backup"***

G/L Main Menu

Application Overview

The **General Ledger Main Menu** presents the menu bars that are available to the user. The menu consists of six pull down windows.

The **Maintenance** window contains applications to maintain the **G/L** package.

The **Inquiry** window allows you to view the General Ledger Transactions and General Ledger Account information without the ability to change any record.

The **Processing** window is where most all of your activity will take place. Entering journal transactions and posting/updating this information to other files.

The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

After the application has been run to completion, the **G/L** menu bar will display once again and allow entry of another application.

G/L Maintenance Pull Down Window

G/L Inquiry Pull Down Window
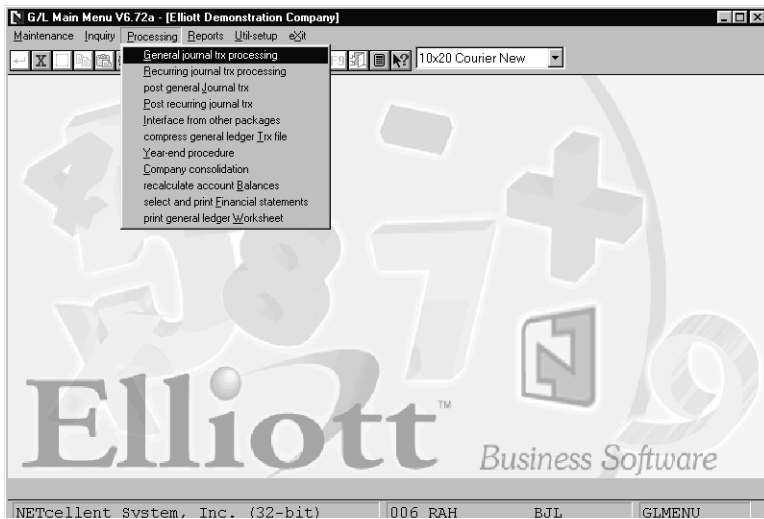
G/L Processing Pull Down Window
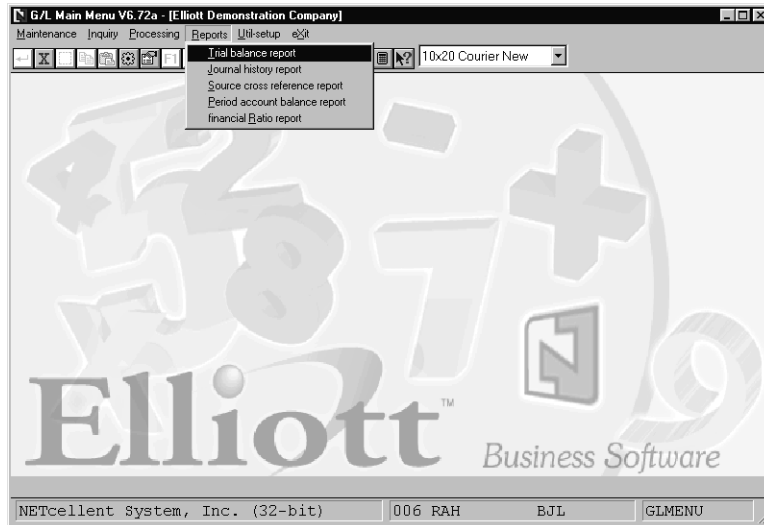
G/L Reports Pull Down Window

Maintenance

Accounting Period File Maintenance

Application Overview

The **Accounting Period File** application should be the second application used (after **G/L Setup**) if the user is installing the **General Ledger** package for the first time. It allows the user to enter the periods that define his fiscal year. Up to 13 periods may be entered, as well as the definition of the current period. The start date of the first period must be the exact start date of the current fiscal year, and the end date of the last period entered must be the exact end date of the current fiscal year. There must be no overlap of periods, and the periods must be entered consecutively: the start of a period must be the date immediately following the end date of the preceding period.

The period settings may be changed **only** if you have answered **Y** to the question **Allow Changes To The Period File** in the **G/L Setup** application. Otherwise you are **not** permitted to make any change to the current settings.

WARNING: If you have less than 13 periods in your fiscal year, you must not enter anything in the screen fields for periods beyond the end of the fiscal year. If you do, several of the **General Ledger** applications will not work properly.

The current period is referenced during transaction processing (both **General Journal** and **Recurring Journal**). The date is displayed on the entry screens and the presence of a transaction dated outside the current period will trigger a warning message on the **General Journal Edit List** and **Register**.

Recurring Journal transactions are dated with the current period's ending date when they are posted to the **General Ledger Transaction** file.

The **Recurring Journal Trx Processing** application requires that the current period be a standard accounting period as defined in this file for posting to occur.

The current period is also used as the default period when a range of dates is accepted in reports.

The **Accounting Period** file defines what the periods are for period compression in the **Compress General Ledger Trx File** application.

When the **Year-End** procedure is run, all periods in this file are automatically advanced one year. You must not manually advance the accounting periods.

At any time that you manually change the period file, other than resetting the current period, run recalculate account balances from the processing menu.

The year of the last period is used to designate the fiscal year. This year is the reference year for the Comparative and Budget year.

Elliott

Run Instructions

Select **Accounting Period File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
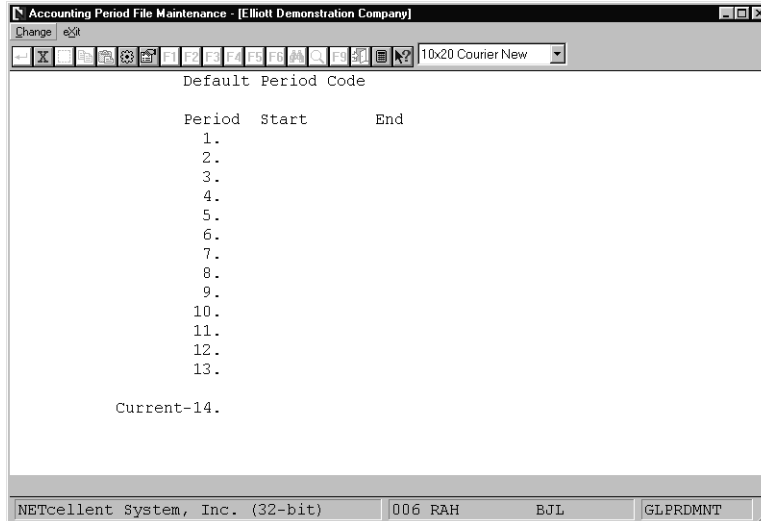
Accounting Period File Maintenance Entry Screen

The following options are available:

Select the desired mode from the **Accounting Period File** menu bar

Enter the data requested on the screen

To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

If the accounting periods have not been previously set up, the screen will display and allow entry of the periods. If the accounting periods have been previously set up, the existing periods will display and the question **Do You Wish To Change Default Period Code ?** will appear. Answer **N** if you wish to look at or change the existing periods. Answer **Y** if you wish to re-enter all the accounting periods.

Enter the Default Period Code.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Default Period Code	1 alphanumeric character. Must be one of the following: **A** = Annual **M** = Monthly **Q** = Quarterly **F** = Four Week **X** = 4-4-5 (i.e. 4 weeks, 4 weeks, 5 weeks, respectively throughout the year) **Space** = No default selection This entry determines the length and number of accounting periods. Entering space requires manual entry of each period. Otherwise, the periods are calculated automatically after the first start date is entered.
1-13. Period Start and End Date	A date in the standard date format. Enter the date as **MMDDYY**. You need to enter the leading zero if the first part of the date is less than 10. If a default period is selected, the starting date must be the first day of a month. Make sure that no two periods overlap and that the start date of each period is the date immediately after the end date of the preceding period.
Period Start and End Dates	Enter dates only for the number of periods in your fiscal year. If the Default Period Code is **M** and if there are 12 periods in your fiscal year, be sure not to enter anything for period 13. Doing so will cause several important **G/L** applications to run incorrectly. If fewer than 13 periods are used, press the **ESC** or **F10** key for the Start Date field entry of the first unused period.
14. Current Period Start	A date in the standard date format. The current period may be composed of one period's starting date and another period's ending date and still be considered a **standard** period. For example, given a year with 12 monthly periods, to get Financial Statements for the first

	quarter, enter 1/01/XX for the current period's starting date and 3/31/XX for the ending date (where **XX** is the current year). Press the **F9** key to clear first, then enter the corresponding default period number or press **RETURN** and manually enter the current starting and ending date.
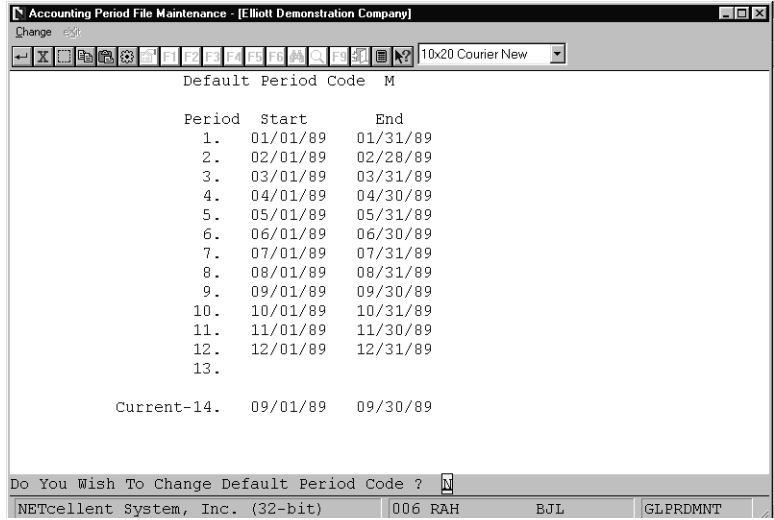
Accounting Period File Maintenance

G/L Account File

Application Overview

The **G/L Account File** is used to set up and maintain, as well as print out a list of all or a subset of all accounts on file.

The Account number entered for each record can be divided into three related components employed to define a given account, profit center, and department. Before entering data into this application you must first identify and define these in the Company **Setup**. For additional information, please refer to the **System Manager** manual.

Before beginning entry of the **G/L Account File** data that will be used when the package is in daily operation, you should be fully familiar with all of the data explained in the **Package Overview** section of this manual. Any extra time spent in determining the best way to set up your **G/L Account File** will be well-rewarded in the future successful operation of this package.

Copy

The copy function allows you to create accounts with either a new profit center for a range of main account numbers and departments, or a new department for a range of main account numbers and profit centers. In the fields below, the **Copy From** and **Copy To** ranges for either the profit center or department must be different, but not both at the same time.

For example, you can create a new profit center (**10000**) for **ALL** or a range of main account numbers and **ALL** or a range of department numbers. To do this, enter **ALL** in the main account number fields; enter **00000** in both Copy From Profit Center fields; and enter **ALL** in the Copy From Department field. Next, enter the profit center number (**10000**) you wish to create in both Copy To Profit Center fields. After a **Copy** is performed, print an Account List to verify that the new accounts have been created properly.

RUN INSTRUCTIONS

Select **G/L Account File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:

```
G/L Account File Maintenance - [Elliott Testing - CWC]                    _ □ ×
Add  Change  Delete  cOpy  Numeric-list  alPha-list  eXit
X                                                    08x13 Courier        ▼



            1.  Account No

            2.  Description

            3.  Counter Bal Acct
            4.  Consolidation Acct
            5.  Auto Dist Code
            6.  T/B Subtotal Level
            7.  Fin Statement Type
            8.  Saf Type
            9.  Paren Control Code
           10.  Compression Code
           11.  Ratio Type
           12.  Inactive Account?




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```

G/L Account File Maintenance Entry Screen

The following options are available:

*   Select the desired mode from the **G/L Account File** menu bar

*   Enter the data requested on the screen

*   To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An account number in the standard account number format. This depends on the account number Account, Profit Center, and Department number format you previously entered in the Company Setup application. Refer to the System Manager manual for formats available. In change or delete mode press the F7 key for account search by number or the F8 key for account search by description. The entry of a zero or spaces for the main account number is reserved for the definition of profit centers. Entry of zero or spaces for the main account will cause the system to prompt for a Profit Center entry and Department will default to zeros. No accounts to which posting is desired may have a main account number of zero or spaces. The definition of profit centers is recommended if your accounting system supports profit centers. In those applications where the entry of a profit center is allowed, the account description entered here will display beside the profit center entered to confirm the validity of the entry. If you do not wish to distinguish between accounts by profit center or department we recommend that these numbers should not be used. To do this, set the number of digits for Profit Center or Departments to 0, using the Company Setup application. This will greatly simplify your chart of accounts. Most users will wish to group accounts logically by main account number. For instance, all P&L accounts might be numbered from 03100 through 99999 with revenue accounts having the numbers up to 03999 and expense accounts having the numbers 04000 through 99999. Similarly, Balance Sheet accounts could be numbered from 01000 through 02999 and grouped according to categories of assets, liabilities and equity. Such numbering conventions are not a requirement of the package, however. Any main account number from 00001 through ZZZZZ is an allowable entry for postable accounts. Main account number 00000 is the only number having a special significance to the package. Posting will not be allowed to accounts bearing a main account number of 00000 or spaces.
Account Number	A change to the account number is not allowed in change mode. In order to change the number assigned to an account you must delete the account then add the account with the correct account number.
2. Description	30 alphanumeric characters. This is the description that will print on all reports that show this account, including financial statements where the user requests this account to print out.
3. Counter Bal Acct	An account number in the standard account number format. No validation of the counter-balancing account occurs at this time.

	Once the full **G/L Accounts** has been entered you should verify that each counter-balancing account referenced has been properly defined.
	Press the **F7** key for account search by number or the **F8** key for account search by description.
	An entry in this field will allow you to answer **Yes** to the Counter-Balance? question in **General Journal Transaction Processing** application. If you answer **Y** to that question, an automatic entry will be made to the account entered here. If no account is entered here, you will not be allowed to make counter-balance entries to the main account number entered above in field #1.
4. Consolidation Acct	An account number in the standard account number format. No validation of the consolidation account occurs at this time.
	Once the full **G/L Account File** has been entered you should verify that each consolidation account referenced has been properly defined.
	Press the **F7** key for account search by number or the **F8** key for account search by description.
	This account allows the user to define the multi-company consolidation account that this particular account will belong too.
5. Auto Dist Code	4 numeric digits. No validation of the Distribution code occurs at this time. The Distribution code need not be on file for it to be entered here. Any number from zero through 9999 is allowed. The validity of a Distribution code can be determined manually from a printout of the **Distribution Code** file.
Auto Dist Code	An entry in this field will allow you to answer **Yes** to the Auto-Distribute? question in the **General Journal Transaction Processing** application. If you answer **Y** to that question, an automatic entry will be made to the account entered here. If no account is entered here, auto-distributions will not be allowed for the main account number entered above in field #1.
6. T/B Subtotal Level	1 numeric digit. The trial balance subtotal level allows the user to insert his own subtotals anywhere on the trial balance. Up to nine levels of subtotaling are allowed. (These subtotals are in addition to the subtotals generated automatically by the trial balance program each time the main account number changes.)
	Permissible entries for this field are zero through nine. The entry of zero signifies **no** subtotal.
	In order to visualize the positions of these subtotals it will help to lay out your entire chart of accounts in numeric order on a sheet of paper or to wait until all accounts have been entered and then work from a **G/L Account File** printout. The example below will present a highly simplified **G/L Account File** to demonstrate how the first three subtotaling levels function. Additional levels behave the same way.

The following accounts exist in the **G/L Account File**:

Account	Description	Subtotal-Level
01005-00000-00000	Petty Cash	1
01010-00000-00000	Cash in Bank - Account #1	0
01015-00000-00000	Cash in Bank - Account #2	2
01040-00000-00000	Accounts Receivable - Trade	3

The Trial Balance would appear as follows:

TRIAL BALANCE

Account	Description	Balance
01005-00000-00000	Petty Cash	100.00
	Account 01005 Totals:	100.00
	Subtotal Level 1:	100.00
01010-00000-00000	Cash in Bank - Account #1 10,000.00	
	Account 01010 Totals:	10,000.00
01015-00000-00000	Cash in Bank - Account #2 10,000.00	
	Account 01015 Totals:	10,000.00
	Subtotal Level 2:	20,100.00
01040-00000-00000	Accounts Receivable - Trade 25,000.00	
	Account 01040 Totals:	25,000.00
	Subtotal Level 3:	45,100.00

You can see from this example that the subtotaling levels were utilized to show the relationships among various asset accounts. The first subtotal level showed total petty cash. The second subtotal level showed the total of cash. The third subtotal level showed total current assets.

Requirements for the insertion of subtotal levels are highly flexible. The primary rule to remember is that when a subtotal is printed, its stored total is set to zero, as are the stored totals of all **lower** subtotals.

In the example above, the first subtotal is set to zero after it is printed. If Cash in Bank--Account #2 had been coded with a subtotal level of 1 instead of a subtotal level of 2 the subtotal amount printed after petty cash would have been 20,000.00 instead of 20,100.00. In the example above, the subtotal for levels 2 and 1 are set to zero once the subtotal amount for level 2 has been printed. Likewise, all three subtotals are set to zero once the subtotal for level 3 has been printed.

Following this basic rule, subtotals may be assigned to any of the postable accounts in the **G/L Account File** with predictable results. Very few users will require all nine available levels. We provide this many merely to ensure the fullest possible flexibility for this feature.

Name	Type and Description
7. Fin Statement Type	Must be a **B** or a **P**. **B** = Balance Sheet **P** = Profit and Loss (P&L) There is no default. The financial statement type defines the account as a Balance Sheet or P&L type account. Asset, liability and equity accounts should be identified as Balance Sheet accounts. Revenue and expense accounts should be identified as P&L accounts. An entry is required for all postable accounts.
Fin Statement Type (continued)	It is vitally important that the financial statement type be properly assigned. Subsequent applications rely upon this information being correct. For example, the year-end closing procedure cannot execute properly if information in this field is not correct.
8. SAF Type	1 alphabetic character. May be left blank. If you desire to automatically generate the Statement Of Cash Flows and the Sources and Applications of Funds Statements you must assign an SAF type to each Balance Sheet account. An entry is not required by the program, however, since some users may wish to postpone implementation of this feature. A submenu will appear showing the SAF type options. Every Balance Sheet account must be categorized into one of six basic types in order to generate the statement of cash flows and run the source and application of funds reports. SAF Types: 1. **C** = Cash 2. **N** = Non-cash charges against income (e.g.,accumulated depreciation, allowance for bad debts) 3. **A** = Current assets (excluding cash) 4. **L** = Current liabilities 5. **F** = Cash flow (financing) 6. **I** = Cash flow (investing)
9. Paren Control Code	1 alphabetic character. Must be a **C** or a **D** for all postable accounts. There is no default.

	The parenthetical control code specifies whether the account is typically a debit or credit account. On financial statements, non-typical balances are enclosed in parentheses to set the balance off from the other balances shown on the statement. An entry of **D**, or **C** is required for each postable account depending upon whether the account is typically debit or typically credit. A submenu will appear to remind the operator of the available options.
Paren Control Code (continued)	Typically debit accounts would be all expense and asset accounts. Typically credit accounts would be all revenue, liability and equity accounts. Certain accounts may be coded with a parenthesis control code opposite from the account's typical balance so that the account's balance would appear within parentheses under normal circumstances. (For instance, contra-asset accounts such as accumulated depreciation could appear in the assets section of the Balance Sheet highlighted by parentheses.)
10. Compression Code	1 alphabetic character. Defaults to **N** for No compression. The compression code is required for all accounts. This code is accessed by the **Compress General Ledger Trx File** application. Refer to the **Application Overview** of that application for more information. When the compression application is run, transactions for a given account will be consolidated into a single transaction for each day or each period or will not be consolidated at all depending on the entry for the compression code. N = No compression D = By Date P = By Period S = By Source Within Date X = By Source Within Period If you want no compression for this account's transactions, enter **N** for no compression. If you desire all transactions for the accounts to be consolidated into a single transaction for each day, enter **D**, for date compression. If you desire all transactions for the account to be consolidated into a single transaction for each period, enter **P**, for period compression. If you desire the identity of the source to be retained while still consolidating transactions by date, enter **S** for source- within-date compression. If you desire the identity of the source to be retained while still consolidating transactions by period, enter **X** for source-within-period compression.

11. Ratio Type	2 alphanumeric characters. Ratios are a grouping together of a specific related set of accounts for generating Financial Ratios.
	You **Must** enter one of the following ratio types.
	For additional information refer to the **Financial Ratio** reports application.
	Press **F7** to search for an appropriate type.
	C = Cash
	CA = Other Current Assets
	CL = Other Current Liabilities
	CS = Cost Of Goods Sold
	D = Depreciation
	E = Property, Plant, Equipment
	I = Inventory
	N = No Ratio Type
	OA = Other Non-current Asset
	OE = Other Equity
	OL = Other Non-current Liability
	P = Payables
	R = Receivables
	RE = Retained Earnings
	S = Sales
	ST = Common/Preferred Stock
	If you do not want to define a ratio type, enter **N** to delineate **No Ratio Type.**
11. Inactive Account?	**Y** or **N**. If you answer **Y**, the **G/L Account** will be flagged as inactive and will not show up in the F7 search window and will not allowed to be used throughout the system. You can still pull up the account for maintenance (in this screen), in each sub module account maintenance (AR, AP, PR, IM & JC), GL Account Inquiry, Financial Entity Maintenance and in the report printing selection screen that prompts for an account number.
	RETURN defaults to **N**.

Copy Account Numbers

Name	Type and Description

Name	Type and Description
Starting Main Account	A main account number in the standard account number format. Enter the starting main account number of the range of accounts for which a new profit center or department will be created. Pressing the **RETURN** key defaults to **All** accounts.

Ending Main Account	A main account number in the standard account number format. Enter the ending account number of the range of accounts for which a new profit center or department will be created.

Copy From

Name	Type and Description
Starting Profit Center	A profit center number in the standard profit center format. Enter the starting profit center number for the range to be copied from. Default is to **ALL** profit centers.
Ending Profit Center	A profit center number in the standard profit center format. Enter the ending profit center number for the range to be copied from. Default is to the starting profit center.
Starting Department	A department number in the standard department number format. Enter the starting department number for the range to be copied from.
Ending Department	A department number in the standard department number format. Enter the ending department number for the range to be copied form.

Copy To

Name	Type and Description
Starting Profit Center	A profit center number in the standard profit center format. Enter the starting profit center number for the range to be copied to.
Ending Profit Center	A profit center number in the standard profit center format. Enter the ending profit center number for the range to be copied to.
Starting Department	A department number in the standard department number format. Enter the starting department number for the range to be copied to.
Ending Department	A department number in the standard department number format. Enter the ending department number for the range to be copied to.

Numeric List

Name	Type and Description
1. Starting Account	An account number in the standard format. The account number entered need not be a valid account on the **G/L Account File**. It will still serve to define the beginning of the range for the printout. Pressing the **RETURN** key defaults to **All** accounts.
2. Ending Account	Same format as for the starting account number. Pressing **RETURN** defaults to the same account as the starting account number entry.
3. Financial Entity	5 alphanumeric characters. Enter the financial entity you wish to see represented on the list of accounts, or press the **RETURN** key if you do not wish to show accounts belonging only to a single entity. If a non-blank value for this field is entered, the **Entity** file is checked to make sure that this entity has previously been entered and defined.
4. Profit Center	A standard profit center number in the standard profit center number format. Enter the profit center you wish to see represented on the list of accounts or press the **RETURN** key to default to **All** profit centers. Pressing the **RETURN** key defaults to **All** profit centers. Entry of a single profit center or a single financial entity are mutually exclusive. If you entered a non-blank financial entity above, the entry of a profit center will be skipped.
5.Show Inactive Accounts Only ?	**Y** or **N**. If you answer **Y**, the **G/L Account File** List will show only those accounts that have **no** transaction in the **General Ledger Transaction** file (the main **Year-to-Date** file). **RETURN** defaults to **N**.

Alpha List

Name	Type and Description
Starting Description	30 alphanumeric characters. Enter the beginning of the range for the printout. Pressing the **RETURN** key defaults to **All** accounts.
Ending Description	Same format as for the starting description. Pressing **RETURN** defaults to the same description as the starting description entry.
Financial Entity	5 alphanumeric characters. Enter the financial entity you wish to see represented on the list of accounts, or press the **RETURN** key if you do not wish to show accounts belonging only to a single entity. If a non-blank value for this field is entered, the **Entity** file is checked to make sure that this entity has previously been entered and defined.
Profit Center	A standard profit center number in the standard profit center number format. Enter the profit center number you wish to see represented on the list of accounts or

Name	Type and Description
	press the **RETURN** key to default to **All** profit centers. Pressing the **RETURN** key defaults to **All** profit centers. Entry of a single profit center or a single financial entity are mutually exclusive. If you entered a non-blank financial entity above, the entry of a profit center will be skipped.
Show Inactive Accounts Only ?	**Y** or **N**. If you answer **Y**, the **G/L Account File** List will show only those accounts that have **no** transaction in the **General Ledger Transaction** file (the main Year-to-Date file). **RETURN** defaults to **N**.

Date filled out _____ by _____ ADD   CHANGE   DELETE

COMPANY_____

G/L ACCOUNT FILE MAINTENANCE FILE LOAD SHEET

1) Account No   _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

2) Desc. _

3) Counter Bal
    Acct   _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

4) Consolidation
    Acct   _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

5) Auto Dist Code _ _ _ _

6) T/B Subtotal
    Level   _

7) Fin Statement
    Type   _

8) SAF Type   _

9) Paren Control
    Code   _

10) Compression
    Code   _

11) Ratio Type   _ _
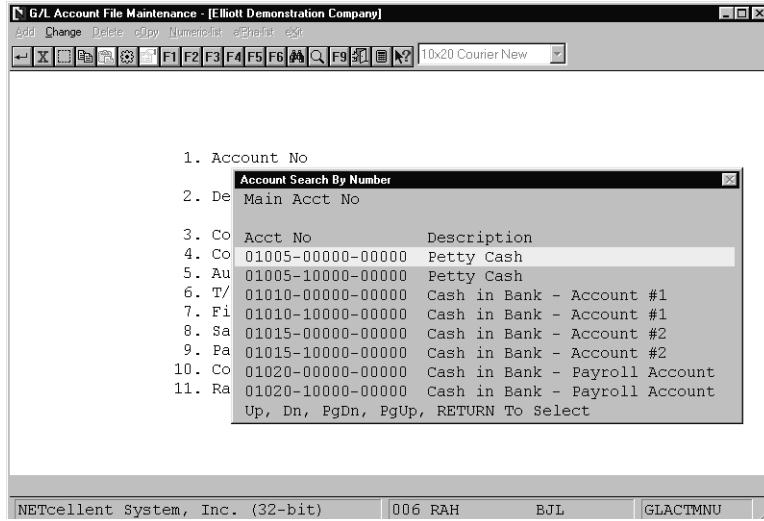
Account Search By Number
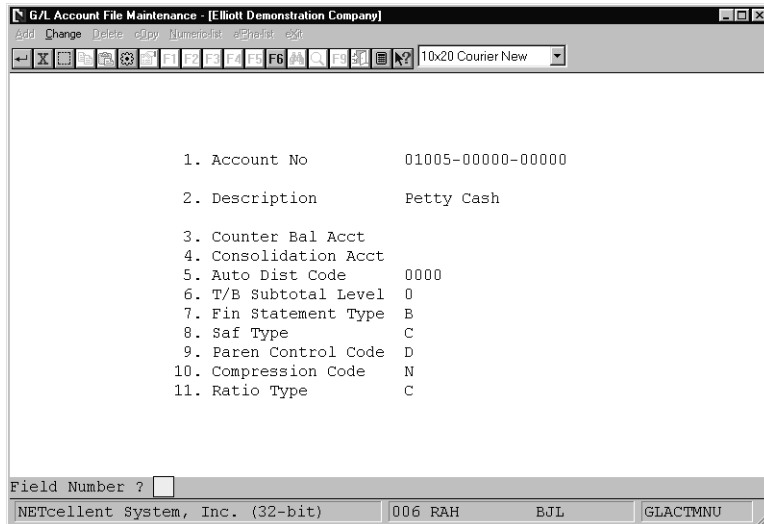
G/L Account File Maintenance
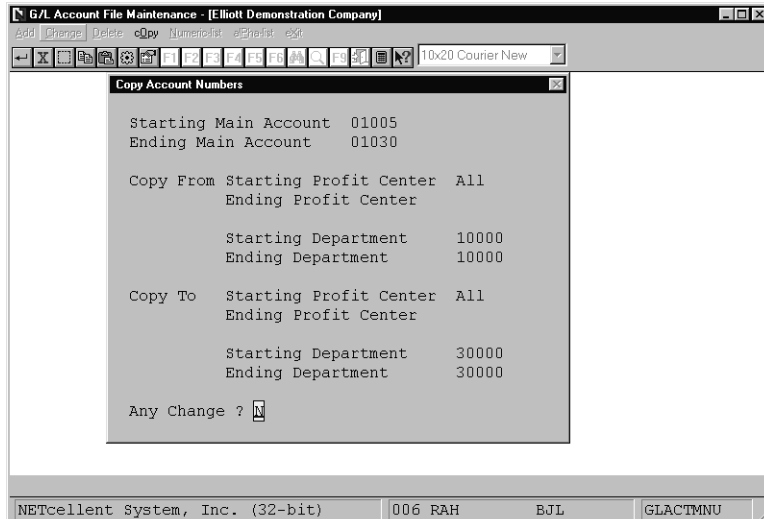
Copy Account Numbers
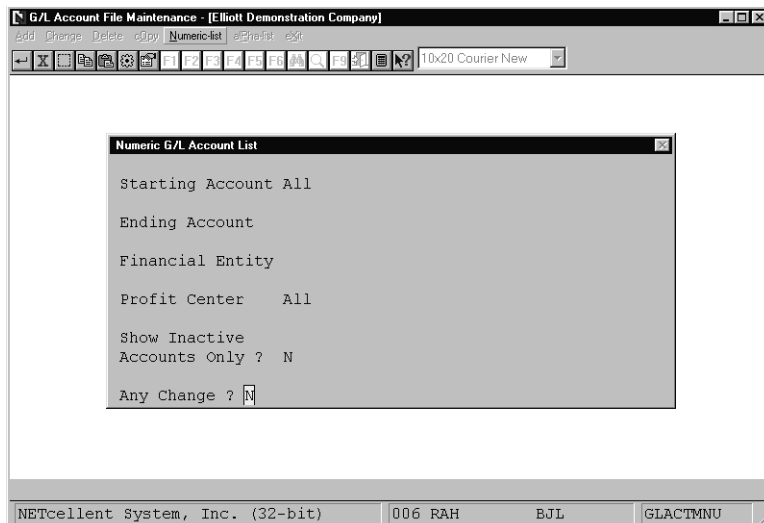
Numeric G/L Account List
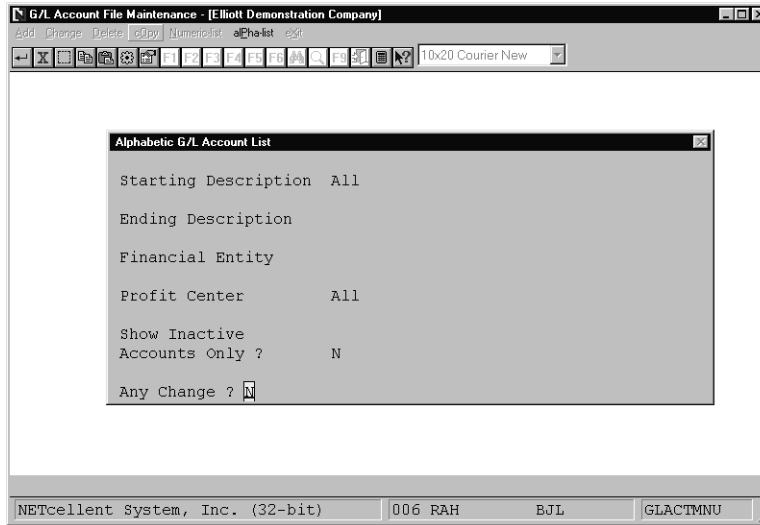
Alphabetic G/L Account List

```
                N U M E R I C   G / L   A C C O U N T   L I S T

Ranges: All Accounts Selected
        All Profit Centers

        (Compress Codes Are: N=None, D=Date, P=Period, S=Source Within Date, X=Source Within Period)

Account-No        Description              Counter         Consolidation     Dist Subt  Stmnt  Saf  Paren Compress Ratio
                                           Bal-Acct        Acct              Code Level Type   Type Code  Code     Code

01005-00000-00000 Petty Cash                                                            B      C    D     N        C
01005-10000-00000 Petty Cash                                                            B      C    D     N        C
01010-00000-00000 Cash in Bank - Account #1                                             B      C    D     N        C
01010-10000-00000 Cash in Bank - Account #1                                             B      C    D     N        C
01015-00000-00000 Cash in Bank - Account #2                                             B      C    D     N        C
01015-10000-00000 Cash in Bank - Account #2                                             B      C    D     N        C
01020-00000-00000 Cash in Bank - Payroll Account                                        B      C    D     N        C
01020-10000-00000 Cash in Bank - Payroll Account                                        B      C    D     N        C
01030-00000-00000 Marketable Securities                                                 B      A    D     N        CA
01030-10000-00000 Marketable Securities                                                 B      A    D     N        CA
01040-00000-00000 Accounts Receivable - Trade                                           B      A    D     N        R
01040-10000-00000 Accounts Receivable - Trade                                           B      A    D     N        R
01045-00000-00000 Allowance for Bad Debts                                               B      A    C     N        R
01045-10000-00000 Allowance for Bad Debts                                               B      A    C     N        R
01050-00000-00000 Notes Receivable                                                      B      A    D     N        R
01050-10000-00000 Notes Receivable                                                      B      A    D     N        R
01060-00000-00000 Interest Receivable                                                   B      A    D     N        R
01060-10000-00000 Interest Receivable                                                   B      A    D     N        R
01070-00000-00000 Other Receivables                                                     B      A    D     N        R
01070-10000-00000 Other Receivables                                                     B      A    D     N        R
01080-00000-00000 Accounts Receiv. - Employees                                          B      A    D     N        R
```

A L P H A B E T I C   G / L   A C C O U N T   L I S T

Ranges: All Accounts Selected
       All Profit Centers
       (Compress Codes Are: N=None, D=Date, P=Period, S=Source Within Date, X=Source Within Period)

Description	Account-No	Counter Bal-Acct	Consolidation Acct	Dist Code	Subt Level	Stmnt Type	Saf Type	Paren Code	Compress Code	Ratio Code
Accounts Payable - Trade	02000-00000-00000					B	L	C	S	P
Accounts Payable - Trade	02000-10000-00000					B	L	C	S	P
Accounts Receiv. - Employees	01080-00000-00000					B	A	D	N	R
Accounts Receiv. - Employees	01080-10000-00000					B	A	D	N	R
Accounts Receivable - Trade	01040-00000-00000					B	A	D	N	R
Accounts Receivable - Trade	01040-10000-00000					B	A	D	N	R
Accrued Expenses	02060-00000-00000					B	L	C	N	CL
Accrued Expenses	02060-10000-00000					B	L	C	N	CL
Accrued Liabilities	02150-00000-00000					B	L	C	N	CL
Accrued Liabilities	02150-10000-00000					B	L	C	N	CL
Accrued Salaries and Wages	02100-00000-00000					B	L	C	N	CL
Accrued Salaries and Wages	02100-10000-00000					B	L	C	N	CL
Accrued State Sales Tax Liab.	02070-00000-00000					B	L	C	N	CL
Accrued State Sales Tax Liab.	02070-10000-00000					B	L	C	N	CL
Accrued Vacation and Sick Pay	02120-00000-00000					B	L	C	N	CL
Accrued Vacation and Sick Pay	02120-10000-00000					B	L	C	N	CL
Accumulated Amort. - Start up	01710-00000-00000					B	F	C	N	OA
Accumulated Amort. - Start up	01710-10000-00000					B	F	C	N	OA
Accumulated Depr. Buildings	01385-00000-00000					B	N	D	P	D
Accumulated Depr. Buildings	01385-10000-00000					B	N	D	P	D
Accumulated Depr. Lease Imp.	01365-00000-00000					B	N	D	P	D
Accumulated Depr. Lease Imp.	01365-10000-00000					B	N	D	P	D
Accumulated Depr. Mach & Equip	01315-00000-00000					B	N	D	P	D
Accumulated Depr. Mach & Equip	01315-10000-00000					B	N	D	P	D

Distribution Code File Maintenance

Application Overview

The **Distribution Code File** application allows the user to maintain his Distribution codes. These codes must be entered as one of the setup steps after entering the **G/L Account File**.

The basic purpose of these codes is to save the operator time when entering General Journal transactions. If a type of transaction is always split between several **G/L** accounts by fixed percentages, then use of a Distribution code in this case allows the operator to make just a single entry for the transaction (the debit side or credit side), and the **General Journal Trx Processing** application will automatically split the transaction among the accounts associated with the Distribution code, according to the specified percentages, when "Y" is answered to the distribute question in General Journal Transaction Processing. See the section on **Distribution Codes** in the **Package Overview** for more details.

Run Instructions

Select **Distribution Code File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:

Distribution Code File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Distribution Code File** menu bar

* Select the function you desire and enter the data that is requested on the screen, in accordance with the Entry Field Descriptions below.

* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Code	4 numeric digits. This is the identifier for the Distribution code, which is referenced by other applications. In add mode, enter the code's identifying number. You will then be positioned to enter the distribution accounts and their percents. All entries occur on the top distribution line. The entries scroll down to remain on display once the entry is complete.
	In change mode, enter the identifying number of the code you wish to change. Existing distributions for this code are automatically displayed. Individual distributions may be changed as they were in add mode. You may also add new distributions while in this mode.
	In change or delete mode, press the **RETURN** key to display the next distribution code on file.
	If you want to stop the process in the add mode, while entering distributions, press the **ESC** key. The program will then ask **Do You Really Want To**
	Abort? You can then answer **Y** to stop, or **N** and continue entering distributions.
Number	An account number in the standard account number format. Press the **F7** key for account search by number or the **F8** key for account search by description.
	This account must be in the **G/L Account File**. A maximum of twelve distribution accounts are allowed for any one code. Press the **F10** key when the cursor is positioned for entry of the account number to save the distribution code.
Number	To change an existing distribution, enter its account number as you would when adding it, then answer **Y** to **Any Change?** To delete an existing distribution, enter 0% for that distribution.
Description	Automatic display.
Dist %	5 numeric digits with 2 decimal places and an optional minus sign (999.99-). This is the percentage to be distributed to the account. It cannot exceed 100%.
	Before the **F10** key is effective, the distribution percents must add up to 100%.
	There are a maximum of twelve distributions allowed for a single code. If you have entered the maximum number and the distribution total does not equal 100%

Name	Type and Description
	you will have to change existing distributions to adjust the total.

List

Name	Type and Description
Starting Code	4 numeric digits. The value entered need not be a valid code on file. It will still be used for the start of the range. Pressing the **RETURN** key defaults to **All** codes.
Ending Code	4 numeric digits. Pressing the **RETURN** key defaults this value to the same as the value entered for the starting code. This field is skipped if **All** is defaulted to the starting code.

Elliott

Date filled out _____ by _____   ADD   CHANGE   DELETE

COMPANY_____

DISTRIBUTION CODE FILE MAINTENANCE FILE LOAD SHEET

Code _ _ _ _

Acct #   Dist %

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

Code _ _ _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

Code _ _ _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _

_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ · _ _
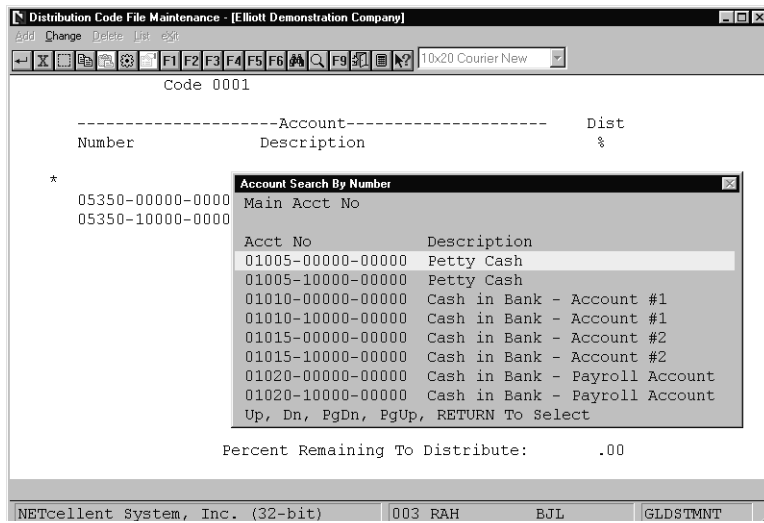
Search By Main Account Number
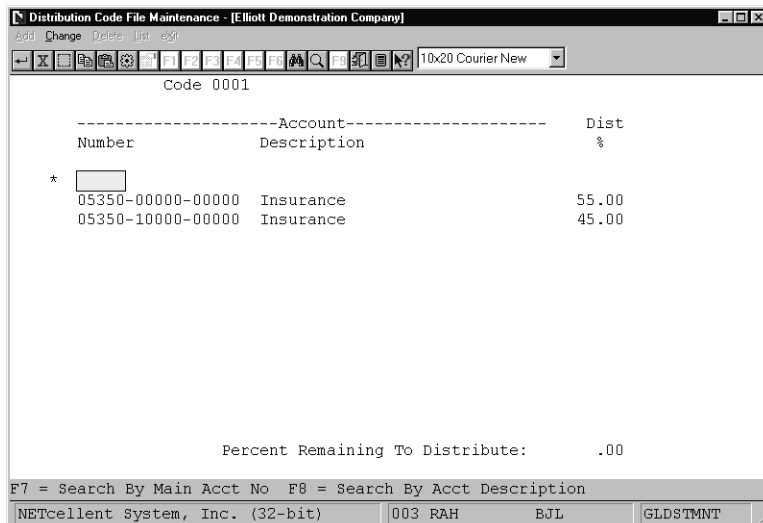
Distribution Code File Maintenance
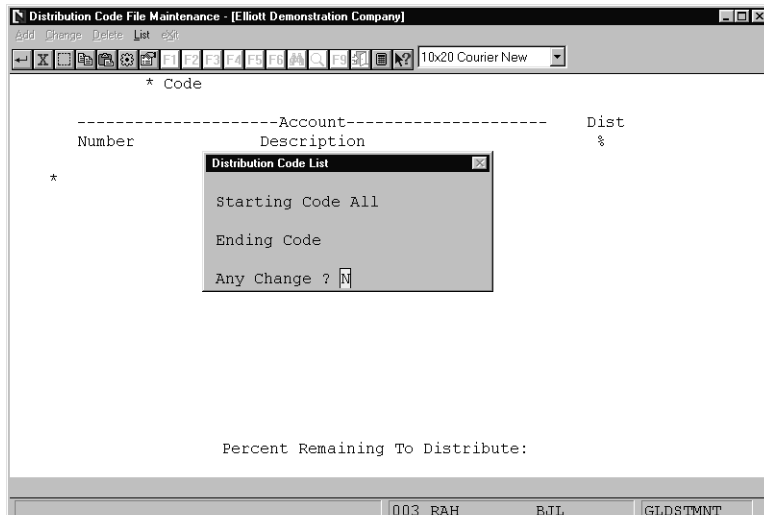
Distribution Code List

