

# General Ledger

Passport Business Solutions™

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# Understanding General Ledger

This chapter contains the following topics:

[Features of Passport Business Solutions General Ledger](#) .....

[CashPoint](#) .....

[General Ledger Key Words](#) .....

## FEATURES OF PASSPORT BUSINESS SOLUTIONS GENERAL LEDGER

The General Ledger module provides the following features:

- User-defined accounting ratios can be set up and calculated on financial statements. These can be standard accounting ratios or customized to meet specific business needs.
- Flexible copying of chart of accounts between companies is provided.
- Valid G/L Accounts can be automatically re-initialized prior to copying the Chart of Accounts to the Valid G/L Accounts (and vice versa).
- Unlimited date and time stamped notes can be attached to chart of account records.
- Correcting entries can be entered.
- For general journal and standard journal entry, echoing of the source, reference and document number of the previous entry can be controlled; i.e., the user can specify for each field whether it is to be redisplayed.
- Up to ten lines of notes can be entered for a general journal entry. These notes will be printed on the register.
- Recurring general ledger transactions are now included. These allow for allocations to accounts on a dollar or percentage basis.
- Layouts can be copied from other companies.
- The date, time and/or report number may optionally be printed on financial statements.
- Multiple separate ratios can be printed on financial statements.
- Financial statements can be printed for a set of sub-accounts.
- For rounded financial statements, the user may bury the rounding error at any specified point in the statement.
- Account ranges are allowed in financial statement layouts.
- Literals and text for financial statements can be automatically centered.
- Financial statement layout verification is provided to ensure that the accounts on a layout are correct for the type of layout. It also ensures that all accounts in the chart of accounts that should appear on the balance sheet or cost and loss layouts do actually appear on these layouts. This ensures that when you select to print a financial report, all accounts related to your selection, e.g., cost and loss and/or balance sheet, will be printed.
- Handles up to thirteen accounting periods.
- Supports multiple cost centers.
- Supports multiple companies.
- Produces an overall set of financial statements from a consolidation of multiple companies.
- Financial statement may be extracted to a CSV file format for viewing or modifying the data in external applications.

- Allows reports to be stored on disk to save computer time. They may be printed later at your convenience.
- Allows use of multiple printers.
- Provides maintenance and a listing of the Chart of Accounts.
- Allows general journal entering, editing, and posting, with edit list and journal.
- Allows standard journal entering, editing, and posting, with edit list and journal.
- Recurring general journal entries allow for automatic distribution by percentage or allocation.
- Prints the Working Trial Balance and Trial Balance Reports.
- Allows on-line G/L account detail inquiry.
- Prints the Source Cross Reference (for audit trails).
- Prints the financial statements in flexible formats which you design.
- Financial statements can be printed for a set of cost centers.
- Wild-carding and account ranges are allowed in financial statement layouts.
- Key accounting ratios can be calculated (such as Current Ratio). User-defined accounting ratios can also be set up.
- Allows you to keep entry detail for the current and previous years. There is a flexible year-end closing procedure.
- Contains a loan amortization program which gives you information about fixed rate loans.
- Includes password protection.
- May be used either independently or interfaced to the Accounts Receivable, Accounts Payable, Check Reconciliation, Payroll, Inventory Control, Job Cost and/or manufacturing Inventory Management systems.
- Has Help (highlights of functions) built into the software. Select the <Ctrl> + <F1> in graphical mode and <F8> in character mode.



CashPoint offers the NCR Counterpoint user the most completely integrated back-office accounting solution available. The Passport Business Solutions Financials: PBS Accounts Payable, Check Reconciliation, and General Ledger combine with the exclusive CashPoint interface to allow NCR Counterpoint users to manage their cash flow like never before.

CashPoint™ reduces redundant data entry work, improves efficiency, and provides the professional standard of back office money management busy retailers need.

For more information see the [CashPoint](#) web site. The installation, configuration and use of CashPoint is available in this PDF document [CashPoint-CP Interface.pdf](#).

General Ledger is a key component of CashPoint. The information contained in this documentation will help you set up and run General Ledger.

## GENERAL LEDGER KEY WORDS

This chapter lists and defines key words used in this documentation.

### Accounting

Accounting is the methodical collection, categorization, and organized presentation of financial records.

### General Ledger

General Ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, general means pertaining to many areas. General Ledger is often abbreviated G/L or GL.

Ledger means a book where accounting records are kept.

### General Ledger Account

A general ledger account summarizes and classifies financial activity of a certain kind. For example, you might have a general ledger account called telephone expenses under which you categorized your telephone bills. General ledger account is often abbreviated GL account.

Typically, a business entity has a hundred or more GL accounts. In Passport accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount is recorded under the appropriate GL account numbers.

Refer to the *Company information* chapter in the *PBS Administration* documentation and *Cost Centers and Sub Accounts* chapter in the *System* documentation for more information on General Ledger Account Numbers. Also see the [Chart of Accounts Organization](#) section of the *Chart of Accounts* chapter.

### General Ledger Account Numbers

General Ledger account numbers are often formatted as cost centers, main accounts and subaccounts with each part or segment classifying transactions in different ways. Passport allows general ledger account numbers to be configured in a variety of formats to suit the varying needs of different enterprises. Most examples used in the documentation are Main-Sub format. A more complete explanation of how to enter your desired setup is in the *Company Information* chapter. The most complete discussion of possible arrangements is in the *PBS Administration* documentation.

Cost centers are generally used to gather transactions by lines of authority and responsibility (such as division or department). Main accounts are used for primary designations (such as separating wage expense, rent expense, and tax expense). Subaccounts are used to track separate items in the same general ledger main account (such as notes due to different banks).

The minimum format in the Passport Business Solutions is a single segment account number consisting of a four-digit main account number. When four segments are used, they are sequenced as two cost centers (such as Division and Department), main account and subaccount. The full account number may not exceed seventeen characters including the characters in all the segments

and required separators between segments. Except for the main account, the segments may be omitted or designated in length from 1 to eight characters. The main account must be from four to eight characters. Use of letters can be allowed or disallowed on a segment by segment basis.

The layout of examples in the documentation is normally Main-Sub. The documentation clearly states when other account number layouts are used to illustrate a feature.

### Comma-separated-values (CSV)

A type of data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another, between most database systems. For example you may open this type of file with Excel™.

In G/L this includes CSV exports of the Trial Balance, Financial Statements, Extract Financial Data and Spreadsheet Extract (Chart of accounts).

For example, data pulled from a database and represented in CSV format are text files that look something like the following, where each field value is separated by a comma from the next field's value and each row starts a new line:

```
Adams, Jane, 42, female, "Illinois"  
Doe, James, 32, male, "California"  
Jones, Samuel, 18, male, "Texas"  
Smith, Marlene, 54, female, "New Jersey"
```

Fields may or may not be enclosed with double quotes depending on whether the field itself contains special characters (including spaces and commas) as in the state field above.

### Comma delimited

See [Comma-separated-values \(CSV\)](#).

### Cost center

A cost center is a part of your company (for instance, a department or a regional office) for which sales and/or expenses (and sometimes costs) can be calculated separately from the total sales and expenses of the whole company.

Cost centers also apply to sales. Tracking sales by cost center is a typical use for a company which has several sales offices. By making each sales office a cost center, you can separately track the sales performance of each office.

Refer to the *Account Number Format* section in the *PBS Administration* documentation for complete information on *Cost Centers*.

### Transactions

As used in accounting, transaction means a business event involving money and goods or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods).

Because computer software deals primarily with business events which have already taken place, transaction means the record of a completed business event involving money and goods or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the accounting area called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

In the Passport Business Solutions software, when a transaction is entered into the system (into a file or table), it is often referred to as an entry.

### **Source (of a Transaction)**

The source of a transaction (entry) is simply the accounting area where the entry originated (where it was first entered into the computer). For example, a salary expense typically starts in the area of accounting called payroll.

When hundreds (or even thousands) of entries are generated in other areas of accounting and then gathered together in G/L, it is helpful to know the source of each one. The Passport Business Solutions G/L has, as part of each entry, an abbreviation representing the source of that entry.

### **Debit and Credits**

In addition to handling a particular area of accounting, as described above (such as accounts receivable or accounts payable), each module also keeps track of the effect of those entries on G/L. For example, when you make sales to, or receive payment from your customers, this activity affects not only A/R, but also G/L.

These entries must be recorded both in the proper A/R customer accounts and in G/L under the proper G/L account numbers.

The terms debit and credit refer to the types of entries which must be recorded in G/L accounts to accurately reflect the activity occurring in all accounting areas. (Refer to the Glossary in the *System User documentation* for exact definitions of these terms.)

In A/R, a debit memo issued by you to a customer increases what that customer owes you, and a credit memo decreases what is owed. Unfortunately, debit does not always mean an increase in an account and credit does not always mean a decrease in an account. In some accounting areas, a debit increases a G/L account and a credit decreases a G/L account. In other areas, a debit decreases, and a credit increases, a G/L account.

This occurs because of the system called double entry accounting (also called double entry bookkeeping) which is the standard method of accounting used today.

### **Double Entry Accounting**

The concept behind double entry accounting is that every entry (transaction) results in balancing debit and credit entries into the General Ledger.

Let's look at the debits and credits involved when a typical independent business pays for goods or services bought earlier on credit.

The debit: The disbursement (payment you make) results in a debit entry which decreases your money owed others account (usually called the accounts payable account). This is a debit to accounts payable.

The credit: The payment also causes a credit entry which decreases one of your cash on hand accounts. This is a credit to cash.

So two entries are made into G/L which balance each other. These balancing entries form the basis of double entry accounting. If you or your accountant ever find your G/L accounts out of balance, it means that the proper balancing entries were not made.

No attempt is going to be made in this documentation to teach you about accounting, especially about what types of entries cause what accounts to be debited or credited. Unless you're an accountant or fully responsible for maintaining your company's general ledger, don't worry if you don't remember whether a debit increases or decreases a particular type of G/L account.

When using Passport accounting software, you will occasionally be asked to enter the G/L account to be debited or credited. Just refer to the appropriate chapter in this User documentation, where you'll find exact instructions about what to enter.

Within General Ledger, Accounts Receivable, Accounts Payable, Payroll, Order Entry, Job Cost, Inventory Control, Purchase Order, Check Reconciliation, and Sales, the software automatically takes care of all double entry accounting as you enter the required information on the screen.

### Function

As used here, function means one or more programs that accomplish a specific task.

Each selection on the main menu for a Passport Business Solutions module is a function. When you select a function from a menu, one or more programs automatically execute, thereby allowing you to accomplish the task you selected.

### Journals

A journal is actually a report or book where the activity in some specific area of accounting is recorded on a regular basis (usually daily).

For example, in Accounts Receivable, there is a function that enables you to enter your cash receipts (the payments you receive). As part of that function, a report called the Cash Receipts Journal is printed, showing all the payments you received for that period of time (usually a day).

There are several different journal functions in the G/L module.

### General Journal

The general journal is the G/L selection for entering miscellaneous entries into the system. It includes the entry program, as well as the program which prints the journal showing what entries you made.

Using the general journal function, you can make balanced entries consisting of debit or credit entries for any G/L accounts.

The general journal is used primarily to record entries which are prepared manually.

## Distributions Journal

The distributions journal is the G/L selection used to collect entries from the journals in other Passport Business Solutions accounting modules.

For example, entries from the Sales Journal and Cash Receipts Journal in Accounts Receivable can be automatically fed into the distributions journal, so they do not need to be re-entered in G/L.

Using the distributions journal function, you can make a debit or credit entry for any G/L account. This is used primarily to enter adjustments and other miscellaneous entries.

The term distributions journal includes the entry program, as well as the program which interfaces to the other programs and the program which prints the journal showing what entries were made.

When the G/L module is used by itself (that is, not in conjunction with other Passport Business Solutions accounting modules), either the general journal function or the distributions journal function can be used to enter entries into the system.

## Standard Journal

The standard journal is the G/L selection used to enter those entries which normally occur once in every accounting period.

Your rent is an example of a typical standard journal entry. It is an expense which occurs every month at a fixed rate.

In G/L, a standard journal entry which occurs every month can also have a variable amount. An example of this would be your electric bill.

All entries which are not automatically fed into G/L from other Passport Business Solutions modules enter the system through either the general journal selection, the distributions selection, or the standard journal selection. Entries in the standard journal remain until you delete them.

---

**Note** A Recurring journal selection is also provided to handle groups of entries which may recur at intervals other than each accounting period. Refer to the [Recurring Journal](#) chapter.

---

## Journal Number

In G/L and other modules, references are made to the journal number of a journal printout, or to the report number of a printed report.

Every report that is printed has its own report number. You will see this number on the very first printed line of the report.

The very first report that you print will be automatically assigned report number 0001, regardless of the report number. The next report will be assigned number 0002. Each new report that you print will automatically be assigned the next number in sequence — 0003, 0004, 0005, etc. — until the number 9999 is reached. After number 9999, the next report number assigned is again number 0001.

This numbering system helps you identify your reports. Some reports, such as financial statements, allow you to suppress printing report numbers on the report.

### Journal Codes

Every journal that is printed has a journal number. The journal number begins with a two-letter designation, or journal code. The journal code for the Distributions Journal is GJ. The journal code for the A/P Check Register in the Accounts Payable module is AK.

The journal codes are listed in the [Source Cross Reference](#) chapter.

The journal number is the two-letter journal code, followed by a four-digit report number. For example, if an entry has a journal number of GJ0126, this means that the entry can be found on the Distributions Register that has report number 0126.

The journal number is kept (stored) along with the entry, and tells you the exact journal on which the entry was printed.

### Date Sensitivity

In G/L, you tell the computer what the starting and ending dates are for your current accounting period (the period you are processing), as well as the current reporting period. Thereafter, many of the selections in the module will automatically ignore any entries which fall outside your current accounting period.

You can enter General Journal and Distributions Journal entries dated outside your current period for the purpose of adjustment.

---

#### **Note**

You do not want to do adjustments to a closed year, except to change beginning balances.

---

### Trial Balance

A trial balance is a trial run (a test run) made before printing the actual financial statements.

The G/L Trial Balance Report shows all the entries for one or more accounts within one or more accounting periods. (You choose which accounts and accounting periods to print.)

The Trial Balance Report (and its cousins, the Working Trial Balance and the Spreadsheet Extract) are often used by an accountant to figure out what adjusting entries need to be made before the final copy of your financial statements can be printed.

### Financial Statements

These are the summarized reports, produced by the G/L module, which state how your company performed financially over a specified period of time.

Many businesses pay their accountants to prepare financial statements every quarter (three months). Virtually all businesses prepare some kind of financial statements at least once a year.

The Operating Statement (also called Income Statement, Profit and Loss Statement or P & L) is one of the most important financial statements. It typically shows your gross revenues, the direct costs of the goods or services you sold to get such revenues, your other operating expenses, your costs, and your net income.

The Balance Sheet is another important financial statement. Simply stated, your balance sheet shows your assets and liabilities at a particular point in time, and therefore shows your net worth at that time.

With a little help from your accountant, you can tell a lot about the financial condition of your company from your current financial statements.

### **Integrated**

When a set of accounting modules is integrated, any information generated in one area which is needed in another area is automatically supplied to that other area.

You do not have to enter the information twice.

Passport accounting software is fully integrated. When G/L is used with other Passport Business Solutions modules, any information recorded in those other modules which G/L should know about can be automatically transferred to G/L.

### **Data Organization**

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data), and to be able to process data logically, data must be organized in some predictable way. The Passport Business Solutions accounting software organizes your data for you automatically as it stores it on your disk.

There are five terms you should understand about the way the data is organized:

#### **Character**

A character is any letter, number, or other symbol you can type on your computer keyboard.

#### **Field**

A field is one or more characters representing a single piece of data. For example, an account number, a date, and a dollar amount are all fields.

#### **Record / Row**

A record is a group of one or more related fields. For example, the fields representing the account number, the amount, and the distribution date might be grouped together into a record called the entry record.

A record is called a row when using SQL.

#### **Entry**

A record in a data file or table is often referred to as an entry.

#### **Data file / Table**

A data file is a group of one or more related records. A data file is often referred to simply as a file (without the word data). A data file is called a table when using SQL.

The General Journal File in General Ledger is an example of a data file. Such a file is made up of several records, each of which contains the account number, amount, etc. for one entry.

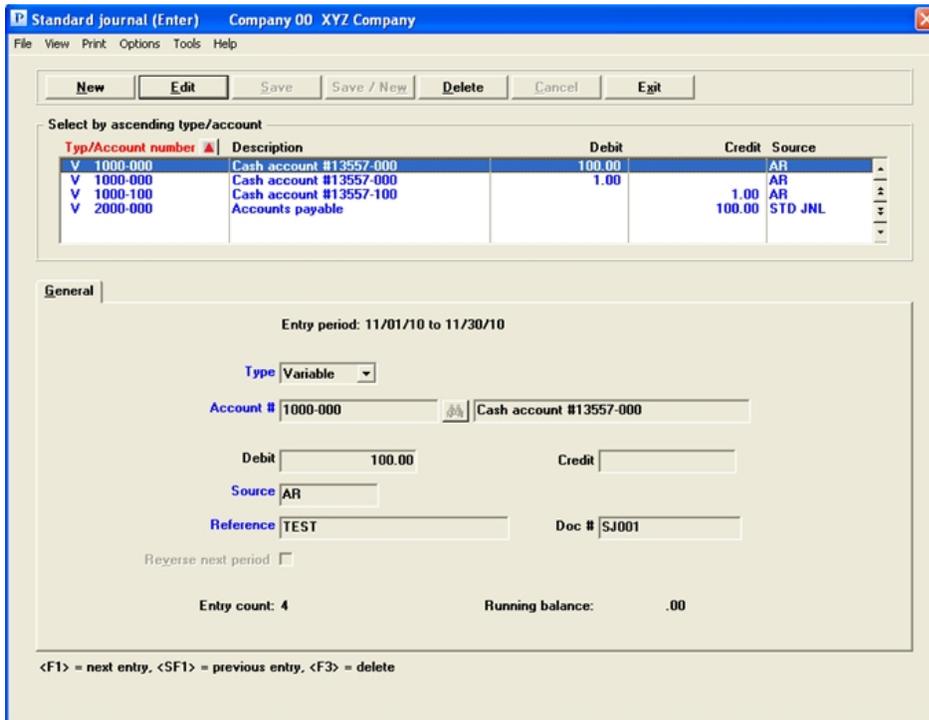
Each file is kept separate from other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, references to file in this User documentation mean data file unless specifically stated otherwise.

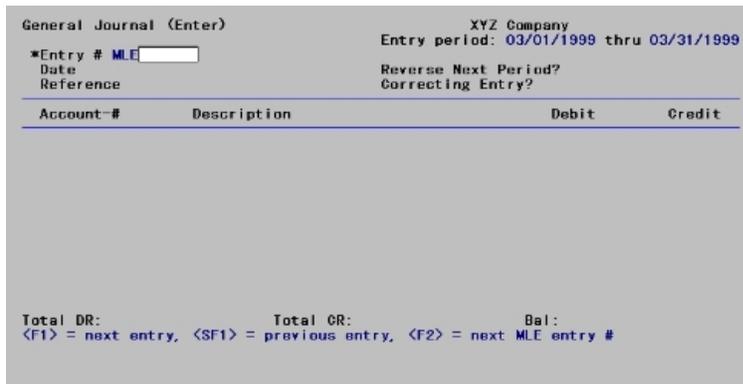
### Graphical Mode and Character Mode

Graphical mode refers to the modern and more recently developed data entry, report and posting screens. Character mode refers to the classic data entry, report and posting style screens which was originally developed in the 1980's.

Here is an example of a graphical mode screen:



Here is an example of the same screen in character mode:



Graphical screens may be preferred by some users while character screens may be preferred by others. Each PBS user can have their own default mode. Your login determines which your default mode and this default can be changed at any time.

Graphical mode has some advantages over character mode where character mode has some advantages over graphical. Test both to find the mode that works best for you.

While on a PBS screen that supports both character and graphical mode you may toggle back and forth from one mode to the other. For example if you are defaulted to using character mode you may switch to graphical mode by selecting <Sft+F10>. You may toggle back to character mode using the same <Sft+F10>.

Almost all screens are available in character mode. The exceptions are noted in the documentation. Many, but not all screens are available in graphical mode.

### Grayed out

This pertains to the graphical mode. It is a user interface element that is being displayed with a light shade of gray instead of black to indicate that it cannot currently be operated or selected by the user.

Check boxes and check box labels are black when adding or editing a record. When viewing them they are grayed out.

Menu selections that are unique to certain screens could be grayed out depending on the user's permission.

### Post

To post means to take entries from a temporary file and move them to a permanent file (where other entries probably already exist). For example, in G/L, entries are initially entered into the temporary General Journal File. After entries have been entered and verified as correct, they are posted to the more permanent General Ledger File.

Often, during entry posting, information in other data files is also updated. For example, when sales from Accounts Receivable are posted, the account balance and historical sales figures in Customers are also updated.

### **Alphanumeric**

When the documentation refers to alphanumeric, it means letters of the alphabet, numerals (numbers), special symbols (\*, &, \$, etc.) or any combination of all three kinds. In contrast, numeric (or digits), means only numbers.

### **Multi-company**

Multi-company refers to the capability to do accounting functions for multiple companies with the same set of software. A user wanting to do accounting functions for more than one company on the Passport Business Solutions modules can use the *Define multiple companies* selection.

### **Company Consolidation**

Company consolidation is the action of summarizing the accounting activity of several companies into a whole, as though they were one company. For example, the entries from companies A, B, and C could be summarized into company X, and an overall set of financial statements produced for company X (the consolidation company).

### **Help**

Help refers to descriptions of functions which appear on the screen by pressing a designated key. The Help text gives you a quick reference to the highlights of functions while you are running the application.

### **Graphical Mode**

In this mode help is accessed via the <Ctrl+F1> keys.

### **Character Mode**

Help is accessed via the <F8> key.

### **Lookups**

There are two kinds of lookups: Data Lookup and Calendar Lookup and they are explained below.

#### **Data Lookup**

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

#### **Calendar Lookup**

The calendar lookup provides a point and click window for finding and entering date fields.

In Graphical mode the calendar lookup is available via the <F4> key. In Character mode access the calendar lookup via the <F7> key.

### **Note**

In Character Mode, depending on where you press <F8>, this function will return a Lookup window or context sensitive Help. If a Lookup window is returned, pressing <F8> a second time will display Help for the field if available.

### **ODBC**

(pronounced as separate letters) ODBC is short for Open Database Connectivity. ODBC is a “pipe” that connects data from Passport Business Solutions files to popular ODBC compliant spreadsheet and reporting applications like MS Excel, Access and Crystal reports. ODBC requires a separate purchase. XDBC™ is the product name that allows PBS to interface with your data via ODBC.

### **Spool**

SPOOL is a computer word meaning Save Printer Output Off-Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

### **Accounting Periods**

Using the *Accounting periods* selection, you can define a fiscal year containing from one to thirteen accounting periods. You can also define a separate period for use in reporting purposes. See the [Accounting Periods](#) chapter.

### **G/L Account Number Format**

Companies with multiple sales departments or branches often require separate Operating Statements for each cost center.

The minimum format in the Passport Business Solutions is a single segment account number consisting of a four-digit main account number. The maximum format is a four segment account number. When four segments are used, they are sequenced as two cost centers (such as Division and Department), main account and subaccount. The full account number may not exceed seventeen characters including the characters in all the segments. Except for the main account, the segments may be omitted or designated in length from 1 to eight characters. The main account must be from four to eight characters. Use of letters can be allowed or disallowed on a segment by segment basis.

Refer to the *PBS Administration* documentation for detailed information.

### **Chart of Accounts**

Here chart means a list. Your Chart of Accounts is the list of all of your G/L accounts.

In addition to the G/L account number and account description, the chart of accounts record contains various codes which govern the handling of the account throughout the system.

You can print the Chart of Accounts List at any time.

### **Budgets**

For each account entered in the Chart of Accounts you may create multiple budget entries for multiple years. There is no limit to the numbers of budget types.

You may print the budget entries at any time.

### **Comparatives**

Comparatives refer to an accumulation of financial data from prior years. You may have an unlimited number of years of historical data stored.

You may print the comparative entries at any time.

Even though there is comparative data, you may also print financial statements using the detail data of previous years.

### **General Journal Entries**

In the general journal, you can make new entries (enter transactions), change or delete existing entries, and post entries to General Ledger Transactions.

General journal entries can be made in such a way that they will be automatically reversed next period (for accrual purposes).

As an aid in the entry process, each entry is handled so that its balance is known as you insert, edit and delete lines in the locations you desire. You can print the General Journal Entry Edit List before posting.

When general journal entries are posted to General Ledger Transaction, the General Journal Entry Register is automatically printed.

### **Distributions Journal Entries**

In the distributions journal, you can make new entries (enter transactions), change or delete existing entries, and post entries to General Ledger Transactions.

Distributions journal entries can be made in such a way that they will be automatically reversed next period (for accrual purposes).

As an aid in the editing process, you can print the Distributions Edit List before posting. It can be printed in order by account number or in the order the entries were made.

When distributions journal entries are posted to General Ledger Transactions, the Distributions Register is automatically printed.

### **Standard Journal Entries**

Standard Journal Transactions may be maintained for journal entries which recur each accounting period.

Each standard journal entry may be set up with either a fixed amount or with a variable amount to be entered each period. You can then post these entries to General Ledger Transactions.

The Standard Journal Entry Edit List may be used to assist in maintaining this data. The Standard Journal Entry Register is automatically printed when these entries are posted.

### Recurring Journal Entries

This selection is similar to standard journal entries, but more flexible, since it allows you to set up journal entries which recur weekly, quarterly, etc., instead of just once per accounting period.

It also saves you time because if you want to do an allocation to a set of accounts, you can distribute by percentage. (In the standard journal, you must distribute one transaction at a time.)

You can set a time limit on a recurring entry. You can also limit recurring entries in terms of the number of times used.

### View Accounts

The *View accounts* selection allows all entries for a selected account and within a specified date range to be displayed on the computer monitor. See the [View Accounts](#) chapter.

### Source Cross Reference

The Source Cross Reference Report shows all entries for any time period, for one or more sources and/or one or more journal numbers. This report prints detail (individual) entries in order by source or by journal number, whichever you select.

You can always associate a journal number with a printed, physical document, and (provided you have not compressed the general ledger) you can reconstruct a lost journal printout by using this selection. To reconstruct, specify all sources and dates for a particular journal number.

Because you select the ranges of starting and ending source codes, starting and ending journal numbers, and starting and ending dates, this report is a very powerful tool for identifying unusual transactions and their origins.

As in nearly all the Passport Business Solutions reports, you can display this report on your screen. This allows you to rapidly review large numbers of entries within a selected range to isolate any problems.

### Financial Statement Formats

With General Ledger, you can design your own financial statements. Up to 999 different financial report formats can be defined if disk space allows.

Layout functions allow you to format financial statements by entering the relative position of titles, headings, accounts, text lines, sub-totals, totals, etc. The user-defined formats are saved on disk and can be easily added to, changed, or deleted whenever necessary.

Wild-carding and account ranges are allowed in financial statement layouts.

A Financial Statement Specifications List and sample financial statements (showing statements as they will print, but without real dollar amounts) may be printed.

### Financial Statement Printing

General Ledger prints the user-formatted financial statements on request. These include the Operating Statement, Balance Sheet, Supporting Schedules, Expanded Cash Flow Statement (FASB 95

Cash Flow Statement), and the Source and Application of Funds (SAF) Reports: Statement of Cash Flow, Components of Working Capital, and Changes in Financial Position.

Financial statements may be printed at any time, for any accounting period which you define, and for a set of cost centers which you define.

Budget and/or comparative figures may be shown on selected financial statements along with budget or comparative variances. A variance is the difference between the current amount and the budgeted amount (budget variance), or the difference between the current amount and last year's amount (comparative variance).

User-defined notes, disclaimers, etc. may also be printed on any of the financial statements.

### **SAF - Source and Application of Funds**

The Source and Application of Funds Statement shows the total sources of new funds raised between Balance Sheet dates and the total uses of those funds in the same period.

The Source and Application of Funds Statement tells exactly where the enterprise got their money from and how it was spent. It tells whether management has made sound investment decisions.

### **Proforma Statements**

It is the basic tool for budgeting and budget planning. It is a projected or estimated financial statement that attempts to present a reasonably accurate idea of what a company's financial situation would be if the present trends continue or certain assumptions hold true. Proforma statements contain a set of mathematical and logical equations used routinely in preparing 'what if' scenarios, formulating business plans, estimating cash requirements, or when submitting financing proposals.

### **Accounting Ratios**

User-defined accounting ratios can be set up and calculated. These can be standard ratios or customized to meet specific business needs.

### **Year-To-Date Entries**

It is recommended that all detail entries (transactions) for the year may be retained. When detail is stored for the entire year, the Trial Balance Report may be printed showing all such detail.

However, if disk space is not available, detail may be compressed (summarized) on request. The *Summarize* selection totals and compresses entries, either by date or by accounting period, at the user's option.

Date sensitivity is always maintained during a compression, allowing reports (without detail) and financial statements to be re-run for prior periods, even after compression.

### **Year End Procedure**

The *Close a year* selection closes the current year so no more entries may be made to that year. Balance sheet entries are accumulated to produce one beginning balance in the new year. This procedure also rolls the year-ending account totals over into the last-year comparative figures.

### **Interface to Other Passport Business Solutions Systems**

Accounts Receivable, Accounts Payable, Payroll, Check Reconciliation, Inventory Control, and/or Job Cost systems may be interfaced to the General Ledger, provided each module interfaced is the same version number, running on the same machine (computer).

### **Password Protection**

Passwords are required for accessing PBS. A password is a unique code you assign to each individual using your PBS software. Each potential user must first enter a valid password before he or she will be enabled to use a protected selection.

### **Data Recovery Procedure**

This selection provides the capacity to recover corrupted data. You can also use it to convert important data to a format which can be easily interfaced to common data base and word processing modules.

### **Printers**

You may select a Windows printer if you are on Windows or Thin client for reports and many types of forms.

For Windows, Thin client and Linux you can easily select any the printers that have been entered in *Company information*.

### **Loan Payment Calculation**

This general purpose program is useful to accountants and is included for your convenience, although it is not an integral part of General Ledger. The program is described in the [Calculate Loan Payments](#) chapter.

You don't need any Chart of Accounts information or Financial Statement Layouts to calculate loans, but you are required to have entered *Company information* under the *CTL* menu selection.

### **Upgrading from Earlier Versions**

The necessary functions and instructions to enable you to upgrade from an earlier version of this same Passport Business Solutions module are described in the *EZ Convert* documentation.

# Getting Started

This chapter contains the following topics:

[How to Get Started with G/L](#) .....

[Regular Use](#) .....

[Support and Training](#) .....

## HOW TO GET STARTED WITH G/L

Before getting started, ensure that the General Ledger software is installed on your computer. Refer to the *PBS* Release documentation to install PBS before proceeding.

Also, you may want to familiarized yourself with the main features of this module by reading the [Understanding General Ledger](#) chapter in this documentation.

### Your Accountant

You should consult with your accountant before using PBS software. Your accountant should be familiar with your accounting software, and can advise you on converting from your existing G/L system.

### The General Ledger Data

Before you use the General Ledger module, you enter information about your General Ledger system and how you want your transactions handled.

There are several different data files/tables which you enter before you can begin using the module on a regular basis. Here is a brief explanation of these:

#### Company information

This contains basic information about your company. If you are using multiple companies, there is a *Company information* menu selection for each company. In this, you specify information such as your company's name and address, your account number structure, printers and more.

#### G/L Control information

This contains a number of parameters which define your general ledger structure. Each parameter defines specific values to be used in other selections.

#### Accounting Periods

With this, you define the starting and ending dates of your accounting periods. Although most independent businesses use the 12 calendar months as their 12 accounting periods, you can define as few as one or as many as 13 accounting periods here. You also specify a reporting period which is used in printing various reports and statements. It can be the same or different from your current entry period.

#### Chart of Accounts

This contains a list of all your G/L accounts. In addition to account numbers and descriptions, you may enter budgets and last year comparative figures in here. (The use of budgets and comparatives is optional.) You also use this to define any subaccounts you are using.

#### General Journal Transactions

Although this data is regularly used on a day-to-day basis after the initial set-up procedure, it is also used during initial steps to make a beginning balance entry for each of your accounts.

### Standard Journal Transactions

This contains any entries which recur each accounting period. (By storing recurring entries on the disk, you avoid having to enter them anew each accounting period.)

### Sub-Account Groups

This contains subaccount groups. Each subaccount group is a set of subaccounts which you group together for reporting purposes. Use of subaccount groups is optional.

### Layouts

In this file you custom-design and store the layouts (formats) of your financial statements.

### Texts

You enter into this file any pieces of text (such as instructions, explanations, footnotes, etc.), that are to be printed on your financial statements.

### Statement Specifications

Use this file to enter additional instructions for printing your financial statements. For example, instructions are stored in this file to direct whether to show budgets or comparative figures on any or all financial statements.

## Setting up General Ledger

Perform these steps to start using General Ledger:

Step	Description
1	Study chapters 1 through 4 in the <i>System User</i> documentation. These chapters explain the general system features that are in all the modules.
2	Start G/L according to the instructions in the <a href="#">Using General Ledger</a> chapter.
3	<i>Company information</i> , found on the CTL menu, is set up for you as part of the installation procedure. Use the <i>Company information</i> menu selection to modify the data to be appropriate for your company (refer to the <i>Company Information</i> chapter in the <i>PBS Administration</i> documentation).
4	If you are using cost centers or sub accounts per your <i>Company information</i> setup, enter them using the CTL <i>Cost centers / Sub accounts</i> menu.
5	Define your accounting periods using <i>Accounting periods</i> . Refer to the <a href="#">Accounting Periods</a> chapter.
6	Enter G/L controls using <a href="#">Control Information</a> . The data in the G/L Control information controls how G/L is used by your company.

Step	Description
7	<p>Set up your Chart of Accounts. You may auto-enter the Valid G/L accounts at the same time if the G/L Control information <i>Update Valid G/L accounts when adding/changing G/L accounts</i> field is checked.</p> <p>If you are adding the G/L module after other modules are in use, you may load accounts from the Valid G/L Accounts into the Chart of Accounts as described in the <a href="#">Set-up Procedures</a> chapter. If other modules are not already in use (or you do not wish to load the Chart of Accounts from Valid G/L Accounts), enter your Chart of Accounts using the <i>Chart of accounts</i> menu selection (described in the <a href="#">Chart of Accounts</a> chapter).</p>
8	<p>In setting up your Chart of Accounts, you may choose to enter budgets (for the current fiscal year) and comparative account information for the previous fiscal year. If you do not enter this information, you will not be able to print financial statements which show budgets and comparatives during the initial fiscal year in which you are using the software.</p>
9	<p>When you close the fiscal year, the software will store account balances from the year being closed as the comparatives for the new year. Additionally, you can set budgets based on these comparatives. Thus, even if you do not enter budgets and comparatives now, you will be able to print financial statements in the next fiscal year which show budgets and comparatives, since the software will generate this information for you when the current fiscal year is closed.</p>
10	<p>Set up beginning balances for your balance sheet accounts using <i>Set beginning balances</i> (described in the <a href="#">Set-up Procedures</a> chapter). In order to use this procedure, you must first enter comparatives for each balance sheet account. If you have chosen not to enter comparatives, this function will not work correctly.</p>
11	<p>If you do not use <i>Set beginning balances</i> to set up beginning balances, use <a href="#">General Journal</a> to enter the beginning balances.</p>
12	<p>Enter a debit or credit for each balance sheet account (with a reference of BBF for balance brought forward). These entries should be dated on the last day of the previous fiscal year. These entries correspond to your final balance sheet for the previous fiscal year.</p>

Step	Description
13	<p>If you are setting up G/L as of the beginning of your fiscal year, no other journal entries need to be made. However, if you are setting up G/L during the fiscal year, you must make journal entries to bring G/L up-to-date with your manual ledger. In this case, you would enter a debit or credit for each account for each period which you have already completed in the current fiscal year. The debit or credit entered would be the net change for that account for that period. For example, if your cash account increased by \$1,000.00 as of the end of the first period, you would debit cash for \$1,000.00 with an entry dated on the last date of the first period.</p>
14	<p>For the current period, you would enter a debit or credit for each account which summarizes the net change to that account for the current period.</p>
15	<p>A quicker way to bring G/L up-to-date is to make a single entry which summarizes the net change to each account from the beginning of the fiscal year up to the current date in the current accounting period. However, if you do this, the software will not be able to generate budgets and comparatives for all accounting periods when you close this fiscal year. This is because you will not have entered enough information for the computer to determine the ending balance for each account for each period that has already been completed in the current fiscal year.</p>
16	<p>Set up the standard journal, using <i>Standard journal</i>. This journal is for debits and credits which are made each accounting period and is described in the <a href="#">Standard Journal</a> chapter.</p>
17	<p>Set up the recurring journal, using <i>Recurring journal</i>. This journal is for debits and credits which occur periodically (but not necessarily just once each accounting period.) This journal can also be used to set up allocations to accounts on a percentage basis (refer to the <a href="#">Recurring Journal</a> chapter).</p>
18	<p>Enter text that will be used on financial statement layouts using <i>Texts</i> (described in the <a href="#">Texts</a> chapter).</p>
19	<p>Enter Financial Statement Layouts for your Profit and Loss Statement, Balance Sheet Statement, and supporting schedules for each, as needed. Financial Statement Layout entry is described in the <a href="#">Financial Statement Layouts</a> chapter.</p> <p>Extract financial statements provides an export of the Profit and Loss Statement, Balance Sheet Statement, supporting schedules or any type of data you want to pull</p>

Step	Description
	<p>from the General Ledger transaction file. Designing a layout is described in the <a href="#">Extract Financial Data Layouts</a> chapter.</p>
20	<p>If you want to print financial statements for sets of cost centers or subaccounts, enter each set as a cost center or subaccount group using <i>Sub-accnt / Cst cntr groups</i>, (described in the <a href="#">Cost Center and Subaccount Groups</a> chapter).</p>
21	<p>Enter Statement Specifications using <i>Financial statement specifications</i>. These specifications are used to control the sequence in which financial statements are printed and to specify whether budgets, comparatives, or ratios are to be printed on the financial statements.</p> <p>Additionally, you may specify whether the financial statement is to be printed for all subaccounts, a single subaccount, or for a set of subaccounts as defined by a subaccount group. See the <a href="#">Build Financial Statement Layouts</a> chapter.</p> <p>Similar to the <i>Financial statement specifications</i>, you may also generate a CSV output for financial statements. See the <a href="#">Extract Financial Data Layouts</a> chapter.</p>
22	<p>If you are using multiple companies and need to print consolidated financial statements, set-up your consolidation company (described in the <a href="#">Company Consolidation</a> chapter).</p>

Now you are ready to use General Ledger on a daily basis. For using General Ledger, read the *Regular Use* section below. Also see the [Guide to Daily Operations](#) chapter.

## REGULAR USE

When you have finished building your data as above, you will be ready to use G/L on a regular basis. The remaining chapters in this documentation show you how to:

- View G/L account activity
- Print the G/L Trial Balance and worksheet reports
- Print the financial statements
- Extract financial data
- Summarize the G/L transactions
- Perform the year end procedures
- Get distributions from other modules
- Consolidate multiple companies for summarized reports
- As needed calculate loan payments
- Print reports from disk

Appendix A [Handling Periodic Inventory](#) describes procedures to follow so that, if you are keeping your inventory by the periodic method, your inventory and the cost of goods sold will appear correctly on a Profit and Loss Statement.

Appendix B [Sample Reports](#) contains examples of G/L reports.

Appendix C tells you how to convert G/L data from previous years when the previous RealWorld or PBS system only stored one year at a time.

## SUPPORT AND TRAINING

Visit us [online](#) for more information about Passport Software, PBS and our other products and services.

### Support

PBS User documentation and on-line “Help” messages are designed to enable you to use the Passport Business Solutions software without additional help. However, if problems or questions arise which you cannot resolve using these materials, additional assistance may be available from your Passport Business Solutions supplier or an independent professional in your area.

If you have unresolved issues with your Passport Business Solutions software, contact your PBS partner or an authorized Passport Business Solutions consultant for support.

For the name and location of a PBS partner near you, contact Passport Software at 847-729-7900.

If you wish to receive support directly from Passport Software, Inc., please call 847-729-7900 to discuss the options.

### Study and Training

It is often found that PBS users are not aware of some or many features that are available on their system. Not all features may apply to your business. Reading the documentation is a way to understanding and ultimately using the features that will help in running your business. Set aside some time on a regular basis to read a new section in the modules that you are using.

Never go beyond a word you do not understand. In most PBS documents there is a section called *Introduction to xxxx* with xxxx being the name of the module. In this section there are some definitions to words specific to PBS, computers and accounting. Also, in the System documentation there is a *Glossary of Terms* appendix with many words defined. For words not included, it is highly recommended that you have a good dictionary available for looking up words that you do not understand.

Training is another way of understanding the system. Call your Passport Business Solutions reseller for training. If your reseller does not offer training other options are available. Contact Passport Software, Inc. at 847-729-7900 for the name of a qualified trainer in your area or training directly from Passport.

# Using General Ledger

This contains the following topics:

[How to Use General Ledger](#) .....

[Starting General Ledger](#) .....

[Exiting General Ledger](#) .....

## HOW TO USE GENERAL LEDGER

This documentation provides the information you need to know on the Passport Business Solutions General Ledger.

### Organization

The next chapter is a guide to daily operations. It explains how you use General Ledger to perform various daily, weekly, and periodic tasks.

After the guide, the next few chapters give instructions on entering basic information to set up your module according to your needs and to prepare you for daily operation.

Next are chapters which you will use most frequently. They describe how to use General Ledger on a daily basis.

The last few chapters describe selections which are used periodically, including such selections as compressing cleared entries.

Additional information such as; defining multiple companies, passwords, advanced features, and data recovery utilities, can be obtained from the *PBS Administration* documentation.

### How to use this documentation

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include examples. In fact, you can go through the documentation and enter the examples shown in each chapter. This will demonstrate the capabilities of your new software. Each chapter has sample printouts of the information entered during the examples for you to compare.

If you enter the examples, you will want to initialize the file / table before you begin entering your actual business information. When you initialize data, you mean to clear out all information that you have entered for that file / table. The initialization procedure is explained in the PBS Administration documentation chapter called *Initializing Data*. After initialization, you would restart with this chapter and enter your actual business information. Only PBS Administrative users have access to this document.

## Help

Help refers to descriptions of functions which appear on the screen by pressing a designated key. The Help text gives you a quick reference to the highlights of functions while you are running the application.

### Graphical Mode

In this mode help is accessed via the <Ctrl+F1> keys. The link may be to the chapter, a section of a chapter or a field. From there you may access the entire chapter. At the top and bottom of the chapter there is a link to "Open topic with navigation". From there you may access the documentation for the entire application (module).

## Character Mode

Help is accessed via the <F8> key.

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a data lookup window or on-line Help about a task or selection you are currently using. If a data lookup window displays but you want Help, press <F8> a second time.

## Lookups

### Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data on file. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts on file. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

### Calendar Lookup

The calendar lookup provides a point and click window for finding and entering date fields.

In Graphical mode the calendar lookup is available via the <F4> key. In Character mode access the date lookup via the <F7> key.

### STARTING GENERAL LEDGER

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

#### For Windows

Start- > Programs -> Passport Business Solutions -> PBS

#### For Linux

Ensure you are logged in as a user authorized to use Passport software. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace “/usr/pbs” with the name of your Passport top-level directory.

Then type the following:

```
pbs
```

#### Company no

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation, you will be prompted to enter the Company no.

#### User ID

You are prompted to enter your User ID initials.

#### Password Security

You will be prompted to enter your password. A user may reset his or her password during log in to PBS.

For security, the characters you type will not display on the screen. To setup passwords, see *PBS Users* chapter in the *PBS Administration* documentation.

Then when the master menu appears, select the module you wish to use from the master menu.

### Menus

A *menu* is a list of things from which something can be selected.

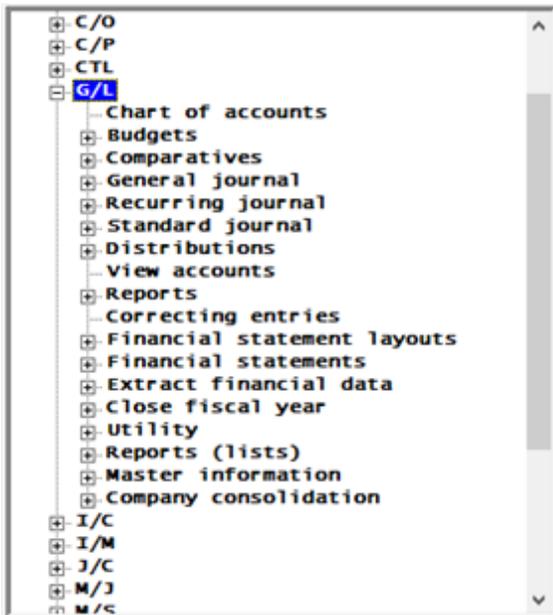
Selecting an item from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin client versions of Passport Business Solutions can have three different menu types. They are: Tree-view, Windows and Menu-bar.

The SCO Open Server and Linux versions only use the Menu-bar.

### Tree-view menu

The following screen is a Tree-view menu display:



The “+” corresponds to expandable menu sections. You can open a tree view menu two ways:

- One click from the mouse will open the menu selection for the application or the sub-menu of a particular menu entry.
- Select the right arrow key to expand the menu or sub-menu.

Clicking on the “-” or selecting the left arrow key closes the menu item.

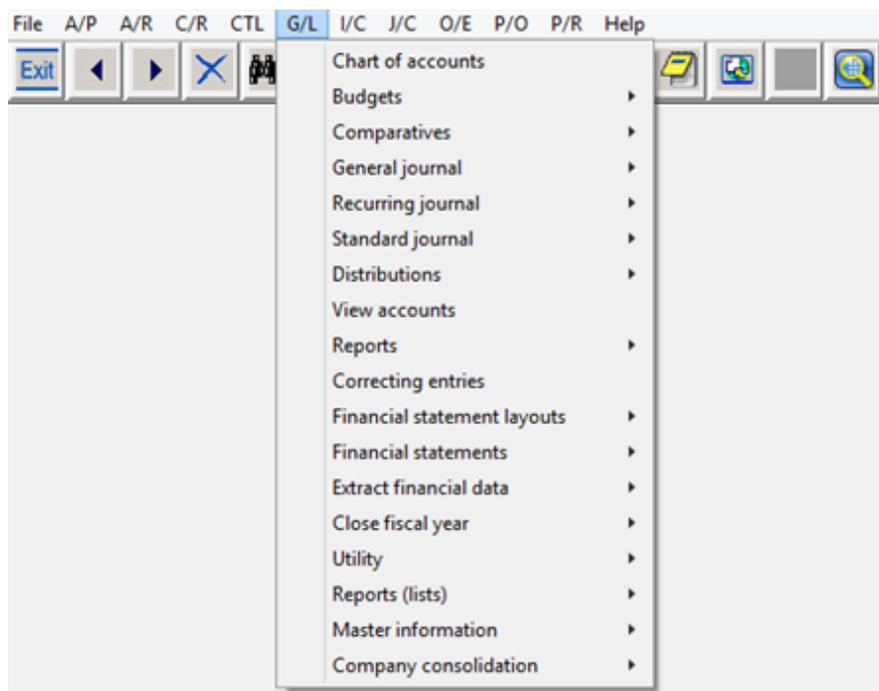
Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu. As stated earlier the left and right arrow keys open and close the menu.

To select the menu program use the Enter key or click on the menu line with the mouse.

### Windows menu

The windows menu provides another option.



This menu type is accessed by the mouse or by the F10 key.

You may use the mouse to access any part of the G/L menu.

If you prefer to use the keyboard select the F10 key to access the menu. You may also select the 'g' key and it goes to the G/L menu. After the menu displays you may type the first letter of a displayed menu item. When you do the cursor goes to the menu selection. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter. Use the right arrow key or the enter key to access sub-menu selections. To close a sub-menu use the left arrow or the escape key. To select the function press the enter key.

### Menu bar menu

The menu-bar type is the classic version of the menu that has been available since the 1980s. Many long time users of RealWorld and Passport were trained on this menu type and prefer it. For people using Passport for the first time, this menu has an "old" non-graphical look and feel that could confuse new users.

To navigate horizontally between individual modules use your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager may be displayed on the menu bar. If you are using more than ten modules, a *More* function is added to the menu bar. To access your additional modules, highlight *More* and press your <Enter> key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next

menu item starting with that letter. To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

## EXITING GENERAL LEDGER

To exit a module, press <Esc> twice from the main menu. To exit a sub menu, press <Esc> to return to a main menu.

To exit in Windows you can also click on the Exit button twice from the main or sub menu.

It is recommended that you exit PBS whenever there are long periods of time you are not entering or processing data. Always exit PBS at the end of the day.

Never turn off your computer with PBS open. Exit PBS first.

# Guide to Daily Operations

This chapter contains the following topics: .....

General Ledger Checklists .....

Daily Operations Checklist .....

Periodic/Monthly Operations Checklist .....

End of Fiscal Year Checklist .....

## GENERAL LEDGER CHECKLISTS

The following checklists are provided as examples for using General Ledger to perform various daily and periodic tasks.

The tasks are presented in a logical order. You should adjust the checklist as necessary to meet your own needs. Consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

## DAILY OPERATIONS CHECKLIST

Use the following guidelines for performing daily General Ledger tasks:

EACH DAY	EACH DAY, AS NEEDED
Enter manual debits and credits using <a href="#">General Journal</a> . Print an edit list to verify your entries and then post these entries to the General Ledger Transactions.	
	Enter new G/L accounts using <a href="#">Chart of Accounts</a> . (If you are using other modules, these accounts should also be entered into Valid G/L Accounts.)
	Inquire into accounts, using <a href="#">View Accounts</a> .
	Enter new recurring journal transactions using <i>Recurring Journal (Enter)</i> . See the <a href="#">Recurring Journal</a> chapter.
	Select <i>recurring journal transactions for use</i> , using <i>Select for use</i> .
	Copy selected recurring journal transactions to General Journal Transactions using <i>Use selected</i> .
	Post the recurring journal transactions using <i>Distributions (Post)</i> .
Mark entries in the General Ledger Transactions as correcting entries using <a href="#">Correcting Entries</a> .	

## PERIODIC/MONTHLY OPERATIONS CHECKLIST

Use the following guidelines for performing periodic and monthly General Ledger tasks:

EACH PERIOD	EACH PERIOD, AS NEEDED
<p>If you are using A/R, A/P, I/C, PR, CR, or J/C, follow the <i>Get distributions</i> procedure described in the <a href="#">Distributions</a> chapter to pull debits and credits from these modules into General Ledger.</p>	
<p>Print a Trial Balance Report using <a href="#">Trial Balance</a>.</p>	
	<p>Print the <a href="#">Source Cross Reference</a> report (as needed) to print a list of entries in General Ledger Transactions by either their source code or journal number.</p>
<p>Print a <a href="#">Working Trial Balance</a>. Use this worksheet to make adjustments for the period.</p>	
<p>If you have set up <a href="#">Standard Journal</a>, edit the transactions in the Standard Journal as needed. The standard journal would normally contain debits and credits for the adjustments to be made for the accounting period. Print an edit list to verify your entries and then post the standard journal to General Ledger Transactions. (If you have not set up the Standard Journal, use <a href="#">General Journal</a> to enter and post your adjustments.)</p>	
<p>Print another Trial Balance as a permanent record of the debits and credits for the current period.</p>	
<p>Print financial statements using <i>Print financial statements</i>. Optionally, you may create a CSV file and view the data in Excel.</p>	
<p>If you are using multiple companies and need to consolidate entries, do so using <a href="#">Consolidating Entries</a>. This function is run in the Consolidation company. Then print consolidated financial statements using <i>Print financial statements</i> in the consolidation company.</p>	

EACH PERIOD	EACH PERIOD, AS NEEDED
	<p>Using Extract Financial Data export your financial data to a CSV file. View the data in your chosen spreadsheet type program.</p>
	<p>Use <i>Summarize general ledger</i> (if needed) to reduce the number of General Ledger Transactions. Be sure to read the chapter titled <a href="#">Summarize General Ledger</a> before running this function, as this function compresses the General Ledger Transaction information. (You may also want to consult with your accountant before using this function.)</p>

## END OF FISCAL YEAR CHECKLIST

Use the following guidelines for performing end-of-fiscal-year General Ledger tasks:

EACH FISCAL YEAR	EACH YEAR, AS NEEDED
<p>Perform all the periodic / monthly actions described above for your final accounting period of the fiscal year. If you must start your new fiscal year prior to entering your final adjustments for the fiscal year just ended, refer to the <a href="#">Close a Fiscal Year</a> chapter, which describes how to start the new fiscal year without closing the previous fiscal year.</p>	
<p>Once you have entered and posted your final adjustments for the fiscal year, you may print your final financial statements for the fiscal year. Financial statements for the closed year may also be printed after the year-end close.</p>	
<p>Print a detailed trial balance for the entire fiscal year, which will serve as a permanent record of the fiscal year.</p>	
<p>Follow the procedures described in the <a href="#">Close a Fiscal Year</a> chapter to close the fiscal year.</p>	

# Accounting Periods

This chapter contains the following topic:

[Defining Accounting Periods](#) .....

## DEFINING ACCOUNTING PERIODS

The *Accounting Periods* selection is used to enter the accounting periods for two fiscal years: the current fiscal year and the following fiscal year. You may define up to thirteen accounting periods for each year. Most companies use twelve periods, but more or fewer periods sometimes occur; especially in the transition year following a change to the fiscal year-end.

You also provide the entry and reporting periods on this screen.

### Select

*Accounting periods* from the *Master information* menu.

A screen similar to the following appears:

The screenshot shows a software window titled "Accounting periods" for "Company 00 XYZ Company". At the top, there is a menu bar with "File" and "Tools". Below the menu bar is a toolbar with buttons for "New", "Edit", "Save", "Save / New", "Delete", "Cancel", and "Exit". The main area contains two tables side-by-side for "Fiscal year 2009" and "Fiscal year 2010". Each table has columns for "Period", "Start", and "End". The 2009 table lists periods 1 through 13 with start and end dates. The 2010 table lists periods 1 through 13 with start and end dates. Below the tables are fields for "Current fiscal year" (2009), "Entry period #" (1), and "Reporting period" (01/01/2009 thru 01/31/2009). At the bottom, there is a legend: "<F1> = next record, <SF1> = previous record, <F2> = re-enter accounting periods".

### Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the same from screen to screen. If a menu selection is grayed out you will not be able to access it.

In character mode the following screen appears:

Accounting periods				XYZ Company			
---- Fiscal year 2001 ----				---- Fiscal year 2002 ----			
	Prd	Start	End		Prd	Start	End
1.	1	1/01/01	1/31/01	14.	1	1/01/02	1/31/02
2.	2	2/01/01	2/28/01	15.	2	2/01/02	2/28/02
3.	3	3/01/01	3/31/01	16.	3	3/01/02	3/31/02
4.	4	4/01/01	4/30/01	17.	4	4/01/02	4/30/02
5.	5	5/01/01	5/31/01	18.	5	5/01/02	5/31/02
6.	6	6/01/01	6/30/01	19.	6	6/01/02	6/30/02
7.	7	7/01/01	7/31/01	20.	7	7/01/02	7/31/02
8.	8	8/01/01	8/31/01	21.	8	8/01/02	8/31/02
9.	9	9/01/01	9/30/01	22.	9	9/01/02	9/30/02
10.	10	10/01/01	10/31/01	23.	10	10/01/02	10/31/02
11.	11	11/01/01	11/30/01	24.	11	11/01/02	11/30/02
12.	12	12/01/01	12/31/01	25.	12	12/01/02	12/31/02
13.				26.			
	27.	Fiscal year	2001				
	28.	Entry period #	1				
			1/01/01 thru 1/31/01				
	29.	Reporting period	1/01/01 thru 1/31/01				

<F1> = next record, <SF1> = previous record, <F2> = re-enter accounting periods  
Field number to change ? [ ]

From this screen you can work with both new and existing entries.

There is one entry for each year you have done business.

**Note** Prior to PBS 11.7 only one 2-year combination existed in periods. Now you may retain periods from older years.

If you are entering accounting periods for the first time, PBS will create the accounting periods based on the [Current fiscal year](#) field in *G/L Control Information*.

The left side fields #1-13 constitute a table of accounting periods for the current fiscal year, and the right side fields #1-13 a table for the next year. The initial default is that the current fiscal year corresponds to the current calendar year, that the periods correspond to calendar months, and that there are twelve periods in a year.

The Fiscal year field similarly defaults to the current calendar year, and Entry period # and Reporting period # to the current month.

If you want to use the examples in this documentation select <F2> to *Re-enter accounting periods* and then enter examples as shown for each field.

**Note** In almost all cases only re-enter accounting periods on a test or demo system. Never re-enter the accounting periods on a live system unless you have a special exception. One possible exception is you want to change your year from a non-calendar fiscal year-end to a calendar fiscal year-end.

Enter the following information:

**Starting date / Ending date**

Enter the starting date and ending date for Period 1 of the current fiscal year.

Format	MMDDYY for each field
Example	Type 10119 for the start date Press <Enter> for the end date

### 2-13 Ending date

#### Options

Enter the ending date for a period in the current fiscal year, or use the option:

<F1>	To delete this period and all subsequent periods in the current fiscal year
------	---

Format	MMDDYY for each field
Example	Press <Enter> at each field, except select check <F1> for period 12 to indicate it is the last period

### Starting date/Ending date

Enter the starting date and ending date for Period 1 of the following fiscal year.

Format	MMDDYY for each field
Example	Press <Enter>

### 2-13 Ending date

#### Options

Enter the ending date for a period in the following fiscal year, or use the option:

<F1>	To delete this period and all subsequent periods in the current fiscal year
------	---

Format	MMDDYY for each field
Example	Press <Enter> at each field, except select the check box period 12 to indicate it is the last period

### Current fiscal year

Normally, this is set to be the current fiscal year. However, at the start of every fiscal year you will have to process transactions in the new year before the old year has closed. During this time this field is set to the new fiscal year. Entries can then be made in the following year, and the [Trial Balance](#) report, [Working Trial Balance](#), and financial statements ([Financial Statements](#)) can be run for the following year. Refer to the [Close a Fiscal Year](#) chapter for further information.

Enter either the current fiscal year (shown on the left-hand side of the screen) or the following fiscal year (shown on the right-hand side of the screen).

Format	9999
Example	Type 2015

**Note** When setting up G/L for the first time, if you are using a non-calendar fiscal year, it is recommended that the starting fiscal year be the earlier of the two years. This will become helpful later if you ever switch to a calendar year.

### Entry period #

(This field must be re-entered whenever the fiscal year is changed.)

This field is set to be the period for which you wish to make entries using [General Journal](#). The software then warns you if an entry is dated outside of the current period.

The software displays this period in many places, namely in selections which process entries such as [General Journal](#), [Standard Journal](#), [Get Distributions](#) (the interface to other modules), and [Summarize General Ledger](#) (the data compression feature).

Enter a number (1-13) corresponding to one of the accounting periods defined. Once you have entered the period number, the dates for the period are displayed.

### Options

You have the following option:

<F4>	To access the calendar lookup on each field
------	---

Format	99
Example	Type 3

### Reporting period

(This field must be re-entered whenever the fiscal year is changed.)

This field is used to specify the time period to be used as the current period on the Trial Balance report and all financial statements. For the Working Trial Balance, the ending date of the reporting period is used for the Balance as of date.

The software displays this period in many places, namely in selections which print reports or display account balances. Selections where the reporting period is shown include [Trial Balance](#), [Working Trial Balance](#), [Source Cross Reference](#), [View Accounts](#), and [Correcting Entries](#).

Because this field is entered separately from the current period, you may make entries for one period while printing reports for a different period.

This is especially useful in network environments or other multi-user situations, since you can continue normal entry processing associated with the current period while special reports are prepared for a different period (the reporting period).

The reporting period defaults to the entry period when the accounting periods are created, but you can change this.

The dates here are used as a default when you print the Trial Balance report. However you may override these dates and the dates can be from any year, even outside the entered fiscal year.

**Note**

If the reporting period corresponds to one or more accounting periods within the year specified by the Fiscal year field, the Working Trial Balance report, and financial statements are processed more efficiently. You may use any date range that you want and the software still produces accurate reports; however, unless this flexibility is required by your company, we recommend entering a reporting period which corresponds to one or more accounting periods.

Format	MMDDYY for each field
Example	Type 10119 for the starting date. Type 33119 for the ending date

### Re-enter Accounting Periods

If you selected <F2>, the cursor goes to the first ending date field and the cursor will move through the fields in sequence.

- The starting date is entered only for the first period of the first year. For all other periods it automatically defaults to the day after the ending date of the previous period, and cannot be changed.
- If the starting date of a period is the first day of the month, the ending date defaults to the last day of that month. Otherwise there is no default. In either case, you may enter whatever ending date is correct for your period.

### Options

- To enter fewer than thirteen periods in a fiscal year, use the option:

<F1> or <Space bar>	To make the current period the last one of this fiscal year
------------------------	---

- You will be warned if you have more or fewer than twelve periods in a year, or if the fiscal year is not a full year long.

If you answer N to Do you wish to re-enter periods?, change any field as desired; or use the option:

<F1>	To change the unnumbered fiscal year fields in the headings
------	---

When changing period fields individually, the cursor moves only to the ending date of the period (except for the first period of the first year, when both dates must be entered). You cannot change a single period in isolation; you must continue to enter period-end dates until you have entered a period whose ending date is the day before the next period's starting date.

### Adding Periods

You may need to add periods to your current fiscal year. One example is to go from a 12 period year to a 13 period year.

In either Graphical or Character mode you should re-enter all the periods in order to retain the existing starting and ending dates for the current fiscal year.

<F2>

To add another period to the year in Graphical mode.

It is only available, when editing the periods and *when the cursor is on the End date for the last period of either year*

In Character mode you must re-enter all the periods if you want to add more periods.

# Chart of Accounts

This chapter contains the following topics:

<a href="#">Comparing Information for All Accounts</a>	.....
<a href="#">Chart of Accounts Organization</a>	.....
<a href="#">Entering Accounts</a>	.....
<a href="#">Using Notes</a>	.....
<a href="#">Account Recap</a>	.....
<a href="#">Printing a Chart of Accounts</a>	.....
<a href="#">Printing a Change Log</a>	.....

## COMPARING INFORMATION FOR ALL ACCOUNTS

The *Chart of Accounts* selection enables you to enter your General Ledger accounts.

In addition to entering accounts, you can:

- Print a list of the accounts.
- Print a Chart of Accounts Change Log (if you chose in *Company information* to use change logs).
- Enter an unlimited number of notes about each account.
- Display a summary of account activity, by period, for each account in the Chart of Accounts.
- Enter budget figures.
- Enter comparative figures.

If you have previously set up the Valid G/L Accounts for other Passport Business Solutions modules, such as Accounts Receivable, Accounts Payable, Payroll, Inventory Control, and/or Job Cost, you can do a partial setup of the Chart of Accounts by using the procedure described in the [Set-up Procedures](#) documentation.

If you do this partial setup, the Chart of Accounts includes the account numbers and descriptions of all accounts listed in the Valid G/L Accounts. You must enter the remaining information for the Chart of Accounts manually.

## CHART OF ACCOUNTS ORGANIZATION

Passport recommends that you organize your accounts by main account number. Here is an example of one possible method of numbering accounts:

Asset Accounts	1000 to 1999
Liability Accounts	2000 to 2999
Owner's Equity Accounts	3000 to 3999
Revenue Accounts	4000 to 4999
Cost of Sales Accounts	5000 to 5999
Expense Accounts	6000 to 6999

Keep in mind that the [Trial Balance](#) prints in account number order for different groups of accounts (including subtotals).

For the subtotalling feature to be of value, group the accounts so that subtotals are meaningful. For example, you could group Current Assets and Fixed Assets separately. Then, within Current Assets, you could show Cash, Prepaid Expenses, and Inventory, each with its own subtotals.

### Subtotal Levels

To plan the position of subtotals, it helps to lay out your entire Chart of Accounts on a sheet of paper. The example below is a simplified Chart of Accounts that demonstrates how the first three subtotalling levels work. (Subtotalling is described in detail in [Financial Statement Layouts](#).)

Account	Description	Subtotal Level
1010-000	Cash, first national bank	
1020-000	Cash, first state bank	1
1040-000	Petty cash	2
1100-000	Accounts receivable	
1200-000	Merchandise inventory	3

The Trial Balance would print as follows:

Account	Description	Balance
1010-000	Cash, first national bank	10,000
1020-000	Cash, first state bank	10,000
	<i>Subtotal Level 1:</i>	20,000

Account	Description	Balance	
1040-000	Petty cash	100	
	<i>Subtotal Level 2:</i>		20,100
1100-000	Accounts receivable	25,000	
1200-000	Merchandise inventory	15,000	
	<i>Subtotal Level 3:</i>		60,100

In this example, only main account and subaccount are shown. The subtotal levels are used to show the relationship between various asset accounts. The first subtotal level shows total cash in banks, the second shows total cash assets, and the third shows total current assets. If cost centers are used, you would put subtotals within each cost center as desired.

The rules for inserting subtotal levels are highly flexible. The main rules to remember are:

- Have your accounts in logical order.
- After a subtotal is printed, its stored total and the stored totals of all lower subtotals are set to zero. In the example above, the first subtotal is set to zero after it is printed.

If Petty Cash had been given a subtotal level of 1 instead of 2, the amount of that subtotal would be 100.00, instead of 20,100.00. (Subtotals do not get added together; only the accounts are subtotaled.)

If subtotals had been used later for level 4 and higher levels, they would include the subtotals for level 1, level 2, and level 3.

A subtotal level the same as or less than the last one used does not include the earlier subtotal amounts in its subtotal.

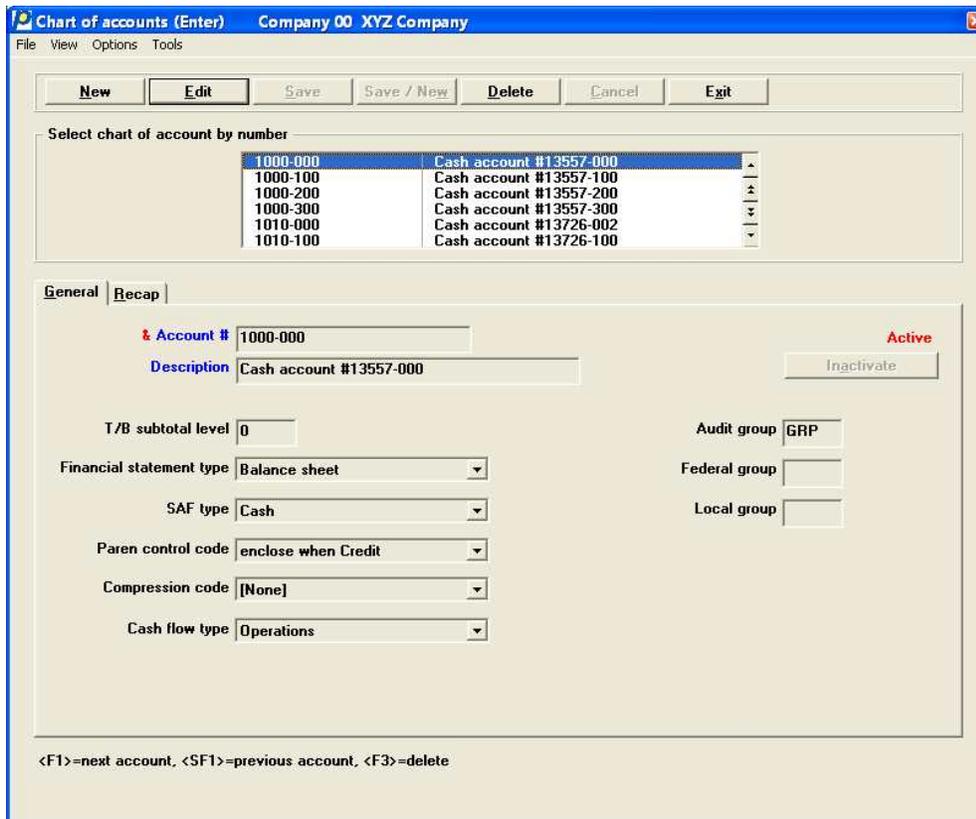
## ENTERING ACCOUNTS

### Select

*Chart of Accounts* from the G/L menu.

### Graphical Mode

The following screen appears:



From this screen you can work with both new and existing accounts.

### Chart of Accounts List Box

The list box displays up to 6 existing accounts at a time. You may sort the accounts by account number or description both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate an account, start typing a account number or description depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account.

Accounts that display in the list box are available for changes or deletion. The fields for the selected account display in the lower part of the screen.

When an account is found, you may select the <Enter> key or Edit button to start editing the account.

### Chart of Accounts Buttons

When adding a new entry or editing an existing entry, you have the following button options:

Button	Keyboard	Description
New	Alt+n	To enter a new account.
Edit	Alt+e	To edit an existing account.
Delete	Alt+d	To delete and existing account.
Save	Alt+s	To save the new or edited account.
Save/New	Alt+w	To save the new or edited account with the program ready to enter a new account.
Cancel	Alt+c	To cancel the entry of the new account or cancel the editing of an existing account.

Select the Exit button or <Alt+x> to return to the menu.

### Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the same from screen to screen. If a menu selection is grayed out you will not be able to access it. The selection that is unique to this screen is explained here:

From the *Options* menu selection, you may enter [Using Notes](#), [Budgets](#) and [Comparatives](#).

### Character Mode

The following screen appears:

```

Chart of accounts (Enter)                                XYZ Company
* 1. Account number  
  2. Description
  3. Account status
  4. T/B subtotal level
  5. Fin statement type
  6. SAF type
  7. Paren control code
  8. Compression code
  9. Cash flow type
 10. Audit group
 11. Federal group
 12. Local group

<F1> = next account, <SF1> = previous account, <Enter> = look up by description
    
```

In character version you have the following option:

<F2>	Summarize 2099 accounts for XDBC reporting  If you are accessing the chart of accounts using XDBC, you may use this utility to summarize the account information in the chart of accounts fields. Unless you are using XDBC and accessing the Chart of Accounts (CHARTF), these fields are normally not needed because the data is accumulated on the fly from data in G/L transactions (TRXFIL) and displayed in the Account Recap. Keep in mind that this only summarizes data for the current year.  In order to be up-to-date, you must run this utility before accessing the data in XDBC.
------	---

Enter the following information:

**Account number**

Enter the full account number. The actual structure (whether cost centers or subaccounts are used, and segment sizes and types) varies according to the way the general ledger account number is defined in *Company information*. Remember to press <Enter> after each segment in your account number.

In character mode you may use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	Summarize 9999 accounts for XDBC reporting. The results for this is only accessible and visible if you are using XDBC which provides <a href="#">ODBC</a> compatibility.

**Defining cost centers and sub-accounts**

If you are using cost centers or subaccounts, you must define them first. Refer to the *Cost Centers* or *Sub Accounts* chapter of the *System User* documentation.

An alternative (and faster) method to enter cost centers or subaccounts into the Chart of Accounts is described in the [Set-up Procedures](#) chapter. The *Set-up procedures* selection allows you to copy a cost center or subaccount and all its accounts, either from the same company or from a different company.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 4010-000

**Description**

Enter the account description.

Format	30 characters
Example	Type Sales - tools

### Inactivate/Activate

This button determines if this account is active.

In order to make a change you must allow a protected change. Allowing protected changes are determined by a setting in *Company information*.

### Options

The button options are either:

Activate	To Activate the account
Inactivate	To inactivate the account

Accounts may have been active in previous years, but are not needed for the current fiscal year. You may make an account inactive if there is no activity for the account in the current fiscal year.

By making an account inactive, it cannot be used for entering new journal or distribution transactions. However, an inactive account is retained in order to produce financial statements and to view account details for past years.

In order to prevent an inactive account from being entered on a transaction in a module other than G/L, you should delete it from *Valid G/L accounts* and if it is also in *Cash accounts*, delete it as well. If the account is also used in Check Reconciliation you should first Close the checking account.

When an account is inactive but it has been used on a transaction, the account data will be pulled into G/L when [Get Distributions](#) is run. When this occurs, if you want to retain the distribution you must change the account to active and post it. You may also delete the distribution and re-enter it with an active account number.

Format	Button
Example	This button is skipped during the entry of a new account and defaults to Active.

### T/B subtotal level

This is the Trial Balance (T/B) subtotal level. You can enter a number from one to nine, or press <Enter> to specify that a subtotal will not be printed under this account. Refer to the [Subtotal Levels](#) section in the chapter introduction.

Format	9
Example	Press <Enter>

### Fin statement type

This is the financial statement type, which defines the account as either a balance sheet account or an operating statement account.

Asset, liability, and equity accounts are balance sheet accounts. Revenue and expense accounts are operating statement accounts.

### Options

Enter either:

B	Balance sheet	Balance sheet account
P	Operating statement	Operating statement account

The correct identification of the account is vital, since other selections depend on this information.

Format	Drop down list
Example	Select Operating statement

### SAF type

This is the Source and Application of Funds (SAF) type. The SAF type is required for each balance sheet account if you intend to automatically generate the Sources and Applications of Funds Statements.

This field is skipped for a operating statement type account.

### Options

For a balance sheet type account, enter a SAF type:

C	Cash	Cash account
N	Non-cash charge against income	For non-current accounts (for example, accumulated depreciation)
A	Current asset	Except cash
L	Current liability	Current liability
F	Funds flow	Basically, these are equity accounts, non-current assets and non-current liabilities
(None)	(None)	If you do not require SAF statements, you may select (None)

If you have any uncertainty about the meaning of these codes, consult your accountant.

**Note**

The Source and Application of Funds Statements include the Statement of Cash Flow, the Statement of Changes in Financial Position, and the Analysis of Changes in Working Capital. SAF statements supplement the Balance Sheet and Operating Statement by showing all sources from which funds were obtained and how these funds were used.

Format	Drop down list, (None) is the default
Example	Since this is an operating statement account, select <Enter> for the default

**Paren control code**

Enter the parentheses control code, which is used to highlight atypical (not typical) account balances on financial statements by enclosing them in parentheses.

Asset and expense accounts are typically debit balance accounts, so you should use parentheses when they have a credit balance.

Liability, equity, and revenue accounts are typically credit balance accounts, so you should use parentheses when they have a debit balance.

Enter either:

D	Enclose when debit	Use parentheses when debit (liabilities, equities, and revenues)
C	Enclose when credit	Use parentheses when credit (assets and expenses)

For certain accounts, you must use a parentheses control code which is the same as the account's typical balance. This occurs when an account's balance appears in parentheses under normal circumstances. For example, contra-asset accounts such as accumulated depreciation appear in the assets section of the Balance Sheet, highlighted by parentheses.

See your accountant if you have any questions about this.

Format	Drop down list
Example	Select Enclose when debit

**Compression code**

When you run *Summarize general ledger*, individual entries are compressed (summarized) either for a single day, for a particular accounting period, or not at all. See [Summarize General Ledger](#) for how accounts are summarized.

You may not have to run the summarize general ledger because you may compress your data on-the-fly when running either [Trial Balance](#) or [View Accounts](#). In both cases you may select to compress

by date, period or document number. When you run a Trial balance you may also use this code entered here to summarize the account(s).

The code you enter determines which compression method is to be used for this account.

### Options

Enter one of:

D	By date	Date (consolidate all entries for a single day)
P	By period	Period (consolidate all entries for a single accounting period)
N	(None)	No compression (retain all entry detail)

Format	Drop down list, (None) is the default
Example	Select By period

### Cash flow type

This information is needed for the Expanded Cash Flow Statement (also known as the FASB 95 Cash Flow Statement). According to the standards, all changes in cash accounts are to be accounted for in one of three categories.

### Options

Enter a category as follows:

O	Operations	Operations (such as revenue and expense accounts)
I	Investment	Investment (such as non-current asset accounts)
F	Financing	Financing (such as a notes payable account)
(None)	(None)	To show this account is not involved in cash flow (for example, an account for depreciation)

### Note

Later, when you are entering a G/L account on an Expanded Cash Flow Statement layout, you are given a warning message if you have not defined a cash flow type for that account. Thus, for ease of data entry, you should enter cash flow types here for each account to be used on the layout.

Format	Drop down list, (None) is the default
Example	Press <Enter> for the default of (None)

### Group Codes

**Audit group**  
**Federal group and**

### Local group

These three fields are optional. They may be used to group your accounts is for printing various types of schedules.

The names are intended to indicate that group codes entered in Audit group will be used to prepare schedules for your auditors, those in Federal group will be used for IRS inspectors, and those in Local group for state tax officials. These associations are purely nominal; and you can use any one of the fields for any purpose.

The system does not maintain any list of valid group codes, so any input is accepted.

Refer to the [Tax and Audit Schedules](#) chapter for further information, or consult your accountant.

Format	Three characters at each field
Example	At <i>Audit group</i> , type OS2 (Office Supplies, location 2) At <i>Federal group</i> , type FT1 (Federal tax, type 1) At <i>Local group</i> , type LT1 (local tax, type 1)

Make any needed changes.

### Graphical Mode

After saving or editing a new account, from the Options menu you have the following options:

Enter budgets	To enter budgets for the current account. For more information on entering budgets, see the <a href="#">Budgets</a> documentation.
Account notes	To view, add or edit notes for the current account selected. For more information see <a href="#">Using Notes</a> .

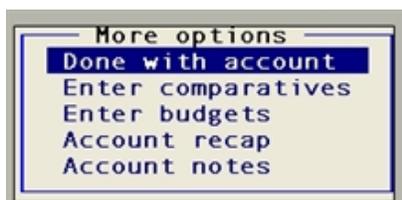
### Character Mode

If this is an existing account, you may also use one of the options:

#### Options

<F1>	For the next account
<SF1>	For the previous account
<F3>	To delete the account
<F7>	To access more options

If you choose <F7> to select more options, a selection window displays:



## Options

You can choose among the following options:

Done with account	Choose if you are done.
Enter comparatives	Access the <i>Comparatives (Enter)</i> screen. Refer to the <a href="#">Comparatives</a> chapter.
Enter budgets	Accesses the <i>Budgets (Enter)</i> screen. Refer to the <a href="#">Budgets</a> chapter.
Account recap	Accesses the Account Recap screen.
Account notes	Accesses the Notes screen (described below).

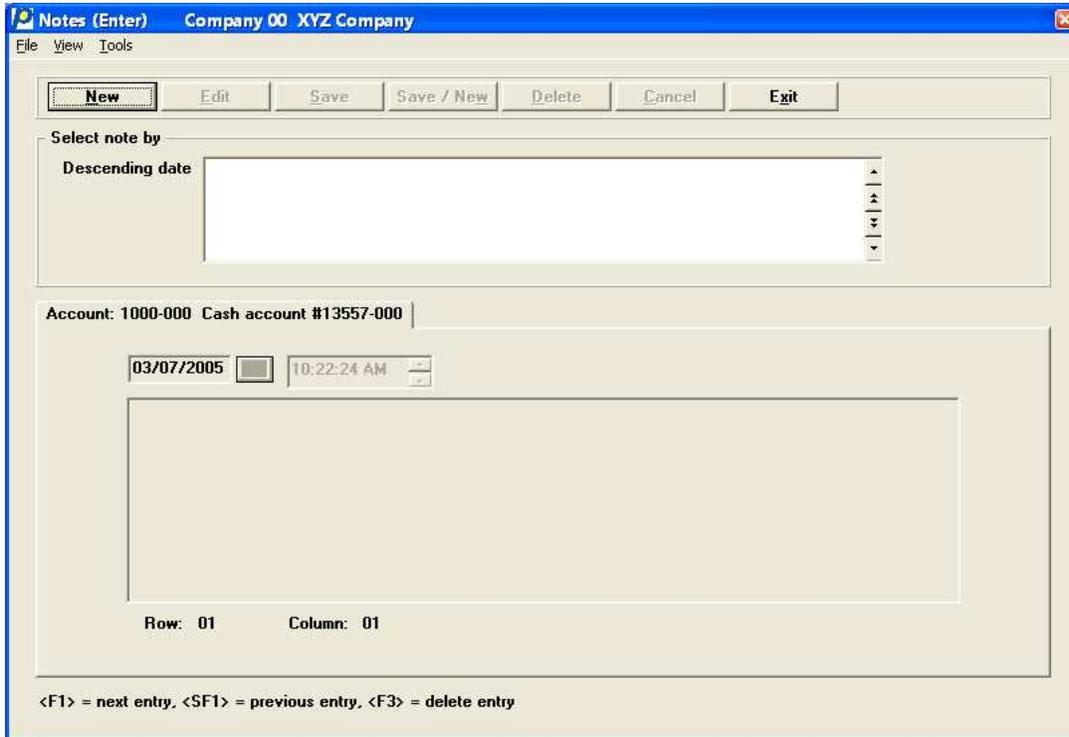
Use <Up> and <Down> to move the highlighted bar to your selection. Press <Enter> to select it.

## USING NOTES

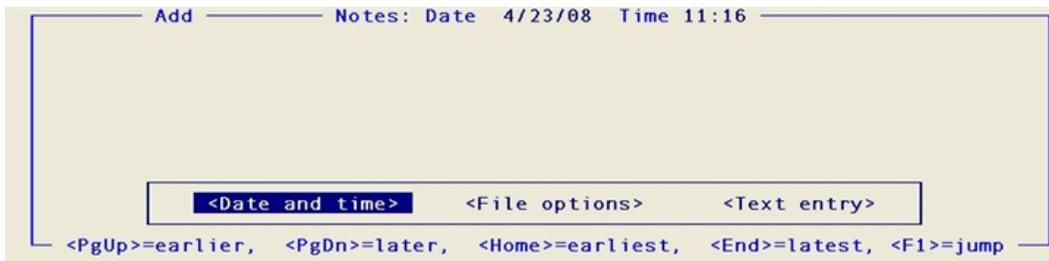
You have the option to enter notes for new or existing accounts. You may also edit existing notes. You can enter an unlimited number of notes about this account.

To enter notes, from the *Options* menu, select *Account notes*.

Using graphical mode a screen similar to the following will appear:



Using character mode, choose Account notes from the pop-up selection window. If you select to use notes, the window looks like:



The Passport Business Solutions notes capability is explained in more detail in the Using Notes section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *System User* documentation.

Format

Ten lines of 65 characters each

Example

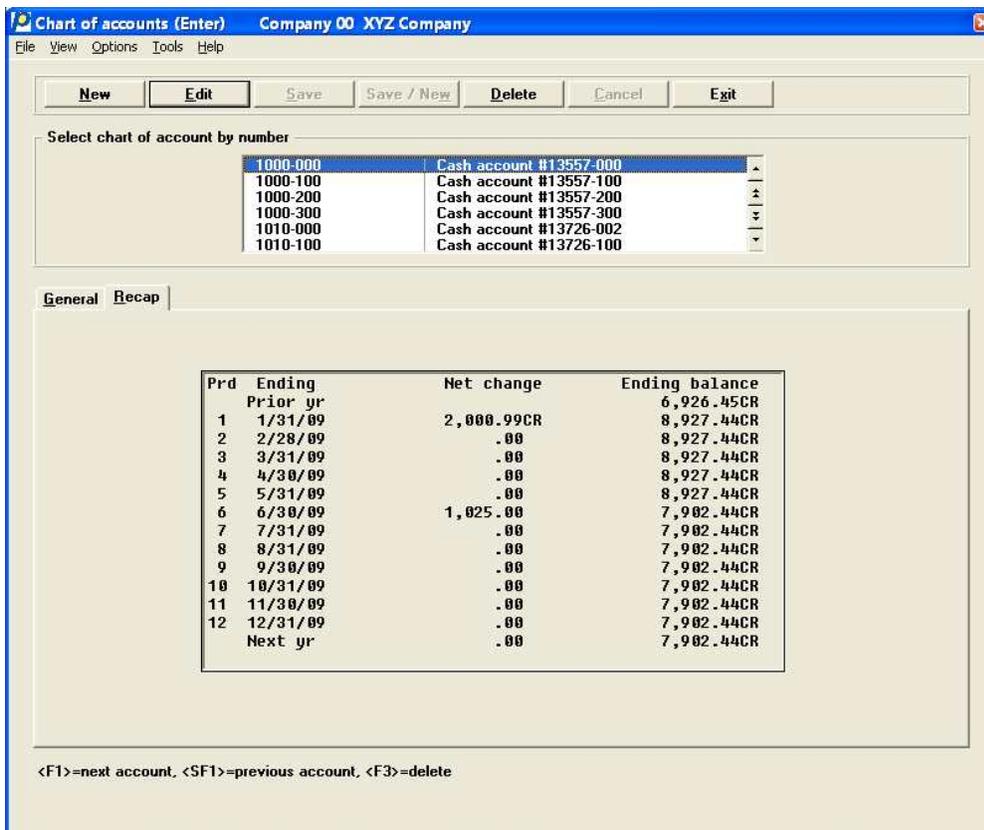
(not used in this example)

## ACCOUNT RECAP

The account activity is shown for the fiscal year currently in use, as specified by the [Current fiscal year](#) field in *Accounting periods*. Normally, this is the current fiscal year. However, if you are running G/L in the following year *prior* to closing the current year, the summary is shown for the following fiscal year.

### Graphical Mode

Select the *Recap* tab to display a summary of account activity, by period, for the account currently shown on the screen. A screen similar to the following will display:



Select the General tab to return to the accounts or select the Exit button to return to the menu.

### Character mode

Select *Account recap* from the More options pop-up selection window to display a summary of account activity, by period, for the account currently shown on the screen.

Chart of accounts (Enter) XYZ Company

Fiscal year 1999

* 1. Acc	Account: 4010-000 Sales tools				
2. Des	Prd	Ending	Net change	Ending balance	P
		Prior yr		.00	
3. T/B	1	1/31/99	1,412.75CR	1,412.75CR	
	2	2/28/99	.00	1,412.75CR	
4. Fin	3	3/31/99	3,675.00CR	5,087.75CR	OS2
	4	4/30/99	2,450.23CR	7,537.98CR	
5. SAF	5	5/31/99	.00	7,537.98CR	FT1
	6	6/30/99	750.00CR	8,287.98CR	
6. Par	7	7/31/99	45.00CR	8,332.98CR	LT1
	8	8/31/99	3,450.00CR	11,782.98CR	
	9	9/30/99	1,800.00CR	13,582.98CR	
	10	10/31/99	5,000.00CR	18,582.98CR	
	11	11/30/99	5,000.00CR	23,582.98CR	
	12	12/31/99	5,000.00CR	28,582.98CR	
		Next yr	.00	28,582.98CR	

<Esc> = return to More Options

Example | Select *Account recap*. The account summary displays as shown below.

Press <Esc> to return to the *More options* pop-up selection window.

## PRINTING A CHART OF ACCOUNTS

Both active and when present, inactive accounts will be included in this report.

See a sample of the [Chart of Accounts List](#) in the *Sample Reports* appendix.

### Select

*Chart of accounts* from the *Reports (lists)* menu.

### Graphical Mode

Lists (Chart of accounts) Company 00 XYZ Company

File Tools Help

Report criteria

Starting account # "First" [Selection Icon]

Ending account # "Last" [Selection Icon]

Show notes

Print for sub account/group All sub accounts

Sub account [Text Box] [Selection Icon]

Department [Text Box] [Selection Icon]

<F1> = next account, <SF1> = previous account, <F2> = "First"

OK Cancel

### Character Mode

The following screen appears:

Lists (Chart of accounts) XYZ Company

1. Starting account [Text Box]

2. Ending account

3. Show notes ?

4. Print for sub act group ?

<F1> = next account, <SF1> = previous account, <F2> = "First"

**Starting account #**

**Ending account #**

Enter the range of accounts to be included on the list. These are only the main account; subaccounts and cost centers, if any, are specified later. You may use one of the options:

<F1>	For the next main account in <i>Chart of accounts</i> , in account number sequence.
<SF1>	For the previous account.
<F2>	For the “First” starting account or “Last” ending account.

Upon entry or selection of a valid account, the description is displayed of the first entry in *Chart of accounts* with that main account and subaccount.

Format	Your standard format for main account as defined in <i>Company information</i>
Example	Press <F2> at each field

**Show notes**

Check the box (answer Y) if you want notes included.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked Character: One letter, either Y or N. The default is N
Example	Press <Enter>

**Print for cst ctr (or sub-account)/group**

**Options**

If your company has no cost centers or subaccounts defined, these fields cannot be entered. Otherwise, your choices are:

Character	Graphical	Description
P	Sub account or Cost center	Use for cost center (or subaccount)
G	Sub account group or Cost center group	Use for cost center group (or subaccount)
A	All sub accounts or All cost centers	Use for all cost centers (or subaccount)

If you answer Cost center (or Sub account) (P in character mode), you will be prompted to enter the cost center (or subaccount). If your cost centers have two segments, each segment is entered separately. You may also use the following options:

<F1>	For next cost center (or subaccount)
<SF1>	For previous cost center (or subaccount)
<F5>	For <i>All</i> cost centers in that segment (or subaccount)

If you answer Cost center group (Sub account group) (G in character mode), you enter the cost center (or subaccount) group or use the following options:

<F1>	Use for next cost center (or subaccount) group
<SF1>	Use for previous cost center (or subaccount) group
<F5>	For <i>All</i> cost center (or subaccount) groups

If you answer All cost centers (All sub accounts) (A in character mode), all cost centers (or all subaccounts) print.

---

**Note**

Printing all groups is not the same thing as printing all cost centers or subaccounts (since some cost centers or subaccounts may not belong to any group, or may belong to more than one group).

**OK or Cancel**

Make any needed changes. When you select OK and a selection window displays where you may select to send the report to the printer, print to disk, html, or display on the screen.

## PRINTING A CHANGE LOG

If use of change logs has been specified in *Company information*, you can print the Chart of Accounts Change Log. This records what changes have been made to your accounts, when they were made, and who made them.

See a sample [Chart of Accounts Change Log](#) in *Sample Reports* appendix.

### Select

*Chart of accounts change log* from the *Reports (lists)* menu.

A screen with the following field displays:

### Purge change log

You can print the log without purging it, in which case accumulated changes are not lost and will appear on the report the next time it is printed.

Check the box or answer Y to purge the change log, or leave it unchecked, answer N, to only print it.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked
	Character: One letter, either Y or N. The default is N
Example	Press <Enter>

### OK or Cancel

If you have chosen to purge the file, the report is considered a register and may not be displayed on the screen.

There will be a period of processing as the Chart of Accounts Change Log is printed.

# Control Information

This chapter contains the following topic:

[Setting Up G/L Control Information](#) .....

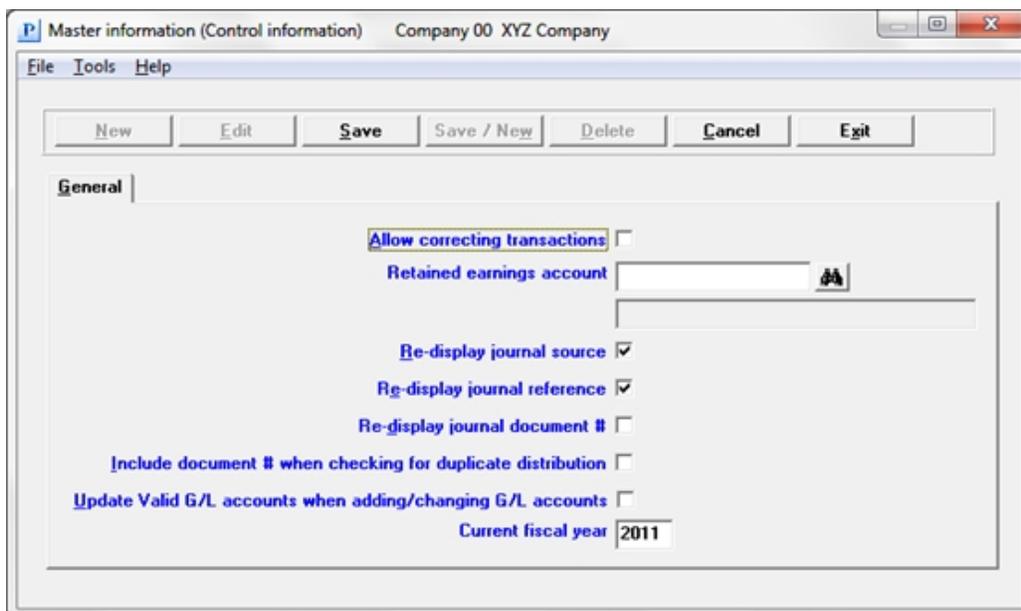
## SETTING UP G/L CONTROL INFORMATION

You use the *Control Information* selection to set up the General Ledger module for your particular requirements. The information entered here will control various operations throughout this module.

### Select

*Control information* from the *Master information* menu.

### Graphical Mode



### Control Information Buttons

When entering the Control information, you have the following button and keyboard equivalent options:

Button	Keyboard	Description
Edit	Alt+e	To edit the control file.
Save	Alt+s	To save the changes to the control file.
Cancel	Atl+c	To cancel editing or adding the control record.
Exit	Alt+x	To exit the screen and return to the menu.

The New, Save/New and Delete buttons are not active on this screen.

### Character Mode

The following screen appears:

Control information	XYZ Company
1. Allow correcting transactions ?	<input type="checkbox"/>
2. Retained earnings account	
3. Re-display journal source ?	
4. Re-display journal reference ?	
5. Re-display journal document # ?	
6. Include document # when checking for duplicate distribution ?	
7. Update Valid G/L accounts when adding/changing G/L accounts ?	
8. Current fiscal year	

### Allow correcting transactions

This software includes provisions for creating the Expanded Cash Flow Statement (FASB 95 Cash Flow Statement). FASB 95 means the 95th official statement of the Financial Accounting Standards Board.

In order to handle the requirements for this statement, correcting ledger entries must be labeled as such. A correcting entry is a ledger entry which has been made to correct an earlier, erroneous, entry.

For example, let us assume that the following debit and credit have been entered and posted:

DR Accounts Receivable	\$100		
		CR Sales	\$100

After posting, you discover that the amount should have been \$50. In this case, you would enter and post the following:

DR Sales	\$50		
		CR Accounts Receivable	\$50

However, the above two ledger entries must be marked as correcting entries to indicate that they are not the result of a business transaction. If they are not so marked, your books can give the appearance of a greater volume of business (as reflected in the gross debits to your A/R account) than is in fact the case.

There are two methods by which entries can be labeled as correcting entries:

- When entering either a General Journal transaction, a transaction in another module (A/R, A/P, PR, I/C) or an order in O/E, you may specify that the transaction, order, or invoice is a correcting entry. If you wish to do this, answer Y to *Allow correcting transactions*. If you do, whenever correcting entry transactions are posted the debits and credits generated by the transactions will be marked as correcting entries and will appear as such in General Ledger Transactions data (which contains all of the debits and credits for your company.)

If you check this box, you may also use the Correcting entries selection within G/L to mark entries as correcting entries, as described below.

- After debits and credits have been posted to the General Ledger Transaction data within G/L, you may mark individual debits and credits as correcting entries, using the selection Correcting entries. This selection is discussed in the [Correcting Entries](#) chapter. If you want to allow correcting entries to be made only through the Correcting entries selection, answer (unchecked) N to *Allow correcting transactions*. In this case, you will not be able to specify that individual transactions within G/L or other PBS modules are to generate correcting entries — you will only be able to mark debits and credits as correcting entries through the use of the Correcting entries selection. (Debits and credits generated by other modules must be transferred to G/L using the selection Get distributions before they can be marked as correcting entries using the Correcting entries selection. Refer to the [Get Distributions](#) section of the *Distributions* chapter.

Consult with your accountant to determine which of the above methods is most appropriate for your business.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N
Example	Graphical: Check the box Character: Enter Y

### Retained earnings account

#### Options

Enter the account number for the retained earnings account.

<F5>	To specify that each cost center has a separate retained earnings account. When net profit calculations are done in <i>Close a year</i> , the net profit for each cost center will be calculated separately.
------	--

You may enter an account even though it has not yet been defined in *Chart of Accounts* (described in the next chapter), but if you do so you will be warned to define this account as soon as possible.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 3100-000

### Re-display journal source Re-display journal reference and Re-display journal document #

A checked box for the *Re-display journal source* field means that when you are making entries in the distribution journal, recurring journal, or standard journal, and you come to the Source field, whatever value you had entered as the source in the previous transaction will now appear as the default value. You can then accept that source by pressing <Enter>, or change it if desired.

An unchecked box means that no default will appear. The previously-entered value will still be available as an <F2> option.

The *Re-display journal reference* and *Re-display journal document #* fields similarly control the Reference and the Document number fields.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is checked for the first two fields and unchecked for Re-display journal document # Character mode: One letter, either Y or N
Example	Press <Enter> at each field

### Include document # when checking for duplicate distribution

Check the box for yes and leave it unchecked for no.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N
Example	Type N

### Update Valid G/L accounts when editing / changing G/L accounts

The Passport Business Solutions modules other than G/L need to have a list of valid account numbers available. Not everyone who uses those modules also uses G/L. Those who do not have no access to the Chart of Accounts. Instead, they use the Valid G/L Accounts data which has been defined for the purpose. This may be thought of as a stripped-down version of the Chart of Accounts.

Checking the box (entering Y) to this question ensures that your changes to the Chart of Accounts will automatically update the Valid G/L Accounts as well. This not only saves work but reduces the chance of error. If you check this box (answer Y) you should avoid using the System Manager module's (CTL) *Valid G/L accounts* selection altogether.

If you leave it unchecked (enter N), remember to make corresponding changes to *Valid G/L accounts* whenever you add or delete an entry in *Chart of accounts*, or merely change its description.

If G/L is the only module that you use, it makes no difference what you answer here.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N
Example	Check this box or enter Y

### Current fiscal year

This field can only be entered when setting up a new company. It changes to the next year when you run *Close fiscal year*.

Enter the year for which you are entering and getting distributions.

Format	CCYY
Example	2010

Make any needed changes, select Save to keep your changes or Cancel or Exit to return to the menu without any changes.

In character mode make any changes and select <Enter> from Field number to change.

# Budget Types

This chapter contains the following topics:

[Entering your Own Budget Types](#) .....

[Entering New Budget Types](#) .....

[Printing Budget Types](#) .....

## ENTERING YOUR OWN BUDGET TYPES

The *Budget types* function lets you enter your own budget types. You may have as many of these as you want; for instance, you might want a high budget with your optimistic sales projection and a low budget based upon more pessimistic assumptions. Before actually entering the budget (or generating them automatically), you have to define the budget types and assign them names.

This chapter deals only with the types of budgets; the budgets themselves are described in a later chapter.

If you budget more than one year in advance, you can use the same budget types in more than one year (in which case each budget is distinct). This is probably the typical case, but there is nothing to prevent you from assigning a unique name to each budget of each year.

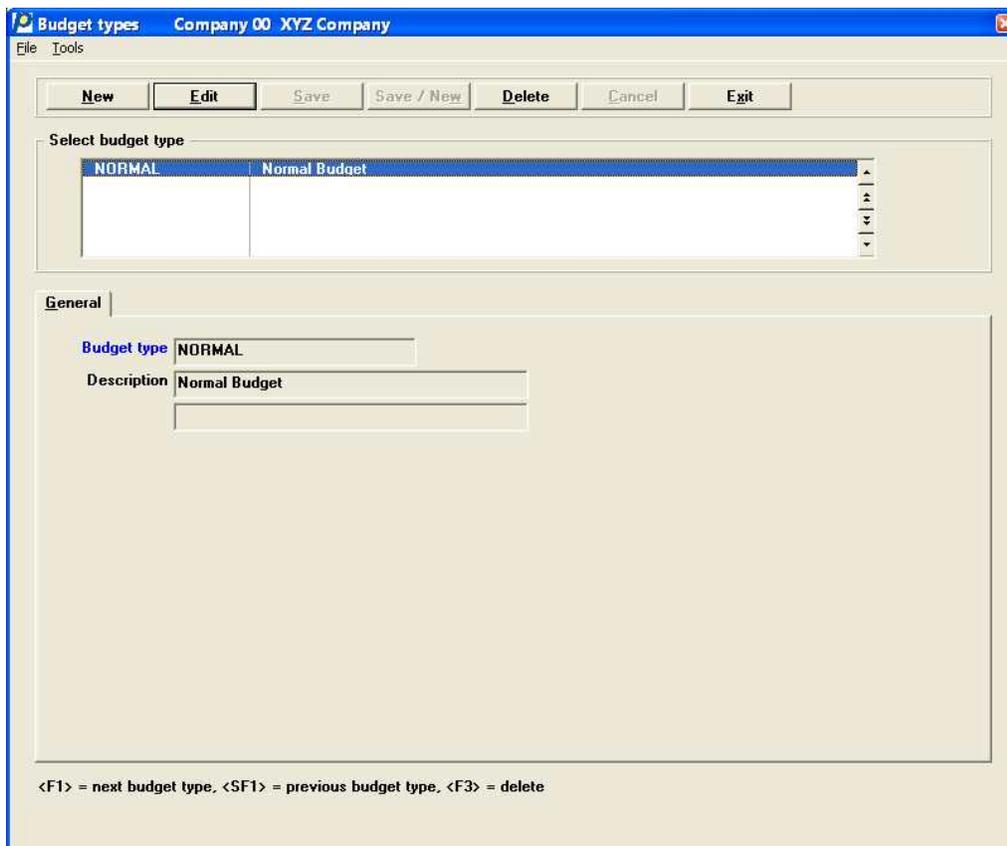
## ENTERING NEW BUDGET TYPES

### Select

*Budget types* from the *Master information* menu.

