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## General Ledger

Version 6.0x

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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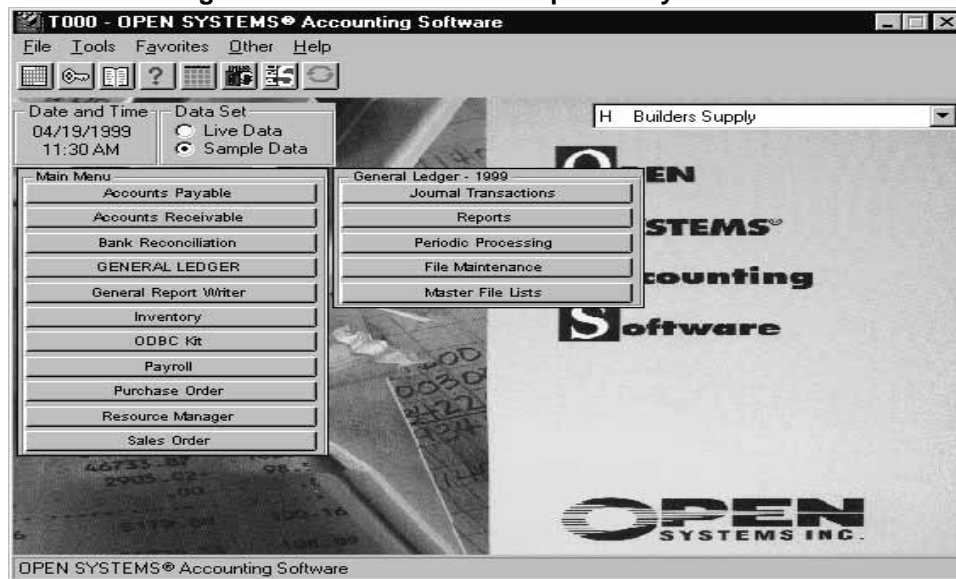
# Overview

# 1

General Ledger assists in the control of the flow of money into and out of the business.

General Ledger provides the ability to maintain the chart of accounts and journal, setup allocations and recurring entries and generate audit trails. Up-to-date results of the company's activities can be viewed with personalized financial statements and reports created in a user-defined format.

## General Ledger Main Menu Screen - Graphical Style



### Use the Journal Transactions functions to:

- enter GL Transactions to the Work file and write them to the Journal file
- copy recurring entries to the Work file or the Journal file
- print the GL Journal and the GL Activity Report
- view GL account information and transaction history of specific accounts
- edit or delete GL Journal transactions
- post GL Journal transactions to the Master file.

### Use the Reports functions to view or print:

- the Trial Balance
- the Audit Trial Balance
- Financial Statements with user-defined contents and layout
- the Cash Flow Statement with user-defined contents

---

**Use the Periodic Processing functions to:**

- create Journal and Master files for Last Year and prepare Journal and Master Files for the new year
- close revenue and expense accounts to specified capital accounts
- update Current Year files with changes made to Last Year files
- delete transactions from the Journal file through Month-End Maintenance
- consolidate files for several companies on different computers and networks.
- delete data files for previous fiscal years

**Use the File Maintenance functions to:**

- set up and maintain the General Ledger:
- Account Mask
- Account Segments
- Account Types
- GL Accounts
- Account Budgets
- Allocations
- Recurring Entries
- Table for Forced-Balance Password
- assign Account Type to a range of account numbers
- copy Chart of Accounts from one company to another , or one division or department to another
- copy account balances from actual, current-year budget, next-year budget, last year or forecast to the budget or forecast balances for a range of accounts
- define and maintain Statement Contents, Statement Layouts and Batch Statements to create and print Financial Statements
- define and maintain Cash Flow Contents to create Cash Flow Statements

**Use the Master File Lists functions to view or print:**

- Account Segments List
- Account Types List
- Chart of Accounts List
- Allocations List
- Recurring Entries List
- Statement Layout List
- Statement Contents List
- Batch Statements List
- Tables List

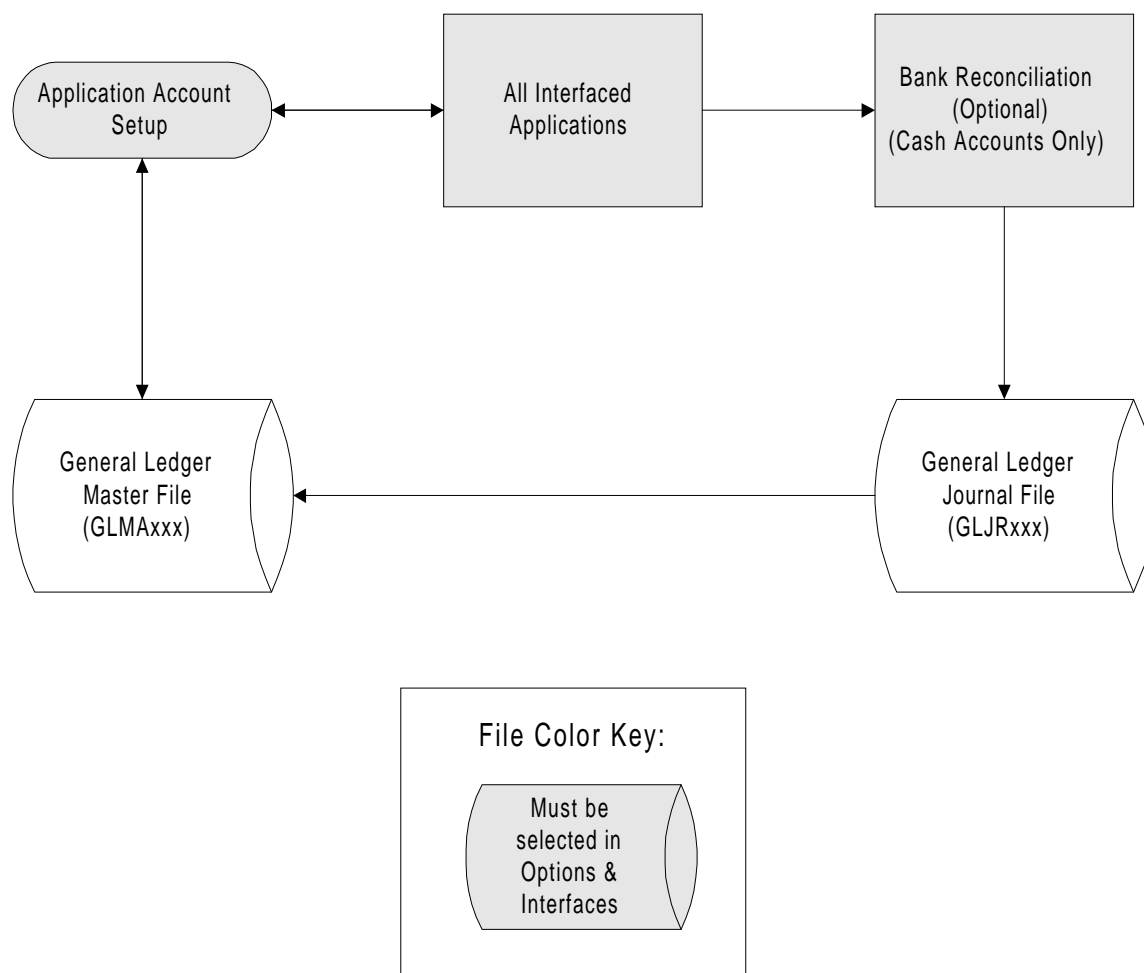


**Use the Resource Manager, Company Setup, Options and Interfaces function to interface the following applications to General Ledger :**

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Bill of Materials/Kitting
- Fixed Assets
- Inventory
- Job Cost
- Payroll
- Payroll with Direct Deposit
- Purchase Order
- Resource Manager
- Sales Order

## System Flow

### General Ledger Interaction With Interfaced Applications



# Printing Reports

Open Systems offers several output devices when printing reports. Select one of the following:

**(P)rinter** - to send a report to a printer. The system will prompt for a printer to be selected from a list if more than one printer is set up.

**p(R)review** - to use a GUI window to view the printed report<sup>1</sup>. The system prompts for a printer to be selected for the preview. After viewing the report on the screen a printer may be selected to send the report to a printer.

**(F)ile** - to print the report to a file which can be printed later. A default path for print files may be specified in the Defaults function on the Workstation Configuration Menu in Resource Manager.

**(S)creen** - to print a report to the screen.

**(E)nd** - to exit from the report selection screen without printing the report

## Using the Preview Output Device

Select an output device after all print selections for a report have been made. The selection **p(R)review** allows the report to be viewed prior to being sent to the printer.

### Trial Balance Selection Screen

OSAS T000

Settings Edit Print Help

1999 Trial Balance

Period 12

Main Account From Thru

Division From Thru

Department From Thru

Subaccount From Thru

Print by Account Types? YES

Account Number Sort

Print:

1. Actual Amounts
2. Current-Year Budget Amounts
3. Next-Year Budget Amounts
4. Last-Year Amounts
5. Forecast Amounts
6. Year-to-Date Actuals Only

1

Line Headings

123456789012345678901234567890

1. Builders Supply
- 2.
3. TRIAL BALANCE
4. December 31, 1999

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd

Press **R** to use the preview command to view the printed report before sending it to the printer.

The Printer Selection Box is displayed. Select a printer to print the report to.

1. Sysprint printers must be set up in the config.bbx file in order to have the preview option. The config.bbx file is edited using the Devices function on the Workstation Configuration menu in Resource Manager.

### Trial Balance Selection Screen with the Printer Selection Box

OSAS T000

Settings Edit Print Help

1999

Period 12

Main Account From 1000 Thru 9999

Division Fro

Department Fro

Subaccount Fro

Print by Account Types? YES

Account Number Sort

Print:

LPL Windows Default Printer Laser

PDL Print Dialog Laser

PSL Print Setup Laser

LPD Windows Default Printer Dot M

PDD Print Dialog Dot Matrix

PSD Print Setup Dot Matrix

LPW Windows Default Printer Wide

PDW Print Dialog Wide Carriage Do

PSW Print Setup Wide Carriage Dot

Printer :

3. TRIAL BALANCE

4. December 31, 1999

Output device - (P)rinter p(Preview) (F)ile (S)creen (E)nd

The Report Preview Screen displays the printed report.

Use the buttons available on this screen to:

### Report Preview Screen

File Page View Help

Page: 1 of 6

Print

11/12/1999

Period: 12

11:12 AM

Company 8

Buildings Supply

Page 1

TRIAL BALANCE

December 31, 1999

Account	Description	Actual Current Period		Actual Year-to-Date Balance	
		Debit	Credit	Debit	Credit
100000	CASH	100.00		200.00	
	ACCOUNT TYPE 815 TOTAL	100.00	0.00	200.00	0.00
100000	CASH IN BANK - 1st NATIONAL		100.00	4,540.00	
100000	CASH IN BANK - 2nd NATIONAL	0.00		100.00	
	ACCOUNT TYPE 818 TOTAL	0.00	100.00	4,540.00	0.00
100000	ACCOUNTS RECEIVABLE	0.00		157,620.00	
	ACCOUNT TYPE 821 TOTAL	0.00	0.00	157,620.00	0.00
100000	ASSIGNANCE FOR BAD DEBT	0.00			100.00
	ACCOUNT TYPE 825 TOTAL	0.00	0.00	0.00	100.00

Send the report to a printer.

## Report Preview Screen

File Page View Help

Page: 1 of 6

Setup Print Page

84/12/1999  
Period: 12  
3:12 AM  
Company: 8

Buildings Supply  
TRIAL BALANCE  
December 31, 1999

Account	Description	Actual		Actual	
		Current Period	Credit	Year-to-Date Balance	Credit
100000	PREPAID CASH	100.00		200.00	
	ACCOUNT TYPE 001 TOTAL	100.00	0.00	200.00	0.00
100000	CASH IN BANK - 1st NATIONAL		100.00	4,540.55	
100100	CASH IN BANK - 2nd NATIONAL	0.00		100.00	
	ACCOUNT TYPE 010 TOTAL	0.00	100.00	4,540.55	0.00
101000	ACCOUNTS RECEIVABLE	0.00		157,820.40	
	ACCOUNT TYPE 020 TOTAL	0.00	0.00	157,820.40	0.00
102000	ALLOWANCE FOR BAD DEBT	0.00			100.00
	ACCOUNT TYPE 025 TOTAL	0.00	0.00	0.00	100.00

Access the Print Page Setup Window.

In the Print Page Setup Window select:

## Print Page Setup Window

Printer:

Name: HP LaserJet 4 Plus

Status: Default printer; Ready

Type: HP LaserJet 4 Plus

Where: LPT:PST608DP2

Comment:

☐ Print to file

Print range:

☒ All 6 pages

☐ Pages from: 1 to: 6

Copies:

Number of copies: 1

☐ Collate

OK Cancel

Print to a file.

Select pages of report to be printed.

Number of copies to be printed.

## Report Preview Screen

File Page View Help

Page: 1 of 6

Fit Page to Window Width

4/12/1999 Builders Supply Page 1  
Period 12 TRIAL BALANCE  
3:12 AM December 31, 1999  
Company 8

Account	Description	Current Period		Actual -	
		Debit	Credit	Year-to-Date Balance	Credit
10000	POSTED CASH	100.00		200.00	
	ACCOUNT TYPE 800 TOTAL	100.00	0.00	200.00	0.00
10000	CASH ON HAND - 1st NATIONAL		100.00	4,940.00	
10100	CASH ON HAND - 2nd NATIONAL	0.00		100.00	
	ACCOUNT TYPE 810 TOTAL	0.00	100.00	4,940.00	0.00
41000	ACCOUNTS RECEIVABLE	0.00		157,820.40	
	ACCOUNT TYPE 820 TOTAL	0.00	0.00	157,820.40	0.00
12000	ALLOWANCE FOR BAD DEBT	0.00			100.00
	ACCOUNT TYPE 825 TOTAL	0.00	0.00	0.00	100.00

Adjust the report to fit the width of the window.

## Report Preview Screen

File Page View Help

Page: 1 of 6

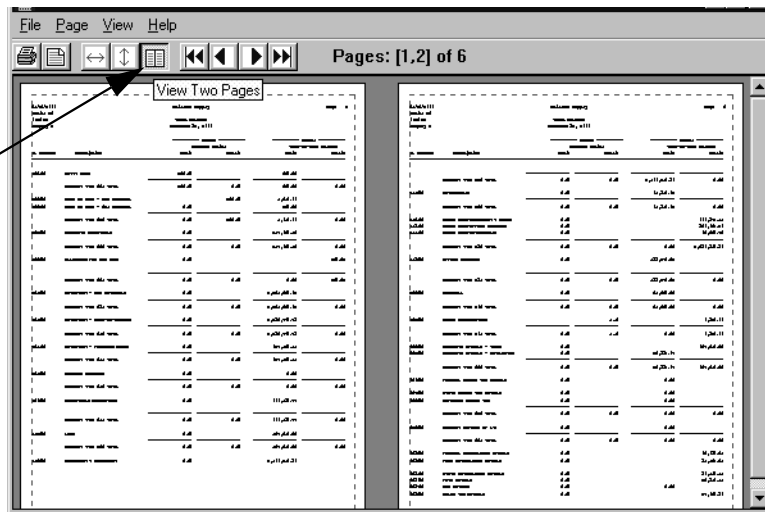
Fit Page to Window Height

4/12/1999 Builders Supply Page 1  
Period 12 TRIAL BALANCE  
3:12 AM December 31, 1999  
Company 8

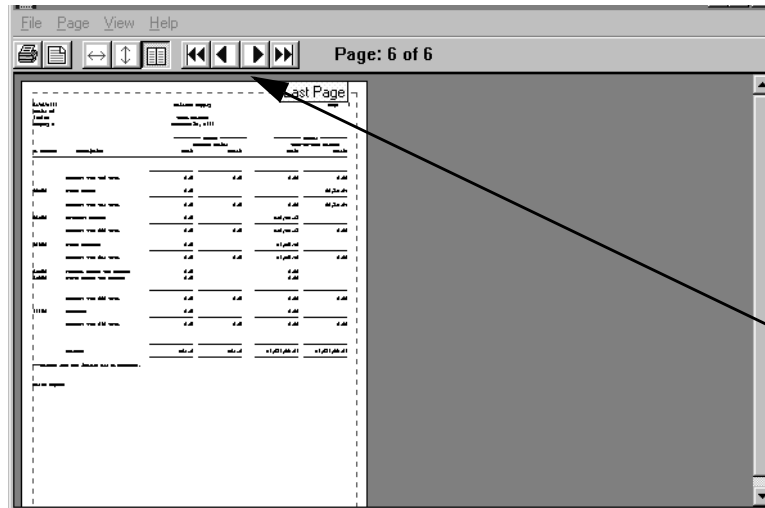
Account	Description	Current Period		Actual -	
		Debit	Credit	Year-to-Date Balance	Credit
10000	POSTED CASH	100.00		200.00	
	ACCOUNT TYPE 800 TOTAL	100.00	0.00	200.00	0.00
10000	CASH ON HAND - 1st NATIONAL		100.00	4,940.00	
10100	CASH ON HAND - 2nd NATIONAL	0.00		100.00	
	ACCOUNT TYPE 810 TOTAL	0.00	100.00	4,940.00	0.00
41000	ACCOUNTS RECEIVABLE	0.00		157,820.40	
	ACCOUNT TYPE 820 TOTAL	0.00	0.00	157,820.40	0.00
12000	ALLOWANCE FOR BAD DEBT	0.00			100.00
	ACCOUNT TYPE 825 TOTAL	0.00	0.00	0.00	100.00

Adjust the page to fit the window height.

## Report Preview Screen



## Report Preview Screen







To properly set up the General Ledger system for a company, organize the following accounting information:

- a chart of accounts
- an account structure to be incorporated into an account mask, considering the use of main accounts, divisions, departments and/or subaccounts
- current account balances and a method to enter the balances; i.e., in *detail* through the Transactions function to provide an audit trail, or in *summary*; i.e., directly to the account without an audit trail.
- account budget balances for the current-year budget, next-year budget and forecast



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# Structuring Codes

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IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows for better use of the system's sorting and selecting capabilities.

## How the System Organizes

Because the system arranges code characters in a particular order, select codes that will work best to identify vendors, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

```
----0
----1
----Z
----a
---01
--a---
000000
000001
1
```

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.
- Items come out in this order for each position:

```
blank spaces
special characters (-, *, /, etc)
numerals (0-9)
uppercase letters (A-Z)
lowercase letters (a-z)
```

## Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don't use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, IDs selected should convey information about the vendor or codes. For Example, ACE001 and ATT001 are more descriptive than 000001 and 000002. However, if an existing company is already using a numbered system, it may be more convenient to stick with it.
- If vendors need to be organized by a particular element, include that element in the ID. For example, to organize vendors alphabetically by their company name, include the first characters of the vendor's company name in the vendor ID. To ensure that new vendors can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

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# Setup Checklist

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## Planning

- ☐ Read the *Resource Manager User's Guide*
- ☐ Read the *General Ledger User's Guide*
- ☐ Collect and Organize the Data
- ☐ Plan the Implementation Schedule
- ☐ Set Up a Backup Schedule

## Set Up in Resource Manager

- ☐ Menu Style for Workstations
- ☐ Fiscal Year and Periods
- ☐ Company Information Defaults and Date/Time/Numeric Masks
- ☐ Select Options and Interfaces Used During Setup

## Set Up in General Ledger

- ☐ Set Up/Verify Tables (xxx=company ID)
  - ☐ \$PASS\$
  - ☐ GLAUDxxx
  - ☐ GLCHAxxx
  - ☐ GLPRAxxx
  - ☐ GLPRJxxx
  - ☐ GLTRLxxx
- ☐ Set Up Chart of Accounts
  - ☐ Set Up Account Mask
  - ☐ Define Account Segments
  - ☐ Set Up Accounts
  - ☐ Assign Account Types
  - ☐ Set Up Budget and Forecast Balances
- ☐ Set Up Allocations
- ☐ Set Up Recurring Entries
- ☐ Set Up Financial Statements
- ☐ Set Up Cash Flow Statements
- ☐ Enter Initial Balances

## Complete Setup in Resource Manager for General Ledger

- ☐ Reset Options and Interfaces for Using the System



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# Implementing GL

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**3**

Information in the Resource Manager and General Ledger applications is required to be set up and/or verified when General Ledger is set up. The selections made during setup determine how the General Ledger system will operate.





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# Setup In Resource Manager

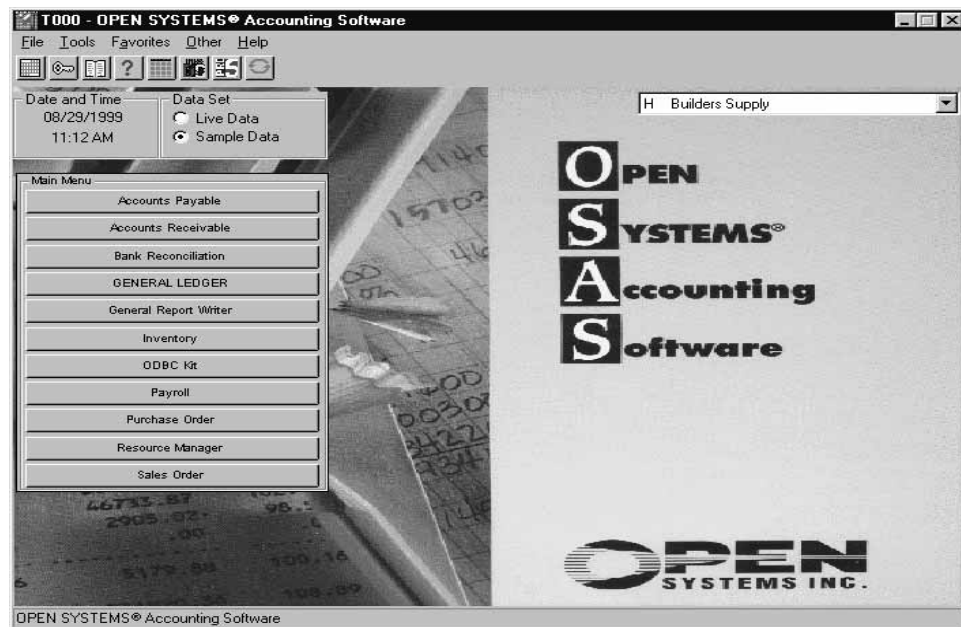
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## Resource Manager Functions used:

- the menu style used for the workstation
- the company's current fiscal year
- the date range for each fiscal period in the company's fiscal year
- the company default Location and Bank IDs
- the date/time/numeric masks used for the company
- the company's Options and Interfaces settings for General Ledger

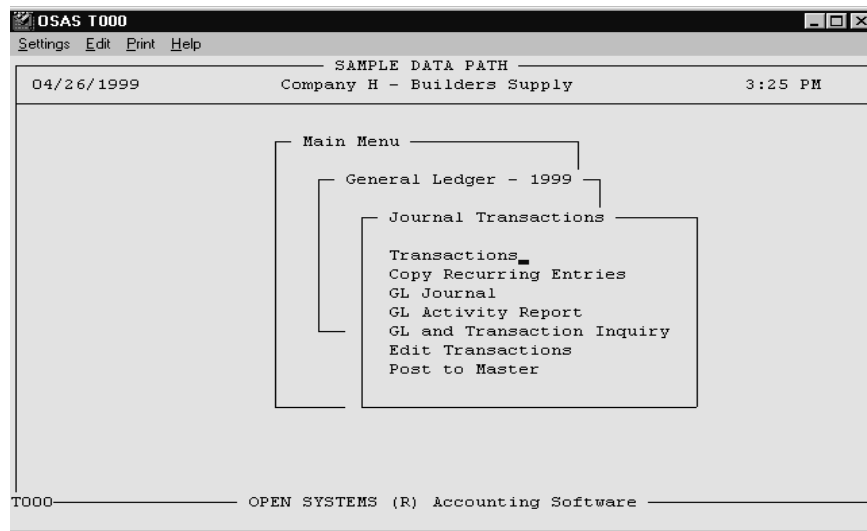
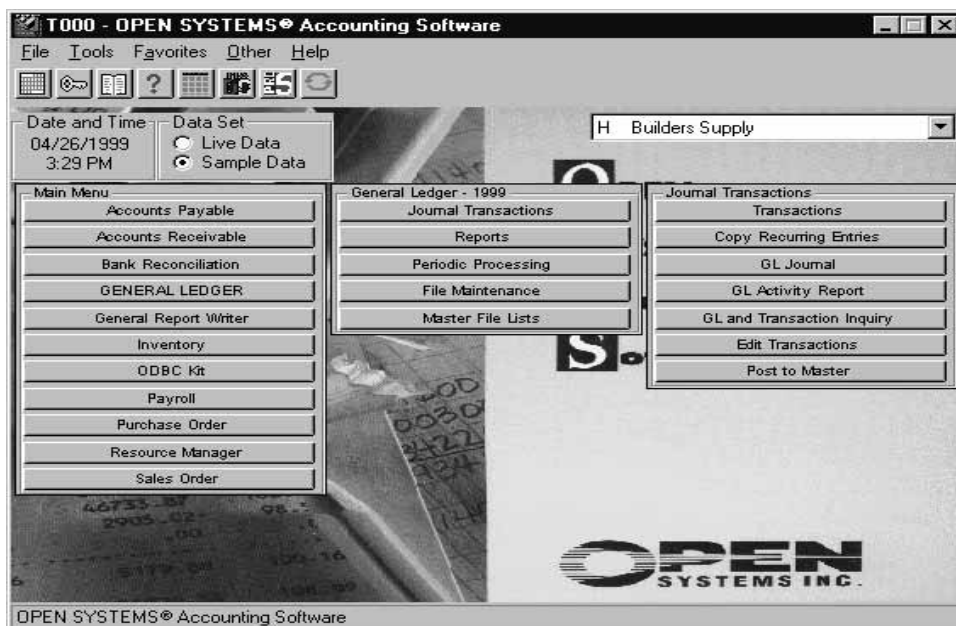
**To set up this information select Resource Manager from the Main Menu.**

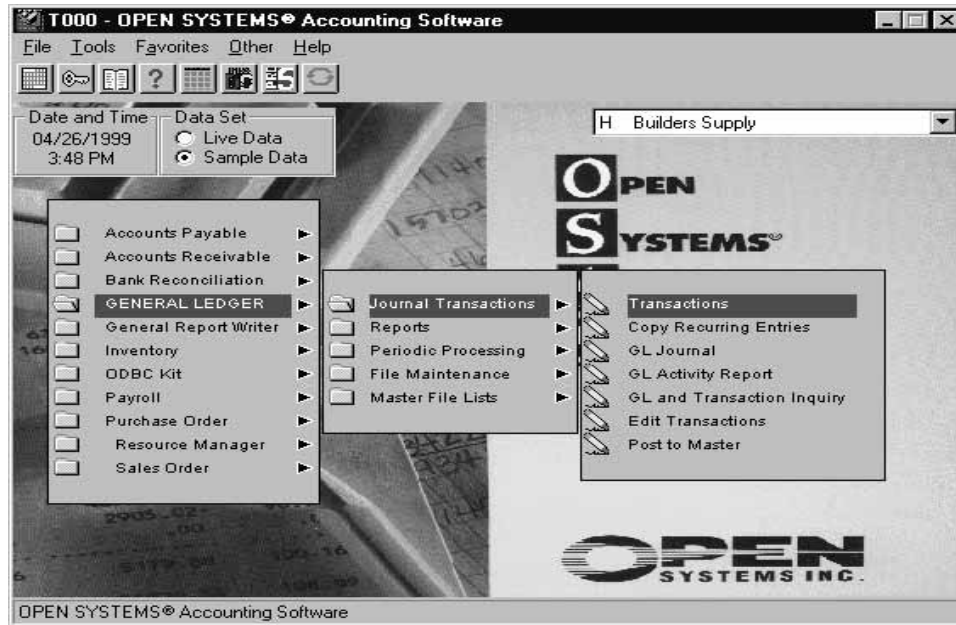
### Main Menu Screen - Graphical Style



### Selecting the Menu Style for Each Workstation

Each workstation can select from three different menu styles:

**TEXT****GRAPHICAL**

**START STYLE**

**To select the menu style used for each workstation, perform the following steps:**

1. Choose **Workstation Configuration** on the Resource Manager menu.
2. Select the Defaults function.

#### Defaults Selection Screen

OSAS T000

Settings Edit Print Help

Defaults

Workstation T000

Copy To

Toggle Defaults				Windows Defaults	
BELL	Active	LIVE DATA	Active	GUI FUNCTIONS	Active
VERIFY EXIT	Active	VERIFY PGDN	Active	MENU STYLE	Text
INSERT	Inactive	COMPRESSED	Active	DELAY VALUE	0
QUICK	Inactive	ONLINE HELP	Inactive		
SHELL	Inactive	BANNER PAGE	Inactive		
SHELL 'CS'	Inactive	FAVORITES	Active		
ALLOW EXIT	Active				
COPYRIGHTS	Inactive				

Field Defaults

Location ID Screen Pages 5

Bank ID Printer

EIS Dashboard User ID

Bitmap Image

Directory Defaults

Print File C:/OSAS60/data/PRINT/

Sort File C:/OSAS60/data/SORT/

Acroread Path

Text, Graphical, Start-style

Company H Verify

3. The current workstation number defaults in the **Workstation** field.
4. Use the **Tab** key to move the cursor to the **GUI FUNCTIONS** field.

Select:

Active to use the GUI features--including the Graphical or Start-style menus.

Inactive to deactivate the GUI features--including the Graphical or Start-style menus.

5. Press **Enter** to move to the **MENU STYLE** field.

Select one of the following menu styles as the workstation default:

G for Graphical menu

S for Start-style menu

T for Text menu

### Workstation Defaults Selection Screen

OSAS T000

Settings Edit Print Help

Defaults

Workstation T000

Copy To

Toggle Defaults

BELL	Active	LIVE DATA	Active
VERIFY EXIT	Active	VERIFY PGDN	Active
INSERT	Inactive	COMPRESSED	Active
QUICK	Inactive	ONLINE HELP	Inactive
SHELL	Inactive	BANNER PAGE	Inactive
SHELL 'CS'	Inactive	FAVORITES	Active
ALLOW EXIT	Active		
COPYRIGHTS	Inactive		

Windows Defaults

GUI FUNCTIONS	Active
MENU STYLE	Graphical
DELAY VALUE	0

Field Defaults

Location ID	Screen Pages	5
Bank ID	Printer	
EIS Dashboard	User ID	
	Bitmap Image	

Directory Defaults

Print File	C:/OSAS60/data/PRINT/
Sort File	C:/OSAS60/data/SORT/
Acroread Path	

Text, Graphical, Start-style

Company H

Verify

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the selections.

If **Active** is selected, use the **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.



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# Setting Up The Fiscal Year & Periods

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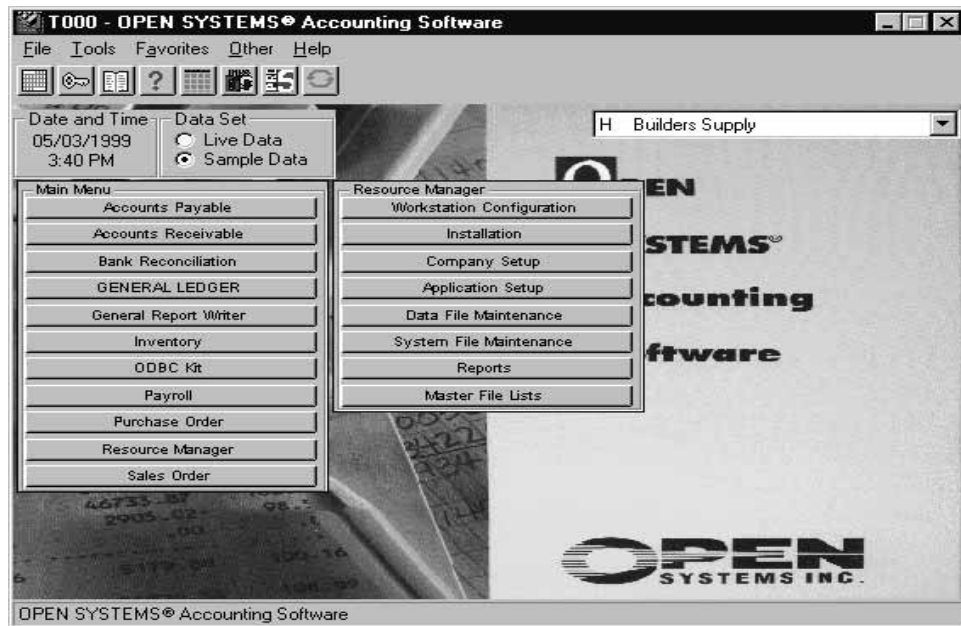
The current fiscal year and the fiscal period date ranges for a company are set up only once in the Resource Manager. Once the fiscal year and periods are set up for a company, all applications use that information while processing transactions for the company.

If this information has already been set up for the company, it is not necessary to do it again. However, the information should be reviewed to make sure it is correct.

**To setup or verify the current fiscal year and fiscal period date ranges perform the following steps:**

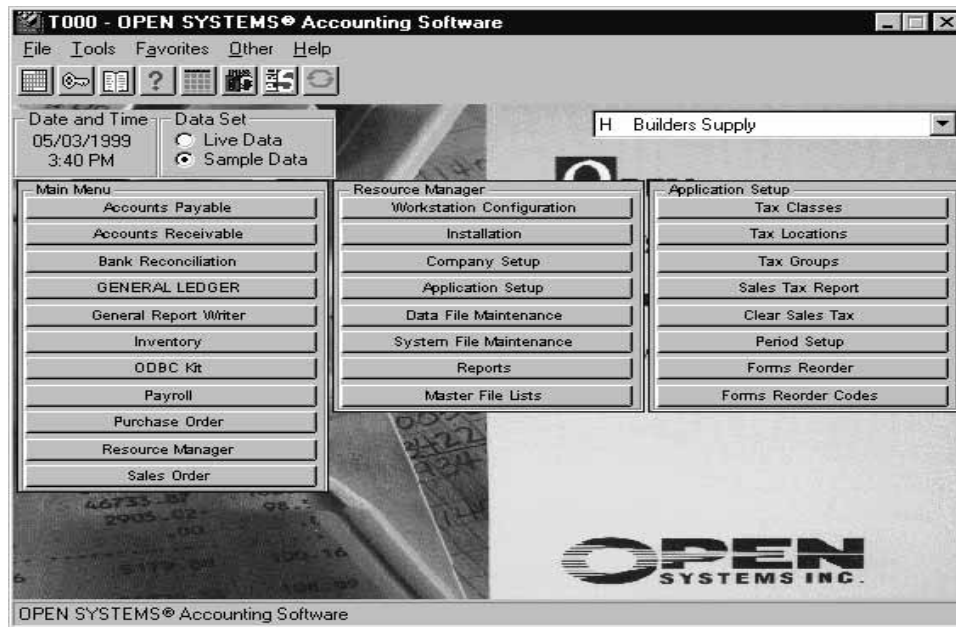
1. Select **Application Setup** from the Resource Manager menu.

## Resource Manager Menu Screen



2. Choose the **Period Setup** function on the Application Setup menu.

### RM Application Setup Menu Screen



3. The Period Setup screen is displayed. Enter the following information in the header section of this screen:

Field	Description
Current Fiscal Year	Enter the current fiscal year for the company.
No of Periods/Year	Enter the number of fiscal periods per fiscal year used by the company. Either 12 or 13 can be selected. This information is stored in the RMPDxxx table.



**Period Setup Screen**

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BAL2

\*CONA

Column ID E

What Is In The Column? 3 Actual (No of Columns = 4 )

As Of When? 1 Current Period (Report Width = 78)

How Far Back? 3 Year-To-Date Year?

Company

Formula

Scaling 1

Heading No 1 CURRENT Addnl.Trailing Spaces 2

Heading No 2 YEAR Print This Column? YES

Heading No 3

Format (#####.00)

-C-	DESCRIPTION	-E-	CURRENT YEAR	-G-	BUDGET
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)		(#####.00)		

1=Curr Per, 2=Prev Per, 3=Prev QTR, 4=Per Rel Curr, 5=YTD Rel Curr, 6=YR End

Company H Verify

4. Use the **Proceed** command, **PgDn** or **Esc P**, to move the cursor to the lower section of the screen.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to view the existing period dates.

By default the fiscal periods are set up for a calendar fiscal year where January 1 through January 31 is Period 1, February 1 through February 29 is Period 2, and so on. Edit the date ranges if this company does not use a calendar fiscal year. Each day in the year must be accounted for. The date ranges for the fiscal periods are stored in the CNVTxxx table.

**Note**

If multiple companies are being used on the OSAS Accounting System, the current fiscal year, number of accounting periods, and fiscal period dates must be set up for each company<sup>1</sup>.

1. To change to another company, use the **Change Company** command, **F3** or **Esc D**, at the Main Menu. Enter the ID of the company desired. The **Inquiry** command, **F2** or **Esc W**, is available to select from a list of available companies.

**Period Setup Screen**

Period	Begin Date	End Date
1	01/01	01/31
2	02/01	02/28
3	03/01	03/31
4	04/01	04/30
5	05/01	05/31
6	06/01	06/30
7	07/01	07/31
8	08/01	08/31
9	09/01	09/30
10	10/01	10/31
11	11/01	11/30
12	12/01	12/30
13	12/31	12/31

Verification — Press <PgDn> to proceed

6. Use **Enter** or arrow keys to move the cursor to edit the **Begin Date** and **End Date** fields.
7. Use the **Proceed** command, **PgDn** or **Esc P**, to save changes made to the Begin Date and End Date fields.

**Updating a Quarterly System**

If the company uses a quarterly system<sup>2</sup> with an accounting period of one week, the **Begin Date** and **End Date** fields for each fiscal period must be edited at the end of each quarter (after the books have been closed) so that the correct accounting period number is displayed.

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2. Quarterly systems do not use period 13 as a special adjustments period; instead, it is used for the final week of normal processing in the quarter.

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# Setting Up the Company Defaults & Masks

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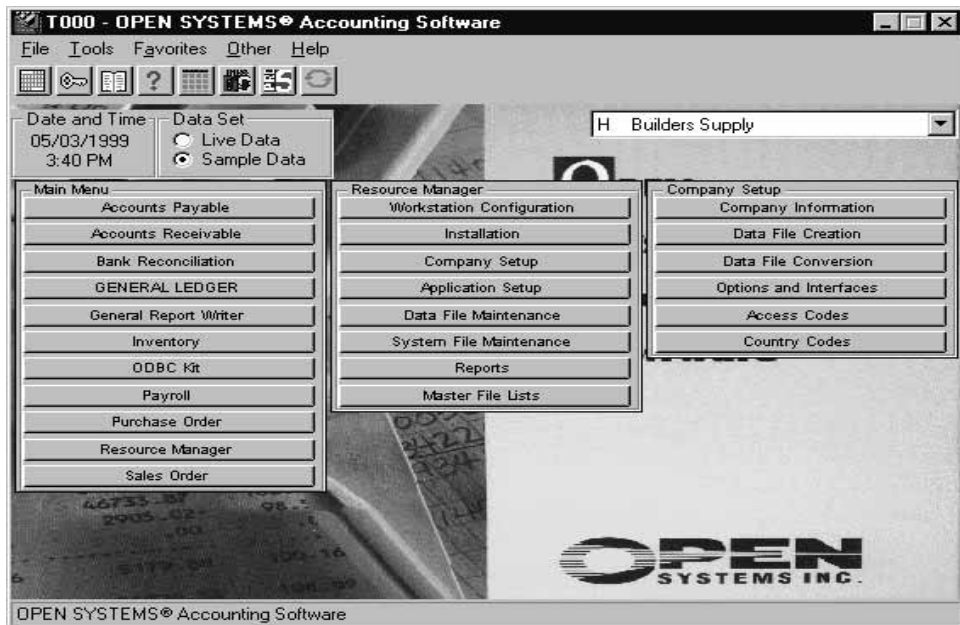
The following defaults can be set up for a company:

- a date and time mask
- a default Location ID and Bank ID
- the number of decimal places used for different types of numeric values

**To setup or verify the company's defaults and numeric masks, perform the following steps:**

1. Choose **Company Setup** on the Resource Manager menu.

## RM Company Setup Menu



2. Select the **Company Information** function. Enter the **ID** of the **Company** desired, or use the **Inquiry** command, **F2** or **Esc W**, to select the **Company ID** from a list.

### Company Information Screen

Company Information		Defaults:	
Company ID	H	Location ID	MN0001
Name	Builders Supply	Bank ID	FNB001
Address 1	1157 Valley Park Dr		
Address 2			
City	Shakopee	Mask	Number of
State	MN	Type	Decimals
Zip	55379		Sample
Country	US U.S.A.		Display
Site		Reg Dollars	2 999999999.99-
Phone	612-403-5700	IN Costs	4 99999999.9999-
Fax	612-496-2495	IN Prices	4 99999999.9999-
		IN Qtys	4 99999999.9999-
Date Mask	<input checked="" type="checkbox"/> USA (mm/dd/yyyy)	Rates	3 99999999.999-
Time Mask	0 12-Hour (hh:mm AM/PM)	Hours	3 99999999.999-
		Cr Limits	0 999999999999-

0 - USA (mm/dd/yyyy), 1 - Euro (dd/mm/yyyy)

Company H Verify

3. Use the Arrow keys or **Enter** to move the cursor to the **Date Mask** field. Select which date mask should be used for the company:

**0** - USA, mm/dd/yyyy

**1** - Euro, dd/mm/yyyy

4. Use the Arrow keys or **Enter** to move the cursor to the **Time Mask** field. Select which time mask should be used for the company:

**0** - 12-hour, hh:mm AM/PM

**1** - 24-hour, hh:mm

5. Press **Enter** to move the cursor to the **Defaults:** section of the screen.

Enter the most frequently used **Location** and **Bank IDs** as the defaults. The location/bank IDs entered in these fields automatically default into the location/bank ID fields when entering information in any installed application.

## Company Information Screen

Company Information		Defaults:	
Company ID	H	Location ID	MN0001
Name	Builders Supply	Bank ID	FNB001
Address 1	1157 Valley Park Dr		
Address 2			
City	Shakopee	Mask	Number of
State	MN	Type	Decimals
Zip	55379		Sample
Country	US U.S.A.		Display
Site		Reg Dollars	2 999999999.99-
Phone	612-403-5700	IN Costs	4 99999999.9999-
Fax	612-496-2495	IN Prices	4 99999999.9999-
		IN Qtys	4 99999999.9999-
		Rates	3 99999999.9999-
		Hours	3 99999999.9999-
		Cr Limits	0 999999999999-
Date Mask	0 USA (mm/dd/yyyy)		
Time Mask	0 12-Hour (hh:mm AM/PM)		
Verification			
Press <PgDn> to proceed			

6. Specify the **Number of Decimal** places to use for the company when displaying:

- dollar amounts
- inventory costs, prices and quantities
- rates, hours and credit limits.

The numeric mask size displayed in the example is the maximum size the system can use --14 places, including the "." and the "-" sign. As the number of decimal places is increased, the number of places to the left of the decimal decreases. Make sure the mask is large enough to accommodate totals.

7. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes made on the Company Information screen.



---

# Selecting The GL Options & Interfaces

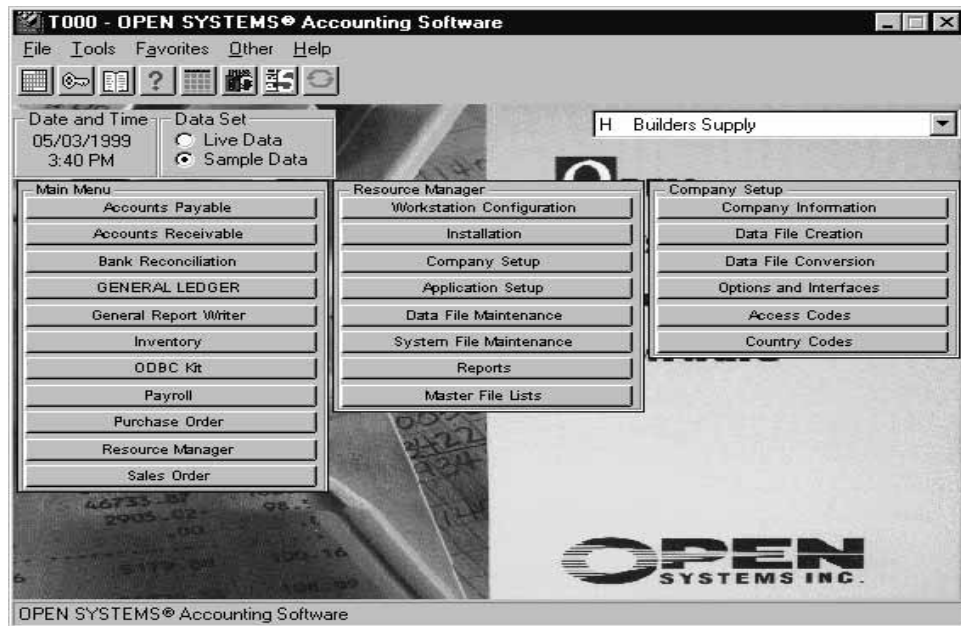
---

Use the **Options and Interfaces** function on the Resource Manager Company Setup menu to select the General Ledger options for the company(s):

**To setup or verify the company's options and interfaces for General Ledger, perform the following steps:**

1. Select **Options and Interfaces** from the RM Company Setup menu.

## RM Company Setup Menu



- The Options and Interfaces Screen is displayed.

### Options and Interfaces Screen

OSAS T000

Settings Edit Print Help

Options and Interfaces

Company ID H - Builders Supply V6.01

Option Table Type Share

Application ID GL

Company H Inquiry Verify

- Make the following Selections:

Field	Description
Option Table Type	<p><b>Share</b> - select this setting if the OSAS General Ledger system is used for multiple companies and all companies use the same interfaces and options</p> <p><b>Own</b> - select this setting to set up options and interfaces specifically for this company.</p>
Application ID	Enter <b>GL</b> , the two-letter Application ID for General Ledger. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the Application ID from a list of the installed applications.

- Press **Enter** to display the General Ledger Options Selection Screen.



## General Ledger Options Selection Screen

OSAS T000

Settings Edit Print Help

General Ledger Options

Description	Value
> Copy recurring entries directly to the GL Journal?	NO
Is Period 13 used for normal processing?	NO
Allow transaction entry in period 13?	NO
Do you want to use allocations?	NO

Option (001 of 004)

Enter = toggle, Write

Company H Verify

5. Use the Arrow keys to move the cursor to the option to be changed; then press **Enter** to toggle between the option settings:

Interface/Option	Setting	Effect
Copy recurring entries directly to the GL Journal?	YES	Recurring entries are copied directly to the GL Journal file (GLJRxxx)
	NO	Recurring entries are copied to the Transaction work file (GyyyxxxW); (yyy=terminal id, xxx=company id). After executing the Copy Recurring Entries function, select the Transactions function, <b>Write</b> command, to transfer the recurring entries to the GL Journal file (GLJRxxx).
Is Period 13 used for normal processing?	YES	Period 13 is used as the last period of the Company's fiscal year.  If <b>YES</b> is selected, the option <i>Allow transaction entry in period 13?</i> is automatically set to <b>YES</b> . Period 13 must first be set up in Resource Manager by selecting <b>Period Setup</b> on the Application Setup menu.
	NO	Period 12 is used as the last period of the Company's fiscal year.
Allow transaction entry in period 13?	YES	Transaction entries are allowed in period 13. If <b>YES</b> is selected to the option <i>Is Period 13 used for normal processing?</i> , this option is automatically set to <b>YES</b> .
	NO	General Ledger manual transaction entries are not allowed in Period 13. However, transaction entries may be posted in Period 13 from applications outside of General Ledger; i.e., Accounts Receivable, Accounts Payable, etc.
Do you want to use allocations?	YES	Transactions may be allocated from one account to several accounts.
	NO	Transactions may not be allocated to different accounts.



---

# Set Up In General Ledger

---

## Working With Tables

A complete set of the tables for GL is provided with the sample company, Builders Supply, Company ID **H**. When a new company is created the system copies the tables from the sample company. In General Ledger the tables can be generic or company specific.

### Generic Tables

If a table has no company ID added to its table ID, it is considered generic because it is used by any company on the system that does not have a company specific table set up for it.

For example, the General Ledger Trial Balance report header table, table ID **GLTRL**, is a generic table because no company ID is included in the table ID.

### Company Specific Tables

Some tables can be made company specific. The table IDs consist of the table ID followed by a company ID, represented by **xxx**. In this manual, when **xxx** is shown as part of the table ID, it means that the table can be made company specific.

In the example above, **GLTRL** is the table ID. There is no company ID added to the table ID. To make **GLTRL** company specific for the sample company, company ID **H**, **H** is added to the table ID, **GLTRLH**. The values stored in **GLTRLH** are only used for company ID **H**.

### Copying Tables

New tables that are company specific can be created from existing tables. When a new table ID is entered in the **Table ID** field on the **GLTRL** screen, a **Copy From** field appears. Enter the existing table ID desired and then edit the appropriate fields or information in the copied table.

### More than one company?

If there is more than one company on the General Ledger system, the tables can be set up in two ways:

- Set up one table without a company ID included in the table ID for all companies that are alike. For example, to use the same Trial Balance report header for all companies, use the **GLTRL** table.
- Set up one table for each company that uses different Trial Balance report headers. For example, for the companies that use different report headers, set up the table **GLTRLA** for company **A**, **GLTRLB** for company **B**, and so on.

If a company-specific table is deleted, then that company uses the generic table. For example, if the **GLTRLA** table is deleted, company **A** will use the **GLTRL** table.

## Table Hierarchy

During processing, the system looks for a terminal specific table first, then a company specific table and then a generic table.

For example:

If transactions are entered on terminal **T1** in company **A**, the system first looks for default table **DFT1**.

If table **DFT1** table does not exist, it looks for table **DFA**.

If tables **DFT1** and **DFA** do not exist, the system uses the generic table, **DF**.

---

<b>Note</b>
-------------

The tables in General Ledger can only be company specific or generic; i.e., not terminal specific.

---

## Setting Up and Maintaining Tables

The following tables are provided for storing the *forced-balance password* and report *headings* for the Audit Trial Balance, Trial Balance, Chart of Accounts, GL Activity Report and GL Journal.

Table	Description
\$PASS\$	Forced-Balance Password
GLAUDxxx	Audit Trial Balance
GLCHAxix	Chart of Accounts
GLPRAxix	General Ledger Activity Report
GLPRJxxx	General Ledger Journal
GLTRLxxx	Trial Balance

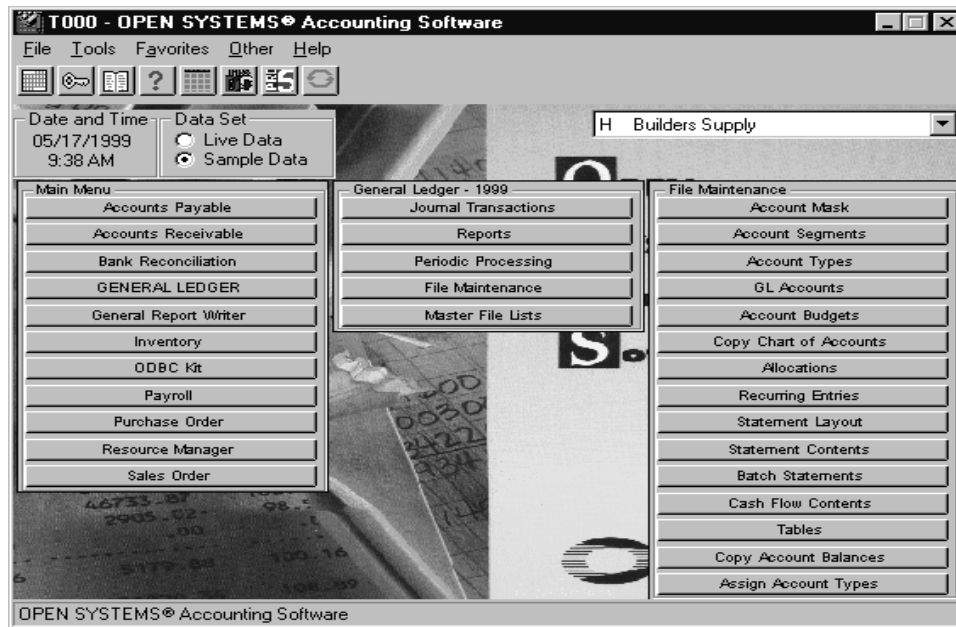
### Forced-Balance Password Table - \$PASS\$

The **\$PASS\$** table stores the password required to exit from the following journal entry functions with entries in an out-of-balance situation.

- Transactions
- Edit Transactions
- Recurring Entries
- Copy Recurring Entries

The system default password is **OVERRIDE** and is the same for all companies. The forced-balance password can be changed for additional protection, but only one password is permitted on the system.

### GL File Maintenance Menu Screen



Select the **Tables** function on the General Ledger File Maintenance menu to edit the GL Tables. The General Ledger Tables Screen is displayed.

## Editing a Forced Balance Password Table

Perform the steps below to change the default forced-balance password.

### Forced-Balance Password Table Screen - \$PASS\$

OSAS T000

Settings Edit Print Help

GLTB

Table ID	Description	Number of Coils	Column Length	Type
\$PASS\$	PASSWORD	2	12	A

FUNCTION PASSWORD

-----

FORCED BAL. OVERRIDE

Verification

Press <PgDn> to proceed

1. Enter the **Table ID \$PASS\$** or use the **Inquiry Command, F2 or Esc W**, to select the Table ID from a list.
2. Using the **Enter** or arrow keys, move the cursor to the **PASSWORD** field and enter the new forced-balance password.

#### Note

Do *not* change the **FUNCTION** description **FORCED BAL.**

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the password.
4. Use the **Exit** command, **F7** or **Esc M**, to return to the menu.

After setting up the forced-balance password, the **Access Codes** function on the Resource Manager Company Setup menu can be used to protect the Tables function in General Ledger. For additional security, remove this section from the manual.

## Editing a Report Header Table

The *Report Header Tables* may be changed in the **Tables** function or in the Heading Section at the time the report is printed by selecting the following functions on the menus indicated.