```
                      D I S T R I B U T I O N   C O D E   L I S T

Range: For All Codes

Dist  Account-No      Description                   Dist
Code                                                %

0001  05350-00000-00000  Insurance                    55.00
      05350-10000-00000  Insurance                    45.00

                      Distribution Total:  100.00


0002  05235-00000-00000  Trade Shows                  55.00
      05235-10000-00000  Trade Shows                  45.00

                      Distribution Total:  100.00


0003  05360-10000-00000  Advertising                  45.00
      05360-00000-00000  Advertising                  55.00

                      Distribution Total:  100.00


   3  Codes Printed
```

Financial Entity File Maintenance

Application Overview

The **Financial Entity File** application enables you to define financial entities within the main **G/L Account File**. These entities may then be reported upon individually by entering the entity's code when requested in other applications.

In this package, a **financial entity** is defined as a set of profit centers/departments, comprising the accounts on your **G/L Account File** that in turn encompasses those profit centers/departments. You cannot run this application or define financial entities unless a specific **G/L** account number that has a profit center or department number associated with it is first delineated in **Company Setup**. You may enter up to 36 ranges of profit centers in defining any one financial entity. **(A "range" may consist of only a single profit center/department, if this is desired.)** You will then be able to specify this financial entity when printing the Trial Balance, the General Ledger Worksheet, or Financial Statements. In these cases, only the profit centers/departments that are used in defining the entity will be shown or reported on.

You can also define a profit center/department to be a part of several financial entities. This definition can then be used to break your financial statements into several different levels **(such as department, division, corporate)** or split the company's financial profile into different pieces **(such as West Coast/East Coast and consumer/wholesale in the Profit and Loss Statement).**

Each unique portion of the company at the smallest level must be tracked by a profit center/department. Then financial entities can be used to group these profit centers in any combination you desire.

If you were to define profit centers/departments by the states where you conduct business, there would be the possibility of 50 different profit centers/departments. To efficiently organize and analyze, you would want to categorize those 50 profit centers/departments into regions. Let's say the regions would be identified as:

> Northeast
>
> Atlantic
>
> Southeast
>
> Midwest
>
> Central
>
> Mountain
>
> Northwest
>
> Southwest

In the financial entity application you can easily define each region by those state profit centers/departments. Further entities could be assembled to define divisions:

East

Central

West

From one chart of accounts with 50 profit centers/departments, very comprehensive financial statements can be created which reflect a wide variety of reports that in turn display:

the entire company

multiple profit centers

multiple departments

50 different profit centers/departments.

Example 1

```
  1. Entity Id EX1        2. Desc Multiple Profit Centers & All Dept
  ------------Profit Center  /  Department Ranges ------------

  3. 12345-00000                    To 12345-ZZZZZ
  4. 12346-00000                    To 12346-ZZZZZ
  5. 12347-00000                    To 12347-ZZZZZ
```

1. Range Statement

If both profit centers and departments are in use then the account's profit center and department must fall within the ranges defined for the entity.

Example 2

```
  1. Entity Id EX2          2. Desc All PC's & One Department
  ------------Profit Center  /  Department Ranges ------------

  3. 00000-12345                    To ZZZZZ-12345
  4. 00000-12346                    To ZZZZZ-12346
  5. 00000-12347                    To ZZZZZ-12347
```

2. Range Statement

This shows all profit centers for departments 12345, 12346, and 12347.

Example 3

```
  1. Entity Id EX3          2. Desc Entire Company
  ------------Profit Center  /  Department Ranges ------------

  3. 00000-00000                    To ZZZZZ-ZZZZZ
```

3. Range Statement

This entity is defined for all profit centers, all departments, as in the entire company.

Run Instructions

Select **Financial Entity File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:

```
 Financial Entity File Maintenance - [Elliott Demonstration Company]                    _ □ X
Add  Change  Delete  List  eXit
  X      F1 F2 F3 F4 F5 F6    F9   ?  10x20 Courier New    ▼
                    1. Entity Id        2. Desc
              ------------- Profit Center / Department Ranges --------------

                        3.
                        4.
                        5.
                        6.
                        7.
                        8.
                        9.
                       10.
                       11.
                       12.
                       13.
                       14.
                       15.
                       16.
                       17.
                       18.
                       19.
                       20.

NETcellent System, Inc. (32-bit)           003 RAH       BJL        GLENTMNT
```
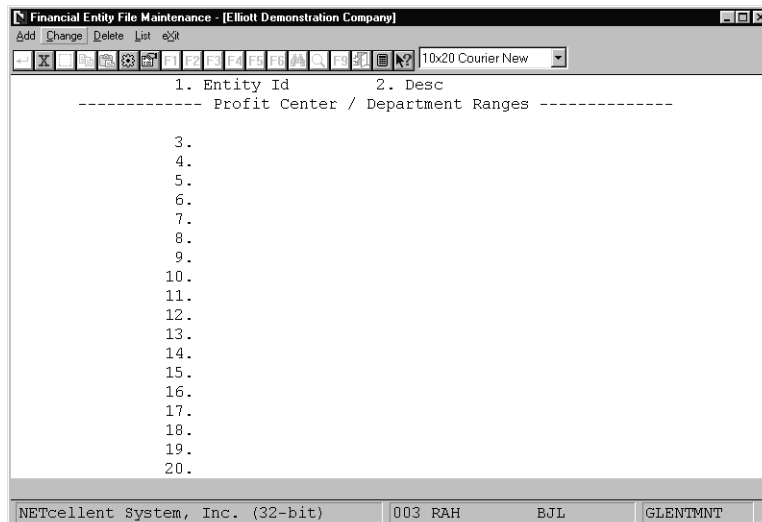
Financial Entity File Maintenance Screen

The following options are available:

* Select the desired mode from the **Financial Entity File** menu bar

* Select the desired function and enter the data requested on the screen in accordance with the Entry Field Descriptions

* The **List** function provides the Entity ID., Description, Profit Center/Department range of all profit centers/departments currently in the **G/L Account File** that encompasses the entity

* Enter the data requested on the screen

* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Elliott

Entry Field Descriptions

Name	Type and Description
1. Entity Id	5 alphanumeric characters. This is the code by which the entity will be identified by other applications in the package. It is recommended that you do not use a pure numeric ID, so as not to confuse an entity with a single profit center. There is no need to create an entity that contains only one profit center since every application that allows you to enter a financial entity will also allow you to enter a single profit center, if desired. However, entities must be used to select a single or range of departments. Individual or ranges of departments are not requested on any other applications. Using entities to control department reporting is efficient. In the change or delete mode, press the **F7** key to search for an entity.
2. Desc	30 alphanumeric characters. This is the description of the entity that will be printed on financial statements if the entity is selected.
Profit Center / Department Ranges	The starting range is a standard profit center number in the standard profit center number format and department number in the standard department number format. The ending range is the same as above. If departments are in use, each entry must include both the profit center and department numbers. You may enter as many ranges as you wish, up to 36 different ranges. To enter less than 36 ranges, press the **F10** key in the Starting Profit /Department field for the entry immediately after the last range you wish to enter. To eliminate any particular range after it is entered, set both the start and the end of the range to zero or spaces. Gaps may be left in the sequence of ranges that you enter, to allow entry of additional ranges at a later time. The starting profit center/department of a range may be zero or spaces, but the ending profit center/department of the range may not be. Ranges may overlap, though there is nothing to be gained in doing this. The end of a profit center or department range cannot be a entry lower than the beginning of the range. The ranges do not have to be entered in ascending order, although it is recommended that you do this to make the definition easier to understand at a glance.

List

Name	Type and Description
Starting Entity	5 alphanumeric characters. Enter the entity for the start of the range of entities you wish to print. This entity need not be on file. It will still be used as the start of the entity range. Pressing **RETURN** defaults to **All** entities.
Ending Entity	5 alphanumeric characters. Pressing **RETURN** defaults this entry to the same value as entered for the starting entity.
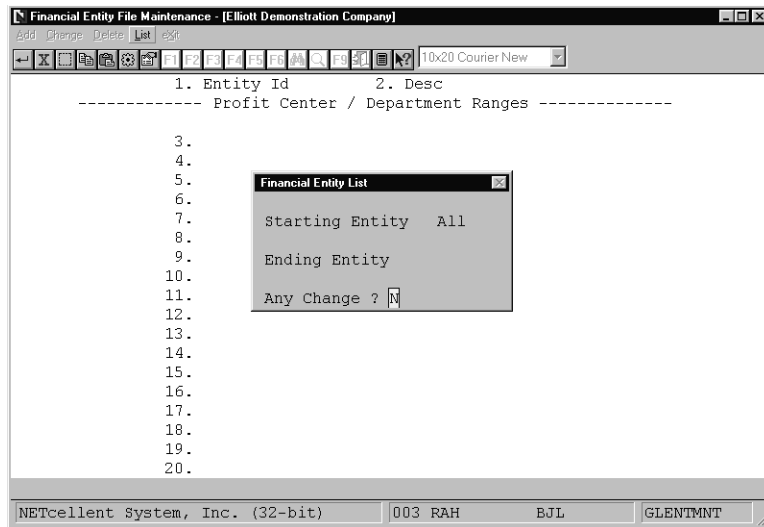
Financial Entity List

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Statement Text File Maintenance

Application Overview

The **Statement Text File** application allows the entry and maintenance of special instructions and explanatory data that are to appear on the financial statements. It can be used to add, change, or delete lines from texts in the **Text** file or to add new texts as well as to print out the texts, as they will appear on the financial statements.

The **Text** file may contain up to 99 text statements. Each text statement may contain up to 20 lines with up to 75 characters per line.

Simply type out the text as you wish it to appear on the Financial Statements.

The **RETURN** key serves to position the cursor at the beginning of the next line. To terminate entry on the screen, press the **F1** key, when the cursor is positioned at the beginning of any line.

Text statements may be used for footnotes, opinions, to replace headers, etc. Text statements may be coded to appear on Financial Statements, Supporting Schedules, and Source and Application of Funds statements by using a **TEXT** layout code.

Each text statement is manually assigned a unique two-digit text code. This code is then entered through **Statement Layout File** after first entering **TEXT** as the special layout code (see notes for the **Statement Layout File** application).

Example: Text Code   Text Statement

                  06   Statements are Unaudited

                           and Without Opinion

                           Expressed by _____.

This heading is to appear at the beginning of the P&L. The **Layout** file would appear as follows:

        Seq   Func
        No   Code

        0010   TEXT   TEXT NO: 06

The Profit and Loss Statement would print as follows:

Statements are Unaudited

and Without Opinion

Expressed by _____.

Run Instructions

Select **Statement Text File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
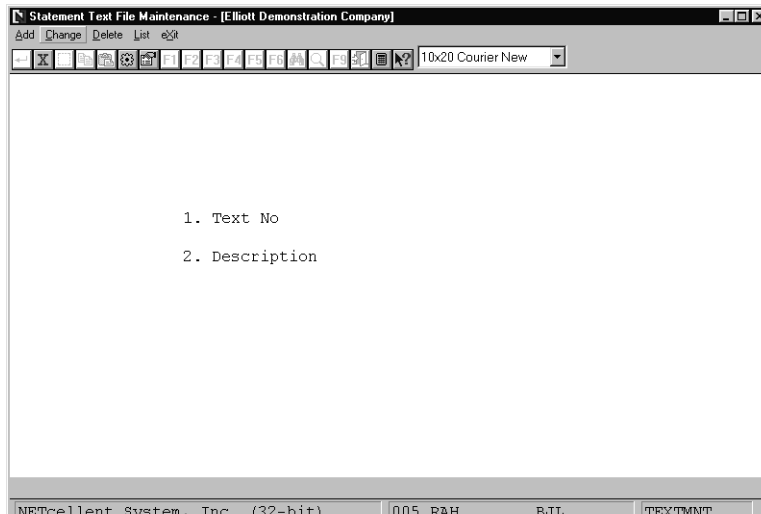
Statement Text File Maintenance

The following options are available:

* Select the desired mode from the **Statement Text File** menu bar

* When you select **Print Out List Texts**, you are asked to enter the starting and ending text numbers. To end print out mode without printing anything, press the **ESC** or **F10** key while the cursor is positioned for entry of the starting text number

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar

Entry Field Descriptions

Name	Type and Description
1. Text No	2 numeric digits. A maximum of 99 texts may be on file at any time.
2. Description	30 alphanumeric characters. This is used to identify the text. It will appear in the **Statement Layout File** application.

Text Line Screen

Name	Type and Description
1. Text Lines	75 alphanumeric characters per line. See the **Application Overview** for more details.

List

Name	Type and Description
Starting Text	2 numeric digits. Press the **RETURN** key to default to **All** texts.
Ending Text	2 numeric digits. Press the **RETURN** key to default to the starting text.
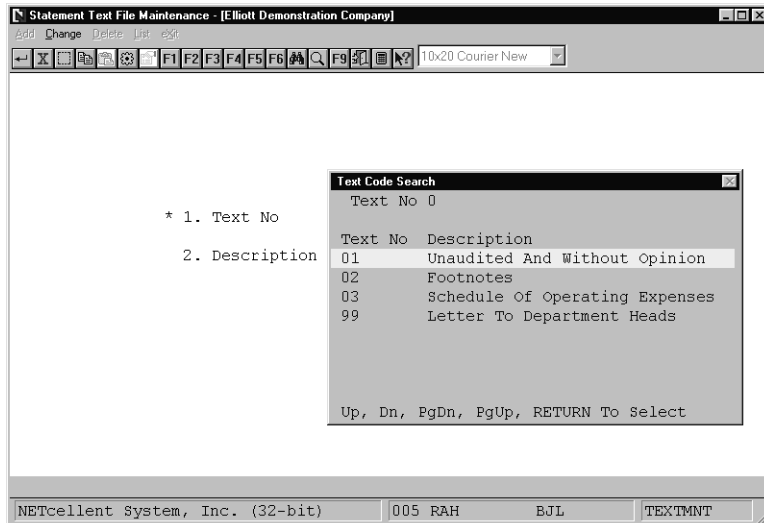
Text Code Search
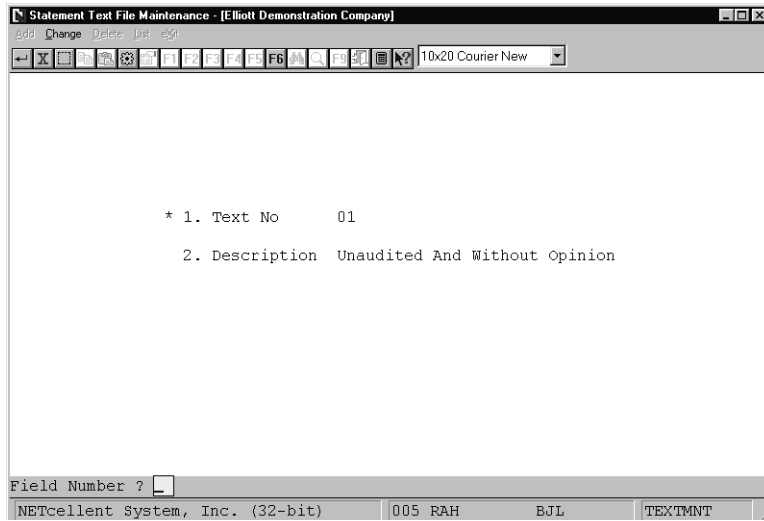
Statement Text File Maintenance (Screen #1)
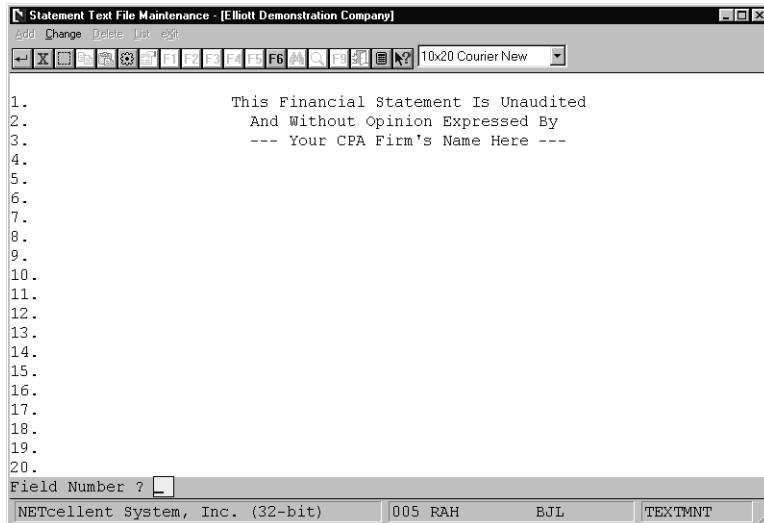
Statement Text File Maintenance (Screen #2)
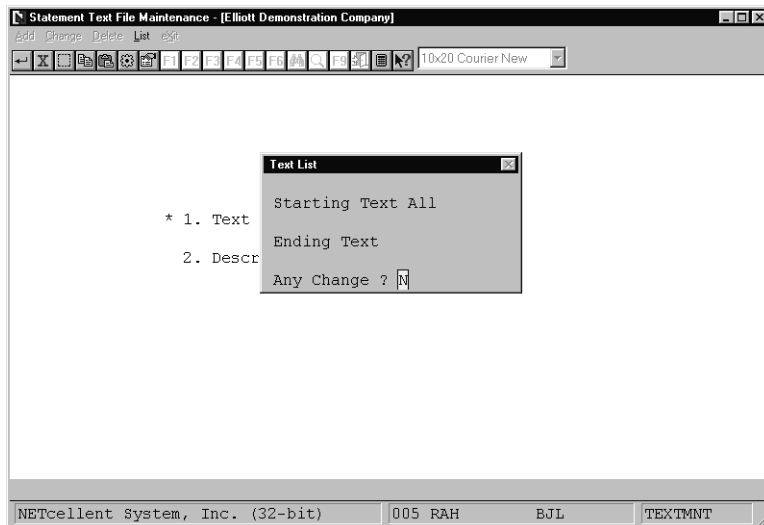
Text File List

```
                    S T A T E M E N T    T E X T    L I S T

Range:  All Texts Selected

Text No: 01  Unaudited And Without Opinion
                      This Financial Statement Is Unaudited
                       And Without Opinion Expressed By
                       --- Your CPA Firm's Name Here ---


Text No: 02  Footnotes
      All inventory is costed by the average cost method.


Text No: 03  Schedule Of Operating Expenses
                       Schedule Of Operating Expenses


Text No: 99  Letter To Department Heads
      Enclosed are your Financial Statements for the period ending 09/30/89

      I suggest that you review them thoroughly and be prepared to discuss them
      in some detail at our meeting next thursday.

      As you may have some questions, please feel free to contact Joe Billings
      in accounting as required.  He will be happy to clarify any data you find
      confusing.

      I look forward to our meeting next week.