### Graphical Mode

The following screen appears:



### Budget Type List Box

The list box displays up to 6 existing budget types at a time. You may sort the budget types by budget type number in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a budget type, start typing a budget type number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account.

Budget types that display in the list box are available for changes or deletion. The fields for the selected budget type display in the lower part of the screen.

When the budget type is found, you may select the <Enter> key or Edit button to start editing the budget type.

### Buttons

When you are adding or editing an existing budget type, you have the following button options:

Button	Keyboard	Description
New	Alt+n	To enter a new budget type.
Edit	Alt+e	To edit an existing budget type.
Delete	Alt+d	To delete an existing budget type.
Save	Alt+s	To save a new or edited budget type.
Save/New	Alt+w	To save a new or edited budget type with the program ready to enter another new budget type.
Cancel	Alt+c	To cancel the entry of a new budget type or cancel the editing of an existing budget type.

When you are finished viewing, adding or editing budget types, select the Exit button or <Alt+x> to return to the menu.

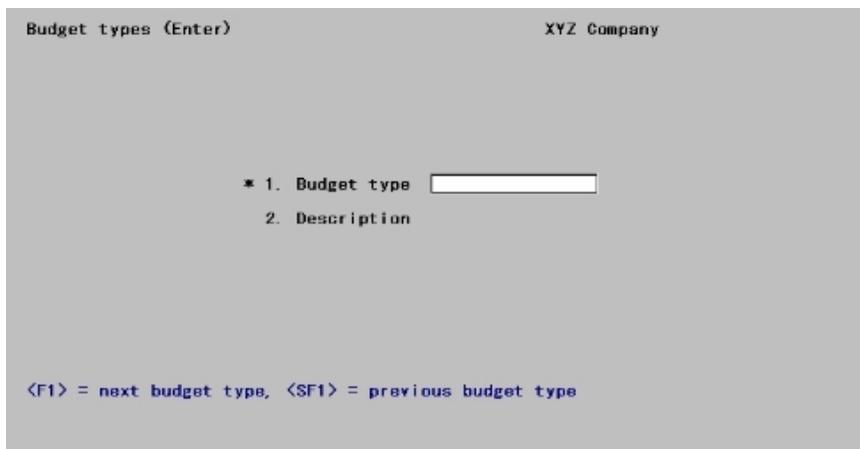
### Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selection that is unique to this screen is explained here:

Select *Print list* to print a list of the budget types. See [Printing Budget Types](#)

### Character Mode

In character mode the following screen appears:



## Options

If there are existing entries, you may use one of the options:

<F1>	For the next budget type on file
<SF1>	For the previous budget type
<F3>	To delete this budget type. You can only do this if no budget of this type is on file.

## General Tab

From this screen you can work with both new and existing budget types.

Enter the following information:

### Budget type

Enter a budget type, or use one of the options:

Format	15 characters
Example	Type NORMAL

### Description

Enter the description for the budget type. This description will be printed on reports.

Format	Two lines of 17 characters each
Example	Type Normal Budget

## PRINTING BUDGET TYPES

Use the *Print* option to print budget types.

### **Select**

*Budget types* from the *Reports (lists)* menu.

No field selection screen appears, as all budget types print unconditionally. You may print to the printer or to disk, or display on the screen.

# Budgets

This chapter contains the following topics:

<a href="#">Creating and Controlling Budgets</a> .....
<a href="#">Entering Budgets</a> .....
<a href="#">Listing Budgets</a> .....
<a href="#">Generating Budgets</a> .....
<a href="#">Purging Budgets</a> .....
<a href="#">Printing a Change Log of Budgets</a> .....

## CREATING AND CONTROLLING BUDGETS

The *Budgets* selection enables you to create budgets. In addition, you can:

- Print budgets.
- Generate budgets.
- Purge budgets.
- Print Budget Change Log (if you chose in *Company information* to use change logs).

In Passport's General Ledger system, a budget is defined as the targeted plan for an upcoming period.

Budgets may be stored for an unlimited number of years, accounts, and budget types.

A budget type is a code which is used to group logically similar budget entries. For example, you might have budget types established for best case sales conditions, worst case sales conditions, budgets approved by the board of directors, or other situations.

Budget types must be defined before a budget can reference them.

For example, if sales of a specific product line are targeted for \$10,000 for each period of the fiscal year, the correct budget information for the account for this product's sales is a \$10,000 credit (with a minus sign) for each period's budget amount as follows:

### Budgets

Period-1	10,000-
Period-2	10,000-
Period-3	10,000-
Period-4	10,000-

Similarly, the projected telephone expense for a particular phone line might be set at \$5,000 per period. The correct budget information to record this expense is a \$5,000 debit (no minus sign) for each period for the account.

Budgets can also be used for balance sheet items. If Accounts Receivable is targeted for a \$5,000 decrease (credit) during each period of the fiscal year, the budget amount for each period is a \$5,000 credit as follows:

### Budgets

Period-1	5,000-
Period-2	5,000-

Period-3	5,000-
Period-4	5,000-

---

**Note** All budget information for one company resides in a single Budgets file/table. There is not a separate file/table for each fiscal year or each budget type.

---

## ENTERING BUDGETS

### Select

Enter from the *Budgets* menu or directly from the *Chart of accounts (Enter)* selection, as described in that chapter.

### Graphical Mode

The following screen appears:

New
Edit
Save
Save / New
Delete
Cancel
Exit

Select fiscal year to process

Fiscal year 2015

Select by ascending account number

Fiscal year	Account number ▲	Description	Budget type
2015	4000-000	Revenue from jobs	NORMAL
2015	4000-200	Sales - misc. items	NORMAL
2015	4000-300	Revenue from jobs	NORMAL
2015	4010-000	Equipment income/expense	NORMAL
2015	4010-300	Equipment income/expense	NORMAL
2015	4020-100	Sales - parts	NORMAL

**General**

Budget for

Fiscal year 2015

Account# 4000-000

Description Revenue from jobs

Budget type NORMAL

Normal Budget

Periods	Budgets	Comparatives
1	10,000	9,872.01
2	10,000	9,905.20
3	10,000	10,055.08
4	10,000	9,823.44
5	10,000	10,087.15
6	10,000	8,867.12
7	10,000	9,546.41
8	10,000	8,978.91
9	10,000	11,252.16
10	10,000	9,456.87
11	10,000	9,125.17
12	10,000	10,652.10
13		
<b>Totals</b>	<b>120,000</b>	<b>117,621.62</b>

<F1> = next budget, <SF1> = prev budget, <F3> = delete

### Budgets List Box

The list box displays up to 6 existing budgets at a time. You may sort the budgets by fiscal year, account number or budget type all in ascending or descending order. To select a field or change the

sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a budget, start typing a fiscal year, account number or budget type depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a budget. The <F1> and <SF1> keys function the same as the up/down arrows.

Budgets that display in the list box are available for changes or deletion. The fields for the selected budget display in the lower part of the screen.

When an budget is found, you may select the <Enter> key or Edit button to start editing.

### Budgets Buttons

When you are adding or editing an existing budget, you have the following buttons, with keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	To enter a new budget.
Edit	Alt+e	To edit an existing budget.
Delete	Alt+d	To delete an existing budget. You may also select the <F3> key to delete a budget.
Save	Alt+s	To save a new or edited budget.
Save/New	Alt+w	To save a new or edited budget with the program ready to enter another new budget.
Cancel	Alt+c	To cancel the entry of a new budget or cancel the editing of an existing budget.
Exit	Alt+x	To cancel editing or return to the menu. You may also select the <Esc> key to exit the window.

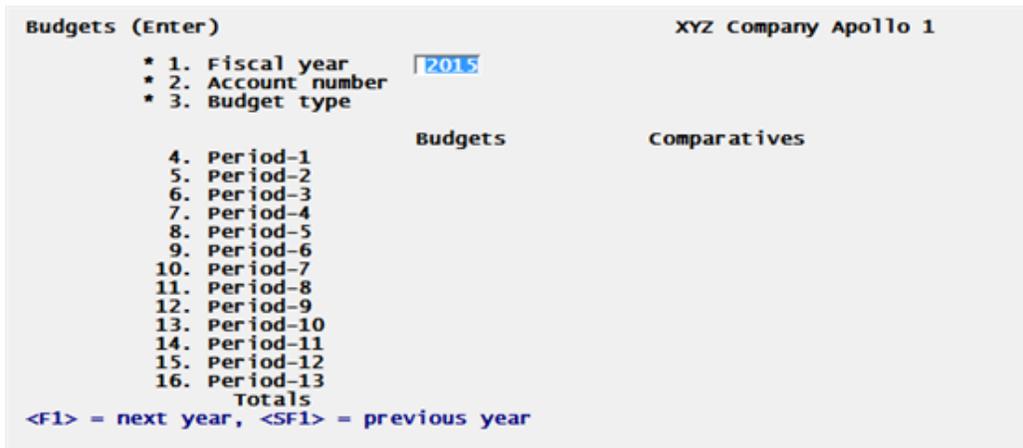
### Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selection that is unique to this screen is explained here:

Select *Print list* to print a list of the budgets. See [Listing Budgets](#)

### Character mode

The following screen appears:



## Budgets General tab

From this screen you can work with both new and existing budgets.

Enter the following information:

### Fiscal year

#### Options

Enter the fiscal year for the budget you are creating or use one of the options:

<F1>	For the next fiscal year
<SF1>	For the previous fiscal year
Format	9999 All four digits are required. The default is the current year.
Example	Press <Enter>

### Account number

#### Options

Enter the account number for the budget. This may be any valid account in *Chart of accounts*. You may use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F8>	To access the Lookup window to find the account on the list
<Enter>	Look up the account by description. Selecting <Enter> a second time returns the cursor to the Account number field where you can look up by account number

**Note**

The account number can be changed only when you selected *Enter Budgets* from the main menu. If you choose *Enter Budgets* from Chart of Accounts (More options), you may only enter budgets for that one account.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 4010-000

**Budget type**

Enter the budget type. This must already have been defined in *Budget types*. You may also use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type

The description of the budget will display next to the budget type upon selection.

Format	15 characters. Lower-case is converted to upper.
Example	Press <F1>

If this is a new budget or you select <F2> to Generate budgets see [Enter Budget Generation Method](#).

**Period 1 through Period 13**

These fields constitute a table showing both the budget amounts and the comparative amounts for that year, in parallel columns. The comparatives are for your information only and cannot be changed (by this selection).

*Credit* amounts must have a minus sign.

Up to thirteen periods are shown, but the cursor does not move to any period not defined for the current fiscal year (typically, this would be the thirteenth period). If the fiscal year you are entering uses more or fewer periods than your current structure, you will have to temporarily alter your *Accounting periods* in order to maintain that year's budgets.

A running total for the account for the fiscal year displays at the bottom of the screen. A total for the comparatives also displays.

**Options**

Enter the amount for each period. If this is a new entry, after you have entered the first period you may also use one of the options:

<F1>	For the previous period's amount
<F2>	To use the previous period's amount for <i>all</i> remaining valid periods.

Format	999,999,999,999-
Example	Type 20000 at Period 1 Press <F2> at Period 2

### Options

Make any needed changes. You can change any period individually, even when the budget has been entered a year at a time, or copied from another entry. You may also use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type.
<F3>	To delete this entry
<F2>	To adjust the budget amounts.

The first three options are available only if this is an existing budget entry.

### Budget generation

Enter the budget type. This must already have been defined in *Budget types*. You may also use one of the options:

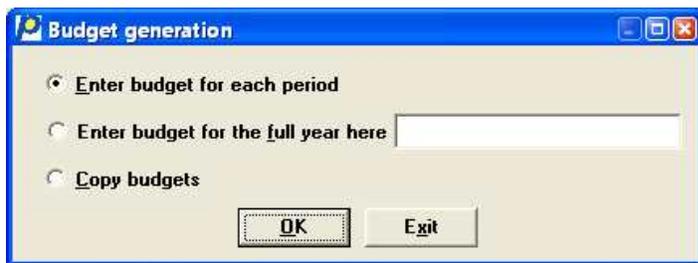
<F1>	For the next budget type
<SF1>	For the previous budget type

The description of the budget will display next to the budget type upon selection.

Format	15 characters. Lower-case is converted to upper.
Example	Press <F1>

### Enter Budget Generation Method

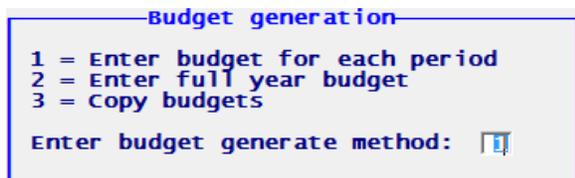
After selecting <F2> for Update budgets the following window displays:



For an existing entry, after selecting the account number and budget type you may select <F2> to enter budget amounts with *Budget generation*. <F2> is also available for existing entries. When this is pressed a window displays where you can select the *Budget generation* method.

### Character Mode

Using character mode the window below only appears automatically if this is a new entry.



For graphical mode there are up to three radio button options. Character mode has corresponding numbers. They are the following:

#### (1) Enter budget for each period

This takes you back to the entry screen where you can enter a budget for each period.

Format	Radio button, checked means yes and unchecked is no
--------	---

#### (2) Enter budget for full year here

You are asked this only if you entered 2 at the field, *Enter budget generation method*.

Format	Radio button, checked means yes and unchecked is no
--------	---

If you checked the radio button, the amount you enter is automatically divided equally (without rounding) among all valid accounting periods.

Format	999,999,999,999-
--------	------------------

#### (3) Copy budgets

Select this button to copy budgets. See [Copy Budgets Window](#).

Format	Radio button, checked means yes and unchecked is no
--------	---

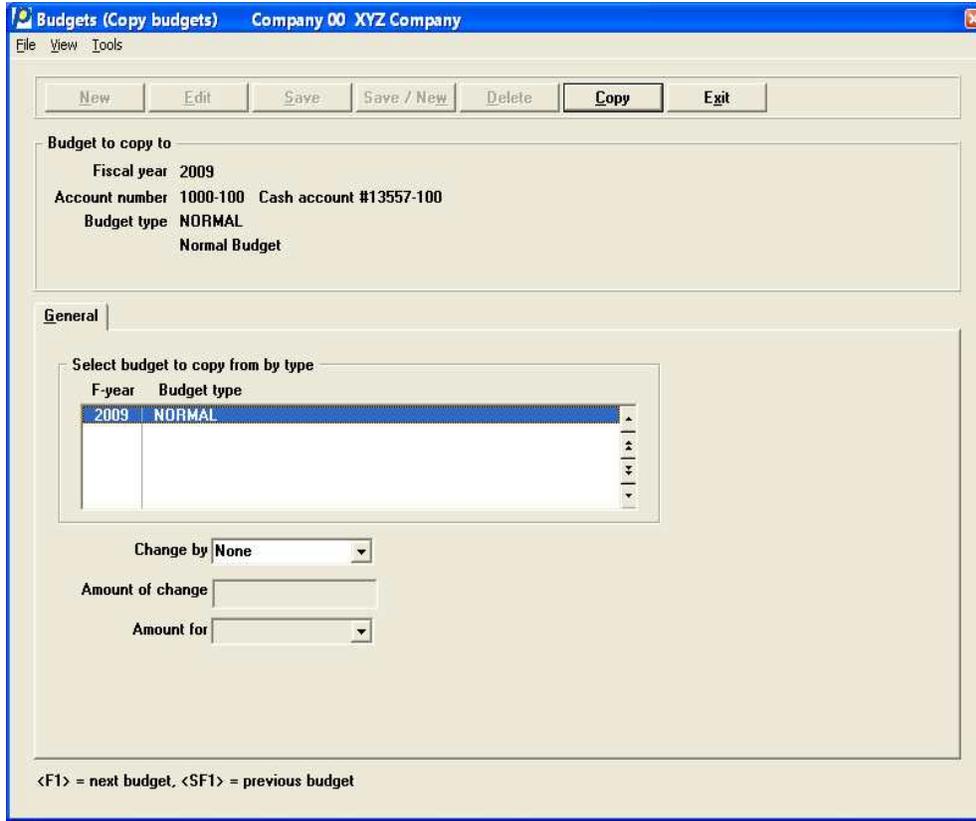
After you selected the budget generation method, select the OK button to continue. Also you may select Exit if you want to return to the previous screen to enter the amounts manually.

### Copy Budgets Window

This window appears only if you selected to copy budgets in the *Budget generation* window.

You can copy a year's budget for this account from the any other year or budget type (or both). You cannot copy another account's budget. You can adjust the copied budget by a percentage or dollar amount.

Note that (if this is an existing entry) you can copy it *from itself*, which is a convenient way to adjust the entry by a percent or an amount.



The list box displays the years and budget types from which you can make the copy. Use one of the options to select a year

<F1> or Down arrow	to select the next budget
<SF1> or Up arrow	To select a previous budgets
Page Down	To select the next group of budgets
Page Up	To select the previous group of budgets
Enter	To start the copy

After you selected a budget to copy, you may enter the following fields:

**Change by**

**Options**

Choose one of the following:

Percentage	to adjust by percent
None	for no adjustment
Amount	to adjust by dollar amount
Format	Drop down list, The default is None
Example	Select Percentage

**Amount of change**

If you choose no adjustment, you may not enter this field. Otherwise, enter either the dollar amount or the percentage of change.

Format	9999999- for dollar amount change 999.99- for percent change
Example	Type 10 to indicate 10%

**Note** A positive percent is used to increase the magnitude of a budget amount whether it is a debit or a credit. A negative percent is used to decrease the magnitude of the amount whether it is a debit or a credit.

Percent	Copied budget	Resulting amount
10	100,000	110,000
10-	100,000	90,000
10-	100,000-	90,000-
10	100,000-	110,000-

**Amount for**

If you choose percentage or no adjustment, this field cannot be entered. Otherwise, specify whether the amount you entered is to be applied separately to *each period*, or *the whole year* which is divided amongst all valid periods.

Format	Drop down list, the default is <i>each period</i> .
Example	(Does not occur in this example because you specified percent in the previous field)

**Entry complete**

Select the *Copy* button to make the changes and return to the main screen for this entry or select *Exit* to return the budgets window.

## LISTING BUDGETS

This selection lets you print the Budget List, which is a list of the budgeted amounts for a single budget type. The list can be restricted to a range of accounts or of fiscal years.

- For a list of all the budget types (without any amounts), refer to the [Budget Types](#) chapter.
- For a report comparing budget amounts for more than one budget type, refer to the [Actuals, Budgets, and Comparatives](#) chapter.
- See a sample [Budget List](#) in the *Sample Reports* appendix.

### Select

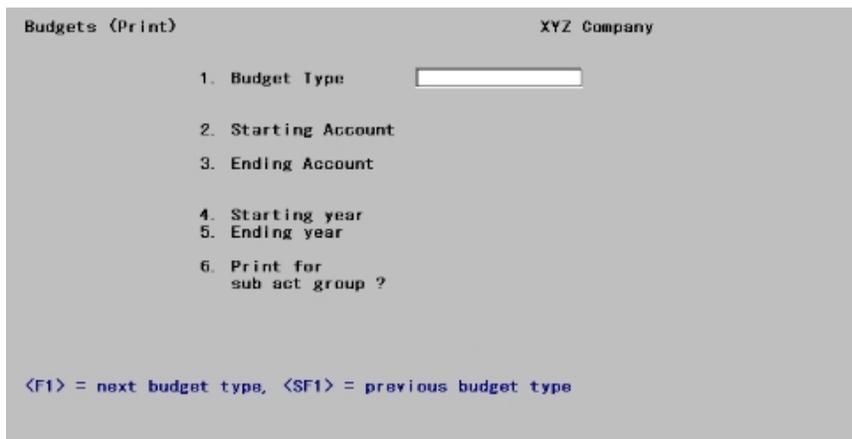
*Budgets* from the *Reports (Lists)* menu.

### Graphical Mode

The screenshot shows a graphical user interface window titled "Budgets (Print) Company 00 XYZ Company". The window has a menu bar with "File", "Tools", and "Help". The main area is titled "Report criteria" and contains several input fields and buttons. The fields are: "Budget type" (empty), "Starting account #" (set to "First"), "Ending account #" (set to "Last"), "Starting year" (2011), "Ending year" (2011), "Print for sub account/group" (All sub accounts), "Sub account" (empty), and "Department" (empty). Each field has a small icon to its right. At the bottom of the window are "OK" and "Cancel" buttons.

### Character Mode

The following screen appears:



Enter the following information:

### Budget type

#### Options

Enter the budget type you wish to print.

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters
Example	Press <F1>

### Starting account# and

### Ending account #

#### Options

Enter the range of account numbers to be printed. Only the main account is entered (if you use cost centers (or subaccounts), you can define them at Field #6). You may also use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the <i>First</i> starting account or the <i>Last</i> ending account

Upon selection or entry of an account, the description of the *first* account number on file with that main and subaccount displays below the account number.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2> at each field

**Starting year and**

**Ending year**

**Options**

Enter the range of years to print, or use one of the options.

<F1>	For the next year
<SF1>	For the previous year
<F2>	For the <i>Earliest</i> starting year or the <i>Latest</i> ending year
Format	9999. The default is the current fiscal year.
Example	Press <Enter> at each field

**Print for cst ctr (or sub acct group)**

This field appears if you are using cost centers (or subaccounts). Subaccounts may be used as cost centers for your financial statements, but not for report selection purposes.

**Options**

Enter one of the following:

Character	Graphical	Description
P	Sub account or Cost center	Use for cost center (or subaccount)
G	Sub account group or Cost center group	Use for cost center group (or subaccount)
A	All sub accounts or All cost centers	Use for all cost centers (or subaccount)

Format	Graphical: Drop down list. Select one from above Character: One letter from the list above
Example	Select All sub accounts or type A for <i>All</i> .

**Options**

If you selected Sub account (answer P), you will be prompted to enter a valid cost center (or subaccount). If there is more than one cost center segment, each one must be entered separately. You may also use one of the following options:

<F1>	For the next cost center (or subaccount)
<SF1>	For the previous cost center (or subaccount)
<F5>	For All cost centers (or subaccounts)

Format	Your standard cost center (or subaccount) format, as defined in <i>Company information</i>
Example	(Does not occur in this example because you have chosen A for All)

### Options

If you selected Sub account group (answer G), enter the cost center group (or subaccount). This must previously have been defined. You may use one of the following options:

<F1>	For the next cost center group (or subaccount)
<SF1>	For the previous cost center group (or subaccount)
<F5>	For All cost center groups (or subaccount)

Format	Eight characters
Example	(Does not occur in this example because you have chosen A for All)

If you selected All sub accounts (answer A), you may print for all cost centers.

---

### **Note**

Printing all groups is not the same thing as printing all cost centers or subaccounts (since some cost centers or subaccounts may not belong to any group, or may belong to more than one group).

### **OK or Cancel**

Make any needed changes. Select OK to print the report.

## GENERATING BUDGETS

This selection lets you create new budget entries by applying systematic changes to existing entries.

*Generate* is similar to the Copy budgets option described in this chapter, with the additional feature that:

- You can copy an entire range of accounts, not just a single one.
- You can copy from comparatives as well as from budgets.

Any existing entries in the targeted budget are overlaid.

The resulting budget can be fine-tuned as needed by changing individual accounts and periods in *Budgets (Enter)*.

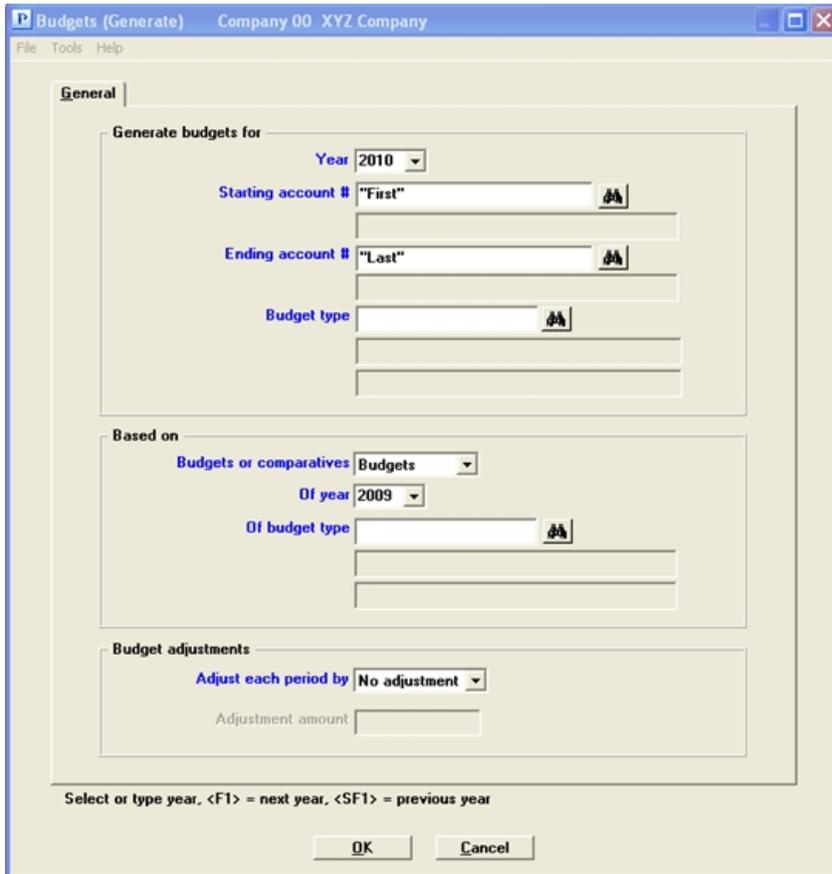
This selection can be used to modify an existing budget (that is, the target budget can be the same as the source budget).

### Select

*Generate* from the *Budgets* menu.

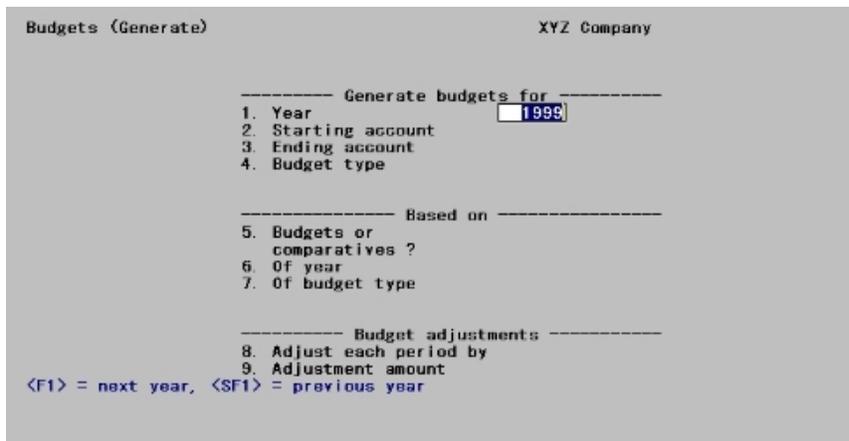
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

### Generate budgets for

These questions are to determine which budget entries will be created or replaced (the target).

**Year**

**Options**

Enter the year for which you wish to generate a budget, or use one of the options:

<F1>	For the next year
<SF1>	For the previous year
Format	9999. The default is the current fiscal year.
Example	Press <Enter>

**Starting account # and**

**Ending account #**

**Options**

Enter the range of account numbers for which you wish to generate a budget. The account numbers, and even the cost centers, need not be valid; but the range must enclose at least one valid account number. You may use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the First starting account or the Last ending account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F2> at each field

**Budget type**

**Options**

Enter the budget type of the budget you wish to generate. This budget type must already be in existence.

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters. Lower-case is accepted but is converted to upper-case.
Example	Press <F1>

## Based on

These questions are to determine the entries from which the copies will be made (the source).

### Budgets or comparatives

Specify whether this new budget will be based upon an existing budget or upon a comparative.

Character	Graphical
B	Budgets
C	Comparatives
Format	Character: One letter, either B or C Graphical: Drop down list, either Budgets or Comparatives
Example	Select Budgets

### Of year

## Options

Enter the year that will be used as the basis for generating this budget, or use one of the options:

<F1>	For the next year
<SF1>	For the previous year
Format	9999. All four digits are required. The default is the year before the current fiscal year. If you have entered C in Field #5, only past years are allowed.
Example	Press <F1> to change from previous year to current year.

### Of budget type

If you have entered Comparatives in the [Budgets or comparatives](#) field, this field may not be entered.

## Options

Otherwise, enter the budget type you wish to use as a basis for the new budget. This must be an existing budget type. You may use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters
Example	Press <F1>

## Budget adjustments

These questions are to determine the changes to be made in transforming the source entry into the target entry.

### Adjust each period by

#### Options

Choose one of the following:

Character	Graphical	Description
P	Percent	to adjust by percent
N	No adjustment	for no adjustment
A	Dollar amount	to adjust by dollar amount

Format	Character; One letter from the list above Graphical: Drop down list using the list above
Example	Select Percent

### Adjustment percent

or

### Adjustment amount

Using graphical mode, if you selected Percent, enter a percentage in this field. If you selected Dollar amount, enter a whole dollar amount here. This field will not display at all if you entered No adjustment.

In Character mode, if you selected P for percentage, enter a percentage in this field. If you selected A for dollar amount, enter a whole dollar amount here. If you selected N for no adjustment, *(Not applicable)* displays in this field and no entry is allowed.

Format	9999999- for dollar amounts 999.99- for percentages
Example	Enter 10 to adjust by +10%

### Field number to change ?

Field number to change is only available from the character mode screens. Make any needed changes. Press <Enter> to generate the budget.

### OK or Cancel

In graphical mode select the OK to generate budgets or Cancel to return to the menu.

There will be a period of calculation while the new budget is calculated.

There must be at least one entry for the source within the account range specified for the year specified.

The source may have entries for accounts not present in the target, and *vice versa* — either because you did not specify a budget for that account in the source or the target, or because the account existed in one year but not in the other.

- Unmatched entries in the source are added to the target.
- Unmatched entries in the target are not deleted or otherwise altered, nor are you warned that an account has been skipped. Therefore, do not assume that every account in the target has been updated unless you are certain that there are no gaps in the source.

## PURGING BUDGETS

The *Purge* function enables you to delete budgets you no longer need. You can purge more than one budget at a time, but each budget is purged in its entirety (you cannot use this selection to delete a range of accounts).

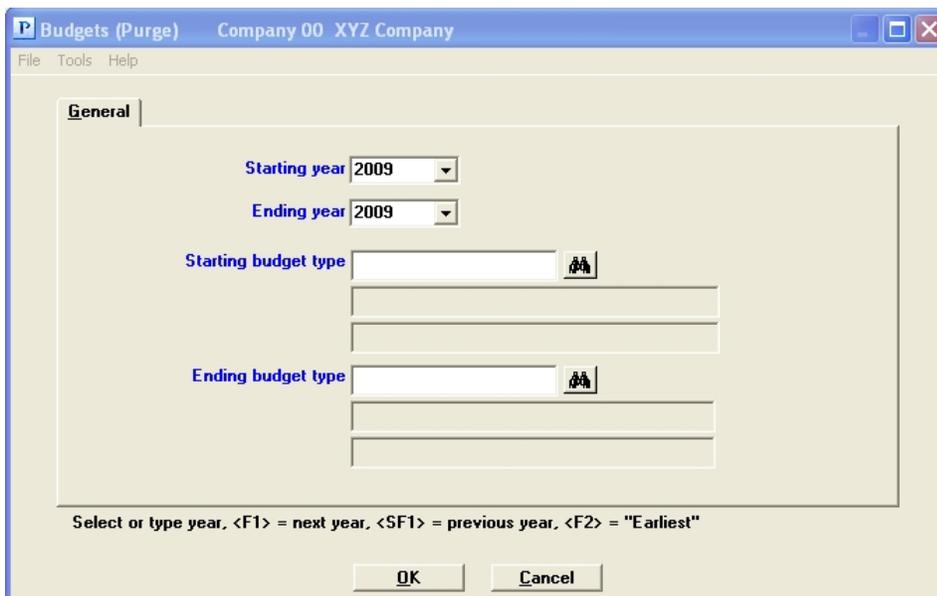
Budgets for the current fiscal year or for future years cannot be purged.

### Select

*Purge* from the *Budgets* menu.

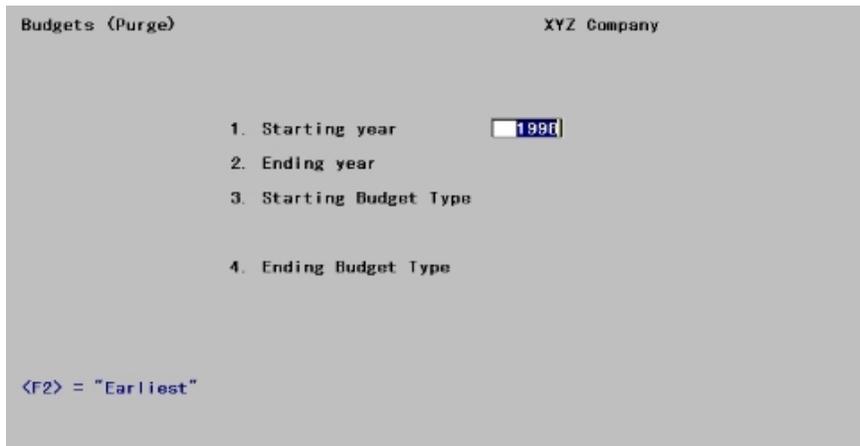
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

**Starting year *and***

**Ending year**

### Options

Enter the range of prior years to purge, or use one of the options.

<F1>	For the next year
<SF1>	For the previous year
<F2>	For the Earliest starting year or the Latest ending year
Format	9999 The default is the previous fiscal year.
Example	Press <F2> for the starting year Type 2000 for the ending year

**Starting budget type *and***

**Ending budget type**

### Options

Enter the range of budget types you want to purge, or use one of the options.

<F1>	For the next budget type
<SF1>	For the previous budget type
<F2>	For the First starting budget or the Last ending budget

Format	15 characters
Example	Press <F2> at each field to purge all budgets for the selected years

### Field number to change ?

In character mode change any fields as necessary and press <Enter> to save.

### OK or Cancel

Select OK to purge or Cancel to return to the menu without purging.

There will be a period of processing as budgets are deleted.

No report of the purged information is printed, so if you wish to retain a hard copy for historical reasons, use the Print selection for this purpose *before* purging. To print see [Listing Budgets](#).

## PRINTING A CHANGE LOG OF BUDGETS

If use of change logs has been specified in *Company information*, you can print the Budgets Change Log identifying who has changed your budgets and what the changes were.

See a sample [Budgets Change Log](#) in the *Sample Reports* appendix.

### Select

*Budgets change log* from the *Reports (lists)* menu.

A screen with the following field displays:

### Purge change log

Check the box, answer Y, to purge the change log, or leave it unchecked, answer N, to print the changes but leave them on file (so they can appear on subsequent change logs).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked
	Character: One letter, either Y or N. The default is N
Example	Press <Enter>

### OK or Cancel

Select OK to proceed or Cancel to return to the menu.

This report can be displayed on the screen only if you have chosen not to purge.

# Comparatives

This chapter contains the following topics:

<a href="#">Entering Historical Data for Comparison</a> .....
<a href="#">Entering Comparatives</a> .....
<a href="#">Listing Comparatives</a> .....
<a href="#">Purging Comparatives</a> .....
<a href="#">Printing a Comparative Change Log</a> .....

## ENTERING HISTORICAL DATA FOR COMPARISON

The *Comparatives* selection enables you to enter comparatives. The term comparatives simply means the historical data from some previous year which you wish to *compare* to the current year. You may retain these on file as long as you wish.

In addition to entering comparatives, you can:

- Print a list of the comparatives.
- Purge comparatives.
- Print a Comparatives Change Log (if you chose in *Company information* to use change logs).

### **Note**

Since version 11.7 PBS allows you to save multiple years of detailed data in the transaction file. As the years accumulate, at some point entering comparative data may no longer be necessary. You may use the extract financial data feature to create your comparative reports.

## When to Use This Selection

At the end of the fiscal year, when *Close a year* is run, the account balances (for each period) are automatically transferred to corresponding comparative information records. Comparatives are *historical* information. Consequently:

- You would not normally wish to alter their value (except perhaps when initially installing the G/L module). The *Enter* selection is more often used to *examine* comparatives than to *change* them. In fact, comparatives are *protected* from change. Refer to the *System User* documentation and the Company information chapter in *PBS Administrative* documentation for information on overriding change protection.
- Although *Comparatives* allows you to work with both new and existing entries, there almost always *are* existing entries.
- Perhaps the only case where you would want to add new entries would be when retroactively adding historical information (from the period before you installed General Ledger).
- Instead of keying this information manually, you (or your PBS support person) may be able to accomplish the same thing by reformatting your old files into the format of Passport Business Solutions Comparative data (See the *PBS Field Definition Guide* for this format). You can then import this information using the data utilities described in the *PBS Administration* documentation.

## Accounting Period Structure

All thirteen periods appear on this screen, even if your accounting structure uses twelve (or fewer) periods. Comparison between successive years is based on the period's *number*, even when the

definition of a period has changed. Thus you may be comparing a four-week period in one year to a five-week period in another year. Extreme cases exist where even the *number* of periods vary from one year to the next. For instance:

- You may have changed from a thirteen-period structure to a twelve-period one or *vice versa*.
- You may experience a six-month or nine-month transitional fiscal *year*. This would happen if you convert from a fiscal year beginning in June to one beginning in some other month.

If your *current* accounting structure uses fewer than thirteen periods, the cursor will not move to the unused periods during normal data entry (even though those periods had been used during previous years and contain non-zero amounts). You can however access all thirteen periods from *Field number to change ?*.

## File Structure

All comparative information for one company resides on a single Comparative file. There is *not* a separate file for each fiscal year.

## Examples of Comparatives

Suppose sales for a particular product were \$5,000 during each period of the previous fiscal year. Further, because operating statement accounts are closed out at the end of each fiscal year, suppose the beginning balance was zero.

The comparative amounts for this account appear as follows:

Prior Year Beginning Balance	.00
Ending Bal Last Year Period-1	5,000.00-
Ending Bal Last Year Period-2	10,000.00-
Ending Bal Last Year Period-3	15,000.00-
Ending Bal Last Year Period-4	20,000.00-

Balance sheet account comparatives are entered in much the same way, although the prior year beginning balance would not necessarily be zero.

For instance, suppose a cash account that had a beginning balance of \$15,000 last year and increased by \$1,000 during each period of the year. The comparative amounts for this account would appear as follows:

Prior Year Beginning Balance	15,000.00
Ending Bal Last Year Period-1	16,000.00
Ending Bal Last Year Period-2	17,000.00

Ending Bal Last Year Period-3	18,000.00
Ending Bal Last Year Period-4	19,000.00

## ENTERING COMPARATIVES

### Select

Enter from the *Comparatives* menu.

An alternate method is to access an account's comparatives directly from the *Chart of accounts (Enter)* selection, as described in the [Chart of Accounts](#) chapter.

### Graphical Mode

A screen similar to the following appears:

Comparatives (Enter) Company 00 XYZ Company

File View Print list Tools Help

New Edit Save Save / New Delete Cancel Exit

Select fiscal year to process

Fiscal year 2010

Select by ascending fiscal year

Fiscal year	Account number	Description
2010	1000-000	Cash account #13557-000
2010	1000-100	Cash account #13557-100
2010	1000-200	Cash account #13557-200
2010	1000-300	Cash account #13557-300
2010	1000-400	Cash acct
2010	1001-000	Cash account

General

Comparatives for

Fiscal year 2010

Account# 1000-000

Description Cash account #13557-000

Beginning balance -277,095.29

Periods	Ending balance
1	-274,235.46
2	-261,552.45
3	-259,784.13
4	-265,413.00
5	-276,124.00
6	-291,548.32
7	-198,235.00
8	-261,312.00
9	-286,455.00
10	-293,132.00
11	-291,900.36
12	-293,708.71
13	

<F1> = next comparative, <SF1> = previous comparative, <F3> = delete

### Comparatives List Box

The list box displays up to 6 existing comparatives at a time. You may sort the comparatives by fiscal year or account number both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a comparative, start typing a fiscal year or account number depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a comparative. The <F1> and <SF1> keys function the same as the up/down arrows.

Comparatives that display in the list box are available for changes or deletion. The fields for the selected comparative display in the lower part of the screen.

When an comparative is found, you may select the <Enter> key or Edit button to start editing.

### Comparatives Buttons

When you are adding or editing an existing comparative, you have the following buttons, with keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	To enter a new comparative.
Edit	Alt+e	To edit an existing comparative.
Delete	Alt+d	To delete an existing comparative.
Save	Alt+s	To save a new or edited comparative.
Save/New	Alt+w	To save a new or edited comparative with the program ready to enter another new comparative.
Cancel	Alt+c	To cancel the entry of a new comparative or cancel the editing of an existing comparative.
Exit	Alt+x	To cancel editing or return to the menu.

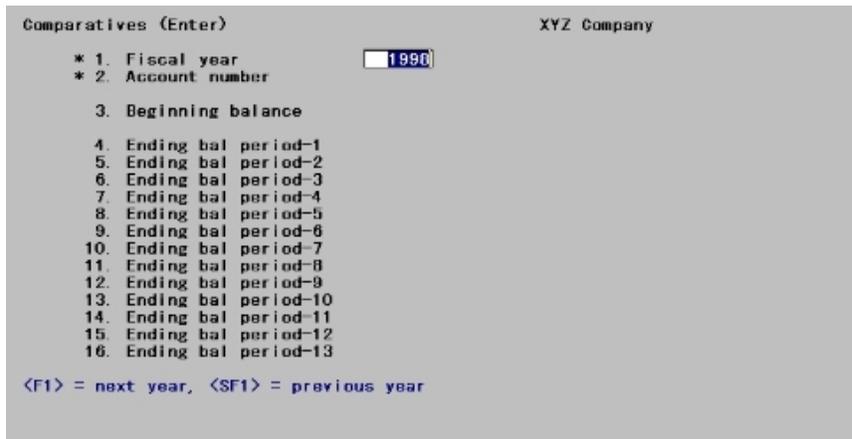
### Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the similar from screen to screen. If a menu selection is grayed out you will not be able to access it. The selection that is unique to this screen is explained here:

Select *Print list* to print a list of the budgets. See [Listing Comparatives](#)

### Character Mode

The following screen appears:



From this screen you can work with both new and existing comparatives.

Enter the following information:

### Fiscal year

#### Options

Enter the fiscal year of the comparatives you wish to access (or create). This must be prior to the current fiscal year. You may use one of the options:

<F1>	For the next fiscal year
<SF1>	For the previous fiscal year
Format	9999 The default is the year immediately preceding the current fiscal year.
Example	Press <Enter>

### Account #

#### Options

Enter the account number, or use one of the options:

<F1>	For the next account
<SF1>	For the previous account

If an entry already exists for this account and year, the information on file will display and the cursor will be positioned at *Field number to change ?*. This will normally be the case, unless you access a year you have already purged (or a year prior to your installation of G/L).

If you really are dealing with a new entry, the cursor will be positioned at Field #3 to allow data entry, and will then progress through all the period fields *except* those not used in your current year's accounting period structure.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 4010-000

### Beginning balance

Enter the prior-year beginning balance (the balance for this account at the beginning of the prior fiscal year). *Credit balances must have a minus sign.*

Logically, the beginning balance of one fiscal year should equal the ending balance of the preceding fiscal year. This is not enforced by the program.

Format	999,999,999,999.99-
Example	Press <Enter>

### Ending balance - Periods 1 through 13

Enter the ending balance for each period of last year. *Credit balances must have a minus sign.*

### Options

Once you enter an amount for the first comparative, you can use one of the options:

<F1>	To set this period to the same figure as the previous period
<F2>	To set the remaining valid periods to the same figure as the previous period
<F5>	In character mode only, to set the remaining periods to zero and proceed to <i>Field number to change ?</i>
<F7>	To calculate a value for this period by projecting the trend of the two preceding periods

See the section on the [Accounting Period Structure](#) in the introduction to this chapter.

Format	999,999,999,999.99-
Example	Type the amounts shown in these fields based on the following screen:

Select the Save button to save the new or edited comparative. See [Comparatives Buttons](#)

## Character Mode

```

Comparatives (Enter)                                XYZ Company
* 1. Fiscal year                                    1990
* 2. Account number                                4010-000
                                                    Equipment income/expense
3. Beginning balance                                .00
4. Ending bal period-1                             11,000.00
5. Ending bal period-2                             23,000.00
6. Ending bal period-3                             37,000.00
7. Ending bal period-4                             48,000.00
8. Ending bal period-5                             59,000.00
9. Ending bal period-6                             69,000.00
10. Ending bal period-7                            81,000.00
11. Ending bal period-8                            100,000.00
12. Ending bal period-9                            115,000.00
13. Ending bal period-10                           120,000.00
14. Ending bal period-11                           135,000.00
15. Ending bal period-12                           165,000.00
16. Ending bal period-13                            .00

<F1> = next comparty, <SF1> = previous comparty, <F3> = delete
Field number to change ? 
    
```

If you press <Esc> while entering comparatives, the screen clears and you are prompted to re-enter the information starting with the first field.

### Field number to change ?

Make any needed change. Note that:

- For an existing entry, all changes are *protected* changes.
- For periods not used in your *current year's* accounting period structure, you will be warned when you attempt to change them (but allowed to do so anyway).

## Options

For an existing entry, you may also use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F3>	To delete this entry

## LISTING COMPARATIVES

This selection lets you print the Comparatives List, which is a list of the comparative amounts for specified range of accounts and fiscal years.

See a [Comparatives List](#) example in Sample Reports appendix.

### Select

*Comparatives* from the *Reports (lists)* menu.

### Graphical Mode

The screenshot shows a window titled "Comparatives (List) Company 00 XYZ Company". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar is a "Report criteria" section with the following fields and controls:

- Starting account #: "First" (with a swap button)
- Ending account #: "Last" (with a swap button)
- Starting year: 2010
- Ending year: 2011
- Print for sub account/group: All sub accounts (dropdown menu)
- Sub account: (with a swap button)
- Department: (with a swap button)

Below the fields, there is a legend: <F1> = next account, <SF1> = previous account, <F2> = "First". At the bottom are "OK" and "Cancel" buttons.

### Character Mode

The following screen appears:

The screenshot shows a character mode screen titled "Comparatives (List) XYZ Company". The screen displays a numbered list of prompts:

1. Starting Account
2. Ending Account
3. Starting year
4. Ending year
5. Print for sub act group ?

At the bottom, there is a legend: <F1> = next account, <SF1> = previous account, <F2> = "First".

Enter the following information:

**Starting account # through**

**Ending account #**

**Options**

Enter the range of main account for the comparatives you are printing. The accounts entered need not be on file, but the range should enclose at least one existing account. Cost centers or subaccounts are *not* entered until the [Print for sub account/group](#) field (field #5 in character). You may use the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the <First> starting account or the <Last> ending account

Upon selection or entry of an account, the description of the *first* account number on file with that main account displays below the account number.

Format	Your standard format for main account, as defined in <i>Control information</i> .
Example	Press <F2> at each field for <i>First</i> through <i>Last</i> .

**Starting year and**

**Ending year**

**Options**

Enter the range of years to print, or use one of the options:

<F1>	For the next year
<SF1>	For the previous year
<F2>	For the <i>Earliest</i> starting year or the <i>Latest</i> ending year

Format	9999. The default at the Starting year field is the year immediately prior to the current fiscal year. At the Ending year field it is the year immediately following whatever was entered at the Starting year field.
Example	Press <F2> at each field

**Print for sub account/group**

**Options**

This field appears only if you are using cost centers (or subaccounts).

Character	Graphical	Description
P	Sub account or Cost center	Use for cost center (or subaccount)
G	Sub account group or Cost center group	Use for cost center group (or subaccount)
A	All sub accounts or All cost centers	Use for all cost centers (or subaccount)

Format	One selection from the list above
Example	Select All sub accounts or type A for <i>All</i>

### Options

If you select Cost center (Sub account) (P in character mode), you will be prompted to enter a valid cost center (or subaccount). If your cost centers have two segments, each one must be entered separately. You may also use one of the following options:

<F1>	For the next cost center (or subaccount)
<SF1>	For the previous cost center (or subaccount)
<F5>	For <i>All</i> cost centers (or <i>All</i> subaccount)

Format	Your standard cost center (or subaccount) format, as defined in <i>Company information</i> .
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

### Options

If you select Cost center group (Sub account group) (G in character mode), enter the cost center (or subaccount) group or use one of the following options:

<F1>	For the next cost center or subaccount group
<SF1>	For the previous cost center or subaccount group
<F5>	For <i>All</i> cost center or <i>All</i> subaccount groups

Format	Eight characters
Example	(Does not occur in this example because you have chosen A for <All>)

If you select All cost centers (All sub accounts) (A in character mode), all cost centers (or subaccounts) will print.

Note that All cost center *groups* is not the same as All cost *centers* (since some cost centers may not form part of any group, or conversely may be included in more than one group). When printing All groups, accounts present in more than one group are printed only once.

**OK or Cancel**

Make any needed changes. Select OK to print the report. Select Cancel to return to the menu.

## PURGING COMPARATIVES

This lets you delete comparatives you no longer need. Each comparative is purged in its entirety (you cannot use this selection to delete a range of accounts).

### Select

*Purge* from the *Comparatives* menu.

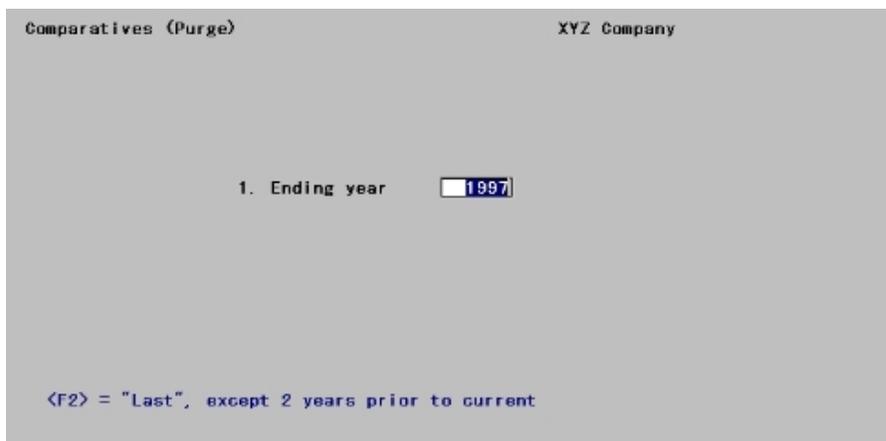
### Graphical Mode:

A screen similar to the following appears:



### Character Mode:

The following screen appears:



Enter the following information:

### Ending year

#### Options

You may purge any comparative year except the most recent one. Thus in fiscal year 2005 you may purge through 2003 but not through 2004. Enter the ending year for the comparatives you want to purge.

<F2>	For the <i>Latest</i> year eligible for purging (two years before the current year)
Format	9999
Example	Type 2003 to purge comparatives through 2003.

#### OK or Cancel

Make any desired changes. When you press <Enter>, there will be a period of processing as the file is purged.

No report of the purged information is printed, so if you wish to retain a hard copy for historical reasons, use the *List* selection for this purpose *before* purging.

## PRINTING A COMPARATIVE CHANGE LOG

If use of change logs has been specified in *Company information*, you can print the Comparatives Change Log. This will provide you with an audit trail of how, when, and by whom your historical information has been altered.

See a [Comparative Change Log](#) example in Sample Reports appendix.

### Select

*Comparatives change log* from the *Reports (lists)* menu.

A screen appears with the following field:

### Purge change log

You can print the log without purging it, in which case accumulated changes are not lost and will appear on the report the next time it is printed.

Check the box or answer Y to purge the change log, or leave it unchecked, answer N, to only print it.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked
	Character: One letter, either Y or N. The default is N
Example	Press <Enter>

### OK or Cancel

If you have chosen to purge the file, the report is considered a register and may not be displayed on the screen.

This report can be displayed on the screen only if you have chosen not to purge.

# Set-up Procedures

This chapter contains the following topics:

<a href="#">Adding Cost Centers, Companies, or modules</a>	.....
<a href="#">Setting Up Valid G/L Accounts</a>	.....
<a href="#">Setting Up Chart of Accounts</a>	.....
<a href="#">Adding Accounts for a Sub Account / Cost Center</a>	.....
<a href="#">Removing Accounts for a Sub account / Cost Center</a>	.....
<a href="#">Copying a Chart of Accounts</a>	.....
<a href="#">Set Beginning Balances</a>	.....
<a href="#">Transferring Net Profit or Loss</a>	.....
<a href="#">Defining Proforma Chart of Accounts</a>	.....

## ADDING COST CENTERS, COMPANIES, OR MODULES

This chapter describes several procedures that may be useful when adding a new company or a new cost center, or when installing a new Passport Business Solutions accounting module. These procedures are not used for normal day-to-day processing.

### Chart of Accounts Manipulations

All modules need to know what account numbers are valid (so they can validate the numbers you enter). The G/L module needs to know this also, but there are many other things it needs to know about an account.

Since some users require only the G/L module, and other users do not require G/L at all, two separate files are maintained:

- The Chart of Accounts are used by G/L, and contains historical and other information about each account.
- The Valid G/L Accounts are used by all the other modules, and contains nothing but the name and number of each account. When using Pathfinder or Data Initialization, be aware that this data is not part of the G/L module but belongs to the System Manager.

If you use some other Passport Business Solutions module[s] in addition to G/L, you have *both* these files. It is important that they agree with each other, because when *Get distributions* transfers distributions from some other module it expects accounts from the Valid G/L Accounts to match accounts in the G/L Chart of Accounts.

If until now you have only been using one of these files/tables, you can use *either* as the basis for initializing the other. Of course, if you initialize the Chart of Accounts from the Valid G/L Accounts, the result is only a skeleton and needs to be hand-tailored further.

If you already have both files/tables, you can keep them synchronized by specifying (in *Control information*) that changes to the Chart of Accounts will automatically cause corresponding changes to the Valid G/L Accounts. This only works in one direction!

If you use this feature, you should avoid using the System Manager module's *Valid G/L accounts* selection at all. You can use passwords to lock out this selection.

### Cost Center Manipulations

If you use cost centers, you can:

- Add a new cost center to the Chart of Accounts by copying from an existing cost center.
- Remove a cost center from the Chart of Accounts.

### Subaccount Manipulations

If you use sub accounts, you can:

- Add a new sub account to the Chart of Accounts by copying from an existing sub account.
- Remove a sub account from the Chart of Accounts.

### Inter-Company Manipulations

If you use the multi-company feature, each company has its own copy of the Chart of Accounts and Valid G/L Accounts. You can:

- Copy a Chart of Accounts from one company to another. This is useful when you are adding a new company and wish to use an existing company as a model.
- Add a new cost center to the Chart of Accounts by copying it from another company.

### Other Set-up Procedures

You can also:

- Set fiscal year beginning balances upon initial installation of the module.
- Define a Proforma Chart of Accounts.



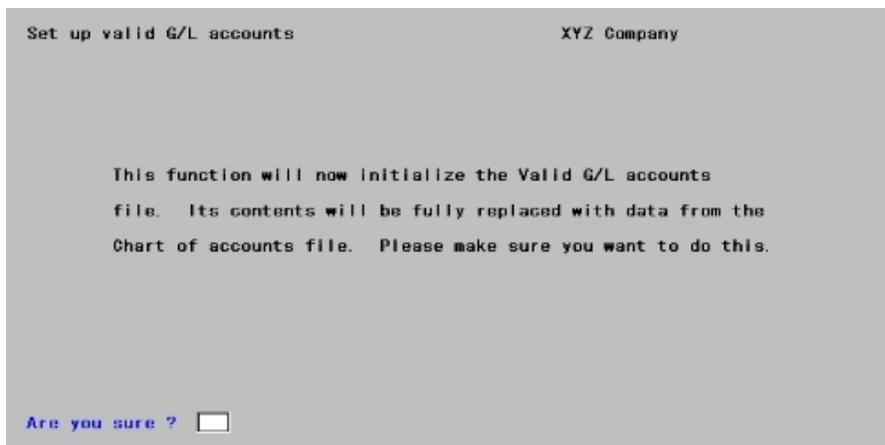
Whichever you choose, the resulting data will not require further adjustment of individual entries (since all the information required by the target data is already present in the source data).

Format	One letter, either C or A
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection as you may destroy production data)

If you enter A, you are asked: *Any change ?*

Answer Y to cancel, or N to proceed.

If you enter C, the following screen appears:



You are asked: *Are you sure ?*

Respond N to cancel, or Y to continue.

Whether you answered A or C, there will be a period of processing as accounts are added to the file. A running display will show the current account and a count of the records processed. Upon completion, press <Esc> to return to the menu.

## SETTING UP CHART OF ACCOUNTS

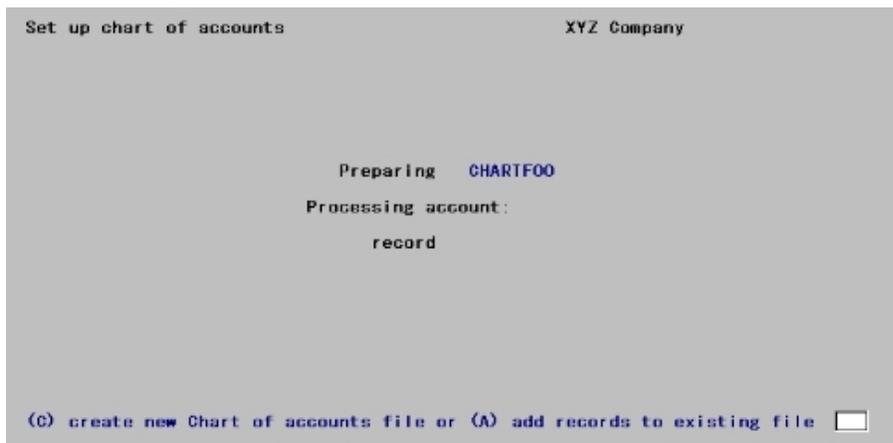
This selection lets you create the Chart of Accounts from the Valid G/L Accounts. The feature is intended for those who have been using module[s] *other* than G/L, and who are now installing that module as well.

Because the source data contains only a list of accounts and their description, the resulting Chart of Accounts is incomplete and must be hand-tailored after creation (via *Chart of Accounts (Enter)*). Refer to the [Chart of Accounts](#) chapter for an explanation of the relation between these two.

### Select

*Set up chart of accounts* from the *Utility* menu.

The following screen appears:



Enter the following information:

### Create or Add

### Options

Your choices are:

- |   |  |
|---|--|
| C | To create a new Chart of Accounts. The existing data, if any, will be completely erased and every account currently on the Valid G/L Accounts will be copied into a new Chart of Accounts.   |
| A | To retain the existing Chart of Accounts and to correct it by reference to the Valid G/L Accounts. Accounts which are present in the latter but not in the former will be added. The reverse is <i>not</i> the case — accounts which are present in the former but not the latter will not be deleted. |

Default assumptions are made for some fields in order to minimize the manual changes you will have to make after creating these records:

- The financial statement type is set to P (operating statement).
- The parentheses control code is set to C (enclose when credit).
- The compression code to N (no compression).

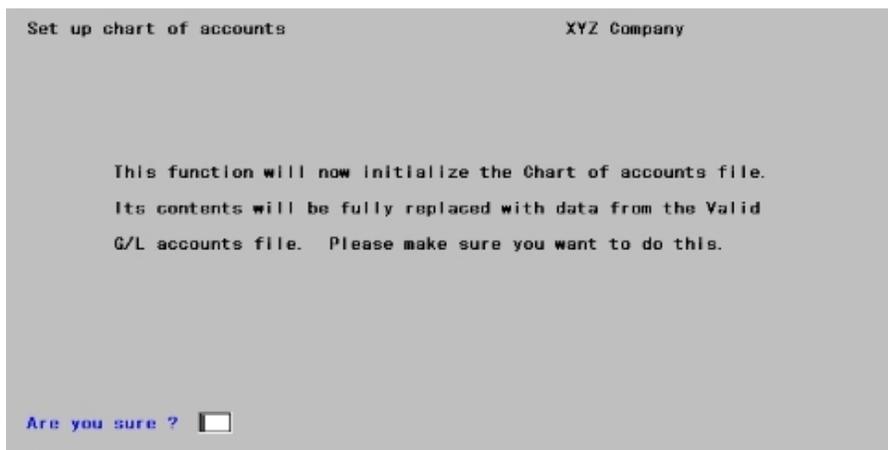
No assumptions are made for other fields: SAF type, cash flow type, budgets, and comparatives.

Format	One letter, either C or A
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection as you may destroy production data)

If you enter A, you are asked: *Any change ?*

Answer Y to re-enter the proceed, or N to proceed.

If you enter C, the following screen appears:



You are asked: *Are you sure ?*

Respond N to cancel, or Y to continue.

Whether you answered A or C, there will be a period of processing as accounts are added to the file. A running display will show the current account and a count of the records processed. Upon completion, press <Esc> to return to the menu.

Existing accounts retain their original settings (if you are adding records).

As processing occurs, a record counter on the screen displays each account added.

Use *Chart of Accounts(Enter)* to hand-tailor the new entries.

## ADDING ACCOUNTS FOR A SUB ACCOUNT / COST CENTER

If you do not use cost centers or sub accounts (as determined by your account structure in *Company information*), skip this section.

Add accounts for a cost center (or sub account) adds a new cost center (or sub account) to your existing Chart of Accounts, by copying accounts from an existing cost center (or sub account) in the same company.

The account itself is copied, but not its actual and comparative amounts. The budget amounts may however be copied if desired.

The following discussion describes the function for sub accounts. Cost centers are processed similarly. Suppose you want to copy some accounts from sub account 300 to sub account 400:

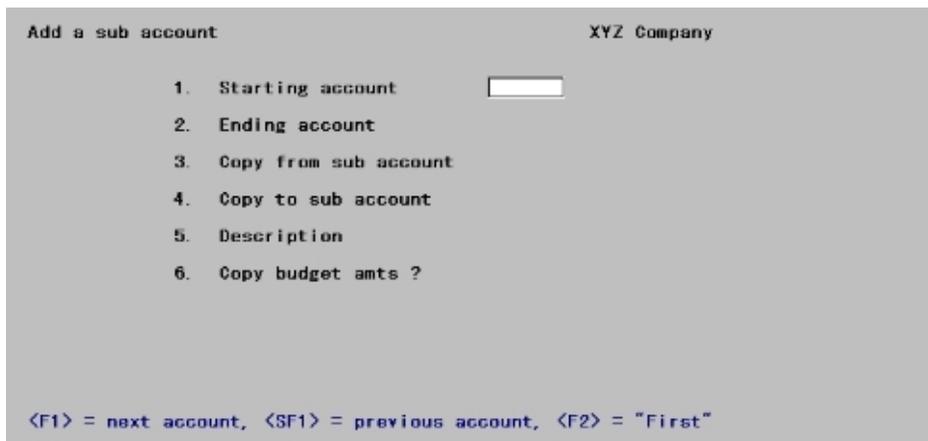
- Sub account 300 must exist and there must be some accounts in it. Assume that these are accounts 1000-300 and 2000-300.
- Sub account 400 may or may not exist. If it does not, you are asked to provide a description to be added to the sub account file.
- Upon running the selection, accounts 1000-300 and 2000-300 will be copied to accounts 1000-400 and 2000-400.
- It is safe to copy a range of accounts even though some accounts in the range are already present in the receiving sub account. Receiving accounts that already exist will not be overlaid.
- Nothing happens to the sending accounts.
- If the receiving sub account already contains accounts which do not correspond to any accounts in the sending sub account, those accounts are left unchanged.
- If you have specified (in *Control information*) that your Chart of Account changes apply automatically to your Valid G/L Accounts, any account added by this selection to the Chart of Accounts is also added to the Valid G/L Accounts.

If you use sub account groups, do not omit to add the new sub account to whatever group[s] you want it to belong to (using *sub acct /Cst cntr groups*). See the [Cost Center and Subaccount Groups](#) chapter.

### Select

*Add a sub account / Cst cntr* from the *Utility* menu.

The following screen appears:



Enter the following information:

- 1. Starting account *through*
- 2. Ending account

### Options

Enter the range of main accounts you intend to copy. You may use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the First starting account or the Last ending account

It is not required that either account be on file, but the range of accounts should enclose at least one existing account in the cost center (or sub account) you are copying from.

If either account does exist in *any* cost center (or sub account), the description of the account on file for the *first* cost center (or sub account) for which that account exists will display below the account number. This will not necessarily be the same description as the account number in the cost center (sub account) you intend to copy from.

Format	Your standard account number format as defined in <i>Control information</i>
Example	Press <F2> at each field for First through Last

- 3. Copy from *and*
- 4. Copy to

Enter the sending and receiving cost centers (or sub accounts).

By default, cost centers are identified on the screen as Department (if only a single segment is used) or as Division and Department (if two segments are used). However if you have defined names different than these, those names will appear instead.

## Options

If there is more than one cost center segment, each one must be entered separately.

<F1>	For the next cost center (or sub account)
<SF1>	For the previous cost center (or sub account)

Each segment of the sending cost center must already have been defined in the System Manager module's (CTL) *Cost centers / Sub accounts* selection. Either or both segments of the receiving cost center may already have been defined, but this is not a requirement. If they do not already exist, they will be created. Likewise, a sending sub account must have been defined in *Cost centers / Sub accounts*.

Format	Your standard format, as defined in <i>Company information</i>
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection)

## Description

The description of the selected cost centers (or sub accounts) will be displayed. If you use a two-segment cost center, each segment of each cost center will have its own description.

The cursor will move to the description field[s] of the receiving cost center (or sub account) only. If it is not already on file, you must enter a description for it. If it is on file, the existing description will display and may be changed if desired.

Format	30 characters
Example	(Does not occur in this example)

## 5. Copy budget amounts ?

This option lets you transfer the budget amounts from the old accounts to the new accounts. An answer of Y will copy the budget amounts. An answer of N will skip this function, leaving the new accounts with no budgets.

Format	One letter, either Y or N
Example	(Does not occur in this example)

## Budget Type

If you answered Y to copy budget amounts, you must specify which budgets to copy.

## Options

Enter a budget type, or use one of the following options:

<F1>	For the next budget type
<SF1>	For the previous budget type
<F5>	For All budget types
Format	15 characters
Example	(Does not occur in this example)

### Field number to change ?

Make any desired changes. When you press <Enter> with this field blank, there will be a period of processing as new entries in the Chart of Accounts are created. A running display of the accounts processed will appear on the screen, and you will be informed when all have been copied. Press <Esc> to return to the menu.



Enter the following information:

**1. Department or**

**1. Division and 2. Department**

Enter the cost center (or sub account) to be removed.

If your account structure has only one segment in its cost center, only Field #1 will appear.

If you have defined some name other than the defaults (Division and Department), that name will appear here instead.

Enter the cost center (or sub account) you wish to delete. If there is more than one cost center segment, each one must be entered separately.

### Options

You may also use one of the following options:

<F1>	For the next cost center segment
<SF1>	For the previous cost center segment
Format	Your standard format, as defined in <i>Company information</i>
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection)

### Description

The description of the selected cost center or sub account will be displayed. If you use a two-segment cost center, each segment of the cost center will have its own description.

Format	30 characters
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection)

### Field number to change ?

Make any desired changes. Press <Enter> and the system will verify that there is at least one entry in *Chart of accounts* for this cost center. It will also check whether:

- There are any transactions on file for this cost center or sub account.
- There are any non-zero comparatives or actuals on file for this cost center or sub account.

If so, you cannot run this selection.

Otherwise, there will be a period of processing as records are removed from the files. A running display shows the record currently being deleted, and notifies you when done. Press <Esc> to return to the menu.

## COPYING A CHART OF ACCOUNTS

If you do not use the multi-company feature, skip this section.

Use *Copy chart of accounts* to copy some or all of *another* company's Chart of Accounts into this company's. This is sometimes useful when creating a new company or a new cost center.

If you merely wish to copy *within* one company's Chart of Accounts, refer to the *Add a cost center or Add a sub account* selection in this chapter.

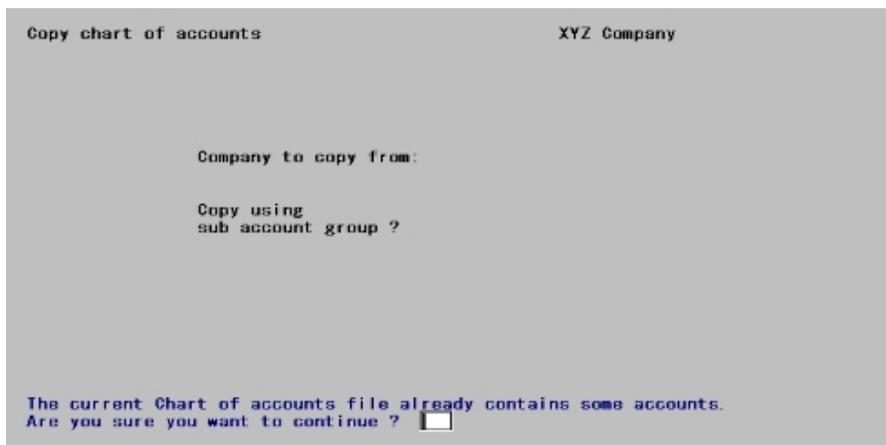
Neither budgets, nor actuals are copied — only the accounts themselves, with zero values for all these amounts. However comparatives are copied. If you do not want to keep the copied comparatives use GLINIT to remove them all. You may also delete them one at a time.

If you have specified (in the *receiving company's Control information*) that changes to the Chart of Account are to be applied automatically to the Valid G/L Accounts, the copied accounts are added to that file/table as well.

### Select

*Copy chart of accounts* from the *Utility* menu.

The following screen appears:



### The current Chart of accounts file already contains accounts

This message appears if the receiving file/table is not empty. This condition is to be expected if you were adding a new cost center, but would be unusual if you were adding a new company. You are asked if you wish to continue. Answer Y to continue or N to cancel.

Format	One letter, either Y or N. There is no default.
Example	Type Y

**Company to copy from:**

**Options**

Enter the company-ID of the company from which to copy. The sending company must be already present in the Multi-company file/table and cannot be the same as the receiving company. You may also use one of the options:

<F1>	For the next company
<SF1>	For the previous company
Format	Two characters
Example	(Type the code of any of your existing companies.)

**The account number structure for the source company is different from the destination company.**

This message appears if the account number structures are not exactly the same for the two companies. You are asked if you wish to continue. Answer Y to continue or N to cancel. Be aware that loading incompatible account structures may cause serious data corruption. Specifically:

- Alphanumeric segments should not be copied into numeric ones
- Long segments should not be copied into shorter ones
- Cost centers with two segments should not be copied to those with only one
- Companies that use subaccounts should not be copied into companies that do not.

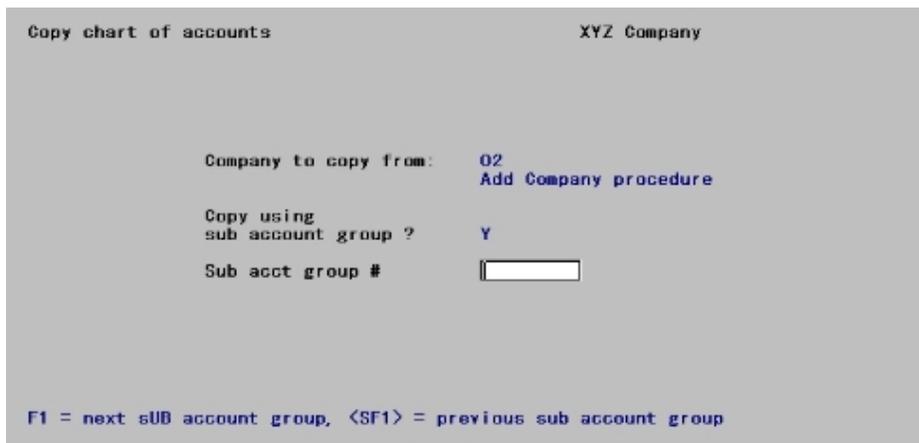
Format	One letter, either Y or N. The default is N.
Example	Type Y

**Copy Using Cost Center Groups**

If the *receiving* company has no cost centers defined, this question will not appear on the screen. Otherwise, enter Y if you wish to copy an entire group. Enter N if you either wish to copy all accounts or you wish to copy a single cost center or sub account.

Format	One letter, either Y or N. The default is N.
Example	Type Y

If you answer Y to the question *Copy using cost center (or sub account) groups ?*, the following appears:



### Cost center (or sub account) group #

#### Options

Enter the code of the receiving company's group. You may also use one of the options:

<F1>	For the next group in the receiving company
<SF1>	For the previous group

Source company accounts are selected solely on the basis of their cost center's or sub accounts membership in the receiving company's group. It is irrelevant what groups the sending company may have (if it even has any).

Format	Eight characters
Example	Press <F1>

#### Description

The description of the selected group will be displayed.

#### If you are using cost centers

If you answer N to the question *Copy using cost center groups ?*, you will be prompted for cost center segment information.

#### Department or Division and Department

The first format appears if your account structure has only one segment in its cost center, and the second if there are two.

If you have defined some name other than the defaults (Division and Department), that name will appear here instead.

Enter the cost center or sub account you wish to copy. The cost center or sub account must already exist in the receiving company.

## Options

You may use the option:

<F5>	For All.
------	----------

If you use two-segment cost centers, you can copy an entire department by entering the department in the first segment and pressing <F5> in the second. The reverse procedure copies a division. Pressing <F5> in both segments copies the entire Chart of Accounts.

<F1>	For the next cost center (or sub account) segment in the receiving company
<SF1>	For the previous cost center segment (or sub account)

Cost center segments defined as numeric in both companies, and containing identical values, will be recognized as the same cost center — even if the segment lengths are different. Likewise for cost center segments described as alphanumeric in both companies. However, cost center 123, described as numeric in one company and alphanumeric in the other, will not be recognized as the same cost center. This is because one company stores it internally with trailing spaces, the other with leading zeroes.

Format	The receiving company's standard format, as defined in its <i>Company information</i>
Example	(Does not occur in this example)

## Description

The description of the selected cost center or sub account will be displayed. If you use a two-segment cost center, each segment of the cost center will have its own description.

## Any change ?

Answer Y to re-enter the screen, or N to continue.

Format	One letter, either Y or N. There is no default.
Example	(If you are only using this documentation as a tutorial, do not actually execute this selection. Type Y.)

If you answer N, there will be a period of processing as records are copied. A running display shows the record currently being processed, and notifies you when done. Press <Esc> to return to the menu.



### Are you sure ?

Answer N to cancel, or Y to continue.

If you answer Y, there will be a period of processing as records are created. A running display of the account currently being processed will appear. You will be notified upon completion; press <Esc> to return to the menu.

If the program encounters an unusual number of large comparative balances, all with the same sign, a message appears and you must enter the beginning balances manually. This is unlikely, but if it occurs, the entries already created in the Distributions Journal are erased and you will need to enter BBF (Balance Brought Forward) entries for each account through *Distributions Journal*.

### After Processing

When processing is complete, print the edit list in *Distributions Journal* to verify that the entries created are correct, before you post them to General Ledger Transactions.

You can make any changes desired through *Distributions Journal*.

If a change to the entry amount is necessary, you should correct the comparative amount in Comparatives as well.

## TRANSFERRING NET PROFIT OR LOSS

Since entries are created for balance sheet accounts only, you need to create one additional entry to transfer last year's net profit (or loss) to the retained earnings account (or to the equity account).

To do this, select the *Enter* option of the *Distributions Journal* menu, and make an entry dated with the last day of the previous fiscal year, for the amount of last year's net profit (loss). Refer to the *Distributions Journal* chapter for more information.

If all other entries are correct, this entry brings the General Ledger into balance (debits equal credits).

## DEFINING PROFORMA CHART OF ACCOUNTS

*Define Proforma Chart of Accounts* simplifies the process of making financial statement layouts. Once you have created a Proforma Chart of Accounts, you can use *Financial statement layouts (Make proforma layouts)* to generate balance sheet and operating statement layouts. The resulting layouts can be fine-tuned using the standard *Financial statement layout* maintenance routines.

The screen takes the form of a table with numbered rows, each representing a group of accounts. The columns indicate (left to right) the name of the group, its starting and ending accounts, and the kind of treatment for that group. Two screens are required to contain the entire table. The first screen is for balance sheet entries and contains Asset, Liability, and Equity groups. The second screen is for the operating statement entries.

The basic structure of the table is fixed and assumes that you have followed standard accounting practice in assigning the sequence of account numbers in [Chart of Accounts](#). If you have not, you will not be able to use this selection.

- Some of the groups, such as Cash or Current Assets, are predefined. You can change the title of the group or the range of accounts it contains, but not its basic meaning.
- Other groups are up to you to define. They appear on the screen as a blank (but numbered) row. You can supply any content you want for this row. If you do not do so that group does not appear in your Proforma Chart of Accounts. You are limited to the number of rows that appear on the screen. For instance, there is a maximum of two groups within Fixed assets.

The table occupies a single record in the Proforma Chart of Accounts file/table. When you make changes in this table you are in effect updating that record.

If when you run this selection the Proforma Chart of Accounts file/table does not exist or is empty, the program creates the basic skeleton. Thus you are never faced with a completely blank screen.

It is possible that maintenance in *Chart of accounts (Enter)* will result in inconsistencies between the Chart of Accounts and the Proforma Chart of Accounts. If the program encounters this situation, it informs you that there is a problem with your proforma chart of accounts and reverts to the basic skeleton. You then have to re-enter the groups as you desire them.

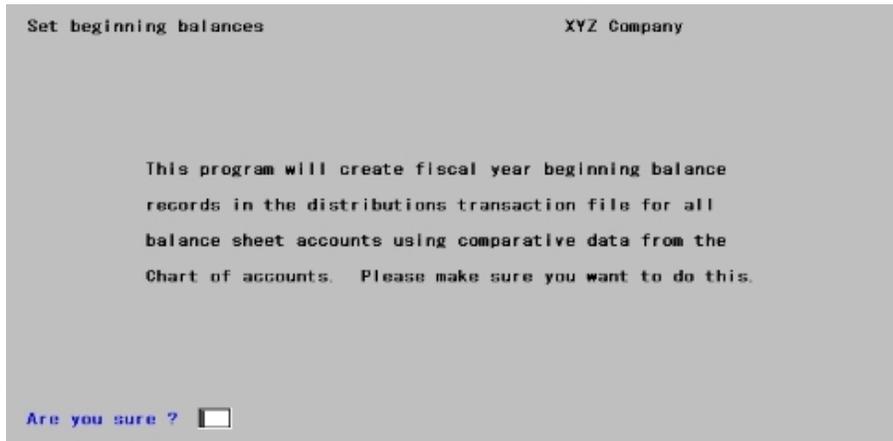
Neither the *Define Proforma Chart of Accounts* selection nor the *Financial statement layouts (Make proforma layouts)* selection alters the Chart of Accounts itself. To make effective use of this feature, the Chart of Accounts must already have correct settings for:

- Subtotal level
- Financial Statement type
- SAF type
- Parenthesis-control code.

### Select

*Define Proforma Chart of Accounts* from the *Utility* menu.

The first screen appears:



From this screen you can work with new or existing entries. For an existing entry, the cursor will be positioned at Field number to change?. For a new entry, the cursor will move through each row in sequence. Even a new entry will not show a blank screen, since the predefined rows (those for which a title appears in the screen above) will always be present.

Enter the following information:

- 1. **Cash through**
- 12. **Retained Earnings**

The cursor moves left to right through each column for that row, except that when the title is blank the cursor does not move through the remainder of that row.

#### Account title

Enter the title of the account as you want it to appear on your financial statements. Group similar accounts together. The account titles will be used as subheadings on your balance sheet or operating statement layout.

Where an explicit title is shown in the illustration, that row is required. The title may be changed but not blanked out.

Where no explicit title is shown, a new row may be added by changing a blank title to non-blank, or deleted by doing the reverse.

Any row with a non-blank title requires non-blank input in the remaining columns of that row. Conversely a blank title forces the remainder of the row to be blank as well.

Format	30 characters
Example	Enter information as shown on the screen below.

Setup (Define Proforma Chart of Accounts)		XYZ Company		
Account Title	Starting Account	Ending Account	Treatment	
<b>Asset Groups</b>				
1. Cash	1000	1020	Each Acct	
2. Current Assets	1100	1240	Each Acct	
3.				
4.				
5. Fixed Assets	1300	1310	Each Acct	
6.				
7.				
<b>Liability Groups</b>				
8. Current Liabilities	2000	2230	Each Acct	
9.				
10. Long-term Liabilities	2300	2301	Each Acct	
11.				
<b>Equity Groups</b>				
12. Retained Earnings	3100	3100	Corporate	

Field number to change ?

### Starting account and Ending account

These define the range of accounts to be included within the account title. They need not correspond to any actual account. Only the main account number is entered.

The starting account for Field #1 is always zero and cannot be changed.

*Within* a row, the ending account must be greater than (not merely equal to) the starting account. Field #12 is an exception: both its starting and ending accounts are set to whatever you have defined as the Retained Earnings account in *Control information*. They cannot be changed.

*Between* rows, each row's starting account must be greater than the ending account of the preceding row, and each row's ending account must be less than the starting account of the next.

Every account in Fields #1 through 11 must be less than the Retained Earnings account.

Format	Your main account, in the format defined in <i>Company</i> information.
Example	Enter information as shown on the screen below.

### Treatment

### Options

The treatment field defines a variety of ways that the account information may display on your report. The choices available vary by row:

Cash account		
OPTION	DISPLAYS AS	MEANING

Cash account		
M	Main Only	Shows a summary amount for all subaccounts within a main account. When you use <i>Make proforma layouts</i> all subaccounts will be summarized under the appropriate main account.
E	Each Acct	Shows amounts for every account and subaccount. An entry will be built in the layout for every main account and subaccount combination.
O	One Line	Shows one summary line for the cash account.

All accounts except Cash and Retained Earnings		
OPTION	DISPLAYS AS	MEANING
M	Main Only	(as for Cash account above)
E	Each Acct	(as for Cash account above)

Retained Earnings account		
OPTION	DISPLAYS AS	MEANING
C	Corporate	When you use <i>Make proforma layouts</i> , the equity area will be a stockholder's equity type layout.
N	Non-Corp	The equity area will be an owners' equity type layout.

Format	One letter from the list above
Example	Enter information as shown on the screen.

**Field number to change ?**

Make any needed changes. Press <Enter> for the next screen:

Setup (Define Proforma Chart of Accounts) XYZ Company

Account Title	Starting Account	Ending Account	Treatment
<b>Operating Statement</b>			
1. Sales			
2. Cost of Sales			
3.			
4.			
5.			
6. General & Admin Expenses			
7.			
8.			
9.			
10. Other Income & Expense			
11. Suspense Account			
12. Inventory			

Enter the following information:

- 1. Sales through
- 12. Inventory

The cursor moves left to right through each column for the row.

**Account title**

Enter the title as you did on the first screen.

Format	30 characters
Example	Enter information as shown on the screen below.

Setup (Define Proforma Chart of Accounts) XYZ Company

Account Title	Starting Account	Ending Account	Treatment
<b>Asset Groups</b>			
1. Cash	1000	1020	Each Acct
2. Current Assets	1100	1240	Each Acct
3.			
4.			
5. Fixed Assets	1300	1310	Each Acct
6.			
7.			
<b>Liability Groups</b>			
8. Current Liabilities	2000	2230	Each Acct
9.			
10. Long-term Liabilities	2300	2301	Each Acct
11.			
<b>Equity Groups</b>			
12. Retained Earnings	3100	3100	Corporate

Field number to change ?

**Starting account and Ending account**

These are entered as on the first screen.

The starting account for Field #1 must be greater than the Retained Earnings account (the last account on the previous screen).

Within a row, the ending account must be greater than the starting account.

Between rows, each row's starting account must be greater than the ending account of the preceding row, and each row's ending account must be less than the starting account of the next.

The Inventory and Suspense accounts are exceptions to both these rules: their ending account may be the same as their starting account, and they need not be in sequence with each other or with any other accounts.

Format	Your main account (only), in the format defined in <i>Company</i> information
Example	Enter information as shown on the screen above.

**Treatment**

**Options**

The choices available vary by row:

All accounts except Suspense and Inventory		
OPTION	DISPLAYS AS	MEANING
M	Main Only	Shows a summary amount for all subaccounts within a main account. When you use <i>Make proforma layouts</i> all subaccounts will be summarized under the appropriate main account.
E	Each Acct	Shows amounts for every account and subaccount. An entry will be built in the layout for every main account and subaccount combination.

Suspense account		
OPTION	DISPLAYS AS	MEANING
B	Below Csh	Display suspense account below cash accounts
R	W/Ret Ern	Display suspense account with retained earnings
I	W/Oth inc	Display suspense account as part of Other Income

**Inventory account**

Inventory account		
OPTION	DISPLAYS AS	MEANING
P	Periodic	Generate a single entry for cost of goods sold on the operating statement.
T	Perpetual	Generate entries for beginning and ending inventory on the operating statement.

Format	One letter from the list above
Example	Enter information as shown on the screen below.

**Field number to change ?**

Make any needed changes. Press <Enter> to return to the menu.

# Cost Center and Subaccount Groups

This chapter contains the following topics:

[Grouping Cost Centers and Subaccounts](#) .....

[Entering Groups](#) .....

[Printing a List of Groups](#) .....

## GROUPING COST CENTERS AND SUBACCOUNTS

You may have chosen (in *Company information*) to incorporate separate cost center into your account numbers. If so, you can print most General Ledger reports for either a single cost center, sub account, or for the company as a whole.

You may also want reports that include some but not all cost centers or sub accounts.

The way to get them is to define beforehand which cost centers or sub accounts belong in which *group*. You can then request a report for any group.

There are two cases in which you can skip this chapter:

- If your account structure has only one segment (the main account).
- If you only want reports for one cost center (or sub-account) at a time.

You cannot arrange groups into hierarchies since a group may not include another group. Fortunately this is not necessary since groups may overlap one another to any extent desired.

## ENTERING GROUPS

Cost centers and sub accounts are part of the System Manager (CTL) because they are used throughout the Passport Business Solutions software. By contrast, groups are used only within G/L and so appear on the G/L menu.

### Select

*Sub acct / Cst cntr groups from the Master information menu.*

The screenshot shows a software window titled "Sub-account groups (Enter) Company 00 XYZ Company". The window has a menu bar with "File", "View", "Sub-accounts", "Print list", "Tools", and "Help". Below the menu bar is a toolbar with buttons for "New", "Edit", "Save", "Save / new", "Delete", "Cancel", and "Exit". The main area is divided into two sections. The top section is titled "Select by ascending group number" and contains a table with columns "Group #" and "Name". The bottom section is titled "General" and contains input fields for "Group #" and "Name". Below these is another section titled "Select by ascending sub-account" with columns "Sub-account" and "Description". At the bottom of the "General" section are input fields for "Sub-account" and a button with a magnifying glass icon. A second toolbar at the bottom of the window contains buttons for "New", "Edit", "Save", "Save / New", "Delete", and "Cancel".

On this screen you can work with new groups or edit existing records.

### Groups List Boxes

There are two list boxes that display on this screen. The one on top is for the group number and name and the other is for the sub-account / cost center and description. For existing records the

focus can be on either one.

The list box on top of the screen displays up to 6 group records at a time. The lower list box displays up to 18 sub accounts or cost enters.

You may sort groups by group number in the upper box and sub-account number in the lower box, both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a record, start typing a group number or sub-account / cost center sequence depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a record. The <F1> and <SF1> keys function they same as the arrow keys.

Group records that display in the list box are available for changes or deletion. The fields for the selected group record display beneath each list box.

When a group record is found, you may select the <Enter> key or Edit button to start editing.

### Groups Buttons

There are two sets of buttons on this screen. The top set is for saving everything on a new record and editing the group name field. The bottom set is for editing and adding new sub-accounts / cost centers.

When you are adding or editing existing groups, you have the following button and keyboard equivalent options:

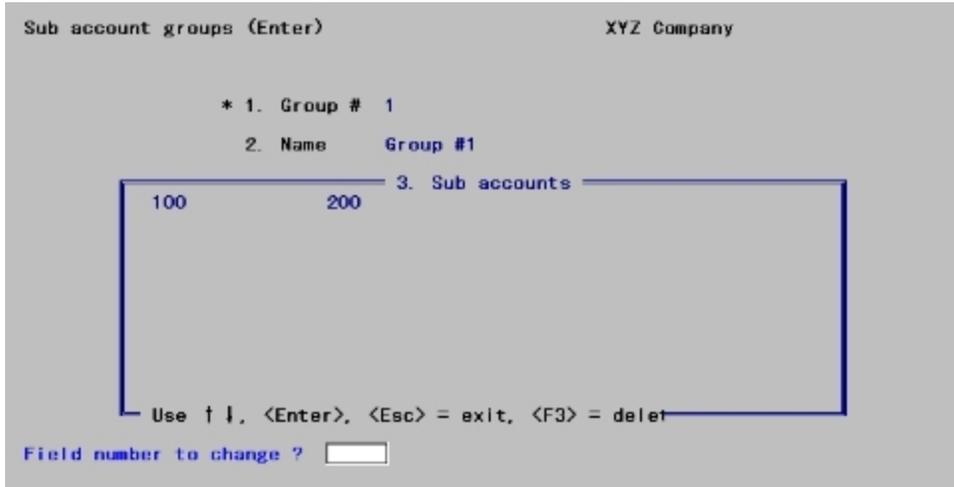
Button	Keyboard	Description
New	Alt+n	To enter a new group.
Edit	Alt+e	To edit an existing group.
Delete	Alt+d	To delete and existing group record. You may also use <F3> to delete.
Save	Alt+s	To save the new or edited group record.
Save/New	Alt+w	To save the new or edited group entry with the program ready to enter a new group record.
Cancel	Alt+c	To cancel the entry of the new group record or cancel the editing of an existing group record.
Exit	Alt+x	To exit the screen. The <Esc> key may also be used.

### Character Mode

The character mode screen contains two parts. The first part only allows viewing Fields 1 and 2.

After entering those fields, a box displays to allow you to enter the members (cost centers or sub-accounts) which are to be included in the group.

If this is an existing group, the members already present in that group appear in sequence like here:



From this screen you can work with both new and existing groups.

Enter the following information:

**Group #**

**Options**

Enter the group number, or in character mode use one of the options:

<F1>	For the next group
<SF1>	For the previous group

Format	Eight characters
Example	Type 1

**Name**

Enter a name for this group.

Format	30 characters
Example	Type Group #1

**Cost Centers or Sub-accounts**

A group may have as many as thirty-two, or as few as zero, members. A member may be included in more than one group, but cannot appear twice within the same group. It is legitimate for a cost center or sub-account to be excluded from all groups.

**Note**

Each cost center or sub account must already have been defined in the System Manager module's *Cost Centers or sub accounts* selection. Note that blank or zero entry is allowed only if defined as a valid segment in *Cost Centers or sub accounts*.

Do not attempt to delete a member by blanking it out; use <F3> or the Delete button for that purpose.

The members are arranged in a table, with the current member highlighted. The description of the currently-highlighted cost center or sub account displays at the bottom of the box.

Existing members can be changed by overwriting them. To add a new member, move to any blank position and key in the member.

Members need not be entered in sequence. When you complete the entry the sequence will be restored automatically, and any gaps closed up.

**Character Mode**

The remaining instructions for entering cost centers and sub account groups is for character mode only.

**Options**

Enter a member. You may also use the options:

<Up>	To move to the next member, or to move from the first segment to the second of a two-segment cost center. From the end of the table, this key wraps forward to the beginning.
<Down>	To move to the previous member, or to move from the second segment to the first of a two-segment cost center. From the beginning of the table, this key wraps back to the end.
<Esc>	To terminate member maintenance and return to <i>Field number to change ?</i> . If the member consists of two segments, this option is only available in the first segment.
<F1>	For the next cost center or sub account on file
<SF1>	For the previous segment
<F3>	To delete this member. If the member consists of two segments, this option is only available in the first segment.

Neither segment of a cost center may consist of All. If you wish a group to include all divisions within a department, enter a separate member for each cost center in that division.

Format	As defined in <i>Company Information</i>
Example	Press <F1> for the first sub account Press <Enter> to accept sub account Press <Esc> to conclude entry

### Options

Make any further changes to this group. If this is an existing group, you may also use one of the options:

<F1>	For the next group
<SF1>	For the previous group
<F3>	To delete this group. Do not do this if you still have any financial reports referencing this group

## PRINTING A LIST OF GROUPS

### Select

*Sub acct / Cst cntr groups* from the *Reports (Lists)* menu.

Only a printer selection screen appears because all groups are printed unconditionally.

# General Journal

This chapter contains the following topics:

[Using a Multi-Line Format for Journal Entries](#) .....

[General Journal Edit List](#) .....

[Posting General Journal Entries](#) .....

## USING A MULTI-LINE FORMAT FOR JOURNAL ENTRIES

The *General Journal* selection enables you to enter, review and post general journal entries in a multi-line format.

The same entries can be made using *Distributions* if preferred; this requires a separate screen for each transaction. Distributions allows for entry of a source, and a document number for each line, where the general journal does not. You must post existing distribution entries before you run *Get distributions* to pull in distributions from other modules.

### Select

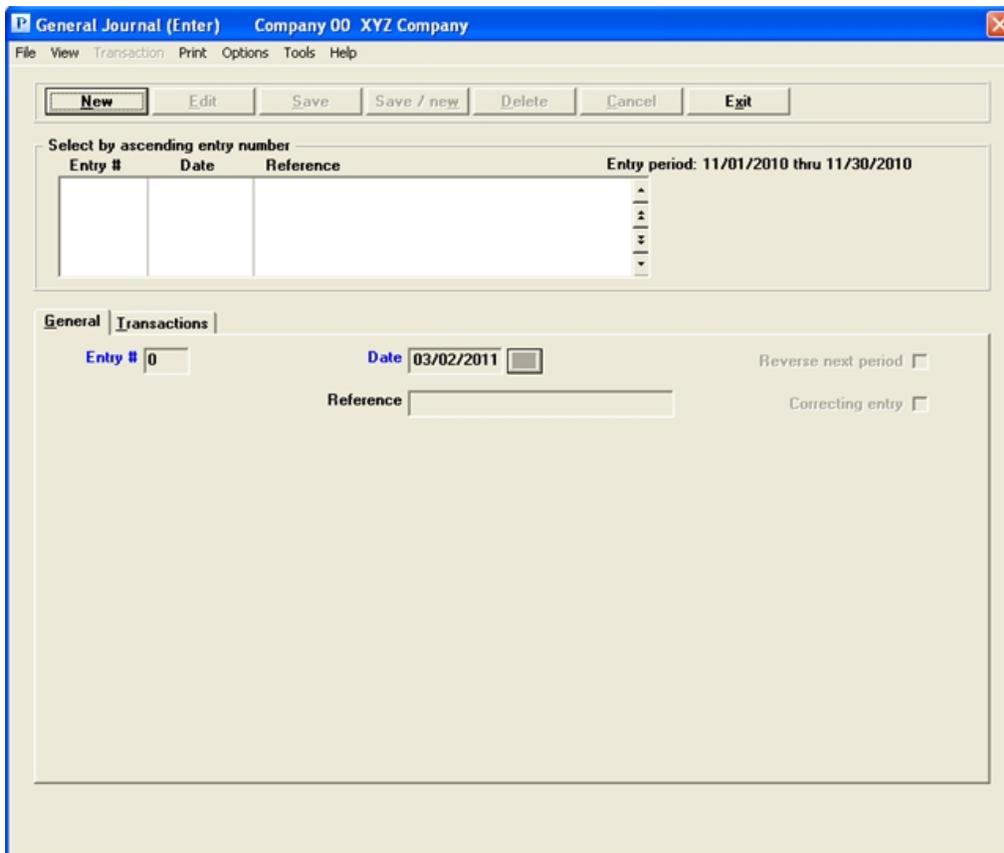
Enter from the *General Journal* menu.

## Entering General Journal

You can use this screen for both new and existing entries. The entry period (from *Accounting periods*) displays at the upper right.

### Graphical Mode

The following screen appears:



General Journal (Enter) Company 00 XYZ Company

File View Transaction Print Options Tools Help

New Edit Save Save / new Delete Cancel Exit

Select by ascending entry number

Entry #	Date	Reference	Entry period: 11/01/2010 thru 11/30/2010

General Transactions

Entry # 0 Date 03/02/2011 Reverse next period

Reference  Correcting entry

## Multi-Line Journal List Box

The upper list box displays up to 6 existing multi-line journal entries at a time. You may sort the multi-line journal entries by entry number in ascending or descending order. Only columns with **red** names may be sorted. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options.

To locate a multi-line journal entry, start typing a multi-line journal entry number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account.

Multi-line journal entries that display in the list box are available for changes or deletion. The individual entries for the selected multi-line journal entry display on the Transactions tab lower list box and fields.

When an multi-line journal entry is found, you may select the <Enter> key or Edit button to start editing.

The top list box corresponds to the General tab fields and the Transaction list box corresponds to the Transactions tab.

## Multi-Line Journal Buttons

Button	Keyboard	Description
New	Alt+n	To enter a new multi-line journal.
Edit	Alt+e	To edit an existing multi-line journal.
Save	Alt+s	To save a new or edited multi-line journal.
Save/New	Alt+w	To save a new or edited multi-line journal with the program ready to enter another new multi-line journal.
Delete	Alt+d	To delete a selected journal. You may also select the <F3> key to delete a journal.
Cancel	Alt+c	To cancel the entry of a new multi-line journal or cancel editing an existing multi-line journal.
Exit	Alt+x	To exit the screen and return to the menu.

When you select the New button, the [General Tab](#) displays. On this tab you can enter the Entry number, Date and Reference fields. When that is completed, a new entry displays in the upper list box and then cursor moves to the Account # field on the [Transactions tab](#).

## Character Mode

In character mode, the following screen appears:



Any number can be used for a new journal entry, so long as no other existing entry already has that number. It is convenient however to use the next available number assigned by the system. This keeps the numbers in ascending sequence, and prevents re-using a number after it has been posted. The G/L Codes data (GLCODS) automatically keeps track of the next available entry number for MLE (and for other source codes like budgets).

### Options

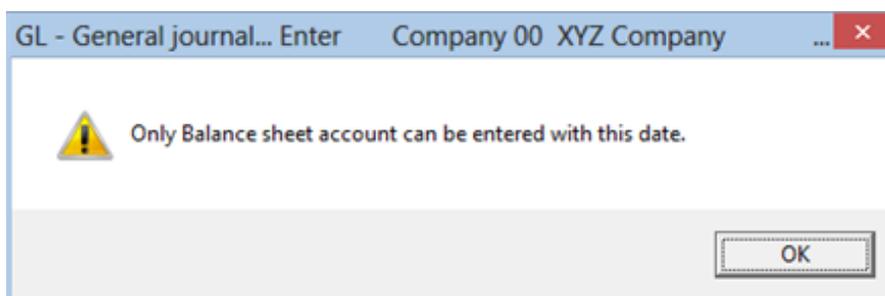
Enter a number, or use one of the following options:

<F1>	For the next existing journal entry
<SF1>	For the prior journal entry
<F2>	For the next available MLE entry number
<Esc>	To terminate this journal entry and return to the menu.
Format	9999999
Example	Press <F2>

### Date

This is the date which will be assigned to all transactions in this journal entry. This can be changed as necessary.

