



AutoPoint[®]
Evolution

AutoPoint Evolution – General Ledger

Updated December 18, 2009

Table of Contents

<i>Legal Notice</i>	5
<i>Conventions Used in this Manual</i>	5
OVERVIEW	6
GENERAL LEDGER MENU	6
OVERVIEW	7
ENTER AND EDIT JOURNAL TRANSACTIONS	8
TO ADD A TRANSACTION.....	9
TO CHANGE EXISTING TRANSACTIONS	11
TO DELETE AN EXISTING TRANSACTION	11
PRINT JOURNAL EDIT LIST	12
POST TO PERMANENT LEDGER	14
ACCOUNT INQUIRY	15
TO VIEW AN ACCOUNT	15
FINANCIAL STATEMENTS	17
CREATE A NEW REPORT	18
DESCRIBING THE REPORT.....	18
SELECTING ACCOUNTS AND STANDARD STATEMENTS	19
SORTING THE SELECTED ACCOUNTS	20
EDITING THE CREATED REPORT	21
HINTS AND GUIDELINES	24
REPORT NUMBERING	24
USING THE SYSTEM-CREATED STANDARD REPORTS	24
MAINTAIN AND LIST REPORT FORMATS	26
MAINTAIN REPORT FORMATS	26
OPTIONAL DISCUSSION	27
LIST REPORT FORMATS	29
MAINTAIN SALES SUMMARY REPORT	30
EXECUTING THE SALES SUMMARY REPORT	31
SETTING UP YOUR SYSTEM TO INCLUDE ESTIMATED INCOME TAX ON YOUR FINANCIAL STATEMENTS	33
SELECT REPORTS TO PRINT	36
RUN SELECTED REPORTS	39
STANDARD REPORTS AND LISTINGS	41
ABOUT REPORTS AND LISTINGS	41
PRINT A TRIAL BALANCE	45
PRINT AN ACCOUNT WORKSHEET	46
PRINT HISTORY OR POSTED TRANSACTIONS	47



PRINT THE CHART OF ACCOUNTS.....	49
PRINT RECURRING JOURNAL ENTRIES.....	51
PRINT TRANSACTION TYPES	52
PRINT CONTROL RECORD INFORMATION	53
PRINT POSTED JOURNAL ENTRY HISTORY.....	54
<i>END OF PERIOD PROCESSING</i>	56
LIST ALL UNPOSTED TRANSACTIONS	57
POST ALL UNPOSTED TRANSACTIONS.....	58
PRINT A TRIAL BALANCE	58
IF NEEDED, ENTER ANY ADJUSTMENTS	58
RUN FINANCIAL STATEMENTS	58
UPDATE SUMMARY FILE.....	58
<i>YEAR-END PROCESSING</i>	60
PROCESS ANY YEAR-END ADJUSTMENTS	60
PRINT FINANCIAL STATEMENTS	60
CLOSE OUT YOUR LAST FISCAL PERIOD	60
RUN THE YEAR-END PROGRAM	60
<i>FILE MAINTENANCE</i>	61
ABOUT FILE MAINTENANCE.....	61
TO ADD A RECORD	61
TO ACCESS EXISTING RECORDS	62
TO CHANGE AN EXISTING RECORD	63
TO DELETE AN EXISTING RECORD	63
TO RENAME AN EXISTING RECORD.....	63
MAINTAIN THE CHART OF ACCOUNTS.....	64
MAINTAIN RECURRING TRANSACTIONS	67
MAINTAIN TRANSACTION TYPES	68
<i>INSTALLATION AND SET UP PROCEDURES</i>	70
OVERVIEW	70
SET UP THE CONTROL RECORD.....	71
SET UP ACCOUNTING PERIODS	74
SET UP THE CHART OF ACCOUNTS	75
SET UP THE TRANSACTION TYPES CODES	76
SET UP ANY RECURRING TRANSACTIONS.....	76



LOAD BEGINNING BALANCES	77
ENTER AND EDIT BEGINNING BALANCES	77
LIST BEGINNING BALANCE TRANSACTIONS	78
POST BEGINNING BALANCE TO ACCOUNTS	78
CREATE FINANCIAL STATEMENT FORMATS	78

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Conventions Used in this Manual

The following are explanations of the notations used in this manual to describe an action:

- A keystroke on the keyboard is described using the "<" and ">" characters. For example, the TAB key is displayed as "<TAB>". The function keys along the top of the keyboard are described as "<F5>" for FUNCTION key 5. Combinations of keys using the CTRL, SHIFT or ALT keys are described using prefixes to the key that must be pressed at the same time. For example, pressing the SHIFT and FUNCTION 5 keys is displayed as "SHIFT-<F5>".
- For instructions that describe following a menu structure, the "→" character separates the menu selections. For example, to get to the Stock Status Inquiry screen from the top "AM" menu, go to "6. Inquiries" → "1. Stock Status Inquiry". You can also jump to a particular program or menu from the "SELECT:" prompt by entering the menu entry numbers. In the Stock Status Inquiry screen example, you can enter "AM0601".
- Program names are described in all upper case. For example, the Stock Status Inquiry Screen is displayed as "AMSTOCKINQ". To bypass the menus and go into this program directly, enter the program name in upper-case at the "SELECT:" prompt in any menu, and press the <ENTER> key.
- Extra information that further explains a step or procedure is in italic characters, preceded by a "TIP:". A "NOTE:" will precede an exception or warning.
- Screen prints are included with the instructions to demonstrate what you can expect to see on the screen at a particular step in a procedure. Please note that your screen will not be exactly the same, and will be slightly different.

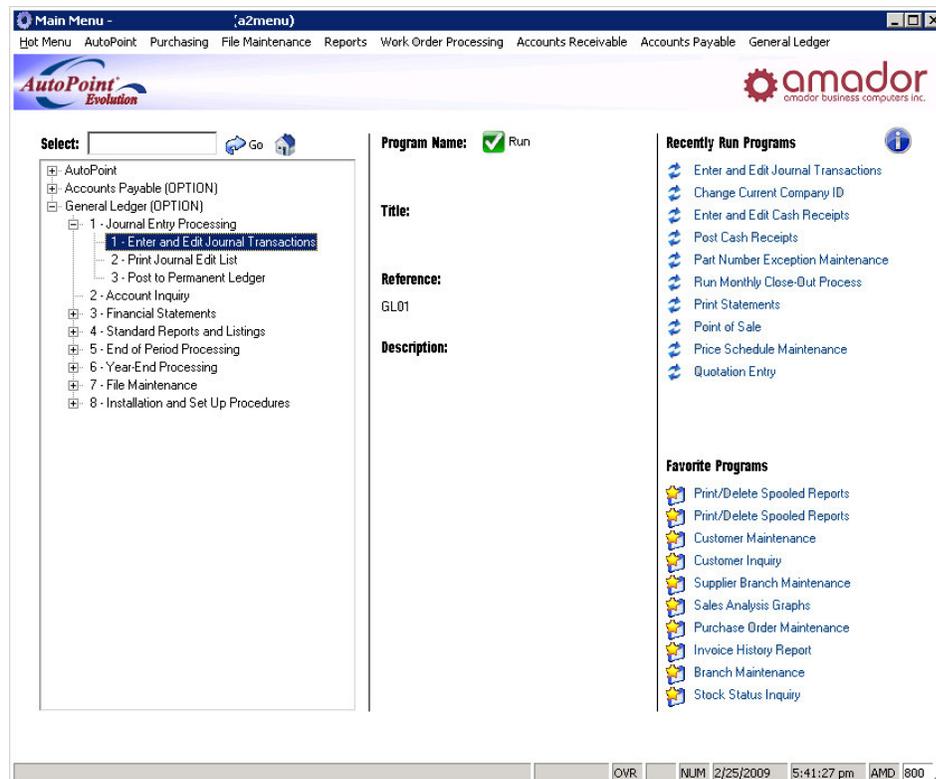
OVERVIEW

The General Ledger system allows you to efficiently handle the collection, management, and reporting of accounting information. The system is menu-driven, with each processing menu serving as a checklist of the proper procedures to be followed. Information may be directly passed from other systems into General Ledger to eliminate repetitive data entry.

This easy-to-use package will help monitor account activity, prepare balance and income statements quickly and accurately, generate useful reports whose content and format you define yourself, and retrieve information that can help make your business run more efficiently. General Ledger also provides the validity checks, audit trails, and the adherence to generally accepted accounting principles needed to verify and maintain the integrity of your accounting records.

GENERAL LEDGER MENU

You are now ready to begin work in the General Ledger system. Its menu is pictured below. To begin, simply double-click your selection or enter a reference number and press <ENTER>.



JOURNAL ENTRY PROCESSING

OVERVIEW

The options in this section are used to enter, list, and post the journal entries you use to reflect activity in your accounts. The journal entries you will be working with come from *Autopoint* transactions that have been automatically transferred to the General Ledger. When selecting this option you will see the following menu:

As indicated on the menu, the normal steps to process journal entries are as follows:

1. Enter and Edit Journal Transactions

Enter journal transactions

2. Print Journal Edit List

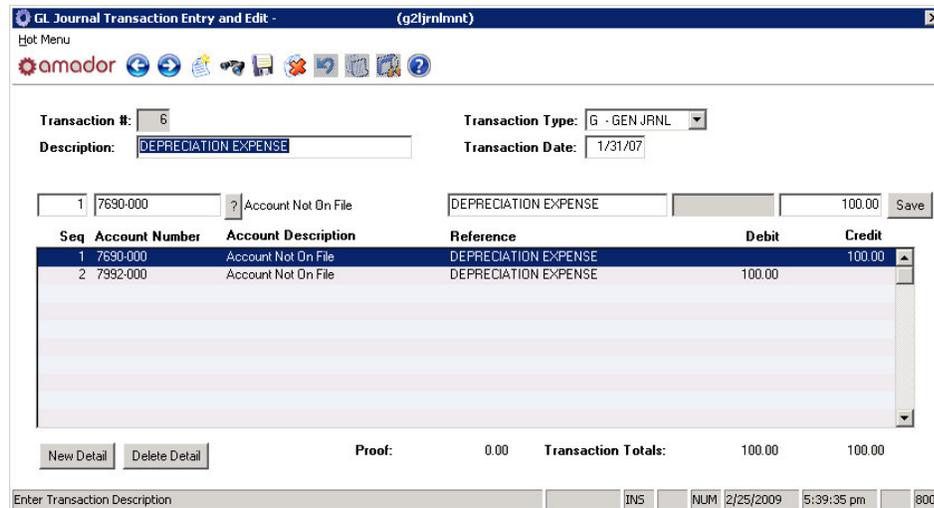
Print a listing of the entries you just made and, if necessary, go back to step 1 to make any corrections.

3. Post to Permanent Ledger

Post the entries to your permanent ledger. Once in the permanent ledger the entries cannot be changed, but their effect may be adjusted with another journal entry.

ENTER AND EDIT JOURNAL TRANSACTIONS

This program is used to enter new journal transactions into the system, change any non-posted transactions, or delete any non-posted transactions. When selecting "**Enter and Edit Journal Transactions**", the following screen is displayed:



Seq	Account Number	Account Description	Reference	Debit	Credit
1	7690-000	Account Not On File	DEPRECIATION EXPENSE		100.00
2	7992-000	Account Not On File	DEPRECIATION EXPENSE	100.00	

Proof: 0.00 Transaction Totals: 100.00 100.00

You notice that the screen is split into a top and a bottom section. The top portion of the screen displays the identifying information for each transaction and is the working area where information will be entered. The bottom portion of the screen is a "window" of the lines you have entered for the transaction.

This allows you to see your entire transaction entry develop much as you would if you were writing it on paper. This makes it easy to locate and correct a problem when your entry does not balance at the end.

To exit out of this program, you must first clear any displayed record off the screen by pressing <ESC> (see below). You may then press <F8> to return to the menu.

We will briefly discuss the meanings of the fields shown on the screen and then, in separate sections, discuss how to add, how to change, and how to delete a transaction:

TRANSACTION

This is the unique record "key" for each transaction (see "**File Maintenance**" for a discussion of "keys"). The system assigns this four-digit number when you add the transaction by using the "**Next Journal Transaction**" number kept in the Control Record.

TRANSACTION TYPE

This is the two character code used to define the type of journal entry as set in your "Transaction Type" file. By assigning this type to each transaction you may account for each journal type as a subsidiary journal if you desire.

TRANSACTION DATE

This is the date of the transaction. It should be entered in **MMDDYY** format with no separators.

DESCRIPTION

This is the description you enter to explain the purpose of the transaction. It may contain up to 30 characters. The top of the screen shows the column headers for the detail information you will enter for each account number and its amount.

TO ADD A TRANSACTION

To begin adding a new transaction press **<ENTER>** at the transaction number field and the system will enter the next number from the Control Record. You may then select from the drop-down list one of the two-character type codes set up in your "Transaction Type" file. Then enter the date of this transaction in a **MMDDYY** format without slashes or dashes, or you may press **<ENTER>** to use the current date. If you enter a date that is not within the current period, the system will warn you that the date is outside the current period:



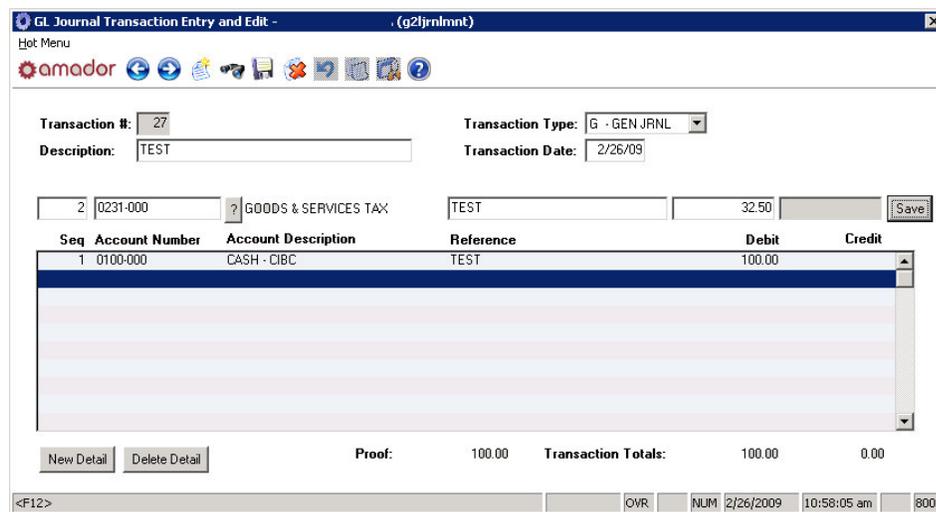
When you press **<ENTER>** to enter the date the system will insert slashes to make it easier to read. Now you may enter the description of the purpose for this entry.

After you have entered the description, the cursor will stop at the detail sequence number field. If you need to change any of the four fields entered, click on the field and the cursor will position at that field and allow you to re-enter it.

When the four fields are correct press **<ENTER>** at the cursor will stop at sequence number to enter the first detail line for the transaction. Enter the account number (first four digits, then three digits, **<ENTER>**) for the first distribution of the transaction. The system will check and make sure that the account number has been set up in your Chart of Accounts and will display its description. The description will default to what was entered earlier, but can be changed at this point. You may then enter the amount for this account in the Debit column or **<ENTER>** to move to the Credit column. If you want to back up to a previous field in this detail line you may press **SHIFT-<TAB>**. To move between the parts of the account number use the left or right arrow keys.

After entering the amount for a detail line, click on the “Save” button or press <F12>. If you made a mistake in the line, press <ESC> to cancel the line, or click on the field to change, before clicking on the “Save” button. If the line is correct, click on the “Save” button, and the line will be moved to the window at the bottom of the screen. The detail entry line in the middle will then show the next line number to be added. Continue adding detail lines until the journal entry is complete. If you add more than ten distributions, then the scroll-bar in the window can be used to view them all.

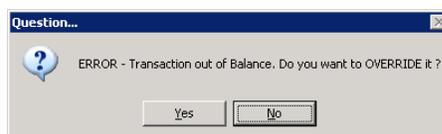
The following is a screen showing a sample transaction:



When you have added the last detail line for a transaction the "**PROOF**" total shown at the bottom of the window should show ".00" to indicate that your debits and credits are in balance. Press <F8> when the cursor is positioned at the sequence number field to indicate that all distributions have been entered.

If the transaction is not in balance you should scan the detail lines to find the error and then correct it as explained in the section below. If you have more than ten distributions and need to scan for an error, then scroll through the details by using the scroll-bar to the right of the window.

When the transaction is complete and in balance you may press the <F8> key to finish the entry. This will enter the transaction in the transaction file and clear the screen in preparation for another transaction. If the transaction is not in balance you will not be allowed to finish the transaction. The message "**ERROR - Transaction out of balance - OVERRIDE?**" will display:



Normally you should answer "**No**" for No and edit the entry until it is in balance.

If an abnormal situation causes the file corruption and an out-of-balance entry is necessary to correct the ledger, the system manager with a security level greater than 7 may override an out-of-balance condition. If your security level for this system is 7 or less then you will not be able to override and must change the transaction to put it in balance before you can exit.

TO CHANGE EXISTING TRANSACTIONS

To change a transaction you have already entered but not posted, display it on the screen by entering its **Transaction Number** or use the function key options described in the prompt on the screen (these are discussed under "**File Maintenance**"). You will then be able to view the details of the transaction and make changes to it.

To change the identifying information in the first fields you may click on the field to change them. You may not change the **Transaction Number**. When you are done editing a field, press <ENTER> to apply the change. To edit a distribution, select it from the list in the bottom of the window, and then made changes to the fields in the middle of the window. Click on the "Save" button to apply the changes. The edit detail options are discussed below:

"New Detail" – Click on this button to add a new detail line to the transaction. You will see the same entry line as when you add a transaction. The system will assign the next line number.

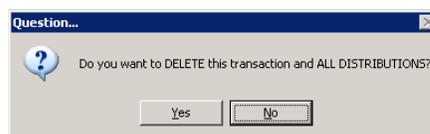
"Delete Detail" – Click on this button to delete the selected detail line from the transaction.

Press <F8> when you are through making changes to this transaction. This will clear the transaction from the screen. If your changes caused an out of balance condition in the transaction you will receive an error message. See the discussion under "**To Add A New Transaction**" concerning how to handle out of balance conditions.

When you have more than ten distributions in a transaction, you may scroll through all the distributions using the scroll bar to the right of the window and clicking on the detail to select it.