      Sincerely,


      John Herrington
```

F I N A N C I A L   E N T I T Y   L I S T

Range: For All Entities
      (Profit Ctr/Dept Shown Next To Each Range Are Those Currently Defined On The Chart Of Accounts)

Entity Id	Description	Profit-Center-Dept-Range	
DEPT1	West Coast Headquarters	10000-00000	To 19999-00000
DEPT2	East Coast Headquarters	00000-00000	To 99999-00000

    2 Entities Printed

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Statement Layout File Maintenance

Application Overview

The **Statement Layout File** application enables you to create and modify Financial Statement Layouts. The features include:

Add provides for the entry of financial statement layouts.

Change provides for the modification of financial statement layouts.

Delete provides for the deletion of financial statement layouts.

Resequence permits resequencing a layout using a selected increment in cases where a layout is too long or too compact for modification.

Copy allows copying of one layout in order to create a new layout.

Generate permits creation of Standard Statement Of Cash Flows and additional Source and Application of Funds Statement layouts from an existing Balance Sheet layout.

List prints an edit list of financial statement layouts on file.

Sample prints a sample of what the financial statement will look like for a given layout.

Financial Statement Formats

There are two basic formats used in financial statements, the Profit and Loss format and the Balance Sheet format.

The Standard Profit and Loss format prints two amounts for each account or subtotal, the net changes for the period and the net change year-to-date. The two amounts appear in fixed columns on the statement. If budgets or comparatives are used, the same period last year and year-to-date last year or the budgeted current period and year-to-date figures will print in two fixed columns to the right of the actual figures.

The Standard Profit and Loss format also allows ratios. Ratios are percentage figures based upon some larger amount such as total sales or total revenue. These percentage figures will appear just to the right of the amount figures on the statement.

Custom Profit and Loss Statements allow the definition of up to 13 columns and may include current period, year-to-date, budget, comparative, variance or ratio data.

For an example of a Profit and Loss format, see the **Predefined General Ledger** section in the **System Manager** manual for the Profit and Loss Format Sample Statement.

The other format, the Standard Balance Sheet, shows one amount figure for each account or subtotal. This amount is the account balance as of the period end date. No net change figures appear. The Standard Balance Sheet has three columns into which the amount can print. The print column used is selected by the user when creating the layout. Underlines and double underlines also appear in one of three print columns. Ratios are not allowed on a Standard Balance Sheet format. Budget and comparative figures appear in one of three columns to the right of the actual figure. The budget or comparative amount will print in the same relative column as the actual amount. So if the account balance prints in the first print column, the corresponding budget amount would print in the first budget column.

For an example of a Balance Sheet format, see the **Predefined General Ledger** section in the **System Manager** manual for the Balance Sheet Sample Statement.

The standard statements, which print in the Profit and Loss **(or P and L)** format are the Profit and Loss Statement **(type P)**, the Profit and Loss Format Supporting Schedule **(type S)**, the Cash Flow Report **(type C)**, and the Components of Working Capital Report **(type W)**.

The standard statements, which print in the Balance Sheet format, are the Balance Sheet **(type B)**, the Balance Sheet Format Supporting Schedule **(type X)**, and the Statement of Changes in Financial Position **(type F)**.

Building A Financial Statement

Once you have an idea of what you want to appear on a financial statement, use the **Statement Layout File** Load Sheet to design the layout necessary to create that statement. Then use the add mode to enter this layout. Print the edit **list** and check for errors. Once your layout matches the one you designed print a sample statement to verify exactly how the standard financial statement will look. Make any necessary adjustments until the financial statement prints exactly as desired.

The designer must use the valid layout codes to produce the desired statement. These layout codes appear in the same order on the financial statements as their sequence numbers appear on the layout. So a layout code with sequence number ten will appear before one with sequence number twenty.

Account Numbers And PATS

The most important item on a layout is the account number. When coding a financial statement, first consider all the accounts whose amounts must be included in the statement and the order in which they should appear. On a Balance Sheet you must ensure that all Balance Sheet accounts are included in the statement or it will not balance.

The next thing to determine is the level of detail at which the accounts will print. If, for instance, you have three cash accounts you may want them to appear on a statement summarized as **Cash** or you may want each one to print individually.

To summarize more than one account into a single figure, you code the accounts you wish to summarize with the **P/A:** equal to **A**. This will accumulate the amounts into one total. Then, to make the total appear on the report put a **PAT** (Print Accumulated Total) layout code or a printing account with a **P/A:** equal to **P** immediately following the accumulated accounts. Then the accumulated total will appear at the **PAT** or printed account. For a **PAT** the description used will be the one entered in **Layout Maintenance**. For example, take the case of the three cash accounts. We can enter them as follows in the layout.

Seq No	Func Code			
0010	ACCT 01010-00000-00000	Cash in Bank - Account #1	P/A: A	
0020	ACCT 01015-00000-00000	Cash in Bank - Account #2	P/A: A	
0030	ACCT 01020-00000-00000	Cash in Bank - Payroll Acct	P/A: A	
0040	PAT	Cash	D/C: D C:1 $:Y	

Then on the financial statements one amount would appear with the description **Cash**. This amount would include the totals from accounts 01010-00000-00000, 01015-00000-00000 and 01020-00000-00000.

Accumulated accounts will also total into accounts that are printed. For example, if you have two petty cash accounts and you wish one total to appear for petty cash on the financial statement you can code the layout as follows:

Seq No	Func Code	
0010	ACCT 01010-00000-00000	Petty Cash P/A: A
0020	ACCT 01005-10000-00000	Petty Cash P/A: P C:1 $:Y

Then on the financial statement one total will appear for **Petty Cash** including the amounts from both accounts 01005-00000-00000 and 01005-10000-00000.

If you want separate totals to print for each account you code them with a **P/A:** equal to **P** for print. For example, the three cash accounts discussed before would all appear if the layout was coded like this:

Seq No	Func Code		
0010	ACCT 01010-00000-00000	Cash in Bank - Account #1	P/A: P C:1 $:Y
0020	ACCT 01015-00000-00000	Cash in Bank - Account #2	P/A: P C:1 $:Y

0030   ACCT 01020-00000-00000   Cash in Bank - Payroll Acct   P/A: P C:1 $:Y

Then on the financial statement, all three accounts would appear with their amounts.

When using the **P/A:** equal to **A** for accumulate, the amount of the accumulated account is treated as not being on the report until the printing account or **PAT** that follows it causes its amount to print.

Accumulated amounts not followed by a **PAT** or **printing account** will not have their amounts included in the statement.

Ranges

Instead of entering several account numbers separately, when the account numbers are in an unbroken sequence, you may enter a Range Layout code **(RNG or RNG1)** and then enter the starting and ending account numbers of the range. These features are especially useful in a situation where you frequently enter new accounts onto your chart within specific ranges. By using the range layout codes,

you do not have to update every layout each time you add a new account to your **Chart Of Accounts**. When entering new account numbers, be sure the account number is included in a statement layout. Otherwise, the account number will later have to be added to a statement layout.

The **RNG** code looks at the account number as a whole, while the **RNG1** code compares each section (main, profit center and department) separately.

As an example, the last example in the previous section could have been entered as follows:

Seq   Func
No   Code

0005   RNG   01010-00000-00000 TO 01020-10000-00000   P/A: P   C:1 $:Y

If there were no other accounts on your **Chart Of Accounts** with account numbers greater than 01010-00000-00000 and less than 01020-10000-00000, the results on the financial statement would be exactly the same as in the last example. If there were other accounts within this range, then they would also print on the financial statement.

The same line could have been entered as follows:

0005   RNG1   01010-00000-00000 TO 01020-10000-00000   P/A: P   C:1 $:Y

In this case, only accounts with main numbers between 01010 and 01020; profit centers between 00000 and 10000; **and** departments of 00000 would print on the financial statement.

You may enter either an **A** or a **P** for the **P/A:** code for range. All accounts in the range will either print or accumulate, depending on the value of this code. If you set the **P/A:** code for a range to **A** for accumulate, then the next line in the layout must be either a **PAT** or another range. If it is another range, then the **P/A:** code for the second (and following) range should also be **A**. If it is not, then the amount for the first account in the next range will include the amounts for all accounts in the preceding range. A warning will appear on the Layout Edit List and on the Sample Financial Statements if you do not follow this rule.

Subtotals

Up to nine levels of subtotals are permitted on financial statements. These are controlled by the **SUBn** layout code, where **n** is a number from one to nine, referring to subtotal level one to nine. Level one is the lowest level of subtotal working up to level nine. Once a level of subtotal prints, its total and the total of all lower levels of subtotals will be set to zero. So if you print a subtotal for level three **(SUB3)**, levels one and two and three will be set to zero. The following example shows two levels of subtotals.

Seq No	Func Code			
0010	ACCT 01010-00000-00000	Cash in Bank - Account #1	P/A: P	C:1 $:Y
0020	ACCT 01015-00000-00000	Cash in Bank - Account #2	P/A: P	C:1 $:Y
0030	ACCT 01020-00000-00000	Cash in Bank - Payroll Acct	P/A: P	C:1 $:Y
0040	SUB1	Total Cash in Bank	D/C: D	C:1 $:Y
0050	ACCT 01005-00000-00000	Petty Cash	P/A: P	C:1 $:Y
0060	ACCT 01005-10000-00000	Petty Cash	P/A: P	C:1 $:Y
0070	SUB1	Total Petty Cash	D/C: D	C:1 $:Y
0080	SUB2	Total Cash	D/C: D	C:1 $:Y

The subtotal at sequence number 0040 will include accounts 01010-00000-00000, 01015-00000-00000 and 01020-00000-00000. The subtotal at sequence number 0070 includes accounts 01005-00000-00000 and 01005-10000-00000. The subtotal at sequence number 0080 includes all five accounts.

In this same way a level three subtotal could be added further down the layout subtotaling accounts that printed for previous level two subtotals.

Intervening levels can be skipped. In the example, sequence 0080 could have been **SUB3** or even **SUB9** and the processing would be exactly the same.

So if you have a statement where more subtotaling is done in one part than another, you can have level 2 or 3 as the lowest level in one part of the statement. For example, in the following layout the subtotal for Accounts Receivable is a subtotal level 2 with no level 1 before it.

Seq No	Func Code					
0010	ACCT 01010-00000-00000	Cash in Bank - Account #1	P/A:	P	C:1	$:Y
0020	ACCT 01015-00000-00000	Cash in Bank - Account #2	P/A:	P	C:1	$:Y
0030	ACCT 01020-00000-00000	Cash in Bank - Payroll Acct	P/A:	P	C:1	$:Y
0040	SUB1	Total Cash in Bank	D/C:	D	C:1	$:Y
0050	ACCT 01005-00000-00000	Petty Cash	P/A:	P	C:1	$:Y
0060	ACCT 01005-10000-00000	Petty Cash	P/A:	P	C:1	$:Y
0070	SUB1	Total Petty Cash	D/C:	D	C:1	$:Y
0080	SUB2	Total Cash	D/C:	D	C:1	$:Y
0090	ACCT 01040-00000-00000	Accounts Receivable - Trade	P/A:	P	C:1	$:Y
0100	ACCT 01040-10000-00000	Accounts Receivable - Trade	P/A:	P	C:1	$:Y
0110	SUB2	Total Accounts Receivable	D/C:	D	C:1	$:Y
0120	SUB3	Total Current Assets	D/C:	D	C:1	$:Y

Accumulated account totals will not add into subtotals until they show in a printed account or **PAT**. So if a subtotal appears between an accumulated account and a **PAT**, the amount of the accumulated account will not appear in that subtotal. For example, the following is an example of an incorrect layout.

Seq No	Func Code					
0010	ACCT 01010-00000-00000	Cash in Bank - Account #1	P/A:	A		
0020	ACCT 01015-00000-00000	Cash in Bank - Account #2	P/A:	A		
0030	ACCT 01020-00000-00000	Cash in Bank - Payroll Acct	P/A:	A		
0040	PAT	Cash in Bank	D/C:	D	C:1	$:Y
0050	ACCT 01005-00000-00000	Petty Cash	P/A:	A		
0060	ACCT 01005-10000-00000	Petty Cash	P/A:	A		
0070	SUB1	Total Cash	D/C:	D	C:1	$:Y
0080	PAT	Petty Cash	D/C:	D	C:1	$:Y

The subtotal at sequence number 0070 will include accounts 01010-00000-00000, 01015-00000-00000 and 01020-00000-00000. 01005-00000-00000 and 01005-10000-00000 will be included in the next subtotal after sequence 0080 since that is where the amounts show on the report.

Up to nine levels of clearing subtotals are permitted on financial statements. These are controlled by the **CLRn** layout code, where **'n'** is a number from one to nine. If you have a **CLR3** command then levels one, two and three will be cleared. This command is similar to the **SUBn** command except that no printing occurs.

IMPORTANT: Usually Total Assets are expressed with the **SUBn** command, which includes all assets. If Total Assets **SUBn** is not followed by a Clear command (**CLRn**) <u>and</u> the number (**n**) in **SUBn** for Total Assets is not greater than the number (**n**) in **SUBn** for Liabilities & Equity, then Liabilities & Equity will print with a value of zero. This is due to total debits and credits canceling each other out. For example, if Total Assets is **SUB3** and Liabilities & Equity is **SUB4** (without a clear command), Liabilities & Equity will print as zero. The simplest way to avoid this is to make Total Assets **SUB9**.

Ratios

Ratios can only be printed on the Profit and Loss Statement and the Profit and Loss Format Supporting Schedule. In order to be able to select ratios to print on a statement, you must define the basis upon which the ratios will be calculated for the layout. This is done with the **SR** and **ER**, or start ratio basis and end ratio basis layout codes. Put the **SR** layout code before the first account to be included in the ratio basis and the **ER** after the last account to be included in the ratio

basis. When ratios print, a ratio figure will print to the right of each amount on the report. The ratio figure will be that amount's percentage of the ratio basis. Only one ratio basis can be defined per layout.

For example, a common use of ratios is to set the ratio basis to the total revenue (or total sales) on the Profit and Loss Statement. The **SR** layout code would appear in the layout just before the first revenue account and the **ER** would appear just after the last revenue account. An example of the section of a P and L Statement layout coded with ratios follows:

Seq No	Func Code				
0010	SR				
0020	ACCT 03100-00000-00000	Sales - Product Line A	P/A: A		
0030	ACCT 03110-00000-00000	Sales - Product Line B	P/A: A		
0040	ACCT 03120-00000-00000	Sales - Product Line C	P/A: A		
0050	ACCT 03120-10000-00000	Sales - Product Line C	P/A: A		
0060		PAT Sales	D/C: C	C:1	$:Y
0070	ACCT 03310-00000-00000	Finance Charges	P/A: A		
0080	ACCT 03310-10000-00000	Finance Charges	P/A: A		
0090	ER		D/C: D	C:1	$:Y
0100	PAT	Finance Charges	D/C: C	C:1	$:Y
0110	SUB1	Total Revenue	D/C: C	C:1	$:Y

Then if sales were 90% of the revenue for the period, the ratio amount 90.00 will print for the current period ratio for Sales. Total Revenue would have a ratio of 100%.

Rounding Errors

If you choose to print your financial statement with the rounding option then you must be able to handle rounding errors that may occur in the statement. There are two layout commands that can handle the rounding error. The commands are the **SUB** and **PRE** commands.

If rounding is used and no **PRE** commands are used in the layout, then any rounding error on the statement will be included in each **SUB** command on the statement. The rounding errors will be added to each **SUB** amount. Following the **SUB** command, the rounding error will be set to zero and re-accumulated again.

The **PRE** command can also be used to print the rounding error. This command allows you to print the rounding error at a specific location on the statement. The **PRE** command will function similar to the **PAT** command. Following the **PRE** command the rounding error will be set to zero and re-accumulated again.

Profit Centers

The Profit and Loss Statement and Profit and Loss Format Supporting Schedule can be coded with multiple profit centers that is, with accounts that have different profit centers, using the **RNG** & **RNG1** functions discussed earlier. Then the layout can be selected to print with only accounts from one profit center. Accounts with profit centers other than the one selected will then not be included in the statement.

In order to properly use this facility, certain obstacles must be avoided in setting up the financial statement layout. If you have all accounts coded as printing accounts, then on a consolidated statement (showing all profit centers) all the accounts will print. A way around this is to use **PATs**. For example:

Seq No	Func Code				
0010	ACCT 05680-00000-00000	Office Utilities	P/A:	A	
0020	ACCT 05680-10000-00000	Office Utilities	P/A:	A	
0030	PAT	Utilities	D/C:	D	$:Y
0040	ACCT 05630-00000-00000	Travel & Subsistence	P/A:	A	
0050	ACCT 05630-10000-00000	Travel & Subsistence	P/A:	A	
0060	PAT	Travel & Subsistence	D/C:	D	$:Y

For this layout, selecting the statement to print for profit center 10000 will print the amounts for 05680-10000-00000 and 05630-10000-00000. Selecting profit center 00000 will print 05680-00000-00000 and 05630-00000-00000. If all profit centers are selected, then the first **PAT** will be for 05680-00000-000000 and 05680-10000-000000 and the second will be for 05630-00000-000000 and 05630-10000-000000.

You should avoid, however, summarizing one profit center into another profit center account. For example:

Seq   Func

No   Code

Seq No	Func Code		P/A:	
0010	ACCT 05680-00000-000000	Office Utilities	P/A:	A
0020	ACCT 05680-10000-000000	Office Utilities	P/A:	P C:1 $:Y
0030	ACCT 05630-00000-000000	Travel & Subsistence	P/A:	A
0040	ACCT 05630-10000-000000	Travel & Subsistence	P/A:	P C:1 $:Y

If you select this layout for profit center 00000, totals will not print for Utilities or Travel and Subsistence due to the fact that the **(P)**rints are on the accounts with profit center 10000.

In coding a P&L for multiple profit centers, you can take advantage of the fact that an account or **PAT** with a zero balance may be selected to not print on the financial statement. For instance, if you have an expense, which does not occur for a particular profit center, you can still accumulate all the profit centers into a **PAT**. Then, for the profit center that does not have that type of expense, the amount of the **PAT** will be zero and the **PAT** will not appear on the P&L.

Statement Of Cash Flows And

Source And Application Of Funds

The statements with types **C** (for Statement of Cash Flows), **F** (for Statement of Changes in Financial Position), **W** (for Components of Working Capital) are part of the **CF Type** reports. They use special processing and require a fixed structure to produce accurate results. These reports can be automatically generated using the Generate SAF Layouts application. (See separate **Run Instructions**.)

If you wish to manually create them or wish to modify automatically generated **SAF** layouts, certain structural requirements should not be violated or the statements will be incorrect.

To understand these statements, first you must be familiar with the **SAF** types. (See **Run Instructions** for **G/L Account File Maintenance**.)

Statement Of Cash Flows

The Statement Of Cash Flows shows the effect and other cash equivalents of all the Balance Sheet accounts and net income upon cash during the current period and year-to-date. It shows the net effect of the cash flow activities at the start of the period and year, and then a final cash ending balance.

All six **SAF** account types and the **BSNI** (Balance Sheet Net Income) should be included in the Statement Of Cash Flows Layout. Thus all Balance Sheet accounts must be included. All cash accounts must be coded with a **SAF** type of **C** on the **General Ledger Account [G/L]** file or cash will not be handled correctly. The cash accounts are summarized to produce a cash beginning balance so cash accounts will not print on the report. Cash accounts must be followed by a subtotal to produce this cash beginning balance. Any **PATs** coded for cash accounts will also not print. Parenthesis control for the accounts is ignored in all the **SAF** reports.

There is a standard format in which the detail of the report appears, but the order of the report is flexible. The Statement Of Cash Flows report is created in the Generate SAF Layouts module in this standard format. This format is in compliance with **SFAS #95** and uses the indirect method of calculating net cash flow from operating activities.

Statement Of Changes In Financial Position

The Statement of Changes in Financial Position shows the working capital using the non-current assets and liabilities, net income, and non-cash charges against income. This provides a picture of the effects of these accounts on the working capital. The non-current assets and liabilities are detailed in separate sections depending on whether they are sources or uses of funds.

The **BSNI** (Balance Sheet Net Income), non-cash charges against income **(N)** and cash flow financing and cash flow investing accounts are included in the financial position changes. The cash flow accounts all appear twice in the layout. Once following the **SSRC** (Start Sources of Funds) then again following the **SUSE** (Start Uses of Funds). The sources and uses must appear at the end of the report after the **BSNI** and sources requiring no funds outlay. When the statement is printed, an account is printed as a source only if its amount is credit and as a use only if its amount is debit. Consequently each account will only appear once on the statement.

So all cash flow accounts must be exactly the same in the sources as in the uses.

The recommended format and the format of the layout produced by the Generate SAF Layouts module is as follows:

First all the cash accounts, then all the current assets followed by a **SUB1** for the assets increase or decrease. Then all the current liabilities followed by a **SUB1** for liabilities increase or decrease.   Finally, a **SUB2** grand total for the net increase or decrease to working capital.

Resequence

This application can be used in cases where modification of layout has left insufficient room for adding in a new layout entry or where the layout is so long that the end of the available sequence numbers is reached before all the necessary detail has been entered.

Copy

This application allows you to create a duplicate of an existing layout.

The new layout will have the same statement type as the original.

The copy function is useful in the creating of statements similar to one already existing. For instance, a detailed Profit and Loss Statement can be copied and modified to create a Summary P&L Statement.

Generate

The **Statement Layout File** application generates **SAF** layout(s) from a selected Balance Sheet layout. A Statement of Changes in Financial Position, Components of Working Capital or a Statement Of Cash Flows layout can be generated. These will contain all of the relevant Balance Sheet accounts plus standard headings and subtotal records.

There are a number of ways in which the **SAF** might be generated incorrectly. Some examples are the user has left out vital accounts such as cash or current assets in the Balance Sheet he has chosen. The user could fail to include all Balance Sheet accounts in a given layout. This would generate an incomplete **SAF** statement and incorrect figures would print on the report. The user could code accounts into his Balance Sheet layout which are not actually Balance Sheet accounts (which do not have a **B** for a financial statement type in the **G/L Account** file). In this case an error report is generated by the program and the **SAF** layout cannot be generated. Also the user could fail to code some account with the proper **SAF** type or he could fail to classify a given Balance Sheet account as to **SAF** type. In the latter case an error report will be generated showing all accounts, which do not contain an SAF type on the G/L Account file, and the **SAF** cannot be generated.

The above reasons should make it clear that it is vital for the **SAF** layout to be generated from a valid Balance Sheet layout.

If it is found after generation that the user desires more levels of subtotaling or different headings and literals from the ones automatically generated, he may change these in change mode of **Statement Layout File**.

An **SAF** layout generated from a Balance Sheet layout with more than 999 actual accounts and/or account totals **(PAT)** will not include accounts after the 999th.

The generated **SAF** layout for a Change in Financial Position layout will show all accounts in column 1. This is also true for print account totals **(PAT)**.

The Statement Of Cash Flows layout generated from the Balance Sheet layout will accumulate all accounts that are coded with an **SAF** type of **C** (Cash) into a subtotal level 2 for cash. The individual

accounts for cash will not print on the Statement Of Cash Flows report but will accumulate into this subtotal.

Also no **PAT** (**Print Accumulated Total**) for cash will be generated for the Statement Of Cash Flows report.

List

This application prints the Financial Statement Layout Edit **List**.

Entries for a layout will appear exactly as they display on the second screen in add and change modes.

Sample

This application prints sample statements for a given layout.

The sample statement prints the same way the financial statement will with the exception that two lines will print at the top of the page to describe the statements and all amounts will print as 999,999,999.99. Also accounts and **PATs**, which print on this statement, will not appear on the actual statement if their amounts are zero.

On the Statement of Changes in Financial Position, the sources and uses of cash will print twice on this report, once for sources and once for uses. On the actual report each account will only print once, with either the sources or the uses.

If an account number used in the layout is not in the **G/L Account** file, the description that prints will be **Account Not On File**.

If there is an account within a range that does not have the financial statement type (**P** or **B**) of the sample statement being printed, an error message will print on the sample.

The error message will list the incorrect account number. You should remove the account number from this layout or change the account type in the **Account File Maintenance** application.

Run Instructions

Select **Statement Layout File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
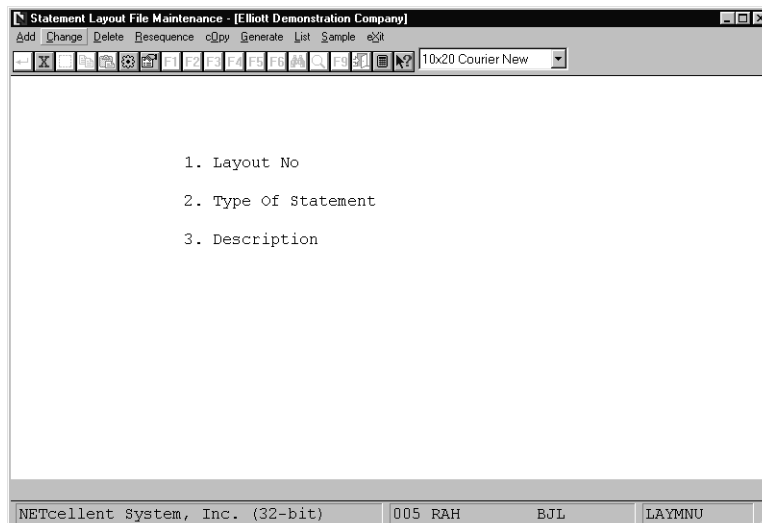
Statement Layout File Entry Screen

 The following options are available:

> *   Select the desired mode from the **Statement Layout** menu bar
>
> *   Enter the data requested on the screen
>
> *   To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Elliott

Entry Field Descriptions

First Screen

Name	Type and Description
1. Layout No	3 numeric digits. This is the layout number that will be referenced when the actual financial statements are selected for printing. In the change or delete mode press the **F7** key to search for layout by number.
2. Type of Statement	1 alphabetic character. Valid statement types include: P = Profit and Loss Statement B = Balance Sheet C = Cash Flow Report W = Components of Working Capital F = Financial Position Changes S = Supporting Schedule (P&L Format) X = Supporting Schedule (Bal Sht Format)
3. Description	2 lines of 25 alphanumeric characters each. (This description does not print on the actual financial statement. It is just the layout description.)

Second Screen

Name	Type and Description
Seq No	5 numeric digits. The sequence number is automatically assigned in add mode. In change mode pressing the **F1** key when the cursor is positioned for entry of the sequence number will display the next page of the layout entries. Pressing the **F2** key will display the previous page. If you enter a sequence number, which is currently on file, it will display and allow change. If it is not currently on file you may add it. To delete a sequence number, select to change it, and then type **Del** in the function code field.

Func Code	Valid layout command choices:
	ACCT An account number
	RNG A range of whole account numbers
	RNG1 A range of Partial account numbers
	PAT Print Accumulated Total
	PRE Print rounding error
	LIT Literal prints as entered
	UL Underline
	DL Double Underline
	LF Line Feed
	FF Form Feed
	RD Print Run Date
	SR Start Ratio
	ER End Ratio
	SSRC Start Sources
	SUSE Start Uses
	LEG Legend
	TEXT Text from a Statement Text file
	BSNI Balance Sheet Net Income
	SUB1 Through **SUB9** for subtotal level 1 through subtotal level 9
	CLR1 Through **CLR9** for clear Sub level 1 through clear Sub level 9 and lower.
	DEL Delete this line number
	Enter **F7** to display the Command Choice menu, where you can select from a list of valid layout commands.
	Up to 4 alphanumeric characters. Each of these reference specific fields that are explained below.

Layout Command Choices

Name	Type and Description
ACCT	The **ACCT** (Account Number Command) enables you to define a valid **G/L** account number.
	After entering **ACCT**, enter the entire **G/L** account number you want to reference. (ie 10000-00000-00000).

ACCT (continued)	You may search for an account number by pressing **F7** or, **F8** to search by account name.
	There are several criteria to remember when entering an account number with the **ACCT** command. First, it must currently reside in your **G/L Account** file. Secondly its statement type must match the layout's type of statement.
	Layout statement types **B**, **C**, **F**, **X**, and **W** can only have an account financial statement type of **B** and layout statement type **P & S** can only have account statement type of **P**.
	Once an account that matches the layout statement type is entered, its description displays and **P/A:** is asked. This stands for **Print or Accumulate**.
	If you designate the **P/A:** command as **P** the dollar sign can then be printed by answering **Y** to the **$:** prompt, ie (**$:Y**).
RD	The **RD** (Run Date) command prints the system date at the time that statements are run.
RNG	The **RNG** (Range) command enables you to enter the starting and ending **G/L** account numbers that specify a range of accounts.
	These accounts always accumulate into the next **PAT** (or **ACCT** if the **P/A:** code is **P**).
	When the financial statement is printed, all accounts currently within the range are included on the statement.
	If any new accounts that fall into the specified range are later added to your **G/L Account File**, they will be printed on the next financial statement run.
	The statement type of each account of the range of the **G/L Account File** records must match the layout's statement type in order for the account to be included on the statement. See the description of the **ACCT** code above for more information on this.
RNG1	The **RNG1** command is identical to the **RNG** command except that it considers each section (main, profit center, and department) of an account number separately when determining if the account should be included in the range.
	For example, the account 01010-99999-00000 would fall within the range 01010-00000-00000 TO 02010-10000 using the **RNG** command. However, it would **not** if the **RNG1** command was used because the 99999 profit center is not between the two profit centers in the range.
	For more information on using ranges, see the **RNG** command above.
PAT	The **PAT** (Print Accumulated Total) tallies the amount accumulated by accounts

	that were selected to accumulate instead of print. It accepts the same fields as SUB1-SUB9 (see the **Application Overview**). If you designate the **P/A:** code as **P** the dollar sign can then be printed by answering **Y** to the **$:** prompt, ie (**$:Y**).
PRE	The **PRE** (Pre-rounding Error) layout command is used to accumulate any rounding errors that might occur during printing (see the **Application Overview**). If you designate the **P/A:** code as **P** the dollar sign can then be printed by answering **Y** to the **$:** prompt, ie (**$:Y**).
LIT	The **LIT** (literal) layout code defines corresponding literal text to be printed on the statement. It enables entry of up to fifty characters of any literal message you may want to define. The starting column of the literal can be designated between 1 and 240.
UL,DL	The **UL** (underline) and **DL** (double underline) prints an underline or double underline on your financial statement. If you specify statement types as **B**, **F**, or **X** it will request that you designate the printed column **C:** to be either 1, 2, or 3.
LF,FF	The **LF** (Line Feed) command causes one line to be skipped on the statement. The **FF** (Form Feed) command causes the statement to skip to the top of the next page.
SR,ER	The **SR** (Start Ratio) and **ER** (End Ratio) are used to specify the ratio basis as they are printed in the profit and loss statement format. **SR** and **ER** are valid only on **P** and **S** statement types When the report prints, the amounts for all accounts between the **SR** and the later **ER** will be totaled. This total will be the basis upon which the ratios will be calculated on the report. For example, if the total for all accounts between the **SR** and **ER** was $1,000.00 and a particular account printed with an amount of $10.00 its ratio would be 1.00% (see the **Application Overview**).
SSRC, SUSE	The **SUSE** (Start Uses) and **SSRC** (Start Sources) layout commands are only valid on the layout statement type **F** (Statement of Changes in Financial Position). **SSRC** marks the start of the sources of funds and **SUSE** marks the start of uses of funds.
LEG	The **LEG** (legend) when used on **Standard Specifications** causes a predetermined legend to print on the financial statement. The legend will skip one line after it is printed so a line feed following it is not necessary. The legend will also print predetermined column headings depending on the **Statement Specification** file.
TEXT	The **Statement Text** layout command enables the user to specify text that is defined in the **G/L Text** file to appear on the statement. The text number is entered as it appears in the **Statement Text File**. Then the text description displays. For more information on texts see the **Statement Text File** application. The starting column of the text can be designated between 1 and 240.

BSNI	The **BSNI**, (Balance Sheet Net Income) command is only valid on statement types **B**, **C**, **F**, and **X**. It allows the value of the net income to be entered into a balance sheet type of statement as though it were an account. The description to print on the report is entered, then the **P/A:**, **C:** and **$:** questions are asked. The problem calculates BSNI by adding the credits and subtracting the debits of <u>all</u> **P** type accounts.
SUB1-SUB9	The **SUB** (Subtotal Layout Command) incorporates a group of 9 subtotal levels that are labeled **SUB1** through **SUB9**. Their function is to produce a subtotal on the report. The number that follows **SUB** is indicative of its level.
SUB1-SUB9 (continued)	Thus **SUB1** is the lowest level of subtotal and **SUB9** is the highest possible level. (see the **Application Overview**). First, the description of the subtotal is entered, as it will appear on the report. If the layout statement type is **B**, **P**, **S**, or **X** the D/C code is entered. For layout statement type **B**, **X**, or **F**, the print column is entered. If you designate the **P/A** code as **P** the dollar sign can then be printed by answering **Y** to the **$:** prompt, ie (**$:Y**).
CLR1- CLR9	The **CLR** (Clear Layout command) incorporates a group of 9 clearing levels labeled **CLR1** through **CLR9**. Their function is to clear subtotals on the report. The number that follows **CLR** is indicative of the level that is to be cleared. Thus **CLR1** is the lowest level of **CLR** and **CLR9** is the highest possible level. If you designate the **P/A** code as **P** the dollar sign can then be printed by answering **Y** to the **$:** prompt, ie (**$:Y**).

Explanation of Miscellaneous Entries on the Second Screen

Name	Type and Description
Account No	A standard account number in the standard account number format. This field is only requested if the layout code is **ACCT**.
Starting and Ending Account Number	A starting and ending account number in the standard account number format. The starting and ending account numbers define the range that is requested. They are only required if the Layout code is **RNG**, and the start and end of the range needs to be defined. The ending account number must be greater (proceed) the starting account number. There is no point in entering a range with the starting and ending account numbers equal to each other.
P/A:	1 alphabetic character. P = Print A = Accumulate

P/A: (continued)	The answer to this question determines whether an account balance or a range of accounts or the Balance Sheet net income will print on the report or are to be accumulated and thereby included in the total for the next **PAT** (print accumulated total) or printing account.
C:	1 numeric character. Defines the column position of numbers that are to be printed. You may enter 1, 2 or 3 in this field to define the column. The print column is only entered for layout statement types **B**, **F**, or **X**. It determines the column in which an amount or underline will print. There are three print columns available, so the print column must be 1, 2 or 3. This command pertains only to standard statements.
Description	30 alphanumeric characters. The description entered for a **SUB1-SUB9, PAT, PRE or BSNI** is exactly what will print on the financial statement.
D/C:	1 alphabetic character. **D** = Debit **C** = Credit The **D/C** control code determines when any amount that prints on a statement will be bracketed within parentheses to set off a typical balance. If you specify **D** for debit the amount will be parenthesized if it is credit, and vice versa for **C** or credit. The **D/C** control code is only accepted for layout codes **SUB1-SUB9, PAT and PRE**. On accounts, the **D/C** control code is determined by the **G/L Account** record itself, and on **BSNI** the **D/C** is always assumed to be **C** or typically credit. The **D/C** control code is not entered on statement types **C, F** or **W** since on these three statements (the Cash Flow report, the Statement of Changes in Financial Position and the Components of Working Capital) the **D/C** control is fixed by the type of account and the type of statement.
Text No	2 numeric digits. This number corresponds to the text number of a text on the **G/L Text** file. When a valid text number is entered, the matching text will appear on the financial statement.
Lit	50 alphanumeric characters. This literal is only requested for layout code **LIT**.
$:	**Y** or **N**. Enter one of the following **Y** = Print with dollar signs **N** = Do not print dollar signs

Resequence

Name	Type and Description
1. Layout No	3 numeric digits. Enter the Layout number that you want to resequence, or **F7** to search for a valid layout number.
Type of Statement	Automatic display.
Description	Automatic display.
2. Increment	4 numeric digits. The increment is the increment used to resequence the layout. The new sequence numbers will start at the increment and continue increasing by one increment.

Copy

Name	Type and Description
1. Layout No	3 numeric digits. Enter the layout being copied from or **F7** to search for layout numbers.
Type of Statement	Automatic display.
Description	Automatic display.
2. New Layout No	3 numeric digits. Enter the layout number that you want to copy to.
3. New Description	2 lines of 25 alphanumeric characters each. Enter a description of the new layout.

Generate

Name	Type and Description
1. From Balance Sheet Layout No	3 numeric digits. A zero layout number is not allowed and the layout chosen must be a Balance Sheet layout from the **Statement Layout File**.
2. Change in Position Layout No.	3 numeric digits. The layout number entered must not currently exist. If the **RETURN** key is pressed, the cursor is positioned for entry of the next layout number or item number to change.
3. Description	2 lines of 25 alphanumeric characters each. The description is entered in two lines of 25 characters each. The description will become the description for the layout number to which it applies (the one immediately above it on the screen).
4. Working Capital Layout No.	3 numeric digits. The working capital layout number entered must not currently exist. If the **RETURN** key is pressed, the cursor is positioned for entry of the next layout number or item number to change.
5. Description	2 lines of 25 alphanumeric characters each. The description is entered in two lines of 25 characters each. The description will become the description for the

Name	Type and Description
	layout number to which it applies (the one immediately above it on the screen).
6. Cash Flow Layout No	3 numeric digits. The cash flow layout number entered must not currently exist. If the **RETURN** key is pressed, the cursor is positioned for entry of the next layout number or item number to change.
7. Description	2 lines of 25 alphanumeric characters each. The description is entered in two lines of 25 characters each. The description will become the description for the layout number to which it applies (the one immediately above it on the screen).

List

Name	Type and Description
Starting Layout No	3 numeric digits. Press the **RETURN** key to default to **All** layouts.
Ending Layout No	3 numeric digits. Press **RETURN** to default to the same value as the entry for the starting layout number.
	NOTE: Entries for a layout will appear exactly as they display on the second screen in add and change modes.

Sample

Name	Type and Description
Layout No	3 numeric digits. Enter the Layout No. you want to sample or the **F7** key to search for layout numbers.
Type of Statement	Automatic display.
Description	Automatic display. **NOTE:** The sample statement prints the same way as the financial statement will with the exception that two lines will print at the top of the page to describe the statements and that all amounts will print as 999,999,999.99 Also, accounts and **PATs** which print on this statement will not appear on the actual statement if their amount is zero and if the **Print Zero Balances ?** question is answered as **N** on the Standard and Custom Financial Statement Selection.
	If there is a range **(RNG)** in the layout for the statement with a **P/A** code of **P**, then all accounts currently on the **G/L Account File** within this range will print on the sample.
	For the **Statement of Changes in Financial Position**, the sources and uses of cash will print twice, once for sources and once for uses. On the actual statement each account will only print once, with either the sources or the uses.
	If an account number used in the layout is not on the **G/L Account File** the description that prints will be **Account XXXXX-XXXXX-XXXXX Not On File** where XXXXX-XXXXX-XXXXX is the bad account.

Name	Type and Description
	If an account within a range has an improper financial statement type, an error message will print on the sample. If a range with **P/A** code equal to **A** is not immediately followed by another range or **PAT**, an error message will be printed.

Date filled out _____ by _____ ADD   CHANGE   DELETE

          STATEMENT LAYOUT FILE LOAD SHEET

              Layout No _ _ _   Type of Statement _

     Description
     _

1) Seq No   _ _ _ _ _

2) Layout Command   _ _ _ _

3) _

4) P/A   _

5) C   _

6) D/C   _

7) $ _

1) Seq No   _ _ _ _ _

2) Layout Command   _ _ _ _

3) _

4) P/A   _

5) C   _

6) D/C   _

7) $ _

1) Seq No   _ _ _ _ _

2) Layout Command   _ _ _ _

3) _

4) P/A   _
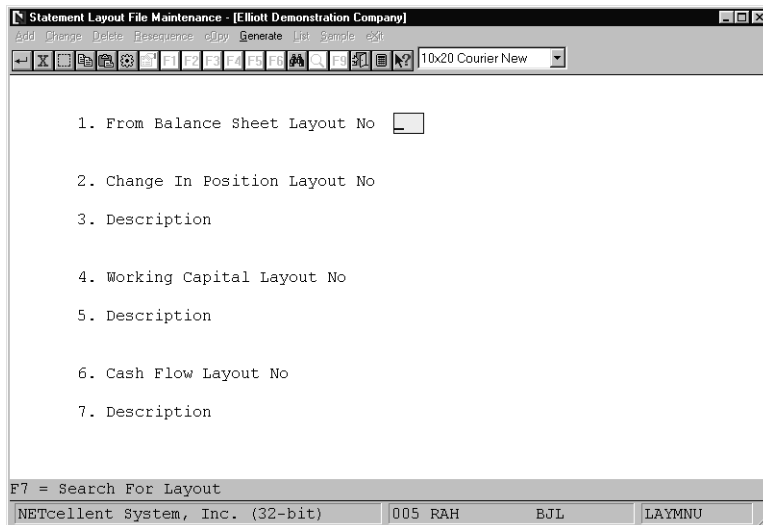
Statement Layout File (Generate)
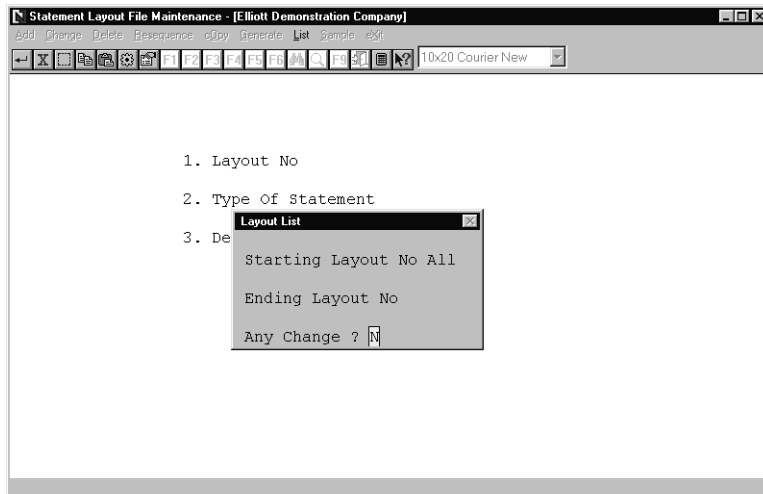
Layout List
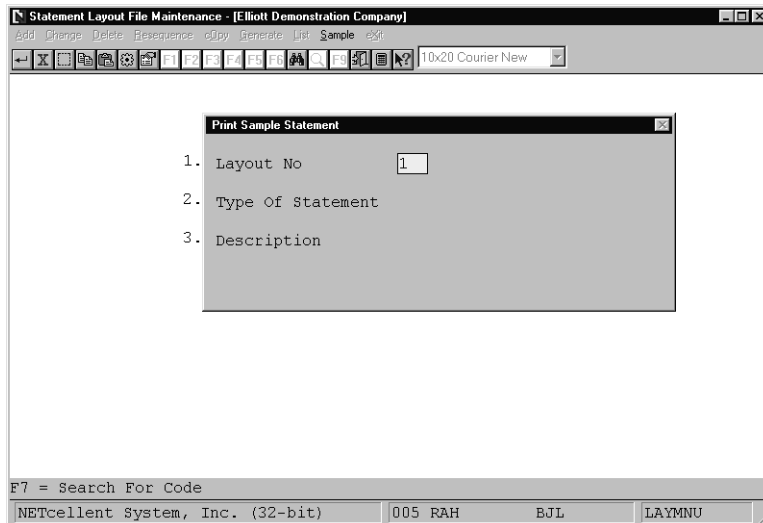
Print Sample Statement

```
              F I N A N C I A L   S T A T E M E N T   L A Y O U T   E D I T   L I S T

Layout No: 001   NETCELLENT SYSTEM, INC DEMONSTRATION CO.
                 BALANCE SHEET
Balance Sheet

Seq     Layout
No      Command

00010 LIT                              NETCELLENT SYSTEM, INC  DEMONSTRATION COMPANY        Col: 001
00020 LIT                                    BALANCE SHEET                 Col: 001
00030 LEG
00040 TEXT   Text No: 01  Unaudited And Without Opinion    Col: 001
00050 LF
00060 LIT                                   ASSETS                         Col: 001
00070 LF
00080 LIT               CURRENT ASSETS                                     Col: 001
00090 LF
00100 RNG   01005-00000-00000 To 01005-99999-00000         Prt/Accum ?  A
00110 PAT                    Petty Cash                     DB/CR ?  D    Col  1   $  Y
00120 RNG   01010-00000-00000 To 01029-99999-00000         Prt/Accum ?  A
00130 PAT                    Cash in Bank                   DB/CR ?  D    Col  1   $  Y
00140 RNG   01030-00000-00000 To 01030-99999-00000         Prt/Accum ?  A
00150 PAT                    Marketable Securities          DB/CR ?  D    Col  1   $  Y
00160 UL                                                                  Col  1
00170 SUB1                   Total Cash and Marketable Sec. DB/CR ?  D    Col  2   $  Y
00180 LF
00190 RNG   01040-00000-00000 To 01040-99999-00000         Prt/Accum ?  A
00200 PAT                    Accounts Receivable Trade      DB/CR ?  D    Col  1   $  Y
00210 RNG   01045-00000-00000 To 01045-99999-00000         Prt/Accum ?  A
00220 PAT                    Less Allowance For Bad Debts   DB/CR ?  D    Col  1   $  Y
00230 UL                                                                  Col  1
00240 SUB1                   Net Receivables - Trade        DB/CR ?  D    Col  2   $  Y
00250 LF
00260 RNG   01050-00000-00000 To 01060-99999-00000         Prt/Accum ?  A
00270 PAT                    Notes And Interest Receivable  DB/CR ?  D    Col  1   $  Y
```

```
Layout No 001  Sample Balance Sheet

                NETCELLENT SYSTEM, INC. DEMONSTRATION COMPANY
                        BALANCE SHEET
                             As Of 99/99/99

                    This Financial Statement Is Unaudited
                     And Without Opinion Expressed By
                     --- Your CPA Firm's Name Here ---

                         ASSETS

CURRENT ASSETS

Petty Cash                   $ 999,999,999.99
Cash in Bank                 $ 999,999,999.99
Marketable Securities        $ 999,999,999.99
                             ---------------
Total Cash and Marketable Sec.              $ 999,999,999.99

Accounts Receivable Trade    $ 999,999,999.99
Less Allowance For Bad Debts $ 999,999,999.99
                             ---------------
Net Receivables - Trade                     $ 999,999,999.99

Notes And Interest Receivable $ 999,999,999.99
Other Receivables            $ 999,999,999.99
Accounts Recev. - Employees  $ 999,999,999.99
                             ---------------
Total Other Receivables                     $ 999,999,999.99

Inventory - Raw Materials    $ 999,999,999.99
Work in Process              $ 999,999,999.99
```

Budget File Maintenance

Application Overview

For purposes of the **Budget File** application, a budget is the targeted or anticipated **net change** to a given account during a given period. For example, sales of a specific product line may be targeted at $10,000 for each period of the fiscal year. The correct budget entry for the account that stores this product's sales would be a $10,000 credit for each period's budget amount. The budget amounts for this account would appear as follows:

-----Budgets-----

Period - 1   Budget - 10,000

Period - 2   Budget - 10,000

Period - 3   Budget - 10,000

Period - 4   Budget - 10,000

etc.

Similarly, the anticipated telephone expense for a particular phone line might be set at $5,000 per period. The correct budget entry required to record this information would be a $5,000 debit for each period for the appropriate account.

Budgets can also be allocated for Balance Sheet accounts. Thus, if Accounts Receivable is budgeted for a $5,000 increase during each of the first two periods of the fiscal year, the budget amount for the first and second periods would each be a $5,000 debit.

If it is budgeted to thereafter decrease by $1,000 per month, the budget amount for each subsequent period would be a $1,000 credit. The budget amounts for this account would appear as follows:

-----Budgets-----

Period - 1   Budget - 5,000

Period - 2   Budget - 5,000

Period - 3   Budget - 1,000

Period - 4   Budget - 1,000

etc.

Since a Balance Sheet always shows amounts **as of** the end of a period, when budget figures are shown on a Balance Sheet, they will include the **actual** ending balance for the accounts for the previous fiscal year.

After entering Period-1 Budget, the question **Automatic Budget Progression?** appears. Answer **Y** to this question and the cursor will be positioned at the last valid period budget entry as defined by the period file. Enter the last period budget and the system will automatically calculate progressive budgets for periods two through the last period. Answer **N** to this question to manually enter the remaining periods budget.

When entering budgets you may default to the previously entered period budget amount field by pressing the **RETURN** key.

This application also enables you to maintain up to 99 distinct budget revision definitions per **G/L** account number. In addition you may reference the budget information for a given year. These variables are both used to identify budget information and **Copy** it between various budget revision definitions and years.

Budgets must be updated manually whenever they change.

Budgets may be deleted or purged individually by account using Delete mode or they may be purged for a range using the List mode.

The Budget Year refers to your fiscal year. Whenever a relative reference is made in this manual to the Budget Year such as **CY** for current year, the current year is assumed to be equal to the year of the last period of the period file.

Run Instructions

Select **Budget File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
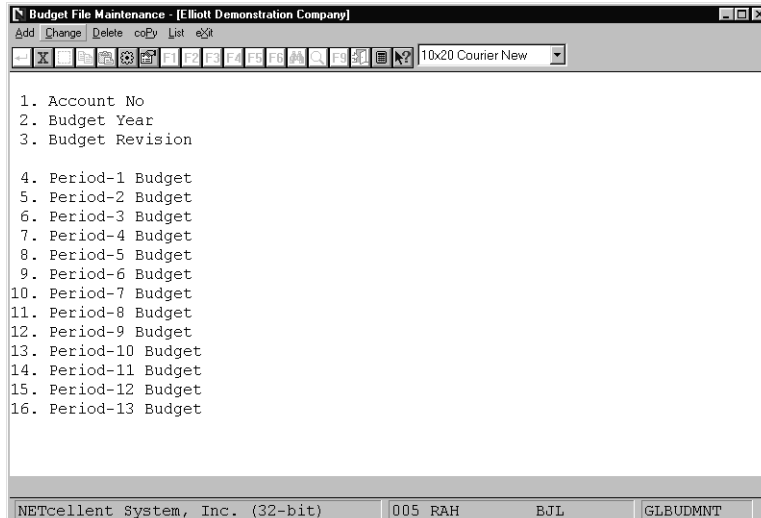
Budget File Maintenance Entry Screen

 The following options are available:

* Select the desired mode from the **Budget File** menu bar

* Enter the data requested on the screen

* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An Account Number in the standard Account Number format. Enter a **G/L** account number. Enter **F7** search by number or **F8** to search by name.
2. Budget Year	4 numeric characters that represent any year between 1900 and 2000. Enter the year that you want to reference in the budget.
3. Budget Revision	2 numeric characters. Enter the appropriate **Budget Revision** number.
4. Period 1 Budget through Period 13 Budget	Each budget entry is a 9-digit numeric field with no decimal places and an optional minus sign (999,999,999-). Enter the appropriate **Period Budget** amount. After entry of the first Period Budget, pressing the **F1** key will default the entry to the previous periods budget.
Automatic Budget Progression ?	**Y** or **N**. After entering field # 4 during Add mode, this prompt will appear at the bottom of your screen. If you answer **Y** the system will default to automatic progression, and ask you to enter a budget amount into the final **Period Budget** entry field. Then it will automatically calculate the amounts between Field #4 and the final entry field. If you enter the same figure as field #4, the period budgets will fill with that same figure. By answering **N** the system will permit you to enter varying amounts into each **Period Budget** entry field.

Copy

Name	Type and Description
Starting Account	A standard account number in the standard account number format. Enter the starting G/**L** account number range.
Ending Account	A standard account number in the standard account number format. Enter the ending **G/L** account number range.
From Year	4 numeric characters that represent any year between 1900 and 2000. Enter the budget year that you want to copy from.
From Revision	2 numeric characters. Enter the revision number that you want to copy from.
To Year	4 numeric characters that represent any year between 1900 and 2000. Enter the budget year that you want to copy into.
To Revision	2 numeric characters. Enter the revision number that you want to copy into.
Percent Change	3 numeric characters between 0 and 999. Enter the percentage of change between the two budgets. This figure can be negative if you desire to reduce budget figures.

List

Name	Type and Description
Starting Account	A standard account in the standard account format. Enter the starting G/L account number range.
Ending Account	A standard account number in the standard account number format. Enter the ending **G/L** account number range.
Starting Year	4 numeric characters. Enter the starting year range.
Ending Year	4 numeric characters. Enter the ending year range.
Revision	2 numeric characters. Enter the revision number or press **RETURN** for **All**.
Purge Records ?	**Y** or **N**. Enter **Y** to purge records or **N** to decline.

Budget File Maintenance

```
 Budget File Maintenance - [Elliott Demonstration Company]                    _ □ ×
Add  Change  Delete  coPy  List  eXit
↵ X □ ⌨ ⌘ ⚙ ⎙ F1 F2 F3 F4 F5 F6 ⚎ ⚲ F9 ⌧ ▤ ⏷?   10x20 Courier New   ▼

  1. Account No
  2. Budget Year         ┌─ Copy Budgets ─────────────────────────── ×┐
  3. Budget Revision     │                                            │
                         │  Starting Account   All                    │
  4. Period-1 Budget     │                                            │
  5. Period-2 Budget     │  Ending Account                            │
  6. Period-3 Budget     │                                            │
  7. Period-4 Budget     │  From Year         1989                    │
  8. Period-5 Budget     │                                            │
  9. Period-6 Budget     │  From Revision     1                       │
 10. Period-7 Budget     │                                            │
 11. Period-8 Budget     │  To Year           1989                    │
 12. Period-9 Budget     │                                            │
 13. Period-10 Budge     │  To Revision       2                       │
 14. Period-11 Budge     │                                            │
 15. Period-12 Budge     │  Percent Change                            │
 16. Period-13 Budge     │                                            │
                         │  Any Change ? N                            │
                         └────────────────────────────────────────────┘

 NETcellent System, Inc. (32-bit)          002 RAH        BJL        GLBUDMNT
```

Copy Budget Amounts

```
 Budget File Maintenance - [Elliott Demonstration Company]                    _ □ ×
Add  Change  Delete  coPy  List  eXit
↵ X □ ⌨ ⌘ ⚙ ⎙ F1 F2 F3 F4 F5 F6 ⚎ ⚲ F9 ⌧ ▤ ⏷?   10x20 Courier New   ▼

  1. Account No
  2. Budget Year
  3. Budget ┌─ Budget List ─────────────────────── ×┐
           │                                        │
  4. Period │  Starting Account    All              │
  5. Period │                                        │
  6. Period │  Ending Account                        │
  7. Period │                                        │
  8. Period │  Starting Year       All              │
  9. Period │                                        │
 10. Period │  Ending Year                          │
 11. Period │                                        │
 12. Period │  Revision            All              │
 13. Period │                                        │
 14. Period │  Purge Records ?     N                │
 15. Period │                                        │
 16. Period │  Any Change ? N                        │
           └────────────────────────────────────────┘

 NETcellent System, Inc. (32-bit)          002 RAH        BJL        GLBUDMNT
```

B U D G E T   L I S T

Ranges: All Accounts Selected
        All Years Selected
        All Revisions Selected

Account-No   Description
Year-Revision

01005-00000-00000   Petty Cash
1989-01

Period	Budget	Period	Budget	Period	Budget
1	100.00	6	100.00	11	100.00
2	100.00	7	100.00	12	100.00
3	100.00	8	100.00	13	.00
4	100.00	9	100.00		
5	100.00	10	100.00		

1990-01

Period	Budget	Period	Budget	Period	Budget
1	102.00	6	102.00	11	102.00
2	102.00	7	102.00	12	102.00
3	102.00	8	102.00	13	.00
4	102.00	9	102.00		
5	102.00	10	102.00		

01005-10000-00000   Petty Cash
1989-01

Period	Budget	Period	Budget	Period	Budget
1	.00	6	.00	11	.00
2	.00	7	.00	12	.00
3	.00	8	.00	13	.00
4	.00	9	.00		
5	.00	10	.00		

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Comparative File Maintenance

Application Overview

The purpose of the **Comparative File** application is to maintain a prior-year comparative amount that will be understood as the previous year's year-to-date activity for a given account, as of the end of the particular accounting period.

For example, sales of a particular product were $5,000 during each period of the previous fiscal year. Since P&L accounts are closed out at the end of each fiscal year there is a prior year beginning balance of zero. The comparative amounts for this account would appear as follows:

-----Comparatives-----	
Begin Balance	0.00
Period - 1 Balance	- 5,000.00
Period - 2 Balance	- 10,000.00
Period - 3 Balance	- 15,000.00
Period - 4 Balance	- 20,000.00
etc.	

Balance Sheet accounts are treated in much the same way although the prior year beginning balance would not necessarily be zero. Take for instance a cash account that had a beginning balance of $15,000 last year and increased by $1,000 during each period of the year. The comparative amounts for this account would appear as follows.

----- Comparatives -----	
Begin Balance	15,000.00
Period - 1 Balance	16,000.00
Period - 2 Balance	17,000.00
Period - 3 Balance	18,000.00
Period - 4 Balance	19,000.00
etc.	

Be sure not to enter comparatives for undefined periods. If your fiscal year is comprised of 12 monthly periods you must leave the entry for period number 13 blank.

When comparative figures are printed on a Balance Sheet statement, the figure that is entered for that period is printed on the Balance Sheet. When comparative figures are printed on a P & L Statement, the

figure that is entered for that period will print in the **Year-To-Date** column on the statement. The amount of change calculated from the previous period will print in the **current** column.

Credit entries must contain a minus sign in the first position to distinguish them from debit entries as in the examples above.

There is no default in the entry of comparatives.

At the end of the first fiscal year you will run the **Year-End Procedure** application. This application will automatically update your comparative figures. Comparatives need only be entered once when the package is being first set up. Comparatives may be deleted or purged individually by account using Delete mode or they may be purged for a range using the List mode.

The Comparative Year refers to your fiscal year. Whenever a relative reference is made in this manual to the Comparative Year such as **PY** for Previous Year, the previous year is assumed to be equal to one year less than the year of the last period of the period file.

Run Instructions

Select **Comparative File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
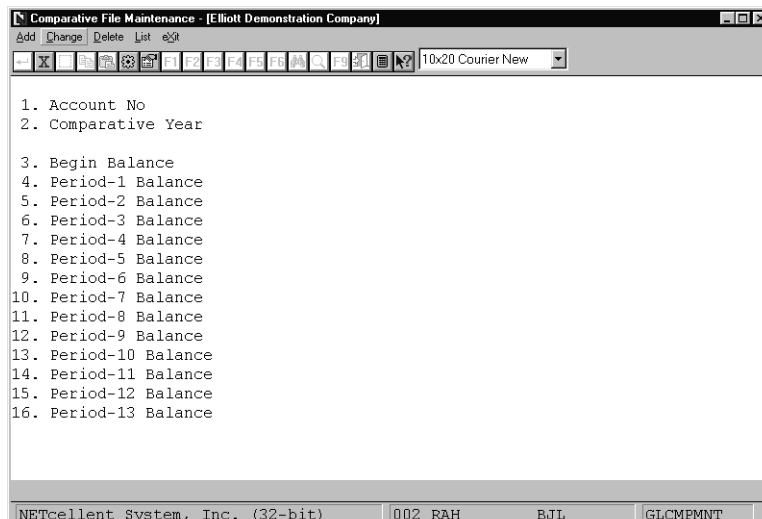
Comparative File Maintenance Entry Screen

The following options are available:

* *   Select the desired mode from the **Comparative File** menu bar
* *   Enter the data requested on the screen
* *   To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An account number in the standard account number format. Enter a **G/L** account number. Enter **F7** search by number or **F8** to search by name.
2. Comparative Year	4 numeric characters that represent any year between 1900 and 2000. Enter the year that you want to reference for these comparative balances. If you are using a fiscal year that differs from the calendar year, calculate the comparative previous year by subtracting one from the year of the <u>last</u> period in the Accounting Period File.
3. Begin Balance	9 numeric digits with no decimal places and an optional minus sign (999,999,999-). Enter the appropriate starting balance.
4. Period- 1 Balance thru Period-13 Balance	Each balance entry is a 9-digit numeric field with no decimal places and an optional minus sign (999,999,999-). Enter the appropriate Period Balance amount.

List

Name	Type and Description
Starting Account	A standard account in the standard account number format. Enter the starting **G/L** account number range.
Ending Account	A standard account number in the standard account number format. Enter the ending **G/L** account number range.
Starting Year	4 numeric characters. Enter the starting year range.
Ending Year	4 numeric characters. Enter the ending year range.
Purge Records?	**Y** or **N**. Enter **Y** to purge records or **N** to decline.
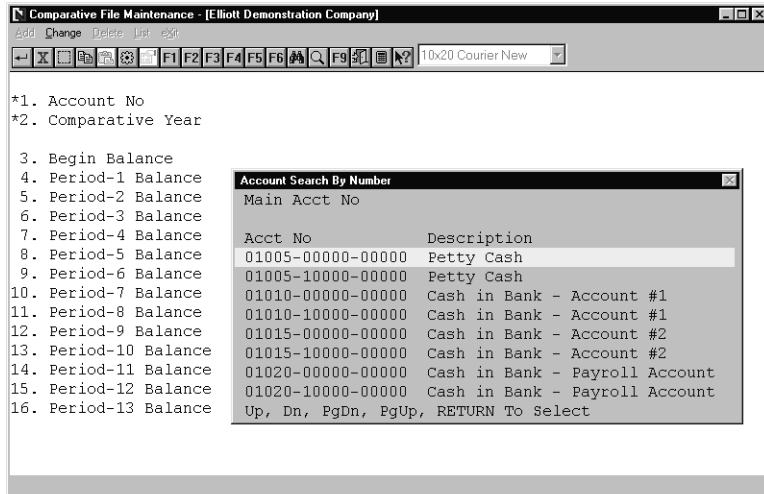
Comparative File Maintenance (Account Search By Description)
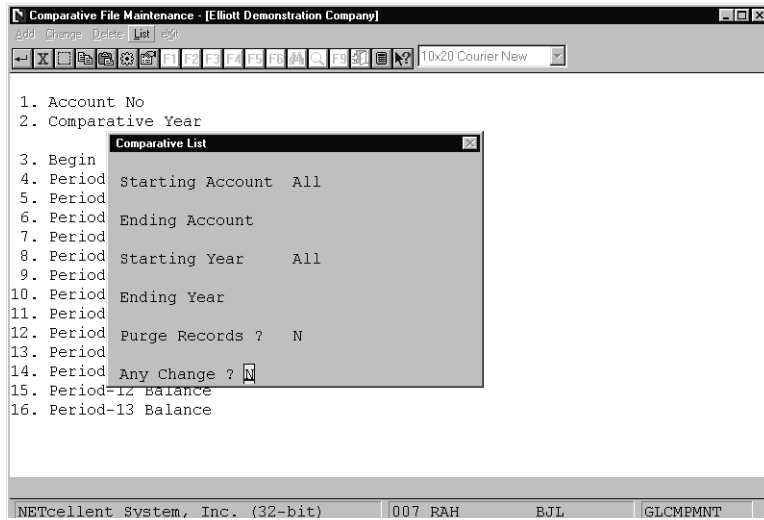
Comparative Account List

Source File Maintenance

Application Overview

The **Source File** application links the "source" with a corresponding **General Ledger** transaction. All such transactions encompassed in the main **General Ledger Transaction** file originate in a specific Journal or Register such as the **General Journal Transaction Register, A/R Sales Register,** or **A/P Voucher Register**. The source code entered here is considered as another filter that provides easy reference to these types of registers and journals. All journal entries made routinely or monthly should be defined here.

The source code is only a 10-character field and many times is not descriptive enough, due to length, to document a transaction. This application allows the entry of two lines of description to further document standard monthly transactions of unique entries. The description will print on several reports in **General Journal Trx Processing** and on the **Source Cross Reference Report**.

Run Instructions

Select **Source File** from the pull down **G/L Maintenance** window. The following screen will then be displayed:
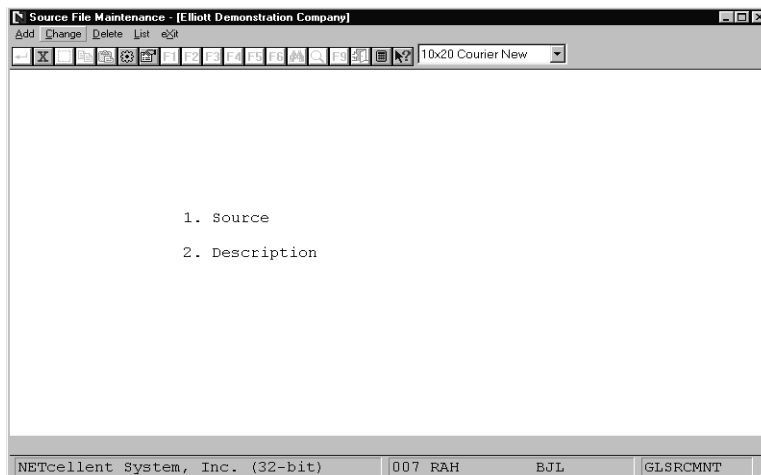
Source File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Source File** menu bar

* Enter the data requested on the screen

* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Source	10 alphanumeric characters. Enter the **Source Code**.
2. Description	2 lines of 30 alphanumeric characters each. Enter a description of the **Source code**.
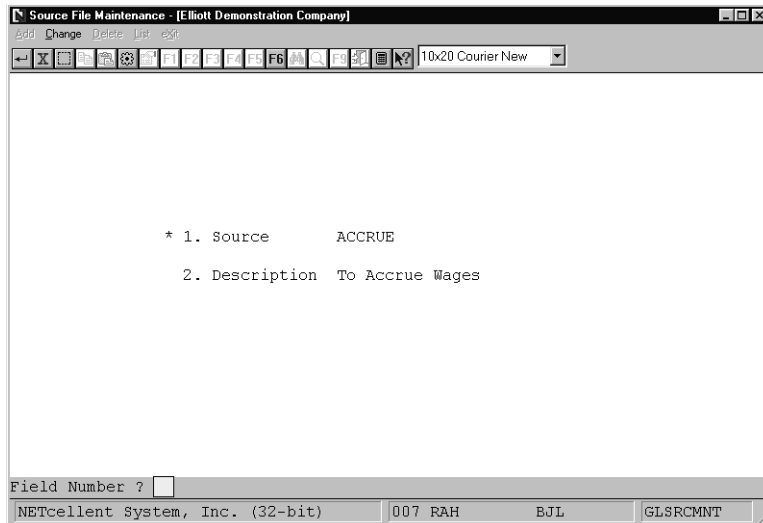
Source File Maintenance
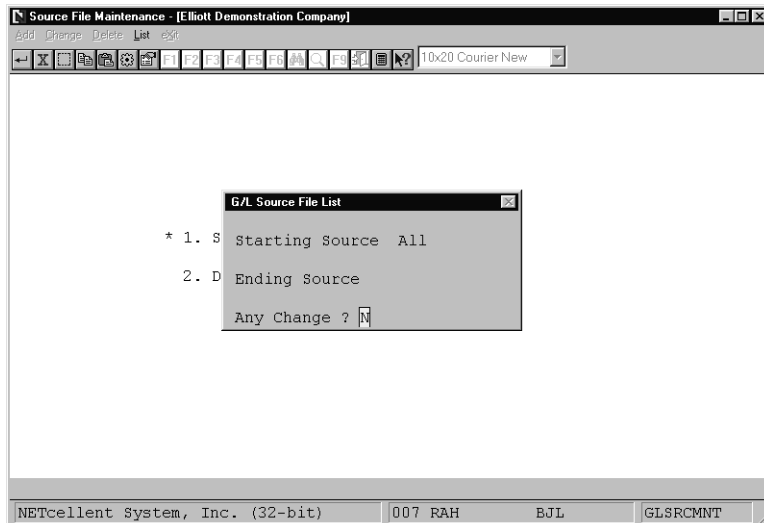
```
G / L   S O U R C E   L I S T