If you enter a date that is up to thirty days before the first period of the first fiscal year in accounting periods, this message displays:



You will only be allowed to enter balance sheet account numbers in the [Account #](#) field. You cannot *change* an existing journal entry date to a date that is less than thirty days before the first period of the fiscal year in accounting periods.

The acceptable fiscal year date range is in accounting periods. The only exception is noted above. If you enter a date that is outside the accounting periods fiscal year date range the *Date outside the acceptable (current year-next year) fiscal year range* message displays and you will not be allowed to complete the entry. The message is similar to this:



Format	MMDDYY. The default is the current system date.
Example	Select Enter to default to the system date

### Reference

Enter a reference or description for the entry. This field is optional, and is basically a comment field. The entered description becomes the default and may be assigned to any or all transactions for this entry. If you prefer, you may also enter a unique reference for each transaction.

Modifying the reference will not update the reference for existing transactions.

Format	25 characters
Example	Type any comment you need for your own reference.

### Reverse Next Period

This field enables you to post an entry this period and direct the software to automatically post a reversing entry at the start of the next period. For example, you could post a credit in period 10 and check the box to reverse next period. When period 11 begins, the software automatically posts a debit.

If you entered a date that is in the last period of the last fiscal year in accounting periods, this field cannot be entered. You must close the current fiscal year, that displays in *Control information*, before you can make this entry.

Check the box to reverse or leave unchecked to not reverse.

Format	Check box, checked is yes and unchecked is not
Example	Select <Enter> to skip this field

### Correcting Entry

#### Options

Check the box for a correcting entry and select <Enter> for a non-correcting entry. Checking the box will allow these entries to be accessed using the *Correcting entries* menu option. In order for this

transaction to be handled by an Expanded Cash Flow Statement it must be labeled as a correcting entry here.

Format	Check box, checked is yes and unchecked is no
Example	Select <Enter> to skip this field

This is the last field of the general tab. As soon as this field is entered, the cursor moves to the Save button. Select to Save the General tab and the cursor will move the first field on the Transactions tab. Once you have made the move from the General tab to the Transactions tab, the <Up> key will not take you back to the General tab. If you want to change you will have to click on the General tab.

### Transactions tab

When selected the tab appears similar to the following:

The screenshot shows a software interface with two tabs: 'General' and 'Transactions'. The 'Transactions' tab is active. It features a table with the following columns: 'Account #', 'Description', 'Reference', 'Debit', and 'Credit'. Below the table, there are labels for 'Balance:' and 'Totals:'. Underneath, there is a 'Detail' section with input fields for 'Account #', 'Description', 'Reference', and 'Debit'. The 'Debit' field contains the value '.00'. At the bottom of the detail section, there are several buttons: 'New', 'Edit', 'Insert', 'Save', 'Save / New', 'Delete', and 'Cancel'.

### Transaction Tab List Box

To locate an existing transaction you may use the mouse or one of the following keys:

Up arrow or <F1>	To move to prior transaction
Down arrow or <SF2>	To move to next transaction
PgUp	To move to first transaction on the screen
PgDn	To move to last transaction on the screen
Home	To move to the first entry
End	To move to the last entry

### Transaction Tab Buttons

Button	Keyboard	Description
New	Alt+n	To enter a new transactions.
Edit	Alt+e	To edit an existing transaction.
Insert	Alt+i	To insert a transaction.
Delete	Alt+d	To delete an existing transaction.
Save	Alt+s	To save the new or edited transaction.
Save/New	Alt+w	To save the new or edited transaction with the program ready to enter a new transaction.
Cancel	Alt+c	To cancel the entry of the new transaction or cancel editing an existing transaction.

This tab allows multiple transactions in a journal entry. Practically speaking, there is no limit to the number of transactions. Accounts may be entered in any sequence, and the same account may occur more than once in the journal entry.

As you enter amounts on this screen, the Total DR, Total CR, and Balance totals are updated and displayed at the bottom of the screen. The journal entry does not have to be in balance in order to exit. It is assumed that you will return to balance it later on, since unbalanced journal entries cannot be posted. You have the these options:

<F2>	To insert a transaction line at the cursor. The current line, and all subsequent lines, will move down one line to allow entry of the new line. If you change your mind, press <Esc> to cancel the insertion.
<F3>	To delete the current line and move all subsequent lines up by one.
<Esc>	To terminate entering details for this journal entry. You can do this at any line, not just the first one.

#### Account #

Enter the full account number or use the following options:

### Options

<Tab> or <Enter>	To look up the account by account description. Using character mode, this option is only available if the middle column is not the reference.
<F1>	For the next account number.
<SF1>	For the previous account.
<F5>	Using character mode, you may toggle the middle column from Description to Reference. When the middle column is Reference you may enter a reference for the transaction.
<Esc>	To terminate entering details for this journal entry.
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Press <F1>

### Description

You may enter the account by account description.

<Tab>	To look up the account by account number
<F1>	For the next account description
<SF1>	For the previous account
<Esc>	To terminate entering details for this journal entry
Example	Not used in this case

### Reference

Enter a reference or accept the default. This field is optional, and is basically a comment field for the user.

<F2>	Using To accept the default entered in the journal header.
Format	25 characters
Example	Select Enter for the default

## Debit and Credit

### Options

The cursor moves to one or the other of these columns, depending on the parenthesis control setting of the account in *Chart of accounts*. Enter an amount, or use one of the following options:

<F7>	To toggle between debit and credit
------	------------------------------------

Negative entry is not allowed (use <F7> instead). Zero entry is permitted, although you will be warned of a zero amount and asked to confirm it.

Format	999,999,999.99
Example	Type 100

### General journal entry does not balance

#### Entry complete ?

When the journal entry does not balance (debits do not equal credits), this question will display. It is legitimate for unbalanced entries to be on file, though of course they cannot be posted.

Select No to return to the Transaction tab.

Select Yes if your entry is complete.

#### Cancel Entry ?

This question is asked when you press <Esc> or click on Exit.

Select No to return to the current line.

Select Yes if your entry is complete.

### Enter notes

While you are editing or adding transactions, you may select *Enter notes* from the *Options* menu.

For details of note processing, refer to the *System User* documentation.

## GENERAL JOURNAL EDIT LIST

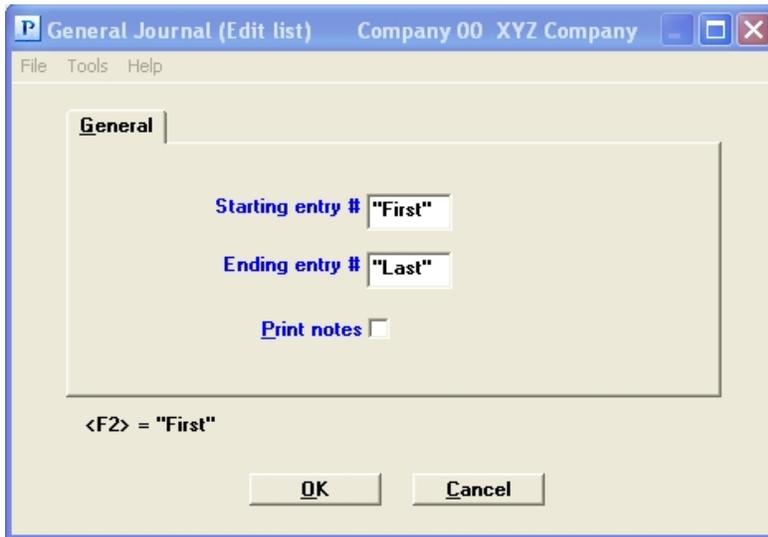
See a [General Journal Edit List](#) example in *Sample Reports* appendix.

### Select

*Edit List* from the *General Journal* menu.

### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

**Starting entry # and  
Ending entry #**

**Options**

Enter the range of entry numbers to print, or use the option:

<F2>	For the First entry number on file (at Starting entry # field), or for the Last entry (at Ending entry # field)
Format	9999
Example	Press <F2> at each field

**Print notes**

Select the <Space bar> to check the box to print notes. The default is unchecked. In Character mode enter Y to print notes or N to not print notes.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N. The default is N
Example	Select <Enter> for the default

**OK or Cancel**

Make any desired changes. When you select OK. A window displays where you may select to send the data to the printer, print to disk, or display on the screen using html or PDF.

Select Cancel to return to the menu without printing or displaying the data.

## POSTING GENERAL JOURNAL ENTRIES

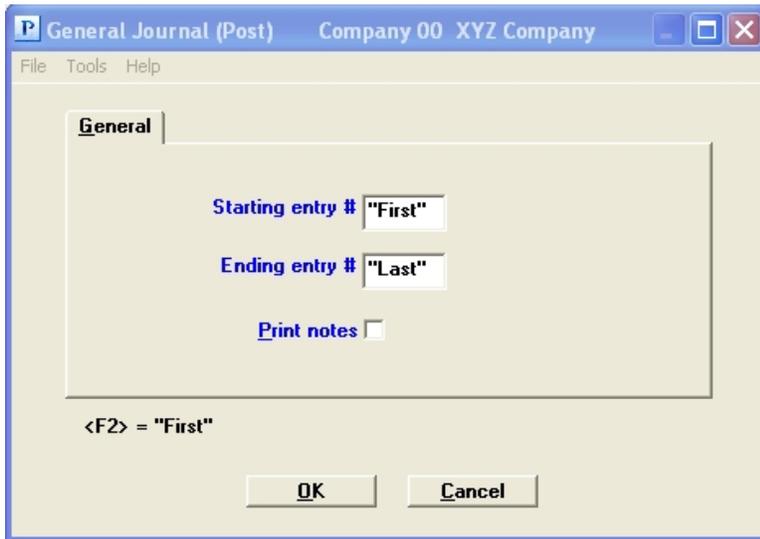
### Select

Post from the *General Journal* menu.

See a [General Journal Posting Register](#) example in *Sample Reports* appendix.

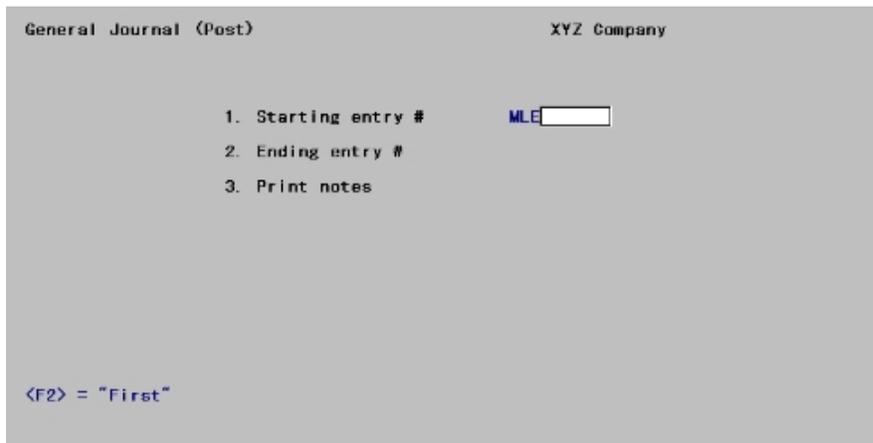
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

**Starting entry # and  
Ending entry #**

**Options**

Enter the range of entry numbers to post, or use the option:

<F2>	For the First entry number on file (at Starting entry # field), or for the Last entry (at Ending entry # field)
Format	9999
Example	Press <F2> at each field

**Print notes**

Select the <Space bar> to check the box (enter Y) to print notes or leave it unchecked (N) to not print notes.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N. The default is N
Example	Select <enter> for the default

**OK or Cancel**

Select OK to post. A window displays and you may select to send the register to the printer or print to disk. As this is a register it may not be displayed on the screen or printed as a PDF file.

As posting occurs, the General Journal (Post) screen appears and displays the entry and account numbers as they are being processed.

If an unbalanced (and hence unpostable) journal entry is encountered, you will be notified and asked whether you wish to continue. Whether you continue or not, a report showing the error will appear. The unposted journal entry remains available for correction.

After successfully being posted to G/L transactions, the journal entries are deleted from general journal transactions.

# Recurring Journal

This chapter contains the following topics:

<a href="#">Recurring Payables and Receivables</a> .....
<a href="#">Making Recurring Journal Entries</a> .....
<a href="#">Printing an Edit List</a> .....
<a href="#">Selecting Recurring Entries for Use</a> .....
<a href="#">Printing a Selection List of Recurring Entries</a> .....

## RECURRING PAYABLES AND RECEIVABLES

The purpose of the recurring journal is different from the standard journal. Here is how each works:

### Standard Journal

The standard journal contains debits and credits which are to be posted to G/L Transactions (the permanent G/L file).

The entries are posted once per accounting period.

All of the debits and credits in the standard journal are posted. You cannot individually select entries to post.

Standard journal entries are left on file in Standard Journal Transactions for use in the next accounting period.

### Recurring Journal

The recurring journal contains entries which work in a fashion similar to *Recurring payables (A/P)* and *Recurring bills (A/R)*. If you are just using G/L, you may use this selection for recurring receivables or payables, copy them (on a recurring basis) to the distributions journal.

Recurring journal entries are entered, selected for use, and then the selected entries are copied to the Distributions Journal Transaction file. From there, they are posted to the GL Transaction file.

Recurring journal entries may recur at any interval you want. These intervals do not have to align to your accounting periods. This is useful for such items as payroll.

Recurring journal entries may be either individually selected or selected in batches.

Recurring journal entries can include:

- A date range over which the recurring entry will be used
- A maximum number of times it can be used

You may automatically distribute recurring journal entries by percentage. In other words, you may debit an account and then balance the entry by allocating a percentage of the entry to a set of accounts. For example, one account is debited, and then ten other accounts are credited, each for 10% of the overall debit.

## PROCESSING RECURRING JOURNALS

Setting up a recurring journal does not commit you to posting journals when a certain time interval falls due. It merely simplifies the process of creating such journals, and ensures consistency and accuracy for them.

The menu selections and step sequence for generating a transactions from an entered recurring journal include:

Main menu	Sub Menu	Description	Frequency
Recurring journal	Enter	Enter your journal account, amount, discount and recurring frequency.	Once per recurring payable/
Recurring journal	Edit list	To optionally print the entered recurring journal.	As needed to verify the recurring journal accounts are entered properly and when due.
Recurring journal	* Select for use	Select those recurring journal accounts that will be posted. This may be done automatically or you may manually select and edit the journal.	Per period when due.
Recurring journal	Selection list	To optionally print an edit list of the selected recurring journal accounts.	Print as needed to verify those selected for use.
Recurring journal	* Use selected	Generate the journal.	Per period when due.
Distributions	Enter, Edit list and Post	Use as needed to edit the journal entries and eventually post.	Per period when due.

\* You still have to select the recurring journal before posting using them as regular transactions. This is a two-stage process; *selection* is one step and *using* is another. This allows you to review your selections before committing to them.

## MAKING RECURRING JOURNAL ENTRIES

### Select

Recurring journal from the G/L menu and select *Enter*.

### Graphical Mode:

A screen similar to the following appears:

The screenshot shows a software window titled "Recurring journal (Enter) Company 00 XYZ Company". It features a menu bar (File, View, Print edit list, Tools, Help) and a toolbar with buttons: New, Edit, Save, Save / New, Delete, Cancel, Edit distrib, and Exit.

The main area is titled "Select recurring journal by ascending account #". It includes a table with columns: Account, Description, Group, Seq. #, Type, and Selected. The entry period is "04/01/2011 thru 04/30/2011".

Account	Description	Group	Seq. #	Type	Selected
1000-000	Cash account #13557-000	RWA	102	Variable	Not selected
1000-100	Cash account #13557-100	RWA	101	Fixed	Selected
1000-300	Cash account #13557-300	OTH	321	Fixed	Not selected
1010-300	Cash account #13726-300	OTH	1	Fixed	Not selected

Below the table is a "General" tab with various fields:

- Account #: 1000-000 (selected) / Cash account #13557-000 (Not selected)
- Sequence #: 102
- Type: Variable
- Group: RWA
- Amount: Debit 899.00, Credit
- Source: PR
- Reference: Account Transfer
- Document #: PR493797497-1
- Start date: 11/04/2010
- Final date: Indefinite
- Interval: Every 1 Month
- Next date: 07/01/2011
- Max # uses: 60
- Times used: 5
- Last document #: 4937974974
- Last date: 06/01/2011

At the bottom, there are keyboard shortcuts: <F1> = next recurring journal entry, <SF1> = previous recurring journal entry, <F3> = delete recurring journal entry, <F6> = review notes.

### Recurring Journal List Box

The list box displays up to 6 recurring journals at a time. You may sort the recurring journal entries by group, and account number in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a recurring journal, start typing a account number or entry sequence depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a recurring journal. The <F1> and <SF1> keys function they same as the arrow keys.

Recurring journal records that display in the list box are available for changes or deletion. The fields for the selected recurring journal record display in the lower part of the screen.

When a recurring journal record is selected, you may use the <Enter> key or Edit button to start editing.

### Recurring Journal Buttons

When you are adding or editing existing recurring journals, you have the following button and keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	To enter a new recurring journal record.
Edit	Alt+e	To edit an existing recurring journal record.
Delete	Alt+d	To delete an existing recurring journal record. You may also use <F3> to delete.
Save	Alt+s	To save a new or edited recurring journal record.
Save/New	Alt+w	To save a new or edited recurring journal entry with the program ready to enter another new recurring journal record.
Cancel	Alt+c	To cancel the entry of a new recurring journal record or cancel the editing of an existing recurring journal record.
Edit distrib	Alt+b	To edit the distributions for offsetting the main recurring account. See <a href="#">Graphical Mode Distributions</a> .
Exit	Alt+x	To exit the screen. The <Esc> key may also be used.

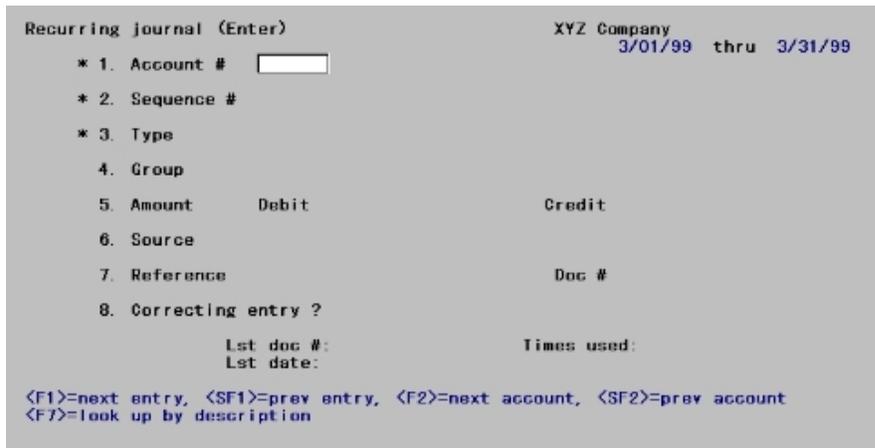
### Print and Options Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the same from screen to screen. If a menu selection is grayed out you will not be able to access it.

The selection that is unique to this screen is *Print edit list*. You may use this to print a list of all the recurring journal entries on file. See [Printing an Edit List](#)

### Character Mode:

The following screen appears:



From this screen, you can work with both new and existing recurring journal entries.

On the [Account #](#) field you have the following options:

Enter the number of the account to which this recurring entry applies, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F2>	For the next account, in account number sequence
<SF2>	For previous account
<F6>	For the same account number as the previous entry. This option is not available on the first entry.
<Enter>	To find the account by its name instead of its number

### Options

If you choose <Enter>, the cursor moves to the account description field. Enter the account description, or its leading characters. Upper/lower case is significant. Your options at this point are:

<F2>	For the next account, in account description sequence
<SF1>	For the previous account
<Enter>	To return to finding the account by its number

Enter the following information:

### Account #

### Options

Enter the number of the account to which this recurring entry applies, or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<Enter>	To find the account by its name instead of its number
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

### Options

Using graphical mode, if you choose <Enter>, the cursor moves to the account description field. Enter the account description, or its leading characters. Upper/lower case is significant. Your options at this point are:

<F1>	For the next account, in account description sequence
<SF1>	For the previous account
Blank	To return to finding the account by its number
Format	30 characters
Example	(Not used in this example because you entered the account by number)

### Sequence #

#### Options

This field allows two entries on the same recurring journal to have the same account number. Enter the sequence number which identifies this recurring entry, or use one of the options:

<F1>	For the next entry for this account
<SF1>	For the previous entry
Format	Six characters
Example	Type 1

#### Type

This designates the type of the recurring entry, which can be either fixed or variable.

#### Options

Enter either:

Character	Graphical	Description
F	Fixed	A fixed recurring entry has the same debit or credit amount each period. An example is rent.
V	Variable	A variable recurring entry has a variable amount from period to period. An example is a telephone bill.

For either type, you can still change the amount when you select the recurring entry for use, using manual selection. (See the section called [Selecting Recurring Entries for Use](#).)

Format	Graphical mode: Drop down list, select Fixed or Variable Character mode: One letter, either F or V
Example	Graphical mode: Select Fixed Character mode: Type F

### Automatic and Manual Selection

When you select recurring entries for use, you will be able to choose between automatic and manual selection.

In manual selection, you may enter changes to the amount due, as above. This is most suitable for variable recurring entries, since you would usually want to make such changes.

In automatic selection, the recurring entry (fixed or variable) is selected as is. This is most suitable for fixed recurring entries, which usually require no changes.

See [Selecting Recurring Entries for Use](#)

In the next field (Group), you could set up separate groups for fixed and variable recurring entries. Then you could choose the fixed group in *Select for use* and use automatic selection on them. Similarly, you could choose the variable group and use manual selection for them so that you could enter the varying information.

### Group

You may set up groups of any kind here, so that you may later select a group of recurring entries from which to create distributions journal entries.

### Options

Enter the group to which this recurring entry is to be assigned or use the option:

<Enter>	To not assign this recurring entry to any group
Format	Three characters
Example	Type FXD

### Amount

The cursor is initially positioned for entering either a debit or a credit, depending on the parentheses control you defined for this account (in *Chart of accounts*).

### Options

Enter the amount or use the option:

<Enter>	For the opposite type (debit or credit)
---------	---

If you enter zeros for both debit and credit amounts, you are asked if this is correct. If you answer Y, you may proceed with the entry.

Format	999,999,999,999.99
Example	Type 500

### Source

Enter the source of this entry.

You may not enter ACCRUE as a source. Accrual reversal is not allowed. (For more information on accrual refer to the [Accrual Reversal](#) field in the *Distributions* chapter.)

The source is a code used to sort entries when the Source Cross Reference Report is prepared (refer to the [Source Cross Reference](#) chapter).

### Options

Enter a source, or use the option:

<F2>	For the previous source entered (if you chose in <i>Control information</i> not to re-display sources)
------	--

Format	Ten characters. If you chose in <i>Control information</i> to re-display sources, the previous source entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl>+<X>.
Example	Type CSHDIS

### Reference

### Options

Enter a reference or description for the entry, or use the option:

<F2>	For the previous reference entered (if you chose in <i>Control information</i> not to re-display references)
------	--

Format	25 characters. If you chose in <i>Control information</i> to re-display references, the previous reference entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl> + <X>.
Example	Type Mortgage payment

### Document #

The document number is an additional reference. Entering a document number is optional.

### Options

Enter a document number, or use the option:

<F2>	For the previous document number entered (if you chose in <i>Control information</i> not to re-display document numbers)
Format	15 characters. If you chose in <i>Control information</i> to re-display documents, the previous document entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl>+<X>.
Example	Press <Enter>

### Correcting entry

If this entry is to be used to correct a previous entry, you can mark this as a correcting entry. This information is used in preparing the Expanded Cash Flow Statement (in *Financial statement layouts*). See [Build Financial Statement Layouts](#)

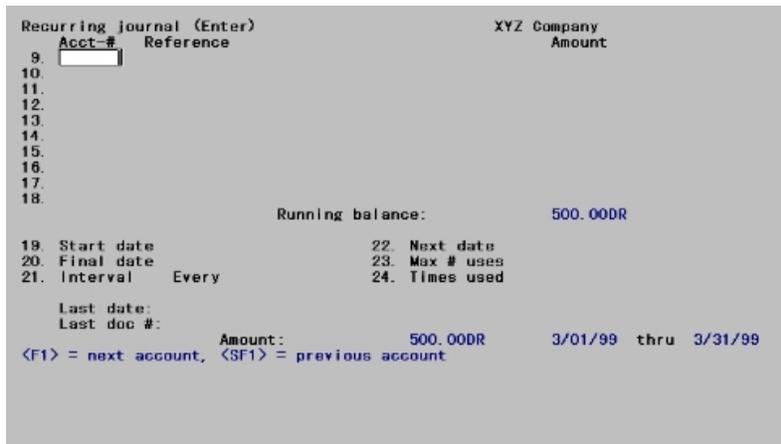
Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

### Note

Only the debit or credit shown on this screen are marked as a correcting entry. The distributions entered on the next screen are never marked as correcting entries. If you are using the recurring journal entry to allocate to a set of accounts, you *would* normally mark the debit or credit on this screen as a correcting entry. Consult with your accountant, as needed, regarding this.

Using graphical mode continue at [Start date](#).

Using character mode, press <Enter> for the second screen:



### Character Mode Expense Distributions

Expenses may be distributed to as many as ten accounts, corresponding to Fields #9 through 18. Within each field the cursor moves through all three columns (in the forward direction only) to allow entry at each subfield.

- In add mode, the cursor moves through these fields in succession until the amount remaining to distribute is zero. The cursor then moves automatically to Field #19.
- In change mode, you can alter the distributions from *Field number to change ?*:  
 To *add* a new distribution (provided there are not ten already), enter the field number of an unused field.  
 To *change* an existing distribution, enter its field number. All three subfields will clear.  
 To *delete* an existing distribution, use <F3>.

### Options

Once the entry is completed you may make any needed changes, or use one of the options:

<F1>	To toggle between displaying <i>account description</i> or <i>reference</i> for each distribution
<F6>	To enter or review notes about this recurring entry

For more on distributions and entering the fields see [Expense Distributions](#) later in this section.

### Start date

### Options

Enter the date on which this recurring entry will start being used, or use the option:

<F2>	For none (no specified start date)
------	------------------------------------

Format	MMDDYY
Example	Press <F2>

**Final date**

**Options**

Enter the final date to use this recurring entry, or use the option:

<F2>	For indefinite (no specified final date)
------	--

Format	MMDDYY
Example	Press <F2>

**Interval: Every**

**Options**

This specifies the time interval between usages of this recurring entry. Enter a number and then a time period. For instance, the *interval* could be every two weeks. Enter a one- or two-digit number and select one of these time periods:

Character	Graphical
D	Day
W	Week
M	Month

Format	99 One character
Example	Type 1. Select Months (type M), meaning that the entry recurs every <i>one month</i> .

**Next date**

Enter the next date the recurring entry should be activated. If this is not known exactly, enter the approximate date.

Format	MMDDYY The default is one of the following: <ul style="list-style-type: none"> <li>• The start date entered if Field #19, if any.</li> <li>• Otherwise, the date on the last recurring entry entered, if any.</li> <li>• Otherwise, the system date.</li> </ul>
Example	Type 31519

The next date is automatically advanced by the time interval entered above each time a distributions journal entry is created from this recurring journal entry (by running *Use selected*).

**Max # uses**

**Options**

Enter the maximum number of times this recurring entry can occur (later, you will be warned if this recurring entry is selected more than this many times), or use the option:

<F2>	For indefinite (no maximum number of uses)
Format	99,999
Example	Type 24

**Times used**

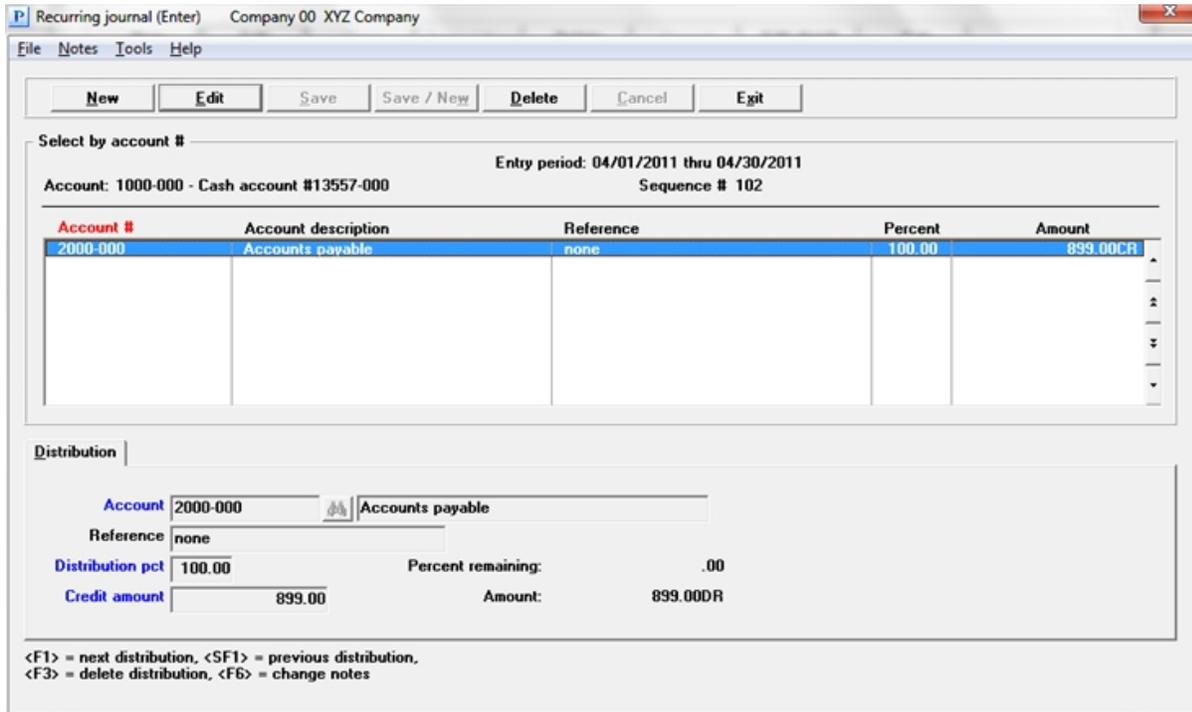
When first setting up a recurring entry, enter the number of times this entry has already been used. If you had been making this entry before you began using General Ledger, you would enter the number of times here. In this case, you would set the maximum number of uses above to include these times.

For instance, if you were paying off a loan in 30 installments and had already made five payments, you would enter 30 in the [Max # uses](#) field and 5 here.

Format	99,999
Example	Press <Enter>

The last document number, last date, and times used information is automatically updated by the software.

## Graphical Mode Distributions



Existing distributions display in the list box.

### Distribution Buttons

When you are adding or editing existing distributions, you have the following button options:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Edit	Alt+e	To edit an existing distribution.
Delete	Alt+d	To delete and existing distribution record. You may also use <F3> to delete.
Save	Alt+s	To save the new or edited distribution.
Save/New	Alt+w	To save the new or edited distribution entry with the program ready to enter a new recurring journal record.
Cancel	Alt+c	To cancel the entry of the new recurring journal record or cancel the editing of an existing distribution record.
Exit	Alt+x	To exit the screen. The <Esc> key may also be used.

## Expense Distributions

The amount remaining to distribute displays continuously as Running balance. Whether in add mode or change mode, you cannot exit the distribution process until this amount is zero (unless you wish to cancel the entire entry). The distributions screen operates the same whether entering a new recurring journal or manually selecting an existing recurring journal.

### Account

Enter the account number to which all or a portion of the entry will be distributed. The account must already exist in the Chart of Accounts.

### Options

You may also use one of the options:

<F1>	For the next account in <i>Chart of accounts</i>
<SF1>	For the previous account
<F2>	(When changing an existing distribution) For the same account number as was previously present for this distribution
<F3>	(When accessing an existing distribution) To delete this distribution
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

### Reference

Enter a reference for this distribution. This field is optional.

### Options

In change mode (only), you may also use the option:

<F2>	For the same reference as was previously present for this distribution
Format	25 characters
Example	Type Sample entry

### Credit/Debit amount

#### For a fixed amount entry:

### Options

Enter the amount of the distribution to this account, or use one of the options:

<F1>	To enter an amount to off-set (counter-balance) the Running balance. This option is not present if the balance is already zero.
<F2>	To toggle between entering a debit or credit amount

The amount entered cannot be negative or zero.

Format	999,999,999,999.99
Example	Type 500

### Distribution pct

#### For a variable amount entry:

<F1>	To use the percent remaining to distribute, as displayed on the screen
------	--

Both the percent remaining and the amount remaining display.

The percent entered cannot be negative or zero.

Format	999.99
Example	[Does not occur in this example because this is a fixed amount entry]

## Using Notes

The purpose of notes for a journal entry is to allow you to annotate the entry with descriptive information. It is an assist to the audit trail so that the full and exact purpose of a particular debit or credit can be understood when someone reviews the Register at a later time.

The notes appear on the Recurring Journal Edit List.

The notes are retained with the recurring journal entry and may be revised after each use of the entry.

Format	Ten lines of 60 characters each
--------	---------------------------------

Using character mode, this selection uses Passport's text editing function. For further instructions, refer to the *Using Notes* section of the *Use of Function Keys, Tool bar and Windows* chapter in the *System User* documentation.

## PRINTING AN EDIT LIST

The Recurring Journal Edit List shows all recurring journal entries that are on file.

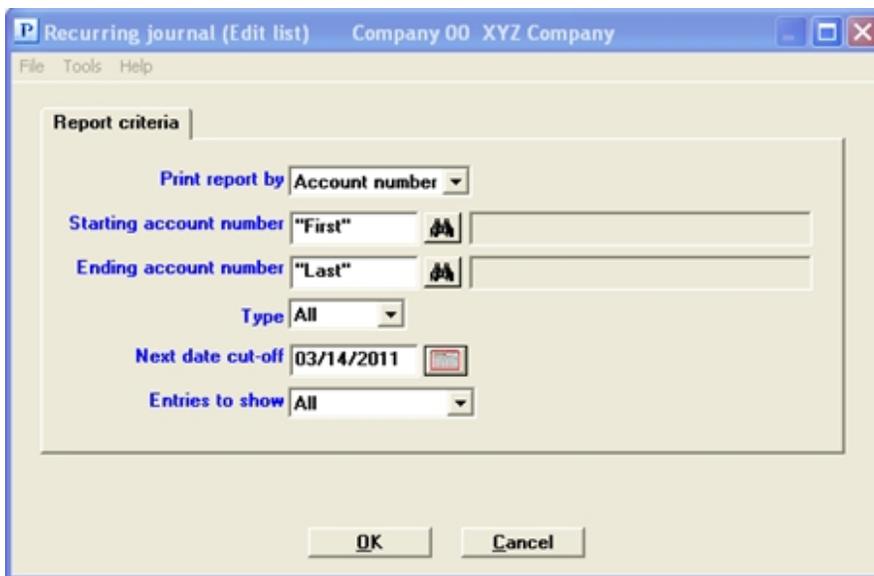
See a [Recurring Journal Entry Edit list](#) example in the *Sample Reports* appendix.

### Select

*Edit list* from the *Recurring journal* menu.

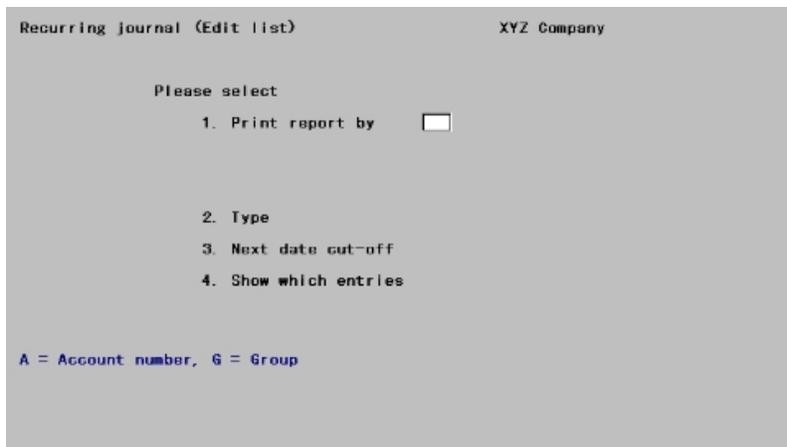
### Graphical Mode:

The following screen appears:



### Character Mode:

The following screen appears:



Enter the following information:

**Print report by**

Select whether to print the report in order by Account number or Group. Follow the screen instructions.

Format	Graphical: Drop down list, select Account number or Group Character: One letter, either A or G
Example	Select Group or type G

**Starting account or group *and***

**Ending account or group**

**Options**

Enter the range of accounts or groups to be included in the list. You may use one of the options:

<F1>	For the next account in <i>Chart of accounts</i> or the next group in either <i>Cost center groups</i> or <i>Sub account groups</i> , whichever is applicable
<SF1>	For the previous account or group
<F2>	For the First starting entry or Last ending entry

Format	For an account: Your standard format for account numbers, as defined in <i>Company information</i> For a group: three characters
Example	Press <F2> for each field for a range from First to Last.

**Type**

**Options**

Select Fixed (type F) to print fixed recurring entries only, select Variable (type V) for variable recurring entries only, or use the option:

<F5>	To print "All" recurring entries
Format	Graphical: Drop down list Character: One character or the option
Example	Press <F5>

**Next date cut-off**

This selection allows you to show only recurring entries from which a distributions journal entry is to be produced by a certain date. Only recurring entries with a next date on or before this date will be shown.

**Options**

You may enter a date, or use the option:

<F2>	For the Latest date on file. All recurring entries which meet the other criteria will be included
<F4>	To use the date selector. You may also click on the calendar button
Format	MMDDYY. The default is the system date.
Example	Press <F2>

**Entries to show**

**Options**

Select which entries are to appear on the edit list:

Character	Graphical	Description
A	All	All entries
E	Expired only	Only expired entries

Expired entries are those recurring entries which either:

- Have been selected more than the maximum number of uses, or
- Have a final date before the current date.

Format	Graphical: Drop down list. The default is All Character: One character
Example	Select All or type A

**OK or Cancel**

Select OK to view a list of printers. Select a printer to print the report.

Select Cancel to return to the menu without printing the edit list.

## SELECTING RECURRING ENTRIES FOR USE

Here you select which recurring entries are to become distributions journal entries.

To create a distributions journal entry from a recurring journal entry, you must select it for use here first. Then run the *Use selected* function below to transfer it to General Ledger transactions, where it becomes just like any other distributions journal entry.

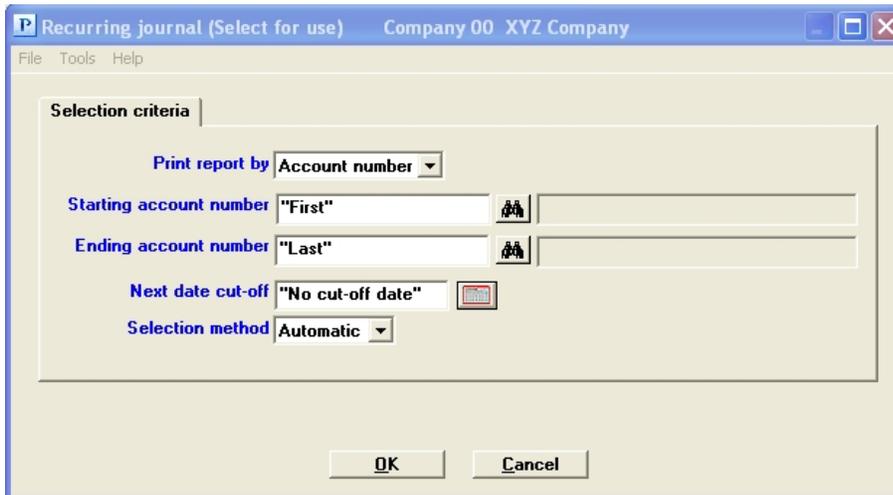
You may choose either automatic or manual selection.

### Select

*Select for use* from the *Recurring journal* menu.

### Graphical Mode:

The following screen appears:



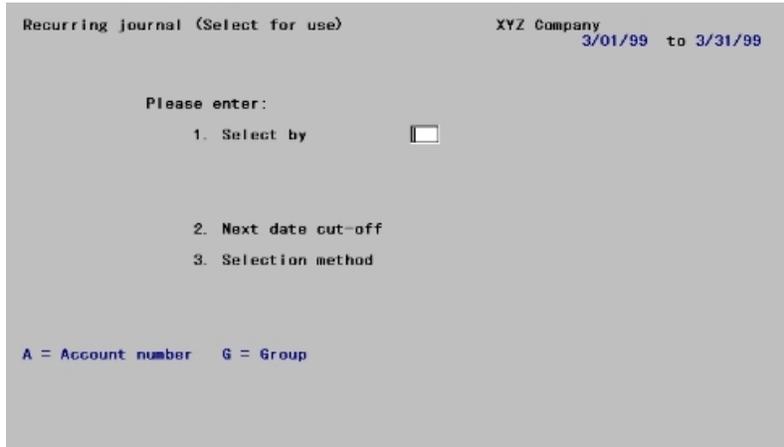
The screenshot shows a Windows-style dialog box titled "Recurring journal (Select for use)" for "Company 00 XYZ Company". The dialog has a menu bar with "File", "Tools", and "Help". The main area is titled "Selection criteria" and contains the following fields:

- Print report by:** A dropdown menu set to "Account number".
- Starting account number:** A text box containing "First" with a calendar icon to its right.
- Ending account number:** A text box containing "Last" with a calendar icon to its right.
- Next date cut-off:** A text box containing "No cut-off date" with a calendar icon to its right.
- Selection method:** A dropdown menu set to "Automatic".

At the bottom of the dialog are "OK" and "Cancel" buttons.

### Character Mode:

The following screen appears:



Enter the following information:

**Print report by**

Specify whether to select entries by Account number or Group.

Format	Graphical: Drop down list. The default is Account number Character: One letter, either A or G
Example	Select Group or type G

**Starting account or group and**

**Ending account or group**

**Options**

Enter the range of accounts or groups to be selected. You may use one of the options:

<F1>	For the next account in <i>Chart of accounts</i> or the next group in either <i>Cost center groups</i> or <i>Sub account groups</i> , whichever is applicable
<SF1>	For the previous account or group
<F2>	For the First starting entry or Last ending entry

Format	For an account: Your standard format for account numbers, as defined in <i>Company information</i> For a group: three characters
Example	Press <F2> at each field for a range of First to Last

**Next date cut-off**

If you want to select only recurring entries with a next due date on or before a specific date, enter that date here. Or use the option:

<F1>	For the Latest date on file. All recurring entries which meet the other criteria will be included.
Format	MMDDYY
Example	Press <F1>

### Selection method

Choose Automatic or Manual selection of recurring entries. Automatic selection causes recurring entries to be selected based on the criteria entered above with no further intervention by you. Manual selection causes recurring entries meeting the criteria entered above to be presented one by one for you to approve, disapprove, or modify them.

Format	Graphical: Drop down list. The default is Automatic Character: One character, A or M
Example	Select Manual or type M

### OK or Cancel

Make any needed changes. Press <Enter> and what happens next depends on whether you chose automatic or manual selection.

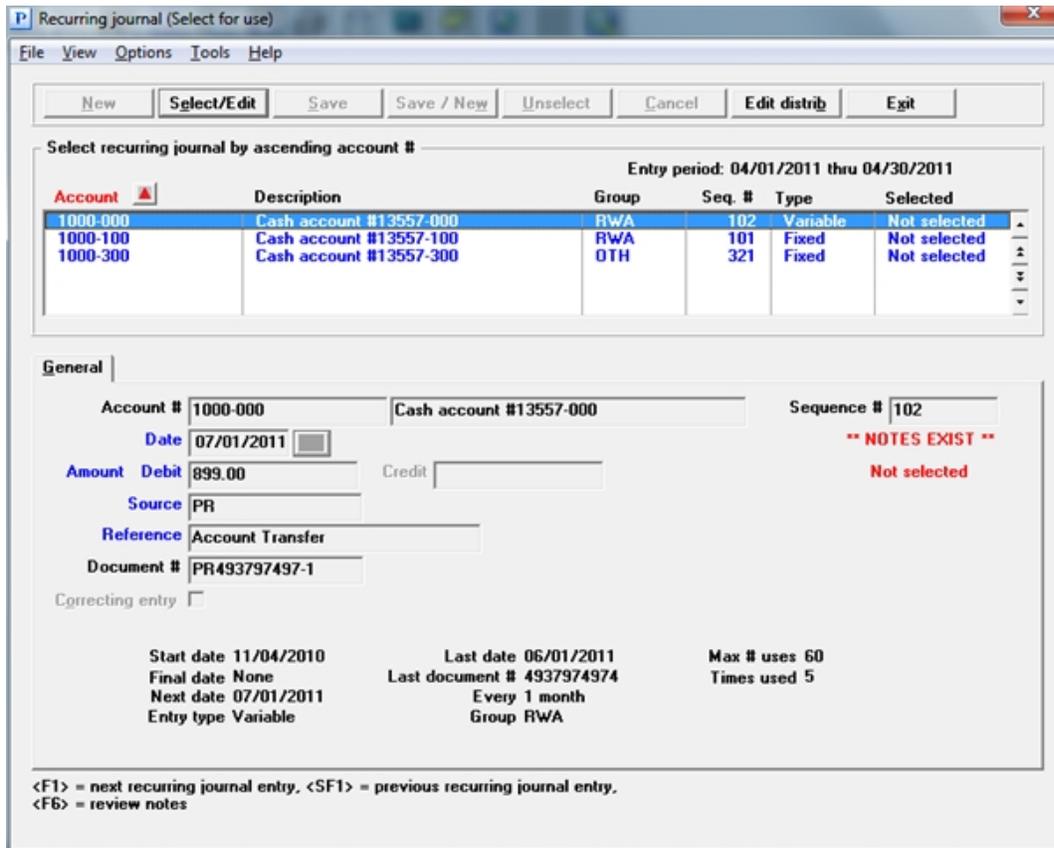
## Automatic Selection

A period of processing occurs while the recurring entries that you have specified are selected automatically by the computer. The Recurring Journal Entries Automatic Selection Edit List is printed to show you which recurring entries have been selected. The recurring entries that are selected will become distributions journal entries in Distributions Journal Transactions when you run *Use selected* (See [Using Selected Recurring Entries](#) later in this chapter).

## Manual Selection

### Graphical Mode

A screen similar to the following appears:



### Select for Use List Box

The list box displays up to 6 recurring journal records at a time. You may sort the recurring journal entries by account number or group in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a recurring journal record, start typing a account number or group depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a recurring journal. The <F1> and <SF1> keys function they same as the arrow keys.

Recurring journal records that display in the list box are available for changes. The fields for the selected recurring journal record display in the lower part of the screen.

When a recurring journal record is found, you may select the <Enter> key or Edit button to start editing.

### Select for Use Buttons

When you are adding or editing existing recurring journals, you have the following button and keyboard equivalent options:

Button	Keyboard	Description
Select/Edit	Alt+e	To select and edit an existing recurring journal record.
Unselect	Alt+u	To unselect a recurring journal that was previously selected.
Save	Alt+s	To save the new or edited recurring journal record.
Cancel	Alt+c	To cancel the selection of a recurring journal record.
Edit distrib	Alt+b	To edit the distributions for offsetting the main recurring account. See <a href="#">Graphical Mode Distributions</a> .
Exit	Alt+x	To exit the screen. The <Esc> key may also be used.

The New and Save/New buttons cannot be selected and remain grayed out on this screen.

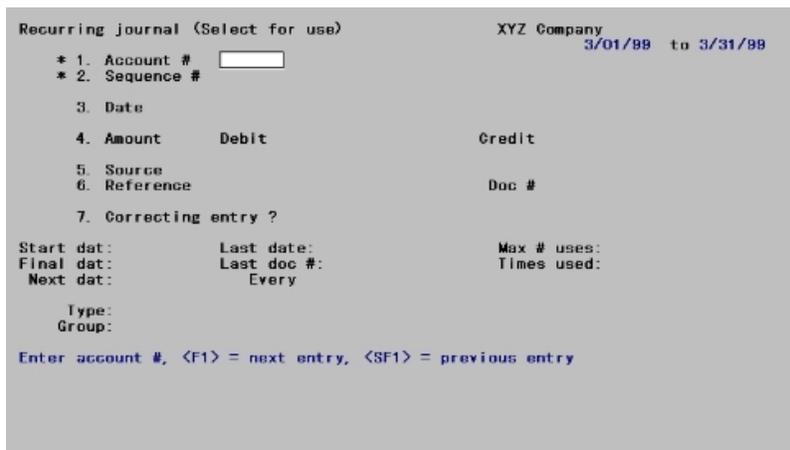
### Options Menu Selections

Menu selections are available starting at the top left of the screen. Most of these are the same from screen to screen. If a menu selection is grayed out you will not be able to access it. The selections that are unique to this screen is explained here:

From the Options menu you may select to view *Notes*, *Print edit list* to print all the recurring journal entries on file and *Use selected* to transfer the selected entries to the General Journal.

### Character Mode

The following screen appears:



Entries which are selected here are used to create distributions journal entries when you run *Use selected*.

### Character Mode

Enter the following information:

## Account #

### Options

In character mode, to find the recurring entry you want, enter the account number or use one of the options:

<F1>	For the next entry matching the parameters entered on the previous screen.
<SF1>	For the previous entries
Format	Your standard format for account numbers, as defined in <i>Company information</i>
Example	Press <F1>

## Sequence #

### Options

Enter the sequence number of the desired recurring entry, or use one of the options:

<F1>	For the next recurring entry for this account
<SF1>	For the previous recurring entry
Format	999
Example	[Does not occur in this example because you chose manual selection]

You are asked: *Select this entry?*.

- If you answer N, the screen clears for you to select a different recurring entry.
- If you answer Y to *Select this entry ?* and the entry *is not* currently selected, the recurring entry is selected. Continue at *Processing a selected entry* below.
- If you answer Y and the entry *is* currently selected, you asked whether you now want to deselect it.

Answer Y to deselect the entry. The screen clears for you to proceed to the next recurring entry.

Answer N to make changes to this selected entry.

### Processing a selected entry

This screen, and the distribution screen that follows, are almost identical to the corresponding screens for the *Recurring journal (Enter)* selection described earlier in the [Making Recurring Journal Entries](#) section of this chapter. Only the differences will be noted.

The Type and Group fields do not appear on this screen (these cannot be changed), but the Date field does display as it can be changed. In character mode the field numbers will be different.

Also in character mode, if this is a variable recurring entry, you are initially positioned at the amount field to enter an amount. For a fixed recurring entry, you are initially positioned at *Field number to change?*. In either case you can change fields at will.

Except for the Account # and Sequence #, the following screen shows the fields that may be edited:

Account #	1000-000	Cash account #	13557-000	Sequence #	2
Date					
Amount	Debit 40.00	Credit			<b>** SELECTED **</b>
Source	AP				
Reference	Training				
Document #	TR-1001				
Correcting entry	<input type="checkbox"/>				

**Date**

The Next date stored in the recurring entry is displayed for the date.

The date must be in the current fiscal year.

Format	MMDDYY
Example	[No change is needed in this example.]

**Amount**

Enter the amount or use the defaulted amount.

Format	999,999,999.99 The amount originally entered for this recurring entry appears as the default.
Example	[No change is needed in this example.]

**Source**

Leave the entry as is, or enter a different source in this field.

You may not enter ACCRUE as a source. Accrual reversal is not allowed. (For more information on accrual refer to the [Accrual Reversal](#) field in the *Distributions* chapter.)

The source is a code used to sort entries when the Source Cross Reference Report is prepared (refer to the [Source Cross Reference](#) chapter).

Format	Ten characters. If you chose in <i>Control information</i> to re-display sources, the previous source entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl>+<X>.
Example	No change for this example

### Reference

You may leave the reference as is or enter a different reference or description for the entry.

Format	25 characters. If you chose in <i>Control information</i> to re-display references, the previous reference entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl> + <X>.
Example	No change for this example

### Document #

Accept the entry as is or enter a new or different document number as an additional reference. Entering a document number is optional.

Format	15 characters. If you chose in <i>Control information</i> to re-display documents, the previous document entered (if any) displays as the default; it can be accepted by pressing <Enter> or cleared by pressing <Ctrl>+<X>.
Example	Press <Enter>

### Correcting entry

If this entry is to be used to correct a previous entry, you can mark this as a correcting entry. This information is used in preparing the Expanded Cash Flow Statement (in *Financial statement layouts*). See [Build Financial Statement Layouts](#).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N.
Example	Press <Enter>

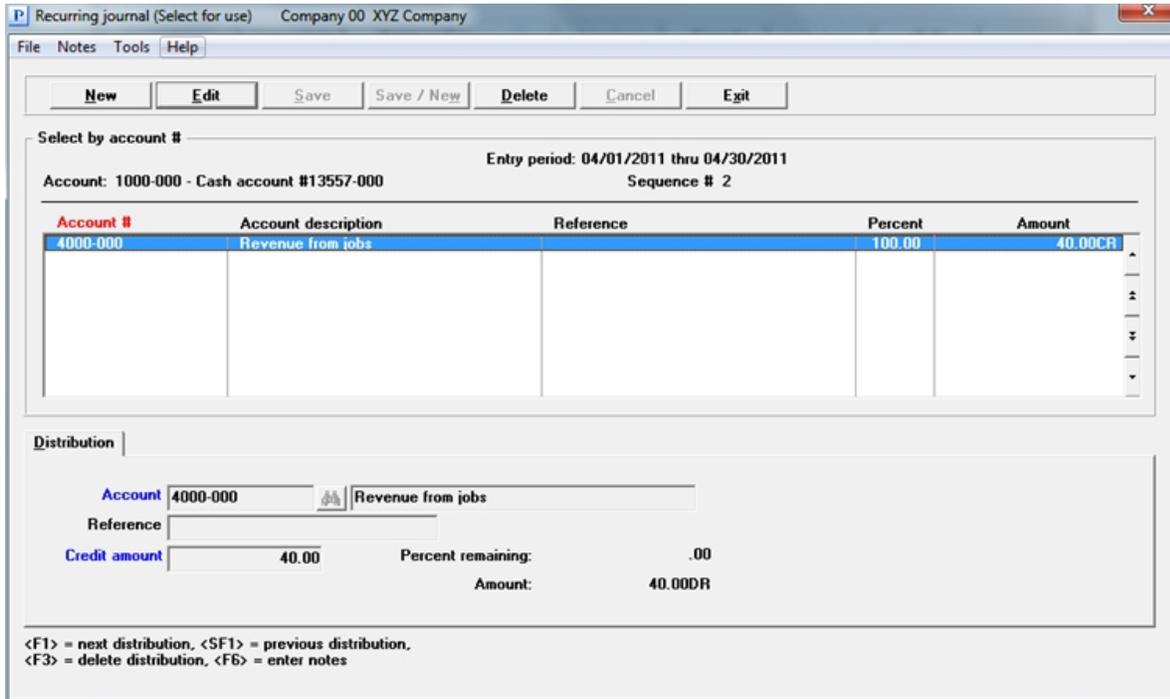
### Options

Make any desired changes, or use the option:

<F6>	To view or change notes for this recurring entry
------	--

### Graphical Mode

Select Save and the distribution screen displays:

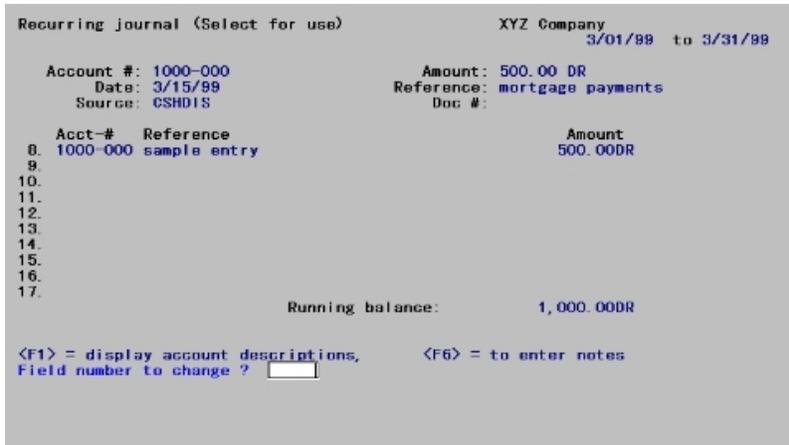


### Processing Distributions

You can change, add, or delete distributions. For field by field information, see the section called [Expense Distributions](#).

### Character Mode

Press <Enter> for the distribution screen:



However, if this is a previously-selected variable recurring entry, *and* if you have changed the amount, you are first asked whether you wish to recalculate the distributions.

- If you respond Y, upon reaching the distribution screen you will find it to be already in balance. The individual distributions will have been pro-rated according to the percentages, so as to add to the new amount. You can then fine-tune them if desired.
- If you respond N, upon reaching the distribution screen the old distributions will still be present and will not add up to the new amount. You will have to change them individually.

### **Processing Distributions**

You can change, add, or delete distributions. For field by field information, see the section called [Expense Distributions](#).

When you have finished making changes, the screen clears for you to select the next recurring entry.

## PRINTING A SELECTION LIST OF RECURRING ENTRIES

This list shows every recurring entry that has been selected. It shows exactly what entries will be created when *Use selected* is run next. Use this list to verify and edit your selections.

See a [Recurring Journal Selection List](#) example in the *Sample Reports* appendix.

### Select

*Selection list* from the *Recurring journal* menu.

Only a printer selection screen appears because all selected entries are printed unconditionally.

## USING SELECTED RECURRING ENTRIES

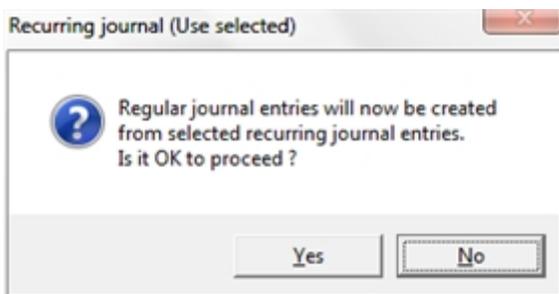
When you have verified that your selection of recurring entries is correct and complete, you are ready to create distributions journal entries for those recurring entries selected.

### Select

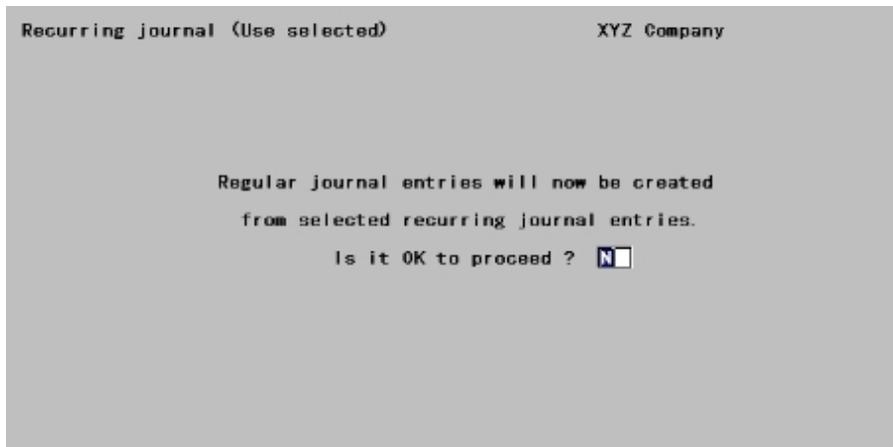
*Use selected* from the *Recurring journal* menu.

### Graphical Mode

The following screen appears:



### Character Mode



Select Yes (enter Y) to proceed or No (N) to cancel.

Format	Graphical Mode: Yes/No buttons Character mode: One letter, either Y or N
Example	Select Yes

The document number for the distributions journal entry, if left blank, is filled in by the software using the sequence number and date of the recurring entry.

The *Next date* is moved ahead to the next period.



# Standard Journal

This chapter contains the following topics:

<a href="#">Standard G/L Journal Entries</a> .....
<a href="#">Making Standard Journal Entries</a> .....
<a href="#">Printing an Edit List</a> .....
<a href="#">Posting Standard Journal Entries</a> .....

## STANDARD G/L JOURNAL ENTRIES

The standard journal contains debits and credits which are to be posted to G/L Transactions (the permanent G/L file/table).

The entries are posted once per accounting period.

All of the debits and credits in the standard journal are posted. You cannot individually select entries to post.

Standard journal entries are left on file in Standard Journal Transactions for use in the next accounting period.

Each period, these entries can have either a fixed amount (such as a rent or a loan payment) or a variable amount (such as a utility bill).

The GL module also has a recurring journal which handles recurring entries, although its purpose is different from the standard journal. Refer to the [Recurring Payables and Receivables](#) section of the *Recurring Journal* chapter for a comparison of the recurring and standard journals.

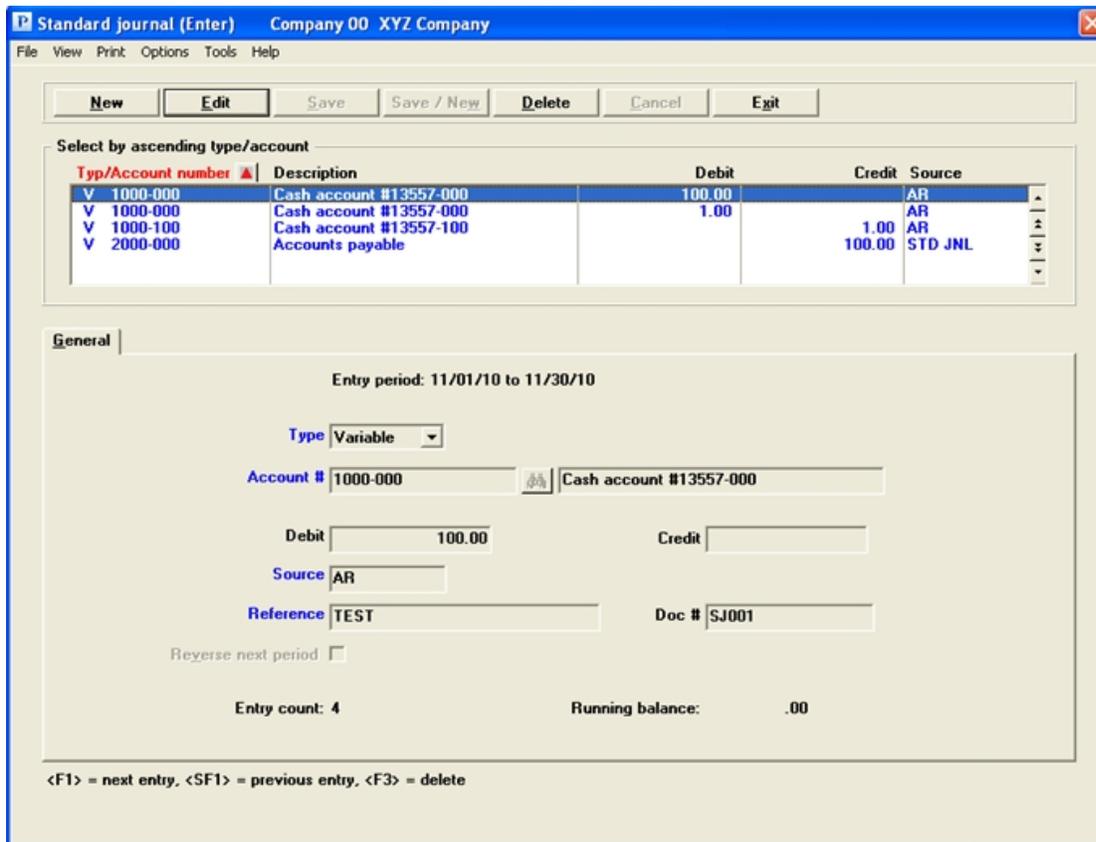
## MAKING STANDARD JOURNAL ENTRIES

### Select

Enter from the *Standard journal* menu.

### Graphical Mode:

A screen similar to the following appears:



### Standard Journal List Box

The list box displays up to 6 standard journal records at a time. You may sort the standard journal entries by type/account number in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a standard journal record, start typing a account number or entry sequence depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a standard journal.

Standard journal records that display in the list box are available for changes or deletion. The fields for the selected standard journal record display in the lower part of the screen.

When a standard journal record is found, you may select the <Enter> key or Edit button to start editing.

### Standard Journal Buttons

When you are adding or editing existing standard journals, you have the following button options:

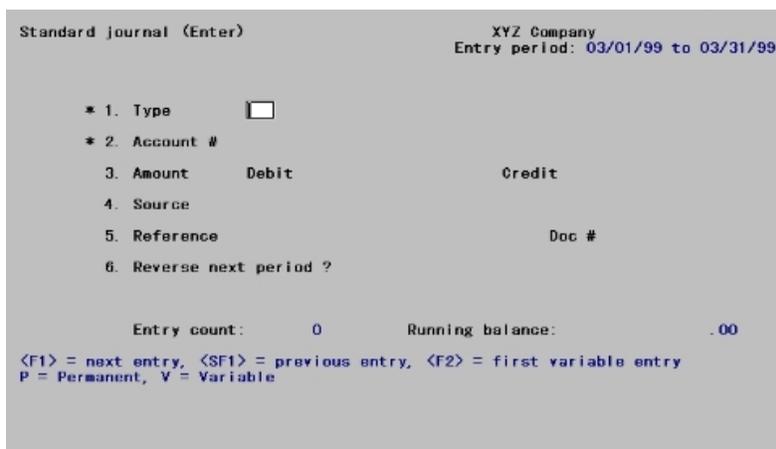
Button	Keyboard	Description
New	Alt+n	To enter a new standard journal record.
Edit	Alt+e	To edit an existing standard journal record.
Delete	Alt+d	To delete an existing standard journal record. You may also use <F3> to delete.
Save	Alt+s	To save a new or edited standard journal record.
Save/New	Alt+w	To save a new or edited standard journal entry with the program ready to enter another new standard journal record.
Cancel	Alt+c	To cancel the entry of a new standard journal record or cancel the editing of an existing standard journal record.
Exit	Alt+x	To exit the screen. The <Esc> key may also be used.

### Print and Options Menu Selections

From the *Print* menu you may print an *Edit list*. From the *Options* menu you may select to *Post* the standard journal records.

### Character Mode:

The following screen appears:



From this screen you can work with both new and existing entries.

The dates displayed in the upper right-hand corner show your current accounting period.

A variable journal entry is any entry that is made to the same account each period, but for *different* amounts. Before posting, you can quickly locate and change the variable amounts to be posted by using <F2> as described below.

### Options

For the **1. Type** field, enter either P for permanent or V for variable; or use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F2>	For the next <u>variable</u> entry on file Table Section Outside Table: Table Row Outside Table: Table Cell Outside Table: Format Table Cell Outside Table: 25 characters. If you chose in <i>Control information</i> to re-display references, the previous reference entered appears as the default. Table Row Outside Table: Table Cell Outside Table: Example Table Cell Outside Table: Type Standard depreciation

Because the entries are in order by type (and then by account number), you can quickly locate variable entries by pressing <F2> and then using <F1> to scan through them.

### Balancing Entries

For both character and graphical, note also that an Entry count (number of entries made) and a Running balance are kept as you make standard journal entries. When the running balance is equal to zero, all entries that have been made are in balance (debits equal credits).

### Type

The type determines whether the recurring amount is permanent (fixed) or variable.

A permanent journal entry is any entry that is made to an account for the *same* amount each period. These entries are kept on file and posted each period for the same amount.

A variable journal entry is any entry that is made to the same account each period, but for *different* amounts. Before posting, you can quickly locate and change the variable amounts to be posted as the type field is the first column in the list box and the list box is sorted by type.

### Options

Enter the type, either Permanent or Variable; or use one of the options:

Format	Drop down list with the choices above
Example	Select Variable

**Account #**

**Options**

This is the GL account for this entry. It must be in the Chart of Accounts File. Enter the account number, or use one of the options:

<F1>	For the next account in the Chart of Accounts, in account number sequence
<SF1>	For the previous account
<F2>	For the same account number as the previous transaction (not available if this is the first entry of the session)
<Enter>	To find the account by the account description instead of the number

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 6200-000

You can not create an entry with an inactive account number. If you enter an account number for an inactive account, the message *Inactive accounts not allowed* will display.

**(Account description)**

**Options**

If you choose <Enter> the cursor moves to the account description field. Enter the account description, or its leading characters.

**Options**

Your options at this point are:

<F1>	For the next account in the Chart of Accounts, in account name sequence
<SF1>	For the previous account
<Enter>	To return to finding the account by its number

Format	30 characters
Example	(Not used in this example because you entered the account by number)

**Debit**

or

### Credit

This is the amount of the entry, which is always positive (no minus sign allowed). The cursor is positioned for entry in either the debit or credit field, depending on the parentheses control which you defined in the [Paren control code](#) field in *Chart of accounts*.

If you enter zeros for both debit and credit amounts, you are asked if this is correct. If you answer Y, you may proceed with the entry.

### Options

Enter the amount, or press <Enter> to move to the opposite column and enter the amount there; or use one of the options:

<F1>	For the next entry matching the type and account number
<SF1>	For the prior entry matching the type and account number
<F2>	To enter an amount that will off-set (counter-balance) the running balance (if non-zero)

For example, if the Running balance is a debit of \$700.00 and <F2> is pressed, a credit of \$700.00 is entered as the counter-balancing amount.

Format	999,999,999,999.99
Example	Type 15

### Source

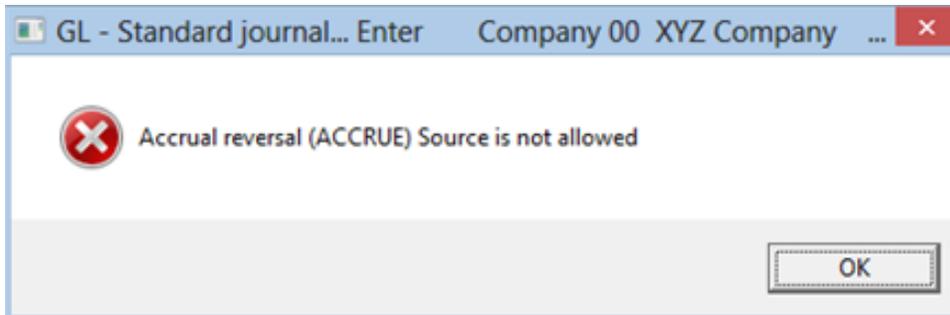
#### Options

The source is a code used to sort entries when the Source Cross Reference Report is prepared (see the [Source Cross Reference](#) chapter). Enter a source. If you chose in *Control information* not to re-display sources, you may use the option:

<F2>	For the previous source entered
Format	Ten characters. If you chose in <i>Control information</i> to re-display sources, the previous source entered appears as the default.
Example	Type DEPR

If the source entered is ACCRUE, accrual reversal is allowed. Refer to the explanation of [Accrual Reversal](#) in the *Distributions* chapter. If ACCRUE is entered as the source, you must also enter the counter-balancing entry with ACCRUE as the source, so that the accounts remain in balance.

If entry period is in the last period of accounting periods second fiscal year and you enter ACCRUE, the following message displays and you are not allowed to continue until you change the source to something else:



**Reference**

**Options**

Enter a reference. If you chose in *Control information* not to re-display references, you may use the option:

<F2>	For the previous reference entered
------	------------------------------------

**Doc #**

Entering a document number is optional. This is an additional reference.

**Options**

Enter the document number. If you chose in *Control information* not to re-display document numbers, you may use the option:

<F2>	For the previous document number entered
Format	15 characters. If you chose in <i>Control information</i> to re-display document numbers, the previous document number entered appears as the default.
Example	Type 94t392

**Reverse next period**

If ACCRUE was entered in the Source field (#4), you can allow automatic reversal of an accrual upon posting. If ACCRUE was not entered, this field is skipped.

Format	Graphical mode: Check box where checked is yes and unchecked is no. The default is unchecked Character mode: One letter, either Y or N
Example	This field is skipped

Select the Save button to save the entry and terminate this transaction. See [Standard Journal Buttons](#) for the other options.

The running balance is automatically updated to include the amount of the entry just made, the entry count is incremented by one, and the screen is cleared for the next entry.

To provide data for use in subsequent chapters of this documentation, you could make two entries as follows :

Entry Type	Account #	Account
V	6200-000	10.00
V	1310-000	25.00CR

### Character Mode

Field number to change?

### Options

Make any needed changes. For an existing entry you may use one of the options:

<F1>	For the next entry
<SF1>	For the previous entry
<F3>	To delete this entry

## PRINTING AN EDIT LIST

See a sample [Standard Journal Entry Edit List](#) in the *Sample Reports* appendix.

### **Select**

*Edit list* from the *Standard journal* menu.

Only a printer selection screen displays as all transactions are printed unconditionally.

The Standard Journal Entry Edit List is used to verify the accuracy of the entries made, before you post them to the General Ledger Transaction File.

## POSTING STANDARD JOURNAL ENTRIES

### Select

*Post* from the *Standard journal* menu.

This selection posts the standard journal entries to the General Ledger Transaction File, and also performs verification checks while printing the Standard Journal Entry Register. All entries to be posted appear on this register, arranged in order by account number.

#### Example

Post the three entries entered as examples above.

The report number and journal name are used to form a unique journal number. Later, when you want to refer to a Standard Journal Entry Register, you can do so by using SJ (Standard Journal) plus this report number. For example, Standard Journal Entry Register number 0007 could be referred to as SJ0007.

The Standard Journal Entry Register verifies that the entries being posted are in balance by period (debits equal credits).

All entries fall in one of two periods, current period or next period (for accrual reversals). If either of the two possible periods do not balance, a message is given showing the balances for the non-zero periods, and posting is not allowed. To correct, you must either add additional entries or change the entries on file to balance the period.

The Standard Journal Entry Register will also verify that all accounts used by the entries are in the Chart of Accounts File.

If an entry uses an account that is not in the Chart of Accounts File, a message is given and posting is not allowed. To correct, you can either delete the entry and re-enter one for the correct account, or enter the account in your Chart of Accounts.

If you attempt to post standard journal entries that someone has already posted for the current period, a warning is given, but you can still continue and post the entries.

Once these entries are posted, they are not deleted from the Standard Journal Transaction File. They remain on file for posting next period.

The current period ending date for each posted entry is stored in the Standard Journal Transaction File to detect any attempt to re-post the same entry for the same period.

# Distributions

This chapter contains the following topics:

<a href="#">Introduction to Distributions</a> .....
<a href="#">Making Distributions Entries (With (J/C))</a> .....
<a href="#">Printing an Edit List</a> .....
<a href="#">Posting Distributions Entries</a> .....
<a href="#">Get Distributions</a> .....
<a href="#">Data Import</a> .....

## INTRODUCTION TO DISTRIBUTIONS

The *Distributions* selection is used primarily to handle distribution entries transferred to G/L from other modules. Once distribution entries have been entered and verified as correct (with the help of the edit list), you can post them to General Ledger Transactions, the permanent G/L file/table.

Transactions normally entered in [General Journal](#) can be entered using this selection if preferred; however, a *Distributions* requires a separate screen for each transaction whereas *General journal* supports multi-line entry. Also, distributions must be posted before you can run Get distributions. General journal entries may remain on file as long as you need.

### Select

*Enter* from the *Distributions* menu.

## Making Distribution Entries (Without J/C)

Distributions processing can differ significantly depending on whether or not you have interfaced your General Ledger module to the Job Cost module.

If your General Ledger module *is* interfaced with Job Cost, skip to the [Making Distributions Entries \(With \(J/C\)\)](#).

### Graphical Mode

The following screen appears:

Distributions (Enter) Company 00 XYZ Company

File View Print Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending account number

Entry sequence

Account number	Description	Date	Debit	Credit

General

Entry period: 12/01/11 to 12/31/11

Account #

Date

Debit  Credit

Source

Reference  Doc #

Reverse next period  Correcting entry

Entry count: 0 Running balance: .00

The dates displayed at the top of the tab indicate your current accounting period.

If you see the message *Click here to import distributions*, as seen below, a file is ready to be imported. For details on importing a file, see the [Importing External Cross-Reference Distributions](#) section.

Select by ascending account number

Entry sequence

Click here to import distributions

Account number	Description	Date	Debit	Credit

### Distributions List Box

The list box displays up to 6 distribution records at a time. You may sort the accounts by account number or Entry sequence both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a distribution record, start typing a account number or entry sequence depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account.

Distribution records that display in the list box are available for changes or deletion. The fields for the selected distribution record display in the lower part of the screen.

When a distribution record is found, you may select the <Enter> key or Edit button to start editing.

### Distribution Buttons

When you are adding or editing existing distributions, you have the following button options:

Button	Keyboard	Description
New	Alt+n	To enter a new distribution.
Edit	Alt+e	To edit an existing distribution.
Delete	Alt+d	To delete an existing distribution. You may also use the <F3> key. See <a href="#">Deletion</a> note below.
Save	Alt+s	To save a new or edited distribution.
Save/New	Alt+w	To save a new or edited distribution with the program ready to enter another new distribution.
Cancel	Alt+c	To cancel the entry of a new distribution or cancel the editing of an existing distribution.
Exit	Alt+xE	To cancel editing or to exit to the menu when not editing. You may also use the <Esc> key.

#### Deletion

#### Note

1. If you delete an entry that is linked via the distribution history feature, the link will be lost. To adjust distributions that are linked to the distribution history, enter new distributions offsetting the old ones.
2. Deleting a Balance sheet account entry will likely cause an out of balance situation. You must also find the matching Operating statement account entry and either delete or adjust the amount. Multiple Operating statement accounts could be affected.  
The reverse is true after deleting an Operating statement account entry.

### Print and Options Menu Selections

From the *Print* menu you may print an *Edit list*. See [Printing an Edit List](#). From the *Options* menu you may select *Account notes* and *Post the distributions*. See [Using notes](#) and [Posting Distributions Entries](#).

### Character Mode

The following screen appears:

```

Distributions (Enter)
                                XYZ Company
                                Entry period: 12/01/11 to 12/31/11

* 1. Account # 
* 2. Date
3. Amount      Debit                Credit
4. Source                      Doc #
5. Reference
6. Reverse next period ?
7. Correcting entry ?

Entry count:      0      Running balance:      .00

<F1> = next entry, <SF1> = prev entry, <F2> = next account, <SF2> = prev account
<F3>=next entry by seq, <SF3>=prev entry by seq, <Enter> = lookup by desc
    
```

The dates displayed in the upper right-hand corner show your current accounting period.

<F1>	For the next entry in account number order
<SF1>	For the previous entry in account number order
<F2>	For the next G/L account
<SF2>	For the previous G/L account
<F3>	When an entry displays on the screen, to delete the displayed entry
<F6>	To access notes

### General Tab

Note that an Entry count and Running balance are kept as you make distributions entries. When the running balance is zero, all entries which have been made are in balance (debits equal credits). You can still exit if the Running balance is not zero.

You can work with both new and existing entries on this screen.

- Since *Distributions* is primarily used for processing transactions transferred from other modules, you will normally be working only with existing entries and only to correct errors.
- For example, other modules use the Valid G/L Accounts, instead of the Chart of Accounts, to validate account numbers. By inconsistent maintenance of these two files/tables, you might create a situation in which an invalid account number is transferred from some other module. This would prevent posting of the distributions until you had corrected the error.
- If an entry has already been made for the information you specify, that entry appears and is available for changes or deletion.

Enter the following information:

### Account #

You can change or delete existing entries that are not yet posted to the General Ledger. Entries that have already been posted are not accessible through this selection.

### Options

Enter a valid account number, or use one of the options:

<F1>	For the next account number in <a href="#">Chart of Accounts</a> , in account number sequence
<SF1>	For the previous account number
<F8>	Find an account number via the Lookup
Blank	To find the account by its name instead of its number
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-100

### (Account description)

### Options

If you choose <Enter>, the cursor moves to the account description field. Enter the account description, or its leading characters. Upper/lower case is significant. Your options at this point are:

<F1>	For the next account, in account description sequence
<SF1>	For the previous account
Blank	To return to finding the account by its number
Format	30 characters
Example	(Not used in this example because you entered the account by number)

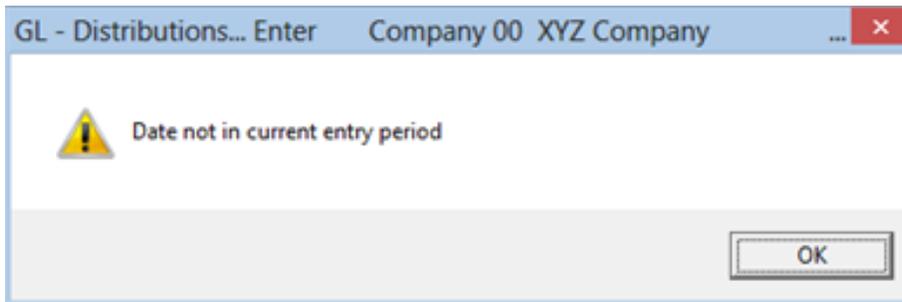
To find a specific entry, enter the account number and entry date. Then press <F1> at the Amount field to scan through the entries which match the account number and entry date.

If an entry is changed, it is filed in the Distributions Transactions, and the Running balance is updated to reflect any change in the amount.

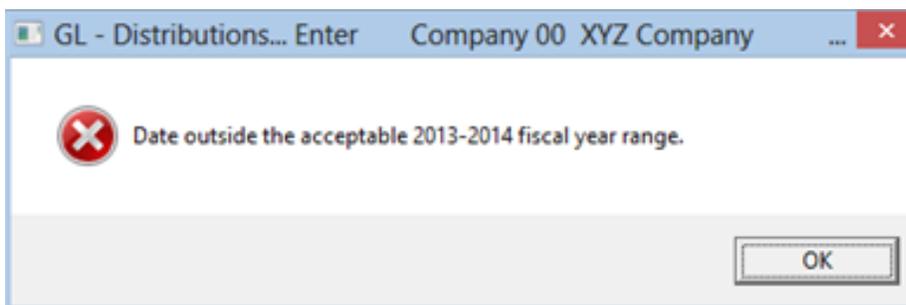
### Date

This is the date to be used for distribution to the General Ledger Transactions.

You may enter a date outside the current period, but you receive the warning message below and a warning will print on the Distributions Entry Edit List and Distributions Entry Register.



In most cases when you enter a date outside the accounting period fiscal year date range you will receive this message and the entry will not be allowed.



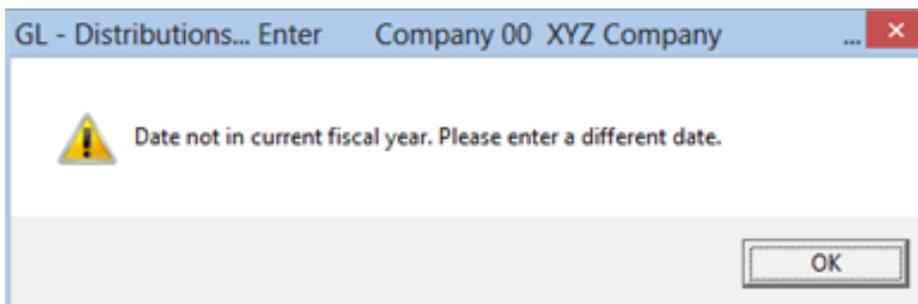
**Note**

After pulling in records using *Get distributions*, they may have dates that are outside the acceptable fiscal year range. In this case the edit list will report this and posting will not be allowed until the dates are corrected.

The following *Date not in current fiscal year* warning message displays when:

- You enter a balance sheet account with a date that is 30 days less than the first fiscal year period in accounting periods. This is an exception to the *Date outside the acceptable fiscal year range* control.
- You enter any account that is in the range of the accounting period fiscal years, however it is not in the selected [Current fiscal year](#).

In either case the entry is accepted.



Format	MMDDYY The default is the date of the previous entry, if there is one. If this is the first entry of this session the default is the system date.
Example	Use the default of the system date

### Amount

The cursor is initially positioned for entering either a debit or a credit, depending on the parentheses control you defined for this account (the [Paren control code](#) field in Chart of Accounts). In this case, a credit is the expected entry type.

You may either enter the amount, or press <Enter> to move to the opposite column and then enter the amount there.

If you enter zeros for both debit and credit amounts, you are asked if this is correct. If you answer Yes, you may proceed with this entry. If you select No then the cursor goes back to the Amount field.

### Options

Enter an amount, or use one of the options:

<F1>	For the next entry which matches the account number and entry date
<F2>	To enter an amount to off-set (counter-balance) the running balance (if non-zero)

For example, if the running balance is a debit of \$700.00 and you press <F2>, a credit of \$700.00 is entered as the amount.

Format	999,999,999,999.99
Example	Press <F2>

### Source

#### Options

The source is a code used to sort entries when the Source Cross Reference report is prepared (refer to the [Source Cross Reference](#) chapter). Enter a source. If you checked the [Re-display journal source Re-display journal reference and Re-display journal document #](#) field in *Control information* to re-display sources, you may use the option:

<F2>	For the previous source entered
Format	Ten characters. If you chose in <i>Control information</i> to re-display sources, the previous source entered appears as the default.
Example	Type Cash

**Note**

A source code is automatically assigned if G/L is interfaced with one or more modules and *Get distributions* is run to transfer entries into G/L distributions.

**Accrual Reversal**

If the source entered is ACCRUE, accrual reversal is allowed.

Accrue is used to record and adjust expenses, liabilities, revenues, etc., that must be *partially* accounted for during the current period, but cannot be *fully* accounted for until the next accounting period.

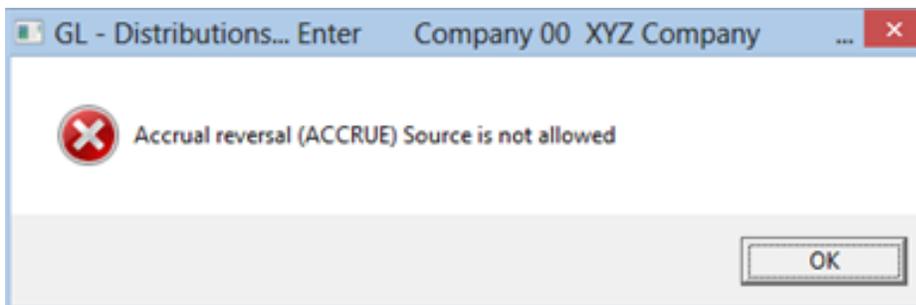
If you enter ACCRUE here and then select the check mark (Yes) to the [Reverse next period](#) field, a reversing entry dated with the starting date of the *next* period, but *opposite* in sign, is automatically created when this entry is posted.

This lets you enter an accrual entry which is automatically reversed as of the beginning of the next accounting period.

For example, if a weekly pay period crossed over between monthly accounting periods, you could make entries for the part of the week's payroll that is to accrue to the current period, and the software automatically creates reversing entries at the start of the new period. (Then in the next period, you would make entries for the full week's payroll when the payroll week was over.)

If you enter ACCRUE as the source, you must also make the counter-balancing entry with ACCRUE as the source, so that the accounts remain in balance in this accounting period.

If the expected date of the reversal is *after* the second fiscal year in accounting periods you will not be able to enter ACCRUE in this field. An "Accrual reversal (ACCRUE) Source is not allowed" message displays which looks like this:



Click on OK and enter a record with a different date or a different Source.

**Reference**

**Options**

Enter a reference. If you chose in *Control information* not to re-display references, you may use the option:

| <F2>                    | For the previous reference entered

Format	50 characters. If you chose in <i>Control information</i> to re-display references, the previous reference entered appears as the default.
Example	Type Cash

### Doc #

Entering a document number is optional. This is an additional reference.

### Options

Enter the document number. If you chose in [Control Information](#) not to re-display document numbers, you may use the option:

<F2>	For the previous document number entered
------	--

<b>Note</b>	When entries originating in other modules are interfaced to G/L, a document number is automatically assigned. For example, a miscellaneous charge entry from Accounts Receivable has the invoice number as the document number.
-------------	---

Format	15 characters. If you chose in <i>Control information</i> to re-display document numbers, the previous document number entered appears as the default.
Example	Press <Enter> to leave blank

### Duplicate entries

When you make a new journal entry and an entry already exists for the same account number, date, amount (debit or credit), source, and reference, you will be given a warning to this effect. You are not prohibited from making this new entry, but you should verify that entering this duplicate is correct.

### Reverse next period

If ACCRUE was entered in the [Source](#) field, you can allow automatic reversal of an accrual entry upon posting.

If ACCRUE was not entered, this field can not be entered and is skipped.

Format	Check box, the default is unchecked.
Example	(This field is skipped.)

If you select to reverse the entry in the next period, the Running balance will be the same as it was before the entry. The reason for this is the accrual reversal also reverses the entry you made. However, you are still required to make the counter-balancing entry in order for entries to balance within the period.

### Correcting entry

This box can be checked only if [Control Information](#) specifies that correcting transactions are allowed.

If this entry corrects some other previous entry that was incorrect, you can mark this as a correcting entry. This information is used in preparing the Expanded Cash Flow Statement (in [Financial Statement Layouts](#)).

Format	Check box, the default is unchecked.
Example	Check the box to make it a correcting entry

### Options

Make any needed changes. You may also use one of the following options:

<F3> or Delete button	To delete this entry (only available if this is an existing entry)
<F6> or Menu option Account notes	To enter notes about this entry (or view or change existing notes).

### Using notes

The purpose of notes for a journal entry is to allow you to annotate the entry with descriptive information. It is an assist to the audit trail so that the full and exact purpose of a particular debit or credit can be understood when someone reviews the Register later.

The notes will *always* appear on the Distributions Entry Register and you may choose to have them appear on the Edit List as well.

The notes are *not* saved after posting.

Format	Ten lines of 60 characters each
--------	---------------------------------

### Examples

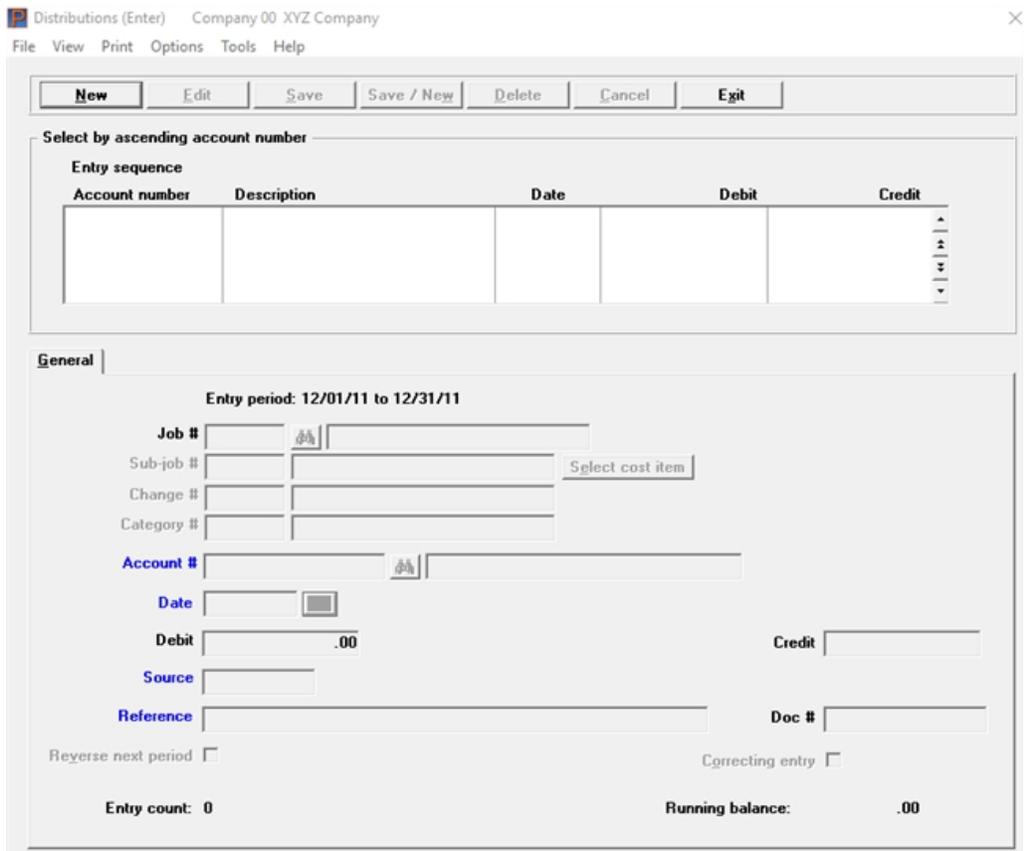
For practice, and to provide test data for subsequent chapters in this documentation, enter several distributions until the running balance is zero.

### Making Distributions Entries (With J/C)

If you have not installed the Job Cost module or have not interfaced G/L to J/C, skip this section and use the [Making Distribution Entries \(Without J/C\)](#) instead.

### Graphical Mode

The following screen appears:



The dates displayed at the top of the tab show your current accounting period.

If there any existing distributions, up to 6 will display in the list box near the top of the screen. The first distribution entry is highlighted and will display in the fields below.

The default sort is *By account*. On the *View* menu you can change the sort to be *By entry sequence*. When a distribution is found, select the <Enter> key to start editing the account or select a different distribution.

### Options

To locate an existing distribution you may start typing the account number or use one of these options:

Down arrow	To select the next distribution
Up arrow	To select the previous distribution
Page Down	To display the next group of distributions
Page Up	To display the previous group of distributions
End	To move to the last distribution
Home	To move to the first distribution

## Options

When there are existing entries, you have the following button options:

New	To enter a new distribution
Edit	To edit an existing distribution
Delete	To delete and existing distribution . See the note below

<b>Note</b>	If you delete an entry that is linked via the distribution history feature, the link will be lost. If you edit the entry the amount may no longer match distribution history. To adjust distributions that are linked to the distribution history, enter new distributions offsetting the old ones.
-------------	---

When you are adding or editing existing distributions, you have the following button options:

Save	To save the new or edited distribution
Save/New	To save the new or edited distribution with the program ready to enter a new distribution
Cancel	To cancel the entry of the new distribution or cancel editing an existing distribution

From the *Print* menu you may print an *Edit list*. See [Printing an Edit List](#). From the *Options* menu you may select *Account notes* and *Post* the distributions. See [Using notes](#) and [Posting Distributions Entries](#).

## Character Mode

The following screen appears:

```

Distributions (Enter)
* 1. Job #
* 2. Sub-job #
* 3. Change #
* 4. Category #
* 5. G/L ACCT #
6. Date
7. Amount      Debit          Credit
8. Source
9. Reference
10. Reverse next period ?
11. Correcting entry ?
Entry count:      2      Running balance:      .00
<F1> = next entry, <SF1> = previous entry, <F2> = next job, <SF2> = previous job
<F3>=next entry by seq entd, <SF3>=prev entry by seq entd, Blank=non-job entry
    
```

The current accounting period date range displays.

You can work with both new and existing entries at this screen. Existing entries may be edited or deleted.

## General Tab

Note that an Entry count and Running balance are kept as you make Distributions entries. When the running balance is zero, all entries which have been entered are in balance (debits equal credits). (You can still exit if the Running balance is not zero, but you can not post.)

Enter the following information:

### Job #

### Options

This is the number of the job for this entry. If this is not an entry for a job, press <Enter> and the cursor moves to Account # field. Otherwise, enter a job number or use one of the options:

<F2>	For the next job
<SF2>	For the previous job
Blank	For a non-job entry

The job must exist in the Job Cost system, and can be an active or closed job. It cannot however be a job in the Inactive Job file / table. The job description is displayed automatically.

There are two types of entries for a job: *cost* and *recognized-profit*:

- Costs apply to individual cost items of a job, so for these entries you must enter the Job #, Sub-job #, Change # and Category # fields.
- Recognized profit applies to a job or sub-job as a whole, not to any of its cost items; so the Change # and Category # fields do not apply for this type of entry.

In both cases:

- The Sub-job # field is entered only if this particular job allows sub-jobs; otherwise it is automatically set to zero. In the case of a recognized-profit entry, this field is skipped unless the job bills for sub-jobs separately.
- The Change # field is automatically set to zero if J/C does not use change orders.
- The absence of an entry in Category # field is what tells the system that this is a recognized-profit entry rather than a cost entry.

Format	Seven characters
--------	------------------

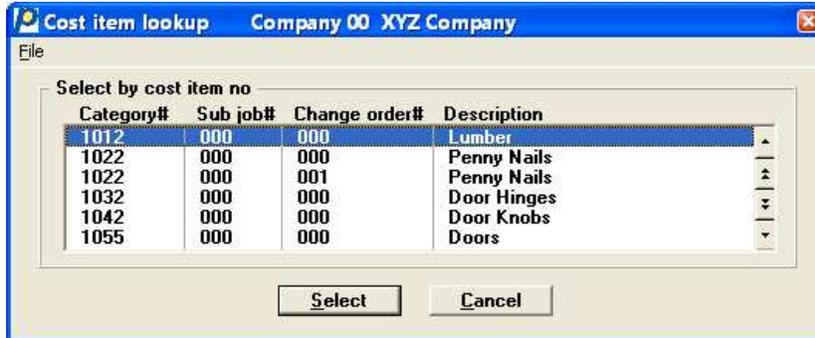
### Select cost item

Selecting this button displays the cost item lookup.

<F8>	To access the Lookup
------	----------------------

Format      Button

The Lookup appears like the following:



Selecting a cost item fills in the Sub job # (if applicable), Change # and Category # fields.

**Sub-job #**

Use the Select cost item button to fill in this field. This field can only be edited if you finished the entry of the distribution.

This field is not filled in by the Lookup entry if the job entered does not have sub-jobs, or (in the case of recognized profit), it has them but does not bill them separately. The sub-job number entered must exist for the job.

Format      999

**Change #**

Use the Select cost item button to fill in this field. This field can only be edited if you finished the entry of the distribution.

The change order must be on file for the job. If you do not use change orders at all in your Job Cost system, this field is skipped automatically. If this entry is not for a change order, leave the field blank to skip it.

Format      999

**Category #**

Use the Select cost item button to fill in this field. This field can only be edited if you finished the entry of the distribution.

Regarding the cost category:

- If this is a profit recognized entry, leave this field blank to skip it.

- If this is a cost entry, the category number, along with the sub-job and change order numbers entered above, must correspond to a cost item for the job. This cost item must be a direct cost for the job.

Format	9999999
--------	---------

### Account #

### Options

Enter the number of the account where this entry will be posted, or use one of the options:

<F1>	For the next account in <i>Chart of accounts</i> , in account number sequence
<SF1>	For the previous account
<F2>	For the default cost account for the cost item (only available if this entry is for a job)
<F7>	To find the account by its description instead of its number

Format	Your standard account number format, as defined in <i>Company information</i>
--------	---

### Account description

### Options

If you choose <F7>, the cursor moves to the account description field. Enter the account description, or its leading characters. Upper/lower case is significant. Your options at this point are:

<F1>	For the next account, in account description sequence
<SF1>	For the previous account
Blank	To return to finding the account by its number

Format	30 characters
--------	---------------

### Date

Enter the date that is used for distribution to General Ledger Transactions (permanent G/L data). You can enter a date outside the current period, but you will receive a warning message and a warning prints on the Distributions Entry Edit List and Distributions Entry Register. Select the <Enter> key to use the system date.

It is theoretically possible for more than one item to be on file for the same cost item, account number, and date. If this happens, the fields from Job # to Date are not sufficient to identify which entry you want to access. You can still use the next / previous function keys to locate the desired entry. Such an event will often be a data entry error, but it may be legitimate.

Format	MMDDYY. The default is the date of the previous entry, if there is one. If this is the first entry of this session the default is the system date.
--------	--

**Debit**

**Credit**

The cursor is initially positioned for entering either a debit or a credit, depending on how the [Paren control code](#) field is defined in *Chart of accounts*.

You may either enter the amount, or press <Enter> to move to the opposite column and then enter the amount there.

If you enter zeros for both debit and credit amounts, you are asked if this is correct. If you answer Y, you may proceed with the entry.

**Options**

Enter an amount, or use one of the options:

<F1>	For the next entry which matches the account number and entry date
<F2>	To enter an amount to offset (counter-balance) the running balance (if non-zero)

For example, if the Running balance is a debit of \$700.00 and you press <F2>, a credit of \$700.00 is entered as the amount.

Format	999,999,999,999.99
--------	--------------------

---

**Note** The remaining fields on the screen, though differently numbered, are entered identically whether Job Cost is used or not.

---

**Source**

For a recognized profit entry, the source defaults to PFTREC, and you cannot change it.