<b><u>Table</u></b>	<b><u>Function</u></b>	<b><u>Menu</u></b>
GLCHAxxx	Chart of Accounts List	Master File Lists
GLPRAxxx	GL Activity Report	Journal Transactions
GLPRJxxx	GL Journal	Journal Transactions
GLAUDxxx	Audit Trial Balance	Reports
GLTRLxxx	Trial Balance	Reports

## Printing a Tables List

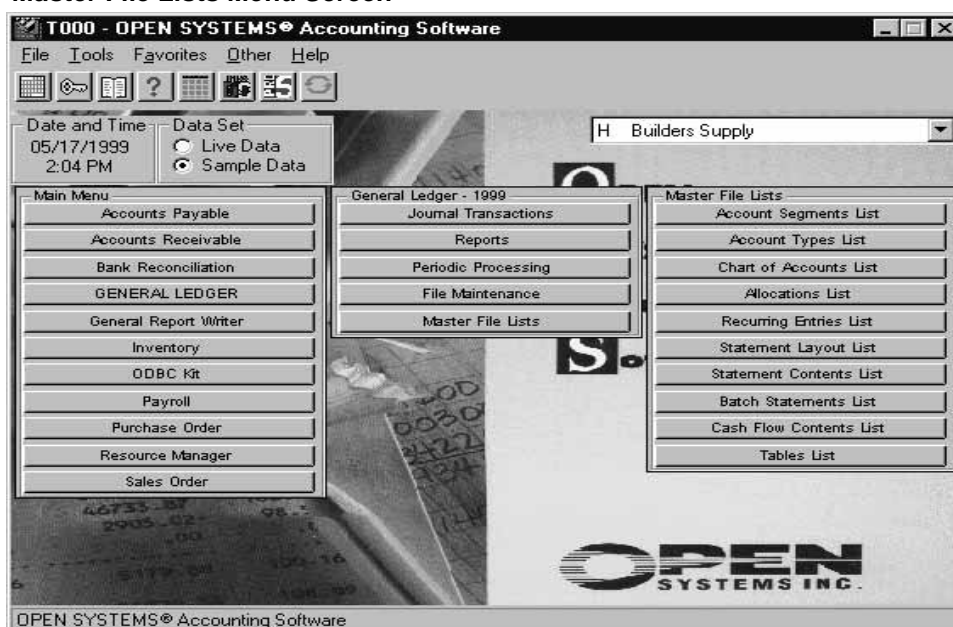
To print a list of the tables select **Master File Lists** on the General Ledger menu.

### GL Main Menu Screen



Then select the **Tables List** function on the Master File Lists menu.

### Master File Lists Menu Screen



The Tables List Selection Screen is displayed.



**Tables List Selection Screen**

OSAS T000

Settings Edit Print Help

Tables List

Application From GL  
Thru GL

Table ID From \$PASS\$  
Thru GLCHAH

Suppress Blank Lines? YES

Page Break Per Table? YES

Output device - (P)rinter p(R)eview (F)ile (S)creen (E)nd

Make the following selections:

Field	Description
Application From/Thru	<b>GL</b> defaults into these fields.
Table ID From/Thru	Enter the range of table IDs to be included on the list. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the IDs from a list.
Suppress Blank Lines?	To suppress blank lines in the tables on the list select <b>YES</b> ; otherwise, select <b>NO</b> .
Page Break Per Table?	To place each table on a separate page select <b>YES</b> ; otherwise, select <b>NO</b> .

Select an output device for the list:

**(P)**rinter - to send the report to a printer

**p(R)**eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the Selection Screen without printing the report

## Tables List examples

```

05/21/1999          Builders Supply          Page   1
12:46 PM            Tables List
                    General Ledger

```

```

Table ID $PASS$      Description
No. of Columns      2 Column Length  12  Type  A

```

```

FUNCTION      PASSWORD
-----
FORCED BAL.  OVERRIDE

```

```

05/21/1999          Builders Supply          Page   2
12:46 PM            Tables List
                    General Ledger

```

```

Table ID GLAUDH      Description
No. of Columns      1 Column Length  30  Type  A

```

```

-----
Builders Supply

```

```

AUDIT TRIAL BALANCE
December 31, 1999

```

```

05/21/1999          Builders Supply          Page   3
12:46 PM            Tables List
                    General Ledger

```

```

Table ID GLCHAH      Description
No. of Columns      6 Column Length  12  Type  A

```

```

-----
Build ers Supply          CHART
OF ACCOUNTS              DECEMBER 31, 1999

```

```

End of Report

```

---

# Setting Up & Maintaining Account Mask

---

The Account Mask function is used to set up or change the general ledger account number format for the company, or to define sort keys for generating reports.

An account mask can consist of four segments: main account number, division, department and subaccount. The **default mask** is **MMMMMMMMMMMM** and provides a maximum length of 12 positions. The main account number segment is required. The other segments are optional and can be arranged in any order. All account numbers must conform to the mask and can consist of up to four segments represented as follows:

- M = Main Account
- 1 = Division
- 2 = Department
- 3 = Subaccount

The number of positions for the account mask and the segments within the mask can be *increased* after the initial setup, but **NOT decreased**. The account mask can be *changed*, but **NOT deleted**.

The terms *Division*, *Department* and *Subaccount* are labels only. These account segments can be used in whatever way is necessary to structure the account numbering system.

Two account number sort keys can be defined in this function to use when printing various reports. These keys are stored in the **GL Master Key file, GLMKxxx**. Printing reports using these sorts decreases the printing time because a sort file does not have to be created at the time the report is printed. If the user-defined sorts are changed, the system re-creates the Journal file, GLJRxxx, and the GL Master Key file.

## GL File Maintenance Menu Screen



Select the **Account Mask** function on the General Ledger File Maintenance menu to set up or change the company mask. The Account Mask Selection Screen is displayed.

## Setting Up an Account Mask

### Account Mask Selection Screen

OSAS T000

Settings Edit Print Help

1999 Account Mask

Main Account Position 1 Length 4

Division Position 5 Length 2

Department Position 0 Length 0

Subaccount Position 0 Length 0

Fill Character

User-Defined Account Sort 1

User-Defined Account Sort 2

Account Number Mask MMM11

M Main Account

1 Division

2 Department

3 Subaccount

Verification

Press <PgDn> to proceed

1. Make the following selections on the Account Mask Screen:

Field	Description
Main Account Position/Length	Enter the starting position and length of the Main account segment, <b>M</b> . The account mask must have a Main account segment. The length of the Main account segment must be greater than 2.
Division Position/Length	Enter the starting position and length of the Division account segment, <b>1</b> .
Department Position/Length	Enter the starting position and length of the Department account segment, <b>2</b> .
Subaccount Position	Enter the starting position and length of the Subaccount account segment, <b>3</b> .
Fill Character	Enter any character to use as the fill character for blank positions created between account segments.  When using fill characters, a position space must be left between two segments for the fill character.
User-Defined Account Sort 1	Enter alternate sort number 1 to be used when printing reports. Using sorts for a report decreases the printing time because a sort file does not have to be created.
User-Defined Account Sort 2	Enter alternate sort number 2 to be used when printing reports.

#### Note

When the *length* and the *fill character* of an account segment are entered, the **Account Number Mask** is updated near the bottom of the screen. The Main account segment is represented with **M**; the Division with **1**; the Department with **2**; and the Subaccount with **3**.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the account mask.

## Changing an Account Mask

- **THE ACCOUNT MASK CAN ONLY BE CHANGED IN THE CURRENT-YEAR FILES.** The *current-year* and *last-year* files access the same Account Mask file, GLMSK. Therefore, changes made to the account mask affect last-year files.
- If the account mask is changed, it must be done before files are converted. If not, other application masks may not match.
- Changing the account mask does not affect the Statement Contents, TransactionsWork files, or files from other applications. *Transactions should be written to the Journal file prior to using this function.*
- If the account mask is changed, the system removes the sort keys from the files. The mask and sort keys **cannot** be changed at the same time.

Perform the steps below to change the Account Mask.

### Account Mask Selection Screen

OSAS T000

Settings Edit Print Help

1999 Account Mask

Main Account Position	1	Length	4
Division Position	6	Length	2
Department Position	9	Length	2
Subaccount Position	0	Length	0
Fill Character	-		
User-Defined Account Sort 1			
User-Defined Account Sort 2			

Account Number Mask M MMM-11-22

M	Main Account
1	Division
2	Department
3	Subaccount

Message

Warning: Mask has changed, existing Accounts must be updated.

1. **PgUp** or use the arrow keys to position the cursor at the Main Account Position.
2. Press **Enter** or use the arrow keys to advance the cursor to change each field as required.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to continue. The following message is displayed:  
*Warning: Mask has changed, existing Accounts must be updated.*
4. Use the **Proceed** command, **PgDn** or **Esc P**, to update the accounts.

**Account Mask Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Account Mask

Main Account Position 1 Length 4

Division Position 6 Length 2

Department Position 9 Length 2

Subaccount Position 0 Length 0

Fill Character -

User-Defined Account Sort 1

User-Defined Account Sort 2

Account Number Mask MMMM-11-22

M Main Account

1 Division

2 Department

3 Subaccount

Do you want to let the system adjust the new accounts automatically? **NO**

Company H Verify

5. The following message is displayed: *Do you want to let the system adjust the new accounts automatically?*

If **YES** is selected, the system automatically converts the existing account numbers to the new mask by adding trailing zeros. The system stops updating the account numbers **only** if there is a conflict, and prompts for each account in question to confirm the editing to conform to the new mask.

If **NO** is selected, the system prompts to confirm the updating of each account number to conform to the new mask. After all accounts are confirmed, the system converts the account numbers to the new mask. The following screen is an example of the window screen displayed to prompt for each account.

**Account Mask Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Account Mask

Main Account Position 1 Length 4

GL Account Number Change

Old Account Number 100000

Description CASH IN BANK - 1st NATIONAL

New Account Number 1000-00-00

Subaccount Position 0 Length 0

Fill Character -

User-Defined Account Sort 1

User-Defined Account Sort 2

Account Number Mask MMMM-11-22

M Main Account

1 Division

2 Department

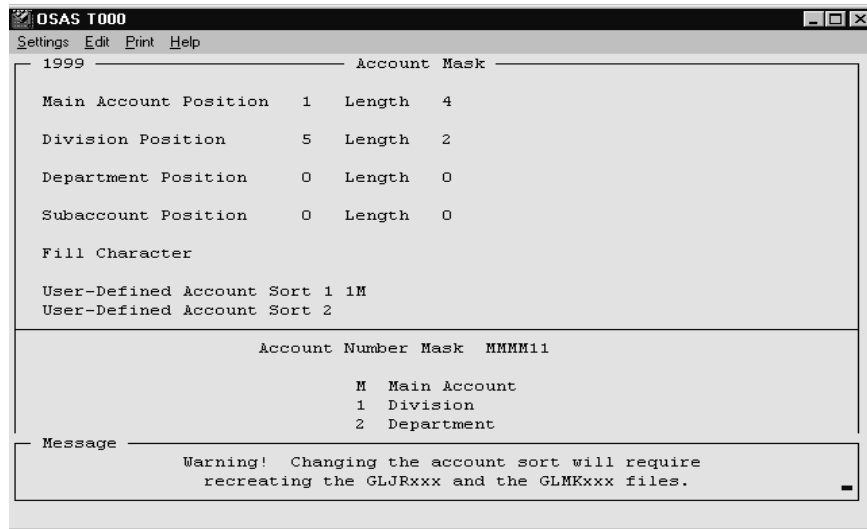
3 Subaccount

Updating ... H 100000

Company H Verify

6. If the **User-Defined Account Sort 1** or **User-Defined Account Sort 2** field is changed, the following message is displayed: *Warning! Changing the account sort will require recreating the GLJRxxx and the GLMKxxx files.* The sort key is stored in the GL Master Key file (GLMKxxx). If a user-defined sort is changed, the system recreates the GL Master Key file and the Journal file (GLJRxxx).

### Account Mask Selection Screen



OSAS T000

Settings Edit Print Help

1999

Account Mask			
Main Account Position	1	Length	4
Division Position	5	Length	2
Department Position	0	Length	0
Subaccount Position	0	Length	0
Fill Character			
User-Defined Account Sort 1 1M			
User-Defined Account Sort 2			
Account Number Mask MMMM11			
M Main Account			
1 Division			
2 Department			
Message			
Warning! Changing the account sort will require recreating the GLJRxxx and the GLMKxxx files.			





---

# Setting Up & Maintaining Account Segments

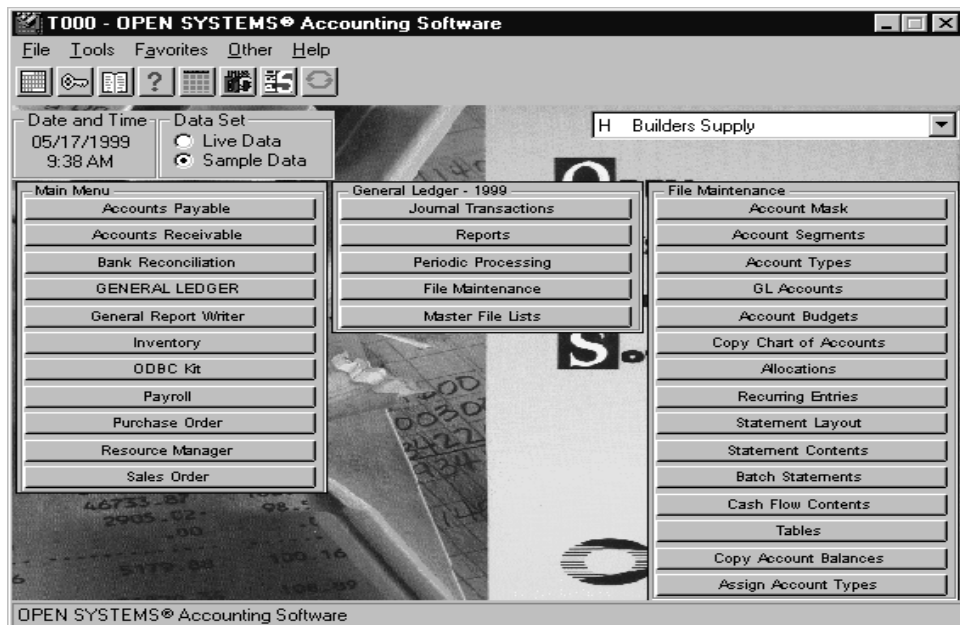
---

The Account Segments function is used to define the account segments; i.e., divisions, departments and/or subaccounts set up beforehand in the account mask.

Some General Ledger reports can be produced with a range of divisions, departments and/or subaccounts. Several reports can be organized by account segments. The descriptions assigned in the account segments file are displayed in the reports.

The *current-year* and *last-year* files access the same GLSExxx file. Therefore, changes made to the account mask affect last-year files.

## GL File Maintenance Menu Screen



Select the **Account Segments** function on the General Ledger File Maintenance menu to add, edit or delete an Account Segment. The Account Segments Selection Screen is displayed.

## Adding an Account Segment

### Account Segments Selection Screen

OSAS T000

Settings Edit Print Help

1999 Account Segments

Account Mask MMMM11

Account Segment 1

Segment ID

Description

< GL Segment Inquiry >

ID DESCRIPTION

< begin >

>01 Minneapolis

02 Dallas

03 Oakland

< end >

Company H Inquiry Verify

1. Perform the following steps to add an Account Segment:

Field	Description
Account Segment	Enter the number associated with the Account Segment set up beforehand in the account mask. Enter <b>1</b> for a division; <b>2</b> for a department; <b>3</b> for a subaccount.
Segment ID	Enter a new segment ID. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to view the existing account segments.
Description	Enter a description for the new Segment ID.

### Account Segments Selection Screen

OSAS T000

Settings Edit Print Help

1999 Account Segments

Account Mask MMMM11

Account Segment 1

Segment ID 04

Description Seattle

Verification Press <PgDn> to proceed

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the account segment.

## Editing an Account Segment

### Account Segments Selection Screen

1. Perform the following steps to edit an Account Segment:

Field	Description
Account Segment	Enter an existing account segment to be edited. Select <b>1</b> for a division; <b>2</b> for a department; <b>3</b> for a subaccount.
Segment ID	Enter the segment ID to be changed. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the ID from a list.
Description	Enter a new description for the Segment ID.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the account segment.

## Deleting an Account Segment

### Account Segments Selection Screen

OSAS T000

Settings Edit Print Help

1999 Account Segments

Account Mask MMMM11

Account Segment 1

Segment ID 04

Description Seattle

Verification

Press F3 to delete

1. Perform the following steps to delete an Account Segment:

Field	Description
Account Segment	Enter an existing account segment to be deleted. Select <b>1</b> for a division; <b>2</b> for a department; <b>3</b> for a subaccount.
Segment ID	Enter the segment ID to be deleted. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the ID from a list.

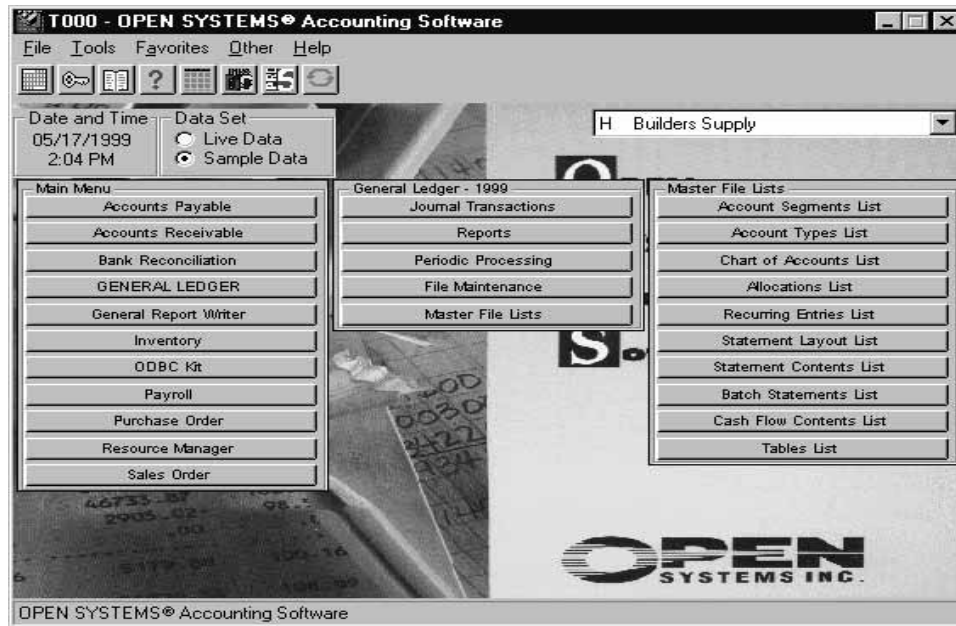
2. Use the **Delete** command, **F3** or **Esc D**, to delete the account segment. The system prompts to use the **Delete** command to confirm deleting the account segment.

## Printing An Account Segments List

The Account Segments List is printed after adding, editing or deleting account segments to verify the information and to retain a hard copy. An Account Segments List can be produced for a range of divisions, departments and subaccounts.

In order to print an Account Segments List at least one account segment must be defined in the account mask.

### GL Master File Lists Menu Screen



Select the **Account Segments List** function on the General Ledger Master File Lists menu to display the Account Segments List Selection Screen.

**Account Segments List Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Account Segments List

Division From 01  
Thru 03

Department From  
Thru

Subaccount From  
Thru

Print

1. Divisions  
2. Departments  
3. Subaccounts  
4. All Segments  
1

Output device - (P)rinter p(R)evue (F)ile (■)creen (E)nd

Perform the following steps to print an Account Segments List:

Selection	Description
Division From/Thru	Enter a range of divisions to include in the report. If left blank, all the selections are included in the report. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the divisions from a list.
Department From/Thru	Enter a range of departments to include in the report. If left blank, all the selections are included in the report. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the departments from a list.  This field is skipped over if this segment is not defined in the account mask.
Subaccount From/Thru	Enter a range of subaccounts to include in the report. If left blank, all the selections are included in the report. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the subaccounts from a list.  This field is skipped over if this segment is not defined in the account mask.
Print	These selections determine how the report is printed: Select <b>1</b> for divisions. Select <b>2</b> for departments. Select <b>3</b> for subaccounts. Select <b>4</b> for all segments.

Select an output device for the report:

**(P)**rinter - to send the report to a printer

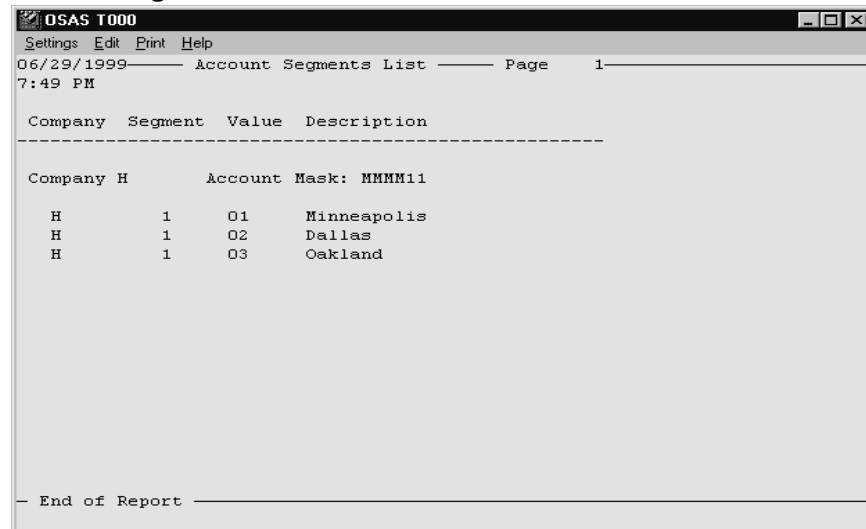
p**(R)**evue - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the Selection Screen without printing the report

### Account Segments List - Printed to the Screen



The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help). The window displays the "Account Segments List" report for "Page 1" on "06/29/1999" at "7:49 PM". The report is a table with columns: Company, Segment, Value, and Description. It lists three entries for "Company H" with segments 01, 02, and 03, corresponding to "Minneapolis", "Dallas", and "Oakland". The report ends with "End of Report".

Company	Segment	Value	Description
Company H			Account Mask: MMMM11
H	1	01	Minneapolis
H	1	02	Dallas
H	1	03	Oakland

— End of Report —

---

# Setting Up & Maintaining Account Types

---

Account Types are *predefined codes* used to group accounts in the Chart of Accounts into three main classes as follows:

005 – 499 = Balance Sheet Accounts (**B**)

500 – 899 = Income Statement Accounts (**I**)

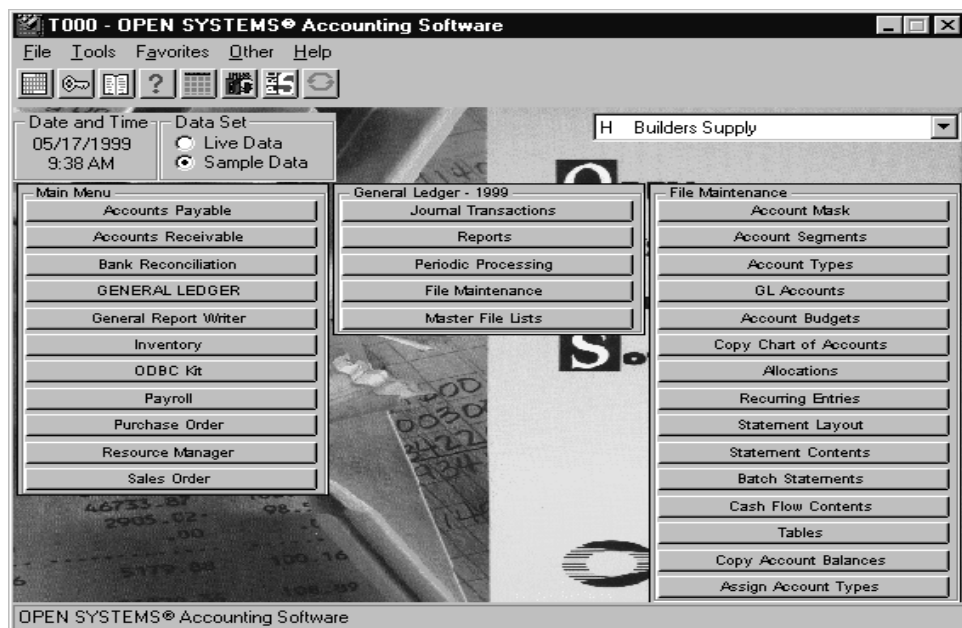
900 – 999 = Memo Accounts (**M**)

During year-end processing the GL accounts are processed either as *Balance Sheet* accounts or *Income Statement* accounts. *Memo* accounts are used to store specific dollar amounts for later calculation.

The account types can be used in the Cash Flow Content instructions and Statement Content instructions to produce Cash Flow Statements and other financial statements.

Account types *cannot* be added or deleted. Only the description of the account types *can be* edited. The account types are stored in the GLAT file.

## GL File Maintenance Menu Screen



Select the **Account Types** function on the General Ledger File Maintenance menu to edit an Account Type description. The Account Types Screen is displayed.

## Editing an Account Type

### Account Types Screen

Type	Description	Account Class	Code
1999			
005	Cash On Hand	Current Assets	D
010	Cash On Deposit	Current Assets	D
020	Accounts Receivable	Current Assets	D
025	Allowance for Bad Debts	Current Assets	C
030	Employee Receivables	Current Assets	D
035	Other Receivables	Current Assets	D
040	Notes Receivable	Current Assets	D
045	Raw Materials and Supplies	Current Assets	D
050	Work-in-Process	Current Assets	D
055	Finished Goods Inventory	Current Assets	D
060	Prepaid Expenses	Current Assets	D
065	Marketable Securities	Current Assets	D
070	Other	Current Assets	D
075	Other	Current Assets	D
080	Other	Current Assets	D
100	Land	Fixed Assets	D
105	Buildings	Fixed Assets	D
110	Machinery and Equipment	Fixed Assets	D

Enter=edit, Goto

Company H Quick Verify

Perform the following steps to edit the Account Type Description:

1. Use the **Arrow** keys, **Goto** or **PgUp** and **PgDn** to place the cursor at the account type to be edited.
2. Press the **Enter** key to move the cursor to the **Description** field and change the description.
3. Use the **Enter** key to save the account type.

Each Account Type has an *Account Class* and a *Code*. The *Account Class* is the general category of the account type; i.e., current assets, fixed assets, long-term liabilities, operating expenses. **The Code is the default code for the type of balance that account type normally carries.** The letter **D** is assigned for a *debit* balance and **C** for a *credit* balance. The balance code can be changed for an individual account in the **GL Accounts** function on the General Ledger File Maintenance menu.

#### Note

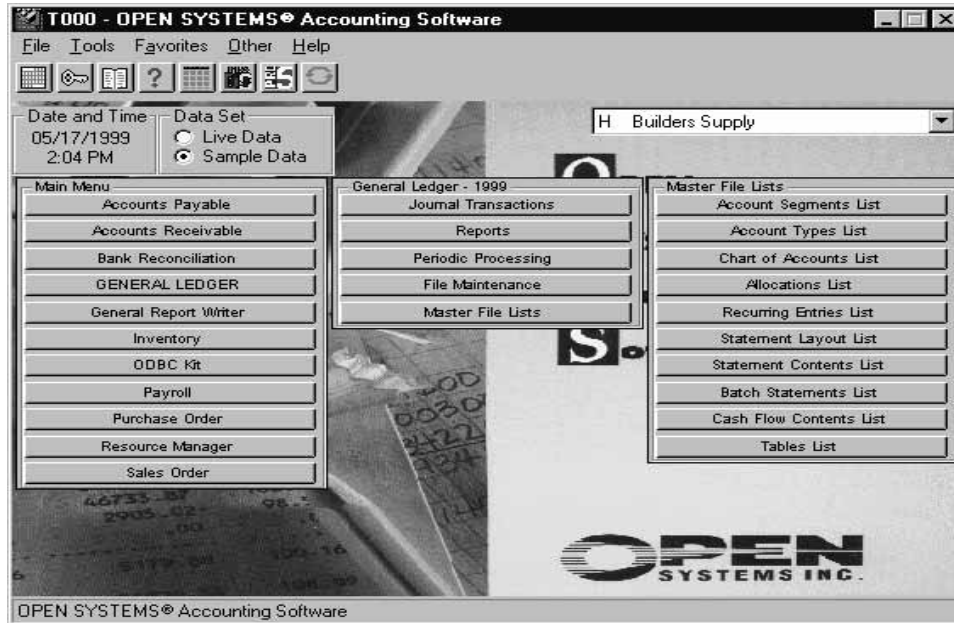
If the *default* balance code is changed for an account type, the following warning message is displayed at the bottom of the screen: *Warning! This code does not match the Account Type. This may affect the accuracy of statements.*



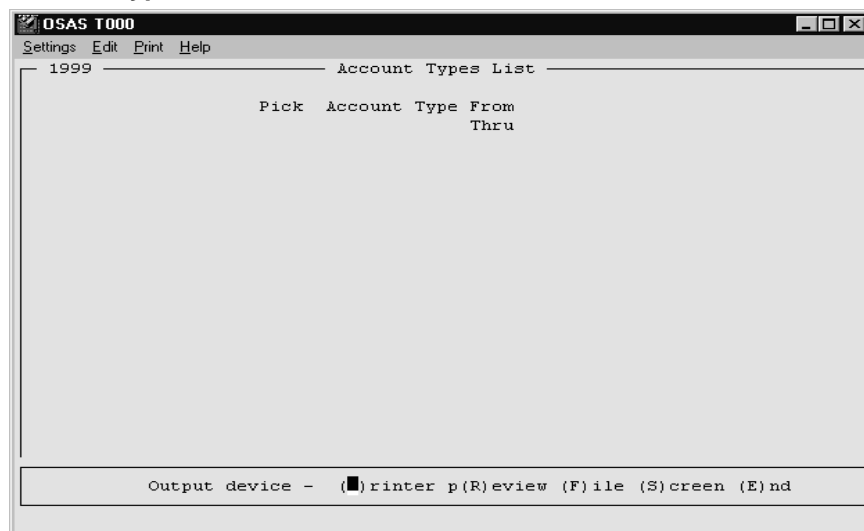
## Printing An Account Types List

The Account Types List is printed after editing account types to verify the information and to retain a hard copy. An Account Types List can be produced for a range of account types.

### GL Master File Lists Menu Screen



Select the **Account Types List** function on the General Ledger Master File Lists menu to display the Account Types List Selection Screen.

**Account Types List Selection Screen**

Perform the following steps to print an Account Types List:

Selection	Description
Pick Account Type From/ Thru	Enter a range of account types to include in the report. If the <b>From/Thru</b> fields are left blank, all the selections are included in the report. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the account types from a list.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)review - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

## Account Types – Page 1

06/29/1999 8:40 PM		Builders Supply Account Types List		Page 1
Account Type	Description	Account Class	Account Code	
<hr/>				
005	Cash On Hand	Current Assets	D	
010	Cash On Deposit	Current Assets	D	
020	Accounts Receivable	Current Assets	D	
025	Allowance for Bad Debts	Current Assets	C	
030	Employee Receivables	Current Assets	D	
035	Other Receivables	Current Assets	D	
040	Notes Receivable	Current Assets	D	
045	Raw Materials and Supplies	Current Assets	D	
050	Work-in-Process	Current Assets	D	
055	Finished Goods Inventory	Current Assets	D	
060	Prepaid Expenses	Current Assets	D	
065	Marketable Securities	Current Assets	D	
070	Other	Current Assets	D	
075	Other	Current Assets	D	
080	Other	Current Assets	D	
100	Land	Fixed Assets		D
105	Buildings	Fixed Assets	D	
110	Machinery and Equipment	Fixed Assets	D	
115	Furniture and Fixtures	Fixed Assets	D	
120	Motor Vehicles	Fixed Assets	D	
125	Leasehold Improvements	Fixed Assets		D
130	Accumulated Depreciation	Fixed Assets	C	
135	Other	Fixed Assets	D	
140	Other	Fixed Assets	D	
145	Other	Fixed Assets	D	
150	Other	Fixed Assets	D	
155	Other	Fixed Assets	D	
160	Intangible Assets	Other Assets		D
165	Accumulated Amortization	Other Assets	C	
170	Other	Other Assets	D	
175	Other	Other Assets	D	
200	Accounts Payable	Current Liabilities	C	
205	Notes and Interest Payable	Current Liabilities	C	
210	Income Taxes Payable	Current Liabilities	C	
215	Accrued Expenses	Current Liabilities	C	
220	Capital Leases Current Portion	Current Liabilities	C	
225	Current Portion of LTD.	Current Liabilities	C	
230	Taxes Payable	Current Liabilities	C	
235	Other	Current Liabilities	C	
240	Employee Deductions Payable	Current Liabilities	C	
245	Pension Fund Payable	Current Liabilities	C	
250	Other	Current Liabilities	C	
255	Other	Current Liabilities	C	
300	Bonds and Notes Payable	Long Term Liabilities	C	
305	Less Current Portion	Long Term Liabilities		D
310	Capital Leases	Long Term Liabilities		C
315	Shareholder Loans	Long Term Liabilities	C	
320	Other	Long Term Liabilities	C	
325	Other	Long Term Liabilities	C	
330	Other	Long Term Liabilities	C	

## Account Types – Page 2

06/29/1999		Builders Supply	Page	2
8:40 PM		Account Types List		
Account Type	Description	Account Class	Account Code	
-----				
335	Other	Long Term Liabilities	C	
340	Other	Long Term Liabilities	C	
400	Common Stock	Owners Equity	C	
405	Preferred Stock	Owners Equity	C	
410	Paid In Capital	Owners Equity	C	
415	Preferred Dividends	Owners Equity	D	
420	Common Dividends	Owners Equity	D	
425	Beginning Retained Earnings	Owners Equity	C	
430	Treasury Stock	Owners Equity	D	
435	Distributions	Owners Equity	D	
440	Capital	Owners Equity	C	
445	Other	Owners Equity	C	
450	Other	Owners Equity	C	
455	Other	Owners Equity	C	
460	Other	Owners Equity	C	
465	Other	Owners Equity	C	
500	Gross Revenues	Operating Revenues	C	
505	Returns and Allowances	Operating Revenues	D	
510	Other	Operating Revenues	C	
515	Other	Operating Revenues	C	
520	Other	Operating Revenues	C	
525	Other	Operating Revenues	C	
530	Other	Operating Revenues	C	
600	Cost of Sales	Cost of Sales	D	
615	Selling Expenses	Operating Expenses	D	
620	General and Administration	Operating Expenses	D	
625	Manufacturing Expenses	Operating Expenses	D	
630	Other	Operating Expenses	D	
635	Other	Operating Expenses	D	
640	Other	Operating Expenses	D	
645	Other	Operating Expenses	D	
650	Other	Operating Expenses	D	
700	Sales of Assets	Non Operating Income	C	
705	Finance Charges	Non Operating Income	C	
710	Discounts Taken	Non Operating Income	C	
715	Other Income	Non Operating Income	C	
720	Other	Non Operating Income	C	
725	Other	Non Operating Income	C	
730	Other	Non Operating Income	C	
800	Interest Expense	Non Operating Deductions	D	
815	Other Expenses	Non Operating Deductions	D	
820	Corporate Taxes	Non Operating Deductions	D	
825	Other	Non Operating Deductions	D	
830	Other	Non Operating Deductions	D	
835	Other	Non Operating Deductions	D	
840	Other	Non Operating Deductions	D	
850	Other	Non Operating Deductions	D	
890	Opening Balances & Adjustments	Adjustments/Opening Bal.	D	
900	Memo Account	Memo	M	
905	Memo Account	Memo	M	
910	Memo Account	Memo	M	
915	Memo Account	Memo	M	
920	Memo Account	Memo	M	
End of Report				

## Using The Assign Account Types Function

The Assign Account Type function is used to assign an account type to a range of General Ledger account numbers.

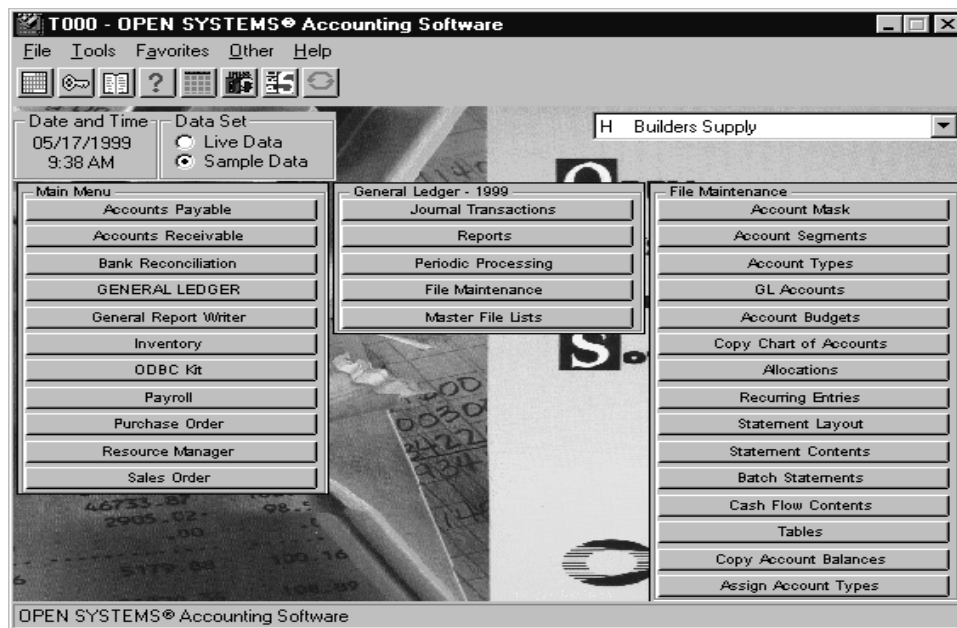
In addition to changing the account type, the Assign Account Types function may change the *Debit/Credit* flag for the specified accounts. Print the Chart of Accounts **before** and **after** using this function to verify the information.

If an account type is assigned to a range of account numbers, the *default balance code* for the specified account type is assigned to the range of accounts. If the balance code is changed for an account during the Assign Account Types function; i.e., from a debit to a credit, or vice versa, the activity amount is multiplied by -1.

For example, if an account type with a **D** code is assigned to a range of account numbers that include an account with a *credit* balance, the activity amount for that account is multiplied by a -1 to produce a *debit* activity amount.

Instead of including the account in the range during the Assign Account Types function, the **GL Account** function on the General Ledger File Maintenance menu may be used to edit the individual account. When editing the account type in the **GL Accounts** function, the *default balance code* can be overridden.

### GL File Maintenance Menu Screen



Select the **Assign Account Types** function on the General Ledger File Maintenance menu to display the Assign Account Types Selection Screen.

## Assign Account Types Selection Screen

OSAS T000

Settings Edit Print Help

1999 Assign Account Types

Pick GL Account From 100000  
Thru 181000

Account Type 005

Note: This function may also change the Debit/Credit flag for the accounts you specify, in addition to the account type. Print the chart of accounts before and after using this function to assure the changes you made are correct.

Verification Press <PgDn> to proceed

1. Perform the following steps to assign Account Types:

**Selection****Description**

Pick GL Account  
From/Thru

Enter a range of GL accounts to be assigned a different account type. If left blank, all the selections are included in the change. The **Inquiry** command, **F2** or **Esc W**, is available to select the accounts from a list.

Account Type

Enter the account type to be assigned to the specified range of accounts.

The **Inquiry** command, **F2** or **Esc W**, is available to select an account type from a list which displays the *account type*, *description*, *class* and *default balance codes*. **D** in the **CD** column indicates the account type default balance is a *debit* balance; **C** indicates a *credit* balance.

## Assign Account Types Selection Screen

OSAS T000

Settings Edit Print Help

1999 Assign Account Types

Pick GL Account From

< Account Type Inquiry >

Type	Description	Class	CD
< begin >			
> 005	Cash On Hand	Current Assets	D
010	Cash On Deposit	Current Assets	D
020	Accounts Receivable	Current Assets	D
025	Allowance for Bad Debts	Current Assets	C
030	Employee Receivables	Current Assets	D
035	Other Receivables	Current Assets	D

Note: account chart change

Company H Inquiry Verify

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the account segment.

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# Setting Up & Maintaining GL Accounts

---

The GL Accounts function is used to set up and maintain the General Ledger Chart of Accounts, including initial balances, annual budgets and forecast balances.

The General Ledger system is easier to use and maintain with a well-planned Chart of Accounts. The account structure should be organized to meet both present and future needs. The general ledger account numbers must conform to the account mask, but may consist of any combination of numbers, letters and fill characters; i.e., dashes. If all account numbers are the same length, the system will properly organize the numbers in reports and statements. Skipping numbers between accounts allows for future accounts.

If General Ledger is interfaced with other Open Systems Accounting Software applications, reference the appropriate User's Guide to determine which accounts are required to post entries from those specific applications.

If the same account numbering structure is used for several companies, time can be saved by setting up one company's Chart of Accounts and copying it to each of the other companies. The account mask, budgets, last-year balances and forecast amounts can be copied from one company to another; or from one division or department to another within the same company.

## Account Categories

Main account numbers and account types are used to divide accounts into significant groups—*assets*, *liabilities*, *equity*, *revenues* and *expenses*. Reports and statements can then be printed by selecting a range of account numbers or account types.

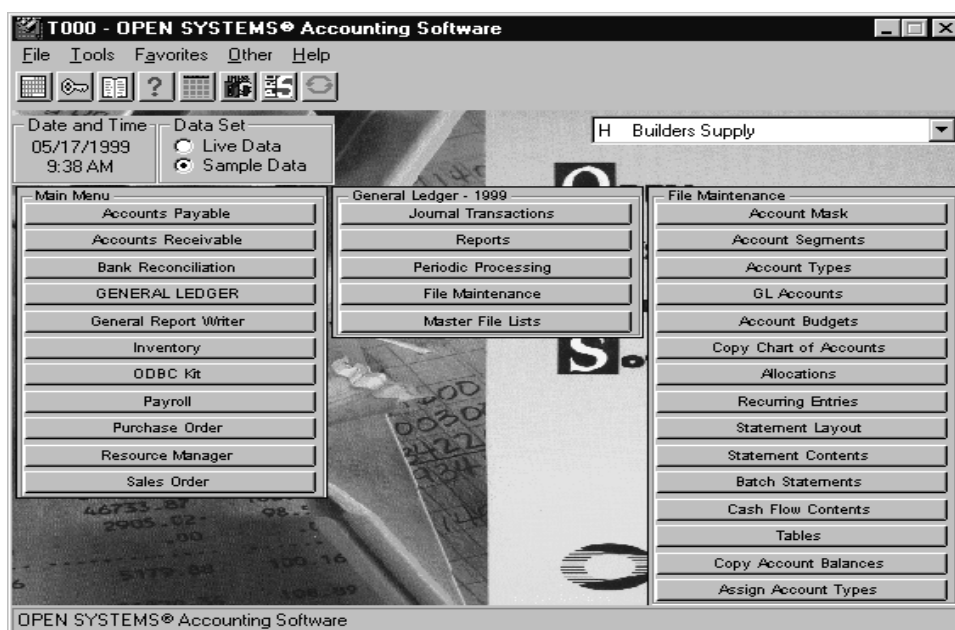
Use the same ranges of main account numbers and account types for the same account categories for all companies, even if the accounts are different, to simplify setting up and printing customized financial statements.

## Memo Accounts

Memo accounts are used to record miscellaneous amounts which is useful for preparing statements; for example, to store the number of outstanding shares of stock.

Prior to setting up the Chart of Accounts, the following steps must be performed:

- Set up an account mask for the company in the **Account Mask** function on the General Ledger File Maintenance menu.
- Set up descriptions for the account segments included in the Account Mask; i.e., divisions, department or subaccounts. Use the **Account Segments** function on the General Ledger File Maintenance menu.

**GL File Maintenance Menu Screen**

Select the **GL Accounts** function on the General Ledger File Maintenance menu to set up or edit the General Ledger Chart of Accounts. The GL Accounts Screen is displayed.



## GL Accounts Screen

OSAS T000

Settings Edit Print Help

1999

Account [REDACTED] Type From

Description DB, CR, or Memo Debit

Clear To Account Step 0 Alternate Budget Forecast

Consol To Account Step 0 Entry Method Activity

Pe < General Ledger Inquiry >

Be	ACCT #	DESCRIPTION	CLEAR-TO ACCT	STEP	TYPE
	510000	SALARIES EXPENSE	304000	2	615
>	510001	SALARIES EXPENSE - MPLS	510000	1	615
	510002	SALARIES EXPENSE - DALL	510000	1	615
	510003	SALARIES EXPENSE - OAKL	510000	1	615
	511000	TRAVEL AND ENTERTAINMENT EXP	304000	2	615
	511001	TRAVEL AND ENTERTAINMENT-MPLS	511000	1	615
	511002	TRAVEL AND ENTERTAINMENT-DALL	511000	1	615

9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
End	.00	.00	.00	.00

Use account format MMMM11

Company H Quick Inquiry Verify

1. Perform the following steps to add or edit a General Ledger Account:

Field	Description
Account	<p>Enter a new account number or an existing account number. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select an account number from a list.</p> <p>The account segment description; division, department or subaccount is displayed at the bottom of the screen if defined.</p>
Copy From	<p>This field is displayed if a new account number is added. The information can be copied from an existing account number to the new account, including the <b>Type</b>, <b>Description</b>, <b>DB</b>, <b>CR</b> or <b>Memo</b>, <b>Clear To Account</b>, <b>Clear To Step</b>, <b>Consol To Account</b> and <b>Consol To Step</b> fields.</p> <p>To copy information from an existing account, enter an account number in this field. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select an account from a list.</p>
Type	<p>Enter the account Type or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, to select a Type from a list.</p> <p>Since the account type is used to set up the <i>Cash Flow Statement Content</i>, group the accounts by type as they are to appear on the report.</p> <p>The account type is used also in the <b>Create Last-Year Data</b>, <b>Update Current Year</b>, and <b>Clear and Close Last Year</b> functions. Accounts with an account type between 005 and 499 are considered to be <i>balance sheet</i> accounts and have a beginning balance equal to the prior fiscal year's ending balance. Accounts with an account type between 500 and 899 are considered to be <i>income statement</i> accounts. Income statement accounts are closed to the equity account and therefore do not have a beginning balance for the fiscal year.</p>
Description	Enter a description for the account.
DB, CR, or Memo	Enter <b>Debit</b> if the account normally has a <i>debit</i> balance; <b>Credit</b> if the account normally has a <i>credit</i> balance, or <b>Memo</b> for a <i>memo</i> account.

## GL Accounts Screen

OSAS T000

Settings Edit Print Help

1999 GL Accounts

Account 510001 Type 615 Selling Expenses

Description SALARIES EXPENSE - MPLS DB, CR, or Memo Debit

Clear To Account 510000 Step 1 Alternate Budget Forecast

Consol To Account Step 0 Entry Method Activity

Period	Actual	CY Budget	Last Year	Forecast
Begin	.00	.00	.00	.00
1	39605.06	43924.23	42979.07	39605.06
2	42950.30	40471.28	43535.78	42950.30
3	42492.53	43729.42	45646.86	42492.53
4	43924.23	42979.07	42950.30	43924.23
5	40471.28	43535.78	39605.06	40471.28
6	43729.42	45646.86	42492.53	43729.42
7	43535.78	39605.06	40471.28	43535.78
8	42979.07	42950.30	43924.23	42979.07
9	45646.86	42492.53	43729.42	45646.86
10	44346.11	44054.48	42950.30	44346.11
11	44054.48	43729.42	39605.06	44054.48
12	.00	44346.11	42492.53	.00
13	.00	.00	-510382.42	.00
End	473735.12	517464.54	.00	473735.12

Minneapolis

Company H Quick Verify

## Field

## Description

## Clear to Account

For revenue or expense accounts, enter the account number of the equity or income summary account that this account will clear to during year-end closing. The **Inquiry** command, **F2** or **EscW**, is available to select an account from a list.

Leave this field blank for accounts that will not be cleared at the end of the year.

## Step

Enter a **Step** from **1** to **99** to clear the account to during year end processing. Enter **1** to close all accounts in one step.

This field is skipped if a **Clear to Account** is not selected above.

## Consol to Account

If the account is to be consolidated to an account that is in a *different* Master file, enter the account number to which this account is to be consolidated. The **Inquiry** command, **F2** or **Esc W**, is available to select an account from a list.

If the account numbers are the same, or if the account is not to be consolidated to another account, press **Enter**.

## Step

If a **Consol to Account** was entered to consolidate the account to an account in a *different* Master file, enter the step in which to consolidate the account. The **Step** can be from **0** to **99**.

Enter **1** to consolidate all accounts in one step. If **0** is entered the account will not be consolidated.

## Alternate Budget

This field is used to toggle between the *Forecast* and the *Next Year Budget* columns.

The *Next Year Budget* column allows for planning the budget for the next fiscal year while still in the current year without overwriting the *Current Year Budget* column.

## GL Accounts Screen – Entry Method- Balance

OSAS T000

Settings Edit Print Help

1999

GL Accounts

Account 510001 Type 615 Selling Expenses

Description SALARIES EXPENSE - MPLS DB, CR, or Memo Debit

Clear To Account 510000 Step 1 Alternate Budget Forecast

Consol To Account Step 0 Entry Method Balance

Period	Actual	CY Budget	Last Year	Forecast
Begin	.00	.00	.00	.00
1	39605.06	43924.23	42979.07	39605.06
2	82555.36	84395.51	86514.85	82555.36
3	125047.89	128124.93	132161.71	125047.89
4	168972.12	171104.00	175112.01	168972.12
5	209443.40	214639.78	214717.07	209443.40
6	253172.82	260286.64	257209.60	253172.82
7	296708.60	299891.70	297680.88	296708.60
8	339687.67	342842.00	341605.11	339687.67
9	385334.53	385334.53	385334.53	385334.53
10	429680.64	429389.01	428284.83	429680.64
11	473735.12	473118.43	467889.89	473735.12
12	473735.12	517464.54	510382.42	473735.12
13	473735.12	517464.54	.00	473735.12
End				

Activity, Balance

Company H Quick Verify

## Field

## Description

Entry Method

Press **A** to display the *activity* figures for the account. Press **B** to display the account *balance* figures. The system default is *activity* amount.

Period Begin /  
1 - 13

The *Actual*, *Current-Year Budget*, *Last-Year*, *Forecast* or *Next-Year Budget* balances can be added or edited. Enter beginning balances in the first row **Begin**. Then enter the net change in each balance for period 1 in the next row, for period 2 in the next row; or the balance, if using *balance* as the entry method. To leave the field blank, press **Enter**. The **Alternate Budget** field is used to toggle between the *Forecast* and *Next Year Budget* columns.

Do not use dollar signs or commas. Enter a negative sign (-) before the number for negative amounts. The system recognizes whether a positive amount is a debit or credit by the selection in the **DB, CR, or Memo** field.

## Entry Method - Balance

Press **Balance** and **Enter** to add or change *balance* figures for the account. The balance sheet can be used as the source for beginning and period totals for entering new accounts.

## Entry Method – Activity

Press **Activity** and **Enter** to add or change *activity* figures for the account.

Initial *activity* balances for the *Actual* amounts can be entered in two ways. Use the **Transactions** function to enter period activity to maintain an audit trail of the period balances. Otherwise, enter the period activity on the GL Accounts screen.

The system calculates the activity amount based on the balances entered for each period and stores this amount in the Master file (GLMxxxx).

Print the Trial Balance after the period activity is entered to verify the total debit and total credit amounts are equal.

**Note**

The **Account Budgets** function provides formulas to facilitate entry of budget and forecast amounts. Reference the **Copy Account Balances** function to copy the Last-Year, Actual, Current-Year Budget, Next-Year Budget, or Forecast balances for a range of accounts to the Current-Year Budget, Next-Year Budget or Forecast balances.

**GL Accounts Screen – Entry Method - Activity**

Period	Actual	CY Budget	Last Year	Forecast
Begin	.00	.00	.00	.00
1	39605.06	43924.23	42979.07	39605.06
2	42950.30	40471.28	43535.78	42950.30
3	42492.53	43729.42	45646.86	42492.53
4	43924.23	42979.07	42950.30	43924.23
5	40471.28	43535.78	39605.06	40471.28
6	43729.42	45646.86	42492.53	43729.42
7	43535.78	39605.06	40471.28	43535.78
8	42979.07	42950.30	43924.23	42979.07
9	45646.86	42492.53	43729.42	45646.86
10	44346.11	44054.48	42950.30	44346.11
11	44054.48	43729.42	39605.06	44054.48
12	.00	44346.11	42492.53	.00
13	.00	.00	-510382.42	.00
End	473735.12	517464.54	.00	473735.12

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the GL account.
3. Enter the next account or use the **Exit** command, **F7** or **Esc M**, to return to the menu.

**Editing an Account Number**

If an account is saved with incorrect information perform the following steps:

1. Enter the account number or use the **Inquiry** command, **F2** or **Esc W**, to select the account number from a list.
2. Using the **Enter** or arrow keys, move the cursor to the field to be changed and enter the correct information.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the account number.

## Deleting an Account Number

The year-to-date account balance must be zero to delete an account number. If an incorrect account number is entered, re-enter the account information under the correct number and then delete the incorrect account.

Perform the steps below to delete an account number:

1. Move the cursor to the **Account** field and enter the account number to be deleted. The **Inquiry** command, **F2** or **Esc W**, is available to select the account number from a list.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the account. Press **F3** or **Esc D** again when the system prompts to confirm the delete. The year-to-date balance must be zero when deleting an account. A warning message, *Cannot delete – YTD balance is not zero*, is displayed if the YTD balance is not zero.

The system also checks the Transactions Work file, **GtttxxxW**, and the Journal file, **GLJRxxx**, for unposted transactions to the account before deleting the account. The warning message, *There are unposted transactions for this account. The account cannot be deleted*, is displayed if any unposted transactions are found.