Source      Description

ACCRUE      To Accrue Wages


ADJ         ADJ Adjustment Source Code
            Adjustments to the TRXS

ADV-EXP     To Record Advertising
            Expense

CASH        Cash Sales To Customers


DEPRECIATE  To Record Depreciation
            For The Month

INS-ADJ     To Record The Expiration
            Of Insurance.

PAYROLL     Adjustments to payroll
            Confirm Trxs With Controler

RECUR       Recurring Entry


RENT        To Record The Rent
            Paid For The Current Month.


   9 Sources On File
```

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G/L Account File

Application Overview

The **G/L Account File** inquiry enables you to view the information that is currently on file. You will not be able to change any of the information that is displayed.

This feature displays an account description, counter balance account, consolidation account, auto distribution code, T/B subtotal level, financial statement type, Saf type, parenthesis control code, compression code, and ratio type for each account number requested.

Run Instructions

Select **G/L Account File** from the pull down **G/L Inquiry** window. The following screen will then be displayed:

```
 G/L Account File Inquiry - [Elliott Demonstration Company]          _ □ X
Inquire  eXit
 + X    F1 F2 F3 F4 F5 F6 F9 ▤ ?  10x20 Courier New  ▼




            1. Account No

            2. Description

            3. Counter Bal Acct
            4. Consolidation Acct
            5. Auto Dist Code
            6. T/B Subtotal Level
            7. Fin Statement Type
            8. Saf Type
            9. Paren Control Code
           10. Compression Code
           11. Ratio Type




 NETcellent System, Inc. (32-bit)    007 RAH      BJL      GLACTMNU
```
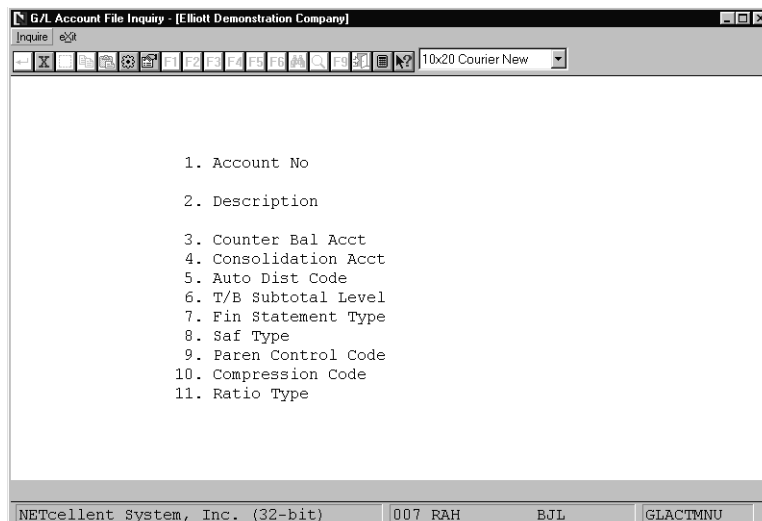
G/L Account File Inquiry Entry Screen

The following options are available:

* Select the desired mode from the **G/L Account File** menu bar

* Enter the Account Number you wish to display

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

The information provided in fields for 2 through 11 is for display purposes only. If you want to enter new information use the **G/L Account File Maintenance** application.

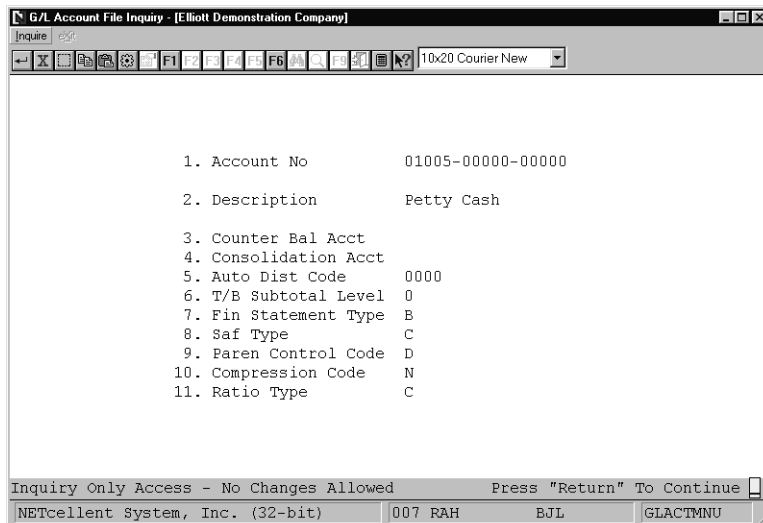| Name	Type and Description
1. Account No	An account number in the standard account number format. Enter a valid account number on file in **G/L Account File Maintenance** application. Press the **F7** key for account search by number or the **F8** key for account search by description.
2. Description	30 alphanumeric characters. The description is automatically displayed when an appropriate account number is entered.
3. Counter Bal Acct	An account number in the standard account number format. If a counter balance number is on file it will be automatically displayed.
4. Consolidation Acct	An account number in the standard account number format. If a Consolidation Account is on file it will be automatically displayed. This field displays the multi-company consolidation account that this particular account will belong too.
5. Auto Dist Code	4 numeric digits. If an Auto Dist Code account is on file it will be automatically displayed.
6. T/B Subtotal Level	1 numeric digit. This field is automatically displayed.
T/B Subtotal Level (continued)	In the **G/L Account File**, application The trial balance subtotal level allows the user to insert his own subtotals anywhere on the trial balance. Up to nine levels of subtotaling are allowed. (These subtotals are in addition to the subtotals generated automatically by the trial balance program each time the main account number changes.)
7. Fin Statement Type	1 alphabetic character. This field will display one of the following: B = Balance Sheet P = Profit and Loss (P&L) The financial statement type defines the account as a Balance Sheet or P&L type account. Asset, liability and equity accounts are identified as Balance Sheet accounts. Revenue and expense accounts are identified as P&L accounts.
8. Saf Type	1 alphabetic character. Every Balance Sheet account is categorized into one of six basic types in order to run source and application of funds reports. This field may appear as blank or display one the following SAF Types: 1. **C** = Cash 2. **N** = Non-cash charges against income (e.g., accumulated

Name	Type and Description
	depreciation, allowance for bad debts)
	3. **A** = Current assets (excluding cash)
	4. **L** = Current liabilities
	5. **F** = Cash flow (financing)
	6. **I** = Cash flow (investing)
	If your company desires to automatically generate the Statement Of Cash Flows and the Sources and Applications of Funds Statements an SAF Type must be assigned to each Balance Sheet account in the **G/L Account File Maintenance** application.
9. Paren Control Code	1 alphabetic character. The parenthesis control code specifies whether the account is typically a debit or credit account. On financial statements, non-typical balances are enclosed in parentheses to set the balance off from the other balances shown on the statement.
	This field will display an entry of **D**, or **C** for each postable account depending upon whether the account is typically debit or typically credit.
Paren Control Code (continued)	Typically debit accounts would be all expense and asset accounts. Typically credit accounts would be all revenue, liability and equity accounts.
	1 alphabetic character. Certain accounts may be coded with a parenthesis control code opposite from the account's typical balance so that the account's balance would appear within parentheses under normal circumstances. (For instance, contra-asset accounts such as accumulated depreciation could appear in the assets section of the Balance Sheet highlighted by parentheses.)
10. Compression Code	1 alphabetic character. This field displays one of the following:
	N = No compression
	D = Date compression
	P = Period compression
	S = Date compression within source
	X = Period compression within source
	This code is accessed by the **Compress General Ledger Trx File** application. Refer to the **Application Overview** of that application for more information. When the compression application is run, transactions for a given account will be consolidated into a single transaction for each day or each period or will not be consolidated at all depending on the entry for the compression code.
11. Ratio Type	1 alphanumeric character. Ratios are a grouping together of a specific related set of accounts for generating Financial Ratios. One of the following entries will be displayed:
	C = Cash

Name	Type and Description
	CA = Other Current Assets
	CL = Other Current Liabilities
	CS = Cost Of Goods Sold
	D = Depreciation
	E = Property, Plant, Equipment
	I = Inventory
	N = No Ratio Type
	OA = Other noncurrent Asset
	OE = Other Equity
	OI = Other Non-Current Liability
Ratio Type (continued)	P = Payables
	R = Receivables
	RE = Retained Earnings
	S = Sales
	S = Common/Preferred Stock

```
 G/L Account File Inquiry - [Elliott Demonstration Company]

            1. Account No          01005-00000-00000

            2. Description         Petty Cash

            3. Counter Bal Acct
            4. Consolidation Acct
            5. Auto Dist Code      0000
            6. T/B Subtotal Level  0
            7. Fin Statement Type  B
            8. Saf Type            C
            9. Paren Control Code  D
           10. Compression Code    N
           11. Ratio Type          C



Inquiry Only Access - No Changes Allowed        Press "Return" To Continue
NETcellent System, Inc. (32-bit)    007 RAH       BJL         GLACTMNU
```

G/L Account File Inquiry

Processing

General Journal Trx Processing

Application Overview

The **General Journal Transaction Processing** application allows for Journal Transaction entries and changes before posting to the General Ledger. Transactions may be keyed directly into the application; or if you are using other **Elliott** packages, transactions may be entered automatically using the **Interface from Other Packages** application. Much of the general ledger activity originating in packages such as **Accounts Receivable**, **Accounts Payable**, **Payroll**, **Job Costing**, **Inventory Management**, or **Assets and Depreciation** may be entered automatically this way. Once manual and interfaced transactions are in the **General Journal Transaction Processing** application, they may be changed or deleted before being posted to the General Ledger through the **Post General Journal Trx** application.

Recurring entries may also be entered semi-automatically each period by means of the **Recurring Journal Trx Processing** application. These transactions are not accessible through **General Journal Transaction Processing**, and are posted to the General Ledger using the **Post Recurring Journal Trx** application.

Session Balances

The bottom of the **General Journal Transaction Processing** screen displays a running total of debits and credits for the session, along with the session balance. The Session ID allows users to identify the transactions that they were responsible for entering, and gives them the ability to generate an Edit List for each session. This provides a quick check for being in balance.

Transaction ID

If you have generated an Edit List, you can find a specific transaction within a session by entering its Trx ID as it appears on the Edit List. The Trx ID is unique for each General Journal entry and may be used to access the transaction directly for changes.

In Change mode, you may search for transactions by Trx ID by pressing the **F2** (Trx ID Search) key. You may then choose to view **all** transactions in Trx ID order by pressing the **F1** (First Trx ID) key.

Current Period

The current period is displayed continuously at the top of the screen as a reminder, but posting outside of the current period is allowed. A transaction entered with a date outside the current period will generate a warning message to that effect while in the Add mode during Journal entry, and on the Edit List and Posting Register.

Journal History Numbers

Journal History data may be maintained for transactions in **General Journal Transaction Processing** if the **Maintain Journal History ?** flag (field #3) in **G/L Setup** is set to **Y**. Posting totals will be written to the Journal History File and may then be printed using the **Journal History Report** application.

Source Codes

General Journal Transaction Processing tracks the source of each entered transaction. This allows you to tie together like transactions by running the Source Cross Reference Report. Source codes are maintained in the **Source File Maintenance** application. If the user enters a source that is not on file, the application will allow it to be added, and will prompt the user to enter a description.

Accrual Reversals

Transactions entered with the source code **Accrue** can be automatically reversed in the next period if the user then enters a **Y** in the **R** (Reverse Next Period?) column. The automatically generated reversal will have the first day of the subsequent period as the transaction date. This reversal will print on the Edit List and Posting Register, but will not appear on the transaction screen or be assigned a Transaction ID. Be sure to enter both a debit & credit for accrual entries.

For transactions posted outside the current period, the date of the reversal will be the starting date of the period immediately following the transaction's date. If the transaction is dated before or after the current year, the reversal is posted based upon a projected accounting period for the year of the transaction.

Automatic Counter-Balancing

For **General Ledger** accounts with a counter-balance account on file, the operator is allowed to counter-balance the entry. If the operator enters a **Y** in the **C** (Counter-Balance Account) column, the package will generate a reversing debit or credit for the counter-balance account.

Automatic Distribution

For **General Ledger** accounts with an automatic distribution code on file, the operator is given the option to auto-distribute the entry. If the operator enters a **Y** in the **D** (Auto-Distribution Code) column, the package will automatically calculate and post the transactions to the accounts specified by the auto-distribution code. On the Edit List and Posting Register, these distributions will be rounded to the nearest penny. Any remaining amount will be added to (or subtracted from) the last distribution to ensure proper balance.

Entry List

The **Entry List** prints transactions in Trx ID order. It displays the resulting information in entry order by Trx ID and subtotals for all transactions.

Acct List

The **Acct List** prints transactions in account number order. It displays the resulting information in order by account number, date and subtotals by account listing.

Source List
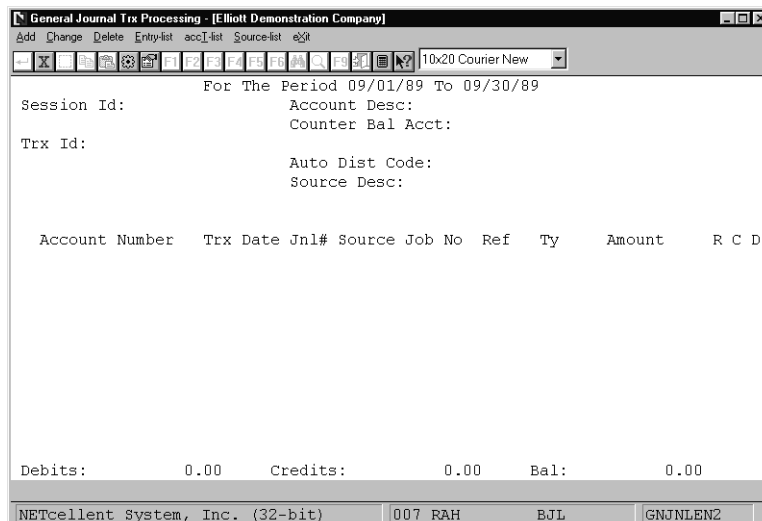
The **Source List** prints transactions in source order and subtotals by source.

Grand Totals For Lists And Posting Register

The Edit Lists and Posting Register verify, by period that total debits equal total credits. A warning is printed if any of the periods in the current year are out of balance. A separate warning prints for transactions dated before or after the current year that have a non-zero balance.

Run Instructions

Select **General Journal Trx Processing** from the pull down **G/L Processing** window. The following screen will then be displayed:

General Journal Trx Processing Entry Screen

The following options are available:

* Select the desired mode from the **General Journal Trx Processing** menu bar
* Enter the data requested on the screen
* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Session Id:	10 alphanumeric characters. In add mode, enter a session ID number to identify this batch of transactions. The ID can be the user's name, the date, a number, or anything else that will later distinguish the transactions when changes need to be made. When a Session ID number is used, you can later retrieve reports that list all the transactions that cross reference to this given Session ID number. The Session ID may also be left blank. All transactions entered under a blank ID will be grouped together. In add mode, press the **F7** key to search for Session ID's. In change and delete modes, select the desired Session ID from the window and press **RETURN**. Any transactions entered under a blank Session ID are displayed on the first line of the window. Transactions interfaced from other packages will be assigned a Session ID in the format **XXINTRFACE** where **XX** is the abbreviation for the package being interfaced from. For example, transactions interfaced from the **Payroll** package would have a Session ID of **PRINTRFACE**. Transactions consolidated from other companies will be assigned a session id of **CONSOLIDAT**.
Trx Id	7 numeric characters. This number uniquely identifies each transaction either entered in the table below or interfaced from other **Elliott** packages. In add mode, the next sequential Transaction ID number is automatically displayed. In change mode, the number of the transaction the cursor is currently on is displayed. Also in change mode, you may search by Transaction ID when the cursor first appears on the Account Number field. For more information on how to search by Transaction ID, refer to the Account Number field description.
Account Number	An account number in the standard account number format. In add mode, press the **F1** key to delete the transaction that the cursor is currently on. In add and change mode, press the **F7** key to search by account number or press the **F8** key to search by account description.
Account Number (continued)	In add or change mode, press the **F10** key to exit the entry screen. In change mode, use the **Page Up** and **Page Down** keys to move between pages of transactions. In change mode, the transactions for the Session ID selected above are displayed in account order. In change mode, the transactions for the Session ID selected above are displayed in account order. When the cursor **first** appears on this field, press the **F1** key to list all transactions for this Session ID in account number order or enter the account number you wish to start with. **After** transactions are displayed, press the **F1** key to delete the transaction that the cursor is currently on. In change mode, press the **F2** key to search for transactions by Transaction ID. If you wish to add a transaction, you may do so in change mode. Go to the blank account after the last account and enter the correct account number. The current account's description, counter-balancing account (if applicable), and auto-distribution Code (if applicable) are all displayed at the top of the screen.

Trx Date	A date in the standard date format. Enter the date that this transaction occurred. If you press **RETURN** without entering any date, the system defaults to today's date. In add mode, if the date is outside the period displayed at the top of the screen, the message **Date Not In Current Period** will be displayed. If the account associated with this transaction is set up for automatic distributions, press the **F1** key to display them.
Jnl#	4 numeric characters. Enter the Journal History number to be associated with this transaction. This field is only accessible if the Maintain Journal History flag (field #3) in **G/L Setup** is set to **Y**. In add mode, if no other transactions have been recorded since entering the application, the Starting Journal History Number (field #4) from **G/L Setup** will be displayed. If transactions have already been recorded, the journal number from the last transaction entered is displayed.
Jnl#	Press the **RETURN** key to accept the default journal number or press the **F1** key to increment the journal number by one.
Source	10 alphanumeric characters. Enter the source of the transaction. For example, you could enter **AR** if the transaction was a result of collection of a receivable. If the source field entered is **Accrue** the program will accept an automatic accrual reversal. If the operator enters a **Y** in the **(R) Reverse Next Period?** column, a reversing entry will also be posted for the start date of the next period when this transaction is posted. If the source entered was not **Accrue** then the **Reverse Next Period?** question is forced to be **N**. Press the **RETURN** key to default to the last source entered. Press the **F7** key to search for source codes or press the **F6** key to display source totals. The **F6** key will display the corresponding account number, transaction date, debit, and credit amount, and their totals. If you select a pre-defined source, its description will be displayed in the **Source Desc:** field at the top of the screen. In add mode, if Journal History is being used, the source defaults to **General Journal** plus the **Journal** number for the transaction. For example, if the journal number is **0001**, then the source will default to **GJ0001**. If the source entered is not defined in the **Source Code File Maintenance** application, you may add it from this field by answering **Y** to the question **Source Not Found, Do You Wish To Create One ?** If you answer **Y**, you will be prompted to enter a source description at the top of the screen.
Reference	30 alphanumeric characters. The reference defaults to the previously entered reference, if any. Press the **F1** key to use the first line of the source description as the reference.
Ty	1 alphanumeric character. Enter the type of transaction being entered. Only the following entries are allowed. **D** or **1** = Debit **C** or **2** = Credit The transaction type defaults to the previously entered type, if any.

Amount	11 numeric digits with 2 decimal places (negative or zero not allowed) (999,999,999.99). Enter the amount of the transaction. This amount will be debited or credited to the appropriate account depending on what was entered in the transaction type field.
R (Reverse Next Period)	**Y** or **N**. The only way to change this field is to enter **Accrue** in the Source field. See the description of the Source field above. NOTE: Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.
C (Counter-Balance)	**Y** or **N**. If the account number entered for this transaction has a counter-balance account on file, the account and its description will display and the operator will be allowed to select counter-balancing. If the account number has a counter-balance account but the counter-balance account is not on file, the account will display but the description will be *****Account Not On File***** and selection of counter-balancing will not be allowed. If the account does not have a counter-balance account associated with it, **(Not Allowed)** will display next to the **Counter Balance Acct:** field above and the operator will not be allowed to select automatic counter-balancing. NOTE: Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.
D (Auto-Distribute)	**Y** or **N**. If the account number entered for this transaction has an Auto Distribution code which exists in the **Distribution Code** file, this code will be displayed and the operator will be allowed to enter a **Y** in this field.
D (Auto-Distribute) (continued)	If the account number for this transaction does not have an Auto Distribution code or if the Auto Distribution code is not on file then **(Not Allowed)** will display and the **(D)** option will not be allowed. To view the Auto-Distribution accounts, press the **F1** key in the Trx Date field. NOTE: Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.

Entry List

Name	Type and Description
Starting Session	10 alphanumeric characters. Enter the starting **Session ID** for the range to print. Press the **F1** key to default to **All** sessions or press **RETURN** to print transactions with a blank session only. This list will print all accounts in Transaction ID order.
Ending Session	10 alphanumeric characters. Enter the ending **Session ID** for the range to print.

Acct List

Name	Type and Description
Starting Session	10 alphanumeric characters. Enter the starting **Session ID** for the range to print. Press the **F1** key to default to **All** sessions or press **RETURN** to print transactions with a blank session only. This list will print all accounts in account number order.
Ending Session	10 alphanumeric characters. Enter the ending **Session ID** for the range to print.

Source List

Name	Type and Description
Starting Source	10 alphanumeric characters. Enter the starting **Source No** for the range to print. Press the **RETURN** key to default to **All** sources. Press the **F7** key to search for sources. This list will print in source code order.
Ending Source	10 alphanumeric characters. Enter the ending **Source No** for the range to print. Press the **F7** key to search for sources.
Starting Session	10 alphanumeric characters. Enter the starting **Session ID** for the range to print. Press the **F1** key to default to **All** sessions or press **RETURN** to print transactions with a blank session only.

Ending Session	10 alphanumeric characters.
	Enter the ending **Session ID** for the range to print.

Date filled out _____ by _____ ADD   CHANGE   DELETE

COMPANY_____

GENERAL JOURNAL TRX PROCESSING LOAD SHEET

Session Id _ _ _ _ _ _ _ _ _ _

```
 Trx ID              Account No.             Trx Date    Jnl#
_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____

_____  _____-_____-_____   __/__/__  ____


          Reference             Ty    Amount      R  C  D
_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _

_____ __ _____.__ _ _ _
```

General Journal Trx Processing (Session ID Search)

General Journal Trx Processing

General Journal Trx Entry List Options
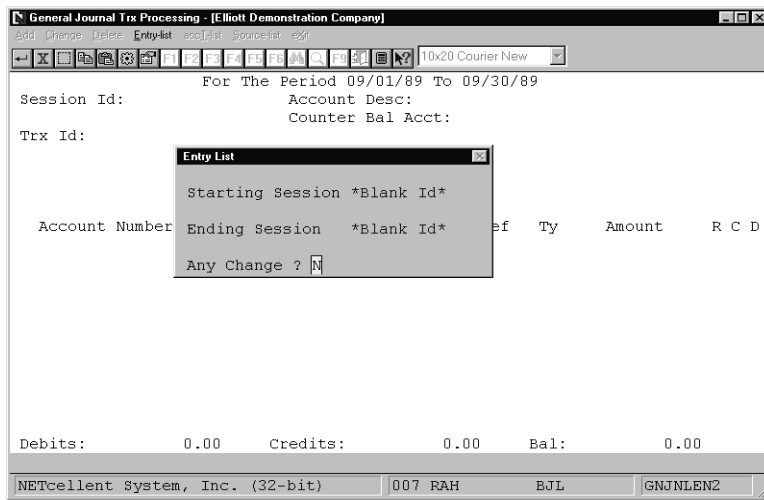
General Journal Trx Entry List
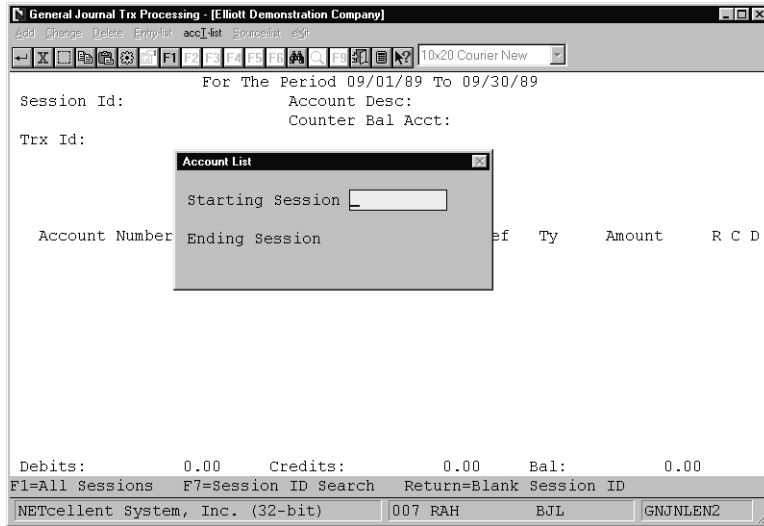
General Journal Account List Options
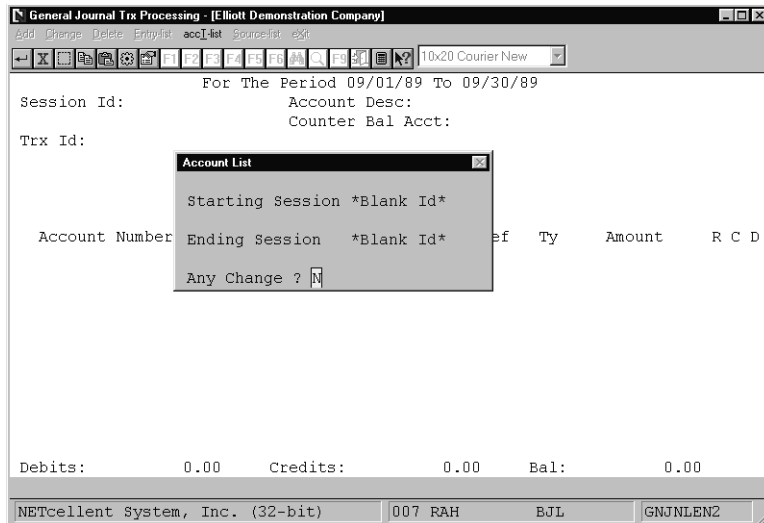
General Journal Account List

G E N E R A L   J O U R N A L   T R A N S A C T I O N   E D I T   L I S T

Ranges: Period 09/01/89 To 09/30/89
       In Account Number Order
       All Session Ids

Account-No	Description						
	Jnl# Trx-Date	Trx-Id-No	Session	Debit Amount	Credit Amount	Source	Reference

01005-00000-00000 Petty Cash
        0000 12/31/88* 0000169   CONSOLIDAT   250.00   CN0006   BALANCE FWD
                                   * Warning – Date Outside Of Current Period

                          Account Totals: 250.00   .00

01005-10000-00000 Petty Cash
        0000 12/31/88* 0000170   CONSOLIDAT   250.00   CN0006   BALANCE FWD
                                   * Warning – Date Outside Of Current Period

                          Account Totals: 250.00   .00

01010-00000-00000 Cash in Bank – Account #1
        0000 12/31/88* 0000171   CONSOLIDAT   44,036.00   CN0006
                                   * Warning – Date Outside Of Current Period

        0000 09/10/89   0000172   CONSOLIDAT   112.77 CN0006   PAID FOR 4 ROLLS OF TWINE

G E N E R A L   J O U R N A L   T R A N S A C T I O N   E D I T   L I S T

Ranges: Period 09/01/89 To 09/30/89
       In Entry Order
       All Session Ids

Account-No	Description						
	Jnl# Trx-Date	Trx-Id-No	Session	Debit Amount	Credit Amount	Source	Reference

01005-00000-00000 Petty Cash
        0000 12/31/88* 0000169   CONSOLIDAT   250.00   CN0006   BALANCE FWD
                                   * Warning – Date Outside Of Current Period

01005-10000-00000 Petty Cash
        0000 12/31/88* 0000170   CONSOLIDAT   250.00   CN0006   BALANCE FWD
                                   * Warning – Date Outside Of Current Period

01010-00000-00000 Cash in Bank – Account #1
        0000 12/31/88* 0000171   CONSOLIDAT   44,036.00   CN0006
                                   * Warning – Date Outside Of Current Period

        0000 09/10/89   0000172   CONSOLIDAT   112.77 CN0006   PAID FOR 4 ROLLS OF TWINE
        0000 09/15/89   0000173   CONSOLIDAT   22,570.00   CN0006
        0000 09/15/89   0000174   CONSOLIDAT   2,570.00 CN0006
        0000 09/30/89   0000175   CONSOLIDAT   15,000.00 CN0006   MONTHLY PR

G E N E R A L   J O U R N A L   T R A N S A C T I O N   E D I T   L I S T

Ranges: Period 09/01/89 To 09/30/89
        In Source Order
        All Sources
        All Session Ids

Account-No	Description					
	Jnl# Trx-Date	Trx-Id-No	Session	Debit Amount	Credit Amount	Reference

Source: CN0006   Source Not On File

01005-00000-00000 Petty Cash
        0000 12/31/88* 0000169   CONSOLIDAT   250.00   BALANCE FWD
                                          * Warning - Date Outside Of Current Period

01005-10000-00000 Petty Cash
        0000 12/31/88* 0000170   CONSOLIDAT   250.00   BALANCE FWD
                                          * Warning - Date Outside Of Current Period

01010-00000-00000 Cash in Bank - Account #1
        0000 12/31/88* 0000171   CONSOLIDAT   44,036.00
                                          * Warning - Date Outside Of Current Period

        0000 09/10/89   0000172   CONSOLIDAT   112.77   PAID FOR 4 ROLLS OF TWINE

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Recurring Journal Trx Processing

Application Overview

The **Recurring Journal Transaction Processing** application allows standard recurring journal transactions to be entered. They may also be changed before being posted to the **General Ledger** through the **Post Recurring Journal Transactions** application. Transactions entered here are not accessible through the **General Journal Transaction Processing** application.

Session Balances

The bottom of the **Recurring Journal Trx Processing** screen displays a running total of debits and credits for the current session, along with the session balance. The Session ID allows users to identify the transactions that they were responsible for keying in. When entering change mode, a window is displayed with each Session ID, the number of transactions it contains, total debits and credits, and the last date on which it was posted. The user may choose one of these sessions or create a new one in add mode.

Transaction ID

Each recurring transaction is assigned a unique Transaction ID number. As new transactions are entered, the Starting Transaction ID No field in **G/L Setup** is incremented. The Transaction ID may be used to access transaction directly for changes. In change mode, you may search for transactions by Transaction Id by pressing the **F2** (Trx ID Search) key.

Current Period

The current period starting and ending dates are displayed continuously at the top of the screen. All transactions entered will be posted to the period ending date.

Journal History Numbers

Journal History data may be maintained for transactions in **Recurring Journal Transaction Processing** if the **Maintain Journal History ?** flag (field #3) in **G/L Setup** is set to **Y**. Posting totals will be written to the Journal History File and may then be printed using the **Journal History Report** application.

Accrual Reversals

Transactions entered with the source code **Accrue** can be automatically reversed in the next period if the user then enters a **Y** in the **R** (Reverse Next Period?) column. The automatically generated reversal will have the first day of the subsequent period as the transaction date. This reversal will print on the Edit List and Posting Register, but will not appear on the transaction screen or be assigned a Transaction ID. It will, however be reflected in the balance totals at the bottom of the screen. Be sure to enter both a debit and credit for accrual entries.

Automatic Counter-Balancing

For **General Ledger** accounts with a counter-balance account on file, the operator is allowed to counter-balance the entry. If the operator enters a **Y** in the **C** (Counter-Balance Account) column, the package will generate a reversing debit or credit for the counter-balance account.

Automatic Distribution

For **General Ledger** accounts with an automatic distribution code on file, the operator is given the option to auto-distribute the entry. If the operator enters a **Y** in the **D** (Auto-Distribution Code) column, the package will automatically calculate and post the transactions to the accounts specified by the auto-distribution code. On the Edit List and Posting Register, these distributions will be rounded to the nearest penny. Any remaining amount will be added to (or subtracted from) the last distribution to ensure proper balance.

Balance By Periods

The List and Register verify the transaction balances by period to ensure they are both zero. (All transactions will fall in one of two periods - current period or next period for accrual reversals.) If either of the two possible periods have a non-zero balance, a warning prints showing the balances for the non-zero periods and posting is not allowed.

Run Instructions

Select **Recurring Journal Trx Processing** from the pull down **G/L Processing** window. The following screen will then be displayed:
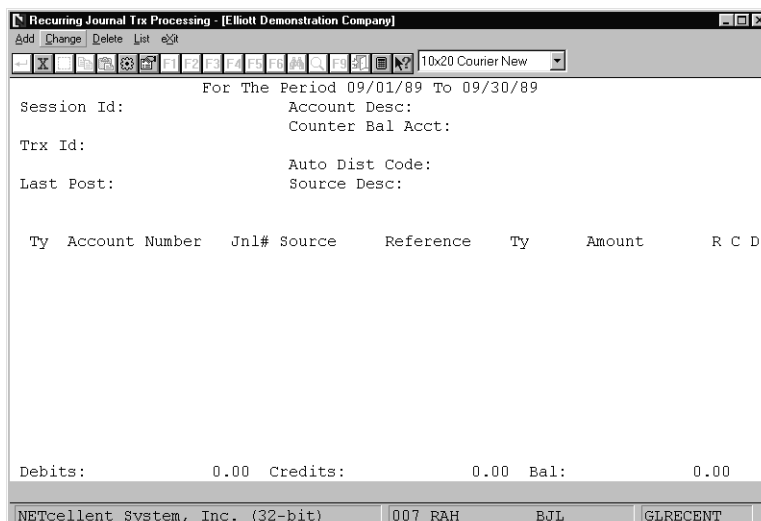
Recurring Journal Trx Processing Entry Screen

The following options are available:

* Select the desired mode from the **Recurring Journal Trx Processing** menu bar
* Enter the data requested on the screen
* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Session Id:	10 alphanumeric characters. In add mode, enter a Session ID number to identify this batch of recurring transactions. The ID can be the user's name, the date, a number, or anything else that will later distinguish the transactions when changes need to be made. When a Session ID number is used, you can later retrieve reports that list all the transactions that cross reference to this given Session ID number. The Session ID may also be left blank. All transactions entered under a blank ID will be grouped together. In add mode, press the **F7** key to search for Session ID's. In change and delete modes, select the desired Session ID from the window and press **RETURN**. Any transactions entered under a blank Session ID are displayed on the first line of the window.
Trx Id	7 numeric characters. This number uniquely identifies each transaction entered in the table below. In add mode, the next sequential Transaction ID number is automatically displayed. In change mode, the number of the transaction the cursor is currently on is displayed. Also in change mode, you may search by Transaction ID when the cursor first appears on the Account Number field. For more information on how to search by Transaction ID, refer to the Account Number field description.
Last Post:	A date in the standard format. This field displays the last date on which the currently selected recurring transaction was posted. Manual changes to this field are not allowed.
Ty	1 alphanumeric character. Enter the recurring transaction type. Only the following entries are allowed: **P** or **1** - Permanent **V** or **2** - Variable <u>Permanent Entries</u> - Transaction Type **P**

Ty (continued)	A permanent journal entry is any entry that is made for the same amount each period. These entries are retained on file and posted each period for the amount specified. Permanent transactions are modifiable through change and delete modes.
	Variable Entries - Transaction Type **V**
	A variable journal entry is any entry that is made to the same account for different amounts each period. Each period, before posting, the operator can enter the amount to be posted that period. The procedure is:
	1) Select change mode.
	2) Enter Trx Type of **V**.
	3) Press the **F1** key when the cursor is positioned for entry of the Account No.
	4) The system locates and displays the first screen of variable transactions on file. Use the up/down arrow keys to select the desired transaction, then use the **RETURN** key to move to the Amount field and enter the correct amount.
	5) Individual transactions may be accessed directly by entering the transaction type **V** and the account number or by pressing the **F2** key and entering a Transaction ID number.
	Press the **F1** key to delete the transaction that the cursor is currently on.
Account Number	An account number in the standard account number format.
	In add and change mode, press the **F7** key to search by account number or press the **F8** key to search by account description.
	In change mode, when the cursor **first** appears on this field, press the **F1** key to list transactions for this Session ID in account number order. **After** transactions are displayed, press the **F1** key to delete the transaction that the cursor is currently on. In change mode, press the **F2** key to search for transactions by Transaction ID. In change mode, the account number cannot be changed.
	The current account's description, counter-balancing account (if applicable), and auto-distribution Code (if applicable) are all displayed at the top of the screen.
Jnl#	4 numeric characters.
	Enter the Journal History number to be associated with this transaction. This field is only accessible if the Maintain Journal History flag (field #3) in **G/L Setup** is set to **Y**.
	In add mode, if no other transactions have been recorded since entering the application, the Starting Journal History Number (field #4) from **G/L Setup** will be displayed. If transactions have already been recorded, the journal number from the last transaction entered is displayed.
	Press the **RETURN** key to accept the default journal number or press the **F1** key to increment the journal number by one.
	In change mode, use the Page Up and Page Down keys to move between pages of transactions.
Source	10 alphanumeric characters.
	If the source field entered is **Accrue** the program will accept an automatic accrual reversal. If the operator enters a **Y** in the **(R) Reverse Next Period?** column, a reversing entry will also be posted for the start date of the next period when this transaction is posted. If the source entered was not **Accrue** then the **Reverse Next**

	Period? question is forced to be **N**.
	Press the **RETURN** key to default to the last source entered. Press the **F7** key to search for source codes or press the **F6** key to display source totals. The **F6** key will display the corresponding account number, transaction date, debit, and credit amount, and their totals.
	If you select a pre-defined source, its description will be displayed in the **Source Desc:** field at the top of the screen. In add mode, if Journal History is being used, the source defaults to **RJ** plus the journal number for the transaction. For example, if the journal number is **0001**, then the source will default to **RJ0001**.
	If the source entered is not defined in the **Source Code File Maintenance** application, you may add it from this field by answering **Y** to the question **Source Not Found, Do You Wish To Create One ?** If you answer **Y**, you will be prompted to enter a source description at the top of the screen.

Source (continued)	If Journal History is not in use and you are in change mode, use the Page Up and Page Down keys to move between pages of transactions.
Reference	30 alphanumeric characters. Enter a reference number or press **RETURN** to default to the previously entered reference, if any. Press the **F1** key to use the first line of the source description as the reference.
Ty	1 alphanumeric character. Enter the type of transaction being entered. Only the following entries are allowed. **D** or **1** = Debit **C** or **2** = Credit The transaction type defaults to the previously entered type, if any.
Amount	11 numeric digits with 2 decimal places (negative or zero not allowed) (999,999,999.99). Enter the amount of the transaction. This amount will be debited or credited to the appropriate account depending on what was entered in the transaction type field.
R (Reverse Next Period)	**Y** or **N**. The only way to change this field is to enter **Accrue** in the Source field. See the description of the Source field above. **NOTE:** Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.
C (Counter-Balance)	**Y** or **N**. If the account number entered for this transaction has a counter-balance account on file, the account and its description will display and the operator will be allowed to select counter-balancing. If the account number has a counter-balance account but the counter-balance account is not on file, the account will display but the description will be ***Account Not On File*** and selection of counter-balancing will not be allowed.

C (Counter-Balance) (continued)	**If the account does not have a counter-balance account associated with it,** **(Not Allowed)** will display next to the **Counter Balance Acct:** field above and the operator will not be allowed to select automatic counter-balancing. NOTE: Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.
D (Auto-Distribute)	**Y** or **N**. If the account number entered for this transaction has an Auto Distribution code which exists in the **Distribution Code** file, this code will be displayed and the operator will be allowed to enter a **Y** in this field. If the account number for this transaction does not have an Auto Distribution code or if the Auto Distribution code is not on file then **(Not Allowed)** will display and the **(D)** option will not be allowed. To view the Auto-Distribution accounts, press the **F1** key in the Trx Date field. NOTE: Only one of the options R, C, or D can be selected for any one transaction. If any one of these is answered **Y**, the other options cannot be selected. **RETURN** defaults to **N**.