TO DELETE AN EXISTING TRANSACTION

To delete an entire transaction you have already entered but not posted, display it on the screen by entering its **Transaction Number** or use the function key options described in the prompt (these are discussed under "**File Maintenance**"). Click on the delete record icon from the menu bar at the top of the window, and the following prompt will appear:



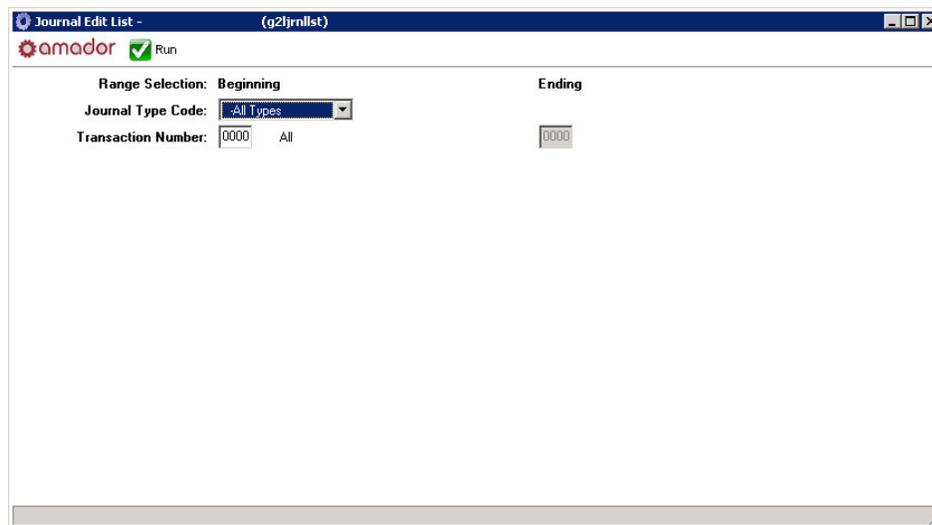
Click on "**Yes**" to delete the transaction and its distributions, otherwise click on "**No**" to cancel the deletion.

PRINT JOURNAL EDIT LIST

Purpose: This option will produce an edit list of all transaction information you have entered since you last posted to the Permanent Ledger. This listing should be used to verify data before posting to the Permanent Ledger.

You may select to print all transaction types on one listing, or you may print a listing for each **Journal Type Code**. This allows you to balance your journals separately if desired. You may also select a range of transaction numbers to print on each listing.

To print the list, select it from the menu and choose an output (see "**Standard Reports and Listings**" for a discussion of output options).



You will then be asked to select a **Journal Type Code** or **<ENTER>** to print all codes. If you want to balance each type as a separate subsidiary journal you may print this listing once for each for each type. You must then enter the range of transaction numbers you want to print. Normally you will **<ENTER>** for all transaction records, because you want to verify all of your data entry work. Click on "Run" or press **<F12>** to run the report with the options you have selected.

If you are interfacing other Accounting software packages into the General Ledger, this listing will show any distributions that have been posted from these systems since your last posting to the permanent Ledger.

These distributions are assigned a transaction number when posted into the Journal, and may be edited if necessary before posting to the Permanent Ledger.

If the system manager entered an out-of-balance journal entry to correct a corrupt file, that entry and the report would show a "**BALANCE ERROR**" message. Entries with dates outside the current period will show an "**OUTSIDE CURRENT PERIOD**" message. Proofs for each entry and for the report are shown, and a recap of the net change to each affected account is printed at the end of the report.

POST TO PERMANENT LEDGER

Purpose: This selection takes the journal entries you have entered and posts them to your permanent accounting records.

Once a journal entry has been posted it cannot be changed. This posting should only be done after a **Journal Entry Edit List** has been printed and checked. If any errors are found on the Edit List these should be corrected through the "**Enter and Edit Journal Transactions**" option before posting. A list of the transactions to be posted will be printed before posting to ensure that you have checked your data entry.

To post to your Permanent Ledger, select this option from the "**Journal Entry Processing**" menu and choose an output option for the edit listing (see "**Standard Reports and Listings**"). The listing should be kept for a hard copy of your work.

If there are transactions out of balance, the following prompt will appear:



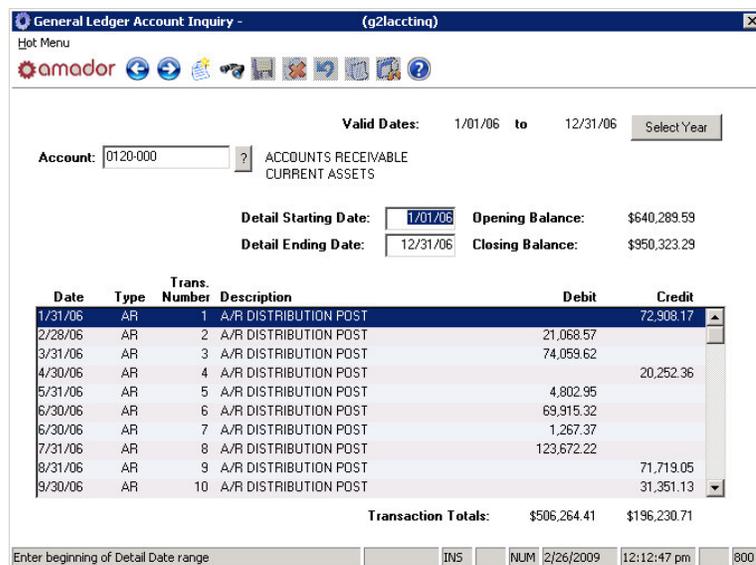
Click on "**Yes**" to override the warning, otherwise click on "**No**" to abort the posting and make the necessary changes in "**Enter and Edit Journal Transactions**".

ACCOUNT INQUIRY

Purpose: The Account inquiry option allows you to quickly call up an account on the CRT, calculate its current balance, and if desired show posted transactions for any available range of dates.

This selection may be used for an on-line review of the history of an account.

To run the Account Inquiry select it from the menu and the following screen will appear:



General Ledger Account Inquiry - (g2laccting)

Valid Dates: 1/01/06 to 12/31/06

Account: 0120-000 ? ACCOUNTS RECEIVABLE
CURRENT ASSETS

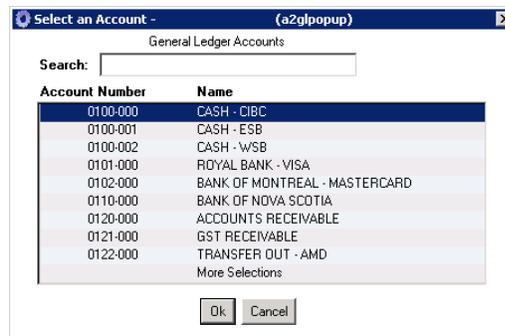
Detail Starting Date: 1/01/06 Opening Balance: \$640,289.59
Detail Ending Date: 12/31/06 Closing Balance: \$950,323.29

Date	Type	Trans. Number	Description	Debit	Credit
1/31/06	AR	1	A/R DISTRIBUTION POST		72,908.17
2/28/06	AR	2	A/R DISTRIBUTION POST	21,068.57	
3/31/06	AR	3	A/R DISTRIBUTION POST	74,059.62	
4/30/06	AR	4	A/R DISTRIBUTION POST		20,252.36
5/31/06	AR	5	A/R DISTRIBUTION POST	4,802.95	
6/30/06	AR	6	A/R DISTRIBUTION POST	69,915.32	
6/30/06	AR	7	A/R DISTRIBUTION POST	1,267.37	
7/31/06	AR	8	A/R DISTRIBUTION POST	123,672.22	
8/31/06	AR	9	A/R DISTRIBUTION POST		71,719.05
9/30/06	AR	10	A/R DISTRIBUTION POST		31,351.13
Transaction Totals:				\$506,264.41	\$196,230.71

Enter beginning of Detail Date range 2/26/2009 12:12:47 pm 800

TO VIEW AN ACCOUNT

Display the account you want to review by entering its account number, or search for the account with the <F1>, <F2>, and <F3> keys (described in "File Maintenance"). You can also perform a lookup by clicking on the "?" button to the right of the account field, and the following prompt will appear:



Select an Account - (a2glpopup)

General Ledger Accounts

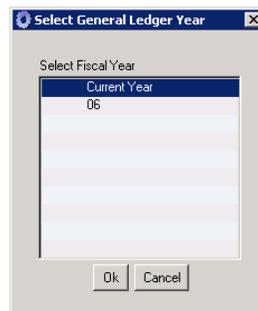
Search:

Account Number	Name
0100-000	CASH - CIBC
0100-001	CASH - ESB
0100-002	CASH - WSB
0101-000	ROYAL BANK - VISA
0102-000	BANK OF MONTREAL - MASTERCARD
0110-000	BANK OF NOVA SCOTIA
0120-000	ACCOUNTS RECEIVABLE
0121-000	GST RECEIVABLE
0122-000	TRANSFER OUT - AMD
More Selections	

Enter the search term to look through the account names and press <ENTER> to bring up a list of matches. Double-click on the account in the list to select it, or click on it once to highlight it and click on the “Ok” button.

Press <ENTER> to accept the account number, and the cursor moves to the “**Detail Starting Date**”. The default values (the dates the system suggests) for this range include all dates since the last closed period, but you may use any dates in your current period. If you are keeping **Detail History** (as specified in your **Control Record**) you may also inquire for any range of dates in your fiscal year. Use the scrollbar to the right of the window to view all the transactions for the date range selected.

To select a different fiscal year, click on the “**Select Year**” button to get the following pop-up:



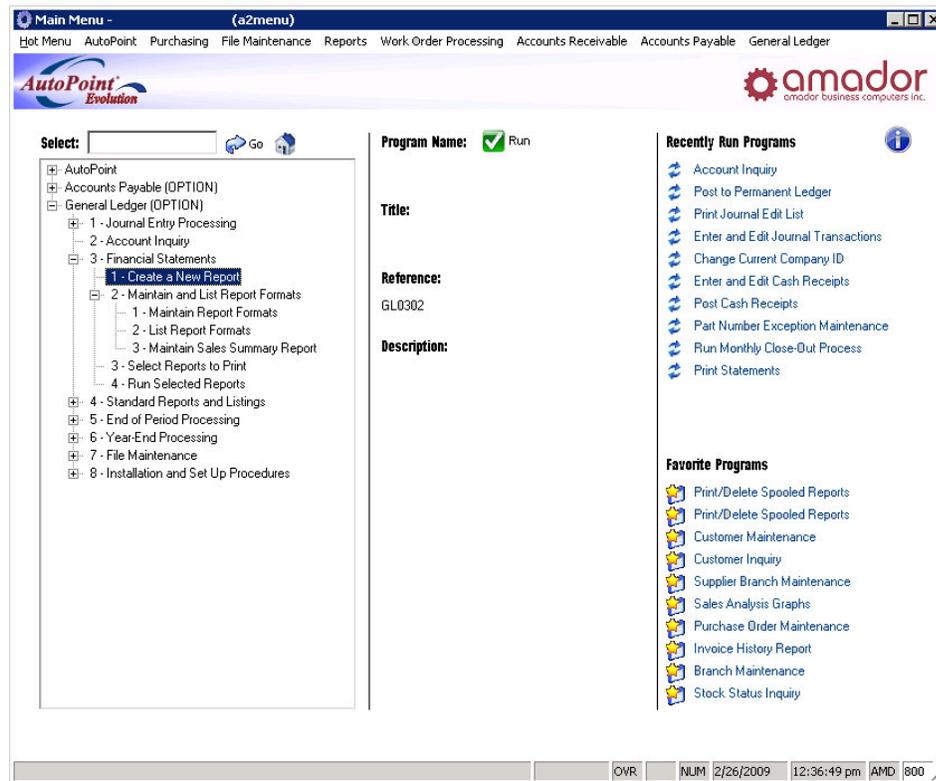
Double-click on the fiscal year to select it, or click on it once to highlight it and then click on the “Ok” button. Enter an account number, as described above, and then enter a date range within the fiscal year selected.

The <F8> key ends the inquiry program and returns you to the main menu.

FINANCIAL STATEMENTS

Purpose: This section allows you to create standard financial statements and custom supporting schedules, to edit both types of reports, and to process and print these reports.

When selecting this section you will see the following menu:



To be able to actually print statements you must first create them and **"maintain"** or edit them. Then you create **"Selections"** or combinations of reports to process. The last step is to **"run"** the reports or tell the system to process and print the reports you have selected.

CREATE A NEW REPORT

Purpose: This option is used to initially create standard financial statements and special supporting schedules. You must create your financial statements through this option before you can print them.

Standard formats for financial statements are provided by the system, and may be used to easily create standard statements that can then be edited to suit your needs. If you want to create a completely custom report you may select and sort ranges of accounts and then "dress up" the report as desired.



```

FINANCIAL STATEMENT FORMAT FILE BUILD (1)                                TIME 12:56 TERM 96
-----
SCREEN #1  ***HEADER INFORMATION ***                                REPORT NUMBER
           1. STATEMENT TYPE  █
           2. REPORT TITLE

<I>ncome Stmt, <B>alance Sheet, <S>uppt Sched, <F>=Source/App1 of Funds
    
```

DESCRIBING THE REPORT

The first screen you see after selecting this option contains descriptive ("**header**") information about the report. Specify the **Statement Type** you want to create by entering "**I**" for an income statement, "**B**" for a balance sheet, "**S**" for a supporting schedule, or "**F**" for a source and application of funds (modified cash flow) statement. Then enter a descriptive title of the report

you are about to create. This title will not appear on the report, but is used to help identify the report you want to select it to run. You may change these fields through the "**Enter Change Number**" function, or press <ENTER> to proceed to screen # 2. Make a note of the "**Report Number**" assigned by the system for future reference. See the following "**Hints and Guidelines**" section for a further discussion of report numbers.

SELECTING ACCOUNTS AND STANDARD STATEMENTS

```

FINANCIAL STATEMENT FORMAT FILE BUILD (1)                                TIME 12:56 TERM 96
-----
SCREEN #2  ***ACCOUNT SELECTION  ***                                REPORT NUMBER    4
           Please specify values of accounts to include:
                BEGIN                                END

           1. ACCOUNT      |_____
           2. PROFIT CENTER |_____

<F1> FOR ALL  <F8> END
    
```

Screen # 2 allows you to select ranges of accounts and profit centres to include in the report. This process is designed to gather all the needed accounts to help speed statement building. First enter the range of account codes you want selected (or <F1> for "All" account codes). Then enter the range of profit centres you want selected (or <F1> for "All"). The system will then look through the **Chart of Accounts** file and select all the appropriate account numbers. A message at the bottom will tell you how many accounts fit in the ranges you specified. You will then be asked to select another set of ranges - you may select several ranges on one report if necessary. When you have selected all the ranges needed, <F8> to end the selection process.

If you selected "I", "B", or "F" Statement Types you will be asked; "**Do you want to generate a standard report?**" After you have selected the accounts in Screen # 2. The system can use the account ranges you specified in your **Control Record** to create an acceptable standard report. If you answer "Y" for Yes, a standard report of the type selected will be created, which may then be edited (see "**Hints and Guidelines**"). If you answer "N" for No you will be allowed to sort the accounts you selected in a third screen and then edit them to create a completely custom report.

If you choose to create a supporting schedule ("**S**" **Statement Type**) you will not be asked about standard reports. You may still select ranges of accounts in Screen # 2 and sort them in Screen # 3, then you may edit the format as discussed below. If you want to create a special or small report without selecting any ranges you may <F8> at Screen # 2 and <F8> at Screen # 3 without making an entry and then use the **Scrolling Maintenance** screen to enter a report a line at a time. (A "**Dummy Record for End of File**" line will be displayed in **Scrolling Maintenance**. The system uses this line to identify the end of the report and will require you to enter any lines above it.)

SORTING THE SELECTED ACCOUNTS

```
FINANCIAL STATEMENT FORMAT FILE BUILD (1)                TIME 13:17 TERM 96
-----
SCREEN #3  ***REPORT SEQUENCING  ***                      REPORT NUMBER    4
           Please enter the number of the appropriate field:
           (Enter most important fields first)
SORT SEQ  FIELD#  FLD DESC
  1.      █
  2.      -

ENTER <2> TO SORT REPORT BY PROFIT CENTER, OTHERWISE <F8>
FIELD MEANINGS:  1 = ACCOUNT, 2 = PROFIT-CENTER
```

Screen # 3 allows you to sequence the accounts you have selected. It asks you to select whether you want the accounts selected to be sorted by account number within profit centre, or strictly by account number. Press <F8> to sort by account number only, or enter "2" and then <F8> to sort by profit centre.

EDITING THE CREATED REPORT

After you have selected and sorted your accounts (or generated a standard report), and editing screen (**Scrolling Maintenance**) is displayed which allows you to "Dress up" your report as needed.

FINANCIAL STATEMENT FORMAT FILE BUILD (2)			TIME 13:09 TERM 96	
REPORT NO:	4 TEST		PRINT NORMAL	
LINE#	FRAMEWORK/ACCOUNT	DESCRIPTION/HEADING	DETAIL BAL	
1.	PAGE FEED			
2.	HEADING POS:CENT	INCOME STATEMENT		
3.	LINEFEED NO:2			
4.	HEADING POS:LEFT	SALES		
5.	0300-000	SALES - AMD	Y	C
6.	0300-001	SALES - ESB	Y	C
7.	0300-002	SALES - WSB	Y	C
8.	0301-000	SALES - LABOR-BRAKES & ROTOR	Y	C
9.	0301-002	SALES - LABOR-BRAKES & ROTORS	Y	C
10.	0302-000	SALES - LABOR-CYL BLOCK BORING	Y	C
11.	0302-002	SALES - LABOR-CYL BLOCK BORING	Y	C
12.	0303-000	SALES - TRANSFERS	Y	C
13.	0303-001	SALES - TRANSFERS ESB	Y	C
14.	0303-002	SALES - TRANSFERS WSB	Y	C
15.	0304-000	SALES - LABOR-ROD RESIZING	Y	C
<A>dd Account <C>hange line <D>elete line <P>age feed <L>ine feed <H>eading <U>nderscore <T>otal <R>atio basis <F1>=Restart <F2>=Scroll fwd <F3>=Scroll bkwd <F4>=Next page <F8>=End Enter maint function █ What line ? _ (Enter # of next line to ADD)				

The headers across the top and the line numbers down the side are fixed displays. Displayed are the first fifteen accounts of the report you have created. A **PAGE FEED** is automatically inserted at the top of the report so it will begin on a new page. To scroll through the selected and sorted accounts you may <F2> to scroll forward one line, <F3> to scroll backward one line, and <F1> to redisplay the beginning of the report. You may also use <F4> to scroll through the report that the line numbers remain as fixed references while the lines themselves change.