Format	Ten characters
--------	----------------

**Reference**

**Reverse next period ?**

Format	Check box
--------	-----------

**Correcting entry ?**

Format	Check box
--------	-----------

Make any changes and select the Save button. For other button options see [Distribution Buttons](#).

## Character Mode

Field number to change ?

### Options

Make any needed changes. You may also use one of the following options:

<F3>

To delete this entry (only available if this is an existing entry)

<F6>

To enter notes about this entry (or view or change existing notes).

## PRINTING AN EDIT LIST

The *Edit list* selection enables you to print the Distributions Entry Edit List.

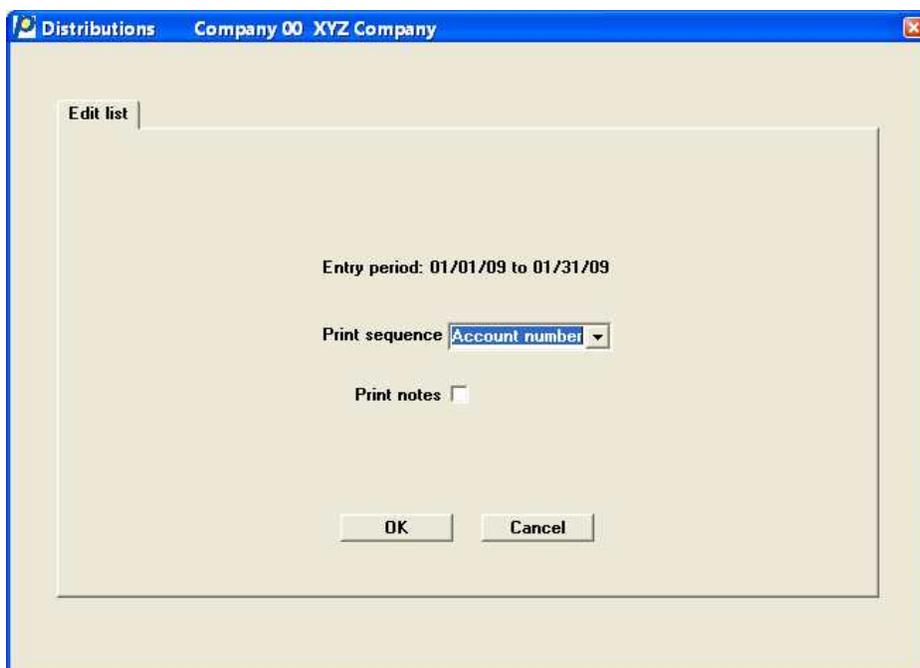
See a sample [Distribution Edit List](#) report in *Sample reports* appendix.

### Select

*Edit list* from the *Distributions* menu.

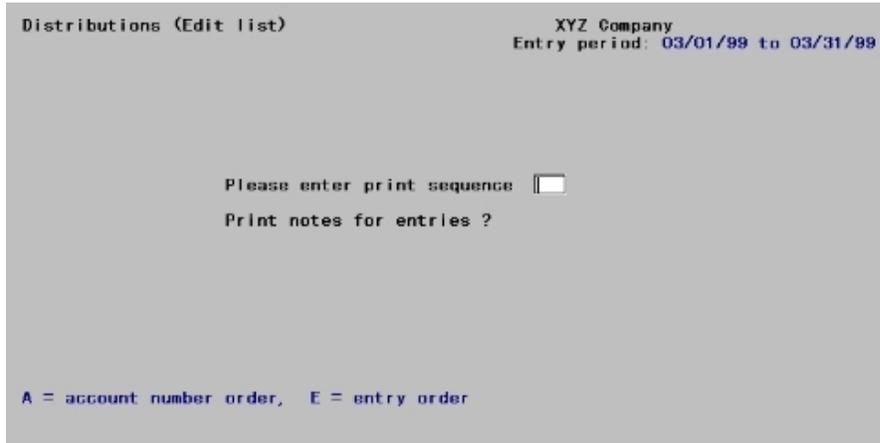
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

**Print sequence**

Select *Account number (A)* to print the report in account number order, or *Entry order (E)* to print entries in the order in which they were entered.

Format	Graphical: Drop down list Character: 1 letter, either A or E
Example	Graphical: Select Entry order Character : Enter E

**Print notes**

Select the <Space bar> to include the notes on the report, or <Enter> key to omit them.

Format	Graphical: Check box, default is unchecked Character: Enter Y or N. The default is N
Example	Select the <Space bar> to check the box and print the notes.

**OK or Cancel**

Make any changes or select the OK button to print. Select the Cancel button to go back to the menu.

Format	Two buttons, OK to print and Cancel to not
Example	Select OK

**Note**

Distributions that arrive through Get distributions, like A/P, A/R, C/R, I/C and PR have journal numbers. These journal numbers print on the edit list and posting journal. However, manually entered distributions do not have journal numbers and therefore do not print on the edit list or the posting journal. The last step of the posting program, after the journal is printed, is to generate the journal number for the manually entered distributions. Even through you do not see them on the edit list or posting journal, a journal number is written to G/L transactions as a GJ type.

## POSTING DISTRIBUTIONS ENTRIES

The *Post* selection enables you to post distribution entries to General Ledger Transactions and prints the Distributions Entry Register.

Assuming no invalid accounts and no periods are out of balance, the software posts the distributions entries to General Ledger Transactions.

This function sets the "Running balance" and "Entry count" to zero and clears Distributions Transactions so that new entries can be made.

You can display the entries from any posted journal by running the Source cross reference report in journal order, using the journal number as both the starting and ending journal number.

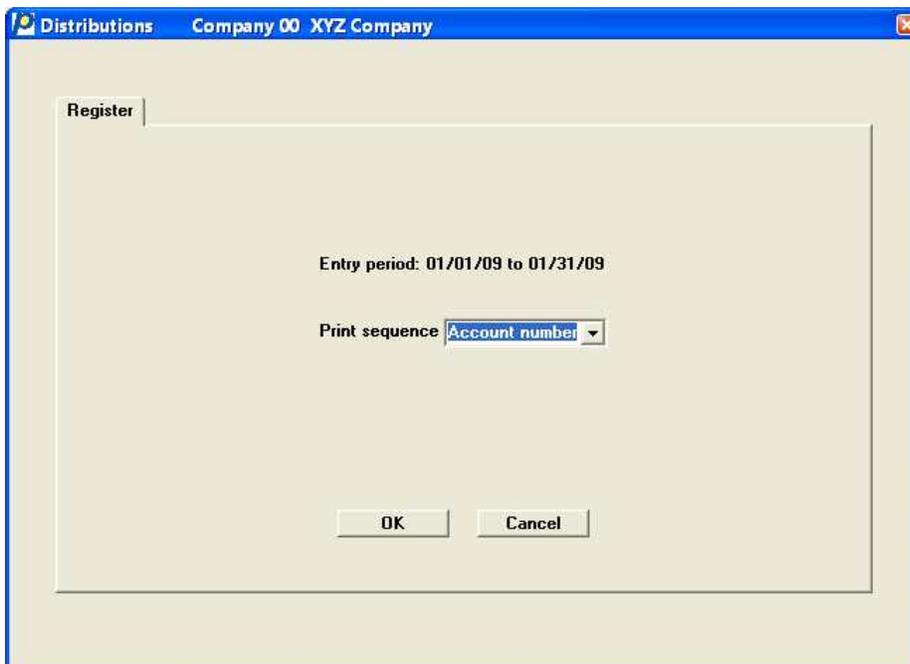
See a [Distributions Register](#) example in Sample reports.

### Select

*Post* from the *Distributions* menu.

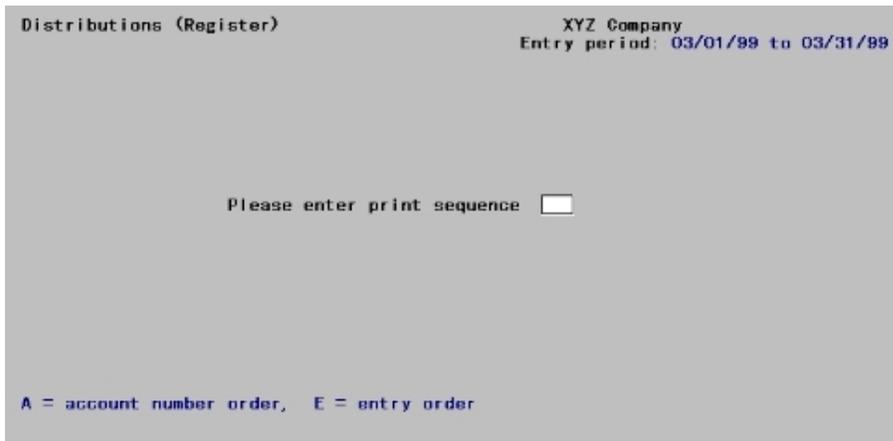
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

### Print sequence

Select *Account number* to print the report in account number order, or *Entry order* to print entries in the order in which they were entered.

Format	Drop down list, the default is Account number
Example	Select Entry order

### OK or Cancel

Make any changes or select the OK button to post and print the register or select the Cancel button to return to the menu.

Format	Two buttons, OK or Cancel
Example	Select OK

The Distributions Entry Register shows every entry that is to be posted, exactly as they will appear in General Ledger Transactions.

The report number and journal name are used to form a unique journal number. Later, when you want to refer to a Distributions Entry Register, you can do so by using GJ (distributions) plus this report number. For example, Distributions Entry Register number 0000005 could be referred to as GJ0000005.

While the register is being printed, the entries are checked to see if there are any invalid accounts or if any periods are out of balance.

If invalid accounts are referenced, you are not allowed to post. To continue, either delete the entries with invalid accounts and then re-enter them with valid accounts, or enter the accounts into the Chart of Accounts.

If any periods are out of balance (total of debits does not equal total of credits), you are also not allowed to post. To continue, make another entry to bring the periods into balance.

If any of the records are outside the accounting period fiscal year range, the following message displays and you are not allowed to post:



To continue delete the entries that are outside the range and re-enter them with acceptable dates.

Assuming no invalid accounts, no periods are out of balance and there is an acceptable date range, the software posts the distributions entries as General Ledger Transactions.

This function sets the Running balance and Entry count to zero and clears the Distributions Transactions so that new entries can be made.

**Note**

You can display the entries from any journal by running the Source cross reference report in journal order, using the journal number as both the starting and ending journal number.

When distributions entries are posted, the debits and credits posted for each accounting period must be in balance. As a result of this requirement, the General Ledger Transactions (which contains your posted journal entries) will always be in balance.

**Note**

Distributions that arrive through Get distributions, like A/P, A/R, C/R, I/C and PR have journal numbers. These journal numbers print on the edit list and posting journal. However, manually entered distributions do not have journal numbers and therefore do not print on the edit list or the posting journal. The last step of the posting program, after the journal is printed, is to generate the journal number for the manually entered distributions. Even though you do not see them on the edit list or posting journal, a journal number is written to G/L transactions as a GJ type.

## GET DISTRIBUTIONS

The *Get Distributions* selection lets you transfer information from the Accounts Receivable, Accounts Payable, Check Reconciliation, Payroll, Inventory Control, Job Cost, and Fixed Assets distributions to General Journal Transactions (G/L Distribution Transactions).

This is also referred to as interfacing G/L to other modules.

Distributions from third party software can also be imported.

Before running *Get distributions*, any entries in Distributions Transactions must first be posted to General Ledger Transactions.

---

### **Note**

It is recommended that, before running this selection, you make a backup copy of the data you are about to transfer.

---

The Distributions to G/L data contains debits and credits (created by transactions posted in the particular module) that must be transferred to the PBS General Ledger from that module. Accounts Receivable, Accounts Payable, Check Reconciliation, Inventory Control, Payroll, and Job Cost each contain their own individual Distribution to G/L transactions. (Fixed Assets or External Cross-reference are imported from an external file. Refer to the additional notes below on using these functions.) General Ledger transaction data from the manufacturing modules are moved into PBS differently. For specific information, see the manufacturing documentation.

If you are using Canadian payroll, a setup is required before you may get distributions. See [Canadian Payroll Setup and Notes](#).

### **Distributions to G/L Report**

Prior to running *Get distributions*, you should first print the modules' Distribution to G/L Report. All accounts should be printed. The date range should be from Earliest to the date which is the end of your accounting period. Do *not* specify that the file is to be purged! If you purge distributions before transferring them, you will have to enter these distributions again manually using *Distributions (Enter)*. This defeats the purpose of the *Get distributions* selection.

The purpose of printing the Distribution to G/L Report is to obtain an accurate list of the debits and credits that are to be transferred to G/L.

You may want to print the report to disk and then obtain a printed copy using *Print reports from disk*. In this way, you can retain a copy of the report on the hard disk in case a spare copy of the report should be needed.

After printing the report, you should then back up your data files and run *Get distributions*. When running this selection, you should specify that the distributions are to be purged as they are copied to Distributions Transactions. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

If you prefer you may run Get distributions without purging. Following the running of Get distributions and you know the data is correct, you may run the modules' Distribution to G/L report and purge the previously imported data then.

Regardless, it is recommended that you occasionally purge each modules' distribution data as it keeps the PBS system running more efficiently and with better performance. Develop a policy on purging that fits your company.

### Getting Distributions

Once *Get distributions* is run, you may then print a Distributions Entry Edit List and compare this report with the Distribution to G/L Report to verify that all debits and credits have been transferred. (The debits and credits will only be comparable if you have purged the distributions each period. If you have not purged Distribution in a previous period, the reports will not be comparable.

An alternative procedure is as follows:

Step	Description
1	Back up your data files.
2	Run <i>Get distributions</i> , specifying that distributions are not to be purged.
3	Run <i>Distributions to G/L</i> , specifying that the file/table is to be purged and only interfaced distributions are to be purged.
4	Print the General Journal Entry Edit List. The debits and credits printed on the edit list should be comparable to the debits and credits on the Distributions to G/L Report, provided that you have followed this procedure each period. If you have not purged the Distributions in a previous period, the reports are not comparable.

Note that if you specify that distributions are not to be purged by *Get distributions*, and you run *Get distributions* again for the same module, you will never transfer the same distribution from the module to G/L more than once. *Get distributions* prevents this. Thus, if after step (2) in the alternate procedure above, you discover additional transactions for the accounting period which have not yet been entered into the module, simply enter and post these transactions in the module, and repeat the alternate procedure starting with step (1).

If distributions are transferred for accounts that are not defined in Chart of Accounts, you have to either add these accounts to the Chart of Accounts before these entries can be posted, or delete the entries and then re-enter them for a different (valid) account.

Since the program does not check the validity of the information being transferred, we recommend that you verify that all accounts in the Valid G/L Account are also in your Chart of Accounts.

When you Get distributions and select to not purge data the external ledger will fill up with old distribution records. Periodically we recommend that you run the Distributions to G/L report in the

external module and select the option to purge the data. Enter a date range that does not include any recent distributions that have not yet been pulled into G/L. You may want to make it a policy to never purge distributions less than a year old or even two years old.

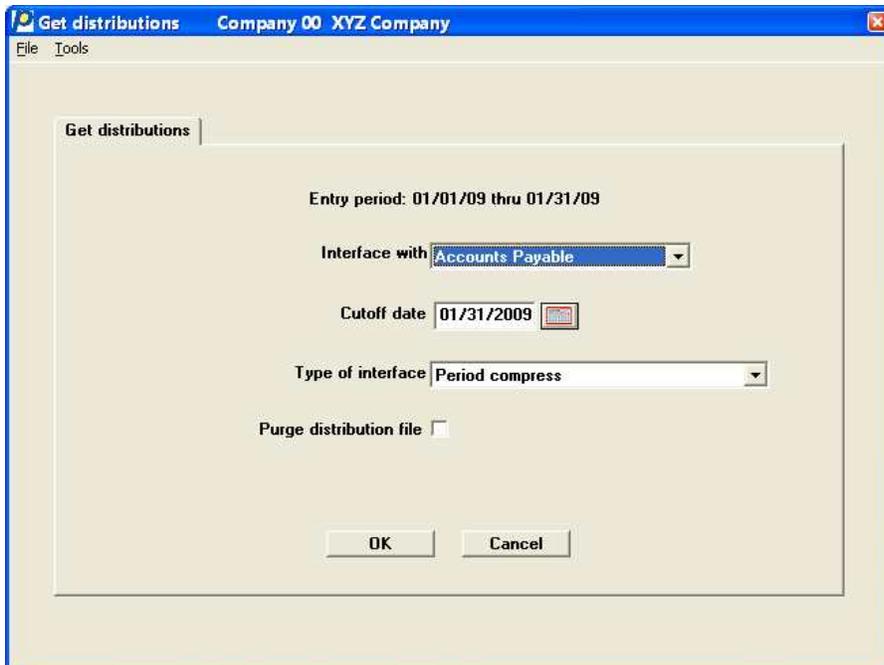
### Select

*Get distributions* from the *Distributions* menu.

If there are unposted entries in Distributions, you will get a message indicating this. You will either have to post or delete the entries.

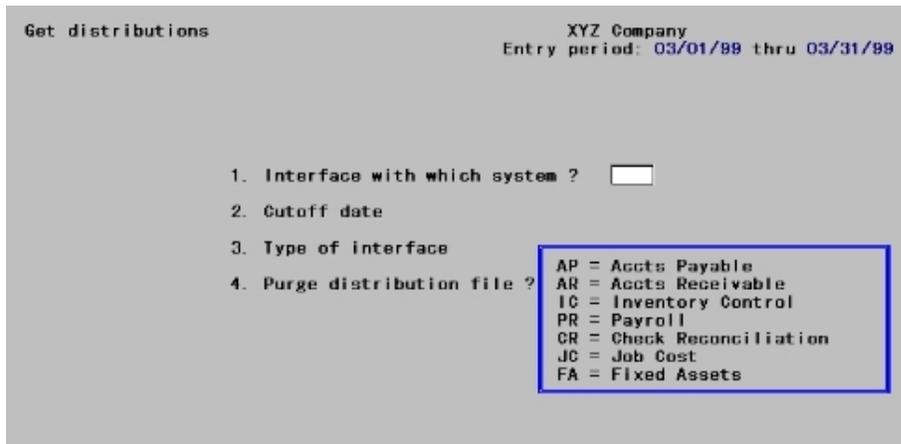
### Graphical Mode

Otherwise, the following screen appears:



### Character Mode

The following screen displays:



Enter the following:

**Interface with**

**Options**

Select the system (module) from which information is to be transferred. Select one of the following:

CHARACTER	GRAPHICAL	MORE INFORMATION
AP	Accounts Payable	
AR	Accounts Receivable	
CR	Check Reconciliation	
IC	Inventory Control	
JC	Job Cost	
PR	Payroll	
KP	Canadian Payroll	See <a href="#">Canadian Payroll Setup and Notes</a> .
FA	Fixed Assets	See <a href="#">Transferring Fixed Assets Distributions</a>
EX	External Cross-reference	See <a href="#">Importing External Cross-Reference Distributions</a>

Only the modules actually present in your system appear on the display.

FA and EX are not defined modules. They allow distributions to be interfaced from another external source. EX appears on the screen only if you have authorized the Cross-reference file in *Company information*.

Enter the system (module) from which information is to be transferred.

Format	Graphical: Drop down list Character: 2 characters
--------	--

**Cutoff date**

Enter the last date for which entries will be transferred from the other system’s distribution file to the Distributions Transaction file, or select the Enter key to use the ending date of the current accounting period.

Format	MMDDYY. The default is the ending date of the current accounting period.
--------	--

**Type of interface**

**Options**

This determines the method of compression that will be used during transfer. Refer to the explanation in the [Summarize General Ledger](#) chapter.

<b>Note</b>	<p>For A/P accounts, the distribution details are recorded in the Navigator Distribution file and may be viewed through View accounts. See the <a href="#">View Source Transaction</a> section of the View Accounts chapter.</p> <p>Whether it is A/P or any other module, summarizing the G/L may not be necessary. <a href="#">View Accounts</a> and the <a href="#">Trial Balance</a> allow you to summarize your detailed data on-the-fly by day, period, source or document number.</p>
-------------	--

Enter either:

Character	Graphical	Description
P	Period compress	Compress by period
D	Date compress	Compress by date
N	No compress	Not available with the payroll interface
G	Compress, using account compress code	Not available with the payroll interface
C	Compress using Payroll control code	Payroll only

Additionally:

- If you select *Period compress*, a maximum of two summarized entries are created for each account for each accounting period.
- If you select *Date compress*, a maximum of two summarized entries are created for each account for each separate date. (The journal number is also retained). Refer to the [Summarize General Ledger](#) chapter for a discussion of why a maximum of two entries are created.
- If you select *No compress*, all entries are transferred in *full* detail with no summarization.

The previous three choices apply for *all* accounts. The fourth choice applies on an account-by-account basis:

- If you select *Compress using account compress code*, summarization is done according to the compression code in the Chart of Accounts record for each account. See the [Compression code](#) field in the Chart of Accounts chapter.

Format

Graphical: Drop down list

Character: On letter from the list above

### Purge distribution file

This field is checked automatically (set to Y) automatically when interfacing to Fixed Assets External cross reference and cannot be changed.

Otherwise, this determines whether distributions will be purged (completely removed) from the distributions in the other module as they are being transferred to G/L Distributions.

If you do not want to purge the distributions during the interface, you can still purge the distributions at a later time from *within* the module from which information is being transferred. Select the purge option on the Distributions to G/L report from the module. Your company should develop policies regarding purging data.

Check this box (answer Y) to purge the distributions in the other module, or leave it unchecked (N) to keep them on file in the other module. The default is to not purge.

Format

Graphical: Check box, checked is yes and unchecked is no

Character: Either Y or N

### Use (vendor name/reference) from A/P distributions

This field is available for entry only if A/P is being interfaced and either *No compress* or *Compress, using the account compress code* is selected in the Type of interface field.

For each payable, both the vendor's name and a reference are stored in A/P distributions, so you may choose which one to transfer to G/L Distributions.

- Transferring the reference lets you see *what* was purchased (provided you have been using the reference field for that purpose).
- Transferring the vendor name lets you see *from whom* the purchase was made.

You should consult with your accountant on which one should be used.

Enter *Reference* to transfer the reference or *Vendor name* to transfer the vendor's name.

Format

Drop down list, either reference or vendor name

### Cross-reference

This field is available for entry only if you chose EX as the module being interfaced. EX stands for external cross-reference. It lets you capture distributions from a external (non-PBS) module, even though that module uses a different account number structure. You must already have equated the external accounts to the Passport Business Solutions accounts (using the Cross-reference Account file described in the System User documentation).

This option is used when moving NCR Counterpoint general ledger data to PBS.

Prior to using this option you should select to use the reformat account option in Company information. Following that, the menu selection for entering cross reference accounts is *Account links*, found on the CTL module.

This field identifies which cross-reference account is used when converting the 40-character free-format account number to the standard four-segment account number.

Depending on what is set up in Account links, select either *1st external cross-reference account (1)*, or the *2nd external cross-reference account (2)*.

Format	Graphical: Drop down list Character: One digit, either 1 or 2
--------	--

### OK or Cancel

You may select the Cancel button to not get distributions. Otherwise, make any needed changes and select the OK button to process. There will be a period of processing as distributions are transferred. When done, press <Esc> to return to the main G/L menu. No report is produced by this selection, however printing the Distributions Edit list will show the results.

For what to do next, see [After Interfacing](#).

## Canadian Payroll Setup and Notes

This section contains the setup and some additional notes for a Canadian Payroll interface.

### Canadian Payroll Setup

If you are using Canadian payroll and you want to get distributions from it, you must first enter a environmental variable in the *cblconfi* file. If you are using multiple companies with Canadian payroll, you must enter this line for each PBS company. The line is:

```
PASS_KPXX_FIL_LOC Where XX = company id.
```

Then the option to get Canadian payroll will display in the [Interface with](#) field. Also, enter the location of the payroll distribution file at the end of the line. Here is an example with a company number of 00:

```
PASS_KP00_FIL_LOC "C:\CANADA PR\DATA\PR00\"
```

The double quotes are only needed if there is a space in the path. For a Linux path use the / slash.

### Additional Notes

When processing the Canadian Payroll distributions there are a couple of differences from the current Payroll distributions.

1. The employee name will come from the Canadian Payroll distribution record since we do not have the employee file to open and read. If the employee name is spaces in the Canadian Payroll distribution record, *Interface from K/P* will be put into the G/L distribution reference field.
2. The compression code is not present in the Canadian Payroll distribution record. If the Type of interface is set to *Compress using payroll control code* the program to reads the G/L Chart of

Accounts to get the compression code and process as specified for each account. If the user selects *Period compress* or *Date compress*, this will take precedence over the compression code as set for each account in the G/L Chart of Accounts.

### Transferring Fixed Assets Distributions

Fixed assets tracking is not available on the PBS system. However there may be a third-party provider that has this function.

The Fixed Assets Distribution file contains debits and credits that must be transferred to the Passport Business Solutions General Ledger.

Prior to running *Get distributions*, you should back up your PBS and Fixed Assets data files, and then follow the procedures of your Fixed Asset software provider. The procedure below may be different than your Fixed Asset provider requires.

The name of the file PBS can import is FADIST???.ASC.

- This file is not under Pathfinder control. The program expects it in the same directory as the General Journal Transactions. The import program expects it in GLXX with the XX representing the Company number.
- ?? is the company code.
- UNIX equivalent is fadist??.

At this point, run *Get distributions*, choosing to interface with Fixed Assets. When running this selection, distributions are automatically purged as they are copied to the Distributions Transaction file. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure.

If distributions are transferred for accounts that are not defined in the Chart of Accounts file, you have to either add these accounts to the Chart of Accounts file before these entries can be posted, or delete the entries and then re-enter them for a different (valid) account.

Since the program does not check the validity of the information being transferred, we recommend that you verify that all accounts entered in the Fixed Asset System are also in your Chart of Accounts.

### Importing External Cross-Reference Distributions

An external cross-reference distribution file or table contains debits and credits that are transferred to General Ledger. These distributions come from systems external to PBS. They may be created by another software, by your MIS department, from an external billing system, or some other source. One common source is NCR CounterPoint®.

There are two types of data sources that can be imported:

- SQL tables. This is only available when using PBS SQL. See the [SQL Table Import Layout](#).
- A fixed length file formatted file. For the field layout see [Import File Layout](#). The file name the program expects is EXDISTxx.ASC with xx being the GLxx folder. The Company ID (xx) must match the company you are logged into.

## SQL Table Import Layout

The SQL table interface is only available when using PBS SQL.

Data is exported from NCR Counterpoint, or any external application, into the GLIMPHxx header table and the GLIMPDxx detail distributions table. This is the layout of the GLIMPHxx header table:

Length	Column name	Name and Requirement
1	import_ready	This means that the data is ready to be imported. Normally, this will be Y.
1	imported	This column indicates that the data has been imported to PBS previously.
12	header_no	Header number
35	description	Import description.
25	reference	Reference.
8	trans_date	Transaction date
8	inserted-on	
8	imported_on	The date the data is imported.
40	imported_by	
1	delete_records	Delete records.
3	user_id	User ID.
1	correcting_entry	Correcting entry flag. Y is correcting and N is not.

There must be one GLIMPHxx header table row to two or more GLIMPDxx detail rows. Although it is not a requirement, it is recommended that the totals for the amount column balance to zero. This is the layout of the GLIMPDxx distributions table:

Length	Column name	Name and Requirement
12	header_no	Header number. This must match a header number in the header table. There can be multiple distributions lines with the same header number.
12	detail_no	Detail number.
3	user_id	
40	account_no	Distribution account number. This column is potentially 40 characters. However PBS can only handle 17 characters including the separating

Length	Column name	Name and Requirement
		characters.
8	trans_date	distribution date.
9	journal_no	Journal number.
1	correcting_entry	Correcting entry flag. Y is correcting and N is not.
6	sequence_no	Sequence number.
14	amount	Distribution amount. This is 12 numbers to the left of the decimal and 2 to the right. It can be have a minus sign.
10	source	Distribution source.
25	reference	Reference.
15	document_no	Document number.

### Import File Layout

The Import file option can be used with either PBS SQL or PBS Vision.

Data is exported from the external application and put into the EXDISTxx.ASC file. If you are using NCR Counterpoint you are using the *Export File* option to get a text file with the format below. To use this feature with any other applications, create your file with the following format:

FIELD	TYPE	SIZE	FIELD FORMAT
User ID	Alpha	3	Not required.
*Account Number	Alpha	40	
Date	Numeric	8	YYYYMMDD
Journal Number	Alpha	6	
Correcting Flag	Alpha	1	Y or N
Sequence Number	Numeric	6	
Amount	Numeric	15	999999999999V99+
			V represents an implicit decimal point which will take up no space in the file.
			+ represents a plus or minus sign.
Source	Alpha	10	Source is optional, but recommended.

FIELD	TYPE	SIZE	FIELD FORMAT
Reference	Alpha	25	Reference is optional.
Document Number	Alpha	15	

\* The Account number must be written to the file exactly the same way it is entered in CTL > *Account links*, followed by trailing spaces (enough to fill the 40 characters allowed). Account links are created by entering or automatically generating the accounts in the CTL > *Account links* menu selection. See the *External Cross References* chapter in the PBS System documentation.

All fields are plain ASCII text. The file name must be EXDISTxx.ASC with the xx representing the PBS company ID.

- This file is not under Pathfinder control. The program expects it in the same directory as the General Journal Transaction file for the company you are currently running. If your company is 00, the file must be in the GL00 folder (depending on how your path is setup).
- Any errors detected in processing will be written to a log file, EXDERRxx.DAT, in the top-level directory. The xx represents the company ID.

### Running Get Distributions

Before you run *Get distributions*, you should back up your PBS data and external cross-reference file and follow the procedures established for your external system to obtain a permanent record of the debits and credits for the period.

At this point, run *Get distributions*, choosing to interface with an External cross-reference. When running this selection, distributions are automatically backed up as they are imported as Distribution transactions. If a power failure (and computer crash) should occur while running *Get distributions*, simply restore your backup and repeat the procedure. See Import File Handling below.

Select OK to import the external distributions.

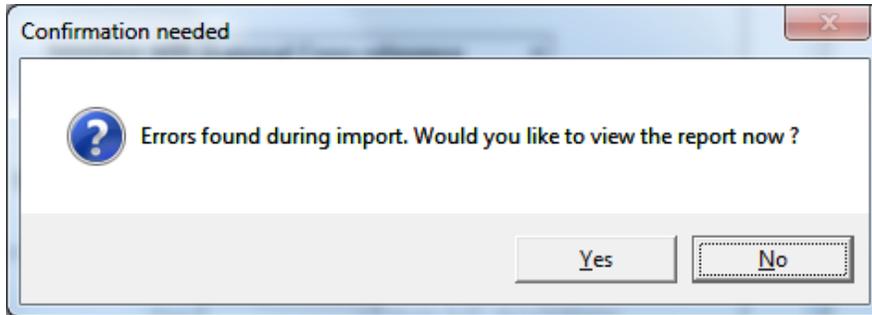
### Import File Handling

This does not apply to the SQL table to table interface.

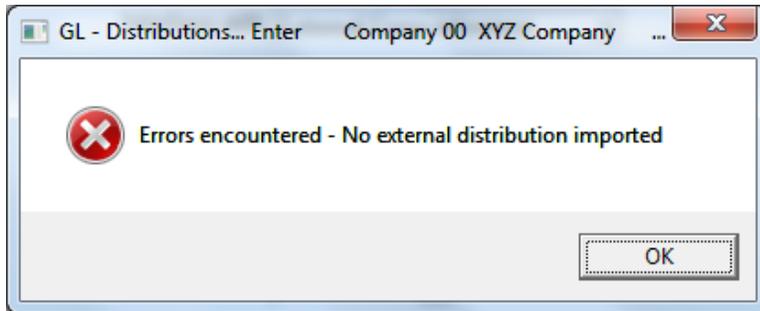
If there is data in the import file with dates after the Cutoff date, a backup file is created that includes this data only. This file is moved to the (top-level PBS)\BACKUP\00\ and the file is named EXDIST00.ASC (00 stands for the Company ID. Substitute it for your actual company). It can be imported at a later time assuming that you are using a Cutoff date that is after the dates in the file. The program will import data from the backup folder.

When an import is run and the full data from the file is imported, the EXDIST00.ASC file is copied to \BACKUP\00, the program imports that file and a backup file is created. Whether there are errors or not, the file is moved to the \BACKUP\00 folder. The file is copied and named to something like this EXDIST00-2013022011283696.ASC. This EXDIST00-2013022011283696.ASC file name is the original name plus the date and time the import was run.

If distributions are transferred for accounts that are not defined in Chart of Accounts, an error message displays and a report is printed.



Whether you print the report or not, this message displays next.



You cannot import the data until you make changes and re-import. You may either add the missing account to the Chart of Accounts and cross -references (if that is the error) or edit the import file to correct the data and import again.

WARNING: If there were errors in the file, you did not import and you have fixed the errors and want to re-import, do not *copy* the EXDIST00.ASC from the BACKUP folder to the top-level PBS folder and re-import. You may *move* it, but do not *copy* it. If you copy it, the program will *merge* and import data from both the EXDIST00.ASC from the top-level and the one from BACKUP.

For those accounts which do not appear in the cross-references see the *External Cross References* chapter of the PBS System documentation for further information about entering them.

### After Interfacing

Use *Distributions Enter* to change, delete, or print an edit list of the entries transferred. Post the entries to General Ledger Transactions after you are satisfied they were transferred correctly.

#### Note

Whether compressed or not, the details for the A/P distributions are stored in the navigator distributions file and can be accessed from the graphical *View accounts* screen.

Any amounts that are changed or deleted are not updated in the navigator distributions file. When you change or delete entries it will effect the viewing of distribution history.

Entries transferred to General Ledger using *Get distributions* are easily recognized:

- The journal number:
  - If compressed by *date*, the original journal number is retained. Compression is not really by date alone, but by date within journal.
  - If compressed by *period*, the journal number is lost.
  - If *not compressed*, the original journal number is retained.
- The source field contains the name of the module from which the entry was transferred.
- The reference field contains a description of the original entry:
  - If compressed by *date*, this is NET CHANGE FOR *mmddy/jrnl* where *mmddy* is the date and *jrnl* is the journal number.
  - If compressed by *period*, this is NET CHANGE FOR THE PERIOD
  - If *not compressed*, this varies by module as shown in the table below.
- The document number depends on the compression:
  - If compressed (by date or period), the document number is blank.
  - If not compressed, this varies by module as shown in the table below:

Module	Reference	Document number
AP	Vendor name or reference, depending on your choice in field 5	Invoice number for expenses and new A/P added; check number for payments and discounts
AR	Customer name	Document number used in A/R (typically, invoice number)
CR	Payee/Comment	[blank]
IC	Type 1 = Income	Document number used in transaction
	Type 2 = Cost of goods sold	
	Type 3 = Inventory adjustment	
	Type 4 = Inventory liabilities	
	Type 5 = Inventory value	
JC	From Job Cost	[blank]
PR	Employee name	Check number
FA	Depreciation-period 99 where 99 is the period specified in the Fixed Assets program.	
EX	From the distribution file	From the distribution transaction file

## DATA IMPORT

### Select

*Data import* from the *Distributions* menu.

Data Import Manager is licensed separately and may not be available on your system. You may also use Data Import Manager to import files for A/P payables, A/R miscellaneous charges, Check Reconciliation data, I/C transactions, payroll time worked entries and more.

For information on the configuration and use of data import, see the *Data Import Manager* documentation.

# Trial Balance

This chapter contains the following topic:

[Printing a Trial Balance](#) .....

## PRINTING A TRIAL BALANCE

The *Trial Balance* selection enables you to print the General Ledger Trial Balance for a range of selected accounts within an accounting period or non-standard reporting period for any fiscal year on file. You may compress entries by date, period, document number or to match the compression method in the chart of accounts. You may produce a csv output that can be opened in your favorite spreadsheet program; e.g. Excel.

You can print the trial balance in either summary or detail (showing individual entries).

The trial balance is usually run after all entries have been entered and posted for the specified period. However, it can be run at any time during General Ledger processing.

When the Accounting Period data is set up for entering and reporting on the next (right side) next fiscal year and you are reporting on the next fiscal year, the report generates balance brought forward information that is included in the report.

The default reporting period used is the period defined in *Accounting periods* for the year entered. However you may change the reporting period from the default to any reporting period in the selected fiscal year.

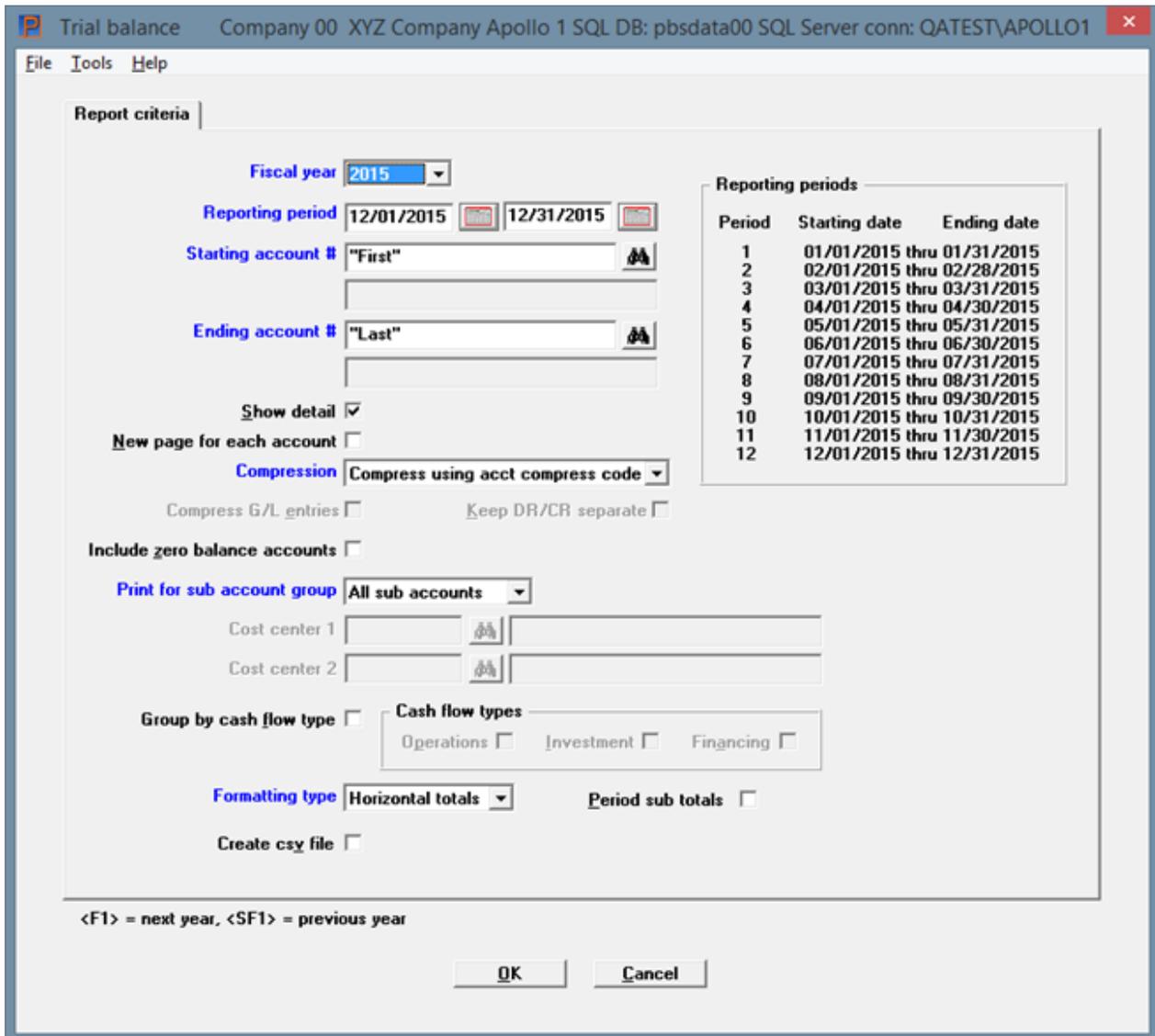
See a [General Ledger Trial Balance](#) example in Sample reports.

### Select

*Trial balance* from the *Reports* menu.

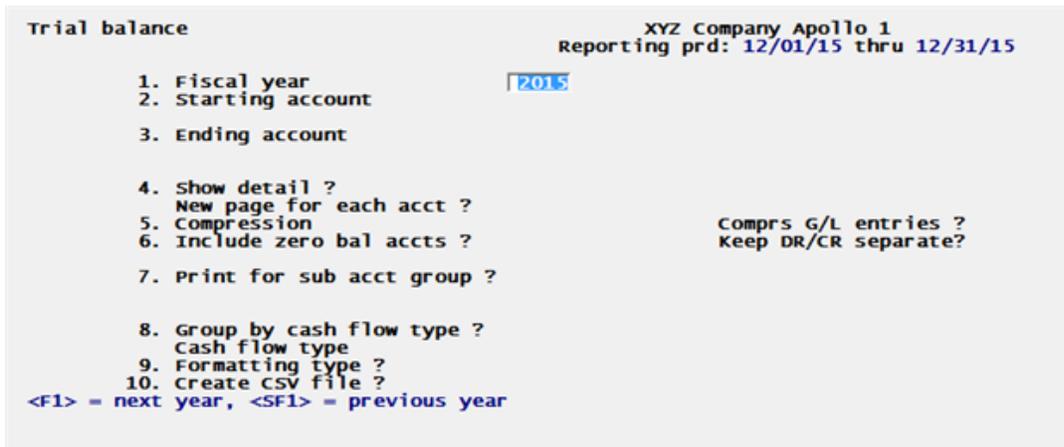
### Graphical Mode

The following screen appears:



### Character Mode

The following screen appears:



Enter the following information:

**Fiscal year**

**Options**

Enter the year that you want to report, or use the option:

<F1>	For the next year
<SF1>	For the previous year

The default is the most recent fiscal year in accounting periods.

Format	Drop down list
Example	Select 2018

**Reporting period**

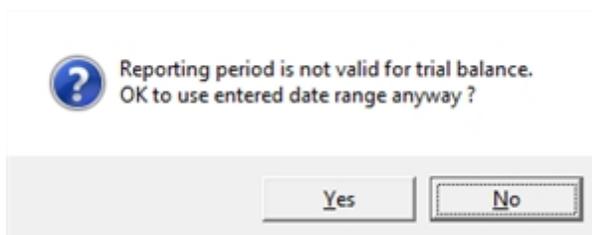
Enter the range of dates to be included on the trial balance. Normally this is a range of dates that encompass one or more periods. Single dates or dates that start or end within a period may produce unexpected results.

To help you determine the range to use, the reporting periods for the selected fiscal year display in a box on the right side of the screen. You may enter a reporting period date range as long as it is in the same fiscal year. The default range is the *Reporting period* range entered in *Accounting periods*.

If you elect to check the [Period sub totals](#) field, previous periods may print on the report. It depends on the existence of data in those previous periods and how many periods exist before the entered range. For example if you are printing data for the sixth period the previous 5 periods will also print.

Format	MMDDYY The default range is the reporting period in accounting periods file.
Example	Type 30119 and 33119

If the reporting period range is outside of the [Fiscal year](#), the following message displays:



Select Yes to use the date range or No to enter a different range.

**Starting account # and**

**Ending account #**

### Options

Enter the range of accounts to be included on the trial balance. These are only the main account and if defined the subaccount; cost centers, if any, are specified later. You may use one of the options:

<F1>	For the next main account in <i>Chart of accounts</i> , in account number sequence. After entering an account in the Starting account field and when selecting <F1> on the Ending account field, the next account after the starting account field will be used.
<SF1>	For the previous account.
<F2>	For the "First" starting account or "Last" ending account.

Upon entry or selection of a valid account, the description displays of the first entry in the *Chart of accounts* with that main account and subaccount.

Format	Your standard format for main account as defined in <i>Company information</i>
Example	Press <F2> at each field

### Show detail

The amount and type of detail that prints is determined by your [Compression](#) option. It usually refers to individual transactions for a G/L account. However you may compress the transactions by date, period, account code and other options. A trial balance that shows individual and compressed transactions may be called a detailed trial balance. A trial balance without detail (shows only account totals) may be called a summary trial balance. The default is checked to show detail. You must select the <Space bar> to uncheck it to show only totals.

If you enter a reporting period range that has more than one period the program prints details for all the periods in the range.

In order to print *Period sub totals* you must check this field.

Format	Check box, the default is checked.
Example	Select <Enter> for the default

### New page for each account

This question only applies if you checked the box for the [Show detail](#) field (otherwise you may not enter this field).

Select the <Space bar> to check the box and put a page break after each account, or select <Enter> for the default of unchecked to have the program fill the pages.

Format	Check box where checked is yes and unchecked is no. The default is unchecked.
Example	Select <Enter> for the default

### Compression

This question only applies if you checked the box for the [Show detail](#) field (otherwise you may not enter this field).

Enter the compression type for printing the data. The options are:

Character	Graphical	Description
N	No compress	All entries are displayed in full detail with no compression applied to the account.
D	Date compress	A maximum of two (four, if you have correcting entries) summarized amounts are filtered for each account for each separate date. (The journal number is also retained).
P	Period compress	A maximum of two (four, if you have correcting entries) summarized amounts display for each account for each accounting period.
C	Compress using acct compress code	Summarization is done according to the compression code in the Chart of Accounts record.
O	Doc #/Date compress	A summary by document number is done. The list is sorted first by document number and then by date. Because MLE entries (from General journal) do not have a document number, they are summarized by journal number.
T	Date/Doc # compress	A summary by date is done. The list is sorted first by date and then by document number. Because MLE entries (from General journal) do not have a document number, they are summarized by journal number.
A	Date/Source compress	The list is sorted and compressed by date and then by source.
R	Period/Source compress	The list is sorted and compressed by period and then by source.

Format	Graphical mode: Drop down list. Select one the options above
Example	Select No compress

### Compress G/L entries

This selection is only available if you selected something other than No compress for the Compression field above.

Select the <Space bar> to check the box or <Enter> to accept the default of unchecked. Checking the box compresses any entries made in General Ledger, such as in distributions (GJ journals) and general journal transactions (ML).

Format	Check box, the default is unchecked.
Example	Select <Enter> for the default

**Keep DR/CR separate**

This selection is only available if you selected something other than No compress for the Compression field above.

Select the <Space bar> to check the box or <Enter> to accept the default of unchecked. Checking the box separates the debits and credits for the type of compression selected.

Format	Check box, the default is unchecked.
Example	Select <Enter> for the default

**Include zero balance accounts**

Select the <Space bar> to check the box or <Enter> to accept the default of unchecked to include accounts with zero balance.

Format	Check box where checked is yes and unchecked is no. The default is unchecked.
Example	Select <Enter> for the default

**Print for cst ctr (or subaccount) group**

If your account number format has only one segment (the main account number), this field cannot be entered.

**Options**

Otherwise, enter *Sub account*, *Sub account group*, or *All sub accounts* using these account number formats:

If your account number format has the following applies:

	1 or 2 cost center segments	No cost center segments
Sub account	Print for cost center	Print for sub account
Sub account group	Print for cost center group	Print for sub account group
All sub accounts	Print for All cost centers	Print for All sub accounts

Format	Drop down list with one of the three selections above.
Example	Select All sub accounts

**Options**

- If you answer Sub account, you will be prompted to enter a valid cost center (or sub account).

<F1>	For the next cost center segment (or sub account)
<SF1>	For the previous cost center segment (or sub account)
<F5>	For "All" accounts regardless of subaccount (same as entering A)

Format Your standard format, as defined in *Company information*  
 Example (Does not occur in this example because you have chosen All sub accounts)

### Options

- If you answer Sub account group, enter the group code. This must previously have been defined in *Cost center groups* or *Sub-account groups*. You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group

Format 8 characters  
 Example (Does not occur in this example because you have chosen All sub accounts)

- If you answer All accounts, all accounts are selected without regard to cost center or subaccount.

### Group by cash flow type

If you check the box and then indicate one or more types, the trial balance is grouped by cash flow type. If you use the default of unchecked, cash flow types are ignored and the trial balance is grouped by account number. (For an explanation of cash flow types, refer to the Chart of Accounts chapter for the [Cash flow type](#) field.)

Format	Check box, where checked is yes and unchecked is no. The default is unchecked.
Example	Press <Enter>

### Cash flow types

#### Options

If you did not select to *Group by cash flow type*, you are through with this question. If you checked the box, you must identify the specific cash flow types to show on the trial balance. Enter one or more of these choices:

Character	Graphical	Description
O	Operations	Include operations types
I	Investment	Include investment types
F	Financing	Include financing types

Format	Check box. One for each cash flow type
Example	Does not occur in this example because you did not select to <i>Group by cash flow type</i>

If one or more cash flow types are entered, the following occurs:

- All accounts related to each cash flow type are printed in their own section totals.
- When accumulating total debits and total credits, credit entries marked as correcting entries are added to total debits, and debit entries marked as correcting entries are added to total credits.

### Formatting type

Select a format; either printing the account totals and grand totals horizontally or vertically.

Character	Graphical	Description
1	Horizontal totals	The debit/credit sub-totals, net change and ending balance amounts are printed horizontally, which takes less paper
2	Vertical totals	The DR/CR sub-totals, net change and ending balance amounts are printed vertically, which may be considered easier to read

Format	Graphical mode: Drop down box, Horizontal totals is the default Character mode: Select 1 or 2. There is no default
Example	Select <Enter> for the default

### Period sub totals

This field is only available if you checked *Show detail*, you do not *Group by cash flow type* and selected *Horizontal totals* on the *Formatting type* field.

Select the <Space bar> to check the box and print period sub totals or select <Enter> for the default of unchecked to have the program not print period sub totals.

Each period includes a column for Beginning balance, Total debits, Total credits, Net change and Ending balance.

The number of periods that print on the report depends on the reporting period end date you entered for the [Reporting period](#) range. For example, if the range you entered ends with the third

period, the first, second and third periods will print on the report. For useful results it is recommended that you enter an end date that matches a period in accounting periods.

Only periods that have data will print on the report.

Format	Check box where checked is yes and unchecked is no. The default is unchecked.
Example	Select <Enter> for the default

### Create csv file

This field is only available if you selected the horizontal totals format type in the Formatting type field (Field 7 in character mode).

Select the <Space bar> to create a CSV text file or select <Enter> for default to not create a file.

CSV is short for Comma-Separated Values and is also know as comma-delimited. With this type of text file format each field is separated by a comma. The commas separate the data into columns when you view the data in *Excel* or other spreadsheet compliant applications.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Select the <Space bar> to check the box

If you selected to create a CSV file, you must also select to either print to a printer, print to disk, or display the report.

In Windows and Thin client, when you select to create a CSV file, a save-as window will display. In this window a default report name is provided but you can change this.

### CSV Default File Name

Here is an example for company 00.

00TB2253.CSV

The first two characters are the company number. The TB represents Trial Balance and the other digits are the report number. The program provides the report name so it cannot be changed until after it is created.

Using PBS on a Linux server the report is saved to the top-level PBS directory.

### OK and Cancel buttons

Make any needed changes. Select the <OK> button to print the trial balance. The trial balance shows the beginning and ending balance, total debits, total credits, and net change. To return to the menu without printing the report select the <Cancel> button.

### Miscellaneous Information

If trial balance subtotal levels were entered in *Chart of accounts*, they will be used in printing the trial balance.

If you get the message *Incorrect access rights to TRXDAT\filename*. Contact your administrator., you must get the proper credentials to create a file in the TRXDAT folder. If you are working in the next accounting periods fiscal year, a temporary "close a year" file is generated to get the balance brought forward records from the first year. For a full explanation see [Temporary Close a Year](#) from the *Financial Statements* chapter.

The detailed form of the report also shows all entries for each account, unless *Summarize general ledger* has been run and the detail is no longer available. See [Summarize General Ledger](#).

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**Note**

Summarizing the G/L may not be necessary. View accounts and the Trial balance allow you to compress and summarize your data as needed.

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# Working Trial Balance

This chapter contains the following topic:

[Printing the Working Trial Balance Report .....](#)

## PRINTING THE WORKING TRIAL BALANCE REPORT

The *Working Trial Balance* selection lets you print the Working Trial Balance, which is used in closing procedures for an accounting period.

The worksheet contains a trial balance for the period, blank columns for adjustments, and blank columns for the adjusted trial balance.

The period used is the reporting period in *Accounting periods*. See the [Reporting period](#) field in the *Account Periods* chapter. When the accounting periods are set up for entering and reporting on the next (right side) fiscal year, the report generates balance brought forward information.

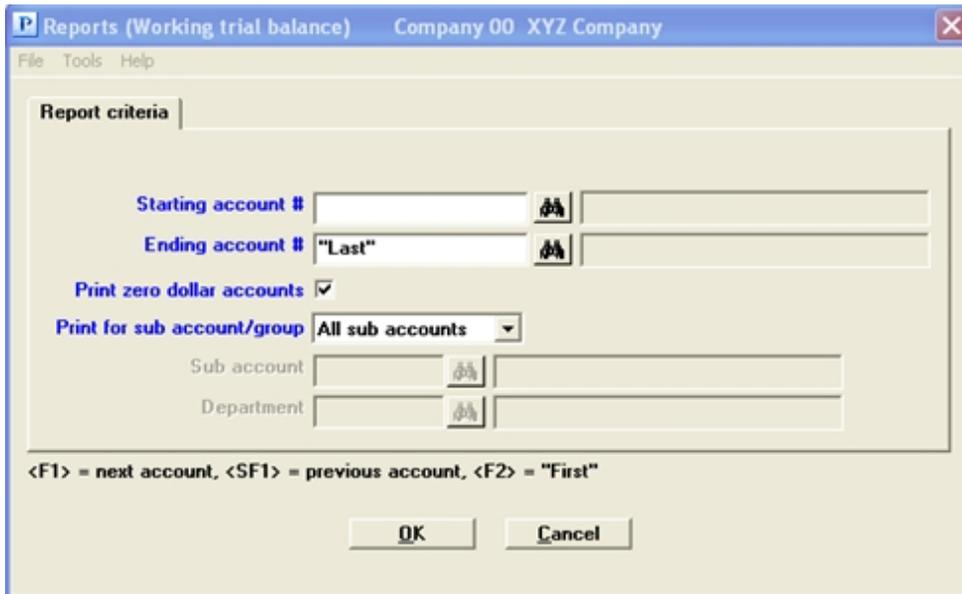
See a [Working Trial Balance](#) example in the *Sample Reports* appendix.

### Select

*Working trial balance* from the *Reports* menu.

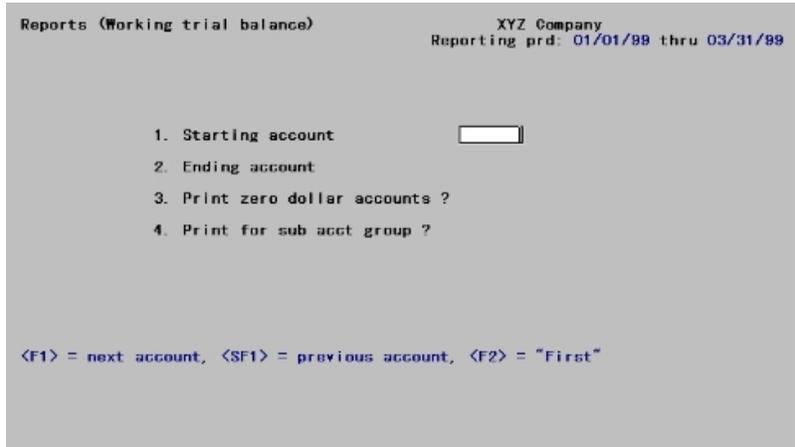
### Graphical Mode

A screen similar to the following appears:



### Character Mode

The following screen appears:



Enter the following information:

**Starting account and Ending account**

Enter the range of accounts (main and account only) to be included in the worksheet. There must be at least one entry in the *Chart of accounts* selection with this main account number (and account, if used).

**Options**

You may use one of the options:

<F1>	For the next account
<SF1>	For the previous account
<F2>	For the "First" starting account or the "Last" ending account
Format	Your standard format as defined in <i>Company information</i>
Example	Press <F2> at both fields

**Print zero dollar accounts**

Check the box (enter Y) or uncheck it (N) to print zero dollar accounts.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is checked Character: One letter, either Y or N. The default is Y.
Example	Type N

### Print for sub account/group

If your account number format has only one segment (the main account number), this field displays as *(Not applicable)* and may not be entered.

#### Options

Otherwise, enter one of:

Character	Graphical	1 or 2 cost center segments	No cost center segments
P	Cost center	Print for cost center	Print for account
G	Cost center group	Print for cost center group	Print for account group
A	All cost centers	Print for All cost centers	Print for All accounts

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type A for All.

#### Options

If you answer P, you will be prompted to enter a valid cost center (or sub account).

<F1>	For the next cost center segment (or sub account)
<SF1>	For the previous cost center segment (or sub account)
<F5>	For All accounts

Format	Your standard format, as defined in <i>Company information</i>
Example	(Does not occur in this example because you have chosen A for All)

If you answer G, enter the group code. This must previously have been defined in *Cost center groups* or *Sub-account groups*. You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group

Format	Eight characters
Example	(Does not occur in this example because you have chosen A for All)

If you answer A, all accounts are selected without regard to cost center or account.

**OK or Cancel**

Make any needed changes and press <OK> to print the report.

In character mode, hit <Enter> from Field number to change to print the report.

A temporary Close file may be generated when you run this report. To see more about temporary close see [Temporary Close a Year](#) in the *Financial Statements* chapter.

# View Accounts

This chapter contains the following topic:

<a href="#">Viewing Activity for a G/L Account</a>	.....
<a href="#">Using Notes</a>	.....
<a href="#">View Source Transaction</a>	.....
<a href="#">View Related Distributions</a>	.....

## VIEWING ACTIVITY FOR A G/L ACCOUNT

The *View accounts* selection lets you view all activity for a specific G/L account for a specified fiscal year within a specified range of dates.

### Select

*View accounts* from the G/L menu.

The following screen appears:

**Select date range**

Fiscal year: 2011

Starting date: 06/01/2011

Ending date: 06/30/2011

**Select compression**

None  
 Date  
 Doc #/Date  
 Date/Source  
 Period  
 Date/Doc #  
 Period/Source

Compress G/L entries

**Select by ascending account number**

Account number	Code	Description
1010-000	P	Cash account #13726-002
1010-100	P	Cash account #13726-100
1000-000	D	Cash account #13557-000
1000-100	N	Cash account #13557-100
1000-200	N	Cash account #13557-200
1000-300	N	Cash account #13557-300
1000-400	N	Cash acct
1001-000	N	Cash account
1010-000	P	Cash account #13726-002

Always show detail and totals  Show detail and totals

**General**

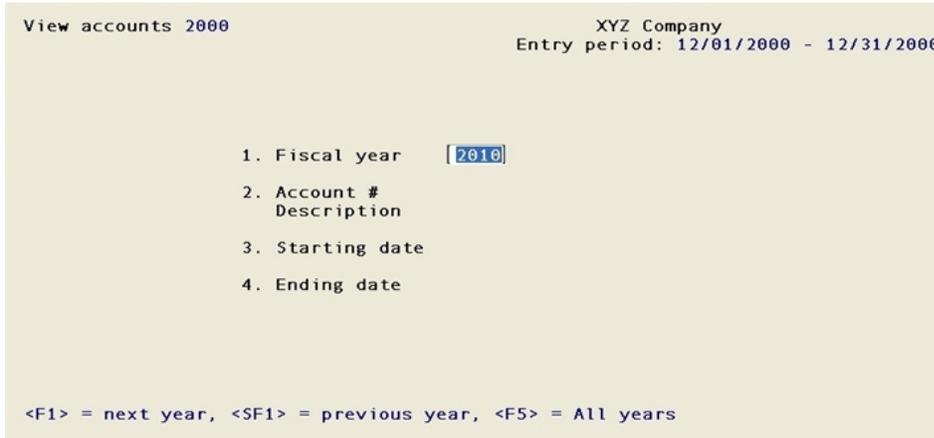
Date	DR amount	CR amount	Reference	Journal#	Source	Document#	F-Year
* Correcting entry							
	Total DR	Total CR	Beginning balance:				.00
	.00	.00	Net change:				.00
			Ending balance:				.00

No entries found for range entered, <F6> = enter notes

At any time you view or enter notes for the selected G/L account by selecting <F6> or *Accounts notes* from the *View* menu.

### Character Mode

The following screen appears:



Enter the following information:

### Always show detail and totals

Check the box to show detail and totals and uncheck the box to not show it. When you uncheck the box, scrolling through the accounts in the list box is generally faster, depending on how much data you have.

If you uncheck the box, the [Show detail and totals](#) button is available.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Check the box

### Show detail and totals

Click on the button to temporarily show details and totals for an account.

Format	Button
Example	Not needed as you checked the box for the previous field

### Fiscal year

#### Options

Enter the year that you want to view, or use the option:

<F5>	For "All" years
------	-----------------

Format	CCYY, You may also select an option from the drop-down list box. The default is the current fiscal year in Accounting periods
Example	2010

**Starting date and**

**Ending date**

**Options**

Enter a range of dates to view entries. These need not correspond with an accounting period or be within a fiscal year. You may use the option:

<F2>	For the "Earliest" starting date or "Latest" ending date
Format	MMDDYY at each field. The defaults are the starting and ending dates of the current entry period.
Example	Press <F2> at each field

<b>Note</b>	You can use this view screen to identify entries made to the wrong fiscal year. If your fiscal year is 2010, but you suspect entries were made with dates that were entered with have the year of 2011, you can identify these entries here. Once identified you can then produce offsetting entries to correct them.
-------------	---

**Compression**

This field can only be accessed in graphical mode.

Select the compression type for viewing the data. The radio button choices are:

None	All entries are displayed in full detail with no compression applied to the account.
Date	A maximum of two (four, if you have correcting entries) summarized amounts are filtered for each account for each separate date. (The journal number is also retained).
Period	A maximum of two (four, if you have correcting entries) summarized amounts display for each account for each accounting period.
Doc #/Date	A summary by document number is provided. The list is sorted first by document number and then by date. Because MLE entries (from General journal) do not have a document number, they are summarized by journal number.
Date/Doc #	A summary by date is provided. The list is sorted first by date and then by document number. Because MLE entries (from General journal) do not have a document number, they are summarized by journal number.
Date/Source	The list is sorted and compressed by date and then by source.
Period/Source	The list is sorted and compressed by period and then by source.

Format	Radio buttons with the seven choices listed above
Example	No compress

The [View Source Transaction](#) and [View Related Distributions](#) buttons are not available when you compress your data by either Date, Period, or Doc #. The non-compressed data is required for these features to function properly.

### Compress G/L entries

This selection is only available if you selected something other than None for the Compression field above.

This check box determines if journal # starting with GJ or ML are compressed. Leave unchecked for not compressed.

Format	Check box where checked is yes and unchecked is no. The default is unchecked
Example	Leave it unchecked

### Keep DR/CR separate

This selection is only available if you selected something other than None for the Compression field above.

Select the <Space bar> to check the box or <Enter> to accept the default of unchecked. Checking the box separates the debits and credits for the type of compression selected .

Format	Check box, the default is unchecked.
Example	Select <Enter> for the default

### Account #, Cpr and Description

There are three columns in the Chart of Accounts list box: Account #, Cpr (Account compression code) and Description.

#### Cpr

The middle column represent the compression code type used in the Chart of Accounts. There are up to three possible compression types:

Type	Description
N	No compression
D	Date compression
P	Period compression

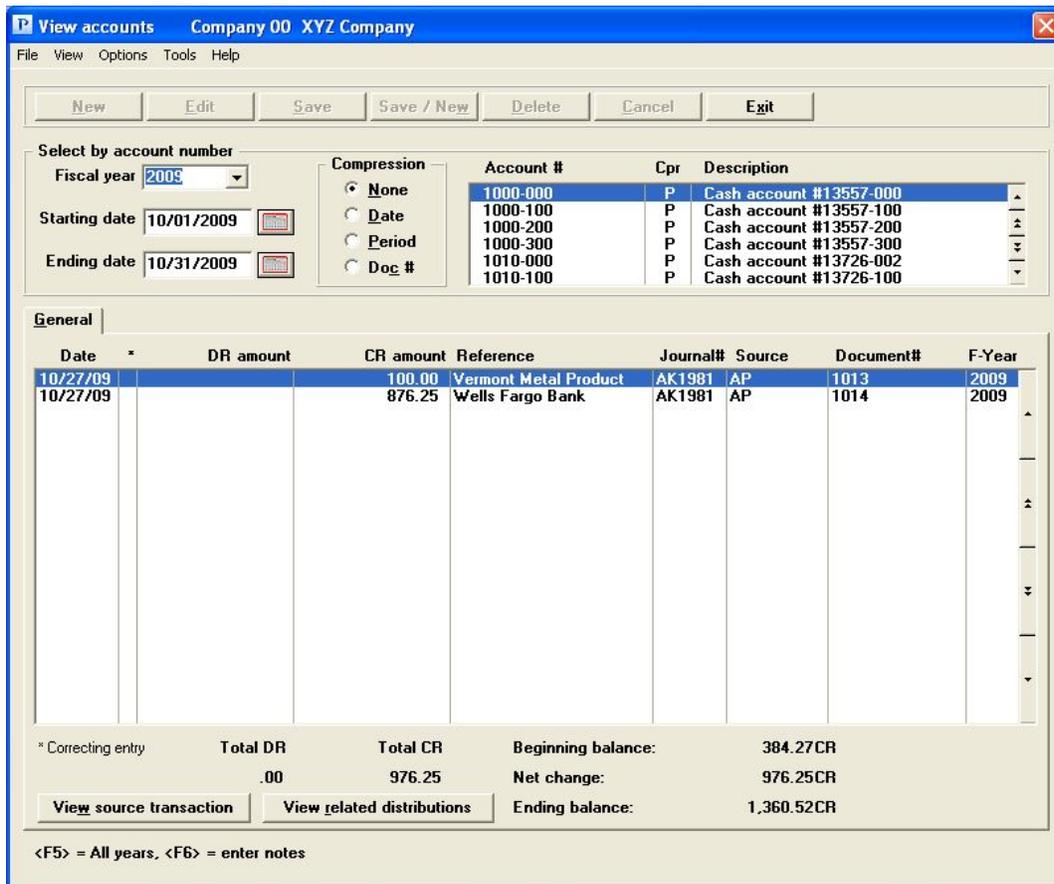
For a more detailed description, see the [Compression code](#) field in the Chart of Accounts chapter.

## Options

In the list box select the account you want to view. You have the following options:

<F1> or <Dn Arrow>	For the next account
<SF1> or <Up Arrow>	For the previous account
Page down	For the next group in the list
Page up	For the previous group in the list
Home	For the first account
End	For the last account
Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

The entries for the account display in the General tab. Here is an example:



The fields below the list box display the total debits, credits, beginning balance, net change and ending balance.

Up to 21 entries display in the list box. To find additional entries you have the following options:

- <F1> or <Dn Arrow> For the next entry
- <SF1> or <Up Arrow> For the previous entry
- Page down For the next group of entries in the list
- Page up For the previous group of entries in the list
- Home For the first entry
- End For the last entry

### Options

On this screen there are two button options to [View Source Transaction](#) and [View Related Distributions](#).

## Character Screen

In character mode, once you have selected the fields on the first screen, press <Enter> for the next screen:

View accounts 2000		XYZ Company		"Earliest" - "Latest"	
Date	DR amount	CR amount	Reference	Jrnl-#	
12/31/99	227,409.85		Balance brought forward		
01/31/00	100.00		Trans summary this period		
01/31/00		11,708.23	Trans summary this period		
03/04/05	899.00		reference	GJ0176	
Total DR		Total CR	Beg bal	.00	
228,408.85		11,708.23	Net change	216,700.62	
			Ending bal	216,700.62	

<PgUp>/<PgDn>, <F2>=view src, doc, f-yr, <F6>=notes, <F1>=next acct, <Esc>=exit

## Options

In character mode there are up to fourteen entries can be shown on the screen at once. The current entry is highlighted. If there are more entries than this, you can use <Up>, <Down>, <Left>, <Right>, <PgUp>, and <PgDn> to move around. You also have these options:

<F1>	To select next account
<F2>	To toggle between viewing the source, document number and fiscal year, or the reference and journal number
<F6>	To view or enter any notes for this G/L account
<Esc>	To exit back to the menu screen

There is no limit to the number of pages that may be viewed when paging forward. However, you cannot back up more than nine pages.

If there are no entries for this account, in the lower left corner of the screen you are so informed in the message "No entries found for range entered".

On the screen containing the last entry on file, the total debits, total credits, beginning balance, net change, and ending balance are shown if one year is selected. If "All" years are selected, the total debits, total credits, beginning balance, net change, and ending balance display as (Not applicable).

## USING NOTES

If you press <F6> or select *Account notes* from the *Options* menu, you may enter an unlimited number of notes about the selected account. Each note is given a date / time stamp so that you can scan through the notes in time sequence later. Notes are an exception to the general rule that *View* transactions allow you to see information without changing it.

Character mode uses the PBS text editing function. For further instructions, refer to the *Using Notes* section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *PBS System* documentation.

Format	Ten lines of 77 characters each
Example	Press <Esc>

## VIEW SOURCE TRANSACTION

A source transaction is the voucher, invoice, check or other transaction type from which the G/L account entries originated.

Selecting this button will access the PBS application where the transaction originated. Therefore the appearance of this screen is different, depending on the original application. In this example we will be viewing a voucher from the Accounts Payable application.

### Select

the *View source transaction* button from the *View accounts* window.

You will see a screen similar to the following:

The screenshot shows a software window titled "Vendor history (View vendor invoices) Company 00 XYZ Company". It features a menu bar (File, View, Options, Tools, Help) and a toolbar with buttons for New, Edit, Save, Save / New, Delete, Cancel, and Exit. Below the toolbar is a section for "Selection criteria by invc #".

The "Selection criteria" section includes a table with the following data:

Vendor #	Invc #	Invc date	Type	Chk #	Chk date	Vchr #	P. O. #
600	WF876	10/31/2009	Invoice			1679	
	WF876	10/31/2009	Computer check	1014	10/27/2009	1679	

Below the table is a "General Vendor info" section with the following fields:

- Vendor #: 600
- Vendor name: Wells Fargo Bank
- Invoice #: WF876
- Voucher #: 1679
- Contact: Jack Dawson
- P. O. #:
- Original amount: 876.25
- Phone: 213-695-4670
- Invoice date: 10/31/2009
- Discount amount:
- Reference:
- Dist date: 10/21/2009
- Retainage:

At the bottom of the window is a table showing the distribution history:

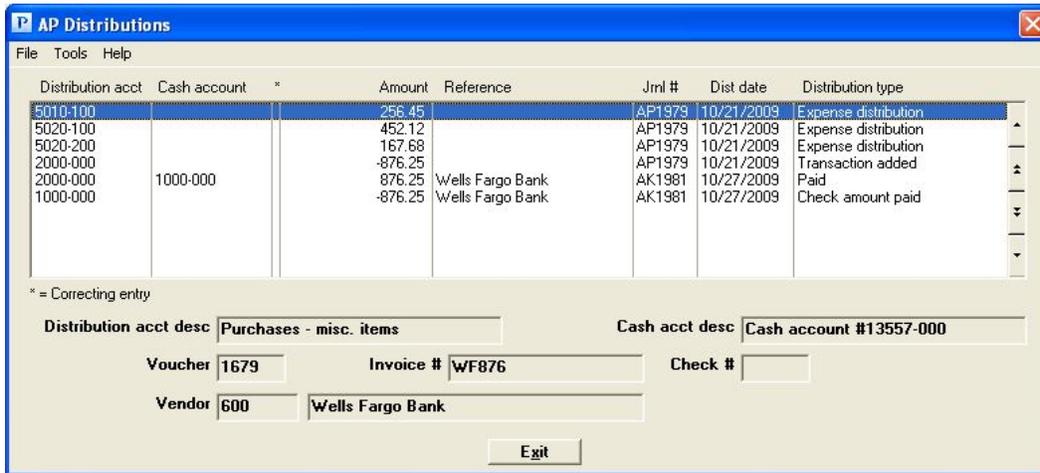
Date	Type	Check #	Cash Account	Jrnl #	Amount Paid	Disc Taken
10/21/2009	* Invoice			AP1979	-876.25	
10/27/2009	Computer-POS	1014	1000-000 Cash account #13557-000	AK1981	876.25	
Totals applied					-876.25	.00
Balance					.00	.00

A "View distribution history" button is located at the bottom left of the window.

The fields for the source transaction displays. In the example above it is voucher 1593.

### View Distribution History

From here you can select the View distribution history button to see all the account information related to the voucher. You will see a screen similar to the following:



Each row in this list box represents a single G/L account entry. The details for the entry display in the fields at the bottom of the screen.

One screen can accommodate ten account entries and you can view more items with the function keys. Select the account entry you wish to view. You may use one of the options:

<F1> or Down arrow	For the next account entry on file
<SF1> or Up arrow	For the previous account entry on file
<Page Down>	To move to the next group of account entries
<Page Up>	To move to the previous group of account entries
End	To move to the last account entry
Home	To move to the first account entry

## Columns

The columns are:

### Distribution acct

This is the valid G/L account number.

### Cash account

This is the cash account number. If there was no cash posted with the voucher, this field will be empty.

\*

Indicates a correcting entry.

**Amount**

The amount of the distribution.

**Reference**

The reference for the distribution.

**Jrnl #**

This is the journal number assigned at the time of posting in A/P.

**Dist date**

This is the date of the distribution.

**Distribution type**

This is the type of distribution.

The distribution types are:

Type	Description
Expense Distribution	An expense distribution
Transaction Added	The vendor G/L account number
Check Amount Paid	The Cash account
Discount Taken	Discount taken on the invoice
Paid	The offsetting vendor account and cash account

**Fields**

The fields at the bottom of the window are:

**Distribution acct desc**

This description of the account corresponds to the number in the [Distribution acct](#) column.

**Cash acct desc**

This description of the cash account corresponds to the number in the [Cash account](#) column.

**Voucher**

This is the voucher number.

**Invoice #**

This is the invoice number associated with the distribution.

**Check #**

This is the check number. It will be populated when it was an immediate invoice.

**Vendor**

This is the number associated with the distribution.

**(Vendor name)**

This is the vendor name associated with the distribution.

When finished viewing the distribution history, select the <Esc>key or click on the Exit button.

## VIEW RELATED DISTRIBUTIONS

A related distribution is an amount posted to another account that has the same Journal number. For a description of the fields and the screen, see the [View Distribution History](#) above.

# Correcting Entries

This chapter contains the following topic:

[Identifying Correcting Entries](#) .....

## IDENTIFYING CORRECTING ENTRIES

The *Correcting entries* selection enables you to view all activity for a specific G/L account within a specified range of dates, and label selected entries as correcting entries.

Correcting entries are explained in the *Control Information* chapter, under the discussion of the question [Allow correcting transactions](#). You may use the *Correcting entries* selection even though you have answered N to that question.

The software contains provisions for creating the Expanded Cash Flow Statement. In order to handle the requirements for this statement, correcting entries must be labeled as such.

This selection is similar to [View Accounts](#), but has been separated so that it can be password-protected. You may want to assign a password to this selection so that correcting entries may only be made by authorized personnel.

### Select

*Correcting entries* from the G/L menu.

### Graphical Mode

Correcting entries - Company 00 XYZ Company

File View Options Tools Help

New Edit Save Save / New Delete Cancel Exit

Select by ascending account number

Fiscal year: 2010

Starting date: 11/01/2010

Ending date: 11/30/2010

Account number	Description
0001-000	Cash accounts
1000-000	Cash account #13557-000
1000-100	Cash account #13557-100
1000-200	Cash account #13557-200
1000-300	Cash account #13557-300
1000-400	Cash acct

General

Date	DR amount	CR amount	Reference	Journal#	Source	Document#	F-Year

\* Correcting entry

Total DR      Total CR      Beginning balance:

Net change:

Ending balance:

<F2> = Earliest, <F6> = Enter notes

Select the G/L account you want to correct by using the list box.

### Correcting Entries (accounts) List Boxes

There are two list boxes on this screen. Use the upper list box for finding the account. When the focus is on a list box the data in the box turns blue.

The upper list box displays up to 6 existing accounts at a time. You may sort the accounts by account number or description both in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate an account, start typing a account number or description depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a checking account. The <F1> and <SF1> keys function the same as the up/down arrow keys.

The lower list box displays the transactions for the starting and ending date ranged selected. When the focus is on the lower list box you may select <F5> to mark (or unmark) and entry as a correction. When a transaction is marked as a correction, a Y displays in the \* column.

### Correcting Entries Button

Select the Exit button or <Ctrl+x> to return to the menu.

### Options Menu

From the *Options* menu selection, you may enter account notes. See [Using notes](#).

### Character Mode

The following screen appears:



In graphical mode the account is located via the list box. See [Correcting Entries \(accounts\) List Boxes](#)

In character mode it is selected via this field:

## Account #

### Options

Enter the G/L account that you want to correct or use these options:

<F1>	For the next account
<SF1>	For the previous account

If there are no entries for this account, you are so informed.

Format	Your standard account number format, as defined in <i>Company information</i>
Example	Enter account 1000-000

## Starting date *and*

## Ending date

### Options

Enter a range of dates to view. These need not correspond with an accounting period. You may use the option:

<F2>	For the <i>Earliest</i> starting date or <i>Latest</i> ending date
------	--

Format	MMDDYY at each field. The defaults are the starting and ending dates of the current period.
Example	Press <F2> at each field

In graphical mode, the marking and unmarking of an entry as a correction is done when the focus is on the list box.

## Character Mode

Make any needed changes. Press <Enter> for the next screen:

Correcting entries		XYZ Company		
Account: 1000-000		Cash account #13557		
Date	DR amount	CR amount	Reference	Jrnl-#
01/01/99		536.82	Levine, Susan M.	PR0123
01/01/99		335.13	Delaney, Katherine A.	PR0123
01/01/99		84.78	Prieskorn, Jeff	PR0123
01/01/99		1,164.68	Palmer, Edward W.	PR0123
01/01/99		646.38	Wilson, Arnold J.	PR0123
01/01/99		963.01	Wilkenson, William B.	PR0123
01/01/99		549.54	Holmes, Peter G.	PR0123
01/12/98		536.82	Levine, Susan M.	PR0128
01/12/98		335.13	Delaney, Katherine A.	PR0128
01/12/98		84.78	Prieskorn, Jeff	PR0128
01/12/98		1,164.68	Palmer, Edward W.	PR0128
01/12/98		646.38	Wilson, Arnold J.	PR0128
01/12/98		963.01	Wilkenson, William B.	PR0128
01/12/98		549.54	Holmes, Peter G.	PR0128
Total DR		Total CR	Beg bal	.00
3,994,850.00		3,794,645.50	Net change	200,204.50
			Ending bal	200,204.50

Y/N, <F1> = next acct, <F2> = view source and doc, <F6> = notes, <Esc> = exit

Up to fourteen entries can be shown on the screen at once. The current entry is highlighted. If there are more entries than this, you can use <Up>, <Down>, <Left>, <Right>, <PgUp>, and <PgDn> to move around.

There is no limit to the number of pages that may be viewed when paging forward. However, you cannot back up more than nine pages.

On the screen containing the last entry on file, the total debits, total credits, beginning balance, net change, and ending balance are shown.

### Correcting entry status

The correcting entry status appears in a column to the right of the date field which has an asterisk (\*) heading.

In graphical mode, select the entry in the lower list box. Select <F5> to Mark or Unmark the entry as a correction. When a transaction is marked as a correction, a Y displays in the \* column.

In character mode, you have the following options:

### Options

Enter Y to turn off, N to turn on, or <Enter> to leave unchanged the correcting entry status of this entry. N displays as such upon entry, but is then converted to a blank. You also use one of the options:

<F1>	To select next account
<F2>	To toggle between viewing the source and document number, or the reference and journal number
<F6>	To view or enter any notes for this G/L account
<Esc>	To exit back to the menu screen
Format	One letter, either Y or N. Lower-case is accepted.
Example	Press <Enter>

### Using notes

Press <F6> and in graphical mode you may also select Account notes from the Options menu.

You may enter notes about the account being displayed. Each note is given a date / time stamp so that you can scan through the notes in time sequence later. Notes are an exception to the general rule that *View* transaction functions allow you to see information without changing it.

Select the New button to add a note. Enter the date and time and up to 10 lines for the note.

Select Save or Save/New to save the note. When finished, select Exit to return to the corrections screen.

Character mode uses the character text editing functions. For further instructions, refer to the *Using Notes* section of the *Use of Function Keys, Tool Bar and Windows* chapter in the *System User* documentation.

Format

Ten lines of 77 characters each

Example

Press <Esc>

# Texts

This chapter contains the following topic:

[Entering Instructions on Financial Statements](#) .....

## ENTERING INSTRUCTIONS ON FINANCIAL STATEMENTS

The *Texts* selection enables you to enter texts. Texts are instructions or explanatory information that you want to appear on your financial statements. Texts are used for footnotes, accountants' opinions, cover sheets, headers, and the like.

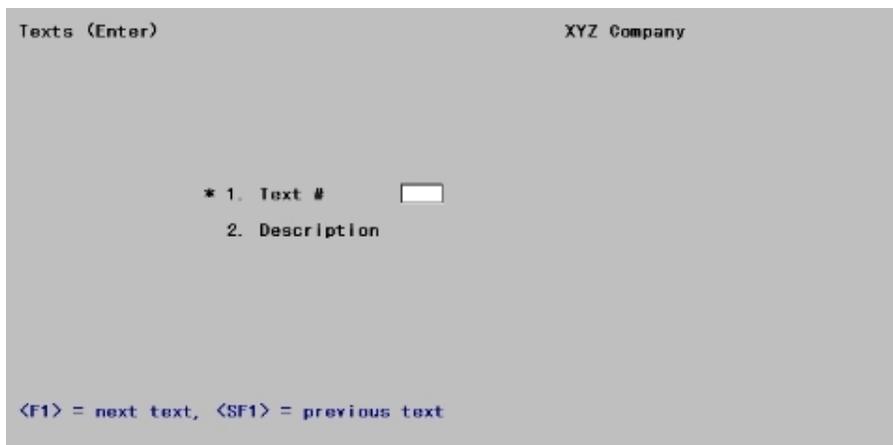
The texts entered here are later selected by text number to appear on *specific* financial statements, supporting schedules, and source and application of funds (SAF) statements. This selection process is described in [Financial Statement Layouts](#).

### Select

*Texts* from the *Financial statements layouts* menu.

### Entering Texts

The following screen appears:



From this screen you can work with both new and existing texts. If a text has already been entered for the text number you specify, it will appear and be available for changes or deletion.

Enter the following information:

#### 1. Text #

### Options

Enter the number which identifies this text or use the option:

<F1>	For the next text
<SF1>	For the previous text
Format	99
Example	Type 1

## 2. Description

Enter the description of the text (this is not the actual text, just something to identify it for you).

Format	30 characters
Example	Type Disclaimer

### Field number to change ?

## Options

Make any needed changes. For an existing entry you may also use one of the options:

<F1>	For the next text
<SF1>	For the previous text
<F3>	To delete this text. You can delete a text even though it is referenced in an existing layout, so be careful.

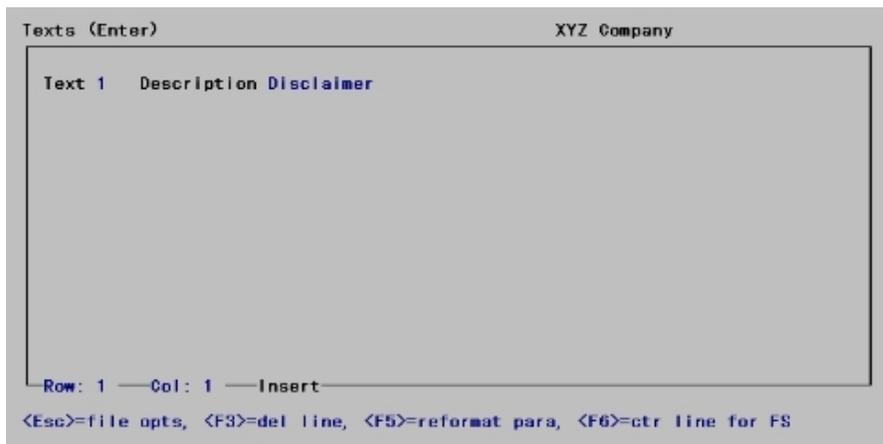
Press <Enter> to continue. If this is a new entry, the second screen appears automatically.

### Change text lines ?

If this is an existing entry, you are asked this question. Answer N to terminate this entry and proceed to another text, or Y to proceed to the second screen for viewing or changing existing text.

Format	One character, either Y or N
Example	(Does not occur in this example because this is a new entry)

If this is a new entry, or if you answered Y to the question *Change text lines ?*, the following screen appears:



Enter the following information:

This selection uses the Passport Business Solutions standard text editing function, used elsewhere for notes and comments, and described in more detail in the *System User* documentation.

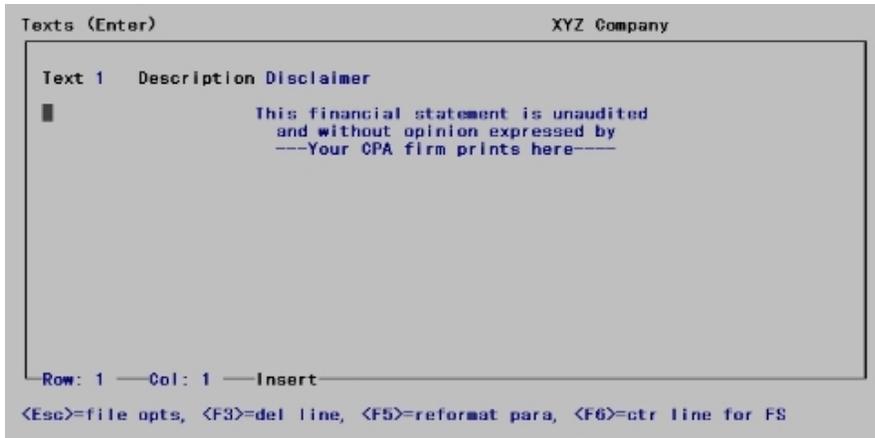
### Options

You enter text in much the same way as most word processing programs, using <Enter>, <Up>, <Down>, <Left>, <Right>, or <Delete>. You may also use the options:

<F3>	To delete the current line
<F5>	To reformat the current paragraph ( <i>i.e.</i> , to move words so as to fill each line as nearly as possible)
<F6>	To center the current line. The text is centered with respect to the financial statement on which it will print, not merely with respect to the screen on which it now appears.

When you are through entering text, press <Esc> for the standard options.

Format	20 lines of 76 characters each
Example	Enter the text shown on the following screen. Press <F6> at each line to center it with respect to the financial statement on which it is to be printed.



### Printing Texts

This selection prints a list of your texts.

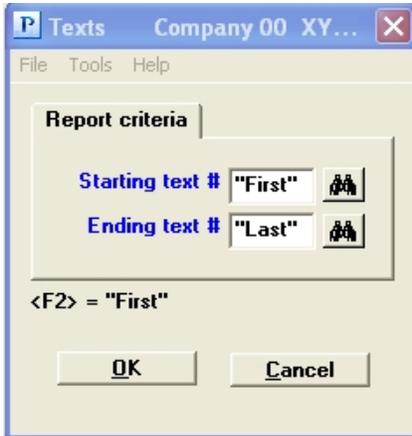
See a [Text File Print-Out](#) example in the Sample reports appendix.

### Select

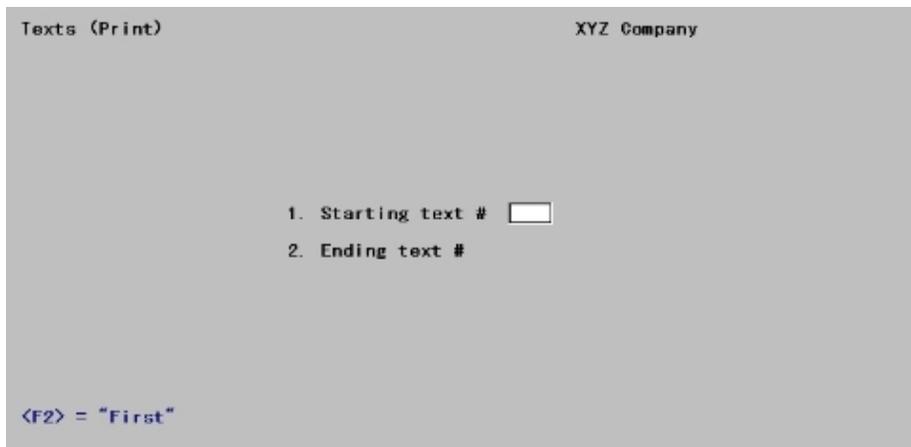
*Texts* from the *Reports (lists)* menu.

## Graphical Mode

The following screen appears. Enter the following information:



## Character Mode



**Starting text # and**

**Ending text #**

## Options

Enter the range of text numbers you want to print, or use the option:

<F2>	For <First> starting text number or <Last> ending text number
Format	99 at each field
Example	Press <F2> at each field.

**OK or Cancel**

Make any needed changes. Select OK to continue. In character mode press <Enter> to continue. There will be a period of processing as texts are printed. This report may be displayed on screen.

# Financial Statement Layouts

This chapter contains the following topics:

<a href="#">Designing Financial Statements</a> .....
<a href="#">Entering Layouts</a> .....
<a href="#">Copying a Layout</a> .....
<a href="#">Printing an Edit List</a> .....
<a href="#">Verifying Layouts</a> .....
<a href="#">Resequencing Layouts</a> .....

## DESIGNING FINANCIAL STATEMENTS

This chapter and the next two describe how to produce financial statements. Financial statements include such basic accounting tools as Operating Statements and Balance Sheets.

Financial statements work in three phases: layout, specification, and process.

- In the *layout* phase, you specify, line by line, which accounts are to be printed on a financial statement. You can intersperse various commands to control headings, totals, and other formatting functions. A layout, once built, is saved and may be used by more than one specification. The *Financial statement layouts* selection is described in the chapter you are now reading. A subsequent chapter, [Build Financial Statement Layouts](#), provides a checklist showing how to go about crafting these layouts.
- In the *specification* phase, you define what cost centers will appear on the report, what layout it will use, and what actuals, budgets, or comparatives will appear in the different columns. Specifications, like layouts, are saved for future use. All the phases are described in the [Setting Up Statement Processing](#) section of the Financial Statements chapter.
- In the *processing* phase, the financial statement is built and printed. This printing phase is also described in the *Financial Statements* chapter in the [Printing Financial Statements](#) section.

Standard layouts and specifications are provided with the module and may be adapted as needed.

In addition, the *Make Proforma layouts* and *Make SAF layouts* selections allow you to produce layouts and specifications automatically. This is described in the [Proforma and SAF Layouts](#) chapter.

### Financial Statement Layouts

Financial statement layouts are sets of parameters you enter to specify the part of the format in which statements print. For each layout you enter two kinds of parameters:

- Account numbers, to specify which accounts should be printed on that *line* of the statement.
- Functions which put a blank *line* here or print a *line* total here, to control all aspects of the statement's appearance.

The *Financial statement layouts* selection is for users who understand Operating statements and balance sheets well. As needed, you should consult someone who is very familiar with such financial statements.

### Types of Financial Statements

You can produce the following types of financial statements:

- Operating Statement
- Balance Sheet
- Operating Statement Supporting Schedule

- Balance Sheet Supporting Schedule
- Cash Flow Statement
- Expanded Cash Flow Statement
- Analysis of Changes in Working Capital
- Statement of Changes in Financial Position

### How This Chapter is Organized

This chapter describes the selections in the *Financial statement layouts* menu.

- An [Entering Layouts](#) section is described later in this chapter. This section does not explain all the different codes or functions that can be entered in a layout; that is done in the [Entering Layouts](#) chapter.
- Copying one layout to another is described later in this chapter in the section [Copying a Layout](#). This lets you:
  - Create an additional layout by copying an existing one, possibly from a different company
  - Add a cost center or subaccount to an existing layout
  - Create an additional layout with a new cost center or subaccount.
- [Printing an Edit List](#) of the layout is described later in this chapter.
- Printing a sample financial statement based on the layout is described later in this chapter in the [Sample Statements](#) section.
- Verifying operating statement and balance sheet layouts is described later in this chapter in the [Verifying Layouts](#) section.
- [Resequencing Layouts](#) is described later in this chapter.
- The *Texts* selection appears on the *Financial statement layouts* menu. See the [Texts](#) chapter.

## ENTERING LAYOUTS

### Select

Enter from the *Financial statement layouts* menu.

Two screens are needed to enter layouts. The first screen appears as follows:

Texts (Print) XYZ Company

1. Starting text #

2. Ending text #

<F2> = "First"

From this screen you can work with both new and existing layouts.

Enter the following information:

### 1. Layout number

#### Options

Enter a number to identify this layout, or use one of the options:

<F1>	For the next layout
<SF1>	For the previous layout
Format	999
Example	Type 1

### 2. Type of statement

#### Options

Enter a statement type from the list below.

CODE	LAYOUT TYPE
<i>Operating Statement Format Layouts</i>	
P	Operating Statement
S	Supporting Schedule (Operating Statement format)
C*	Cash Flow Statement
E	Expanded Cash Flow Statement
W*	Analysis of Changes in Working Capital
<i>Balance Sheet Format Layouts</i>	
B	Balance Sheet
X	Supporting Schedule (balance sheet format)
F*	Statement of Changes in Financial Position

\* Codes C, F, and W represent the three standard SAF (Source and Application of Funds) layouts. You can also automatically create them from the other layouts. Refer to [Making SAF Layouts](#) section of the *Pro forma and SAF Layouts* chapter.

Format	One letter from the list above
Example	Type S for a supporting schedule (Operating Statement format)

### 3. Description

Enter a description of this statement layout.

Format	2 lines of 25 characters each
Example	Type Sales schedule

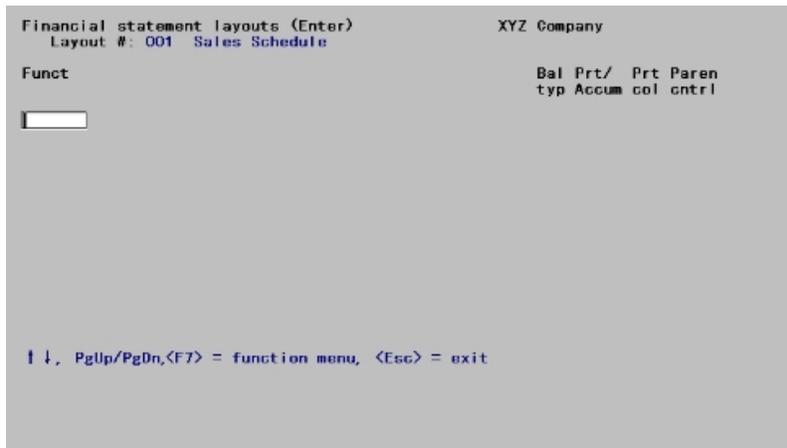
### Field number to change ?

#### Options

Make any needed changes. For an existing layout you may also use one of the options:

<F1>	For the next layout
<SF1>	For the previous layout
<F3>	To delete this layout. You can delete a layout even though an existing specification references it, so be careful.

When you press <Enter>, the following screen displays:



Use this screen to enter accounts and function codes which control the content and appearance of the financial statement.

This is a scrollable screen of unlimited length.

You enter one line for each account or function in the order in which you want them to appear or to be performed.

### Options

You can change the order in which the lines appear or modify the content of each line by using these keys shown on the screen:

<Up>	To move to the next line
<Down>	To move to the previous line
<PgUp>	To move to the next screen
<PgDn>	To move to the previous screen
<F1>	To allow insertion of a new line at the current line (moving all subsequent lines down by one line)
<F2>	To move or copy the current line. After pressing <F2>, go to the line <i>below</i> the location where you want the line, and press: <Enter> to move the line (deleting it from its original location), or <F1> to insert the copy, or <Esc> to cancel the move/copy
<F3>	To delete the current line
<F6>	To jump directly to an account number (enter the account number)
<F7>	To get a menu of the functions.
<Esc>	<ol style="list-style-type: none"> <li>1. To exit the function when you are done entering the layout</li> <li>2. To cancel a change or a move/copy function</li> </ol>

Each line is identified by a function code. You do not enter the code directly; instead use <F7> to bring up a menu of the available selections, thus:



These are the *only* functions allowed, you can use <Up>, <Down>, <Left>, and <Right> to highlight the desired function, and then press <Enter> to use it.

Once a function has been entered, the window closes to allow data entry in the columns appropriate for that function. The format is different for each function, but the cursor only moves to the appropriate columns.

For a detailed explanation of the different functions, refer to the [Entering Layouts](#) chapter.

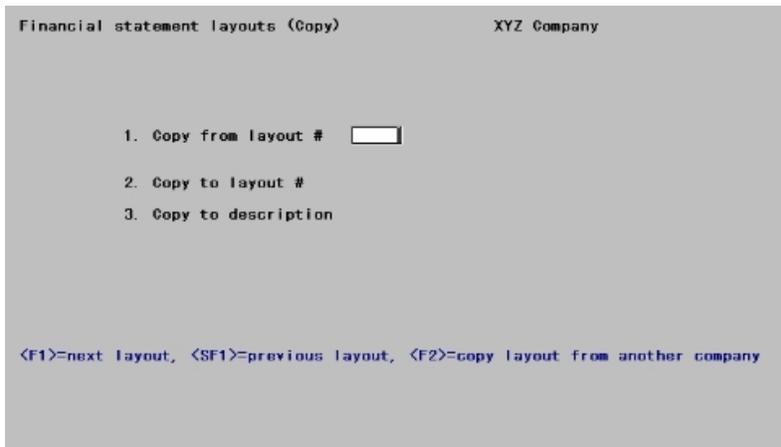
## COPYING A LAYOUT

The *Copy layouts* selection enables you to copy an existing layout (including all subaccounts).

### Select

Copy from the *Financial statement layouts* menu.

The following screen appears:



Enter the following information:

### 1. Copy from layout #

#### Options

Enter the number of the layout to be copied from, or use the option:

<F1>	For the next layout
<SF1>	For the previous layout
<F2>	To copy layouts from another company. This option is only available if you have defined multiple companies and is explained in the <a href="#">Copying layouts from another company</a> section below.

Upon selection of a valid layout number, the type of statement and description display.

Format	999
Example	Press <F1>

### 2. Copy to layout #

Enter the new layout number. This must not already be on file.

Format	999
Example	Type 001

### 3. Copy to description

Enter the description of the new layout.

Format	Two lines of 25 characters each
Example	Type Balance Sheet

### 4. Statement type

Normally you cannot change a layout's type as you copy it, but the balance sheet (layout type B) and its supporting schedule (layout type X) are an exception. Either of these can be changed to the other.

If the copy-from layout is neither X nor Y, this field does not appear.

Enter the statement type for the new layout: B for a balance sheet, or X for a balance sheet supporting schedule. The default for this field is the same type as the copy from layout.

When the copy to layout is type X, any PATR codes encountered will be converted to PAT codes, since PATR codes are not allowed on type X layouts.

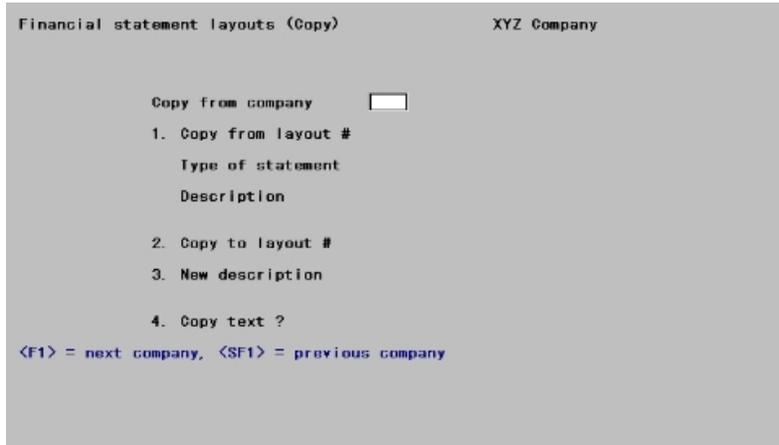
When the copy to layout is either type B or type X, the copy function checks for any ratio codes and removes them, since ratios are not allowed on balance sheets or balance sheet supporting schedules. Ratio codes are SR, SR9, SPR9, ER, ER9, and EPR9.

Format	One letter, either B or X
Example	Type B

### Copying layouts from another company

When you use the <F2> option to copy a layout from another company, an alternate screen is displayed.