```
   Date filled out _____ by _____ ADD     CHANGE    DELETE
                          COMPANY_____

                RECURRING JOURNAL TRX PROCESSING LOAD SHEET

   1)  Source        _ _ _ _ _ _ _ _ _ _

   2)  Trx Type      _    P = Permanent, V = Variable

   3)  Account No    _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _
                            Debit                   Credit
   4)  Amount        _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ . _ _

   5)  Reference     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   6)  Reverse Next
       Period?       _    Y = Yes, N = No

   7)  Auto
       Distribute?  _    Y = Yes, N = No

   8)  Counter
       Balance?      _    Y = Yes, N = No
                      ********************

   1)  Source        _ _ _ _ _ _ _ _ _ _

   2)  Trx Type      _    P = Permanent, V = Variable

   3)  Account No    _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                            Debit                   Credit
   4)  Amount        _ _ _ _ _ _ _ . _ _      _ _ _ _ _ _ _ . _ _

   5)  Reference     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   6)  Reverse Next
       Period?       _    Y = Yes, N = No

   7)  Auto
       Distribute?  _    Y = Yes, N = No

   8)  Counter
       Balance?      _    Y = Yes, N = No
```

Recurring Journal Trx Processing Session ID Search

Recurring Journal Trx Processing

Recurring Journal Trx Processing Session ID Search

Recurring Journal Trx Processing Session ID Search

Elliott

R E C U R R I N G   J O U R N A L   T R A N S A C T I O N   E D I T   L I S T

Ranges: Period Ending 09/30/89
        Permanent Recurring Entries
        In Account Number Order

Account-No	Session	Description Trx-Date	Debit Amount	Credit Amount	Source	Jnl#	Reference	Last Post-Date
01010-10000-00000		Cash in Bank - Account #1						
		09/30/89		2,000.00	RECUR		Monthly Rent On Branch Offices	04/25/91
		Account Totals:	.00	2,000.00				
05420-00000-00000		Rent						
		09/30/89	1,000.00		RECUR		Monthly Rent On Branch Offices	04/25/91
		Account Totals:	1,000.00	.00				
05420-10000-00000		Rent						
		09/30/89	1,000.00		RECUR		Monthly Rent On Branch Offices	04/25/91
		Account Totals:	1,000.00	.00				
3 Trx		Permanent Totals:	2,000.00	2,000.00				

R E C U R R I N G   J O U R N A L   T R A N S A C T I O N   E D I T   L I S T

Ranges: Period Ending 09/30/89
        Permanent Recurring Entries
        In Source Order

Account-No	Session	Description Trx-Date	Debit Amount	Credit Amount	Jnl#	Reference	Last Post-Date
Source: RECUR							
01010-10000-00000		Cash in Bank - Account #1					
		09/30/89		2,000.00		Monthly Rent On Branch Offices	04/25/91
05420-10000-00000		Rent					
		09/30/89	1,000.00			Monthly Rent On Branch Offices	04/25/91
05420-00000-00000		Rent					
		09/30/89	1,000.00			Monthly Rent On Branch Offices	04/25/91
		Source Totals:	2,000.00	2,000.00			
3 Trx		Permanent Totals:	2,000.00	2,000.00			

Post General Journal Trx

Application Overview

The **Post General Journal Transactions** application transfers journal entries into the **General Ledger Transaction File**. It serves to automatically update the information on file.

General Journal Transaction Register

All entries are posted in numerical account order and detailed on the transaction register. It can then be spooled for later printing after your transactions are posted.

For counter-balancing entries, the balancing transaction is printed showing its account number and description.

For accrual reversals, the reversing entry is printed showing its date.

For automatic distributions a breakdown by account is printed.

Thus, both the Edit List by account order in **General Journal Trx Processing** and the Register show every transaction that is to be posted exactly as it will appear in the **General Ledger Transaction** file.

Transaction Posting

If you have requested the posting option and have answered **N** to the **Ok To Post If Out Of Balance ?** question, posting will not proceed and the register will inform you of this.

If you have answered the posting out of balance question in **G/L Setup** as **N**, out of balance posting is not allowed and will not be displayed.

It is strongly recommended that transactions are not posted out of balance in normal operation. Out of balance posting is mainly allowed for adjustment of the **General Ledger Transaction** file after the **Year-End Procedure** is run or if a data corruption should occur.

Run Instructions

Select **Post General Journal Trx** from the pull down **G/L Processing** window. The following screen will then be displayed:
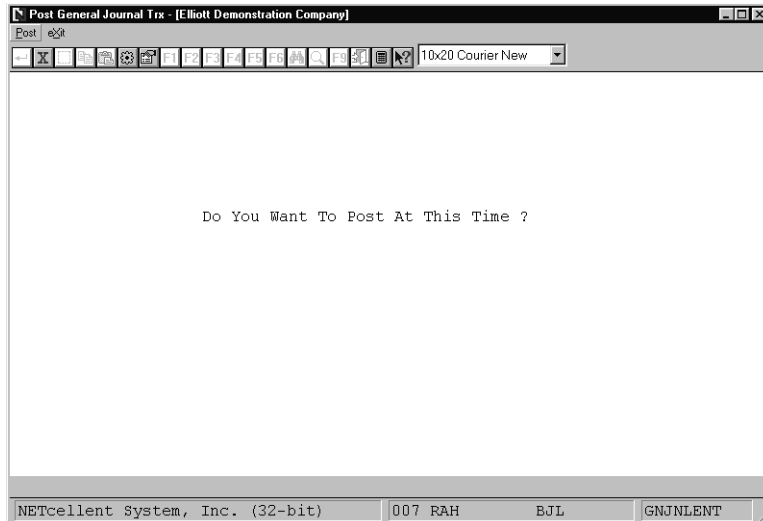
Post General Journal Trx Processing Entry Screen

The following options are available:

* Select the desired mode from the Post General Journal Trx menu bar

* Enter the data requested on the screen

* You will be asked Ok To Post If Out Of Balance ?. If you answer N and the total credit amounts on file do not equal the total debit amounts for all accounting periods, posting will not occur and a message will be printed on the Register informing you of this.

* Transactions for invalid accounts or invalid distribution codes will prevent posting from occurring and a message will be printed on the register informing you of the problem.

* If you have entered a transaction outside the date range of the current period described in the Accounting Period file, a message that transaction is out of the current period will print on the register.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	**Y** or **N**. Answer **Y** to Post all General Journal transaction entries to the **General Ledger Transaction File**, or **N** to decline. If **Allow Posting Out Of Balance?** in the **G/L Setup** is set to **Y** the system will ask you whether it is **Ok To Post If Out Of Balance?** If you answer **Y** the posting operation will proceed without interruption, regardless of whether the register is out of balance.

The following fields will appear on a pop-up window.

Name	Type and Description
Starting Session	10 alphanumeric characters. Enter the starting Session ID for the range to be posted. Press the **F1** key to post **ALL** Session ID's or press the **RETURN** key to post transactions with a blank Session ID only.
Ending Session	10 alphanumeric characters. Enter the ending Session ID for the range to be posted. Defaults to the starting Session ID.
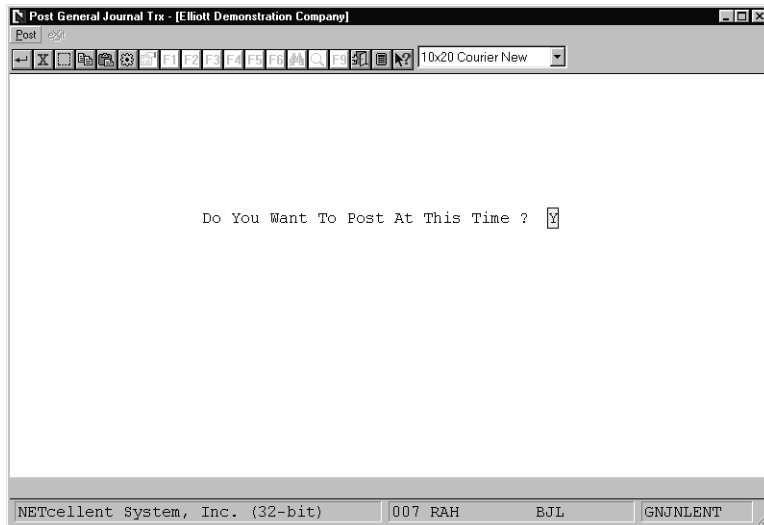
Post General Journal Trx Processing Entry Screen
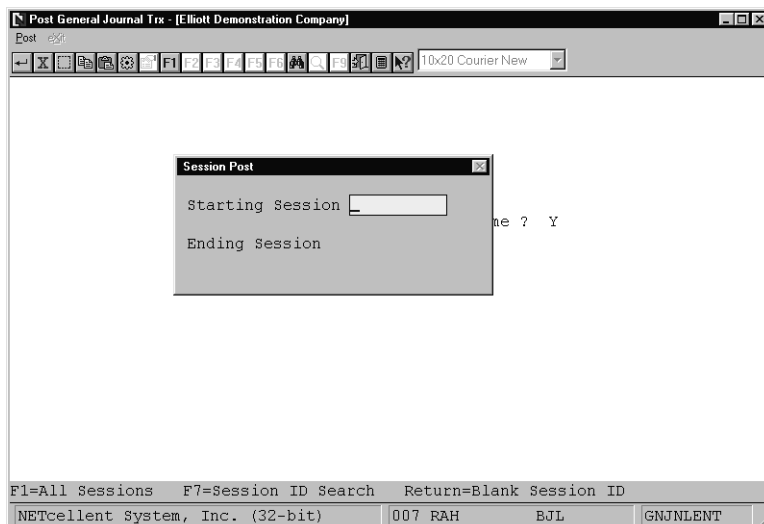
Post General Journal Trx Processing Entry Screen Options

```
┌──────────────────────────────────────────────────────────────────────┐
│ ▶ Post General Journal Trx - [Elliott Demonstration Company]   _ □ X  │
│ Post  eXit                                                             │
│ ↵ X ▢ ▤ ▥ ⚙ ▤ F1 F2 F3 F4 F5 F6 ▥ 🔍 F9 ▥ ▤ ▶?  10x20 Courier New ▼  │
│                                                                        │
│                                                                        │
│       ┌─────────────────────────────────────────┐                     │
│       │ Session Post                         X   │                     │
│       │                                          │                     │
│       │ Starting Session  *Blank Id*            me ? Y                 │
│       │                                          │                     │
│       │ Ending Session    *Blank Id*            │                      │
│       │                                          │                     │
│       │ Any Change ? N                          │                      │
│       └─────────────────────────────────────────┘                     │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│ NETcellent System, Inc. (32-bit)      │ 007 RAH     BJL   │ GNJNLENT  │
└──────────────────────────────────────────────────────────────────────┘
```
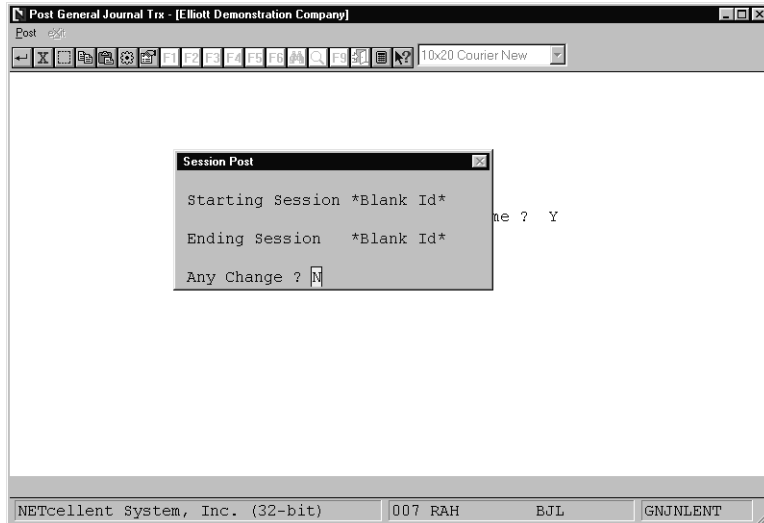
Post General Journal Trx Processing Entry Screen


```
                G E N E R A L   J O U R N A L   T R A N S A C T I O N   R E G I S T E R
Ranges: Period 09/01/89 To 09/30/89
        All Session Ids

Account-No       Description
         Jnl# Trx-Date   Trx-Id-No  Session        Debit Amount      Credit Amount  Source    Reference


01005-00000-00000 Petty Cash
         0000 12/31/88*   0000169    CONSOLIDAT             250.00                   CN0006    BALANCE FWD
                                          * Warning – Date Outside Of Current Period

                          Account Totals:            250.00                .00


01005-10000-00000 Petty Cash
         0000 12/31/88*   0000170    CONSOLIDAT             250.00                   CN0006    BALANCE FWD
                                          * Warning – Date Outside Of Current Period

                          Account Totals:            250.00                .00


01010-00000-00000 Cash in Bank - Account #1
         0000 12/31/88*   0000171    CONSOLIDAT           44,036.00                  CN0006
                                          * Warning – Date Outside Of Current Period
```

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Elliott

Post Recurring Journal Trx

Application Overview

The **Post Recurring Journal Transaction** application transfers standard recurring journal entries into the **General Ledger Transaction File**. It serves to automatically update the information on file.

Recurring Journal Transaction Register

All entries are detailed on this register. The register is automatically printed in account number order when the transactions are posted.

For counter-balanced entries, the balancing transaction is printed showing its account number and description.

For accrual reversals, the reversing entry is printed showing its date.

For automatic distributions, a breakdown by account is printed.

When posting, only the recurring transactions that are applicable for the current period will be posted. Likewise, posting out of balance is not allowed.

In both cases a message will display on the screen explaining why access to the posting routine is not allowed.

During the printing of the register, if any accounts to which posting is attempted are discovered to be invalid, the posting will terminate and a message on the screen will advise you of the problem. You must print out the spooled register in order to identify the problem accounts. Such accounts will show up on the register with a description bearing the message
Account Not On File.

IMPORTANT: Recurring journal entries must be posted before changing the current period in the Accounting Period File Maintenance application. Failure to post recurring entries before posting entries for the next period will require you to make manual entries for the previous period.

Run Instructions

Select **Post Recurring Journal Trx** from the pull down **G/L Processing** window. The following screen will then be displayed:

```
Post Recurring Journal Trx - [Elliott Demonstration Company]
Post  eXit




                    Do You Want To Post At This Time ?










NETcellent System, Inc. (32-bit)        007 RAH        BJL        GLRECENT
```
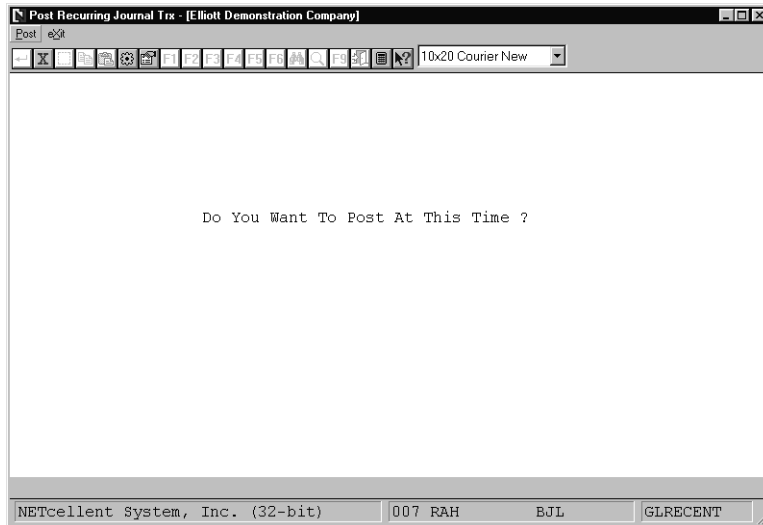
Post Recurring Journal Trx Processing Entry Screen

The following options are available:

* Select the desired mode from the **Post Recurring Journal Trx** menu bar
* If the total credit amounts on file do not equal the total debit amounts for all accounting periods, a message will be displayed to that effect and posting will not be allowed.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	**Y** or **N**. Answer **Y** to Post all Recurring Transaction entries to the **General Ledger Transaction File**, or **N** to decline.
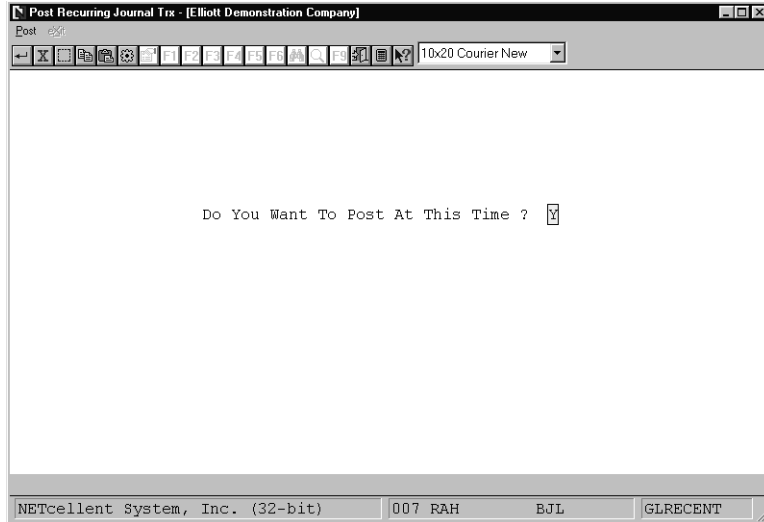
Post Recurring Journal Trx Processing

```
                   R E C U R R I N G   J O U R N A L   T R A N S A C T I O N   R E G I S T E R
Ranges: Period Ending 09/30/89
        Permanent Recurring Entries

Account-No          Description                                                                    Last
          Session   Trx-Date       Debit Amount    Credit Amount  Source      Jnl#   Reference                              Post-Date

01010-10000-00000   Cash in Bank - Account #1
                    09/30/89                          2,000.00    RECUR              Monthly Rent On Branch Offices  04/25/91

                    Account Totals:        .00        2,000.00

05420-00000-00000   Rent
                    09/30/89       1,000.00                       RECUR              Monthly Rent On Branch Offices  04/25/91

                    Account Totals:   1,000.00             .00

05420-10000-00000   Rent
                    09/30/89       1,000.00                       RECUR              Monthly Rent On Branch Offices  04/25/91

                    Account Totals:   1,000.00             .00

     3  Trx    Permanent Totals:    2,000.00        2,000.00
```

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Interface From Other Packages

Application Overview

Interface From Other Packages allows the distribution files of **Accounts Receivable**, **Accounts Payable**, **Payroll**, **Job Costing**, **Inventory Management**, and **Assets and Depreciation** to be transferred into the General Journal Transaction File.

The **General Ledger** interface was designed to be a quick and simple means of transferring distributions from **Accounts Receivable (AR)**, **Accounts Payable (AP)**, **Payroll (PR)**, **Job Costing (JC)**, **Inventory Management (IM)**, and **Assets and Depreciation (AD)** to **General Ledger**. Only minimal data validation occurs during the interface, so careful preparation is required.

Prior to running this program you should have run the Distribution Report in detail for the appropriate package, making sure that all transactions are accurately represented. The program does not require that you provide a valid period starting or ending date for the cutoff date, but we suggest that you maintain period integrity. Along these lines it would be wise to adjust your current starting and ending period dates to those of the period you are interfacing to avoid warnings that the transaction dates are not within the current period on the General Journal Transaction Edit List and Register.

You may interface multiple packages without stopping and posting from the General Journal Trx File to the **General Ledger**. If the General Journal Trx File contains unposted transactions, you will be asked by the program if you still wish to interface. You will not be allowed to interface the same package more than once without posting from the first interface. Since the interface moves data directly from the package into **General Journal Trx Processing**, you may deal with the transactions exactly as you would had they been entered manually. You are allowed to do full maintenance on the file and may print an Edit List to verify that all transactions were successfully interfaced.

You may want to purge the file while you interface. Elliott suggests that you not purge during interface but purge after posting General Journal Trx. In the unlikely event of a power or system failure, you may not have to restore from a backup but simply interface. If you do not purge the file during the interface, you must do so from within the package of origin. Transactions are flagged after being interfaced and will not be interfaced twice unless you answer **Y** to field #6, **Re-Interface Records Flagged As Interfaced?** in this application.

Once you have run the interface you should run **General Journal Trx Processing** to generate an edit list. When the edit list is approved, you will want to post the transactions to the General Ledger Trx File just as you would ordinary entries using **Post General Journal Trx** in the **Processing** window. Interfaced transactions are distinguished from ordinary entries by the source, session and reference fields in the record. If journal history totals are not in use, the source file will be set to **XXIN**, where **XX** is the package designation of the interfaced package (**AR**, **AP**, **PR**, **JC**, **IM**, or **AD**), and, if you choose a detailed interface, the reference will provide a description of the original transaction. The reference for a payroll transaction, for instance, would contain the employee number and the check number of the original transaction. If journal history totals are in use, the source field will be set to the interfaced package (**AR**, **AP**, **PR**, **JC**, **IM** or **AD**) followed by the Journal History number originally assigned to the transaction. The session ID will reflect the package interfaced with **XXINTRFACE**, where **XX** is the package designation.

Summary Interface

When interfacing, you have the option of doing a summary interface by date within source or by Account Summary. This has the advantage of compressing your transactions into a single transaction for each account number and date. The summary interface will maintain the source (that is, **ARIN**, **APIN**, **PRIN**, **JCIN**, **IMIN**, or **ADIN**) but summarize the information on each account, similar to a **compress by date within source** compress option in the **Compress General Ledger Trx File** application. The Account Summary will create one debit and credit transaction for the date range that is being interfaced.

ASCII Interface

When interfacing, you have the option to interface a fixed length ASCII distribution file from another system into the **Elliott General Ledger**. This ASCII file must be in the format as defined in the Appendix section of the Elliott Developer Reference manual for Accounting (DRMA). The ASCII file name must be **GLDISASC.DAT** and the file must be copied into the Elliott data directory of the company you wish to interface transactions into.

If the **GLDISASC.DAT** file is found in your current Elliott data directory then the option to interface the ASCII file at the **Interface With Which Package ?** question will be allowed. The package code used to interface an ASCII distribution file is **AI**.

Warning: If you choose to interface ASCII distribution files from another system, make sure to verify the interfaced transactions by printing a **General Journal Edit List** prior to posting any transactions.

Run Instructions

Select **Interface From Other Packages** from the pull down **G/L Processing** window. The following screen will then be displayed:
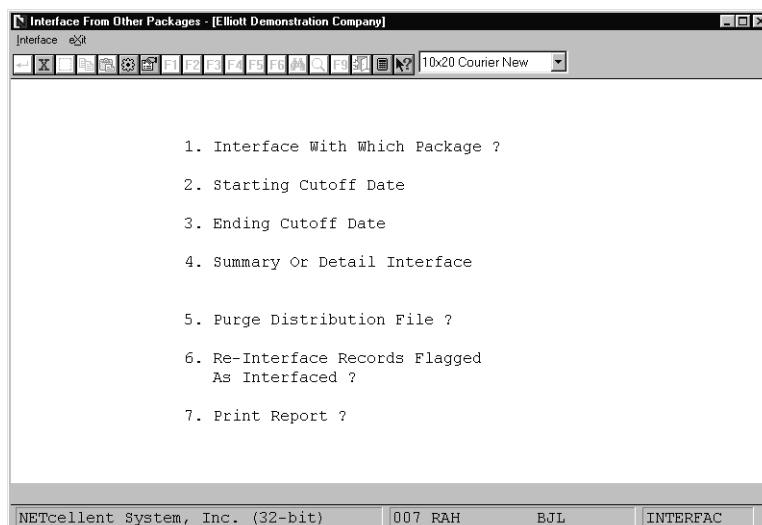
Interface From Other Packages Entry Screen

The following options are available:

- Select the desired mode from the **Interface From Other Packages** menu bar

- If there are unposted transactions in the General Journal Transaction File, you will be asked if you still wish to interface. Enter Y to continue or N to exit the application. Enter the data requested on the screen.

- **To exit press the** ESC **or** F10 **key when the cursor is positioned for entry of the first field on the screen**

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Interface With Which Package?	2 alphabetic characters. The valid responses are: **AR** = Accounts Receivable **AP** = Accounts Payable **PR** = Payroll **JC** = Job Costing **IM** = Inventory Management **AD** = Assets and Depreciation **AI** = ASCII Interface Using Vendor Number Or Name ? **A/R** can be interfaced using customer number or customer name. **A/P** can be interfaced using vendor number or vendor name. **PR** can be interfaced using Emp No or name. Enter **1** for number or **2** for name.
2. Starting Cutoff Date	Enter a date in the standard date format. If the cutoff date is not a period starting date, a question displays, warning you and asking if the date is okay anyway. We suggest you always interface only through a valid period starting date.
3. Ending Cutoff Date	Enter a date in the standard date format. If the cutoff date is not a period ending date, a question displays, warning you and asking if the date is okay anyway. We suggest you always interface only with a valid period ending date.
4. Summary Or Detail Interface	1 alphabetic character. Enter **S** for Summary, **D** for Detail, or **A** for Account. Summary will create only one transaction for each account for each date, summarizing everything on that account and date. Detail will create one transaction for every distribution interfaced, using the reference fields to keep data about the original transactions (check number and employee number, for example).
Summary Or Detail Interface (continued)	Account Summary will create one debit and credit transaction for the date range that is being interfaced.

	See the **Application Overview** for more data on this.
Retain Journal Source to G/L?	**Y** or **N**. This question will only appear if Journal History is in use and a Detail Interface is selected. If you answer **Y** to this question, the original source created when the transaction was posted will be carried into General Ledger. If you answer **N** to this question, the **XXIN** source will be carried to General Ledger rather than the source created when the transaction was posted. You should answer **N** to this question if you wish to compress transactions by source in General Ledger.
5. Purge Distribution File?	**Y** or **N**. **RETURN** defaults to **N**. If you wish to purge the Distribution File in the interfaced package while the interface is taking place, answer **Y**. (The Distribution File in another package is the file that holds all the **General Ledger** data that has resulted from the usual processing of that package.)
6. Re-Interface Records Flagged As Interfaces?	**Y** or **N**. Enter **Y** to interface all distribution records that have been already interfaced into **G/L**, or **N** to decline. This process ensures that distribution records will not be duplicated. The records are interfaced according to the order in which they appear on distribution reports. This enables you to match the **G/L** edit list with the distribution report.
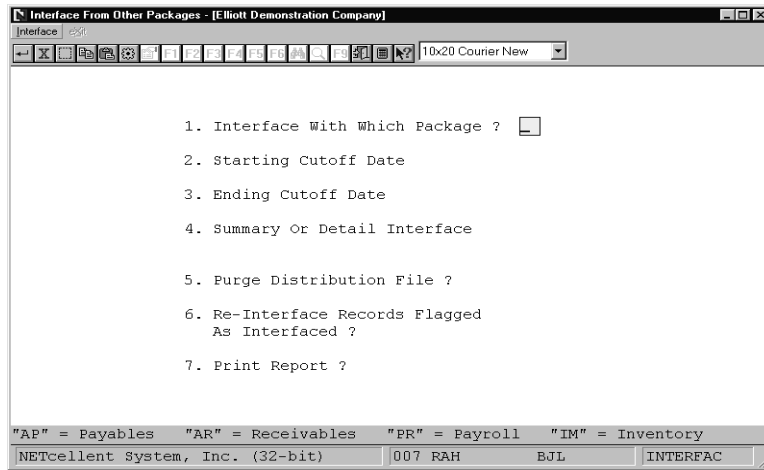
Interface With Which Package?
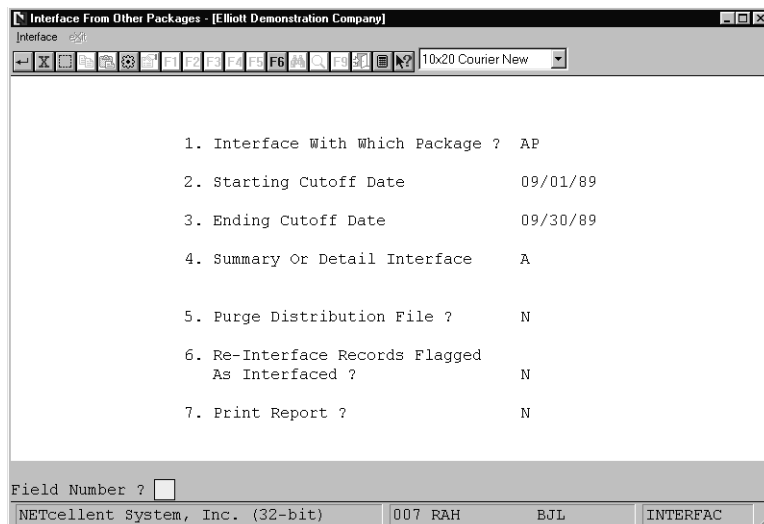
Interface From A/P

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Compress General Ledger Trx File

Application Overview

The **Compress General Ledger Transaction File** application will consolidate **General Ledger** transactions according to the account's compression code in the **G/L Account** file for all transactions dated within the current fiscal year through a cut-off date. It may be run after the financial statements for a given period have been obtained and no more detail is desired for each transaction.

Each transaction posted to **G/L** is retained on file. This may result in significant use of disk space but should not cause degradation in performance when running financial statements and other reports as long as they are processed within valid period ranges.

Five options are available:

a. If file space or slow performance is not a problem, all transactions may be left on file.

b. Transactions may be compressed by date. When date compression is used, all **G/L** entries are compressed to one transaction for each day for each account.

   Example:

   Account # - 05030 - XXXXX - XXXXX Wages

Date	DR	CR
9/3	10.00	
9/5		10.00
9/6	345.80	
9/6		22.44
9/6	182.40	
9/6	92.90	
9/29	252.08	
9/29	165.00	.
	1,057.22	32.44

After the transactions are compressed the file will contain:

   Account # - 05030-XXXXX-XXXXX   Wages

Date	DR	CR
9/3	10.00	
9/5		10.00
9/6	598.66	
9/29	417.12	

c. Transactions may be compressed by period. When period compression is used, all entries in each **G/L** account are compressed to one transaction for each accounting period.

d. Transactions may be compressed by source within date. When this is used, all **G/L** entries with the same source and the same date are compressed into one transaction. The sources of the original transactions are retained.

e. Transactions may be compressed by source within period. When this is used, all entries in each **G/L** account with the same source and within one period are compressed to one transaction. The sources of the original transactions are retained.

The source field is changed to **Comp** for options **b** and **c** above. The reference is changed to **Summary Net Change This Date** for date compressed transactions and **Summary Net Change This Period** for period compressed transactions.

Most likely the total debits and total credits will now be different on the **General Ledger Transaction** file. The net change and ending balance should be the same for the periods compressed within the cut-off date. Transactions that were compressed and whose totals counter-balanced will have been deleted.

Run Instructions

Select **Compress General Ledger Trx File** from the pull down **G/L Processing** window. The following screen will then be displayed:

```
Compress General Ledger Trx File - [Elliott Demonstration Company]
Compress  eXit

                        Please Enter Period Cut-Off Date:

NETcellent System, Inc. (32-bit)      008 RAH      BJL      COMPRESS
```
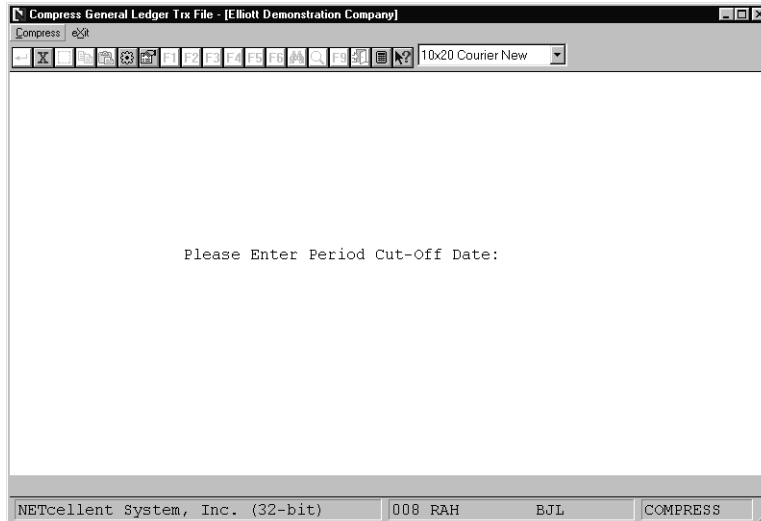
Compress General Ledger Trx File Entry Screen

The following options are available:

* Enter the period cut-off date when requested. This date must be a valid period ending date.
* Enter the data requested on the screen
* All processing is automatic from this point. To terminate the program without processing press the **ESC** or F10 key while positioned for entry of the cut-off date.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Please Enter Period Cut-Off Date	Enter a date in the standard date format. Pressing RETURN defaults to the current period ending date as defined in the **Accounting Period** file. The date you enter **must** be the ending date of some period defined in the **Accounting Period** file.
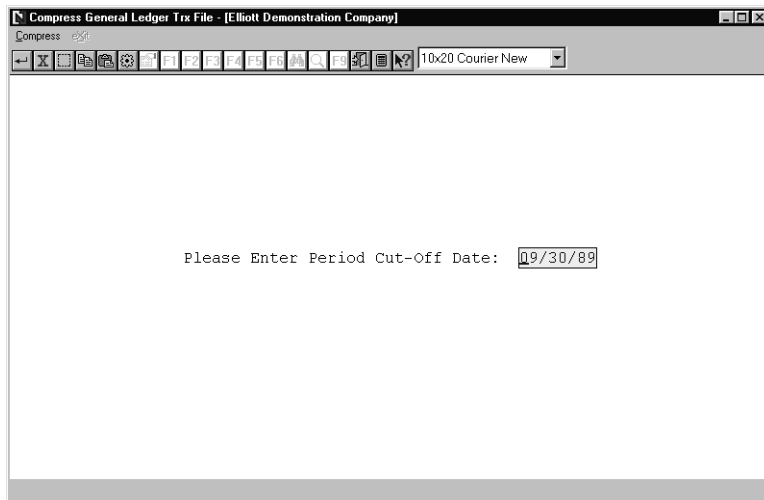
Compress General Ledger Trx File

Year-End Procedure

Application Overview

The **Year-End Procedure** application is performed at the end of your accounting year. This program rolls the Accounting Period dates forward to those of the current year. Do not do this manually. The program allows users to continue into the next fiscal year without having to close the prior fiscal year. Comparative figures will not be updated by a temporary year end close, therefore comparative figures for the new fiscal year will be two fiscal years old until a final year end close is performed.

Temporary Year-End Close

The **Temporary Year-End** procedure should be run only once per year as a preliminary step before the final step of your final year-end closing procedure.

Before this program is run, all closing financial statements should be run (including a year-end Trial Balance).

It would be a good idea to back-up the **General Ledger** files before running this program. The back-up media can then be stored as a permanent record of the fiscal year's activity.

When the **Temporary Year-End Procedure** is run, the program flags the **G/L** period that a year-end procedure has been run. This will cause all prior year transactions not to be included in the new fiscal year financial statement reports.

NOTE: Transactions dated after the fiscal year ending date are unaffected by this processing. However the Trial Balance report will reflect last year's transactions until the final year-end process is run.

The program then advances each period in the **Period** file by one year.

After the **Temporary Year-End Procedure** is run **do not** make final adjustments to your retained earnings (capital) account. This will be handled automatically during the **Final Year-End Procedure**. We suggest that you also verify that the **G/L Setup** has the correct retained earnings (capital) account entered.

General Ledger transactions are not deleted by running a **Temporary Year-End Close Procedure**.

NOTE: If you have answered the allow temporary year-end closing question in **G/L Setup** as **N**, the temporary year-end procedure is not allowed.

Final Year-End Close

The **Year-End Procedure** application is performed at the end of your accounting year. This program rolls the Accounting Period dates forward to those of the current year if a temporary year-end close was not run. Do not do this manually. The program will also clear the **General Ledger Transaction** file creating balance-forward transactions for Balance Sheet accounts and update the comparative file to represent activity for the year being closed. All Revenue and Expense accounts will be cleared of **General Ledger** transactions.

This procedure should be run only once per year as the final step of your year-end closing procedure.

Before this program is performed, all closing financial statements should be run (including a year-end Trial Balance).

It would be a good idea to back-up the **General Ledger** files before running this program. The back-up media can then be stored as a permanent record of the fiscal year's activity.

Run the **Year-End Procedure**. The program will first transfer year-to-date figures to the **Comparative** file. All activity in the year's first fiscal period is consolidated into the first comparative field's amount; the activity from the second period is consolidated into the second comparative field's amount, etc.

Next, the program consolidates the activity for each Balance Sheet account into a single balance-forward amount, sets the source field to **BBF** (beginning balance brought forward), and sets all Revenue and Expense accounts (P&L accounts) to zero, deleting all other activity in the file for the year being closed.

NOTE: Transactions dated after the fiscal year ending date are unaffected by this processing.

The program then advances each period in the **Period** file by one year unless a temporary year-end was already run.

In **G/L Setup**, if the retained earnings (capital) account has been entered and the **Create Retained Earnings Transaction In The Gen-Jnl-Trx File At Year End?** flag is set to **Y**, your net income is automatically entered in the General Journal Transaction file. You should print an Edit List and adjust this entry if necessary before you post to the General Ledger. If the **Create Retained Earnings Transaction** setup flag is set to **N**, you should manually create the one-sided entry to retained earnings.

NOTE: If net income (loss) was closed during the temporary year-end closing procedure by your manual journal entry then **do not** close net income (loss) again in the final year-end closing procedure **unless** there were adjustments made to the prior fiscal year after the temporary close was performed.

Run Instructions

Select **Year-End Procedure** from the pull down **G/L Processing** window. The following screen will then be displayed:

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ Year-End Procedure - [Elliott Demonstration Company]              _ □ X       │
│ Year-end  eXit                                                                │
│ ─ X  📋📖⚙️📑 F1 F2 F3 F4 F5 F6 🔍 🔍 F9 📲 📋 ▶? 10x20 Courier New  ▼       │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                Do You Want To Execute A Temporary Or                          │
│                                                                               │
│                A Final Year-End Closing Procedure ?                           │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│                                                                               │
│ T = Temporary   F = Final                                                     │
│ NETcellent System, Inc. (32-bit)        │008 RAH      BJL      │YEAREND       │
└─────────────────────────────────────────────────────────────────────────────┘
```
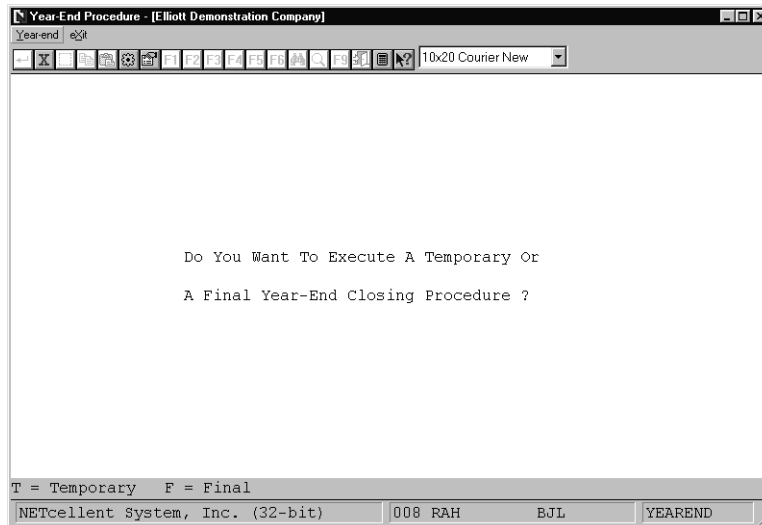
Year-End Procedure Entry Screen