## Changing the Actual or Last-Year Balances

---

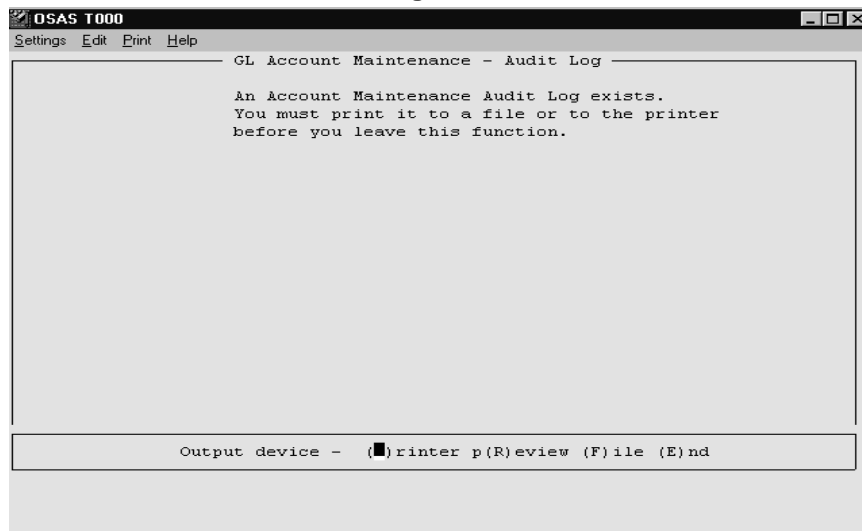
<b>Note</b>
-------------

**CAUTION:** Do NOT change the Actual or Last-Year balances through the GL Accounts Function on the File Maintenance menu after initially setting up the accounts..

---

If these balances are changed through the GL Accounts function the general ledger will be put in an out-of-balance situation without an audit trail. Instead, enter and post journal transactions to create an audit trail.

The system requires an audit log for changes made to **Actual** or **Last-Year** account balances, **Activity** or **Balance** amounts, through the **GL Accounts** function. A log is produced as well for changes made to an Account Type or a Debit/Credit designation.

**Account Maintenance – Audit Log Screen**

When the **Exit** command, **F7** or **Esc M**, is selected to exit from the **GL Accounts** function after changing *Actual* or *Last-Year* balances, the Audit Log Screen is displayed.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)review - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

**Audit Log**

08/13/1999H	Builders Supply	Page 1
10:50 AM	GL Account Maintenance - Audit Log	
Company H	Fiscal Year 1999	
-----		
GL Account 510003 actual amount for period 1 was changed from	7921.01 to	7000.00
GL Account 510003 last-year amount for period 1 was changed from	8595.82 to	8500.00
GL Account 510003 actual amount for period 2 was changed from	8590.05 to	8500.00
GL Account 510003 last-year amount for period 2 was changed from	8707.16 to	8700.00
GL Account 510003 actual amount for period 3 was changed from	8498.51 to	8400.00
GL Account 510003 last-year amount for period 3 was changed from	9129.37 to	9100.00
End of Report		

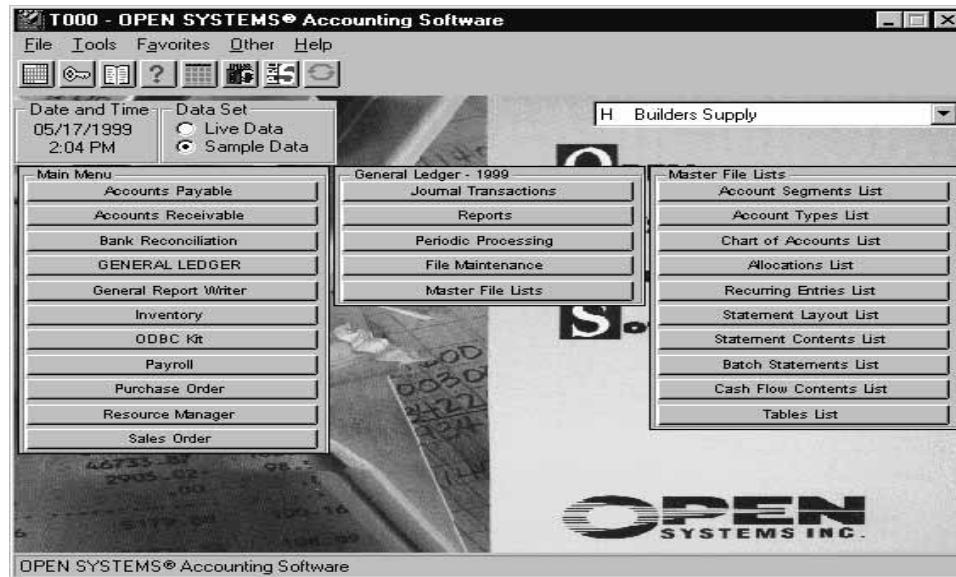
The audit log provides a record of the changes made to the actual and last-year account balances through the **GL Accounts** function on the File Maintenance menu.

## Printing A Chart of Accounts List

The Chart of Accounts List is used to:

- ensure that all accounts have been entered.
- check the accounts for the appropriate account type, clear to and step information prior to performing Periodic Processing.
- reference accounts when setting up recurring entries, entering transactions, etc.

### GL Master File Lists Menu Screen



Select the **Chart of Accounts List** function on the General Ledger Master File Lists menu to print the Chart of Accounts. The Chart of Accounts List Selection Screen is displayed.

**Chart of Accounts List Selection Screen**

```

OSAS T000
Settings Edit Print Help
----- Chart of Accounts List -----
1999

Pick GL Account Number From
Thru

Print Clear/Consolidate? YES

Account Number Sort M1

Line      Headings
123456789012345678901234567890
1.        Builders Supply
2.
3.        CHART OF ACCOUNTS
4.        DECEMBER 31, 1999

Output device - (P)rinter p(R)evie w (F)ile (S)creen (E)nd

```

Perform the following steps to print the Chart of Accounts List:

Selection	Description
Pick GL Account From/Thru	Enter a range of GL accounts to be listed. If left blank, all the accounts are listed. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the accounts from a list.
Print Clear/Consolidate?	Enter <b>YES</b> or <b>NO</b> . If performing Periodic Processing, enter <b>YES</b> .
Account Number Sort	Enter an Account Number Sort. Account sort <b>M1</b> defaults in, but any user-defined account sort can be entered.
Headings	Type in a heading to be printed at the top of the report. The heading last used defaults in, but it can be changed.

Select an output device for the list:

(P)rinter - to send the report to a printer

p(R)evie w - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report



## Chart of Accounts - Page 1

07/14/1999		Builders Supply		Page 1	
10:22 AM					
Company H		CHART OF ACCOUNTS			
		DECEMBER 31, 1999			
GL Account	Description	CR/DB	Type	Clear Acct. Step	Consol. Acct Step
<hr/>					
100000	CASH IN BANK - 1st NATIONAL	DEBIT	010	0	0
100100	CASH IN BANK - 2nd NATIONAL	DEBIT	010	0	0
100500	PETTY CASH	DEBIT	005	0	0
101000	ACCOUNTS RECEIVABLE	DEBIT	020	0	0
102000	ALLOWANCE FOR BAD DEBT	CREDIT	025	0	0
<hr/>					
104000	INVENTORY - RAW MATERIALS	DEBIT	035	0	0
104200	INVENTORY - WORK-IN-PROCESS	DEBIT	050	0	0
104400	INVENTORY - FINISHED GOODS	DEBIT	045	0	0
105000	PREPAID EXPENSES	DEBIT	050	0	0
106000	MARKETABLE SECURITIES	DEBIT	055	0	0
<hr/>					
151000	LAND	DEBIT	100	0	0
152000	MACHINERY & EQUIPMENT	DEBIT	110	0	0
152500	ACCUM DEPR-MACHINERY & EQUIP	CREDIT	130	0	0
153000	OFFICE MACHINES	DEBIT	135	0	0
153500	ACCUM DEPR-OFFICE MACHINES	CREDIT	130	0	0
<hr/>					
154000	AUTOMOBILES	DEBIT	120	0	0
154500	ACCUM DEPR-AUTOMOBILES	CREDIT	130	0	0
180000	GOODWILL	DEBIT	160	0	0
181000	ACCUM AMORTIZATION	CREDIT	165	0	0
200000	ACCOUNTS PAYABLE - TRADE	CREDIT	200	0	0
<hr/>					
201000	ACCOUNTS PAYABLE - AFFILIATES	CREDIT	200	0	0
202000	PAYROLL CLEARING ACCOUNT	CREDIT	235	0	0
203000	FEDERAL WITHHOLDING PAYABLE	CREDIT	230	0	0
203200	FICA WITHHOLDING PAYABLE	CREDIT	230	0	0
203400	STATE WITHHOLDING PAYABLE	CREDIT	230	0	0
<hr/>					
203600	FUTA PAYABLE	CREDIT	230	0	0
203700	SUI PAYABLE	CREDIT	230	0	0
203800	SALES TAX PAYABLE	CREDIT	230	0	0
204000	UNITED WAY PAYABLE	CREDIT	240	0	0
205000	EMP PENSION FUND PAYABLE	CREDIT	245	0	0
<hr/>					
206000	FEDERAL INCOME TAX PAYABLE	CREDIT	210	0	0
207000	STATE INCOME TAX PAYABLE	CREDIT	210	0	0
208000	DEFERRED INCOME TAX	CREDIT	210	0	0
210000	CURRENT PORTION OF LTD	CREDIT	225	0	0
250000	BOND PAYABLE	CREDIT	300	0	0
<hr/>					
251000	NOTE PAYABLE - ONE	CREDIT	300	0	0
252000	NOTE PAYABLE - TWO	CREDIT	300	0	0
253000	LESS CURRENT PORTION OF LTD	DEBIT	305	0	0
300000	COMMON STOCK	CREDIT	400	0	0
301000	PREFERRED STOCK	CREDIT	405	0	0
<hr/>					
302000	ADDITIONAL PAID-IN CAPITAL	CREDIT	410	0	0
303000	DIVIDENDS	DEBIT	415	0	0
304000	RETAINED EARNINGS	CREDIT	425	0	0
401000	RETAIL SALES	CREDIT	500 304000	2	0
402000	INC. FROM COMPLETED CONTRACTS	CREDIT	510 304000	2	0
<hr/>					
402200	UNCOLLECTABLE ACCOUNTS	DEBIT	620 304000	2	0
403000	RETURNS & ALLOWANCES	DEBIT	505 304000	2	0
404000	DISCOUNTS ALLOWED	DEBIT	505 304000	2	0
405000	FREIGHT OUT	CREDIT	600 304000	2	0
501000	COST OF GOODS SOLD - RETAIL	DEBIT	600 304000	2	0
<hr/>					
502000	COST OF GOODS SOLD - CONTRACTS	DEBIT	600 304000	2	0
503000	FREIGHT IN	DEBIT	600 304000	2	0
504000	INVENTORY VARIANCE	DEBIT	600 304000	2	0
510000	SALARIES EXPENSE	DEBIT	615 304000	2	0
510001	SALARIES EXPENSE - MPLS	DEBIT	615 510000	1	0

## Chart of Accounts - Page 2

07/14/1999		Builders Supply				Page 2	
10:22 AM							
Company H		CHART OF ACCOUNTS					
		DECEMBER 31, 1999					
GL Account	Description	CR/DB	Type	Clear	Acct. Step	Consol. Acct	Step
-----							
510002	SALARIES EXPENSE - DALL	DEBIT	615	510000	1		0
510003	SALARIES EXPENSE - OAKL	DEBIT	615	510000	1		0
511000	TRAVEL AND ENTERTAINMENT EXP	DEBIT	615	304000	2		0
511001	TRAVEL AND ENTERTAINMENT-MPLS	DEBIT	615	511000	1		0
511002	TRAVEL AND ENTERTAINMENT-DALL	DEBIT	615	511000	1		0
511003	TRAVEL AND ENTERTAINMENT-OAKL	DEBIT	615	511000	1		0
512000	AUTO EXPENSE	DEBIT	615	304000	2		0
512001	AUTO EXPENSE - MPLS	DEBIT	615	512000	1		0
512002	AUTO EXPENSE - DALL	DEBIT	615	512000	1		0
512003	AUTO EXPENSE - OAKL	DEBIT	615	512000	1		0
513000	ADVERTISING EXPENSE	DEBIT	615	304000	2		0
513001	ADVERTISING EXPENSE - MPLS	DEBIT	615	513000	1		0
513002	ADVERTISING EXPENSE - DALL	DEBIT	615	513000	1		0
513003	ADVERTISING EXPENSE - OAKL	DEBIT	615	513000	1		0
520000	PAYROLL EXPENSE	DEBIT	625	304000	2		0
521000	DEPRECIATION EXPENSE	DEBIT	625	304000	2		0
522000	MAINTENANCE EXPENSE	DEBIT	625	304000	2		0
523000	APPLIED OVERHEAD	DEBIT	625	304000	2		0
530000	SALARIES EXPENSE	DEBIT	620	304000	2		0
530001	SALARIES EXPENSE - MPLS	DEBIT	620	530000	1		0
530002	SALARIES EXPENSE - DALL	DEBIT	620	530000	1		0
530003	SALARIES EXPENSE - OAKL	DEBIT	620	530000	1		0
531000	AMORTIZATION EXPENSE	DEBIT	620	304000	2		0
531001	AMORTIZATION EXPENSE - MPLS	DEBIT	620	531000	1		0
531002	AMORTIZATION EXPENSE - DALL	DEBIT	620	531000	1		0
531003	AMORTIZATION EXPENSE - OAKL	DEBIT	620	531000	1		0
532000	PROFESSIONAL SERVICES	DEBIT	620	304000	2		0
532001	PROFESSIONAL SERVICES - MPLS	DEBIT	620	532000	1		0
532002	PROFESSIONAL SERVICES - DALL	DEBIT	620	532000	1		0
532003	PROFESSIONAL SERVICES - OAKL	DEBIT	620	532000	1		0
533000	TELEPHONE EXPENSE	DEBIT	620	304000	2		0
533001	TELEPHONE EXPENSE - MPLS	DEBIT	620	533000	1		0
533002	TELEPHONE EXPENSE - DALL	DEBIT	620	533000	1		0
533003	TELEPHONE EXPENSE - OAKL	DEBIT	620	533000	1		0
534000	UTILITIES EXPENSE	DEBIT	620	304000	2		0
534001	UTILITIES EXPENSE - MPLS	DEBIT	620	534000	1		0
534002	UTILITIES EXPENSE - DALL	DEBIT	620	534000	1		0
534003	UTILITIES EXPENSE - OAKL	DEBIT	620	534000	1		0
535000	INSURANCE EXPENSE	DEBIT	620	304000	2		0
535001	INSURANCE EXPENSE - MPLS	DEBIT	620	535000	1		0
535002	INSURANCE EXPENSE - DALL	DEBIT	620	535000	1		0
535003	INSURANCE EXPENSE - OAKL	DEBIT	620	535000	1		0
801000	OTHER INCOME	CREDIT	715	304000	2		0
802000	FINANCE CHARGES ASSESSED	CREDIT	705	304000	2		0
804000	DISCOUNTS TAKEN	CREDIT	710	304000	2		0
805000	INTEREST EXPENSE	DEBIT	800	304000	2		0
806000	OTHER EXPENSES	DEBIT	815	304000	2		0
851000	FEDERAL INCOME TAX EXPENSE	DEBIT	820	304000	2		0
852000	STATE INCOME TAX EXPENSE	DEBIT	820	304000	2		0
999800	SHARES OUTSTANDING	MEMO	900		0		0
999900	SUSPENSE	DEBIT	890	304000	2		0
106 ACCOUNTS LISTED							
End of Report							

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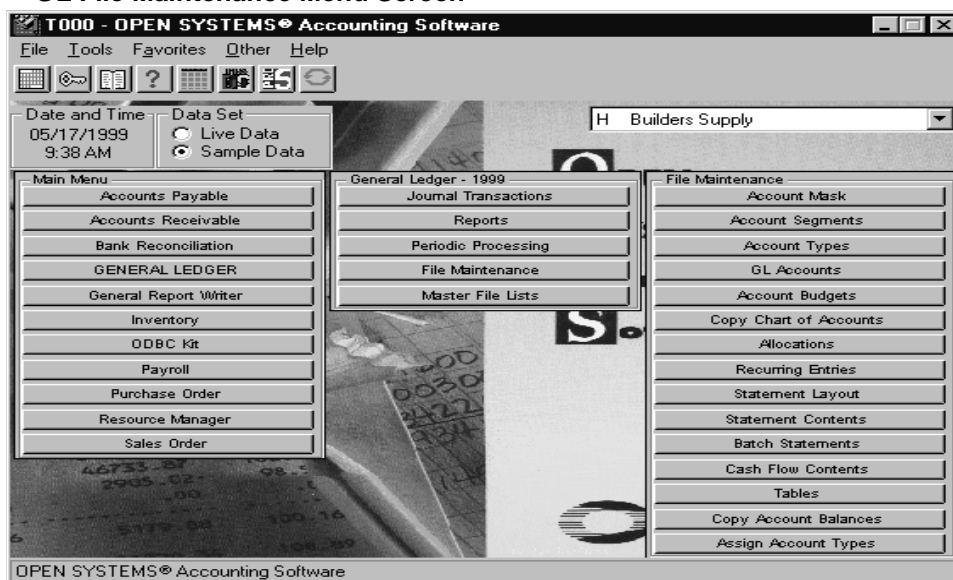
# Setting Up & Maintaining Account Budgets

---

The Account Budgets function is used to enter and adjust the Current-Year Budget, Next-Year Budget and Forecast balances for existing company's accounts. *Actual* and *Last-Year* balances **cannot** be changed with this function.

Adjustments can be entered manually or by using the special functions available to calculate the budget and forecast balances. The special functions include: Duplicate, Allocate, L/Y \$, L/Y%, Chg \$ and Chg %.

## GL File Maintenance Menu Screen



Select the **Account Budgets** function on the General Ledger File Maintenance menu to maintain account budgets. The Account Budgets Screen is displayed.

## Account Budgets Screen

Period	Actual	CY Budget	Last Year	Forecast
Begin	.00	.00	.00	.00
1	169.59	162.45	189.08	169.59
2	183.84	158.29	176.39	183.84
3	205.73	188.69	149.42	205.73
4	162.45	189.08	183.84	162.45
5	158.29	176.39	169.59	158.29
6	188.69	149.42	205.73	188.69
7	176.39	169.59	158.29	176.39
8	189.08	183.84	162.45	189.08
9	149.42	205.73	188.69	149.42
10	176.36	195.76	183.84	176.36
11	195.76	188.69	169.59	195.76
12	.00	176.36	205.73	.00
13	.00	.00	-2142.64	.00
End	1955.60	2144.29	.00	1955.60

Forecast, Next Year Budget

Company H Verify

1. Perform the following steps to adjust Current-Year Budget, Next-Year Budget or Forecast balances.

**Field****Description**

Account

Enter an existing account number or use the **Inquiry** command, **F2** or **Esc W**, to select the account from a list.

The **Account Type**, **Description** and **DB/CR/Memo** fields default in.

Manual Entry?

Enter **YES** to manually edit each balance in the **CY Budget**, **Forecast** and **NY Budget** columns. The balances in the **Actual** and **Last Year** columns *cannot* be changed.

Enter **NO** to use the *special functions* available to calculate budget and forecast balances for an account. The special functions are displayed at the bottom of the screen when the cursor is positioned starting in Period 1 for CY Budget and thereafter. Reference the next screen for details on the special functions.

**Note:** If **NO** is entered to use the special functions, amounts can still be entered manually.

Alternate Budget

Select **F** to display the **Forecast** column; or select **N** to display the **NY Budget** column.

Period Begin /

1 - 13

Press **Enter** to position the cursor in the appropriate column; i.e., **CY Budget**, **Forecast** or **NY Budget** to enter balances. The *Actual* and *Last Year* balances *cannot* be changed.

End

End balances are displayed but *cannot* be changed.

## Account Budgets Screen – Special Functions

OSAS T000

Settings Edit Print Help

1999 Account Budgets

Account 511001 Account Type 615 Selling Expenses

Description TRAVEL AND ENTERTAINMENT-MPLS DB, CR, or Memo Debit

Manual Entry? NO Alternate Budget Forecast

Period	Actual	CY Budget	Last Year	Forecast
Begin	.00	.00	.00	.00
1	169.59	162.45	189.08	169.59
2	183.84	158.29	176.39	183.84
3	205.73	188.69	149.42	205.73
4	162.45	189.08	183.84	162.45
5	158.29	176.39	169.59	158.29
6	188.69	149.42	205.73	188.69
7	176.39	169.59	158.29	176.39
8	189.08	183.84	162.45	189.08
9	149.42	205.73	188.69	149.42
10	176.36	195.76	183.84	176.36
11	195.76	188.69	169.59	195.76
12	.00	176.36	205.73	.00
13	.00	.00	-2142.64	.00
End	1955.60	2144.29	.00	1955.60

0=Manual, 1=Duplicate, 2=Allocate, 3=L/Y \$, 4=L/Y %, 5=Chg \$, 6=Chg %

Company H Verify

2. If the special functions are being used, the following commands are available at the bottom of the screen to adjust budget and forecast balances. Use a positive value to increase budget balances or a negative value to decrease the balances. Position the cursor in the appropriate period/column and select functions **0** through **6** as follows:

Function	Description
<b>0</b> =Manual	Enter a budget or forecast amount for this field only; i.e., return to <i>manual</i> entry mode.
<b>1</b> =Duplicate	Duplicate the specified amount in the current field and subsequent fields.
<b>2</b> =Allocate	Equally allocate the specified amount between the current field and subsequent fields.
<b>3</b> =L/Y \$	Adjust the balances of the current field and subsequent fields to the corresponding balances in the LastYear column, plus or minus a dollar amount specified.
<b>4</b> =L/Y %	Adjust the balances of the current field and subsequent fields to the corresponding balances in the LastYear column, plus or minus a percentage specified.
<b>5</b> =Chg \$	Change the balances of the current field and subsequent fields to the previous period balances, plus or minus a dollar amount specified.
<b>6</b> =Chg %	Change the balances of the current field and subsequent fields to the previous period balances, plus or minus a percentage specified.

**Note**

Because the **5=Chg \$** and **6=Chg %** functions use the previous-period balance, neither function is available in the **Period 1** budget or forecast fields. More than one special function can be used to calculate the budget and forecast balances for an account. All balances from the cursor position down are adjusted as specified.

---

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save changes made to the account balances and return to the **Account** field.
4. Enter another account, or use the **Exit** command, **F7** or **Esc M**, to return to the menu.

---

## Using the Copy Chart of Accounts Function

---

The Copy Chart of Accounts function is used to copy some or all accounts from one company to another. This function saves time if several companies have a similar chart of accounts.

If several divisions or departments use the same account structure, this function can be used to copy accounts from one division to another division, or from one department to another department, within the same company.

The following fields are copied to each account:

- General ledger account number
- Account description
- Account type and type of balance (debit/credit/memo)
- Clear-to account number
- Clearing step
- Consolidate-to account number
- Consolidation step

This function can also be used to copy the balances for the *Current-Year Budget*, *Next-Year Budget*, *Last-Year* and *Forecast*. However, the *Actual* balances **cannot** be copied with this function. Actual balances must be entered manually or with the **Copy Account Balances** function on the GL File Maintenance menu.

---

### Note

***THIS FUNCTION CAN ONLY BE RUN IN THE CURRENT-YEAR OF THE COMPANY THAT IS BEING COPIED FROM.*** The **Setup** command, **F9** or **Esc U**, is available to switch to the current year.

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### Note

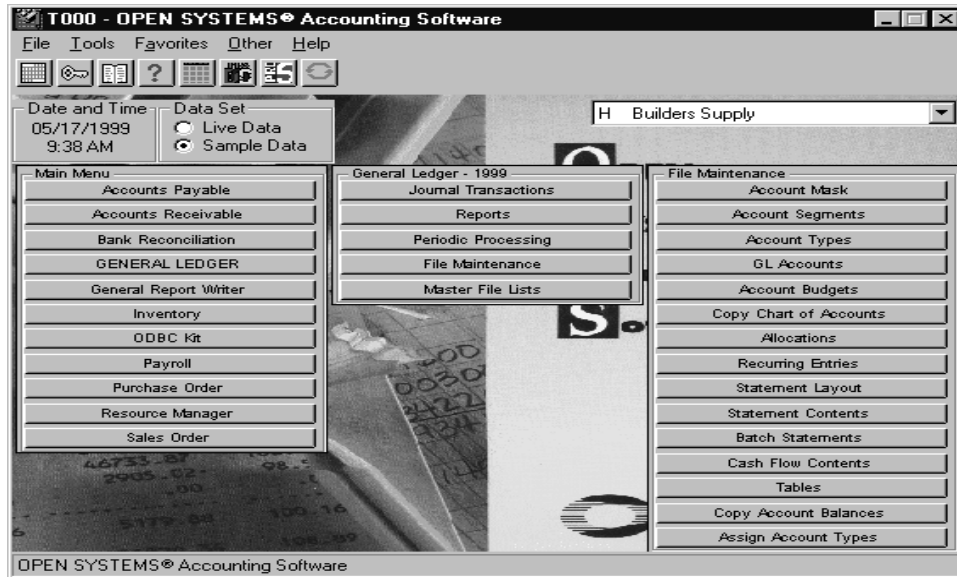
***CAUTION:*** If the company being copied to has an existing chart of accounts, and some of the account numbers are the same as the company being copied from, the balances can either be replaced or left unchanged. Be careful in this situation: ***the balances for the existing accounts will be lost if YES is selected to replace the accounts.***

---

Prior to using the Copy Chart of Accounts function, perform the following steps for the company the accounts are to be copied to:

- Set up the company in the **Company Information** function on the Resource Manager Company Setup menu.
- Create data files with the **Data File Creation** function on the Resource Manager Company Setup menu.
- Set up an account mask in the **Account Mask** function on the General Ledger File Maintenance menu. The account mask must be the same for both companies.

### GL File Maintenance Menu Screen



Select the **Copy Chart of Accounts** function on the General Ledger File Maintenance menu to copy accounts. The Copy Chart of Accounts Selection Screen is displayed.



**Example 1 – Copies accounts from one company to another company.****Copy Chart of Accounts Selection Screen - Company**

```

OSAS T000
Settings Edit Print Help
-----
2000      Copy Chart of Accounts
-----
Copy
1. Company
2. Division
3. Department
1

Copy Company From H
To 2
Use Wildcards? NO
GL Account From 100000
Thru 999900

Copy Current-Year Budget Amounts? NO
Copy Next-Year Budget Amounts? NO
Copy Last-Year Amounts? NO
Copy Forecast Amounts? NO
Replace Existing Accounts in Destination Company? NO
Verification -----
Press <PgDn> to proceed
  
```

1. Make the following selections on the Copy Chart of Accounts Screen.

Field	Description
Copy	Enter <b>1</b> to copy accounts from one Company to another.  For Selections <b>2</b> and <b>3</b> , to copy accounts from one Department to another, or from one Division to another within the same Company, reference <b>Example 2</b> on the next page.
Copy Company From	Enter the Company ID of the company the accounts are being copied from. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the Company ID from a list.
To	Enter the Company ID of the company the accounts are being copied to. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the Company ID from a list.
Use Wildcards?	Enter <b>YES</b> to use wildcards; otherwise enter <b>NO</b> . The <b>?</b> and <b>*</b> characters can be used as wildcards.
GL Account From/Thru	Enter the range of accounts being copied. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the accounts from a list. If left blank, all accounts are selected.
Copy Current-Year Budget Amounts?	Enter <b>YES</b> to copy current-year budget balances; otherwise enter <b>NO</b> .
Copy Next-Year Budget Amounts?	Enter <b>YES</b> to copy next-year budget balances; otherwise enter <b>NO</b> .
Copy Last-Year Amounts?	Enter <b>YES</b> to copy last-year balances; otherwise enter <b>NO</b> .
Copy Forecast Amounts?	Enter <b>YES</b> to copy forecast amounts; otherwise enter <b>NO</b> .
Replace Existing Accounts in Destination Company?	Enter <b>YES</b> to replace existing accounts in the destination company; otherwise enter <b>NO</b> . If <b>YES</b> is entered, the balances for existing accounts with the same numbers are overwritten.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to copy the Chart of Accounts.

**Example 2 – Copies accounts from one division to another within the same company.**

The same fields are valid to copy accounts from one department to another.

**Copy Chart of Accounts Selection Screen - Division / Department**

```

OSAS T000
Settings Edit Print Help
-----
2000 Copy Chart of Accounts
-----
Copy
  1. Company
  2. Division
  3. Department
  2

Copy Division From 01
                  To 05

Pick Main Account From 1000
                      Thru 9999
    Department From
                  Thru

Edit Account Descriptions? YES
Copy Current-Year Budget Amounts? NO
Copy Next-Year Budget Amounts? NO
Copy Last-Year Amounts? NO
Copy Forecast Amounts? NO
Replace Existing Accounts in Destination Company? NO

Verification
Press <PgDn> to proceed
  
```

1. Make the following selections from the Copy Chart of Accounts Screen.

Field	Description
Copy	<p>For this example, enter <b>2</b> to copy accounts from one Division to another within the same Company.</p> <p>Select <b>3</b> to copy accounts from one Department to another within the same Company.</p> <p>Reference <b>Example 1</b> on the previous page if <b>1</b> is selected to copy accounts from one company to another.</p>
Copy Division From	Enter the division the accounts are being copied from. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a division from a list.
To	Enter the division the accounts are being copied to. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a division from a list.
Pick Main Account From/Thru	<p>Enter the range of main accounts being copied to the selected division. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select accounts from a list.</p> <p>If these fields are left blank, all main accounts are selected.</p>
Department From/Thru	<p>Enter the range of departments being copied to the selected division. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select departments from a list.</p> <p>If these fields are left blank, all departments are selected.</p>
Edit Account Descriptions?	Enter <b>YES</b> to edit account descriptions; otherwise enter <b>NO</b> . If <b>YES</b> is selected, the system stops at the account description as each account is copied.

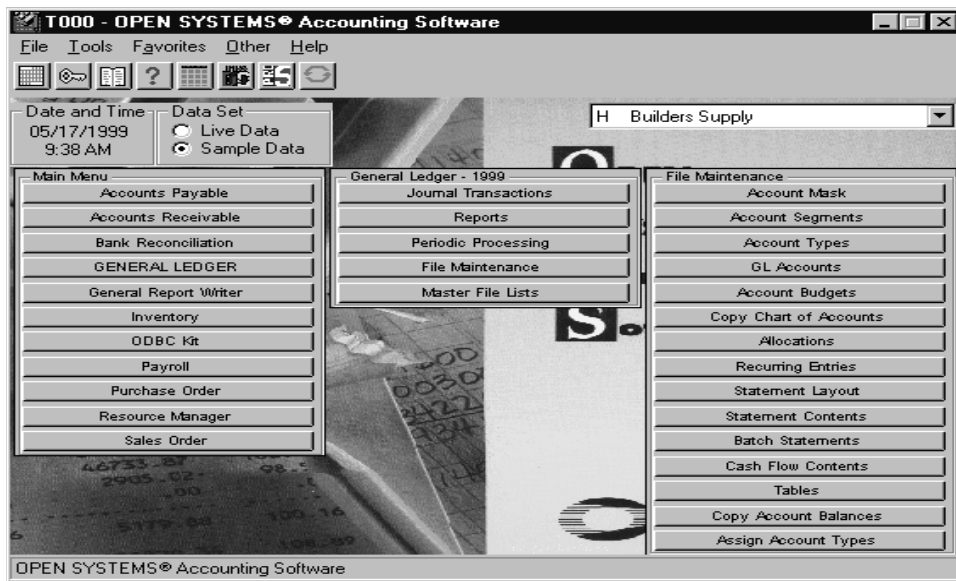
2. Reference **Example 1** on the previous page for the remainder of the selections and instructions for copying the Chart of Accounts.

## Using The Copy Account Balances Function

The Copy Account Balances function is used to copy the Actual, Last Year, Current-Year Budget, Next-Year Budget or Forecast balances for a range of accounts to the Current-Year Budget, Next-Year Budget or Forecast balance columns.

Account balances *cannot* be copied to the *Actual* or *Last Year* balances.

### GL File Maintenance Menu Screen



Select the **Copy Account Balances** function on the General Ledger File Maintenance menu to copy account balances from one column to another. The Copy Account Balances Selection Screen is displayed.

### Copy Account Balances Selection Screen

OSAS T000

Settings Edit Print Help

1999 Copy Account Balances

This function lets you copy Account Balances from one column to another. The balances in the destination column will be overwritten.

Main Account From 1000 Thru 9999 Copy Account Balances In **CY Budget**

Division From 01 Thru 04 To

Department From Thru Percent Increase

Subaccount From Thru

Actual, CY Budget, Last Year, Forecast, NY Budget

Company H Verify

1. Make the following selections to copy balances from Actual, Current-Year Budget, Last Year, Forecast or Next-Year Budget columns to CY Budget, NY Budget or Forecast balance columns.

Field	Description
Main Account From/Thru	Enter a range of main account numbers to be copied or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select accounts from a list. If left blank, all main accounts are selected.
Division From/Thru	Enter a range of divisions to be copied or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select divisions from a list. If left blank, all divisions are selected. The segment must be set up beforehand in the account mask.
Department From/Thru	Enter a range of divisions to be copied or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select departments from a list. If left blank, all departments are selected. The segment must be set up beforehand in the account mask.
Subaccount From/Thru	Enter a range of divisions to be copied or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select subaccounts from a list. If left blank, all subaccounts are selected. The segment must be set up beforehand in the account mask.
Copy Account Balances In	Enter <b>A</b> to copy from Actual balances; <b>C</b> to copy from Current Year Budget; <b>L</b> to copy from Last Year; <b>F</b> to copy from Forecast; or <b>N</b> to copy from Next-Year Budget.
Copy Account Balances To	Enter <b>C</b> to copy to the Current-Year Budget balances; Enter <b>F</b> to copy to Forecast column; enter <b>N</b> to copy to the Next-Year Budget.
Percent Increase	Enter a <i>positive</i> number to <i>increase</i> the balances when copied from one column to another; enter a <i>negative</i> number to <i>decrease</i> the balances.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to copy the account balances and return to the File Maintenance menu.

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# Setting Up & Maintaining Allocations

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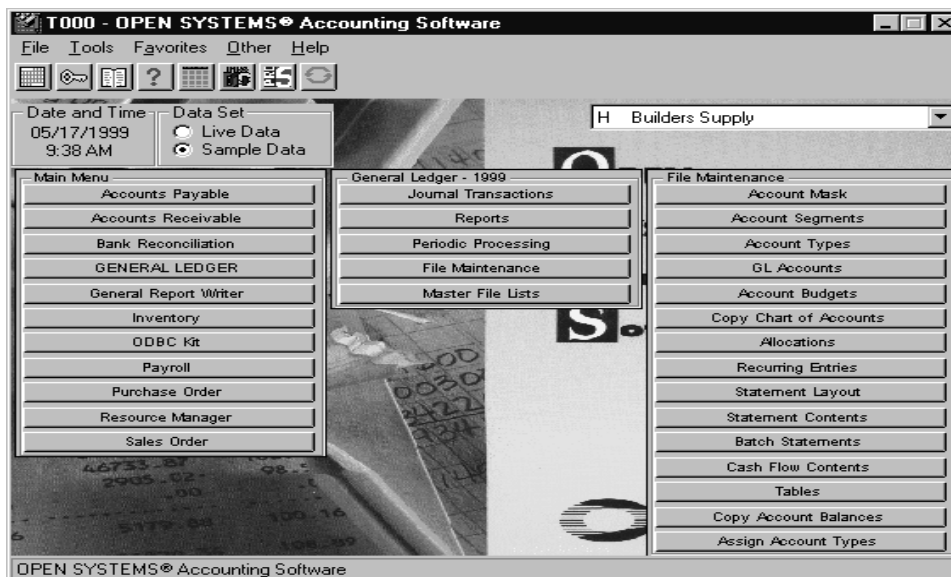
The Allocations function is used to set up allocation records to automate the distribution of transactions entered against one major account to several accounts. A main account can be allocated to a maximum of 45 different accounts.

Prior to using this function, the Options and Interfaces must be set to YES to "*Do you want to use allocations?*". Otherwise, the message, *Option not set for allocations*, is displayed when entering the allocations function.<sup>3</sup>

*Set-up in this function requires: a major account number, each account to distribute the transactions to, and the percentage of the amount each account receives. When a transaction is entered for an account set up beforehand in the Allocations file, GLALxxx, the transaction can be flagged to be allocated. During the post, the system creates journal entries to the accounts specified in the allocated record. Transactions posted from other applications are automatically allocated unless the allocation flag is changed to NO in the **Edit Transactions** function.*

The *current-year* and *last-year* files access the same Allocations file, GLALxxx. Changes made to allocation records while working with last-year files affect current-year files, and vice-versa.

## GL File Maintenance Menu Screen



Select the **Allocations** function on the General Ledger File Maintenance menu to distribute transactions from one account to several accounts. The Allocations Screen is displayed.

- 
3. To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.

**Allocations Screen**

OSAS T000

Settings Edit Print Help

1999 Allocations

Account to Allocate 534000 UTILITIES EXPENSE

Description Utilities Exp. Allocation

GL Account	Percent	GL Account	Percent	GL Account	Percent
1. 534001	60.00	16. .00	31. .00		
2. 534002	10.00	17. .00	32. .00		
3. 534003	.00	18. .00	33. .00		
4.	.00	19. .00	34. .00		
5.	.00	20. .00	35. .00		
6.	.00	21. .00	36. .00		
7.	.00	22. .00	37. .00		
8.	.00	23. .00	38. .00		
9.	.00	24. .00	39. .00		
10.	.00	25. .00	40. .00		
11.	.00	26. .00	41. .00		
12.	.00	27. .00	42. .00		
13.	.00	28. .00	43. .00		
14.	.00	29. .00	44. .00		
15.	.00	30. .00	45. .00		

Percentage to allocate 30.00%

Company H Inquiry Verify

1. Perform the following steps to set up records to distribute transactions from one main account to several allocated accounts:

Field	Description
Account to Allocate	Enter the main account to be allocated or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select the account from a list. The GL Account Description is displayed.
Description	Enter a description for the allocation to be printed on the Allocations List.
GL Account	Enter each account that distributions will be made to or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select the accounts from a list.  Allocations can be distributed to 45 other accounts.
Percent	Enter a percent to be allocated to each account. The system forces a total percentage of 100 percent. The percentage of the allocation left to distribute is displayed at the bottom of the screen.  <b>Note:</b> Because the system cannot split a penny, the first account in the record receives all the rounding adjustments.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the allocation records and return to the **Account to Allocate** field.

**Example of an Allocation Record:**

The allocation record includes:

The main utility expense account 534000;  
 60 percent is distributed to division account 534001;  
 10 percent is distributed to division account 534002; and  
 30 percent is distributed to division account 534003.

A journal transaction is entered to debit the utilities expense account 534000 and credit the accounts payable account 200000 for \$100; and selected **YES** to allocate the amount of \$100.

The original journal entry is created as follows:

<b>Utilities Expense Main Account 53400</b>	<b>Accounts Payable Main Account 20000</b>
\$100	\$100

After the post to master, the system creates the following journal entries:

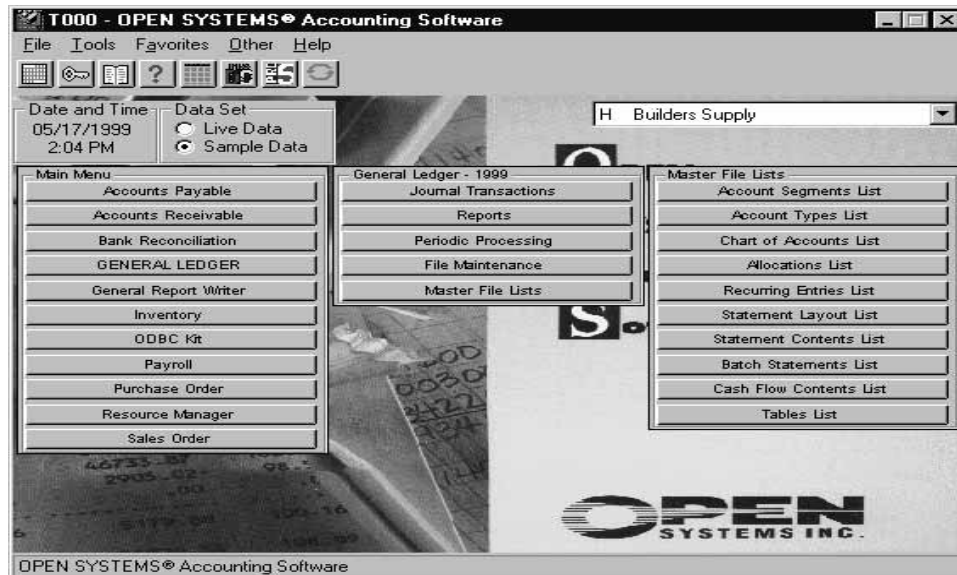
<b>Utilities Expense Main Account 53400</b>	<b>Utilities Expense Division 01 534001</b>	<b>Utilities Expense Division 02 534002</b>	<b>Utilities Expense Division 03 534003</b>
\$100	\$60	\$10	\$30

## Printing An Allocations List

The Allocations List is used as follows to:

- verify the allocation records are set up properly.
- reference during journal transaction entry.

### GL Master File Lists Menu Screen



Select the **Allocations List** function on the General Ledger Master File Lists menu to print the Allocations List. The Allocations List Selection Screen is displayed.



**Allocations List Selection Screen**

Perform the following steps to print the Allocations List:

Selection	Description
GL Account From/Thru	Enter a range of allocation accounts to be listed. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the accounts from a list. If left blank, all the allocation accounts are listed.

Select an output device for the list:

(P)rinter - to send the report to a printer

p(R)evue - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

**Allocations List**

04/04/1999                      Allocations List                      Page    1  
4:37 PM

Co.   Alloc. Acct.   Account Description                      Allocation Description  
-----

H    510000                      SALARIES EXPENSE                      Salary Allocation

	GL Account	Percent	GL Account	Percent	GL Account	Percent
1.	510001	75.00	16.		31.	
2.	510002	10.00	17.		32.	
3.	510003	15.00	18.		33.	
4.			19.		34.	
5.			20.		35.	
6.			21.		36.	
7.			22.		37.	
8.			23.		38.	
9.			24.		39.	
10.			25.		40.	
11.			26.		41.	
12.			27.		42.	
13.			28.		43.	
14.			29.		44.	
15.			30.		45.	

Co.   Alloc. Acct.   Account Description                      Allocation Description  
-----

H    534000                      UTILITIES EXPENSE                      Utilities Exp. Allocation

	GL Account	Percent	GL Account	Percent	GL Account	Percent
1.	534001	60.00	16.		31.	
2.	534002	10.00	17.		32.	
3.	534003	30.00	18.		33.	
4.			19.		34.	
5.			20.		35.	
6.			21.		36.	
7.			22.		37.	
8.			23.		38.	
9.			24.		39.	
10.			25.		40.	
11.			26.		41.	
12.			27.		42.	
13.			28.		43.	
14.			29.		44.	
15.			30.		45.	

Co.   Alloc. Acct.   Account Description                      Allocation Description  
-----

H    535000                      INSURANCE EXPENSE                      Insurance Allocation

	GL Account	Percent	GL Account	Percent	GL Account	Percent
1.	535001	80.00	16.		31.	
2.	535002	10.00	17.		32.	
3.	535003	10.00	18.		33.	
4.			19.		34.	
5.			20.		35.	
6.			21.		36.	
7.			22.		37.	
8.			23.		38.	
9.			24.		39.	
10.			25.		40.	
11.			26.		41.	
12.			27.		42.	
13.			28.		43.	
14.			29.		44.	
15.			30.		45.	

End of Report

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# Setting Up & Maintaining Recurring Entries

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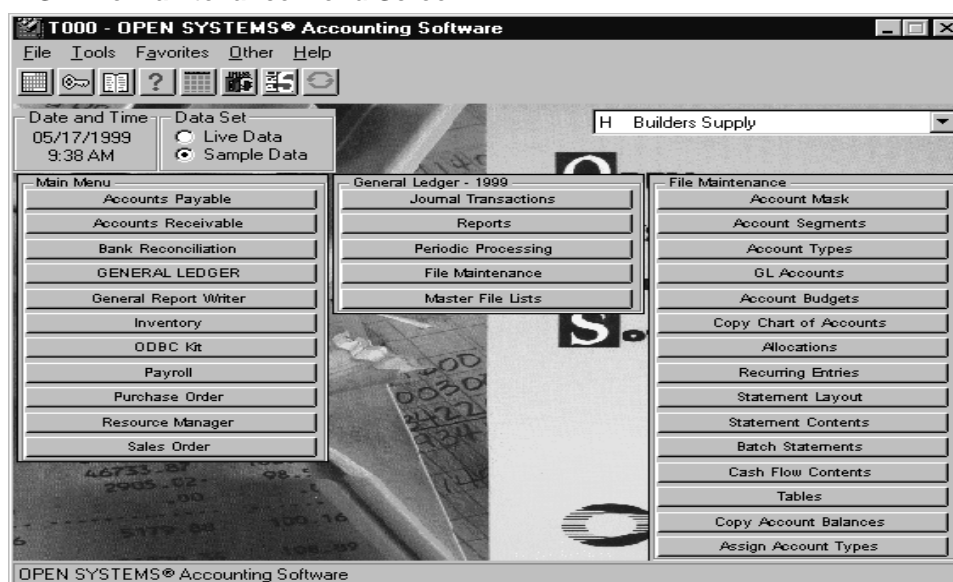
The Recurring Entries function is used to set up journal entries that require the same payment on a regular schedule; i.e., each week, each month, etc. Depreciation transactions are a common example of such recurring entries.

A group of recurring entries can be set up and copied to the Transactions Work file (GtttxxxW) or the Journal file (GLJRxxx) all at once instead of entering individual transactions each time a payment is due. By assigning a run code to each recurring entry, groups of recurring entries can be processed on different payment schedules. The **Copy Recurring Entries** function can then be used to copy the groups of entries to the Transactions Work file or the Journal file dependent on how the recurring entries option is set in the Options and Interfaces.<sup>4</sup>

If General Ledger is interfaced to other Open Systems applications, some recurring entries may be better tracked through those applications. For example, the Accounts Payable application could be used to print monthly rent checks, automatically creating the appropriate journal entry.

The *current-year* and *last-year* files access the same Recurring Entries file, GLRExxx. Changes made to recurring entries while working with last-year files affect current-year files, and vice-versa.

## GL File Maintenance Menu Screen



Select the **Recurring Entries** function on the General Ledger File Maintenance menu to set up and maintain recurring entries. The Recurring Entries Screen is displayed.

---

4. To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.

## Adding A Recurring Entry

Perform the steps below to add a recurring entry.

### Recurring Entries Screen

GL Account	Debit	Credit	Description	Reference	Run	Src	Cash Flow Allocate
153500		4405.77	DEPRECIATION - FURN & FIX	10000001	1	RE	Y
521000	4405.77		DEPRECIATION - FURN & FIX	10000002	1	RE	N
154500		2621.07	DEPRECIATION - AUTOS	10000003	1	RE	Y
521000	2621.07		DEPRECIATION - AUTOS	10000004	1	RE	N
181000		5.58	AMORTIZATION - GOODWILL	10000005	1	RE	Y
531000	5.58		AMORTIZATION - GOODWILL	10000006	1	RE	N
			----- Balance -----				
			.00				

Enter=edit, Append, aLloc-On/off, Balance

Company H Alloc Verify

1. Press **A** to Append. The Append Line Selection Window is displayed.

### Recurring Entries - Append Line Selection Window

GL Account	Debit	Credit	Description	Reference	Run	Src	Cash Flow Allocate
154500		2621.07	DEPRECIATION - AUTOS	10000003	1	RE	Y
521000	2621.07		DEPRECIATION - AUTOS	10000004	1	RE	N
181000		5.58	AMORTIZATION - GOODWILL	10000005	1	RE	Y
531000	5.58		AMORTIZATION - GOODWILL	10000006	1	RE	N
			----- Balance -----				
			.00				

Company H Alloc Maint - Inquiry Verify

2. Make the following selections on the Append Line Selection Window.

#### Field

#### Description

GL Account

Enter the account number to be *debited* or *credited* during the post. The **Inquiry** command, **F2** or **Esc W**, is available to select an account from a list. If the GL account number does not exist, the **Maintenance** command, **F6** or **Esc F**, is available to set up a new GL account.

## Recurring Entries - Append Line Selection Window

GL Account	Debit	Credit	Description
532000	2000.00		PROFESSIONAL SERVICES
1			Trans Desc RETAINER
5			Run Code 1 Cash Flow Transaction? Y Source RE Allocate? <input checked="" type="checkbox"/>
154500	2621.07		DEPRECIATION - AUTOS
			10000003 1 RE N
521000	2621.07		DEPRECIATION - AUTOS
			10000004 1 RE N
181000	5.58		AMORTIZATION - GOODWILL
			10000005 1 RE N
531000	5.58		AMORTIZATION - GOODWILL
			10000006 1 RE N
		----- Balance -----	
		.00	

Company H Alloc Verify

## Field

## Description

Debit / Credit

Enter a *debit* or *credit* amount. Each recurring entry must consist of at least one *debit* and one *credit* transaction.

The total debits must equal the total credits in a run code; i.e., the **Balance** at the bottom of the screen must be zero. If the entries are out of balance, the system forces the out-of-balance password upon exiting from this function.

If the remaining **Balance** on the Recurring Entries screen is a debit, the offsetting credit amount appears in the **Credit** field of the next transaction. If the remaining balance is a credit, the offsetting debit amount appears in the **Debit** field.

To approve the offsetting amount, enter the account number and press **Enter**. If the offsetting amount is being split between two or more accounts, enter each additional transaction until the **Balance** is zero.

Trans Desc

Enter a description for the recurring entry. When the entry is written to the GLJRxxx file, the description is printed in the GL Journal and GL Activity Report.

Reference

Enter a reference number for this transaction. A *unique* reference must be entered for each debit or credit.

Run Code

Enter a run code for the recurring entry. Valid entries are **0** through **9**. The system default is **1**.

The run code is user-defined and groups entries that will be copied all at one time. For example, run code **1** could be used for all recurring entries to be copied each month; **3** for all recurring entries to be copied every 3 months; **6** for all recurring entries to be copied every 6 months.

Cash Flow Transaction?

Enter **YES** to include the transaction in the Cash Flow Statement. Otherwise, enter **NO**. The system default is **YES**.

Source

Enter source code **RE** or **R1**; the system default is **RE**. **RE** is a General Ledger Recurring Entry. **R1** is a General Ledger Auto-Reversing Accrual (entered).

Field	Description
Allocate?	<p>Enter <b>YES</b> to allocate the transaction during the post to master for an account that is set up in the allocations file. Otherwise, enter <b>NO</b>. The allocation must be set up in advance for <b>YES</b> to work; otherwise, this field has no effect.</p> <p>Prior to entering a transaction, a <i>default</i> can be set up for this field by using the Command <b>aLloc-On/off</b> in the Recurring Entries Screen Command Bar. Press <b>O</b> to toggle the default to <b>on</b> or <b>off</b>. <i>Alloc</i> is displayed in the lower left corner of the screen if the default is set to <b>on</b>. When a recurring entry is added, the <b>Allocate?</b> field will default in <b>YES</b> if set to <b>on</b> and <b>NO</b> if set to <b>off</b>.</p> <p>After entering a transaction, this field can be changed by using the Command <b>aLloc-On/off</b> in the Recurring Entries Screen Command Bar. Move the cursor to the entry and press <b>L</b> to toggle the allocation switch from <b>YES</b> to <b>NO</b> or vice versa.</p>

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the Recurring Entry. The Append Line Selection Window is displayed for entering additional transactions.
4. After all transactions are entered, use the **Exit** command, **F7** or **Esc M**, to return to the Recurring Entries Screen.

If an out-of-balance error message is displayed when exiting, reference **Out-of Balance Examples** later in this section.

When the Recurring Entries become due, the transactions can be copied to the Transaction Work file or the Journal file with the **Copy Recurring Entries** function on the General Ledger Journal Transactions menu. If the Options and Interfaces<sup>5</sup> is set to **YES to Copy recurring entries directly to the GL Journal?**, the entries are copied to the Journal file. If set to **NO**, the entries are copied to the Transaction work file.

---

5. To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.

## Editing A Recurring Entry Before Copying

To edit recurring entries prior to copying the transactions to the GL transactions files with the **Copy Recurring Entries** function, select the **Recurring Entries** function on the General Ledger File Maintenance menu. The Recurring Entries Screen is displayed.

Perform the steps below to edit a recurring entry.

### Recurring Entries Screen

GL Account	Debit	Credit	Description	Reference	Run	Src	Cash Flow Allocate
153500		4405.77	DEPRECIATION - FURN & FIX	10000001	1	RE	Y
521000	4405.77		DEPRECIATION - FURN & FIX	10000002	1	RE	Y
154500		2621.07	DEPRECIATION - AUTOS	10000003	1	RE	Y
521000	2621.07		DEPRECIATION - AUTOS	10000004	1	RE	Y
181000		5.58	AMORTIZATION - GOODWILL	10000005	1	RE	Y
531000	5.58		AMORTIZATION - GOODWILL	10000006	1	RE	Y
----- Balance -----							.00

Enter=edit, Append, aAlloc-On/off, Balance  
Company H Alloc Verify

1. Use **PgDn**, **PgUp** or the arrow keys to move the cursor to the entry to be edited.
2. Press **Enter** and the Edit Line Selection Window is displayed.

### Recurring Entries – Edit Line Selection Window

GL Account	Debit	Credit	Description	Reference
521000	2621.07	2621.07	DEPRECIATION - AUTOS	10000004
Trans Desc DEPRECIATION - AUTOS				
Run Code 1 Cash Flow Transaction? Y Source RE Allocate? Y				

----- Balance -----  
.00

Company H Alloc Maint Inquiry Verify

3. Press **Enter** or use the arrow keys to move the cursor to the field to be changed, edit the field and press **Enter**. All fields can be changed except for the **Reference** and **Source** fields.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes.

## Deleting a Recurring Entry Transaction

To delete a recurring entry, select the Recurring Entries function on the General Ledger File Maintenance menu. The Recurring Entries Screen is displayed.

1. Use the **PgDn**, **PgUp** or the arrow keys to move the cursor to the line item to be deleted.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the entire transaction. Press **F3** or **Esc D** again to confirm the delete.

### Command Options

Command options are available in the Command Bar at the bottom of the Recurring Entries Screen. The command descriptions are listed below.