The following screen appears:



Enter the following information:

### Copy from company

#### Options

Enter the company code whose layout you want to copy. This must have the same account number structure as the current company. You may use the options:

<F1>	For the next company
<SF1>	For the previous company
Format	Two characters
Example	Press <F1>

### 1. Copy from layout #

#### Options

Enter the number of the source company's layout number, or use one of the options:

<F1>	For the source company's next layout
<SF1>	For the previous layout

The type of statement and its description display.

Format	999
Example	Press <F1>

## 2. Copy to layout #

### Options

Enter the number to assign to the new layout. This must not already be on file in the new company. You may use the option:

<F2>	For the next available layout number
Format	999
Example	Press <F2>

## 3. New description

### Options

Enter the description for the copy to layout. This field is optional. You may use the option:

<F2>	To use the same description as for the <copy from> layout
Format	Two lines of 25 characters each
Example	Press <F2>

## 4. Copy text ?

Answer Y to also copy the texts used in the copy from layout; otherwise, answer N. Texts are copied by text number not by content; if a text number already exists in the Texts file of the receiving company, that text is preserved.

Format	One letter, either Y or N
Example	Type N

## Field number to change ?

Make any needed changes. Press <Enter> to copy and there will be a period of processing as records are copied. The record currently being processed will display on the screen. When done, press <Esc>.

## PRINTING AN EDIT LIST

This selection prints an edit list of your layouts.

See a [Financial Statement Layout Edit List](#) example in Sample reports.

### Select

*Edit list* from the *Financial statement layouts* menu.

The following screen appears:

Financial statement layouts (Edit list)      XYZ Company

1. Starting layout #

2. Ending layout #

3. Expand ?

<F2> = "First", <F1> = next layout, <SF1> = previous layout

Enter the following information:

1. Starting layout # *through*
2. Ending layout #

### Options

Enter the range of layouts to print, or use one of the options:

<F1>	For the next layout on file
<SF1>	For the previous layout on file
<F2>	For the <First> starting or <Last> ending layout on file
Format	999 at each field
Example	Press <F2> at each field

### 3. Expand wild-cards

Answer **W** to expand the range entries and accounts containing a wild-card, so that each main-account and subaccount combination which might be included is shown.

Answer S to expand the account and range entries to show the list of specific accounts that could be included when a financial statement is specified for a cost center, a cost center group or for all cost centers. If your account number format does not use cost centers, this option is not available.

Answer N to show the entries as they are in the layout without any expanded lists.

Format	One letter, either W, S, or N
Example	Type N

#### 4. Enter cost ctr/group

If you did not enter S in Field #3, or if your account number format does not use cost centers, this field does not appear on the screen.

#### Options

Otherwise, enter one of:

P	Expand cost center
G	Expand cost center group
A	Expand <All> cost centers

Format	One letter from the list above
Example	Type A for <All>.

**If you answer P, you will be prompted to enter a valid cost center.**

#### Options

At each cost center segment you may use one of the options:

<F1>	For the next segment (division or department)
<SF1>	For the previous segment
<F5>	For <All> accounts

If your cost center has two segments you may use <F5> at *either* segment to select all departments for a particular division or *vice versa*, or at *both* segments to select all accounts regardless of cost center. The latter is effectively the same as entering A.

Format	Your standard cost center format, in one or two segments, as defined in <i>Company information</i>
Example	(Does not occur in this example because you have chosen A for <All>)

## Options

**If you answer G, enter the group code. This must previously have been defined in *Cost center groups*.**

You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group
Format	Eight characters
Example	(Does not occur in this example because you have chosen A for <All>)

**If you answer A, all accounts are selected without regard to cost center.**

### Field number to change ?

Make any needed changes. Press <Enter> when done to print the list.

## Sample Statements

This selection is used to print a sample financial statement from a layout so that you can see how the final statement will look.

The sample statement will look like the financial statement, with these exceptions:

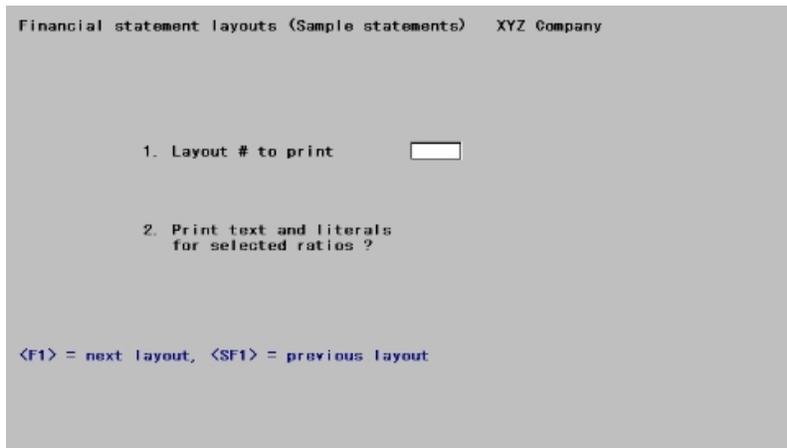
- On the sample statement, two lines will be printed at the top of the page to describe the statement
- On the sample statement, all amounts will be printed as 999,999,999.99.
- Account and PAT layout lines that print on this sample statement will not appear on the actual statement if their amounts are zero.
- For the Statement of Changes in Financial Position, the sources and uses of cash will be printed twice, once for sources and once for uses on the sample statement. On the actual financial statement, each account will print only once, as either a source or a use.

If an account number used in the layout is no longer in the Chart of Accounts File, the description that prints on the actual financial statement will be Account (account number) not on file.

## Select

*Sample statements* from the *Financial statement layouts* menu.

The following screen appears:



Enter the following information:

**1. Layout # to print**

**Options**

Enter the number of the layout to print, or use one of the options:

<F1>	For the next layout on file
<SF1>	For the previous layout on file
Format	999
Example	Type 3

**2. Print text and literals for selected ratios?**

Answer Y to print the texts and literals associated with the selected ratios you enter next, or N to not do so.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> for N

If you answer Y, you may enter up to nine selected ratios for which to print texts and literals. In the first subfield, you may also use the option:

<F5>	To print texts and literals for <All> selected ratios (equivalent to entering 1 through 9 individually)
Format	Up to nine single digits, each in a separate subfield; the first blank terminates data entry.
Example	Does not appear in this example because you entered N at the preceding.

**Field number to change ?**

Make any needed changes. Press <Enter> to print the sample.

## VERIFYING LAYOUTS

*Verify layouts* checks to ensure that the following are all true about a balance sheet or operating statement layout:

- Each account has the correct type for the layout. If an operating statement account appears on a balance layout, you will be notified. If a balance sheet account appears on an operating statement layout, you will be notified.
- Every operating statement account in the Chart of Accounts is included in the accounts specified by an operating statement layout.
- Every balance sheet account in the Chart of Accounts is included in the accounts specified by a balance sheet layout.
- One BSNI (Balance Sheet Net Income) is on a balance sheet layout.
- Each account specified on a layout is specified only once.

There are situations in which a balance sheet account should appear on an operating statement or in which an account should appear more than once at different places on a layout, so some exceptions found by this program may not be mistakes. For a discussion of beginning and ending periodic inventory on operating statements, see the Handling Periodic Inventory appendix.

The primary intention of this program is to help discover two types of problems that can keep your statements from tying out:

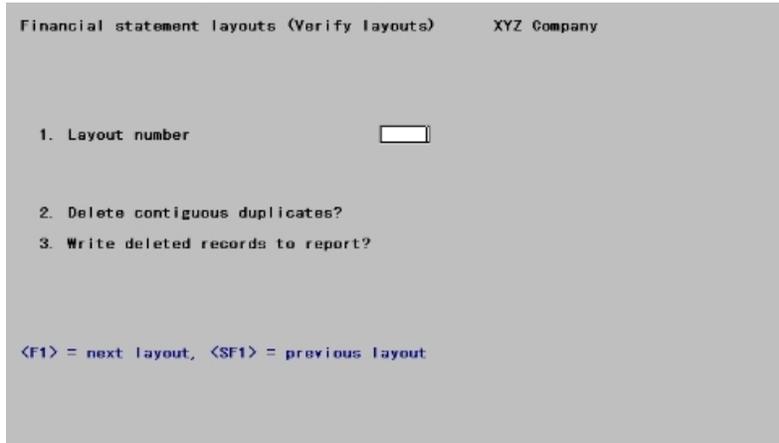
- If accounts are added to the Chart of Accounts without being added to the proper layout, the totals will not reflect them.
- If an account is specified in more than one place on a layout, the totals may be over-stated or under-stated by the amount of the duplication.

A secondary purpose of this program is to assist in correcting the layouts if you have occasion to restructure your accounts. This is mostly an upgrade issue discussed in the System Manager User documentation. Restructuring can make duplications occur in your operating statement or balance sheet layout which you would normally like to have removed. There is an option in this program to remove duplications that occur in sequential lines of the operating statement and balance sheet layouts. Because this type of error may appear in many lines at the same time, there is also an option to suppress these corrections from the report.

### Select

*Verify layouts* from the *Financial statement layouts* menu.

The following screen appears:



Enter the following information:

### 1. Layout number

#### Options

Enter the number of the layout to be verified. Only operating statement or balance sheet layouts qualify. You may also use one of the following options:

<F1>	For the next qualifying layout number
<SF1>	For the previous layout
Format	999
Example	Press <F1>

### 2. Delete contiguous duplicates?

Answer Y to have the program automatically delete duplicate account specifications that appear on sequential lines of the layout.

Answer N to report but not delete all duplicates found.

Format	One letter, either Y or N
Example	Type N

### 3. Write deleted records to report?

If the program is not to delete contiguous duplicates, the question displays as (Not applicable).

Otherwise, answer Y to list the deleted records on the Verify Layout Report with the caption Contiguous duplicate deleted, or N to suppress these entries from the list completely. It is suggested that you use this option only when you have a backup copy available.

Format	One letter, either Y or N
Example	(skipped because the previous field is N)

### Field number to change ?

Make any needed changes. Press <Enter> to verify the layout.

If errors are found, you are notified on the screen and a Layout Verification Report is printed.

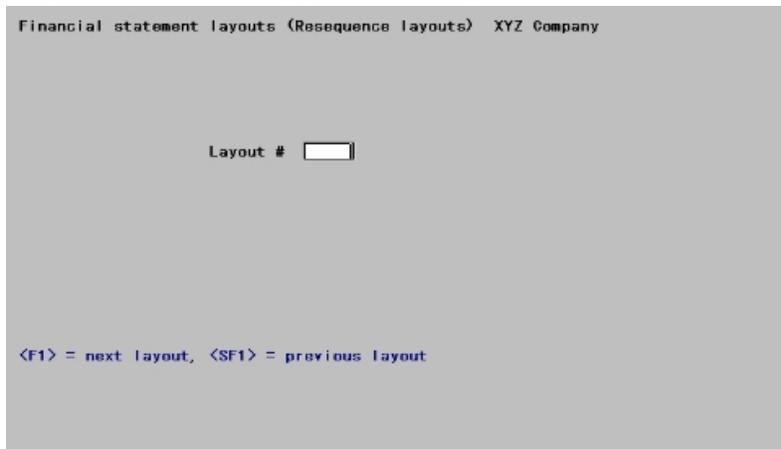
## RESEQUENCING LAYOUTS

An internal numbering system is used in the computer to keep the layout lines in sequence. If many changes are made to a layout, you may get a message (while editing the layout) stating that the layout must be resequenced. It is highly unlikely that this will ever occur during your use of PBS software, but should it occur, use this selection to resequence the layout. Once done, you may continue editing the layout.

### Select

*Resequence layouts* from the *Financial statement layouts* menu.

The following screen appears:



Enter the following information:

### Layout #

### Options

Enter the number of the layout to be resequenced, or use one of the options:

<F1>	For the next layout
<SF1>	For the previous layout
Format	999
Example	Press <F1>

### Field number to change ?

Make any needed changes. Press <Enter> and the resequencing begins. Upon completion, you are informed of the number of lines that were read and written.



# Build Financial Statement Layouts

This chapter contains the following topic:

[Building Financial Statement Layouts](#) .....

## BUILDING FINANCIAL STATEMENT LAYOUTS

Before undertaking to build your own layouts and specifications from scratch, Passport recommends that you review the checklist in this chapter. You might also find it useful to study:

- The [Sample Reports](#) appendix. You can use the sample layouts as the basis for your layouts by substituting your account numbers for those which appear on the sample layouts and making other changes as necessary.
- The [Handling Periodic Inventory](#) appendix.
- The [Proforma and SAF Layouts](#) chapter. This lets you build both layouts and specifications automatically.

Follow this procedure:

1. Lay out the financial statement as you want it to appear on multi-column (for example, 12-column worksheet) accounting paper. Leave plenty of space to add accounts, literals, and text, as you may think of them later.
2. List the numbers of the accounts that you want to appear on the financial statement. Mark those you want to *print* on the financial statement with a P and mark those you want to accumulate with an A. These are entered with ACCT codes.
3. Insert PAT (print accumulated totals) codes at the appropriate places.
4. Insert SUB (subtotal) codes at the proper places. Use CLS (clear subtotal) codes if needed.
5. Insert LIT (literals), TEXT (texts), and LEG (legends) codes. These codes control which *descriptions* are a part of the financial statement and where they print.
6. Insert LF (line feed), FF (form feed), UL (underline), and DL (double underline) codes at the proper places to make the financial statement easy to read.
7. On operating statements (and operating statements supporting schedules, as appropriate), insert the SR (start ratio) and ER (end ratio) codes that define the accounts which will be the basis for ratios.
8. Also on operating statements and supporting schedules, insert the SR and ER (start and end selected ratio) codes, and the SPR and EPR (start and end selected ratio to print) codes.
9. Insert any TXT1-TXT9 (selected text) and LIT1-LIT9 (selected literals) codes which are to print when the corresponding SPR1-SPR9 codes are selected for printing.
10. On balance sheets (and balance sheet supporting schedules, as appropriate), insert the BSNI (balance sheet net income) code, that will transfer the net income (loss) from the Operating Statement to the balance sheet.
11. Next to the codes listed, write the following columns across the page for use in *Financial statement layouts*:

Bal	Prt/	Prt	Paren	Text #	Literal	Description
type	Accum?	Col	Cntrl			

12. For each account number and function code, write the appropriate information for each column:
  - Bal typ (N, D, C, B, or E)
  - Prt/Accum ? code (P or A)
  - Prt col code (1, 2, or 3)
  - Paren cntrl code (D or C)
  - The text number for TEXT codes
  - The literal entry for LIT codes
  - The descriptions of summarized (PAT) or subtotaed (SUB) accounts
13. Review the codes to verify that they will give you the financial statement that you have drawn out on paper.
14. Enter the layout into the system through *Financial statement layouts*.
15. Print an edit list of the layout and review it. Make changes as necessary.
16. Use *Sample statements* to print a statement from the entered layout. Compare the printed sample statement with the financial statement you have drawn out on paper.
17. Make any necessary additions or corrections to the layout.
18. Verify the layout, using *Verify layouts*.
19. Correct any errors found during the verification.
20. When the sample statement looks correct, print a financial statements through *Financial Statements*.
21. Make any final changes necessary to the layout to produce a financial statement with the account information properly accumulated, printed, subtotaed, placed in the columns properly, described, underlined in the right places, and in agreement with the financial statement layout from which you started.
22. When you have carried out the procedure of steps 1 through 21 for each required financial statement, you are ready to print real financial statements with your real General Ledger information.
23. See the [BSNI Rules](#) in the Financial Statements chapter. Then add the layout you have created to the Financial Statement Specification file.

# Entering Layouts

This chapter contains the following topics:

<a href="#">How to Enter Layouts</a>	.....
<a href="#">Printing Accounts</a>	.....
<a href="#">Functions Common to All Statements</a>	.....
<a href="#">Entering Common Functions</a>	.....
<a href="#">Accounting Ratios</a>	.....
<a href="#">Operating Statement Format Statements</a>	.....
<a href="#">Balance Sheet Format Statements</a>	.....

## HOW TO ENTER LAYOUTS

This chapter describes the different function codes used in entering Financial Statement Layouts. The *Financial statement layouts (Enter)* selection has been described in the [Financial Statement Layouts](#) chapter.

### Chapter Organization

- The screen and fields you use to enter the layouts are described.
- Printing accounts, using account numbers, cost centers or subaccount numbers, and features such as wild-cards and account ranges, are described.
- The functions which are common to all kinds of layouts are described.
- Subtotaling is described.
- The features of Operating Statement format layouts are described, along with functions used only with them.
- The features of Expanded Cash Flow layouts are described.
- The features of Balance Sheet format layouts are described, along with the function used only with them.
- An index to all the function codes is provided.

### Layout Screen Fields

Each line contains five fields across the screen, resulting in five columns:

<b>Funct</b>				
		Bal	Prt/	Prt Paren
		typ	Accum	col cntrl

### Funct

The first field is used to enter the function code desired. Function codes are discussed later in this chapter. So that we may continue, you must enter function ACCT. This function is used whenever you are entering an account to be either printed or accumulated.

Account numbers may be entered with a cost center or subaccount number (if you use either feature). As described later in the section titled [Printing Accounts](#), you may use wild-carding for cost centers and subaccounts.

The next four fields on the right are used *only* when entering an account number or when a balance is to be printed.

## Bal typ

### Options

This is the type of balance you want to print on this line. The types are:

#### For Operating Statement format:

N	Net change for the reporting period (this is the sum of types D and C below). This is the usual balance type for Operating Statement format. This type is automatically set for <i>Cash Flow Statement</i> and <i>Analysis of Changes in Working Capital</i> .
B	Balance as of the beginning of the reporting period.
E	Balance as of the end of the reporting period (this is the sum of types B above and C and D below).

### Options

#### For Operating Statement format (Expanded Cash Flow Statement only):

N	(as above)
B	(as above)
E	(as above)
D	Gross debits for the reporting period.
C	Gross credits for the reporting period.

You may also enter a minus sign to reverse the sign of the printed balance.

### Options

#### For balance sheet format:

E	Balance as of the end of the reporting period. This type is automatically set for <i>balance sheets</i> and <i>supporting schedules (balance sheet format)</i> .
N	Net change for the reporting period. This type is automatically set for <i>Statement of Changes in Financial Position</i> .

## Prt/Accum

This field determines if you want an account balance to print on the statement at this point, or whether to accumulate (store) this balance and include it in a total to be printed on a subsequent line.

The choices are either P (print the balance) or A (accumulate the balance).

The use of this field is illustrated in the section titled [Printing Accounts](#) later in this chapter.

**Prt col**

This field is used only when a balance is to be printed on a *balance sheet format* and when Prt/Accum is P.

The balance sheet format has three preset column positions in which a balance can be printed. Enter the number of the column in which you want the balance printed: *1, 2, or 3.*

For example, you can use print columns to show totals as follows:

Cash - First National Bank	2,000.00		
Cash - First State Bank	1,000.00		
Cash - City Bank and Trust	4,000.00		
Total Cash in Bank		7,000.00	
Petty Cash - Dept 100	500.00		
Petty Cash - Dept 200	300.00		
Total Petty Cash		800.00	
Total Cash			7,800.00

The Operating Statement format does not use this field.

**Paren cntrl**

When printing financial statements, it is customary to use parentheses for account balances when they contain atypical amounts. For example, if an accounts receivable account contained a credit balance, it would usually have parentheses on a financial statement.

A parentheses control code is entered for each account in the Chart of Accounts. The code D is used to specify that the account is to have parentheses if it has a debit balance. The code C is used to specify that the account is to have parentheses if it has a credit balance. Thus, an accounts receivable account would have a parentheses code of C; an accounts payable account would have a parentheses code of D.

When a single account is entered on a layout, the parentheses control field on the layout line is skipped and the parentheses control contained in the Chart of Accounts record for the account is used when printing the financial statement. However, when wild-cards are used (to print a set of accounts), when a subtotal is to be printed, or when a set of accounts have been accumulated to print one summary balance on the financial statement, you must specify the parentheses control to be used.

**Options**

The choices for parentheses control are:

C	Use parentheses when credit (use if the balance is typically debit)
D	Use parentheses when debit (use if the balance is typically credit)

This field is only entered for these types of financial statements:

- Operating Statement
- Balance Sheet
- Supporting Schedule (Operating Statement format)
- Supporting Schedule (balance sheet format)
- Expanded Cash Flow Statement

---

**Note**

On the Expanded Cash Flow Statement, you may enter parentheses control for a single account. The default provided on the screen is from the Chart of Accounts record for the account. You may override this as needed.

---

### Examples in This Chapter

Throughout the remainder of this chapter, examples are used to illustrate the features of financial statement layouts. In each example, a layout is shown first, followed by the financial statement that would result from using that layout. The examples shown reflect specifications as follows: For Operating Statements, columns with the current period actual amounts and the year-to-date actual amounts. For Balance Sheets, columns with the current ending balance only. Use these examples to compare the various layout function codes with the results they produce.

On the example layouts shown, only the fields pertinent to the feature being described are filled in.

On the sample statements shown, horizontal spacing is narrower and amount fields are smaller than they would actually appear on a statement.

Some of the main account numbers and subaccount numbers used in the examples only illustrate features, and are not in the Chart of Accounts which we recommended you set up.

We suggest that you review the examples to become familiar with entering accounts and functions. When you are familiar with these, for practice you may want to enter the layouts printed on the Financial Statement Layout Edit List in the Sample Reports appendix.

## PRINTING ACCOUNTS

This section describes how to either:

- Print accounts, or
- Accumulate a set of accounts, which are summarized into one line printed on the statement.

### Single Accounts

An account balance may be either printed on the statement, or the balance may be accumulated (stored) and included in a total to be printed on a subsequent line. As noted earlier, in the Prt/Accum field, you enter either P (print the balance) or A (accumulate the balance).

### Printing a Single Account Balance (Prt/Accum = P)

If you want an account's own balance to print, code it with *P* at *Prt/Accum* ?.

For example, each of the two cash accounts shown below would be printed with its own balance on the financial statement, if you coded the layout like this:

### Layout Entered (Balance Sheet Format):

Funct		Bal typ	Prt/ Accum	Prt col	Paren entri
ACCT 1040-100	Petty Cash - Dept 100	E	P	1	
ACCT 1040-200	Petty Cash - Dept 200	E	P	1	

### Resulting Statement:

Petty Cash - Dept 100	500.00
Petty Cash - Dept 200	300.00

### Accumulating Account Balances (Prt/Accum = A)

Often you may want to accumulate the balances from several accounts and print only the total balance as a summary amount. To do so, code the accounts to be accumulated with an A. The balance of each account coded with an A is added to an accumulator. This accumulator is a storage location which contains the total of all accounts which have been coded with an A. To print (and clear) the accumulated total, use the PAT code:

PAT           (Print accumulated total)

This code prints the total of a set of account balances which you accumulated (Prt/Accum = A above).

In other words, PAT *summarizes* the accounts which were coded A (accumulate).

**Layout Entered (Balance Sheet Format):**

Funct		Bal typ	Prt/ Accum	Prt col	Paren cntrl
ACCT 1040-100	Petty Cash - Dept 100	E	A		
ACCT 1040-200	Petty Cash - Dept 200	E	A		
ACCT 1040-300	Petty Cash - Dept 300	E	A		
PAT	Total Cash			1	C

**Resulting Statement:**

Total Cash                      11,000.00

On the statement, only one balance appears, with the description you entered: Total Cash. This balance includes the totals from accounts 1040-100 (assumed to be \$4,000), 1040-200 (\$2,000), and 1040-300 (\$5,000).

When the PAT code printed the accumulated total (\$11,000), it also set the accumulator back to zero.

Accumulated balances (Prt/Accum = A) that are not followed by a PAT will *not* be printed or have their balances included in subtotals on the statement.

**Note**                      You may accumulate accounts and then print them by entering the accumulated accounts followed by a single account with a P code instead of a PAT. The total of the accumulated amounts, plus the account marked with the P, will be printed as the account balance for the account marked with the P. This method of accumulating accounts is allowed, but not recommended. An example of the drawbacks of this method is given later in this chapter.

(After you enter the PAT code, a field appears for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. Refer to the section titled [Accounting Ratios](#) later in this chapter.)

For a PAT code, Parentheses control is requested for these layout types:

Operating Statement

- Balance Sheet
- Supporting Schedule (Operating Statement format)
- Supporting Schedule (balance sheet format)
- Expanded Cash Flow Statement

Enter D or C, as appropriate.

Also, if the statement is a balance sheet format (Balance Sheet, Supporting Schedule, or Statement of Changes in Financial Position), a Print column is requested. Enter 1, 2, or 3.

**Note**

A similar function (PATR - Print accumulated total for dollar rounding) is described in the section titled Balance Sheet Format.

**Zero-Balance Accounts and PAT Codes**

When coding a statement for multiple cost centers or subaccounts, you can take advantage of the fact that an account or PAT with a zero balance or net will *not* be printed on a financial statement.

For instance, if you have an expense which does not occur for a particular cost center, you can still accumulate all the cost center into a PAT. Then for the cost center that does not have that type of expense, the net of the PAT will be zero (when printing the layout for just that cost center) and the PAT code will not print at all on the statement.

**Layout Entered (Operating Statement Format Layout):**

Func	Bal typ	Prt/ Accum	Prt col	Parent cntrl	
ACCT 6050-*	*****	Multiple accounts	N	P	C
ACCT 8300-*	*****	Multiple accounts	N	P	C

Assume that the accounts have the following nets for the reporting period and year to date:

	Rpt Prd	YTD		Rpt Prd	YTD
ACCT 8300-000	\$200	\$500	ACCT 6050-000	\$550	\$800
ACCT 8300-100	\$400	\$600	ACCT 6050-100	\$700	\$900
ACCT 8300-200	\$300	\$900	ACCT 6050-200	\$100	\$200
ACCT 8300-300	\$0	\$0	ACCT 6050-300	\$450	\$700
ACCT 8300-400	\$150	\$200	ACCT 6050-400	\$500	\$800

If you select this layout for cost center 300, you get:

**Resulting Statement**

	Reporting period	Year-to-date
	Amount	Amount
Travel Expenses	450.00	700.00

**Wild-Carded Accounts**

The purpose of a wild card is to reduce the number of entries required to create a layout.

Wild-cards are symbols which can be entered in lieu of cost centers or subaccounts to represent multiple occurrences of either.

- If your account structure does not include sub accounts, wild-carding is not available to you.

For simplicity, the examples in this chapter assume that you are using main and subaccount only.

For example, assume you use the following accounts in the Chart of Accounts: 8300-000, 8300-100, 8300-200, 8300-300, and 8300-400.

The symbol \*, appended to the main account number 8300 (8300-\*), stands for *all* of these accounts.

The wild-card symbols and their effects are listed below:

*	Stands for all occurrences of any character in this position and any subsequent positions of this segment. When used, this symbol is the last or only symbol in the segment.
+	This is a variant of the preceding, and stands for all occurrences <i>except</i> null occurrences. A null cost center or subaccount segment means one that is zero if defined as numeric or as alphanumeric and zero-filled, blank if defined as alphanumeric and space-filled. The word null is here used to mean either zero or space, depending on how the segment is defined.
?	Stands for any character in that position of the segment. Thus 56?8 matches 5678, 5638, and 56W8 (but <i>not</i> 3678 or 5679)
%	This is the same as the preceding except that it excludes a null character (space or zero, depending how the segment is defined)

Readers familiar with MS-DOS will recognize that these uses of \* and ? are the same as the conventions for file names used in the MOVE, COPY, and similar commands.

Assuming the same subaccounts and balances as the previous example, this layout:

**Layout Entered (Operating Statement Format Layout):**

Funct	Bal	Prt/	Prt Paren
	typ	Accum	col cntrl
LEG			
ACCT 8300--+	***** Multiple accounts	***** N	A C
PAT	Utilities		
ACCT 6050--+	***** Multiple accounts	***** N	A C
PAT	Travel Expenses		

results in this:

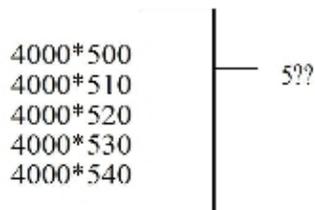
**Resulting Statement:**

	Reporting period	Year-to-date
	Amount	Amount
Utilities	950.00	1,700.00
Travel Expenses	1,750.00	2,600.00

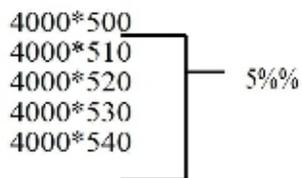
In other words, the balances from accounts 8300-000 and 6050-000 are not included.

<b>Note</b>	<p>Numbers followed by ?'s means all subaccounts beginning with the numbers entered.</p> <p>Numbers followed by %'s means all subaccounts beginning with the numbers entered, except those ending with nulls.</p>
-------------	---

If you used three-digit subaccount numbers and accounts 4000-500, -510, -520, -530, and -540, you could enter 5?? to stand for all those accounts:



If you used three-digit subaccount numbers and accounts 4000-500, -510, -520, -530, and -540, you could enter 5%% to stand for all those accounts except 4000-500:



This example assumes that the segment is numeric; if it had been alphanumeric and space-filled, 500 *would* have matched 5%% (but 5 *would not*).

Observe also that when two %'s are adjacent, they are evaluated together. To take an example, and with the assumption that the segment is numeric, 7%%8%9 will exclude 700839 and 712809, but will include 702879 and 720879.

The difference between using ?'s and %'s is like the difference between \* and +. The part of the subaccount which the wild-card represents and which is all nulls is either included or excluded.

If you used 5-digit subaccount numbers, you could enter 33??? to stand for 4000-33000, -33100, -33110, -33200, etc.

### Other Uses of Wild-Cards

Wild-cards are used in other ways besides with PATs. For instance, if you enter Prt/Accum = P on the line that has the wild card, the accounts matching the wild card would be printed.

For example, 8300-\* would print 8300-000, -100, -200, -300, and -400. 8300+ would print 8300-100, -200, -300, and -400.

### Use of + and %

These wild-card characters have been included to allow you to exclude accounts with subaccounts which are all nulls, or contain trailing nulls, as shown in the examples above.

The + character is useful if you need to construct an Operating Statement layout which excludes the null subaccount or cost center. This can occur if you have a few Operating Statement accounts which use a null subaccount while the remainder of the Operating Statement accounts use subaccounts which are non-null. Using the + character instead of \* ensures that no account with a null subaccount will be included on a Operating Statement.

The % character can be used in a similar fashion, where needed, in more complex situations where it is necessary to exclude accounts with trailing nulls from being included in the set of accounts encompassed by the wild-card.

### RNG - Account ranges

An account range refers to a set of accounts which you specify by entering starting and ending main account numbers.

The purpose of entering an account range is to reduce the number of entries required to create a layout.

Account ranges may be used with or without wild-cards in the subaccount field. During entry of the account range, you may either enter a single subaccount number or use a wild-card.

For example, suppose you want the layout to include only the -000 accounts from this set:

1100-000	Accounts receivable - Trade
1100-100	Accounts receivable - Employee
1100-200	Accounts receivable - Vendor Refunds
2000-000	Accounts payable - Trade
2000-100	Accounts payable - Taxes
2000-200	Accounts payable - Supplies

You could enter a range of accounts:

RNG            Beg 1100            End 2000            subacct 000

This stands for accounts 1100-000, 1200-000, and 2000-000.

### Account Ranges with Wild-Cards

You can also use ranges and wild-cards together to reduce the number of entries required. The accounts shown above could *all* be included in the layout if you entered:

RNG            Beg 1100            End 2000            subacct \*

Or, if you wanted to exclude the accounts with a -000 subaccount:

RNG            Beg 1100            End 2000            subacct +

## FUNCTIONS COMMON TO ALL STATEMENTS

Many functions can be used on all types of statements. They are described here, and the resulting appearance of the financial statement is shown. They are described in this order: The ACCT and FULL account number entries, the lay-out functions, and functions used to calculate, print, and clear subtotals.

### Functions Used to Lay Out Text

The functions used to lay out text are:

LF	Line feed (skip a line)
FF	Form feed (start a new page)
UL	Print an underline
DL	Print a double underline
LEG	Print a predefined legend (heading)
TXT	Print text from the Text File
LIT	Print a literal (a literal is a line of text)

### Functions Used to Calculate, Print, and Clear Subtotals

The functions used to calculate, print, and clear subtotals are:

SUB1-SUB9	Print the subtotal for the level specified by the number (1 is the lowest level, 9 the highest) and clear the subtotals at the level specified and all preceding lower levels
CLS1-CLS9	Clear the subtotal at the level specified and at all preceding lower levels, without printing a subtotal

## ENTERING COMMON FUNCTIONS

Each of the common functions is described in this section.

### ACCT - Account Number

#### The main and sub accounts, excluding cost center

The ACCT code allows you to enter the account number. This is only the main account and sub account segments (if used).

If cost centers are used they will be combined from the statement specification for each column when the actual financial statement is generated.

### FULL - Full Account Number

#### The cost center, and the main and sub account number segments

The FULL code allows you to enter the cost center and the main and sub account numbers.

When the financial statement is generated the amounts from the full account number will print in any column that includes the cost center of this account.

## Text Functions

### LF - Line Feed

LF causes one or more lines to be skipped on the statement, depending on how many lines you specify.

### FF - Form Feed

FF causes a new page to be started.

### UL - Underline

UL causes an underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

### DL - Double Underline

DL causes a double underline to be printed. For a balance sheet format, you specify in which column it is to appear: 1, 2, or 3.

### LEG - Legend

The LEG code causes a predetermined legend to be printed on the financial statement. One line is skipped after the legend, so that a LF (line feed) following it is not necessary.

For balance sheet format statements, LEG prints the current period ending date.

For Operating Statement format statements, LEG prints a description of the current period, column headings, and (if used) a description of the subaccount or subaccount group for which this statement is being printed.

**Using LF, UL, DL, and LEG**

The layout entries shown next (for an Operating Statement format statement) and the resulting statement illustrate the use of LF, UL, and LEG.

**Note** This example uses subtotals in a simple fashion. Subtotals are described in detail later in this chapter. If needed, you can refer to the section on subtotals in order to fully understand this example.

**Layout Entered (Operating Statement Format Layout):**

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
LEG					
ACCT 4010-100	Sales - tools	N		P	
ACCT 4010-200	Sales - tools	N		P	
UL					
SUB1	Total Sales Tools				D
ACCT 4020-100	Sales - parts	N		P	
ACCT 4020-200	Sales - parts	N		P	
UL					
SUB1	Total Sales Parts				D
ACCT 4030-100	Sales - services	N		P	
ACCT 4030-200	Sales - services	N		P	
UL					
SUB1	Total Sales Services				D
UL					
SUB2	Total Sales				D

**Resulting Statement:**

For the period 04/01/17 to 04/30/17		
	Reporting period	Year-to-date
	Amount	Amount
Sales - tools	\$ 4,000.00	\$ 15,000.00
Sales - tools	3,000.00	10,000.00
	-----	-----
Total sales tools	7,000.00	25,000.00
Sales - parts	\$ 9,000.00	\$ 17,000.00
Sales - parts	5,000.00	14,000.00

For the period 04/01/17 to 04/30/17		
	Reporting period	Year-to-date
	Amount	Amount
	-----	-----
Total sales -parts	14,000.00	31,000.00
Sales - services	6,000.00	12,000.00
Sales - services	2,000.00	4,000.00
	-----	-----
Total sales services	8,000.00	16,000.00
	-----	-----
Total sales	\$ 29,000.00	\$ 72,000.00

**TXT - Text**

This prints the text you specify from the Text File (see the chapter titled *Texts*). On the layout entry screen, the text description is displayed next to the text number you enter, but what will print on the statement is the actual text from the Text File.

Example      Suppose that text #1, named Disclaimer in the Text File read:

This financial statement is unaudited and  
without opinion expressed by  
--your CPA firm prints here--

**Layout Entered (Operating Statement Format Layout):**

Funct			Bal	Prt/	Prt	Parent
			typ	Accum	col	ctrl
TXT	Text #	01				
LEG		Disclaimer				
ACCT	4010-100	Sales - tools	N		P	

**Resulting Statement:**

This financial statement is unaudited and without opinion expressed by ---Your CPA firm prints here--- Period: 01/01/1999 to 03/31/1999			
	1999 CURRENT PERIOD ACTUALS All Sub Accounts Amount		1999 YEAR-TO-DATE ACTUALS All Sub Accounts Amount
Sales - tools	\$ 0.00		\$ 0.00

**LIT - Literal**

This code prints exactly (literally) whatever you type next. You can enter up to 50 characters to print. The literal begins at the first column of the statement, so if you wish it to appear indented, space over to the desired starting position for the first character. (If you wish it to appear centered on the statement, answer Y when *Center?* appears).

**Layout Entered (Operating Statement Format Layout):**

Funct			Bal Prt/ Prt Paren	
			typ Accum col cntrl	
LIT Center? Y		Schedule of sales		
LF # lines 01				
LEG				
ACCT 4010-100	Sales - tools		N P	

**Resulting statement:**

Schedule of sales Period: 01/01/1999 to 03/31/1999			
	1999 CURRENT PERIOD ACTUALS All Sub Accounts Amount		1999 YEAR-TO-DATE ACTUALS All Sub Accounts Amount
Sales - tools	\$ 0.00		\$ 0.00

**Subtotal Functions**

Two functions cause subtotalling, with the subtotal printed (SUB) or not printed (CLS). The examples below illustrate how each is used.

**SUB1-SUB9 - Subtotal**

This code causes a subtotal to be printed on the statement. (SUB1 is the lowest level. SUB9 is the highest level.)

SUB totals the balances of all accounts which have been either:

- Printed using Prt/Accum = P, or
- Printed using a PAT or PATR code. (PATR is described in the Balance Sheet Format section of this chapter.)

Accumulated account totals will not add into subtotals until they are shown by using a printing account or PAT code. So if a subtotal appears between an accumulated account and a printed account or PAT code, the amount of the accumulated account will not appear in *that* subtotal.

Subtotals can be printed in any sequence on a financial statement.

**Using the SUB1-SUB9 Code**

Enter the code. After you enter a SUB, a field appears which is used for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. Refer to the section titled [Accounting Ratios](#) later in this chapter for a discussion of how this field is used.

Then enter the description of the subtotal as you want it to appear on the statement.

Parentheses control will be requested for these types of layouts:

- Operating Statement
- Balance Sheet
- Supporting Schedule (Operating Statement format)
- Supporting Schedule (balance sheet format)

After the subtotal is printed on the financial statement, any preceding subtotals are cleared, starting at level 1, up through the level number of the subtotal code.

For example, SUB1 clears any preceding level 1 subtotals only. SUB3 clears any preceding subtotals for levels 1, 2, and 3. SUB9 clears any preceding subtotals.

If the statement is a balance sheet format (balance sheet, supporting schedule, or Statement of Changes in Financial Position), a Prt col code will be requested. Choose the column number where the subtotal is to be printed: 1, 2, or 3.

As an example, here is a layout which includes two subtotal levels (1 and 5):

**Layout Entered (Balance Sheet Format Layout):**

Funct		Bal typ	Prt/ Accum	Prt col	Paren cntrl
ACCT 1000-000	Cash account #13557	E	P	1	
ACCT 1010-100	Cash account #13726	E	P	1	
ACCT 1020-000	Cash account #13591	E	P	1	
SUB1	Total Cash in Bank			2	C
ACCT 1040-100	Petty Cash - Dept 100	E	P	1	
ACCT 1040-200	Petty Cash - Dept 200	E	P	1	
SUB1	Total Petty Cash			2	C
SUB5	Total Cash			3	C

**Resulting Statement:**

Cash account #13557	\$	572.30		
Cash account #13726		133.00		
Cash account #13591		125.00		
Total Cash in Bank			\$	830.30
Petty Cash - Dept 100	\$	122.00		
Petty Cash - Dept 200		58.00		
Total Petty Cash			\$	180.00
Total Cash			\$	1,010.30

The first subtotal (on the fourth line) includes accounts 1000-000, 1010-000 and 1020-000. The second subtotal (on the seventh line) includes accounts 1040-100 and 1040-200. The last subtotal (on the last line) includes all five cash accounts.

Actually, the last subtotal (SUB5) is computed as the sum of the two SUB1s, not the sum of the individual lines.

A subtotal level 6 could be added further down in the layout to total several level 5 subtotals.

**Intervening Subtotal Levels**

Intervening subtotal levels can be skipped. In the example above, the SUB1's could have been SUB3s, and the results would be exactly the same. The fact that, in the example, SUB2s, SUB3s, and SUB4s (intervening levels between SUB1 and SUB5) were skipped makes no difference.

**Determining Where the SUB Codes Go**

To determine where the SUB codes go, follow the steps below:

Step	Description
1	List the accounts to be subtotaled.
2	Draw brackets to show the subtotal structure you want.
3	Number the brackets from left to right,
4	Enter the SUB codes on the layout screen.

**CLS1-CLS9 - Clear subtotal without printing**

This causes the subtotals from level 1 through the level you specify to be cleared without printing.

For example, CLS1 clears preceding level 1 subtotals only. CLS3 clears preceding subtotals for levels 1, 2, and 3. CLS9 clears all preceding subtotals.

You may find this code useful in the final formatting of the financial statements you will present to your shareholders.

(After you enter the CLS1-CLS9 code, the field which appears is for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. Refer to the section titled [Accounting Ratios](#) later in this chapter.)

A typical use of CLS is when you are comparing one account with the total of several accounts. For example, suppose you want the statement to show:

	Reporting period	Year-to-date
	Amount	Amount
Sales Acct	4,000.00	23,700.00
Expense Acct #1	1,500.00	6,000.00
Expense Acct #2	500.00	3,000.00
Expense Acct #3	1,600.00	11,000.00
Total Expenses	3,600.00	20,000.00
Gross Profit	400.00	3,700.00

But if you entered your layout like this, using SUB1 on the third line, you would not get what you want.

**Layout Entered:**

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
LEG					
ACCT 6000-000	Sales Acct	N	P		
LF # lines 01					
SUB1					D
ACCT 5010-000	Expense Acct #1	N	P		
ACCT 5020-000	Expense Acct #2	N	P		
ACCT 5030-000	Expense Acct #3	N	P		
UL					
SUB1	Total Expenses				C
LF # lines 01					
SUB2	Gross Profit				D

Instead, you would get:

**Resulting Statement:**

Period: 03/01/1999 to 03/31/1999		
	1999 CURRENT PERIOD ACTUALS All Sub Accounts Amount	1999 YEAR-TO-DATE ACTUALS All Sub Accounts Amount
Sales Acct	\$ 4,000.00	\$ 23,700.00
Expense Acct #1	\$ 4,000.00	\$ 23,700.00
Expense Acct #2	\$ 1,500.00	\$ 6,000.00
Expense Acct #3	500.00	3,000.00
	1,600.00	11,000.00
Total Expenses	\$ 3,600.00	\$ 20,000.00
Gross Profit	\$ 400.00	\$ 3,700.00

Note that the first SUB1 clears the Sales Account balance, but also causes this balance to print. Using CLS1 in place of the first SUB1 produces the desired result.

**Layout Entered (Operating Statement Format Layout):**

Funct		Bal Prt/ typ Accum	Prt Paren col cntrl
LEG			
ACCT 6000-000	Sales Acct	N	P
LF # lines 01			
CLS1			
ACCT 5010-000	Expense Acct #1	N	P
ACCT 5020-000	Expense Acct #2	N	P
ACCT 5030-000	Expense Acct #3	N	P
UL			
SUB1	Total Expenses		C
LF # lines 01			
SUB2	Gross Profit		D

**Resulting Statement:**

Period: 03/01/1999 to 03/31/1999		
	1999 CURRENT PERIOD ACTUALS All Sub Accounts Amount	1999 YEAR-TO-DATE ACTUALS All Sub Accounts Amount
Sales Acct	\$ 4,000.00	\$ 23,700.00
Expense Acct #1	1,500.00	6,000.00
Expense Acct #2	500.00	3,000.00
Expense Acct #3	1,600.00	11,000.00
Total Expenses	\$ 3,600.00	\$ 20,000.00
Gross Profit	\$ 400.00	\$ 3,700.00

## ACCOUNTING RATIOS

You may define layouts which calculate various accounting ratios.

### Statement Formats to Use

Accounting ratios (such as the Current Ratio) which are based on balance sheet accounts should be calculated using type X (Supporting Schedule - Balance Sheet Format) layouts.

Accounting ratios (such as Gross Profit Margin) which are based on Operating Statement accounts should be calculated using type S (Supporting Schedule - Operating Statement Format) layouts. On type S layouts, you may choose either the beginning balance, ending balance, or net change for the reporting period. Use net change to compute the ratio for just the current reporting period. Use ending balance to compute the ratio for the entire fiscal year (up to the end of the current reporting period).

Accounting ratios which are based on both balance sheet and Operating Statement accounts should be calculated using type E (Expanded Cash Flow Statement) layouts. For each account entered on this layout, you may choose either the beginning balance, ending balance, or net change for the reporting period. Choose the correct balance for each account, depending on the ratio being calculated.

---

#### **Note**

When entering a G/L account on a type E layout, you are given a warning message if you have not defined a cash flow type for the account through Chart of Accounts. Thus, for ease of data entry, you should enter cash flow types for each account to be used on the type E layout.

---

### Storing Totals and Calculating Ratios

Calculating ratios on financial statements is done in a fashion similar to using a hand-held calculator.

When using a calculator, you can store calculated numbers into memory registers.

When printing financial statements, you can store an account total that has been printed on the financial statement into one of 9 different memory registers. Then, calculations can be performed on these memory registers in order to compute the accounting ratio. The value in a memory register can then be printed on the financial statement in order to print the accounting ratio.

When entering any of the following codes, you may specify a memory register into which the printed total is to be placed:

SUB  
PAT  
PATR  
CLS

Note that for CLS, the total is not actually printed on the financial statement -- it is simply cleared. It is the value that is *cleared* which is placed in the memory register.

The following codes perform operations on memory registers:

### CLM - Clear Register

Clear the memory register specified. Sets the amount in the register equal to zero.

### PUT - Put Amount into Register

Put an amount entered on the layout into the memory register specified. Use this to enter a fixed amount for use in a calculation.

### POS - Make Amount in Register Positive

Make the current amount in the register be positive. For instance, 23.89 remains 23.89, but -23.89 becomes 23.89.

### CALC - Calculate

Perform the arithmetic calculation of the type specified on the registers specified. Calculations allowed are:

CALC	MEMA	=	MEMB	plus	MEMC
CALC	MEMA	=	MEMB	minus	MEMC
CALC	MEMA	=	MEMB	times	MEMC
CALC	MEMA	=	MEMB	divided by	MEMC

The arithmetic operation is carried out on MEMB AND MEMC, and the result stored in MEMA.

(MEMA stands for one register, MEMB for a second one, and MEMC for a third.)

### MOVE - Move Contents of Register

Move the contents of MEMB into MEMA and then clear MEMB.

The entry format is MOVEMEMA = MEMB.

### COPY - Copy Contents of Register

Copy the contents of MEMB into MEMA. Leave MEMB as it is.

The entry format is COPYMEMA = MEMB.

### PMR1-PMR9 - Print Amount in Register

Print the amount stored in the memory register specified.

This is used to print the accounting ratio on the financial statement.

After you enter the PMR code, you may enter a description of the ratio.

For balance sheet format, you then enter a print column and a parentheses control code. In addition to the normal D and C, you may choose to show a minus sign instead by entering -.

For a Operating Statement format, you enter just a parentheses control code as described above.

### Rules for Using Accounting Ratios

Accounting ratios can be either:

- Calculated and printed along with actual statements (such as the Balance Sheet or Operating Statement), or
- Calculated and printed separately, using these financial statement types:

Operating Statement supporting schedule (type S)

Balance Sheet supporting schedule (type X)

Expanded Cash Flow Statement (type E)

For instance, suppose you want to calculate, on a separate statement, the current ratio (the number of times current liabilities can be covered with current assets, calculated as current assets/current liabilities).

Let us assume that accounts 1000 through 1500 represent current assets, and that accounts 2000 through 2500 represent current liabilities.

### Layout Entered

Funct	Bal	Prt/	Prt	Paren
	typ	Accum	col	cntrl
RNG Beg 1000      End 1500      Sub-acct *	N	P		
SUB6              MEM1      Current Assets				C
RNG Beg 2000      End 2500      Sub-acct *	N	P		
SUB6              MEM2      Current Liabilities				D
LF # lines      01				
CALC              MEM3 = MEM1      divided by      MEM2				
POS              MEM3				
PMR3              Current Ratio				C

Resulting Statement:

Cash account #13557	\$	572.30
Cash account #13726		13,315.60
Cash account #13726		133.00
Cash account #13591		125.00
Petty Cash - Dept 100		122.00
Petty Cash - Dept 200		58.00
Accumulated depreciation		(25.00)
Current Assets	\$	14,300.90
Accounts payable	\$	67,530.96
Union dues deduct payable		10.10
Federal W/H tax payable		2,446.80
EIC advances paid		(91.56)
FICA taxes payable		2,657.52
FUI taxes payable		137.92
401(k) Elective deferrals		400.00
401(k) Non-elective contributn		30.00
Mortgage payable		500.00
Current Liabilities	\$	73,621.74
Current Ratio		0.19

### Calculating Various Accounting Ratios

#### Quick Ratio (Acid-Test Ratio):

$(\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$

With Current Assets in MEM1, Inventory in MEM2, and Current Liabilities in MEM3:

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
CALC	MEM4 = MEM1		minus	MEM2	
CALC	MEM5 = MEM4		divided by	MEM3	
POS	MEM5				
PMR5	Quick Ratio				C

#### Gross Profit Margin:

$\text{Gross Profit} / \text{Net Sales}$

With Gross Profit in MEM1 and Net Sales in MEM2:

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
CALC	MEM3 = MEM1		divided by	MEM2	
POS	MEM3				
PMR3	Gross Profit Margin				C

#### Operating Profit Margin:

$\text{Operating Profit} / \text{Net Sales}$

With Operating Profit in MEM1 and Net Sales in MEM2:

Funct		Bal Prt/ Prt Paren typ Accum col cntrl
CALC	MEM3 = MEM1 divided by MEM2	
POS	MEM3	
PMR3	Operating Profit Margin	-

### Net Profit Margin:

Net Earnings/Net Sales

With Net Earnings in MEM1 and Net Sales in MEM2:

Funct		Bal Prt/ Prt Paren typ Accum col cntrl
CALC	MEM3 = MEM1 divided by MEM2	
POS	MEM3	
PMR3	Net Profit Margin	-

## OPERATING STATEMENT FORMAT STATEMENTS

This section describes how Operating Statement format statements are printed and other features available only on Operating Statement format statements.

### Print Format

As noted, the examples show two columns for each account or subtotal printed on a statement in Operating Statement format:

- The amount for the reporting period
- The year-to-date amount

The two amounts will appear in fixed columns on the statement:

	Reporting period		Year-to-date	
	Amount	Ratio	Amount	Ratio
Sales - tools	999.99		999.99	
Sales - tools	999.99		999.99	

Budgets or comparatives may be selected to print in any columns. Budgets or comparatives are selected in *Financial statements (Enter specifications)*. Columns may show the reporting period amount or the year-to-date amount.

Ratios (described next) are allowed for the Operating Statement and the Operating Statement Supporting Schedule. Ratios are not allowed on other types of statements. The percentage figures will appear just to the right of the amounts on the statement. (Ratios may be shown for budgets and comparatives as well, if they are printed.)

For the Expanded Cash Flow Statement, neither ratios, budgets, nor comparatives can be used.

For the SAF statements, only comparatives can be used.

A variance is either a difference from one column to another. Variances are printed both as a number and as a percentage.

Variances can be selected for any operating statement on which a difference can be printed, except the Expanded Cash Flow Statement. (Refer to the chapter titled [Financial Statements](#).)

### Ratios

Ratios are percentage figures based on some larger amount such as total sales or total revenue.

In order to provide ratios (percentages) on Operating Statement type statements and schedules, you must define the amount against which other amounts are to be compared.

You may calculate and print either general ratios or selected ratios. Each is described below.

### SR and ER - General Ratios

This is used to compute ratios for an *entire* statement, based on *one* total amount (basis) which you specify by inserting codes for start computing and printing ratio (SR) and end computing and printing ratio (ER).

The SR code comes before the first account on the layout that is to be included in the ratio basis amount. The ER code follows the last amount that is to be included.

For example, if the total for all accounts between the SR and the ER is \$1,000, and a particular account is printed with an amount of \$15.00, its ratio would be printed as 1.50%.

These percentage figures will appear just to the right of each amount printed on the statement.

Only one pair of SR and ER codes can be defined for a layout.

### Layout Entered (Operating Statement Format Layout):

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
LEG					
SR					
ACCT 5010-000	Expense Acct #1	N		P	
ACCT 5020-000	Expense Acct #2	N		P	
ACCT 5030-000	Expense Acct #3	N		P	
ER					
UL					
SUB1	Total Expenses				C

### Resulting Statement:

Period: 01/01/1999 to 03/31/1999			
1999 CURRENT PERIOD			
ACTUALS			
All Sub Accounts			
	Amount	Ratio	
Expense Acct #1	\$ 6,000.00	30.00	
Expense Acct #2	3,000.00	15.00	
Expense Acct #3	11,000.00	55.00	
Total Expenses	\$ 20,000.00	100.00	

Note that the ratio also prints for Total Expenses, even though SUB1 Total Expenses was *after* the ER. In fact, the SR/ER codes will cause a ratio to print on *every* line containing an amount.

If you do not want the ratio to print on *every* line containing an amount on the statement, or you want to show more than one ratio, use Selected Ratios, which are described next.

### Selected Ratios

These codes are used when you want to print a ratio for *selected* (rather than all) lines on a statement, or print more than one ratio.

The set of accounts which are to be included in the calculation of the basis for the ratio are bounded by the SR and ER codes.

The set of account lines on which the ratios are printed are bounded by the SPR and EPR codes.

These sets of accounts may be different, depending on where these codes are placed on the layout.

When printing a particular statement, only those selected ratios included on the financial statement specification (entered through *Enter specifications* in *Financial statements*) will be printed.

### SR1-SR9 and ER1-ER9 - Compute Selected Ratio

Enter a pair of SR/ER codes to define the set of accounts which are to be included in the calculation of the basis for the ratio.

The SR code comes before the first account on the layout that is to be included. The ER code follows the last account that is to be included.

Up to 9 pairs of SR/ER codes (SR1/ER1 through SR9/ER9) can be entered for a statement.

Note that these are not *levels* of selected ratios, like SUB1-SUB9 codes indicate levels of subtotals. The number just designates a pair of SR/ER codes. This also applies to SPR and EPR (next).

### SPR1-SPR9 and EPR1-EPR9 - Print Selected Ratio

Enter a pair of SPR/EPR codes to define the set of account lines on which the corresponding calculated ratios are to print.

For instance, the ratios calculated from the accounts bounded by SR3/ER3 would print on the lines bounded by SPR3/EPR3.

The SPR code comes before the first account line on which the ratio is to be printed. The EPR code follows the last account line on which the ratio is to be printed.

Many pairs of SPR/EPR codes may be entered for each pair of SR/ER codes entered.

Here is an example:

### Layout Entered (Operating Statement Format Layout):

Funct		Bal	Prt/	Prt	Paren
		typ	Accum	col	cntrl
SR1					
SPR1					
ACCT 4000-000	Sales account #1	N	P		
ACCT 4010-000	Sales account #2	N	P		
SUB1	Total Sales				D
ER1					
EPR1					
SR2					
SPR2					
ACCT 5010-000	Expense Acct #1	N	P		
ACCT 5020-000	Expense Acct #2	N	P		
ACCT 5030-000	Expense Acct #3	N	P		
SUB1	Total Expenses				C
ER2					
EPR2					

## Resulting Statement:

Sales account #1	\$	1,200.00	63.16
Sales account #2		700.00	36.84
Total Sales	\$	1,900.00	100.00
Expense Acct #1	\$	6,000.00	30.00
Expense Acct #2		3,000.00	15.00
Expense Acct #3		11,000.00	55.00
Total Expenses	\$	20,000.00	100.00

(This assumes that both SPR1 and SPR2 were selected for printing in *Specifications in Financial statements*. If only SPR1 was selected, only the sales account ratios would print.)

## Codes Associated with Selected Ratios

The texts and literals described below are printed only if the corresponding selected ratio is printed.

For example, if Selected Ratio 5 (SR5) is chosen for printing (through *Specifications in Financial Statements*), any TXT5's and LIT5's on the layout will also be printed.

### TXT1-TXT9 - Text Associated with Selected Ratio

This prints the text you specify from the Text File (see the chapter titled [Texts](#)). The text description is displayed next to the text number you enter, but what will print on the statement is the actual text in the Text File.

### LIT1-LIT9 - Literal Associated with Selected Ratio

This prints exactly (literally) whatever you type next. You can enter up to 50 characters to print. The literal will begin at the first column of the statement, so if you wish it to appear indented, space over to the desired starting position for the first character. (If you want it to appear centered on the statement, answer Y when *Center?* appears.)

## Expanded Cash Flow Statement - Type E Layout

Type E layouts are used for creating the financial statements required by Statement of Financial Accounting Standards No. 95 issued by the Financial Accounting Standards Board.

This publication requires accounting entities to provide a detailed statement of cash flows, together with a statement that reconciles net income to the cash flows from operations.

We recommend that preparation of these layouts be done in consultation with your accountant, who will have the intimate knowledge of your business activities necessary for an accurate representation of these detailed statements.

This E type layout is not restricted to the above statements relating to cash flows, but is in fact a very powerful and versatile tool for showing changes in any series of accounts.

The features that provide this versatility are:

- You can include both Balance Sheet and Operating Statement accounts on these layouts.
- You can select one of five different balance types for use:

Beginning balance

Gross debits

Gross credits

Net change

Ending balance

- You can reverse the balance for the current layout line by specifying that it be multiplied by minus one.
- You can override the parentheses control code of an account for the current layout line.

These features provide the means to produce almost any kind of statement in the Operating Statement format.

## BALANCE SHEET FORMAT STATEMENTS

Three types of financial statements use the Balance Sheet Format:

B	Balance Sheet
X	Supporting Schedule (balance sheet format)
F	Statement of Changes in Financial Position

### Appearance

The first specification for a balance sheet selects an amount (normally current year ending balance) to print in one of three columns.

You select a print column (*Prt col*) when you enter a layout line that prints a balance. You also select a print column when you enter a layout line that prints an underline or a double underline.)

For example:

Cash - First National Bank	2,000.00		
Cash - First State Bank	1,000.00		
Cash - City Bank and Trust	4,000.00		
Total Cash in Bank		7,000.00	
Petty Cash - Dept 100	500.00		
Petty Cash - Dept 200	300.00		
Total Petty Cash		800.00	
Total Cash			7,800.00

Ratios or selected ratios are not allowed with the balance sheet format.

Budgets or comparative amounts may be specified for additional columns on the right hand side of the page when selected in the financial statement specification. In the specification you are allowed to have one of two column arrangements on the right hand side. If you select the option that has another trio of columns, the entry in print columns (*Prt col*) is used to select among the columns on that side also. If you select the option that has a single column, all figures and underscores print in that column.

The *Print Accumulated Total with Rounding Error* and *Balance Sheet Net Income* are two function codes used only on balance sheet format statements:

## PATR

### Print Accumulated Total with Rounding Error

This code is the same as PAT, except it is used on balance sheets to indicate that if the balance sheet is printed with dollar rounding (as specified in *Enter specifications* under *Financial statements*), any rounding error is to be buried into this PATR.

Only one such PATR should appear on a balance sheet. If more than one appears, only the first one is used to bury the rounding error. The other PATR's are ignored.

When printing a rounded Balance Sheet, the PATR code will always make the Balance Sheet appear to be in balance, even if the corresponding unrounded Balance Sheet is out of balance. The Balance Sheet will appear to be in balance because the amount by which the Balance Sheet is out of balance is buried along with the rounding error.

Because of this situation, the software verifies that the unrounded amounts are in balance even when printing a rounded Balance Sheet. If there is an out of balance situation, an error message will appear at the end of the rounded Balance Sheet statement.

(After you enter the PATR code, the field which appears is for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. See the section titled [Accounting Ratios](#) earlier in this chapter.)

## BSNI

### Balance Sheet Net Income

This code is valid for these layout types:

- Balance Sheet
- Supporting Schedule (balance sheet format)
- Cash Flow Statement
- Statement of Changes in Financial Position

The calculated net income from the Operating Statement will appear at this line of the financial statement.

All Balance Sheets must include this code in order to balance.

You are requested to enter *Prt/Accum ?* (print/accumulate ?). Enter P or A, as appropriate. If P is entered, Prt col will be requested. Enter 1, 2, or 3.

Except for Expanded Cash Flow Statement (type E) layouts, the parentheses control is always assumed to be D, since net income is typically credit.

For type E layouts, you can reverse the balance of BSNI and override the parentheses control. This is useful when creating statements showing reconciliation of net income to cash flows from operations.



# Proforma and SAF Layouts

This chapter contains the following topic:

[Creating Statement Layouts and Specifications](#) .....

## CREATING STATEMENT LAYOUTS AND SPECIFICATIONS

This chapter describes two ways of automatically creating format layouts and format specifications for your financial statements, adapted to your requirements. You can fine-tune the resulting layouts and specifications as needed.

*These features are optional.* If the layouts and specifications provided in the demonstration data are adequate for your needs, you may never need to use these selections. Conversely, you can choose to build your own layouts and specifications from the ground up, without using these features.

- *Make Proforma layouts* lets you create a Balance Sheet and an Operating Statement layout from the Proforma Chart of Accounts. This is a schematic representation of your account structure. For a definition see [Proforma Statements](#).
- *Make SAF layouts* lets you automatically create three different kinds of layouts from an existing balance sheet layout. This feature relies on the *SAF type* field of the Chart of Accounts. For a definition see [SAF - Source and Application of Funds](#).

### Making Proforma Layouts

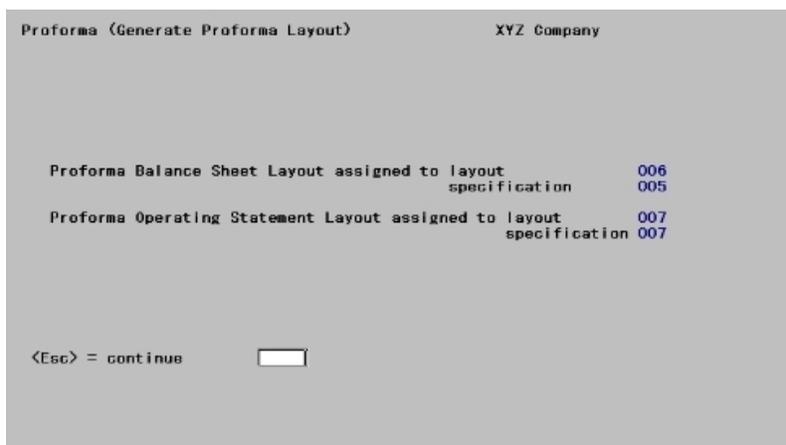
Many enterprises use similar patterns in presenting their financial statements. One option that is provided is called *Make proforma layouts*. In this function such a balance sheet layout and such an operating statement layout are prepared.

The layouts generated by this function can be used several ways. You can print financial statements from them as they are created. You can use them to better understand layouts, since they contain your account numbers. You may copy or modify them to suit your specific needs. They may also be used in the *Make SAF layouts* function.

#### Select

*Make proforma layouts* from the *Financial statement layouts* menu.

No data entry is required, and processing begins immediately. As the layout and specification are built, a running display appears as follows:



Upon termination, make a note of the numbers assigned to the two layouts and two specifications generated. Press <Esc> to return to the main module menu.

The layouts and specifications created will be assigned numbers just after the highest existing numbers.

- This will cause problems if the highest existing numbers are 998 or 999, so avoid this situation.
- If you have adopted a standard numbering system for your layouts, you may use the *Financial statement layouts (Copy)* selection to renumber the layout as desired.

### Making SAF Layouts

The *Make SAF layouts* selection enables you to automatically make SAF (Source and Application of Funds) layouts from an existing balance sheet layout. In order to make accurate SAF layouts, the balance sheet layout you select must contain all balance sheet accounts.

The SAF layouts that can be made are:

- Statement of Changes in Financial Position
- Analysis of Changes in Working Capital
- Cash Flow Statements

These statements contain *standard* predefined headings and subtotals.

All of these are optional; you may create any combination of these three.

### Source and Application of Funds

The layout statement types of *Cash Flow Statement*, *Statement of Changes in Financial Position*, and *Analysis of Changes in Working Capital* are for the three Source and Application of Funds Reports. They use special processing and require a fixed structure to produce the correct results.

You may also create them manually or change the automatically produced SAF layouts.

Do not violate the basic structural requirements for these statements, or the statements will produce incorrect results.

### SSRC Start of Sources [of Funds]

This code is used only in the layout for the Statement of Changes in Financial Position. It identifies the start of the accounts that are sources of funds.

### SUSE Start of Uses [of Funds]

This code is used only in the layout for statement type F. It identifies the start of the accounts that are uses of funds.

### BSNI Balance Sheet Net Income

This code is valid for SAF statement types C and F. The calculated net income appears at this line of the financial statement.

You are requested to enter *Prt/Accum ?* (print/accumulate ?). Enter P or A, as appropriate. If P is entered, PRT COL will be requested. Enter 1, 2, or 3.

Except for type E statements, the parentheses control is always assumed to be D, since net income is typically credit.

For type E statements, you can reverse the balance of BSNI and override the parentheses control. This is useful when creating statements showing reconciliation of net income to cash flows from operations.

## SAF Types

To understand these SAF statements, you must first be familiar with the SAF types. These are listed below.

### Cash Flow Statement

The Cash Flow Statement shows the effect of all the balance sheet accounts and net income upon cash during the current period and year-to-date. It shows the beginning balance of cash at the start of the period and year, all the sources and uses of funds, and a final cash ending balance.

All five types of SAF accounts (entered in the Chart of Accounts) and the BSNI (balance sheet net income) should be included in the balance sheet layout, from which the SAF layouts are created.

All cash accounts must be coded with an SAF type of Cash (in the Chart of Accounts File) or cash will not be handled correctly. The cash accounts are *summarized* to produce a cash beginning balance, so individual cash accounts do not print on the report.

Cash accounts will accumulate, regardless of the PRT/ACCUM or PAT options you enter for them on the layout. Therefore, if you manually create this layout, you must code a *subtotal* (SUB#) following the last cash account.

Parentheses controls for accounts, subtotals, and PATs are ignored on this statement, as on all SAF statements.

There is a recommended format in which the detail of the report appears, but the order of accounts in the report is flexible. The Cash Flow Statement Layout is created automatically in this format:

- First, all the cash accounts are coded. These accounts are followed by a SUB2 for the total beginning balance of cash.
- Then the BSNI (balance sheet net income) code, followed by non-cash charges against income (type N) accounts, and a SUB1 for the total from operations. <Operations> are BSNI minus non-cash charges against income.
- After the total from operations come the current asset accounts, the current liability accounts, and then the funds flow accounts.
- Next will follow a SUB1 for the total sources or uses of funds, followed by a SUB2 for net increase or decrease in cash, and finally a SUB3 for the cash ending balance.

### Statement of Changes in Financial Position

The Statement of Changes in Financial Position calculates the changes in working capital, using the *non-current* assets and liabilities, net income, and non-cash charges against income. This provides a picture of the effects of these accounts on the working capital.

The non-current assets and liabilities (also called funds flow accounts) are put into separate sections, depending on whether they are sources or uses of funds. (An increase in an asset is a use of funds, an increase in a liability is a *source* of funds. The opposite is true for decreases.)

The BSNI (balance sheet net income) code, non-cash charges against income (SAF type N), and funds flow accounts (SAF type F) are included in this statement. The funds flow accounts all appear twice in the layout: once following the SSRC function code (start sources of funds) and again following the SUSE function code (start uses of funds).

The sources and uses must appear at the end of the report, after the BSNI and non-cash charges against income. When the statement is printed, an account is printed as a *source* only if its amount is a credit, and as a *use* only if its amount is a debit. Consequently, each account appears only *once* on the statement, even though it appears *twice* in the layout.

The format which we recommend, and the format of the layout produced by *Make SAF layouts*, is as follows:

- First, the BSNI code, followed by the non-cash charges against income, and then a SUB1 for the total from operations.
- Next, an SSRC code, followed by all the funds flow accounts, and a SUB1 for the total sources.
- Then, an SUSE code, followed by all the funds flow accounts *again* (the exact same accounts as in the sources section), followed by a SUB1 for the total uses.
- Finally, a SUB2 for the net increase or decrease in working capital.

### Analysis of Changes in Working Capital

The Analysis of Changes in Working Capital shows changes in *current* assets, minus changes in *current* liabilities, giving changes in working capital. Its total should match the changes in working capital, which is the last line of the Statement of Changes in Financial Position.

Cash, current asset, and current liability accounts should be included in the layout. Parentheses control for accounts is ignored.

The format which we recommend, and the format of the layout produced by *Make SAF layouts*, is as follows:

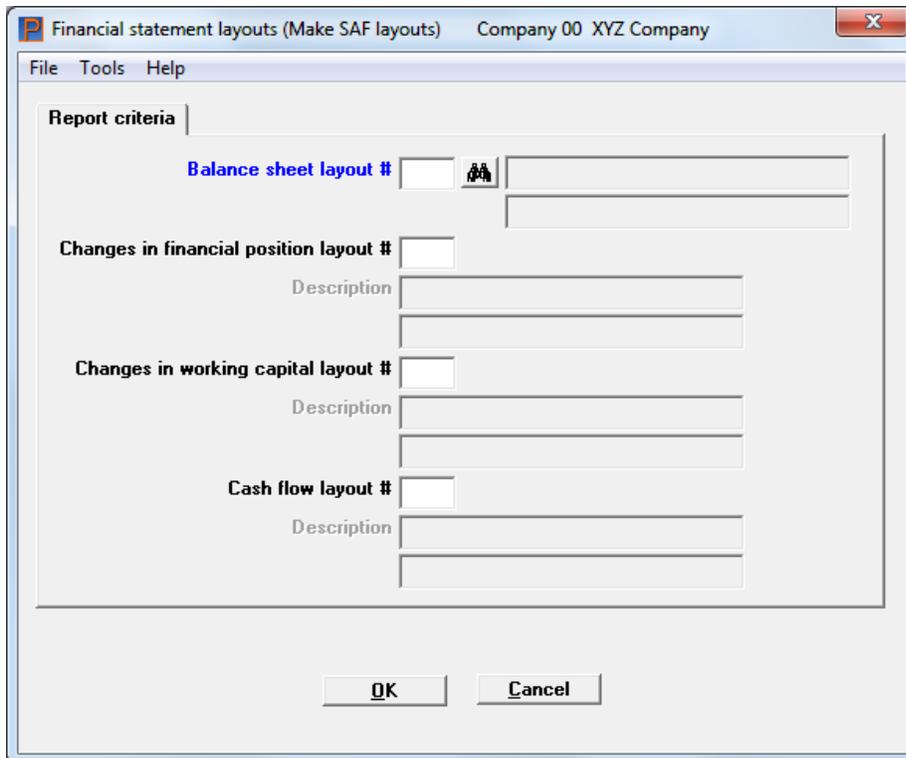
- First all the cash accounts, second is all the current assets, followed by a SUB1 for assets, whether an increase or decrease.
- Then all the current liabilities, followed by a SUB1 for liabilities, whether an increase or decrease.
- Finally, a SUB2 grand total for the net increase or decrease in working capital.

### Select

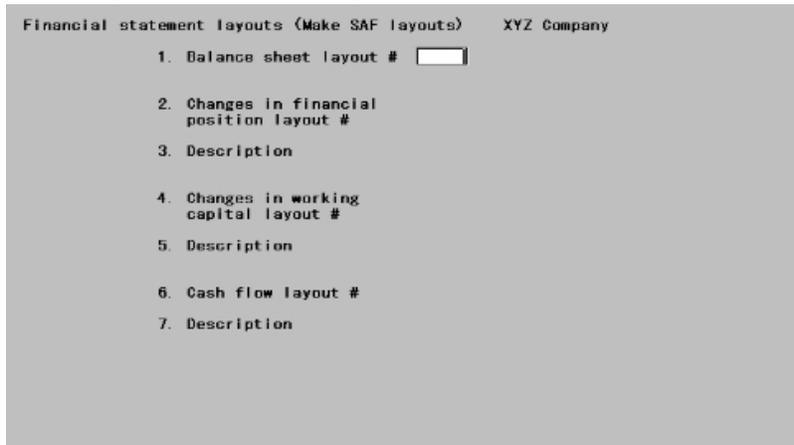
*Make SAF layouts* from the *Financial statement layouts* menu.

The following screen appears:

### Graphical Mode



## Character Mode



Enter the following information:

### Balance sheet layout #

Enter the layout number of a Balance Sheet layout. This must previously have been defined in the *Financial Statement Layouts (Enter)* selection, with B for the Type of Statement field. The layout may be one you have entered directly, a layout from the Demonstration Data, or a layout created by the *Make Proforma layouts* selection described earlier in this chapter.

The description will be displayed to the right of the layout number. The Balance Sheet layout must contain all balance sheet accounts, in proper order, for the created SAF layouts to be accurate.

Format	999
Example	Type 003

### Changes in financial position layout #

Leave this field blank if you do not want this layout.

Otherwise, enter the number of the new layout to be created for the Statement of Changes in Financial Position. This may not be the number of any existing layout.

Format	999
Example	Type 011

### Description

This field is skipped if you left the preceding field blank, and is optional even if you did not.

Enter the description of the layout for this statement.

Format	Two lines of 25 characters each
Example	Type Balance Sheet

### Changes in working capital layout #

Leave this field blank if you do not want this layout.

Otherwise, enter the number of the new layout to be created for the Analysis of Changes in Working Capital. This may not be the number of any existing layout.

Format	999
Example	Type 012

### Description

This field is skipped if you left the preceding field blank, and is optional even if you did not.

Enter the description of the layout for this statement.

Format	Two lines of 25 characters each
Example	Type Working Capital

### Cash flow layout #

Leave this field blank if you do not want this layout.

Otherwise, enter the number of the new layout to be created for the Cash Flow Statement. This may not be the number of any existing layout.

Format	999
Example	Type 013

### Description

This field is skipped if you left the preceding field blank, and is optional even if you did not.

Enter the description of the layout for this statement.

Format	Two lines of 25 characters each
Example	Type Cash Flow

### OK or Cancel

Select OK to continue or Cancel to return to the menu without.

### Character Mode

Make any needed changes. Press <Enter>. If you have left Fields #2, 4, and 6 blank, you will be informed that at least one layout must be chosen for generation.

Upon completion, the first screen of this selection re-appears.

### Some Notes on Making SAF Layouts

There are a number of ways in which the SAF report layouts might be designed *incorrectly*.

For example, vital accounts such as cash or current assets might be omitted from the Balance Sheet. This would make an incomplete and incorrect SAF statement.

Accounts might be in the balance sheet layout which are not actually balance sheet accounts (which do not have a B (Balance Sheet) for a financial statement type in Chart of Accounts). In this case, an error report prints and the SAF layout is not created.

One or more accounts might not have an SAF type designated in Chart of Accounts. An error report prints showing all accounts which do not contain an SAF type and the SAF layout is not made.

If an error occurs, the SAF Error List is printed (no report appears when there are no errors). Use this to make the necessary corrections, either to the Balance Sheet layout or to the Chart of Accounts; then make SAF layouts again.

If you want more levels of subtotaling or different headings and literals from the ones automatically made, you may change these, using the *Enter* option of *Financial statement layouts*.

An SAF report layout made from a Balance Sheet with more than 999 actual accounts and account totals (PAT's) does not include accounts after the 999<sup>th</sup>.

# Financial Statements

This chapter contains the following topics:

<a href="#">Setting Up Statement Processing</a>	.....
<a href="#">Generalized Selection</a>	.....
<a href="#">Clearing Selections</a>	.....
<a href="#">Printing a Specifications List</a>	.....
<a href="#">Printing Financial Statements</a>	.....

## SETTING UP STATEMENT PROCESSING

The *Financial statements* selection is used to specify the second and third phases in the financial statement process: the *specification* phase and the actual *processing* phase.

Use *Enter specifications* to define and maintain the specifications so that many *different* statements can be generated from any *one* layout. Both layouts and specifications are retained on file and both are needed for printing actual reports. In the broadest terms, the layout controls what appears in the different rows of the financial statement, and the specification controls what appears in the columns. *Enter specifications* lets you define a specification, change or delete it, or flag it for printing on the next run.

There are four other selections:

- *Generalized selection* flags a range of specifications for printing on the next print run. See the [Generalized Selection](#) section.
- *Clear selections* does the reverse. See the [Clearing Selections](#) section.
- *Print specifications list* prints one or more specifications in detail. See [Printing a Specifications List](#).
- Use *Print Financial statements* to calculate the net income figures and account balances for the reporting period and then print all financial statements flagged for printing on the next run. See the [Printing Financial Statements](#) section.

### Select

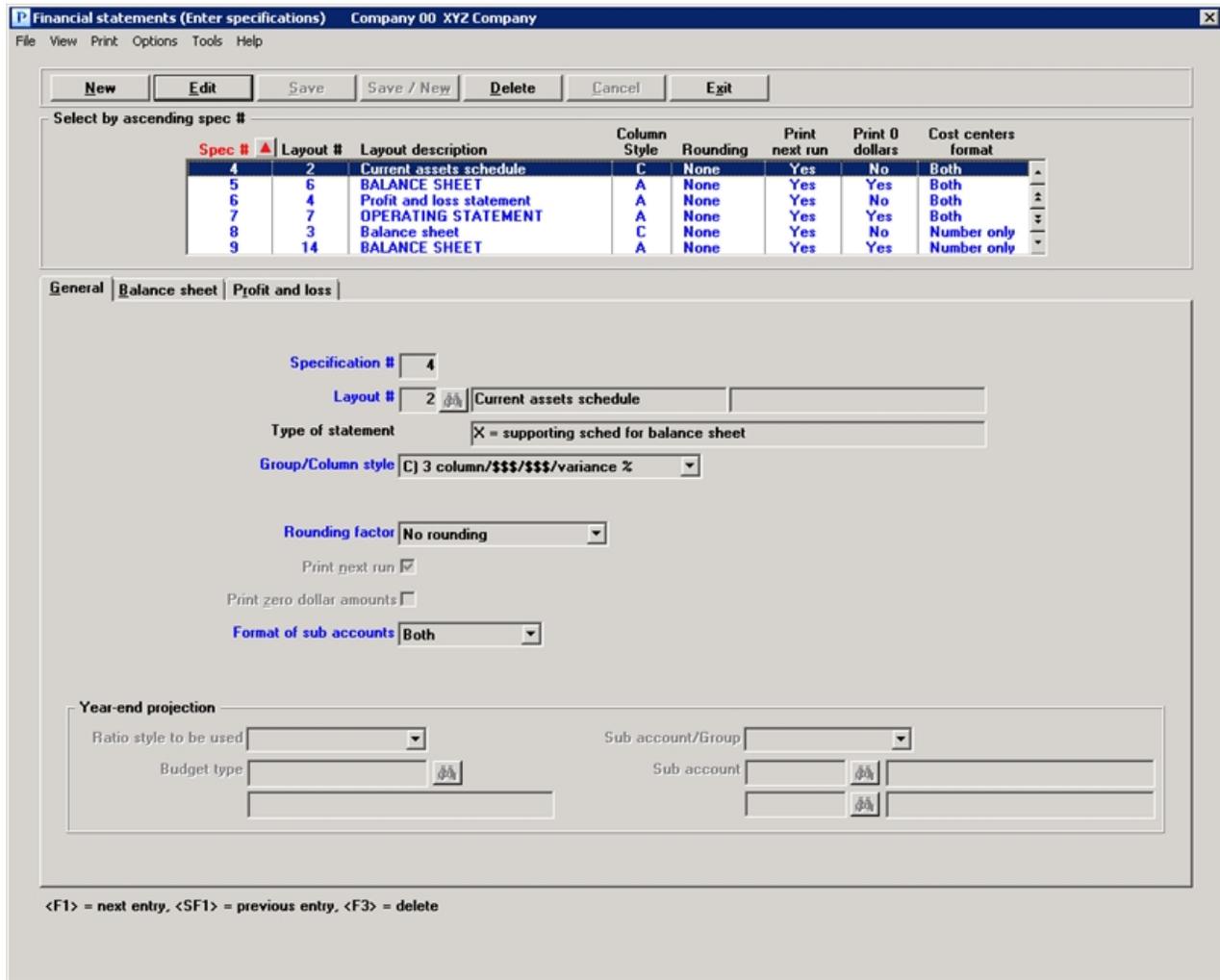
*Enter specifications* from the *Financial statements* menu.

## Entering Specifications—General Tab

This selection allows entry and maintenance of specifications. One or two tabs are required, depending on the type of financial statement.

### Graphical Mode

The first screen appears as follows:



### Financial Statement Specifications List Box

The list box displays up to 6 existing specifications at a time. You may sort the specifications by specification number in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a specification, start typing a specification number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a specification. The <F1> and <SF1> keys function the same as the up/down arrows.

Specifications that display in the list box are available for changes or deletion. The fields for the selected specification display in the lower part of the screen.

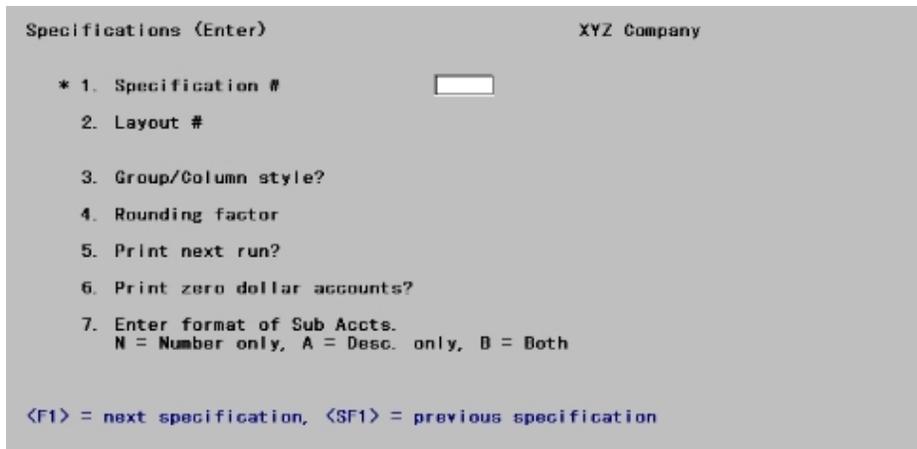
When an specification is found, you may select the <Enter> key or Edit button to start editing.

## Financial Statement Specifications Buttons

When you are adding or editing an existing specification, you have the following buttons, with keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	To enter a new specification.
Edit	Alt+e	To edit an existing specification.
Delete	Alt+d	To delete an existing specification. You may also select <F3> to delete a specification.
Save	Alt+s	To save a new or edited specification.
Save/New	Alt+w	To save the new or edited specification with the program ready to enter another new specification.
Cancel	Alt+c	To cancel the entry of a new specification or cancel the editing of an existing specification.
Exit	Alt+x	To cancel editing or return to the menu. You may also select the <Esc> key to exit the screen.

## Character Mode



From this screen you can work with both new and existing specifications.

### Specification #

### Options

Enter the number that you assign to identify the specification (the number cannot be zero), or use one of the options:

<F1>	For the next specification
<SF1>	For the previous specification

Format	999
Example	Type 001

We recommend that you group specifications numerically so that it will be easy to select all specifications within a particular numeric range for printing. For example, assign specification numbers 1 to 100 for financial statements for monthly reporting, 101 to 200 for quarterly reporting, and 201 to 300 for year-end reporting, etc.

Additionally, you could assign specification numbers 1 to 50 to profit and loss statements and supporting schedules, and 51 to 100 to balance sheets and supporting schedules.

### Layout #

### Options

Enter the existing layout number to which these specifications will be applied, or use this option:

<F1>	For the next layout
<SF1>	For the previous layout

Format	999
Example	Type 001

### Group/Column style

When a layout is created, through the *Financial statement layouts* selection, it is assigned a *statement type code* from the list below. This controls which style of columns are available for the report. See the [Financial Statement Layouts](#) chapter.

B	balance sheet
P	operating statement
C	cash flow statement
E	expanded cash flow statement
W	analysis of changes in working capital
F	statement of financial position
S	supporting schedule for operating statement
X	supporting schedule for balance sheet

### Options

- For statements that use staggered columns (e.g., balance sheets) in their formats, the following Group/Column styles are available:

A	3 column
B	3 column / 3 column
C	3 column / \$\$\$/\$\$\$ / variance %

When specifying a Group/Column style for balance sheet (B), or supporting schedule for balance sheet (X), you may select from all three.

When specifying a Group/Column style for statement of financial position (F), you may only select from the first two.

### Options

- For statements that use a single column in their formats, the following Group/Column styles are available.

A	\$\$\$/\$\$\$/\$\$\$/\$\$\$
B	\$\$\$/\$\$\$/\$\$\$-var-%%/\$\$\$-var-%%%
C	Year-end Projection
D	\$\$1/\$\$3/var-%%%/\$\$2/\$\$4var-%%%

When specifying a Group/Column style for operating statement (P) or supporting schedule for operating statement (S), you may select from all four.

When specifying a Group/Column style for cash flow statement (C), expanded cash flow statement (E), or analysis of changes in working capital (W), the program automatically selects A.

In Character mode enter a letter for Group/Column style.

Your entry in this field controls the appearance and availability of the other tabs. If you select *Year-end Projection*, you may enter fields at the bottom of the *General* tab.

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type B

### Rounding factor

#### Options

This is used when any of the amounts are greater than 999,999,999.99 due to space limitations on the statement. Rounding to the nearest dollar will allow up to 999,999,999,999 to print on the statement. Use one of the following options:

Character	Graphical	Description
D	Dollar rounding	Rounded to the nearest dollar.
N	No rounding	No rounding. Dollars and cents are shown. This is not available for the year-end projection style.
T	Round to the nearest thousand	Rounded to the nearest thousand dollars. This is only available for the year-end projection style.

Format	Graphical: Drop down list Character: One letter from the list above
Example	Type N

**Print next run**

This determines whether the financial statement for this specification will print the next time statements are run. Check the box or leave it unchecked (answer Y or N).

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N
Example	Check the box or type Y

**Print zero dollar accounts**

Check the box (enter Y) to print zero dollar accounts, or leave it unchecked (N) not to print zero dollar accounts. This overrides the suppression of inactive accounts described in the [Financial Statement Layouts](#) chapter.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N
Example	Check the box or type Y

**Format of cost centers *or***

**Format of sub accounts**

If your account number format has only one segment (the main account number), this field may not be entered.

Otherwise, if you have defined one or two segments for cost centers in your account number structure (in *Company information*), this caption appears in the first format. If you are using sub accounts, but not cost centers, this caption appears in the second format.

### Options

This entry determines the identification of the cost center or sub account on the financial statement. Select from the following which type of identifier to print:

Character	Graphical	Description
N	Number only	For printing account numbers only
A	Description only	For printing the account description only
B	Both	For printing both numbers and description

Descriptions will truncate at the column's width.

Format	Graphical: Drop down list Character: One letter from the list above
Example	Select <i>Number only</i> or type N

### Options

This completes the first screen of the selection *Enter specifications*. Make any changes as needed. For an existing entry you may also use one of the options:

<F1>	For the next specification
<SF1>	For the previous specification
<F3>	To delete this specification

What screen appears when you press <Enter> depends upon what group and column style you have chosen in the [Group/Column style](#) field (#3 in character). Each is described in a separate section of this chapter.

Column type	Style	For layout types:	Chapter Section
Staggered (typically used for balance sheets)	A 3 column	B, X, F	<a href="#">Staggered Columns, Style A</a>
	B 3 column / 3 column	B, X, F	<a href="#">Staggered Columns, Style B</a>
	C 3 column/\$\$\$/\$\$\$/variance %	B, X	<a href="#">Staggered Columns, Style C</a>
Single (typically used for	A \$\$\$/\$\$\$/\$\$\$/\$\$\$	P, C, E,W, S	<a href="#">Single Columns, Style A</a>

Column type	Style	For layout types:	Chapter Section
operating statements)			
	B    \$\$/\$\$/\$\$/\$var%/\$var%	P, S	<a href="#">Single Columns, Style B</a>
	C    Year-end projection	P, S	<a href="#">Single Columns, Style C (Year-End Projection)</a>
	D    \$\$1/\$\$3/var-%%%/\$\$2/\$\$4var-%%%	P,S	<a href="#">Single Columns, Style D</a>

### Balance Sheet Tab - Staggered Columns

There are three staggered column styles for Balance Sheets.

#### Staggered Columns, Style B

This format is typically used for Balance Sheet, Support Schedule for Balance Sheet, and Statement of Financial Position.

It is customary to request year-to-date figures for balance sheet layouts; but current period and year-to-date render the same results.

#### Graphical Mode

Enter the following Balance sheet tab:

General | Balance sheet | Profit and loss

**Data for group 1**

Data type: [Dropdown]

Year to be displayed: [Text]

Budget type: [Text]

Sub account/Group: [Dropdown]

Sub account: [Text]

---

**Data for group 2**

Data type: Leave Column Blank [Dropdown]

Year to be displayed: [Text]

Budget type: [Text]

Sub account/Group: [Dropdown]

Sub account: [Text]

---

Data type: [Dropdown]

Year to be displayed: [Text]

Budget type: [Text]

Sub account/Group: [Dropdown]

Sub account: [Text]

Show variance

## Character Mode

```

Specifications (Enter)
Sales Schedule
XYZ Company

1. Data for column 1? [ ]
Enter the year to be displayed
Show ratios?
Enter sub acct/group
2. Data for column 2?
Enter the year to be displayed
Show ratios?
Enter sub acct/group
3. Data for column 3?
Enter the year to be displayed
Enter budget type
Comp
Show
Ente
4. Data
Ente
Comp
Show
Ente
    Enter the number for the group/column content desired
    <Enter> = Leave Column Blank
    1 = Current Period Actuals      4 = Year-to-date Actuals
    2 = Current Period Budgets     5 = Year-to-date Budgets
    3 = Current Period Comparatives 6 = Year-to-date Comparatives
    
```

Enter information as follows:

### Data for group 1

Group 1 includes staggered columns 1, 2, and 3.

### Data type

### Options

In graphical mode, select from a drop down list. In character mode a pop-up window displays selections for the group/column content for the field.

Choose an option from the following table:

Character	Graphical	Description
1	Curr Pd Actuals	For current-period actuals
2	Curr Pd Budgets	For current-period budgets
3	Curr Pd Comparatives	For current-period comparatives
4	YTD Actuals	For year-to-date actuals
5	YTD Budgets	For year-to-date budgets
6	YTD Comparatives	For year-to-date comparatives
7	YTD	For the difference between columns
Blank	Leave column blank	To not use this column

Format	Graphical: Drop down list Character: 9
Example	Type 4

### Year to be displayed

For *actuals*, this field is automatically set to the current year; skip to Enter cost center/group.

For *budgets*, the years are relative to the reporting year. For *comparatives*, the years are relative to the current year.

### Options

Enter the year to be displayed, or enter a value from the following:

0	For the reporting year
+n	For the number of years <i>after</i> the current or reporting year
-n	For the number of years <i>before</i> the current or reporting year

Format	Either 9999 or 9+ or 9-
Example	(Does not occur in this example because you selected actuals)

### Budget type

This field only applies when you select budgets.

### Options

Enter a valid budget type, or use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters
Example	(Does not occur in this example because you selected actuals)

**Cost center/group or**

**Sub account/group**

If your account number format has only the main account segment, this field cannot be entered.

**Options**

Otherwise, enter one of:

Type	If your account number format has:	Type
	1 OR 2 COST CENTER SEGMENTS	A SUBACCOUNT SEGMENT
P	For cost center	For subaccount
G	For cost center group	For subaccount group
A	For All cost centers	For All subaccounts

Format	One letter from the list above
Example	Type A

**Options**

- If you answer P, you will be prompted to enter a valid cost center.

<F5>	For <All> accounts (same as entering A)
------	---

Format	Your standard format as defined in <i>Company</i> information
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

If you are using cost centers, enter the cost center. If there are two segments, each one must be entered separately. Each segment must previously have been defined in *Cost centers*. You may leave this field blank only if a blank alphanumeric (or zero numeric) segment has been defined in *Cost centers*.

At each segment you may use one of the options:

<F1>	For next
<SF1>	For previous
<F5>	For <i>All</i> accounts

If your cost center has two segments you may use <F5> at *either* segment to select all departments for a particular division or vice versa, or at *both* segments to select all accounts regardless of cost center. The latter is effectively the same as entering A.

Format	Your standard cost center format, in one or two segments, as defined in <i>Company information</i>
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

### Options

If you answer G, enter the group code. This must previously have been defined in *Cost center groups* or *Sub-account groups*. You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group

Format	Eight characters
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

If you answer A, all accounts are selected without regard to cost center or subaccount.

### Data for group 2

This field controls the appearance of the second group of three staggered columns, and is entered in the same way as Data for group 1.

If group 2 is left blank, Style B becomes identical to Style A; reports using this style may be printed on 8 $\frac{3}{4}$  X 11 paper even if your printer does not support condensed printing.

Make any needed changes. Press <Enter> to process another specification.

### Staggered Columns, Style A

This style is the same as the preceding, except that the report contains only one group (set of three staggered columns) instead of two.

### Graphical Mode

The following tab must be entered:

General Balance sheet Profit and loss

Data for group 1

Data type: YTD Actuals

Year to be displayed: 0 Current reporting year

Budget type: [icon]

Sub account/Group: All sub accounts

Sub account: [icon] [icon]

---

Data type: [dropdown]

Year to be displayed: [text] [text]

Budget type: [icon]

Sub account/Group: [dropdown]

Sub account: [icon] [icon]

---

Data type: [dropdown]

Year to be displayed: [text] [text]

Budget type: [icon]

Sub account/Group: [dropdown]

Sub account: [icon] [icon]

---

Show variance

### Character Mode

```

Specifications (Enter)                                XYZ Company
BALANCE SHEET

1. Data for group 1? 
Enter the year to be displayed
Enter budget type
Enter sub acct/group

Enter the number for the group/column content desired
1 = Year-to-date Actuals
2 = Year-to-date Budgets
3 = Year-to-date Comparatives
    
```

Information is entered at Field #1 in this screen exactly as it is at Fields #1 and #2 of the previous screen.

Reports using this style may be printed on 8½ X 11 paper even if your printer does not support condensed printing.

### Staggered Columns, Style C

This style contains a single group of three staggered columns, just as the two preceding styles do.

The second group of three columns is not staggered. Instead, columns 4 and 5 can each contain a single actual, comparative, or budget amount. Instead of showing only one of these amounts, as

Style A does, or two of them as style B does, three amounts are possible (of which only the first is in staggered columns).

The third of these amounts may contain the *difference* between the other two.

The sixth and last column does not contain an amount, but is available to contain a *variance*.

### Graphical Mode

Enter the following tab:

The screenshot shows a graphical user interface for configuring a Balance Sheet. At the top, there are tabs for 'General', 'Balance sheet', and 'Profit and loss'. Below are three sections for configuring data:

- Data for group 1:** Includes a 'Data type' dropdown, 'Year to be displayed' and 'Budget type' input fields, and 'Sub account/Group' and 'Sub account' dropdowns.
- Data for column 4:** Includes a 'Data type' dropdown set to 'Leave Column Blank', 'Year to be displayed' and 'Budget type' input fields, and 'Sub account/Group' and 'Sub account' dropdowns.
- Data for column 5:** Includes a 'Data type' dropdown set to 'Leave Column Blank', 'Year to be displayed' and 'Budget type' input fields, and 'Sub account/Group' and 'Sub account' dropdowns.

At the bottom, there is a 'Show variance' section with a 'Show variance' checkbox.

### Character Mode

The following screen appears:

The screenshot shows a character-mode terminal window for 'XYZ Company' with the title 'Specifications (Enter) Balance Sheet'. It contains the following prompts:

1. Data for group?   
Enter the year to be displayed  
Enter budget type  
Enter sub acct/group
2. Data for column 4?  
Enter the year to be displayed  
Enter budget type  
Enter sub acct/group
3. Data  
Ente     Enter the number for the group/column content desired  
Ente  
Comp    1 = Year-to-date Actuals  
Ente    2 = Year-to-date Budgets  
Ente    3 = Year-to-date Comparatives
4. Show

A blue rectangular box highlights the options for item 3.

Enter information as follows:

### Data for group

This field controls the appearance of the first group of three staggered columns, and is entered in the same way as the [Data for group 1](#), in style B, described above.

### Data for column 4

This field controls the appearance of the second amount, which prints in (unstaggered) in column 4. It is entered in the same way as the preceding.

### Data for column 5

This field controls the appearance of the third amount, which prints in (unstaggered) in column 5. It is entered in the same way as the preceding, except that you can choose to print the *difference* between the first and second amounts. If you do so, compute group 1 minus column 4 displays automatically.

### Show variance

If you chose to print something other than a difference in column 5, this field cannot be entered.

Otherwise, check this box (answer Y) if you wish to show in column 6 the variance percentage corresponding to the difference in column 5; or leave it unchecked (N) to leave column 6 blank.

Variance % is calculated as the amount of the difference (column 5) divided by the amount which is subtracted (column 4).

Format	Graphical: check box where checked is yes and unchecked is no. The default is unchecked One letter, either Y or N
Example	(Does not occur in this example because you have chosen staggered Style B)

## Operating Statement Tab - Single Columns

There are four Operating Statement single column styles.

### Single Columns, Style A

This style is *mandatory* for layout types C, E, and W (cash flow, expanded cash flow, and changes in working capital). It is *available* for P and S (operating statements and their supporting schedules).

The single-column style allows more amounts to appear on the report than the staggered style. Four columns are available, each consisting of an amount subcolumn and a percentage subcolumn. The percent may be either a *ratio* or a *variance*.

### Graphical Mode

Enter the following tab:

The screenshot shows a software interface with four sections for data entry, labeled 'Data for column 1' through 'Data for column 4'. Each section contains the following fields:

- Data type:** A dropdown menu. For column 1, it is set to a value with a blue background. For columns 2, 3, and 4, it is set to 'Leave Column Blank'.
- Year to be displayed:** A text input field.
- Budget type:** A text input field with a currency symbol icon.
- Show ratios:** A dropdown menu followed by a row of ten checkboxes.
- Sub account/Group:** A dropdown menu.
- Sub account:** A text input field with a currency symbol icon.

## Character Mode

The following screen appears:

```

Specifications (Enter)                                XYZ Company
Profit and loss statement

1. Data for column 1? 
   Enter the year to be displayed                    Enter budget type
   Show ratios?
   Enter sub acct/group

2. Data for column 2?
   Enter the year to be displayed                    Enter budget type
   Show ratios?
   Enter sub acct/group

3. Data for column 3?
   Enter the year to be displayed                    Enter budget type
   Comp
   Show
   Ente
4. Data Enter the number for the group/column content desired
   <Enter> = Leave Column Blank
   Ente 1 = Current Period Actuals      4 = Year-to-date Actuals
   Comp 2 = Current Period Budgets     5 = Year-to-date Budgets
   Show 3 = Current Period Comparatives 6 = Year-to-date Comparatives
   Ente
    
    
```

Enter information as follows:

### Data for column 1

Column 1 controls the appearance of the first amount and is entered in the same way as [Data for group 1](#) fields in staggered style B, described above. The subfields are arranged somewhat differently, but their meaning is the same.

#### Data type

Enter the data type.

### Options

In graphical mode, select from a drop down list. In character mode a pop-up window displays selections for the group/column content for the field. Choose an option from the following table:

Character	Graphical	Description
1	Curr Pd Actuals	For current period actuals
2	Curr Pd Budgets	For current period budgets
3	Curr Pd Comparatives	For current period comparatives
4	YTD Actuals	For year-to-date actuals
5	YTD Budgets	For year-to-date budgets
6	YTD Comparatives	For year-to-date comparatives
7	YTD	For the difference between columns
Blank	Leave column blank	To not use this column

Format	Graphical: Drop down list Character: 9
Example	Type 4

### Year to be displayed

For *actuals*, this field is automatically set to the current year; skip to Enter cost center/group.

For *budgets*, the years are relative to the reporting year. For *comparatives*, the years are relative to the current year.