To edit the report, enter the appropriate letter (discussed below) in the blank "**Enter maint function _**". After you enter the letter for one of the maintenance functions, you are asked to specify a line number. If you are <C>hanging or <D>eleting, enter the exact line number. For the other functions you are adding lines to the screen, so you should enter the line number of the entry that will be immediately below the line you are adding. Space will automatically be made for the new entry.

The available maintenance functions are:

<A>**dd Account** - to be used when you want to enter an account not already in the report. First enter the account number. You then must answer a "**Print Detail**" question with a "Y" if you

want to print this account on the report or an "N" if you want this accounts balance summarized in a Level 5 total (as discussed following in "**Totals**"). In the last column enter a "D" or "C" to indicate whether this account balance is normally a debit or a credit.

<C>hange Line - to be used when you want to change an existing line on the report. After selecting the line number to be changed you will be allowed to re-enter the line.

<D>elete Line - to be used when you want to delete an existing line on the report. Select the line to be deleted and the system will ask "**Sure you want to delete this record?**" Answer "Y" to delete the line.

<P>age Feed - to be used when you want the next line of the report to start a new page. A page feed will be inserted after you specify the line number.

<L>ine Feed - to be used when you want to leave a blank line(s) on the report. You may specify 1 to 9 lines with each line feed.

<H>eading - to be used when you want to put a centred or left justified heading in your report. After you select the line you must enter an "L" if you want this heading to be positioned at the left margin or a "C" if you want it centred. You may enter a 30 character description for each heading used.

NOTE - any centred headings on a report that come directly after the page feed on the first page and before any other lines will automatically appear at the top of all the pages on the report.

<U>nderscore - to be used to underline headings, columns of numbers, and totals. You may specify either a single or double underscore, and it may be placed in either columns 1, 2, or 3 of the report.

<T>otal - to be used when a total is desired. You may specify a total as being one of four levels, and a fifth level of totals serves as an Account Summary. A Level 1 total is the most inclusive total, a level 4 total is the least inclusive total. For example on an income statement, a level 4 total could total sales accounts and cost of sales accounts, a Level 3 total could calculate gross profit, and a Level 1 total could calculate net income. Each total may be placed in column 1, 2, or 3 of the report, a thirty character description to appear on the report may be entered, and the normal type of balance should be specified.

The following is a pictorial example of the way the Total levels work:

Account 1	10
Account 2	<u>10</u>
Level 4 Total	20
Account 3	10

Account 4 10
Level 4 Total 20
Level 3 Total 40

Account 5 10
Account 6 10
Level 3 Total 20
Level 1 Total 60

As you can see, each level of total will total the accounts above until a Total equally or more inclusive is encountered.

A Level 5 Total or **Account Summary** is used when you do not want to print all accounts on the report, but rather want to summarize several sub-accounts into one group lump sum. To prevent an account from printing on the report, put an "N" for No in the column headed **PRINT DETAIL**. Below any group of accounts to be summarized insert a Level 5 Total. Its description will print on the report beside the total of the sub-accounts above it.

<R>atio Basis - used to define the beginning and end of a range of accounts whose total is to be used as the denominator in calculating ratios on the report. For example, if total sales are to be used as the basis for ratios, you should insert a **Start Ratio Basis** just before the first sales account and an **End Ratio Basis** just after the last sales account.

When you have finished editing the report, an **<F8>** will rebuild the report with changes and then return you to the menu.

HINTS AND GUIDELINES

REPORT NUMBERING

When you create a report, the system assigns a unique number to identify that report. It assigns these numbers in sequence, with a different numeric sequence for each type (**I, B, S, F**).

Therefore there will be a Report # 1 that is an **Income Statement**, a Report # 1 that is a **Balance Sheet**, etc. Because of this feature it is easy to associate all related reports if you build them in the following sequence:

- 1. Create all reports that are consolidated statements for all profit centres.**
- 2. Create all reports for your first profit centre.**
- 3. Create all reports for your second profit centre.**
- 4. Continue to create all reports one profit centre at a time for any remaining profit centres.**

The results of this sequence is that all the consolidated reports will be Reports # 1's, all the reports for the first profit centre will be Report # 2's, all the reports for the second profit centre will be Report # 3's, and so on. This makes it easy to ensure that the reports you set up in a Selection are the proper related reports.

USING THE SYSTEM-CREATED STANDARD REPORTS

The standard balance sheet and income statement that the system can create from your **Chart of Accounts** and from your **Control Record** are complete reports that can be used without change by many businesses.

To generate one of these standard statements you should do the following:

- 1. Enter the type and description in Screen # 1.**
- 2. Select the accounts in Screen # 2 - <F1> for All accounts and select a profit centre or <F1> for "All" profit centres if this is a consolidated report. <F8> out of Screen # 2.**
- 3. Answer the standard report question with a "Y" for Yes.**
- 4. When you see the Scrolling Maintenance screen you may make changes or <F8>.**
- 5. You are done!**

A common change you might make would be in the **Print Detail** column. The standard format assumes you want to print every account on the report. If you want to summarize some of your information (such as on a report to be given to the bank), you could change the "Y"'s to "N"'s for some of the accounts and use a Level 5 total to describe the summary amount.

You should consider the use of centred headings to appear on all pages of the report (as described in "<H>eading" above). If you enter any centred heading(s) after the initial page feed

and before any other type of line, the system will automatically put the heading(s) on every page of the report.

If the page numbers on your report are not correct, make sure that you have inserted page feeds where needed in the report. Even though the system may automatically skip to a new page when it prints the maximum number of lines on a page, it only increments the page number when a page feed is used.

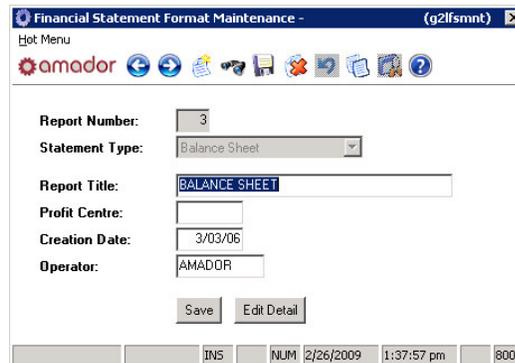
The standard **Source and Applications of Funds Statement** generated by the system is both an **SAF** report and a cash flow report. You **MUST** make one change to the report when you initially create it or the results will not be accurate. The system cannot tell which of your accounts are "**contra-asset**" type accounts (such as Accumulated Depreciation), which should be left off the statement. You must manually delete the lines on the **SAF** statement that contain such contra-asset accounts. If you do not delete these lines the report will treat such non-cash items as description expense as sources of funds, while at the same time also treating the change in accumulated depreciation as a source of funds.

A manual adjustment must be made to the **Source and Application of Funds Statement** if you sell an asset during the current period and claim current period non-cash expense (depreciation or amortization) for that asset. The manual adjustment consists of the amount you debited from accumulated non-cash expense because of the sale, which is a use of funds. For example, if you sold a piece of machinery that had \$1000 in accumulated depreciation at the time of the sale, your adjustment is the \$1000 that you had to remove from accumulated depreciation at the same time you removed the asset from your books. A line to enter this adjustment is provided on the bottom of the **SAF** statement.

MAINTAIN AND LIST REPORT FORMATS

Purpose: This section allows you to make changes to reports you have already created and to list the reports and the detailed formats they use.

When choosing this section you receive the following screen:



MAINTAIN REPORT FORMATS

Select this option to edit the report formats you have created. You may make changes by using the **Scrolling Maintenance** method described in the previous section, or use an optional method for quick changes. Enter the report number and statement type of the statement you want to change, or <F1> until the one you want is displayed.

To make changes to, click on the field in the window that you want to change. If you want to change the detail items in the report itself, click on the **“Edit Detail”** button:



A question **“Maintain Detail Records For This report?”** will be asked. You may <ENTER> to answer **“Y”** for Yes, or answer **“N”** for No to select another report.

If you choose to maintain detail records you will be given a choice of the type of Maintenance editing you want to do. Select either 1 or 2, make your changes, and press <F8> when you are ready to record the changes and return to the menu.

The first option is **Scrolling Maintenance**, which is the same full screen editing procedure as described in the preceding section **“Create a New Report”**. This option should be used for all major changes, and may be used for all changes. Its advantage is that you can actually view several lines of the report at a time and better picture the changes to be made. A characteristic of

this method that you may prove inconvenient for minor changes so that the system must resort and renumber the entire report when you are through making changes.

The second option is a special editing method that lets you manually enter the "**key**" of individual lines on the report you want to edit. This option does not use the full screen editor or require a re-sequencing of the report. This method does require a greater understanding of how the system handles reports, and you may choose to ignore or defer the use of this option. See the following "**Optional Discussion**" for a description of the use of this feature.

OPTIONAL DISCUSSION

The General Ledger system sequences or arranges the lines on a report by assigning sequence numbers to each line during the report creation process. These sequence numbers are used as "**keys**" (as discussed in "**File Maintenance**") to the lines on the report. The sequence numbers are invisible during the full screen **Scrolling Maintenance** process, but the system is assigning them and keeping track of lines added and deleted. When you exit out of the **Scrolling Maintenance** process, the system must resort and reassign numbers to all lines of the report.

The second maintenance option we have included in the system is a method for accessing the report lines to be changed through the use of their sequence number "**keys**". When accessed this way there is no need for the system to reassign numbers to the lines.

To use this method first obtain a listing of the detail record lines for the report through use of the "**List Report Formats**" option discussed in the next section. This report will show you the sequence number assigned to each line of the report, as well as the other information you see on the **Scrolling Maintenance** screen. Now select the "**Manual Key Entry**" option under "**Maintain Report Formats**" and you will see the following screen:

MAINTAIN FINANCIAL STMT FORMATS		TIME 13:47 TERM 96
REPORT NO:	1 BALANCE SHEET	LAST SEQ# REFERENCED:
1. SEQUENCE NO	█	
2. TYPE OF ENTRY	-	
3. CLARIFICATION	-	
4. COLUMN NUMBER	-	
5. ACCOUNT NUMBER	_____	
6. DESCRIPTION	_____	
7. OVERRIDE DESC ?	-	
8. TYPICAL BALANCE	-	
* YOU SHOULD LEAVE GAPS BETWEEN SEQ#'S		
ENTER FILE KEY, USE <F1> FOR APPROXIMATE SEARCH OR <F8> TO END PROGRAM		

1. Sequence No:

This is the four-digit sequence key to each line.

2. Type of Entry:

This is the one character code that defines what type of entry is on this line. The valid codes (as prompted at the bottom) are:

- A - for an account
- H - for a header
- U - for an underscore
- P - for a pagefeed to skip a page
- L - for a linefeed to skip a line
- T - for a total
- R - for a ratio
- I - for a net income account

See the previous "Create a New Report" discussion for further explanation of the types.

3. Clarification:

This is the one character code that further explains the type code. The valid codes for each type will be prompted at the bottom when you enter the type. For example, if you specify an underscore the valid clarification codes are "S" for a single line and "D" for a double line.

4. Column Number:

This is the column number on the report where this entry will appear.

5. Account Number:

This is the account number for "A" type codes. Other types have zeroes here.

6. Description:

This is a description of the type code or, for an account, the description of the account.

7. Override Desc?:

This is a Yes or No question that allows you to use a custom description for an account on this report or to use the normal description in the Chart of Accounts. If this field contains "Y" for Yes, the report will use the description in field 6, which may be changed for this report. If this field contains "N" for No, the report will use the description contained in the **Chart of Accounts**. This feature allows you to change an account description for this report without changing it elsewhere.

8. Typical Balance:

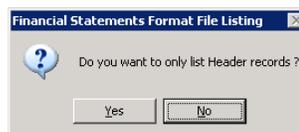
This should contain a "D" for accounts that normally have a debit balance and a "C" for accounts that normally have a credit balance.

Enter the sequence number of the line you wish to change, or <F1> through the records until you find it. You may then <C>hange, <D>elete, or <R>ename the line. If you wish to enter a new line in the report, enter a new sequence number that falls between the two records where the new line should appear.

LIST REPORT FORMATS

This option allows you to print or display the report formats that you have created. This should be used only to print the report formats - this is not the option for printing reports with dollar amounts (see "**Run Selected Reports**") You may list only the header information for each report to obtain a list of all reports you have created, or you may list the detail lines of your reports much as you see them on the edit screen.

Select this option from the menu and answer "Y" for Yes or "N" for No to the question whether you want to print header information only:



If you answer Yes, the report will show the report number, statement type, profit centre, creation date, operator, and title for all the reports you have created. If you say No, you will be allowed to

enter a range of report numbers and a range of statement types to process. The report will contain both the header and the detail line formats for each report selected.

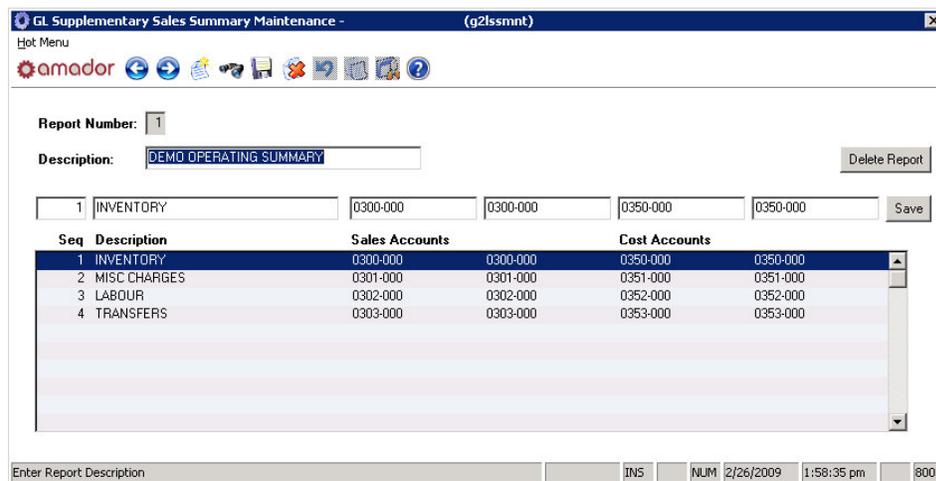
After specifying the report(s) to process you will be asked to choose an output option. Select an option (as discussed in "**Standard Reports and Listings**") and the report will run. When finished, the menu will be redisplayed.

MAINTAIN SALES SUMMARY REPORT

All file searches using <F1>, <F2> and <F3> are standard in this maintenance program. Refer to the training manual for instructions on how to use these keys.

STEP 1 Select Menu Options:

- General Ledger
- Financial Statements
- Maintain and List Report Formats
- Maintain Sales Summary Report



Seq	Description	Sales Accounts		Cost Accounts	
1	INVENTORY	0300-000	0300-000	0350-000	0350-000
2	MISC CHARGES	0301-000	0301-000	0351-000	0351-000
3	LABOUR	0302-000	0302-000	0352-000	0352-000
4	TRANSFERS	0303-000	0303-000	0353-000	0353-000

STEP 2 The top part of the screen you see after selecting this option contains the report number and a description of the report. The description does not print on the report; it is there to help you identify the report. Enter a report number and take note of this number because you will need it to select this report in your financial statements run.



TIP: Use report number 1 for your first report, 2 for your second, etc.

STEP 3 Enter a description that will help you identify this report (e.g. "Peter's Operating Statement".)

STEP 4 The next screen that appears contains the sales and cost accounts to be included on the report. Each detail line of the report must be assigned a unique sequence number.

We suggest you assign sequence numbers in increments of 10 in case you want to add a detail line between two existing detail lines.

STEP 5 You may now enter a description that will appear on the detail line of your report. Eg. Industrial Sales.

STEP 6 Enter the beginning General Ledger sales account for this detail line.

STEP 7 Enter the ending General Ledger sales account for this detail line.

Each line on the report may contain a range of sales accounts or a single account. If you want only one sales account on this line press <ENTER> when entering the ending account number and the system will automatically enter the ending account.

STEP 8 Enter the beginning General Ledger cost account to be analysed in conjunction with the sales account(s) on this detail line.

STEP 9 Entering the ending cost account or <ENTER> if it is the same as the beginning cost account. Click on the “Save” button to add the line to the report.

STEP 10 When you are done entering accounts for this report, press the <ESC>. This will return you to the first screen where you may setup another report of press <F8> again to return to the menu.

EXECUTING THE SALES SUMMARY REPORT

STEP 1 **Select Menu Options**

- **General Ledger**
- **Financial Statements**
- **Select Reports to Print**

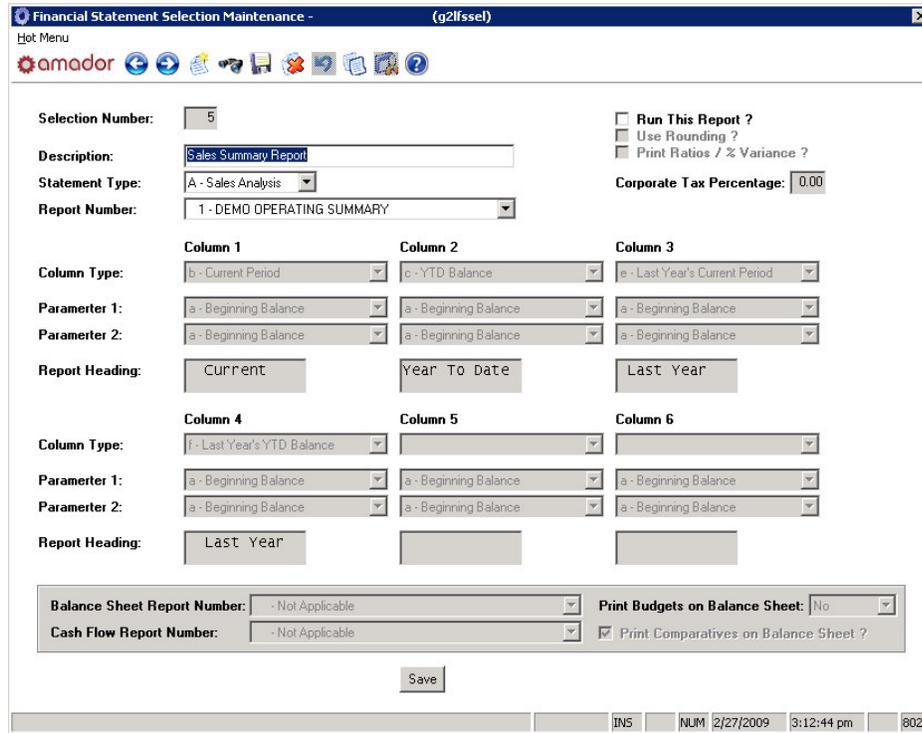
STEP 2 Use the <F1> approximate search key to determine the next available selection number (i.e. if the last selection in the file is number 4, use 5 to create a new selection.)