### Recurring Entries Screen

GL Account	Debit	Credit	Description	Reference	Run	Src	Cash Flow
153500		4405.77	DEPRECIATION - FURN & FIX	10000001	1	RE	Y
521000	4405.77		DEPRECIATION - FURN & FIX	10000002	1	RE	N
154500		2621.07	DEPRECIATION - AUTOS	10000003	1	RE	Y
521000	2621.07		DEPRECIATION - AUTOS	10000004	1	RE	N
181000		5.58	AMORTIZATION - GOODWILL	10000005	1	RE	Y
531000	5.58		AMORTIZATION - GOODWILL	10000006	1	RE	N
			----- Balance -----				
			.00				

Enter=edit, Append, aLloc-On/off, Balance

Company H — Alloc — Verify

### Command

### Action

- |                     |  |
|---------------------|--|
| <b>Enter=edit</b>   | Use the arrow keys or <b>PgDn</b> , <b>PgUp</b> to move the cursor to the entry to be edited and press <b>Enter</b> . The Edit Line Selection Window is displayed. After editing, use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save the changes.   |
| <b>Append</b>       | Press <b>A</b> to add an entry following the last entry listed. The Append Line Selection Window is displayed. Enter the entry information. Use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save the added entry.   |
| <b>ALloc-On/off</b> | To toggle the allocation switch for an entry from <b>Y</b> to <b>N</b> or vice versa, move the cursor to the entry and press <b>L</b> .<br><br>Press <b>O</b> to toggle the allocate <i>default</i> setting to <b>on</b> or <b>off</b> . <i>Alloc</i> is displayed in the lower left corner of the screen if the default is set to <b>on</b> . When recurring entries are added, the <b>Allocate?</b> field will default in <b>Y</b> if the default setting is <b>on</b> , and <b>N</b> if the default setting is <b>off</b> . |
| <b>Balance</b>      | Press <b>B</b> to view the balances for run codes 0-9. If the balance amount is not zero, the total debits do not equal the total credits for the recurring entries for <i>that</i> run code. If an out-of-balance situation exists when exiting the Recurring Entries Screen, the forced-balance password must be entered. Reference the next screens for out-of-balance messages.  |

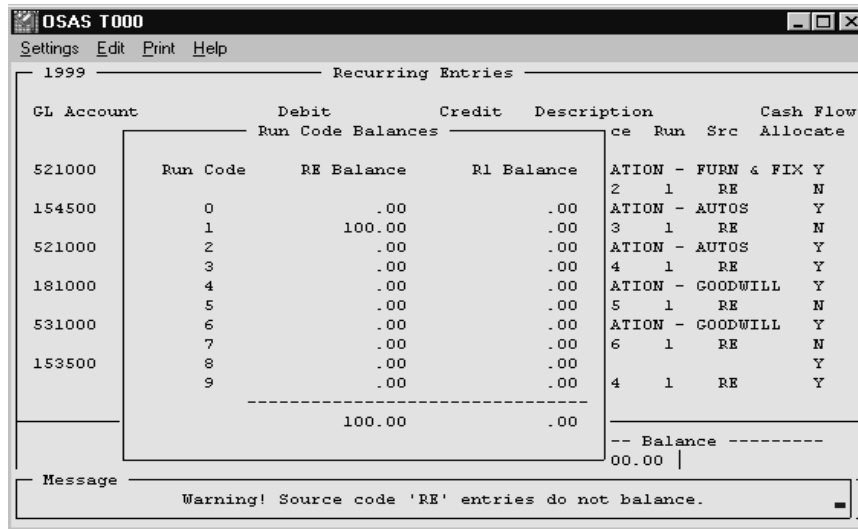


## Out-of-Balance Examples

The following screens are examples of error messages displayed if the Recurring Entries Screen is exited during an out-of-balance situation; i.e., if the balance of the offsetting amounts is not zero.

When exiting with the **Exit** command, **F7** or **Esc M**, the message, *Warning! Source code 'RE' entries do not balance* and the Run Code Balances window are displayed.

### Recurring Entries – Out-of-Balance - Run Code Balances Window



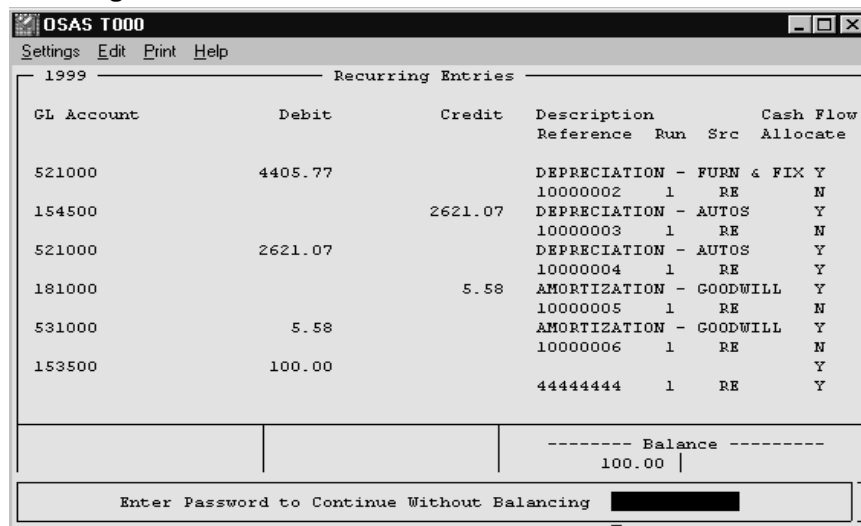
GL Account	Debit	Credit	Description	Cash Flow
521000	Run Code	RE Balance	RI Balance	ATION - FURN & FIX Y
154500	0	.00	.00	2 1 RE N
	1	100.00	.00	3 1 RE Y
521000	2	.00	.00	4 1 RE Y
	3	.00	.00	5 1 RE N
181000	4	.00	.00	6 1 RE Y
	5	.00	.00	ATION - GOODWILL Y
531000	6	.00	.00	ATION - AUTOS Y
	7	.00	.00	ATION - AUTOS Y
153500	8	.00	.00	ATION - GOODWILL Y
	9	.00	.00	ATION - GOODWILL Y
		100.00	.00	4 1 RE Y
				-- Balance -----
				00.00

Message: Warning! Source code 'RE' entries do not balance.

Perform the following steps to continue.

1. Press **Enter** to return to the Recurring Entries Screen with the message, *Enter Password to Continue Without Balancing*.

### Recurring Entries Screen – Out-of-Balance- Enter Password



GL Account	Debit	Credit	Description	Cash Flow
521000	4405.77		DEPRECIATION - FURN & FIX Y	
154500		2621.07	10000002 1 RE N	
521000	2621.07		DEPRECIATION - AUTOS Y	
181000		5.58	10000003 1 RE N	
531000	5.58		DEPRECIATION - AUTOS Y	
153500	100.00		10000004 1 RE Y	
			AMORTIZATION - GOODWILL Y	
			10000005 1 RE N	
			AMORTIZATION - GOODWILL Y	
			10000006 1 RE N	
			44444444 1 RE Y	
			----- Balance -----	
			100.00	

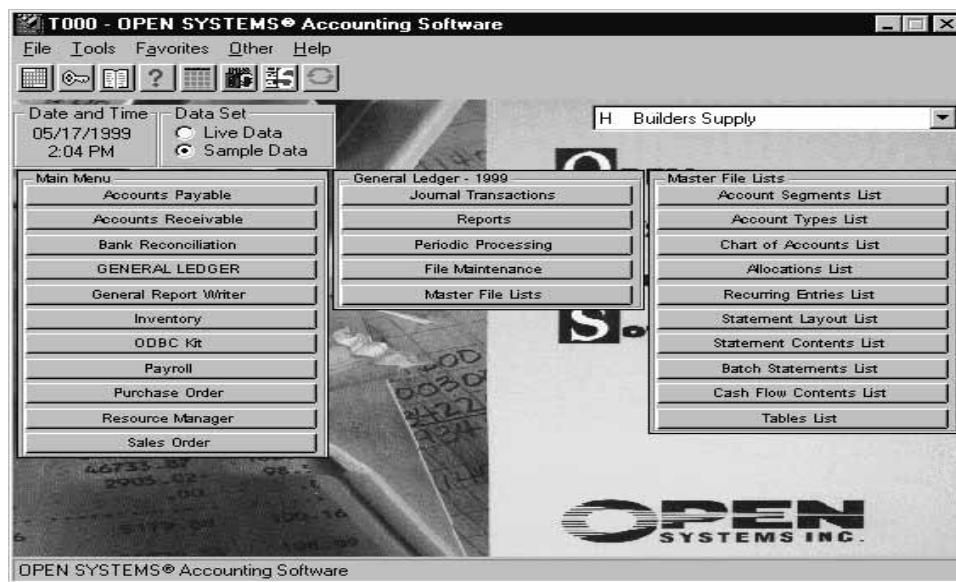
Enter Password to Continue Without Balancing

2. Either enter the password to leave the balance in the out-of-balance condition, or press **Enter** to return to the Recurring Entries Screen to correct the situation.

## Printing A Recurring Entries List

A Recurring Entries List can be printed prior to copying the Recurring Entries to the Transaction or Journal file to check for mistakes and omissions. Corrections can be made in the **Recurring Entries** function on the GL File Maintenance menu.

### GL Master File Lists Menu Screen



Select the **Recurring Entries List** function on the General Ledger Master File Lists menu. The Recurring Entries List Selection Screen is displayed.

**Recurring Entries List Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Recurring Entries List

Run Code From 0  
Thru 9

Print By:

1. Run Code
2. Reference #
- 1

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

Make the following selections:

Field	Description
Run Code From/Thru	Enter a range of run codes from <b>0</b> to <b>9</b> to include in the report. If these fields are left blank, the recurring entries for all run codes are included.
Print By:	
1. Run Code	Select <b>1</b> to group the recurring entries on the report by the run codes assigned to each recurring entry.
2. Reference #	Select <b>2</b> to list the recurring entries on the report in the order of the recurring entry reference number assigned to each recurring entry.

Select an output device for the list:

**(P)**rinter - to send the report to a printer

p**(R)**evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the Selection Screen without printing the report

### Recurring Entries List

04/07/1999		Recurring Entries List					Page	1
5:12 PM								
Reference	Description	Source	GL Account	Run Code	Cash Flow	Debit	Credit	
-----								
10000001	DEPRECIATION - FURN & FIX	RE	153500	1	Y		4,405.77	
10000002	DEPRECIATION - FURN & FIX	RE	521000	1	Y	4,405.77		
10000003	DEPRECIATION - AUTOS	RE	154500	1	Y		2,621.07	
10000004	DEPRECIATION - AUTOS	RE	521000	1	Y	2,621.07		
10000005	AMORTIZATION - GOODWILL	RE	181000	1	Y		5.58	
10000006	AMORTIZATION - GOODWILL	RE	531000	1	Y	5.58		
						-----	-----	
TOTAL						7,032.42	7,032.42	
=====						=====		
End of Report								

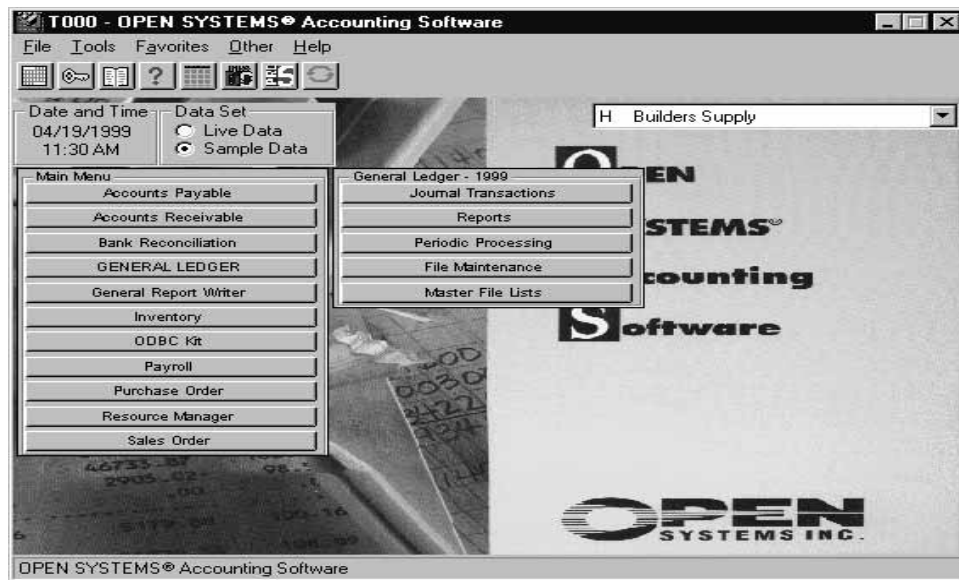
# Using General ledger

# 4

The General Ledger system is used to:

- maintain the GL chart of accounts, GL accounts, budgets, statement layouts, etc.
- enter and process journal entries
- view GL accounts and history of posted and unposted transactions
- prepare financial reports
- perform periodic maintenance on the data files
- print various lists, including chart of accounts, account segments, statement contents, etc.

## GL Main Menu Screen



## Transactions From Interfaced Applications

GL Journal transactions can be entered through the **Transactions** function on the Journal Transactions menu. Other Open Systems applications such as Accounts Payable and Accounts Receivable can automatically update the GL Journal file with the appropriate entries if interfaced to General Ledger.

If the option *Copy recurring entries directly to the GL Journal?* is set to **NO**, the Copy Recurring Entries function can be used to copy entries on a regular schedule to the Transactions Work file. The **Write** command can then be used to write them to the Journal file. If the option is set to **YES**, the recurring entries are copied directly to the Journal file.

If other applications are used to update the GL Journal, the Transactions function must still be used to make miscellaneous entries and adjustments.

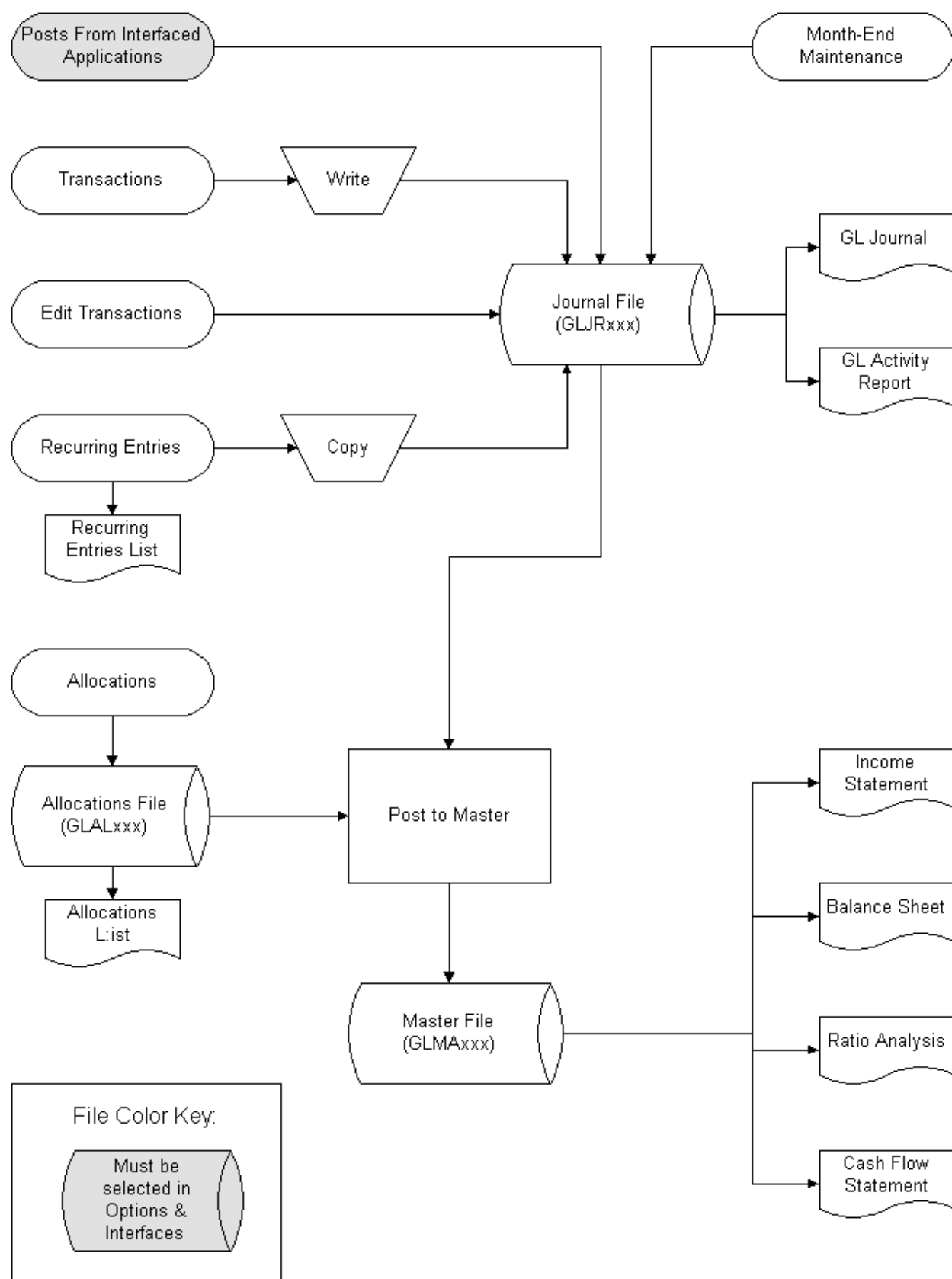
### Journal Transactions Processing Checklist

To record and report the financial activities of a business, perform the following steps.

1. ☐ Enter the GL Journal transactions and copy the applicable recurring entries to the Transactions Work file. Use the **Write** command to write the transactions to the GL Journal file. If the option *Copy recurring entries directly to the GL Journal?* is set to **YES**, the recurring entry transactions do not have to be written to the Journal file.
2. ☐ Print the GL Journal and, optionally, the GL Activity Report to review for accuracy. Use the **Edit Transactions** function on the Journal Transactions menu to edit any transactions incorrectly entered. Reprint the adjusted GL Journal and GL Activity Report to verify the corrections and as part of the audit trail.
3. ☐ **BACK UP THE DATA FILES.** Major changes to multiple data files are made during the next step.
4. ☐ Post the GL Journal to the Master file for the appropriate periods to update the specified accounts in the Master file. Keep the posting log produced by this function as part of the audit trail.
5. ☐ Print a Trial Balance to verify that the transactions posted correctly and that the debits and credits balance.
6. ☐ Print the Financial Statements created in the Statement Layout and Statement Contents functions.

The **GL and Transactions Inquiry** function on the Journal Transactions menu can be used to view GL accounts and history of posted and unposted transactions.

## General Ledger Flowchart







---

# Journal Transactions

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The Journal Transactions functions are used to:

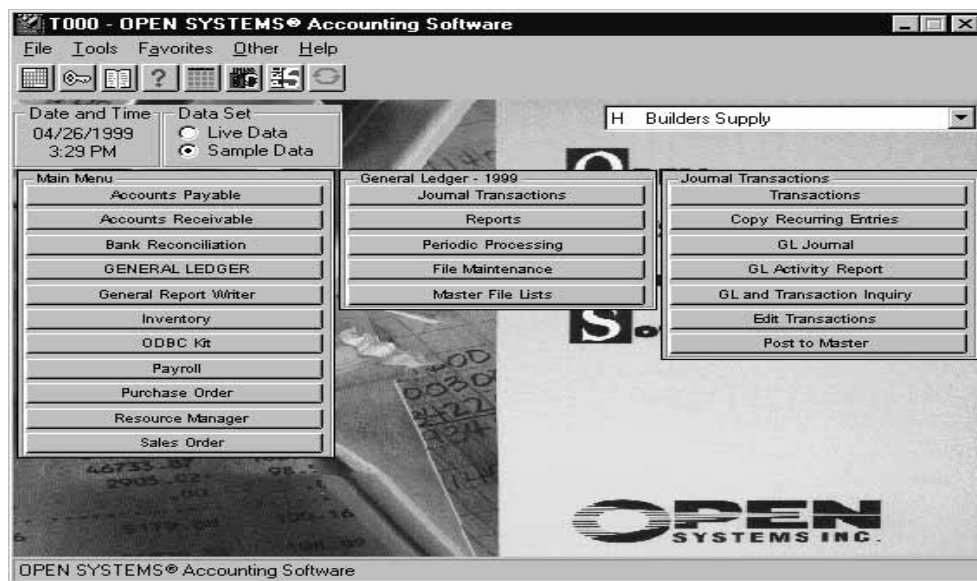
- enter GL Journal transactions and write them to the Journal file
- copy recurring entries to the Transactions Work file or the Journal file
- print the GL Journal and the GL Activity Report before or after posting journal transactions to the Master file
- view GL account information and the transaction history of specific accounts
- edit or delete unposted GL Journal transactions
- post GL Journal transactions to the Master file

The transactions are saved to the Transactions Work file when first entered. The name of this work file is **GtttxxxW**, where **ttt** is the Terminal ID and **xxx** is the Company ID. For example, if the Terminal ID is **T000** and the Company ID is Company **H**, the file name would be **G000HW**. The transactions in the work file can be edited, deleted or written to the Journal file from the Transactions screen.

After written to the Journal file, GLJRxxx, the transactions are automatically deleted from the Transactions Work file. Transactions in the Journal file can be edited with the **Edit Transactions** function on the Journal Transactions menu.

The GL Journal and GL Activity Report do not include transactions in the Transactions Work file.

## GL Journal Transactions Menu Screen



Select the **Transactions** function on the General Ledger Journal Transactions menu to maintain the Transaction Work file and write transactions to the Journal file. The Transactions Screen is displayed.



# Adding Transactions

## Entering Manual Transactions

Perform the steps below to enter a manual transaction to the Transactions Work file.

### Transactions Screen

OSAS T000

Settings Edit Print Help

1999 Transactions

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES						Y
			INV45690	04/12/1999	04	M1			Y
401000		100.00	SALES						Y
			INV45690	04/12/1999	04	M1			Y

Entry (0001 of 0002)

Total Debits	Total Credits	Balance
100.00	100.00	.00

Enter=edit, Append, alloc-On/off, Write, Print report

Company H Alloc Verify

1. Select **A** to Append to display the Append Line Selection Window. If the Transactions Work file is empty, the Append Line Selection Window will automatically display.

### Transaction Screen – Append Line Selection Window

OSAS T000

Settings Edit Print Help

1999 Transactions

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES						Y
			INV45690	04/12/1999	04	M1			Y
401000		100.00	SALES						Y
			INV45690	04/12/1999	04	M1			Y

Append Line Entry 0003

GL Account	200000	Debit	Credit
ACCOUNTS PAYABLE - TRADE		2000.00	
Trans Desc	PURCHASE SHIPPING SUPPLY		Reference P056321
Trans Date	04/12/1999	GL Period 04	Source M1 Allocate? YES
Cash Flow Transaction? YES			

Total Debits	Total Credits	Balance
100.00	100.00	.00

Company H Alloc Maint - Inquiry Verify

2. Enter the following information on the Append Line Selection Window.

Field	Description
GL Account	Enter an account number or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select an account from a list. The <b>Maintenance</b> command, <b>F6</b> or <b>Esc F</b> , is available to set up new account numbers.
Debit / Credit	<p>Enter a <i>debit</i> or <i>credit</i> amount. Each entry must consist of at least one <i>debit</i> and one <i>credit</i> transaction.</p> <p>If the remaining <b>Balance</b> on the Transactions screen is a debit, the offsetting credit amount will appear in the <b>Credit</b> field for the next transaction. If the remaining balance is a credit, the offsetting debit amount will appear in the <b>Debit</b> field.</p> <p>The total debits must equal the total credits; i.e., the <b>Balance</b> must be zero in order to <b>Write</b> them to the Journal file. If the entries are out of balance during the <b>Write</b> command, the system will force the out-of-balance password.</p>
Trans Desc	Enter a description for the transaction.
Reference	Enter a Reference ID from 1-8 characters in length comprised of numbers and/or alpha characters. The ID does not have to be unique as with Recurring Entries.
Trans Date	The workstation date will default in but can be changed.
GL Period	The period will default in based on the workstation date but can be changed.
Source	<p><b>M1</b>, the source code for manual entry, is the system default. This code can be changed but it must begin with <b>M</b>; i.e., the <b>1</b> can be changed to either a letter or another number.</p> <p><b>R1</b> can be used for an automatically reversing accrual entry. Refer to <i>Transaction Source Codes</i> and <i>Entering Auto-Reversing Entries</i> in this section for details.</p>
Allocate?	<p>Enter <b>YES</b> to allocate the transaction during the post to master for an account that is set up in the allocations file. Otherwise, enter <b>NO</b>. The allocation must be set up in advance for <b>YES</b> to work, or else nothing will happen.</p> <p>Prior to entering a transaction, a <i>default</i> can be set up for this field by using the Command <b>aLloc-On/off</b> in the Transactions Screen Command Bar. Press <b>O</b> to toggle the default to <b>on</b> or <b>off</b>. <i>Alloc</i> is displayed in the lower left corner of the screen if the default is set to <b>on</b>. When an entry is added, the <b>Allocate?</b> field will default in <b>YES</b> if set to <b>on</b> and <b>NO</b> if set to <b>off</b>.</p> <p>After entering a transaction, this field can be changed by using the Command <b>aLloc-On/off</b> in the Screen Command Bar. Move the cursor to the entry and press <b>L</b> to toggle the allocation switch from <b>YES</b> to <b>NO</b> or vice versa.</p>
Cash Flow Transaction?	Enter <b>YES</b> to include the transaction in the Cash Flow Statement. If the transaction affects an account included in the Cash Flow Statement, but it is not a cash flow transaction, enter <b>NO</b> and the transaction will not be included in the Cash Flow Statement. The system default is <b>YES</b> .

3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the Transaction. The Append Line Selection Window reappears for entering additional transactions.

If the balance of the entries entered is not zero, the information from the previous entry is displayed in the **Trans Desc**, **Reference**, **Trans Date**, **GL Period**, **Source** and **Allocate?** fields, and the cursor moves to the **GL Account** field. The offsetting amount is displayed in the appropriate debit or credit column. To approve the offsetting amount, enter the account number. If the offsetting amount is to be split between two or more accounts, enter each additional transaction until the **Balance** at the bottom of the screen is zero.

If the transaction balance is not zero and the **GL Period** is changed, the message *Warning! Changing the period may cause the transactions to be out of balance* is displayed.

If an R1 transaction does not have a zero balance, and the **Source** code is changed to a different source code, *Warning! R1 transactions do not balance* will appear at the bottom of the screen when the Exit or Write commands are used. If the out-of-balance R1 entries are not corrected, the same message is displayed the next time the Transactions screen is entered.

4. To return to the Transactions screen, use the **Exit** command, **F7** or **Esc M**.

## Transactions Screen – Command Bar

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
401000		100.00	SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
200000	2000.00		PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	
806000		1000.00	PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	

Entry (0004 of 0004)

Total Debits	Total Credits	Balance
2100.00	1100.00	1000.00

Enter=edit, Append, aAlloc-On/off, Write, Print report

Company H Alloc Verify

Prior to exiting from the Transactions Screen, the following Command Options are available to edit, append, write transactions to the journal file, etc.

Command	Action
Enter=edit	Use the arrow keys or <b>PgDn</b> , <b>PgUp</b> to move the cursor to the entry to edit and press <b>Enter</b> . The Edit Line Selection Window is displayed. After editing, use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save the changes.
Append	Press <b>A</b> to add a transaction following the last transaction listed. The Append Line Selection Window is displayed. Enter the information and use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save the entry.
ALloc-On/off	<p>To toggle the allocation switch for an entry from <b>Y</b> to <b>N</b> or vice versa, move the cursor to the entry and press <b>L</b>.</p> <p>Press <b>O</b> to toggle the allocate <i>default</i> setting to <b>on</b> or <b>off</b>. <i>Alloc</i> is displayed in the lower left corner of the screen if the default is set to <b>on</b>. When transactions are added, the <b>Allocate?</b> field will default in <b>Y</b> if the default setting is <b>on</b>, and <b>N</b> if the default setting is <b>off</b>.</p>
Write	<p>Press <b>W</b> to write the transactions from the Transaction Work file to the Journal file.</p> <p>If an out-of-balance message is displayed, reference <b>Entering an Out-of-Balance Transaction</b> later in this section for additional information.</p>
Print report	Press <b>P</b> to run the Unwritten Transactions Report to list the unwritten transactions in the work file.
Goto	Press <b>G</b> to go to a specific entry number. Enter an entry number in the window box that is displayed.

- To exit from the **Transactions** function and return to the Journal Transactions menu, use the **Exit** command, **F7** or **Esc M**.

If the **Transactions** function is exited without *writing* the entries, this function can later be used to edit, add or delete transactions. Any transactions displayed on the transactions screen have not been written to the Journal file. If the transactions screen is exited without writing the entries to the Journal file, the message *Write transactions? (Y/N)* will appear.

If the transactions are written to the GL Journal file, the **Edit Transactions** function on the Journal Transactions menu can be used to edit the transactions.

## Entering Allocated Transactions

Perform the following steps to set up automatic allocations:

1. In the **GL Account** field, enter the account number of the allocation previously set up in the **Allocations** function on the File Maintenance menu.
2. In the **Allocate?** field, enter **YES**.

During the **Post to Master** function the account number specified in the **GL Account** field is distributed to the accounts specified in the allocation record.

## Entering Auto-Reversing Accrual Transactions

To have the system automatically reverse accrual entries in General Ledger, enter the accrual transaction with a **Source** code of **R1** as shown on the screen below.

### Transactions Screen – Append Line – Selection Window

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES					Y	
		100.00	INV45690	04/12/1999	04	M1		Y	
401000		100.00	SALES					Y	
			INV45690	04/12/1999	04	M1		Y	

Append Line		Entry 0003	
GL Account	Description	Debit	Credit
513000	ADVERTISING EXPENSE	6600.00	
Trans Desc March Advertising		Reference	
Trans Date 04/13/1999 GL Period 04		Source R1	Allocate? YES
Cash Flow Transaction? YES			

Total Debits	Total Credits	Balance
100.00	100.00	.00

Company H    Alloc    Verify

The system automatically generates a transaction for the *next* period to reverse the accrual entry at the time the transactions are written to the Journal file. The reversing entry is assigned a source code of **R2**.

The GL Journal below shows the original transaction entry in *period 4* with a source code of **R1** and the reversing entry in *period 5* with a source code of **R2**.

**Auto-Reversing Accrual Transaction - Example**

04/13/1999				Builders Supply				Page 1			
Period 04 Thru 05											
11:18 AM				GENERAL LEDGER JOURNAL							
Company H				12/31/99							
Entry	Per.	Post Date	GL Account	Description	Src.	Cflow	Ref.	Post	Debit	Credit	Alloc.
-----											
1386	04	04/13/1999	513000	March Advertising	R1	Yes		Yes	6,600.00		No
1388	04	04/13/1999	200000	March Advertising	R1	Yes		Yes		6,600.00	Yes
									-----		
ENDING BALANCE PERIOD 04									6,600.00	6,600.00	
-----											
1387	05	04/13/1999	513000	March Advertising	R2	Yes		Yes		6,600.00	No
1389	05	04/13/1999	200000	March Advertising	R2	Yes		Yes	6,600.00		Yes
									-----		
ENDING BALANCE PERIOD 05									6,600.00	6,600.00	
-----											
BALANCE									13,200.00	13,200.00	
									=====		
									=====		
End of Report											

**Entering Auto-Reversing Accrual Transactions - In The LAST Period**

Auto-reversing accrual entries, source code **R1**, entered for the last period of the fiscal year are based on how the GL Options and Interfaces <sup>1</sup> is set for *Is Period 13 used for normal processing?* If this option is set to **YES**, period 13 is used as the last period of the company's fiscal year. If set to **NO**, period 12 is considered the last period.

**If an R1** transaction is entered in the last period of the fiscal year, the auto-reversing entry, source code **R2**, is generated by the system in the first period of the next year when the transactions are written to the Journal file (GLJRxxx).

If an R1 transaction is entered in the last period of the fiscal year and the **Create Last-Year Data** function has not been run, the system creates the matching R2 entry in period 99. When the **Create Last-Year Data** function is run, the system checks for journal transactions in period 99, copies these transactions to the current-year Journal file (GLJRxxx) in period 1, and removes them from the last-year Journal file (GLJRxxx.Y??).

---

1. To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.



## Entering An Out-Of-Balance Transaction

If the transactions are out-of-balance, the **Transactions** function can be exited. However, transactions cannot be written to the Journal file without a forced-balance password.

*If the **Write** command is selected when the transactions are out-of balance, the message **Warning! Current journal entries do not balance** is displayed.*

### Transactions Screen – Out-of-Balance - Warning

The screenshot shows the OSAS T000 Transactions screen. The window title is "OSAS T000". The menu bar includes "Settings", "Edit", "Print", and "Help". The screen displays a list of transactions for the year 1999. The transactions are as follows:

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES						Y
			INV45690	04/12/1999	04	M1			Y
401000		100.00	SALES						Y
			INV45690	04/12/1999	04	M1			Y
200000	2000.00		PURCHASE SHIPPING SUPPLY						Y
			P056321	04/12/1999	04	M1			Y
806000		1000.00	PURCHASE SHIPPING SUPPLY						Y
			P056321	04/12/1999	04	M1			Y

Entry (0001 of 0004)

Total Debits	Total Credits	Balance
2100.00	1100.00	1000.00

Message: Warning! Current journal entries do not balance.

Perform the following steps to continue.

1. Press **Enter** to display the message *Enter Password to Continue Without Balancing*.

### Transactions Screen – Out-of-Balance – Enter Password

The screenshot shows the OSAS T000 Transactions screen, identical to the previous one, but with a message prompt at the bottom:

Enter Password to Continue Without Balancing

2. Either enter the password to write the transactions to the Journal out of balance, or press **Enter** twice to return to the Transactions screen to correct the situation.

## Transaction Source Codes

Each debit or credit has a two-character *source code* to indicate the origin of the transaction. The source code can be used to select the types of entries to include in the GL Journal and the GL Activity Report.

The default source code for transactions entered with the **Transactions** function is **M1**. The second character can be changed to any other letter or number to distinguish the entry, but the first character must be **M** for *manual* entry.

### Note

One exception to the preceding rule is: An accrual transaction with source code **R1** can be entered to reverse the transaction automatically. See **Entering Auto-Reversing Accrual Transactions** earlier in this section for details.

### Suggestions for Assigning Source Codes

- Assign source codes for special entries; for example, use **MY** for year-end audit adjustments.
- Assign a character or number for each week in the period; i.e., **M2**, **M3**, etc. When the GL Journal is printed, the source code can be selected to view entries for a particular week.
- Assign a different character to each person entering transactions to identify who entered each transaction.

### Source Codes Automatically Assigned by System

Code	Source of Entry
AL	GL Automatic Allocation
AP	Accounts Payable / Purchase Order
AR	Accounts Receivable / Sales Order
BR	Bank Reconciliation
CL	GL Year-End Closing
FA	Fixed Assets
IN	Inventory
JC	Job Cost
M1	Manual Entry (System Default)
PA	Payroll
R1	GL Auto-Reversing Accrual (Entered)
R2 <sup>a</sup>	GL Auto-Reversed Accrual (System Generated)
RE	GL Recurring Entry

a. The system assigns source code R2 to the transactions that automatically reverse R1 transactions.

# Editing Unwritten Transactions

Perform the following steps to edit a transaction in the Transactions Work file that has not been written to the Journal file.

1. Select the **Transactions** function from the General Ledger Journal Transactions menu. The Transactions Screen will appear.

## Transactions Screen

OSAS T000

Settings Edit Print Help

1999 Transactions

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
401000		100.00	SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
200000	2000.00		PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	
806000		1000.00	PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	

Entry (0004 of 0004)

Total Debits	Total Credits	Balance
2100.00	1100.00	1000.00

Enter=edit, Append, alloc-On/off, Write, Print report

Company H Alloc Verify

2. Use the arrow keys or **PgDn**, **PgUp** to move the cursor to the entry to be edited.
3. Press **Enter** as shown on the Command Bar at the bottom of the screen. The Edit Line Window will appear.

## Transactions Screen – Edit Line Window

OSAS T000

Settings Edit Print Help

1999 Transactions

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
401000		100.00	SALES					Y	
			INV45690	04/12/1999	04	M1		Y	
200000	2000.00		PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	
806000		1000.00	PURCHASE SHIPPING SUPPLY					Y	
			P056321	04/12/1999	04	M1		Y	

Entry 0004

GL Account	806000	Debit	Credit
OTHER EXPENSES		.00	2000.00
Trans Desc	PURCHASE SHIPPING SUPPLY	Reference	P056321
Trans Date	04/12/1999	CL Period	04
Cash Flow Transaction?	YES	Source	M1
		Allocate?	YES

Total Debits	Total Credits	Balance
2100.00	1100.00	1000.00

Company H Alloc Verify

4. Press **Enter** or use the arrow keys to move the cursor to the field to be changed. Edit the field and press **Enter**. All transaction fields can be changed.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes.



---

# Deleting Unwritten Transactions

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Perform the following steps to delete a transaction from the Transactions Work file that has not been written to the Journal file.

1. Select the **Transactions** function from the General Ledger Journal Transactions menu. The Transactions Screen will appear.
2. Use the arrow keys or **PgDn**, **PgUp** to move the cursor to the entry line item to be deleted.
3. Use the **Delete** command, **F3** or **Esc D**, to delete the entry. Press **F3** or **Esc D** again when the system prompts to confirm the delete.

---

## Note

When transactions are written to the Journal file with the **Write** command, entries can no longer be deleted from this screen as the system removes all transactions from the Transactions Work file. To edit transactions written in the Journal file, use the **Edit Transactions** function on the General Ledger Journal Transactions menu.

---

## 4. Printing a Transaction Report

Perform the following steps to run The *Unwritten Transactions Report* to list the unwritten transactions in the Transactions Work file.

1. Select the **Transactions** function from the General Ledger Journal Transactions menu.
2. Select **P** to **Print report** as shown in the Command Bar at the bottom of the Transactions screen.

Select an output device for the list:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screens

(**E**)nd - to exit from the Selection Screen without printing the report

**Unwritten Transactions Report**

04/14/1999 1:57 PM Company H				Builders Supply Unwritten Transactions Report				Page	1
Entry	Period	Date	GL Account	Description	Src. Cflow Ref.			Debit	Credit Alloc.
1	04	04/12/1999	100000	SALES	M1	Yes	INV45690	100.00	Yes
2	04	04/12/1999	401000	SALES	M1	Yes	INV45690	100.00	Yes
3	04	04/12/1999	200000	PURCHASE SHIPPING SUPPLY	M1	Yes	PO56321	2,000.00	Yes
4	04	04/12/1999	806000	PURCHASE SHIPPING SUPPLY	M1	Yes	PO56321		2,000.00 Yes
ENDING BALANCE PERIOD 04								2,100.00	2,100.00
BALANCE								2,100.00	2,100.00
								=====	=====
End of Report									

---

# Writing Transactions to the Journal File

---

Perform the following steps to write the transactions from the Transactions Work file to the General Ledger Journal File.

1. Select the **Transactions** function from the General Ledger Journal Transactions menu.
2. Select **W** to **Write** as shown in the Command Bar at the bottom of the Transactions screen. The message *Press <PgDn> to proceed. Write current transactions to the GL Journal file* is displayed.
3. **Note:** If the message *Warning! Current journal entries do not balance* is displayed, see **Entering an Out-of-Balance Transaction** earlier in this section for details to bypass this message.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to write the current transactions to the GL Journal file. Otherwise, use the **Exit** command, **F7** or **Esc M**, to return to the Journal Transactions menu.

## Copying Recurring Entries

When recurring entries are set up using the **Recurring Entries** function on the File Maintenance menu, records for each recurring entry are created in the GLRExxx file.

When the recurring entries come due, the **Copy Recurring Entries** function is used to copy this file to the Transactions Work file or the Journal file dependent on how the GL Options and Interfaces is set. If the Options and Interfaces<sup>2</sup> is set to **YES to Copy recurring entries directly to the GL Journal?**, the entries are copied to the Journal file. If set to **NO**, the entries are copied to the Transactions work file.

The run codes set up for individual recurring entries are used to copy groups of recurring entries according to their payment schedule.

Recurring entries are treated as any other transaction after copied to the transaction file. When the transactions are posted to master, the recurring entries are moved to the General Ledger Master File, GLMAxxx.

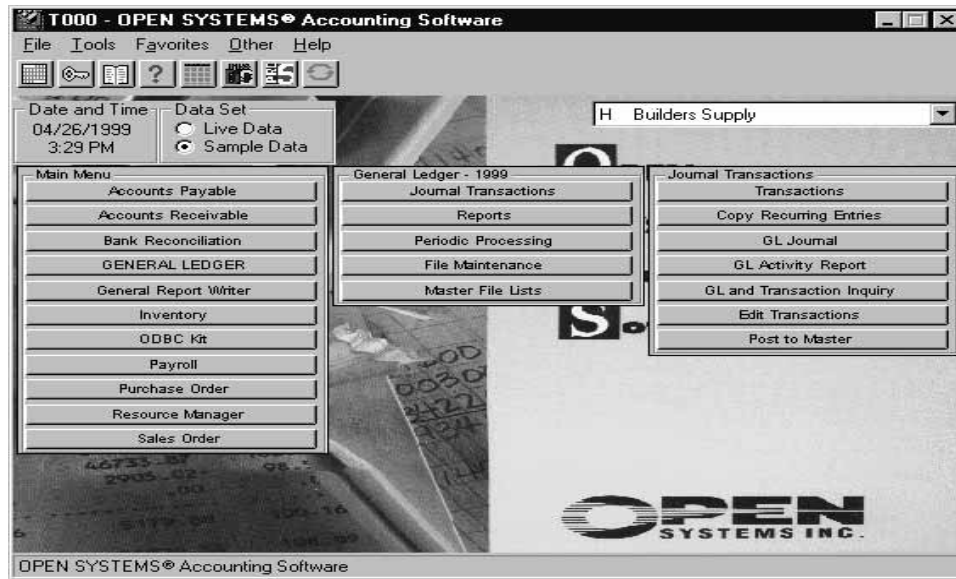
The following steps should be performed prior to running this function:

- **Verify all recurring entries are set up in the Recurring Entries file using the Recurring Entries function on the File Maintenance menu.**
- Verify the current set of recurring entries was not previously copied to avoid double entries.

---

<sup>2</sup>To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.

### GL Journal Transactions Menu Screen



Select the **Copy Recurring Entries** function on the General Ledger Journal Transactions menu to copy the recurring entries. The Copy Recurring Entries Selection Screen is displayed.

### Copy Recurring Entries Selection Screen

1. Make the following selections to copy the recurring entries.

Selection	Description
Run Code From/Thru	Enter the range of run codes to copy. Valid entries are user-defined codes <b>0</b> through <b>9</b> .
Copy Date	Enter a date for the recurring entries. The workstation date defaults in but can be changed.
Copy to Period	Enter the period the recurring entries are being copied to. The default period is based on the workstation date but can be changed. Periods <b>1</b> through <b>13</b> are valid.



- Use the **Proceed** command, **PgDn** or **Esc P**, to copy the recurring entries to the Transactions Work file or the Journal file as follows:

If the GL Options and Interfaces <sup>3</sup> is set to NO to Copy recurring entries directly to the GL Journal?, the message Recurring Entries are copied to Transactions. Use Transactions to Write is displayed.

***If the GL Options and Interfaces is set to YES to Copy recurring entries directly to the GL Journal?, the message Recurring Entries will be copied directly to the Journal is displayed.***

- Select an output device for the log:

(P)rinter - to send the report to a printer

p(R)evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(E)nd - to exit from the Selection Screen without printing the report

A log is printed if errors are encountered. If an *Out-of-Balance* message is displayed when the output device is selected, see **Copy Out-of-Balance Recurring Entries** later in this section.

The Copy Recurring Entries log lists the total debits and credits for recurring entries copied.

### Copy Recurring Entries Log

04/18/1999	Copy Recurring Entries	Page	1
11:11 AM	Period 4		
	Debit	Credit	
	-----		
H COMPANY TOTAL	7,032.42	7,032.42	
	=====	=====	
GRAND TOTAL	7,032.42	7,032.42	
End of Report			

Perform the following steps if errors are encountered.

- Verify the run codes entered are correct.
- If the option *Copy recurring entries directly to the GL Journal?* is set to **NO**, use the **Transactions** function to edit or delete the entries in the Transactions Work file before writing to the Journal file.

If the option is set to **YES**, the **Edit Transactions** function can be used to edit transactions in the Journal file. Transactions **CANNOT BE DELETED** from the Journal file with this function. Transactions must be entered with the **Transactions** function on the Journal Transactions menu to reverse the entries.

- After the log is printed error-free, save the report as part of the audit trail.

<sup>3</sup>To set up the Options and Interfaces for General Ledger, select the **Options and Interfaces** function on the Resource Manager Company Setup menu.

## Copy Out-of-Balance Recurring Entries

The system verifies the balances of all recurring entries. If any entries are out of balance, a Run Code Balances table is displayed during the **Copy Recurring Entries** function when the output device is selected.

The table will show the total balance of the debits and credits for each run code. A zero balance indicates that everything balances correctly; any other amount indicates that at least one entry is out of balance for that run code.

### Copy Recurring Entries Screen – Out-of-Balance Table

OSAS T000

Settings Edit Print Help

1999 Copy Recurring Entries

Run Code From 0  
Thru 9

Copy Date 04/17/1999  
Copy to Period 4

Amounts Shown Are Totals of Selected  
Run Code Balances for Companies H

Run Code	Balance	Run Code	Balance
0	0.00	5	0.00
1	100.00	6	0.00
2	0.00	7	0.00
3	0.00	8	0.00
4	0.00	9	0.00

Message

Recurring Entries Are Out of Balance

Perform the following steps if the Run Code Balances table and the message *Recurring Entries Are Out of Balance* are displayed.

1. Press **Enter** to continue. The message *Enter Password to Continue without Balancing* is displayed.
2. To exit from this function to correct the out-of-balance condition, Press **Enter**. Print the **Recurring Entries List** on the Master File Lists menu to find the source of the problem before copying the recurring entries. Use the **Recurring Entries** function on the File Maintenance menu to make corrections.

To leave the out-of-balance status and continue with the Copy Recurring Entries function, enter the password and press Enter.

## Printing a GL Journal Report

The GL Journal function is used to list transactions in the Journal file for the periods and source codes specified. The GL Journal Report can be used to:

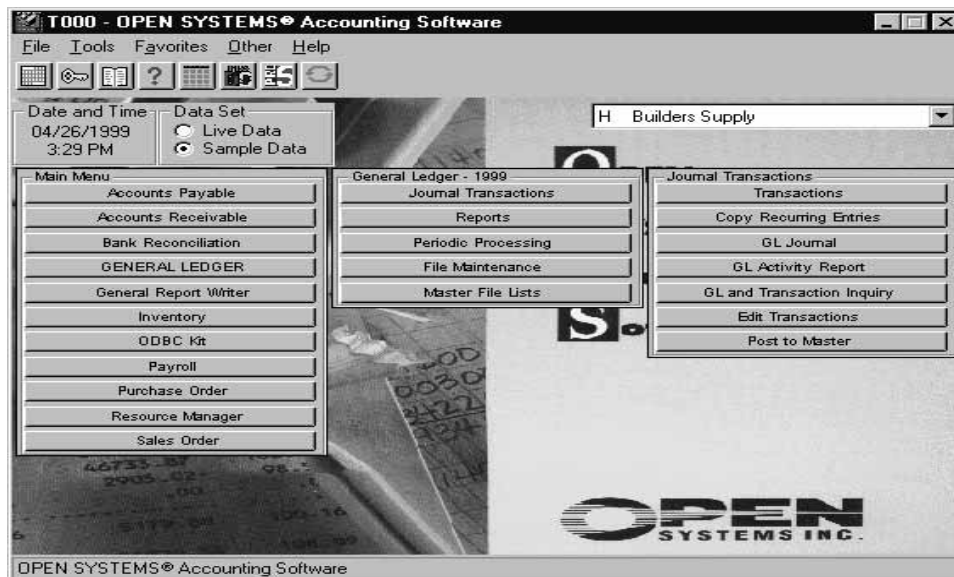
- maintain a daily record of transactions written to the Journal file.
- keep a written record of the Journal file at the end of each accounting period.
- use as a reference copy, ensuring the most current list is used.
- check for mistakes or omissions prior to running the Post to Master function.
- use as an audit trail for general ledger transactions.

Before continuing, verify that no one else is using the Journal file, GLJRxxx.

### Note

If a range of accounts is selected to print on the Journal report, the debit and credit balances may not balance if not all offsetting transactions are listed. All accounts must be selected to verify the transactions are in balance. If other applications are interfaced with General Ledger, check the posting totals produced by the other applications against the GL Journal to verify all debits and credits are posted.

### GL Journal Transactions Menu Screen



Select the **GL Journal** function on the General Ledger Journal Transactions menu to list the Journal transactions. The GL Journal Selection Screen is displayed.

Perform the steps below to list the transactions in the General Ledger Journal.

## GL Journal Selection Screen

OSAS T000

Settings Edit Print Help

1999

Pick Period From 12 Thru 12

Source Code From Thru

Main Account From Thru

Division From Thru

Department From Thru

Subaccount From Thru

Entry From Thru

Print by

1. Entry Number

2. Account Number

3. Source Code

3

Account Number Sort

Print

1. Posted Transactions

2. Unposted Transactions

3. Both

3

Print Post or Transaction Date? P

Headings

Line 123456789012345678901234567890

1. Builders Supply

2.

3. GENERAL LEDGER JOURNAL

4. 12/31/99

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)end

1. Make the following selections to print the GL Journal.

Selection	Description
Pick Period From/ Thru	Enter a range of periods to be listed in the report.
Source Code From/ Thru	Enter a range of source codes to be listed. If these fields are left blank, all source codes are selected. Reference <b>Transaction Source Codes</b> earlier in this section for source code details.
Main Account From/ Thru	Enter a range of main account numbers to be listed or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select accounts from a list.  If these fields are left blank, all main accounts are selected.
Division From/Thru	Enter a range of divisions to be listed or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select divisions from a list.  If these fields are left blank, all divisions are selected.
Department From/ Thru	Enter a range of divisions to be listed or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select departments from a list.  If these fields are left blank, all departments are selected.
Subaccount From/ Thru	Enter a range of divisions to be listed or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select subaccounts from a list.  If these fields are left blank, all subaccounts are selected.
Entry From/Thru	Enter a range of entry numbers to be listed. If these fields are left blank, all entries are selected.

Selection	Description
Print by	
Entry Number	Select <b>1</b> to list transactions in the order entered.
Account Number	Select <b>2</b> to list transactions in order by account numbers. If number <b>2</b> is selected, the system will default to the <b>Account Number Sort</b> field.
Source Code	Select <b>3</b> to list transactions in order by source codes.
Account Number Sort	<p>This field is available only if number <b>2</b> was selected in the <b>Print by</b> field above.</p> <p>Enter an account number sort to define the order the account numbers are to be sorted. For example, if all the account segments in the company's account mask are to be used, and the account numbers are to be arranged in the following order: division, department, main account number, and subaccount, enter <b>12M3</b>.</p> <p>Account sorts available are displayed at the bottom of the screen. If a user-defined sort is selected, previously set up in the <b>Account Mask</b> function on the File Maintenance menu, the report prints much faster since the sort file already exists.</p>
Print	
Posted Transactions	Select <b>1</b> to list posted transactions only.
Unposted Transactions	Select <b>2</b> to list unposted transactions only.
Both	Select <b>3</b> to list both posted and unposted transactions.
Print Post or Transaction Date?	<p>Enter <b>P</b> to list the date the transaction was posted to the Journal file from other applications, or written to from the Transactions Work file with the Write command.</p> <p>Enter <b>T</b> to list the date the transaction was entered in the system.</p>
Headings	<p>The heading is displayed from the last time the report was printed, but it can be changed. Enter a title up to four lines of 30 characters each. The numbers above the fields can be used to center the text.</p> <p><b>Note:</b> The system does not use different heading lines for <i>last-year</i> and <i>current-year</i> files. If the last-year and current-year files are frequently switched between, check the heading lines to verify the heading matches the information displayed.</p>

2. Use the **Proceed** command, **PgDn** or **Esc P**, to display the output device options.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screens

(E)nd - to exit from the Selection Screen without printing the report

## GL Journal – Printed by Source Code

04/18/1999  
Period 12 Thru 12  
5:32 PM  
Company H

Builders Supply  
GENERAL LEDGER JOURNAL  
12/31/99

Page1

Entry	Per.	Post	Date	GL Account	Description	Srce.	Cflow	Ref.	Post	Debit	Credit	Alloc.
29	12	12/01/1999	531000	Allocated Amortization	AL	Yes	Alloc.	Yes			5.58	No
30	12	12/01/1999	531001	Allocated Amortization	AL	Yes	Alloc.	Yes		4.46		No
31	12	12/01/1999	531002	Allocated Amortization	AL	Yes	Alloc.	Yes		0.56		No
32	12	12/01/1999	531003	Allocated Amortization	AL	Yes	Alloc.	Yes		0.56		No
6	12	12/03/1999	104200	A/P LINE ITEMS	AP	Yes	A/P	Yes		25,039.40		Yes
7	12	12/03/1999	200000	A/P	AP	Yes	A/P	Yes			25,039.40	Yes
3	12	12/03/1999	100000	CASH SALES	AR	Yes	A/R	Yes		12,388.25		Yes
5	12	12/03/1999	104400	INVENTORY	AR	Yes	A/R	Yes			6,934.94	Yes
4	12	12/03/1999	203800	SALES TAX	AR	Yes	A/R	Yes			549.45	Yes
1	12	12/03/1999	401000	SALES	AR	Yes	A/R	Yes			11,838.80	Yes
2	12	12/03/1999	501000	COST OF SALES	AR	Yes	A/R	Yes		6,934.94		Yes
37	12	12/04/1999	100000	Transfer of Funds	BR	Yes	TRSF	Yes			500.00	Yes
39	12	12/04/1999	100000	Stop Payment Charge	BR	Yes	ADJ	Yes			7.50	Yes
41	12	12/04/1999	100000	Pymts to Affiliates	BR	Yes	DISB	Yes			11,416.25	Yes
38	12	12/04/1999	100100	Transfer of Funds	BR	Yes	TRSF	Yes		500.00		Yes
42	12	12/04/1999	201000	Pymts to Affiliates	BR	Yes	DISB	Yes		11,416.25		Yes
40	12	12/04/1999	806000	Stop Payment Charge	BR	Yes	ADJ	Yes		7.50		Yes
8	12	12/03/1999	152500	ACCUM DEPREC	FA	Yes	FA	Yes			11,289.90	Yes
10	12	12/03/1999	153500	ACCUM DEPREC	FA	Yes	FA	Yes			351.64	Yes
9	12	12/03/1999	521000	DEPREC EXP	FA	Yes	FA	Yes		11,641.54		Yes
54	12	12/07/1999	100000	Period 12 Adjusting Entry	M1	Yes		Yes			100.00	Yes
80	12	12/07/1999	100500	Period 12 Adjusting Entry	M1	Yes		Yes		100.00		Yes
27	12	12/01/1999	181000	Dec. Amortization	M1	Yes		Yes			5.58	Yes
12	12	12/03/1999	210000	PORTION OF LTD 12/84	M1	Yes		Yes			31,237.27	Yes
11	12	12/03/1999	253000	PORTION OF LTD 12/84	M1	Yes		Yes		31,237.27		Yes
28	12	12/01/1999	531000	Dec. Amortization	M1	Yes		Yes		5.58		Yes
ENDING BALANCE PERIOD 12										99,276.31	99,276.31	
BALANCE										99,276.31	99,276.31	

End of Report

## Printing a GL Activity Report

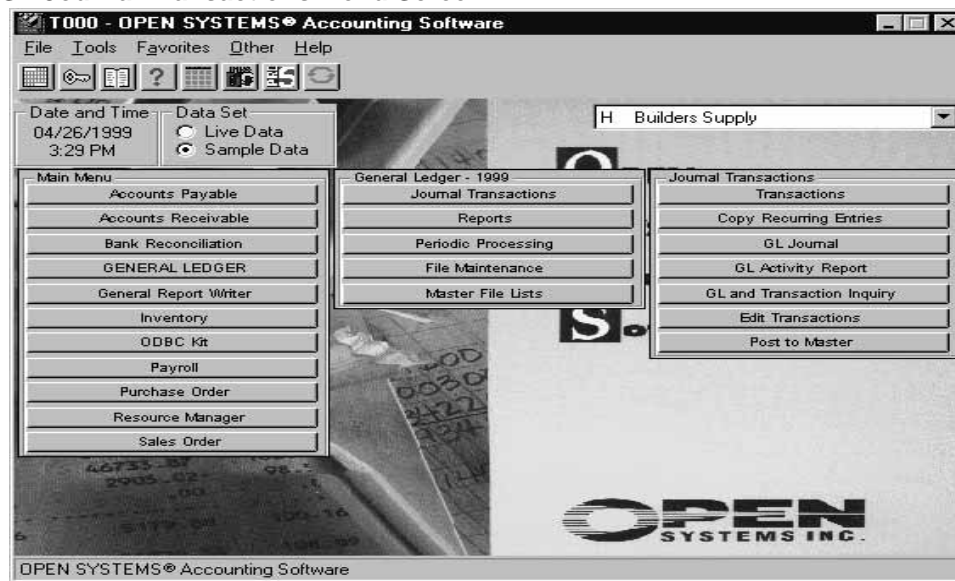
The GL Activity Report function lists the transactions under the associated account and the ending period balances of each account. If the report is printed at the end of each period, or for a range of periods, the report displays the balance changes and notes the transactions that affected these balances.