The following options are available:

> *   Run a Profit and Loss Statement for the year in order to acquire a final Net Income figure.
>
> *   Select the desired mode from the **Year-End Procedure** menu bar
>
> *   Select either **T** to run a temporary or **F** for a final year-end closing procedure. To terminate the program without processing, press the **ESC** or **F10** key while positioned for entry of closing procedure type.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Execute A Temporary Or Final Year-End Closing Procedure ?	**T** or **F**. Enter **T** to perform a temporary or **F** to delineate a final year-end closing procedure.
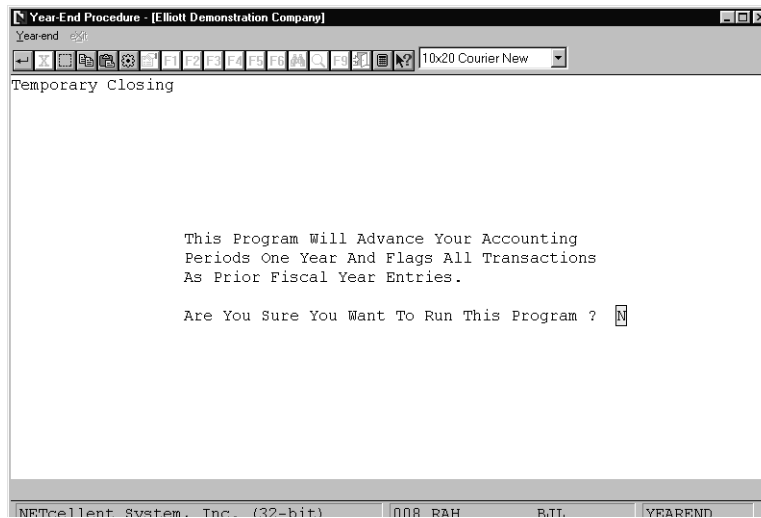
Year-End Procedure (Temporary)
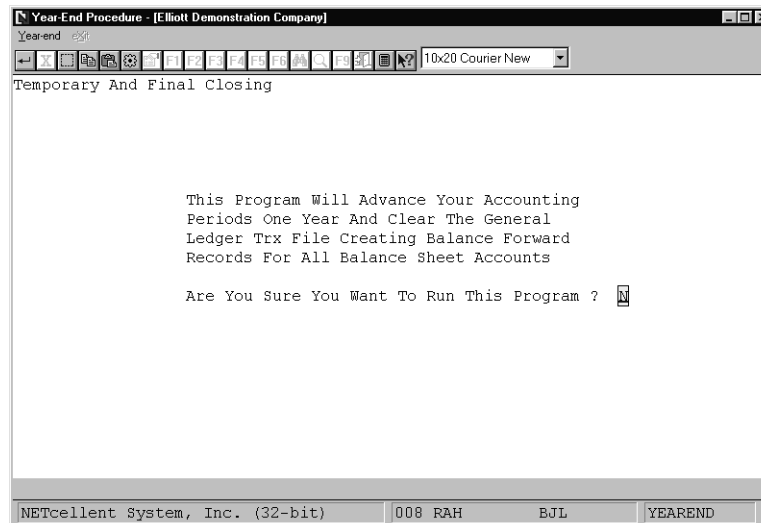
Year-End Procedure (Temporary and Final Closing)

Company Consolidation

Application Overview

The **Company Consolidation** application is used only by businesses and organizations, which include a main, corporate, and one or more subsidiary companies whose **General Ledger** transactions need to be merged into the files of the main company so that consolidated financial statements can be produced. If you are doing financial accounting for only one company you will never need to run this application.

Company Consolidation would be run typically at the end of an accounting period, or at the end of the year when financial statements are to be produced.

Running this program does not delete any transactions from the **General Ledger Transaction Files** of the subsidiary companies, so it may be run either before or after financial statements are produced on an individual bases for each subsidiary companies.

Ensure that all transactions have been posted to the current company's **General Ledger Transaction** file from the **General Journal Transaction** file prior to running this application. This program will not allow consolidation to a main company database in which unposted **General Journal Transactions** exist.

Transactions that are consolidated are marked in the subsidiary company's **General Ledger Transaction** file as having been consolidated. This is so the same transactions are not consolidated more than once, which would cause erroneous reports to be generated from the main company. The same subsidiary company can be consolidated again, but only unmarked transactions will be merged with the main company.

Consolidated transactions are written into the main company **General Journal Transaction** file. Each account is checked for the presence of a consolidation account. If this field is not blank, this account is used in the consolidated company. The consolidation account is not validated for the parent company. Transactions are given a source code of CN9999, where 9999 is the company number of the company consolidated from. Compressed consolidated transactions are given the reference **Compressed Consolidated Transactions**.

The **Percent To Consolidate** option is available to consolidate only a percentage of the subsidiary into the parent. This percentage will be taken against every account in the subsidiary company.

Once consolidation has been accomplished, the **General Journal Trx Processing** application can be used to edit (if needed) and post the consolidated transactions to the **General Ledger Transaction** file. An account not on file message will display if the consolidation account does not exist for the parent company. Financial reports can then be generated. General Journal transactions consolidated into the main company will carry the session id of **CONSOLIDAT**.

Make sure that all consolidation is done prior to running the **Year- End Procedure**.

NOTE: Company consolidation cannot execute unless the company display names are different.

Run Instructions

Select **Company Consolidation** from the pull down **G/L Processing** window. The following screen will then be displayed:

Company Consolidation Entry Screen

 The following options are available:

*   Select the desired mode from the **Company Consolidation** menu bar

*   Enter the data requested on the screen

*   Enter up to 14 different companies that can then be consolidated into the current company (the one that you initially logged on to).

*   After you have entered the company number, the program will immediately check to see that this company's data files actually do exist. If they do not, then you will have to correct your entry.

* If you are consolidating less than 14 subsidiaries at one time, press the **ESC** or **F10** key for the company number of the entry just after the last one you want to enter.

* When you have no more changes to make on the screen, processing will begin with the first subsidiary company in the list. The company being processed and account being processed will display at the bottom of the screen.

* After each subsidiary company is processed, the message ****Completed**** displays beside it.

* If an irregularity should occur while a subsidiary company is being processed, a warning message is displayed at the bottom of the screen, and you are given the option of continuing to process that company, skipping it to continue with the next subsidiary company, or ending the consolidation at that point.

* When all subsidiary companies have been consolidated into the main company, the user is given the opportunity of entering more subsidiary companies to be consolidated into the main company or exiting.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Description

Name	Type and Description
Comp No	2 numeric digits. This must be the number of a valid company.
Data File Pathname	Automatic display.
Company Name	Automatic display.
Thru Date	Enter a date in the standard date format. Press **RETURN** to default to the current period ending data as defined in the **Period** file. Any transactions in the subsidiary company's **General Ledger Trx** file dated after this date will not be consolidated.
Percent To Consolidate	3 numeric characters. This option enables you to consolidate the percentage of ownership of each sub company up to 100.
Compress Option	1 alphabetic character. Valid entries are **D** for Compress By Date, **P** for Compress By Period, or **N** for No Compress. **RETURN** defaults to **N**. There is no option to compress by source within date or period, as there is in the **Compress General Ledger Trx File** application. If you wish to retain the sources from the subsidiary companies, use the No Compress option here, for the consolidation, and then, once the transactions are now in the parent company's **General Ledger Transaction** file, run the **Compress General Ledger Trx File** application, making sure the compress code in the **G/L Account File** for those subsidiary company account numbers have the desired compress code.

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Recalculate Account Balances

Application Overview

The **Recalculate Account Balances** application recalculates the balances of **G/L** accounts. It recreates the **Account Balance** File from information in the **General Ledger Transaction Processing** File.

This procedure only needs to be run during the initial setup of **G/L** and if you manually change starting or ending accounting period dates during your fiscal year except for the current period.

The **Account Balance** file is used to print the **Trial Balance Report** (if the Show Detail ? flag in the report is set to **N**), and to produce financial statements.

Run Instructions

Select **Recalculate Account Balances** from the pull down **G/L Processing** window. The following screen will then be displayed:
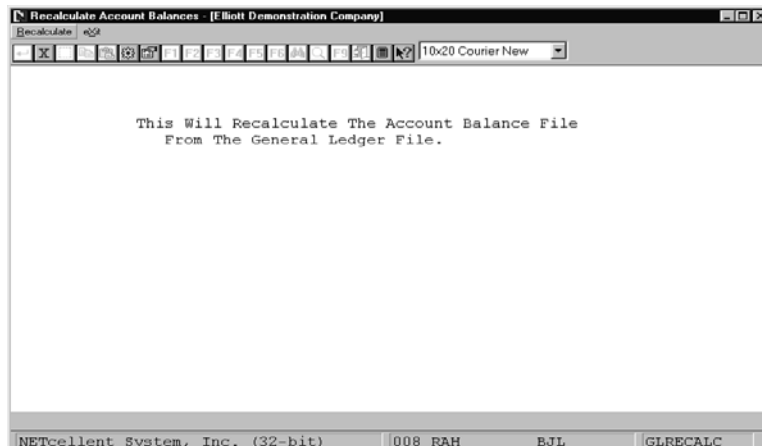
Recalculate Account Balances Entry Screen

The following options are available:

     *   Answer the **Are You Sure ?** question.

To return to the menu bar, answer **N** for **No** to the **Are You Sure ?** question or complete the processing. To leave this application, press **X** for **EXIT** when positioned at the menu bar.
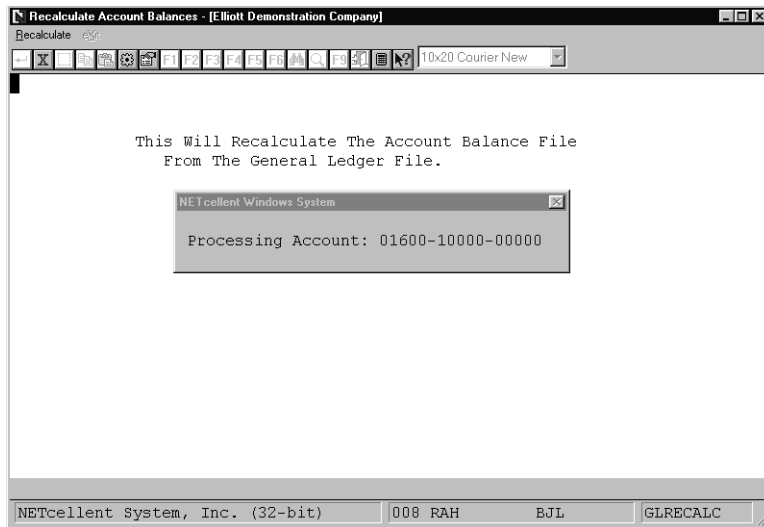
Recalculate Account Balances Processing

Select And Print Financial Statements

Application Overview

The **Select And Print Financial Statements** application encompasses two major processes that enable your company to select and print standard or customized financial statements.

These processes are statement specifications and financial statements.

Statement Specifications

This process maintains Standard or Custom statement specifications. It controls which financial statements are to be printed on the next statement run and stores other information concerning the appearance and content of these important documents. The decision of whether to select a standard or custom specification is dependent on your specific objectives. Before proceeding further you should consider whether they are better suited to a standard or customized statement specification. You may also begin with standard statements and progress to customized statements.

In general, standard specifications are appropriate when your primary objective is to generate a standard column format that incorporates standard definitions in the **Statement Layout File**. But if the job requires greater flexibility, and powerful features such as printing up to 13 columns of financial information, defining specialized financial specifications, and numerical rounding then select the customized specifications option. In this section the benefits of these two unique procedures are discussed.

Standard Specifications

The **Standard Specifications** feature enables you to select add, change, or delete records on file. It will additionally enable the generalized clearing and selection of Standard Statement Specifications that are to be printed on the next financial statement run as well as a listing of these specifications.

The format and appearance of individual financial statements is determined by the statement's layout entered in the **Statement Layout File**. However, a statement defined by a particular layout must be selected before it can be printed. In addition to selecting the layout other information is required by the programs that print financial statements. This application provides for the selection of layouts and the entry of that additional information.

It is advisable to group statement specifications numerically to facilitate access when selecting them to be printed. One example of such logical grouping is to reserve specification numbers 1 through 100 for statements with the level of detail required for month-end administrative reporting. Numbers 101 through 200 might then be reserved for quarterly reports and 201 through 300 for those statements which you wish to make public. Another such logical organization would be to group the specifications according to the types of statements to which they pertain. For instance, specification numbers 1 through 50 might be reserved for Profit and Loss Statements, numbers 51 through 100 for Balance Sheet Statements, etc.

Each user's priorities are somewhat different. Some may choose to ignore profit center and financial entity capabilities while others rely heavily upon frequent, in-depth analysis of the activities at these levels of the company. Some users may wish to get by with one or two versions of the Balance Sheet and P&L while others may desire many versions from the highly detailed to concise summaries. Whatever your priorities, this file can be accessed and maintained most easily if it is structured according to some convenient numbering system.

When selecting specifications for the next financial statement run, unless you intend to print the same statements that were printed on the last run, you will need to modify the selections. You will probably find it most convenient to first clear all previous selections utilizing the **Clear** function of this application. This will set the **Print Next Run?** field for each specification to **N**.

Once all selections have been cleared it would be helpful to get a listing of specifications on file so that you could review your options and note, which specifications are to be selected.

When you know which specifications are to be selected you must then change the **Print Next Run?** answer for each of them to **Y**. If there are a small number of specifications to be selected it would be easy to access each of them individually in order to select them. You can access them in change mode by bringing them up one at a time using the **F1** key option and selecting the appropriate specifications to print.

If there are a great many specifications on file and they are grouped numerically in logical order you will wish to utilize the **Generalized** statement selection function. This will permit you to select a range of specifications to be printed and specify which profit centers and/or financial entities are to be allowed.

When running **Generalized** statement selection you must enter the starting and ending specification numbers. Only specifications within this range will be considered for selection. You will then have one or more of these options for the selection criteria on which specifications will be selected within the starting and ending number range. You may choose to select specifications for which the profit center is **All** (consolidated statements); you may choose to select those specifications for a specific profit center or financial entity; and/or, you may choose to select specifications for **All** individual profit centers and all financial entities. Whichever options are chosen, only those specifications, which fall within the range that was entered, and which match the profit center and/or financial entity designations will be selected to print on the next financial statement run.

If you do not maintain profit centers in this **General Ledger** package you must choose the selection of specifications for consolidated statements only, when running **Generalized Statement Selection**. Once the specifications have been selected you may wish to get a printout showing all selected specifications. To do this run **List** and request to show selected specifications only.

Custom Specifications

The **Custom Specifications** feature also enables you to select add, change, or delete records on file. It additionally permits the generalized clearing and selection of Custom Statement Specifications that are to be printed on the next financial statement run as well as a listing of the specifications on file.

However, **Custom Specifications** provides a more flexible alternative than the previous selection. To begin with, it doesn't incorporate the same redundant variables that were present in **Standard Specifications**. Instead the specification is entered directly from two input screens. In the first you may assign a custom number, layout number, financial entity, profit center, and specify whether to print the $ sign, zero balances, bracket non-typical balances, or print during the next financial statement run.

The second input screen contains 13 areas numbered from 1 to 13., that define the columns of your financial statement.

Col.	Type	Period From To	Year/Rev	Format Number	Rounding Option	Titles Line 1 Line 2

As illustrated above, each column consists of six variables that interact to define a unique setting. They include Type, Period, Year/Rev, Format Number, Rounding Option, and Title Header. Each of these affect the information subsequently displayed in each column. The following pages examine statement type options, and explore some practical applications for defining a custom specification. They provide an example of how the variables work together to help you achieve your desired objective.

Suppose that in the first column of the custom statement you want to display the actual year to date amounts associated with current **G/L** accounts.

Col.	Type	Period From To	Year/Rev	Format Number	Rounding Option	Titles Line 1 Line 2
1.	P	01 CP	CY	Y	M	Current

The **P Type** option indicates **Present** accounts.

The **From To** is set to delineate period **01** to the current period **CP**.

The **Year/Rev** is set to indicate the current year **CY**.

The resulting values will be formatted and rounded to the **M** millions.

The present statement type variable **P** references corresponding account amounts that reside in the **Account Balance File**. To define this column enter **P** as the **Type**. Then specify the **Period** to range **From 01 To** the current period **CP**, and the **Year** automatically displays the current year **CY**.

You can optionally conserve horizontal form space by decreasing the column width. This is accomplished by specifying an appropriate **Rounding** and **Format Number** option. In this column the **Format Number** is set to **Y** and the **Rounding Option** will round all resulting column values to the millions.

Finally, the **Titles** variable labels two lines of text that serves to identify the column. In the illustration above, **Line 1** is labeled as "Current". These titles will print on financial statements each time an **LEG** command is inserted in the statement layout file.

In the second and third columns suppose that you want to display the budget for the current period versus last years budget for the same period.

Col.	Type	Period From	To	Year/Rev	Format Number	Rounding Option	Titles Line 1 Line 2
1.	P	01	CP	CY	Y	M	Current
2.	B	01	CP	CY-01	Y	N	Current Budget
3.	B	01	CP	PY-01	Y	N	Prev Budget

Column #1 displays the **Present** accounts from period 1 to the current period.

Column #2 displays the **Budget** amounts from Period 01 to Current Period of the first revision, for current year.

Column #3 displays the **Budget** amounts from Period 01 to Current Period of the first revision for the previous year.

All resulting column amounts are formatted.

The rounding option is set to **N** .

When the budget **Type** option **B** is entered all corresponding amounts associated with **Budgets** in the **Budget File** are considered. This option enables you to specify the budget period, (**CP** for current period), (**CB** for current budget with highest revision number), or budget year (**CY** for current year) and budget revision number.

In our example, column #2 displays the budget **B From Period 01 To** the current period **CP**, for the current year **CY**, and revision number **01**. A revision number of **CB** could also be used for current budget. The current budget (**CB**) is determined as the last budget revision number created in **Budget File Maintenance** for the account for the year. If an account had a revision number 1 and 2 on file for the budget year then revision 2 would be the current budget selected. All accounts do not have to have the same budget revision.

In Column # 4, suppose you want to display variance between the present **G/L** account information displayed in column #1 and the budget values displayed in column #2. By selecting the variance type **V** and specifying a range **From** 1 **To** 2, as illustrated below this information is displayed.

Col.	Type	Period From	To	Year/Rev	Format Number	Rounding Option	Titles Line 1	Line 2
4.	V	1	2		Y	N	Variance	

Column #4 displays the variance between the values entered in Column #1 and Column #2.

All resulting column amounts are formatted.

The rounding option is set to **N**.

When using variances, the base value of the calculation should always be entered in the "**To**" column.

In the next three columns you could then display comparative amounts for the years 1990, 1989, and 1988. Remember that if your fiscal year differs from the calendar year, calculate the previous year, **PY**, by subtracting one from the year of the last period in the Accounting Period File.

To display the comparative amounts it will be necessary to delineate a comparative **C Type**, and then to specify the **Period** to range **From 01 To** the current period, **CP** for each year you want to compare.

In our example, Column #5, will display the **Comparative** amounts from the previous year **PY**, Column #6, the **Comparative** amounts for 1989, and Column #7, the **Comparative** amounts for 1988.

Col.	Type	Period From	To	Year/Rev	Format Number	Rounding Option	Titles Line 1	Line 2
5.	C	01	CP	PY	Y	N	1990	Comp
6.	C	01	CP	89	Y	N	1989	Comp
7.	C	01	CP	88	Y	N	1988	Comp

Column #5 displays the **Comparative** account amounts **From** period **01** to the current period **CP** of the previous year **PY**.

Column #6 displays the **Comparative** account amounts from period **01** of 1989 **to** the current period of 1989.

Column #7 displays the **Comparative** account amounts from period **01** of 1988 **to** the current period of 1988.

All resulting column amounts are formatted.

The rounding option is set to **N**.

Finally, if your objective is to define a **Profit & Loss** statement, the appropriate starting ratio **SR** and ending ratio account **ER** ranges are specified in the **Statement Layout File**. You can then define a column that displays the Ratio **R** for these accounts.

Col.	Type	Period From	To	Year/Rev	Format Number	Rounding Option	Titles Line 1	Line 2
1.	P	CP	CP	CY	Y	N	Current	
2.	R	CP	CP		N	N	Ratio	

Column #1 displays the **Present** account amounts **From** the current period **CP** to the current period **CP**.

Column #2 displays the **Ratio** of account amounts displayed in column #1,if the **SR** and **ER** was previously defined in your **Statement Layout File**.

Formatting and Rounding are not permitted in the **Ratio** column.

Financial Statement Printing

The second process prints Standard or Custom statements that were specified in the previously discussed applications.

Print Standard Statements

In **Print Standard Statements** you will first enter the appropriate range of starting and ending dates for the period in which the statements are to be printed. Then the net income figures and account balances accessed by the financial statement programs are automatically calculated. Once this process is complete, your statements are printed according to the selections made in the **Standard Specifications** application.

When you enter the start and end dates the program looks up the dates entered to see if they have been entered in the last run. If both dates are the same, a question is also asked whether you have posted entries since last printing statements. If no new transactions have been posted to the **General Ledger Transaction** file there is no need to recalculate account balances.

Budgets or comparatives will not be calculated or printed on any financial statement, even if requested, if

you are running the statements for a set of start and end dates which are not contained in the **Period File**.

The net income balances for the whole company and for each profit center are calculated, as well as the balances for every account. These are written into a Period work file. These balances are derived from the values that are reflective of the Period Account Balance File for each account. The balances are for current period (within the dates selected), year-to-date (from the beginning of the year up to and including transactions dated on the ending date selected), and a final balance derived from all transactions on the **General Ledger Transaction** file date on or before the ending date selected. These total balances for each account can then be used for any financial statement in which the accounts might appear.

Needlessly answering yes to the recalculate question will slow down processing time in getting the first financial statement. It will only be necessary to recalculate the balances if you run statements for a different period than the previous run or if new transactions have been added since the balances were last calculated.

The application will process all the financial statements from the specifications you have selected to print for the run.

Print Custom Statements

When you are ready to **Print Custom Statements** select the appropriate option from **Select And Print Financial Statements** menu bar. The resulting custom financial statement is then calculated according to the accounting periods of your **Period File**, and reflects the bucket or period account balance of each account.

Please Note: The period work is recalculated prior to printing each custom financial statement. This is due to the ability to custom select period and year-to-date information on each custom financial statement. Generally speaking, custom financial statement printing will most likely run longer than standard statement printing. You will not be asked for the date range when printing custom statements. The current period in the Accounting period file is the date range that will print.

Run Instructions

Select **Select And Print Financial Statements** from the pull down **G/L Processing** window. The following screen will then be displayed:
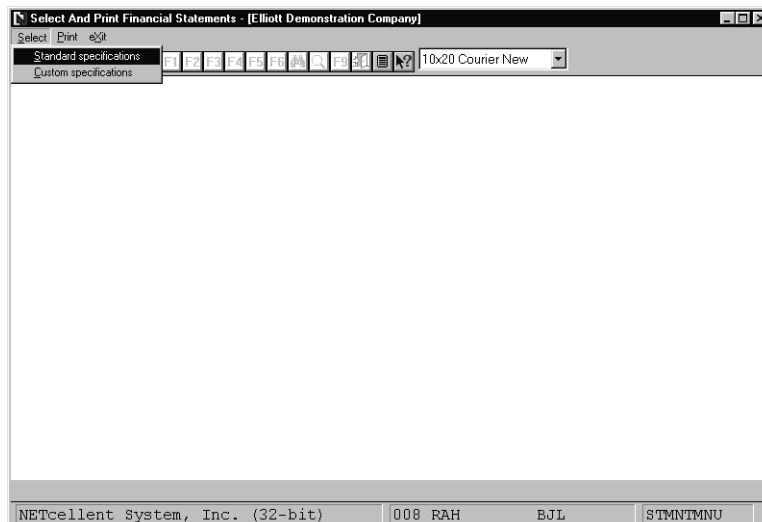
Select and Print Financial Statements Entry Screen

The following options are available:

   *   Select the desired mode from the **Select And Print Financial Statements** menu bar

   *   Enter the data requested on the screen

   *   To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu Bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu Bar.

Entry Field Descriptions

Standard Specifications

Name	Type and Description
1. Specification No	3 numeric digits. This identifies the specification. Press the **RETURN** key in the change or delete mode for next specification on file or press the **F7** key in the change or delete mode for specification search by number.
2. Layout No	3 numeric digits. In order to use this application you must first define an appropriate layout in the **Statement Layout File** application. When you enter a specific layout number this application defaults to the description and settings that define the layout. Press the **F7** key in add, change, or delete modes to search for a layout.
3. Financial Entity	5 alphanumeric characters. The entity must already be on file in the **Financial Entity** file. Entry of a non-blank financial entity will override any entry of an individual profit center in the next field. See also the description in 4 below, which is applicable to financial entities as well as profit centers. Press the **F7** key in add, change, or delete modes for search for financial entity.
4. Profit Center	A standard profit center number in the standard profit center number format. The profit center must have a record defining it in the **Chart of Accounts** file. Press the **RETURN** key to default to **All** profit centers. Selection of a profit center is allowed in order to reduce the number of layouts that are required to be on file. A single layout may be created that includes all accounts for a particular statement type ("**P**", for instance). If you wish that layout to be printed with all accounts ignored except those for a specific profit center you may do so by specifying here the profit center that is to be printed. You may print a consolidated profit center statement by pressing the **RETURN** key for a default to **All** profit centers.
Profit Center (continued)	When a specific profit center is entered, only those accounts in the layout with a number matching the profit center are considered during the printing of the financial statement. The financial statements program will print a special legend whenever it encounters a legend code in the **Statement Layout** file. This legend will identify the profit center. For consolidated statements there will be no such special legend.

Name	Type and Description
	A specification may be created in the **Statement Layout File** for each version of a particular layout that you might routinely select. For example, the layout for your Profit and Loss Statement contains all accounts. You may define one specification for the consolidated statement ("**All**" profit centers) and one additional specification for each of the profit centers represented in the layout. You must then select which of these specifications is to be considered during the next financial statement run by answering **Y** to the question **PRINT NEXT RUN ?** associated with each specification.
5. Show Current?	**Y** or **N**. **RETURN** defaults to **Y**. If you answer **Y** to this question, figures for the current period will be shown on the financial statement. This only applies to the Profit and Loss Statement and its supporting schedules. An entry for this field will not be requested if the layout is not a P&L format.
6. Show Ytd ?	**Y** or **N**. Press **RETURN** to default to **Y**. This question only applies to P&L format layouts. See the description for the **Show Current?** field above.
7. Show Budgets?	**Y** or **N**. Enter **Y** to show budgets or **N** to decline.
8. Budget Year/Revision?	2 alphanumeric characters. If you entered **Y** in the previous field, specify the budget year and revision number. This field defaults to **CY** for the current year, and no default for the current budget. **CY** is assigned by the system to be equal to the last year of the last period in the period file.
9. Show Budget Variance ?	**Y** or **N**. If you answer **Y** to this field, the statement will display the difference between the amount you entered in the **Budget File**, and the actual amount present in the **General Ledger File**.
10. Show Comparatives ?	**Y** or **N**. Enter **Y** to show comparatives or **N** to decline.
11. Comparative Year	2 numeric digits. If you entered **Y** in the previous field enter a year between 00 and 99 that you want to compare, or **PY** to indicate the previous year. If your fiscal year differs from the calendar year, calculate the previous year by subtracting one from the last period in the Accounting Period File. If the last period in the file is in the year 1991, the previous year will be assigned a year of 1990.
12. Show Comparative Variance ?	**Y** or **N**. If you answer **Y** to this field, the statement will display the difference between the period balance amounts present in the **Comparative File**, and the actual amount in the **General Ledger File**.
13. Show Ratios ?	**Y** or **N**. **RETURN** defaults to **N**. Your response to the **Show Ratios ?** question will determine whether or not ratios are to be printed on the financial statement that is defined for the layout number you entered.

	Ratios are a feature of the Profit and Loss Statement and the P&L Supporting Schedules only, so if ratios are requested for any other type of statement, the request will be ignored when the statement is printed.

For a complete explanation of what ratios are and what effect they have on the financial statements, refer to the documentation for the **Statement Layout File**. |
| 14. Print `$' Sign ? | **Y** or **N**. **RETURN** defaults to **Y**.

The answer to the **Print '$' Sign ?** question determines if dollar signs will be printed on the selected financial statement. |
| 15. Bracket Non-Typical Balances? | **Y** or **N**. Enter **Y** to place brackets around non-typical balances, or **N** to decline. |
| 16. Print Formatted Numbers? | **Y** or **N**. Enter **Y** to print formatted numbers or **N** to decline.

For example, if you answer **Y** to this question a formatted number (99,999,999.99) will appear. If you answer **N** the same number would print without the formatting attributes such as 99999999.99. |
| 17. Rounding Option? | 1 alphabetic character. Enter one of the following to delineate a rounding option.

N = No Rounding

D = To Dollar

T = To Thousand

M = To Million

This field defaults to **N** that indicates no rounding. |
| 18. Print Zero Balances? | **Y** or **N**. Enter **Y** if you want to print **PAT** or **SUB** accounts with zero balances. Enter **N** to decline. |
| 19. Print Next Run? | **Y** or **N**. **RETURN** defaults to **N**.

The answer to the **Print Next Run?** question determines if this specification will be consulted the next time financial statements are run. If the answer is **Y** then a statement will be printed for the layout and financial entity or profit center specified and ratios and budgets or comparatives will be shown as the instructions dictate.

When you select to print financial statements there will be a statement printed for each specification, which has a **Y** in this field. It is for this reason that we provide three easy means of changing the field's value. In addition to utilizing change mode, you may select the **CLEAR** option which sets the print answer for all specifications to **N** or **Generalized Statement Selection** which sets the print answer for certain specifications to **Y**. See the **Application Overview** of this application for more information about these features. |
| 20. Profit Center/Entity Pos | 3 numeric digits. Enter the starting print position of the Profit Center or Entity |

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<table>
<tr><td></td><td>name. This option is only applicable when printing for a specific Profit Center or Entity and printing the legend using the LEG command on the financial statements. If **0** is entered, the name will float above the columns. If **1** is entered, the name will be one position from the left of the report. A **2** will position the name two spaces from the left, and so on.</td></tr>
</table>

Generalized Statement Selection

Name	Type and Description
1. Starting Specification No	3 numeric digits. Enter the starting specifications no. range, or press **RETURN** to default to **All** specifications.
2. Ending Specification No	3 numeric digits. Enter the ending specifications no. range, or press **RETURN** to default to the same value as entered for the starting specification number.
3. Select Consolidated Statements?	**Y** or **N**. **RETURN** defaults to **N**. For purposes of this accounting package, a consolidated statement is understood to be a statement for which all accounts, regardless of profit center or financial entity designation, are included. This would be the statement for the entire company. When the question **Select Consolidated Statements?** is answered **Y**, specifications for which **All** profit centers have been chosen are selected to be printed on the next run. Conversely, if the question is answered **N**, any specification with **All** for the profit center designation will be passed over. This feature allows you to very quickly select from the specifications you have on file those that pertain to consolidated company activity.
4. Select Statements For Financial Entity	5 alphanumeric characters. Press the **RETURN** key to default to **All** financial entities (i.e., all specifications within a non-blank entity). The financial entity is looked up on the **Financial Entity** file, and the description is automatically displayed. The entry will not be allowed if the entity is not on file. Similar considerations apply here as do for the entry for 5 below.
5. Select Statements For Profit Center	A standard profit center number in the standard profit center number format. Press the **RETURN** key to default to **All** profit centers. If you wish to select statements for a specific profit center, enter the number of that profit center here. All specifications within the range that you entered with that profit centers designation will be selected. For example, if you wish to print out all statements and supporting schedules for profit center 0010, you must enter 0010 in this field. In order for the entry to be accepted, profit center 0010 must be defined in the **G/L Account File**. Refer to the Run Instructions for **G/L Account File Maintenance** if you are not sure how

Name	Type and Description
	to do this.
	Pressing the **RETURN** key here defaults the entry to **All**. This means that all specifications with the designation of a particular profit center will be selected.
	This is not to be confused with the selection of consolidated statements. For instance, there are specifications on file for three profit centers (00100, 00200 and 00300) as well as specifications for consolidated statements. All specifications for profit centers 00100, 00200 and 00300 would be selected. Specifications for consolidated statements (**All** profit centers) would be ignored, as well as specifications for specific financial entities.
	This feature allows you to select from the file of **Statement Specifications** each and every financial statement and supporting schedule that pertains to a specific profit center without requiring you to step through the entire file in change mode to set the **Print Next Run ?** response to **Y** for the desired specifications.

List

Name	Type and Description
1. Starting Specification No	3 numeric digits. Enter the starting specifications range or press **RETURN** to default to **All** specifications.
2. Ending Specification No	3 numeric digits. Enter the ending specifications range or press **RETURN** to default to the same value as entered for the starting specification number.
3. For Financial Entity	5 alphanumeric characters. Press **RETURN** if you wish to print all specifications in the above range regardless of financial entity. If a financial entity is entered, it must exist on the **Financial Entity** file.
4. Show Selected Specs Only ?	**Y** or **N**. **RETURN** defaults to **N**. If you answer **Y** to the question **Show Selected Specs Only?** the report will show only those specifications for which the answer to **Print Next Run ?** in the **Statement Specifications** file is **Y**. This allows you to see very easily which specifications will be considered on your next financial statements run.

Custom Specifications

First Screen

Name	Type and Description
1. Custom No	3 numeric digits. This identifies the custom specification. Press the **RETURN** key in the change or delete mode for next specification on file or press the **F7** key in the change or delete mode for specification search by number. **Note:** You are not permitted to enter a valid standard specification number.
2. Layout No	3 numeric digits. This identifies the layout that corresponds to this specification. The custom layout must already be on file. Press the **F7** key in add, change, or delete modes for search for layout.
3. Financial Entity	5 alphanumeric characters. The entity must already be on file in the **Financial Entity** file. Entry of a non-blank financial entity will override any entry of an individual profit center in the next field. See also the description in 4 below, which is applicable to financial entities as well as profit centers. Press the **F7** key in add, change, or delete modes for search for financial entity.
4. Profit Center	A standard profit center number in the standard profit center number format. The profit center must have a record defining it in the **Chart of Accounts** file. Press the **RETURN** key to default to **All** profit centers. Selection of a profit center is allowed in order to reduce the number of layouts that are required to be on file. A single layout may be created that includes all accounts for a particular statement type ("**P**", for instance). If you wish that layout to be printed with all accounts ignored except those for a specific profit center you may do so by specifying here the profit center that is to be printed. You may print a consolidated profit center statement by pressing the **RETURN** key for a default to **All** profit centers. When a specific profit center is entered, only those accounts in the layout with a number matching the profit center are considered during the printing of the financial statement. The financial statements program will print a special legend whenever it encounters a legend code in the **Layout** file. This legend will identify the profit center. For consolidated statements there will be no such special legend.

	A specification may be created for each version of a particular layout that you might routinely select. For example, the layout for your Profit and Loss Statement contains all accounts. You may define one specification for the consolidated statement ("**All**" profit centers) and one additional specification for each of the profit centers represented in the layout. You must then select which of these specifications is to be considered during the next financial statement run by answering **Y** to the question **Print Next Run?** associated with each specification.
5. Print `$' Sign?	**Y** or **N**. **RETURN** defaults to **Y**. The answer to the **Print '$' Sign?** question determines if dollar signs are allowed on the selected financial statement.
6. Bracket Non-Typical Balances	**Y** or **N**. Enter **Y** to place brackets around non-typical balances, or **N** to decline.
7. Print Zero Balances	**Y** or **N**. Enter **Y** if you want to print accounts with zero balances or **N** to decline.
8. Print Variance Percents	**Y** or **N**. Enter **Y** to print percents with variance amounts on the financial statement or **N** to decline.
9. Print Next Run?	**Y** or **N**. **RETURN** defaults to **N**. The answer to the **Print Next Run?** question determines if this specification will be consulted the next time financial statements are run. If the answer is Y then a statement will be printed for the layout and financial entity or profit center specified and ratios and budgets or comparatives will be shown as the instructions dictate. When you select to print financial statements there will be a statement printed for each specification, which has a **Y** in this field. It is for this reason that we provide three easy means of changing the field's value. In addition to utilizing change mode, you may select **Clear Statement Selections** which sets the print answer for all specifications to **N** or **Generalized Statement Selection** which sets the print answer for certain specifications to **Y**. See the **Application Overview** of this application for more information about these features.

Second Screen

Column Name	Type and Description
(Type)	1 alphabetic character. Enter one of the following to delineate the Custom Statement Type. P = Present B = Budget C = Comparative V = Variance R = Ratio Note : Type R Ratio is valid for Profit & Loss Statements only. In change mode if a space is entered for an existing TYPE the following message will be displayed. Entering Space In Type Will Delete Entry. Ok to Continue? "Y" to delete the column.
(Period) From	2 alphanumeric characters. Enter **CP** to delineate the **Current Period** or the **Period Number** (1-13) that you want to define. If type **V** (Variance) was entered in the previous field, specify the column numbers to be included in the variance. The "**To**" column should contain the base value for the variance calculation.
(Period) To	2 alphanumeric characters. Enter **CP** to delineate the **Current Period** or the **Period Number** (1-13). that you want to define.
(Year/Rev) Year/Rev	2 alphanumeric characters. Enter one of the following: **PY** = Previous Year **CY** = Current Year **NY** = Next Year Or

	If the column has been defined as a **Type C** (comparative) enter the Year that you want to compare. For example, 89 for (1989), and 90 (1990) or **PY** for Previous Year. If the column has been defined as a type **P**, **R** or **C** this field entry is skipped.
	If a relative year assignment of **PY**, **CY** or **NY** is used it is referenced to the year of the last period in the period file. For example if the year of the last period was 1991 then **CY** would equal 1991, **PY** would equal 1990 and **NY** would equal 1992.
	Note: The information entered into the **REV** field applies to budgets only, since comparatives do not have revisions.
(Format Number) Print Formatted Numbers?	**Y** or **N**. Enter **Y** If you want to print formatted numbers or **N** to decline. An example of a **formatted** number is 9,999,999,99. An example of an **unformatted** number is 9999999.99.
(Rounding) Option	1 alphabetic character. Rounding enables you to decrease the column width to conserve horizontal space. Enter one of the following: N = No Rounding D = To Dollar T = To Thousand M = To Million If this column is an R statement Type (Ratio), entry is not permitted.
(Titles) Line 1	17 alphanumeric characters. Enter the title to appear on the first line of the column each time an LEG command is encountered in the layout file.
(Titles) Line 2	17 alphanumeric characters. Enter the title to appear on the second line of the column each time an LEG command is encountered in the layout file. You may additionally specify a period ending date by entering the % sign followed by the period date. <u>For example, %99/99/99</u>. If you are working in a B (Budget) type column, enter % RR to reference a budget revision number.