STEP 3 Enter a description of the report. This description is only used to help you identify the report and does not appear on the report.

STEP 4 Check the box next to “Run this Report?” depending on whether or not you want to include this report in your run of financial statements.

STEP 5 Select from the drop-down list “**A - Sales Analysis Report**”.

STEP 6 Select from the drop down list the report number that you setup in the **Maintain Sales Summary Report** program.



The screenshot shows the 'Financial Statement Selection Maintenance' window for user 'g2lfssel'. The window contains the following fields and options:

- Selection Number:** 5
- Description:** Sales Summary Report
- Statement Type:** A - Sales Analysis
- Report Number:** 1 - DEMO OPERATING SUMMARY
- Run This Report?:**
- Use Rounding?:**
- Print Ratios / % Variance?:**
- Corporate Tax Percentage:** 0.00
- Column 1:** Column Type: b - Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: Current
- Column 2:** Column Type: c - YTD Balance; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: Year To Date
- Column 3:** Column Type: e - Last Year's Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: Last Year
- Column 4:** Column Type: f - Last Year's YTD Balance; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: Last Year
- Column 5:** Column Type: (empty); Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Column 6:** Column Type: (empty); Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Balance Sheet Report Number:** - Not Applicable
- Cash Flow Report Number:** - Not Applicable
- Print Budgets on Balance Sheet:** No
- Print Comparatives on Balance Sheet?:**
- Buttons:** Save
- Status Bar:** INS NUM 2/27/2009 3:12:44 pm 802

STEP 7 Exit the program by pressing <F8> at selection number. The system will then ask you "Ready to run all reports selected?" enter "Y" or "N".



The dialog box is titled 'Question...' and contains the text 'Ready to run all reports selected?'. It has two buttons: 'Yes' and 'No'.

SETTING UP YOUR SYSTEM TO INCLUDE ESTIMATED INCOME TAX ON YOUR FINANCIAL STATEMENTS

STEP 1 Select Menu Options:

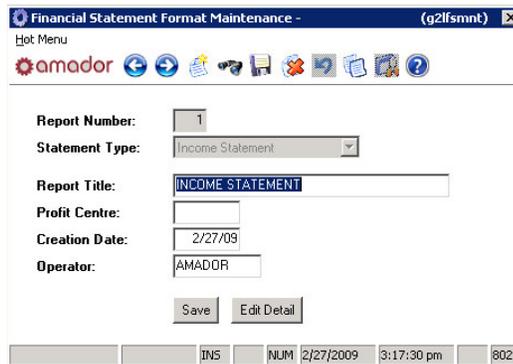
- General Ledger
- Financial Statements
- Maintain and List Report Formats
- List Report Formats

Print a listing of your income statement and balance sheet formats.

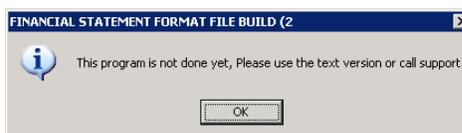
STEP 2 Select Menu Options:

- General Ledger
- Financial Statements
- Maintain and List Report Formats
- Maintain Report Formats

Use the <F1> approximate search key to locate your income statement.



STEP 3 Click on the “**Edit Detail**” button to change this report and when asked if you want to “**Maintain detail records for this report?**” enter “**Y**” and select maintenance type “**2**” for “**Manual Key Entry**”.



STEP 4 Use your <F1> search key or manually scan the listing created in step 1 to locate the sequence number of your total level 1 (should be the net income line near the end of the report).

STEP 5 Calculate and enter a sequence number that will fall between the total level 1 sequence number and the next entry in the file.



TIP: 2 records must be entered between the total level 1 and the next record, so we suggest you increment the total level 1 sequence number by 2 for each new record.

STEP 6 Enter an "X" for the type of entry.

STEP 7 Press <ENTER> to take the default column number.

STEP 8 Enter a description which will appear on the report (e.g. "Estimated Income Tax".)

STEP 9 Enter "D" for typical balance because income tax is considered an expense on the income statement.

STEP 10 Calculate and enter the next sequence number by adding 2 to the last sequence number referenced as shown on the screen.

STEP 11 Enter a "T" for the type of entry.

STEP 12 Enter a "6" for clarification of the total level.

STEP 13 Press <ENTER> to take the default column number.

STEP 14 Enter a description that will appear in the report (e.g. Net Income After Estimated Tax.)

STEP 15 Enter "C" for typical balance because net income is normally a credit balance.

STEP 16 Press <F8> to return to the first screen and use the <F1> search key to locate your balance sheet report.

STEP 17 Enter a "C" to change this report and when asked if you want to "**Maintain detail records for this report?**" enter "Y" and select maintenance type "2" for "**Manual Key Entry**".

STEP 18 Use your <F1> search key or manually scan the listing created in step 1 to find your current liabilities on the balance sheet. Enter a sequence number to create a new record after the last current liabilities account.

STEP 19 Enter an "X" for the type of entry.

STEP 20 Press <New Line> to take the default column.

STEP 21 Enter a description that will appear on the balance sheet report (e.g. “Estimated Tax Payable”).

STEP 22 Enter "C" for typical balance because income tax is a liability on the balance sheet.

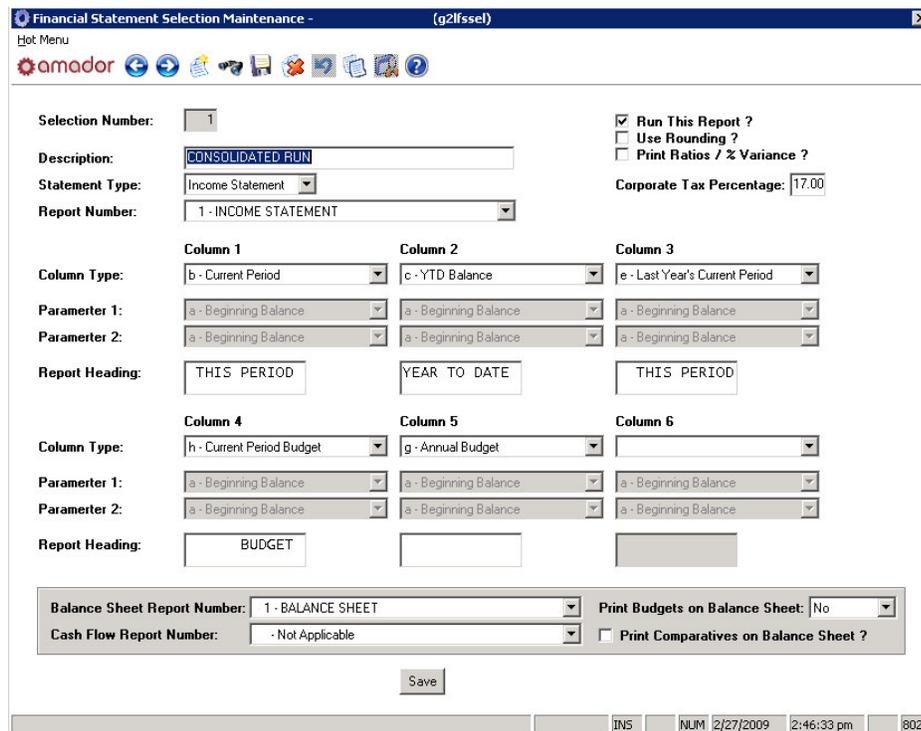
STEP 23 Enter <F8> when positioned at sequence number to return to the first screen and press <F8> again to return to the menu.

STEP 24 Select Menu Options:

- **General Ledger**
- **Financial Statements**
- **Select Reports to Print**

STEP 25 Using your <F1> search key to locate your income statement.

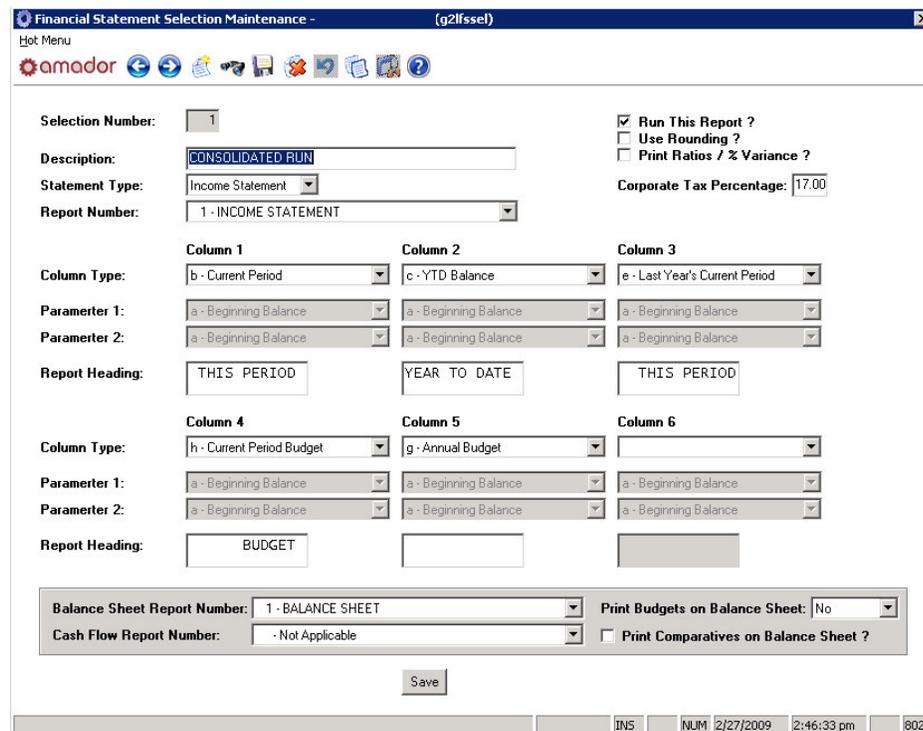
STEP 26 Change the “Corporate Tax Percentage” field and enter the corporate tax rate you expect to be paying, as a percentage (e.g. 17.00).




TIP: If you are not calculating estimated income tax on your financial statements, enter a zero for the corporate tax rate because this field may contain unknown values.

SELECT REPORTS TO PRINT

This option is the process of choosing which of the created reports you want to run and specifying what information you want to see on the report. When selected from the menu you will see the following window:



The screenshot shows the 'Financial Statement Selection Maintenance' window. It contains the following fields and options:

- Selection Number:** 1
- Description:** CONSOLIDATED RUN
- Statement Type:** Income Statement
- Report Number:** 1 - INCOME STATEMENT
- Run This Report?:** (checked)
- Use Rounding?:** (unchecked)
- Print Ratios / % Variance?:** (unchecked)
- Corporate Tax Percentage:** 17.00
- Column 1:** Column Type: b - Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: THIS PERIOD
- Column 2:** Column Type: c - YTD Balance; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: YEAR TO DATE
- Column 3:** Column Type: e - Last Year's Current Period; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: THIS PERIOD
- Column 4:** Column Type: h - Current Period Budget; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: BUDGET
- Column 5:** Column Type: g - Annual Budget; Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Column 6:** Column Type: (empty); Parameter 1: a - Beginning Balance; Parameter 2: a - Beginning Balance; Report Heading: (empty)
- Balance Sheet Report Number:** 1 - BALANCE SHEET
- Print Budgets on Balance Sheet:** No
- Cash Flow Report Number:** - Not Applicable
- Print Comparatives on Balance Sheet?:** (unchecked)

The purpose of this screen is to set up one or more "**Selections**", each of which is a combination of one or more reports. The fields "Selection Number", "Description" and "Run this Report?" pertain to the Selections as a whole, while the remaining fields define the reports associated with this Selection, you may access an existing Selection by entering its number or by using the normal file search function keys <F1>, <F2>, and <F3> as described in "**File Maintenance**".

SELECTION NUMBER

Enter a number of up to two digits for this selection. This number will serve as the key for the selection.

DESCRIPTION

Enter a description (up to 30 characters that identifies the general purpose for this Selection. For example, a Selection containing combined statements for all profit centres could be named "**All Consolidated Statements**" or "**All Profit Centres**".

RUN THIS REPORT?

Check this box if you want this Selection processed when the "Run Selected Reports" option is run. When you actually choose to "Run Selected Reports" the system looks at each Selection to see if this field has been checked. If it does, the reports described in the Selection are processed. If you leave the box unchecked, no reports in this Selection will not be processed.

INCOME STATEMENT or SUPPORTING SCHEDULE

Select "Income Statement" if this Selection is to include an Income Statement. Select "Supporting Schedule" if this Selection is to include a Supporting Schedule. You may not have both types in the same selection.

REPORT NUMBER

Select the report number for the type you selected above. The system will confirm that such a report number exists and will display its name.

PRINT RATIOS / % VARIANCE?

Check this box if you want to calculate ratios on the income statement. You must have entered Start and End Ratio lines on the report for this feature to work. If you define a variance (the difference between two numbers) a percent will be calculated instead of a ratio (i. e. $A \text{ minus } B = \text{Variance}$, $\text{Variance divided by } B = \text{percent}$). Leave this box is unchecked if you do not want ratios or variance percents on the report.

COLUMNS OF INFORMATION

These fields are used to define what information is to be shown for the accounts and totals included on the report. If you checked the box next to "Print Ratios / % Variance", you will be able to specify up to four columns of information to be shown on the report, which allows for room to print the ratios. If you left this box unchecked, you will be able to specify up to six columns of information. The fields for each column displays the following column types:

a = BEGINNING BALANCE (beginning balance for the period)

b = CURRENT BALANCE (activity for the period)

c = YTD BALANCE (balance for the year-to-date)

d = LAST YEAR'S BEGINNING BALANCE (beginning balance for the period for same period last year)

e = LAST YEAR'S CURRENT PERIOD (period balance for the same period last year)

f = LAST YEAR'S YTD BALANCE (year-to-date balance for the same period last year)

g = ANNUAL BUDGET (total annual budget)

h = CURRENT PERIOD BUDGET (budget for the current period)

i = YTD BUDGET (budget for the year-to-date)

j = VARIANCE (difference between two of the previous options)

k = PERCENTAGE (one option amount divided by another option amount)

Select from the drop-down list the letter of the option you want in each column. Two lines of default header information will be displayed, and you may press <ENTER> at each line to

accept the default header or you may enter your own header (maximum of 13 characters per line).

If you enter "j" for a **VARIANCE**, you must specify which two amounts are to be compared through the format "a - b" where A and B are any two option letters. You may use option letters not printed on the report so that you can show a variance without showing the columns being compared.

If you enter "K" for a **PERCENTAGE**, you must specify the divisor and the dividend for the calculation through the format "a / b" where A and B are any two option letters. You may use option letters not printed on the report so that you can show a percentage without showing the amounts used in the calculation.

BALANCE SHEET REPORT NUMBER

If you specified an Income Statement report type above, you may enter the number of a corresponding balance sheet in this field. If you did not specify to run an income statement you may not process a balance sheet since it must have the appropriate net income figure. You may select "Not Applicable" in this field if you do not want a balance sheet.

PRINT COMPARATIVES ON BALANCE SHEET?

If you specified a balance sheet report number above you must check this box if you want comparatives on the balance sheet or leave it unchecked if you do not want comparatives.

CASH FLOW REPORT NUMBER

Enter the number of the appropriate Cash Flow statement if you want to print one. You must have specified an "**Income Statement**" type report above, since the Cash Flow report requires a net income figure. You may select "Not Applicable" if you do not want a Cash Flow statement.

PRINT BUDGETS ON BALANCE SHEET?

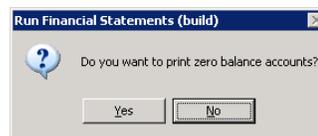
Select "Yes" if you wish to include this year's budget numbers on the balance sheet. Select "Last Year" if you wish to use last year's budget numbers. Select "No" if you do not wish to include budget numbers.

After the information in these fields is correct, click on the "**Save**" button at the bottom. If you have specified reports in this selection with different profit centres, the system will beep and give you an explanatory error message. You must enter report numbers that correspond to the same profit centres, the system will beep and give you an explanatory error message. You must enter report numbers that correspond to the same profit centre before you will be allowed to exit from the Selection.

RUN SELECTED REPORTS

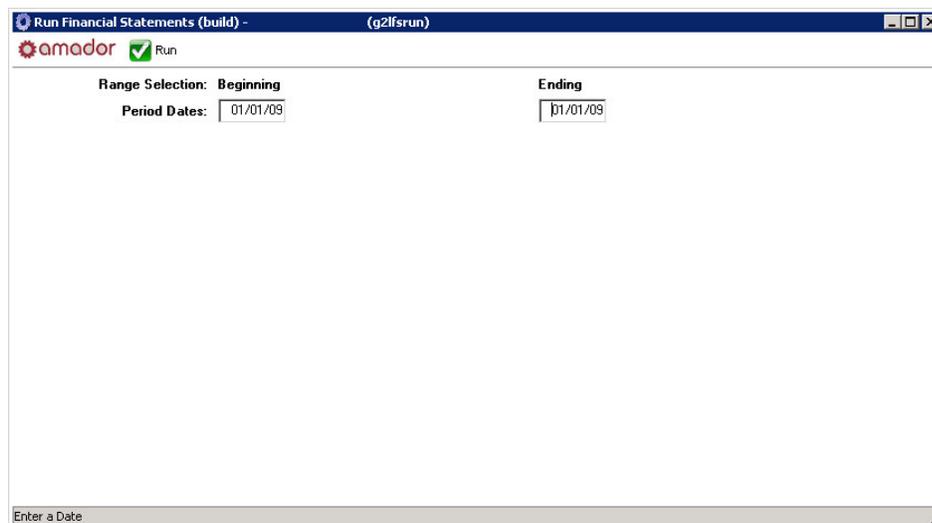
This selection simply takes the reports selected above and processes them for a specified period. After choosing "**Run Selected Reports**" you must specify one of three output options (discussed in "**Standard Reports and Listings**").

You will then be asked if you want accounts printed that have zero balances as of the period processed.



This allows you to suppress meaningless accounts if desired by clicking on "No". However, clicking on "Yes" to this question allows you to print a created report to see how it looks even if you don't have balances for all the accounts you want on the report.