The GL Activity Report verifies the activity amount in the Master file, GLMAxxx, against the entries in the Journal file, GLJRxxx. The message **\*\*\* MISSING ENTRIES \*\*\*** is printed if a difference is found between the amounts in the two files. The amounts may not match for the following reasons:

- The amount in the Master file was changed in the File Maintenance **GL Accounts** function.
- Month-end maintenance was done for the specified period.
- Transaction records were removed from the Journal file in the **Purge Data Records, File Rebuild/Verify** or **Change File Size** functions in Resource Manager.

Before continuing, verify that no one else is using the GL Journal files.

### GL Journal Transactions Menu Screen



Select the GL Activity Report function on the General Ledger Journal Transactions menu to list the GL activity. The GL Activity Report Selection Screen is displayed.

Perform the steps below to list the General Ledger Activity Report.

### GL Activity Report Selection Screen

OSAS T000

Settings Edit Print Help

1999 GL Activity Report

Pick

Period From 12 Thru 12

Source Code From Thru

Main Account From Thru

Division From Thru

Department From Thru

Subaccount From Thru

Account Number Sort M1

Print Inactive Accounts? YES

Include Zero Balance Accounts? NO

Print Post or Transaction Date P

Headings

Line 123456789012345678901234567890

1. Builders Supply

2. ACTIVITY REPORT

3. GENERAL LEDGER

4. 12/31/99

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)end

1. Make the following selections to print the GL Activity Report.

#### Selection

#### Description

Pick Period From/  
Thru

Enter a range of periods (**1 – 13**) to be listed in the report.

Source Code From/  
Thru

Enter a range of source codes to be listed. If these fields are left blank, all source codes are selected. Reference **Transaction Source Codes** earlier in this section for source code details.

Main Account From/  
Thru

Enter a range of main account numbers to be listed or use the **Inquiry** command, **F2** or **Esc W**, to select accounts from a list.

If these fields are left blank, all main accounts are selected.

Division From/Thru

Enter a range of divisions to be listed or use the **Inquiry** command, **F2** or **Esc W**, to select divisions from a list.

If these fields are left blank, all divisions are selected.

Department From/  
Thru

Enter a range of divisions to be listed or use the **Inquiry** command, **F2** or **Esc W**, to select departments from a list.

If these fields are left blank, all departments are selected.

Subaccount From/  
Thru

Enter a range of divisions to be listed or use the **Inquiry** command, **F2** or **Esc W**, to select subaccounts from a list.

If these fields are left blank, all subaccounts are selected.

Account Number  
Sort

Enter an account number sort to define the order the account numbers are to be sorted. For example, if all the account segments in the company's account mask are to be used, and the account numbers are to be arranged in the following order: division, department, main account number, and subaccount, enter **12M3**.

Account sorts available are displayed at the bottom of the screen. If a user-defined sort is selected, previously set up in the **Account Mask** function on the File Maintenance menu, the report prints much faster since the sort file already exists.



Selection	Description
Print Inactive Accounts?	<p>Enter <b>YES</b> to print ending balances for every account for each period specified, regardless of whether or not an account shows activity in a period.</p> <p>Enter <b>NO</b> to exclude accounts that had no activity in the selected periods. If <b>NO</b> is selected, the field <b>Include Zero Balance Amounts?</b> below is automatically set to <b>NO</b>.</p>
Include Zero Balance Accounts?	<p>This field is available if <b>YES</b> is selected in the <b>Print Inactive Accounts</b> field above. Enter <b>YES</b> to include zero balance accounts on the report. Otherwise, enter <b>NO</b>.</p>
Print Post or Transaction Date	<p>Enter <b>P</b> to list the date the transaction was posted to the Journal file from other applications, or written to from the Transactions Work file with the Write command.</p> <p>Enter <b>T</b> to list the date the transaction was entered in the system.</p>
Headings	<p>The heading is displayed from the last time the report was printed, but can be changed. Enter a title up to four lines of 30 characters each. The numbers above the field can be used to center the text.</p> <p><b>Note:</b> The system does not use different heading lines for <i>last-year</i> and <i>current-year</i> files. If the last-year and current-year files are frequently switched between, check the heading lines to verify the heading matches the information displayed.</p>

2. Use the **Proceed** command, **PgDn** or **Esc P**, to display the output device options.

Select an output device for the report:

(**P**)rinter - to send the report to a printer

p(**R**)eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(**F**)ile - to print the report to a file

(**S**)creen - to print the report to the screens

(**E**)nd - to exit from the Selection Screen without printing the report

## GL Activity Report – Printed for Period 12

04/19/1999		Builders Supply				Page 1	
Period 12 Thru 12		ACTIVITY REPORT					
11:51 AM		GENERAL LEDGER					
Company H		12/31/99					
Sorted by Main Account Number							
GL Account	Post Date	Description	Entry	Per. Srce.	Cflow Ref.	Post	Debit Credit
-----							
100000		CASH IN BANK - 1st NATIONAL					5,423.76
	12/03/1999	CASH SALES	3	12	AR Yes A/R	Yes	12,388.25
	12/04/1999	Transfer of Funds	37	12	BR Yes TRSFR	Yes	500.00
	12/04/1999	Stop Payment Charge	39	12	BR Yes ADJ	Yes	7.50
	12/04/1999	Pymts to Affiliates	41	12	BR Yes DISB	Yes	11,416.25
	12/07/1999	Period 12 Adjusting Entry	54	12	M1 Yes	Yes	100.00
		ENDING BALANCE PERIOD 12					5,788.26
100100		CASH IN BANK - 2nd NATIONAL					100.00
	12/04/1999	Transfer of Funds	38	12	BR Yes TRSFR	Yes	500.00
		ENDING BALANCE PERIOD 12					600.00
100500		PETTY CASH					100.00
	12/07/1999	Period 12 Adjusting Entry	80	12	M1 Yes	Yes	100.00
		ENDING BALANCE PERIOD 12					200.00
101000		ACCOUNTS RECEIVABLE					157,620.48
		ENDING BALANCE PERIOD 12					157,620.48
102000		ALLOWANCE FOR BAD DEBT					100.01
		ENDING BALANCE PERIOD 12					100.01
104000		INVENTORY - RAW MATERIALS					1,104,883.61
		ENDING BALANCE PERIOD 12					1,104,883.61
104200		INVENTORY - WORK-IN-PROCESS					1,130,773.73
	12/03/1999	A/P LINE ITEMS	6	12	AP Yes A/P	Yes	25,039.40
		ENDING BALANCE PERIOD 12					1,155,813.13
104400		INVENTORY - FINISHED GOODS					917,406.54
	12/03/1999	INVENTORY		12	AR Yes A/R	Yes	6,934.94
		ENDING BALANCE PERIOD 12					910,471.60
106000		MARKETABLE SECURITIES					666,436.77
		ENDING BALANCE PERIOD 12					666,436.77
*****							
535001		INSURANCE EXPENSE - MPLS					45,366.75
		ENDING BALANCE PERIOD 12					45,366.75
535002		INSURANCE EXPENSE - DALL					19,439.77
		ENDING BALANCE PERIOD 12					19,439.77
535003		INSURANCE EXPENSE - OAKL					16,291.17
		ENDING BALANCE PERIOD 12					16,291.17
801000		OTHER INCOME					22,357.07
		ENDING BALANCE PERIOD 12					22,357.07
805000		INTEREST EXPENSE					152,715.53
		ENDING BALANCE PERIOD 12					152,715.53
806000		OTHER EXPENSES					16,129.78
	12/04/1999	Stop Payment Charge	40	12	BR Yes ADJ	Yes	7.50
		ENDING BALANCE PERIOD 12					16,137.28
		ACTIVITY BALANCE					99,276.31 99,276.31
		GL BALANCE					16,124,205.58 16,124,205.58
						=====	
End of Report							

---

## Editing Transactions in the Journal File

---

The Edit Transactions function is used to edit transactions that have been written to the General Ledger Journal file, but **have not been** posted to the Master file. All transaction fields can be changed except the source code.

### Note

Transactions **CANNOT BE DELETED** from the Journal file with this function. Transactions must be entered with the **Transactions** function on the Journal Transactions menu to reverse the entries.

- If an attempt is made to edit transactions posted to the Journal file from another application, the message *Warning! This is not a Manual, Recurring, or Reversing Entry* is displayed. If the transaction is edited with the GL Edit Transactions function, it will no longer match the corresponding entry in the history file of the other application. The transaction must be corrected in the application that it was posted from in order for all files to be correct.
- To edit transactions that **have been posted** to the Master file, GLMAxxx, use the **Transactions** function on the Journal Transactions menu to reverse the transactions and reenter them correctly.

### GL Journal Transactions Menu Screen



Select the **Edit Transactions** function on the General Ledger Journal Transactions menu to edit transactions in the GL Journal file. The Edit Transactions Screen is displayed.

Perform the steps below to edit a transaction in the GL Journal file that has **not** been posted to the Master file. Only **unposted** transactions are displayed on this screen. The date listed on the Edit Transactions Screen is the date the transactions are posted to the GL Journal file.

## Edit Transactions Screen

GL Account	Debit	Credit	Description	Refer	Date	Pd	Src	Alloc	CFlow
1000000	100.00		SALES						Y
			INV45690	04/19/1999	04	M1			Y
401000		100.00	SALES						Y
			INV45690	04/19/1999	04	M1			Y
200000	2000.00		PURCHASE SHIPPING SUPPLY						Y
			P056321	04/19/1999	04	M1			Y
806000		2000.00	PURCHASE SHIPPING SUPPLY						Y
			P056321	04/19/1999	04	M1			Y
401000	4289.30		SALES						Y
			INV45698	04/19/1999	04	M1			Y
101000		4289.30	SALES						Y
			INV45698	04/19/1999	04	M1			Y

Entry 001450

----- Balance -----  
.00

Enter=edit, allocate, Goto

Company H

Verify

1. Use the arrow keys or **PgDn**, **PgUp** to move the cursor to the entry to be edited and press **Enter**. The Edit Line Selection Window will appear.

## Edit Transactions – Edit Line Selection Window

GL Account	Debit	Credit	Description	Reference	Date	Period	Source	Allocate?
806000	2000.00		PURCHASE SHIPPING SUPPLY	P056321	04/19/1999	04	M1	YES
			OTHER EXPENSES					
			Trans Desc					
			Trans Date					
			Cash Flow Transaction?					

Entry 001453

----- Balance -----  
.00

Verification

Press <PgDn> to proceed

2. Edit any field except the **Source** code field. Transactions *cannot be deleted* using this function, but the transaction amount can be changed to 0. Reference **Adding a Transaction** earlier in this section for detailed field descriptions.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes and return to the Edit Transactions Screen.

Continue editing transactions until the balance at the bottom of the screen is zero. If an *Out-of-Balance* message is displayed when exiting, reference **Entering an Out-of-Balance Transaction** in the **Adding a Transaction** section.

4. Use the **Exit** command, **F7** or **Esc M**, to return to the Journal Transactions menu.

## Command Options

The following Command options are available in the Command Bar at the bottom of the Edit Transactions Screen.

Command	Action
<b>Enter</b> =edit	Use the arrow keys or <b>PgDn</b> , <b>PgUp</b> to move the cursor to the entry to be edited and press <b>Enter</b> . The Edit Line Selection Window is displayed. After editing, use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save the changes.
<b>ALloc-On/off</b>	To toggle the allocation flag for an entry from <b>Y</b> to <b>N</b> or vice versa, move the cursor to the entry and press <b>L</b> .
<b>Goto</b>	<p>To move the cursor to a specific entry number, press <b>G</b> for <b>Goto</b>. The <b>Go To Entry Selection Window</b> is displayed. Enter the entry number or use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, to select the entry number from a list.</p> <p>This Command option is available only if more than one page of transactions exists.</p>



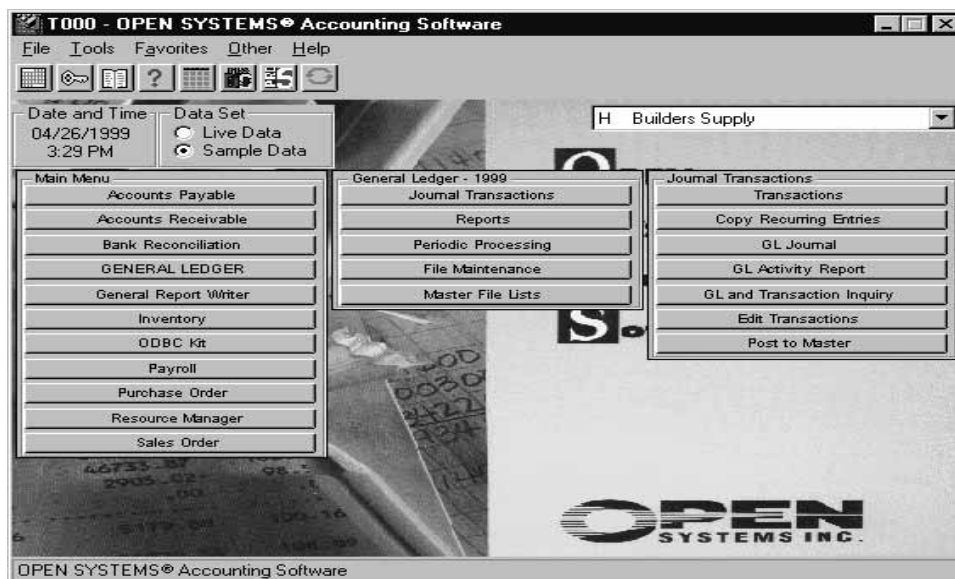
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# GL And Transaction Inquiry

---

The GL and Transaction Inquiry function is used to view individual accounts and , optionally, the transaction history. The information displayed cannot be changed with this function.

## GLJournal Transactins Menu Screen



Select the **GL and Transaction Inquiry** function on the General Ledger Journal Transactions menu to view GL and Transaction information. The GL Account Inquiry Screen is displayed.

Perform the steps below to view General Ledger account and transaction history information.

## GL Account Inquiry Screen

ACCT #	DESCRIPTION	CLEAR-TO ACCT	STEP	TYPE
< begin >				
100000	CASH IN BANK - 1st NATIONAL			010
100100	CASH IN BANK - 2nd NATIONAL			010
100500	PETTY CASH			005
101000	ACCOUNTS RECEIVABLE			020
102000	ALLOWANCE FOR BAD DEBT			025
104000	INVENTORY - RAW MATERIALS			035
9		.00	.00	.00
10		.00	.00	.00
11		.00	.00	.00
12		.00	.00	.00
13		.00	.00	.00
End		.00	.00	.00

1. Enter an account number to be viewed. The **Inquiry** command, **F2** or **Esc W**, is available to select an account from a list. The account balances are displayed.

**Note**

*Debit* amounts are displayed as positive numbers and *credit* amounts are displayed as negative numbers.

The following screen is an example of account balances, including *activity* amounts and the *Forecast* column.

**GL Account Inquiry – Activity Amounts / Forecast Column**

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help). The main area displays "GL Account Inquiry" for 1999. It shows account details for "Account 100000", "Type 010 Cash On Deposit", and "Description CASH IN BANK - 1st NATIONAL". Below this, it lists "Clear To Account" and "Consol To Account" both set to "Step 0". The main table displays account balances for 1999, with columns for "Period", "Actual", "CY Budget", "Last Year", and "Forecast". The data ranges from "Begin" to "End" (13). At the bottom, there is a command bar with options: "aCcount, First, Last, Prev, Next, Scan trans, Alt budget, Bal/activity" and a "Verify" button.

Period	Actual	CY Budget	Last Year	Forecast
Begin	4514.50	1000.00	4030.52	2000.00
1	1000.00	115.50	177.90	351.12
2	-201.14	-15.00	15.63	-201.14
3	12.12	85.75	-220.00	12.12
4	10615.50	177.90	-201.14	115.50
5	-15.00	15.63	351.12	-15.00
6	85.75	-220.00	12.12	85.75
7	15.63	351.12	-15.00	15.63
8	12.12	-201.14	115.50	177.90
9	-220.00	12.12	85.75	-220.00
10	188.88	15.40	-201.14	188.88
11	-84.60	85.75	351.12	-84.60
12	364.50	188.88	12.12	-100.00
13	.00	.00	.00	.00
End	16288.26	1611.91	4514.50	2326.16

2. The following Command Options are available in the Command Bar at the bottom of the GL Account Inquiry Screen to display various account and transaction information.

Command	Action
Alt budget	Press <b>A</b> to toggle between displaying the <i>Forecast</i> column and the <i>Next-Year Budget</i> column. See screen examples.
Bal/activity	Press <b>B</b> to toggle between displaying the <i>balance</i> and <i>activity</i> amounts for the account selected. See screen examples.
Next	Press <b>N</b> to view the next account on file for the company.
Prev	Press <b>P</b> to view the previous account on file for the company.
aCcount	Press <b>C</b> to enter a different account number.
First	Press <b>F</b> to view the first account on file for the company.
Last	Press <b>L</b> to view the last account on file for the company.
Scan trans	Press <b>S</b> to review transactions for the account selected. Enter the period of activity to be viewed and press <b>Enter</b> . The <b>Transaction Inquiry Screen</b> is displayed.  If the transaction has been posted to the Master file, <b>Y</b> is displayed in the Post column; if not, <b>N</b> is displayed. See screen example.  Press <b>Enter</b> to return to the GL Account Inquiry Screen.



The following screen is an example of account balances, including *balance* amounts and the *Next-Year Budget* column.

### GL Account Inquiry – Next-Year Budget / Balance Amounts

OSAS T000

Settings Edit Print Help

1999 GL Account Inquiry

Account 100000 Type 010 Cash On Deposit

Description CASH IN BANK - 1st NATIONAL DB, CR, or Memo Debit

Clear To Account Step 0

Consol To Account Step 0

Period	Actual	CY Budget	Last Year	NY Budget
Begin	4514.50	1000.00	4030.52	5000.00
1	5514.50	1115.50	4208.42	5200.00
2	5313.36	1100.50	4224.05	5195.00
3	5325.48	1186.25	4004.05	5290.00
4	15940.98	1364.15	3802.91	5540.00
5	15925.98	1379.78	4154.03	5565.00
6	16011.73	1159.78	4166.15	5465.00
7	16027.36	1510.90	4151.15	5865.00
8	16039.48	1309.76	4266.65	5765.00
9	15819.48	1321.88	4352.40	5785.00
10	16008.36	1337.28	4151.26	5810.00
11	15923.76	1423.03	4502.38	5910.00
12	16288.26	1611.91	4514.50	6110.00
13	16288.26	1611.91	4514.50	6110.00
End				

aAccount, First, Last, Prev, Next, Scan trans, Alt budget, Bal/activity

Company H Verify

The following screen is an example of the Transaction Inquiry Screen displayed if the **Scan trans** Command is selected to view the transaction history for an account in a specific period.

### Transaction Inquiry Screen

OSAS T000

Settings Edit Print Help

1999 Transaction Inquiry

Account 100000 Type 010 Cash On Deposit

Description CASH IN BANK - 1st NATIONAL DB, CR, or Memo Debit

Period 12 Beginning Balance: 15,923.76

Trans Date	SC	Description	Reference	Amount	Al	Pst	CF
12/03/1999	AR	CASH SALES	A/R	12,388.25	Y	Y	Y
12/04/1999	BR	Transfer of Funds	TRSF	500.00-	Y	Y	Y
12/04/1999	BR	Stop Payment Charge	ADJ	7.50-	Y	Y	Y
12/04/1999	BR	Pymts to Affiliates	DISB	11,416.25-	Y	Y	Y
12/07/1999	M1	Period 12 Adjusting En		100.00-	Y	Y	Y

Period 12 Ending Balance: 16,288.26

Message

Press Enter for Account Inquiry



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# Posting Transactions to the GL Master File

---

The Post to Master function is used to post transactions from the Journal file to the specified accounts in the Master file for a range of periods. For each transaction that has an allocation flag set to YES, the system distributes the transaction to the accounts in the allocation record according to the percentages specified.

Transactions should be posted before printing the financial statements or reports. Transactions can be posted to the Master file as frequently as required. The system will not post the same transaction twice.

Perform the following steps prior to running this function:

- Verify that no one else is using the GLJRxxx or GLMAxxx files.
- Print the GL Journal and GL Activity Report and verify all the information is correct and that the debits and credits are in balance.

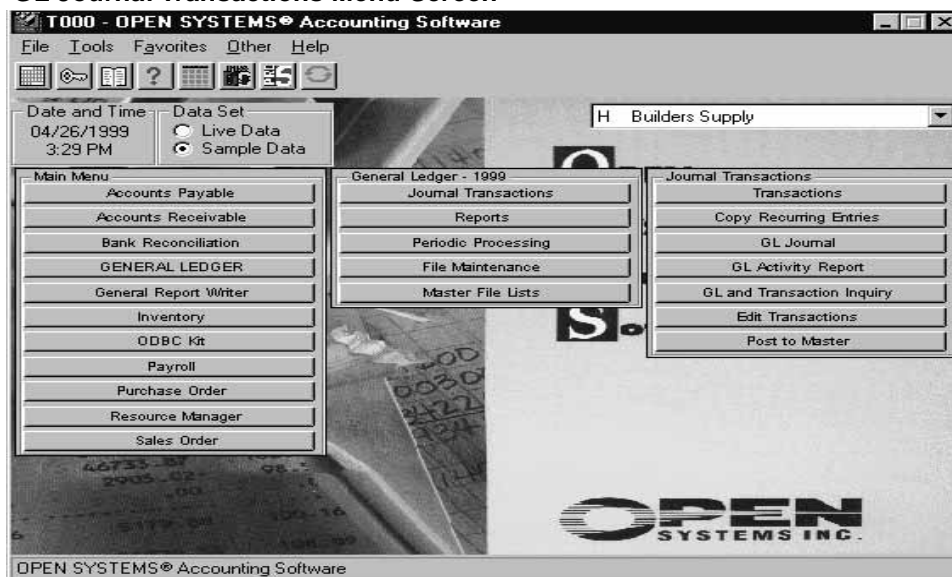
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## Note

***IMPORTANT:*** Back up the data files for protection against unforeseen problems during the post; such as power surges or failure, etc.

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### GL Journal Transactions Menu Screen



Select the **Post to Master** function on the General Ledger Journal Transactions menu to post Journal transactions to the Master file. The Post to Master Selection Screen is displayed.

Perform the steps below to post transactions from the GL Journal file to the Master file for the periods specified.

### Post to Master Selection Screen

1. Make the following selections to Post to Master.

Selection	Description
Pick Period From/Thru	Enter the range of periods to be posted to the Master file. Valid periods are <b>1</b> through <b>13</b> .
Source Code From/Thru	Enter a range of source codes to be posted. If these fields are left blank, all source codes are selected. Reference <b>Transaction Source Codes</b> earlier in this section for source code details.
Are You Posting Allocated Transactions?	Enter <b>YES</b> if allocated transactions are to be posted; otherwise, enter <b>NO</b> . The posting function is faster if <b>NO</b> is selected.
Do You Want to Print Totals for Each Period?	Enter <b>YES</b> to print the total debits and credits posted for each period selected in the posting log. Otherwise, enter <b>NO</b> .
Do You Want to Print Detail?	Enter <b>YES</b> to print each transaction posted in the posting log. Otherwise, enter <b>NO</b> .

2. Select an output device for the log:

**(P)**rinter - to send the report to a printer

**p(R)**evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(E)**nd - to exit from the Selection Screen without printing the report

The GL Posting Log lists the total debits and credits posted, and if **YES** is selected for *Do You Want to Print Totals for Each Period?*, the total debits and credits posted for each period. Entries that were automatically allocated are also listed.

If the total debits and credits for a period are not equal, or if they do not match the totals in the GL Journal, reversing entries must be made to correct the imbalance.

If the message **\*\*\*\* INVALID G/L ACCOUNT \*\*\*\*** is displayed, it indicates the account for the transaction was deleted, and therefore the entry was not posted to the Master file. The **Edit Transactions** function can be used to enter the correct account number, or the **GL Accounts** function can be used to add the account to the Master file. The **Post to Master** function must be run again for the same period to post the transaction.

The log should be saved as part of the audit trail.

### GL Posting Log – Printed in Detail

04/20/1999		Post to Master		Page 1				
4:41 PM		GL Posting Log						
Company H		Periods 04 Thru 04						
Entry	Period	Post Date	GL Account Description	Source	Reference	Debit	Credit	Alloc.
-----								
1464	04	04/20/1999	153500	RE	10000001		4,405.77	NO
		04/20/1999	DEPRECIATION - FURN & FIX					
1466	04	04/20/1999	154500	RE	10000003		2,621.07	NO
		04/20/1999	DEPRECIATION - AUTOS					
1468	04	04/20/1999	181000	RE	10000005		5.58	NO
		04/20/1999	AMORTIZATION - GOODWILL					
1465	04	04/20/1999	521000	RE	10000002	4,405.77		NO
		04/20/1999	DEPRECIATION - FURN & FIX					
1467	04	04/20/1999	521000	RE	10000004	2,621.07		NO
		04/20/1999	DEPRECIATION - AUTOS					
1469	04	04/20/1999	531000	RE	10000006	5.58		NO
		04/20/1999	AMORTIZATION - GOODWILL					
TOTAL POSTED THIS RUN						7,032.42	7,032.42	
						=====	=====	
TOTAL POSTED PERIOD 04						1,091,757.71	1,089,757.71	
End of Report								

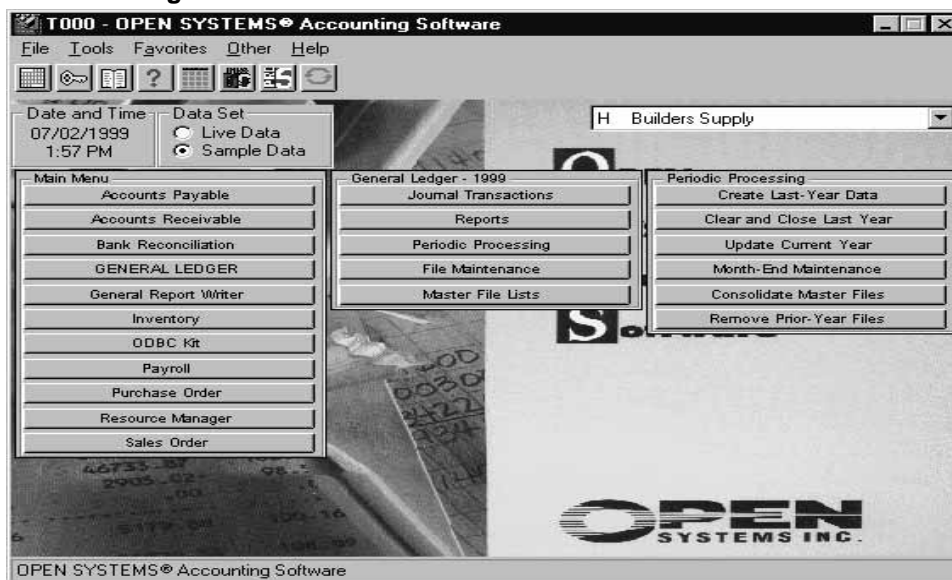


# PERIODIC PROCESSING

# 5

Periodic Processing is performed at the end of each accounting period to prepare the system for the next fiscal period's, quarter's or year's activity.

## General Ledger Menu Screen



Select the **Periodic Maintenance** function on the General Ledger menu to perform periodic processing.





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## Closing the books

---

Although the statement contents and layouts can be used to produce financial statements for a particular period without closing the books, 13 periods of current balances are stored for a fiscal year in the GLMAxxx Master file. After period 12 (13 for quarterly systems), the balances in the income statement accounts *must be closed out* to clear them for the next year.

Because *business* does not end when the fiscal year ends, the new fiscal year's data cannot be put on hold while closing the old year. Therefore, the **Create Last-Year Data** function is used to copy the current-year's data to last-year files. Data can then be processed for both the old year and the new year.

If the company's basic accounting period is one month, period 13 can be used for all year-end audit adjustments and for clearing and closing entries.

If the company's basic accounting period is one week, the books must be closed once every quarter, since only 13 periods are available (13 weeks x 4 quarters = 52 weeks per year). Adjustments must be entered with the regular transactions in period 13.

### Considerations before beginning

- Which *capital account* will revenue and expense accounts be cleared to?
- Is income distributed to more than one equity account?
- Is more than one company being closed?
- Are there special considerations for weekly periods or quarterly close?
- Will new companies be added to the system for the new year?
- Will consolidated financial statements be produced?

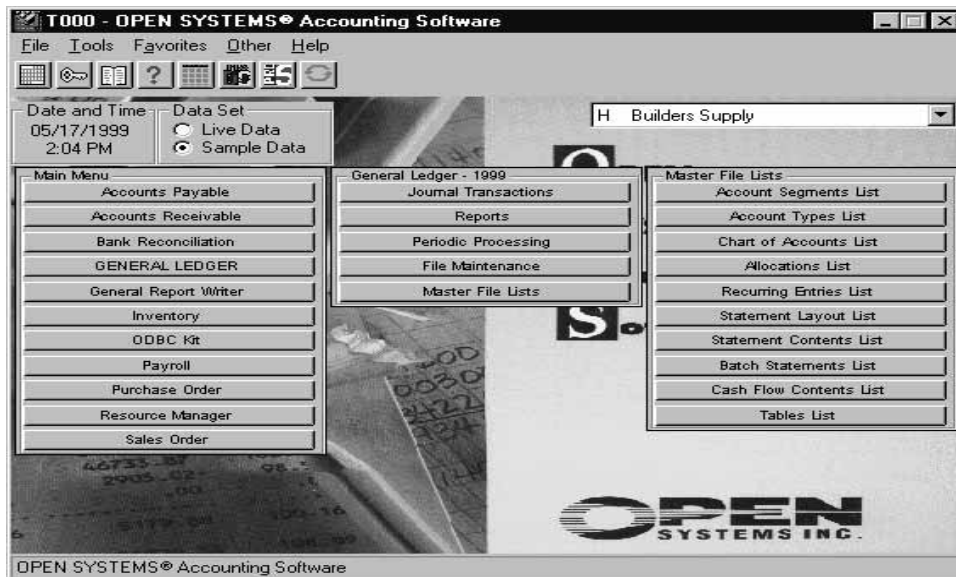
## Periodic Processing Checklist

1. ☐ Print the **Chart of Accounts List**.
  - Enter **YES** to print the clear to and consolidate information.
  - Verify the balance sheet accounts have an account type between 005 and 499.
  - Verify the income statement accounts have an account type between 500 and 899.
  - Verify the step and clear to account information.
  - Use the GL Accounts function to edit incorrect setup information for an account.
2. ☐ Press **F9** or **Esc U** to **access the existing last-year files and verify that all journal entries are posted**. Once the Create Last-Year Data function is performed for the current fiscal year, transactions can no longer be posted to the existing last year.
3. ☐ **Backup data files.**
4. ☐ Select the **Create Last-Year Data** function to create copies of the GL Journal, Master and Master Key files used for year-end adjustments and to prepare current-year files for the new fiscal year.
5. ☐ Press **F9** or **Esc U** to switch between the current- and last-year data files. **Enter journal entries for current-year activity or adjusting entries for last-year activity**. Multiple fiscal year files can exist for General Ledger, but journal entries can only be entered in the fiscal years with a current- or last-year status. Transactions from subsidiary applications can be posted to either the current- or last-year General Ledger files.
6. ☐ **Backup data files.**
7. ☐ Select the **Post to Master** function to update the account balances.
8. ☐ Print **Financial Statements** for the fiscal periods with posted adjusting entries.
9. ☐ Select the **Update Current Year** function to update the beginning balances of the balance sheet accounts in the current year with the adjusting entry information for last-year. Adjusting entries posted to income statement accounts update the beginning balance of the retained earnings account specified on the Update Current Year .
10. ☐ **REPEAT STEPS 5-9 UNTIL ALL ADJUSTING ENTRIES HAVE BEEN ENTERED FOR THE LAST FISCAL YEAR.**
11. ☐ Print the **Chart of Accounts List** and select **YES** to include clear to and consolidate information. Verify that the income statement accounts have the correct **Clear To Account** and a **Step** other than **0**. Select GL Accounts to edit incorrect account setup information.
12. ☐ **Backup data files.**
13. ☐ After all adjustments have been entered, written and posted to master in the last year, select the **Clear and Close Last Year** function to create the journal entries required to clear the income statement account balances to retained earnings.
14. ☐ Print the **GL Journal** for the source code **CL** and unposted journal entries to review the closing entries.
15. ☐ Select the **Post to Master** function to update the account balances with the journal entries created by the Clear and Close Last Year function.
16. ☐ Print the **Trial Balance** to verify that income and expense account balances are zero.

17. ☐ Select the **Update Current Year** function to update the current-year Master file with the final balances from the last fiscal year.
18. ☐ (*OPTIONAL*) Use the **Remove Prior Years Files** function on the Periodic Processing menu to delete data files for prior fiscal years.

## Print Chart of Accounts List

### GL Master File Lists Menu Screen



Select the **Chart of Accounts List** function on the General Ledger Master File Lists menu to print the Chart of Accounts. The Chart of Accounts List Selection Screen is displayed.

### Chart of Accounts List Selection Screen

Perform the following steps to print the Chart of Accounts List:

1. Leave the **Pick GL Account Number From/Thru** fields blank to include all the General Ledger accounts in the report.
2. Select **YES** for *Print Clear/Consolidate?*
3. The default Account Number Sort is **M1**. Select an alternate sort if previously defined in the **Account Mask** function on the General Ledger File Maintenance menu.

Select an output device for the list:

**(P)**rinter - to send the report to a printer

**p(R)**evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screens

**(E)**nd - to exit from the Selection Screen without printing the report

Review the Chart of Accounts List to verify:

- *balance sheet* accounts are assigned an account type between 005 and 499.
- *income statement* accounts are assigned an account type between 500 and 899.
- *income statement* accounts have a *clear-to account* and a *step* other than 0.

If the account *type*, *clear to account* or *step* information is incorrect, select the **GL Accounts** function on the General Ledger File Maintenance menu to edit the information.

### GL Accounts Screen

OSAS T000

Settings Edit Print Help

1999		GL Accounts			
Account	100000	Type	010 Cash On Deposit		
Description	CASH IN BANK - 1st NATIONAL	DB, CR, or Memo	Debit		
Clear To Account		Step	0	Alternate Budget	Forecast
Consol To Account		Step	0	Entry Method	Activity
Period	Actual	CY Budget	Last Year	Forecast	
Begin	4514.50	4514.50	4030.52	4514.50	
1	351.12	115.50	177.90	351.12	
2	-201.14	-15.00	15.63	-201.14	
3	12.12	85.75	-220.00	12.12	
4	115.50	177.90	-201.14	115.50	
5	-15.00	15.63	351.12	-15.00	
6	85.75	-220.00	12.12	85.75	
7	15.63	351.12	-15.00	15.63	
8	177.90	-201.14	115.50	177.90	
9	-220.00	12.12	85.75	-220.00	
10	188.88	15.40	-201.14	188.88	
11	-84.60	85.75	351.12	-84.60	
12	-100.00	188.88	12.12	-100.00	
13	.00	.00	.00	.00	
End	4840.66	5126.41	4514.50	4840.66	

Company H

Inquiry

Verify

## Chart of Accounts List

07/14/1999 10:22 AM Company H		Builders Supply		Page 1	
		CHART OF ACCOUNTS			
		DECEMBER 31, 1999			
GL Account	Description	CR/DB	Type	Clear Acct. Step	Consol. Acct Step
-----					
100000	CASH IN BANK - 1st NATIONAL	DEBIT	010	0	0
100100	CASH IN BANK - 2nd NATIONAL	DEBIT	010	0	0
100500	PETTY CASH	DEBIT	005	0	0
101000	ACCOUNTS RECEIVABLE	DEBIT	020	0	0
102000	ALLOWANCE FOR BAD DEBT	CREDIT	025	0	0
104000	INVENTORY - RAW MATERIALS	DEBIT	035	0	0
104200	INVENTORY - WORK-IN-PROCESS	DEBIT	050	0	0
104400	INVENTORY - FINISHED GOODS	DEBIT	045	0	0
105000	PREPAID EXPENSES	DEBIT	050	0	0
106000	MARKETABLE SECURITIES	DEBIT	055	0	0
151000	LAND	DEBIT	100	0	0
152000	MACHINERY & EQUIPMENT	DEBIT	110	0	0
152500	ACCUM DEPR-MACHINERY & EQUIP	CREDIT	130	0	0
153000	OFFICE MACHINES	DEBIT	135	0	0
153500	ACCUM DEPR-OFFICE MACHINES	CREDIT	130	0	0
154000	AUTOMOBILES	DEBIT	120	0	0
154500	ACCUM DEPR-AUTOMOBILES	CREDIT	130	0	0
180000	GOODWILL	DEBIT	160	0	0
181000	ACCUM AMORTIZATION	CREDIT	165	0	0
200000	ACCOUNTS PAYABLE - TRADE	CREDIT	200	0	0
201000	ACCOUNTS PAYABLE - AFFILIATES	CREDIT	200	0	0
202000	PAYROLL CLEARING ACCOUNT	CREDIT	235	0	0
203000	FEDERAL WITHHOLDING PAYABLE	CREDIT	230	0	0
203200	FICA WITHHOLDING PAYABLE	CREDIT	230	0	0
203400	STATE WITHHOLDING PAYABLE	CREDIT	230	0	0
203600	FUTA PAYABLE	CREDIT	230	0	0
203700	SUI PAYABLE	CREDIT	230	0	0
203800	SALES TAX PAYABLE	CREDIT	230	0	0
204000	UNITED WAY PAYABLE	CREDIT	240	0	0
205000	EMP PENSION FUND PAYABLE	CREDIT	245	0	0
206000	FEDERAL INCOME TAX PAYABLE	CREDIT	210	0	0
207000	STATE INCOME TAX PAYABLE	CREDIT	210	0	0
208000	DEFERRED INCOME TAX	CREDIT	210	0	0
210000	CURRENT PORTION OF LTD	CREDIT	225	0	0
250000	BOND PAYABLE	CREDIT	300	0	0
251000	NOTE PAYABLE - ONE	CREDIT	300	0	0
252000	NOTE PAYABLE - TWO	CREDIT	300	0	0
253000	LESS CURRENT PORTION OF LTD	DEBIT	305	0	0
300000	COMMON STOCK	CREDIT	400	0	0
301000	PREFERRED STOCK	CREDIT	405	0	0
302000	ADDITIONAL PAID-IN CAPITAL	CREDIT	410	0	0
303000	DIVIDENDS	DEBIT	415	0	0
304000	RETAINED EARNINGS	CREDIT	425	0	0
401000	RETAIL SALES	CREDIT	500 304000	2	0
402000	INC. FROM COMPLETED CONTRACTS	CREDIT	510 304000	2	0
402200	UNCOLLECTABLE ACCOUNTS	DEBIT	620 304000	2	0
403000	RETURNS & ALLOWANCES	DEBIT	505 304000	2	0
404000	DISCOUNTS ALLOWED	DEBIT	505 304000	2	0
405000	FREIGHT OUT	CREDIT	600 304000	2	0
501000	COST OF GOODS SOLD - RETAIL	DEBIT	600 304000	2	0
502000	COST OF GOODS SOLD - CONTRACTS	DEBIT	600 304000	2	0
503000	FREIGHT IN	DEBIT	600 304000	2	0
504000	INVENTORY VARIANCE	DEBIT	600 304000	2	0
510000	SALARIES EXPENSE	DEBIT	615 304000	2	0
510001	SALARIES EXPENSE - MPLS	DEBIT	615 510000	1	0

## Chart of Accounts List - Continued

07/14/1999 10:22 AM Company H		Builders Supply		Page 2		
		CHART OF ACCOUNTS DECEMBER 31, 1999				
GL Account	Description	CR/DB	Type	Clear Acct.	Step	Consol. Acct Step
510002	SALARIES EXPENSE - DALL	DEBIT	615	510000	1	0
510003	SALARIES EXPENSE - OAKL	DEBIT	615	510000	1	0
511000	TRAVEL AND ENTERTAINMENT EXP	DEBIT	615	304000	2	0
511001	TRAVEL AND ENTERTAINMENT-MPLS	DEBIT	615	511000	1	0
511002	TRAVEL AND ENTERTAINMENT-DALL	DEBIT	615	511000	1	0
511003	TRAVEL AND ENTERTAINMENT-OAKL	DEBIT	615	511000	1	0
512000	AUTO EXPENSE	DEBIT	615	304000	2	0
512001	AUTO EXPENSE - MPLS	DEBIT	615	512000	1	0
512002	AUTO EXPENSE - DALL	DEBIT	615	512000	1	0
512003	AUTO EXPENSE - OAKL	DEBIT	615	512000	1	0
513000	ADVERTISING EXPENSE	DEBIT	615	304000	2	0
513001	ADVERTISING EXPENSE - MPLS	DEBIT	615	513000	1	0
513002	ADVERTISING EXPENSE - DALL	DEBIT	615	513000	1	0
513003	ADVERTISING EXPENSE - OAKL	DEBIT	615	513000	1	0
520000	PAYROLL EXPENSE	DEBIT	625	304000	2	0
521000	DEPRECIATION EXPENSE	DEBIT	625	304000	2	0
522000	MAINTENANCE EXPENSE	DEBIT	625	304000	2	0
523000	APPLIED OVERHEAD	DEBIT	625	304000	2	0
530000	SALARIES EXPENSE	DEBIT	620	304000	2	0
530001	SALARIES EXPENSE - MPLS	DEBIT	620	530000	1	0
530002	SALARIES EXPENSE - DALL	DEBIT	620	530000	1	0
530003	SALARIES EXPENSE - OAKL	DEBIT	620	530000	1	0
531000	AMORTIZATION EXPENSE	DEBIT	620	304000	2	0
531001	AMORTIZATION EXPENSE - MPLS	DEBIT	620	531000	1	0
531002	AMORTIZATION EXPENSE - DALL	DEBIT	620	531000	1	0
531003	AMORTIZATION EXPENSE - OAKL	DEBIT	620	531000	1	0
532000	PROFESSIONAL SERVICES	DEBIT	620	304000	2	0
532001	PROFESSIONAL SERVICES - MPLS	DEBIT	620	532000	1	0
532002	PROFESSIONAL SERVICES - DALL	DEBIT	620	532000	1	0
532003	PROFESSIONAL SERVICES - OAKL	DEBIT	620	532000	1	0
533000	TELEPHONE EXPENSE	DEBIT	620	304000	2	0
533001	TELEPHONE EXPENSE - MPLS	DEBIT	620	533000	1	0
533002	TELEPHONE EXPENSE - DALL	DEBIT	620	533000	1	0
533003	TELEPHONE EXPENSE - OAKL	DEBIT	620	533000	1	0
534000	UTILITIES EXPENSE	DEBIT	620	304000	2	0
534001	UTILITIES EXPENSE - MPLS	DEBIT	620	534000	1	0
534002	UTILITIES EXPENSE - DALL	DEBIT	620	534000	1	0
534003	UTILITIES EXPENSE - OAKL	DEBIT	620	534000	1	0
535000	INSURANCE EXPENSE	DEBIT	620	304000	2	0
535001	INSURANCE EXPENSE - MPLS	DEBIT	620	535000	1	0
535002	INSURANCE EXPENSE - DALL	DEBIT	620	535000	1	0
535003	INSURANCE EXPENSE - OAKL	DEBIT	620	535000	1	0
801000	OTHER INCOME	CREDIT	715	304000	2	0
802000	FINANCE CHARGES ASSESSED	CREDIT	705	304000	2	0
804000	DISCOUNTS TAKEN	CREDIT	710	304000	2	0
805000	INTEREST EXPENSE	DEBIT	800	304000	2	0
806000	OTHER EXPENSES	DEBIT	815	304000	2	0
851000	FEDERAL INCOME TAX EXPENSE	DEBIT	820	304000	2	0
852000	STATE INCOME TAX EXPENSE	DEBIT	820	304000	2	0
999800	SHARES OUTSTANDING	MEMO	900		0	0
999900	SUSPENSE	DEBIT	890	304000	2	0
106 ACCOUNTS LISTED						
End of Report						





---

# Creating Last-Year Data Files

---

The Create Last-Year Data function is used at the end of a company's fiscal year to create last-year Journal, Master and Master Key data files for year-end adjustments and to prepare the current-year files for recording information to the new fiscal year.

## Note

***THIS FUNCTION CAN ONLY BE RUN IN THE CURRENT-YEAR FILES .***

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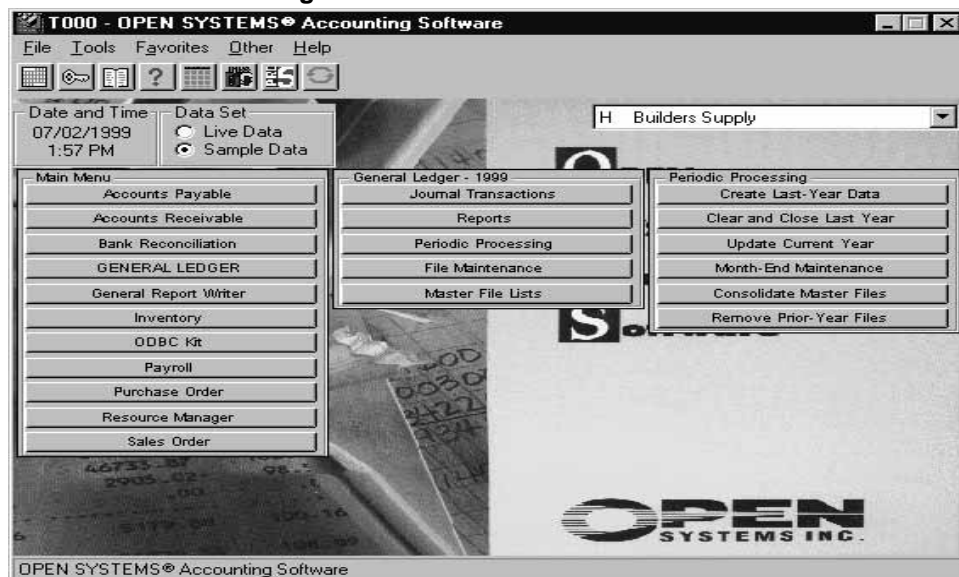
The following steps must be performed prior to running this function:

- If information for the previous fiscal year is presently stored in the system for General Ledger. Use the **Setup** command, **F9** or **Esc U**, to access the **last-year** files.

Verify that all journal entries have been posted for the last fiscal year. Use the GL Journal function to print the general ledger journal for periods 1 through 13 for unposted entries. After the Create Last-Year Data function is performed, the existing last-year files lose their last-year status and transactions can no longer be posted to the existing last year. The Post to Master function can only be used for fiscal years that have *current-* or *last-year* status.

- Backup the data files.
- Use the **Setup** command, **F9** or **Esc U**, to switch to **current-year** files.
- Confirm that no one else is accessing general ledger files for the current or last year.

## GL Periodic Processing Menu Screen



Select the **Create Last-Year Data** function on the Periodic Processing menu. The Create Last-Year Data Selection Screen is displayed.

The Create Last-Year Data function automatically performs the following tasks:

- creates the Master File, GLMA<sub>xxx</sub>.Y??, Journal File, GLJR<sub>xxx</sub>.Y?? and Master Key File, GLMK<sub>xxx</sub>.Y??. In the file name *xxx* represents the company ID and ?? represents the fiscal year for the information stored in the file. For example, if the company ID H's current fiscal year is 1999, Create Last-Year Data creates GLMAH.Y99, GLJRH.Y99, and GLMKH.Y99.
- for *balance sheet* accounts; i.e., account types **005-499**:
  - transfers the **Actual** column data to the **Last Year** column in the new current fiscal year Master File.
  - clears periods 1-13 in the **Actual** column in the new current fiscal year Master File.
  - transfers the ending **Actual** column balance to the beginning and ending **Actual** column balances in the new current fiscal year Master File.
- for *income statement* accounts; i.e., account types **500-899**:
  - transfers the **Actual** column balances to the **Last Year** column and zeroes out the **Actual** column in the new current fiscal year Master File.
  - updates the retained earnings account with the net profit or loss in the new current fiscal year Master File.
- removes all entries from the new current-year Journal file.
- resets the current-year journal beginning entry number to 1 if selected; otherwise, the entry number increments from the last number used in the last-year journal file.
- copies values from the **Next Year Budget** column to the **CY Budget** column in the new current-year Master File if selected.
- resets the **Next Year Budget** column to zero in the new current fiscal year if selected.
- resets the **Current Fiscal Year** in **Period Setup** on the Resource Manager Application Setup menu.
- prints the Beginning Balance Clearing Log.

**Create Last-Year Data Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Create Last-Year Data

Have You Backed Up Your Current-Year Files? YES

Reset Current-Year Journal Entry Number to 1? YES

Retained Earnings Account For Company H ? 304000

Copy Next-Year Budget to Current-Year Budget? YES

Do You Want to Zero Next-Year Budget Balances? YES

Output device - (P)rinter p(R)evuew (F)ile (M)nd

Perform the following steps to run the Create Last-Year Data function:

1. If the new current-year files have been backed up, enter **YES** to **Have You Backed Up Your Current-Year Files?** If **NO** is entered, the message *Press F7 to exit* is displayed on the screen.
2. If the current-year journal beginning entry number is to be reset to **1**, enter **YES** to **Reset Current Journal Entry Number to 1?** If **NO** is selected, the entry number is incremented from the last number used in the last-year journal file.
3. Enter the **Retained Earnings Account for Company ?** to update the new current fiscal year Master file with the net profit or loss from the previous year. The **Inquiry** command, **F2** or **Esc W**, is available to select the account from a list.

The range of account types that represent income statement accounts are transferred to the retained earnings account specified.

4. Enter **YES** or **NO** to **Copy Next-Year Budget to Current-Year Budget?**
5. Enter **YES** or **NO** to **Do You Want to Zero Next-Year Budget Balances?**
6. Select an output device to send the Beginning Balance Clearing Log. See an example of the clearing log on the following page.

## Beginning Balance Clearing Log

This is a sample of the log printed following the Create Last-Year Data function.