### Options

Enter the year to be displayed, or enter a value from the following:

0	For the reporting year
+n	For the number of years <i>after</i> the current or reporting year
-n	For the number of years <i>before</i> the current or reporting year

Format	Either 9999 or 9+ or 9-
Example	(Does not occur in this example because you selected actuals)

### Budget type

This field only applies when you select budgets.

## Options

Enter a valid budget type, or use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters
Example	(Does not occur in this example because you selected actuals)

There is an additional subfield:

### Show ratios

Ratios express the percentage that the amount on this line is to a total computed from other numbers in this column. Variances express the percentage that the amount on this line is of another amount in this row.

## Options

Your choices are:

Character	Graphical	Description
N	Neither	For neither ratio
R	Ratio	For ratios
S	Selected	For selected ratios
V	Variance	For a variance. This option is available only if the amount in this column is a <i>difference</i> , which can only occur in the Data for column 3 and 4 fields.

Format	One choice from the list above
Example	(Does not occur in this example because you have chosen staggered Style B)

### (Selected ratios)

If you chose selected ratios, enter one to nine selected ratios you want to print. Refer to the [Financial Statement Layouts](#) chapter for information on setting up selected ratios.

Format	One digit in up to nine subfields. Digits may be in any order, but must not be duplicated. The first blank terminates entry.
Example	(Does not occur in this example because you have chosen staggered Style B)

## Data for column 2

These fields controls the appearance of the second amount, which is entered in the same way as the preceding.

## Data for column 3 *and* Data for column 4

These fields control the appearance of the third and fourth amounts. These are entered in the same way as the preceding except that the option of specifying a *difference* is now available. If you choose a difference amount, you can select the difference between any two of the amounts already entered. You can also choose to print a variance instead of a ratio.

### Compute column a minus column b

If the amount in this column is anything other than a difference, these fields may not be entered.

If the amount in this column is a difference, enter which two columns you want the difference between.

Format	One digit, either 1, 2, or 3, at each subfield. The columns must be different from each other, may not be the same as the current column, and may not be blank.
Example	(Does not occur in this example because you have chosen staggered Style B)

## Single Columns, Style B

This style is available for layout types P and S (operating statements and their supporting schedules).

This style is a variation on style A. There are still four columns, but no longer does each amount column have its own percent subcolumn. Instead, the first two amounts have shed their subcolumns, while the second two amounts each have *two* subcolumns — one for variance amount (difference), and one for variance percent.

## Graphical Mode

Enter the following tab:

The screenshot displays a configuration window for financial statements, divided into four columns. Each column's configuration includes:

- Data for column 1:** Data type (dropdown), Year to be displayed (input), Budget type (input with currency icon), Sub account/Group (dropdown), Sub account (input with currency icon), and Show ratios (checkboxes).
- Data for column 2:** Data type (Leave Column Blank), Year to be displayed (input), Budget type (input with currency icon), Sub account/Group (dropdown), Sub account (input with currency icon), and Show ratios (checkboxes).
- Data for column 3:** Data type (Leave Column Blank), Compute column (dropdown), minus (dropdown), Year to be displayed (input), Budget type (input with currency icon), Sub account/Group (dropdown), Sub account (input with currency icon), and Show ratios (checkboxes).
- Data for column 4:** Data type (Leave Column Blank), Compute column (dropdown), minus (dropdown), Year to be displayed (input), Budget type (input with currency icon), Sub account/Group (dropdown), Sub account (input with currency icon), and Show ratios (checkboxes).

### Character Mode

The following screen appears:

```

Specifications (Enter)                                XYZ Company
Profit and loss statement

1. Data for column 1? 
   Enter the year to be displayed                      Enter budget type
   Show ratios?
   Enter sub acct/group
2. Data for column 2?
   Enter the year to be displayed                      Enter budget type
   Show ratios?
   Enter sub acct/group
3. Data for column 3?
   Enter the year to be displayed                      Enter budget type
   Comp
   Show
   Ente
   Enter the number for the group/column content desired
4. Data
   Ente 1 = Current Period Actuals      4 = Year-to-date Actuals
   Comp 2 = Current Period Budgets      5 = Year-to-date Budgets
   Show 3 = Current Period Comparatives  6 = Year-to-date Comparatives
   Ente
    
```

Style B uses the same screen as Style A. The differences are:

- You may not specify a difference amount for any of the four columns. Difference is prohibited in the first two columns and automatic in the last two.
- Compute column *a* minus column *b* must be entered in Data for columns 3 and 4 (unless the column is blank), and in each case one of the two subfields entered must reference the current column.

### Options

- *Show ratios* must be entered in the Data for columns 3 and 4 fields unless the column is blank, and in each case the only choices are:

Character	Graphical	Description
N	Neither	Leave the variance subcolumn blank.
V	Variance	Show the variance percentage corresponding to the amount in the variance subcolumn.

### Single Columns, Style D

This style is available for layout types P and S (operating statements and their supporting schedules).

This style is a variation on style B.

With column style D four fields the *Compute column* and *minus* fields are filled in automatically and cannot be changed. Compared to style B, the sequence of the columns printed is 1,3,2,4. Printing of the "Ratio" is optional.

### Graphical Mode

Enter the following tab:

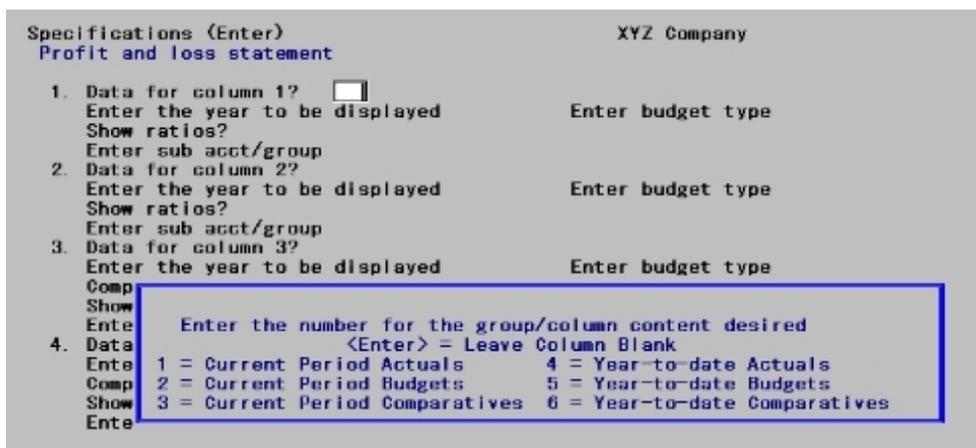
The screenshot shows a configuration window with four sections for columns 1, 2, 3, and 4. Each section includes:

- Data type:** A dropdown menu. For column 1, it is set to a blue bar. For columns 2, 3, and 4, it is set to "Leave Column Blank".
- Show ratios:** A dropdown menu and a row of 10 checkboxes. For column 1, the dropdown is set to "Show ratios". For columns 2, 3, and 4, the dropdown is set to "Show ratios" and the checkboxes are empty.
- Year to be displayed:** Two input fields.
- Budget type:** An input field with a currency symbol icon.
- Sub account/Group:** A dropdown menu.
- Sub account:** An input field with a currency symbol icon.

For column 3, there are additional fields: **Compute column** (dropdown), **minus** (dropdown), and **Show ratios** (dropdown).

### Character Mode

The following screen appears:



Style B uses the same screen as Style A. The differences are:

- You may not specify a difference amount for any of the four columns. Difference is prohibited in the first two columns and automatic in the last two.
- Compute column *a* minus column *b* must be entered in Data for columns 3 and 4 (unless the column is blank), and in each case one of the two subfields entered must reference the current column.

### Options

- *Show ratios* must be entered in the Data for columns 3 and 4 fields unless the column is blank, and in each case the only choices are:

Character	Graphical	Description
N	Neither	Leave the variance subcolumn blank
V	Variance	Show the variance percentage corresponding to the amount in the variance subcolumn

### Single Columns, Style C (Year-End Projection)

Style C prints a year-end projection, and is available for layout types P and S (operating statements and their supporting schedules).

Options on this screen are few compared to the preceding because most columns are predefined. Twelve columns contain data for the periods of this fiscal year — actual amounts for past periods and budget amounts for future periods. The thirteenth period if any is folded into the twelfth.

### Graphical Mode

Enter the Year-end projection fields on the General tab:

Year-end projection

Ratio style to be used Ratio to sales Sub account/Group All sub accounts

Budget type  Sub account

### Character Mode

The following screen appears:

```

Specifications (Enter)                                XYZ Company
Profit and loss statement
(Year-end projection)

1. Ratio style to be used 
2. Budget type
3. Sub acct/group

1 = Ratio to sales, 2 = Variance from budget
    
```

Enter information as follows:

#### Ratio style to be used

#### Options

This controls the contents of the rightmost or percentage column of the report. Your options are:

Character	Graphical	Description
1	Ratio to sales	For ratio to sales
2	Variance from budget	For variance from budget

Format	Graphical: Drop down list Character: 9
Example	(Does not occur in this example because you have chosen staggered Style B)

#### Budget type

#### Options

The budget year is automatically set to the current year. Enter a budget type valid for that year, or use the options:

<F1>	For the next budget type
<SF1>	For the previous budget type
Format	15 characters
Example	(Does not occur in this example because you have chosen staggered Style B)

**Cost center/Group *or*  
Sub account/Group**

This is entered in the same way as the corresponding field in staggered-column style B described above.

Make any needed changes. Press <Enter> to process another specification.

## GENERALIZED SELECTION

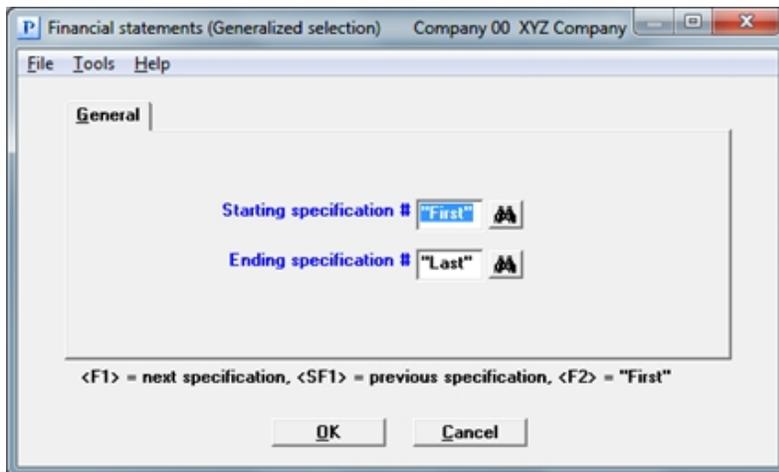
The *Generalized selection* function lets you check the [Print next run](#) field (field #5 in the *Enter specifications* selection) on all specifications at once, or on any range of specifications. This is merely a convenient alternative to setting the flag on each specification individually each time you want to print that report.

### Select

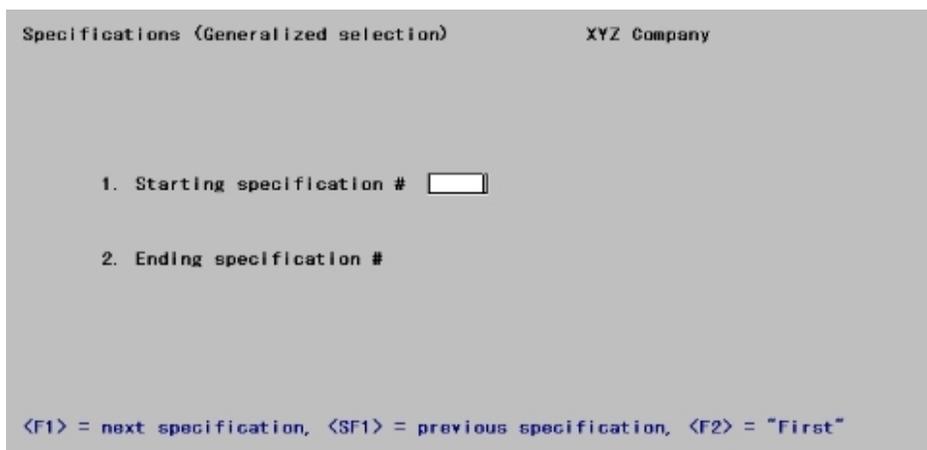
*Generalized selection* from the *Financial statements* menu.

### Graphical Mode

The following screen appears:



### Character Mode



Enter information as follows:

Starting specification # *and*

Ending specification #

### Options

Enter the range of specifications to select for printing, or use one of the options:

<F1>	For the next specification
<SF1>	For the previous specification
<F2>	For the <First> starting specification or <Last> ending specification
Format	999
Example	Press <F2> at each field

### OK or Cancel

Make any needed changes. Select OK to return to the menu.

## CLEARING SELECTIONS

This function enables you to clear the *Print next run* entry on all print specifications. See [Print next run](#)

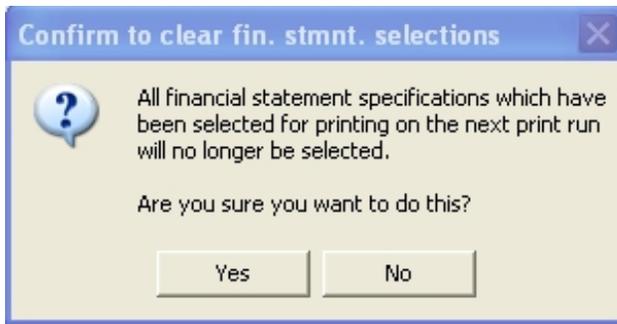
### Select

*Clear selections* from the *Financial statements* menu.

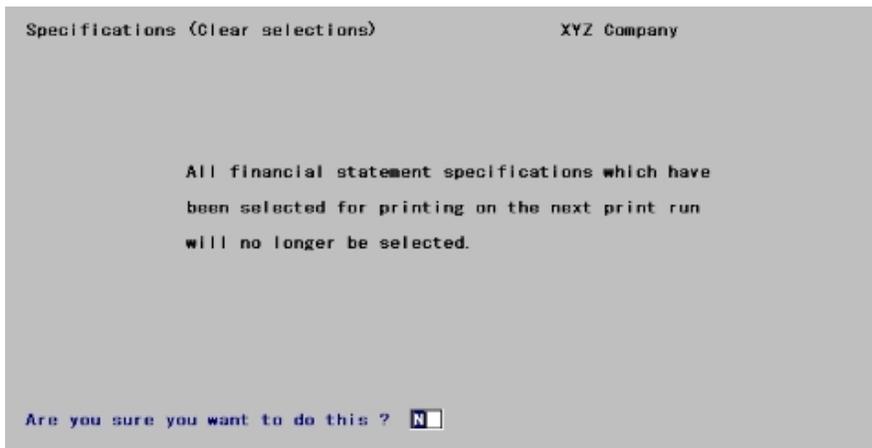
### Graphical Mode

The following screen appears:

### Graphical Mode



### Character Mode



Enter information as follows:

### Are you sure you want to do this?

Select Yes (enter Y) to proceed to deselect specifications, or select No (N) to cancel and return to the *Financial Statements (Specifications)* menu.

Format	Graphical: Yes/No push buttons Character: One letter, either Y or N
Example	Select Yes or type Y

## PRINTING A SPECIFICATIONS LIST

The *Print specifications list* selection enables verification of the specifications entered for the statements.

See a [Financial Statement Specifications List](#) example in the *Sample reports* appendix.

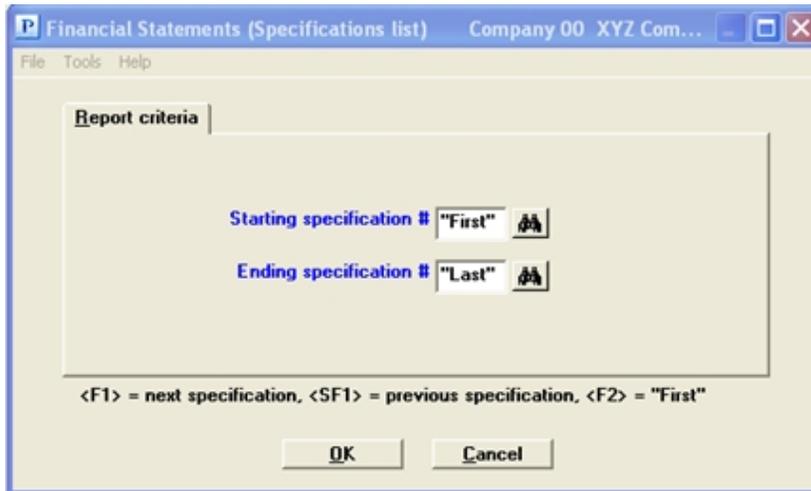
### Select

*Print specifications list* from the *Financial statements* menu.

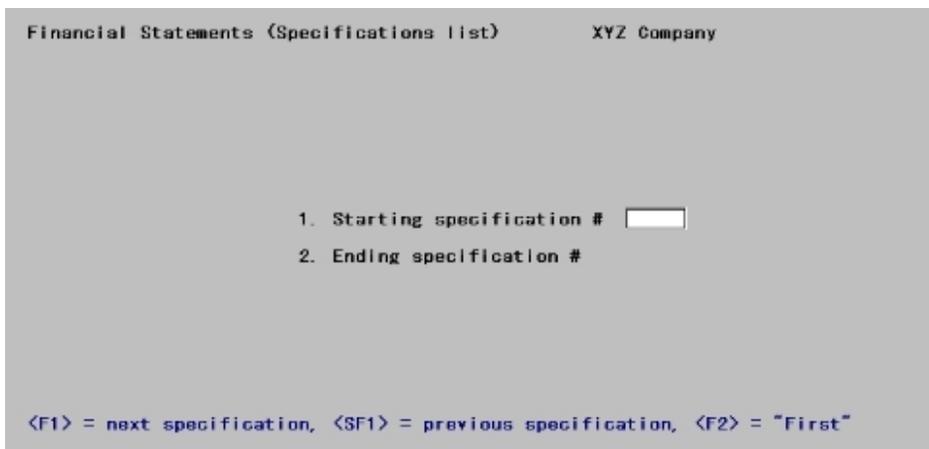
A screen appears for you to enter the starting and ending numbers of the specifications to be printed.

The following screen appears:

### Graphical Mode



### Character Mode



Enter information as follows:

**Starting specification #** *and*

**Ending specification #**

### Options

Enter the range of specifications to be printed, or use one of the following options:

<F1>	For the next specification
<SF1>	For the previous specification
<F2>	For the <First> starting specification or <Last> ending specification
Format	999
Example	Press <F2> at each field.

### OK or Cancel

Make any needed changes. Press <Enter> to print the Financial Statement Specifications List.

## PRINTING FINANCIAL STATEMENTS

The *Print financial statements* selection enables you to print the financial statements you have selected. All specifications are printed which have the *Print next run* set.

Note that running this selection does *not* turn off this flag. It remains on for the next accounting period's run. If you are running reports individually, you should run *Clear selections* after each print run.

Financial statements may be printed to a printer, viewed on screen or data can be sent to a CSV spreadsheet file format for viewing in programs like Excel™. See [Comma-separated-values \(CSV\)](#)

See a [Balance Sheet](#) example in the *Sample reports* appendix.

### Select

*Print Financial statements* from the *Financial statements* menu.

A screen similar to the following appears:

### Graphical Mode

Financial statements (Print financial statements) Company 00 XYZ Company

File Tools Help

**Report criteria**

Fiscal year: 2011

Reporting start date: 01/01/2011

Reporting end date: 01/31/2011

**Reporting periods**

Period	Starting date	Ending date
1	01/01/2011	thru 01/31/2011
2	02/01/2011	thru 02/28/2011
3	03/01/2011	thru 03/31/2011
4	04/01/2011	thru 04/30/2011
5	05/01/2011	thru 05/31/2011
6	06/01/2011	thru 06/30/2011
7	07/01/2011	thru 07/31/2011
8	08/01/2011	thru 08/31/2011
9	09/01/2011	thru 09/30/2011
10	10/01/2011	thru 10/31/2011
11	11/01/2011	thru 11/30/2011
12	12/01/2011	thru 12/31/2011

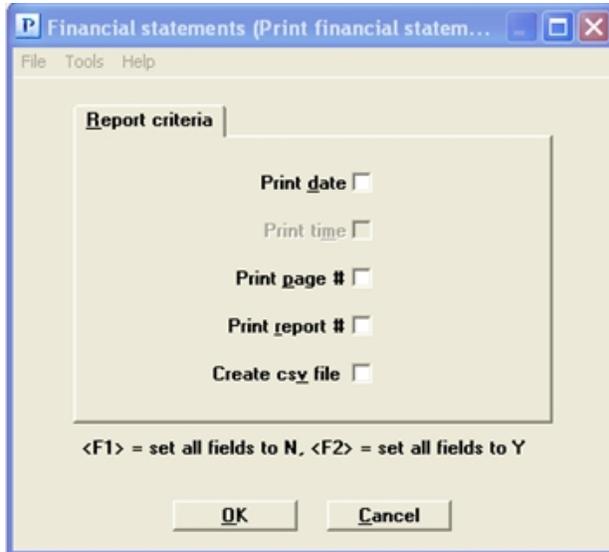
<F1> = next year, <SF1> = previous year

OK Cancel

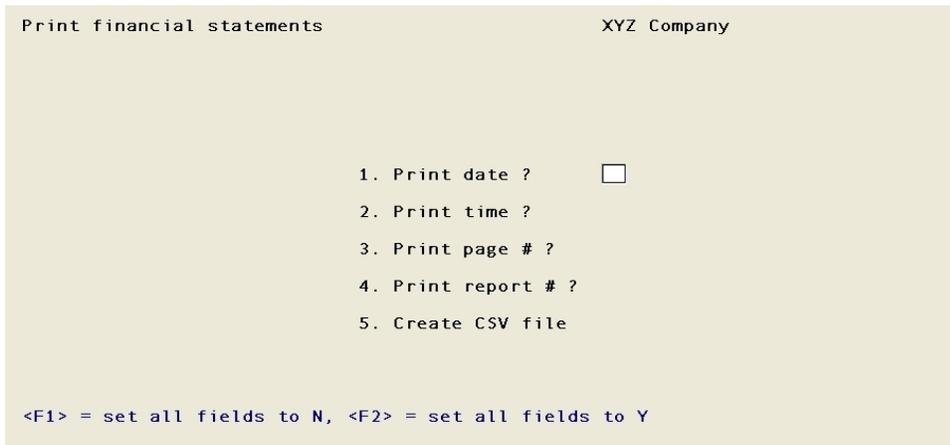


The next screen, unlike most, does not display until *after* you have selected a printer:

### Graphical Mode



### Character Mode



This lets you choose whether or not to print the standard page headings. Typically, such top-line information is omitted from the final printing of financial statements. Also, when *not* displaying on screen, you have an option to send the financial statements to CSV files. See [Create csv file](#)

Enter information as follows:

#### Print date

Check the box (answer Y) to print, or leave it unchecked (N) to omit, today's date on the statement. You may use one of the options:

<F1>	Graphical: Select all as unchecked Character: Set all fields to N
<F2>	Graphical: Check all the boxes Character: Set all fields to Y
Format	Graphical: Check box where checked is yes and unchecked is no Character Mode: One letter, either Y or N
Example	Press <F1>

**Print time**

You may only print the time if you are printing the date.

Check the box (answer Y) to print, or leave it unchecked (N) to omit, the time of printing on the statements.

Format	Graphical: Check box where checked is yes and unchecked is no Character Mode: One letter, either Y or N
Example	May not be entered as the date is not being printed

**Print page #**

Check the box (answer Y) to print, or leave it unchecked (N) to omit, the page number on each statement page.

Format	Graphical: Check box where checked is yes and unchecked is no Character Mode: One letter, either Y or N
Example	(Automatically set to N)

**Print report #**

This field cannot be entered if you selected to view on screen via HTML or PDF.

Otherwise, check the box (answer Y) to print, or leave it unchecked (N) to omit, the report number on each statement printed.

Format	Graphical: Check box where checked is yes and unchecked is no Character Mode: One letter, either Y or N
Example	(Automatically set to N)

**Create csv file**

This field cannot be entered if you selected to view on screen via HTML or PDF.

Check this box (answer Y) to create a CSV text file or leave it unchecked (N) to not create a file. See [Comma-separated-values \(CSV\)](#).

Format	Graphical: Check box where checked is yes and unchecked is no Character Mode: One letter, either Y or N
Example	Select the Space bar to check the box Y

### Naming and Saving CSV files

In Windows, when you create a CSV file, a save-as window displays. In this window a default name is provided but you can change the name. Also, you may change the location of where the report prints. A processing occurring window also displays. For each specified financial statement in 'Print next run', the save-as and processing occurring windows displays.

#### OK or Cancel

Make any needed changes. Select OK (press <Enter> in character mode). There will be a period of processing as reports are printed. The screen will display which specification is currently printing.

Select Cancel to return to the menu without printing.

### Temporary Close a Year

The accounting periods record contain two non-closed fiscal years - one is for the *current* (or first) year and the other is the *next* year. Financial Statement may provide reports on either year.

When running a financial statement for data in the next year, a temporary file is created that does the “work” of providing access to the current year data plus the balance brought forward data from the end of the first accounting periods current year - like the year has been closed. This allows you to work in the next year and still get the balance brought forward and comparative data from the current year. For this reason, you are not required to close the current accounting periods year in order to get the closed year data when reporting in the next year.

When you post new entries into general ledger transactions, the temporary work file is removed. The next time you run financial statements an updated work file that also contains the new entries, is generated again.

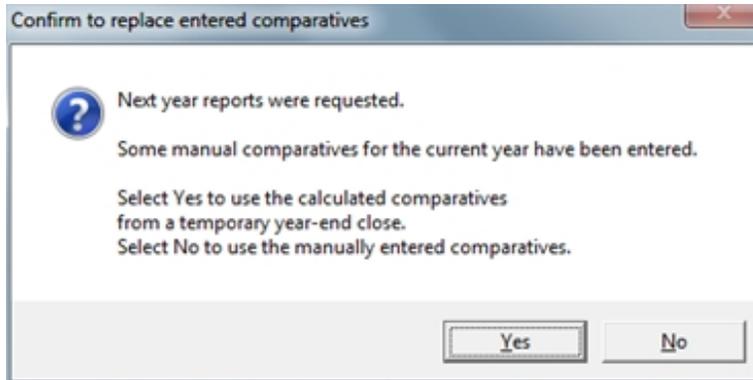
### Temporary Close a Year and Balance Brought Forward

When the Accounting Period data is set up for entering and reporting on next fiscal year, the Financial Statements access balance brought forward information, as if a Close a year had been run on the first year.

### Financial Statements and Comparatives

When running financial statements, there is an option to automatically generate comparative data from the current year when reporting on the next year or you may use the data entered in Comparatives. This screen only displays if you have manually entered comparative data for the first

year. Otherwise it assumes you want to use the calculated data. In graphical mode this window displays:



The answer to this question determines your choice of using either the calculated data from the temporary year-end close or the manually entered comparative data entered in Comparatives.

Select Yes to use the temporary calculated comparatives or No to use the manually entered comparatives.

In character mode a similar window displays with the question: Use the calculated comparatives ? Enter Y to use the temporary calculated comparatives or enter N to use the manually entered comparatives.

## Temporary Data and Path Structure

In order to provide a storage area for the temporary file, a new folder structure is automatically created when you run the financial statements. These folders contain the work file which for the company and fiscal year being reported. As an example, the folder path for a company 00 2015 work file is this: PBS\TRXDAT\002015.

The temporary files are removed during postings in Distributions and General Journal and when running the file utilities for the G/L Transaction data. That is because the postings change data which require new temporary files. An export and restore may also change the data. The next time the reports are run, the temporary files are recreated.

If you get the message *Incorrect access rights to TRXDAT \ (filename) . Contact your administrator.*, you must get the proper credentials to create a file in the TRXDAT folder.

## BSNI Rules

There are some basic rules in General Ledger regarding the printing of BSNI (Balance Sheet Net Income). *BSNI* is the code which you include on your Balance Sheet layout in order to print the net profit (or loss) for the period. The rules regarding BSNI are:

- Whenever financial statement printing begins (that is, whenever *Print financial statements* is selected), BSNI is recalculated *by the software* to be the total NET PROFIT (or LOSS) for all profit and loss entries on file.

- The BSNI which is set at the beginning of financial statement printing should be used to show NET PROFIT (or LOSS) on the Balance Sheet.

# Extract Financial Data Layouts

This chapter contains the following topics:

<a href="#">Designing Financial Data Extracts</a> .....
<a href="#">Entering Column Layouts</a> .....
<a href="#">Column Layout List</a> .....
<a href="#">Column Layouts, Copy</a> .....
<a href="#">Column Layouts, Resequence</a> .....
<a href="#">Row Layouts, Enter</a> .....
<a href="#">Row Layout List</a> .....
<a href="#">Row Layouts, Copy</a> .....
<a href="#">Row Layouts, Resequence</a> .....
<a href="#">Specifications, Enter</a> .....
<a href="#">Specifications, Select</a> .....
<a href="#">Specifications, Unselect All</a> .....
<a href="#">Specifications List</a> .....
<a href="#">Produce Sample</a> .....
<a href="#">Produce Files</a> .....

## DESIGNING FINANCIAL DATA EXTRACTS

This chapter describes the selections in the *Extract financial data* menu.

The Extract financial data selection is for users who want to review financial data outside of PBS. This selection produces coma-separated-values (.csv) files that can be loaded in a multitude of spreadsheet or database software. See [Comma-separated-values \(CSV\)](#). A program commonly used to display .csv files is Microsoft Excel.

Financial statements work in three phases: layout, specification, and process.

- The *layout* phase is further divided for column and row.  
 In the *column* layout design, you define, column by column or group of columns, the amount(s) you want to extract. You will specify such things as the fiscal year, whether to use actuals, budgets, or comparatives information, the number of periods, how to sum it up and restrictions based on account settings. Up to 256 columns may be added. See [Entering Column Layouts](#).  
 In the *row* layout design, you specify, line by line, which accounts are to be included in the financial data extraction file. You can intersperse various commands to control headings, totals, and other formatting functions. See [Row Layouts, Enter](#).  
 Both layouts, once built, are saved and may be used by more than one specification. Each layout can be copied and modified to various requirements.
- In the *specification* phase, you link column and row layouts. Specifications, like layouts, are saved for future use. This phase is described in four sections within this chapter.
- In the *processing* phase, the financial data file(s) is produced and saved. This phase is described in the [Produce Files](#) section of this chapter.

### Extract Financial Data Layouts

Extract financial data layouts are sets of parameters you enter to produce the columns and rows in which financial data is extracted.

For each column layout you may enter several kinds of parameters:

Column Parameter	Description
Fiscal year	To specify which fiscal year to use for a column or set of columns
Type	To specify whether Actuals, Budget or Comparative information should be used
Budget type	Only needed to further define Budget type above
Column header	To set a user defined header

Column Parameter	Description
Period number range	A range of multiple periods will result in multiple columns unless the next entry is a sum of periods such as Quarter or Year
Amount for	To specify whether the amount extracted is for each period, quarter or the year;
Balance type	To specify how to sum up transactions;
Group/Cost center	When applicable, to restrict the amount to a specific group/cost center/sub account.

For each row layout you enter two kinds of parameters:

Row Parameter	Description
Account numbers	To specify which accounts to provide information for in the financial data extraction file;
Functions	To insert a blank row, totals, etc. to control various aspects of the extraction's appearance.

The next section provides a description of how you enter a column layout.

## ENTERING COLUMN LAYOUTS

### Select

Column layouts, enter from the *Extract financial data* menu. The following screen appears:

```

Extract financial data (Column layouts, enter)   XYZ Company
* 1. Column layout #  2. Description
Fiscal          Periods Amt Bal          Grp no/
year Typ Budget type      Column header  from to for typ Show Sub acct

<F1> = next column layout, <SF1> = previous column layout
    
```

One screen is needed to enter column layouts. From this screen you can work with both new and existing layouts.

Enter the following information:

### 1. Column layout #

#### Options

Enter a number to identify this layout, or use one of the options:

<F1>	For the next column layout
<SF1>	For the previous column layout
Format:	999
Example:	Type 1

### 2. Description

#### Options

Enter a description of this column layout.

Format	2 lines of 25 characters each
Example	Type Sales schedule columns

### Field number to change ?

#### Options

Make any needed changes. For an existing layout you may also use one of the options:

<F1>	For the next column layout
<SF1>	For the previous column layout
<F3>	To delete this layout. You can delete a layout even though an existing specification references it, so be careful.

When you press <Enter>, the screen display changes to this:

```
Extract financial data (Column layouts, enter)   XYZ Company
* 1. Column layout # 020   2. Description Sales Schedule Columns
Fiscal
year Typ Budget type   Column header   Periods Amt Bal   Grp no/
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
2008
```

r1, PgUp/PgDn, <F1> = next year, <SF1> = previous year, <Esc> = exit

Use the bottom portion of this screen to enter individual or group of columns definition for the values being extracted in the financial data file.

This is a scrollable screen of unlimited length.

You enter one line for each column or group of columns in the order in which you want them to appear.

#### Options

You can change the order in which the lines appear or modify the content of each line by using these keys shown on the screen:

<Up>	To move to the next line
<Down>	To move to the previous line
<PgUp>	To move to the next screen
<PgDn>	To move to the previous screen
<F1>	For the next fiscal year
<SF1>	For the previous fiscal year
<F2>	To allow insertion of a new line at the current line's position (moving all subsequent lines down by one line)
<SF2>	To move or copy the current line. After pressing <SF2>, go to the line below the location where you want the line, and press:
<F3>	To delete the current line
<Enter>	To move the line (deleting it from its original location), or <F1> to insert the copy, or <Esc> to cancel the move / copy
<Esc>	To cancel a change or a move / copy function

## Line Entry

For each line enter the following fields:

### Fiscal year

### Options

Enter a number to identify the fiscal year represented in this column, or use one of the options:

<F1>	For next year
<SF1>	For previous year

The current fiscal year is used as default.

Format	CCYY
Example	Select <Enter> for the current fiscal year

### Typ

Enter a financial type from the list below:

<b>Code</b>	<b>Type</b>
A	Actuals
B	Budgets
C	Comparatives

Format	One letter from the list above
Example	Type A

### Budget type

Available and required only when requesting Budget information per previous selection.

### Options

Enter a budget type, select one from the list or use one of the options:

<F1>	For the next budget type
<SF1>	For the previous budget type

Format	15 characters
Example	Press <F1>

### Column header

Leave blank, enter description for your column(s) or use the <F2> option to load a default. If you enter “##”, these two (2) characters will be replaced by the period number you select next. If you select a range of periods resulting in multiple columns, each column header will be numbered accordingly.

Format	Enter up to 15 characters
Example	Press <F2>

### Periods from/to

Enter a period number range. If you selected the Actuals for this column or group of columns, the range is restricted to that Fiscal year number of periods as found in the accounting periods information. You may also use one of the options:

### Options

<F1>	To include "All" periods
<F2>	For beginning balance of the year

Format	99
Example	Type 1

**Amt for**

Enter the type of amount from the list below. Selecting Period or Quarter will generate as many columns as necessary to satisfy the range defined. Only one column will be generated for Year.

Code	Type
P	Period
Q	Quarter
Y	Year

Format	One letter from the list above
Example	Type P

**Bal typ**

Indicate the balance type from the following table:

Code	Type	Description
B	current balance	Shows current balance of each period. It starts with "starting period" selected and carries the balance into the next period. Balances for non-selected previous periods are ignored.  If you start with reporting on period 1 of the fiscal year, it will have the same amounts as year-to-date balance.
C	current credits	Shows only current balance credits for each period. Credits are negative amounts if non-correcting entries, and positive amounts if correcting entries
D	current debits	Shows only current balance debits for each period. Debits are positive amounts if non-correcting entries, and negative amounts if correcting entries
F	final balance	Shows final balance of each period because it includes previous fiscal year balance brought forward.
N	net change	Shows net change for each period.
Y	year-to-date balance	Shows net year-to-date balance for each period. Previous periods from fiscal year are included in the addition of periods being reported even if you don't start with period 1.

Format	One letter from the list above
Example	Type B

**Show**

This last group of entries are entered together and used in combination with the Row layout definition to restrict the accounts to be reviewed by Group, Cost centers or Sub accounts depending on your account number structure.

Pick one of the following codes:

<b>Code</b>	<b>Type</b>
P	Cost center/Sub account
G	Cost center group/Sub account group
A	All sub accounts

Format	One letter from the list above
Example	Type A for <All>

If you enter P or G, you will need to enter either a group or cost center/sub account.

## COLUMN LAYOUT LIST

This selection prints a list of your column layouts.

### Select

*Column layouts list* from the *Extract Financial data* menu.

The following screen appears:

Extract financial data (Column layouts list)      XYZ Company

1. Starting column layout #

2. Ending column layout #

<F1> = next layout, <SF1> = previous layout, <F2> = "First"

Enter the following information:

1. Starting column layout # *through*
2. Ending column layout #

### Options

Enter the range of layouts to print, or use one of the options:

<F1>	For the next column layout on file
<SF1>	For the previous column layout on file
<F2>	For the <First> starting or <Last> ending layout on file
Format	999 at each field
Example	Press <F2> at each field

### Field number to change ?

Make any needed changes. Press <Enter> when done to print the list.

## COLUMN LAYOUTS, COPY

The *Column layouts: Copy* selection enables you to copy an existing layout (including all subaccounts).

### Select

*Column layouts, copy* from the *Extract financial data* menu.

The following screen appears:

Extract financial data (Column layouts, copy)      XYZ Company

1. Copy from layout #

2. Copy to layout #

3. Copy to description

<F1>=next layout, <SF1>=previous layout, <F2>=copy layout from another company

Enter the following information:

### 1. Copy from layout #

#### Options

Enter the number of the layout to be copied from, or use the option:

<F1>	For the next column layout
<SF1>	For the previous column layout
<F2>	To copy layouts from another company. This option is only available if you have defined multiple companies, and is explained in Chapter 22.

Upon selection of a valid layout number, the type of statement and description display.

Format	999
Example	Press <F1>

### 2. Copy to layout #

Enter the new layout number. This must not already be on file.

Format	999
Example	Type 001

### 3. Copy to description

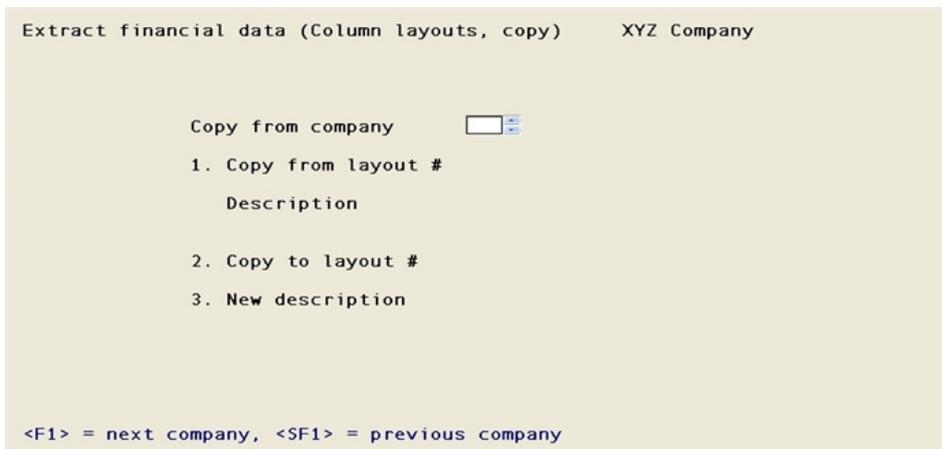
Enter the description of the new layout.

Format	Two lines of 25 characters each
Example	Type Balance Sheet

### Copying layouts from another company

When you use the <F2> option to copy a layout from another company, an alternate screen is displayed.

The following screen appears:



Enter the following information:

### Copy from company

#### Options

Enter the company code whose column layout you want to copy. This must have the same account number structure as the current company. You may use the options:

<F1>	For the next company
<SF1>	For the previous company

Format	Two characters
Example	Press <F1>

### 1. Copy from layout #

#### Options

Enter the number of the source company's column layout number, or use one of the options:

<F1>	For the source company's next layout
<SF1>	For the previous layout

The type of statement and its description display.

Format	999
Example	Press <F1>

### 2. Copy to layout #

#### Options

Enter the number to assign to the new column layout. This must not already be on file in the new company. You may use the option:

<F2>	For the next available column layout number
Format	999
Example	Press <F2>

### 3. New description

#### Options

Enter the description for the copy to column layout. This field is optional. You may use the option:

<F2>	To use the same description as for the <copy from> layout
Format	Two lines of 25 characters each
Example	Press <F2>

### Field number to change ?

Make any needed changes. Press <Enter> to copy and there will be a period of processing as records are copied. The record currently being processed will display on the screen. When done, press <Esc>.

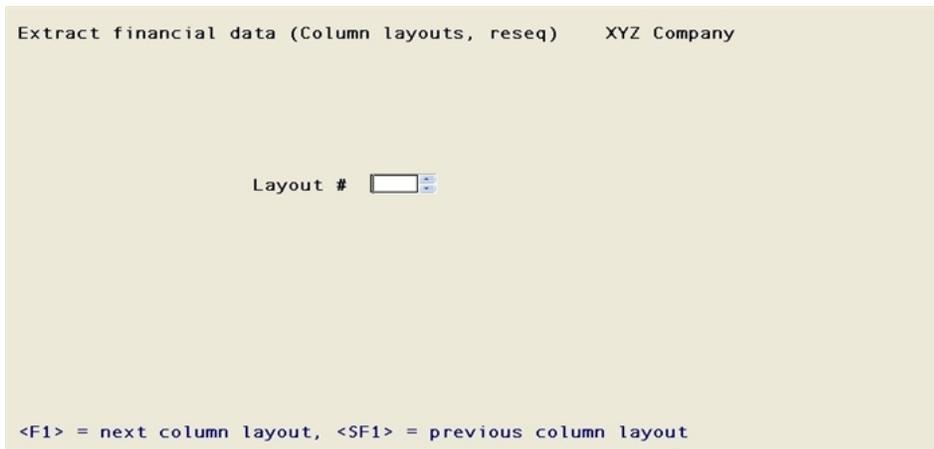
## COLUMN LAYOUTS, RESEQUENCE

An internal numbering system is used in the computer to keep the layout lines in sequence. If many changes are made to a layout, you may get a message (while editing the layout) stating that the layout must be resequenced. It is highly unlikely that this will ever occur during your use of General Ledger extracting financial data, but should it occur, use this selection to resequence the layout. Once done, you may continue editing the layout.

### Select

*Column layouts, resequence* from the *Extract financial data* menu.

The following screen appears:



Enter the following information:

### Layout #

### Options

Enter the number of the layout to be resequence, or use the option:

<F1>	For the next column layout
<SF1>	For the previous column layout
Format	999
Example	Press <F1>

### Field number to change ?

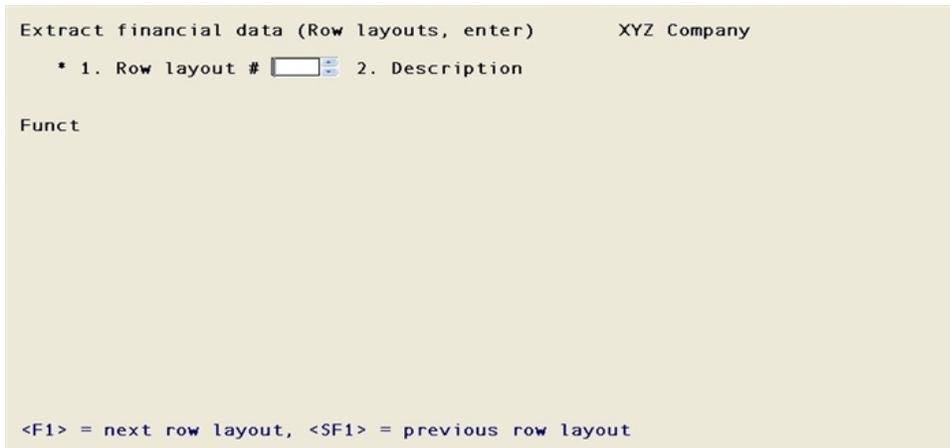
Make any needed changes. Press <Enter> and the resequencing begins. Upon completion, you are informed of the number of lines that were read and written.

## ROW LAYOUTS, ENTER

### Select

Row layouts, enter from the *Extract financial data* menu.

The following screen appears:



Enter the following information:

### 1. Row layout #

#### Options

Enter the number of the row layout or use the option:

<F1>	For the next row layout number
<SF1>	For the previous row layout number
Format	999
Example	Press <F1>

### 2. Description

Enter a description of this row layout.

Format	2 lines of 25 characters each
Example	Sales schedule rows

### Field number to change ?

#### Options

Make any needed changes. For an existing layout you may also use one of the options:

<F1>	For the next row layout
<SF1>	For the previous row layout
<F3>	To delete this layout. You can delete a layout even though an existing specification references it, so be careful.
<Enter>	To edit the detail lines.

Use the bottom portion of this screen to enter accounts and function codes which control the content and appearance of the values being extracted in the financial data file.

This is a scrollable screen of unlimited length.

You enter one line for each account or function in the order in which you want them to appear or to be performed.

#### Options

You can change the order in which the lines appear or modify the content of each line by using these keys shown on the screen:

<Up>	To move to the next line
<Down>	To move to the previous line
<PgUp>	To move to the previous screen
<PgDn>	To move to the next screen
<F1>	To allow insertion of a new line at the current line's position (moving all subsequent lines down by one line)
<F2>	To move or copy the current line. After pressing <F2>, go to the line below the location where you want the line, and press <Enter> to move the line (deleting it from its original location), or <F1> to insert the copy, or <Esc> to cancel the move/copy
<F3>	To delete the current line
<F6>	To jump directly to an account number (enter the account number)
<F7>	To get a menu of the functions
<Esc>	1. To exit the function when you are done entering the layout 2. To cancel a change or a move/copy function

## Line entry

Each line is identified by a function code. You can enter the code directly or use <F7> to bring up a menu of the available selections. These are the only functions allowed, you can use <Up>, <Down>, <Left>, and <Right> to highlight the desired function, and then press <Enter> to use it.

If <Enter> was pressed from the function menu, the function menu window closes to allow data entry in the columns appropriate for that function. The format is different for each function, but the cursor only moves to the appropriate columns.

If you are familiar with Financial statements layouts available functions, you can skip the following chapter.

## Functions used to extract financial data

Several functions can be used to format your financial data file. These are described here in this order: The ACCT and FULL account number entries, the lay-out functions, and functions used to calculate, print, and clear subtotals.

### ACCT

Account Number: the main and sub accounts, excluding cost center

The ACCT code allows you to enter the account number. This is only the main account and sub account segments (if used). An <F2> option is provided to consolidate the sub accounts of the main account.

If cost centers are used they will be combined from the column layout for each column when the actual financial data file is generated.

### FULL

Full Account Number: the cost center, and the main and sub account number segments

The FULL code allows you to enter the cost center and the main and sub account numbers.

When the financial data file is generated the amounts from the full account number will be located in any column that includes the cost center of this account.

### RNG

#### Account ranges

An account range refers to a set of accounts which you specify by entering starting and ending main account numbers.

The purpose of entering an account range is to reduce the number of entries required to create a layout.

Account ranges may be used with or without wild-cards in the subaccount field. During entry of the account range, you may either enter a single subaccount number or use a wild-card.

For example, suppose you want the layout to include only the -000 accounts from this set:

1100-000	Accounts receivable - Trade
1100-100	Accounts receivable - Employee
1100-200	Accounts receivable - Vendor Refunds
2000-000	Accounts payable - Trade
2000-100	Accounts payable - Taxes
2000-200	Accounts payable - Supplies

You could enter a range of accounts:

RNG                      Beg 1100                      End 2000                      subacct 000

This stands for accounts 1100-000, 1200-000, and 2000-000.

#### Account Ranges with Wild-Cards (Heading 4)

You can also use ranges and wild-cards together to reduce the number of entries required. The accounts shown above could all be included in the layout if you entered:

RNG                      Beg 1100                      End 2000                      subacct \*

Or, if you wanted to exclude the accounts with a -000 subaccount:

RNG                      Beg 1100                      End 2000                      subacct +

## Functions Used to lay out text

The functions used to lay out text are:

### LF

#### Line Feed

LF causes one or more lines (empty rows) to be added to the financial data file, depending on how many lines you specify.

### UL

#### Underline

UL causes a row of underline characters to be added to the financial data file.

## DL

### **Double Underline**

DL causes a row of double underline to be added to the financial data file.

## LIT

### **Literal**

This code prints exactly (literally) whatever you type next. You can enter up to 50 characters to print.

Two functions cause sub totaling, with the subtotal extracted (SUB) or not extracted (CLS). For complete explanation on these two functions, please refer to Subtotal Functions section of the Entering Layouts chapter for the Financial statements.

## SUB1-SUB9

### **Subtotal**

This code causes a row containing a subtotal to be added to the financial data file. (SUB1 is the lowest level. SUB9 is the highest level.)

SUB totals the amounts of all accounts extracted.

### **Using the SUB1-SUB9 Code**

Enter the code. After you enter a SUB, a field appears which is used for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. Refer to the section titled Accounting Ratios in the Entering Layouts chapter for the Financial statements.

After the subtotal is extracted, any preceding subtotals are cleared, starting at level 1, up through the level number of the subtotal code.

For example, SUB1 clears any preceding level 1 subtotals only. SUB3 clears any preceding subtotals for levels 1, 2, and 3. SUB9 clears any preceding subtotals.

## CLS1-CLS9

### **Clear subtotal without extracting.**

This causes the subtotals from level 1 through the level you specify to be cleared without extracting.

For example, CLS1 clears preceding level 1 subtotals only. CLS3 clears preceding subtotals for levels 1, 2, and 3. CLS9 clears all preceding subtotals.

You may find this code useful in the final formatting of the financial data file you will generate.

(After you enter the CLS1-CLS9 code, the field which appears is for printing accounting ratios. If no accounting ratios are to be printed on the statement, leave this field blank. Refer to the section titled Accounting Ratios in the Entering Layouts chapter for the Financial statements.)

## ROW LAYOUT LIST

This selection prints a list of your row layouts.

### Select

*Row layouts list* from the *Extract Financial data* menu.

The following screen appears:

Extract financial data (Row layouts list)      XYZ Company

1. Starting layout #

2. Ending layout #

3. Expand ?

<F2> = "First", <F1> = next layout, <SF1> = previous layout

Enter the following information:

1. Starting layout # *through*
2. Ending layout #

### Options

Enter the range of row layouts to print, or use one of the options:

<F1>	For the next row layout on file
<SF1>	For the previous row layout on file
<F2>	For the <First> starting or <Last> ending row layout on file
Format	999 at each field
Example	Press <F2> at each field

### 3. Expand ?

Answer **W** to expand the range entries and accounts containing a wild-card, so that each main-account and subaccount combination which might be included is shown.

Answer **S** to expand the account and range entries to show the list of specific accounts that could be included when a financial data file is specified for a cost center, a cost center group or for all cost centers. If your account number format does not use cost centers, this option is not available.

Answer **N** to show the entries as they are in the layout without any expanded lists.

Code	Description
N	No expansion
W	Expand with Wild cards and ranges
S	If your account number format does not use cost centers, this option is not available  To expand the account and range entries to show the list of specific accounts that could be included when a financial data file is specified for a cost center, a cost center group or for all cost centers
Format	One letter, either N, W or S
Example	Type N

#### 4. Enter cost ctr/group

If you did not enter **S** in Field #3, or if your account number format does not use cost centers, this field does not appear on the screen.

Otherwise, enter one of:

Code	Description
P	Expand cost center
G	Expand cost center group
A	Expand <All> cost centers
Format	One letter from the list above
Example	Type A for <All>

#### **P = Expand cost center**

If you answer P, you will be prompted to enter a valid cost center.

#### **Options**

At each cost center segment you may use one of the options:

<F1>	For the next segment (division or department)
<SF1>	For the previous segment
<F5>	For <All> accounts

If your cost center has two segments you may use <F5> at either segment to select all departments for a particular division or vice versa, or at both segments to select all accounts regardless of cost center. The latter is effectively the same as entering A.

Format	Your standard cost center format, in one or two segments, as defined in Company information
Example	(Does not occur in this example because you have chosen A for <All>)

### **G = Expand cost center group**

#### **Options**

If you answer G, enter the group code. This must previously have been defined in Cost center groups. You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group

Format	Eight characters
Example	(Does not occur in this example because you have chosen A for <All>)

### **A = Expand <All> cost centers**

If you answer A, all accounts are selected without regard to cost center.

#### **Field number to change ?**

Make any needed changes. Press <Enter> when done to print the list.

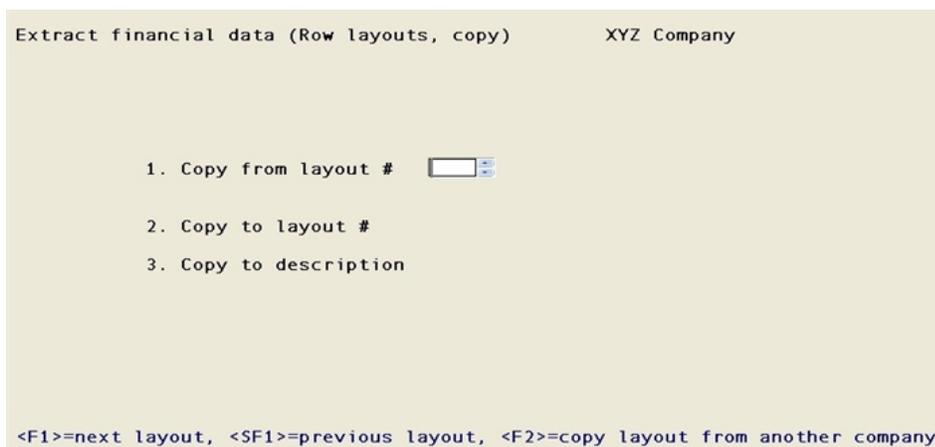
## ROW LAYOUTS, COPY

The *Row layouts: Copy* selection enables you to copy an existing layout (including all subaccounts).

### Select

*Row layouts, copy* from the *Extract financial data* menu.

The following screen appears:



Enter the following information:

### 1. Copy from layout #

#### Options

Enter the number of the layout to be copied from, or use the option:

<F1>	For the next row layout
<SF1>	For the previous row layout
<F2>	To copy row layouts from another company. This option is only available if you have defined multiple companies, and is explained in Chapter 22.

Upon selection of a valid row layout number, the type of statement and description display.

Format	999
Example	Press <F1>

### 2. Copy to layout #

Enter the new row layout number. This must not already be on file.

Format	999
Example	Type 001

### 3. Copy to description

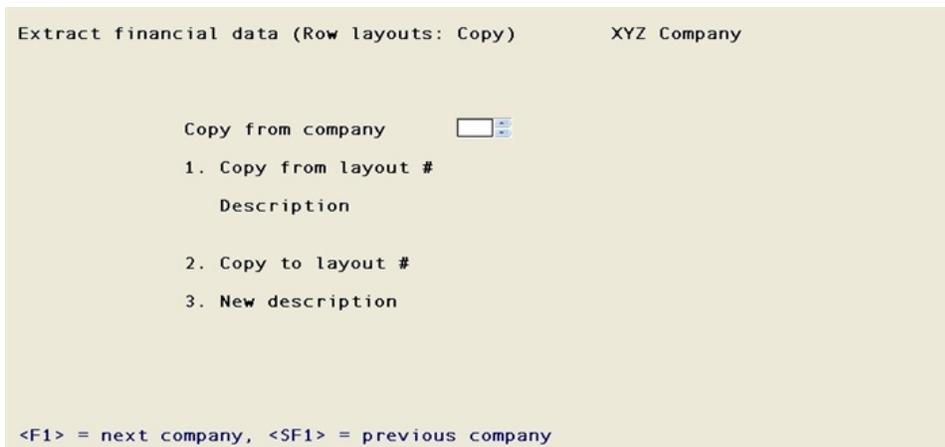
Enter the description of the new row layout.

Format	Two lines of 25 characters each
Example	Type Balance Sheet

### Copying layouts from another company

When you use the <F2> option to copy a row layout from another company, an alternate screen is displayed.

The following screen appears:



Enter the following information:

### Copy from company

#### Options

Enter the company code whose layout you want to copy. This must have the same account number structure as the current company. You may use the options:

<F1>	For the next company
<SF1>	For the previous company

Format	Two characters
Example	Press <F1>

### 1. Copy from layout #

#### Options

Enter the number of the source company's row layout number, or use one of the options:

<F1>	For the source company's next layout
<SF1>	For the previous layout

The type of statement and its description display.

Format	999
Example	Press <F1>

### 2. Copy to layout #

#### Options

Enter the number to assign to the new row layout. This must not already be on file in the new company. You may use the option:

<F2>	For the next available column layout number
Format	999
Example	Press <F2>

### 3. New description

#### Options

Enter the description for the copy to row layout. This field is optional. You may use the option:

<F2>	To use the same description as for the <copy from> layout
Format	Two lines of 25 characters each
Example	Press <F2>

### Field number to change ?

Make any needed changes, Press <Enter> to copy. There will be a period of processing as records are copied. The record currently being processed will display on the screen. When done, press <Esc>.

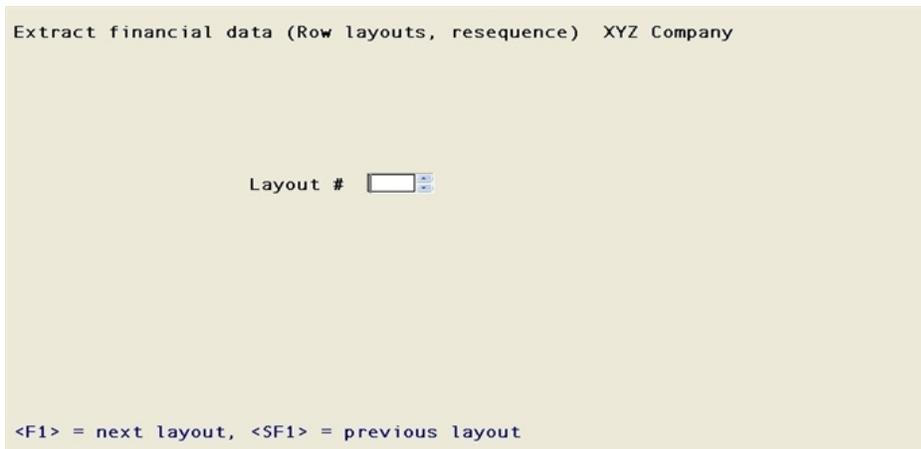
## ROW LAYOUTS, RESEQUENCE

An internal numbering system is used in the computer to keep the layout lines in sequence. If many changes are made to a layout, you may get a message (while editing the layout) stating that the layout must be resequenced. It is highly unlikely that this will ever occur during your use of General Ledger financial data extraction, but should it occur, use this selection to resequence the layout. Once done, you may continue editing the layout.

### Select

*Row layouts, resequence* from the *Extract financial data* menu.

The following screen appears:



Enter the following information:

### Layout #

### Options

Enter the number of the row layout to be resequence, or use the option:

<F1>	For the next row layout
<SF1>	For the previous row layout
Format	999
Example	Press <F1>

### Field number to change ?

Make any needed changes. Press <Enter> and the resequencing begins. Upon completion, you are informed of the number of lines that were read and written.

## SPECIFICATIONS, ENTER

This selection is used to define and maintain the specifications so that many different financial data files can be generated from the combination of any column and row layouts. Both layouts and specifications are retained on file and both are needed to generate actual financial data files. In the broadest terms, the row layout controls what appears in the different rows of the financial data file, while the column layout controls what appears in the columns.

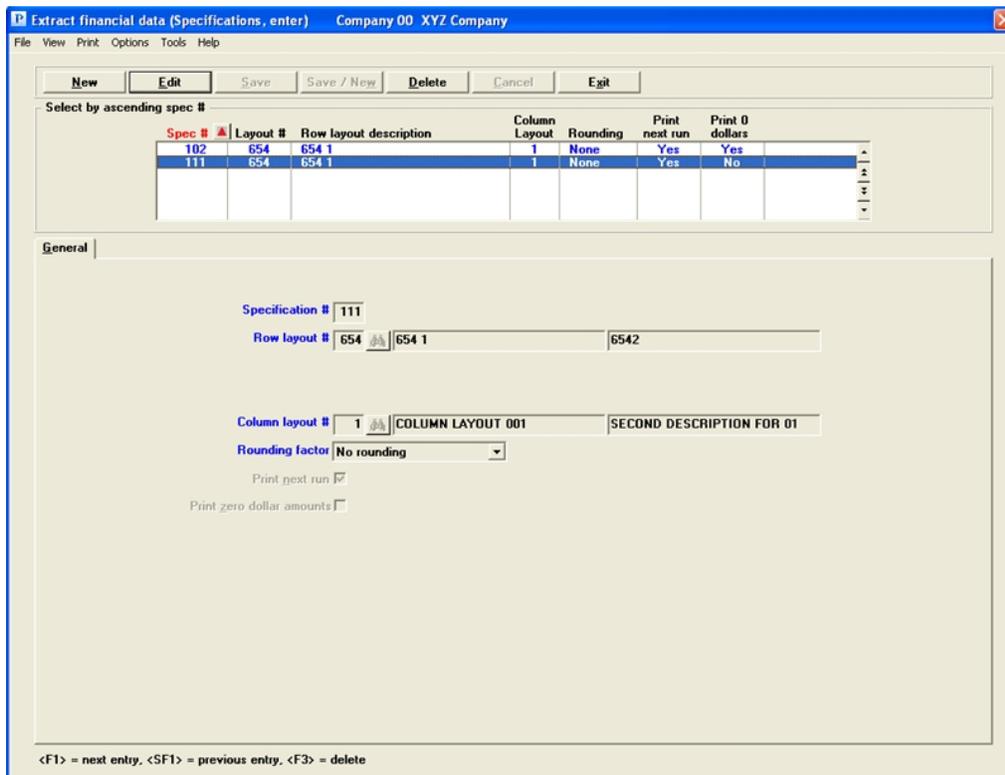
You may define, change or delete a specification, or flag it for printing on the next run.

### Select

*Specifications, enter* from the *Extract Financial data* menu.

### Graphical Mode

The following screen appears:



### Extract Financial Data Specifications List Box

The list box displays up to 6 existing specifications at a time. You may sort the specifications by specification number in ascending or descending order. To select a field or change the sort order, click on the column name or the arrow to the right of the column name or use the View options. Only column names in red may be sorted.

To locate a specification, start typing a specification number. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a specification. The <F1> and <SF1> keys function the same as the up/down arrows.

Specifications that display in the list box are available for changes or deletion. The fields for the selected specification display in the lower part of the screen.

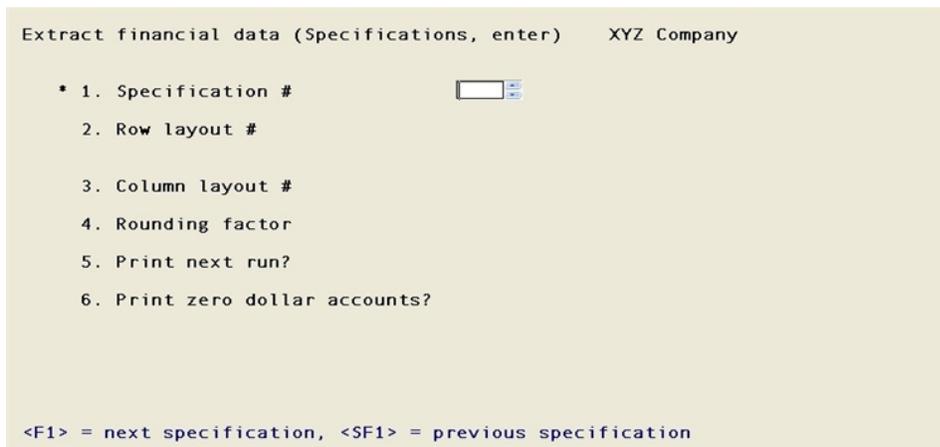
When an specification is found, you may select the <Enter> key or Edit button to start editing.

### Extract Financial Data Specifications Buttons

When you are adding or editing an existing specification, you have the following buttons, with keyboard equivalent options:

Button	Keyboard	Description
New	Alt+n	To enter a new specification.
Edit	Alt+e	To edit an existing specification.
Delete	Alt+d	To delete and existing specification. You may also select <F3> to delete a specification.
Save	Alt+s	To save a new or edited specification.
Save/New	Alt+w	To save the new or edited specification with the program ready to enter a new specification.
Cancel	Alt+c	To cancel the entry of the new specification or cancel the editing of an existing specification.
Exit	Alt+x	To cancel editing or return to the menu. You may also select the <Esc> key to exit the screen.

### Character Mode



Enter the following information:

**Specification #**

**Options**

Enter the number that you assign to identify the specification (the number cannot be zero), or use one of the options:

<F1>	For the next specification number
<SF1>	For the previous specification number
Format	999
Example	Type 001

**Row layout #**

**Options**

Enter the existing row layout number to which these specifications will be applied, or use one of the options:

<F1>	For the next row layout number
<SF1>	For the previous row layout number
Format	999
Example	Type 001

**Right row layout ?**

Select Y if it is the correct row layout and N if you want to select a different row layout.

**Column layout #**

**Options**

Enter the existing column layout number to which these specifications will be applied, or use one of the options:

<F1>	For the next column layout number
<SF1>	For the previous column layout number
Format	999
Example	Type 001

**Right column layout ?**

Select Y if it is the correct column layout and N if you want to select a different column layout.

**Rounding factor**

This is used when any of the amounts are greater than 999,999,999.99 to accommodate various preferences. Rounding to the nearest dollar will allow up to 999,999,999,999 to appear in the file. Enter one of the following option:

Character	Graphical	Description
D	Dollar rounding	Rounded to the nearest dollar.
N	No rounding	No rounding. Dollars and cents are shown.

Format	Graphical: Drop down list Character: One letter from the list above
Example	Select No rounding or type N

**Print next run**

This determines whether the financial data file for this specification will be generated the next time Produce files is run.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N
Example	Check the box or type Y

**Print zero dollar accounts**

Check this box to print zero dollar accounts, or leave it unchecked not to print zero dollar accounts. This overrides the suppression of inactive accounts described in the Extract financial data [Row Layouts, Enter](#) section.

Format	Graphical: Check box where checked is yes and unchecked is no. The default is unchecked. Character: One letter, either Y or N. The default is N
Example	Check the box or type Y

Make any changes and select Save. See [Extract Financial Data Specifications Buttons](#)

## Character Mode

### Field number to change ?

### Options

Make any needed changes from Field number to change. Then press <Enter> to process another specification. For an existing entry you may also use one of the options:

<F1>	For the next specification
<SF1>	For the previous specification
<F3>	To delete this specification

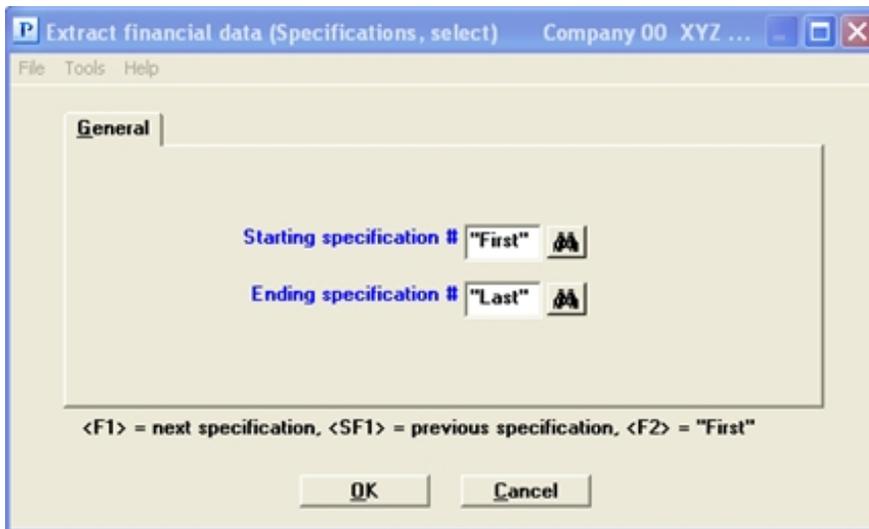
## SPECIFICATIONS, SELECT

The selection function lets you turn on the [Print next run](#) field (field #5 in the *Specifications: Enter selection*) on all specifications at once, or on any range of specifications. This is merely a convenient alternative to setting the flag on each specification individually each time you want to generate that financial data file.

### Select

*Specifications, select* from the *Extract Financial data* menu.

### Graphical Mode



### Character Mode

The following screen appears:



Enter the following information:

Starting specification *#through*

Ending specification #

### Options

Enter the range of specifications to select for extraction, or use one of the options:

<F1>	For the next specification
<SF1>	For the previous specification
<F2>	For the <First> starting specification or <Last> ending specification
Format	999 at each field
Example	Press <F2> at each field

### OK or Cancel

Make any needed changes. Select OK or press <Enter> to return to the menu.

## SPECIFICATIONS, UNSELECT ALL

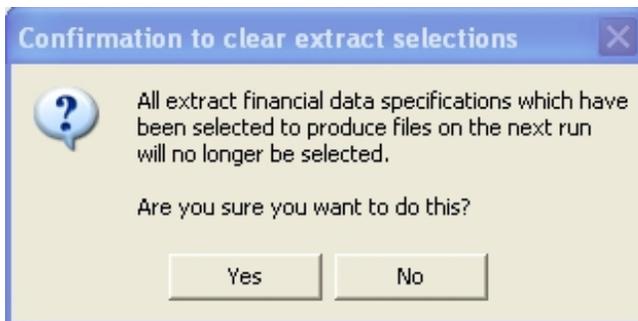
This function enables you to clear the [Print next run](#) run field for all Extract financial data specifications. If you do not want to unselect them all, you may unselect them individually from the *Specifications, enter* menu selection.

### Select

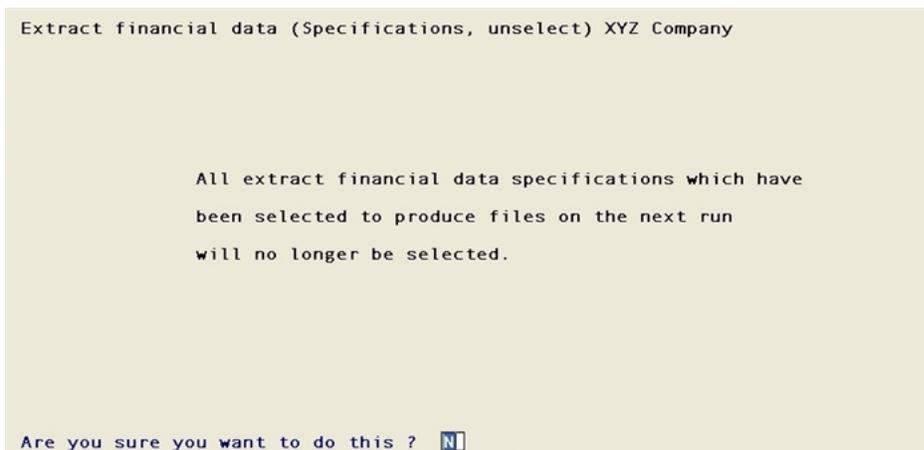
*Specifications, unselect all* from the *Extract Financial data* menu.

The following screen appears which tells you what it is going to do:

### Graphical Mode



### Character Mode



Enter information as follows:

### Are you sure you want to do this?

Select Yes to proceed to deselect all Extract financial data specifications, or No to cancel and return to the Extract financial data menu.

Format	Graphical: Yes/No push buttons Character: One letter, either Y or N
Example	Select Yes or type Y

## SPECIFICATIONS LIST

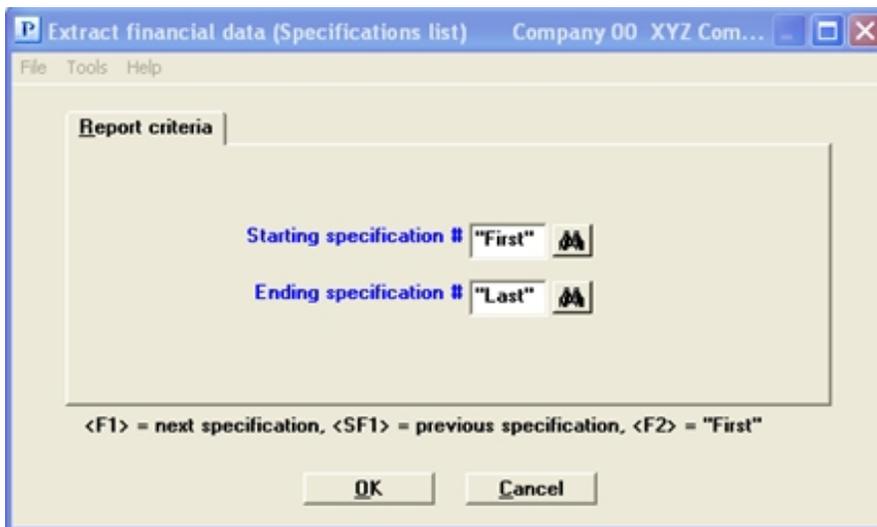
The *Specifications list* selection enables verification of the specifications entered for the statements.

### Select

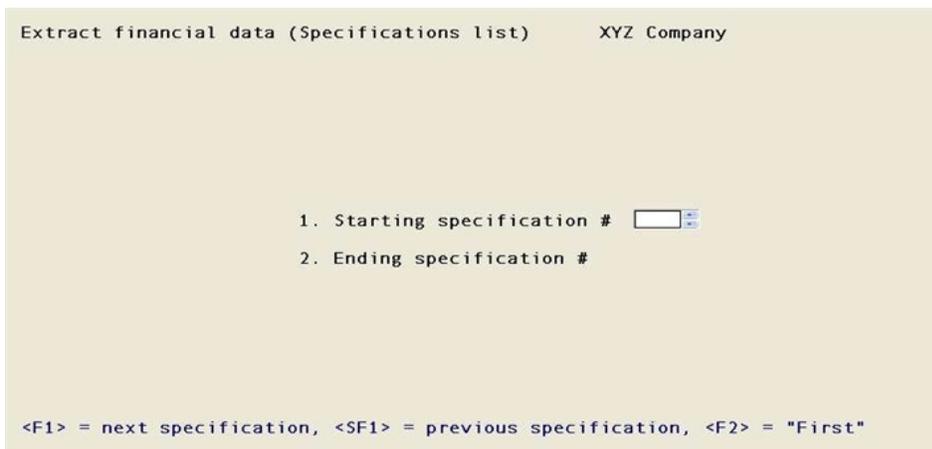
*Specifications list* from the *Extract Financial data* menu.

### Graphical Mode

The following screen appears where you may enter the starting and ending numbers of the specifications to be printed:



### Character Mode



Enter information as follows:

Starting specification # *through*

Ending specification #

### Options

Enter the range of specifications to be printed, or use one of the following options:

<F1>	For the next specification
<SF1>	For the previous specification
<F2>	For the <First> starting specification or <Last> ending specification
Format	999 at each field
Example	Press <F2> at each field

### OK or Cancel

Make any needed changes. Select OK to print the Extract Financial Data Specifications List.

## PRODUCE SAMPLE

This selection is used to generate a sample of the Extract financial data file from a layout so that you can see how the final file will look.

The sample file will look like the Extract financial data file, with these exceptions:

- In the sample file, the file name will be SAMP001.CSV, where 001 is the specification number used to create this sample file;
- In the sample file, all amounts will be extracted as 999,999,999.99.
- Account and PATR layout lines that appear in this sample file will not appear on the actual Extract financial data file if their amounts are zero.
- If an account number used in the layout is no longer in the Chart of Accounts File, the description that prints on the actual financial data file will be Account (account number) not on file.

### Select

*Produce sample* from the *Extract Financial data* menu.

The following screen appears:

```
Extract financial data (Produce sample)          XYZ Company

1. Specification #          [ ]
Row layout #
Column layout #
Rounding factor
Print next run?
Print zero dollar accounts?

<F1> = next specification, <SF1> = previous specification
```

Enter the following information:

### 1. Specification #

#### Options

Enter the number of the layout to print, or use one of the options:

<F1>	For the next layout on file
<SF1>	For the previous layout on file

Format	999
Example	Type 3

### Field number to change ?

Make any needed changes. Press <Enter> to display the CSV sample.

In character-based (termcap) Linux a message at the bottom of the screen will display. It will indicate that a SAMPL001.CSV file , where 001 is the specification number, is created in the top-level PBS directory.

## PRODUCE FILES

The *Produce files* selection enables you to generate the financial data files you have selected to “Print next run”. Each specification which has the Print next run? set to “Yes” will generate one financial data file.

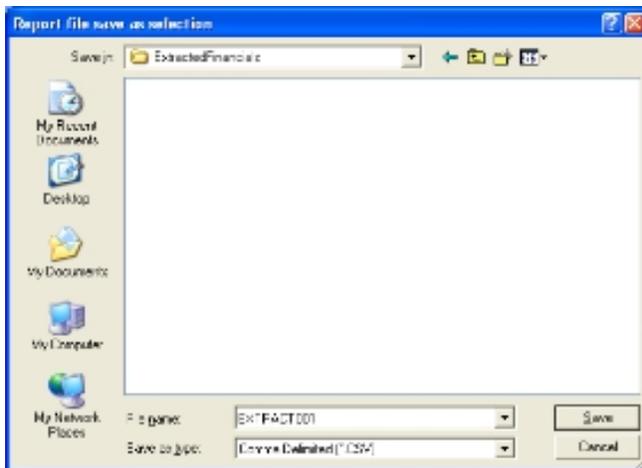
Note that running this selection does not turn off this flag. If you are extracting financial data files individually, you should run Selections: Unselect all after each run.

### Select

*Product files* from the *Extract Financial data* menu.

Using a Linux server it will display a message at the bottom of the screen indicating that the file was created. The files are created in the top-level PBS directory. No backups are of previous files are made.

In Windows and Thin client the following window appears:



Enter the following information:

### File Name

Enter the name of the file or select <Enter> to use the default name.

Format	10 characters
Example	Select <Enter> for the default name

Also you can change the location of where the file is saved.

If there is more than one file selected in 'Print next run', you will be prompted to save each file.

There will be a period of processing as each file is generated. This screen will be repeated for each file to generate. The previous directory used and a default filename based on the specification number will be provided.

Using a non-thin client based (termcap) Linux installations an EXTRACT001.CSV file, where 001 is the specification number, is created in the top-level PBS directory.

# Tax and Audit Schedules

This chapter contains the following topic:

[Preparing Tax and Audit Schedules](#) .....

## PREPARING TAX AND AUDIT SCHEDULES

The *Tax and Audit Schedules* selections provide assistance to prepare two types of audit preparations:

- A Lead Schedule to facilitate a preliminary audit which allows an accountant to review the status of the company books in a sequence conducive to making corrections.
- A Detail Schedule to prepare and print schedules for audit, federal tax, or local/state tax purposes.

Almost every company that uses the Passport accounting product has a need to make lists, called schedules, of selected accounts during the course of the year. These schedules can be for audit, federal tax, or local/state tax purposes. These cannot be generated through standard financial layout methods because the layout specification recognize accounts by their account number only. This selection uses instead the *audit group*, *federal group*, and *local group* codes in the *Chart of accounts* selection. See [Group Codes](#) in the *Chart of Accounts* chapter.

### Select

*Tax and audit schedules* from the *Reports* menu. The following screen appears:



### Please select

On the screen above, select *Lead schedules* or *Detail schedules* as desired.

### OK or Cancel

Select OK to continue to either the Lead schedules or Detail schedules screen. Select Cancel to return to the menu.

## Lead Schedules

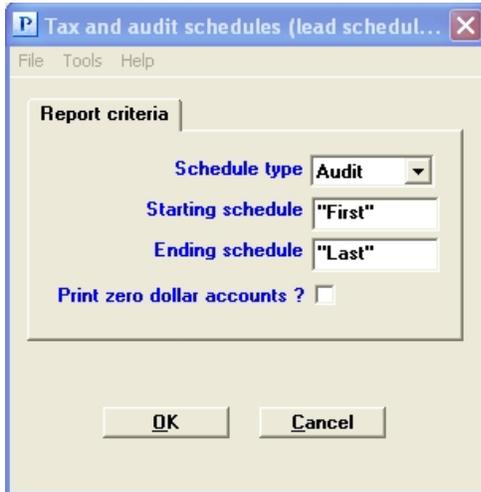
The Lead schedules allows for a preliminary audit schedule to allow the accountant to review the status of the company books in a sequence conducive to making corrections. Two reports will be generated: detail by accounts and a summary.

### Select

Lead schedules from the first *Tax and audit schedules* screen.

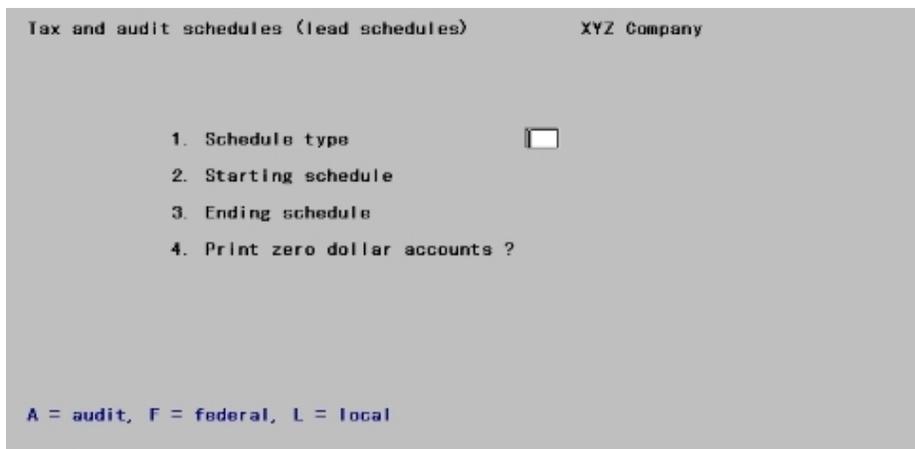
## Graphical Mode

The following screen appears first:



## Character Mode

The following screen appears:



### Schedule type

Enter the schedule type; Audit (A), Federal (F), or Local (L). Press <Esc> or select Cancel to return to the opening screen.

### Starting schedule *and* Ending schedule

### Options

Enter the range of schedule types to be printed. You may use the option:

<F2> For the First starting schedule or Last ending schedule

Format                    3 characters  
Example                  Press <F2> at each field

**Print zero dollar accounts**

This controls whether accounts with a zero balance will be included in the report.

Format	Graphical: Check box where checked is yes and unchecked is no, The default is unchecked. Character: One letter, either Y or N
Example	Select <Enter> for the default or type N

**OK or Cancel**

Select OK to display a list of printers. Select a printer to print the report.

Select Cancel to return to the previous screen. You will be at the [Please select](#) field.

**Detail Schedules**

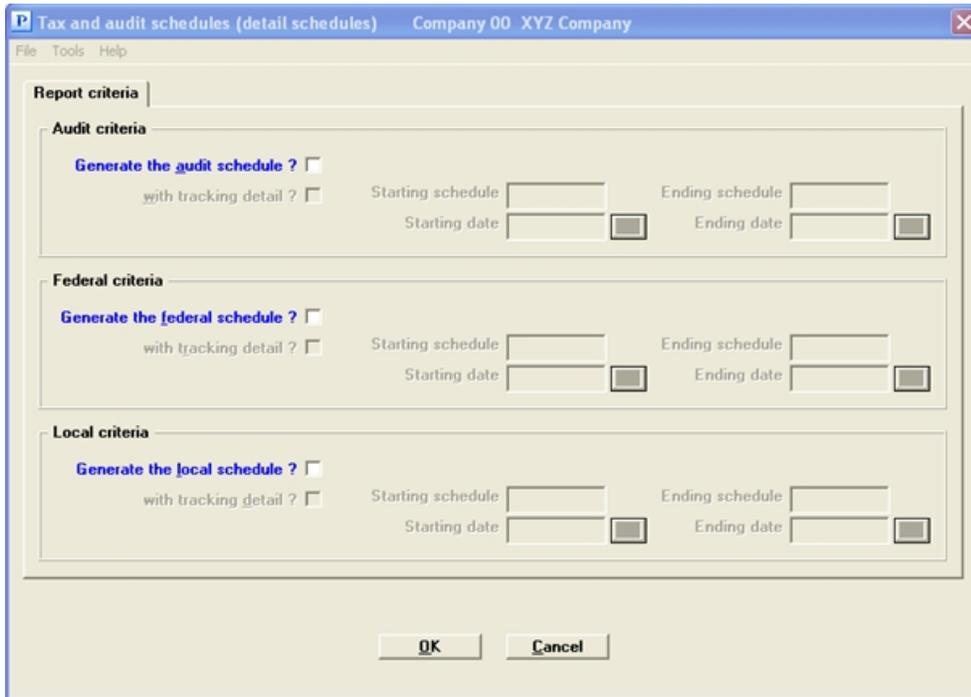
You can generate an audit schedule, federal schedule, or local schedule, with or without tracking detail. Tracking detail consists of source journal number and document number. The printed report can contain one, two, or all three schedules. Each schedule is derived from the entries in the corresponding group code in *Chart of accounts*.

**Select**

*Detail schedules* from the first *Tax and audit schedules* screen.

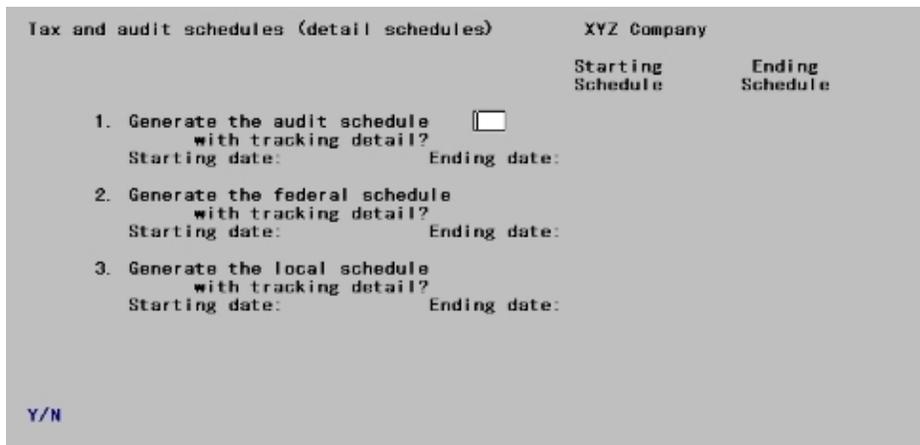
**Graphical Mode**

If you selected Detail schedules, the following screen appears:



## Character Mode

The following screen appears:



Enter the following information:

### Generate the audit schedule

Check the box for yes and leave unchecked for no (answer Y for yes or N for no). If you leave the box unchecked, the cursor proceeds at once to the *Generate the federal schedule* field.

Format	Graphical: Check box where checked is yes and unchecked is no, The default is unchecked. Character: One letter, either Y or N
Example	Check the box or type Y

**With tracking detail**

Answer Y or N as to whether you desire tracking detail with this schedule. Tracking detail includes the source, journal number and document numbers. When tracking detail is specified, the report also has a line between transactions and a work area at the right for adding manual notes. Generally, you would answer N for lists to be sent with tax returns and Y for worksheets to be used by auditors.

Format	Graphical: Check box where checked is yes and unchecked is no, The default is unchecked. Character: One letter, either Y or N
Example	Check the box or type Y

**Starting Schedule *and* Ending Schedule**

**Options**

Enter the range of audit codes to be included, or use the option:

<F2>	For the First starting audit code or Last ending audit code
Format	Three characters
Example	Type OS1 in the first column Type OS2 in the second column

**Starting date**

**Options**

Enter the earliest date to be included in the report, or use one of the options:

<F2>	For the start of the reporting period
<F3>	For the start of the fiscal year
Format	MMDDYY
Example	Press <F2>

**Ending date**

**Options**

Enter the latest date to be included in the report, or use one of the options:

<F2>	For the end of the reporting period
<F3>	For the end of the fiscal year

Format	MMDDYY
Example	Press <F2>

**Generate the federal schedule *and* Generate the local schedule**

The other fields are entered in the same manner as the fields associated with the *Generate audit schedule* field.

Format	Graphical: Check box where checked is yes and unchecked is no, The default is unchecked. Character: One letter, either Y or N
Example	Select <Enter> for the default or type N at each field

**OK or Cancel**

Select OK to display a list of printers. Select a printer to print the report.

Select Cancel to return to the previous screen. You will be at the [Please select](#) field.

# Actuals, Budgets, and Comparatives

This chapter contains the following topic:

[Reporting Actuals, Budgets, and Comparatives](#) .....

## REPORTING ACTUALS, BUDGETS, AND COMPARATIVES

The *Actuals, Budgets, & Comparatives* selection enables you to create reports showing the differences between the company actuals, budgets, and comparatives.

The report allows up to six columns and lets you specify any budget, actual, or comparative amount for each column, as well as allowing differences between columns to be shown.

### Select

*Actuals, Budgets, & Comparatives* from the *Reports* menu.

### Graphical Mode

A screen similar to the following appears:

Reports (Actuals, budgets & comparatives) Company 00 XYZ Company

File Tools Help

Report criteria More data columns

Starting account # "First"

Ending account # "Last"

Account status "All"

Starting period 1 Ending period 12

Show Periods

Rounding factor Dollar

Amounts to show Period ending

Data for column 1

Type Actuals

Year to be displayed 2010

Budget type

Enter sub account/group All sub accounts

Sub account

Department

Data for column 2

Type BLANK COLUMN

Year to be displayed

Budget type

Enter sub account/group

Sub account

Department

<F1> = next account, <SF1> = previous account, <F2> = "First"

OK Cancel

### Character Mode

The following screen appears:

Actuals, Budgets and Comparatives		XYZ Company
1. Starting account #	<input type="text"/>	
2. Ending account #		
3. Account status ?		
4. Starting period	Ending period	
5. Show periods/qtrs		
6. Rounding factor		
7. Show period ending/ytd/net change \$		
8. Data for column 1?		Enter budget type
Enter the year to be displayed		
Enter sub acct/group		
9. Data for column 2?		Enter budget type
Enter the year to be displayed		
Enter sub acct/group		
<F1> = next account, <SF1> = previous account, <F2> = "First"		

**Starting account # and**

**Ending account #**

**Options**

Enter the range of accounts for which you want to print a report. You may also use one of the options:

<F1>	For the next account
<SF1>	For the prior account
<F2>	For the <i>First</i> starting account or the <i>Last</i> ending account
Format	Your standard main account format, as defined in <i>Company information</i>
Example	Press <F2> at both fields

**Account status**

You may determine if you want to report on active, inactive or both accounts.

If there are G/L transactions for the current fiscal year, the status will be active.

**Options**

Enter either:

Character	Graphical	Description
A	Active only	Active accounts
I	Inactive only	Inactive accounts
<F5>	"All"	For "All" types of accounts

Accounts that have been active in previous years, but are not needed for the current fiscal year are inactive accounts. By making them inactive, they cannot be used for entry but they can be reported on.

Format	Graphical: Drop down list using one of the choices in the table above. The default is "All" Character: Either A, I or <F5> for "All"
Example	Active only or type A

### Starting period *and* Ending period

Specify the range of accounting periods you want in this report.

Format	A non-zero number not greater than the number of accounting periods defined in the <i>Accounting periods</i> selection
Example	Type 1 and then type 3

### Show

#### Options

This question determines the level of detail which will show on the report. Your choices are:

Character	Graphical	Description
P	Periods	To show periods. All periods with their totals will be printed.
Q	Quarters	To show quarters. Periods will be summarized by fiscal quarters. Periods are grouped into quarters by threes, regardless of the period beginning and end dates; if there are thirteen periods, the last period is assigned to the fourth quarter.

Format	One selection from above
Example	Select Quarters or type Q

### Rounding factor

#### Options

Select either:

N	For no rounding
D	To round to nearest dollar

Format	One character
Example	Type D

**Amounts to show**

**Options**

Choose one of the following:

Character	Graphical	Description
P	Period ending	Show the period-end dollar amount of each account.
Y	Year-to-date	Show the year-to-date dollar amount of each account.
N	Net change	Show the dollar amount of net change during the period.

Format	One selection from the list above
Example	Type Y

**Data for column 1 and 2**

**Type**

**Options**

Select the column content. Choose one of the following:

Character	Graphical	Description
1	Actuals	For actuals
2	Budgets	For budgets
3	Comparatives	For comparatives
(Blank)	BLANK COLUMN	Do not use this column. Other than column 1, you can skip a column and still put data in the columns to its right. If you choose this option, the cursor will move to the Type field for the next column

Format	One selection from the list above
Example	Select Budgets or type 2

**Year to be displayed**

Enter the year of the actuals, comparatives or budgets. For actuals it should be the current or next year. For comparatives this should be a past year. Budgets can be for any past, current, or future year.

Of course, you cannot specify a past year which you have already purged, nor a future year for which you have not yet created a budget.

If an invalid actual year is entered then the following message will display:

Only current or next year allowed for ACTUALS.

Format	9999
Example	Type 2009

**Budget type**

**Options**

If you have selected budgets, enter the budget type or use one of the following options:

<F1>	For the next budget type
<SF1>	For the previous budget type

Format	15 characters
Example	Press <F1>

**Enter sub account/group**

**Options**

Select one of the following:

CHARACTER MODE	GRAPHICAL MODE - COST CENTERS	1 OR 2 COST CENTER SEGMENTS	GRAPHICAL MODE - SUB ACCOUNTS	NO COST CENTER SEGMENTS
P	Cost center	Print for cost center	Sub account	Print for sub-account
G	Cost center group	Print for cost center group	Sub account group	Print for sub-account group
A	All cost centers	Print for <All> cost centers	All sub accounts	Print for <All> sub-accounts

Format	One selection from the list above
Example	Select All sub accounts or type A for <i>All</i> .

### Options

- If you answer P, you will be prompted to enter a valid cost center (or sub account).

<F1>	For next
<SF1>	For previous
<F5>	For <i>All</i> accounts regardless of sub-account
Format	Your standard sub-account format as defined in <i>Company information</i>
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

### Options

- If you answer G, enter the group code. This must previously have been defined in *Cost center groups* or *Sub-account groups*. You may use one of the options:

<F1>	For the next group
<SF1>	For the previous group
<F5>	For <i>All</i> groups. Note this is not the same as answering A, because some accounts may belong to more than one group, and some may not belong to any. An account which is present in two groups will <i>not</i> be counted twice in the report.
Format	Eight characters
Example	(Does not occur in this example because you have chosen A for <i>All</i> )

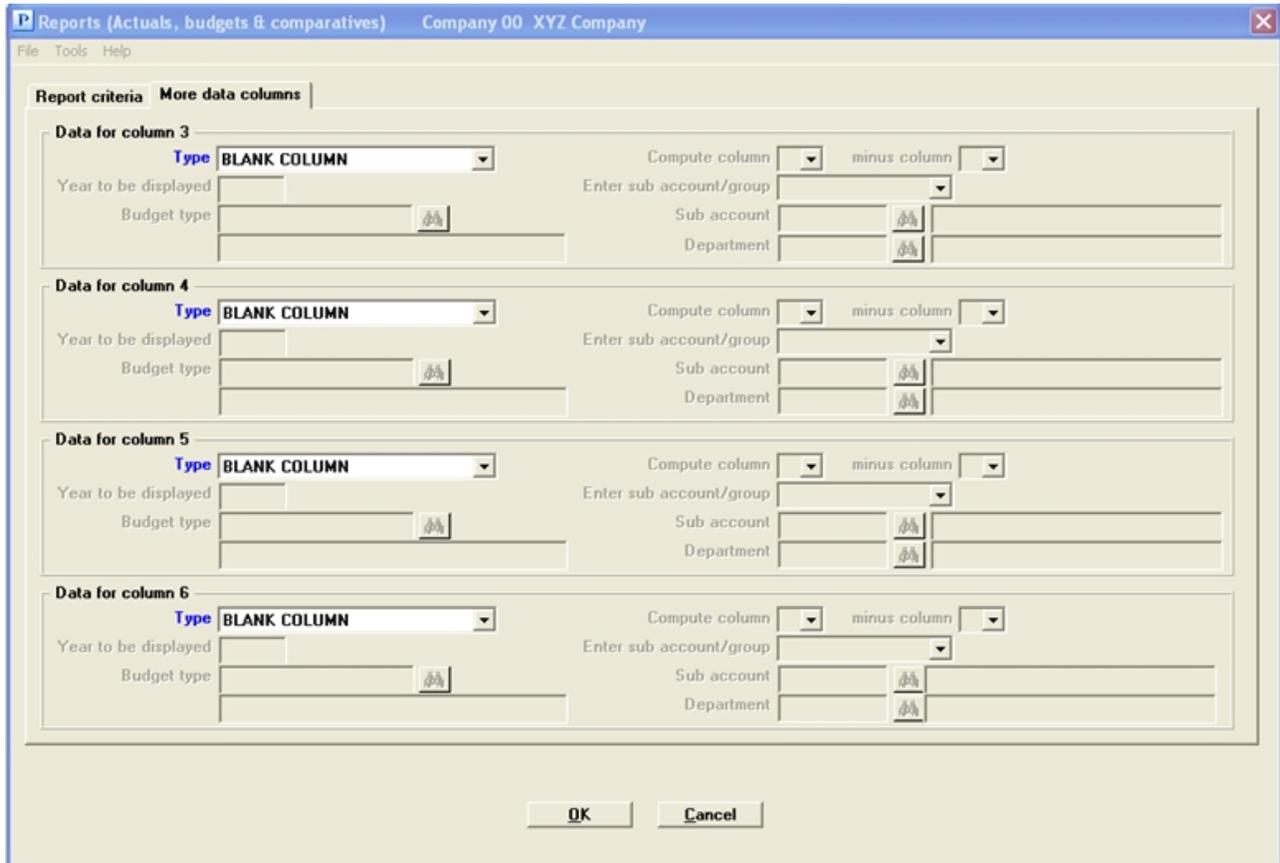
- If you answer A, all accounts are selected without regard to cost center or sub-account.

### Data for column 2

Follow the instructions for column 1 to specify the contents of column 2.

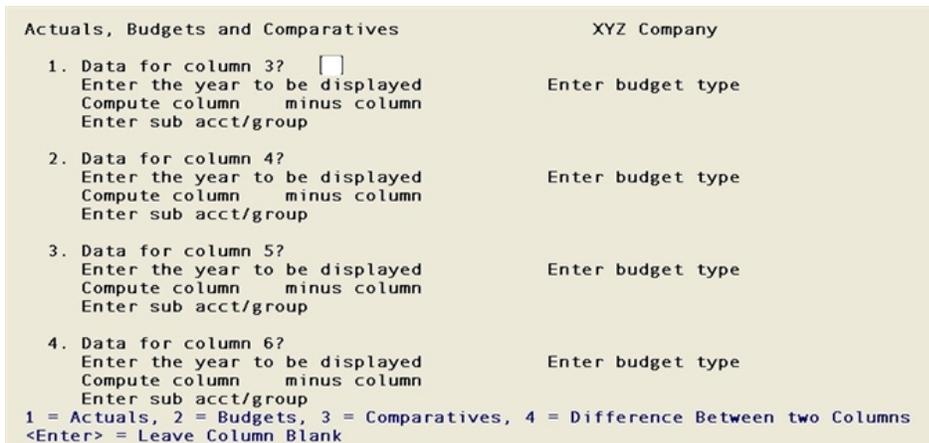
Check the screen and change any fields as necessary. Press <Enter> for the next screen. Two screens are needed to specify all six columns. The second screen appears even if you have only specified one column on the first screen (since blank spacer columns are allowed between data columns).

The following screen appears:



## Character Mode

The following screen appears:



This second tab / screen lets you define the remaining four columns.

## Difference

This screen also enables you to request an additional type of column, one that shows the *differences* between preceding columns. For example, if you specify Budgets in column 1 and Actuals in column 2, column 3 can show the difference between Budgets and Actuals:

COLUMN 1	COLUMN 2	COLUMN 3
<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
\$10,000	\$5,000	\$5,000

You could therefore, specify Actuals, Budgets, and Comparatives in columns 1, 2, and 3 and then specify differences in columns 4, 5, and 6. You have the flexibility to design the report according to your needs.

## Data for columns 3, 4, 5 and 6

### Options

Select the column content from the table below:

Character	Graphical	Description
1	Actuals	For actuals
2	Budgets	For budgets
3	Comparatives	For comparatives
4	Difference between two columns	For the difference between two columns. See <a href="#">Difference</a>
(Blank)	BLANK COLUMN	For not using this column. Other than column 1, you can skip a column and still put data in the columns to its right. If you choose this option, the cursor will move to the Type field for the next column

Format	One character from the list above
Example	For this screen, enter the fields shown in the illustration above.