After answering this question you will be asked to enter the range of dates to process. These dates would normally be a standard accounting period as set up in your Accounting Periods file (such as 1/01/09 to 1/31/09), but you can use other ranges of dates (such as 3/01/09 to 3/15/09). You can press <ENTER> without making an entry to default to the period dates for the last closed out period. Enter the beginning date and the ending date for the period to be shown on the reports. The dates entered here must be within the current fiscal year, and if you are not keeping history the dates must be standard beginning or ending period dates for any closed out periods.



The period of dates entered will be shown as the current period of the report. If you entered a range of dates that is not a standard accounting period, any budgets or comparatives shown will be estimated and prorated based on a 30-day month.

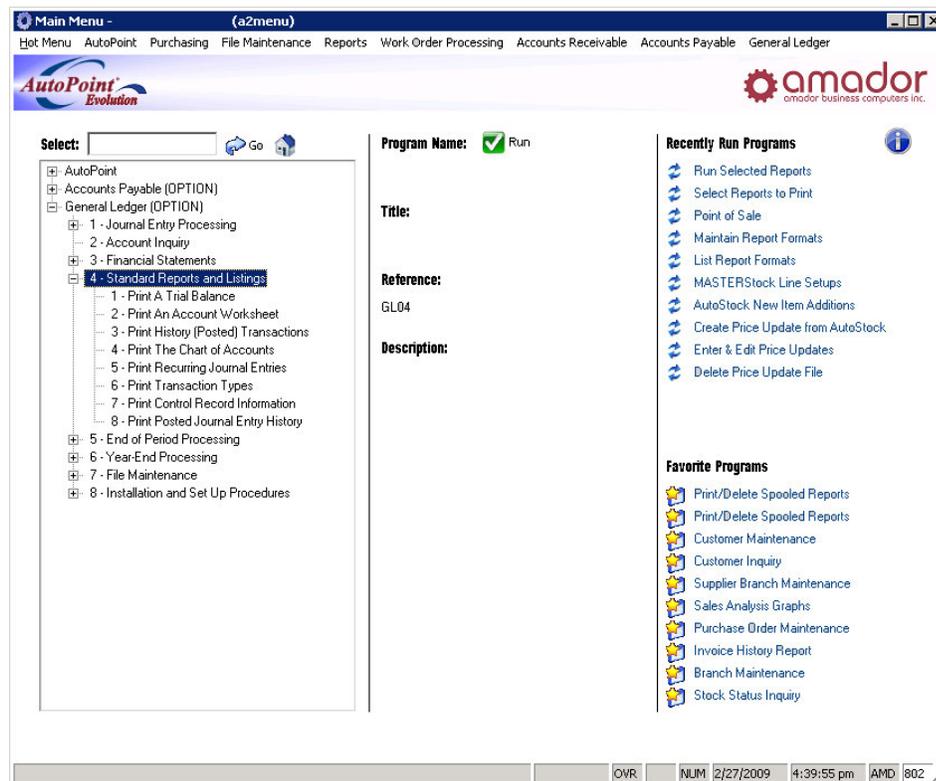


After you confirm that the dates entered are correct, click on the “Run” icon or press <F12>, and the statements will process. After printing is complete the display will return to the menu.

STANDARD REPORTS AND LISTINGS

Purpose: The options in this section are the standard reports and file listings available from General Ledger.

When selecting this option you will see the following menu:



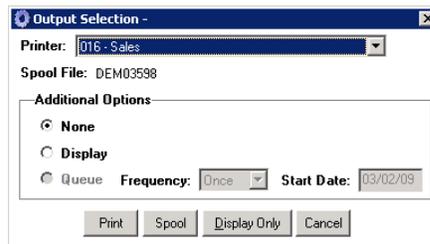
ABOUT REPORTS AND LISTINGS

The first three selections are reports that are designed to provide useful management information. The remaining selections are listings of the records contained in the core of permanent files of the system. Some of these reports are also accessible through other sections in the General Ledger menu structure.

All report and listing programs are designed to operate consistently for all Software. This means that once you learn the process of running one report you can know that every other report you might run will function in a similar manner. This allows you to concentrate on the information the system can give you rather than on the operation of the system itself.

When selecting a report or listing option by double-clicking on it's menu entry, the first screen will ask you to select the output option you want. The Software allows you to specify whether

you want to print to your main system printer, to "spool" or print to a file on your disk, to print to an alternate printer, to display the report on your screen, or to choose some combination of display and print.



If you want to exit out of a report selection without running it, simply press the <F8> or click on the "Cancel" button to return to the menu.

For a few reports and registers where a printed copy is essential, only the first three options will be displayed.

PRINT

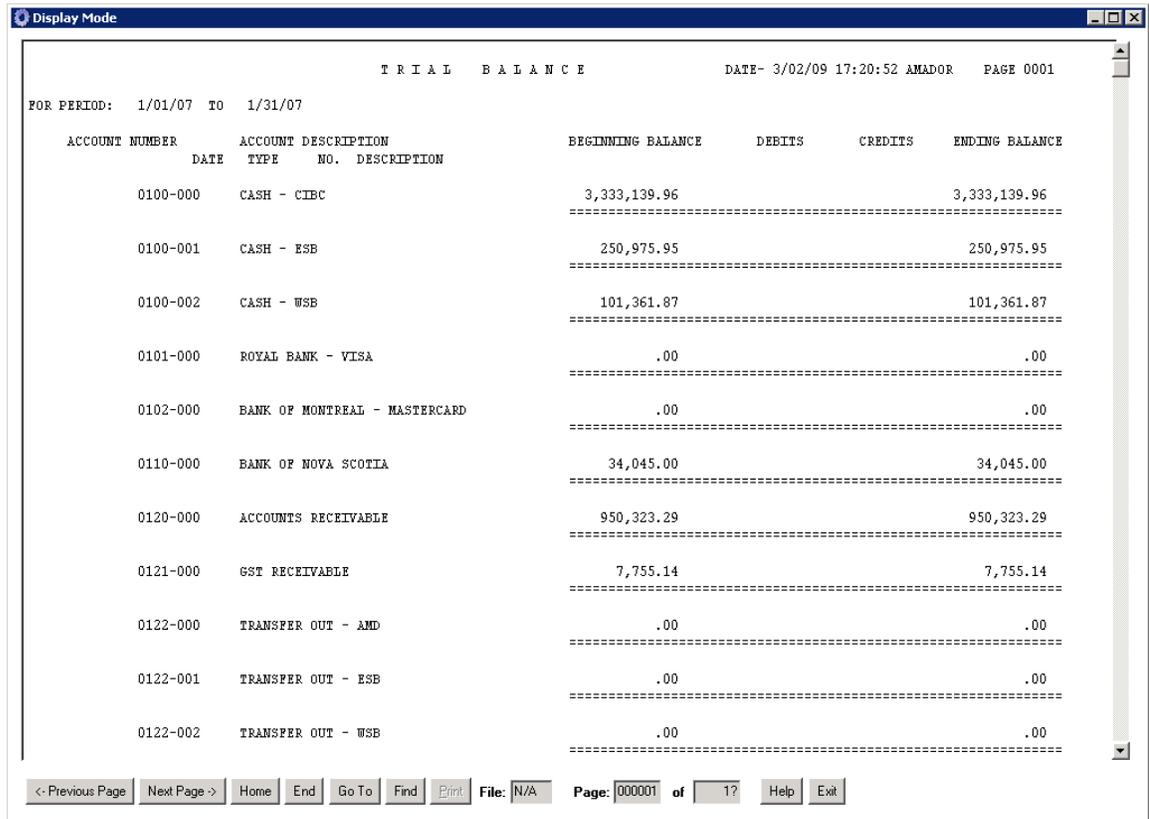
Select this option to have the report printed on your printer. Unless you have more than one printer attached to your computer this will be the normal and most direct way for you to print a report. Select the printer from the drop-down list and then click on the "Print" button.

SPOOL

This option allows you to store an image of the report on your disk so that it can be printed later on paper. You should use this option when you cannot use your printer but want to save a report or when you want to print multiple copies of a report. Click on the "Spool" button and a file will be created with the displayed Spool File name.

DISPLAY ONLY

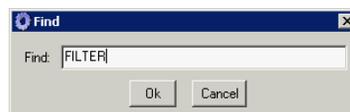
This option allows you to display the report directly on your screen rather than printing it. You would normally use this option when you want to review a report for a certain piece of information, but do not need a printed copy. When you select this option you will see the following screen:



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
0100-000	CASH - CIBC	3,333,139.96			3,333,139.96
0100-001	CASH - ESB	250,975.95			250,975.95
0100-002	CASH - WSB	101,361.87			101,361.87
0101-000	ROYAL BANK - VISA	.00			.00
0102-000	BANK OF MONTREAL - MASTERCARD	.00			.00
0110-000	BANK OF NOVA SCOTIA	34,045.00			34,045.00
0120-000	ACCOUNTS RECEIVABLE	950,323.29			950,323.29
0121-000	GST RECEIVABLE	7,755.14			7,755.14
0122-000	TRANSFER OUT - AMD	.00			.00
0122-001	TRANSFER OUT - ESB	.00			.00
0122-002	TRANSFER OUT - WSB	.00			.00

Click on the “Previous Page” and “Next Page” buttons to change the page of the report displayed. Used the scroll bar on the right to view the entire page. Click on “Home” to return to the top of the first page and click on “End” to go to the bottom of the last page. Click on “Go To” to jump to a particular page number.

Click on the “Find” button to enter a search term and click on “OK”:



The display will jump to the page where the text of the report matches the search term, otherwise the display will stay on the current page if there are no matches.

ADDITIONAL OPTIONS

To print the report to the selected printer and display it on your screen, select “Display” under “Additional Options”. To schedule the report to run unattended after backup, select “Queued” (NOTE: queuing reports is not available for all reports, and so may not be available to select.)

Once you have specified the output option you want, most reports allow you to indicate more specifically what information you want on the report. For example, when printing a **Chart of Accounts Listing** you will be asked to specify a range of accounts that you want on the report.

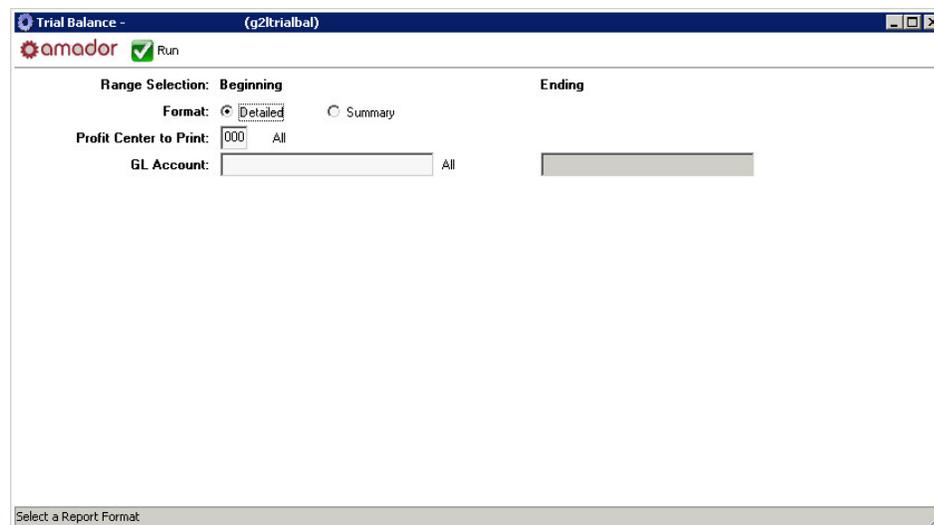
Whenever you are asked for a range of records to include you may press <ENTER> when the cursor is positioned at the starting or beginning field to select "**ALL**" the records in question. Otherwise you should enter the beginning and ending records for the range you want included on the report.

When you have entered all the specifications for a report you can press <F12> or click on the "Run" icon to run the report. When the report finishes processing it will automatically return you to the main menu screen.

PRINT A TRIAL BALANCE

Purpose: The trial balance is the report normally used to review and check the activity for ranges of accounts during the current period. It shows the beginning balance, debits, credits, and ending balance for each account on the report. The debits and credits may be shown in detail or totalled for the period.

When selecting this report from the menu, the standard output options will be displayed. After selecting an option, you will see the following screen:



FORMAT

Select “Detailed” if you want to show each individual debit or credit posted to each account. Select “Summary” if you want to show only the total of the debits and credits to each account.

PROFIT CENTER TO PRINT

Enter the number of the profit centre you want to include on the report, or press <ENTER> to include ALL profit centres in the report.

GL ACCOUNT

Enter the range of account numbers you want to include on the report, or press <ENTER> to include all the accounts for the profit centre(s) you selected in 2 above. If you selected one profit centre, you will enter the 4 digit account number in the range fields and the profit centre will automatically be inserted. If you selected ALL (with a <ENTER>) profit centres are not selecting ALL accounts, it is a good practice to use a 000 profit centre for the beginning account in the range and a 999 profit centre for the ending account in the range.

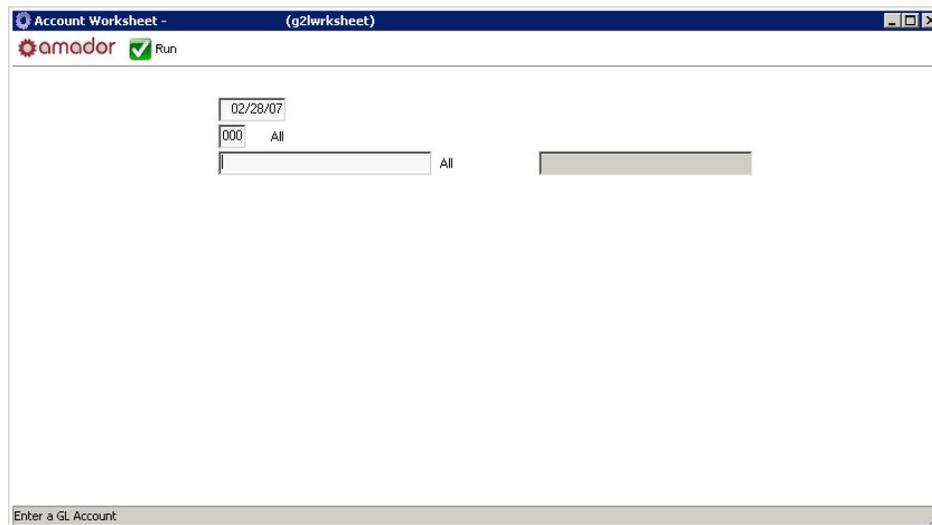
NOTE - As explained in the "End of Period Processing" section the trial balance for a period must be run before you run the "Update Summary File" selection at the end of the period.

PRINT AN ACCOUNT WORKSHEET

Purpose: The Account Worksheet is designed for use as a worksheet to help you make closing period adjusting entries.

It shows you the **Ending Balances** for a range of accounts for a specified period ending date, and provides blanks to enter adjustments may then be entered through "**Journal Entry Processing**".

To print the Account Worksheet select it from the menu, enter the period ending date, enter a profit centre number (or <ENTER> for **ALL**) and enter the range of accounts (or <ENTER> for all accounts).

A screenshot of the "Account Worksheet" software window. The title bar reads "Account Worksheet - (g2lwrksheet)". The window contains a form with the following fields: a date field with "02/28/07", a field with "000" and "All" next to it, and another field with "All" next to it. There is a "Run" button with a green checkmark icon. At the bottom of the window, there is a prompt that says "Enter a GL Account".

Click on the "Run" icon or press <F12>, and select the desired output option.

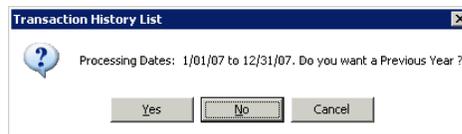
A grand total of the **Ending Balances** for the accounts selected will be printed at the end of the report.

PRINT HISTORY OR POSTED TRANSACTIONS

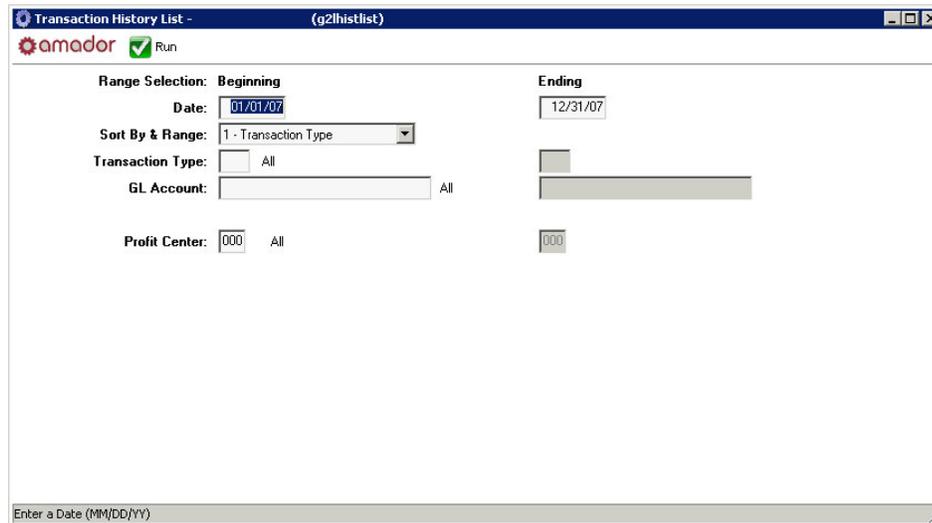
Purpose: This report allows you to analyse detail information about the transactions that have been posted to your **Permanent Ledger**. If you are not maintaining detail history (as specified in your **Control Record**) you will only be able to retrieve information about transactions entered since the last closed out period.

If you are maintaining detail history, you will be able to access any transactions entered since the beginning of your fiscal year. The report can run a variety of ways and includes beginning and ending balances for the date ranges selected.

To run the report, select it from the menu. You are then prompted to use the current or previous fiscal year(s).



Click on "No" to use the current year or click on "Yes" to select a previous year on file. After selecting the year, the following report ranges window displays:



A screenshot of the "Transaction History List" report ranges window. The window title is "Transaction History List - (g2lhistlist)". It features the Amador logo and a "Run" button. The form contains the following fields:

- Range Selection:** Beginning
- Ending:** 12/31/07
- Date:** 01/01/07
- Sort By & Range:** 1 - Transaction Type
- Transaction Type:** All
- GL Account:** All
- Profit Center:** 000 All

At the bottom left, there is a prompt: "Enter a Date (MM/DD/YY)".

DATE

Enter a date range to list transactions dated within that range. The dates default to the fiscal year beginning and ending dates.