07/19/1999		Beginning Balance Clearing Log		Page 1	
Company H					
GL Account	Description	Debit	Credit		
-----					
401000	RETAIL SALES	2993508.70			
402000	INC. FROM COMPLETED CONTRACTS	6685125.38			
402200	UNCOLLECTABLE ACCOUNTS	.00			
403000	RETURNS & ALLOWANCES	.00			
404000	DISCOUNTS ALLOWED		82800.85		
405000	FREIGHT OUT	.00			
501000	COST OF GOODS SOLD - RETAIL		1458635.57		
502000	COST OF GOODS SOLD - CONTRACTS		3536600.74		
503000	FREIGHT IN		314437.95		
504000	INVENTORY VARIANCE	.00			
510000	SALARIES EXPENSE	.00			
510001	SALARIES EXPENSE - MPLS		473735.12		
510002	SALARIES EXPENSE - DALL		63164.68		
510003	SALARIES EXPENSE - OAKL		94747.03		
511000	TRAVEL AND ENTERTAINMENT EXP	.00			
511001	TRAVEL AND ENTERTAINMENT-MPLS		1955.60		
511002	TRAVEL AND ENTERTAINMENT-DALL		260.75		
511003	TRAVEL AND ENTERTAINMENT-OAKL		391.11		
512000	AUTO EXPENSE	.00			
512001	AUTO EXPENSE - MPLS		55345.92		
512002	AUTO EXPENSE - DALL		36447.54		
512003	AUTO EXPENSE - OAKL		50876.52		
513000	ADVERTISING EXPENSE		156789.43		
513001	ADVERTISING EXPENSE - MPLS		8681.10		
513002	ADVERTISING EXPENSE - DALL		8681.10		
513003	ADVERTISING EXPENSE - OAKL		8681.09		
520000	PAYROLL EXPENSE		1149650.14		
521000	DEPRECIATION EXPENSE		213811.71		
522000	MAINTENANCE EXPENSE		13006.91		
523000	APPLIED OVERHEAD		53481.96		
530000	SALARIES EXPENSE	.00			
530001	SALARIES EXPENSE - MPLS		646182.68		
530002	SALARIES EXPENSE - DALL		86157.69		
530003	SALARIES EXPENSE - OAKL		129236.51		
531000	AMORTIZATION EXPENSE	.00			
531001	AMORTIZATION EXPENSE - MPLS		53.52		
531002	AMORTIZATION EXPENSE - DALL		6.72		
531003	AMORTIZATION EXPENSE - OAKL		6.72		
532000	PROFESSIONAL SERVICES	.00			
532001	PROFESSIONAL SERVICES - MPLS		77624.18		
532002	PROFESSIONAL SERVICES - DALL		77624.18		
532003	PROFESSIONAL SERVICES - OAKL		77624.18		
533000	TELEPHONE EXPENSE	.00			
533001	TELEPHONE EXPENSE - MPLS		28883.89		
533002	TELEPHONE EXPENSE - DALL		9627.97		
533003	TELEPHONE EXPENSE - OAKL		9627.97		
534000	UTILITIES EXPENSE	.00			
534001	UTILITIES EXPENSE - MPLS		53843.04		
534002	UTILITIES EXPENSE - DALL		24272.52		
534003	UTILITIES EXPENSE - OAKL		34436.15		
535000	INSURANCE EXPENSE	.00			
535001	INSURANCE EXPENSE - MPLS		45366.75		
535002	INSURANCE EXPENSE - DALL		19439.77		
535003	INSURANCE EXPENSE - OAKL		16291.17		
801000	OTHER INCOME	22357.07			
802000	FINANCE CHARGES ASSESSED	.00			
804000	DISCOUNTS TAKEN	.00			
805000	INTEREST EXPENSE		152715.53		
806000	OTHER EXPENSES		16129.78		
851000	FEDERAL INCOME TAX EXPENSE	.00			
852000	STATE INCOME TAX EXPENSE	.00			
999900	SUSPENSE	.00			
Transferred to Account 304000:			413657.41		
End of Report					

## BEFORE Using Create Last-Year Data Files

The following GL Accounts screens<sup>1</sup> show examples of a balance sheet account and an income account *before using the Create Last-Year Data function*.

### Balance Sheet Account, Current-Year File - BEFORE

OSAS T000

Settings Edit Print Help

1999

GL Accounts

Account 100000 Type 010 Cash On Deposit

Description CASH IN BANK - 1st NATIONAL DB, CR, or Memo Debit

Clear To Account [REDACTED] Step 0 Alternate Budget NY Budget

Consol To Account [REDACTED] Step 0 Entry Method Activity

Period	Actual	CY Budget	Last Year	NY Budget
Begin	4514.50	4514.50	4030.52	5000.00
1	351.12	115.50	177.90	200.00
2	-201.14	-15.00	15.63	-5.00
3	12.12	85.75	-220.00	95.00
4	115.50	177.90	-201.14	250.00
5	-15.00	15.63	351.12	25.00
6	85.75	-220.00	12.12	-100.00
7	15.63	351.12	-15.00	400.00
8	177.90	-201.14	115.50	-100.00
9	-220.00	12.12	85.75	20.00
10	188.88	15.40	-201.14	25.00
11	-84.60	85.75	351.12	100.00
12	-100.00	188.88	12.12	200.00
13	.00	.00	.00	.00
End	4840.66	5126.41	4514.50	6110.00

Company H Inquiry Verify

### Income Statement Account, Current-Year File - BEFORE

OSAS T000

Settings Edit Print Help

1999

GL Accounts

Account 401000 Type 500 Gross Revenues

Description RETAIL SALES DB, CR, or Memo Credit

Clear To Account 304000 Step 2 Alternate Budget NY Budget

Consol To Account [REDACTED] Step 0 Entry Method Activity

Period	Actual	CY Budget	Last Year	NY Budget
Begin	.00	.00	.00	.00
1	271941.57	244362.90	256417.85	25000.00
2	206993.82	254595.15	231046.84	26000.00
3	467349.49	299856.32	320610.08	30000.00
4	244362.90	256417.85	206993.82	26000.00
5	254595.15	231046.84	271941.57	24000.00
6	299856.32	320610.08	314730.26	33000.00
7	231046.84	271941.57	254595.15	28000.00
8	256417.85	206993.82	244362.90	25000.00
9	320610.08	314730.26	299856.32	32000.00
10	225651.18	214683.50	206993.82	22000.00
11	214683.50	299856.32	271941.57	30000.00
12	.00	225651.18	314730.26	23000.00
13	.00	.00	-3194220.44	.00
End	2993508.70	3140745.79	.00	324000.00

Company H Inquiry Verify

1. The GL Accounts screen is accessed by selecting the GL Accounts function on the File Maintenance menu.

## AFTER Using Create Last-Year Data

*These GL Accounts screens show the same balance sheet account and income account in the current-year files after running the Create Last-Year Data function.*

### Balance Sheet Account, Current-Year File - AFTER

OSAS T000

Settings Edit Print Help

2000 GL Accounts

Account	100000	Type	010 Cash On Deposit		
Description	CASH IN BANK - 1st NATIONAL		DB, CR, or Memo	Debit	
Clear To Account		Step	0	Alternate Budget	NY Budget
Consol To Account		Step	0	Entry Method	Activity
Period	Actual	CY Budget	Last Year		NY Budget
Begin	4840.66	5000.00	4514.50		.00
1	.00	200.00	351.12		.00
2	.00	-5.00	-201.14		.00
3	.00	95.00	12.12		.00
4	.00	250.00	115.50		.00
5	.00	25.00	-15.00		.00
6	.00	-100.00	85.75		.00
7	.00	400.00	15.63		.00
8	.00	-100.00	177.90		.00
9	.00	20.00	-220.00		.00
10	.00	25.00	188.88		.00
11	.00	100.00	-84.60		.00
12	.00	200.00	-100.00		.00
13	.00	.00	.00		.00
End	4840.66	6110.00	4840.66		.00

Company H Inquiry Verify

For the balance sheet accounts, account types 005-499, the **Begin**, **End** and 13 individual **Period**'s **Actual** column balances are transferred to the **Last Year** column; periods 1-13 in the **Actual** column are cleared; and the **End Actual** balance is transferred to the **Begin** and **End** balances in the **Actual** column.

Because **YES** was selected to *Copy Next-Year Budget to Current-Year Budget?* and *Do You Want to Zero Next-Year Budget Balances?*, the **NY Budget** column was transferred to the **CY Budget** column, and the **NY Budget** column was zeroed out.

### Income Statement Account, Current-Year File - AFTER

OSAS T000

Settings Edit Print Help

2000		GL Accounts		
Account	401000	Type	500 Gross Revenues	
Description	RETAIL SALES		DB, CR, or Memo	Credit
Clear To Account	304000	Step	2	Alternate Budget NY Budget
Consol To Account		Step	0	Entry Method Activity
Period	Actual	CY Budget	Last Year	NY Budget
Begin	.00	.00	.00	.00
1	.00	25000.00	271941.57	.00
2	.00	26000.00	206993.82	.00
3	.00	30000.00	467349.49	.00
4	.00	26000.00	244362.90	.00
5	.00	24000.00	254595.15	.00
6	.00	33000.00	299856.32	.00
7	.00	28000.00	231046.84	.00
8	.00	25000.00	256417.85	.00
9	.00	32000.00	320610.08	.00
10	.00	22000.00	225651.18	.00
11	.00	30000.00	214683.50	.00
12	.00	23000.00	.00	.00
13	.00	.00	.00	.00
End	.00	324000.00	2993508.70	.00

Company H Inquiry Verify

For revenue and expense accounts, account types 500-899, the **Actual** balance figures are moved to the **Last Year** column and the fields in the **Actual** column are cleared. The retained earnings account entered on the Create Last-Year Data is updated with the net profit or loss from the expense and revenue accounts.

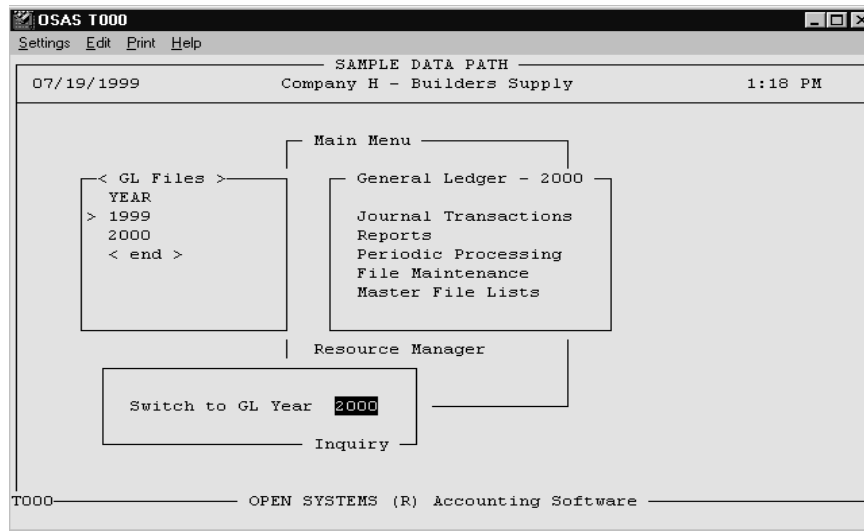
## Changing Between Fiscal Years

After last-year files are created for a company with the **Create Last-Year Data** function, information for the new fiscal year, now the *current* fiscal year, can be processed while continuing to make adjusting or final entries to the last fiscal year.

Use the **Setup** command, **F9** or **Esc U**, to switch to last-year data files to enter journal entries or to use other General Ledger functions. When in last-year files, all functions can be used *except* for the **Create Last-Year Data** and **Copy Chart of Accounts** functions.

Multiple fiscal years for general ledger can be stored on the system. When accessing any year prior to the last-year files, reports and statements can be produced, but the data cannot be changed.

### Changing Between Current- and Last-Year Files: Example



To switch between the current-year files, last-year files, and years prior to last-year, use the **Setup** command, **F9** or **Esc U**, from any menu in General Ledger. Use the **Inquiry** command, **F2** or **Esc W**, and the arrow keys for a list of available fiscal years.

When switching to a different fiscal year, the system returns to the Open Systems Main Menu. When General Ledger is selected again, the fiscal year is displayed on the General Ledger Main Menu, and on the top border of each function screen, to indicate which fiscal year data files are currently being accessed.

## Last-Year Data Files

The following GL Account screens show the same balance sheet and income statement accounts viewed before running the Create Last-Year Data function. The information displayed on the screens is the same.

### Balance Sheet Account, Last-Year File

### Income Statement Account, Last-Year File





---

# Updating Current-Year Account Balances

---

The Update Current Year function is used to update the beginning balances of accounts in the current-year files after adjustments are entered and posted in the last-year files.

## Note

***THIS FUNCTION CAN ONLY BE RUN IN THE LAST-YEAR FILES*** and should be run each time adjustment entries are entered and posted to master in the last-year files.

---

The following steps must be performed prior to running this function:

- Use the **Setup** command, **F9** or **Esc U**, to switch to the **last-year** files to enter adjustments for last-year activity.
- Backup the data files.
- Use the Post to Master function to update account balances in the last-year master files.
- Print financial statements for the fiscal periods with posted adjustments.
- Confirm that no one else is accessing general ledger files for the current or last year.

## GL Period Processing Menu Screen



Select the **Update Current Year** function on the Periodic Processing menu. The Update Current Year Selection Screen is displayed.

**Update Current Year Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Update Current Year

Have You Printed All Reports for Last Year,  
and Backed Up Your Current-Year Files?  
YES

Retained Earnings Account 304000

Company H Inquiry Verify

Perform the following steps to run Update Current Year:

1. Select **YES** if all the last-year general ledger reports are printed and the current-year data files are backed up; otherwise select **NO**.
2. Enter the retained earnings account to be updated with any adjustments made to expense or revenue accounts.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to update the current-year files with the adjustments made to the last-year files.

If there are unposted transactions in the prior-year GLJRxxx file, the message *Warning! There are unposted entries. Do you want to continue?* is displayed. Either continue with the Update Current Year function, or exit to post the unposted transactions.

---

# Clearing & Closing Last Year

---

After all adjusting entries are entered and posted to master in the last year, the Clear and Close Last Year function is used to create the journal entries that clear and close the income and expense accounts to the specified capital accounts.

<b>Note</b>
-------------

**THIS FUNCTION CAN ONLY BE RUN IN THE LAST-YEAR FILES.**

---

Each account to be closed must have an account specified in the ClearTo Account field in the Master file and a step number other than 0. Most companies close all the accounts in one step, but the procedure can have a maximum of nine steps.

For example, all divisions, departments and/or sub-accounts could be closed to main accounts in step 1; then after printing required reports, the main accounts could be closed in step 2. Another method would be to close different types of income or expense accounts in separate steps, producing various financial statements following each step. The closing procedure used depends on how the business is organized.

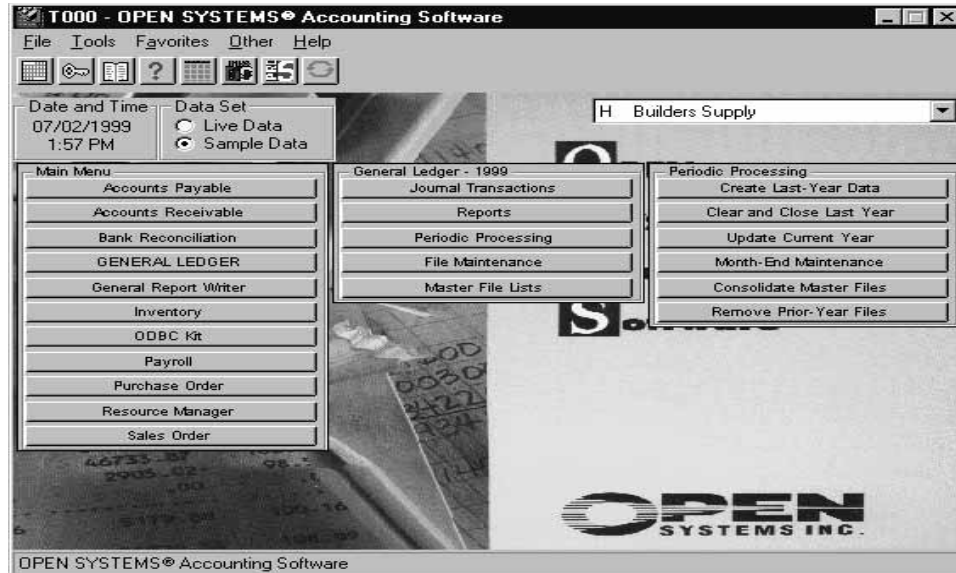
The following steps must be performed prior to running this function:

- Print the Chart of Accounts List, entering **YES** to *Print Clear/Consolidate?*, to verify the accounts to be closed have a **clear-to account** and a **step number** other than **0**. Select the GL Accounts function on the GL File Maintenance menu to edit incorrect setup information.
- Run the **Create Last-Year Data** function to create last-year Master, Journal and Master Key files.
- Switch to last-year files with the **Setup** command, **F9** or **Esc U**, and enter adjusting entries for last year.
- Back up the data files.
- Post to Master to update account balances for last year.
- Print year-end financial reports.
- Run the **Update Current Year** function to update the current-year beginning balances with adjusting entries for last year.
- Back up the data files.
- Confirm that no one else is accessing the general ledger or is posting to the Journal or Master files from another application.

When last-year files are created with the **Create Last-Year Data** function, the system creates last-year GLMAxxx, GLMKxxx and GLJRxxx files with the extension .Y??. The information in these files can be used to produce multi-year reports, statements, etc.

When the Clear and Close function is done by steps, the system enters a matching debit in the last-year Journal file, GLJRxxx.Y??., for the actual balance of each revenue account. An offsetting credit is then entered for posting to a capital account.

### GL Period Processing Menu Screen



Select the **Clear and Close Last Year** function on the Periodic Processing menu. The Clear and Close Last Year Selection Screen is displayed.

**Clear and Close Last Year Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Clear and Close Last Year

Clearing Step 1

Use Period 12

Verification

Press <PgDn> to proceed

Note: You must post to Master for period 12 after Clear and Close.

Perform the following steps to run the Clear and Close Last Year function:

1. Enter the **Clearing Step** to be performed from **1** to **99**. Enter **1** to close all accounts in one step.
2. In the **Use Period** field enter the accounting period to be used for the closing entries. Most companies use period 13 for the closing entries but a different period can be entered.
3. If there are unposted transactions in the prior-year GLJRxxx.Y?? file, the message *Warning! There are unposted transactions. Do you want to continue?* is displayed. Either continue with the Clear and Close Last Year function, or exit to post the unposted transactions.

Use the **Proceed** command, **PgDn** or **Esc P**, to perform the clear and close.

**Note**

REPEAT THE FOLLOWING TASKS AFTER PERFORMING EACH CLEARING STEP IN THE COMPANY'S YEAR-END CLOSE:

- Print the GL Journal and the GL Activity Report for the clear and close fiscal period selected, entering the **Source Code From CL Thru CL**. Verify that all the closing entries are there and the ending balances are zero. Save the reports as part of the audit trail.
- Run the **Post to Master** function on the Journal Transactions menu for the company being closed and the period specified. The Clear and Close Last Year function simply makes journal entries. The Post to Master updates the account balances in the master file with the closing entries.
- Print a Trial Balance to verify that all accounts closed in this step have zero balances.

After all accounts are cleared and closed for a company, use the procedure for **Updating the Current Year After Closing Last Year** which follows to update the current-year beginning balances.



---

# Updating Current Year After Closing Last Year

---

Once the income and expense accounts for a company are cleared and closed, use the Update Current Year function to update the current-year Master file beginning balances with the final balance amounts from the last-year files.

**Note**

***THIS FUNCTION CAN ONLY BE RUN IN THE LAST-YEAR FILES.***

---

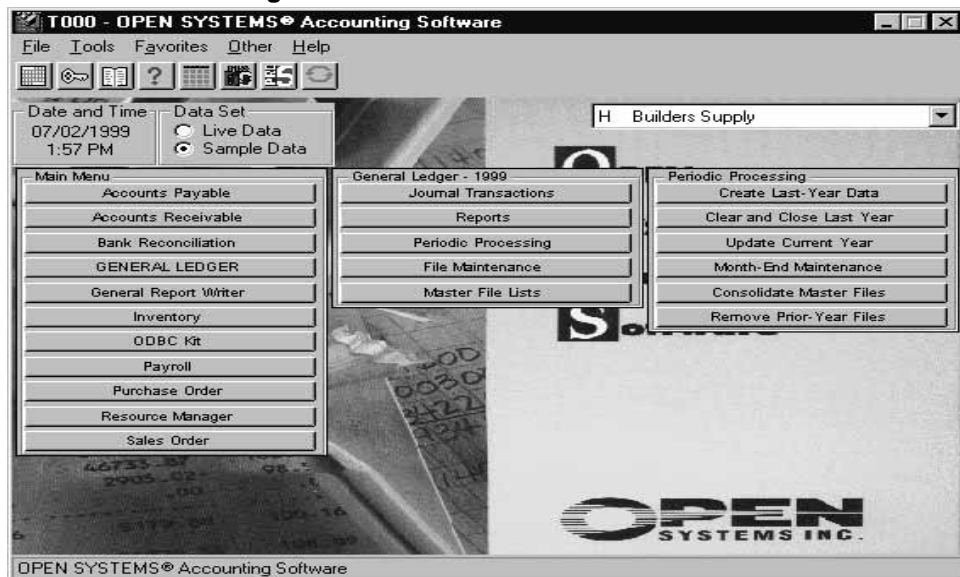
Performed the following steps prior to updating the current-year beginning balances with last-year's final balances:

- Use the **Setup** command, **F9** or **Esc U**, to access **last-year** files.
- Run the **Clear and Close Last Year** function.
- Confirm that no one else is accessing general ledger files for the current or last year.

This function performs the following tasks:

- The actual account balances in the last-year Master file are copied to the last year column in the current-year Master file.
- The beginning account balances in the current-year Master file are updated with the ending balances from the last-year Master file.
- If an account was added to the last-year Master file, the current-year Master file is updated.

## GL Period Processing Menu Screen



Select the **Update Current Year** function on the Periodic Processing menu. The Update Current Year Selection Screen is displayed.

**Update Current Year Selection Screen**

OSAS T000

Settings Edit Print Help

1999 Update Current Year

Have You Printed All Reports for Last Year,  
and Backed Up Your Current-Year Files?  
YES

Retained Earnings Account 304000

Updating Current-Year Master File H 513000  
Company H Inquiry Verify

Perform the following steps to update the current-year Master file with the final balances from the last-year Master file:

1. Select **YES** if all the last-year general ledger reports are printed and the current-year data files are backed up; otherwise select **NO**.
2. Enter the retained earnings account to be updated with the closing entries made to expense or revenue accounts.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to update the current-year files with the closing entries made to the last-year files.

If there are unposted transactions in the prior-year GLJRxxx file, the message *Warning! There are unposted entries. Do you want to continue?* is displayed. Either continue with the Update Current Year function, or exit to post the unposted transactions.



---

# Month-End Maintenance

---

The Month-End Maintenance function removes journal transactions from the GL Journal file for a specified range of fiscal periods without resetting the account balances.

**THIS FUNCTION DOES NOT HAVE TO BE USED** for normal processing. The Month-End Maintenance function can be used, for example, if additional disk space is required.

The following steps must be performed prior to running this function:

- Post the journal entries for the corresponding periods to the GLMAXxx Master file.
- Verify that the general ledger is in balance.
- Backup the data files.
- Confirm that no one else is accessing general ledger files.

After running this function, the **Change File Size** function on the Resource Manager Data File Maintenance menu can be used to reduce the size of the file.

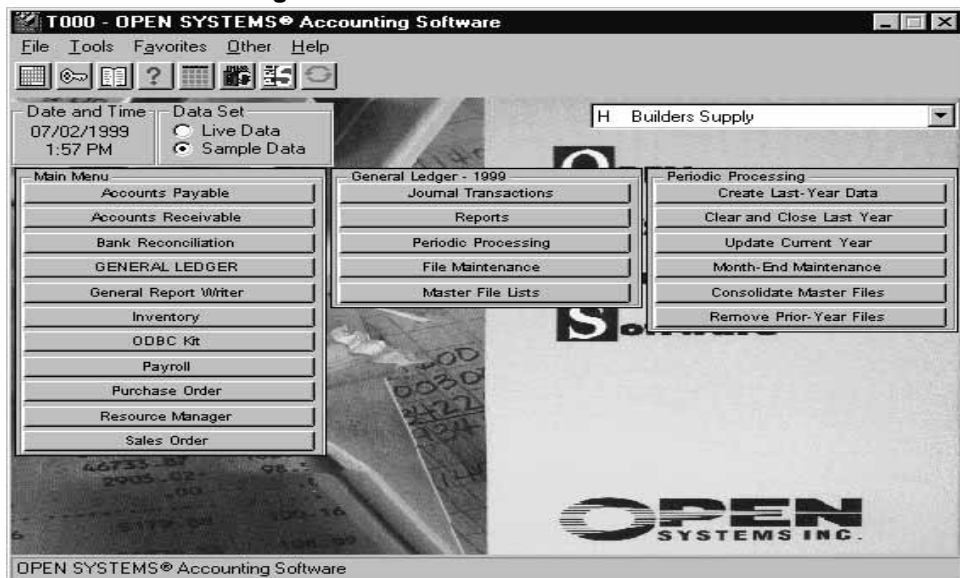
---

## Note

When the GL Activity Report is printed after deleting journal entries, the message *MISSING ENTRIES* is printed for the periods in which the entries were deleted.

---

### GL Period Processing Menu Screen



Select the **Month-End Maintenance** function from the Periodic Processing menu to delete entries from the Journal file. The Month-End Maintenance Selection Screen is displayed.

**Month-End Maintenance Selection Screen**

OSAS T000

Settings Edit Print Help

2000 Month-End Maintenance

Delete Journal Entries:  
for Periods From 1  
Thru 12

Remove Unposted Entries? NO

Remove Cash Flow Exception Entries? NO

Verification

Press <PgDn> to proceed

Perform the following steps to remove journal transactions from the Journal file:

1. In the fields **Delete Journal Entries: for Periods From/Thru**, enter the fiscal periods that journal entries will be deleted from.
2. Select **NO** if unposted entries are not to be deleted during this process; otherwise, select **YES**.
3. Select **NO** if cash flow exception entries are not to be removed from the journal file; otherwise select **YES**. When **YES** is selected, the following message is displayed: *Note: Deleting entries with Cash Flow status of 'No' will affect the Cash Flow Statement.*

**Note**

Cash flow exception entries are those journal transactions with **NO** selected for **Cash Flow Transaction?** field in the Transactions function on the Journal Transactions menu. Deleting these entries affects the values on the Cash Flow Statement since entries with a **NO** status are subtracted from the account balance when the Cash Flow Statement is printed.

4. Use the **Proceed** command, **PgDn** or **Esc P**, to delete journal entries for the periods selected.

---

# Consolidating Multiple GL Master Files

---

The Consolidate Master Files function is used to consolidate the general ledger account balances from one Master file into another for files that exist on two computers with the same company ID. This function can also be used to consolidate accounts into one file for multiple Master files existing on the same computer.

**THIS FUNCTION DOES NOT HAVE TO BE RUN** to print consolidated financial statements.

To print consolidated financial statements for multiple companies, use the Statements function on the General Ledger Reports menu by specifying the companies to be consolidated into one report. If general ledger files exist on another computer, the master files can be copied from one computer to another; then consolidated statements can be printed.

---

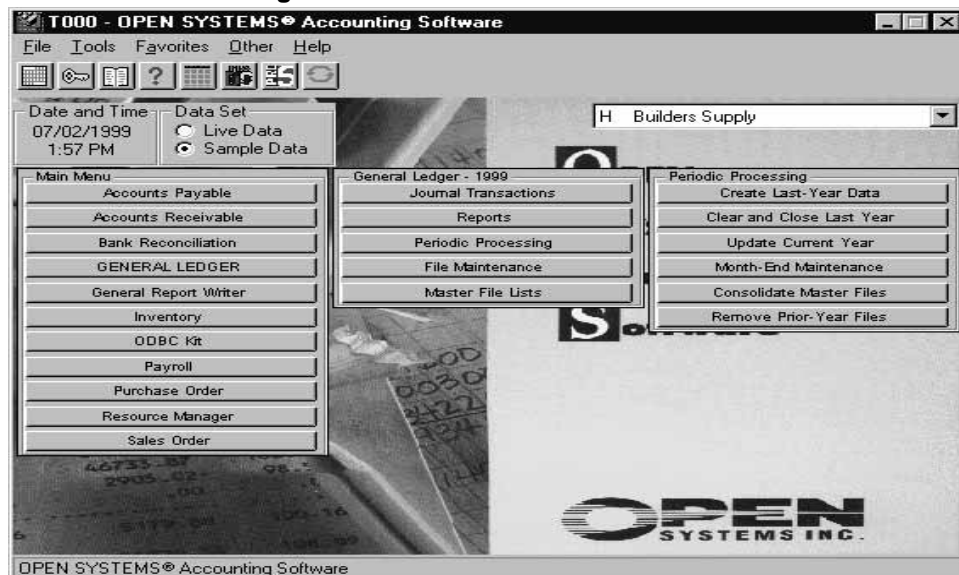
## Note

Do **NOT** copy the files from one computer to another if the companies use the same company ID. The files will have the same names and the files on the computer being copied to will be overwritten.

---

When printing financial statements from a consolidated Master file, the files must use the same account mask in order for the financial statements to print correctly.

### GL Period Processing Menu Screen



Select the **Consolidate Master Files** function on the Periodic Processing menu to consolidate master files. The Consolidate Master Files Selection Screen is displayed.

Before consolidating for the first time, use the GL Accounts function<sup>2</sup> to specify the main company's accounts (in the **Consol To Account** field) to which the branch company's accounts will be consolidated.

---

2. The GL Accounts function is located on the File Maintenance menu.

**Note**

If all the branch company's accounts are the same as the main company's accounts, skip the **Consol To Account** field.

**GL Accounts Screen**

OSAS T000

Settings Edit Print Help

2000		GL Accounts		Type 500 Gross Revenues	
Account	401000	Description	RETAIL SALES	DB, CR, or Memo	Credit
Clear To Account	304000	Step	2	Alternate Budget	Forecast
Consol To Account		Step	0	Entry Method	Activity
Period	Actual	CY Budget	Last Year	Forecast	
Begin	.00	.00	.00	.00	.00
1	.00	25000.00	271941.57	271941.57	
2	.00	26000.00	206993.82	206993.82	
3	.00	30000.00	467349.49	314730.26	
4	.00	26000.00	244362.90	244362.90	
5	.00	24000.00	254595.15	254595.15	
6	.00	33000.00	299856.32	299856.32	
7	.00	28000.00	231046.84	231046.84	
8	.00	25000.00	256417.85	256417.85	
9	.00	32000.00	320610.08	320610.08	
10	.00	22000.00	225651.18	225651.18	
11	.00	30000.00	214683.50	214683.50	
12	.00	23000.00	11838.80	.00	
13	.00	.00	.00	.00	
End	.00	324000.00	3005347.50	2840889.47	

Company H Quick Inquiry Verify

Each account has a **Step** field for consolidating balances in steps to provide an audit trail. For example, the *asset* accounts can be consolidated in step 1, the *liability* accounts in step 2, and so on. The step can be from **0** to **99**. If an account is **not** to be consolidated, enter **0** in the **Step** field.

**Consolidating Master Files**

Perform the following steps to consolidate separate Master files:

1. Verify that the branch company's accounts are set up to consolidate to the main company's accounts by printing the Chart of Accounts List and selecting **YES** to print the clear-to and consolidate information.
2. Back up the data files on all computers, including the one on which the main company is located (see the Resource Manager User's Guide).
3. Confirm that no one else is accessing general ledger files.
4. Copy each branch company's Master file (GLMAxxx) to a separate diskette. Then copy each one to the hard disk directory with the main company's Master file. **Any Master File that has the same company ID as the one on the computer being copied to must be renamed so the existing file will not be overwritten.**

For example, if the Master files for branch offices 1 and 2 are on a diskette, and the main master file is on the hard disk on drive C, the DOS commands to copy the branch Master files without renaming them are:

```
C>COPY A:GLMA1 C:\OSAS\DATA
```

```
C>COPY A: GLMA2 C:\OSAS\DATA
```

The DOS commands to copy and rename the branch Master files are:

```
C>COPY A:GLMA1 C:\OSAS\DATA\BRAN1
```

```
C>COPY A: GLMA2 C:\OSAS\DATA\BRAN2
```

#### Note

For UNIX/XENIX systems the letters used in a file name must be upper case.

5. Use the Consolidate Master Files function to consolidate the branch Master files to the main Master file.
6. Print the consolidated financial statements.
7. Restore the main Master file from the backup and resume normal operation.

### Consolidate Master Files Selection Screen

OSAS T000

Settings Edit Print Help

2000 Consolidate Master Files

Copy From Company H

in File ID glmah

with Step Number 1

into Company 1

Company H Quick Inquiry Verify

Perform the following steps to consolidate separate Master files into one Master file:

1. Enter the ID of the company to copy from in the **Copy From Company** field. The system defaults to the company currently used. The **Inquiry** command, **F2** or **Esc W**, is available to select a company from a list.
2. Enter the name of the Master file to copy from in the **in File ID** field.
3. Enter the consolidate step number from **1** to **9** in the **with Step Number** field.

4. Enter the ID of the company to consolidate to in the **into Company** field. The **Inquiry** command, **F2** or **Esc W**, is available to select a company from a list.
5. Select an output device for the consolidation log.

---

**Note**

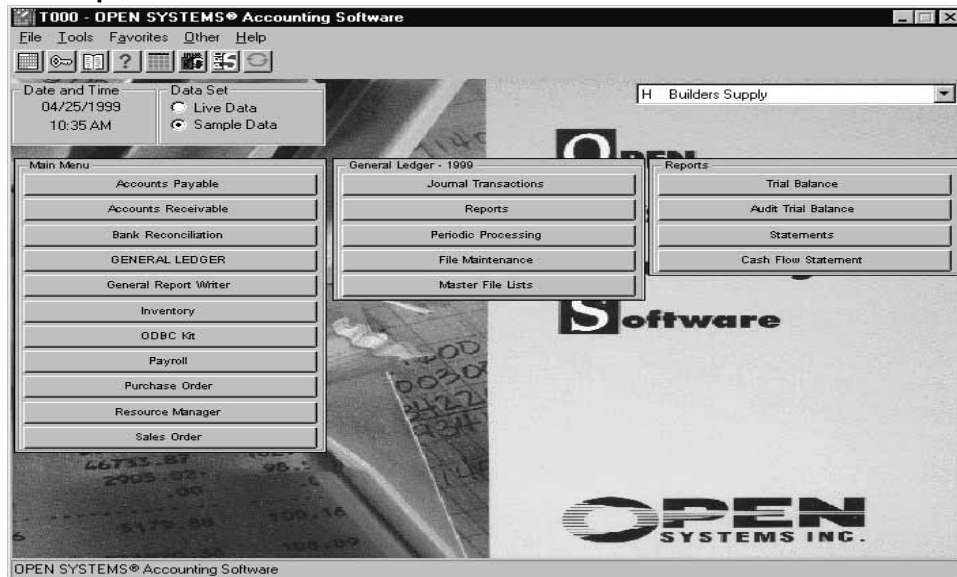
If several branches are being consolidated into the main company Master file, this function must be performed for each branch separately.

---

## Printing Consolidated Financial Statements

The Statements function is used to print financial statements. Consolidated financial statements can be printed for 2 – 20 companies with the same account mask. Different Statement Layouts and Statement Contents can be combined to create a variety of reports.

### GL Reports Menu Screen



Select the **Statements** function on the General Ledger Reports menu to print consolidated financial statements. The Statements Selection Screen is displayed.

### Statements Selection Screen

OSAS T000

Settings Edit Print Help

1999

Batch ID

Pick Statement Layout ID	INCP	Pick Division	From
Statement Content ID	INC1		Thru
		Department	From
Period	12		Thru
Beginning Date	12/01/1999	Subaccount	From
Ending Date	12/31/1999		Thru
Company ID	H 2		

Print Segment Detail? YES      Segment Sort 1

Print Accounts With Zero Balances? YES

Print Workstation Date and Time? YES      Change Footers? NO

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	*CONA
3.	6 MONTH COMPARISON
4.	FOR PERIODS ENDING *PEDW

Output device - (P)rinter p(R)evuew (F)ile (S)creen (W)KS file (M)nd

Perform the following steps to print a consolidated financial statement:

1. Enter a **Statement Layout ID** and a **Statement Content ID**. The **Inquiry** command, **F2** or **Esc W**, is available to select an ID from a list.
2. Enter the **Period** for the report. The **Beginning Date** and **Ending Date** will default in.
3. In the **Company ID** field enter the companies to be consolidated into the report; 2 to 20 companies can be selected. The **Inquiry** command, **F2** or **Esc W**, is available to select available companies from a list.

The company IDs entered override the company IDs specified in the Statement Layout.

For example, if the Statement Layout specifies that the information for company 1 is to be printed in one column and the information for company 2 in another column, but only Company ID 1 is entered on the Statements Selection Screen, only the information for company 1 is printed on the report.

One fiscal year per column can be specified in the Statement Layout to allow side-by-side comparison of different years. If a fiscal year is **NOT** specified for the column, the fiscal year being printed is used for the report.

---

**Note**

The fiscal year for the files currently being used is displayed in the upper left-hand corner of the screen.

---

If the Statement Content specifies account ranges based on account numbers, and accounts have been added to the General Ledger Chart of Accounts, the Statement Content must be edited to include the new account numbers.

For example, using the sample Statement Content INC1, select the **Statement Contents List** function on the Master File Lists menu to print the Statement Content. Assume two new expense accounts have been added to the Builders Supply Chart of Accounts: accounts 810000 and 811000. The Sequence Number 000026 must be changed to include these two accounts.



## Statement Contents List for INC1

08/02/1999		Statement Contents List										1	Page					
10:30 AM																		
Statement Contents ID: INC1																		
Account Mask: MMM11																		
Sequence Number	Fnc.	Co.	Beginning Acct./Type	Ending Acct./Type	Description	Actions on Totals									Print Row Only	DB/CR Sign	Reversal Lines	
						Tab	1	2	3	4	5	6	7	8				9
-----																		
000001	HP				REVENUE						0			YES		0		
000002	AS		4000??	4099??		2							-	NO	NO	BOTH	YES	0
000003	AD		4000??	4099??	From GL	2	+						NO	YES	BOTH	YES	0	
000004	US					0								YES			0	
000005	T1				TOTAL REVENUE				4	0	+		NO	YES	BOTH	YES	1	
000006	HP				COST OF GOODS SOLD					0				YES			0	
000007	AD		5000??	5099??	From GL	2	+						NO	YES	BOTH	NO	0	
000008	US					0								YES			0	
000009	T1				TOTAL COST OF GOODS SOLD				4	0	+		NO	YES	BOTH	NO	1	
000010	T2				GROSS PROFIT				4				NO	YES	BOTH	YES	0	
000011	HP				EXPENSES				0					YES			0	
000012	HP				SELLING EXPENSES				1					YES			0	
000013	AD		5100??	5199??	From GL	2	+						NO	YES	BOTH	NO	0	
000014	US					0								YES			0	
000015	T1				TOTAL SELLING EXPENSES				3	0	+		NO	YES	BOTH	NO	1	
000016	HP				MANUFACTURING EXPENSES				1					YES			0	
000017	AD		5200??	5299??	From GL	2	+						NO	YES	BOTH	NO	0	
000018	US					0								YES			0	
000019	T1				TOTAL MANUFACTURING EXP.				3	0	+		NO	YES	BOTH	NO	99	
000020	HP				GENL & ADMIN EXPENSES				1					YES			0	
000021	AD		5300??	5399??	From GL	2	+						NO	YES	BOTH	NO	0	
000022	US					0								YES			0	
000023	T1				TOTAL GENL & ADMIN EXPENSES				3	0	+		NO	YES	BOTH	NO	1	
000024	T3				TOTAL EXPENSES				4		+	0	NO	YES	BOTH	NO	1	
000025	HP				OTHER INCOME AND EXPENSES				0					YES			0	
000026	AD		8000??	8099??	From GL	2	+						NO	YES	BOTH	YES	0	
000027	US					0								YES			0	
000028	T1				TOTAL OTHER INC. & EXP.				4	0	+		NO	YES	BOTH	YES	1	
000029	T2				PROFIT BEFORE TAXES				4				NO	YES	BOTH	YES	2	
000030	AD		8500??	8599??	From GL	0	+						NO	YES	BOTH	NO	0	
000031	HP					9								YES			1	
000032	T2				NET PROFIT				4				NO	YES	BOTH	YES	0	
-----																		
----- Key to Functions -----																		
AD - Print Account Detail					T1 - Print Total No. 1					T6 - Print Total No. 6					CR - Shift Columns Right			
AS - Print Account Summary					T2 - Print Total No. 2					T7 - Print Total No. 7					CL - Shift Columns Left			
BD - Print Beg. Balance Detail					T3 - Print Total No. 3					T8 - Print Total No. 8					US - Single Underscore			
BS - Print Beg. Balance Summary					T4 - Print Total No. 4					T9 - Print Total No. 9					UD - Double Underscore			
ED - Print End Balance Detail					T5 - Print Total No. 5										HP - Print Heading			
ES - Print End Balance Summary					BB - Print Beg. Bal. of Year										HC - Center Heading			
End of Report																		

## Statement Contents Selection Screen

OSAS T000							
Settings Edit Print Help							
1999 Statement Contents							
Statement Content ID INC1							
Use Acct Mask for Company H Account Mask MMMM11							
Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total	123456789
> 000026	AD		8000??	8099??		+	
000027	US						
000028	T1				TOTAL OTHER INC. &	0+	
000029	T2				PROFIT BEFORE TAXES		
000030	AD		8500??	8599??		+	
000031	HP						
000032	T2				NET PROFIT		
Line (000026 of 000032)							
Enter=edit, Append, Header, Goto							
Company H Quick Verify							

Perform the following steps to edit the Statement Content **INC1**:

1. Enter the **Statement Content ID** to be edited or use the **Inquiry** command, **F2** or **Esc W**, to select the ID from a list. The Statement Contents instructions display on the screen.
2. Press **PgDn** to move the cursor to the sequence numbers in the lower section of the screen. Press **G** to use the **Goto** option in the command bar to select sequence number **000026**.
3. Press **Enter** to edit the sequence number instruction. Change the **End Acct** number from **8099??** to **8110??**.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the change.

---

## Removing Prior Fiscal Years

---

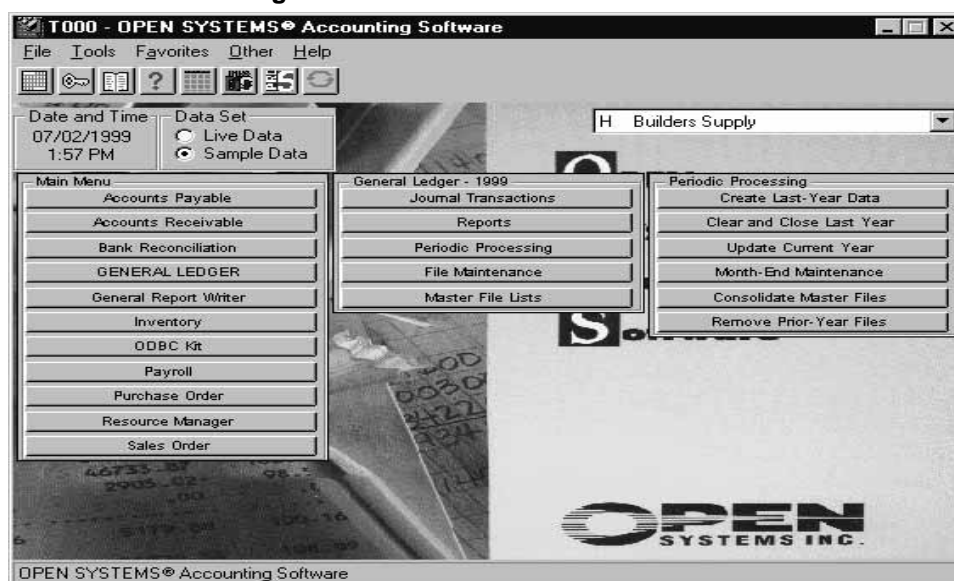
The Remove Prior-Year Files function can be used any time during the year to delete general ledger data files for prior fiscal years, including the GLJRxxx Journal, GLMAxxx Master and GLMKxxx Master Key files. This function ***DOES NOT*** have to be used for normal processing. This function can be used, for example, if additional disk space is required.

**THIS FUNCTION CAN ONLY BE RUN IN THE CURRENT-YEAR FILES.**

Perform the following steps prior to running this function:

- Use the **Setup** command, **F9** or **Esc U**, to access the current-year files.
- Confirm that no one else is accessing the general ledger files for the year being removed.

### GL Period Processing Menu Screen



Select the **Remove-Prior Year Files** function on the Periodic Processing menu to remove data files for a previous fiscal year. The Remove Prior-Year Files Selection Screen is displayed.

**Remove Prior-Year Files Selection Screen**

OSAS T000

Settings Edit Print Help

2000 Remove Prior Year Files

Have You Backed Up Your General Ledger Data Files? YES

Year to Remove 1997

Company H Quick Inquiry Verify

Perform the following steps to remove general ledger data files for prior fiscal years:

1. Select **YES** if the general ledger data files are backed up; otherwise select **NO**.
2. Specify the fiscal year of the data files to be removed. The **Inquiry** command, **F2** or **Esc W**, is available to view the available fiscal years.

The system checks the GLJRxxx.Y?? file for the fiscal year specified for unposted entries before deleting the file. If unposted entries exist, the following message is displayed on the bottom of the screen:

**Warning! There are unposted transactions. Do you want to continue?**

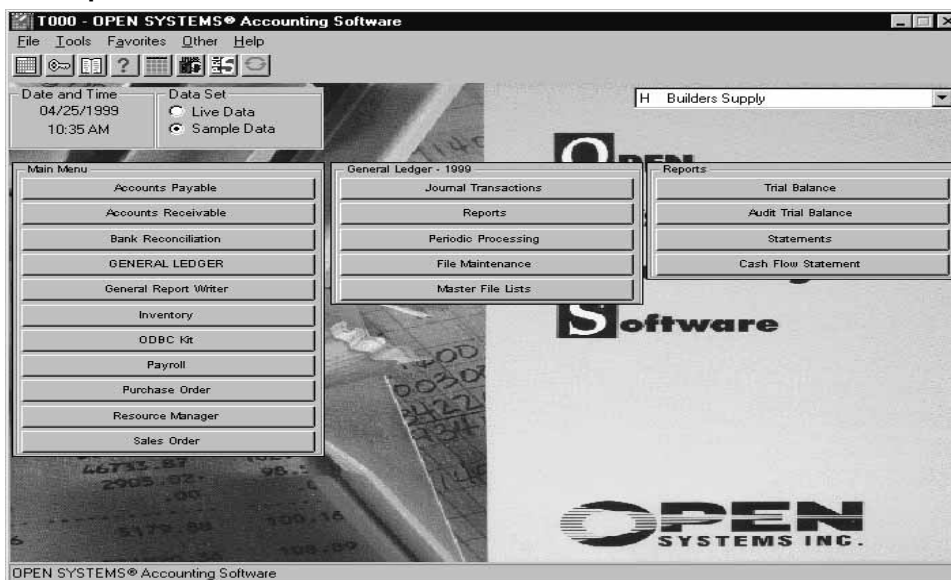
If this message is displayed, exit the Remove Prior-Year Files function and use the Edit Transactions function on the Journal Transactions menu to review the unposted entries.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to delete the .Y?? General Ledger data files for the fiscal year specified.

The General Ledger Reports function is used to print the following reports:

- Audit Trial Balance – worksheet for entering account balance adjustments
- Trial Balance - lists account balances and out-of-balance conditions
- Statements - list financial information defined by Statement Layouts and Statement Contents
- Cash Flow Statement - lists information on sources and uses of cash and cash equivalences defined by Cash Flow Contents

## GL Reports Menu Screen



Select the **Reports** function on the General Ledger menu to print the various reports.



---

# Printing The Audit Trial Balance

---

The Audit Trial Balance is a worksheet that can be used to review and record corrections to account balances. *Last-year, current-year budget, next-year budget* or *forecast* amounts can be selected to print the year-to-date balances. The *actual* balances are automatically printed. Blank columns are provided for writing in adjusting entries.

Prior to running this function, verify that no one else is accessing the general ledger files.

Select the **Audit Trial Balance** function on the Reports menu to print the Audit Trial Balance. The Audit Trial Balance Selection Screen is displayed.

## Audit Trial Balance Selection Screen

OSAS T000

Settings Edit Print Help

1999 Audit Trial Balance

Print

1. Last-Year Amounts
2. Current-Year Budget Amounts
3. Next-Year Budget Amounts
4. Forecast Amounts

1

Account Number Sort M1

Line	123456789012345678901234567890	1.	2.	3.	4.
		Builders Supply			
				AUDIT TRIAL BALANCE	
				December 31, 1999	

Output device - (P)rinter p(R)evue (F)ile (S)creen (M)nd

Make the following selections to print the Audit Trial Balance.

Selection	Description
Print	
1. Last-Year Amounts	Select <b>1</b> to print Last Year balances.
2. Current-Year Budget Amounts	Select <b>2</b> to print Current-Year Budget balances.
3. Next-Year Budget Amounts	Select <b>3</b> to print Next-Year Budget balances.
4. Forecast Amounts	Select <b>4</b> to print Forecast balances.
Account Number Sort	User-Defined Account Sorts are set up in the <b>Account Mask</b> function on the File Maintenance menu. Using User-Defined Account Sorts requires less time to produce the report because the sort file for these sorts already exists. Available sorts are displayed at the bottom of the screen.
Headings	The heading from the last time the Audit Trial Balance was printed is displayed. This heading can be changed. A maximum of four lines, 30 characters each, are available. The numbers above the fields can be used to center the text.

Select an output device for the report:

**(P)**rinter - to send the report to a printer

p**(R)**evuew - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the selection screen without printing the report



## Audit Trial Balance

05/18/1999 10:41 AM Company H		Builders Supply		Page 1	
		AUDIT TRIAL BALANCE December 31, 1999			
GL Account	Description	Last Year	Current Year	---- Adjustments ---- Debit Credit	Ending Balance
100000	CASH IN BANK - 1st NATIONAL	4,514.50	4,840.66		
100100	CASH IN BANK - 2nd NATIONAL	0.00	(2.01)		
100500	PETTY CASH	100.00	(4.03)		
101000	ACCOUNTS RECEIVABLE	12,155.50	222,494.40		
102000	ALLOWANCE FOR BAD DEBT	(243.10)	(100.01)		
104000	INVENTORY - RAW MATERIALS	998,335.14	1,104,883.61		
104200	INVENTORY - WORK-IN-PROCESS	1,035,227.71	1,130,773.73		
104400	INVENTORY - FINISHED GOODS	858,345.62	865,144.85		
105000	PREPAID EXPENSES	0.00	0.00		
106000	MARKETABLE SECURITIES	561,455.26	666,436.77		
151000	LAND	450,000.00	511,750.00		
152000	MACHINERY & EQUIPMENT	1,387,674.92	1,569,152.36		
152500	ACCUM DEPR-MACHINERY & EQUIP	(530,121.10)	(669,377.45)		
153000	OFFICE MACHINES	493,241.67	533,179.21		
153500	ACCUM DEPR-OFFICE MACHINES	(259,661.27)	(315,496.70)		
154000	AUTOMOBILES	84,996.32	94,358.61		
154500	ACCUM DEPR-AUTOMOBILES	(32,749.31)	(65,522.92)		
180000	GOODWILL	25,000.00	25,000.00		
181000	ACCUM AMORTIZATION	(6,250.00)	(6,328.12)		
200000	ACCOUNTS PAYABLE - TRADE	(235,166.41)	(612,988.88)		
*****					
802000	FINANCE CHARGES ASSESSED	0.00	0.00		
804000	DISCOUNTS TAKEN	0.00	0.00		
805000	INTEREST EXPENSE	0.00	152,715.53		
806000	OTHER EXPENSES	0.00	16,471.78		
851000	FEDERAL INCOME TAX EXPENSE	0.00	0.00		
852000	STATE INCOME TAX EXPENSE	0.00	0.00		
999800	SHARES OUTSTANDING	0.00	0.00		
999900	SUSPENSE	0.00	(15.00)		
	BALANCE	0.00	0.00		
=====					
End of Report					



# Printing The Trial Balance

Print the Trial Balance to check individual account balances or to ensure that an out-of-balance condition has been corrected. Balances can be printed for *actual, current-year budget, next-year budget, last-year, forecast* or *year-to-date actuals* only.

Prior to using this function, verify that no one else is accessing the general ledger files.

Select the **Trial Balance** function from the Reports menu to print the Trial Balance. The Trial Balance Selection Screen is displayed.

## Trial Balance Selection Screen

OSAS T000

Settings Edit Print Help

1999

Trial Balance

Period 12

Print by Account Types? YES

Account Number Sort

Main Account From

Thru

Division From

Thru

Department From

Thru

Subaccount From

Thru

Print:

1. Actual Amounts

2. Current-Year Budget Amounts

3. Next-Year Budget Amounts

4. Last-Year Amounts

5. Forecast Amounts

6. Year-to-Date Actuals Only

1

Line

Headings

123456789012345678901234567890

1. Builders Supply

2.

3. TRIAL BALANCE

4. December 31, 1999

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

Make the following selections to print the Trial Balance.

Selection	Description
Period	To print the beginning balances for the current year, press <b>Enter</b> . To print the balances for a specific period, enter that period.
Main Account From/ Thru	Enter a range of main accounts to include in the report. If left blank, all the selections are included in the report.  The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the main accounts from a list.
Division From/Thru	Enter a range of divisions to include in the report. If left blank, all the selections are included in the report.  The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the divisions from a list.
Department From/ Thru	Enter a range of departments to include in the report. If left blank, all the selections are included in the report.  The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the departments from a list.

Selection	Description
Subaccount From/ Thru	Enter a range of subaccounts to include in the report. If left blank, all the selections are included in the report.  The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the subaccounts from a list.
Print by Account Types?	Enter <b>YES</b> to print the report in order of Account Types. The <i>Account Number Sort</i> selection is skipped over if <b>YES</b> is selected.  Enter <b>NO</b> to print the report by an Account Number Sort.
Account Number Sort	To use the Account Number Sort, first enter <b>NO</b> to the <i>Print by Account Types</i> selection above.  User-Defined Account Sorts are set up in the <b>Account Mask</b> function on the File Maintenance menu. Using User-Defined Account Sorts requires less time to produce the report because the sort file for these sorts already exists. Available sorts are displayed at the bottom of the screen.
Print:	
1. Actual Amounts	Select <b>1</b> to print Actual balances.
2. Current-Year Budget Amounts	Select <b>2</b> to print Current-Year Budget balances
3. Next-Year Budget Amounts	Select <b>3</b> to print Next Year Budget balances.
4. Last-Year Amounts	Select <b>4</b> to print Last-Year balances.
5. Forecast Amounts	Select <b>5</b> to print Forecast balances.
6. Year-to Date Actuals Only	Select <b>6</b> to print Year-to-Date Actual balances.
Headings	The heading from the last time the Trial Balance was printed is displayed. This heading can be changed. A maximum of four lines, 30 characters each, are available. The numbers above the fields can be used to center the text.