Actual, budget, comparative, and blank columns have already been explained when describing Field #7 of the preceding screen.

### Compute column nn minus column nn

This field only applies if you chose 4 (differences) for this column; otherwise column numbers cannot be entered.

The year, budget type, and cost center / group fields are all skipped for difference columns. All that is necessary is to identify which two columns you want to subtract from each other.

Column entry is positional. *nn* above represents a column number from 1 through 6. In character mode this is *not* the same as the field number. You *can* specify column 1 or 2 even though these were entered on the preceding tab/screen.

The column you are subtracting can be either left or right of the column you are subtracting it from, but both these columns must be to the left of the column where you put the difference. You cannot subtract a column from itself.

Format	Two column numbers, each in the range of 1 through 6
Example	(not used in this example)

**OK or Cancel**

Make any needed changes. Upon pressing OK the report will be printed. In character mode select <Enter> to print the report.

This is not an audit trail report so it may be viewed on the screen.

# Summarize General Ledger

This chapter contains the following topics:

[Compressing G/L Entries](#) .....

[Using Summarize General Ledger](#) .....



Format	MMDDYY The default is the ending date of the current period, as defined in <i>Accounting periods</i>
Example	Press <Enter>

### Any change ?

Answer Y to re-enter the screen, or N to continue. If you answer N, there will be a period of processing as your General Ledger entries are summarized. When processing is complete, press <Esc> to return to the main menu. No report is produced.

## USING SUMMARIZE GENERAL LEDGER

The purpose of this selection is to remove detail from the General Ledger Transaction file. There could be two reasons for doing this:

- You no longer need to see the detail and you would like your General Ledger reports to be shorter.
- You have so many detailed entries on file that you are running out of disk space, and processing is taking a long time.

After you summarize, the total number of entries in your General Ledger Transactions is reduced. This speeds up most other G/L functions.

If you are on a vision system (not SQL) you can also now recover some disk space. This does not automatically happen, however, just by running *Summarize general ledger*. To recover disk space, refer to the *File Data Recovery Utilities* chapter in the *PBS Administration* documentation. You will need to export and restore the transaction data.

### Summarizing by Date

Transactions for a given date and account, and having the same journal number, are accumulated and written out as a gross debits transaction and a gross credits transaction to the General Ledger Transaction file with a sequence number of zero. For each date, a table of up to 100 journals is updated, so date compression is effective by account, by date, by journal number.

When summarizing by date, *all* entries on a single day for one account are summarized into a *maximum of two* entries for that account: one entry for the debit amount, and one entry for the credit amount.

Also, amounts of entries marked as correcting entries are subtracted from the appropriate debit or credit amount before the summary debit or credit amount is calculated.

For example, if an asset account has a debit entry for \$100 and also has a credit entry (marked as a correcting entry) for \$10, the summary entry is a debit for \$90.

If debits and credits exactly cancel each other, *no* summarized entry is generated.

For example, consider the following:

Date	Debit	Credit	Correcting entry ?
3/6/18	10.00		N
3/6/18		10.00	Y
3/6/18	345.80		N
3/6/18		22.44	N

Date	Debit	Credit	Correcting entry ?
3/6/18	182.40		N
3/6/18	92.90		N
3/29/18	252.08		N
3/29/18	165.04		N
	1,048.22		

After the entries are summarized, the file contains the following for this account:

Date	Debit	Credit	Correcting entry ?
3/6/18	621.10		N
3/6/18		22.44	N
3/29/18	417.12		N

The Source field of a summarized entry is set to Comp (for summarized), and the Reference field is set to Entry summary this date.

### Summarizing by Period

When summarizing by period, all entries for one account are summarized into a maximum of two entries for each accounting period. Correcting entries are handled as described above for summarizing by date.

Summarizing the entries of the preceding example (by period) results in the following:

Date	Debit	Credit	Correcting entry ?
3/31/18	1038.22		N
3/31/18		22.44	N

Note that summarizing by period assigns the ending date of the *period* to the summarized entry.

Comp (which stands for Compressed) is assigned as the source for the entry, and Entry summary this period is assigned as the reference.



# COA Spreadsheet Extract

This chapter contains the following topics:

[Creating a Chart of Accounts Text File](#) .....

[Extracting the File](#) .....

## CREATING A CHART OF ACCOUNTS TEXT FILE

Use the *Spreadsheet extract* selection to produce a text file of your Chart of Accounts. This includes your actual amounts (but not your budget of comparative amounts).

The file that is produced is a comma-separated value file. See [Comma-separated-values \(CSV\)](#). Several programs, including Open Office and Microsoft Excel, that can open and edit this spreadsheet file .

There are two fiscal years in accounting periods. The program will only create an extract for the year on the left side of the accounting periods screen.

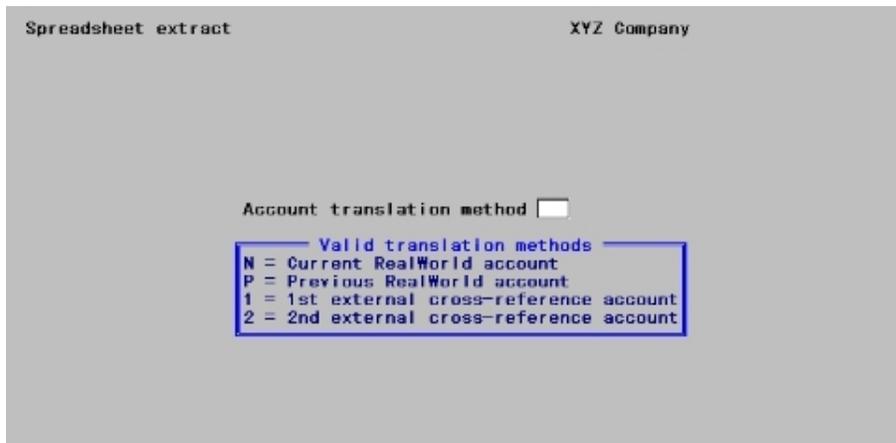
### Select

*Spreadsheet extract* from the *Utility* menu.

What screen appears next depends on what you have answered to the question *Use cross-reference file ?* in the *Company information* selection of the System Manager (CTL) module.

### When the Cross-Reference File is Enabled

If you answered Y to the question *Use cross-reference file?*, the following screen appears:



Enter the following information:

**Account translation method**

### Options

Specify which account number you wish written to the spreadsheet. Your choices are:

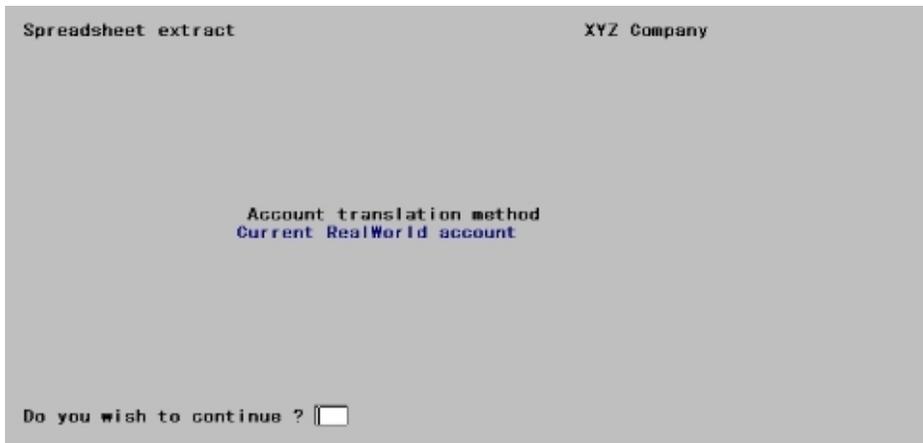
N	Current Passport account
P	Previous Passport account
1	1st external cross-reference account
2	2nd external cross-reference account
Format	One letter from the list above. There is no default.
Example	Type N

**Any change ?**

Answer Y to re-enter the screen, or N to continue. If you answer N, continue at the Extracting the file section below.

**When the Cross-Reference File is Disabled**

If you answered N to the question Use *cross-reference file?*, the following screen appears:



Enter the following information:

**Do you wish to continue ?**

Answer Y to continue performing the extract, or N to return to the previous menu. If you answer Y, continue at the Extracting the file section below.

## EXTRACTING THE FILE

There will be a period of processing as the file is written. A running display will show which record is currently being processed.

When all records have been processed, in Windows and Thin client the browser window appears with the data displayed. On a Linux termcap system you will automatically be returned to the G/L main menu. Refer to the instructions for the CSV compatible spreadsheet program you are using to determine compatibility and loading instructions for this type of file.

### Description of the Output File

The file produced is GLCSVF???.CSV, where ?? is the company code.

- Each time you use this selection, the file will be replaced. To save a file, rename it or save/move it (select the Save as button in the browser) to another directory.
- The file will be saved to your PBS top-level folder (directory).
- In Windows, when the file is open, a message displays: A file needed is protected by another function. Cannot run your selection - try again later.

You must close the file in order to run it again.

The file is a text file with a line (or row) for each account in your Chart of Accounts. There are no lines containing headers, total or format information.

Each line contains values (or columns) for:

- G/L account number
- account description
- debits brought forward
- credits brought forward
- debits in the current period
- credits in the current period

Each value (field) is separated from the next value by a comma. The G/L account number and description are in quotation marks. The dates used to determine the current period are the reporting period in *Accounting periods*.

The G/L account number can have up to three different formats:

Account structure	No. of columns	Length of each
Current Passport	4	8
Previous Passport	1	17

<b>Account structure</b>	<b>No. of columns</b>	<b>Length of each</b>
1 <sup>st</sup> external cross-reference	1	40
2 <sup>nd</sup> external cross-reference	1	40

In all cases the columns are enclosed by quotation marks and comma-delimited.

# Calculate Loan Payments

This chapter contains the following topic:

[Calculating Loan Payments](#) .....

## CALCULATING LOAN PAYMENTS

The *Calculate Loan Payments* selection enables you to calculate loan payments and to print an amortization schedule. For each calculation, enter any three of these four fields:

- Principal
- Interest rate
- Number of payments
- Payment amount

The program then calculates and displays the fourth field for you.

### Select

*Calculate loan payments* from the *Utility* menu.

The following screen appears:

```
Calculate loan payments                                XYZ Company

      1. Description                                
* 2. Principal
* 3. Interest rate
      4. Payments per year
* 5. Number of payments
* 6. Payment amount

<F2> = "Loan repayment information"
```

Note the four fields identified by asterisks (\*) on the screen. The asterisks do *not* have the standard Passport meaning (this field is a key field which cannot be changed); instead they mean this is one of four fields, any one of which, when left blank, will be calculated from your entries in the other three.

Enter the following information:

### 1. Description

#### Options

Enter a description or use the option:

| <F2> | For Loan repayment information

This description will appear as the title of the amortization schedule, if you choose to print one.

Format	30 characters
Example	Type Car loan schedule

## 2. Principal

Enter the principal amount of the loan.

Format	99,999,999.99
Example	Type 23556

## 3. Interest rate

Enter the interest rate charged.

Format	99.999
Example	Type 5.75

## 4. Payments per year

Enter the number of payments to be made each year.

Format	99 The default is twelve.
Example	Press <Enter>

## 5. Number of payments

Enter the total number of payments to pay back the loan.

Format	999
Example	Type 36

## Allow change to payment amount ?

You are asked this question only if you have left the preceding field blank; that is, if you are attempting to discover how many payments are necessary to pay off the loan.

- Answer Y if you wish program to adjust the payment amount in Field #6 so as to equalize or nearly equalize each period's payment amount.
- Answer N if you wish the payment amount in Field #6 to be retained exactly. Any adjustment will be put into the last payment period.

Format	One letter, either Y or N
Example	(Does not occur in this example)

### 6. Payment amount

Enter the amount of each payment.

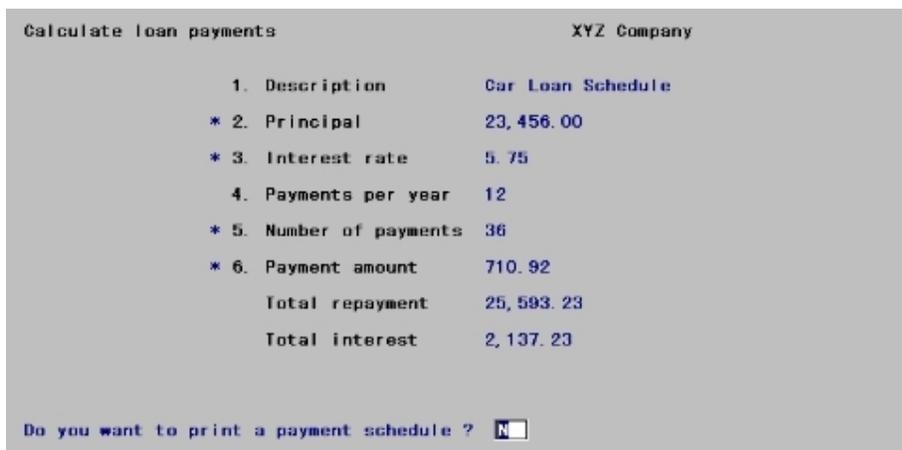
Format	9,999,999.99
Example	Press <Enter> (meaning that this field is the one you are trying to calculate)

### Field number to change ?

Make any needed changes and press <Enter>.

One and only one starred field should have been left blank. If not, you are so informed and can change any field.

If one field has been omitted, that field is calculated and displayed:



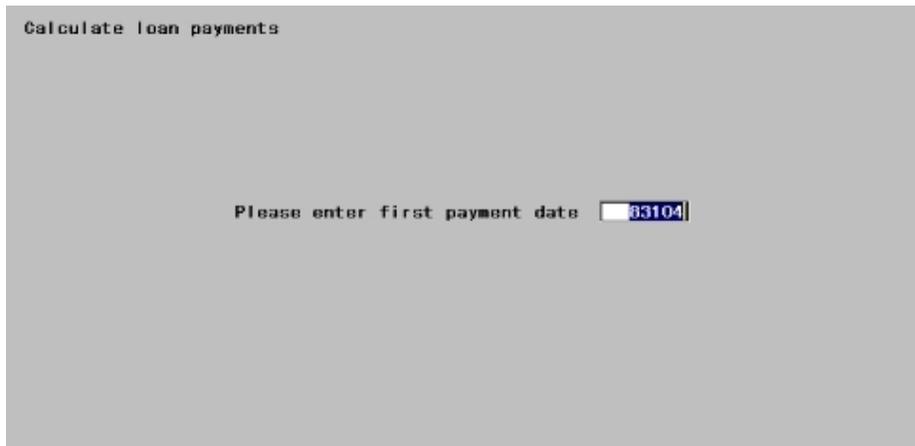
The displayed total repayment amount (principal plus interest) and total interest amount are approximate. Print the amortization (payment) schedule to get their correct values.

### Do you want to print a payment schedule ?

Answer N to terminate this calculation, or Y to print it out.

Format	One letter, either Y or N. The default is N.
Example	Type Y

If you answer Y, the following screen appears:



Enter the following information:

**First payment date**

Enter the date of the first payment is to be made.

If the payment interval is twelve payments per year, the payment date will be the same calendar day of the month as you enter here (making allowances as needed for short months).

Format	MMDDYY The default is the current date,
Example	Press <Enter>

**Any change ?**

Answer Y to re-enter the screen, or N to print the report.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter>

Totals are given for the calendar year (not fiscal year).

# Close a Fiscal Year

This chapter contains the following topics:

<a href="#">Closing Out a Year</a>	.....
<a href="#">Post Closing Entries Selection</a>	.....
<a href="#">Print Closing Report</a>	.....
<a href="#">Post Closing Entries</a>	.....

## CLOSING OUT A YEAR

The *Close a year* selection enables you to run this function at the end of your accounting year as part of the closing procedure. It consists of two functions:

- *Print closing report* - This function is used to print the Year End Closing Report, which shows the net profit (loss) entries that will be made by *Post closing entries* when it is run. This report may be printed to verify the net profit for the year *prior to closing GL* so that any final corrections can be made.
- *Post closing entries* - This function is used to close the year. It performs the actions needed to close the fiscal year. These actions are described in detail later in this chapter.

### If Not Ready to Close the Year

It often occurs that you must start your new fiscal year before the old fiscal year is closed. This occurs, for example, if your fiscal year ends on June 30<sup>th</sup> of the year, but the final adjusting entries are not made available to you until August. In this case, you must start your new fiscal year before closing the previous year.

If you are not ready to close your General Ledger at fiscal year end, you can take the following steps so that you can process information for the new year.

- This step is only needed if you plan to print balance sheets in the new year prior to closing the previous year. In this case, you need to make a temporary posting of retained earnings and modify your financial statements as described below.

Determine the unadjusted net profit for the current year.

Assuming there is a net profit for the year, make the following entry, dated the last day of the old year:

DR	Suspense account (an O/S account)	
	<hr/>	
	CR	Unadjusted retained earnings (a B/S account)

Add Unadjusted retained earnings to the balance sheet. Note that since this account usually has a 0 balance, it can be placed permanently on the B/S layout, since it will only be printed when it has a non-zero balance (unless you requested that Financial Statements print zero dollar accounts).

Do not add the suspense account to the Operating statement layouts. This ensures that the closing year profit is not included in the balance sheet net income or on the income statement of the new year.

Post the entry in the old year.

- Using *Accounting periods*, make the following changes:  
Set Current fiscal year (Field #27) to be the new fiscal year.  
  
Set Entry period # (Field #28) to be the period in the new fiscal year for which you want to make general journal entries.  
  
Set Reporting period (Field #29) to be the period for which you want to print reports such as the Trial Balance for the new fiscal year.
- Make entries as usual. The Trial Balance includes a beginning balance for your Operating Statement accounts from last year until you close. Operating Statements will be printed correctly. Balance sheets will print correctly, provided that you have performed the instructions outlined in step 1 above.
- When you are ready to close, make the following changes using *Accounting periods*:  
Set Current fiscal year (Field #27) to be the closing fiscal year.  
  
Set Entry period # (Field #28) to be the period in the closing fiscal year for which you want to make general journal entries. This will usually be the last period.  
  
Set Reporting period (Field #29) to be the period for which you want to print reports in the closing fiscal year.
- Perform the [End of Fiscal Year Checklist](#) from the chapter titled *Guide to Daily Operations*.
- Run *Print closing report* (if needed), followed by *Post closing entries*.
- This step is only required if you made a temporary posting of retained earnings in step (1) above. In this case, you must reverse the entry that was made by making the following correcting entry, dated the last day of the old year.

DR            Unadjusted retained earnings (an B/S account)

CR            Suspense account (an O/S account)

## POST CLOSING ENTRIES SELECTION

The following is a list of the actions performed by *Post closing entries*:

- The periods shown on the right-hand side of the screen in *Accounting periods* are moved to the left-hand side of the screen. Accounting periods are generated for the new following fiscal year and are shown on the right-hand side of the screen. The fiscal year is set to be the one shown on the left-hand side of the screen. The entry period and reporting period both are set to be the first period.
- It sets the comparative amounts for each GL account. After *Post closing entries* is run, the comparatives for an account will contain the balances for that account for each period of the fiscal year *just closed*. When comparative financial statements are run in the new year, you will then be able to compare new year balances against comparatives from the fiscal year just closed. The comparative amounts stored by *Post closing entries* are called the new comparatives throughout this chapter. They are the *new* comparatives which are set up for *use* in the new fiscal year, although their *amounts* correspond to the account balances from the prior year.
- It creates balance forward entries for all balance sheet accounts. The date for these entries is the last day of the fiscal year being closed.
- It automatically posts the net profit (loss) to the retained earnings account entered in *Control information*.
- It prints the Year End Closing Register. As mentioned at the beginning of this chapter, you may print the Year End Closing Report prior to running *Post closing entries* in order to see the information that will be printed on the Year End Closing Register when *Post closing entries* is actually run.
- It updates the current fiscal year in *Control information* to the next year.
- The full data for the closed year is retained and may be reported on, but you may no longer do any entries for that year. To work round this, see [Purging and Archiving Fiscal Years](#).

### Before You Begin

Before you select this function, you may want to print all closing financial statements, including a detailed year-end Trial Balance.

You will then have a permanent record of the activity for the fiscal year.

### Select

*Print closing report* from the *Close a fiscal year* menu.

## PRINT CLOSING REPORT

This selection prints the Year End Closing Report, which shows what net profit (loss) entries *Post closing entries* will make. *Print closing report* does not perform any other function except showing what *will* occur when *Post closing entries* is run.

You will not be able to continue if:

- Any entries exist in Distribution Transactions (which means they have not yet been posted to General Ledger Transactions), or
- Someone else is using *General journal*.

If today's date is *during* the fiscal year being closed, you see a warning message.

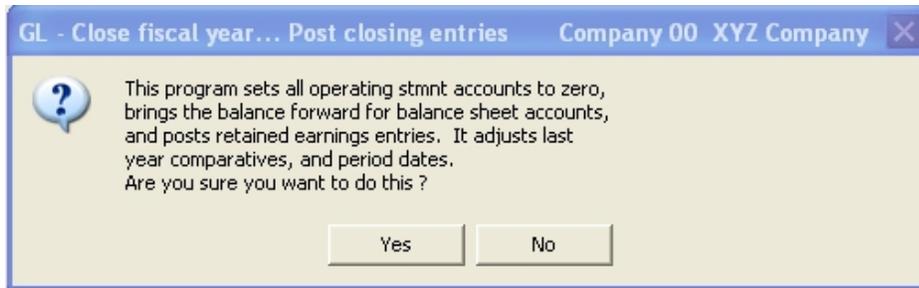
The report is printed in two sections. The first section is titled Closing Entries and will show all Operating Statement accounts with the amount totals to be posted. The second section is titled Retained Earnings Entries and shows the profit (loss) amount to be posted.

## POST CLOSING ENTRIES

### Select

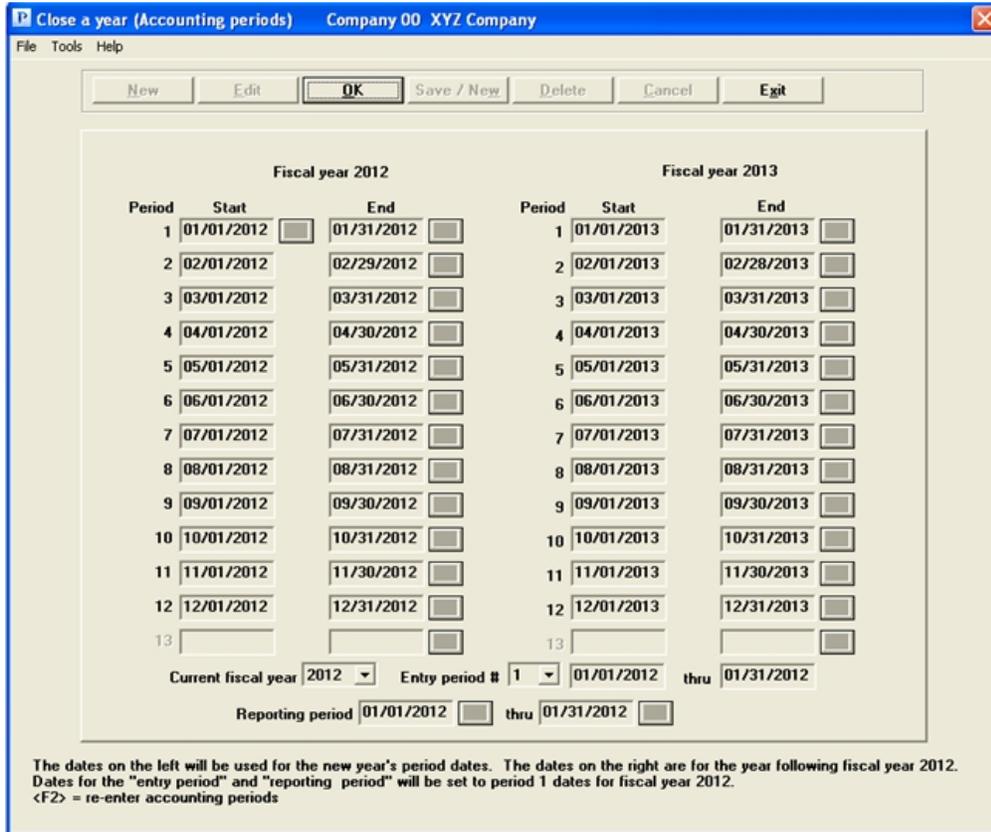
*Post closing entries* from the *Close a fiscal year* menu.

After a screen which describes the *Close a fiscal year* functions is displayed:

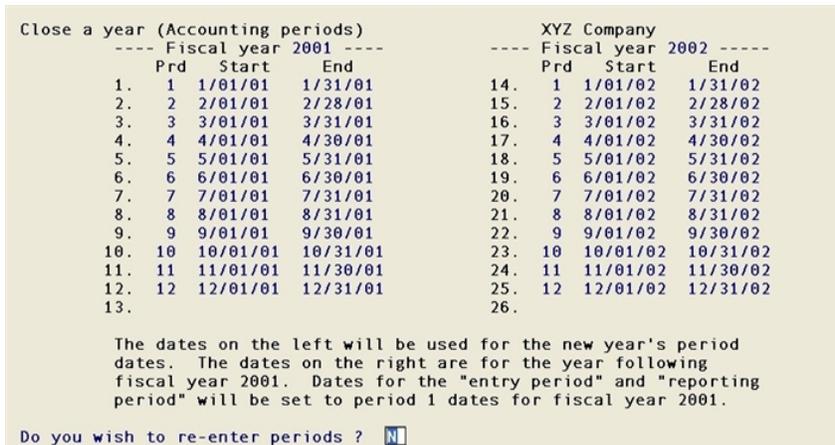


The following screen appears:

## Graphical Mode



## Character Mode



The accounting periods shown on the left-hand side of the screen are for the *new* fiscal year. The accounting periods shown on the right-hand side of the screen are for the year *after* the new fiscal year. If you want to change the accounting periods, use the same procedures as described in the [Accounting Periods](#) chapter.

The following screen appears:

Close a year (Accounting periods)			XYZ Company			
---- Fiscal year 2001 ----			---- Fiscal year 2002 ----			
	Prd	Start	End	Prd	Start	End
1.	1	1/01/01	13101	14.		
2.				15.		
3.				16.		
4.				17.		
5.				18.		
6.				19.		
7.				20.		
8.				21.		
9.				22.		
10.				23.		
11.				24.		
12.				25.		
13.				26.		
27. Fiscal year						
28. Entry period #						
29. Reporting period						

## Processing

The first step is to print the Year End Closing Register.

During processing, a screen appears showing the account number being processed.

## Processing Results

The following are the results of running *Post closing entries*:

- The Accounting Periods has been updated for the new year. (You may need to update the current period and reporting period at this point, by using *Accounting periods*, if there were delays in closing your fiscal year.)
- The comparative amounts for each account in the Chart of Accounts are updated to be the ending balances for the periods of the fiscal year just closed.
- Balance forward entries for all balance sheet accounts have been created. The date for these entries is the last day of the fiscal year just closed.
- A net profit (loss) entry has been made to the retained earnings account entered in *Control information*. If *Varies by cost center* was entered for the retained earnings account, individual entries have been made for each of the cost centers of the retained earnings account.

The *Working Trial Balance* selection enables you to print the Working Trial Balance, which is used in closing procedures for an accounting period.

## Notes on Multiple Fiscal Years

With the introduction of the multi-year detail each year's worth of data now has the fiscal year actually written as a separate field into each transaction. This is why you could have an actual real transaction for say a Balance Sheet account dated 12/31/19 in the fiscal year 2019 and a BBF transaction also dated 12/31/19 but in the (next) fiscal year 2020. Before the distribution date WAS the fiscal year; now they can be different. Each fiscal years is in essence a silo with the fiscal year value being the wall in between the next year.

For the fiscal years to properly distinguish the year's data for view or print Financial Statement purposes, you must close the current year prior to the end of the next year. At closing time the fiscal years get rolled over.

### **Purging and Backing Up Fiscal Years**

There is currently no recommended way to reopen a year, enter new transactions for that year and then re-close it. However, you may archive a fiscal year to another PBS company and purge it from the main company. In the archived company you may write new transactions to the old fiscal year. See the [Purging and Archiving Fiscal Years](#) appendix for the benefits and the instructions on the purge process.

# Source Cross Reference

This chapter contains the following topics:

[Printing the Source Cross Reference Report .....](#)

## PRINTING THE SOURCE CROSS REFERENCE REPORT

The *Source Cross Reference* selection enables you to print the Source Cross Reference Report, which is a list of entries within the range of dates you specify, grouped by either their source code or journal number.

You manually enter a source code when you enter either standard or general journal entries.

A source code is assigned automatically when you run [Get Distributions](#) to transfer entries from other Passport modules into General Journal Transactions. For example, the source code for Accounts Payable entries is always AP (unless you manually change the general journal before posting the entries).

### Source Codes

The following source codes are automatically assigned to designate the source of an entry:

Code	Journal	Code	Journal
ML	General journal	AR	A/R invoices
GJ	Distributions	PM	Manual payroll
SJ	Standard journal	AV	A/P voided checks
MC	A/R misc chgs	PO	Purchase price adjustments
CJ	A/R cash receipts & returned checks	PR	Payroll checks
FC	Finance charges	IC	Inventory entries
AP	A/P vouchers	JC	Job cost entries
AJ	A/P adjustments	JB	Job billing entries
AK	A/P checks	TB	Time sheet entries

Journal number refers to the report printed when you post general or standard journal entries within the G/L module, or when you post other types of entries in other PBS modules. Each journal number has a two-letter *source code* (GJ for distributions, SJ for standard journal, etc.), followed by a unique *report number*. For example, SJ000005 is a report number.

Thus, you can always associate a journal number with a specific printed report, and (provided you have not run [Summarize General Ledger](#)) you can reconstruct a lost report by using this program.

To reconstruct a report:

- Specify to print in journal number order.
- Specify all sources.
- Specify the particular journal number as both the starting and ending journal number.

- Specify all dates.

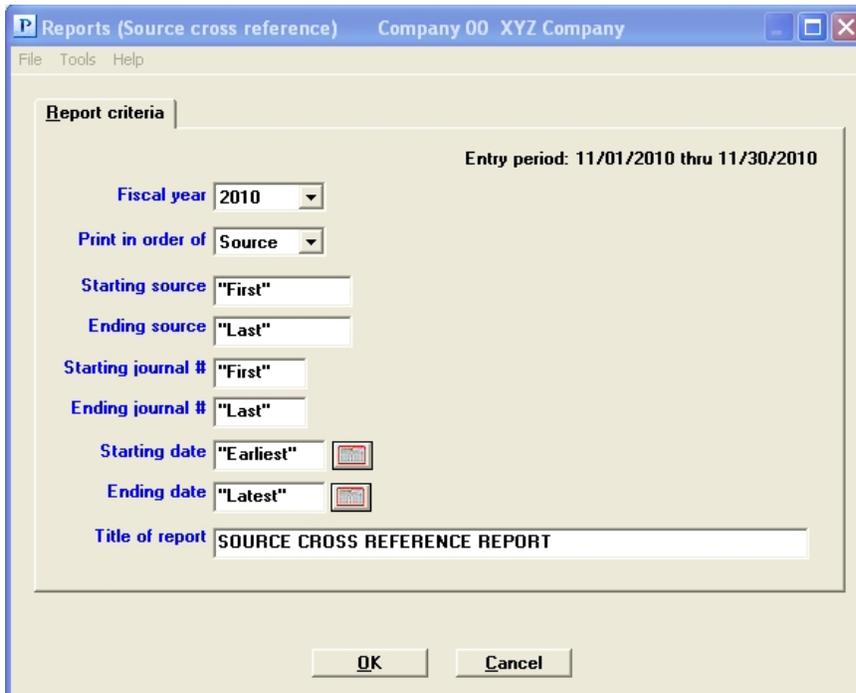
See a [Source Cross Reference Report](#) example in the *Sample reports* appendix.

## Select

Source cross reference from the *Reports* menu.

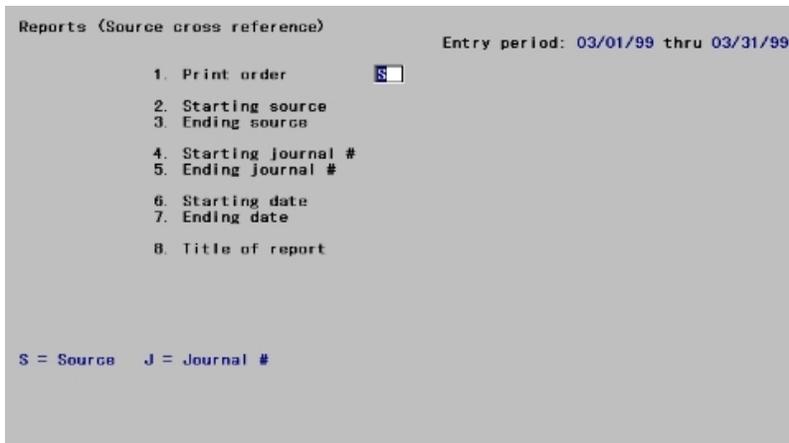
## Graphical Mode

The following screen appears:



## Character Mode

The following screen appears:



### Fiscal year

Enter the year that you want to report, or use the option:

<F1>	For the next year
<SF1>	For the previous year

The default is the most recent fiscal year in accounting periods.

Format	Drop down list
Example	Select 2011

### Print in order of

Choose Source (enter S) or Journal # (enter J).

Format	Graphical: Drop down list. The default is Source Character: One letter, either S or J. The default is S
Example	Press <Enter> to print in source order

### Starting source *and* Ending source

#### Options

Enter the range of sources to print, or use the option:

<F2>	For First or Last source
Format	Ten characters at each field
Example	Press <F2> for each field to print a range of First to Last.

#### **Note**

Even if you have selected to print in *journal* number order, your *source* selection still affects which entries will be printed (i.e., only entries from selected *sources* will be printed).

### Starting journal # *and* Ending journal #

#### Options

Select the range of journal numbers to print. You may select journal codes from the pop-up window, or use the option:

<F2>	For "First: or "Last" journal number
------	--------------------------------------

Format	Nine characters at each field
Example	Press <F2> for each field for a range of journal numbers from First to Last

If you do enter a journal number, it need not be an actual journal number. For example, entering GJ0000000 for Starting journal # and GJ9999999 for Ending journal # will print all entries from distributions posting.

### Note

Starting with PBS version 12.03, the journal number was expanded from 6 to 9 characters to allow larger numbers when printing to disk. For PBS 12.02 and earlier the 6 character numbers are retained after the upgrade to match the original posting reports. Due to sorting constraints, for the Starting and Ending journal # fields, you will not be able to enter a starting journal number of 6 characters and an ending journal number of 9 characters.

### Starting date *and* Ending date

#### Options

Enter the range of dates you wish to print (any date, not necessarily a date in your accounting period table), or use the option:

<F2>	For Earliest or Latest date
------	-----------------------------

Format	MMDDYY at each field. The default is the starting date and ending date (respectively) of the current accounting period.
Example	Press <F2> for each field for a range of dates from Earliest to Latest.

In summary, when you have selected starting and ending *sources*, starting and ending *journal numbers*, and starting and ending *dates*, any entries which are within *all* of these three limits are included.

### Title of report

#### Options

Enter any title you want, or use the option:

<F2>	For the title Source cross reference report
------	---

For readability, spaces are inserted in the title automatically. For example, MY UNIQUE REPORT becomes MY UNIQUE REPORT.

Format	50 characters
Example	Press <F2>

### OK or Cancel

Make any needed changes. Press <Enter> to print the report.

If there are no entries within all three sets of limits (sources, journal numbers, and dates), you will see No entries in range selected.

If this report is in source order, the report lists all entries within the journal number and date limits in order by source. The report shows subtotals for each source and grand totals for all sources.

If the report is in *journal number* order, the report lists all entries within the source and date limits in order by journal number. The report shows grand totals for all journal numbers.

### Printing Source Cross References

If there is limited disk storage, it is possible, but unlikely with modern hard drive sizes, that there may not be enough room to process a report for all entries. If this is the case, you will see a message and cannot continue the function.

To handle this, you can either:

- Narrow your source, journal number, or date *limits*, so that fewer entries print (and then print the rest separately afterward); or
- Compress the General Ledger Transactions (refer to the [Summarize General Ledger](#) chapter), and then run the report for all entries that you initially specified.

# Company Consolidation

This chapter contains the following topics:

<a href="#">Consolidating Activity from Multiple Companies</a>	.....
<a href="#">Normal Operation</a>	.....
<a href="#">Entering Member Companies</a>	.....
<a href="#">Printing a List of Member Companies</a>	.....
<a href="#">Linking Accounts Automatically or Manually</a>	.....
<a href="#">Generating a Consolidated Chart</a>	.....
<a href="#">Linking and Consolidating a Chart</a>	.....
<a href="#">Printing a Link Edit List</a>	.....
<a href="#">Copying Layouts</a>	.....
<a href="#">Verifying Consolidation Setup</a>	.....
<a href="#">Consolidating Entries</a>	.....

## CONSOLIDATING ACTIVITY FROM MULTIPLE COMPANIES

The *Company consolidation* selection enables you to sum the business activity from several individual companies into a whole, so that you can produce an overall set of financial statements.

The ability to produce consolidated financial statements is very useful to any organization consisting of more than one company. Such consolidated statements are often necessary in managing the overall organization and in seeking capital.

Company consolidation is meaningful (and appears on the menu) only in a multi-company environment. Moreover, the selection is available only for a company described as a *consolidation* company in the *Define multiple companies* selection of the CTL menu.

It is not required that each company's Chart of Accounts be identical, nor even that the account number format be identical. Before doing the consolidation, each member company's account is associated with the corresponding consolidation company's account.

- These linkages are maintained in what is called the Account Link file.
- Depending on how similar the account structures actually are, generating these linkages can be nearly automatic. At the other extreme you may have to specify each link individually.
- One or more member accounts, from the same or different members, can be linked to the same consolidation account. However, if you want to be able to break out each member's contribution to the consolidated financial statements, you should ensure that no consolidation account is linked to accounts from more than one member. You can identify the member by reserving one segment of the consolidation account number structure for that purpose.

Once account links have been established, you can create a consolidated Chart of Accounts, including budgets and comparatives.

The consolidation company, like any other company, requires its own financial statement layouts. You can create these from scratch, or you can copy layouts and texts from one or more member companies to the consolidation company.

At this point you can print consolidated financial statements.

You may have several consolidations existing at once. Each one requires its own consolidation company.

A consolidation company may itself be consolidated into a higher-level consolidation.

Company consolidation is used only in the General Ledger module. Although PBS applications (modules) *other* than G/L may be installed into a consolidation company, no purpose is served thereby.

## Definitions

### Consolidate

Consolidate means to summarize the business activity from several companies into a whole, as though they were one company. For example, the activity from companies A, B, and C could be summarized into company X. Company X would not be a real company, but just a dummy company to hold the consolidation.

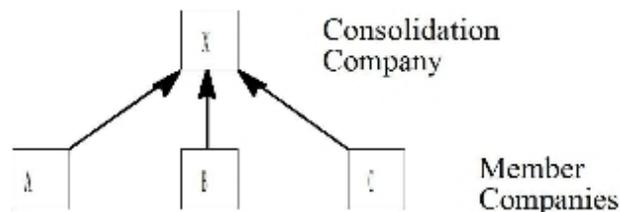
### Consolidation

This word is used in two senses:

- The action of summarizing the accounting activity of several companies into a whole.
- The dummy company that you set up to hold the accounting activity of a group of other companies.

### Member

A member is an individual company whose business activity is consolidated (along with other companies) into a consolidation company. For example, in the diagram, companies A, B, and C are members of consolidation company X (called the <consolidation company> or, simply, the consolidation).



### Links

To link means to tie a specific account in a member company to a specific account in the consolidation company.

The account in the consolidation company is also referred to as a *consolidated account*. For example, business activity from account 000-1000-000 in member B could be linked to consolidated account 200-1000-000 (or to any other, as you choose) in the consolidation company.

You must link each account in each member to one and only one account in the consolidation company before the actual consolidation and summarizing can be done. Multiple member accounts may be linked to the same consolidation account. The consolidation account and the member account can have the same or a different main account number.

### Parent company

A parent company is a legally recognized entity that has its own accounting records. It has subsidiaries, each of which has its own separate accounting records. Each company's accounting records *must not* be altered, whether the company is a subsidiary or a parent.

**Note**

A parent company is not the same as a consolidation company. Do not ever consolidate entries from a subsidiary into the accounting records of its parent company. Always set up and use a separate *dummy* company for the consolidation. In a consolidation, parent companies and subsidiaries are equally members.

The *Company consolidation* selection provides the means of adding the entries of members together into the consolidated company.

This selection does *not* deal with inter-company accounting problems such as a sale of an asset between two companies. Your accountant is the expert on such matters.

This selection helps you to create a chart of accounts and a set of financial statements for the consolidation company, based on the charts and financial statement layouts of its members.

You may have several companies using General Ledger, some that you want to consolidate and some that you want to remain completely separate. Accordingly, you can specify which of your companies are to be members of a consolidation.

You can have more than one consolidation company, and you can designate each actual company as a member of one or more consolidation companies.

**Restrictions**

Some restrictions apply:

- If you are in a multi-user environment, only one user at a time can be using any *Company consolidation* selection.
- Between the time that you define the account linkages and the time that you run the consolidation, you should avoid adding or deleting accounts in the consolidation company or its members.
- The Account Links resides in the consolidation company, and is correctly updated when you run the *Reformat account number* selection for that company. It is *not* updated when you reformat a member company's account structure. If you do this, re-create that member's account links before attempting a consolidation.
- The consolidation company and all its members must have the same *number* of accounting periods; however, members are not required to have the same *dates* for their accounting periods.
- Each member company should have approximately the same fiscal year-end date. This rule is not being enforced. It would be possible to consolidate a member whose fiscal year ends in June with another member whose fiscal year ends in December; but the result would not be meaningful.
- When the segments of a member company's account number are larger than the corresponding segments of the consolidation company's account number, you are warned of that fact but allowed to proceed anyway. Unintended account linkages may result if you link accounts automatically; these can be corrected manually as needed.
- Data in the consolidation company transactions has no tie to the distribution history and the original document from the member company.

- Because demo data as supplied is for a single company only, in this chapter no examples are given.

To *set up* this function for use, follow [Checklist A: Setting Up Company Consolidation](#). Use this checklist as a guide for the rest of this chapter. All of the steps on the checklist are needed to set up the structure to allow consolidation.

## NORMAL OPERATION

To do the company consolidation for each *subsequent* fiscal year, follow the steps in [Checklist B: Consolidating Entries for Subsequent Years](#).

Before you produce financial statements for the consolidation company, you must consolidate (add to the consolidation company) entries from its members.

During the year, entries from member companies can be consolidated whenever you want.

Once they are consolidated, the entries are automatically *restricted* from being consolidated again, so that the same entry is not added twice to the same consolidation company.

---

### **Note**

You may override this restriction. For instance, if a company is a member of *more than one* consolidation company, the member's entries can be consolidated more than once. Thus, member A's entries (for example) can be consolidated into consolidation company X and again into consolidation company Y. Refer to the [Consolidating Entries](#) section later in this chapter for more information.

---

At the end of the fiscal year, all member entries should be transferred into the consolidation company. Then the final consolidated financial statements can be printed.

### **Select**

*Company consolidation* from the G/L menu.

All consolidation functions are available from this menu.

---

### **Note**

You must follow the steps in the [Checklist A: Setting Up Company Consolidation](#), before this selection appears on the menu bar. If you haven't completed this checklist, do it now and return to this section and continue.

---

## ENTERING MEMBER COMPANIES

This selection lets you define what member companies constitute this consolidation company. A consolidation may have two or more members. There is no upper limit on the number of members.

In addition, the selection lets you describe how each member's account structure is mapped to the consolidation's.

- For each segment of the consolidation account except the main account, specify whether the contents of that segment are:

To be derived from the corresponding segment of the member account, or

To be filled with a literal identifying the member.

- Your entries here are used to build a *default* consolidated account number for each member account number. *You are not required to accept these defaults.*

When you run *Link accounts manually*, the defaults are available by pressing <F2>.

When you run *Link accounts automatically*, the defaults are applied automatically to all accounts in the range selected (but can still be overruled by running *Link accounts manually* for selected accounts).

The default always has the same main account number as the original, so if you have to change the main account number manual linking is required.

- Unless you intend to tailor each link manually, you should ensure that:

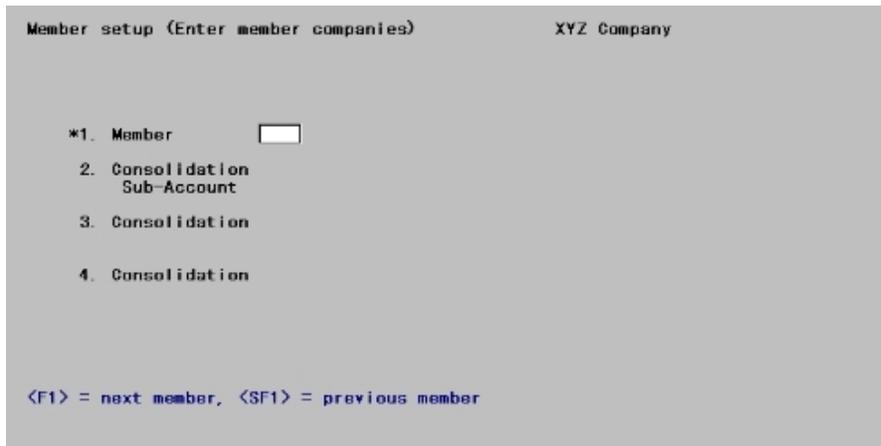
Enough of the consolidated account is derived from the member account that you can identify the *account* in the consolidated financial statements.

Enough of the consolidated account is filled with a literal that you can identify the *member* in the consolidated financial statements.

### Select

*Enter member companies* from the *Company consolidation* menu.

The following screen appears:



From this screen you can work with both new and existing members

Enter information as follows:

### 1. Member

Enter the company code of the desired member. For a new member, the company:

- Must already be defined in the Multi-Company file. Refer to the *Define Multiple Companies* chapter in the *PBS Administration* documentation.
- Must be a different company from the consolidation company.
- Must have the same number of accounting periods in the current year as the consolidation company does.

You will be warned if any segment in the member company's account number structure:

- Is absent from the account structure of the consolidation,
- Is longer than the corresponding segment of the consolidation, or
- Is alphanumeric in the member but numeric in the consolidation.

It is legitimate but unusual for a member company to be itself a consolidation company. If you enter such a company, you will be asked to confirm that you really intend to do this.

### Options

For an existing member you may use one of the options:

<F1>	For the next member on file
<SF1>	For the previous member
Format	Two characters

## 2. Consolidation sub-account

If the consolidation company does not use subaccounts, this field displays as *Does not use sub-accounts* and may not be entered.

### Options

Otherwise, enter a literal to be included in this segment in all account links, or use the option:

<F5>	Uses members. The field will be filled with the member company's subaccount value
Format	One to eight characters, either numeric or alphanumeric, as defined for the subaccount in the consolidation company's <i>Control information</i>

If the consolidation company uses sub accounts, but not cost centers, the next two fields are not applicable.

### [Description]

If you entered a literal, enter here the description of this segment to be included in the account link.

Format	30 characters
--------	---------------

## 3. Consolidation .xxxxx

.xxxxx is the name of the first cost center segment, as defined in *Company information* for the consolidation company. This is usually division if there are two segments, or department if there is only one.

### Options

Enter the department or division to be included in this segment in all account links. This must be a valid entry, previously defined in the CTL *Cost centers* selection for the consolidation company. You may instead use the option:

<F5>	Uses members. The field will be filled with the member company's value for the cost center.
------	---

If you press <F5> and if both the member and the consolidation use two cost center segments, this segment of the default account number for this link will derive from one segment of the member's account, but you have not yet determined from which segment. When you run Link accounts automatically you will have the opportunity of interchanging the two cost center segments.

Format	One to eight characters, either numeric or alphanumeric, as defined for the first cost center segment in the consolidation company's <i>Control information</i>
--------	---

**[Description]**

If you entered an actual division or department (as opposed to pressing <F5>), its name from *Cost centers* displays here. You may change it as desired. Any change applies only to the Account Links and is not preserved in Cost Centers.

Format	30 characters
--------	---------------

**4. Consolidation xxxxx**

If the consolidation company has only one cost center segment defined in *Company information*, this field displays as *Does not use cost center 2* and may not be entered.

Otherwise, xxxxx is the name (usually *department*) of the second cost center segment, as defined in *Company information* for the consolidation company.

**Options**

Enter the department to be included in this segment in all account links. This must be a valid entry, previously defined in the CTL *Cost centers* selection for the consolidation company. You may instead use the option:

<F5>	<i>Uses members.</i> The field will be filled with the member company's value for the cost center.
------	--

If you press <F5> and if both the member and the consolidation use two cost center segments, this segment of the default account number for this link will derive from *one* segment of the member's account, but you have not yet determined from *which* segment. When you run *Link accounts automatically* you will have the opportunity of interchanging the two cost center segments.

Format	One to eight characters, either numeric or alphanumeric, as defined for the second cost center segment in the consolidation company's <i>Control information</i>
--------	--

**[Description]**

If you entered an actual department (as opposed to pressing <F5>), its name from *Cost centers* displays here. You may change it as desired. Any change applies only to the Account Links and is not preserved in Cost Centers.

Format	30 characters
--------	---------------

**Field number to change ?**

**Options**

Make any needed changes, or press <Enter> to complete this member and allow processing a different member. If this is an existing member, you may also use one of the options:

<F1>	For the next member on file
<SF1>	For the previous member
<F3>	To delete this member. You may (but should not) delete a member even though links for that member are still present in the <i>Link accounts manually</i> selection.

## PRINTING A LIST OF MEMBER COMPANIES

This selection prints a list of the member companies in this selection, and of the rules specified in *Enter member companies* for generating a default consolidated account number for each link.

See a [Member List](#) example in Sample reports.

### Select

*Print member companies* from the *Company consolidation* menu.

Other than choosing a printer, no selection screen appears since all members are printed unconditionally.

## LINKING ACCOUNTS AUTOMATICALLY OR MANUALLY

To link accounts means to tie each member account to one and only one consolidation company account.

Producing a chart of accounts for the consolidation company requires two steps:

- Linking each member account to a consolidation company account.
- Creating a consolidated chart of accounts from the links created in the first step.

You can do this in several different ways, depending on how closely you want the consolidation company's chart of accounts to resemble the members' charts of accounts.

- If the consolidation company's chart of accounts is to be *exactly the same* as the members, create the links and the consolidated chart of accounts all in one step. To do this, select *Link and consolidate chart*.
- If the consolidation company's chart of accounts is to be *almost the same* as the members, you can use a combination of automatic and manual linking.

First, select *Link accounts automatically* and create the links.

Then select *Link accounts manually*, and tailor those links that you want different.

Then from the same menu, select *Print link edit list* to produce a list to check that the links are correct.

Finally, use *Generate consolidated chart*.

- If the consolidation company's chart of accounts is considerably different from the members', use *Link accounts manually* throughout.

First, link each member account to a consolidation account.

Then use *Print link edit list* to produce a list to check that the links are correct.

Finally, use *Generate consolidated chart*.

### Linking Accounts Automatically

This selection automatically creates account links for all or part of the consolidation company, using for each link the default account number built according to the rules specified in *Enter member companies*. Existing links if any are replaced.

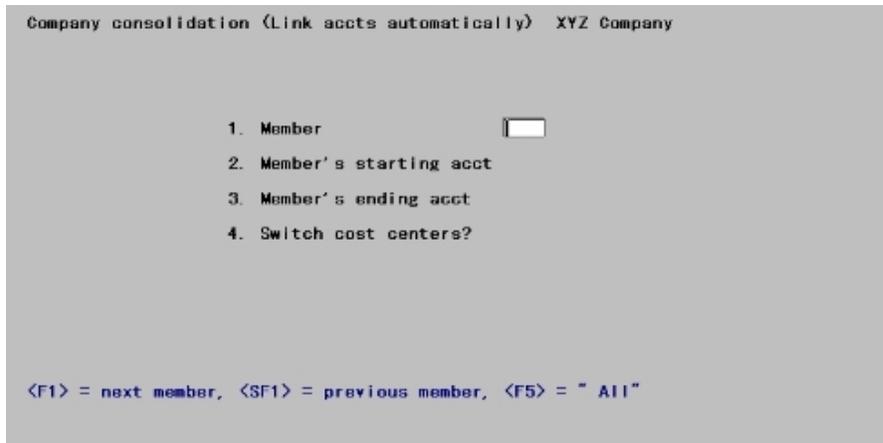
- This selection *only* creates the links; it does not create a consolidated chart of accounts. To do that, you have to run *Generate consolidated chart* after running this selection. To do both in one pass, use *Link and consolidate chart*.
- If your members' charts of accounts are considerably different from one another, you may have to use *Link accounts manually* after (or even instead of) running this selection. To determine whether you need to do this, run *Verify consolidation setup*.

This selection cannot be run until you have defined the account number structure of the consolidation company and have specified at least one member company.

### Select

*Link accounts automatically* from the *Company consolidation* menu.

The following screen appears:



Enter information as follows:

#### 1. Member

#### Options

Enter the ID of the member company *from* which you want to generate accounts in the consolidation company, or use one of the options:

<F1>	For the next member
<SF1>	For the previous member
<F5>	For <i>All</i> members

Upon entry or selection of a valid member, its name displays.

Format	Two characters
--------	----------------

#### 2. Member's starting account *and*

#### 3. Member's ending account

If you selected *All* members for Field #1, these fields display as (*Not applicable*) and may not be entered.

#### Options

Otherwise, enter the range of account numbers to link. You may use the option:

<F2>	For the <i>First</i> starting account number or <i>Last</i> ending account number
Format	The member's standard account number format, as defined in the member company <i>Company information</i>

#### 4. Switch cost centers ?

In some consolidations, it is beneficial to place the member's first cost center segment in the consolidation company's second cost center segment. To do this two conditions must be met:

- The consolidation company must use two cost center segments.
- The *Enter member company* selection for this member must specify uses member's for at least one of these segments.

If the conditions are not met, (*Not applicable*) displays. If the conditions are met, you must answer Y or N.

If you answer N, either or both segments for which uses member's has been specified uses the value from the corresponding segment of the member.

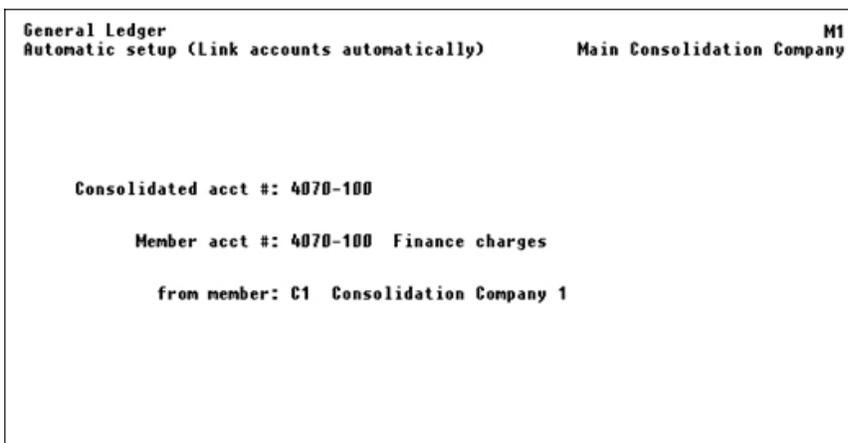
If you answer Y, either or both segments for which uses member's has been specified uses the value from the opposite segment of the member.

Format	One letter, either Y or N
--------	---------------------------

#### Field number to change ?

Make any needed changes. Press <Enter> to create the links.

A running display informs you of which account is being processed:



When processing is complete, press <Esc> to return to the menu.

## GENERATING A CONSOLIDATED CHART

This selection uses the account links to build either a consolidated Chart of Accounts, consolidated Budgets, or consolidated Comparatives.

Unless your situation is so straightforward that you have been able to use *Link and consolidate chart*, you need to run this selection after creating the account links (whether you have done so manually or automatically or by a combination of the two).

The Chart of Accounts contains the Actual amounts, but the Budget and Comparative amounts are on separate files. If you intend to use these in your consolidated financial statements, you must run this selection even though you have already run *Link and consolidate chart*.

The selection works by walking through the member file[s], and adding their amounts to the consolidation file. Only one consolidated file is processed at a time, either Chart of Accounts, Comparatives for one particular year, or Budgets for one particular budget type and year.

Records on the consolidated file/table are created if they do not already exist.

Previously existing consolidation accounts retain their account descriptions.

When consolidation occurs, the old information on file for the consolidation company's selected budgets and comparatives is discarded before new information is created.

Newly created consolidation accounts are given the same description as found in the link from account in the first member company processed.

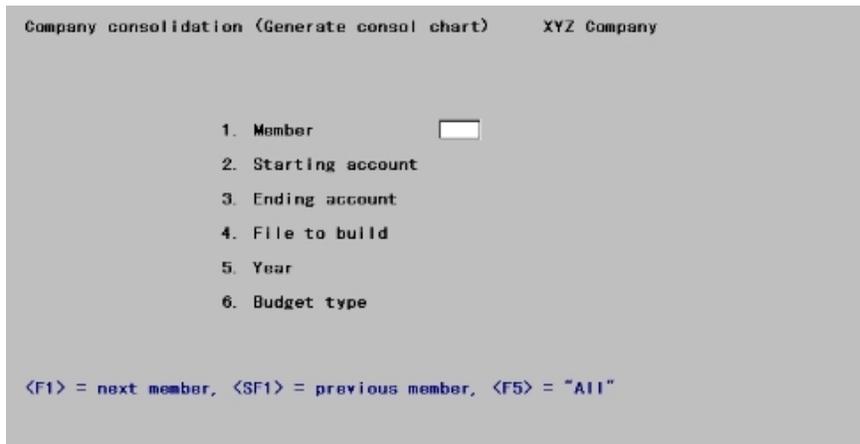
You can change any consolidated account description through *Chart of accounts*.

Creating a consolidated chart of accounts, either with *Generate consolidated chart* or *Link and consolidate chart*, does not automatically update the Cost Center file. You must do this manually if required, using the CTL *Cost centers* selection. Until you do so the newly-created account numbers will be rejected whenever you attempt to enter them in any selection. Similarly, the Group file or table is not updated, and any groups you wish to use must be entered manually using the *Cost center groups* selection.

### Select

*Generate consolidated chart* from the *Company consolidation* menu.

The following screen appears:



Enter the following information:

### 1. Member

#### Options

Enter the ID of the member company *from* which you want to generate accounts in the consolidation company, or use the options:

<F1>	For the next member
<SF1>	For the previous member
<F5>	For <i>All</i> members

Upon entry or selection of a valid member, its name displays.

Format                      Two characters

### 2. Starting account *and*

### 3. Ending account

You can specify a range of account numbers, whether [1. Member](#) field specifies a single member or *All* members. The account numbers are those of the consolidation company, not of any member company.

#### Options

Enter the range of account numbers to process. You may use one of the options:

<F1>	For the consolidation company's next account
<SF1>	For the previous account
<F2>	For the <i>First</i> starting account number or <i>Last</i> ending account number

Format	The consolidation company's standard account number format, as defined in <i>Company information</i>
--------	--

#### 4. File to build

This field can be entered only if *All* members have been selected for the *First* through *Last* account. Otherwise, this field defaults to *Actual*.

#### Options

Enter a one character representation for the type of file to build:

A	Actuals
B	Budgets
C	Comparatives

Budgets and comparatives can be consolidated even when they are present in some member companies but not others.

Format	One letter from the list above
--------	--------------------------------

#### 5. Year

This field displays as *(Not applicable)* and may not be entered if [4. File to build](#) field is *Actuals*.

Otherwise, enter the year of the Budgets or Comparatives to be generated.

Format	9999 The full four digits are required. For comparatives, this must be a past year.
--------	---

#### 6. Budget type

This field displays as *(Not applicable)* and may not be entered if [5. Year](#) field is anything other than Budgets.

#### Options

For <Budgets>, enter the budget type. This must previously have been defined as a valid budget type in the consolidated company. You may also use one of the options:

<F1>	For next budget type on file for the consolidated company.
<SF1>	For the previous budget type

Format	15 characters
--------	---------------

#### Field number to change ?

Make any needed changes. Press <Enter> and the consolidation accounts are created. A running screen display shows the record currently being processed. Press <Esc> when done.

## LINKING AND CONSOLIDATING A CHART

This selection automatically creates account links and generates a chart of accounts for the consolidation. It is a rapid alternative to the process of linking accounts automatically and then generating the new Chart of Accounts (and a still more rapid alternative to the process of doing this manually).

However it is a technique that only applies when the same account structure is used for the consolidation company and all its members. Be warned that the program is not checking that the account number structures are identical, and will allow you to run the selection even if this is not the case.

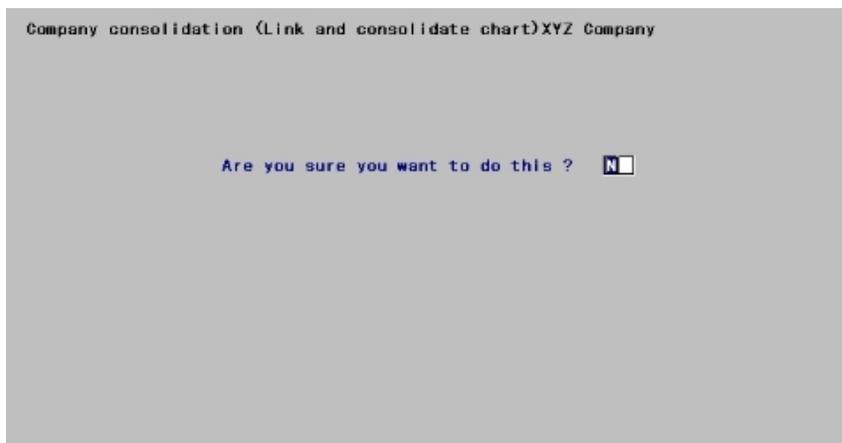
This selection cannot be run until you have defined the account number structure of the consolidation company and have specified at least one member company.

Although actuals are created, budgets and comparatives are not.

### Select

*Link and consolidate chart* from the *Company consolidation* menu.

The following screen appears.



### Are you sure you want to do this ?

Answer Y to continue or N to cancel.

If you respond Y, processing occurs automatically. The account number and member being processed are displayed.

You may press <Esc> to interrupt and resume processing. Upon termination, press <Esc> to return to the previous menu.

## Linking Accounts Manually

This selection lets you create account links individually, or modify links created by previous executions of this selection or of *Link accounts automatically*.

### Select

*Link accounts manually* from the *Company consolidation* menu.

The following screen appears:

```
Company consolidation (Link accounts manually)  XYZ Company

Member      
Sub-account

Link from:
  *1. Account Number

Link to:
  2. Account Number

<F1> = next member, <SF1> = previous member
```

You can work with both new and existing links. If a link exists for the information you specify, that link appears and is available for changes or deletion.

Enter the following information:

### Member

### Options

Enter the ID of the member company whose links you want to process, or use the option:

<F1>	For the next member on file
<SF1>	For the previous member

Upon entry or selection of a valid company, the company's name displays. Also displayed are the rules you have specified in *Enter member companies* for each segment of the company's account number.

Format	Two characters
--------	----------------

### \* 1. Account number (link-from)

### Options

Enter a member account number, or use one of the options:

<F1>	For next account link
<SF1>	For the previous account link
<F2>	For the next member account
<SF2>	For the previous member account
<Esc>	To allow selection of a different member company

The account number be present on the member company’s Chart of Accounts.

Format	The member company’s account number format, as defined in its <i>Company information</i>
--------	--

## 2. Account number (link-to)

### Options

Enter a consolidation account number, or use one of the options:

<F1>	For the next consolidation account number
<SF1>	For the previous consolidation account
<F2>	For the default account number, formed from the description of each segment appearing in the upper half of the screen.

It is not required that the account number you enter conform to the rules shown in the upper half of the screen. Those are mere defaults which this selection lets you override.

The link-to account number does not have to be unique. More than one link-from account (from this and other members) may link to the same link-to account.

The account number entered does not have to be present on the consolidated company’s Chart of Accounts, since that Chart of Accounts will be created from your entries here.

It is not even required that the cost center segment[s] be defined in the consolidated company’s *Cost centers* selection. If it is not, you will have to define it before printing the financial statements.

Format	The consolidation company’s account number format, as defined in its <i>Company information</i>
--------	---

### Description

### Options

For an existing entry, this field appears automatically. For a new entry, enter the description of this account to be used in the consolidated company’s Chart of Accounts, or use the option:

<F1>	For the link-from description
------	-------------------------------

Format

30 characters

**Field number to change ?**

### Options

Make any needed changes. Only Field #2 can be changed. Press <Enter> to process another link for this member.

For an existing entry you may use one of the options:

<F1>

For next account link

<SF1>

For the previous account link

<F3>

To delete this account link

## PRINTING A LINK EDIT LIST

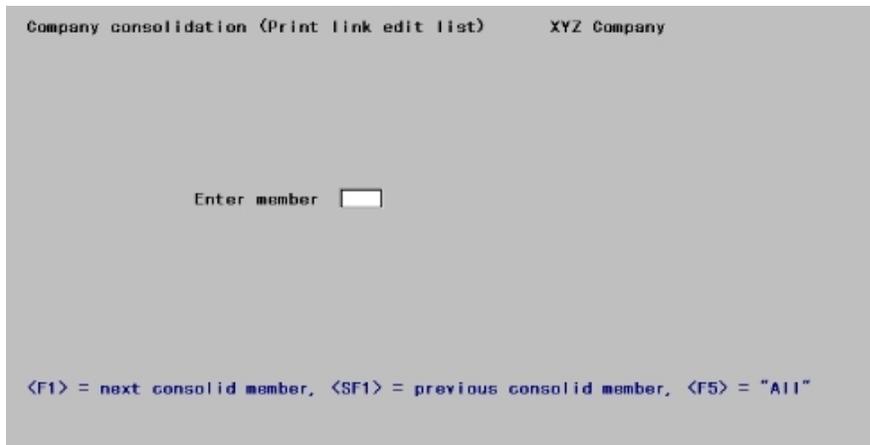
This program prints a list of account links on file. You can use this to verify that all accounts are linked as intended before doing the consolidation.

See a [Link Edit List By Member Company](#) and a [Link Edit List By Consolidation Account](#) example in *Sample Reports* appendix.

### Select

*Print link edit list* from the *Company consolidation* menu.

The following screen appears.



Enter the following information:

**Enter member**

### Options

Enter the member company for which you want the report, or use one of the options:

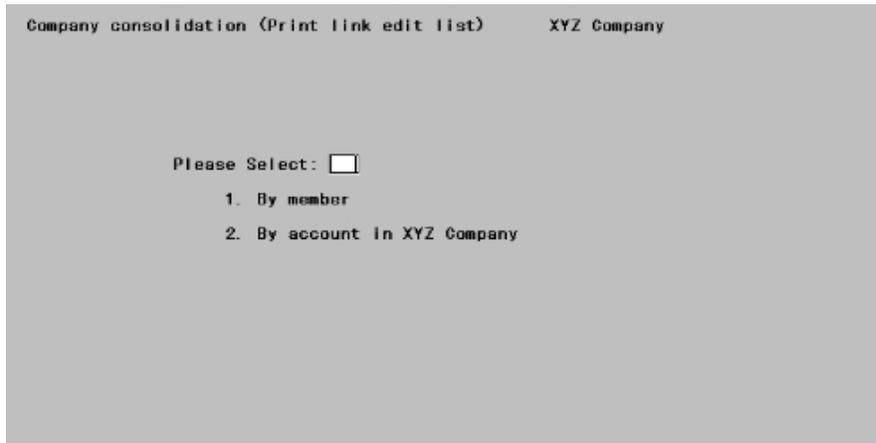
<F1>	For the next member on file
<SF1>	For the previous member
<F5>	For <All> members

Upon entry or selection of a valid member ID, the member company name displays.

Format	Two characters
--------	----------------

If a single member is entered or selected, the *Link Edit List by Member* report prints immediately upon selection of a printer.

If *All* companies are selected, the following screen appears:



The screenshot shows a terminal-style window titled "Company consolidation (Print link edit list) XYZ Company". The main content area is grey and contains the text "Please Select:" followed by a small square input field. Below this, there are two numbered options: "1. By member" and "2. By account in XYZ Company".

Enter the following information:

**Please select**

Enter *1* if you wish the report grouped by member company.

Enter *2* if you wish links to be listed by member company within consolidation account number. The report is sequenced by member company within consolidation account. No more than one account from each member can be linked to any one consolidation account.

## COPYING LAYOUTS

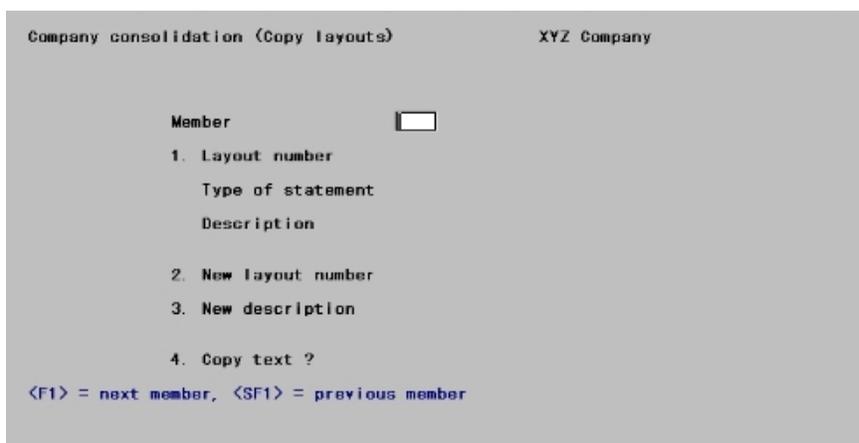
Use this selection to copy a member company's financial statement layout (and optionally his texts) into the consolidation company.

If a member layout is close to how you want a consolidation company layout to look, copy it and make changes to it as described in the [Financial Statement Layouts](#) chapter. If a layout is radically different, create an entirely new layout without using this selection.

### Select

*Copy layouts* from the *Company consolidation* menu.

The following screen appears:



Enter the following information:

### Member

### Options

Enter the member company ID whose layout you want to copy, or use one of the options:

<F1>	For the next member
<SF1>	For the previous member

Upon entry or selection of a valid member ID, the member company name displays.

Format	Two characters
--------	----------------

### 1. Layout number

### Options

Enter the layout number of the existing layout you want to copy, or use one of the options:

<F1>	For this member's next layout
<SF1>	For the previous layout

Upon entry or selection of a valid layout, its description displays.

After copying all the layouts from this member that you wish to, press <Esc> from this field to return to the Member field and to select a different member company to copy from.

Format	999
--------	-----

## 2. New layout number

### Options

Enter the number that you want to assign to this new layout in the consolidation company. This must not already exist in the consolidation company. You may use the option:

<F1>	For the same number as the member company's layout
------	--

Format	999
--------	-----

## 3. New description

### Options

Enter the description for the new layout in the consolidation company, or use this option:

<F1>	For the description in the member company
------	---

Format	Two lines of 25 characters each
--------	---------------------------------

## 4. Copy text ?

This lets you copy texts that are already in the Text file of the member.

Texts from two or more member companies may be copied to the consolidation company. A text will not be copied if that text number is already on file.

Answer Y to copy the text from the layout you have selected, or N to not do so.

Format	One letter, either Y or N
--------	---------------------------

## Field number to change ?

Make any needed changes. Press <Enter> to copy.

The following screen displays as processing occurs:

General Ledger M1  
Setup consolidation (Copy layouts) Main Consolidation Company

Copying layout #      121 Member C1 P&L  
from member            C1 Consolidation Company 1  
for layout sequence # 000061

Processing complete - <Esc> = exit \_

## VERIFYING CONSOLIDATION SETUP

This selection verifies the account links and prints the Setup Verification Report. It should be run after the links have been created but before doing the consolidation, so as to detect errors.

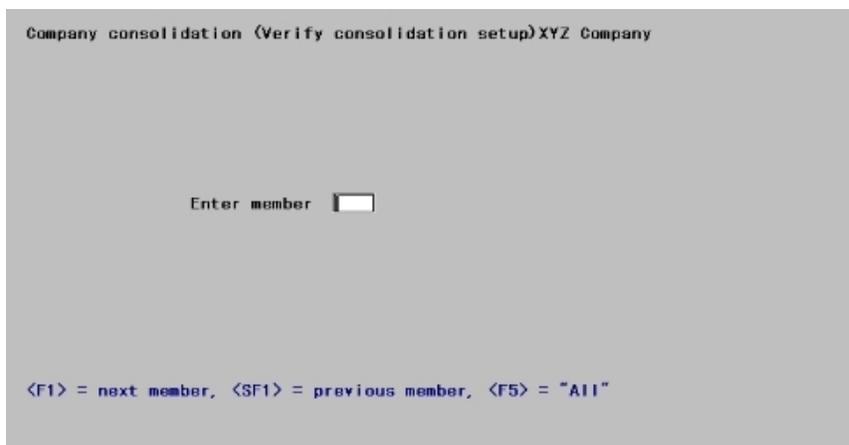
This primarily ensures that all members have been properly linked. It also guards against accounts in either the member or the consolidation which have been added, deleted, or reformatted since beginning the linking process.

Inactive member accounts will be reported as well.

### Select

Verify consolidation setup from the *Company consolidation* menu.

The following screen appears:



Enter the following information:

**Enter member**

### Options

Enter the company code of the member company to be verified, or use the option:

<F5>	For <i>All</i> members
Format	Two characters

### Any change ?

Answer Y to re-enter data, or N to continue.

The following screen appears:

```
General Ledger                                     M1
Company Consolidation (Verify consolidation setup)  Main Consolidation Company

Checking chart for member: C1 Consolidation Company 1

Account #: 6020-000 Vacation pay expense

<F1> = stop processing
```

This displays the link currently being processed. You may press <F1> to interrupt processing. If you do so, press <F1> again to resume or <Esc> to cancel.

Upon completion, press <Esc> to return to the menu. This is considered a register and may not be directed to the screen

## CONSOLIDATING ENTRIES

All of the preceding selections are used to prepare for *Consolidate entries*. This selection is where you actually perform the consolidation. It reads records from the member's TRXFIL (G/L Transaction file) and adds them to the consolidation's TRXFIL. The translation of account number from members to the consolidation company is controlled by the ACTLNK file. A report is printed as this happens. If a dry run is desired the report can be printed without doing the actual consolidation.

Use this function periodically to transfer entries from the members to the consolidation company. After transfer, you can make any necessary adjustments directly in the consolidation company.

As each member's entries are added into the consolidation company, the entries are marked *consolidated* in the member's file. These entries may be skipped in future runs, thus preventing the same entry from being added twice to the same consolidation company. You can override this safeguard if you wish.

### Select

*Consolidate entries* from the *Company consolidation* menu.

The following screen appears:

```
Company consolidation (Consolidate entries)      XYZ Company

1. Member          
2. Starting account
3. Ending account
4. Starting date
5. Ending date
6. Compression code
7. Include entries
   already consolidated ?
8. Print report only ?

<F1> = next member, <SF1> = previous member, <F5> = "All"
```

Enter the following information:

### 1. Member

#### Options

Enter the company ID of the member whose entries you want to consolidate, or use the option:

<F1>	For the next member
<SF1>	For the previous member
<F5>	For <i>All</i> members

Format	Two characters
--------	----------------

**2. Starting account *and***

**3. Ending account**

If *All* members were selected in Field #1, these fields display as *First* and *Last* respectively and may not be changed.

**Options**

Otherwise enter the range of accounts to consolidate. You may use the option:

<F2>	For the <First> starting account or <Last> ending account
------	---

Format	Full account number format for the <i>member</i> company, as defined in that company's <i>Company information</i>
--------	---

**4. Starting date**

*and*

**5. Ending date**

**Options**

Enter the range of dates to consolidate.

You may use the option:

<F2>	For the <i>Earliest</i> starting date or <i>Latest</i> ending date
------	--

Format	MMDDYY
--------	--------

If the consolidation company transactions are empty (initialized) and you are entering a specific starting date, this message will display:

```
Since Member company selected is in 'Setup mode', "Earliest"
needs to be selected to get Balance Brought Forward (BBFs)
transactions. Enter Y to select "Earliest" Starting date.
```

Select Y to use "Earliest" date and N to use the entered date.

Multiple years of a member company's data are allowed in the consolidation company, but you may only consolidate to within the current and next fiscal year dates in the consolidation company accounting periods.

If the accounting period fiscal year for the member company does not match the consolidation company, you may still consolidate data. Here is an example of what will happen:

Member company has data dated 01/31/20 for the 2019 fiscal year

Consolidation company first period is 1/1/20 – 1/31/20, but for fiscal year 2020

So, the member company's transactions dated in January 2020, but in 2019 fiscal year, will be added to consolidation company's 2020 fiscal year

### 6. Compression code

During consolidation, entries from the member are compressed according to the code entered here.

#### Options

Your choices are:

N	No compression
D	Compress by date
P	Compress by period
Format	One letter from the list above

### 7. Include entries already consolidated ?

Entries in each member company are flagged as soon as they have been consolidated so that they will not accidentally be consolidated twice. This question is provided so you can override this safeguard. You would normally answered N here. Two cases where you might answer Y are:

- You have initialized all the files in the consolidation company and are starting over from scratch.
- The same member company is being consolidated into more than one consolidation company.

Format	One letter, either Y or N. The default is N.
--------	--

### 8. Print report only ?

Answer Y to only print the Consolidation Edit List, without actually consolidating entries. This list shows what is in the consolidation company's file after an actual consolidation. It is useful in locating errors in the consolidation.

Format	One letter, either Y or N
--------	---------------------------

### Field number to change ?

Change any field as needed. Press <Enter> to print the Consolidation Edit List and, if so specified, to consolidate the entries.

If any account links are missing, you will not be able to print the report. Run *Verify consolidation setup* to identify the missing links.

### Are you sure you want to proceed ?

If you responded Y to *Include entries already consolidated ?* and N to *Print report only?*, you are asked this question and are informed that In this consolidation you have chosen to include entries

that have already been consolidated to this or another consolidation company. If you do this you may be adding these entries twice to the same consolidation company.

Answer Y to proceed or N to cancel.

Format	One letter, either Y or N
--------	---------------------------

As the report prints, a screen displays the account link currently being processed — provided that compression is not in effect. When compressing by either date or period, no display occurs.

When done, press <Esc> to return to the previous menu.

The legends provide no indication of whether or not consolidation actually occurred (i.e., whether you answered N or Y to *Print report only?*).

See a [Consolidation Entry Edit List](#) example in the *Sample Reports* appendix.

Some of the information provided on the Consolidation Edit List is:

- Source: The first two characters are the member company ID from which the entries are consolidated. The other digits are the subaccount of the member company from which the entries are being consolidated.
- Reference: This is set to: *Consolidation from Co. XX*, where *XX* is the member company ID from which the entries are being consolidated.
- Doc-#: The first two characters are the member company ID from which the entry came. The last six numbers are the consolidation date.

### Checklist A: Setting Up Company Consolidation

Follow this checklist to set up for company consolidation.

References you need:

- *Define Multiple Companies* chapter in the *PBS Administration* documentation
- *Company Information* chapter in the *PBS Administration* documentation
- [Using General Ledger](#) chapter in this documentation
- [Accounting Periods](#) chapter in this documentation

#### Step 1

Define your consolidation company. See the chapter titled *Define Multiple Companies* in the *PBS Administration* documentation. Remember to initialize the files for consolidation in this company if you choose to initialize manually.

#### Step 2

Run your General Ledger module. Enter the consolidation company as the company to process (when asked for company ID). Refer to the chapter titled [Using General Ledger](#).

### Step 3

Run *Company information* to enter information for the consolidation company. Refer to that chapter.

---

#### **Note**

For a consolidation company, you must select to use at least one cost center.

---

### Step 4

Run G/L *Control information* to enter information for G/L. Refer to the [Control Information](#) chapter.

### Step 5

Enter the accounting periods for your consolidation company. (Refer to the [Accounting Periods](#) chapter.)

The consolidation company and each of its members do not require the same *number* of accounting periods. The dates of these periods may be different.

Now refer to this chapter, beginning with the section titled [Entering Member Companies](#) and use this chapter as a guide for the rest of this checklist.

### Step 6

Select *Company consolidation* on the G/L menu and select *Enter member companies*. Specify which companies are to be members of the consolidation company. Refer to the [Entering Member Companies](#) section of this chapter.

### Step 7

Read the section in this chapter titled [Linking Accounts Automatically or Manually](#) to determine the linking method that best fits your situation.

### Step 8

Create the links between member accounts and the consolidation accounts according to the method you chose in the section titled [Linking Accounts Automatically or Manually](#). Then set up the consolidation company's chart of accounts, based on these links. You can do this automatically (as explained in [Linking Accounts Automatically](#),) or on an account-by-account basis (as explained in [Linking Accounts Manually](#).)

### Step 9

Create the consolidated chart of accounts, using *Generate consolidated chart*. If you used *Link and consolidate chart* this has already been done.)

### Step 10

Create the consolidation company's financial statement layouts by copying selected layouts from member companies. Editing them if necessary or define new statements with proforma techniques.

The Extract financial data layouts are not included in this step.

### Step 11

If you used *Link accounts manually*, run *Verify consolidation setup* and handle any errors reported as needed. You may have some accounts in your consolidation Chart of Accounts that show as errors, but in fact are not (as explained in the section titled [Verifying Consolidation Setup](#)).

### Step 12

You are now in setup mode and are ready to begin normal operation, which includes consolidating entries from member companies into the consolidation company.

If you would like to consolidate entries now, run *Consolidate entries* as described in the [Consolidating Entries](#) of this chapter.

### Step 13

Review the text under [Normal Operation](#) in the beginning of this chapter.

---

#### **Note**

After completing this checklist, you are ready to run financial statements for the consolidation company.

---

## Checklist B: Consolidating Entries for Subsequent Years

Consolidation starts over for the next fiscal year. You do not have to re-do the set-up, since the Chart of Accounts and layouts already exist for the consolidation company.

It is not necessary to initialize your data files because the consolidation company will store multiple years of data. If you only want one years worth of data then you can initialize G/L transactions before you consolidate entries.

---

#### **Note**

If you upgraded your data from RealWorld, or Versions 10 through 11.6, it is recommended that you initialize the G/L Transaction file/table first as in step 1 below.

---

References you need:

- This chapter
- [General Journal](#) chapter
- *Initializing Data* chapter found in the PBS Administration documentation

### Step 1

Use *Initialize data* to create an empty G/L Transaction file/table for your consolidation company.

This step is only necessary if you do *not* want to keep multiple years of data for the member companies.

## Step 2

Change your accounting period dates in the consolidation company to reflect year for which you want data.

Even if you select Earliest and Latest dates when consolidating, you may only consolidate data for the consolidation company current or next fiscal year. For more information see the [4. Starting date](#) field in the Consolidating Entries section.

You must consolidate the data for all member companies for the year you are about to close, because on a normal system you cannot go backwards to a closed year.

### Note

If it becomes necessary to consolidate entries for previous years, initialize the consolidation company G/L transaction, G/L Control information and accounting period files.

Enter the Consolidation *Control information* for the earliest year you want to consolidate. Enter accounting periods.

Then you may consolidate entries again for all member companies selecting Y to *Include entries already consolidated ?*.

Close the year and consolidate entries for the next year. Repeat the close and consolidate process until you are at the current fiscal year.

## Step 3

If you have made any change to the chart of accounts of any of your member companies, use *Link accounts manually* to update the links to the consolidation company.

## Step 4

Use the *Print link edit list* selection to verify that your links are correct. If any errors are noted, restart this checklist at step 3 above.

## Step 5

Run *Generate consolidated chart*, and answer Y to *Clear budgets and comparatives?*. This procedure creates the budgets and comparatives in your consolidation company's Chart of Accounts file.

## Step 6

Run *Verify consolidation setup* and handle any errors reported as needed by restarting this checklist at step 3.

## Step 7

Run *Consolidate entries* to add the member entries into your consolidation company's General Ledger Entry file.



# Handling Periodic Inventory

This appendix contains the following topic:

[Introduction to Handling Periodic Inventory](#) .....

## INTRODUCTION TO HANDLING PERIODIC INVENTORY

The following method of handling inventory is based on the *Periodic Method*. The Inventory Control module is based on the *Perpetual Method*; so if you are using that method, disregard this appendix.

For inventory and cost of goods sold to appear correctly on a Profit and Loss Statement, you must follow certain procedures before you print the statement. If these steps are followed, the cost of goods sold section will appear as follows:

	Current Period	Year-To-Date
Beginning Inventory	9,999.99	99,999.99
Purchases	999.99	9,999.99
Ending Inventory	(9,999.99)	(99,999.99)
Cost of Goods Sold	999.99	9,999.99

Purchases are added to beginning inventory. Then ending inventory is subtracted to yield cost of goods sold.

Additional accounts for purchase returns and allowances, purchase discounts, etc., may be included. What is represented above is the basic structure of the cost of goods sold section.

In manual bookkeeping, the above entries for beginning and ending inventory appear as adjustments to the trial balance. Beginning inventory is brought onto the P&L statement by posting a debit to Beginning Inventory and a corresponding credit to the balance sheet Inventory account. Ending inventory is noted by posting a credit to Ending Inventory and a corresponding debit to the balance sheet Inventory account.

In General Ledger, the first step in entering and posting these adjustments is to define a G/L account which will be used for net changes to inventory. Let us call this account Net Change to Inventory.

The second step in entering and posting these adjustments is to make an entry which debits <Net Changes to Inventory> for an amount equal to the opening balance of inventory for the period. The corresponding credit is to Merchandise Inventory. For example,

DR	Net Change to Inventory	96,833.45
	CR	Merchandise Inventory
		96,833.45

The third step in entering and posting these adjustments is to make an entry which credits Net Change to Inventory for an amount equal to the ending balance of inventory for the period. The corresponding debit is to Merchandise Inventory. For example:

DR     Merchandise Inventory           101,520.61

CR     Net Change to Inventory        101,520.61

The net result of these debits and credits is that the beginning balance of Merchandise Inventory (within G/L) is the opening inventory balance, the ending balance of Merchandise Inventory is the balance of inventory as of the end of the period, and the net change (period to date) of Net Change to Inventory is the net change to inventory.

The Net Change to Inventory account will have a credit balance for the period if there is more inventory on hand at the end of the period than at the beginning of the period, and represents the amount by which inventory increased during the period.

The Net Change to Inventory account will have a debit balance for the period if there is less inventory on hand at the end of the period than at the beginning of the period, and represents the amount by which inventory decreased during the period.

The above entries should be dated within the period for which you are printing financial statements.

On your P&L layout, enter account codes similar to the following:

Funct		Bal typ	Prt/ Accum	Prt col	Paren cntrl
CLS1					
LIT	Center? N				
ACCT	1200-000	B	A		
PAT					C
ACCT	5030-000	N	P		
ACCT	5050-100	N	P		
ACCT	1200-000	E-	A		
PAT					C
UL					
SUB1					C

The functions of the above lines are to:

- Clear subtotal one.
- Accumulate the beginning balance of inventory using the Merchandise Inventory account. The amount accumulated will be the opening balance of the Merchandise Inventory account for the period being printed.
- Print this accumulated beginning balance (using the PAT code to name the balance Beginning Inventory).
- Print the net changes in purchases and the net changes in purchase discounts.
- Accumulate the ending balance of inventory using the Merchandise Inventory account. Accumulate this using the *ending* balance of this account reversed. The amount accumulated will be the ending balance of the Merchandise Inventory account for the period being printed reversed. In the normal case, this will result in a credit balance being accumulated.
- Print this accumulated ending balance (using the PAT code to name this balance Ending Inventory).

- Print the subtotal SUB1, naming it COST OF GOODS SOLD.

Continuing with the example above, if purchases were \$10,000 for the period and purchase discounts were \$1,000 for the period, the debits and credits above would result in the following printout using this layout:

Beginning Inventory	96,833.45
Purchases	10,000.00
Purchase discounts	(1,000.00)
Ending Inventory	(101,520.61)
	<hr/>
COST OF GOODS SOLD:	4,312.84

Note that the account, Net Change to Inventory, does not appear on the P&L Statement. The beginning and ending balances of the inventory account are used directly. The ending balance, which would normally be a debit, is reversed (multiplied by minus one) thereby showing a credit. Since the parentheses control at the PAT code is C, the printed amount is enclosed by parentheses.

This procedure meshes with automatic year end closing, since the net changes to inventory have been posted to a P&L account. The year ending procedure picks up this net change and includes it in net income entries that are posted as part of the *Close a year* selection.

# Sample Reports

This appendix contains sample General Ledger reports.