SORT BY & RANGE

You will then be able to select one of three sequences for the report:

- 1. Report by Transaction Type**
- 2. Report by Account Number**
- 3. Report by Profit Centre**

The Report by Transaction Type will let you to specify a range of types. The report will print all transactions during the date range for each type selected and will be sequenced by type.

The Report by Account Number will let you to specify a range of account numbers. The report will print all transactions during the date range for each account selected and will be sequenced by account number.

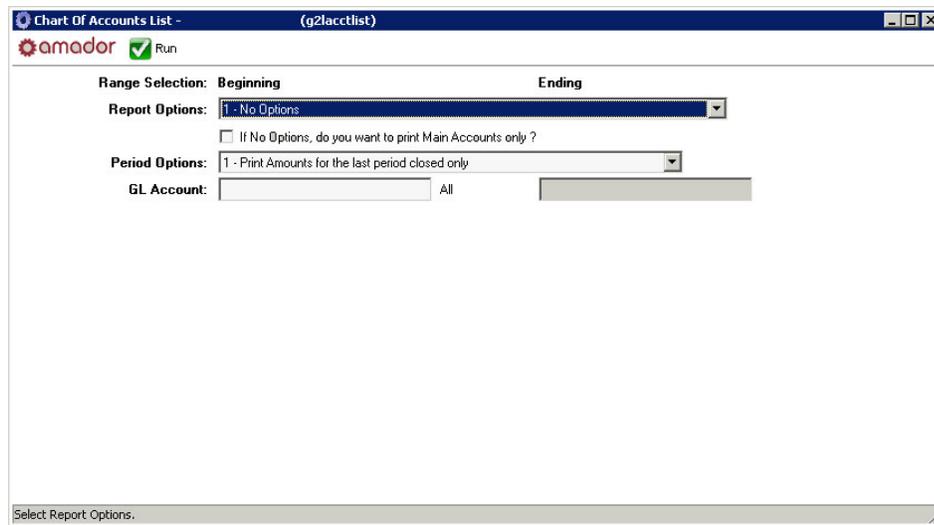
The Report by Profit Centre will let you to specify will ask you to specify a range of profit centres, and a range of account numbers. The report will print all transactions during the date range for each account selected and will be sequenced by account number within each profit centre.

Click on the “Run” icon or press <F12>, and select the desired output option.

PRINT THE CHART OF ACCOUNTS

Purpose: This listing is actually four different reports that allow you to print out various levels of detail for the information maintained in the account file. It may be used at set-up time as an edit listing for building the chart of accounts and entering budgets and comparatives (if used). It also may be printed at any time for an up-to-date listing of your **Chart of Accounts**.

To run the listing, select it from the menu:



REPORT OPTIONS

You will then have the option of printing one of the following four reports; choose the report with the information you need.

1. **No Options** - Print Account Number, Description, and Type.
2. **Print Account Balances** - Print Account Number, Description, Type, and Balance.
3. **Print Account Balances and Budgets** - Print Account Number, Description, Type, Balance, and Budgets.
4. **Print Account Balances, Budgets and Comparatives** – Print Account Number, Description, Type, Balance, Budgets, and Comparatives.

Check the box next to “If No Options, do you want to print Main Accounts only?” if you do not wish to list sub-accounts on the first report.

PERIOD OPTIONS

Select the period option to print account balances for closed/open periods:

- 1. Print Amounts for the last period closed only.**
- 2. Print Amounts for all closed periods.**
- 3. Print Amounts to all periods.**

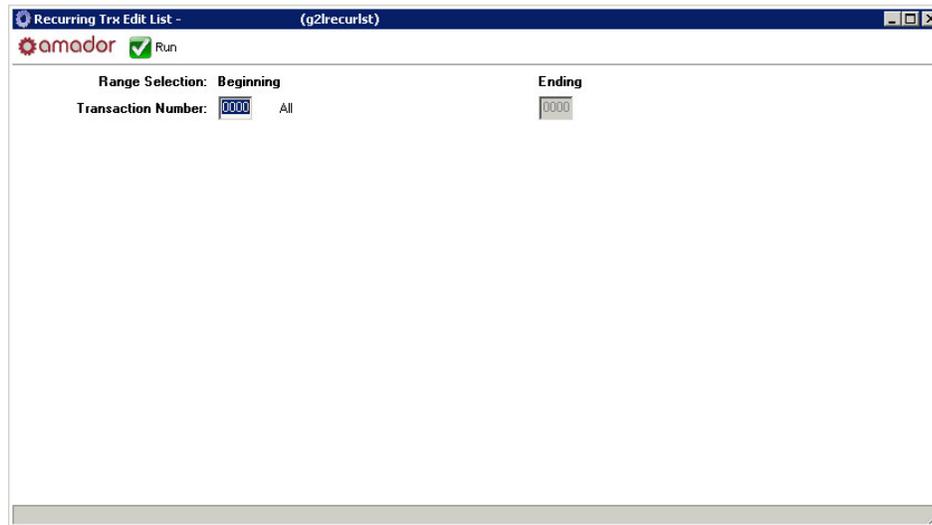
After selecting your report and period options above, you will then be allowed to enter a range of accounts to list, or you may <ENTER> through the beginning account number field to list all accounts in your file.

Click on the “Run” icon or press <F12>, and select the desired output option.

PRINT RECURRING JOURNAL ENTRIES

Purpose: The listing prints out the repetitive journal entries you have entered in your Recurring Transaction File.

Select the listing from the menu, and you will see the following window:



TRANSACTION NUMBER

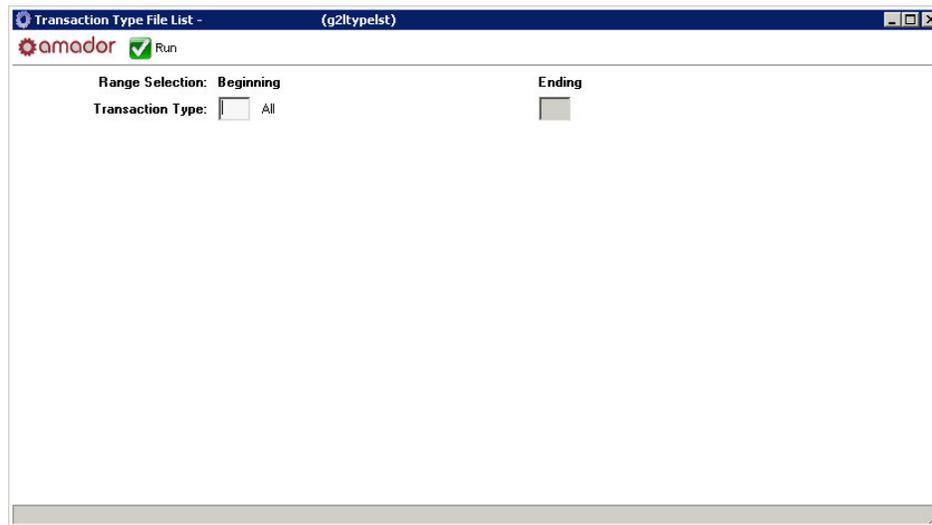
Enter the range of **Transaction Numbers** to print (or press <ENTER> for **ALL**).

Click on the “Run” icon or press <F12>, and select the desired output option.

PRINT TRANSACTION TYPES

Purpose: The listing is a simple report of the types of journal transactions set up in your Transaction Type File. The report will list a range of types or all types and their descriptions.

To run the listing select it from the menu, and the following window will display:



TRANSACTION TYPE

Enter the range of types to print (or <ENTER> for ALL).

Click on the “Run” icon or press <F12>, and select the desired output option.

PRINT CONTROL RECORD INFORMATION

Purpose: This report prints out the information contained in the **Control Record**, including the accounting periods.

For an explanation of this information see the section "**Set Up the Control Record**" under "**Installation and Set Up Procedures**".

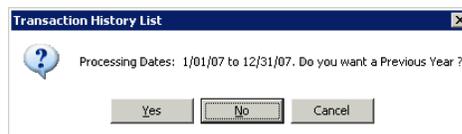
To print the listing, select it from the menu and then select an output option.

PRINT POSTED JOURNAL ENTRY HISTORY

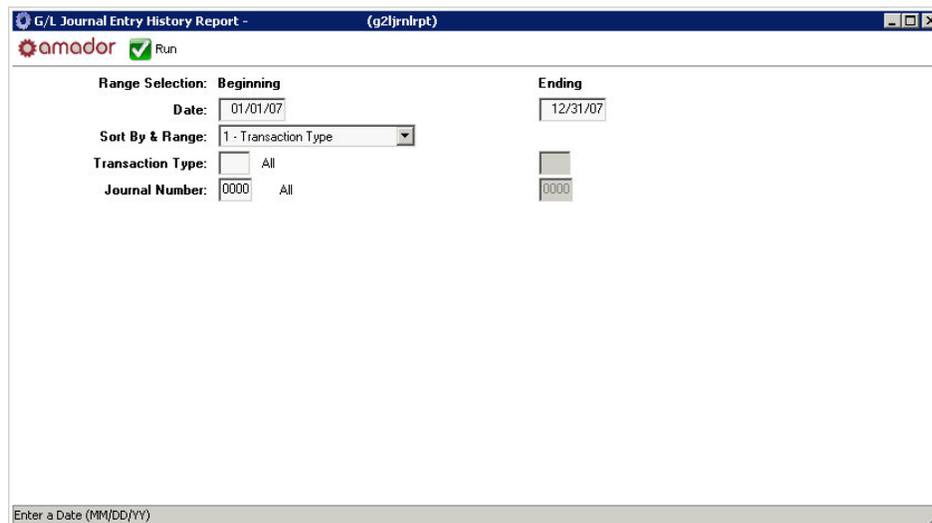
Purpose: This report allows you to analyse detail information about the journal entries that have been posted to your **Permanent Ledger**. If you are not maintaining detail history (as specified in your **Control Record**) you will only be able to retrieve information about transactions entered since the last closed out period.

If you are maintaining detail history, you will be able to access any transactions entered since the beginning of your fiscal year. The report can run a variety of ways and includes the distribution details for the posted journal entries.

To run the report, select it from the menu. You are then prompted to use the current or previous fiscal year(s).



Click on “No” to use the current year or click on “Yes” to select a previous year on file. After selecting the year, the following report ranges window displays:



A screenshot of the "G/L Journal Entry History Report - (g2ljrnprt)" window. The window has a title bar with the Amador logo and a "Run" button. The main area contains the following fields:

- Range Selection:** Beginning
- Ending:** 12/31/07
- Date:** 01/01/07
- Sort By & Range:** 1 - Transaction Type
- Transaction Type:** All
- Journal Number:** 0000 All

At the bottom of the window, there is a status bar that says "Enter a Date (MM/DD/YY)".

DATE

Enter a beginning and ending date to select journal entries dated within that range.

SORT BY & RANGE

Select “1. Transaction Type” to sort the report results by the journal entries’ transaction type or select “2. Journal Number” to sort the results by the journal entries’ transaction number.

TRANSACTION TYPE

Enter a range of transaction types or press <ENTER> to accept all transaction types.

JOURNAL NUMBER

Enter a range of journal numbers or press <ENTER> to accept all journal numbers.

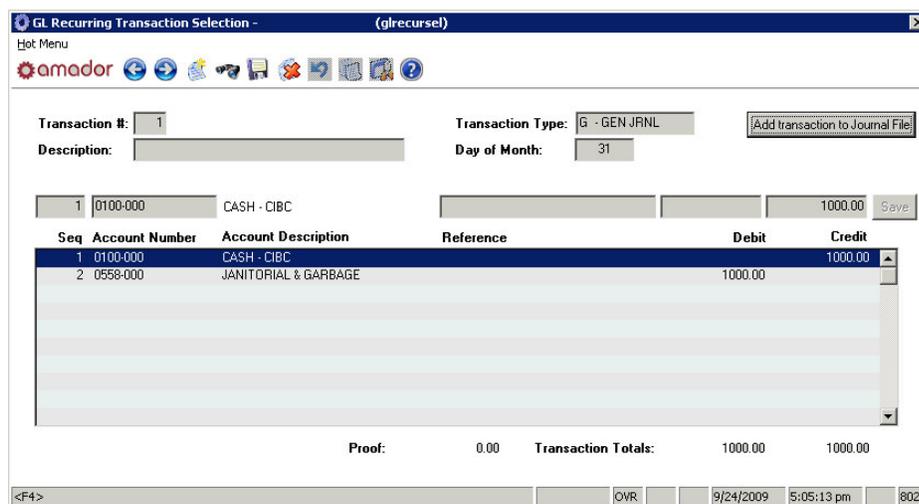
Click on the “Run” icon or press <F12>, and select the desired output option.

END OF PERIOD PROCESSING

Purpose: The options in this section pertain to the steps you should go through in the normal closing out of a period. An example sequence of the steps in a period close-out would be as follows:

1. **Select Recurring Journal Entries that should be processed this period.**
2. **Edit and post all journal entries into the Permanent Ledger.**
3. **Print a detailed Trial Balance and, if necessary, an Account Worksheet. Check for accuracy and enter, edit, and post any adjusting entries necessary. If additional entries are made, reprint your detailed Trial Balance.**
4. **Once you are sure all transactions for the month are posted, run the Update Summary File process.**
5. **Run your Financial Statements.**
6. **Change your Current Period.**

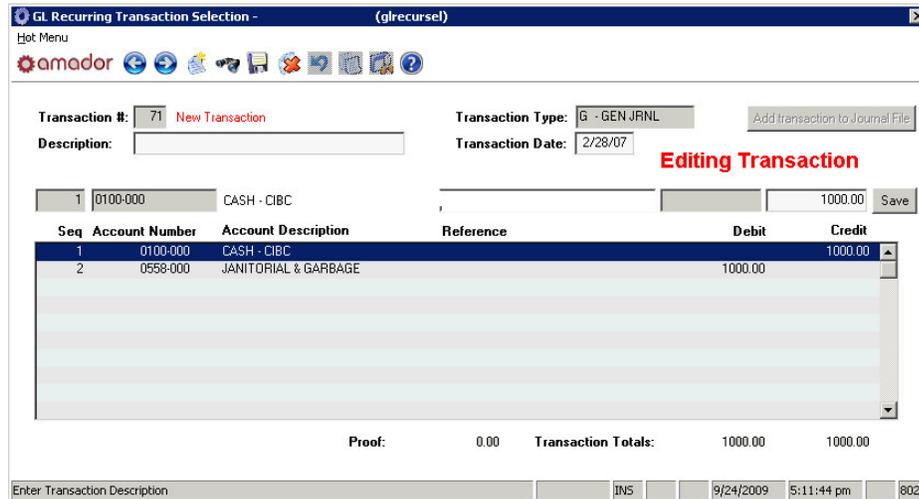
This is the process of reviewing the Recurring Entries you set up in the "**Maintain Recurring Transactions**" section, selecting them for entry in the Journal, and making any changes to them for this particular occurrence. This process is an efficient solution to the problem of repetitive journal entries.



Seq	Account Number	Account Description	Reference	Debit	Credit
1	0100-000	CASH - CIBC		1000.00	1000.00
2	0558-000	JANITORIAL & GARBAGE		1000.00	

Proof: 0.00 Transaction Totals: 1000.00 1000.00

After selecting this process from the menu you will see a screen similar to the **Recurring Transactions Maintenance** screen. The quickest way to review these transactions is to **<F1>** through the file, or you may enter the **Transaction Number** you assigned to a particular entry. When you see a transaction that you want to process this period, click on the button "Add transaction to Journal File".



Transaction #: 71 New Transaction Transaction Type: G - GEN JRNL Add transaction to Journal File

Description: _____ Transaction Date: 2/28/07

Editing Transaction

Seq	Account Number	Account Description	Reference	Debit	Credit
1	0100-000	CASH - CIBC			1000.00
2	0558-000	JANITORIAL & GARBAGE		1000.00	

Proof: 0.00 Transaction Totals: 1000.00 1000.00

Enter Transaction Description INS 9/24/2009 5:11:44 pm 802

You will then be asked if you want to change anything about the entry for this occurrence. If you don't have any changes, press <F8> or exit the window, and you will then be prompted, "Do you wish to save your changes?", to which you click on "Yes" save the transaction, or "No" to return to the previous window and make any other changes. If you need to enter amounts or make another change, you may select each line of the transaction you want to edit and click on the "Save" button. After all lines have been edited, press <F8> or exit the window, and answer "Yes" to save changes.

When you try to select a **Recurring Journal Entry** to go into the Journal, the system will check and make sure that the entry is in balance and that the date of the transaction falls within the current period. If you have specified that a **Recurring Journal Entry** should be made as of a date outside the current period range (such as specifying the 31st day and then selecting in a month that has less than 31 days) the system will use the last day of the period.

After selecting all the **Recurring Journal Entries** that you want to go to the Journal this period, <F8> to return to the menu. You will be given the opportunity to print an edit listing of the entries you selected. Remember that you will need to post these entries from the Journal to the Permanent Ledger before they will be reflected in your financial reports.

LIST ALL UNPOSTED TRANSACTIONS

This option is simply the same journal edit list you get when select "**Print Journal Edit List**" under "**Journal Entry Processing**". It is placed on this menu so you will remember to list all unposted transactions (including any **Recurring Journal Entries**) so they may be posted before closing out the period.

Run this listing as described in "**Print Journal Edit List**" to print the unposted entries.

POST ALL UNPOSTED TRANSACTIONS

This option is the same process described in "**Post to Permanent Ledger**" under "**Journal Entry Processing**". You must post all entries for the period you are closing out or they will not be reflected in your financial statements.

PRINT A TRIAL BALANCE

Print a final copy of a trial balance (as described under "**Standard Reports and Listings**") for the period you are closing out. Make sure that you reprint the trial balance if any adjustments are made. Be sure you choose to print "**Detail**" on the trial balance, since once you run the "**Update Summary File**" option you will not be able to print a trial balance for this period.

IF NEEDED, ENTER ANY ADJUSTMENTS

This is a reminder to check your trial balance and make sure all transactions for the period are properly reflected before proceeding. If you need to make any adjusting entries select this option and you will see the regular "**Journal Entry Processing**" menu. Enter, list, and post the adjusting entries, then return to the "**End of Period Processing**" menu and rerun your trial balance.

RUN FINANCIAL STATEMENTS

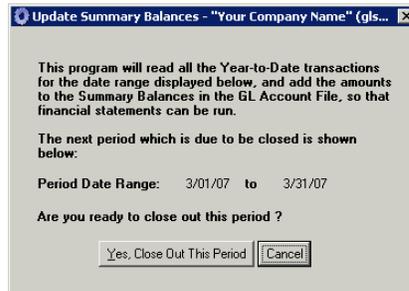
This option takes you to the same "**Financial Statements**" menu previously discussed under the "**Financial Statements**" section. Select and run the appropriate statements for this period.