Generalized Statement Selection

Name	Type and Description
1. Starting Specification No	3 numeric digits. Enter the starting specifications no. range, or press **RETURN** to default to **All** specifications.
2. Ending Specification No	3 numeric digits. Enter the ending specifications no. range, or press **RETURN** to default to the same value as entered for the starting specification number.
3. Select Consolidated Statements?	**Y** or **N**. **RETURN** defaults to **N**. For purposes of this accounting package, a consolidated statement is understood to be a statement for which all accounts, regardless of profit center or financial entity designation, are included. This would be the statement for the entire company. When the question **Select Consolidated Statements?** is answered **Y**, specifications for which **All** profit centers have been chosen are selected to be printed on the next run. Conversely, if the question is answered **N**, any specification with **All** for the profit center designation will be passed over. This feature allows you to very quickly select from the specifications you have on file those that pertain to consolidated company activity.
4. Select Statements for Financial Entity	5 alphanumeric characters. Press the **F1** key to default to **ALL** financial entities (i.e., all specifications within a non-blank entity). The financial entity is looked up on the **Financial Entity File**, and the description is automatically displayed. The entry will not be allowed if the entity is not on file. Similar considerations apply here as do for the entry for 5 below.
5. Select Statements For Profit Center	A standard profit center number in the standard profit center number format. Depending on the format of the profit center in the **G/L** account number. Press the **F1** key to default to **ALL** profit centers. If you wish to select statements for a specific profit center, enter the number of that profit center here. All specifications within the range that you entered with that profit center's designation will be selected. For example, if you wish to print out all statements and supporting schedules for profit center 0010, you must enter 0010 in this field. In order for the entry to be accepted, profit center 0010 must be defined in the **G/L Account File**. Refer to the Run Instructions for **G/L Account File Maintenance** if you are not sure how to do this. Pressing the **RETURN** key here defaults the entry to **All**. This means that all specifications with the designation of a particular profit center will be selected.

Name	Type and Description
	This is not to be confused with the selection of consolidated statements.
	For instance, there are specifications on file for three profit centers (00100, 00200 and 00300) as well as specifications for consolidated statements. All specifications for profit centers 00100, 00200 and 00300 would be selected.
	Specifications for consolidated statements (**All** profit centers) would be ignored, as well as specifications for specific financial entities.
	This feature allows you to select from the file of **Statement Specifications** each and every financial statement and supporting schedule that pertains to a specific profit center without requiring you to step through the entire file in change mode to set the **Print Next Run?** response to **Y** for the desired specifications.

List

Name	Type and Description
1. Starting Specification No	3 numeric digits. Enter the starting specifications range or press **RETURN** to default to **All** specifications.
2. Ending Specification No	3 numeric digits. Enter the ending specifications range or press **RETURN** to default to the same value as entered for the starting specification number.
3. For Financial Entity	5 alphanumeric characters. Press **RETURN** if you wish to print all specifications in the above range regardless of financial entity.
	If a financial entity is entered, it must exist on the **Financial Entity** file.
4. Show Selected Specs Only?	**Y** or **N**. **RETURN** defaults to **N**.
	If you answer **Y** to the question **Show Selected Specs Only ?** the report will show only those specifications for which the answer to **Print Next Run ?** in the **Statement Specifications** file is **Y**. This allows you to see very easily which specifications will be considered on your next financial statements run.

Print Standard Statements

Name	Type and Description
1. Starting Date	A standard date in the standard date format. The starting and ending dates entered will determine for which date the financial statement will print. The date will default to the current period starting date contained the **G/L Accounting Period** file if you press **RETURN**. You will be warned if the starting date entered does not correspond to a regular accounting period entered in the **G/L Accounting Period** file.
2. Ending Date	A standard date in the standard date format. This is the ending date for which financial statements will be printed. It will default to the current period ending date contained in the **G/L Accounting Period** file.

```
  Date filled out _____ by _____   ADD    CHANGE    DELETE

                   STANDARD SPECIFICATIONS FILE LOAD SHEET

 1). Specification No   _ _ _              1). Specification No   _ _ _

 2). Layout No          _ _ _             2). Layout No           _ _ _

 3). Financial Entity   _ _ _ _ _         3). Financial Entity   _ _ _ _ _

 4). Profit Center      _ _ _ _ _ _ _ _   4). Profit Center      _ _ _ _ _ _ _ _ _

 5). Show Current?      _ Y=YES N=NO      5). Show Current?      _ Y=YES N=NO

 6). Show YTD?          _ Y=YES N=NO      6). Show YTD?          _ Y=YES N=NO

 7). Show Budgets?      _ Y=YES N=NO      7). Show Budgets?      _ Y=YES N=NO

 8). Budget Year/       _ _ - _ _         8).Budget Year/        _ _ - _ _
     Revision                                Revision

 9). Show Budget                          9). Show Budget
     Variance?          _  Y=YES N=NO         Variance?          _ Y=YES N=NO

10). Show Comparatives? _  Y=YES N=NO    10). Show Comparatives  _ Y=YES N=NO

11). Comparative Year   _ _              11). Comparative Year    _ _

12). Show Comparative                    12). Show Comparative
     Variance?          _ Y=YES N=NO          Variance           _ Y=YES N=NO

13). Show Ratios?       _ Y=YES N=NO     13). Show Ratios?       _ Y=YES N=NO

14). Print '$' Sign?    _ Y=YES N=NO     14). Print '$' Sign?    _ Y=YES N=NO

15). Bracket                             15). Bracket
     Non-Typ Bal?       _ Y=YES N=NO          Non-Typ Bal?       _ Y=YES N=NO

16). Print Formatted                     16). Print Formatted
     Numbers?           _ Y=YES N=NO          Numbers?           _ Y=YES N=NO


17). Rounding Option? _                  17). Rounding Option?   _

18). Print Zero Bal  _ Y=YES N=NO18). Print Zero Bal     _ Y=YES N=NO

19). Print Next Run?    _ Y=YES N=NO     19). Print Next Run?    _ Y=YES N=NO

20). Profit Center/Entity Pos  _ _ _     20). Profit Center/Entity Pos  _ _ _
```

Date filled out _____ by _____ ADD   CHANGE   DELETE

```
               CUSTOM SPECIFICATIONS FILE LOAD SHEET

1). Custom No          _ _ _

2). Layout No          _ _ _

3). Financial Entity   _ _ _ _ _

4). Profit Center      _ _ _ _ _

5). Print '$' Sign?    _ Y=YES N=NO

6). Bracket
    Non-Typical Bal    _ Y=YES N=NO

7). Print Zero
    Balances           _ Y=YES N=NO

8). Print Variance
    Percents           _ Y=YES N=NO

9). Print Next Run?    _ Y=YES N=NO


TYPE  PERIOD           YEAR/REV        FORMAT NUMBER       ROUNDING OPTION?

  _    From  _ _  To _ _  Year _ _  Rev _ _  Number _ Y=YES N=NO  _

TITLES  Top   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

        Bottom_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
```
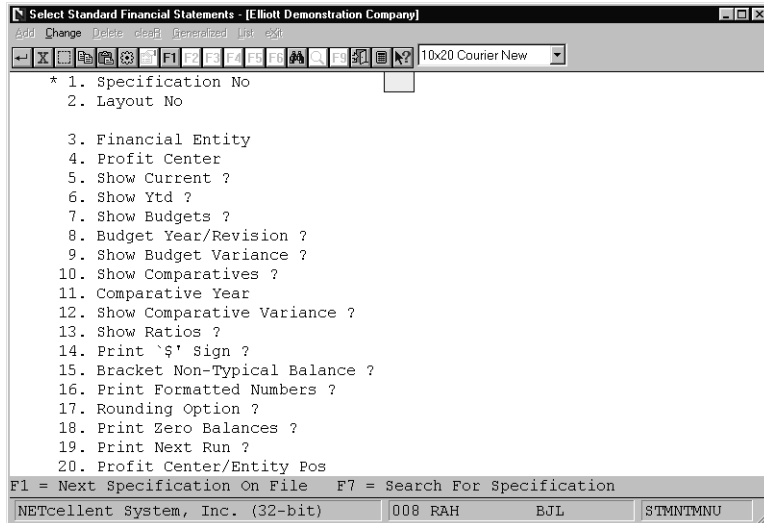
Select Standard Financial Statements
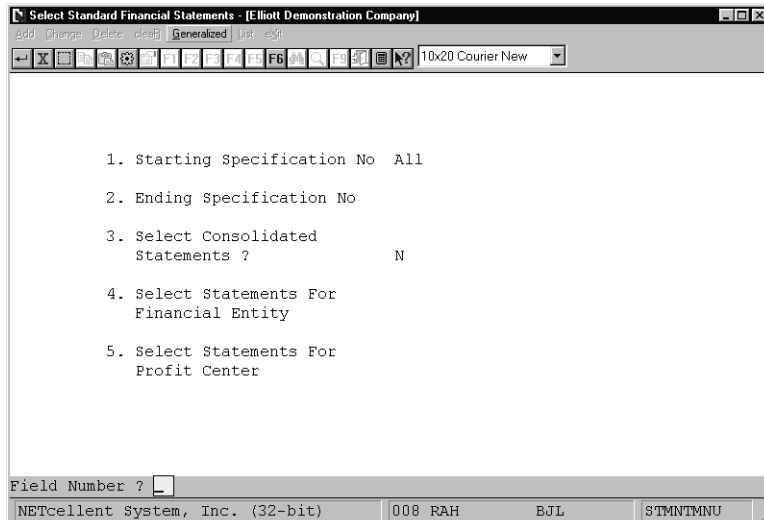
Select Standard Financial Statements (Generalized)
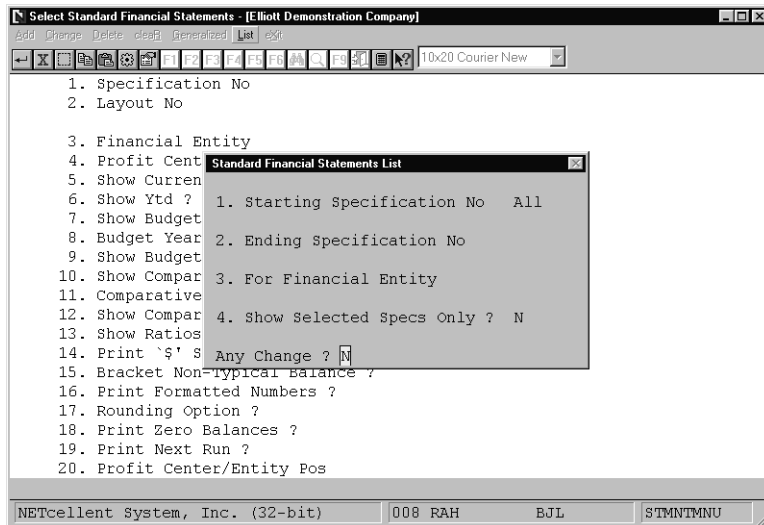
Standard Financial Statements (List)
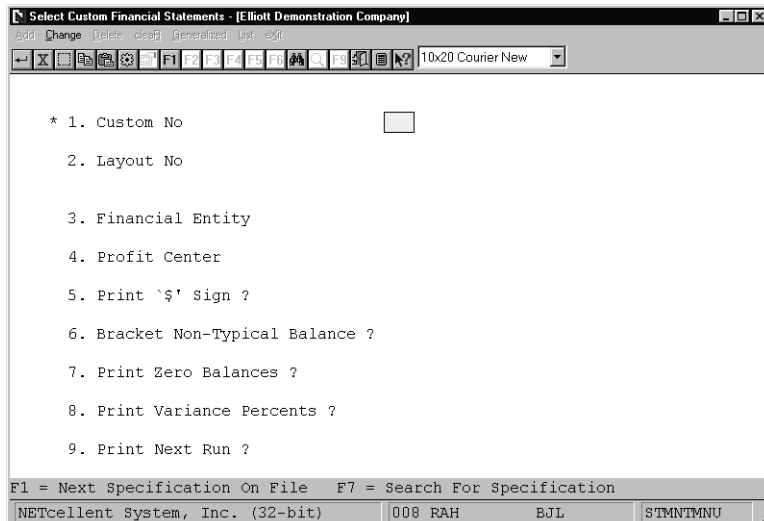
Select Custom Financial Statements
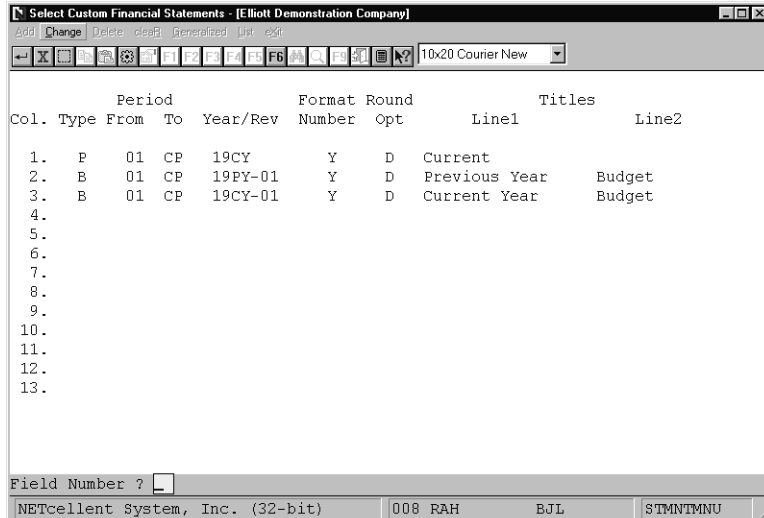
Select Custom Column Definitions
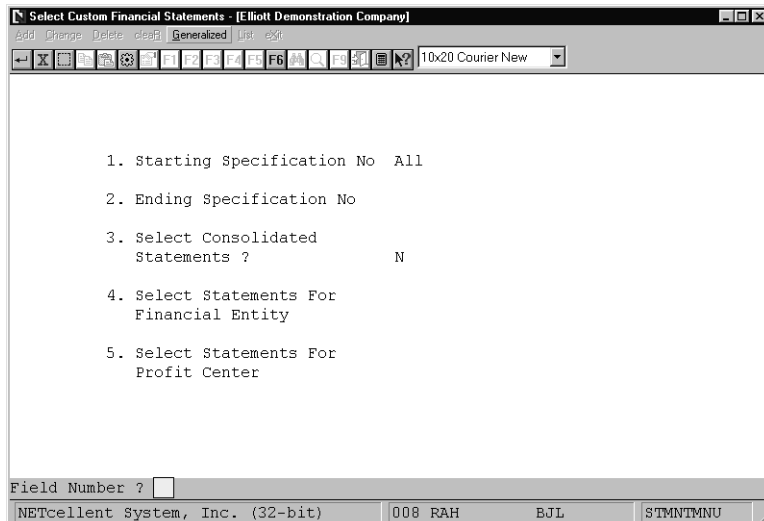
Select Custom Financial Statements (Generalized)
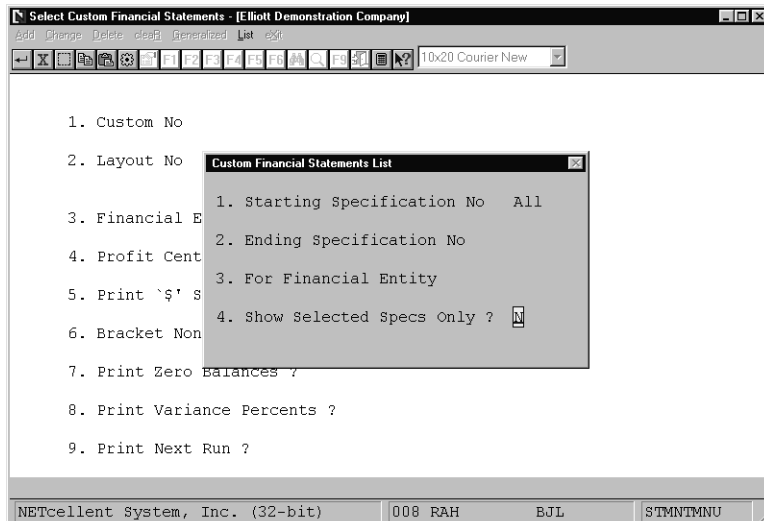
Select Custom Financial Statements (List)
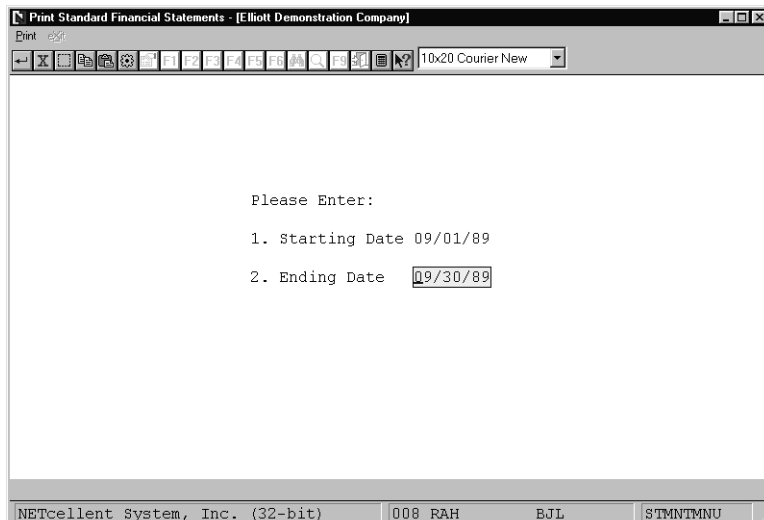
Print Standard Financial Statements

S T A N D A R D   S T A T E M E N T   S P E C I F I C A T I O N S   L I S T

Ranges: All Specifications

Spec No	Layout No	Layout Description	Financial Entity	Profit Center	Show Current-?	Show Ytd-?	Show Ratios-?	Budgets/ Comps-?	Show Variance-?	Print $ Sign-?	Print-?
001	001	ELLIOTT DEMONSTRATION CO. BALANCE SHEET		All		Y		B	N	Y	Y
002	002	ELLIOTT DEMONSTRATION CO. INCOME STATEMENT		All	Y	Y	Y	C	N	Y	Y
003	001	ELLIOTT DEMONSTRATION CO. BALANCE SHEET	DEPT1			Y				Y	Y
004	002	ELLIOTT DEMONSTRATION CO. INCOME STATEMENT	DEPT1		Y	Y	Y			Y	Y
005	001	ELLIOTT DEMONSTRATION CO. BALANCE SHEET	DEPT2			Y				Y	Y
006	002	ELLIOTT DEMONSTRATION CO. INCOME STATEMENT	DEPT2		Y	Y	Y			Y	Y
007	010	ELLIOTT DEMONSTRATION CO. CHANGE IN FINANCIAL POSIT		All						Y	Y
008	011	ELLIOTT DEMONSTRATION CO. FUNDS AS WORKING CAPITAL		All						Y	Y
009	012	ELLIOTT DEMONSTRATION CO. STATEMENT OF CASH FLOW		All						Y	Y

9 Specifications Printed

NETCELLENT SYSTEM, INC
BALANCE SHEET

Year-To-Date As Of 9/30/92   Budgeted As Of 9/30/92
                                                            Revision #01

This Financial Statement Is Unaudited
And Without Opinion Expressed By
--- Your CPA Firm's Name Here ---

ASSETS

CURRENT ASSETS

Petty Cash	$ 500.00		$ .00	
Cash in Bank	$ 233,934.26		$ .00	
Marketable Securities	$ 1,734.98		$ .00	
	---------------		---------------	
Total Cash and Marketable Sec.		$ 236,169.24		$ .00
Accounts Receivable Trade	$ 895,468.00		$ .00	
Less Allowance For Bad Debts	$ 37,000.00-		$ .00	
	---------------		---------------	
Net Receivables - Trade		$ 858,468.00		$ .00
Notes And Interest Receivable	$ 26,831.30		$ .00	
Accounts Recev. - Employees	$ 1,175.00		$ .00	
	---------------		---------------	
Total Other Receivables		$ 28,006.30		$ .00
Inventory - Raw Materials	$ 36,376.37		$ .00	
Work in Process	$ 10,110.12		$ .00	
Inventory - Finished Goods	$ 83,320.15		$ .00	
	---------------		---------------	
Total Inventory		$ 129,806.64		$ .00
Prepaid Expenses		$ 6,440.00		$ .00
		---------------		---------------
Total Current Assets			$ 1,258,890.18	$ .00

PROPERTY PLANT AND EQUIPMENT

Machinery & Equipment	$ 104,535.26		$	.00
Office Furniture & Equipment	$ 41,178.00		$	.00
Vehicles	$ 42,890.00		$	.00
Leaseholds	$ 187,371.39		$	.00
Buildings	$ 1,169,000.00		$	.00
Land	$ 250,000.00		$	.00
Total Property and Equipment		$ 1,794,974.65	$	.00
Less Accumulated Depreciation		$ 731,740.70-	$	.00
Net Property and Equipment		$ 1,063,233.95	$	.00

INTANGIBLE ASSETS

Start up Costs	$ 275,800.00		$	.00
Accumulated Amort. - Start up	$ 175,000.00		$	.00
Start up Cost Net of Amort.		$ 100,800.00	$	.00
Total Intangible Costs		$ 100,800.00	$	.00

OTHER ASSETS

Notes Receivable - Stockholder	$ 15,000.00		$	.00
Total Long Term Notes Rec.		$ 15,000.00	$	.00
Deposits		$ 1,025.00	$	.00
Total Other Assets		$ 16,025.00	$	.00
Total Assets		$ 2,438,949.13	$	.00

NETCELLENT SYSTEM, INC

LIABILITIES AND EQUITY

Accounts Payable - Trade		$ 710,474.60	$	.00
Short Term Debt		$ 75,580.00	$	.00
Interest Payable		$ 2,987.00	$	.00
Accrued Expenses		$ 10,432.22	$	.00
Accrued Payroll and Taxes		$ 168,160.58	$	.00
Total Current Liabilities		$ 967,634.40	$	.00

LONG TERM LIABILITIES

Long Term Debt	$ 524,335.00		$	.00
Less Current Portion of LTD	$ 57,500.00-		$	.00
Net Long Term Debt		$ 466,835.00	$	.00
Total Long Term Liabilities		$ 466,835.00	$	.00

STOCKHOLDERS EQUITY

Preferred Stock	$ 15,000.00		$	.00
Capital Stock	$ 340,000.00		$	.00
Additional Paid in Capital	$ 25,985.00		$	.00
Total Paid in Capital		$ 380,985.00	$	.00
Beginning Retained Earnings	$ 559,137.49		$	.00
Ending Retained Earnings		$ 559,137.49	$	.00
Total Stockholders Equity		$ 940,122.49	$	.00
Total Liabilities and Equity		$ 2,374,591.89	$	.00

NETCELLENT SYSTEM, INC
BALANCE SHEET

Year-To-Date As Of   9/30/92

This Financial Statement Is Unaudited
And Without Opinion Expressed By
--- Your CPA Firm's Name Here ---

ASSETS

CURRENT ASSETS

Petty Cash	$	500.00		
Cash in Bank	$	233,934.26		
Marketable Securities	$	1,734.98		
Total Cash and Marketable Sec.			$	236,169.24
Accounts Receivable Trade	$	895,468.00		
Less Allowance For Bad Debts	$	37,000.00-		
Net Receivables - Trade			$	858,468.00
Notes And Interest Receivable	$	26,831.30		
Accounts Recev. - Employees	$	1,175.00		
Total Other Receivables			$	28,006.30

Inventory - Raw Materials	$	36,376.37
Work in Process	$	10,110.12
Inventory - Finished Goods	$	83,320.15
Total Inventory	$	129,806.64
Prepaid Expenses	$	6,440.00

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Print General Ledger Worksheet

Application Overview

The **Print General Ledger Worksheet** application shows the Trial Balance for specified accounts and provides space beside the account information for the entry of adjustments.

A **General Ledger** worksheet may be obtained to assist with performing a closing procedure. The worksheet will contain: a trial balance for the period, a blank column for adjustments, and a blank column for the adjusted trial balance.

It may be printed for a single profit center or a single financial entity, just as the Trial Balance may be printed. However, these choices are mutually exclusive. You must select a single financial entity, or one or **All** profit centers and no financial entity.

Run Instructions

Select **Print General Ledger Worksheet** from the pull down **G/L Processing** window. The following screen will then be displayed:
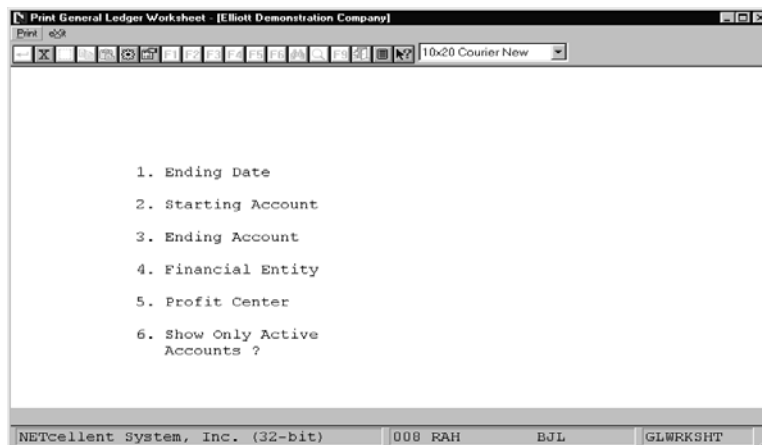
Print General Ledger Worksheet

Elliott

The following options are available:

> *   Select the desired mode from the **Print General Ledger Worksheet** menu bar
>
> *   Enter the data requested on the screen
>
> *   As soon as one set of specifications is selected, the program redisplays the selection screen and allows the user to enter another set of specifications.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Ending Date	A date in the standard date format. Pressing **RETURN** defaults to the current period ending date as defined in the **Accounting Period** file. If the date entered is not a valid period ending date, a warning message displays on the screen. The user may choose to still use this date.
2. Starting Account	An account in the standard account number format. Enter the starting account number in the range to be reported, or press **RETURN** and default to **All** accounts.
3. Ending Account	An account in the standard account number format. Enter the ending account in the range to be reported. If **RETURN** is entered this field will default to the same value as entered for the starting account.
4. Financial Entity	5 alphanumeric characters. The entity number must be on file in the **Financial Entity** file application. When you enter the appropriate number the entity description is automatically displayed.
5. Profit Center	A standard profit center number in the standard profit center number format. If your company does not use profit centers, this field will be skipped. Press the **RETURN** key to default to **All** profit centers. If a non-blank financial entity was entered above, the entry for this field will be skipped.
6. Show Only Active Accts?	**Y** or **N**. **RETURN** defaults to **Y**. If **Y**, then only accounts within the specified range that have activity within the entered range of dates will print. If **N**, then all accounts within the specified range will print even if there is no activity for the account in the entered date range.
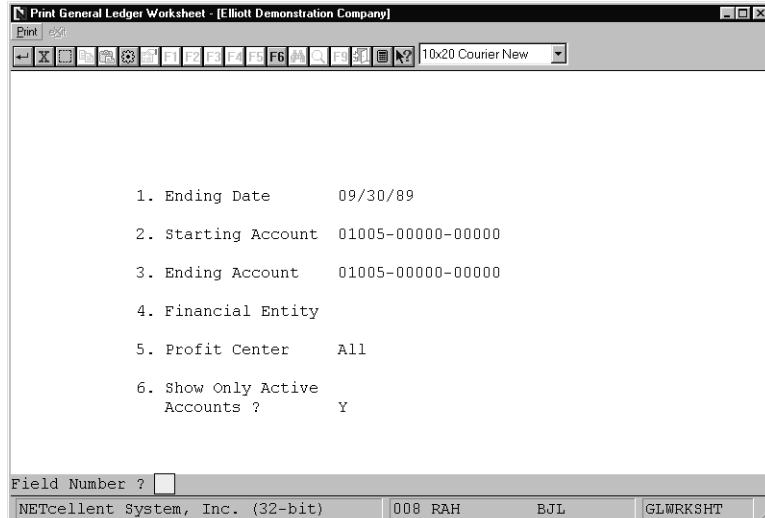
Print General Ledge Worksheet

```
                         G E N E R A L   L E D G E R   W O R K S H E E T

Ranges: Period Ending 09/30/92
        All Accounts Selected
        All Profit Centers

                              -------------------Trial Balance------------------- ----------Adjusted Trial Balance----------
Account-No        Description
                                  Debits            Credits           Balance        Debits       Credits      Balance

01005-00000-00000 Petty Cash
                                  250.00               .00             250.00     ............ ............  ............
01005-10000-00000 Petty Cash
                                  250.00               .00             250.00     ............ ............  ............
01010-00000-00000 Cash in Bank - Account #1
                               66,606.00          43,734.64          22,871.36     ............ ............  ............
01010-10000-00000 Cash in Bank - Account #1
                              786,635.41         573,005.23         213,630.18     ............ ............  ............
                  395.00        .00      395.00   ............ ............  ............




01015-00000-00000 Cash in Bank - Account #2
                                2,375.00              .00            2,375.00     ............ ............  ............
01015-10000-00000 Cash in Bank - Account #2
```

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Trial Balance Report

Application Overview

The **Trial Balance Report** application prints a Trial Balance report in account number or profit center order. These two options provide a detail or summary for a range of accounts that fall within a specified set of dates, within all profit centers or one profit center, or for one financial entity.

A **General Ledger** Trial Balance may be obtained at any time.

A trial balance may be obtained for any date within the fiscal year, for a selected profit center or **All** profit centers, for a selected financial entity, for active accounts or **All** accounts, and in detail or summary by **General Ledger** Account.

The report displays a running balance, beginning and ending balance, total debits, total credits, period totals, and net change for each account. Subtotals are printed if they are requested, as specified in the **G/L Account File**.

On a detail report, all transactions are shown in detail unless, a compression was previously run and the detail is no longer available.

If you are uncertain of the dates on all transactions on the file, a starting date of 01/01/00 and an ending date of 12/31/99 will print all transactions.

You may select either a single profit center or a single financial entity, but not both. These choices are mutually exclusive.

Run Instructions

Select **Trial Balance** from the pull down **G/L Reports** window.   The following screen will then be displayed:
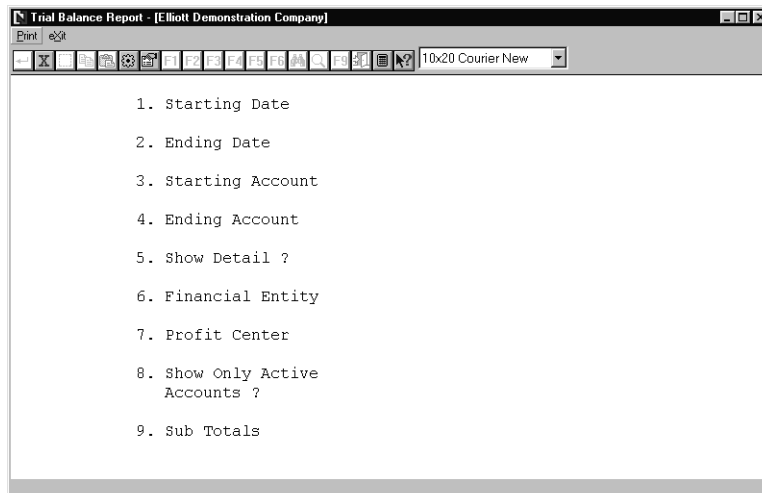
Trial Balance Report Entry Screen

The following options are available:

* Select the desired mode from the **Trial Balance** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **ESC** and then **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Date	A date in the standard date format. Enter the starting date of the range you want to include in your report, or press the **RETURN** key to default to the starting date of the current period as defined in the **Accounting Period File** application.
2. Ending Date	A date in the standard date format. Enter the ending date of the range to include in your report, or press the **RETURN** key to default to the ending date of the current period as defined in the **Accounting Period File** application. If either the starting or ending date is **not** a period date, the system will display: **Warning** - Starting Date Is Not A Period Starting Date- Is This Ok?.....or **Warning** - Ending Date Is Not A Period Ending Date- Is This Ok? If you answer **Y** to these messages the resulting report will include transactions that fall between the starting or ending date range that was entered. If you answer **N**, you will need to enter the correct date.
3. Starting Account	An account in the standard account number format. Enter the starting account in the range you want to include in your report, or press **RETURN** to default to **All** accounts.
4. Ending Account	An account in the standard account number format. Enter the ending account in the range you want to include in your report, or press **RETURN** to default to the same account as you previously entered in the starting account field. If **RETURN** was entered in the starting account, this field will be skipped.
5. Show Detail?	**Y** or **N**. **RETURN** defaults to **Y**. If **Y** is entered then in addition to the summary figures for each account, all transactions for the selected period will also print. If **N**, then only the summary figures for each account print.
6. Financial Entity	5 alphanumeric characters. Enter a valid financial entity number present in your **Financial Entity File** The entity description will then automatically display. If you want to skip this field press **RETURN**.
7. Profit Center	A standard profit center number in the standard profit center number format. If your company does not use profit centers, this field will be skipped. Press **RETURN**

Name	Type and Description
	to default to **All** profit centers. If a non-blank financial entity was entered above, the entry of this field will be skipped.
8. Show Only Active Accounts?	**Y** or **N**. **RETURN** defaults to **Y**. If you enter **Y**, then only accounts within the specified range that have activity within the entered range of dates will print. If **N** is entered, all accounts within the specified range will print even if there is no activity for the account in the entered date range. **NOTE:** If an inactive account is a sub-total level and this field is **Y**, then the account sub-total will not print. In order to get correct sub-totaling for an inactive account you must answer **N** to this field.
9. Sub Totals	**Y** or **N**. This enables the **Trial Balance Report** to display subtotals. If you answered **Y** to field #5 Detail Report? select one of the following options: **D** = Daily/Monthly Tot Prints Daily And Monthly Sub Total. **M** = Monthly Tot Prints Monthly Sub Total. **N** = No Sub Tot Prints No Sub Total If you answered **N** to # 5 Detail Report?, this field automatically defaults to **N**.
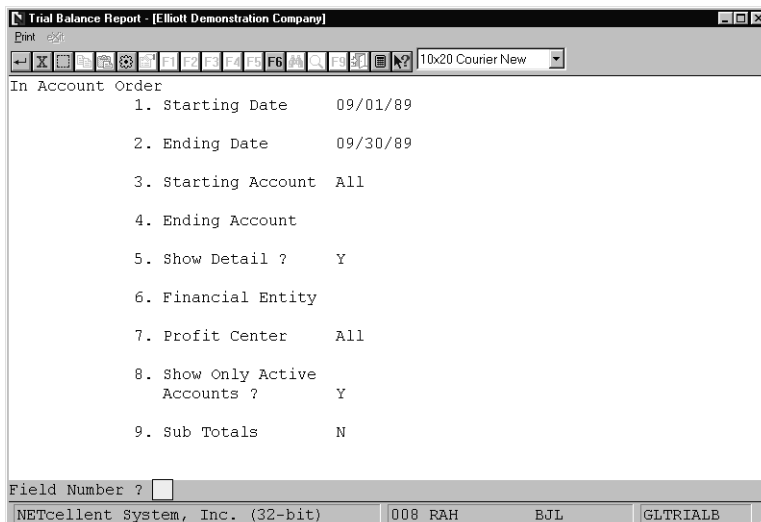
Trial Balance Report (In Account Order)

Trial Balance Report (In Profit Center Order)

G E N E R A L   L E D G E R   T R I A L   B A L A N C E

Ranges: Period 09/01/92 To 09/30/92
        All Accounts Selected
        With Detail
        Active Accounts Only
        All Profit Centers
        By Account Number

Account-No	Description	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
01005-00000-00000	Petty Cash					
Account Total:		250.00	.00	.00	.00	250.00
01005-10000-00000	Petty Cash					
Account Total:		250.00	.00	.00	.00	250.00
Account 01005	Totals:	500.00	.00	.00	.00	500.00
01010-00000-00000	Cash in Bank – Account #1					
Account Total:		22,871.36	.00	.00	.00	22,871.36
01010-10000-00000	Cash in Bank – Account #1					
Account Total:		213,630.18	.00	.00	.00	213,630.18
Account 01010	Totals:	236,501.54	.00	.00	.00	236,501.54
01015-00000-00000	Cash in Bank – Account #2					
Account Total:		2,375.00	.00	.00	.00	2,375.00

G E N E R A L   L E D G E R   T R I A L   B A L A N C E

Ranges: Period 09/01/92 To 09/30/92
        All Accounts Selected
        With Detail
        Active Accounts Only
        All Profit Centers
        By Profit Center

Account-No	Description	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
01005-00000-00000	Petty Cash	250.00	.00	.00	.00	250.00
01010-00000-00000	Cash in Bank - Account #1	22,871.36	.00	.00	.00	22,871.36
01015-00000-00000	Cash in Bank - Account #2	2,375.00	.00	.00	.00	2,375.00
01020-00000-00000	Cash in Bank - Payroll Account	1,000.00	.00	.00	.00	1,000.00
01030-00000-00000	Marketable Securities	136.62	.00	.00	.00	136.62
01040-00000-00000	Accounts Receivable - Trade	597,588.00	.00	.00	.00	597,588.00
01045-00000-00000	Allowance for Bad Debts	27,000.00CR	.00	.00	.00	27,000.00CR
01060-00000-00000	Interest Receivable	6,721.87	.00	.00	.00	6,721.87

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Journal History Report

Application Overview

The **Journal History Report** produces a listing of all journal totals. To maintain journal history totals, the field in **G/L Setup** must be set to "**Y**". Each posting procedure that is performed for any package that interfaces with **General Ledger**, a journal total will be written to the **Journal History** file.

This report will show the totals for each posting that has occurred for the range selected. This information can be used as an audit trail back to all the original posting procedures. The information on the report includes: **Journal - Report -Name**, **Journal Source**, **Run Date**, **Number Of Transactions Posted** and the **Total Amount Posted**. The report also produces a **Net Change Summary** for the selected print range.

Purging the File

Purging the **Journal History** file periodically will prevent it from growing extremely large.

Run Instructions

Select **Journal History Report** from the pull down **G/L Reports** window. The following screen will then be displayed:

Journal History Report Entry Screen

 The following options are available:

* Enter the data requested on the screen
* The **Journal History Report** is printed if you answer **Y** to entry field 1. **Print Report ?**. The file will be purged within the range you enter if you answer **Y** to entry field 2. **Purge Files ?**.
* Once the printing of the report or the purging of the file has been completed, the program will return to the data entry screen to allow you to enter another range for printing or purging.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report?	Y or N. Enter Y to print the report or N to decline. This field defaults to Y.
2. Purge File?	Y or N. Enter Y to purge the file or N to decline. This field defaults to N.
3. Package Code	2 alphanumeric characters. Enter the package code for which you want to print the report. If you press RETURN for this entry, it will default to All, and journal codes for all packages on file will be printed. The valid codes are: BM = Bill Of Material Processor PO = Purchase Order GL = General Ledger IM = Inventory Management AR = Accounts Receivable AP = Accounts Payable PR = Payroll JC = Job Cost AD = Assets And Depreciation CP = Customer Order Processing RETURN = All Packages
4. Starting Date	A date in the standard date format. Enter the starting date for which you want to print the report. If you press RETURN for this entry, it will default to All, and all date ranges on file will be printed.
5. Ending Date	A date in the standard date format. Enter the ending date for which you want to print the report. If you press RETURN for this date, it will default to the starting date entry.
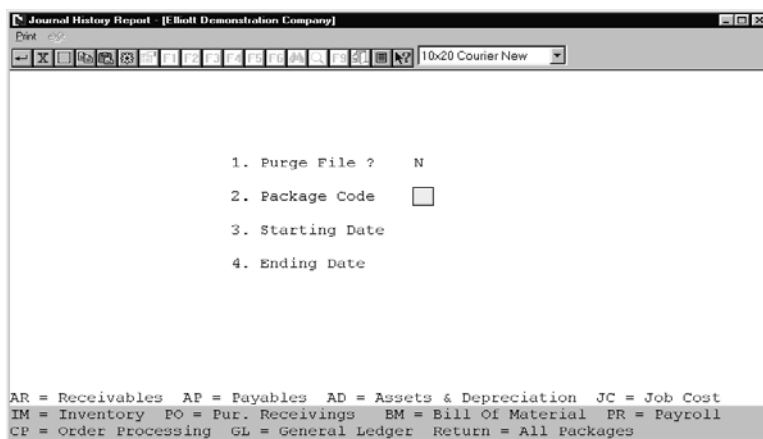
Journal History Report (Package Codes)
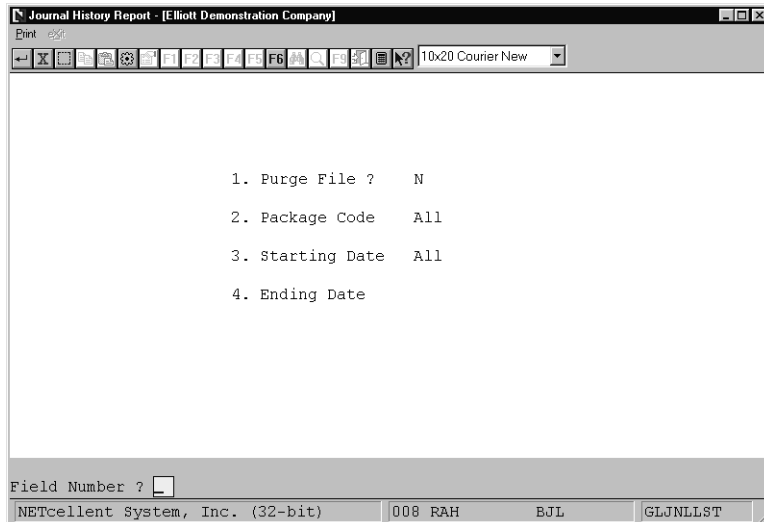
Journal History Report

<pre>
                    J O U R N A L   H I S T O R Y   R E P O R T

For All Periods
For All Package Codes
'*' Denotes Section Total Not Included In Net Change Summary
                              Journal   No
     Journal-Report-Name   Source Run-Date Trxs   Amount

Accounts Payable:

                                                        Amount

   New A/P Transaction Register   AP0105 02/18/92   1   5,000.00

                                   Journal Total   5,000.00

Customer Order Processing:

                                                        Amount   Payment   Total-Credited

   Customer Order Proc Sales Journal OP0106 02/18/92 1   1,702.36   .00   .00
                                                        --------------- --------------- ---------------
                                   Journal Total   1,702.36   .00   .00

Job Costing:

   Job Activity Transaction Journal   JC0099 09/30/89 15   139.56
                                      JC0100 10/02/89 44   .00
                                      JC0101 09/01/91 44   .00
                                      JC0102 02/01/92 44   .00
                                      JC0103 02/10/92 91 32,447.86
                                      JC0104 02/10/92   3 11,412.96

                                   Journal Total   44,000.38
</pre>

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Source Cross Reference Report

Application Overview

The **Source Cross Reference Report** details all transactions for a specified period by source code.