# CHART OF ACCOUNTS LIST

Date 04/26/2019 Time 12:29:51

XYZ Company

Report #0145 Page 0001

C H A R T O F A C C O U N T S L I S T

Starting account: "First" Ending account: "Last"  
 Sub accounts: All sub accounts  
 Financial statement types: P = operating stmtnt, B = balance sheet  
 SAF types: C = cash, N = non-cash charge against income, A = current asset, L = current liability, F = funds flow  
 Parenthesis control codes: D = enclose when debit, C = enclose when credit  
 Compression codes: N = no compression, P = by period, D = by date  
 Cash flow types: O = operations, I = investment, F = financing

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
1000-000	Cash account #13557		B	C	C	P				
1000-100	Cash account #13557		B	C	C	P				
1000-200	Cash account #13557		B	C	C	P				
1000-300	Cash account #13557		B	C	C	P				
1010-000	Cash account #13726		B	C	C	P				
1010-100	Cash account #13726		B	C	C	P				
1010-200	Cash account #13726		B	C	C	P				
1010-300	Cash account #13726		B	C	C	P				
1020-000	Cash account #13591		B	C	C	P				
1020-100	Cash account #13591		B	C	C	P				
1020-200	Cash account #13591		B	C	C	P				
1020-300	Cash account #13591		B	C	C	P				
1100-000	Accounts receivable		B	A	C	P				
1100-100	Accounts receivable		B	A	C	P				
1100-200	Accounts receivable		B	A	C	P				
1100-300	Accounts receivable		B	A	C	P				
1105-000	Retainage receivable		B	A	C	P				
1105-100	Retainage receivable		B	A	C	P				
1105-200	Retainage receivable		B	A	C	P				
1105-300	Retainage receivable		B	A	C	P				
1110-000	Employee loans receivable		B	A	C	P				
1110-100	Employee loans receivable		B	A	C	P				
1110-200	Employee loans receivable		B	A	C	P				
1110-300	Employee loans receivable		B	A	C	P				
1120-000	Prepaid insurance	1	B	A	C	P				
1120-100	Prepaid insurance	1	B	A	C	P				
1120-200	Prepaid insurance	1	B	A	C	P				
1120-300	Prepaid insurance	1	B	A	C	P				
1200-000	Merchandise inventory	1	B	A	C	P				
1200-100	B/S Liab Account		B		D	N				
1200-200	Merchandise inventory	1	B	A	C	P				
1200-300	Merchandise inventory	1	B	A	C	P				
1240-000	Work in process / Kits		B		D	N				
1240-100	Work in process / Kits		B		D	N				
1240-200	Work in process / Kits		B		D	N				
1240-300	Work in process / Kits		B		D	N				
1300-000	Furniture and fixtures		B	F	C	P				
1300-100	Furniture and fixtures		B	F	C	P				
1300-200	Furniture and fixtures		B	F	C	P				
1300-300	Furniture and fixtures		B	F	C	P				
1310-000	Accumulated depreciation	2	B	N	C	P				
1310-100	Accumulated depreciation	2	B	N	C	P				

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
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1310-200	Accumulated depreciation	2	B	N	C	P
1310-300	Accumulated depreciation	2	B	N	C	P
1320-000	Work in process		B		D	N
1320-100	Work in process		B		D	N
1320-200	Work in process		B		D	N
1320-300	Work in process		B		D	N
1400-000	Inventory		P		C	P
1400-100	Inventory		P		C	P
1400-200	Inventory		P		C	P
1400-300	Inventory		P		C	P
1450-000	Cost of jobs		B	L	D	P
1450-100	Cost of jobs		B	L	D	P
1450-200	Cost of jobs		B	L	D	P
1450-300	Cost of jobs		B	L	D	P
2000-000	Accounts payable		B	L	D	P
2000-100	Accounts payable		B	L	D	P
2000-200	Accounts payable		B	L	D	P
2000-300	Accounts payable		B	L	D	P
2005-000	Retainage payable		B	L	D	P
2005-100	Retainage payable		B	L	D	P
2005-200	Retainage payable		B	L	D	P
2005-300	Retainage payable		B	L	D	P
2010-000	Salaries & wages payable		B	L	D	P
2010-100	Salaries & wages payable		B	L	D	P
2010-200	Salaries & wages payable		B	L	D	P
2010-300	Salaries & wages payable		B	L	D	P
2015-000	Monthly sales commissions		B	L	D	P
2015-100	Monthly sales commissions		B	L	D	P
2015-200	Monthly sales commissions		B	L	D	P
2015-300	Monthly sales commissions		B	L	D	P
2020-000	Pension fund payable		B	L	D	P
2020-100	Pension fund payable		B	L	D	P
2020-200	Pension fund payable		B	L	D	P
2020-300	Pension fund payable		B	L	D	P
2030-000	Garnish deduct payable		B	L	D	P
2030-100	Garnish deduct payable		B	L	D	P
2030-200	Garnish deduct payable		B	L	D	P
2030-300	Garnish deduct payable		B	L	D	P
2040-000	Charity deduct payable		B	L	D	P
2040-100	Charity deduct payable		B	L	D	P
2040-200	Charity deduct payable		B	L	D	P
2040-300	Charity deduct payable		B	L	D	P
2050-000	Union dues deduct payable		B	L	D	P
2050-100	Union dues deduct payable		B	L	D	P
2050-200	Union dues deduct payable		B	L	D	P
2050-300	Union dues deduct payable		B	L	D	P
2060-000	Worker's compensation payable		B	L	D	P
2060-100	Worker's compensation payable		B	L	D	P
2060-200	Worker's compensation payable		B	L	D	P
2060-300	Worker's compensation payable		B	L	D	P
2100-000	Federal W/H tax payable		B	L	D	P

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
2100-100	Federal W/H tax payable		B	L	D	P				
2100-200	Federal W/H tax payable		B	L	D	P				
2100-300	Federal W/H tax payable		B	L	D	P				
2110-000	EIC advances paid		B	L	D	P				
2110-100	EIC advances paid		B	L	D	P				
2110-200	EIC advances paid		B	L	D	P				
2110-300	EIC advances paid		B	L	D	P				
2120-000	FICA taxes payable		B	L	D	P				
2120-100	FICA taxes payable		B	L	D	P				

2120-200	FICA taxes payable		B	L	D	P
2120-300	FICA taxes payable		B	L	D	P
2130-000	FUI taxes payable		B	L	D	P
2130-100	FUI taxes payable		B	L	D	P
2130-200	FUI taxes payable		B	L	D	P
2130-300	FUI taxes payable		B	L	D	P
2140-000	State W/H taxes payable		B	L	D	P
2140-100	State W/H taxes payable		B	L	D	P
2140-200	State W/H taxes payable		B	L	D	P
2140-300	State W/H taxes payable		B	L	D	P
2150-000	SUI taxes payable		B	L	D	P
2150-100	SUI taxes payable		B	L	D	P
2150-200	SUI taxes payable		B	L	D	P
2150-300	SUI taxes payable		B	L	D	P
2160-000	SDI taxes payable		B	L	D	P
2160-100	SDI taxes payable		B	L	D	P
2160-200	SDI taxes payable		B	L	D	P
2160-300	SDI taxes payable		B	L	D	P
2170-000	401(k) Elective deferrals		B		D	N
2170-100	401(k) Elective deferrals		B		D	N
2170-200	401(k) Elective deferrals		B		D	N
2170-300	401(k) Elective deferrals		B		D	N
2175-000	401(k) Non-elective contributn		B		D	N
2175-100	401(k) Non-elective contributn		B		D	N
2175-200	401(k) Non-elective contributn		B		D	N
2175-300	401(k) Non-elective contributn		B		D	N
2200-000	State sales taxes payable		B	L	D	P
2200-100	State sales taxes payable		B	L	D	P
2200-200	State sales taxes payable		B	L	D	P
2200-300	State sales taxes payable		B	L	D	P
2210-000	County sales taxes payable		B	L	D	P
2210-100	County sales taxes payable		B	L	D	P
2210-200	County sales taxes payable		B	L	D	P
2210-300	County sales taxes payable		B	L	D	P
2220-000	City sales taxes payable	1	B	L	D	P
2220-100	City sales taxes payable	1	B	L	D	P
2220-200	City sales taxes payable	1	B	L	D	P
2220-300	City sales taxes payable	1	B	L	D	P
2230-000	Out of state misc. sales		P		C	N
2230-100	Out of state misc. sales		P		C	N
2230-200	Out of state misc. sales		P		C	N
2230-300	Out of state misc. sales		P		C	N

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
2300-000	Mortgage payable	2	B	F	D	P				
2300-100	Mortgage payable	2	B	F	D	P				
2300-200	Mortgage payable	2	B	F	D	P				
2300-300	Mortgage payable	2	B	F	D	P				
2700-000	Billings on jobs		B	F	C	P				
2700-100	Billings on jobs		B	F	C	P				
2700-200	Billings on jobs		B	F	C	P				
2700-300	Billings on jobs		B	F	C	P				
2750-000	Reserve for loss on jobs		B	C	C	P				
2750-100	Reserve for loss on jobs		B	C	C	P				
2750-200	Reserve for loss on jobs		B	C	C	P				
2750-300	Reserve for loss on jobs		B	C	C	P				
3000-000	Common stock, \$10 par		B	F	D	P				
3000-100	Common stock, \$10 par		B	F	D	P				
3000-200	Common stock, \$10 par		B	F	D	P				
3000-300	Common stock, \$10 par		B	F	D	P				
3100-000	Retained earnings	1	B	F	D	P				
3100-100	Retained earnings	1	B	F	D	P				
3100-200	Retained earnings	1	B	F	D	P				
3100-300	Retained earnings	1	B	F	D	P				
4000-000	Revenue from jobs		P		C	P				

4000-100	Sales - misc. items	P	D	P			
4000-200	Sales - misc. items	P	D	P			
4000-300	Revenue from jobs	P	C	P			
4010-000	Equipment income/expense	P	D	P			
4010-100	Sales - tools	P	D	P	OS2	FT1	LT1
4010-200	Sales - tools	P	D	P			
4010-300	Equipment income/expense	P	D	P			
4020-000	Miscellaneous sales	P	D	P			
4020-100	Sales - parts	P	D	P			
4020-200	Sales - parts	P	D	P			
4020-300	Miscellaneous sales	P	D	P			
4030-000	Freight - shipping	P	C	P			
4030-100	Freight - shipping	P	C	P			
4030-200	Freight - shipping	P	C	P			
4030-300	Freight - shipping	P	C	P			
4040-000	Misc. charges on sales	P	D	P			
4040-100	Misc. charges on sales	P	D	P			
4040-200	Misc. charges on sales	P	D	P			
4040-300	Misc. charges on sales	P	D	P			
4050-000	Discounts allowed	P	C	P			
4050-100	Discounts allowed	P	C	P			
4050-200	Discounts allowed	P	D	P			
4050-300	Discounts allowed	P	C	P			
4060-000	Sales allowances	P	D	P			
4060-100	Sales - rtrns & allowncs	P	D	P			
4060-200	Sales - rtrns & allowncs	P	D	P			
4060-300	Sales allowances	P	D	P			
4070-000	Finance charges	P	D	P			
4070-100	Finance charges	P	D	P			
4070-200	Finance charges	P	D	P			

XYZ Company

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
4070-300	Finance charges		P		D	P				
4200-100	Other income		P		D	P				
4200-200	Other income		P		D	P				
5000-100	Beginning inventory		P		C	P				
5000-200	Beginning inventory		P		C	P				
5010-000	Purchases - misc. items		P		C	P				
5010-100	Purchases - misc. items		P		C	P				
5010-200	Purchases - misc. items		P		C	P				
5010-300	Purchases - misc. items		P		C	P				
5020-100	Purchases - tools		P		C	P				
5020-200	Purchases - tools		P		C	P				
5030-100	Purchases - parts		P		C	P				
5030-200	Purchases - parts		P		C	P				
5040-100	Freight - purchases		P		C	P				
5040-200	Freight - purchases		P		C	P				
5050-100	Purchase discounts		P		D	P				
5050-200	Purchase discounts		P		D	P				
5060-100	Purchase rtrns & allowncs		P		C	P				
5060-200	Purchase rtrns & allowncs		P		C	P				
5070-000	Inventory expenses		P		C	N				
5070-100	Cost of goods sold		P		D	P				
5070-200	Cost of goods sold		P		D	P				
5070-300	Inventory expenses		P		C	N				
5080-000	Purchase price adjustments		P		D	P				
5080-100	Credit memo		P		C	P				
5080-200	Credit memo		P		C	P				
5080-300	Purchase price adjustments		P		D	P				
5100-100	Ending inventory		P		C	P				
5100-200	Ending inventory		P		C	P				
6000-000	Administrative salaries		P		C	P				
6000-100	Salaries and wages expense		P		C	P				

6000-200	Salaries and wages expense	P	C	P
6000-300	Administrative salaries	P	C	P
6005-000	Laborer's wages	P	C	P
6005-100	Laborer's wages	P	C	P
6005-200	Laborer's wages	P	C	P
6005-300	Laborer's wages	P	C	P
6010-000	Bonus pay expense	P	C	P
6010-100	Bonus expense	P	C	P
6010-200	Bonus expense	P	C	P
6010-300	Bonus pay expense	P	C	P
6020-000	Vacation pay expense	P	C	P
6020-100	Vacation pay expense	P	C	P
6020-200	Vacation pay expense	P	C	P
6020-300	Vacation pay expense	P	C	P
6030-000	Holiday pay expense	P	C	P
6030-100	Holiday pay expense	P	C	P
6030-200	Holiday pay expense	P	C	P
6030-300	Holiday pay expense	P	C	P
6040-000	Sick pay expense	P	C	P
6040-100	Sick pay expense	P	C	P

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
6040-200	Sick pay expense		P		C	P				
6040-300	Sick pay expense		P		C	P				
6050-000	Travel expense		P		C	P				
6050-100	Travel expense		P		C	P				
6050-200	Travel expense		P		C	P				
6050-300	Travel expense		P		C	P				
6070-100	Supplemental pay expense		P		C	N				
6100-000	FICA tax expense		P		C	P				
6100-100	FICA tax expense		P		C	P				
6100-200	FICA tax expense		P		C	P				
6100-300	FICA tax expense		P		C	P				
6110-000	FUI tax expense		P		C	P				
6110-100	FUI tax expense		P		C	P				
6110-200	FUI tax expense		P		C	P				
6110-300	FUI tax expense		P		C	P				
6120-000	SUI tax expense		P		C	P				
6120-100	SUI tax expense		P		C	P				
6120-200	SUI tax expense		P		C	P				
6120-300	SUI tax expense		P		C	P				
6200-000	Worker's comp. premiums		P		C	P				
6200-100	Deprec. expense - equipt		P		C	P				
6200-200	Deprec. expense - equipt		P		C	P				
6200-300	Worker's comp. premiums		P		C	P				
6210-000	Allocated labor burden		P		D	P				
6210-100	Allocated labor burden		P		D	P				
6210-200	Allocated labor burden		P		D	P				
6210-300	Allocated labor burden		P		D	P				
6220-000	Allocated overhead burden		P		D	P				
6220-100	Allocated overhead burden		P		D	P				
6220-200	Allocated overhead burden		P		D	P				
6220-300	Allocated overhead burden		P		D	P				
6300-100	Insurance expense		P		C	P				
6300-200	Insurance expense		P		C	P				
6900-000	Advertising and promotion		P		C	P				
6900-100	Advertising and promotion		P		C	P				
6900-200	Advertising and promotion		P		C	P				
6900-300	Advertising and promotion		P		C	P				
7000-000	Interest expense		P		C	P				
7000-100	Interest expense		P		C	P				
7000-200	Interest expense		P		C	P				
7000-300	Interest expense		P		C	P				

7010-000	Variance		P		C	P
7010-100	Variance		P		C	P
7010-200	Variance		P		C	P
7010-300	Variance		P		C	P
7020-000	Cr memo/adj variance		P		C	P
7020-100	Cr memo/adj variance		P		C	P
7020-200	Cr memo/adj variance		P		C	P
7020-300	Cr memo/adj variance		P		C	P
7030-000	Scrap account		P		C	P
7030-100	Scrap account		P		C	P

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C H A R T O F A C C O U N T S L I S T

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF type	Paren code	Comp code	Cash-flow type	Audit group	Federal group	Local group
7030-200	Scrap account		P		C	P				
7030-300	Scrap account		P		C	P				
7040-000	Drop ship clearing account		P		C	P				
7040-100	Drop ship clearing account		P		C	P				
7040-200	Drop ship clearing account		P		C	P				
7040-300	Drop ship clearing account		P		C	P				
7050-000	Cost correction		P		C	P				
7050-100	Cost correction		P		C	P				
7050-200	Cost correction		P		C	P				
7050-300	Cost correction		P		C	P				
7100-000	Bank charges		P		C	P				
7100-100	Bank charges		P		C	P				
7100-200	Bank charges		P		C	P				
7100-300	Bank charges		P		C	P				
7500-000	Office supplies		P		C	P				
7500-100	Office supplies		P		C	P				
7500-200	Office supplies		P		C	P				
7500-300	Office supplies		P		C	P				
8000-000	Rental Depreciation		P		C	P				
8000-100	Rent		P		C	P				
8000-200	Rent		P		C	P				
8000-300	Rental Depreciation		P		C	P				
8200-000	Telephone		P		C	P				
8200-100	Telephone		P		C	P				
8200-200	Telephone		P		C	P				
8200-300	Telephone		P		C	P				
8300-000	Utilities		P		C	P				
8300-100	Utilities		P		C	P				
8300-200	Utilities		P		C	P				
8300-300	Utilities		P		C	P				
8500-000	Maintenance & repairs		P		C	P				
8500-100	Maintenance & repairs		P		C	P				
8500-200	Maintenance & repairs		P		C	P				
8500-300	Maintenance & repairs		P		C	P				
9999-000	Suspense Account		P		C	N				
9999-100	Suspense Account		P		C	N				
9999-200	Suspense Account		P		C	N				
9999-300	Suspense Account		P		C	N				

335 accounts on file

-- End of report --

# CHART OF ACCOUNTS CHANGE LOG

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## CHART OF ACCOUNTS CHANGE LOG

Financial statement types: P = operating stmt B = balance sheet

SAF types: C = cash N = non-cash charge against income A = current asset L = current liability F = funds flow

Parenthesis control codes: D = enclose when debit C = enclose when credit

Compression codes: N = no compression P = by period D = by date

Cash flow types: O = operations I = investment F = financing

Acct-#	Description	T/B-subtot level	Fin-stmnt type	SAF typ	Paren code	Comp code	Csh-flw type	Audit group	Feder group	Local group	Prior year beginning balance
4010-100	Sales - tools		P		D	P					
Changed by: RWA on 04/26/2019 to become											
4010-100	Sales - tools		P		D	P		OS2 ***	FT1 ***	LT1 ***	

1 changes on file

-- End of report --

# BUDGET LIST

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XYZ Company

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## B U D G E T L I S T

Budget Type: NORMAL                      Normal Budget  
 Starting account: "First"                      Ending account: "Last"  
 Starting year: 2019                      Ending year: 2019  
 Sub account: "All"

Acct-#	Description	Year						
4010-100	Sales - tools	2019						
	Period	Budget	Period	Budget	Period	Budget	Period	Budget
	1	20,000	4	20,000	7	20,000	10	20,000
	2	20,000	5	20,000	8	20,000	11	20,000
	3	20,000	6	20,000	9	20,000	12	20,000
							13	0

1 budget entries on report

-- End of report --

# BUDGETS CHANGE LOG

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B U D G E T S C H A N G E L O G

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Acct-#	Description								
4010-100	Sales - tools								
Year	Budget type	Period	Budget	Period	Budget	Period	Budget	Period	Budget
2019	NORMAL	1	20,000	4	20,000	7	20,000	10	20,000
		2	20,000	5	20,000	8	20,000	11	20,000
		3	20,000	6	20,000	9	20,000	12	20,000
								13	0

Changed by: RWA on 04/26/2019 to become

Year	Budget type	Period	Budget	Period	Budget	Period	Budget	Period	Budget
2019	NORMAL	1	22,000	4	22,000	7	22,000	10	22,000
		2	22,000	5	22,000	8	22,000	11	22,000
		3	22,000	6	22,000	9	22,000	12	22,000
								13	0

1 changes on file

-- End of report --

# COMPARATIVES LIST

Date 04/26/2019 Time 15:38:56

XYZ Company

Report #0150 Page 0001

## COMPARATIVES LIST

Starting account: "First" Ending account: "Last"  
 Starting year: "Earliest" Ending year: "Latest"  
 Sub account: "All"

Acct-#	Description	Year	Beginning balance					
4010-100	Sales - tools	2018	.00					
	Period	Ending balance	Period	Ending balance	Period	Ending balance	Period	Ending balance
	1	11,000.00-	4	48,000.00-	7	81,000.00-	10	120,000.00-
	2	23,000.00-	5	59,000.00-	8	100,000.00-	11	135,000.00-
	3	37,000.00-	6	69,000.00-	9	115,000.00-	12	165,000.00-
							13	.00

1 comparative entries on report

-- End of report --

# COMPARATIVE CHANGE LOG

Date 04/26/2019 Time 15:45:03

XYZ Company

Report #0151 Page 0001

C O M P A R A T I V E S   C H A N G E   L O G

-----  
 Acct-#                    Description  
 -----

4010-100                Sales - tools

Prior year beginning balance                    0.00

Year	Period	Ending balance						
2018	1	11,000.00-	4	48,000.00-	7	81,000.00-	10	120,000.00-
	2	23,000.00-	5	59,000.00-	8	100,000.00-	11	135,000.00-
	3	37,000.00-	6	69,000.00-	9	115,000.00-	12	165,000.00-
							13	0.00

Changed by: RWA on 04/26/2019 to become

Prior year beginning balance                    0.00

Year	Period	Ending balance						
2018	1	11,000.00-	4	48,000.00-	7	81,000.00-	10	120,000.00-
	2	23,000.00-	5	59,000.00-	8	100,000.00-	11	135,000.00-
	3	37,000.00-	6	67,000.00-	9	115,000.00-	12	165,000.00-
				*****			13	0.00

1 changes on file

-- End of report --

# SUB ACCOUNT GROUP LIST

Date 04/27/2019 Time 14:07:58

XYZ Company

Report #0152 Page 0001

S U B A C C O U N T G R O U P L I S T

-----  
Group-# Name ----- Sub accounts -----  
-----

1 Group #1  
100 200

1 sub account groups printed

-- End of report --

# GENERAL JOURNAL EDIT LIST

Date 04/27/2019 Time 14:33:14

XYZ Company

Report #0153 Page 0001

GENERAL JOURNAL EDIT LIST

Starting entry : "First" Ending entry : "Last"

```
-----
Entry date      Account Number      Description              Reference              Debit amount      Credit amount
-----
```

```
Entry #: MLE4          Reverse next period? No   Correcting entry? No
-----
```

```
03/10/2019  1000-000      Cash account #13557      Sample journal entry      100.00
03/10/2019  4000-000      Sales                    Sample journal entry                        100.00
                                           Entry totals:              100.00              100.00
*****
```

```
2 detail lines exist for      1 journal entries.      Report totals:      100.00      100.00
```

-- End of report --

# GENERAL JOURNAL POSTING REGISTER

Date 04/27/2019 Time 14:34:39

XYZ Company

Report #0154 Page 0001

## GENERAL JOURNAL POSTING REGISTER

Starting entry : "First" Ending entry : "Last"

-----  
Entry date      Account Number      Description      Reference      Debit amount      Credit amount  
-----

Entry #: MLE4      Reverse next period? No      Correcting entry? No  
-----

03/10/2019	1000-000	Cash account #13557	Sample journal entry	100.00	
03/10/2019	4000-000	Sales	Sample journal entry		100.00
Entry totals:				100.00	100.00

\*\*\*\*\*

2 detail lines exist for      1 journal entries.      Report totals:      100.00      100.00

-- End of report --

# RECURRING JOURNAL ENTRY EDIT LIST

Date 04/27/2019 Time 15:00:04

XYZ Company

Report #0155 Page 0001

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

Starting Group: "First"  
Ending Group: "Last"

Entry types shown: Fixed (F) and variable (V) amounts

Next date cut-off: "Latest"

Group	Acct-#	Description	Entry-amount	Last-document-#	Last-date	Start-date	#-uses	Expired?
Type	Seq-#	Source	Reference	Interval	Curr-document-#	Next-date	Final-date	Max-uses Selected?
FXD	1000-000	Cash account #13557	500.00	(none)	(none)	(none)	0	N
F	1	CSHDIS	Mortgage payment	Every 1 Month	101	3/15/19	Indefinite	24 N
		Acct-#	Description	Amount	Reference			
		Distributions: 2300-000	Mortgage payable	500.00	CR Sample entry			

1 entry printed

-- End of report --

# RECURRING JOURNAL SELECTION LIST

Date 04/27/2019 Time 15:09:15

XYZ Company

Report #0156 Page 0001

## RECURRING JOURNAL SELECTION LIST

Group	Acct-#	Description	Source	Date	Amount
Type	Seq-#	Reference		Document-#	
FXD	1000-000	Cash account #13557	CSHDIS	3/15/19	500.00
F	1	Mortgage payment		101	
		Acct-# Description			Amount Reference
		Distributions: 2300-000 Mortgage payable			500.00CR Sample entry

1 entry printed

-- End of report --

# STANDARD JOURNAL ENTRY EDIT LIST

Date 04/27/2019 Time 15:44:18

XYZ Company

Report #0157 Page 0001

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

Period: 03/01/19 to 03/31/19

-----  
Variable standard entries

Account-# Description	Entry date	Debit amount	Credit amount	Source	Reference	Doc-#
1310-000 Accumulated depreciation	03/31/19		25.00	DEPR	Standard depreciation	94t392
	Account totals:	.00	25.00			
6200-100 Deprec. expense - equipt	03/31/19	15.00		DEPR	Standard depreciation	94t392
	Account totals:	15.00	.00			
6200-200 Deprec. expense - equipt	03/31/19	10.00		DEPR	Standard depreciation	94t392
	Account totals:	10.00	.00			
3 entries	Variable totals:	25.00	25.00			

Date 04/27/2019 Time 15:44:18

XYZ Company

Report #0157 Page 0002

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

Period: 03/01/19 to 03/31/19

Account-# Description	Entry date	Debit amount	Credit amount	Source	Reference	Doc-#
3 entries	Grand totals:	25.00	25.00			

-- End of report --

# STANDARD JOURNAL ENTRY REGISTER

Date 04/27/2019 Time 15:44:56

XYZ Company

Report #0158 Page 0001

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

Period: 03/01/19 to 03/31/19

-----  
Variable standard entries

Account-# Description	Entry date	Debit amount	Credit amount	Source	Reference	Doc-#
1310-000 Accumulated depreciation	03/31/19		25.00	DEPR	Standard depreciation	94t392
	Account totals:	.00	25.00			
6200-100 Deprec. expense - equipt	03/31/19	15.00		DEPR	Standard depreciation	94t392
	Account totals:	15.00	.00			
6200-200 Deprec. expense - equipt	03/31/19	10.00		DEPR	Standard depreciation	94t392
	Account totals:	10.00	.00			
3 entries	Variable totals:	25.00	25.00			

Date 04/27/2019 Time 15:44:56

XYZ Company

Report #0158 Page 0002

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

Period: 03/01/19 to 03/31/19

Account-# Description	Entry date	Debit amount	Credit amount	Source	Reference	Doc-#
3 entries	Grand totals:	25.00	25.00			

-- End of report --

# DISTRIBUTION EDIT LIST

Date 04/27/2019 Time 16:12:11

XYZ Company

Report #0159 Page 0001

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

Entry period: 03/01/19 to 03/31/19

Account-# Description	Date	Debit amount	Credit amount	Source	Reference	Doc-#	Jrnl-#
1000-000 Cash account #13557	03/15/19	500.00		CSHDIS	Mortgage payment	101	
	Account totals:	500.00	0.00				
1000-100 Cash account #13557	03/01/19 03/15/19	500.00	500.00	CSHDIS CASH ONLY	Disbursements cash	82332	
	Account totals:	500.00	500.00				
2300-000 Mortgage payable	03/15/19		500.00	CSHDIS	Sample entry	101	
	Account totals:	0.00	500.00				
4 entries	Grand totals:	1,000.00	1,000.00				

-- End of report --

# DISTRIBUTIONS REGISTER

Date 04/27/2019 Time 16:18:53

XYZ Company

Report #0160 Page 0001

## D I S T R I B U T I O N S   R E G I S T E R

Entry period: 03/01/19 to 03/31/19

Account-# Description	Date	Debit amount	Credit amount	Source	Reference	Doc-#	Jrnl-#
1000-000 Cash account #13557	03/15/19	500.00		CSHDIS	Mortgage payment	101	
2300-000 Mortgage payable	03/15/19		500.00	CSHDIS	Sample entry	101	
1000-100 Cash account #13557	03/01/19 03/15/19		500.00	CSHDIS CASH ONLY	Disbursements cash	82332	
4 entries	Grand totals:	1,000.00					
			1,000.00				

-- End of report --

# GENERAL LEDGER TRIAL BALANCE

Date 04/28/2019 Time 15:04:07

XYZ Company

Report #0161 Page 0001

GENERAL LEDGER TRIAL BALANCE

Reporting period: 01/01/19 to 03/31/19

Starting account: "First" Ending account: "Last"

Details are shown

Print zero dollar accounts: No

Sub account: "All"

Account-# Description	Beginning balance	Total debits	Total credits	Net change	Ending balance
1000-000 Cash account #13557	.00	600.00	8,560.70	7,960.70CR	7,960.70CR

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		536.82	PR	Levine, Susan M.	1002	PR0123
01/01/19		335.13	PR	Delaney, Katherine A.	1003	PR0123
01/01/19		84.78	PR	Prieskorn, Jeff	1004	PR0123
01/01/19		1,164.69	PR	Palmer, Edward W.	1005	PR0123
01/01/19		646.38	PR	Wilson, Arnold J.	1006	PR0123
01/01/19		963.01	PR	Wilkenson, William B.	1007	PR0123
01/01/19		549.54	PR	Holmes, Peter G.	1008	PR0123
01/12/19		536.82	PR	Levine, Susan M.	1009	PR0128
01/12/19		335.13	PR	Delaney, Katherine A.	1010	PR0128
01/12/19		84.78	PR	Prieskorn, Jeff	1011	PR0128
01/12/19		1,164.69	PR	Palmer, Edward W.	1012	PR0128
01/12/19		646.38	PR	Wilson, Arnold J.	1013	PR0128
01/12/19		963.01	PR	Wilkenson, William B.	1014	PR0128
01/12/19		549.54	PR	Holmes, Peter G.	1015	PR0128
03/10/19	100.00			Sample journal entry	Gen Jrnl	ML0004
03/15/19	500.00		CSHDIS	Mortgage payment	101	GJ0160

1000-100 Cash account #13557	.00	500.00	500.00	.00	.00
---------------------------------	-----	--------	--------	-----	-----

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
03/01/19		500.00	CSHDIS	Disbursements	82332	GJ0160
03/15/19	500.00		CASH ONLY	cash		GJ0160

Account group 1000 Total:	.00	1,100.00	9,060.70	7,960.70CR	7,960.70CR
---------------------------	-----	----------	----------	------------	------------

1010-000 Cash account #13726	.00	.00	5,084.40	5,084.40CR	5,084.40CR
---------------------------------	-----	-----	----------	------------	------------

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		2,542.20	PR	Prieskorn, Jeff	1004	PR0123
01/12/19		2,542.20	PR	Prieskorn, Jeff	1011	PR0128

Date 04/28/2019 Time 15:04:07

XYZ Company

Report #0161 Page 0002

GENERAL LEDGER TRIAL BALANCE

Account-# Description	Beginning balance	Total debits	Total credits	Net change	Ending balance
Subtotal-level 1:		1,100.00	13,045.10CR		

	.00			14,145.10		13,045.10CR
1310-000	.00	.00		25.00	25.00CR	25.00CR
Accumulated depreciation						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
03/31/19		25.00	DEPR	Standard depreciation	94t392	SJ0158

Subtotal-level 2:	.00		1,100.00		13,070.10CR	13,070.10CR
-------------------	-----	--	----------	--	-------------	-------------

2000-000	.00	.00		43,859.96	43,859.96CR	43,859.96CR
Accounts payable						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/22/19		1,625.00	AP	Acme Office Supplies	10	AP0019
01/22/19		875.00	AP	E-Z Repairs	38	AP0020
01/22/19		65.00	AP	Wells Fargo Bank	5005	AP0020
01/23/19		1,275.00	AP	Hanson Manufacturing Co.	12	AP0018
01/23/19		2,500.75	AP	Acme Office Supplies	35	AP0020
01/23/19		450.45	AP	Red Line Freight	36	AP0020
01/23/19		11,000.00	AP	Jones Property Management	37	AP0020
01/23/19		2,097.50	AP	Acme Office Supplies	2	AP0021
01/24/19		365.00	AP	Hanson Manufacturing Co.	8	AP0019
01/24/19		965.60	AP	Vermont Metal Products	34	AP0020
01/24/19		553.98	AP	Reynolds Tool Company	390	AP0020
01/24/19		8,540.00	AP	Greener Grass Ofc. Plants	58	AP0020
01/24/19		925.00	AP	Vermont Metal Products	5	AP0021
01/24/19		2,155.00	AP	Hanson Manufacturing Co.	4	AP0021
01/25/19		2,965.00	AP	Greener Grass Ofc. Plants	13	AP0018
01/25/19		990.34	AP	Pacific Telephone	100A	AP0020
01/25/19		560.79	AP	Hanson Manufacturing Co.	89	AP0020
01/27/19		2,350.55	AP	Vermont Metal Products	401	AP0022
01/28/19		3,500.00	AP	Vermont Metal Products	490	AP0022
03/10/19		100.00		Sample journal entry	Gen Jrnl	ML0004

2050-000	.00	.00		10.10	10.10CR	10.10CR
Union dues deduct payable						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		.05	PR	Levine, Susan M.	1002	PR0123
01/01/19		5.00	PR	Holmes, Peter G.	1008	PR0123
01/12/19		.05	PR	Levine, Susan M.	1009	PR0128
01/12/19		5.00	PR	Holmes, Peter G.	1015	PR0128

Date 04/28/2019 Time 15:04:07 XYZ Company Report #0161 Page 0003

GENERAL LEDGER TRIAL BALANCE

Account-#	Beginning balance	Total debits	Total credits	Net change	Ending balance
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2100-000	.00	.00	2,446.80	2,446.80CR	2,446.80CR
Federal W/H tax payable					

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		54.17	PR	Levine, Susan M.	1002	PR0123
01/01/19		6.17	PR	Delaney, Katherine A.	1003	PR0123
01/01/19		600.28	PR	Prieskorn, Jeff	1004	PR0123
01/01/19		118.21	PR	Palmer, Edward W.	1005	PR0123
01/01/19		225.94	PR	Wilson, Arnold J.	1006	PR0123
01/01/19		145.19	PR	Wilkenson, William B.	1007	PR0123
01/01/19		73.44	PR	Holmes, Peter G.	1008	PR0123
01/12/19		54.17	PR	Levine, Susan M.	1009	PR0128
01/12/19		6.17	PR	Delaney, Katherine A.	1010	PR0128
01/12/19		600.28	PR	Prieskorn, Jeff	1011	PR0128
01/12/19		118.21	PR	Palmer, Edward W.	1012	PR0128

01/12/19	225.94	PR	Wilson, Arnold J.	1013	PR0128
01/12/19	145.19	PR	Wilkenson, William B.	1014	PR0128
01/12/19	73.44	PR	Holmes, Peter G.	1015	PR0128

2110-000	.00		91.56	.00	91.56	91.56
EIC advances paid						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	45.78		PR	Delaney, Katherine A.	1003	PR0123
01/12/19	45.78		PR	Delaney, Katherine A.	1010	PR0128

2120-000	.00		.00	2,657.52	2,657.52CR	2,657.52CR
FICA taxes payable						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		97.92	PR	Levine, Susan M.	1002	PR0123
01/01/19		48.96	PR	Delaney, Katherine A.	1003	PR0123
01/01/19		534.68	PR	Prieskorn, Jeff	1004	PR0123
01/01/19		214.20	PR	Palmer, Edward W.	1005	PR0123
01/01/19		145.36	PR	Wilson, Arnold J.	1006	PR0123
01/01/19		183.60	PR	Wilkenson, William B.	1007	PR0123
01/01/19		104.04	PR	Holmes, Peter G.	1008	PR0123
01/12/19		97.92	PR	Levine, Susan M.	1009	PR0128
01/12/19		48.96	PR	Delaney, Katherine A.	1010	PR0128
01/12/19		534.68	PR	Prieskorn, Jeff	1011	PR0128
01/12/19		214.20	PR	Palmer, Edward W.	1012	PR0128
01/12/19		145.36	PR	Wilson, Arnold J.	1013	PR0128
01/12/19		183.60	PR	Wilkenson, William B.	1014	PR0128
01/12/19		104.04	PR	Holmes, Peter G.	1015	PR0128

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GENERAL LEDGER TRIAL BALANCE

Account-#	Beginning balance	Total debits	Total credits	Net change	Ending balance
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2130-000	.00	.00	137.92	137.92CR	137.92CR
FUI taxes payable					

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		5.12	PR	Levine, Susan M.	1002	PR0123
01/01/19		2.56	PR	Delaney, Katherine A.	1003	PR0123
01/01/19		27.96	PR	Prieskorn, Jeff	1004	PR0123
01/01/19		11.12	PR	Palmer, Edward W.	1005	PR0123
01/01/19		7.40	PR	Wilson, Arnold J.	1006	PR0123
01/01/19		9.36	PR	Wilkenson, William B.	1007	PR0123
01/01/19		5.44	PR	Holmes, Peter G.	1008	PR0123
01/12/19		5.12	PR	Levine, Susan M.	1009	PR0128
01/12/19		2.56	PR	Delaney, Katherine A.	1010	PR0128
01/12/19		27.96	PR	Prieskorn, Jeff	1011	PR0128
01/12/19		11.12	PR	Palmer, Edward W.	1012	PR0128
01/12/19		7.40	PR	Wilson, Arnold J.	1013	PR0128
01/12/19		9.36	PR	Wilkenson, William B.	1014	PR0128
01/12/19		5.44	PR	Holmes, Peter G.	1015	PR0128

2170-000	.00		.00	400.00	400.00CR	400.00CR
401(k) Elective deferrals						

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		50.00	PR	Prieskorn, Jeff	1004	PR0123
01/01/19		100.00	PR	Palmer, Edward W.	1005	PR0123
01/01/19		50.00	PR	Wilson, Arnold J.	1006	PR0123
01/12/19		50.00	PR	Prieskorn, Jeff	1011	PR0128
01/12/19		100.00	PR	Palmer, Edward W.	1012	PR0128
01/12/19		50.00	PR	Wilson, Arnold J.	1013	PR0128

2175-000 .00 .00 30.00 30.00CR 30.00CR  
 401(k) Non-elective contributn

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19		10.00	PR	Palmer, Edward W.	1005	PR0123
01/01/19		5.00	PR	Wilson, Arnold J.	1006	PR0123
01/12/19		10.00	PR	Palmer, Edward W.	1012	PR0128
01/12/19		5.00	PR	Wilson, Arnold J.	1013	PR0128

Subtotal-level 1: .00 91.56 49,542.30 49,450.74CR 49,450.74CR

2300-000 .00 .00 500.00 500.00CR 500.00CR  
 Mortgage payable

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
03/15/19		500.00	CSHDIS	Sample entry	101	GJ0160

Date 04/28/2019 Time 15:04:08 XYZ Company Report #0161 Page 0005

GENERAL LEDGER TRIAL BALANCE

Account-# Description	Beginning balance	Total debits	Total credits	Net change	Ending balance
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Subtotal-level 2: .00 91.56 50,042.30 49,950.74CR 49,950.74CR

5010-100 .00 6,816.15 .00 6,816.15 6,816.15  
 Purchases - misc. items

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/24/19	965.60		AP	Vermont Metal Products	34	AP0020
01/27/19	2,350.55		AP	Vermont Metal Products	401	AP0022
01/28/19	3,500.00		AP	Vermont Metal Products	490	AP0022

5020-100 .00 1,114.77 .00 1,114.77 1,114.77  
 Purchases - tools

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/24/19	553.98		AP	Reynolds Tool Company	390	AP0020
01/25/19	560.79		AP	Hanson Manufacturing Co.	89	AP0020

5040-100 .00 450.45 .00 450.45 450.45  
 Freight - purchases

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/23/19	450.45		AP	Red Line Freight	36	AP0020

5070-000 .00 11,407.50 .00 11,407.50 11,407.50  
 Inventory expenses

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/22/19	1,625.00		AP	Acme Office Supplies	10	AP0019
01/23/19	1,275.00		AP	Hanson Manufacturing Co.	12	AP0018
01/23/19	2,097.50		AP	Acme Office Supplies	2	AP0021
01/24/19	365.00		AP	Hanson Manufacturing Co.	8	AP0019
01/24/19	925.00		AP	Vermont Metal Products	5	AP0021
01/24/19	2,155.00		AP	Hanson Manufacturing Co.	4	AP0021
01/25/19	2,965.00		AP	Greener Grass Ofc. Plants	13	AP0018

6000-100 .00 14,089.20 .00 14,089.20 14,089.20  
 Salaries and wages expense

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	320.00		PR	Delaney, Katherine A.	1003	PR0123
01/01/19	3,544.60		PR	Prieskorn, Jeff	1004	PR0123
01/01/19	1,500.00		PR	Palmer, Edward W.	1005	PR0123
01/01/19	1,000.00		PR	Wilson, Arnold J.	1006	PR0123
01/01/19	680.00		PR	Holmes, Peter G.	1008	PR0123
01/12/19	320.00		PR	Delaney, Katherine A.	1010	PR0128
01/12/19	3,544.60		PR	Prieskorn, Jeff	1011	PR0128

Date 04/28/2019 Time 15:04:08 XYZ Company Report #0161 Page 0006

GENERAL LEDGER TRIAL BALANCE

Account-# Description	Beginning balance	Total debits	Total credits	Net change	Ending balance
--------------------------	----------------------	-----------------	------------------	---------------	-------------------

6000-100  
 Salaries and wages expense (Continued from previous page)

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/12/19	1,500.00		PR	Palmer, Edward W.	1012	PR0128
01/12/19	1,000.00		PR	Wilson, Arnold J.	1013	PR0128
01/12/19	680.00		PR	Holmes, Peter G.	1015	PR0128

6000-200 .00 3,680.00 .00 3,680.00 3,680.00  
 Salaries and wages expense

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	640.00		PR	Levine, Susan M.	1002	PR0123
01/01/19	1,200.00		PR	Wilkenson, William B.	1007	PR0123
01/12/19	640.00		PR	Levine, Susan M.	1009	PR0128
01/12/19	1,200.00		PR	Wilkenson, William B.	1014	PR0128

Account group 6000 Total: .00 17,769.20 .00 17,769.20 17,769.20

6100-000 .00 1,328.76 .00 1,328.76 1,328.76  
 FICA tax expense

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	48.96		PR	Levine, Susan M.	1002	PR0123
01/01/19	24.48		PR	Delaney, Katherine A.	1003	PR0123
01/01/19	267.34		PR	Prieskorn, Jeff	1004	PR0123
01/01/19	107.10		PR	Palmer, Edward W.	1005	PR0123
01/01/19	72.68		PR	Wilson, Arnold J.	1006	PR0123
01/01/19	91.80		PR	Wilkenson, William B.	1007	PR0123
01/01/19	52.02		PR	Holmes, Peter G.	1008	PR0123
01/12/19	48.96		PR	Levine, Susan M.	1009	PR0128
01/12/19	24.48		PR	Delaney, Katherine A.	1010	PR0128
01/12/19	267.34		PR	Prieskorn, Jeff	1011	PR0128
01/12/19	107.10		PR	Palmer, Edward W.	1012	PR0128

01/12/19	72.68		PR	Wilson, Arnold J.	1013	PR0128
01/12/19	91.80		PR	Wilkenson, William B.	1014	PR0128
01/12/19	52.02		PR	Holmes, Peter G.	1015	PR0128

6110-000 .00 137.92 .00 137.92 137.92  
 FUI tax expense

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	5.12		PR	Levine, Susan M.	1002	PR0123
01/01/19	2.56		PR	Delaney, Katherine A.	1003	PR0123
01/01/19	27.96		PR	Prieskorn, Jeff	1004	PR0123
01/01/19	11.12		PR	Palmer, Edward W.	1005	PR0123
01/01/19	7.40		PR	Wilson, Arnold J.	1006	PR0123

Date 04/28/2019 Time 15:04:08 XYZ Company Report #0161 Page 0007

GENERAL LEDGER TRIAL BALANCE

-----  
 Account-# Beginning Total Total Net Ending  
 Description balance debits credits change balance  
 -----

6110-000  
 FUI tax expense (Continued from previous page)

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/01/19	9.36		PR	Wilkenson, William B.	1007	PR0123
01/01/19	5.44		PR	Holmes, Peter G.	1008	PR0123
01/12/19	5.12		PR	Levine, Susan M.	1009	PR0128
01/12/19	2.56		PR	Delaney, Katherine A.	1010	PR0128
01/12/19	27.96		PR	Prieskorn, Jeff	1011	PR0128
01/12/19	11.12		PR	Palmer, Edward W.	1012	PR0128
01/12/19	7.40		PR	Wilson, Arnold J.	1013	PR0128
01/12/19	9.36		PR	Wilkenson, William B.	1014	PR0128
01/12/19	5.44		PR	Holmes, Peter G.	1015	PR0128

6200-100 .00 15.00 .00 15.00 15.00  
 Deprec. expense - equipt

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
03/31/19	15.00		DEPR	Standard depreciation	94t392	SJ0158

6200-200 .00 10.00 .00 10.00 10.00  
 Deprec. expense - equipt

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
03/31/19	10.00		DEPR	Standard depreciation	94t392	SJ0158

Account group 6200 Total: .00 25.00 .00 25.00

7100-100 .00 65.00 .00 65.00 65.00  
 Bank charges

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/22/19	65.00		AP	Wells Fargo Bank	5005	AP0020

7500-100 .00 2,500.75 .00 2,500.75 2,500.75  
 Office supplies

Entry-date	DR-amount	CR-amount	Source	Reference	Doc-#	Jrnl-#
01/23/19	2,500.75		AP	Acme Office Supplies	35	AP0020

8000-100 .00 11,000.00 .00 11,000.00 11,000.00  
 Rent

Entry-date DR-amount CR-amount Source Reference Doc-# Jrnl-#  
 01/23/19 11,000.00 AP Jones Property Management 37 AP0020

Date 04/28/2019 Time 15:04:08 XYZ Company Report #0161 Page 0008

GENERAL LEDGER TRIAL BALANCE

-----  
 Account-# Beginning Total Total Net Ending  
 Description balance debits credits change balance  
 -----

8200-100 .00 990.34 .00 990.34 990.34  
 Telephone

Entry-date DR-amount CR-amount Source Reference Doc-# Jrnl-#  
 01/25/19 990.34 AP Pacific Telephone 100A AP0020

8500-100 .00 9,415.00 .00 9,415.00 9,415.00  
 Maintenance & repairs

Entry-date DR-amount CR-amount Source Reference Doc-# Jrnl-#  
 01/22/19 875.00 AP E-Z Repairs 38 AP0020  
 01/24/19 8,540.00 AP Greener Grass Ofc. Plants 58 AP0020

Grand totals: .00 64,212.40 64,212.40 .00 .00

-- End of report --

# WORKING TRIAL BALANCE

Date 04/28/2019 Time 15:15:00

XYZ Company

Report #0162 Page 0001

## WORKING TRIAL BALANCE

Balances as of: 03/31/19

Starting account: "First" Ending account: "Last"

Print zero dollar accounts: No

Sub account: All sub accounts

Account-# Description	Trial balance		Difference	Adjustments		Adjusted trial balance	
	Debits	Credits		Debits	Credits	Debits	Credits
1000-000 Cash account #13557	600.00	8,560.70	7,960.70CR				
1000-100 Cash account #13557	500.00	500.00	0.00				
1010-000 Cash account #13726	0.00	5,084.40	5,084.40CR				
1310-000 Accumulated depreciation	0.00	25.00	25.00CR				
2000-000 Accounts payable	0.00	43,859.96	43,859.96CR				
2050-000 Union dues deduct payable	0.00	10.10	10.10CR				
2100-000 Federal W/H tax payable	0.00	2,446.80	2,446.80CR				
2110-000 EIC advances paid	91.56	0.00	91.56				
2120-000 FICA taxes payable	0.00	2,657.52	2,657.52CR				
2130-000 FUI taxes payable	0.00	137.92	137.92CR				
2170-000 401(k) Elective deferrals	0.00	400.00	400.00CR				
2175-000 401(k) Non-elective contributn	0.00	30.00	30.00CR				
2300-000 Mortgage payable	0.00	500.00	500.00CR				
5010-100 Purchases - misc. items	6,816.15	0.00	6,816.15				

Date 04/28/2019 Time 15:15:01

XYZ Company

Report #0162 Page 0002

## WORKING TRIAL BALANCE

Account-# Description	Trial balance		Difference	Adjustments		Adjusted trial balance	
	Debits	Credits		Debits	Credits	Debits	Credits

5020-100	1,114.77		1,114.77				
Purchases - tools		0.00					
5040-100	450.45		450.45				
Freight - purchases		0.00					
5070-000	11,407.50		11,407.50				
Inventory expenses		0.00					
6000-100	14,089.20		14,089.20				
Salaries and wages expense		0.00					
6000-200	3,680.00		3,680.00				
Salaries and wages expense		0.00					
6100-000	1,328.76		1,328.76				
FICA tax expense		0.00					
6110-000	137.92		137.92				
FUI tax expense		0.00					
6200-100	15.00		15.00				
Deprec. expense - equipt		0.00					
6200-200	10.00		10.00				
Deprec. expense - equipt		0.00					
7100-100	65.00		65.00				
Bank charges		0.00					
7500-100	2,500.75		2,500.75				
Office supplies		0.00					
8000-100	11,000.00		11,000.00				
Rent		0.00					
8200-100	990.34		990.34				
Telephone		0.00					
8500-100	9,415.00		9,415.00				
Maintenance & repairs		0.00					
Total P & L accounts:	63,020.84	0.00	63,020.84				
Total Bal Sheet accounts:	1,191.56		(63,020.84)				
		64,212.40					
Grand totals:	64,212.40		0.00				
		64,212.40					

-- End of report --



# TEXT FILE PRINT-OUT

Date 04/28/2019 Time 15:36:06

XYZ Company

Report #0163 Page 0001

T E X T F I L E P R I N T - O U T

Text # range: "First" to "Last"

Text #: 01 Disclaimer

This financial statement is unaudited  
and without opinion expressed by  
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-- End of report --

# FINANCIAL STATEMENT LAYOUT EDIT LIST

Date 04/28/2019 Time 16:43:48

XYZ Company

Report #0164 Page 0001

FINANCIAL STATEMENT LAYOUT EDIT LIST

Layout # range: "First" to "Last"

Wildcards are expanded

-----  
 Layout #: 002 Current assets schedule  
 Supporting schedule for balance sheet

Function	Acct-#	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
----------	--------	------------	---------------	------------	----------------

LF	# lines	01			
TXT	Text #	01	Disclaimer		
LF	# lines	01			
LEG					
ACCT	1000-000		Cash account #13557	E P	1
----- Accounts specified -----					
	1000-000		Cash account #13557	E P	1
UL					1
SUB1			Total cash		2 C
LF	# lines	01			
ACCT	1100-000		Accounts receivable	E P	1
----- Accounts specified -----					
	1100-000		Accounts receivable	E P	1
ACCT	1110-000		Employee loans receivable	E P	1
----- Accounts specified -----					
	1110-000		Employee loans receivable	E P	1
UL					1
SUB1			Total receivables		2 C
UL					2
SUB2			Total current assets		3 C

Date 04/28/2019 Time 16:43:48

XYZ Company

Report #0164 Page 0002

FINANCIAL STATEMENT LAYOUT EDIT LIST

-----  
 Layout #: 003 Balance sheet  
 Balance sheet

Function	Acct-#	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
----------	--------	------------	---------------	------------	----------------

LIT	Center?	N	XYZ Company		
LIT	Center?	N	Balance sheet		
LEG					
LF	# lines	01			
LF	# lines	01			
LIT	Center?	N	Assets		
LF	# lines	01			
LIT	Center?	N	Current assets		
LF	# lines	01			
ACCT	1000-000		Cash account #13557	E P	1

```

----- Accounts specified -----
1000-000      Cash account #13557      E   P   1

ACCT 1010-000      Cash account #13726      E   P   1

----- Accounts specified -----
1010-000      Cash account #13726      E   P   1

ACCT 1020-000      Cash account #13591      E   P   1

----- Accounts specified -----
1020-000      Cash account #13591      E   P   1

ACCT 1100-000      Accounts receivable      E   P   1

----- Accounts specified -----
1100-000      Accounts receivable      E   P   1

ACCT 1105-000      Retainage receivable     E   P   1

----- Accounts specified -----
1105-000      Retainage receivable     E   P   1

ACCT 1110-000      Employee loans receivable E   P   1

----- Accounts specified -----
1110-000      Employee loans receivable E   P   1
ACCT 1120-000      Prepaid insurance        E   P   1

```

Date 04/28/2019 Time 16:43:48

XYZ Company

Report #0164 Page 0003

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

Layout #: 003 Balance sheet  
Balance sheet

Function	Acct-#	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
----------	--------	------------	---------------	------------	----------------

```

----- Accounts specified -----
1120-000      Prepaid insurance        E   P   1

ACCT 1200-100      B/S Liab Account        E   P   1

----- Accounts specified -----
1200-100      B/S Liab Account        E   P   1

ACCT 1240-000      Work in process / Kits  E   P   1

----- Accounts specified -----
1240-000      Work in process / Kits  E   P   1

ACCT 1320-000      Work in process          E   P   1

----- Accounts specified -----
1320-000      Work in process          E   P   1

ACCT 1200-000      Merchandise inventory    E   P   1

----- Accounts specified -----
1200-000      Merchandise inventory    E   P   1

```



----- Accounts specified -----  
 2010-000 Salaries & wages payable E P 1

ACCT 2020-000 Pension fund payable E P 1

----- Accounts specified -----  
 2020-000 Pension fund payable E P 1

ACCT 2030-000 Garnish deduct payable E P 1

Date 04/28/2019 Time 16:43:48

XYZ Company

Report #0164 Page 0005

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

-----  
 Layout #: 003 Balance sheet  
 Balance sheet

Function	Acct-#	Bal Typ	Prt/ Accum	Prt Col	Paren Cntrl
----------	--------	------------	---------------	------------	----------------

----- Accounts specified -----  
 2030-000 Garnish deduct payable E P 1

ACCT 2040-000 Charity deduct payable E P 1

----- Accounts specified -----  
 2040-000 Charity deduct payable E P 1

ACCT 2050-000 Union dues deduct payable E P 1

----- Accounts specified -----  
 2050-000 Union dues deduct payable E P 1

ACCT 2060-000 Worker's compensation payable E P 1

----- Accounts specified -----  
 2060-000 Worker's compensation payable E P 1

ACCT 2100-000 Federal W/H tax payable E P 1

----- Accounts specified -----  
 2100-000 Federal W/H tax payable E P 1

ACCT 2110-000 EIC advances paid E P 1

----- Accounts specified -----  
 2110-000 EIC advances paid E P 1

ACCT 2120-000 FICA taxes payable E P 1

----- Accounts specified -----  
 2120-000 FICA taxes payable E P 1

ACCT 2130-000 FUI taxes payable E P 1

----- Accounts specified -----

2130-000	FUI taxes payable	E	P	1
ACCT 2140-000	State W/H taxes payable	E	P	1

-- End of report --

# BALANCE SHEET

Layout #: 003 Sample balance sheet

XYZ Company  
Balance sheet  
As of 99/19/19

## Assets

### Current assets

Cash account #13557	\$ 999,999,999.99
Cash account #13726	999,999,999.99
Cash account #13591	999,999,999.99
Accounts receivable	999,999,999.99
Retainage receivable	999,999,999.99
Employee loans receivable	999,999,999.99
Prepaid insurance	999,999,999.99
B/S Liab Account	999,999,999.99
Work in process / Kits	999,999,999.99
Work in process	999,999,999.99
Merchandise inventory	999,999,999.99
Cost of jobs	999,999,999.99
	-----
Total current assets	\$ 999,999,999.99

### Fixed assets

Furniture and fixtures	\$ 999,999,999.99
Accumulated depreciation	999,999,999.99
	-----
Total fixed assets	\$ 999,999,999.99

Total assets \$ 999,999,999.99

=====

## Liabilities

### Current liabilities

Accounts payable	\$ 999,999,999.99
Retainage payable	999,999,999.99
Monthly sales commissions	999,999,999.99
Salaries & wages payable	999,999,999.99
Pension fund payable	999,999,999.99
Garnish deduct payable	999,999,999.99
Charity deduct payable	999,999,999.99
Union dues deduct payable	999,999,999.99
Worker's compensation payable	999,999,999.99
Federal W/H tax payable	999,999,999.99
EIC advances paid	999,999,999.99
FICA taxes payable	999,999,999.99
FUI taxes payable	999,999,999.99
State W/H taxes payable	999,999,999.99

SUI taxes payable	999,999,999.99
SDI taxes payable	999,999,999.99
401(k) Elective deferrals	999,999,999.99
401(k) Non-elective contributn	999,999,999.99
Billings on jobs	999,999,999.99
State sales taxes payable	999,999,999.99
County sales taxes payable	999,999,999.99
City sales taxes payable	999,999,999.99
	-----

Total current liabilities	\$ 999,999,999.99
---------------------------	-------------------

Long term liabilities

Mortgage payable	\$ 999,999,999.99
Reserve for loss on jobs	999,999,999.99
Reserve for loss on jobs	999,999,999.99
Reserve for loss on jobs	999,999,999.99
Reserve for loss on jobs	999,999,999.99
	-----

Total long term liab.	\$ 999,999,999.99
	-----

Total liabilities	\$ 999,999,999.99
-------------------	-------------------

Stockholders' equity

Common stock, \$10 par	\$ 999,999,999.99
Retained earnings	999,999,999.99
Net income (loss)	999,999,999.99
	-----

Total equity	\$ 999,999,999.99
	-----

Total liab. & equity	\$ 999,999,999.99
	=====

This financial statement is unaudited  
and without opinion expressed by  
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# LAYOUT VERIFICATION REPORT

Date 04/28/2019 Time 17:04:02

XYZ Company

Report #0167 Page 0001

## L A Y O U T V E R I F I C A T I O N R E P O R T

Layout #: 004 Profit and loss statement

Stmt type: P&L stmt

Account Number(s)	Description	Verification error
1400-100	Inventory	This P&L account is missing from the layout.
1400-200	Inventory	This P&L account is missing from the layout.
1400-300	Inventory	This P&L account is missing from the layout.
2230-100	Out of state misc. sales	This P&L account is missing from the layout.
2230-200	Out of state misc. sales	This P&L account is missing from the layout.
2230-300	Out of state misc. sales	This P&L account is missing from the layout.
9999-000	Suspense Account	This P&L account is missing from the layout.
9999-100	Suspense Account	This P&L account is missing from the layout.
9999-200	Suspense Account	This P&L account is missing from the layout.
9999-300	Suspense Account	This P&L account is missing from the layout.

-- End of report --

# GENERAL JOURNAL POSTING REGISTER

Date 04/29/2019 Time 13:34:22

XYZ Company

Report #0169 Page 0001

GENERAL JOURNAL POSTING REGISTER

Starting entry : "First" Ending entry : "Last"

```
-----
Entry date      Account Number      Description      Reference      Debit amount      Credit amount
-----
```

```
Entry #: MLE5      Reverse next period? No      Correcting entry? No
-----
```

03/29/2019	1020-000	Cash account #13591		125.00	
03/29/2019	1010-100	Cash account #13726		133.00	
03/29/2019	1000-000	Cash account #13557		77.00	
03/29/2019	1040-100	Petty Cash - Dept 100		122.00	
03/29/2019	1040-200	Petty Cash - Dept 200		58.00	
03/29/2019	2000-000	Accounts payable			515.00
				Entry totals:	515.00
					515.00

\*\*\*\*\*

6 detail lines exist for 1 journal entries.

-- End of report --

# FINANCIAL STATEMENT SPECIFICATIONS LIST

Date 05/04/2019 Time 12:26:17

XYZ Company

Report #0183 Page 0001

FINANCIAL STATEMENT SPECIFICATIONS LIST

Specifications # range: "First" thru "Last"

Data for columns(D): 1 = Current period actual 2 = Current period budget 3 = Current period comparative 4 = Year-to-date actual  
 5 = Year-to-date budget 6 = Year-to-date comparative 7 = Difference 8 = Year-end Projection

Year to be displayed(Y)

Ratios/Variations(R): N = Do not show any ratios R = Show ratios S = Show selected ratios  
 1 = Ratio to sales 2 = Variance from budget V = Variance %

Spec #	Layout #	Layout Description	Rounding factor	Print Next Run?	Column #1 Data Budget Type	Column #2 Data Budget Type	Column #3 Data Budget Type	Column #4 Data Budget Type
					Selected Ratios	Selected Ratios	Selected Ratios	Selected Ratios
004	002	Current assets schedule	None	Y	D=4 Y=Curr R=N	D=6 Y=-1 R=V	D=7 Y=Curr R=	
		Print zero \$ accts? N					Col 1 minus Col 4	
		Group/column style? C			All Sub Accts	All Sub Accts		
		Cost Ctr Format: N						
005	006	BALANCE SHEET	None	N	D=4 Y=Curr R=N			
		Print zero \$ accts? Y						
		Group/column style? A			All Sub Accts			
		Cost Ctr Format: N						
007	007	OPERATING STATEMENT	None	Y	D=1 Y=Curr R=N	D=4 Y=Curr R=N		
		Print zero \$ accts? Y						
		Group/column style? A			All Sub Accts	All Sub Accts		
		Cost Ctr Format: N						
008	003	Balance sheet	None	N	D=4 Y=Curr R=N	D=5 Y=Curr R=V NORMAL	D=7 Y=Curr R=	
		Print zero \$ accts? N					Col 1 minus Col 4	
		Group/column style? C			All Sub Accts	All Sub Accts		
		Cost Ctr Format: N						
012	005	Statement of revenue	None	Y	D=4 Y=Curr R=N NORMAL	D=6 Y=-1 R=V	D=7 Y=Curr R=	
		Print zero \$ accts? N					Col 1 minus Col 4	
		Group/column style? C			All Sub Accts	All Sub Accts		
		Cost Ctr Format: N						

Date 05/04/2019 Time 12:26:17

XYZ Company

Report #0183 Page 0002

FINANCIAL STATEMENT SPECIFICATIONS LIST

Spec #	Layout #	Layout Description	Rounding factor	Print Next Run?	Column #1 Data Budget Type	Column #2 Data Budget Type	Column #3 Data Budget Type	Column #4 Data Budget Type
					Selected Ratios	Selected Ratios	Selected Ratios	Selected Ratios

017	008	Statement of changes in financial position	None	Y	D=4 Y=Curr R=N
		Print zero \$ accts? N			
		Group/column style? A			All Sub Accts
		Cost Ctr Format: N			
018	009	Analysis of changes in working capital	None	Y	D=4 Y=Curr R=N
		Print zero \$ accts? N			
		Group/column style? A			All Sub Accts
		Cost Ctr Format: N			
019	010	Statement of cash flow	None	N	D=4 Y=Curr R=N
		Print zero \$ accts? N			
		Group/column style? A			All Sub Accts
		Cost Ctr Format: N			

8 specifications printed

-- End of report --

# GENERAL LEDGER LEAD SCHEDULE - SUMMARY

Date 05/04/2019 Time 12:38:04

XYZ Company

Report #0184 Page 0001

GENERAL LEDGER LEAD SCHEDULE - SUMMARY

Type of schedule: Audit Starting schedule: "First" As of: 3/31/19  
 Print zero dollar amounts? No Ending schedule: "Last"

Schedule	Bal-prior-year	Bal-curr-year	Adjustments	Ending-balance	Difference
Balance sheet accounts					
	0.00	57,120.84		57,121	100.0
*** Balance Sheet Totals ***	0.00	57,120.84		57,121	100.0
Operating statement accounts					
OS2	37,000.00	0.00		37,000	1.0
	0.00	57,120.84		57,121	100.0
** Operating Stmt Totals **	37,000.00	57,120.84		94,121	2.5
*** Grand Totals ***	37,000.00	0.00		37,000	1.0

-- End of report --

# ACTUAL BUDGETS, COMPARATIVES WORKSHEET

Date 05/04/2019 Time 13:24:41

XYZ Company

Report #0188 Page 0000

## ACTUALS, BUDGETS, COMPARATIVES WORKSHEET

Starting account: 1000                      Ending account: 1100  
Starting period: 01                        Ending period: 3  
Rounded?                                    YES                      Period Ending/YTD/Net Change? YEAR-TO-DATE  
Periods/Quarters: QUARTERS

-----  
                  BUDGETS  
                  2019  
                  Bud:NORMAL  
                  All Sub Accounts  
-----

Account Number 1000-000                      Description Cash account #13557

Quarter  
1                      30,999  
2                      0  
3                      0  
4                      0

\*\*\*\*\*

Account Number 1000-100                      Description Cash account #13557

Quarter  
1                      7,500  
2                      0  
3                      0  
4                      0

\*\*\*\*\*

Account Number 1000-200                      Description Cash account #13557

Quarter  
1                      300  
2                      0  
3                      0  
4                      0

\*\*\*\*\*

Account Number 1000-300                      Description Cash account #13557

Quarter  
1                      0  
2                      0  
3                      0  
4                      0

\*\*\*\*\*

Account Number 1010-000                      Description Cash account #13726

Quarter  
1                      0  
2                      0  
3                      0  
4                      0

\*\*\*\*\*

Date 05/04/2019 Time 13:24:41

XYZ Company

Report #0188 Page 0001

## ACTUALS, BUDGETS, COMPARATIVES WORKSHEET

-----  
BUDGETS  
2019  
Bud:NORMAL  
All Sub Accounts  
-----

Account Number 1010-100                      Description Cash account #13726

Quarter  
1                      0  
2                      0  
3                      0  
4                      0  
\*\*\*\*\*

Account Number 1010-200                      Description Cash account #13726

Quarter  
1                      0  
2                      0  
3                      0  
4                      0  
\*\*\*\*\*

Account Number 1010-300                      Description Cash account #13726

Quarter  
1                      0  
2                      0  
3                      0  
4                      0  
\*\*\*\*\*

Account Number 1020-000                      Description Cash account #13591

Quarter  
1                      0  
2                      0  
3                      0  
4                      0  
\*\*\*\*\*

Account Number 1020-100                      Description Cash account #13591

Quarter  
1                      0  
2                      0  
3                      0  
4                      0  
\*\*\*\*\*

Date 05/04/2019 Time 13:24:41

XYZ Company

Report #0188 Page 0002

ACTUALS , BUDGETS , COMPARATIVES WORKSHEET  
-----

BUDGETS  
2019  
Bud:NORMAL  
All Sub Accounts  
-----

Account Number 1020-200                      Description Cash account #13591

Quarter  
1                      0  
2                      0

3 0  
4 0

Account Number 1020-300 Description Cash account #13591

Quarter  
1 0  
2 0  
3 0  
4 0

Account Number 1040-100 Description Petty Cash - Dept 100

Quarter  
1 0  
2 0  
3 0  
4 0

Account Number 1040-200 Description Petty Cash - Dept 200

Quarter  
1 0  
2 0  
3 0  
4 0

Account Number 1040-300 Description Petty Cash - Dept 300

Quarter  
1 0  
2 0  
3 0  
4 0

Date 05/04/2019 Time 13:24:41

XYZ Company

Report #0188 Page 0003

ACTUALS , BUDGETS , COMPARATIVES WORKSHEET

-----  
BUDGETS  
2019  
Bud:NORMAL  
All Sub Accounts  
-----

Account Number 1100-000 Description Accounts receivable

Quarter  
1 52,000  
2 0  
3 0  
4 0

Account Number 1100-100 Description Accounts receivable

Quarter  
1 999  
2 0  
3 0  
4 0  
-----

Account Number 1100-200                      Description Accounts receivable

Quarter	
1	0
2	0
3	0
4	0

\*\*\*\*\*

Account Number 1100-300                      Description Accounts receivable

Quarter	
1	0
2	0
3	0
4	0

\*\*\*\*\*

-- End of report --

# PAYMENT SCHEDULE

Date 05/04/2019 Time 13:46:35

XYZ Company

Report #0189 Page 0001

## P A Y M E N T S C H E D U L E

Description: Car loan schedule  
 Principal: 23,456.00  
 Interest rate: 5.750%  
 Number of payments: 36  
 Payments per year: 12  
 Payment: 710.92

Pmt-#	Date	Payment	Principal	Interest	Balance
1	05/04/19	710.92	598.53	112.39	22,857.47
2	06/04/19	710.92	601.39	109.53	22,256.08
3	07/04/19	710.92	604.28	106.64	21,651.80
4	08/04/19	710.92	607.17	103.75	21,044.63
5	09/04/19	710.92	610.08	100.84	20,434.55
6	10/04/19	710.92	613.00	97.92	19,821.55
7	11/04/19	710.92	615.94	94.98	19,205.61
8	12/04/19	710.92	618.89	92.03	18,586.72
2019 Totals:		5,687.36	4,869.28	818.08	
9	01/04/00	710.92	621.86	89.06	17,964.86
10	02/04/00	710.92	624.84	86.08	17,340.02
11	03/04/00	710.92	627.83	83.09	16,712.19
12	04/04/00	710.92	630.84	80.08	16,081.35
13	05/04/00	710.92	633.86	77.06	15,447.49
14	06/04/00	710.92	636.90	74.02	14,810.59
15	07/04/00	710.92	639.95	70.97	14,170.64
16	08/04/00	710.92	643.02	67.90	13,527.62
17	09/04/00	710.92	646.10	64.82	12,881.52
18	10/04/00	710.92	649.20	61.72	12,232.32
19	11/04/00	710.92	652.31	58.61	11,580.01
20	12/04/00	710.92	655.43	55.49	10,924.58
2000 Totals:		8,531.04	7,662.14	868.90	
21	01/04/01	710.92	658.57	52.35	10,266.01
22	02/04/01	710.92	661.73	49.19	9,604.28
23	03/04/01	710.92	664.90	46.02	8,939.38
24	04/04/01	710.92	668.09	42.83	8,271.29
25	05/04/01	710.92	671.29	39.63	7,600.00
26	06/04/01	710.92	674.50	36.42	6,925.50
27	07/04/01	710.92	677.74	33.18	6,247.76
28	08/04/01	710.92	680.98	29.94	5,566.78
29	09/04/01	710.92	684.25	26.67	4,882.53
30	10/04/01	710.92	687.52	23.40	4,195.01
31	11/04/01	710.92	690.82	20.10	3,504.19
32	12/04/01	710.92	694.13	16.79	2,810.06
2001 Totals:		8,531.04	8,114.52	416.52	
33	01/04/02	710.92	697.46	13.46	2,112.60
34	02/04/02	710.92	700.80	10.12	1,411.80
35	03/04/02	710.92	704.16	6.76	707.64
36	04/04/02	711.03	707.64	3.39	.00

Date 05/04/2019 Time 13:46:35

XYZ Company

Report #0189 Page 0002

P A Y M E N T   S C H E D U L E

Pmt-#	Date	Payment	Principal	Interest	Balance
2002 Totals:		2,843.79	2,810.06	33.73	
Total repayment:		25,593.23			
Total principal:		23,456.00			
Total interest:		2,137.23			

-- End of report --

# SOURCE CROSS REFERENCE REPORT

Date 05/04/2019 Time 14:07:31

XYZ Company

Report #0190 Page 0001

S O U R C E C R O S S R E F E R E N C E R E P O R T

Period: 03/20/19 to 03/31/19

In order by source      Starting source: "First"      Starting journal #: "First"      Starting date: 03/20/19  
 Ending source: "Last"      Ending journal #: "Last"      Ending date: 03/31/19

-----  
 Acct-#      Description      Trans date      Amount      Reference      Document-#      Jrnl-#  
 -----

Source:

=====

1000-000	Cash account #13557	03/29/19	77.00		Gen Jrnl	ML0005
1010-100	Cash account #13726	03/29/19	133.00		Gen Jrnl	ML0005
1020-000	Cash account #13591	03/29/19	125.00		Gen Jrnl	ML0005
1040-100	Petty Cash - Dept 100	03/29/19	122.00		Gen Jrnl	ML0005
1040-200	Petty Cash - Dept 200	03/29/19	58.00		Gen Jrnl	ML0005
2000-000	Accounts payable	03/29/19	515.00CR		Gen Jrnl	ML0005
6 entries this source		Source totals:	515.00			
			515.00CR	Balance:		.00

Source: DEPR

=====

1310-000	Accumulated depreciation	03/31/19	25.00CR	Standard depreciation	94t392	SJ0158
6200-100	Deprec. expense - equipt	03/31/19	15.00	Standard depreciation	94t392	SJ0158
6200-200	Deprec. expense - equipt	03/31/19	10.00	Standard depreciation	94t392	SJ0158
3 entries this source		Source totals:	25.00			
			25.00CR	Balance:		.00

2 sources	9 entries total	Grand totals:	540.00			
			540.00CR	Balance:		.00

-- End of report --

# MEMBER LIST

Date 05/05/2019 Time 11:02:31

Main Consolidation Company

Report #0191 Page 0001

## M E M B E R L I S T

```
-----  
Member Description Sub-account  
-----  
C1 Consolidation Company 1 "Uses member's"  
Description:  
C2 Consolidation Company2 "Uses member's"  
Description:
```

2 members

-- End of report --

# LINK EDIT LIST BY MEMBER COMPANY

Date 05/05/2019 Time 11:23:55

Main Consolidation Company

Report #0192 Page 0001

L I N K E D I T L I S T B Y M E M B E R C O M P A N Y

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Member account	Description	Consolidation company account	Description
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Member: C1 Consolidation Company 1

1000-000	Cash account #13557	1000-000	Cash account #13557
1000-100	Cash account #13557	1000-100	Cash account #13557
1000-200	Cash account #13557	1000-200	Cash account #13557
1000-300	Cash account #13557	1000-300	Cash account #13557
1010-000	Cash account #13726	1010-000	Cash account #13726
1010-100	Cash account #13726	1010-100	Cash account #13726
1010-200	Cash account #13726	1010-200	Cash account #13726
1010-300	Cash account #13726	1010-300	Cash account #13726
1020-000	Cash account #13591	1020-000	Cash account #13591
1020-100	Cash account #13591	1020-100	Cash account #13591
1020-200	Cash account #13591	1020-200	Cash account #13591
1020-300	Cash account #13591	1020-300	Cash account #13591
1040-100	Petty Cash - Dept 100	1040-100	Petty Cash - Dept 100
1040-200	Petty Cash - Dept 200	1040-200	Petty Cash - Dept 200
1040-300	Petty Cash - Dept 300	1040-300	Petty Cash - Dept 300
1100-000	Accounts receivable	1100-000	Accounts receivable
1100-100	Accounts receivable	1100-100	Accounts receivable
1100-200	Accounts receivable	1100-200	Accounts receivable
1100-300	Accounts receivable	1100-300	Accounts receivable
1105-000	Retainage receivable	1105-000	Retainage receivable
1105-100	Retainage receivable	1105-100	Retainage receivable
1105-200	Retainage receivable	1105-200	Retainage receivable
1105-300	Retainage receivable	1105-300	Retainage receivable
1110-000	Employee loans receivable	1110-000	Employee loans receivable
1110-100	Employee loans receivable	1110-100	Employee loans receivable
1110-200	Employee loans receivable	1110-200	Employee loans receivable
1110-300	Employee loans receivable	1110-300	Employee loans receivable
1120-000	Prepaid insurance	1120-000	Prepaid insurance
1120-100	Prepaid insurance	1120-100	Prepaid insurance
1120-200	Prepaid insurance	1120-200	Prepaid insurance
1120-300	Prepaid insurance	1120-300	Prepaid insurance
1200-000	Merchandise inventory	1200-000	Merchandise inventory
1200-100	B/S Liab Account	1200-100	B/S Liab Account
1200-200	Merchandise inventory	1200-200	Merchandise inventory
1200-300	Merchandise inventory	1200-300	Merchandise inventory
1240-000	Work in process / Kits	1240-000	Work in process / Kits
1240-100	Work in process / Kits	1240-100	Work in process / Kits
1240-200	Work in process / Kits	1240-200	Work in process / Kits
1240-300	Work in process / Kits	1240-300	Work in process / Kits
1300-000	Furniture and fixtures	1300-000	Furniture and fixtures
1300-100	Furniture and fixtures	1300-100	Furniture and fixtures
1300-200	Furniture and fixtures	1300-200	Furniture and fixtures
1300-300	Furniture and fixtures	1300-300	Furniture and fixtures
1310-000	Accumulated depreciation	1310-000	Accumulated depreciation
1310-100	Accumulated depreciation	1310-100	Accumulated depreciation
1310-200	Accumulated depreciation	1310-200	Accumulated depreciation
1310-300	Accumulated depreciation	1310-300	Accumulated depreciation
1320-000	Work in process	1320-000	Work in process
1320-100	Work in process	1320-100	Work in process

Date 05/05/2019 Time 11:23:56

Main Consolidation Company

Report #0192 Page 0002

L I N K E D I T L I S T B Y M E M B E R C O M P A N Y

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Member account	Description	Consolidation company account	Description
-------------------	-------------	----------------------------------	-------------

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1320-200	Work in process	1320-200	Work in process
1320-300	Work in process	1320-300	Work in process
1400-000	Inventory	1400-000	Inventory
1400-100	Inventory	1400-100	Inventory
1400-200	Inventory	1400-200	Inventory
1400-300	Inventory	1400-300	Inventory
1450-000	Cost of jobs	1450-000	Cost of jobs
1450-100	Cost of jobs	1450-100	Cost of jobs
1450-200	Cost of jobs	1450-200	Cost of jobs
1450-300	Cost of jobs	1450-300	Cost of jobs
2000-000	Accounts payable	2000-000	Accounts payable
2000-100	Accounts payable	2000-100	Accounts payable
2000-200	Accounts payable	2000-200	Accounts payable
2000-300	Accounts payable	2000-300	Accounts payable
2005-000	Retainage payable	2005-000	Retainage payable
2005-100	Retainage payable	2005-100	Retainage payable
2005-200	Retainage payable	2005-200	Retainage payable
2005-300	Retainage payable	2005-300	Retainage payable
2010-000	Salaries & wages payable	2010-000	Salaries & wages payable
2010-100	Salaries & wages payable	2010-100	Salaries & wages payable
2010-200	Salaries & wages payable	2010-200	Salaries & wages payable
2010-300	Salaries & wages payable	2010-300	Salaries & wages payable
2015-000	Monthly sales commissions	2015-000	Monthly sales commissions
2015-100	Monthly sales commissions	2015-100	Monthly sales commissions
2015-200	Monthly sales commissions	2015-200	Monthly sales commissions
2015-300	Monthly sales commissions	2015-300	Monthly sales commissions
2020-000	Pension fund payable	2020-000	Pension fund payable
2020-100	Pension fund payable	2020-100	Pension fund payable
2020-200	Pension fund payable	2020-200	Pension fund payable
2020-300	Pension fund payable	2020-300	Pension fund payable
2030-000	Garnish deduct payable	2030-000	Garnish deduct payable
2030-100	Garnish deduct payable	2030-100	Garnish deduct payable
2030-200	Garnish deduct payable	2030-200	Garnish deduct payable
2030-300	Garnish deduct payable	2030-300	Garnish deduct payable
2040-000	Charity deduct payable	2040-000	Charity deduct payable
2040-100	Charity deduct payable	2040-100	Charity deduct payable
2040-200	Charity deduct payable	2040-200	Charity deduct payable
2040-300	Charity deduct payable	2040-300	Charity deduct payable
2050-000	Union dues deduct payable	2050-000	Union dues deduct payable
2050-100	Union dues deduct payable	2050-100	Union dues deduct payable
2050-200	Union dues deduct payable	2050-200	Union dues deduct payable
2050-300	Union dues deduct payable	2050-300	Union dues deduct payable
2060-000	Worker's compensation payable	2060-000	Worker's compensation payable
2060-100	Worker's compensation payable	2060-100	Worker's compensation payable
2060-200	Worker's compensation payable	2060-200	Worker's compensation payable
2060-300	Worker's compensation payable	2060-300	Worker's compensation payable
2100-000	Federal W/H tax payable	2100-000	Federal W/H tax payable
2100-100	Federal W/H tax payable	2100-100	Federal W/H tax payable
2100-200	Federal W/H tax payable	2100-200	Federal W/H tax payable
2100-300	Federal W/H tax payable	2100-300	Federal W/H tax payable
2110-000	EIC advances paid	2110-000	EIC advances paid

-- End of report --



# LINK EDIT LIST BY CONSOLIDATION ACCOUNT

Date 05/05/2019 Time 11:23:59

Main Consolidation Company

Report #0193 Page 0001

L I N K E D I T L I S T B Y C O N S O L D A T I O N A C C O U N T

-----  
Member Description Account # Description  
-----

Consolidation company account: 1000-000 Cash account #13557

C1 Consolidation Company 1 1000-000 Cash account #13557

Consolidation company account: 1000-000 Cash account #13557

C2 Consolidation Company2 1000-000 Cash account #13557

Consolidation company account: 1000-100 Cash account #13557

C1 Consolidation Company 1 1000-100 Cash account #13557

Consolidation company account: 1000-200 Cash account #13557

C1 Consolidation Company 1 1000-200 Cash account #13557

Consolidation company account: 1000-300 Cash account #13557

C1 Consolidation Company 1 1000-300 Cash account #13557

Consolidation company account: 1010-000 Cash account #13726

C1 Consolidation Company 1 1010-000 Cash account #13726

Consolidation company account: 1010-000 Cash account #13726

C2 Consolidation Company2 1010-000 Cash account #13726

Consolidation company account: 1010-100 Cash account #13726

C1 Consolidation Company 1 1010-100 Cash account #13726

Consolidation company account: 1010-200 Cash account #13726

C1 Consolidation Company 1 1010-200 Cash account #13726

Consolidation company account: 1010-300 Cash account #13726

C1 Consolidation Company 1 1010-300 Cash account #13726

Date 05/05/2019 Time 11:23:59

Main Consolidation Company

Report #0193 Page 0002

L I N K E D I T L I S T B Y C O N S O L D A T I O N A C C O U N T

-----  
Member Description Account # Description  
-----

Consolidation company account: 1020-000 Cash account #13591

C1 Consolidation Company 1 1020-000 Cash account #13591

Consolidation company account: 1020-100 Cash account #13591

C1 Consolidation Company 1 1020-100 Cash account #13591

Consolidation company account: 1020-200 Cash account #13591

C1 Consolidation Company 1 1020-200 Cash account #13591

Consolidation company account: 1020-300 Cash account #13591

C1 Consolidation Company 1 1020-300 Cash account #13591

Consolidation company account: 1040-100 Petty Cash - Dept 100

C1 Consolidation Company 1 1040-100 Petty Cash - Dept 100

Consolidation company account: 1040-100 Petty Cash - Dept 100

C2 Consolidation Company2 1040-100 Petty Cash - Dept 100

Consolidation company account: 1040-200 Petty Cash - Dept 200

C1 Consolidation Company 1 1040-200 Petty Cash - Dept 200

Consolidation company account: 1040-300 Petty Cash - Dept 300

C1 Consolidation Company 1 1040-300 Petty Cash - Dept 300

Consolidation company account: 1100-000 Accounts receivable

C1 Consolidation Company 1 1100-000 Accounts receivable

Consolidation company account: 1100-100 Accounts receivable

C1 Consolidation Company 1 1100-100 Accounts receivable

-- End of report --



# SETUP VERIFICATION REPORT

Date 05/05/2019 Time 11:40:45

Main Consolidation Company

Report #0196 Page 0001

## SETUP VERIFICATION REPORT

Member: "All"

Consol-account	Account-description	Member-account	Status
----------------	---------------------	----------------	--------

\*\* No errors found \*\*

-- End of report --

# CONSOLIDATION ENTRY EDIT LIST

Date 05/05/2019 Time 11:45:08

Main Consolidation Company

Report #0197 Page 0001

C O N S O L I D A T I O N   E N T R Y   E D I T   L I S T

Member: "All"  
 Starting account: "First"                      Ending account: "Last"  
 Starting date: "Earliest"    Ending date: "Latest"  
 Compression is: No compression  
 Already consolidated entries are not included

Comp ID	Trans date	Amount	Source	Reference	Document-#	Jrnl-#
Member C1 Consolidation Company 1						
=====						
From: 1000-000   Cash account #13557			To: 1000-000   Cash account #13557			
C1:	1/01/19	536.82CR	PR	Levine, Susan M.	1002	PR0123
M1:	1/01/19	536.82CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	335.13CR	PR	Delaney, Katherine A.	1003	PR0123
M1:	1/01/19	335.13CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	84.78CR	PR	Prieskorn, Jeff	1004	PR0123
M1:	1/01/19	84.78CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	1,164.69CR	PR	Palmer, Edward W.	1005	PR0123
M1:	1/01/19	1,164.69CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	646.38CR	PR	Wilson, Arnold J.	1006	PR0123
M1:	1/01/19	646.38CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	963.01CR	PR	Wilkenson, William B.	1007	PR0123
M1:	1/01/19	963.01CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/01/19	549.54CR	PR	Holmes, Peter G.	1008	PR0123
M1:	1/01/19	549.54CR	C1	From C11000-000	C120190101	GL0197
=====						
C1:	1/12/19	536.82CR	PR	Levine, Susan M.	1009	PR0128
M1:	1/12/19	536.82CR	C1	From C11000-000	C120190112	GL0197
=====						
C1:	1/12/19	335.13CR	PR	Delaney, Katherine A.	1010	PR0128
M1:	1/12/19	335.13CR	C1	From C11000-000	C120190112	GL0197
=====						

Date 05/05/2019 Time 11:45:08

Main Consolidation Company

Report #0197 Page 0002

C O N S O L I D A T I O N   E N T R Y   E D I T   L I S T

Comp ID	Trans date	Amount	Source	Reference	Document-#	Jrnl-#
C1:	1/12/19	84.78CR	PR	Prieskorn, Jeff	1011	PR0128
M1:	1/12/19	84.78CR	C1	From C11000-000	C120190112	GL0197

C1:	1/12/19	1,164.69CR	PR	Palmer, Edward W.	1012	PR0128
M1:	1/12/19	1,164.69CR	C1	From C11000-000	C120190112	GL0197
C1:	1/12/19	646.38CR	PR	Wilson, Arnold J.	1013	PR0128
M1:	1/12/19	646.38CR	C1	From C11000-000	C120190112	GL0197
C1:	1/12/19	963.01CR	PR	Wilkenson, William B.	1014	PR0128
M1:	1/12/19	963.01CR	C1	From C11000-000	C120190112	GL0197
C1:	1/12/19	549.54CR	PR	Holmes, Peter G.	1015	PR0128
M1:	1/12/19	549.54CR	C1	From C11000-000	C120190112	GL0197
C1:	2/01/19	2,200.00			Gen Jnl	ML0016
M1:	2/01/19	2,200.00	C1	From C11000-000	C120190201	GL0197
C1:	3/03/19	3,456.00			Gen Jnl	ML0006
M1:	3/03/19	3,456.00	C1	From C11000-000	C120190303	GL0197
C1:	3/03/19	5,000.00CR			Gen Jnl	ML0007
M1:	3/03/19	5,000.00CR	C1	From C11000-000	C120190303	GL0197
C1:	3/04/19	10,000.00			Gen Jnl	ML0008
M1:	3/04/19	10,000.00	C1	From C11000-000	C120190304	GL0197
C1:	3/10/19	100.00		Sample journal entry	Gen Jnl	ML0004
M1:	3/10/19	100.00	C1	From C11000-000	C120190310	GL0197
C1:	3/15/19	500.00	CSHDIS	Mortgage payment	101	GJ0160
M1:	3/15/19	500.00	C1	From C11000-000	C120190315	GL0197
C1:	3/29/19	77.00			Gen Jnl	ML0005
M1:	3/29/19	77.00	C1	From C11000-000	C120190329	GL0197

From: 1000-100 | Cash account #13557

To: 1000-100 | Cash account #13557

-- End of report --

# Adjusting Fiscal Years

This appendix contains the following topic:

[Adjusting Fiscal Years Introduction](#)

[Running the Adjusting Fiscal Years Utility](#)

## ADJUSTING FISCAL YEARS INTRODUCTION

There are various reasons why you may want to may change your reporting year range. Here are some examples:

- The change is needed to bring the G/L cycle in line with the sales cycle.
- A company is bought out by another and the G/L periods need to match the fiscal year of the parent company.
- Changing from a C Corporation to an S Corporation.

Changing from a C Corporation to an S Corporation results in the requirement to alter the fiscal year from a non-calendar year to the calendar year.

If you have made this change in the past, you may find that your Financial Statements are printing the fiscal year incorrectly, showing 2012 as 2013, and 2014 as 2015 etc. This was because the accounting periods uses a four-digit fiscal year as the key and does not allow two fiscal years to end in the same calendar year. So when changing from January 31, 2013 C corp year end to 12/31/2013 S corp year end you now have to make it 2014 in accounting periods which is what prints on the Financial Statements.

The Adjusting Fiscal Years Utility fixes this issue.

This utility allows you to *Create an Archive of G/L* by building a separate company and copying the G/L and System data to the new company. This may be done before or after closing a year, depending on the need to "adjust the archived year." If the archived year is adjusted, you must also manually adjust the "live company" as appropriate. As part of the copy function it sets up the new company paths and menus.

After copying and creating the archive, this program allows you to specify the fiscal year to adjust. Any years prior to the "adjusted year" will be deleted from the live company, and the "adjusted year" will have its year reduced by one year. That is 2014 would become 2013 and any subsequent years like 2015 would become 2014. In addition the comparatives are rebuilt for the new calendars.

## RUNNING THE ADJUSTING FISCAL YEARS UTILITY

Do not run add company prior to running this utility as it will add the company for you.

Back up your entire system. There is no easy way to undo this function other than restore from a backup. Back up the full contents of the folder where PBS is installed. If it is an SQL system, backup your PBS databases and tables as well.

Print Financial Statements, Trial balance and any other reports that you feel is relevant to your General Ledger data. Use these to compare to the same reports after printing them following the conversion.

### Note

If you are on a Vision system and you do not have multiple companies, go to *CTL > Define multiple companies* and enter Company 00 before you begin.

Before you run this utility verify that everyone is out of PBS. If not, you will receive an error message and you will not be allowed to run this utility until everyone is out.

You must be logged onto the server with full administrative privledges, especially if you have PBS SQL.

### Select

*AdjustGLFiscalYear.bat* in the top-level PBS.

In Linux the script is *adjustglfiscalyear*.

General users may not run this utility. Enter your administrative user ID and password. The following screen displays that includes some additional information, that you should read:

```
Adjust GL Fiscal years                                Passport Business Solutions (tm)

We need to know which is the first General Ledger fiscal year
to be adjusted. We will then remove any accounting periods,
transactions and comparatives belonging to prior fiscal years.
Finally, we will adjust the fiscal year by subtracting 1 from it,
e.g., 2013 will become 2012, for all remaining accounting periods,
transactions and comparatives.

This procedure updates ONLY the fiscal year in these remaining records.
We'll start by copying your current General Ledger information to
a new company of your choice.

Company ID to adjust | |
Company ID to use for back up
FIRST GL Fiscal year to adjust ?
```

Enter the following:

**Company ID to adjust**

Enter the company ID, sometimes known as company number, that you want to adjust. This is the company to which the data will be removed and the fiscal years changed.

**Company ID to use for back up**

Enter the company ID to where the utility will copy the G/L and System data.

For example, if you enter 12 for the company ID the new PBS folder names become GL12 and RW12.

**FIRST GL Fiscal year to adjust ?**

Enter the first General Ledger fiscal year to be adjusted.

The program does the following:

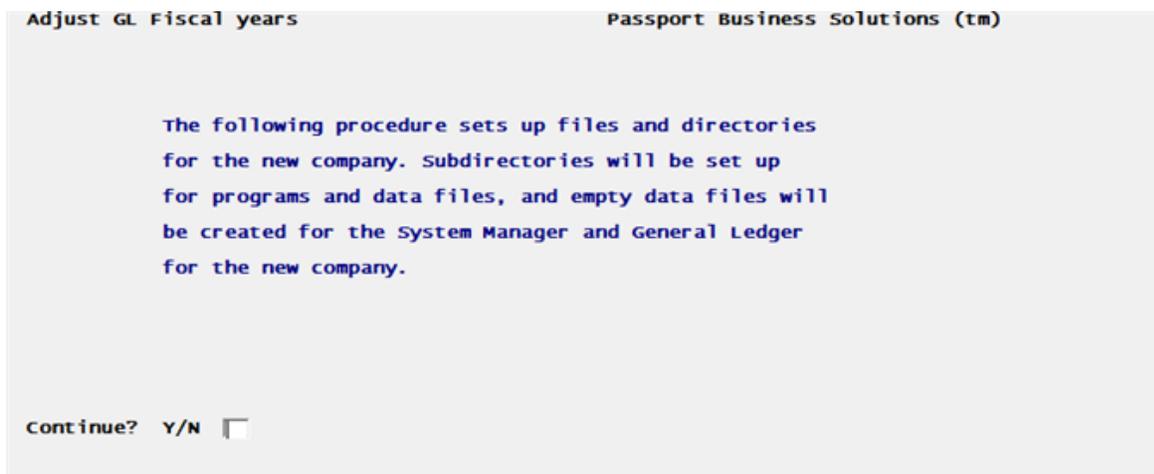
- It will create the new company entered in *Company ID to use for backup*.
- It copies the GL and System data to the company entered in *Company ID to use for backup*.
- It will remove any accounting periods, transactions and comparatives belonging to prior fiscal years for the company entered in *Company ID to adjust*.

In the company to where the data originated from, the utility will adjust the fiscal year by subtracting 1 from it. For example, 2015 will become 2014 for all remaining accounting periods, transactions and comparatives.

Budget records are not updated.

**Field number to change ?**

Select Enter and the following screen displays:



Select Y to continue or N to close the utility and not do the conversion.

When the processing finishes a screen similar to this displays:

```
Adjust GL Fiscal years                                Passport Business Solutions (tm)

***** End of processing *****

A summary of the results is stored in PBSADJFY01.LOG
Review your G/L accounting periods,
transactions and comparatives.
Run some G/L reports to ensure the
fiscal years were correctly updated.

Please refer to the log file for any possible errors.

Press any key to exit...
```

A summary of the conversion results are stored in PBSADJFY01.LOG. Review it for any possible errors. If there are any errors in creating the new folder or new database/tables when an SQL system, review your permissions, restore from a backup and redo the process.

Review the accounting periods. Run Financial Statments, Trial balance and any other reports that you feel is relevent to your G/L system. Compare them to the same reports run prior to the conversion. Remember that the fiscal year will now be one less than before.

This concludes the adjustment of G/L fiscal years.

# Purging and Archiving Fiscal Years

This appendix contains the following topic:

[Purging and Archiving Fiscal Years Introduction](#)

[Running the Purge Fiscal Years Utility](#)

## PURGING AND ARCHIVING FISCAL YEARS INTRODUCTION

There are various reasons why you may want to may purge your older fiscal data. Backing up a fiscal year can also have some benefits. Here are some examples:

- Due to multiple fiscal years the transaction file/table has a large number of records and it has reduced the performance of financial reporting and G/L posting of the current year.
- You wish to modify the data in a previous fiscal year. Moving that year to another company will allow this.

Please note that data posted in the new company will not be written to the current company. That would require an entry in the current company as well. You can only post balance forward amounts to the current fiscal year (you must use a date in the last month of previously closed fiscal year).

- You want to remove some no longer used G/L accounts, but the program does not allow you remove them until the data is gone. Purging the data from the fiscal years that contain the no longer used accounts and optionally archiving that data to another company will allow you to remove the accounts in the current company.

There are two options when performing this process:

- You may simply want to purge the data in the current company and not create a new company.
- This utility also allows you to *Create an Archive of the G/L fiscal years* by building a separate company and moving the G/L and System data to the new company. As part of the move function the program sets up the new company paths and menus. The data is purged in the current company.

Regardless of creating a new company or not, the exported data is backed up to a folder under the top-level PBS. You may leave it there or remove it manually. It can be restored at a later time.

## RUNNING THE PURGE FISCAL YEARS UTILITY

There is an option to move the purged data to a new company. If you choose to move the data do not run add company prior to running this utility as the utility will add the company for you.

### Note

If you are on a Vision system and you do not have multiple companies, go to *CTL > Define multiple companies* and enter Company 00 before you begin.

### Purge Prerequisites

Print Financial Statements, Trial balance and any other G/L reports that you feel is relevant to your General Ledger data. Use these to compare to the same reports after printing them following the conversion.

Back up your entire system. There is no easy way to undo this function other than restore from a backup. Back up the full contents of the folder where PBS is installed. If it is an SQL system, backup your PBS databases and tables as well.

Before you run this utility verify that everyone is out of PBS. If not, you will receive an error message and you will not be allowed to run this utility until everyone is out.

You must be logged onto the server with full administrative privileges, especially if you have PBS SQL.

### Running the Purge

#### Select

*PurgeGLFiscalYear.bat* in the top-level PBS.

In Linux the script is *purgeglfiscalyear*.

General PBS users may not run this utility. Enter your PBS administrative user ID and password.

The next screen displays that includes some additional information that you should read:

```
Purge GL Fiscal years                                Passport Business Solutions (tm)

We need to know which is the last General Ledger fiscal year you
wish to purge. We will then remove any accounting periods, transactions
and comparatives belonging to this and any prior fiscal years.

      Company ID to purge  

      LAST GL Fiscal year to purge ?

If you would rather backup this information to a new company,
please enter a new company ID here
```

Enter the following:

**Company ID to purge**

Enter the company ID, sometimes known as company number, that you want to purge. This is the company to which the data will be removed.

**LAST GL Fiscal year to purge ?**

Enter the last fiscal year that you want to purge.

For example, if you enter fiscal year 2010 and you also have fiscal years 2008 and 2009, the program will purge fiscal years 2008 through 2010.

Only closed fiscal years can be purged.

The year entered here becomes the *G/L Control information* "Current fiscal year" and the first fiscal year in accounting periods in the new company.

**If you would rather backup this information to a new company, please enter a new company ID here**

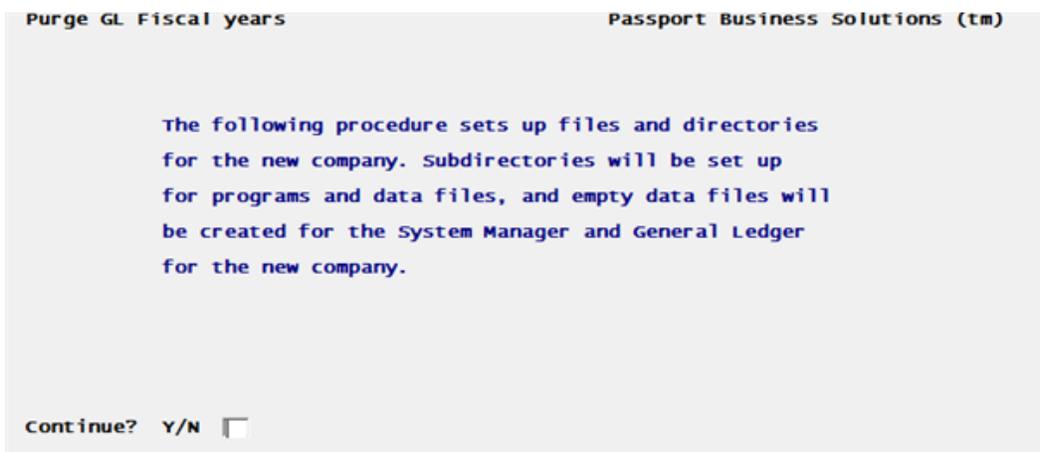
Generating a backup company is optional. Regardless, the data is exported to the GLPURG folder and is available for restore at a later time. The files that are backed up to this folder include GLCTLF, PRDFIL and TRXFIL.

If you do not want to back up the data to another company, select the Enter key to skip this field.

Otherwise, enter the company ID to where the utility will move the G/L and System data. The program will not allow you to use a company ID that already exists on your system.

Only System and G/L data is backed up. For example, if you enter 12 for the company ID the new PBS folder names become GL12 and RW12.

After you enter a company ID the following screen displays:



**Continue?**

When you enter Y the program does the following major steps:

- It will create the new company entered in *Company ID to use for backup*.
- It copies the GL and System data to the company entered in *Company ID to use for backup*.
- It will remove any accounting periods, transactions belonging to prior fiscal years for the company entered in *Company ID to adjust*.
- The temporary files in TRXDAT are removed.

Budget records are not updated. Comparative data is not removed in the current company.

After you select Y to continue a screen like the following displays:

```
Purge GL Fiscal years                                Passport Business Solutions (tm)

This procedure will now update the files used to
keep track of PBS programs and data files:
SQPATH.DAT and PATHFILE.DAT

This may take several minutes.
Updating SQPATH.DAT ..... 000000025919 Records
```

A summary of the purge is stored in the PBSPRGFY01.LOG. If you run it more than once the number at the end of the name would advance.

Review the log for any possible errors. An example is provided below. If there are any errors in creating the new folder or new database/tables when an SQL system, review your permissions, restore from a backup and redo the process.

If the copy-from company is named *XYZ Company*, the new company will have a name of *XYZ Company - Backup*. In other words, the word backup is added to the end of new company name.

In both companies:

- Review the accounting periods and control information.
- Run Financial Statements.
- Run the Trial balance and any other reports that you feel is relevant to your G/L system.
- Compare them to the same reports run prior to the conversion.

This concludes the purge and archive of G/L fiscal years.

### Log File Example

The log file tells you the data that is copied and purged. The program does the following:

- Creates the new company including paths for system and general ledger (only if you are doing so)

- Copies system data
- Copies general ledger data
- Purges data in the new company (the more recent fiscal years)
- Purges data in the current company (the older fiscal years)

Here is an example of a purge G/L log file (PBSPRGFY01.LOG):

```
Results of GL Fiscal Year Purge - PBS version 12.04.00.00
=====
Date: 03/13    Time: 0858
=====
Parameters selected:
    Company ID to purge 00
    LAST GL Fiscal year to purge ? 2009
    Company ID to use for back up 98

Added multi-company record for 98

Establishing company 98 paths and data files for: System-wide files
Establishing company 98 paths and data files for: PopUp Windows
Establishing company 98 paths and data files for: General Ledger
Updated SQPATH.DAT file
Updated path files

Command worked: COPY RW00\ACCESS00.* RW98\ACCESS98.* /Y
Command worked: COPY RW00\ACCTFI00.* RW98\ACCTFI98.* /Y
Command failed: COPY RW00\ARCHVF00.* RW98\ARCHVF98.* /Y
Command worked: COPY RW00\BNKACT00.* RW98\BNKACT98.* /Y
Command worked: COPY RW00\BTCHFL00.* RW98\BTCHFL98.* /Y
Command worked: COPY RW00\CCTKNF00.* RW98\CCTKNF98.* /Y
Command worked: COPY RW00\CNTCTF00.* RW98\CNTCTF98.* /Y
Command worked: COPY RW00\COMPFI00.* RW98\COMPFI98.* /Y
Command worked: COPY RW00\CSHACT00.* RW98\CSHACT98.* /Y
Command worked: COPY RW00\ICDICT00.* RW98\ICDICT98.* /Y
Command worked: COPY RW00\LASPRM00.* RW98\LASPRM98.* /Y
Command worked: COPY RW00\LBLEMT00.* RW98\LBLEMT98.* /Y
Command worked: COPY RW00\LBLLCK00.* RW98\LBLLCK98.* /Y
Command failed: COPY RW00\LBLWRK00.* RW98\LBLWRK98.* /Y
Command worked: COPY RW00\NARQLK00.* RW98\NARQLK98.* /Y
Command worked: COPY RW00\PFCTFI00.* RW98\PFCTFI98.* /Y
Command worked: COPY RW00\PMTCOD00.* RW98\PMTCOD98.* /Y
Command worked: COPY RW00\PMTFIL00.* RW98\PMTFIL98.* /Y
Command worked: COPY RW00\PMTHIS00.* RW98\PMTHIS98.* /Y
Command worked: COPY RW00\REPTNO00.* RW98\REPTNO98.* /Y
Command worked: COPY RW00\RSNFIL00.* RW98\RSNFIL98.* /Y
Command worked: COPY RW00\UTILFL00.* RW98\UTILFL98.* /Y
Copied company 00 SY data files to company 98

Command worked: COPY GL00\ACTLNK00.* GL98\ACTLNK98.* /Y
Command worked: COPY GL00\BUDGET00.* GL98\BUDGET98.* /Y
Command worked: COPY GL00\CCNLCK00.* GL98\CCNLCK98.* /Y
Command worked: COPY GL00\CHARTF00.* GL98\CHARTF98.* /Y
Command worked: COPY GL00\CMFRTV00.* GL98\CMFRTV98.* /Y
Command worked: COPY GL00\CNGBDG00.* GL98\CNGBDG98.* /Y
Command worked: COPY GL00\CNGCMR00.* GL98\CNGCMR98.* /Y
Command worked: COPY GL00\CNGCOA00.* GL98\CNGCOA98.* /Y
Command worked: COPY GL00\COLWRK00.* GL98\COLWRK98.* /Y
Command worked: COPY GL00\FSPASS00.* GL98\FSPASS98.* /Y
Command worked: COPY GL00\FSSPEC00.* GL98\FSSPEC98.* /Y
Command worked: COPY GL00\FSWORK00.* GL98\FSWORK98.* /Y
Command worked: COPY GL00\GJNOTF00.* GL98\GJNOTF98.* /Y
Command worked: COPY GL00\GLBSNI00.* GL98\GLBSNI98.* /Y
Command worked: COPY GL00\GLCODS00.* GL98\GLCODS98.* /Y
Command worked: COPY GL00\GLCTLF00.* GL98\GLCTLF98.* /Y
```

```
Command worked: COPY GL00\GLNOTF00.* GL98\GLNOTF98.* /Y          PBSPRGFY
Command worked: COPY GL00\GLRCUR00.* GL98\GLRCUR98.* /Y          PBSPRGFY
Command worked: COPY GL00\GNJLCK00.* GL98\GNJLCK98.* /Y          PBSPRGFY
Command worked: COPY GL00\GNJTRX00.* GL98\GNJTRX98.* /Y          PBSPRGFY
Command worked: COPY GL00\GRPFIL00.* GL98\GRPFIL98.* /Y          PBSPRGFY
Command worked: COPY GL00\LAYCOL00.* GL98\LAYCOL98.* /Y          PBSPRGFY
Command worked: COPY GL00\LAYOUT00.* GL98\LAYOUT98.* /Y          PBSPRGFY
Command worked: COPY GL00\MEMSPC00.* GL98\MEMSPC98.* /Y          PBSPRGFY
Command worked: COPY GL00\MLTLCK00.* GL98\MLTLCK98.* /Y          PBSPRGFY
Command worked: COPY GL00\MLTRXD00.* GL98\MLTRXD98.* /Y          PBSPRGFY
Command worked: COPY GL00\MLTRXH00.* GL98\MLTRXH98.* /Y          PBSPRGFY
Command worked: COPY GL00\PRDFIL00.* GL98\PRDFIL98.* /Y          PBSPRGFY
Command worked: COPY GL00\PROCOA00.* GL98\PROCOA98.* /Y          PBSPRGFY
Command worked: COPY GL00\SAFLOF00.* GL98\SAFLOF98.* /Y          PBSPRGFY
Command worked: COPY GL00\STJLCK00.* GL98\STJLCK98.* /Y          PBSPRGFY
Command worked: COPY GL00\STJTRX00.* GL98\STJTRX98.* /Y          PBSPRGFY
Command worked: COPY GL00\TRXFIL00.* GL98\TRXFIL98.* /Y          PBSPRGFY
Command worked: COPY GL00\TRXLCK00.* GL98\TRXLCK98.* /Y          PBSPRGFY
Command worked: COPY GL00\TXTFIL00.* GL98\TXTFIL98.* /Y          PBSPRGFY
Copied company 00 GL data files to company 98                      PBSPRGFY

Command worked: COPY PRTCFG00.* PRTCFG98.* /Y                    PBSPRGFY
Command worked: COPY EGLFIL00.* EGLFIL98.* /Y                    PBSPRGFY
Command worked: COPY FORMSF00.* FORMSF98.* /Y                    PBSPRGFY
Copied company 00 top level data files to company 98              PBSPRGFY

Updated company 98 information                                     PBSPRGFY

Purged fiscal years in PRDFIL98 records                           PBSPRGFY
Purged fiscal years in TRXFIL98 records                           PBSPRGFY
Adjusted fiscal year in GLCTLF98 to 2009                          PBSPRGFY

Exported GLCTLF00 000000000001 record                             PBSPRGFY
Exported PRDFIL00 000000000010 records                             PBSPRGFY
Exported TRXFIL00 000000000020 records                             PBSPRGFY
The General Ledger Comparative File (CMPRTV00) is empty.          PBSPRGFY
Could not export CMPRTV00                                          PBSPRGFY
The General Ledger Comparatives chng log (CNGCMR00) is empty.     PBSPRGFY
Could not export CNGCMR00                                          PBSPRGFY

Delete TRXDAT directory                                           PBSPRGFY
Command worked: RD /S /Q TRXDAT                                    PBSPRGFY

Purged fiscal years in PRDFIL00 records                             PBSPRGFY
Purged fiscal years in TRXFIL00 records                             PBSPRGFY
The General Ledger Comparative File (CMPRTV00) is empty.          PBSPRGFY
Could not read CMPRTV00 to purge fiscal years                       PBSPRGFY
The General Ledger Comparatives chng log (CNGCMR00) is empty.     PBSPRGFY
Could not read CNGCMR00 to purge fiscal years                       PBSPRGFY
=====PBSPRGFY
Results of GL Fiscal Year Purge - PBS version 12.04.00.00        PBSPRGFY
Completion time for GL Fiscal Year Purge                           PBSPRGFY
Date: 03/13    Time: 0913                                          PBSPRGFY
=====PBSPRGFY
```

## RESTORING PURGED DATA

You may decide that you want to restore the purged data. For example, if you entered the wrong year to purge you would want to restore the data and try it again.

You should not restore the purged data after closing a year in G/L.

If you are still in the same fiscal year and if you have posted data to G/L since the purge, restoring the data may give unexpected results.

Before you begin the restore it is highly recommended that you make a backup of your current data.

Here is the process for restoring your data.

There are three files that were backed up during the purge process. They are located in a folder that matches the purged company, under the GLPURG folder. You may restore this data if you wish.

The files in this example would be in (top level)\GLPURG\00 and these are called:

- GLCTLF00-2015031309130711.EXP. This is the G/L Control information.
- PRDFIL00-2015031309130711.EXP. This is the Accounting periods.
- TRXFIL00-2015031309130711.EXP. This is the Transaction data. It should have a much larger size than the other two.

The numbers that are part of the name (2015031309130711) refer to the date and time the purge was done. These numbers will be different for you.

The above files must all be renamed before you can restore them. Remove the -2015031309130711 dash and numbers part of each name and copy them to the top level PBS.

Run CTLUTIL.BAT to restore the Control information. Enter the company and enter Y for the General Ledger Control file.

Run the GLUTIL,BAT batch utility for the company you wish to restore. Select *Restore from an export file*. You should choose to replace the existing data, not append. Select to restore *14 Gen ledg trans file* and *21 G/L Acctg Period file*.

If you manually deleted any accounts you must re-enter them in the *Chart of accounts*.

If you created a backup company when you purged your data, that will still exist after the restore.

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