UPDATE SUMMARY FILE

This process summarizes all the entries made to each account during the period being closed and calculates a period ending balance for each account.

CAUTION! This process clears out all detail for the period being closed unless you are maintaining Detail History, and should only be run after you have printed a detailed Trial Balance and ensured that all entries for the period are correct.

When you select this option you will see an explanatory message of what the program is about to do. The dates of the period about to be closed will also be displayed. Make sure the proper period is being displayed.



Then answer **"Yes, Close Out This Period"** to the question **"Are you ready to close out this period?"** If you decide you are not ready to run this option yet, click on **"No"** and the program will not be run.

YEAR-END PROCESSING

Purpose: The options in this selection are used to close out the current accounting year and prepare the records for a new year. These options should be processed in the order they appear or serious problems could result.

When selecting this section the following menu will appear:

PROCESS ANY YEAR-END ADJUSTMENTS

This is a reminder to enter any year-end accruals or other adjustments that should be made before closing out the year. If you need to make such entries this selection will take you to the "**Journal Entry Processing**" day of the last period before closing. Enter, list, and post the year-end entries.

PRINT FINANCIAL STATEMENTS

Although you should already have printed statements as of the end of your last accounting period, this option is a reminder that you **MUST** run these final statements before running your year-end program. If you select this option you will be taken to the menu discussed under "**Financial Statements**".

CLOSE OUT YOUR LAST FISCAL PERIOD

This option is a reminder to close out your last accounting period before closing out the year. If you entered any year-end entries these must be fully processed in the last period. This selection takes you to the "**End of Period Processing**" menu discussed earlier.

RUN THE YEAR-END PROGRAM

This process should be run after you have closed out the last period of your fiscal year and run your year-end Financial Statements. This **Year-End** program performs the following functions:

- 1. Zeroes out the balances in all income statement accounts.**
- 2. Carries all Summary File records forward as comparatives, moves the ending balance for all balance sheet accounts forward as beginning balances, and clears out the Summary File.**
- 3. Increments the periods in the Accounting Period Field by one year.**
- 4. Zeroes out the budget fields.**

FILE MAINTENANCE

Purpose: You should use the options in this section to maintain the **Chart of Accounts**, **Transaction Type**, and **Recurring Transaction** information kept in your General Ledger.

The files in this section contain the relatively stable information that serves as the core of the system. These files are initially set up under the "**Installation and Set Up Procedures**" section, and should only be accessed here to change or delete existing records or set up new ones.

ABOUT FILE MAINTENANCE

The File Maintenance options in all Software Packages are designed to operate and function consistently. Once you understand how to enter and maintain records in one file you can operate any File Maintenance option. This allows you to concentrate on the information to be entered rather than the operation of the program.

After selecting one of the File Maintenance options you will see a display of the fields of information kept for each record in that file. The fields will be blank, where data is entered or displayed.

When you wish to exit any file maintenance program you need to clear off any record displayed and press the <F8> or exit the window. This will return you to the File Maintenance menu.

The records in any file are "**Keyed**" or identified by the entries made in the key fields. The key field(s) for any record are marked by asterisks to the side (for example, the Account Number is the key to each record in the Chart of Accounts File). The key is the unique reference for each record that allows the system to tell records apart.

TO ADD A RECORD

To enter a new record into the file you should enter a "**key**" for that record that has not been used before. A prompt will tell you that there is not an existing record with that key and that a new record will be created. (If you enter a key that already exists, the corresponding record will display and the prompt at the bottom will ask you what you want to do with that record. To clear the record off the screen, just press <ENTER>.)

You will then enter the information for the new record. After entering the data in a field press <ENTER>. The cursor will automatically position at the next field. If you enter an invalid response in one of the fields, you will hear a beep and an error message will display at the bottom. If the error message is not self-explanatory, see Appendix - for an explanation of the

error. After filling in all the fields you will receive a message asking if you wish to change any of the fields you entered. To make changes, click on the field to be changed. After making the change, press <ENTER>. When you have no further changes to make, click on the "Save" button to enter the record in the file and return to the original blank display you saw when you entered the option.

Two other keyboard keys may come in handy when you are adding a record. If you recognize that you made a mistake in a previous field and want to back up to it, click on it or press the **SHIFT-<TAB>** keys to back up one field at a time.

Note - to change key fields you must enter the "Rename" function described below. If you do not want to enter data see the next paragraph for a discussion of the <F8> key.

The second key that may come in handy is the <F8> key. As described elsewhere the <F8> key is the "End" key used to exit out of menus and programs. When no record is displayed on the screen the <F8> key will end the program and return you to the menu. However, when a record is displayed the <F8> key serves as an "Abandon Modifications" key. What this means is that if you cannot properly finish entering a record or if you just want to start over you may press <F8> and the record will not be processed - it essentially will be thrown away.

TO ACCESS EXISTING RECORDS

You may access existing records in several ways. If you enter the "Key" (the identifying code) for an existing record, the record will be displayed (i. e. - enter the Account Number for an existing account in the Chart of Accounts File, press <ENTER>, and the record will be displayed). If you do not know the key you may use the <F1>, <F2>, and <F3> keyboard keys to scan through the file of existing records.

<F1> This key allows you to make an approximate search through the file. If you press <F1> without making any entry the first record in the file will be displayed, and each time you press <F1> you will see the next record, sequenced by the key field(s). If you enter a key field or part of a key field and press <F1>, the record with a key that most nearly matches the key field entry will be displayed. This approximate search allows you to quickly "flip through" your file of records to find the one you want. <F2> This key is the "Next Record" key, which performs the same "Flip through" function as <F1> with one difference. If you have a record on the screen, pressing <F2> displays the next record just like <F1> does. However, if you have pressed <ENTER> and cleared a record off the screen, <F2> remembers that record and will display the next one while <F1> does not remember and will start at the beginning of the file.

<F3> This key is the "Previous Record" key which allows you to "flip through" the file in reverse. Pressing <F3> will display the previous record (by "key" sequence) to the one currently displayed or to the one just cleared by pressing <ENTER>.

TO CHANGE AN EXISTING RECORD

To make changes to a record already on file, use the access methods described above to display the desired record. To change any field in the record (except for the "key" field, which must be "**Renamed**"), click on the field, and the cursor will position at the field. You may then enter the new data and press <ENTER>. If you enter an invalid response in one of the fields you will hear a beep and an error message will display. If the error message is not self-explanatory, see Appendix for an explanation of the error. When you have made all the needed changes to the record, click on the "Save" button and the system will assume that you have no further changes to make and will enter the changed record into the file.

One nice feature of the change mode is that the system remembers what the original record contained until you tell it to save the record. This is very useful if you inadvertently start to change the wrong record or if you really mess up when changing a record and want to start over. By pressing the <F8> key when the record is displayed you can "**undo**" the modifications you just made. A prompt will ask you to save changes. If you click on "No", you may then access the record again and you will see it in its original form.

REMEMBER - you may only "undo" your changes if you have not already entered the changed record in the file: once it is entered the original record is gone.

TO DELETE AN EXISTING RECORD

To delete or remove a record from a file, access the record as described above and click on the "Delete Record" icon in the menu bar.

NOTE - the system will not allow you to delete records that contain financial information needed for reporting purposes.

As a safeguard the system requires confirmation before deleting by asking the question "**Do you want to DELETE the record?**" Recheck to make sure this is the correct record, and then click on "Yes".

TO RENAME AN EXISTING RECORD

Renaming a record is the process of changing the contents of its key field(s). Since the system uses the "key" as a name for each record, it cannot allow changes to a record's name without losing track of the data for that record. The only way to change key fields is to delete the existing record and re-enter the data with the new "key". The "**Rename**" function is essentially a shortcut for the delete - add back process. It is also a method for duplicating the data in one record into a new second record. When you rename a record the system remembers the data associated with the original record and allows you to "**add back**" the data in the new record without actually having to enter it.

To rename a record, access the record as described above and click on the “Rename” icon in the menu bar. A question will appear: **"Do you want to DELETE this record?"** Since you are about to create a new record, the system wants to know if you also want to keep the old one. In most cases you will answer **"Yes"**, delete the record. If you happen to want to create a new record with the same data and also want to keep the existing record, answer **"No"**.

MAINTAIN THE CHART OF ACCOUNTS

The Chart of Accounts file is the nucleus of the General Ledger system. All of the information entered into and reported from the system is dependent on and organized by the account numbers. In this option you are maintaining the accounts you need for your business.

Each "account" you use in your company's set of books (such as **"Cash"**, **"Accounts Payable"**, of **"Sales"**) is treated as a separate account record. The account number is the **"key"** or identifier of each account record used (see the introduction to **"File Maintenance"** for a further explanation of record **"keys"**). You must assign a seven-digit account number to each record in a manner that is consistent both with the 4 - 3 split format used by the system and with ranges you entered in the Control Record. Throughout the system the seven-digit account number is viewed as being made up of two parts - a four-digit account code and a three - digit profit centre (or department) code. Pictorially it looks like this:

Account Code Profit Centre

The four-digit account codes given to your "accounts" should be assigned so that they fit into the structure outlined in your Control Record and so that when arranged in ascending order they should appear on financial statements. This is very important because the system performs many functions based on the sequencing of account numbers.

For example, suppose you had set up these asset ranges in your Control Record:

Current Assets 0000-000 999-999

Fixed Assets 1000-000 1999-999

Now suppose you had these accounts to assign to:

Cash Accounts Receivable Inventory

Equipment Buildings Land

One acceptable way to code these accounts would be:

Account Code Account

100 Cash

200 Accounts Receivable
300 Inventory
1100 Equipment
1200 Buildings
1300 Land

Notice that the account codes sequenced the accounts in the order they should appear on financial statements and that both Current Asset and Fixed Asset accounts have codes within the proper ranges.

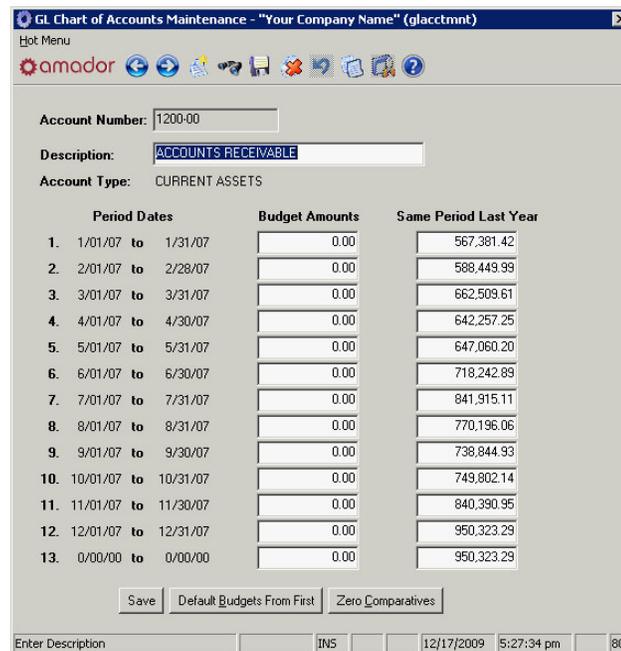
The three-digit profit centre code is used by the system to allow you to keep separate sets of books for profit centres within one company. For example, if your company has two stores for which you want to keep separate books, you should call Store #1 profit centre 100 and Store # 2 profit centre 200. Continuing with our example above you would then set up asset account numbers as follows:

	Store # 1	Store # 2
Cash	100-100	100-200
Accounts Receivable	200-100	200-200
Inventory	300-100	300-200
Equipment	1100-100	1100-200
Buildings	1200-100	1200-200
Land	1300-100	1300-200

You will then be able to use the same general ledger to record and report separately for each store. The advantage is using profit centres with consistent account codes is that you can generate consolidated statements that will combine the account codes for all profit centres.

You do not need to use the profit centre code if you do not want to keep track of multiple profit centres. You may press <ENTER> to enter zeroes as the profit centre whenever it is called for in the system.

When selecting this option from the menu you will see the following screen:



	Period Dates	Budget Amounts	Same Period Last Year
1.	1/01/07 to 1/31/07	0.00	567,381.42
2.	2/01/07 to 2/28/07	0.00	588,449.99
3.	3/01/07 to 3/31/07	0.00	662,509.61
4.	4/01/07 to 4/30/07	0.00	642,257.25
5.	5/01/07 to 5/31/07	0.00	647,060.20
6.	6/01/07 to 6/30/07	0.00	718,242.89
7.	7/01/07 to 7/31/07	0.00	841,915.11
8.	8/01/07 to 8/31/07	0.00	770,196.06
9.	9/01/07 to 9/30/07	0.00	738,844.93
10.	10/01/07 to 10/31/07	0.00	749,802.14
11.	11/01/07 to 11/30/07	0.00	840,390.95
12.	12/01/07 to 12/31/07	0.00	950,323.29
13.	0/00/00 to 0/00/00	0.00	950,323.29

To add a new account, enter the information as described below. To change or delete an existing account, display the record by entering its Account Number or use the function keys described previously in this section. Then you may use the Access Mode Functions to make the desired changes.

1. Account Number:

Enter the account number (as discussed above) that you have assigned to each record.

2. Account Description:

Enter the description of the account being entered using up to 30 characters. This description is used instead of the number on several reports. After entry the name of the account group for this account (as specified in the Control Record) will display.

3 - 15. Budgets:

(These fields will not be displayed on your screen unless you answered, "Yes" to Budgets in the Control Record.) Enter the dollar estimate of the activity for each period. You will be able to print financial statements comparing these budget amounts with the actual amounts. If you are entering the same figure in each period you may enter the first period and click on the button labelled, "Default Budgets From First", to have the system fill in the remaining budgets.

These Budgets are reset to zero during year-end processing.

16 - 28. Same Period Last Year:

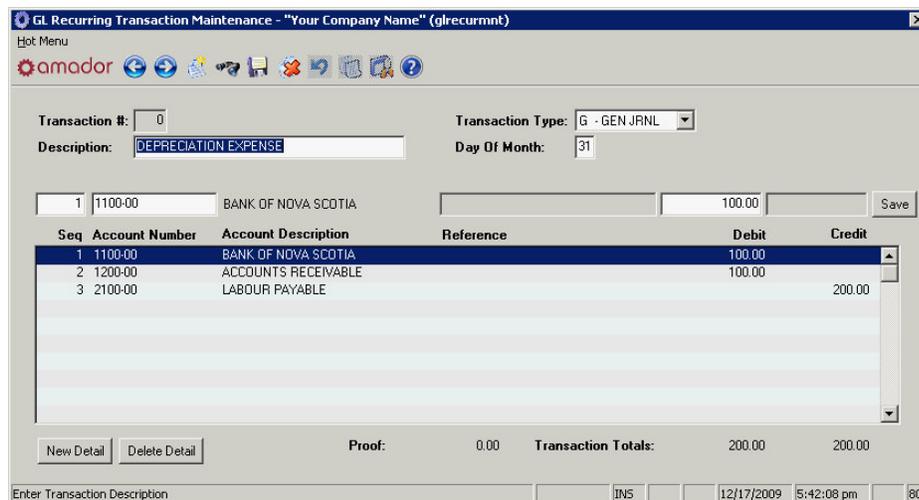
(These fields will not be displayed on your screen unless you answered, "Yes" to Comparatives in the Control Record.) Enter the dollar amounts of activity for each period of the previous year. These comparatives may be printed on financial statements. If you do not want to set these up but would like to keep comparatives in the future, you may leave these blank now and the year-

end processing will automatically create comparatives from this year's activity. You can click on the button labelled, "Zero Comparatives" to zero them out.

MAINTAIN RECURRING TRANSACTIONS

This option allows you to change or delete existing Recurring Transaction records or add new ones. Recurring Transactions are journal entries that recur periodically, such as the end of the month depreciation entries. You may review and select any of these entries to go into the journal without having amounts if desired and amounts may be entered each time the transaction is selected. This capability is particularly useful for end of the period adjusting entries because it reminds you of the usual entries necessary and allows quick processing of them, but still leaves you in complete control of your transactions.

When selecting this option you will see the following screen:



Seq	Account Number	Account Description	Reference	Debit	Credit
1	1100-00	BANK OF NOVA SCOTIA		100.00	
2	1200-00	ACCOUNTS RECEIVABLE		100.00	
3	2100-00	LABOUR PAYABLE			200.00

This screen is nearly identical to the one described under "**Enter and Edit Journal Transactions**". This is logical since all you are doing here is setting up a journal entry that you want the system to remember and process when you tell it to.

1. Transaction No:

Enter a one to four digit number that you want to use to reference this Recurring Transaction. The number you assign will be a permanent "name" associated with this record. Every time you select this record as part of "**End of Period Processing**", the system takes the data associated with the Recurring record, assigns it the "**Next Transaction Number**" from the Control Record, and thus creates a real journal entry.

2. Trans Type:

Enter one of the valid codes set up in the "**Transaction Type**" file or press <ENTER> to default to the General Journal code.

3. Day of Month:

Enter the day of the month that you want given to this transaction when it is selected. You normally would use an end of the month day for adjusting entries and a first of the month day for reversals.

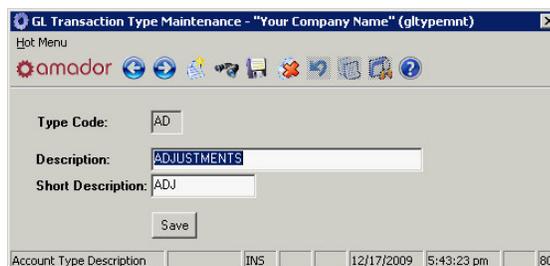
4. Description:

Enter up to a 30-character description of the purpose of this entry (e.g. - Monthly Depreciation"). For an explanation of how to enter the accounts and amounts of the record see the section "**Enter and Edit Journal Transactions**". You may enter account numbers without amounts (to be filled in later) in Recurring Transactions, while this is not allowed in actual journal entries.

MAINTAIN TRANSACTION TYPES

This option is used to add, change, or delete the types of journal entries that you want the system to track separately. There are six reserved codes you must have set up for use by the system, and you may specify any number of other types. These codes allow you to enter an assorted batch of journal entries and then print an edit list for each type that may be used as a subsidiary journal. There is also a history listing that allows you to sort by Transaction Type. For example, if you wanted to balance your Cash Receipts as a separate journal you could set up a "CR" Transaction Type and be able to identify all Cash Receipts transactions.