Under each source, the **G/L** account number, description, transaction date, debit and/or credit amount, and reference are listed for each transaction.

Source codes are used to allow easy reference to original journals, registers, etc.

Example:

All automatic reversing transactions will be under source code **Accrue**. The **Source Cross Reference Report** will detail all transactions under this code. This will allow you to easily verify that all entries are properly reversed in the subsequent period.

All compressed transactions will be under source code **COMP** (unless the option to compress by source within date, or source within period, was selected for an account, in which case the original sources will be retained).

If journal history totals are not being used, transactions that were entered automatically using the **Interface From Other Packages** application will have a source code depending upon the originating package: **ARIN** (**Accounts Receivable**), **APIN** (**Accounts Payable**), **PRIN** (**Payroll**), **JCIN** (**Job Costing**), **IMIN** (**Inventory Maintenance**), **ADIN** and (**Assets & Depreciation**).

If journal history totals are being used, the original source journal code will be maintained from each posting and list all transactions under each posting journal.

Transactions for Balance Sheet accounts resulting from running the **Year-End Procedure** application will have the source code
BBF (for balance brought forward).

Elliott

Run Instructions

Select **Source Cross Reference** from the pull down **G/L Reports** window. The following screen will then be displayed:

```
Source Cross Reference Report - [Elliott Demonstration Company]              _ □ ×
Print  eXit

    X    [toolbar]  10x20 Courier New  ▼


         1. Starting Date

         2. Ending Date

         3. Starting Source

         4. Ending Source

         5. Print Sources With Descriptions Only ?




NETcellent System, Inc. (32-bit)          008 RAH       BJL        SRCEXREF
```
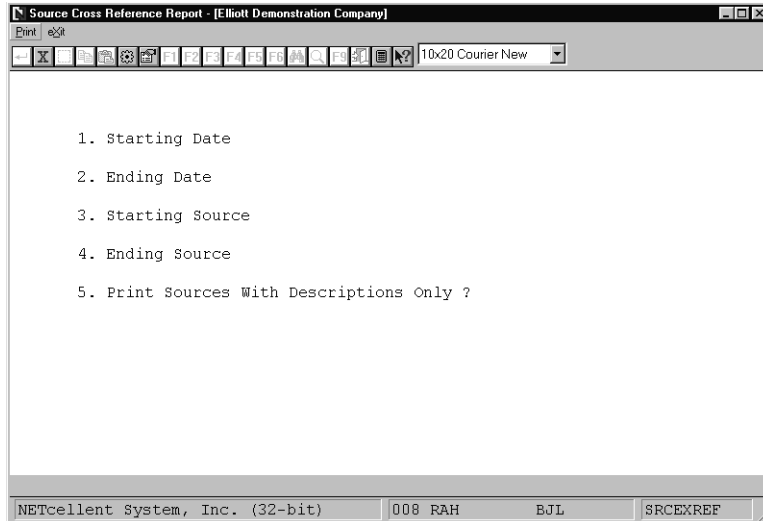
Source Cross Reference Report Entry Screen

The following options are available:

* Select the desired mode from the **Source Cross Reference** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Date	A date in the standard date format. Press the **RETURN** key to default the starting date to that of the starting date of the current period as defined in the **Accounting Period File**.
2. Ending Date	A date in the standard date format. Press the **RETURN** key to default to the ending date of the current period.
3. Starting Source	10 alphanumeric characters. Enter the starting range of sources to be included, or press **F1** to default to **All** sources.
4. Ending Source	10 alphanumeric characters. Enter the ending range of sources to be included in the report.

Name	Type and Description
5. Print Sources With Descriptions Only?	**Y** or **N**. If you enter **Y**, the report will display only those sources that have a corresponding description. If you enter **N**, the report displays sources regardless of whether they have a corresponding description.

```
 N Source Cross Reference Report - [Elliott Demonstration Company]              _ □ X
 Print  

 ← X         F1    F3 F4 F5 F6    F9    ▣       10x20 Courier New       ▼



       1. Starting Date                        09/01/89

       2. Ending Date                          09/30/89

       3. Starting Source                      (Blank Source)

       4. Ending Source

       5. Print Sources With Descriptions Only ?    N





 Field Number ? __
 NETcellent System, Inc. (32-bit)        008 RAH      BJL        SRCEXREF
```
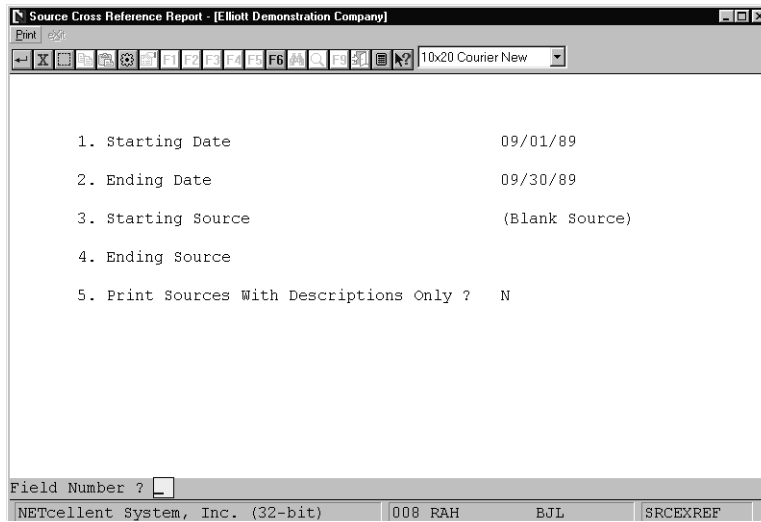
Source Cross Reference Report

```
                         G / L   S O U R C E   C R O S S   R E F E R E N C E
Ranges: Period 09/01/89 To 09/30/89
        Source All Sources Selected

Source      Account-No       Description
                                          Trx-Date          Debits          Credits    Reference


            01010-00000-00000  Cash in Bank - Account #1
                                          09/15/89        22,570.00
                                          09/15/89                          2,570.00
                                          09/30/89                         15,000.00    MONTHLY PR
                                          09/30/89                         25,671.00
            01010-10000-00000  Cash in Bank - Account #1
                                          09/30/89                            433.18
                                          09/30/89        25,671.00
            01020-10000-00000  Cash in Bank - Payroll Account
                                          09/30/89                         10,000.00    MONTHLY PR
            01130-10000-00000  Inventory - WIP - Components
                                          09/29/89                            135.00
                                          09/29/89                            120.00
            02000-00000-00000  Accounts Payable - Trade
                                          09/15/89                         74,031.00
            02000-10000-00000  Accounts Payable - Trade
                                          09/15/89                        125,998.50
            02160-10000-00000  City Withholding Liability
```

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Period Account Balance Report

Application Overview

The **Period Account Balance Report** compiles **G/L** account activity over a given range of financial periods. It prints a report that provides the starting, ending, and period balances for each account that you request.

The report can be printed for all **G/L** accounts, or range of **G/L** accounts. You can limit the report to a particular Financial Entity, Profit Center, as well a range of starting and ending periods.

Run Instructions

Select **Period Account Balance Report** from the pull down **G/L Reports** window. The following screen will then be displayed:
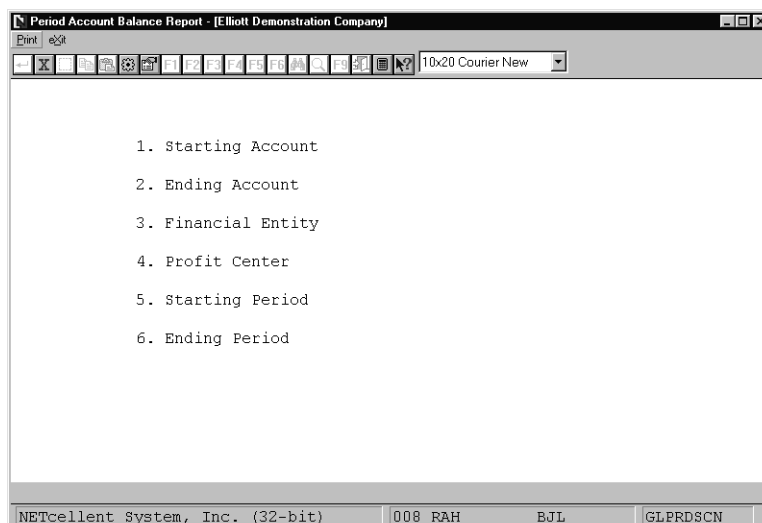
Period Account Balance Report Entry Screen

The following options are available:

* Select the desired mode from the **Period Account Balance Report** menu bar
* Enter the data requested on the screen
* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Elliott

Entry Field Descriptions

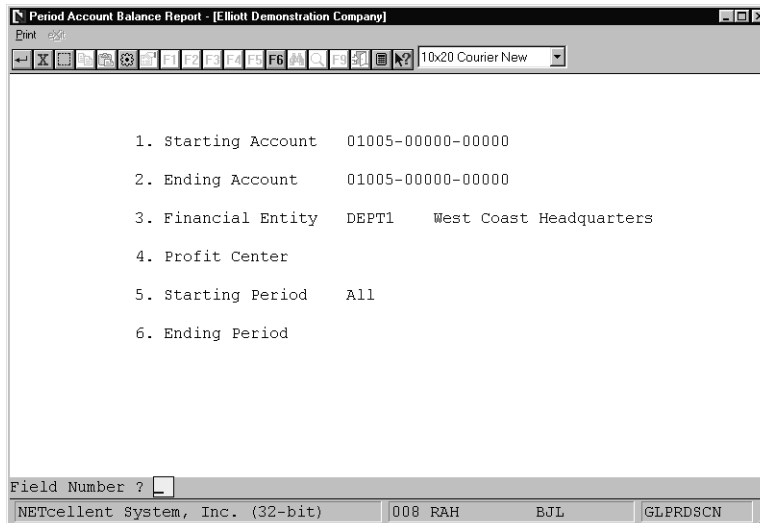| Name	Type and Description
1. Starting Account	A standard account number in the standard account number format. Enter the Starting **G/L** account number range. If you press the return key the system will default to report on **All** accounts
2. Ending Account	A standard account number in the standard account number format. Enter the Ending **G/L** account number range.
3. Financial Entity	5 alphanumeric characters. Enter the financial entity you wish to see represented on the list of accounts, or press the **RETURN** key if you do not wish to show accounts belonging only to a single entity. If a non-blank value for this field is entered, the **Entity** file is checked to make sure that this entity has previously been entered and defined.
4. Profit Center	A standard profit center number in the standard profit center number format. Enter the profit center number you wish to see represented on the list of accounts or press the **F1** key to default to **All** profit centers. Entry of a single profit center or a single financial entity are mutually exclusive. If you entered a non-blank financial entity above, the entry of a profit center will be skipped.
5. Starting Period	2 numeric digits from 1 to 13. Enter an appropriate period that defines the starting range of periods to be included in the report. Pressing **RETURN** defaults to **All** periods.
6. Ending Period	2 numeric digits from 1 to 13. Enter an appropriate period that defines the ending range of periods to be included in the report. Both the Starting and Ending Period **must** be present in the **Accounting Period File** application. Pressing **RETURN** defaults to the same period as the starting period entry.

```
 Period Account Balance Report - [Elliott Demonstration Company]          _ □ X
 Print  Exit
 ←|X|□|▣|▦|⚙|▤|F1|F2|F3|F4|F5|F6|A|Q|F9|▥|■|▶?| 10x20 Courier New    ▼



               1. Starting Account   01005-00000-00000

               2. Ending Account     01005-00000-00000

               3. Financial Entity   DEPT1    West Coast Headquarters

               4. Profit Center

               5. Starting Period    All

               6. Ending Period




 Field Number ?  _
 NETcellent System, Inc. (32-bit)       |008 RAH      BJL      |GLPRDSCN
```

Period Account Balance Report

```
                    P E R I O D   A C C O U N T   B A L A N C E   R E P O R T

Ranges: All Accounts Selected
        Entity - DEPT1
        All Periods Selected

Account Number      Description
        Prd-01 Balance   Prd-02 Balance   Prd-03 Balance   Prd-04 Balance   Prd-05 Balance   Prd-06 Balance   Prd-07 Balance
        Prd-08 Balance   Prd-09 Balance   Prd-10 Balance   Prd-11 Balance   Prd-12 Balance   Prd-13 Balance

01005-10000-00000   Petty Cash

Beg:        250.00          250.00          250.00          250.00          250.00          250.00          250.00
Prd:           .00             .00             .00             .00             .00             .00             .00
End:        250.00          250.00          250.00          250.00          250.00          250.00          250.00

Beg:        250.00          250.00          250.00          250.00          250.00          250.00
Prd:           .00             .00             .00             .00             .00             .00
End:        250.00          250.00          250.00          250.00          250.00          250.00

01010-10000-00000   Cash in Bank - Account #1

Beg:     44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-
Prd:           .00             .00             .00             .00             .00             .00             .00
End:     44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-       44,036.00-

Beg:     44,036.00-      276,255.20       213,630.18       213,630.18       213,630.18       213,630.18
Prd:    320,291.20       62,625.02-           .00             .00             .00             .00
End:    276,255.20       213,630.18       213,630.18       213,630.18       213,630.18       216,215.42
```

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Financial Ratio Report

Application Overview

The **Financial Ratio Report** provides a useful resource in both charting the performance of your organization and comparing it's various financial components over a given period of time. It displays four primary categories that measure business liquidity, activity, profitability, and leverage. Each of these encompasses a group of ratios, derived from account information posted to the **General Ledger File**, according to the ratio type you set up in the G/L account file.

Before continuing further you should understand that even though ratio analysis is useful it has some limitations. Ratios are calculated with accounting data that can be affected by such variables as methods of depreciation and inventory validation. The interpretation of this information can vary among firms using different accounting procedures. You might want to seek the advice of a financial consultant in clarifying the trends suggested by this report.

Note: Due to the nature of the Ratio Calculation, both Year To Date and Current Period values will be calculated using the same data. The calculation for Gross Profit on Sales will be the only ratio calculated differently for the Year To Date and Current Periods.

Calculation of Ratio's

Averages

Averages are used to calculate Activity Ratios, and affect Balance Sheet type accounts.

The calculation used to determine the average for one of these values is defined as follows:

Average Value = (Ending Balance for the Last Fiscal Year + the sum of all of the Ending Balances for the periods up to the Current Period) divided by the number of periods being evaluated plus one. The denominator or periods are incremented by one to account for the Ending Balance for the Last Fiscal Year added to the numerator.

By using this type of a calculation it is estimated that a more accurate average can be calculated. For example, a calculation to determine an average Accounts Receivable Balance for period 3 would be calculated as follows:

(**BBF+EB1+EB2+EB3**)/4

BBF	=	The Ending Value of the Last Fiscal Year.
EB1	=	The Ending Balance of the 1st. Period
EB2	=	The Ending Balance of the 2nd. Period

EB3   =   The Ending Balance of the 3rd. Period

Example

```
Acct No: 01040-00000-00000    Accounts Receivable


BBF            EB1            EB2            EB3            Total          Average
10,000         11,000         15,000         19,000         55,000         13,750
```

Annualization

An annualization of a balance is used for **P&L** type Accounts and **BSNI** (Net Income). It is used to forecast an annual value based on the known activity through the current period being evaluated.

The calculation to be used to estimate the Annualized amount is calculated as follows;

[EB(CP)/CP] x **(No. of Periods)**

The Ending Balance for the Current Period divided by the period number that you are in multiplied by the number of Periods in the Period Account File.

EB(CP) = The Ending Balance for the Current Period.

CP = Current Period Number

No. of Periods = The number of periods that are in the Period Account File.

From a statistical standpoint, using an annualized amount for ratio calculations generates more meaningful ratio data throughout the year. This Ratio data should be considered an interim value of the projected Year End performance.

Example

Assuming that the Period Account File has 12 Periods and the Current Period is Period Number 3.

```
Sales:


        EB3            Annualized Amount


        250,000        1,000,000
```

Ratio Categories

There are four groupings of ratios displayed. They include Liquidity, Activity, Profitability, and Leverage ratios.

Liquidity Ratio Types

Liquidity ratios measure your organization's capability of meeting its short term obligations. For example if your company has a sufficient amount of liquidity, it can take advantage of new investment opportunities and respond to a crisis.

Ratio	Description and Formula
Current Ratio	Measures your organization's ability to pay it's current liabilities from cash, cash equivalents and inventory. Current Ratio = **CA/CL** **CA** = Current Assets **CL** = Current Liabilities Current Assets **CA** are equal to the sum of the Ending Balance for the Current Period for Cash **C** + Receivables **R** + Inventory **I** + Other Current Assets **CA**. Current Liabilities **CL** are equal to the sum of the Ending Balance for the Current Period for Payables **P** + Other Current Liabilities **CL**.
Quick Ratio	This is a more rigid measurement of liquidity than the current ratio. It measures your ability to pay current liabilities with cash and receivables or "Liquid" cash equivalents. Quick Ratio = (**C** + **R** + **CA**)/ **CL**. These values are equal to the Ending Balance for the Current Period for **C** = Cash **R** = Receivables **CA** = Other Current Assets **CL** = Current Liabilities.
A/R To **A/P** Ratio	Indicates whether your company is receiving more money than it is paying out. **A/R** To **A/P** Ratio = **R/P** .

<table>
<tr><td>Ratio</td><td>Description and Formula</td></tr>
<tr><td></td><td>These values are equal to the Ending Balance for the Current Period for:

R   =   Receivables
P   =   Payables.</td></tr>
</table>

Activity Ratio Types

Activity ratios can be considered as a gauge that measures the amount invested in assets by your business relative to the revenue generated by those assets.

Ratio	Description and Formula
Asset Turn	Calculates how effectively your business is employing its total assets to generate sales. The Asset Turn Ratio = S/TA S = Sales (annualized) TA = Total Assets The Sales S value is annualized. For a complete definition and calculation of annualization, see the Application Overview.
Asset Turn (continued)	Total Assets **TA** is the sum of the Ending Balance for the Current Period for: Cash **C** + Receivables **R** + Inventory **I** + Current Assets **CA** + Property, Plant & Equipment **E** - Depreciation **D** + Other Non-Current Assets **OA**.
Fixed Asset Turn	Measures how effectively your business is using its property, plant and/or equipment to generate sales. Fixed Asset Ratio = **S/(E + D)** These values are equal to the Ending Balance for the Current Period for: S = Sales (annualized) E = Property, Plant and Equipment D = Depreciation. The Sales **S** value is annualized. For a complete definition and calculation of

	annualization, see the **Application Overview**.
Receivables Turn	Indicates how successful your business is at collecting receivable accounts or how many times your receivables turn over per year. Receivable Turn Ratio = **S**/Avg **R** **S** = Sales (annualized) Avg **R** = Average Receivables The Sales **S** value is annualized. For a complete definition and calculation of Annualization, see the **Application Overview**. For a complete definition of the Average Calculation, see the **Application Overview**.
Inventory Turn Ratio	Calculates the number of times that inventory was sold and replenished during the last year. Inventory Turn Ratio = **CS/Avg I** **CS** = Cost Of Goods Sold (annualized) **Avg I** = The Average Inventory The Cost Of Goods Sold **CS** is annualized. For a complete definition and calculation of Annualization, see the **Application Overview**. For a complete definition of the Average Calculation, see the **Application Overview**.
A/R To Sales Ratio	Measures the percentage of your total sales where payment was not received at the time of the sale. A/R To Sales Ratio = Avg **R/S** Avg **R** = Average Receivables **S** = Sales (annualized) The Sales **S** value is annualized. For a complete definition and calculation of Annualization, see the **Application Overview**. For a complete definition of the Average Calculation, see the **Application Overview**.
Inventory To Sales Ratio	Measures the percentage of inventory levels relative to sales.

	Inventory To Sales Ratio = **Avg I/S**
	Avg I = The Average Inventory
	S = Sales (annualized)
	The Sales **S** value is annualized. For a complete definition and calculation of Annualization, see the **Application Overview**.
	For a complete definition of the Average Calculation, see the **Application Overview**.
No Of Day's In Inventory	Measures the typical number of days that inventory is in stock.
	This ratio coincides with the Inventory Turn Ratio.
	Number Of Day's In Inventory = **Avg I/(CS/360)**
	Avg I = The Average Inventory
	CS = Cost Of Goods Sold (annualized) /360
	For a complete definition and calculation of Annualization, see the **Application Overview**.
	For a complete definition of the Average Calculation, see the **Application Overview**.
Avg Payment Period	Measures the timeliness in which your business pays its bills.
	Average Payment Period Ratio = **Avg P/(CS/360)**
	Avg P = Average Payables
	CS = Cost of Goods Sold (annualized) /360
	For a complete definition and calculation of Annualization, see the **Application Overview**.
	For a complete definition of the Average Calculation, see the **Application Overview**.
Avg Collection Period	An estimate of the average length of time your business will wait to receive payment after making a sale. Coincides with Accounts Receivables Turn.
	Average Collection Period Ratio = **Avg R/S**

	Avg R = Average Receivables **S** = Sales (annualized) /360 For a complete definition and calculation of Annualization, see the **Application Overview**. For a complete definition of the Average Calculation, see the **Application Overview**.

Profitability Ratio Types

Profitability Ratios measure your rate of success in generating sales over a given period of time.

Ratio	Description and Formula
Return On Assets Ratio	This ratio is also termed the rate of return on investment. It measures your organization's net income, to total asset investment. Return On Assets Ratio = BSNI/TA BSNI = Balance Sheet Net Income (annualized) TA = Total Assets The BSNI value is annualized. For a complete definition and calculation of annualization, see the Application Overview. Total Assets TA is the sum of the Ending Balance for the Current Period for Cash C + Receivables R + Inventory I + Current Assets CA + Property, Plant & Equipment E - Depreciation D + Other Non-Current Assets OA.
Profit Margin On Sales Ratio	Enables you to discern the percentage of gross profit for each dollar of sales. Profit Margin On Sales Ratio = (S - CS)/S These values will use both the period net change value and the Ending Balance value to generate both a Current Period Ratio and a YTD Ratio using the following S = Sales CS = Cost Of Goods Sold.
Return On Net Worth Ratio	This ratio measures your firms net income to its total net worth.

| Ratio	Description and Formula
	Return On Net Worth Ratio = BSNI/(TA - TL) BSNI = Balance Sheet Net Income (annualized) TA = Total Assets TL = Total Liabilities
Return On Net Worth Ratio (continued)	The BSNI value is annualized. For a complete definition and calculation of annualization, see the Application Overview. Total Assets TA is the sum of the Ending Balance for the Current Period for Cash C + Receivables R + Inventory I + Current Assets CA + Property, Plant & Equipment E - Depreciation D + Other Non-Current Assets OA. Total Liabilities TL is the sum of the Ending Balance for the Current Period for Payables P + Other Current Liabilities CL + Long Term Liability OL.

Financial Leverage Ratio Types

Financial Leverage ratios measure the amount of financial burden placed on your business by it's debts.

Ratio	Description and Formula
Debts To Assets Ratio	Calculates the percentage of your total assets that are financed with creditors money. The Debt To Asset Ratio = TL/TA TL = Total Liability TA = Total Assets Total Assets TA is the sum of the Ending Balance for the Current Period for Cash C + Receivables R + Inventory I + Current Assets CA + Property, Plant & Equipment E - Depreciation D + Other Non-Current Assets OA. Total Liabilities TL is the sum of the Ending Balance for the Current Period for Payables P + Other Current Liabilities CL + Long Term Liability OL.
Debt To Equity Ratio	Contrasts your firm's total liabilities to the amount of equity. Debt To Equity Ratio = TL/EQ

Ratio	Description and Formula
	TL = Total Liability EQ = Equity Total Liabilities TL is the sum of the Ending Balance for the Current Period for Payables P + Other Current Liabilities CL + Long Term Liability OL. Equity EQ is the sum of the Ending Balance for the Current Period for: Retained earnings RE + Common/Preferred stock ST + Other Equity OE + BSNI.

Run Instructions

Select **Financial Ratio Report** from the pull down **G/L Reports** window. The following screen will then be displayed:
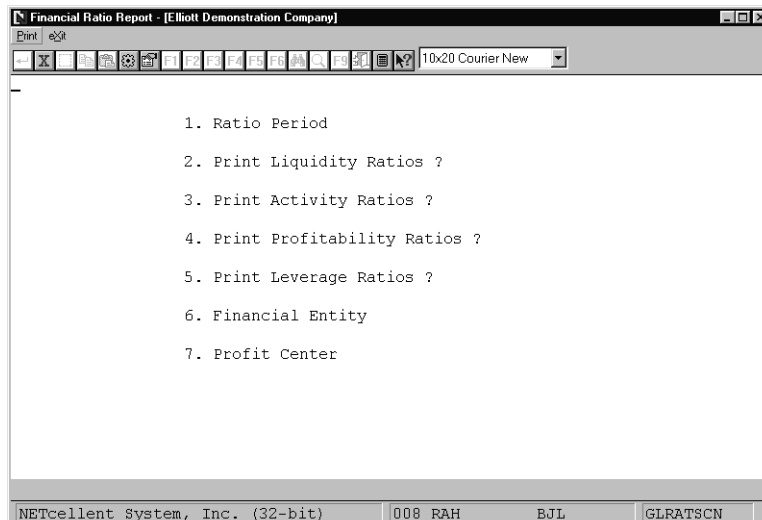
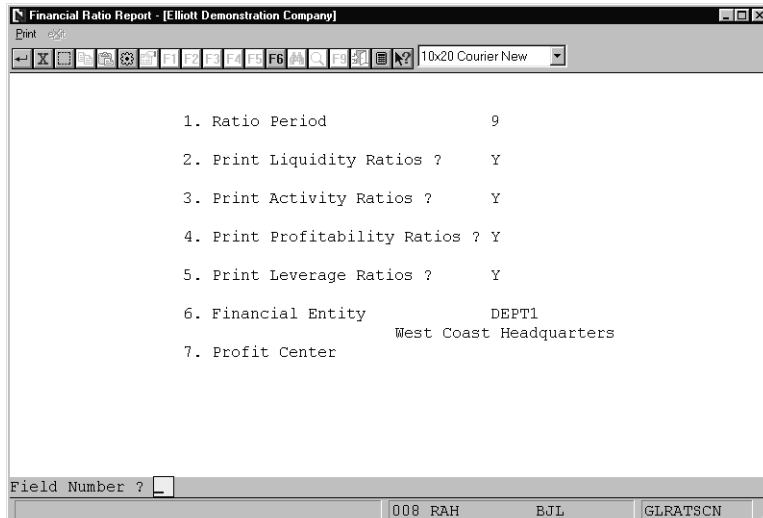Financial Ratio Report Entry Screen

The following options are available:

      *   Select the desired mode from the **Financial Ratio Report** menu bar

      *   Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Ratio Period	2 numeric characters. Enter the period number that you want considered in the report. This number must be on file in the **Account Period File** application.
2. Print Liquidity Ratios?	**Y** or **N**. Enter **Y** to display liquidity ratios or **N** to decline. This field defaults to **Y**.
3. Print Activity Ratios?	**Y** or **N**. Enter **Y** to print activity ratios or **N** to decline. This field defaults to **Y**.
4. Print Profitability Ratios?	**Y** or **N**. Enter **Y** to print profitability ratios or **N** to decline. This field defaults to **Y**.
5. Print Leverage Ratios	**Y** or **N**. Enter **Y** to print leverage ratios or **N** to decline. This Field defaults to **N**.
6. Financial Entity	5 alphanumeric characters. Enter a valid financial entity number present in your **Financial Entity File**. The entity description will then automatically display. If you want to skip this field, press **RETURN**.
7. Profit Center	A standard profit center number in the standard profit center number format. If your company does not use profit center, this field will be skipped. Press **RETURN** to default to **All** profit center. If a non-blank financial entity was entered above, the entry of this field will be skipped.

Financial Ratio Report

```
                 F I N A N C I A L   R A T I O   R E P O R T

Period From 09/01/89 Thru 09/30/89

Ratio Type                      Current     Year To Date

Liquidity Ratios
    Current Ratio                1.51           1.51
    Quick Ratio                  1.26           1.26
    A/R To A/P Ratio             1.09           1.09

Activity Ratios
    Asset Turn                   0.13           0.13
    Fixed Asset Turn             0.27           0.27
    Receivables Turn             0.00           0.00
    Inventory Turn               0.00           0.00
    A/R To Sales                 0.00           0.00
    Inventory To Sales           0.31           0.31
    No. Of Day's In Inventory    0.00           0.00
    Avg. Pmt. Period             0.00           0.00
    Avg. Collection Period       0.00           0.00

Profitability Ratios

    Return On Assets             1.63           1.63
    Profit Margin On Sales     100.00         100.00
    Return On Net Worth          2.45           2.45

Leverage Ratios
    Debt To Assets               0.33           0.33
    Debt To Equity               0.49           0.49
```
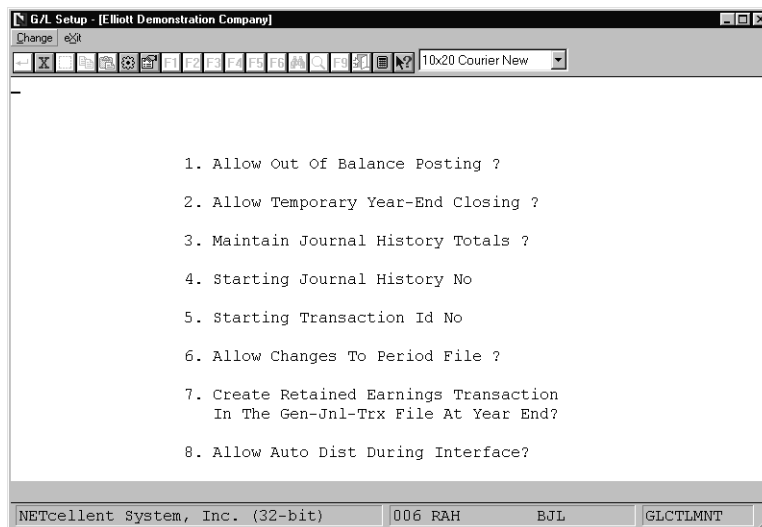
Util-Setup

G/L Setup

Application Overview

G/L Setup is not an application that you will be running very often. In this application, you will answer some questions that **tailor** the **General Ledger** package to the way you do accounting in your company.

Run Instructions

Select **G/L Setup** from the pull down **G/L Util_setup** window. The following screen will then be displayed:

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ▐ G/L Setup - [Elliott Demonstration Company]                    _ □ X │
│ Change  eXit                                                             │
│ ┌──────────────────────────────────────────────────────────────────────┐│
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│              1. Allow Out Of Balance Posting ?                           │
│                                                                          │
│              2. Allow Temporary Year-End Closing ?                       │
│                                                                          │
│              3. Maintain Journal History Totals ?                        │
│                                                                          │
│              4. Starting Journal History No                              │
│                                                                          │
│              5. Starting Transaction Id No                               │
│                                                                          │
│              6. Allow Changes To Period File ?                           │
│                                                                          │
│              7. Create Retained Earnings Transaction                     │
│                 In The Gen-Jnl-Trx File At Year End?                     │
│                                                                          │
│              8. Allow Auto Dist During Interface?                        │
│                                                                          │
│ NETcellent System, Inc. (32-bit)      006 RAH      BJL      GLCTLMNT     │
└──────────────────────────────────────────────────────────────────────────┘
```

G/L Setup Entry Screen

The following options are available:

* Select the desired mode from the **G/L Setup** menu bar
* Enter the data requested on the screen
* To exit press the **ESC** or **F10** key when the cursor is positioned for entry of the first field on the screen in Add mode

To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Allow Out Of Balance Posting?	**Y** or **N**. Enter **Y** in this field if the user is allowed to post **G/L** transactions that are out of balance. This field defaults to **N**.
2. Allow Temporary Year-End Closing?	**Y** or **N**. Enter **Y** in this field if the user is allowed to run a temporary year-end closing of **General Ledger**. This field defaults to **N**.
3. Maintain Journal History Totals?	**Y** or **N**. Enter **Y** in this field if you wish to maintain journal history totals from the packages that interface with **General Ledger**. Each posting total will be written to the **Journal History** file, which then can be printed from the **Journal History Report** selection. This field defaults to **N**.
4. Starting Journal History No	5 numeric digits (99999). If you are maintaining journal history totals, enter the starting journal number which will be use to produce a unique batch code that will be assigned to each posting procedure. The batch code will be generated by the system. This field will automatically be incremented after each posting. This field should be reset to **1** on a quarterly or annual basis depending on the number of posting that have occurred. This fields defaults to **1**.
5. Starting Transaction Id No	7 numeric digits (9999999). This number will identify unique journal transactions in **General Journal Trx Processing**. It will be automatically incremented after each entry. This field defaults to 1.
6. Allow Changes To Period File?	**Y** or **N**. Enter **Y** in this field if the user is allowed to make changes to the **Accounting Period File** or **N** to decline.
7. Create Retained Earnings Transaction In The Gen-Jnl-Trx File At Year End?	**Y** or **N**. Enter **Y** in this field if you wish to automatically have an entry made in the General Journal Transaction File during the **Year-End Procedure**. Enter **N** if you wish to make this entry manually. If you enter **Y**, the following field will appear. If you answer **Y** the next field will be displayed.
Account?	A standard account number in the standard account number format. Enter the **G/L** account number the user wishes to have the Retained Earnings entry made to. See **Year-End Procedure** for additional considerations.

G/L Setup

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Print Spooled Reports

Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The Print Spooled Reports application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

You should not delete a spooled report unless it has been printed correctly or if you are positive that a hard copy is not needed. If you neglect to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Select Print Spooled Reports from the pull down **G/L Util_Setup** menu. The following screen will display all reports you have spooled, (printed to disk).
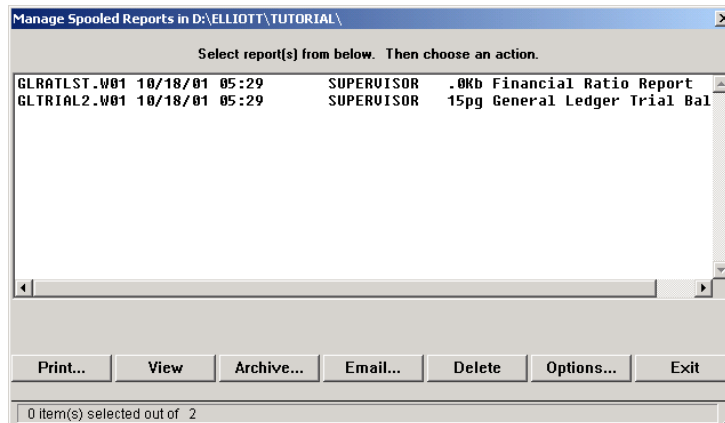

Print Spooled Reports Print Screen

The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the G/L menu then only reports spooled to disk from G/L will be displayed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

  Note: You can only select one report for viewing from this window
  E-mail will take you to your default e-mail program

- Select Print takes you to the window shown below:
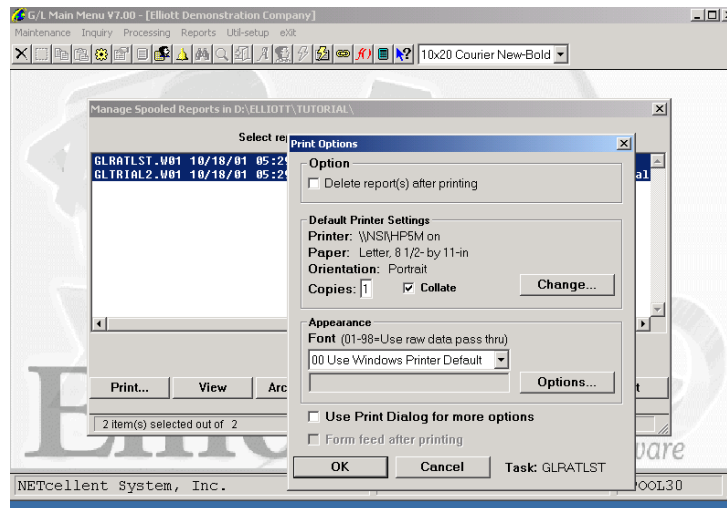
Option: Delete Reports after printing

Change: Change default printer
                Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles

Global Setup

G/L Global Control

## Allow Entry Of Job-No At General Journal Trx Processing

Application Overview

This feature will allow you to enter job number(s) in General Journal Trx Processing. We have added an additional column for job No. The job number(s) will be printed on the journal entry list as well as the posting journal. After posting, the system will update the Job Distribution file for any transactions with the job number(s). The Job Distribution Report will show the transactions posted from the general ledger.
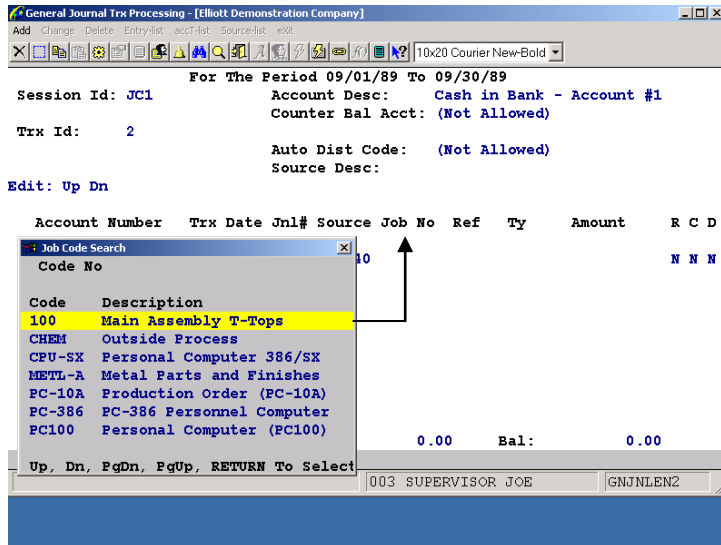
Run Instructions

You must enable this feature function as shown below before using it.

From the **Elliott Main Menu** → **Util-Setup** → **Global Setup** → **G/L Global Control**
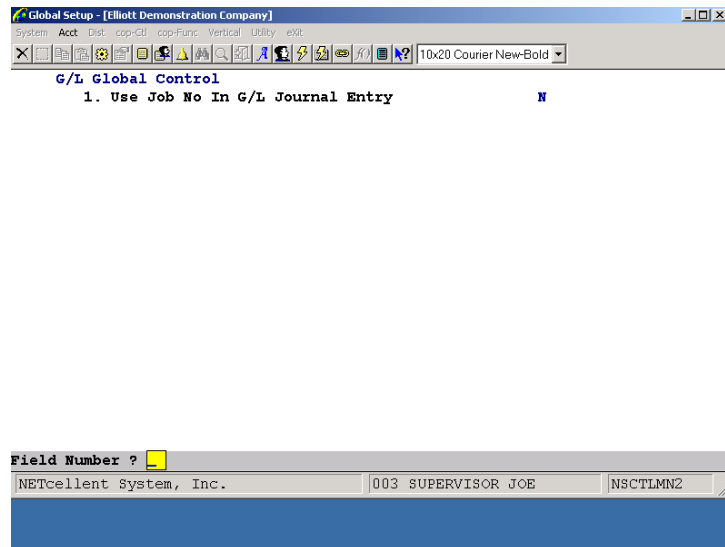
G/L Global Control Setup Screen

General Journal Trx Processing screen with the Job No. Column.