When selecting this option you will see the following screen:



The following six reserved codes were set up in the "**Set Up and Installation Procedures**" for the system to use:

Type Code	Description	Short Description
AP	From Accounts	Payable Accts Pay
AR	From Accounts	Receivable Accts Rec
BB	Beginning Balance	Entry Beg Bal
G	General Journal Entry	Gen Jrnl
OE	From Order Entry Inventory	OE Inv
PR	From Payroll	Payroll

You may set up any other codes you desire.

1. Type Code:

Enter a two-character code assigned to this Transaction Type as discussed above.

2. Description:

Enter up to a 30-character description of this type.

3. Short Description:

Enter an abbreviated (ten characters or less) description of the type. This will be used on reports and display when there is not room for the full description.

INSTALLATION AND SET UP PROCEDURES

OVERVIEW

The options in this section are the steps you need to take to prepare the General Ledger for use with your company's data. The items that appear on the menu are organized to function as a step-by-step checklist for you to follow. It is important that you perform these steps in the order they appear, since some steps depend on previous ones. If this is your first experience working with a computer, you should be pleasantly surprised how quickly you become comfortable working with a keyboard instead of a pencil. If you are an experienced user you will appreciate the menu flexibility and consistency of operation in this system. Before continuing you should review Chapter 0 describing how to use the menus and how to access the on-line documentation.

Here is a quick overview of what you are about to do. First you will define in your Control Record whether you want to use budgets and comparatives, and how you will arrange the numbers for your different types of accounts. Then you will build your Chart of Accounts File by entering each of the accounts that you will be using to record your financial information. Two other smaller files will then need to be set up - one with all the transaction types that you would like to use in the system and the other with any common recurring journal entries. Then you may load the beginning balances for each of your accounts, print a list to check your work, and then "post" or permanently record these balance in the system. The last step in preparing your system is to set up the financial statement formats or layouts you desire.

To help make the Set up process as efficient as possible we have included "**LOAD**" sheets for the files where you will normally be entering multiple records. You may copy and use these to manually format the required information, as it must be entered in the system. The Chart of Accounts file requires you to have a seven digit account number assigned to each account you will use (see "**Set Up The Chart of Accounts**") as well as a description and budgets and comparatives (if used). The Transaction Type file requires you to set up six system reserved codes and their descriptions as well as any other codes you want. The Recurring Transactions file allows you to outline common entries (particularly period-ending) that you can specify for processing when desired. The Beginning Balance Load is simply one special journal entry you make to set up your initial balances in the system.

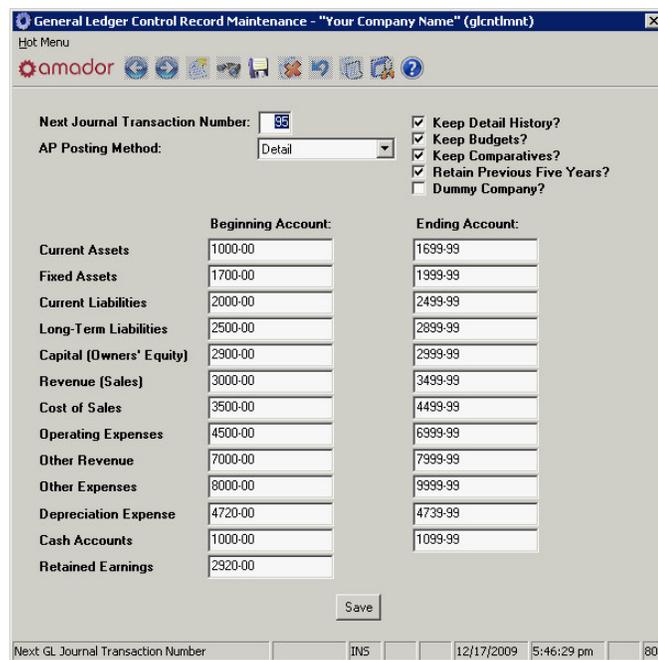
We suggest that you read the entire "**Installation and Set Up Procedures**" section and fill out your "**LOAD**" sheets before actually starting your entry work. Once you have completed these steps the General Ledger will be set up and ready for you to start processing your daily work. Since you probably are converting your General Ledger record keeping from some other existing system, it is important that the changeover be tested before dropping your existing system simultaneously for at least one full accounting period to determine that they are yielding equivalent results.

This double workload is cumbersome but necessary to ensure that an accurate transition to the General Ledger system is made. Once you are sure that the data has been accurately transferred and that you are comfortable with the new procedures you may drop your old system.

SET UP THE CONTROL RECORD

The Control Record requires you to answer some questions about the way you want the system to operate. The answers you give here will be used by the system to determine what information you want to keep, and they help the system only ask you questions that are appropriate. For example, if you specify that you do not want to keep budgets the system will not even display blanks for you to put budgets in. Since this Control Record does control some of the functionality of your system, it is very important that you set it up carefully and properly. Under normal circumstances you will only set up this record once and never need to change it. If you do decide later on to change any of your responses you may access the record from the same menu selection and make the desired changes (see "**File Maintenance**" for more information).

A sample Control Record is displayed:



	Beginning Account:	Ending Account:
Current Assets	1000.00	1699.99
Fixed Assets	1700.00	1999.99
Current Liabilities	2000.00	2499.99
Long-Term Liabilities	2500.00	2899.99
Capital (Owners' Equity)	2900.00	2999.99
Revenue (Sales)	3000.00	3499.99
Cost of Sales	3500.00	4499.99
Operating Expenses	4500.00	6999.99
Other Revenue	7000.00	7999.99
Other Expenses	8000.00	9999.99
Depreciation Expense	4720.00	4739.99
Cash Accounts	1000.00	1099.99
Retained Earnings	2320.00	

1. Next Jrnl Trans No:

This field is used by the system to keep track of the unique number it will assign to the next journal entry made. This transaction number is the "**key**" for each journal entry (see the introduction to the "**File Maintenance**" section for an explanation of "**keys**"). When setting up your system you should press <ENTER> at this field and the system will start numbering your journal entries with "**1**".

2. Keep Detail History?

If you want the system to store the detail of all transactions entered during your accounting year, check the box next to it. If you leave the box unchecked, the system will keep only one summary amount for each account per accounting period. If you keep detail history you may inquire into the history of an account and print a report recreating account balances as of any time during the year.

NOTE - the detail history file becomes quite large as the year progresses, and if disk storage space is a problem you probably should not keep history.

3. Keep Budgets?:

If you want the system to allow you to keep budget information for each account, you must check this box. You will then be able to enter a budget amount for each period for each account. If you leave it unchecked, the system will not display blanks when you add your Chart of Accounts.

3. Keep Comparatives?:

If you want the system to allow you to keep comparative (last year) information for each account, you must check this box. You will then be able to enter a comparative amount for each period for each account, and after you close out your first year on the system the ending balances for each account will automatically be carried forward as comparatives. If you leave it unchecked, the system will not allow you to enter comparatives when set up accounts will not automatically create comparatives at year end.

The remaining fields on the Control Record screen require the entry of account numbers. For a full explanation of account numbers see the discussion in "**Maintain the Chart of Accounts**" under "**File Maintenance**". Briefly, each seven-digit account number is made up of two sections. The first four digits are the account code that identifies the purpose for the account (i.e. - 100 might be the code for a Cash account). The last three digits are designed to specify which profit centre or department the account code applies to if multiple profit centres or departments are used. What you are asked to specify in the Control Record is the range of account codes (first four digits) that define each type of account (such as Current Assets). When you enter the four-digit account code in a beginning field, the system will automatically insert "000" in the profit centre section. In an ending field the system will insert "999" in the profit centre section.

The purpose in defining these account types ranges is so that the system will always know what type of account you are working with when you enter in an account number. The system can then do very helpful functions for you like creating standard financial statements with titles and descriptions already filled in. The account numbers in each range through "**Other Expense**" must be less than the account numbers in the following ranges. For example, the "**Current Liabilities**" number must be greater than the "**Fixed Assets**" numbers and less than the "**Long-Term Liabilities**" numbers.

5 - 6. Current Assets:

Enter the range of account codes you will assign to your Current Asset accounts. Current Assets can include Cash, Accounts Receivable, and Inventory Accounts.

7 - 8. Fixed Assets:

Enter the range of account codes you will assign to your Fixed Asset accounts. Fixed Assets include Land, Buildings, and Equipment.

9 - 10. Current Liabilities:

Enter the range of account codes you will assign to your Current Liability accounts. Current Liabilities include Accounts Payable and Salaries Payable.

11 - 12. Long - Term Liabilities:

Enter the range of account codes you will assign to your Long-Term Liability accounts. Long-Term Liabilities include Notes and Mortgages Payable.

13 - 14. Capital (Owner's Equity):

Enter the range of account codes you will assign to your Capital accounts. These accounts would include Stock and Retained Earnings accounts.

15 - 16. Revenue:

Enter the range of account codes you will assign to your Revenue or Sales accounts.

17 -18. Cost of Sales:

Enter the range of account codes you will assign to your Cost of Sales accounts.

NOTE - If you are in a service business and do not use Cost of Sales, press <ENTER> to enter zeroes in these fields. This lets the system know that it should generate the standard financial statements without a Cost of Goods Sold section.

19 - 20. Operating Expenses:

Enter the range of account codes you will assign to your Operating Expense accounts. These accounts would include Salaries, Rent, and Utilities.

21 - 22. Other Revenue:

Enter the range of account codes you will assign to your Other Revenue accounts. These accounts would include such non-operating accounts as Gain on Sale of Assets.

23 - 24. Other Expenses:

Enter the range of any non-operating expense accounts. These would include Casualty Losses and Loss on Sale of Assets.

25 - 26. Description:

Enter the range of non-cash operating expense accounts. This would include all depreciation expense and amortization expense accounts. The system needs to know these accounts in order to be able to generate a standard Cash Flow Statement

27 - 28. Cash:

Enter the range of account codes that you will assign to Cash accounts. These are needed for the Cash Flow Statement.

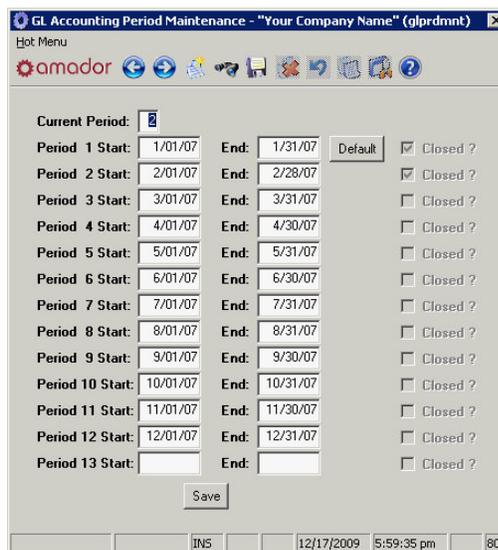
29. Retained Earnings:

Enter the account code assigned to your Retained Earnings account(s).

After filling in the fields, click on the “Save” button and you may then set up your Accounting Periods. If you need to make a change see the "**File Maintenance**" section for an explanation of how to change fields.

SET UP ACCOUNTING PERIODS

This option allows you to access your Accounting Period record and change the dates. When you <F8> after initially setting up your Control Record you will automatically be asked to set up these periods. After you have done that initial set up you will use this option to access the record and make corrections. By defining your Accounting Periods you make it possible for the system to keep up with current period you are working in and to summarize data by period for financial statement purposes. When setting up or changing Accounting Periods the following screen is displayed:



1. Current Period No:

Enter the number of the period (as defined below) that you will begin processing with. For example, if period 3 below is March and you will begin your processing as of March, enter "3" in this field. This information is used throughout the system when processing reports and posting. This current period number may be changed by the "**Change the Current Period**" selection under "**End of Period Processing**".

2 - 27. Start/End Period Dates:

Enter the beginning and ending dates of the periods you use in your record keeping. If you use months for your accounting periods you will enter the first and last day of each month by appropriate period number.

For example, if you have a calendar fiscal year, period one would have January dates. If your fiscal year starts in July, period one would have July dates. You need only make entries for the fields you will use (unless you use four week accounting periods you may <ENTER> through period 13).

You can allow the system to fill in the dates automatically by entering the first date and last date of period 1 and then clicking on the "Default" button.

When entering dates here and in any part of the program, you should enter them in a **MMDDYY** (month, day, year) format without any separators. For example, December 1, 2007 should be entered as "120107". You do not need to enter a zero in front of the month number for January through September. After entering a date in this format the system will display it with slashes (**MM/DD/YY**) to make it easier to read. If you need to change any of the dates after initially entering them, see "**File Maintenance**" for a discussion of how to change fields.

SET UP THE CHART OF ACCOUNTS

The Chart of Accounts file is the nucleus of the General Ledger system. All of the information entered into and reported from the system is dependent on and organized by the account numbers. In this option you are maintaining the accounts you need for your business. Each "**account**" you use in your company's set of books (such as "**Cash**", "**Accounts Payable**", of "**Sales**") is treated as a separate account record. The account number is the "**key**" or identifier of each account record used (see the introduction to "**File Maintenance**" for a further explanation of record "**keys**"). You must assign a seven-digit account number to each record in a manner that is consistent both with the 4 - 3 split format used by the system and with ranges you entered in the Control Record.

Throughout the system the seven-digit account number is viewed as being made up of two parts - a four-digit account code and a three - digit profit centre (or department) code. Pictorially it looks like this:

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Account Code Profit Centre

The four-digit account codes give to your "**accounts**" should be assigned so that they fit into the structure outlined in your Control Record and so that when arranged in ascending order they should appear on financial statements. This is very important because the system performs many functions based on the sequencing of account numbers. Please refer to the discussion under "**Maintain The Chart of Accounts**" in the "**File Maintenance**" section for an explanation of how to set up your accounts.

SET UP THE TRANSACTION TYPES CODES

This option is used to SET UP the types of journal entries that you want the system to track separately. There are six reserved codes you must have set up for use by the system, and you may specify any number of other types. These codes allow you to enter an assorted batch of journal entries and then print an edit list for each type that may be used as a subsidiary journal. There is also a history listing that allows you to sort by Transaction Type. For example, if you wanted to balance your Cash Receipts as a separate journal you could set up a "**CR**" Transaction Type and be able to identify all Cash Receipts transactions.

The six codes you **MUST** set up are:

Type	Code Description	Short Description
AP	From Accounts Payable	Accts Pay
AR	From Accounts Receivable	Accts Rec
BB	Beginning Balance Entry	Beg Bal
G	General Journal Entry	Gen Jrnl
OE	From Order Entry Inventory	OE Inv
PR	From Payroll	Payroll

After setting these up you may set up any other codes you desire. Please refer to "**Maintain Transaction Types**" under "**File Maintenance**" for an explanation of how to set up Transaction Types.

SET UP ANY RECURRING TRANSACTIONS

This option allows you to set up journal entries that recur periodically, such as the end of the month depreciation entries. You may then review and select any of these entries to go into the journal without having amounts if desired and amounts may be entered each time the transaction

is selected. This capability is particularly useful for end of the period adjusting entries because it reminds you of the usual entries necessary and allows quick processing of them, but still leaves you in complete control of your transactions.

Please refer to "**Maintain Recurring Transactions**" under "**File Maintenance**" for an explanation of how to set up Recurring Transactions. It is not necessary to use any Recurring Transactions, and if you do not want to set up any at first you may go ahead and complete the other steps in "**Installation and Set Up Procedures**". You can always come back and enter these later.

LOAD BEGINNING BALANCES

This option is used to set the initial balances of your accounts. This is done by entering a special type of journal entry, with the balance of each account in your Chart of Accounts as of the first day of the period you begin using General Ledger. When selecting this option you get the following menu:

Please perform the steps on this menu in the order they appear.

ENTER AND EDIT BEGINNING BALANCES

This option is used to enter the special Beginning Balance type journal entry. The screen you see when choosing this option is identical to the normal journal entry screen in "**Enter and Edit Journal Transactions**".

1. Transaction Number:

Press <ENTER> to obtain the next transaction number from the Control Record. If you set up your Control Record as recommended you should obtain the number "1".

2 & 3. Trans Type and Trans Date:

These fields will be automatically filled in by the system. The Transaction Type is necessarily "BB". The Transaction Date is the Period Starting date for the Current Period you specified in your Accounting Period record.

4. Description:

Press <ENTER> to fill in the description with "**Beginning Balance**", or enter your own description (maximum 30 characters). At this point you may enter the account numbers and beginning balances for all the accounts in your Chart of Accounts. If you have questions about how to enter these please refer to the "**Enter and Edit Journal Transactions**" section. As explained there, you may not <F8> to complete the transaction until the debits and credits are equal.

LIST BEGINNING BALANCE TRANSACTIONS

This option is simply an edit listing of the **Beginning Balance** entry you just made. Please refer to the "**Standard Reports and Listings**" section for a discussion of how to print a listing. When you print out the listing look over it and make sure that the entire entry is correct. If you spot any errors you may go back into the "**Enter and Edit Beginning Balances**" selection and change the entry. After the next step "**Post Beginning Balance to Accounts**" you cannot change the entry and would have to correct an error with an adjusting entry.

Since this is the first edit listing you have examined from this system, take special note of the information on the report. It is important that you form the habit of carefully examining your edit listing before you post your data entry work into a file where it can not be changed. It is worth the few extra minutes it takes to examine an edit listing because it is always more difficult to correct errors after posting.

POST BEGINNING BALANCE TO ACCOUNTS

This option takes the special **Beginning Balance** journal entry and posts it to the **Permanent Ledger** as the starting balance for each account. Before choosing this option make sure that you have printed a list of the entry you made by choosing "**List Beginning Balance Transactions**". Check the entry over carefully before posting.

This posting selection is different than the normal posting "**Post to Permanent Ledger**". The entry posted here is not posted into the current period, but is set up as the beginning balance for the current period. Make sure that this posting is only used during the initial loading of beginning balances. If you use this posting selection for normal journal entries your records will be in error and you will need to restore your files from backup.

CREATE FINANCIAL STATEMENT FORMATS

This option is merely a reminder that you need to set up the formats for your financial statements. They do not have to be set up before you start processing on the system, but they must be created before you can obtain financial statements. You may let the system generate standard formats for you, you may create completely custom formats, or you may generate standard formats and then customize them.

When you select this option the menu system will shortcut you directly to the options discussed in the "**Financial Statements**" section. Again, you do not need to set up formats right away, but you should at least read through the discussion of the process so that you understand what needs to be done.