Select an output device for the report:

**(P)**rinter - to send the report to a printer

p**(R)**eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the selection screen without printing the report

## Trial Balance

05/18/1999 Period 12 3:12 PM Company H		Builders Supply		Page 1	
		TRIAL BALANCE		December 31, 1999	
GL Account	Description	Actual		Actual	
		Current Period		Year-to-Date	
		Debit	Credit	Debit	Balance Credit
100500	PETTY CASH	100.00		200.00	
	ACCOUNT TYPE 005 TOTAL	100.00	0.00	200.00	0.00
100000	CASH IN BANK - 1st NATIONAL		100.00	4,840.66	
100100	CASH IN BANK - 2nd NATIONAL	0.00		100.00	
	ACCOUNT TYPE 010 TOTAL	0.00	100.00	4,940.66	0.00
101000	ACCOUNTS RECEIVABLE	0.00		157,620.48	
	ACCOUNT TYPE 020 TOTAL	0.00	0.00	157,620.48	0.00
102000	ALLOWANCE FOR BAD DEBT	0.00			100.01
	ACCOUNT TYPE 025 TOTAL	0.00	0.00	0.00	100.01
104000	INVENTORY - RAW MATERIALS	0.00		1,104,883.61	
	ACCOUNT TYPE 035 TOTAL	0.00	0.00	1,104,883.61	0.00
104200	INVENTORY - WORK-IN-PROCESS	0.00		1,130,773.73	
	ACCOUNT TYPE 040 TOTAL	0.00	0.00	1,130,773.73	0.00
104400	INVENTORY - FINISHED GOODS	0.00		917,406.54	
	ACCOUNT TYPE 045 TOTAL	0.00	0.00	917,406.54	0.00
105000	PREPAID EXPENSES	0.00		0.00	
	ACCOUNT TYPE 050 TOTAL	0.00	0.00	0.00	0.00
*****					
802000	FINANCE CHARGES ASSESSED	0.00		0.00	
	ACCOUNT TYPE 705 TOTAL	0.00	0.00	0.00	0.00
804000	DISCOUNTS TAKEN	0.00		0.00	
	ACCOUNT TYPE 710 TOTAL	0.00	0.00	0.00	0.00
801000	OTHER INCOME	0.00			22,357.07
	ACCOUNT TYPE 715 TOTAL	0.00	0.00	0.00	22,357.07
805000	INTEREST EXPENSE	0.00		152,715.53	
	ACCOUNT TYPE 800 TOTAL	0.00	0.00	152,715.53	0.00
806000	OTHER EXPENSES	0.00		16,129.78	
	ACCOUNT TYPE 815 TOTAL	0.00	0.00	16,129.78	0.00
851000	FEDERAL INCOME TAX EXPENSE	0.00		0.00	
852000	STATE INCOME TAX EXPENSE	0.00		0.00	
	ACCOUNT TYPE 820 TOTAL	0.00	0.00	0.00	0.00
999900	SUSPENSE	0.00		0.00	
	ACCOUNT TYPE 890 TOTAL	0.00	0.00	0.00	0.00
	BALANCE	105.58	105.58	16,036,807.26	16,036,807.26
=====					
End of Report					



# Financial Statements

# 7

Financial Statements and reports are an important part of the accounting process. Because statements and reports serve different purposes, variations and changes to the same statement or report are often required. This function provides flexibility for designing a great range of financial statements, including balance sheets, income statements and ratio analysis reports.

Consolidated statements can be produced for a maximum of 20 companies. The **Batch Statements** function is used to set up parameters for printing a group of statements at one time.

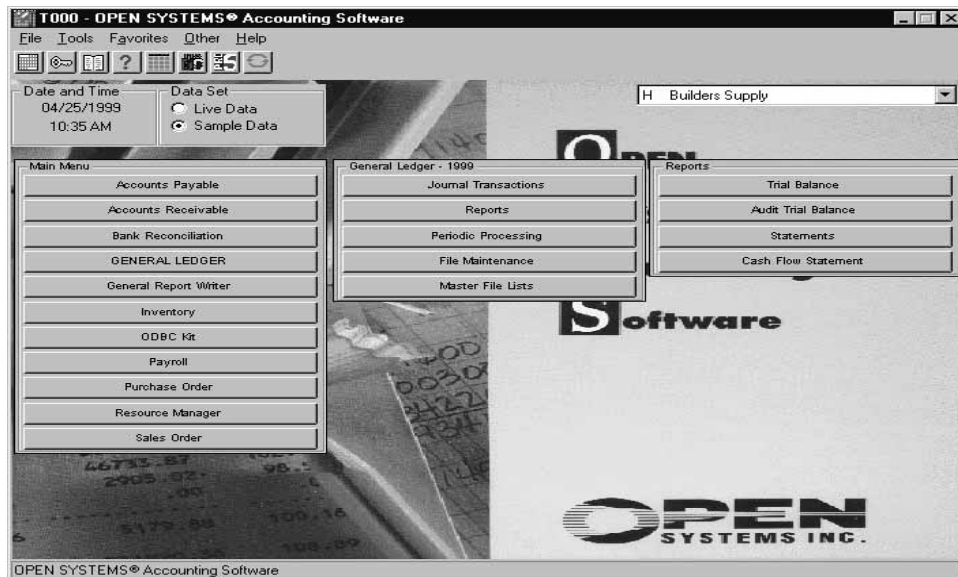
## Setting Up Financial Report Instructions

The **Statements** function on the General Ledger Reports menu is used to print financial statements. Reference the **Printing Financial Statements** section for details.

Before printing financial statements, the **Statement Layout** and **Statement Contents** functions on the File Maintenance menu must be used to set them up. A financial statement consists of one *Statement Layout* (defines width and placement of columns and type of balances) and one *Statement Content* (defines the rows and accounts to include).

One statement layout can be used with several statement contents; and one statement content with several statement layouts. For example, in the SAMPLE DATA PATH, the statement content **BAL1** can be used with statement layouts, **BALA** through **BALG**.

### GL Reports Menu Screen



## Statement Layout

The *statement layout* controls the width and placement of the *columns* and determines which balances to include in the report. The statement layout specifies the:

- format; including the header and footer
- types of information; i.e., account numbers, descriptions, balances or calculations
- types of account balances; i.e., actual, budget, last year, forecast or next-year budget
- reporting period; i.e., current period only, previous period or quarter, period relative to current period, year-to-date relative to current period, or year end
- length of the reporting period; i.e., quarter-to-date, year-to-date, or a specified number of periods back
- fiscal year to include information from a previous fiscal year

Several sample statement layouts are available in the SAMPLE DATA PATH and can be listed for review. Sample layouts can be used as is, copied and modified, or used as guides for creating custom layouts.

## Statement Content

The *statement content* controls the *rows* of the report and determines which accounts to include in the report. The statement content specifies the:

- account mask
- accounts and account segments
- balances to add and totals to print
- lines of text to print
- columns of figures to shift and underline

Each sequence line of the statement content can represent one or several rows on the statement. The rows are printed in the order of the sequence numbers in the first column. Statement contents can be entered one line at a time. To keep things straight, write down all the lines in order prior to entering the information.

## Last-Year Files

Both the current-year and the last-year files access the same statement layout file, GLSLF, and statement content file, GLSCF. Changes made to statement layouts or statement contents while working with last-year files will affect the current-year files, and changes made to statement layouts or statement contents while working with current-year files will affect the last-year files.



## Statement Layout - Samples

<b>Layout ID</b>	<b>Balance Sheets</b>
BALA	Current/Budget Comparison
BALB	Current/Last-Year Comparison
BALC	Current/Budget and Last-Year Comparison
BALD	Change from Last Year
BALE	Current Period YTD
BALF	Current Period YTD
BALG	Six-Month Comparison

<b>Layout ID</b>	<b>Income Statements</b>
INCA	Budget Comparison - Current/YTD
INCB	Last-Year Comparison - Current/YTD
INCC	Budget Comparison - Current/QTD/YTD
INCD	Last-Year Comparison - Current/QTD/YTD
INCE	Budget/Last-Year Comparison - Current/YTD
INCF	Budget Variance - Current/YTD
INCG	Last-Year Variance - Current/YTD
INCH	Budget Variance - Current/QTD/YTD
INCI	Last-Year variance - Current/QTD/YTD
INCJ	Current Period/Previous Period/YTD
INCK	Current Period/YTD
INCL	Current Period/QTD/YTD
INCM	Divisions Side-by-Side - YTD
INCN	Divisions Side-by-Side - Current
INCO	Companies Side-by-Side - Current
INCP	Six-Month Comparison

<b>Layout ID</b>	<b>Ratio Analysis</b>
RATA	Last-Year Comparison – Current/YTD

**Statement Content - Samples**

<b>Content ID</b>	<b>Balance Sheets</b>
BAL1	Detail – Account Number
BAL2	Summary – Account Number
BALT	Detail – Account Type

<b>Content ID</b>	<b>Income Statements</b>
INC1	Detail – Account Number
INC2	Summary – Account Number
INCT	Detail – Account Type

<b>Content ID</b>	<b>Ratio Analysis</b>
RAT1	Summary – Account Number

## Balance Sheet – BALA/BAL1

The balance sheet below is an example of a financial statement produced from the SAMPLE company, Builders Supply, using the sample *statement layout* **BALA** and the sample *statement content* **BAL1**. See **Printing Financial Statements** for details on printing reports with the **Statements** function.

### Current Year/Budget Comparison – Page 1

Builders Supply		Page 1	
BALANCE SHEET WITH BUDGET COMPARISON			
AS OF DEC 30, 1999			
ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
-----			
ASSETS			
CURRENT ASSETS			
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00
1005	PETTY CASH	200.00	40.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68
1060	MARKETABLE SECURITIES	666436.77	650446.79
		-----	-----
TOTAL CURRENT ASSETS		3997924.54	3743029.47
LONG TERM ASSETS			
1510	LAND	507250.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)
1530	OFFICE MACHINES	533179.21	564337.44
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)
1540	AUTOMOBILES	94358.61	103720.90
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)
		-----	-----
TOTAL LONG TERM ASSETS		1592713.69	1688026.97
OTHER ASSETS			
1800	GOODWILL	25000.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)
		-----	-----
TOTAL OTHER ASSETS		18632.82	18683.04
		-----	-----
TOTAL ASSETS		5609271.05	5449739.48
		=====	=====
UNAUDITED			

**Balance Sheet – BALA/BAL1 (continued)****Current Year/Budget Comparison – Pages 2-3**

Builders Supply		Page 2	
BALANCE SHEET WITH BUDGET COMPARISON AS OF DEC 30, 1999			
ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
LIABILITIES AND EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
2000	ACCOUNTS PAYABLE - TRADE	619081.78	233248.65
2010	ACCOUNTS PAYABLE - AFFILIATES	(29752.22)	13149.65
2020	PAYROLL CLEARING ACCOUNT	(200.00)	.00
2030	FEDERAL WITHHOLDING PAYABLE	98655.05	9951.59
2032	FICA WITHHOLDING PAYABLE	34551.89	3483.06
2034	STATE WITHHOLDING PAYABLE	39453.54	3980.64
2036	FUTA PAYABLE	10364.75	1044.91
2038	SALES TAX PAYABLE	18162.84	(1930.61)
2100	CURRENT PORTION OF LTD	31237.27	.00
TOTAL CURRENT LIABILITIES		821554.90	262927.89
LONG TERM LIABILITIES			
2500	BOND PAYABLE	611326.38	598850.33
2510	NOTE PAYABLE - ONE	502104.76	491857.72
2520	NOTE PAYABLE - TWO	417194.72	408680.54
2530	LESS CURRENT PORTION OF LTD	(31237.27)	.00
TOTAL LONG TERM LIABILITIES		1499388.59	1499388.59
TOTAL LIABILITIES		2320943.49	1762316.48
STOCKHOLDERS EQUITY			
3000	COMMON STOCK	1376843.55	1376843.55
3010	PREFERRED STOCK	197425.56	197425.56
3020	ADDITIONAL PAID-IN CAPITAL	492399.01	492399.01
3030	DIVIDENDS	(19935.58)	(19935.58)
3040	RETAINED EARNINGS	888135.71	888135.71
	NET PROFIT	352467.86	757604.99
UNAUDITED			
*****			
Builders Supply		Page 3	
BALANCE SHEET WITH BUDGET COMPARISON AS OF DEC 30, 1999			
ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
TOTAL STOCKHOLDERS EQUITY		3287336.11	3692473.24
TOTAL LIABILITIES & EQUITY		5608279.60	5454789.72
=====			
UNAUDITED			

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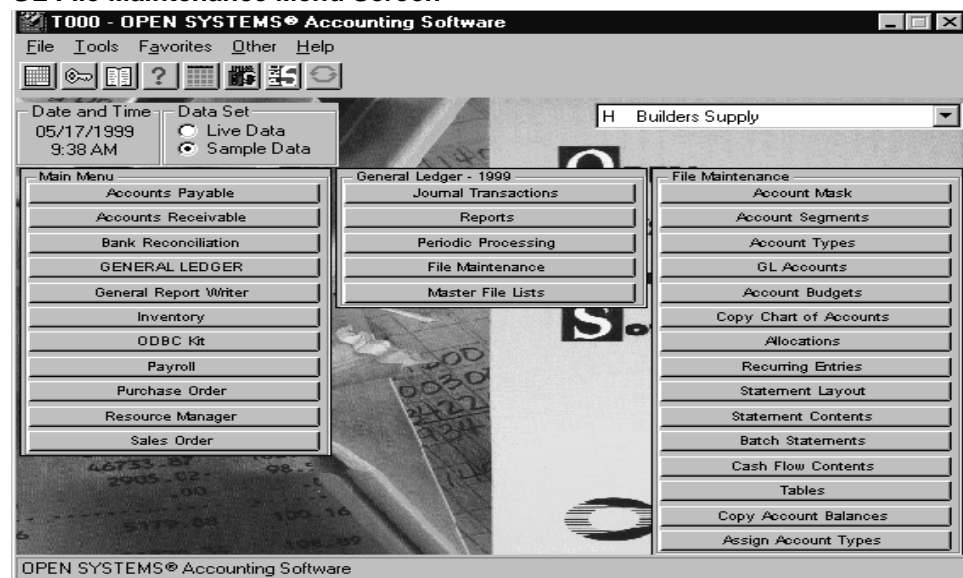
# Setting Up A Statement Layout

---

The **Statement Layout** function is used in conjunction with the Statement Contents function to create and maintain financial statements and reports. The Statement Layout function controls the width and placement of the *columns* and determines which balances to include in the report.

- The following individual functions are available within the Statement Layout function:
- **Maintain Statement Layout** – to create a new statement layout or edit an existing one.
- **Copy Statement Layout** – to copy an existing statement layout to a new ID in order to modify. By copying to a new ID, the original statement layout is available to use as a guide for another report, or to go back to if mistakes are made during modification.
- **Delete Statement Layout** – to delete a statement layout.

## GL File Maintenance Menu Screen



Select the **Statement Layout** function on the General Ledger File Maintenance Menu to maintain, copy or delete a statement layout. The Statement Layout Screen is displayed.

## Copying a Statement Layout

To copy an existing statement layout to a new ID; i.e., **BALA** to **BALZ**, perform the steps below after selecting the **Statement Layout** function on the GL File Maintenance menu.

### Statement Layout Screen

OSAS T000

Settings Edit Print Help

1999 Statement Layout

1. Maintain Statement Layout

2. Copy Statement Layout

3. Delete Statement Layout

Choice: 2

Company H Inquiry Verify

1. Select **2, Copy Statement Layout**, and press **Enter**. The Copy Statement Layout Screen is displayed.

### Copy Statement Layout Screen

OSAS T000

Settings Edit Print Help

1999 Copy Statement Layout

From Statement Layout ID BALA

To Statement Layout ID BALZ

Verification

Press <PgDn> to proceed

2. Make the following selections to copy a statement layout.

Selection	Description
From Statement Layout ID	<p>Enter an existing layout ID to copy from. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select an ID from a list.</p> <p>For this exercise, enter <b>BALA</b> and press <b>Enter</b>.</p>
To Statement Layout ID	<p>Enter an ID for the new layout. The system recognizes both uppercase and lowercase letters.</p> <p>For this exercise, enter <b>BALZ</b> and press <b>Enter</b>.</p> <p>If an existing ID is entered, the message <i>Warning! This layout ID already exists</i> is displayed. If <b>Enter</b> is pressed, followed by a <b>PgDn</b>, the existing layout is replaced. Do <b>NOT</b> enter the ID of a layout that you want to keep. To exit without copying, use the <b>Exit</b> command, <b>F7</b> or <b>Esc M</b>. A warning message is also displayed if the ID entered is the same as the ID of the layout being copied.</p> <p>If ID's are grouped by the type of report, a range of layouts can be easily specified when printed or copied; i.e., in the <b>SAMPLE</b> company, all balance sheet layouts have the prefix <b>BAL</b>.</p>

3. Use the **Proceed** command, **PgDn** or **Esc P**, to copy the statement layout **BALA** to **BALZ**. The message, *Copy complete – Press any key to continue*, is displayed.
4. Press any key to return to the **From Statement Layout ID** field to copy another statement layout, or use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Maintaining a Statement Layout

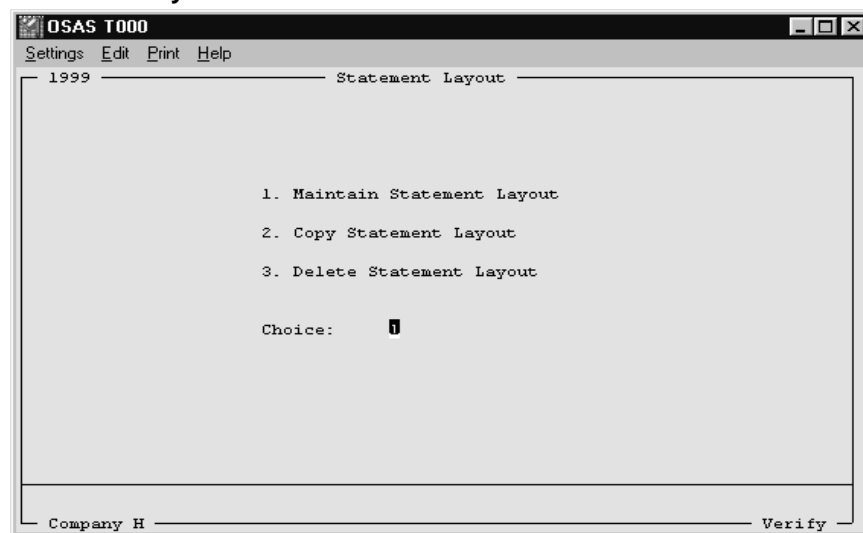
The Maintain Statement Layout function has two screens, Page 1 of 2 and Page 2 of 2. The first identifies the statement titles and footers; the second screen identifies the report instructions.

In the following exercise the statement layout **BALZ** is modified. BALZ was created earlier in this section with the **Copy Statement Layout** function. Some of the existing columns are changed and three columns are added to the report.

Perform the steps below to edit an existing statement layout or create a new one.

1. Select the **Statement Layout** function on the GL File Maintenance menu. The Statement Layout Screen is displayed.

### Statement Layout Screen



2. Select **1, Maintain Statement Layout**, and press **Enter**. The Maintain Statement Layout Screen, Page 1 of 2, is displayed.



## Maintain Statement Layout Screen – Page 1 of 2

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 1 of 2

Statement Layout ID BALZ

Statement Title No 1.

Statement Title No 2.

Statement Title No 3.

Statement Title No 4.

Allow Column Shift? NO

Print Page No? NO

No Of Blank Line(s) 1

Statement Footer No1.

Statement Footer No2.

Statement Footer No3.

Statement Footer No4.

Footer Starting Line No 56

Company H Inquiry Verify

## Maintain Statement Layout Screen – Page 1 of 2

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 1 of 2

Statement Layout ID BALZ

Statement Title No 1. CONA

Statement Title No 2.

Statement Title No 3. BALANCE SHEET WITH BUDGET COMPARISON

Statement Title No 4. AS OF \*PEDW

Allow Column Shift? NO

Print Page No? YES

No Of Blank Line(s) 2

Statement Footer No1.

Statement Footer No2.

Statement Footer No3.

Statement Footer No4. UNAUDITED

Footer Starting Line No 56

Company H Verify

3. Make the following selections on Page 1 of 2.

Selection	Description
Statement Layout ID	For this exercise, enter <b>BALZ</b> and press <b>Enter</b> . The existing information is displayed. No changes are made to this page.  1- to 6-character ID's are valid. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.
Statement Title No. 1-4	Press <b>Enter</b> or change the statement title. Four lines are available for the title and is centered on the page. 50 characters can be entered on any line but no more than 111 characters in all.  If the statement layout is designed so part of the title or footer will change each time the report is printed, the following <i>print-time inserts</i> can be used to automatically insert information into the report titles. The title can be changed at the time the report is printed.

## Print-Time Inserts

Insert	Prints	Example
*PBDN	Period Beginning Date - Numbers	11/01/99
*PBDW	Period Beginning Date - Words	NOV 1,1999
*Pbdw	Period Beginning Date - Words	Nov 1, 1999
*PBDM	Period Beginning Date - Military	1 NOV 1999
*Pbdm	Period Beginning Date - Military	1 Nov 1999
*PEDN	Period Ending Date - Numbers	11/30/99
*PEDW	Period Ending Date - Words	NOV 30,1999
*Pedw	Period Ending Date - Words	Nov 30,1999
*PEDM	Period Ending Date - Military	30 NOV 1999
*Pedm	Period Ending Date - Military	30 Nov 1999
*PERN	Period Number	11
*COID	Company ID	H
*CONA	Company Name	Builders Supply
*SCID	Statement Content ID	BAL1

### Note

Insert codes begin with an asterisk(\*). Because the system interprets an asterisk as a print-time insert, the asterisk *cannot* be used in the title except as part of a print-time insert.

## Maintain Statement Layout Screen – Page 1 of 2

```

OSAS T000
Settings Edit Print Help
1999 Maintain Statement Layout Page 1 of 2

Statement Layout ID      BALZ
Statement Title No 1.    *CONA
Statement Title No 2.
Statement Title No 3.    BALANCE SHEET WITH BUDGET COMPARISON
Statement Title No 4.    AS OF *PEDW

Allow Column Shift?      NO
Print Page No?           YES
No Of Blank Line(s)      2

Statement Footer No1.
Statement Footer No2.
Statement Footer No3.
Statement Footer No4.    UNAUDITED

Footer Starting Line No 56

Verification
Press <PgDn> to proceed

```

**Selection****Description**

Allow Column Shift?

Enter **YES** to shift the column totals to the right or left for ease of reading. Otherwise, enter **NO**, and the column shifts are ignored in the statement contents.

If **YES** is selected to shift columns, a blank column must be left in the *statement layout* to receive the shifted lines. The *statement content* is used to specify which lines to shift.

Print Page #?

Enter **YES** to print page numbers in the upper right corner of each page. Otherwise, enter **NO**.

No. of Blank Line(s)

Enter the number of blank lines required between the report title and the text. The system default is **2**.

Statement Footer  
No.1-4

Enter or change the footer. Four lines are available for the footer and are automatically centered on the page at print time. 50 characters can be entered on any line but no more than 111 characters in all. Print-time Inserts can be used as described on the previous page. The footer can be changed at the time the report is printed.

Footer Starting Line  
No.

Enter the number of the line that the footer will be printed on between 20 and 99. If 11-inch paper is used, the maximum is 62. The default is **56**.

4. Use the **Proceed** command, **PgDn** or **Esc P**, to save this information. The Maintain Statement Layout Screen, Page 2 of 2, is displayed.

Step through the following exercise for examples on setting up columns in statement layout **BALZ** on Page 2 of 2 of the Maintain Statement Layout Screen.

### Exercise Description - Edit BALZ

The original statement layout **BALA** prints the account number, the account description, and the *actual* and *budget* balances. In this exercise, the following three columns will be added to the statement layout **BALZ**:

**Column I** - to print the *dollar amount variance* between the *actual* and *budget* balances

**Column K** - to print the *variance percentage* between the *actual* and *budget* balances

**Column M** - to print the *actual* balances from *six periods back*

Minor format changes will be made to a couple of the existing columns.

### Column A

The existing **Column A** contains the Account Number. In this exercise, **Heading No.1** and **Heading No. 2** are changed. The format for the report is displayed at the bottom of the screen.

### Maintain Statement Layout Screen – Page 2 of 2 – Column A

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID A

What Is In The Column? **I** Account No (No of Columns = 4 )

As Of When? Year? (Report Width = 78)

How Far Back? Company

Formula

Scaling

Heading No 1 ACCT Addnl.Trailing Spaces 2

Heading No 2 NO Print This Column? YES

Heading No 3

Format >XXXXXXXXXX<

-A-	-C-	-E-	-G-
ACCT	DESCRIPTION	CURRENT	BUDGET
NO		YEAR	
>XXXXXXXXXX<	>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX<	(#####.00)	(#####.00)

Company H Inquiry Verify

5. Make the following selections on Page 2 of 2.

Selection	Description
Column ID	<p>Enter an ID to identify the column. For this exercise, enter <b>A</b> and press <b>Enter</b>. The existing information is displayed.</p> <p>The following guidelines may be considered to select a <b>Column ID</b>.</p> <ul style="list-style-type: none"> <li>• Select a single upper case letter from <b>A</b> to <b>Z</b>.</li> <li>• Columns are listed in alphabetical order across the report.</li> <li>• Start with column A unless leaving a blank column to shift to the left.</li> <li>• Leave a blank column to shift a column to the left or right.</li> <li>• Leave a blank column between each column so the layout can be quickly changed in the future.</li> <li>• Blank columns do not count in the report width unless shifting columns.</li> <li>• The <b>Copy From</b> field can be used to set up a new column.</li> </ul>

## Maintain Statement Layout Screen – Page 2 of 2 – Column A

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID A

What Is In The Column? **1** Account No

As Of When?

How Far Back?

Formula

Scaling

Heading No 1 ACCT

Heading No 2 NO

Heading No 3

Format >XXXXXXXXXX

< What >

Choice Description

> 1 Account Number )

2 Description 78)

3 Actual

4 Current Year Budget

5 Last Year Amounts

6 Formula Number 1

7 Formula Number 2 2

8 Forecast Amounts S

9 Next Year Budget

< end >

-A- -C-

ACCT DESCRIPTION CURRENT YEAR BUDGET

NO

XXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00

Company H Inquiry Verify

## Selection

## Description

What Is In The Column?

For this exercise, enter **1** for **Account Number**. Numbers **1-9** can be entered as follows to identify the *type* of information to appear in this column. The **Inquiry** command, **F2** or **Esc W**, is available to select a Column Type from a list.

Column Types

Account Number

Account Description

Actual Balance from Master File

Budget Balance from Master File

Last-Year Balance from Master File

Formula 1

Formula 2

Forecast Balance from Master File

Next-Year Budget from Master File

**Formula 1**, number **6**, is used for calculations such as variance *percentages*; i.e., actual vs. budget, ratios, etc. when the normal account balance, debit or credit, is insignificant. This formula type performs a calculation on both account and total lines and ignores the *Reverse Sign to Print* indicator in the **Statement Content**.

**Formula 2**, number **7**, is used for calculations such as *dollar amount* variances; i.e., actual vs. budget, percentages of revenue, etc. when the normal account balance, is significant. This formula type performs calculations on account lines only, and acts on the *Reverse Sign to Print* indicator in the **Statement Content**. Totals of these columns are simple sums of the preceding account lines.

**Note:** The system stores *debit* account balances as positive numbers and *credit* account balances as negative numbers.

Reference the next page for Formula 1 and 2 examples.

- Press **Enter**. The cursor will move to the **Heading No. 1** field.

## Formula 1 vs. Formula 2 - Examples

ACCOUNT NUMBER	COLUMN C ACTUAL	COLUMN G BUDGET	V A R I A N C E   A M O U N T		V A R I A N C E   %	
			ACTUAL - BUDGET		ACTUAL/BUDGET*100	
			FORMULA 1	FORMULA 2	FORMULA 1	FORMULA 2
ASSETS						
1000	4840.66	5126.41	(285.75)	(285.75)	94.43	94.43
1001	100.00	.00	100.00	100.00	.00	.00
1005	200.00	40.00	160.00	160.00	500.00	500.00
1010	5001.25	6269.45	(1268.20)	(1268.20)	79.77	79.77
1020	(100.01)	(125.37)	25.36	25.36	79.77	79.77
1040	1079731.42	1089680.19	(9948.77)	(9948.77)	99.09	99.09
1042	1130773.73	1123123.82	7649.91	7649.91	100.68	100.68
1044	917406.54	871982.68	45423.86	45423.86	105.21	105.21
1060	666436.77	650446.79	15989.98	15989.98	102.46	102.46
	-----	-----	-----	-----	-----	-----
	3804390.36	3746543.97	57846.39	57846.39	101.54	1161.41
LIABILITIES AND EQUITY						
2000	222292.89	233248.65	10955.76	(10955.76)	95.30	(95.30)
2010	(18335.97)	13149.65	31485.62	(31485.62)	(139.44)	139.44
2030	98633.85	9951.59	(88682.26)	88682.26	991.14	(991.14)
2032	34521.85	3483.06	(31038.79)	31038.79	991.14	(991.14)
2034	39453.54	3980.64	(35472.90)	35472.90	991.14	(991.14)
2036	10356.55	1044.91	(9311.64)	9311.64	991.14	(991.14)
2038	17613.39	(1930.61)	(19544.00)	19544.00	(912.32)	912.32
	-----	-----	-----	-----	-----	-----
	404536.10	262927.89	(141608.21)	141608.21	153.86	(3008.09)

In the sample balance sheet above, the following amounts are calculated using Formulas 1 and 2:

- *dollar amount* variance between actual and budget amounts
- *variance percentage* between actual and budget amounts

### Variance Amount Columns – Actual-Budget

For *asset* accounts, there is no difference between the amounts for Formula 1 and Formula 2. For *liability* accounts, the numbers are the same but the sign is different between the two formulas.

**Formula 2** is the correct formula for this example in order to print the variance amount as a negative number if the *budget* amount is greater than the *actual* amount. **Formula 2** prints the amount with the correct sign because the Reverse Sign to Print indicator is acted upon in the statement content.

In Formula 1, compare the balances printed for *asset* account 1000 and *liability* account 2000.

#### Account 1000

Actual – Budget = Variance

4840.66 – 512641 = (285.75)

#### Account 2000

Actual – Budget = Variance

-222292.89 – (-233248.65) = 10955.76

In **Formula 2**, the- variance amount for *asset* Account 1000 is printed correctly **(285.75)** as the Reverse Sign to Print indicator is set to **NO** for *asset* accounts. The variance amount for *liability* Account 2000 is printed correctly **(10955.76)** as the Reverse Sign to Print indicator is set to **YES** for *liability* accounts.

### Variance % Columns – Actual/Budget\*100

For the *asset* accounts, there is no difference between the percentages printed until the total is printed. The subtotal for Formula 2 is the sum of the variance percentages for each asset account.

**Formula 1** is the correct formula for this example as calculations are performed for both the account and total lines. The subtotal for **Formula 1** is the total actual amount, 3804390.36, divided by the total budget amount, 3746543.97, and multiplied by 100 to calculate the correct value, **101.54** percent. **Formula 1** ignores the Reverse Sign to Print indicator, so *liability* accounts print with positive percentages. The correct sign is obtained by the formula because a positive answer results if two negative numbers are divided.

## Maintain Statement Layout Screen – Page 2 of 2 – Column A

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID A

(No of Columns = 4 )

(Report Width = 78)

What Is In The Column? 1 Account No

As Of When? Year?

How Far Back? Company

Formula

Scaling

Heading No 1 ACCOUNT

Heading No 2 NUMBER

Heading No 3

Format XXXXXXXXXXXXXXXX

Addnl.Trailing Spaces 2

Print This Column? YES

-A-	-C-	-E-	-C-
ACCOUNT	DESCRIPTION	CURRENT	BUDGET
NUMBER		YEAR	
XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)

Verification

Press <PgDn> to proceed

## Selection

## Description

Heading No. 1-3

In the existing layout, the heading is **ACCT NO**. For this exercise, enter **ACCOUNT** in the **Heading No. 1** field and **NUMBER** in the **Heading No. 2** field to change the column heading.

Each of the three lines can have up to **30** characters. To center a heading, it must be done manually. Print-time inserts can be used for column headings that will be changed each time the report is printed. The length of the longest line, heading or format, is added to the report width when the column is saved.

Format

For this exercise, do not change the format.

The format determines how the column information appears in print. The standard format for the *type* of column selected is displayed. Press **Enter** to accept it or enter a different format.

Each character in the format represents the space for one printed character. The type of printed character allowed depends on the *column type* selected. Column types **1** and **2**, Account Number and Description, are text columns. **X** represents any character and **XXXX** creates a column 4 characters wide. For column type **1**, the standard format is 12 characters; for column type **2**, it is 30 characters. The maximum number of characters can be used, or the format can be reduced to gain space. Account numbers or descriptions longer than the format are truncated.

Addnl.Trailing Spaces

For this exercise, enter number **2**.

Enter the number of spaces to insert between this column and the next column. Enter **0** to run the headings together; for example, to print one heading across several columns. Valid numbers are **0-999**.

Print This Column?

Enter **NO** to suppress a column from being printed in the report; i.e., to clear an account number column. Otherwise, enter **YES**.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.



## Column C

The existing **Column C** contains the Account Description. This exercise explains how to **center Heading No. 1**.

### Maintain Statement Layout Screen – Page 2 of 2 – Column C

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID C

What Is In The Column? ☒ Description (No of Columns = 4 )

As Of When? Year? (Report Width = 78)

How Far Back? Company

Formula

Scaling

Heading No 1 DESCRIPTION Addnl.Trailing Spaces 2

Heading No 2 Print This Column? YES

Heading No 3

Format XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

-A- -C- -E- -G-

ACCOUNT DESCRIPTION CURRENT BUDGET

NUMBER YEAR

XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00)

Company H Inquiry Verify

8. Make the following selections to center the heading for Column C.

#### Selection

#### Description

Column ID

Enter **C** for this exercise. In the existing layout, the Account Description heading in Column C is printed two spaces from the left.

Heading No. 1-3

Insert spaces in front of the word **DESCRIPTION** in the **Heading No. 1** field to center the heading. In this case, insert 9 spaces.

To truncate the description, the format must be changed.

### Maintain Statement Layout Screen – Page 2 of 2 – Column C

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID C

What Is In The Column? ☒ Description (No of Columns = 4 )

As Of When? Year? (Report Width = 78)

How Far Back? Company

Formula

Scaling

Heading No 1 DESCRIPTION Addnl.Trailing Spaces 2

Heading No 2 Print This Column? YES

Heading No 3

Format XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

-A- -C- -E- -G-

ACCOUNT DESCRIPTION CURRENT BUDGET

NUMBER YEAR

XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00)

Company H Inquiry Verify

9. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.

## Column E

The existing **Column E** prints the **Actual** balances for the **Current Period Year-To-Date**. No changes are made to Column E in this exercise.

### Maintain Statement Layout – Page 2 of 2 – Column E

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID E

(No of Columns = 4 )

(Report Width = 78)

What Is In The Column? 3 Actual

As Of When? 1 Current Period

How Far Back? 3 Year-To-Date

Company

Formula

Scaling 1

Heading No 1 CURRENT

Heading No 2 YEAR

Heading No 3

Format (#####.00)

Addnl.Trailing Spaces 2

Print This Column? YES

-C-	DESCRIPTION	-E-	CURRENT YEAR	-G-	BUDGET
***** (#####.00) (#####.00)					

1=Curr Per, 2=Prev Per, 3=Prev QTR, 4=Per Rel Curr, 5=YTD Rel Curr, 6=YR End

Company H Verify

10. Make the following selections to set up a column to print account balances.

Selection	Description
Column ID	Enter <b>E</b> for this exercise to display the existing instructions.
What Is In The Column?	<p>Number <b>3</b> was selected as the Column Type to print <i>Actual</i> balances in Column E. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b>, is available to select other Column Types from a list.</p> <p>Account <i>Balance</i> Column Types include <b>3, 4, 5, 8, and 9</b>. Reference <b>Column A</b> for details on <b>Column Types</b>.</p>
As of When?	<p>Number <b>1</b> was entered to select the <i>Current Period</i>. Command Options <b>1 – 6</b> are available to identify which <i>period</i> balances are to be printed in this column. If <b>3, 4, 5, 8 or 9</b> is selected in the <b>What Is In The Column?</b> field, enter one of the following Command Options listed at the bottom of the screen.</p> <p>Command Options</p> <p>Current Period</p> <p>Previous Period</p> <p>Previous Quarter</p> <p>Period Relative to Current Period</p> <p>Year-To-Date Relative to Current Period</p> <p>Year End</p>

**Note**

If **4** is selected, a previous period's balance is printed. If **5** is selected, the year-to-date balance from a previous period is printed. Both **4** and **5** are relative to the current period and can go back up to 12 periods. If **6** is selected, the year end balance is printed.

**Maintain Statement Layout Screen – Page 2 of 2 – Column E**

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID E

(No of Columns = 4 )

(Report Width = 78)

What Is In The Column? 3 Actual

As Of When? 1 Current Period

How Far Back? 3 Year-To-Date

Company

Formula

Scaling 1

Heading No 1 CURRENT

Heading No 2 YEAR

Heading No 3

Format (#####.00)

Addnl.Trailing Spaces 2

Print This Column? YES

-C-	-E-	-G-
DESCRIPTION	CURRENT YEAR	BUDGET
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)

1=This Period Only, 2=Quarter-To-Date, 3=Year-To-Date

Company H Verify

**Selection****Description**

How Far Back?

Number **3** was selected to print the *Year-to Date* amount.

Dependent on the period selected in the field **As of When?**, the following Command Options are available to specify how far back to go.

If **1**, **2**, or **3** is entered for the period in the **As of When?** field, select Command Option **1 – 3** listed at the bottom of the screen as follows:

1 = This *selected* Period Only

2 = Quarter-To-Date

3 = Year-To-Date

If **4** or **5** is entered for the period in the **As of When?** field, select Command Option **0 – 9** or **A – C** listed at the bottom of the screen as follows:

Current Period

1-9 1 to 9 Periods Back

A 10 Periods Back

B 11 Periods Back

C 12 Periods Back

Year?

Enter the fiscal year to print a *previous* fiscal year's data files currently stored on the system. If left blank, the current-year is used.

The information from the fiscal year entered is retrieved from the Master file, GLMAxxx.Y??, where **xxx** is the Company ID and **??** is the fiscal year.

### Note

The **Year-to-Date** balance, number **3**, is the sum of the changes in the balances in every period through the one specified in the **As of When?** field, plus the beginning balance.

**Maintain Statement Layout – Page 2 of 2 – Column E**

```

OSAS T000
Settings Edit Print Help
1999 Maintain Statement Layout Page 2 of 2
Statement Layout ID BALZ
*CONA
Column ID E
(No of Columns = 4 )
What Is In The Column? 3 Actual (Report Width = 78)
As Of When? 1 Current Period Year?
How Far Back? 3 Year-To-Date Company
Formula
Scaling 1
Heading No 1 CURRENT Addnl.Trailing Spaces 2
Heading No 2 YEAR Print This Column? YES
Heading No 3
Format (#####.00)
-C- -E- -G-
DESCRIPTION CURRENT YEAR BUDGET
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00)
BLANK=all comp-all accts, ?=all comp select accts, or single comp ID
Company H Verify

```

## Selection

### Description

Company

This field is available if **3, 4, 5, 8** or **9** is entered in the **What Is In the Column?** field.

Statements can be designed to print several companies in columns *side-by-side*; specific accounts *combined* in one column; and companies *consolidated* in one column.

Select a Command Option listed at the bottom of the screen to identify the company account balances to be printed in this column.

## Command Options

**BLANK=all comp-all accts** - Leave the field **blank** to print account balances for all companies, for all accounts.

**?=all comp select accts** - Enter ? to print balances for selected accounts. The **Account Mask** fields are displayed if selected.

**single comp ID** - Enter a **company ID** to print the account balances for one company. The **Account Mask** fields are displayed if selected.

## Printing Statement Guidelines<sup>1</sup>

- To include all companies that have a column set up in the layout, the company ID's do not need to be specified on the **Statements** function screen when the report is printed. To include only certain companies on the report, those companies can be specified. The companies not entered on the Statements screen will not be included, and zeroes are printed in those columns.
- If the **Company** field is left **BLANK** or a **?** is entered, up to **20** companies can be specified to consolidate into one column at the time the report is printed. All companies entered on the **Statements** function screen are totaled in the column with a **?** or **BLANK**.

---

<sup>1</sup>.To print statements, select the **Statements** function on the General Ledger Report menu.

## Maintain Statement Layout – Page 2 of 2 – Column E

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID E

(No of Columns = 4 )

(Report Width = 78)

What Is In The Column? 3 Actual

As Of When? 1 Current Period

How Far Back? 3 Year-To-Date

Company ???

Formula

Scaling 1

Heading No 1 CURRENT

Heading No 2 YEAR

Heading No 3

Format (#####.00)

Addnl. Trailing Spaces 2

Print This Column? YES

-C- DESCRIPTION -E- CURRENT YEAR -G- BUDGET

XXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00)

Enter up to 6 account masks using ? as a wildcard.

Company H Verify

## Selection

## Description

## Account Masks

If a **single comp ID** or the ? is entered in the **Company** field above, account mask fields are displayed to specify accounts to be printed in columns *side by side*, or *combined* into one column.

## Print Account Balances Side -by-Side

Divisions, departments or subaccounts can be printed in columns *side by side* by assigning a different company ID to the columns.

For example, using the Builders Supply chart of accounts, assume the account balances for each division are printed in three columns side by side. The account mask is MMMM11. In the **first column**, enter **????01** for the account mask to print all accounts for division 01. In the **second column**, enter **????02** to print all accounts for division 02. In the **third column**, enter **????03** to print all accounts for division 03.

## Combine Account Balances in One Column

Divisions, departments and subaccounts can be *combined* in the same column.

For example, to combine Division 01 and Division 02 in one column, enter **????01** in the first account mask field and enter **????02** in the second account mask field.

A maximum of **six** account masks are allowed for each column for the company or companies using the layout.

## Maintain Statement Layout – Page 2 of 2 – Column E

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID E (No of Columns = 4 ) (Report Width = 78)

What Is In The Column? 3 Actual Year?

As Of When? 1 Current Period

How Far Back? 3 Year-To-Date Company

Formula

Scaling 1

Heading No 1 CURRENT Addnl. Trailing Spaces 2

Heading No 2 YEAR Print This Column? YES

Heading No 3

Format (#####.00)

-C- DESCRIPTION -E- CURRENT YEAR -G- BUDGET

#####.00 #####.00

1=No Scaling, 100=One Hundred, 1000=One Thousand

Company H Verify

**Selection****Description**

## Scaling

The scaling factor is used to round off dollar amounts to the nearest hundred or thousand dollars. Select a Command Option listed at the bottom of the screen as follows:

No Scaling

100=One Hundred

1000=One Thousand

## Heading No. 1-3

Enter the heading for the column.

## Format

If a numeric Column Type **3 – 9** was selected in the **What Is In The Column?** field, the following representations apply.

# represents a number (0-9)

0 represents a decimal place

. represents a decimal point

, represents a comma

The standard format for these columns is #####.00- and holds the largest possible balance. If the format is changed to gain space, ensure that none of the balances printed will exceed this limit. If some do, the number is printed with an asterisk(\*) on either side, and the following message is printed at the end of the report.

**Note**

If **2** or **3** is selected, the **Format** field must be changed, otherwise the rounded numbers will print with decimal places. For example, change #####.00- to #####-. A number larger than its format mask. It is shown as: \*999999.99\*

## Sign Characters

Reference the list below for details on sign characters and examples of numeric formats.

Sign characters available for use in the **Format** field include:

Sign	Prints
\$	a dollar sign to the left of the farthest numeric placeholder (#).  If the dollar sign is placed outside the parentheses, whether to print the dollar sign or not can be defined in the statement content. If the dollar sign is placed inside the parentheses, it will always be printed as part of the value.
-	a negative sign next to credit balances in debit accounts and debit balances in credit accounts. The sign can be entered to the left or right of the number format.
+	a negative sign as described above and prints a positive sign next to credit balances in credit accounts and debit balances in debit accounts. The sign can be entered to the left or right of the number format.
( )	a parentheses around debit balances in credit accounts and credit balances in debit accounts.
CR	the letters <b>CR</b> to the right of credit balances in debit accounts.

### Numeric Formats - Examples

The following examples describe how the formats will appear on the report.

<u>Format</u>	<u>Prints A Number Up To</u>
\$####.00-	9999.99 with a dollar sign to the left. If the number is a credit in a debit account or a debit in a credit account, prints a negative sign to the right.
+###.00	999.99 with a positive sign, or a negative sign, to the left.
###.00CR	999.99 with the letters <b>CR</b> to the right of credits in debit accounts.
(#,###.00)	9,999.99 including the comma. If the number is a credit in a debit account or a debit in a credit account, enclose in parentheses.

#### Note

If the parentheses and a dollar sign are used in the same format, place the dollar sign outside the parentheses to use the **Print Dollar Signs?** field in the statement content to turn the \$ on or off.  
Example: \$(#####.00)

11. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.



## Column G

The existing **Column G** prints the **Current Year Budget** amounts for the **Current Period Year-To-Date**. No changes are made to Column G in this exercise.

### Maintain Statement Layout Screen – Page 2 of 2 – Column G

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID G

What Is In The Column? ☒ CY Budget (No of Columns = 4 )

As Of When? 1 Current Period (Report Width = 78)

How Far Back? 3 Year-To-Date Company

Formula

Scaling 1

Heading No 1 Addnl.Trailing Spaces 2

Heading No 2 BUDGET Print This Column? YES

Heading No 3

Format (#####.00)

---

-E- -G-

CURRENT YEAR BUDGET

(#####.00) (#####.00)

Company H Inquiry Verify

12. Perform the following steps to display the information for Column G.

Selection	Description
Column ID	Enter <b>G</b> for this exercise. Press <b>Enter</b> to review the information entered in the following fields.
What Is In The Column?	<b>4</b> was selected to print <b>Current Year Budget</b> amounts.
As of When?	<b>1</b> was selected to print amounts for the <b>Current Period</b> .
How Far Back?	<b>3</b> was selected to print <b>Year-To-Date</b> balances.

13. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.

In this exercise, Columns I, K and M are added to the report.

### Column I

**Column I** will use **Formula 2** to print the the *dollar amount* variance between the *Actual* and *Budget* balances for the current year; i.e., the difference between Column E and Column G.

### Maintain Statement Layout Screen – Page 2 of 2 – Column I

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID I Copy From? █

What Is In The Column? (No of Columns = 4 )  
As Of When? (Report Width = 78)  
How Far Back? Year?  
Company

Formula

Scaling 1

Heading No 1 Addnl.Trailing Spaces 2

Heading No 2 Print This Column? YES

Heading No 3

Format

-A-	-C-	-E-	-G-
ACCOUNT	DESCRIPTION	CURRENT	BUDGET
NUMBER		YEAR	
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)

Company H Verify

14. Make the following selections to print the *dollar amount* variance.

#### Selection

#### Description

Column ID

Enter **I** for this exercise. Press **Enter** to move the cursor to the **What Is In the Column?** field.

The **Copy From?** field is available to copy an existing column to a new Column ID to modify.

What Is In The Column?

Enter **7** to select **Formula 2**. The **Inquiry** command, **F2** or **Esc W**, is available to select a Column Type from a list.

### Maintain Statement Layout – Page 2 of 2 – Column I

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID I

What Is In The Column? █

As Of When?

How Far Back?

Formula

Scaling 1

Heading No 1

Heading No 2

Heading No 3

Format

< What >  
Choice Description  
< begin >  
0 Account Type  
1 Account Number  
2 Description  
3 Actual  
4 Current Year Budget  
5 Last Year Amounts  
6 Formula Number 1  
> 7 Formula Number 2  
8 Forecast Amounts  
9 Next Year Budget  
< end >

-A-	-C-	-E-	-G-
ACCOUNT	DESCRIPTION	CURRENT	BUDGET
NUMBER		YEAR	
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)

Company H Inquiry Verify

## Maintain Statement Layout – Page 2 of 2 – Column I

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID B&LZ

\*CONA

Column ID I

What Is In The Column? 7 Formula 2 (No of Columns = 4 )

As Of When? (Report Width = 78)

How Far Back? Year?

Company

Formula **CE-CG**

Scaling 1

Heading No 1 Addnl. Trailing Spaces 2

Heading No 2 Print This Column? YES

Heading No 3

Format #####.00-

-A-	-C-	-E-	-G-
ACCOUNT	DESCRIPTION	CURRENT	BUDGET
NUMBER		YEAR	
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)

Company H Verify

## Selection

## Description

Formula

Enter the formula **CE-CG** to print the dollar amount difference between Column E and Column G.

The amount printed in a formula column, *Column Type 6 or 7*, is calculated from amounts in previous columns or in totals according to the formula entered in this field.

In this exercise, *Formula 2, Column Type 7*, was selected in the **What Is In The Column** field? so the system will look at the *Reverse Sign to Print* indicator in the **Statement Content** when the variance is calculated. Refer to **Column A** earlier in this section for formula details.

Numbers and symbols can be used in the **Formula** field to specify the arithmetic operations as follows:

## Symbols

- + Add
- Subtract
- \* Multiply
- / Divide

The operations are performed from left to right.

## Note

Multiply before dividing for accurate results.

*Columns*, *totals* and *memo accounts* can be used in formulas as follows:

### Columns

To use columns in a formula, use the variable **Cx**, where **x** is the **Column ID**. In this example, the formula **CE-CG** is used to print the difference between the balances in Columns **E** and **G**.

The columns used in the formula must precede the calculation column. For example, if Column **D** contains a calculation, values from Columns **A** through **C** can be used in the formula, but *not* the values from **E**, **F**, **G**, **H**, etc. through **Z**.

### Totals

Any of the nine totals from the Statement Content can be used in a formula. The specific total balance is determined by the column type.

To use totals in a formula, use the variable **Tnx**, where **n** is the number of the **Total** field (**1-9**) and **x** is the **letter of the column** that specifies the type of balance to use. In this exercise, **T1E** would be used to print the total *Actual* amount and **T1G** to print the *Budget* amount.

### Memo Accounts

Numbers can be stored in the balances of memo accounts to use in formulas. For example, in the sample Ratio Analysis, Statement Layout ID **RATA**, the total revenue is divided by the number of shares outstanding (stored in a memo account) to get the earnings per share.

To use the numbers from memo accounts in a formula, the **Statement Content** line must be used to put the appropriate balances in a **Total** field. The total can then be used in the formula as directed above.

Numbers can be entered in two ways:

- If a number is entered in the beginning balance, it can be used in a calculation with the ending (year-to-date) balance as in the sample shares outstanding account.
- Or a different number could be entered in each period. For example, to print the average sales per day, if the number of days in the month is entered in each period balance, that memo account can be used in a formula. The total sales would be divided by the appropriate number of days in each period.

## Maintain Statement Layout – Page 2 of 2 – Column I

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID I

What Is In The Column? Formula 2 (No of Columns = 5 )

As Of When? (Report Width = 93)

How Far Back? Year?

Company

Formula CE-CG

Scaling 1

Heading No 1 \*\*\* V A R I A N C E \*\*\* Addnl.Trailing Spaces 1

Heading No 2 AMOUNT Print This Column? YES

Heading No 3

Format (#####.00)

-G- -I-

BUDGET AMOUNT

(#####.00) (#####.00)

Company H Inquiry Verify

**Selection****Description**

Scaling

Enter **1** for the scaling factor.

Heading No. 1-3

The heading **\*\*\* V A R I A N C E \*\*\*** will be split between this column and the next column.Enter **\*\*\* V A R I A** in the **Heading No. 1** field and **AMOUNT** in the **Heading No. 2** field.

Format

Change the default format to **(#####.00)** to match the other columns.

Addnl.Trailing Spaces

Change to **1**.

No. of Columns / Report Width

These two fields are for information only and are updated when the column is saved.

If the report width exceeds the width of the printer or file, the following message is displayed when the report is printed.

**Statement Too Wide for Printer or File**

If printing the statement to a printer, the maximum report width is 132 character for 8-1/2 x 11 paper, and 255 characters for wide paper.

If printing the statement to an ASCII file, the *default* print file accepts a maximum report width of 132 characters. To print a report to a file that is wider than 132 characters, use the **Devices** function on the Resource Manager Workstation Configuration menu to change the **Standard Cols** for the **alias PF** line for the workstation. Enter the number of columns up to 255.

15. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.

## Column K

**Column K** will use **Formula 1** to print the variance *percentage* between the *Actual* and *Budget* amounts; i.e., the difference between Column E and Column G.

### Maintain Statement Layout – Page 2 of 2 – Column K

OSAS T000

Settings Edit Print Help

1999 ————— Maintain Statement Layout ————— Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID K

What Is In The Column? ☒ Formula 1 (No of Columns = 6 )

As Of When? (Report Width = 104)

How Far Back? Year?

Company

Formula CE/CG\*100

Scaling 1

Heading No 1N C E \*\*\* Addnl.Trailing Spaces 2

Heading No 2 % Print This Column? YES

Heading No 3

Format (#####.00)

-I- -K-

\*\*\* V A R I A N C E \*\*\*

AMOUNT %

(#####.00) (#####.00)

Company H Inquiry Verify

16. Make the following selections to print the variance *percentage*.

Selection	Description
Column ID	Enter <b>K</b> and press <b>Enter</b> to move the cursor to the <b>What Is In the Column?</b> field. The <b>Copy From?</b> field is available to copy an existing column to a new Column ID to modify.
What Is In The Column?	Enter <b>6</b> to select <b>Formula 1</b> . The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a Column Type from a list.
Formula	<p>Enter the formula <b>CE/CG*100</b> to print the variance percentage between Column E and Column G.</p> <p>The amount printed in a formula column, <i>Column Type 6 or 7</i>, is calculated from amounts in previous columns or in totals according to the formula entered in this field.</p> <p>In this exercise, <i>Formula 1, Column Type 6</i>, was selected in the <b>What Is In The Column?</b> field so the formula is calculated on account lines and total lines. Since the correct sign is calculated by the formula, we would also like the <i>Reverse Sign to Print</i> indicator in the <b>Statement Content</b> to be ignored. Refer to <b>Column A</b> for formula details.</p> <p>Refer to <b>Column I</b> for use of <i>symbols, columns, totals</i> and <i>memo accounts</i> in formulas.</p>
Heading No. 1-3	Enter <b>N C E ***</b> in the <b>Heading No. 1</b> field and <b>%</b> in the <b>Heading No. 2</b> field.
Format	Change the default format to <b>(#####.00)</b> . Since a percentage is printed in this column, some of the pound signs (#) can be removed from the front of the mask.

17. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.

## Column M

Column M will print the **Actual Year-to-Date** balances from **six months back**.

### Maintain Statement Layout – Page 2 of 2 – Column M

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID M

(No of Columns = 6 )

(Report Width = 104)

What Is In The Column? 3 Actual

As Of When? 5 YTD Rel Curr

How Far Back? 6

Year?

Company

Formula

Scaling 1

Heading No 1 Addnl. Trailing Spaces 2

Heading No 2 Print This Column? YES

Heading No 3

Format #####.00-

-I- -K-

\*\*\* V A R I A N C E \*\*\*

AMOUNT %

(#####.00) (####.00)

0=Current Period, 1-9, A=10, B=11, C=12

Company H Verify

18. Make the following selections to print the account balances.

Selection	Description
Column ID	Enter <b>M</b> and press <b>Enter</b> to move the cursor to the <b>What Is In the Column?</b> field. The <b>Copy From?</b> field is available to copy an existing column to a new Column ID to modify.
What Is In The Column?	Enter <b>3</b> to print the <i>Actual</i> account balance. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a Column Type from a list.
As of When?	Enter <b>5</b> to print the <i>Year-To-Date</i> balance from a previous period.
How Far Back?	Enter <b>6</b> to print the balance from <i>six periods back</i> .  Dependent on the period selected in the field <b>As of When?</b> , the following options are available to specify how far back to go.  If <b>1</b> , <b>2</b> , or <b>3</b> is entered for the period in the <b>As of When?</b> field, select Command Option <b>1 – 3</b> listed at the bottom of the screen as follows:  <b>This selected Period Only</b>  <b>Quarter-To-Date</b>  <b>Year-To-Date</b>

#### Note

The **Year-to-Date** balance, number **3**, is the sum of the changes in the balances in every period through the one specified in the **As of When?** field, plus the beginning balance.

## Maintain Statement Layout – Page 2 of 2 – Column M

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID M

(No of Columns = 6 )

(Report Width = 104)

What Is In The Column? 3 Actual

As Of When? 5 YTD Rel Curr

Year?

How Far Back? 6 Relative

Company

Formula

Scaling 1

Heading No 1 6 MONTHS

Heading No 2 BACK

Heading No 3

Format #####.00-

Addnl.Trailing Spaces 2

Print This Column? YES

-I- -K-

\*\*\* V A R I A N C E \*\*\*

AMOUNT %

(#####.00) (####.00)

Company H Verify

## Selection

## Description

How Far Back?

If **4** or **5** is entered for the period in the **As of When?** field, select a number or letter from the Command Options listed at the bottom of the screen as follows:

...(continued)

- 1** Current Period
- 1-9** 1 to 9 Periods Back
- A** 10 Periods Back
- B** 11 Periods Back
- C** 12 Periods Back

**Note:**

If *Actual* amounts are printed in a column, and more periods are selected to go back than are in the current year, the amounts in the **Last-Year** column are used.

The system will check the option setting for *Is Period 13 used for normal processing?* to determine if period 13 is used for normal period processing. For example, if in period 8, and the information from nine periods back is selected to be printed, the amount from the Last-Year column for period 11 or 12 is printed. If the option *Is Period 13 used for normal processing?* is set to **YES**, the amount from period 12 is printed; otherwise, the amount from period 11.

Previous-year amounts cannot be printed from this field for *Current-Year Budget*, *Next-Year Budget*, *Last-Year* and *Forecast* amounts. If **Last-Year** files exist on the system, that fiscal year can be specified in the **Year?** field to print these balances. Reference **Column E** for details on the **Year?** field.

Heading No. 1-3

Enter **6 MONTHS** in the **Heading No. 1** field and **BACK** in the **Heading No. 2** field.



## Maintain Statement Layout – Page 2 of 2 – Column M

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID M

What Is In The Column? Actual (No of Columns = 7 )

As Of When? 5 YTD Rel Curr (Report Width = 120)

How Far Back? 6 RELATIVE Year?

Company

Formula

Scaling 1

Heading No 1 6 MONTHS Addnl.Trailing Spaces 2

Heading No 2 BACK Print This Column? YES

Heading No 3

Format (#####.00)

-K- -M-

N C E \*\*\* 6 MONTHS

% BACK

(###.00) (#####.00)

Company H Inquiry Verify

## Selection

## Description

Format

Change the default format to (#####.00) to match the other columns.

19. Use the **Proceed** command, **PgDn** or **Esc P**, to save the information. The cursor will return to the **Column ID** field to edit or add another column.

20. Use the **Exit** command, **F7** or **Esc M**, to return to the menu.

Reference the balance sheet on the following page to review the results of changes made to statement layout BALZ in this exercise.

## Balance Sheet – BALZ/BAL1

The financial statement below is an example *after editing* BALZ, previously copied from BALA. See **Balance Sheet – BALA/BAL1** under **Setting Up Financial Report Instructions** earlier in this section for a comparison. Reference **Printing Statements** for details on printing reports with the **Statements** function.

### Current Year/Budget Comparison – Page 1

Builders Supply				Page 1		
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
TOTAL CURRENT ASSETS		3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
TOTAL LONG TERM ASSETS		1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
-----						
TOTAL OTHER ASSETS		18632.82	18683.04	(50.22)	99.73	18666.30
-----						
TOTAL ASSETS		5609271.05	5449739.48	159531.57	102.93	5485930.36
=====						
UNAUDITED						

**Balance Sheet – BALZ/BAL1 (continued)****Current Year/Budget Comparison – Page 2**

Builders Supply						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
LIABILITIES AND EQUITY						
LIABILITIES						
CURRENT LIABILITIES						
2000	ACCOUNTS PAYABLE - TRADE	619081.78	233248.65	385833.13	265.42	626753.71
2010	ACCOUNTS PAYABLE - AFFILIATES	(29752.22)	13149.65	(42901.87)	(226.26)	30661.88
2020	PAYROLL CLEARING ACCOUNT	(200.00)	.00	(200.00)	.00	.00
2030	FEDERAL WITHHOLDING PAYABLE	98655.05	9951.59	88703.46	991.35	.00
2032	FICA WITHHOLDING PAYABLE	34551.89	3483.06	31068.83	992.00	.00
2034	STATE WITHHOLDING PAYABLE	39453.54	3980.64	35472.90	991.14	.00
2036	FUTA PAYABLE	10364.75	1044.91	9319.84	991.93	.00
2038	SALES TAX PAYABLE	18162.84	(1930.61)	20093.45	(940.78)	.00
2100	CURRENT PORTION OF LTD	31237.27	.00	31237.27	.00	.00
-----						
	TOTAL CURRENT LIABILITIES	821554.90	262927.89	558627.01	312.46	657415.59
LONG TERM LIABILITIES						
2500	BOND PAYABLE	611326.38	598850.33	12476.05	102.08	673706.63
2510	NOTE PAYABLE - ONE	502104.76	491857.72	10247.04	102.08	553339.96
2520	NOTE PAYABLE - TWO	417194.72	408680.54	8514.18	102.08	459765.62
2530	LESS CURRENT PORTION OF LTD	(31237.27)	.00	(31237.27)	.00	.00
-----						
	TOTAL LONG TERM LIABILITIES	1499388.59	1499388.59	.00	100.00	1686812.21
-----						
	TOTAL LIABILITIES	2320943.49	1762316.48	558627.01	131.70	2344227.80
STOCKHOLDERS EQUITY						
3000	COMMON STOCK	1376843.55	1376843.55	.00	100.00	1376843.55
3010	PREFERRED STOCK	197425.56	197425.56	.00	100.00	197425.56
3020	ADDITIONAL PAID-IN CAPITAL	492399.01	492399.01	.00	100.00	492399.01
3030	DIVIDENDS	(19935.58)	(19935.58)	.00	100.00	(19935.58)
3040	RETAINED EARNINGS	888135.71	888135.71	.00	100.00	888135.71
	NET PROFIT	352467.86	757604.99	(405137.13)	46.52	205616.18
-----						
	TOTAL STOCKHOLDERS EQUITY	3287336.11	3692473.24	(405137.13)	89.03	3140484.43
-----						
	TOTAL LIABILITIES & EQUITY	5608279.60	5454789.72	153489.88	102.81	5484712.23
=====						
UNAUDITED						

## Deleting a Statement Layout

To delete a statement layout, select the **Statement Layout** function on the GL File Maintenance menu and then perform the steps below. Do *not* delete a layout that may be modified at a later date. See **Copying a Statement Layout** at the beginning of this section.

### Statement Layout Screen

OSAS T000

Settings Edit Print Help

1999 Statement Layout

1. Maintain Statement Layout

2. Copy Statement Layout

3. Delete Statement Layout

Choice: █

Company H Verify

1. Select **3, Delete Statement Layout**, and press **Enter**. The Delete Statement Layout Screen is displayed.

### Delete Statement Layout Screen

OSAS T000

Settings Edit Print Help

1999 Delete Statement Layout

Delete Statement Layout ID BALR █

Company H Inquiry Verify

#### Field

#### Description

Delete Statement Layout ID

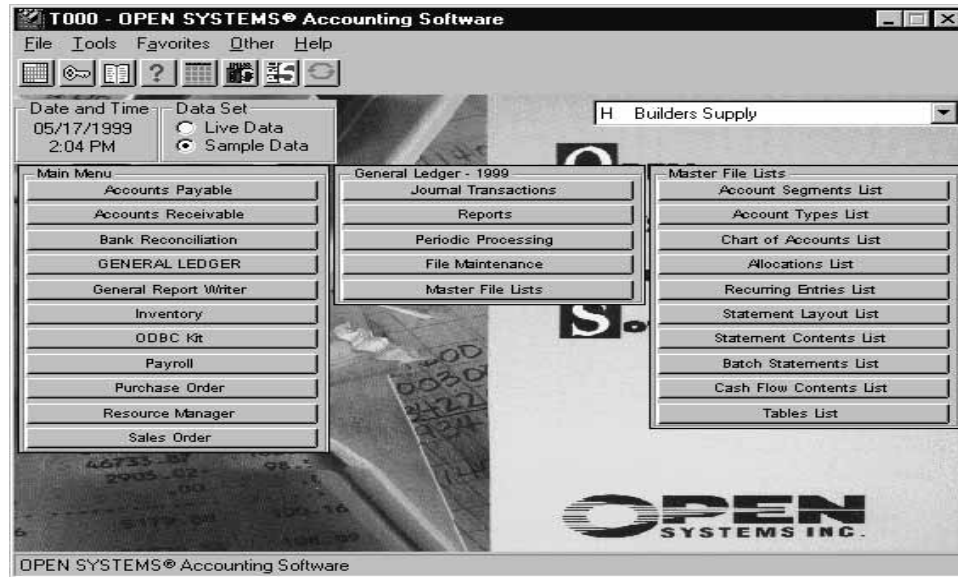
Enter the ID of the statement layout to be deleted. The **Inquiry** command, **F2** or **Esc W**, is available to select an ID from a list. The message *Press F3 to delete* is displayed. Use the **Delete** command, **F3** or **Esc D**, to confirm the deletion. The message *Delete complete – Press any key to continue* is displayed.

2. Press any key to return to the **Delete Statement Layout ID** field to delete another statement layout. Otherwise, use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Printing a Statement Layout List

The Statement Layout List function is used to print a copy of the statement layout instructions for review. A list of Statement Layout BALZ is provided as an example.

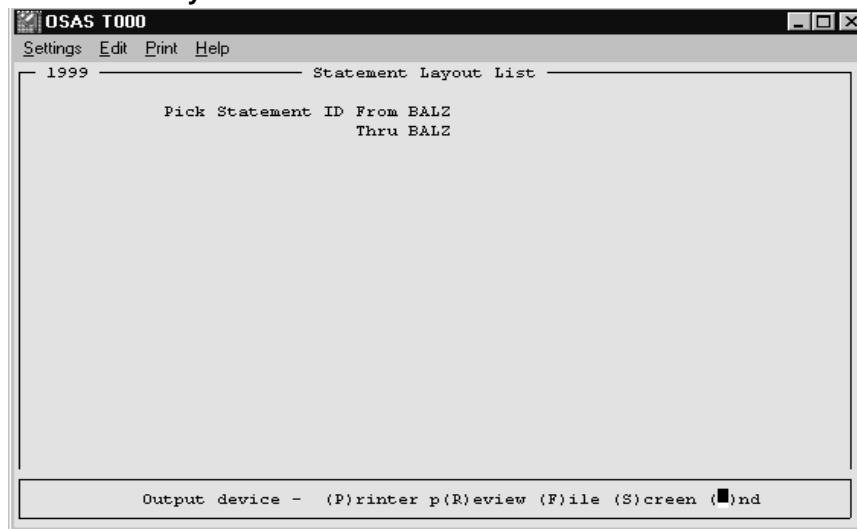
### GL Master File Lists Menu Screen



Select the **Statement Layout List** function on the General Ledger Master File Lists Menu to print a Statement Layout List. The Statement Layout List Screen is displayed.

To print a statement layout list, perform the steps below after selecting the **Statement Layout List** function.

### Statement Layout List Screen



1. Make the following selections from the Statement Layout List Screen.

Field	Description
Pick Statement ID From/ Thru	Enter a range of statement layouts to include in the list. If the <b>From/Thru</b> fields are left blank, all the selections are included. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc</b> <b>W</b> , is available to select an ID from a list.

Select an output device for the report:

**(P)**rinter - to send the report to a printer

**p(R)**evue - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(E)**nd - to exit from the Selection Screen without printing the report

## Statement Layout List – BALZ

07/29/1999	Statement Layout List	Page 1																								
Statement ID: BALZ																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Title : 1: *CONA</p> <p>2:</p> <p>3: BALANCE SHEET WITH BUDGET COMPARISON</p> <p>4: AS OF *PEDW</p> </div> <div> <p>Print Page #: YES</p> <p>Extra Lines : 2</p> <p>Allow Shift : NO</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Footer : 1:</p> <p>2:</p> <p>3:</p> <p>4: UNAUDITED</p> </div> <div> <p>Start Line : 56</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column A: Heading 1: ACCOUNT</p> <p>2: NUMBER</p> <p>3:</p> <p>Format : XXXXXXXXXXXX</p> </div> <div> <p>What 1 Account No.</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column C: Heading 1: DESCRIPTION</p> <p>2:</p> <p>3:</p> <p>Format : XXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> </div> <div> <p>What 2 Description</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column E: Heading 1: CURRENT</p> <p>2: YEAR</p> <p>3:</p> <p>Company Format : (#####.00)</p> </div> <div> <p>What 3 Actual</p> <p>As of When : 1 Current Period</p> <p>How Far Back: 3 Year-To-Date</p> <p>Scaling : 1</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> <p>Year:</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column G: Heading 1: BUDGET</p> <p>2:</p> <p>3:</p> <p>Company Format : (#####.00)</p> </div> <div> <p>What 4 CY Budget</p> <p>As of When : 1 Current Period</p> <p>How Far Back: 3 Year-To-Date</p> <p>Scaling : 1</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> <p>Year:</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column I: Heading 1: *** V A R I A</p> <p>2: AMOUNT</p> <p>3:</p> <p>Format : (#####.00)</p> </div> <div> <p>What 7 Formula 2</p> <p>Formula : CE-CG</p> <p>Scaling : 1</p> </div> <div> <p>Addnl. Spacing: 1</p> <p>Printing Col.: YES</p> <p>Year:</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column K: Heading 1: N C E ***</p> <p>2: %</p> <p>3:</p> <p>Format : (####.00)</p> </div> <div> <p>What 6 Formula 1</p> <p>Formula : CE/CG*100</p> <p>Scaling : 1</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> <p>Year:</p> </div> </div>																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Column M: Heading 1: 6 MONTHS</p> <p>2: BACK</p> <p>3:</p> <p>Company Format : (#####.00)</p> </div> <div> <p>What 3 Actual</p> <p>As of When : 5 YTD Rel. To Cur.</p> <p>How Far Back: 6 Relative</p> <p>Scaling : 1</p> </div> <div> <p>Addnl. Spacing: 2</p> <p>Printing Col.: YES</p> <p>Year:</p> </div> </div>																										
*****																										
07/29/1999																										
Statement ID: BALZ																										
<div style="display: flex; justify-content: space-between;"> <div> <p>Example</p> <p>----- Top of Page -----</p> <p style="text-align: center;">&lt;-----Company Name-----&gt;</p> <p style="text-align: center;">BALANCE SHEET WITH BUDGET COMPARISON</p> <p style="text-align: center;">AS OF MM DD, YYYY</p> </div> <div> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ACCOUNT NUMBER</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">CURRENT YEAR</th> <th style="text-align: left;">BUDGET</th> <th style="text-align: left;">*** V A R I A N C E *** AMOUNT %</th> <th style="text-align: left;">6 MONTHS BACK</th> </tr> </thead> <tbody> <tr> <td>XXXXXXXXXX</td> <td>XXXXXXXXXXXXXXXXXXXXXXXXXX</td> <td>(#####.00)</td> <td>(#####.00)</td> <td>(#####.00) (###.00)</td> <td>(#####.00)</td> </tr> <tr> <td>XXXXXXXXXX</td> <td>XXXXXXXXXXXXXXXXXXXXXXXXXX</td> <td>(#####.00)</td> <td>(#####.00)</td> <td>(#####.00) (###.00)</td> <td>(#####.00)</td> </tr> <tr> <td>XXXXXXXXXX</td> <td>XXXXXXXXXXXXXXXXXXXXXXXXXX</td> <td>(#####.00)</td> <td>(#####.00)</td> <td>(#####.00) (###.00)</td> <td>(#####.00)</td> </tr> </tbody> </table> </div> </div>			ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E *** AMOUNT %	6 MONTHS BACK	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E *** AMOUNT %	6 MONTHS BACK																					
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)																					
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)																					
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXX	(#####.00)	(#####.00)	(#####.00) (###.00)	(#####.00)																					
-----Footnotes Begin On Line 56-----																										
UNAUDITED																										
<div style="display: flex; justify-content: space-between;"> <div> <p>-</p> <p>End of Report</p> </div> <div> <p>Report Width = 120</p> </div> </div>																										



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# Setting Up A Statement Content

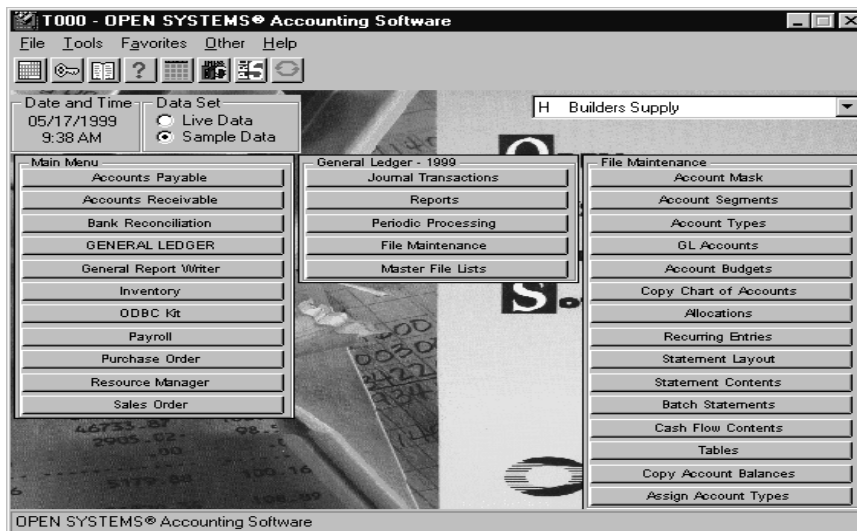
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The **Statement Contents** function is used in conjunction with the Statement Layout function to create and maintain financial statements and reports. The Statement Contents function controls the rows of the report and determines which accounts to include in the report.

The Statement Contents function can be used as follows to:

- create a new statement content or edit an existing one.
- copy an existing statement content to a new ID in order to modify. By copying to a new ID, the original statement content is available to use as a guide for another report, or to go back to if mistakes are made during modification.
- delete a statement content.

## GL File Maintenance Menu Screen



Select the **Statement Contents** function on the General Ledger File Maintenance Menu to maintain, copy or delete a statement content. The Statement Contents Screen is displayed.



---

# Copying a Statement Content

---

To copy an existing statement content to a new ID; i.e., **BAL1** to **BALX**, perform the steps below after selecting the **Statement Content** function on the GL File Maintenance menu.

## Statement Contents Screen

OSAS T000

Settings Edit Print Help

Statement Contents

Statement Content ID BALX Copy From BAL1

Use Acct Mask for Company Account Mask

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
						123456789

Line { of }

Company H Inquiry Verify

1. Make the following selections to copy a statement content.

Description	
Field	Enter an ID for the new statement content. The system recognizes both uppercase and lowercase letters.
Statement Content ID	For this exercise, enter <b>BALX</b> and press <b>Enter</b> .  If ID's are grouped by the type of report, a range of layouts can be easily specified when printed or copied; i.e., in the SAMPLE company, all balance sheet statement contents have the prefix BAL.
Copy From	Enter an existing statement content ID to copy from. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.  For this exercise, enter <b>BAL1</b> and press <b>Enter</b> to copy statement content BAL1 to BALX.
Use Acct Mask for Company	The ID of the company whose mask is to be assigned to this statement content can be changed. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a company ID from a list. An account mask is required.
Mask	The mask for the company ID entered in the previous field defaults into this field.

2. Press **Enter** to go to the report instructions section to edit or append the content. To return to the **Statement Content ID** field to copy or edit another statement content, use the **Abandon** command, **F5** or **Esc X**. Use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Statement Contents List – BALX- Before Editing

The Statement Content BALX was copied from an existing Statement Content BAL1. This example of BALX is *before editing* the statement content and was printed with the **Statement Contents List** function on the General Ledger Master File Lists Menu.

07/15/1999			Statement Contents List															1 Page					
12:47 PM																							
Statement Contents ID: BALX																							
Account Mask: MMM11																							
			Actions on Totals															Print		DB/CR		Reversal	
Sequence	Fnc.	Co.	Beginning	Ending	Description	Tab	1	2	3	4	5	6	7	8	9	\$	Row	Only	Sign	Lines			
Number			Acct./Type	Acct./Type																			
-----																							
000001	HC				ASSETS						0								YES	3			
000002	HP				CURRENT ASSETS						0								YES	0			
000003	AD		1000??	1099??	From GL	2	+									NO	YES	BOTH	NO	0			
000004	US					0													YES	0			
000005	CR				Columns Right 15	15														0			
000006	T1				TOTAL CURRENT ASSETS					4	0	+							NO	YES	BOTH	NO	
000007	CL				Columns Left 15	15														0			
000008	HP				LONG TERM ASSETS						0								YES	0			
000009	AD		1500??	1599??	From GL	2	+									NO	YES	BOTH	NO	0			
000010	US					0													YES	0			
000011	CR				Columns Right 15	15														0			
000012	T1				TOTAL LONG TERM ASSETS					4	0	+							NO	YES	BOTH	NO	
000013	CL				Columns Left 15	15														1			
000014	HP				OTHER ASSETS						0								YES	0			
000015	AD		1800??	1899??	From GL	2	+									NO	YES	BOTH	NO	0			
000016	US					0													YES	0			
000017	CR				Columns Right 15	15														0			
000018	T1				TOTAL OTHER ASSETS					4	0	+							NO	YES	BOTH	NO	
000019	US					0													YES	1			
000020	CL				Columns Left 15	15														0			
000021	CR				Columns Right 30	30														0			
000022	T2				TOTAL ASSETS					4	0								NO	YES	BOTH	NO	
000023	UD					0													YES	99			
000024	CL				Columns Left 30	30														0			
000025	HC				LIABILITIES AND EQUITY						0								YES	3			
000026	HP				LIABILITIES						0								YES	1			
000027	HP				CURRENT LIABILITIES						0								YES	0			
000028	AD		2000??	2199??	From GL	2	+									NO	YES	BOTH	YES	0			
000029	US					0													YES	0			
000030	CR				Columns Right 15	15														0			
000031	T1				TOTAL CURRENT LIABILITIES					4	0	+							NO	YES	BOTH	YES	
000032	CL				Columns Left 15	15														0			
000033	HP				LONG TERM LIABILITIES						0								YES	0			
000034	AD		2500??	2599??	From GL	2	+									NO	YES	BOTH	YES	0			
000035	US					0													YES	0			
000036	CR				Columns Right 15	15														0			
000037	T1				TOTAL LONG TERM LIABILITIES					4	0	+							NO	YES	BOTH	YES	
000038	US					0													YES	1			
000039	CL				Columns Left 15	15														0			
000040	CR				Columns Right 15	15														0			
000041	T2				TOTAL LIABILITIES					4									NO	YES	BOTH	YES	
000042	CL				Columns Left 15	15														0			
000043	HP				STOCKHOLDERS EQUITY						0								YES	0			
000044	AD		3000??	3099??	From GL	2	+									NO	YES	BOTH	YES	0			
000045	AS		4000??	9997??	NET PROFIT					2	+								NO	YES	BOTH	YES	
000046	US					0													YES	0			
000047	CR				Columns Right 15	15														0			
000048	T1				TOTAL STOCKHOLDERS EQUITY					4	0	+							NO	YES	BOTH	YES	
000049	US					0													YES	1			
000050	CL				Columns Left 15	15														0			
000051	CR				Columns Right 30	30														0			
000052	T2				TOTAL LIABILITIES & EQUITY					4									NO	YES	BOTH	YES	
000053	UD					0													YES	0			
----- Key to Functions -----																							
AD - Print Account Detail					T1 - Print Total No. 1					T6 - Print Total No. 6					CR - Shift Columns Right								
AS - Print Account Summary					T2 - Print Total No. 2					T7 - Print Total No. 7					CL - Shift Columns Left								
BD - Print Beg. Balance Detail					T3 - Print Total No. 3					T8 - Print Total No. 8					US - Single Underscore								
BS - Print Beg. Balance Summary					T4 - Print Total No. 4					T9 - Print Total No. 9					UD - Double Underscore								
ED - Print End Balance Detail					T5 - Print Total No. 5					HP - Print Heading													
ES - Print End Balance Summary					BB - Print Beg. Bal. of Year					HC - Center Heading													
End of Report																							

---

# Maintaining a Statement Content

---

The **Statement Contents** function on the File Maintenance menu is used to maintain statement contents. The report instructions can be copied, edited, added or deleted from the same screen. Perform the steps below to modify an existing statement content or create a new one.

1. Select the **Statement Contents** function on the GL File Maintenance menu. The Statement Contents Screen is displayed.

## Statement Contents Screen

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	CR					
000006	T1				TOTAL CURRENT ASSET	0+
000007	CL					
000008	HP				LONG TERM ASSETS	
000009	AD		1500??	1599??		+
000010	US					
000011	CR					
000012	T1				TOTAL LONG TERM ASS	0+
000013	CL					

2. Make the following selections on the Statement Contents screen.

Field	Description
Statement Content ID	Enter an ID. For this example, enter <b>BALX</b> , copied from an existing statement content, BAL1 (reference <b>Copying a Statement Content</b> ).
Use Acct Mask for Company	Enter the ID of the company whose mask is to be assigned to this statement content. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a company ID from a list. An account mask is required.
Mask	The account mask for the company ID entered in the previous field defaults into this field. Press <b>Enter</b> to move to the first sequence no.

## Seq No

The sequence number identifies each line and specifies the order in which the instructions are executed at print-time.

The following Command Options are listed at the bottom of the screen to edit sequence numbers and move around on the screen.

**Enter=edit** - Press **Enter** to edit the sequence number at the point the cursor is positioned. The Edit LineWindow is displayed. Any field can be edited.

**Append** - Press **A** to append a sequence number to the end of the statement content. The Append LineWindow is displayed.

**Header** - Press **H** to return to the header portion of the Statement Contents screen.

**Goto** - Press **G** to go to a particular sequence number. This command is available only if there is more than one screen of sequence numbers.

## Other Commands

**Insert** - Use the **Insert** key to insert a sequence number at the point the cursor is positioned. The Insert Line Window is displayed.

When the statement content is saved with the **Proceed** command, **PgDn** or **Esc P**, the new instruction is added with the sequence number at the cursor position, and the following sequences are automatically renumbered.

**Delete** - To delete a sequence, place the cursor at the sequence number of the line to be deleted and press **F3**. The system will prompt to confirm the delete by pressing **F3** again. The remaining sequences are renumbered automatically.

3. To **Edit**, **Append** or **Insert** a sequence number, position the cursor at the sequence number. Press **Enter** to edit, **A** to append, or use the **Insert** key to insert a sequence number. The appropriate Edit Line Window, Append Line Window or Insert Line Window is displayed. The sequence number fields are identical for all three commands.

To view an example of an Account Detail Function, **AD**, position the cursor on the Statement Contents Screen at **Seq No 000003** and press **Enter**. The Edit Line Window is displayed and the cursor is positioned in the **Function** field.

**Edit Line Window – Seq No 000003 – AD**

1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
<b>Edit Line</b>			
Sequence Number	000003	Function	AD Account Detail
Print Row?	YES		Company
Beginning Account No	1000??		Beginning Account Type
Ending Account No	1099??		Ending Account Type
Description			Desc Tab 2
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 +	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both	Both	Reverse Sign to Print?	NO
Print Dollar Signs?	NO	Number of Chars to Shift	2
Extra Blank Lines	0		
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB			
Company H			Verify

4. Make the following selections in the Edit Line Window. The same selections are available for the Append and Insert commands.

**Field****Description**

Function

Select a function that this sequence line will perform in the report. Reference the following pages for detailed function descriptions.

Function	Result
AD	Print Account Detail
AS	Print Account Summary
BB	Print Beginning Balance of Year
BD	Print Beginning Balance Detail
BS	Print Beginning Balance Summary
CL	Shift Columns Left
CR	Shift Columns Right
ED	Print Ending Balance Detail
ES	Print Ending Balance Summary
HC	Center Heading
HP	Print Heading
T1 – T9	Print Total Tn, where n = 1 – 9
UD	Double Underline
US	Single Underline

5. Use the **Exit** command, **F7** or **Esc M**, to return to the Statement Contents Screen.
6. To view an example of an Account Summary Function, **AS**, position the cursor at **Seq No 000045** on the Statement Contents Screen and press **Enter**.

#### Edit Line Window – Seq No 000045 – AS

OSAS T000									
Settings Edit Print Help									
1999					Statement Contents				
Statement Content ID BALX									
Use Acct Mask for Company H					Account Mask MMMM11				
Edit Line									
Sequence Number		000045		Function AS		Account Summarize			
Print Row?		YES				Company			
Beginning Account No		4000??				Beginning Account Type			
Ending Account No		9997??				Ending Account Type			
Description		NET PROFIT				Desc Tab		2	
Action on Totals (+ For Add, - For Subtract, 0 For Zero)									
Total 1 +		Total 2		Total 3		Total 4		Total 5	
Total 6		Total 7		Total 8		Total 9			
Print Debit Credit or Both		Both		Reverse Sign to Print?		YES			
Print Dollar Signs?		NO		Number of Chars to Shift		2			
Extra Blank Lines		0							
(99=New Page)									
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB									
Company H					Verify				



## Function Descriptions

### Account Balances – AD-AS

- Enter **AD** to print the account balances for the specified range of account numbers or account types. The actual, current-year budget, last-year, next-year budget or forecast balances and the period(s) that are printed are determined by the column instructions in the statement layout.

The balances can be entered in one or more of the Total fields at the same time (reference the **Actions on Totals** field later in this section).

The account name specified in the GL Account Description is printed in the Description column. To print a different description for an account, specify the account number in the **Beginning Account No** field and the **Ending Account No** field and enter the description. This can also be done with the **BD** and **ED** functions discussed next.

- Enter **AS** to add up the balances of the specified accounts or account types and print the total balances in the appropriate columns.

### Beginning Balances – BD-BS-BB

- Enter **BD** to print the beginning balances for individual accounts in the specified range of account numbers or account types. This function prints the beginning balance for the period specified on the Statements screen at print time.
- Enter **BS** to add up and print the beginning balances for the specified accounts or types. This function prints the beginning balance for the period specified on the Statements screen at print time.
- Enter **BB** to print the beginning balance for the year for individual accounts in the range of account numbers or types.

### Ending Balances – ED-ES

- Enter **ED** to print the ending balances for individual accounts in the appropriate columns. This function prints the ending balance for the period specified on the Statements screen at print time.
- Enter **ES** to add up and print the ending balances of the specified accounts or account types. This function prints the ending balance for the period specified on the Statements screen at print time.

### Shift Columns – CR-CL

- Enter **CR** to shift the numeric columns of all the following lines to the right.
- Enter **CL** to shift the columns back to the left.

#### Note

Enter the number of spaces to shift the columns in the **Number of Chars to Shift** field. Because the columns are shifted only if the statement layout allows it, the statement content can be used with or without the column shift.

### Headings – HC-HP

- Enter **HC** to center a line of text between the margins of the report. Then enter the text in the **Description** field.
- Enter **HP** to print the text in the row specified by the sequence number. Then enter the text in the **Description** field. The text is indented from the left margin by the number of spaces specified in the **Desc Tab** field.

- To view an example of a Heading Function, **HC**, position the cursor at **Seq No 000001** on the Statement Contents Screen and press **Enter**.

#### Edit Line Window – Seq No 000001 – HC

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask M11111

---

Sequence Number 000001 Function **HC** Heading-Center

Print Row? YES Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description ASSETS Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 0

Extra Blank Lines 3

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

#### Totals – T1 – T9

- The balances or accumulated sums stored in a Total (T1 through T9) can be printed on a report. Enter **Tn**, where **n** is the total number (1 – 9). For example, enter **T1** to print the amounts for all columns stored in Total 1. Reference the **Actions on Totals** field later in this section.

In each of the nine totals, a separate balance is stored for each column. In this example, T1 contains five separate balances, one for each *balance* column identified in the statement layout. As the statement layout identifies columns E, G, I, K and M as *balance* columns, each balance is referred to respectively as T1E, T1G, T1I, T1K and T1M in terms of the software.

To print the result of a formula in a formula column, print the **first** total in the formula, where the answer is stored. For example, to print the result of the formula **T8B/T9B**, enter **T8**.

Functions **AD**, **AS**, **BB**, **BD**, **BS**, **ED** and **ES** can be used to store various balances and sums in T1 – T9.

- Text entered in the **Description** field is printed in the description column.

## Underlines – US-UD

- Enter **US** to print a single underline.
  - Enter **UD** to print a double underline.
8. To view an example of a Totals Function, **T1**, position the cursor at **Seq No 000006** on the Statement Contents Screen and press **Enter**.

### Edit Line Window – Seq No 000006 - T1

OSAS T000									
Settings Edit Print Help									
1999					Statement Contents				
Statement Content ID					BALX				
Use Acct Mask for Company					H Account Mask MMMM11				
Edit Line									
Sequence Number		000006		Function		T1		Total Print 1	
Print Row?		YES						Company	
Beginning Account No				Beginning Account Type					
Ending Account No				Ending Account Type					
Description		TOTAL CURRENT ASSETS		Desc Tab				4	
Action on Totals (+ For Add, - For Subtract, 0 For Zero)									
Total 1 0		Total 2 +		Total 3		Total 4		Total 5	
Total 6		Total 7		Total 8		Total 9			
Print Debit Credit or Both		Both		Reverse Sign to Print?		NO			
Print Dollar Signs?		NO		Number of Chars to Shift		4			
Extra Blank Lines		1							
(99=New Page)									
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB									
Company H					Verify				

9. To continue with field selections in the Edit Line Window, select **Seq No 000003** on the Statement Contents Screen to display the Account Detail Function **AD**.

## Edit Line Window – Seq No 000003 – AD

## Field

## Description

Print Row?

Enter **YES** to print the accounts or headings specified on the line. Otherwise, enter **NO**. For example, if the purpose of this row is to store a total used in a calculation to appear elsewhere, enter **NO**.

Company

The company is usually specified at print time; i.e., the same statement content can be used to print statements for several companies. To specify the company ID at print time, press **Enter** to leave this field blank.

If a particular company's balances will always be used on this line, enter the company's ID. Then do **not** specify a company ID at print time.

## Consolidated Statements

Consolidated statements can be produced for several companies in three ways.

- The most efficient way is to specify two or more company IDs (up to 20) when statements are printed. In this case, do **not** specify any company IDs in the statement content.
- A second method is to set up totals in the statement content. For example, in one line put the summaries for a range of accounts for company **A**. In the following line, put the summaries for a range of accounts for company **B**. In the next line, total the account summaries for the two companies using total 3. If each company summary line is then specified to **not** print, only the consolidated totals are printed.

If the statement content is set up to consolidate the totals of several companies using this method, do **not** specify a company ID at print time.

- The third method is to set up the statement layout with each company's information printed in a separate column in the report. Another column can then be set up to total the individual company columns to produce a consolidated total.

## Edit Line Window – Seq No 000003 – AD

OSAS T000		Statement Contents	
1999	Statement Content ID	BALX	
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000003	Function AD	Account Detail
Print Row?	YES	Company	
Beginning Account No	1000??	Beginning Account Type	
Ending Account No	1099??	Ending Account Type	
Description		Desc Tab	2
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 +	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both	Both	Reverse Sign to Print?	NO
Print Dollar Signs?	NO	Number of Chars to Shift	2
Extra Blank Lines	0	(99=New Page)	
Company H		Inquiry	Verify

## Field

## Description

Beginning Account No/

Ending Account No

To specify a range of account numbers, enter the first account number of the range in the **Beginning Account No** field and the last account number in the **Ending Account No** field.

Question marks can be used as wildcards in order to select ranges of account segments at the time the statements are printed. For example, if the beginning main account number is 510000 and the ending main account number is 599900, to choose all the divisions in the row of the content, enter **5100??** and **5999??**. When the statement is printed using this content, a range of divisions can be specified to print on the statement.

**Note:** Wildcards can be used for accounts segments only, not for main account numbers.

If wildcards are not used in the account ranges in the statement content, the segment ranges specified in the statement content take precedence over segments specified in the layout and on the Statements screen at print time.

If a range of account numbers is entered, the cursor will advance to the **Desc Tab** field. If these fields are left blank, the cursor will move to the **Beginning Account Type** field.

Beginning Account Type/

Ending Account Type

To specify a range of account types, leave the **Beginning Account No** field blank and enter the first account type of the range in the **Beginning Account Type** field. Enter the last account type in the **Ending Account Type** field.

When using account types, the division, department and/or subaccounts to be included in the statement *cannot be specified on the Statements screen* when the statement is printed. All accounts for all segments in this account type range are printed on the statement.

## Edit Line Window – Seq No 000003 – AD

OSAS T000	
Settings Edit Print Help	
1999 Statement Contents	
Statement Content ID	BALX
Use Acct Mask for Company	H Account Mask MMMM11
Edit Line	
Sequence Number	000003 Function AD Account Detail
Print Row?	YES Company
Beginning Account No	1000?? Beginning Account Type
Ending Account No	1099?? Ending Account Type
Description	Desc Tab
Action on Totals (+ For Add, - For Subtract, 0 For Zero)	
Total 1 +	Total 2 Total 3 Total 4 Total 5
Total 6	Total 7 Total 8 Total 9
Print Debit Credit or Both	Both Reverse Sign to Print? NO
Print Dollar Signs?	NO Number of Chars to Shift 2
Extra Blank Lines	0
(99=New Page)	
Company H	Verify

**Field****Description**

Description

From 1 – 30 characters can be entered.

For functions **AD**, **BB**, **BD** and **ED**, the account name specified in the GL Account Description is printed on the report. To print a different description for an account, specify the account number in the **Beginning Account No** field and the **Ending Account No** field and enter the description.

For functions **HC** and **HP**, enter the text to be printed on this line.

For functions **AS**, **BS**, **ES** and **T1 – T9**, enter a description of the summary line; for example, Current Assets.

Desc Tab

From 0 – 99 spaces can be entered.

For functions **AD**, **AS**, **BB**, **BD**, **BS**, **ED**, **ES**, **HP** and **T1 – T9**, enter the number of spaces to indent the description from the left margin.

10. Select **Seq No 000006** on the Statement Contents Screen to display the Totals Function **T1**.

## Edit Line Window – Seq No 000006– T1

## Field

## Description

Action on Totals

Total fields T1 – T9 are used to add or subtract the balances or total amounts on a line in any or all of the nine totals. These fields are available to use with functions **AD**, **AS**, **BB**, **BD**, **BS**, **ED** and **ES**.

Total 1 – Total 9

Enter an operation as follows:

+ to increase the total by the balances or total amounts on a line.

- to decrease the total by the balances or total amounts on a line.

to set the total to zero on a line; i.e., to clear the total to use again later in the statement content.

**Note:** The operations occur *after* the line is printed. In this example, as the **Total 1** field is set to **0** and the **T2** field is set to +, the line is printed, the values in T1 are cleared, and then the totals are stored in T2.

Print Debit Credit or Both

Enter **Debit** to select only debit accounts specified in the range.

Enter **Credit** to select only credit accounts specified in the range.

Enter **Both** to select all accounts specified in the range.

Reverse Sign to Print?

Normally a negative sign (-) is printed for all credit balances, regardless of whether the account is a debit or a credit account. If the accounts on this line are normally credit accounts, enter **YES** to print debit balances with a negative sign instead. If this line holds debit accounts, enter **NO**.

Print Dollar Signs?

To print dollar sign next to the amounts on this line, enter **YES**. However, dollar signs will not be printed unless the dollar sign is also specified in the numeric format in the statement layout; for example, \$#####.00.

Number of Chars to Shift

For functions **CL** and **CR**, enter the number of characters to shift the numeric columns. However, columns will not be shifted unless the statement layout permits it, and there is a blank column to print the shifted characters into.

## Edit Line Window – Seq No 000006– T1

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000006	Function T1	Total Print 1
Print Row?	YES	Company	
Beginning Account No		Beginning Account Type	
Ending Account No		Ending Account Type	
Description	TOTAL CURRENT ASSETS	Desc Tab	4
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 0	Total 2 +	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both	Both	Reverse Sign to Print?	NO
Print Dollar Signs?	NO	Number of Chars to Shift	4
Extra Blank Lines	99		
(99=New Page)			
Company H		Verify	

**Field****Description**

Extra Blank Lines  
(99=New Page)

Enter the number of lines to leave blank after this line. Press **Enter** for no blank lines, or enter **99** to start a new page after this line.

**Note:** To print a header longer than 30 characters, enter the parts of the header in consecutive lines, and enter **-1** in this field. Then in the **Desc Tab** field above, enter the number of spaces to shift the latter parts.

- After completing the fields for the sequence number, review the entries for errors and make any necessary corrections.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save the sequence and return to the Statement Contents Screen to enter another sequence number or statement content.
- Use the **Exit** command, **F7** or **Esc M**, to return to the menu.

Step through the following exercise for additional explanations on setting up a statement content.

**Exercise Description - Edit BALX**

Statement content **BALX** will be modified in this exercise. BALX was previously copied from statement content BAL1 using the **Copy From** function on the Statement Contents screen.

Sequence numbers 000005, 000007, 000011, 000013, 000017, 000020 and 000021 will be deleted from the statement content in this exercise causing the sequence numbers to be renumbered. Deletion of these unnecessary CR and CL functions will not change the statement printout.

Illustrations are provided to show the effects of the various functions on the report. These excerpts are from a balance sheet printed using *statement layout* **BALZ** and *statement content* **BALX**.



For this exercise, make the following selections on the Statement Contents Screen.

1. Select Sequence Number **000001** to display the Center Heading Function **HC**.

### Edit Line Window – Seq No 000001 - HC

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Edit Line

Sequence Number 000001 Function HC Heading-Center

Print Row? YES Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description ASSETS Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 0

Extra Blank Lines 3

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE

Company H Verify

### Sequence No

### Function / Description

000001

No changes are made to this sequence number.

**HC** prints the first heading on the report. As the heading is centered, the function is HC. The description is **ASSETS**. Three **Extra Blank Lines** are printed after the heading.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000001.

The following balance sheet highlights the results of Sequence No 000001; i.e., prints **ASSETS** centered, followed by three blank lines.

### Balance Sheet – Seq No 000001 - HC

Builders Supply					Page 1	
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT	DESCRIPTION	CURRENT		*** V A R I A N C E ***	6 MONTHS	
NUMBER		YEAR	BUDGET	AMOUNT %	BACK	
-----						
ASSETS						
CURRENT ASSETS						

2. Select Sequence Number **000002** to display the Print Heading Function **HP**.

## Edit Line Window – Seq No 000002 - HP

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000002	Function	HP Heading-Print
Print Row?	YES	Company	
Beginning Account No		Beginning Account Type	
Ending Account No		Ending Account Type	
Description	CURRENT ASSETS	Desc Tab	0
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Reverse Sign to Print?	
Print Dollar Signs?		Number of Chars to Shift	
Extra Blank Lines		0	
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE			
Company H		Verify	

## Sequence No

## Function / Description

000002

No changes are made to this sequence number.

**HP** prints the heading **CURRENT ASSETS**. As the heading is left-justified in the description column, the function is HP.

No **Extra Blank Lines** are printed after this line or before the next one.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000002.

The following balance sheet highlights the results of Sequence No 000002; i.e., prints **CURRENT ASSETS** left-justified followed by no blank lines.

## Balance Sheet – Seq No 000002 - HP

Builders Supply					Page 1	
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73

3. Select Sequence Number **000003** to display Account Detail Function **AD**.

## Edit Line Window – Seq No 000003 - AD

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Edit Line

Sequence Number 000003 Function AD Account Detail

Print Row? YES Company

Beginning Account No 1000?? Beginning Account Type

Ending Account No 1099?? Ending Account Type

Description Desc Tab 2

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1 + Total 2 Total 3 Total 4 Total 5

Total 6 Total 7 Total 8 Total 9

Print Debit Credit or Both Both Reverse Sign to Print? NO

Print Dollar Signs? NO Number of Chars to Shift 2

Extra Blank Lines 0

(99=New Page)

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

## Sequence No      Function / Description

000003

No changes are made to this sequence number.

**AD** prints the account balances for the specified range of account numbers or account types; in this example, the range for *Current Assets*.

For Builders Supply, Account number **1000??** is entered for the **Beginning Account No** and **1099??** for the **Ending Account No**. By using wildcards (?) in the account segment positions, divisions and departments can be specified to be included in the report at print time.

If account type ranges are used instead of account numbers, leave the **Beginning Account No** field blank. Enter **005** in the **Beginning Account Type** field and enter **080** in the **Ending Account Type** field, which is the range of account types for Builders Supply's *Current Assets*.

The account descriptions are set up to tab over two characters in the description column.

In this example, as the **Total 1** field is set to +, after the account balances are printed, each balance is then accumulated and stored in T1. Since five *balance* columns are identified in the statement layout (columns E, G, I, K and M), there are five totals. T1 contains five separate total amounts: *actual* balance, *budget* balance, *variance amount*, *variance percentage*, and balance from *six months back*. In terms of the software, these balances are referred to respectively as T1E, T1G, T1I, T1K and T1M. The accumulated balances are later printed with **Function T1**.

The option is available to print debit accounts only, credit accounts only, or both.

The sign can be reversed for printed account balances. Normally a negative sign (-) is printed for all credit balances. Since asset accounts normally have debit balances, the **Reverse Sign to Print?** field is set to **NO**. For liability accounts the reverse sign is set to **YES** since liability accounts have credit balances.

## Edit Line Window – Seq No 000003 – AD

OSAS T000		Statement Contents	
1999	Statement Content ID	BALX	
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000003	Function AD	Account Detail
Print Row?	YES	Company	
Beginning Account No	1000??	Beginning Account Type	
Ending Account No	1099??	Ending Account Type	
Description		Desc Tab	2
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 +	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both	Both	Reverse Sign to Print?	NO
Print Dollar Signs?	NO	Number of Chars to Shift	2
Extra Blank Lines	0		
(99=New Page)			
Company H		Verify	

## Sequence No

## Function / Description

000003 (continued)

To print dollar signs on a report, the dollar sign (\$) must also be included in the format for each column set up in the statement layout. See the **Maintain Statement Layout Screen** below.

To print a dollar sign (\$) for the range of accounts specified in this sequence, enter **YES** in the **Print Dollar Signs?** field.

To print a dollar sign only for the first row of assets, for example, set up a separate sequence to print accounts **100000** through **100000** and enter **YES** to print the dollar sign. Then set up the next sequence to print **1001??** through **1099??** and enter **NO** to print the dollar sign.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000003.

The following Statement Layout Screen highlights the **Format** field and displays the required format to print dollar signs on a report.

## Maintain Statement Layout Screen – Format Field

OSAS T000

Settings Edit Print Help

1999 Maintain Statement Layout Page 2 of 2

Statement Layout ID BALZ

\*CONA

Column ID E

(No of Columns = 7 )

(Report Width = 120)

What Is In The Column? 3 Actual

As Of When? 1 Current Period

Year?

How Far Back? 3 Year-To-Date

Company

Formula

Scaling 1

Heading No 1 CURRENT

Addnl.Trailing Spaces 2

Heading No 2 YEAR

Print This Column? YES

Heading No 3

Format \$,#####,.00

-C- DESCRIPTION -E- CURRENT YEAR -G- BUDGET

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX (#####.00) (#####.00)

Company H Insert - Verify

The following balance sheet highlights the results of Sequence No 000003; i.e., prints Account Numbers **1000** through **1060**, account descriptions indented 2 characters, and amounts in the appropriate *balance* columns.

## Balance Sheet – Seq No 000003 - AD

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48

4. Select Sequence Number **000004** to display the Single Underscore Function **US**.

## Edit Line Window – Seq No 000004 - US

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000004	Function	US Underscore-Single
Print Row?	YES	Company	
Beginning Account No		Beginning Account Type	
Ending Account No		Ending Account Type	
Description		Desc Tab	0
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Reverse Sign to Print?	
Print Dollar Signs?		Number of Chars to Shift	
Extra Blank Lines		0	
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE			
Company H		Insert - Verify	

Sequence No	Function / Description
-------------	------------------------

000004	No changes are made to this sequence number.
	US prints one underline in the numeric columns on the report.
	Use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save Sequence 000004.

The following balance sheet highlights the results of Sequence No 000004; i.e., prints a **single underscore** in the *balance* columns.

## Balance Sheet – Seq No 000004 - US

Builders Supply						Page 1
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48

5. Select Sequence Number **000005** to display the Shift Columns Right Function **CR**.

## Edit Line Window – Seq No 000005- CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Sequence Number 000005 Function **CR** Column Right

Print Row? Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 15

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE

Company H Verify

Sequence No	Function / Description
-------------	------------------------

000005

In this exercise, this sequence number is deleted.

**CR** shifts numeric columns 15 characters to the right in the example above. Since the statement layout BALZ elected not to allow column shifts, the column shifts in the statement content are ignored.

To delete this sequence, return to the Statement Contents Screen and position the cursor at Sequence 000005. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered.

Reference the next two screens for examples of the resequenced numbers.

## Statement Contents Screen – Before Deleting Seq No 00005 - CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	CR					
000006	T1				TOTAL CURRENT ASSET	0+
000007	CL					
000008	HP				LONG TERM ASSETS	
000009	AD		1500??	1599??		+
000010	US					
000011	CR					
000012	T1				TOTAL LONG TERM ASS	0+
000013	CL					

Line (000005 of 000053)

Verification Press F3 to delete

The following example shows the resequenced numbers after deleting Sequence Number 000005, Function CR. Sequence Number 000005 now contains Function **T1**. Notice the **Line** field at the bottom of the screen changed from (000005 of **000053**) to (000005 of **000052**).

## Statement Contents Screen – After Deleting Seq No 00005 - CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	T1				TOTAL CURRENT ASSET	0+
000006	CL					
000007	HP				LONG TERM ASSETS	
000008	AD		1500??	1599??		+
000009	US					
000010	CR					
000011	T1				TOTAL LONG TERM ASS	0+
000012	CL					
000013	HP				OTHER ASSETS	

Line (000005 of 000052)

Enter=edit, Append, Header, Goto

Company H Verify

6. Select the *new* Sequence Number **000005** to display the Totals Function **T1**.

## Edit Line Window – New Seq No 000005 - T1

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Edit Line

Sequence Number 000005 Function **T1** Total Print 1

Print Row? YES Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description TOTAL CURRENT ASSETS Desc Tab 4

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1 0	Total 2 +	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

Print Debit Credit or Both Both Reverse Sign to Print? NO

Print Dollar Signs? NO Number of Chars to Shift 4

Extra Blank Lines 1

(99=New Page)

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify



**Sequence No****Function / Description**

000005

No changes are made to this sequence number.

**T1** performs the following actions in this example:Prints the description **TOTAL CURRENT ASSETS** indented 4 characters in the description column.

Prints the totals stored in T1 for each column. Column E prints T1E, column G prints T1G, column I prints T1I, column K prints T1K and column M prints T1M.

The **Total 1** field is set to **0** and the **Total 2** field is set to **+**. After the line is printed, the values in T1 are cleared and the totals are stored in T2.**Note:** T2 is accumulative and contains a separate total for each column; i.e., T2E for column E, T2G for column G, T2I for column I, T2K for column K and T2M for column M. Later in this exercise, other totals are added to these totals and then printed with **Function T2**.One **Extra Blank Line** is printed after the totals.Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000005.

The following balance sheet highlights the results of Sequence No 000005; i.e., prints **TOTAL CURRENT ASSETS** indented 4 characters, and prints the totals for each *balance* column followed by one blank line.

**Balance Sheet – Seq No 000005 – T1**

Builders Supply				Page 1		
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
-----						
LONG TERM ASSETS						

7. Select Sequence Number **000006** to display Shift Columns Left Function **CL**.

## Edit Line Window – Seq No 000006- CL

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Edit Line

Sequence Number 000006 Function **CL** Column Left

Print Row? Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 15

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

Sequence NoFunction / Description

000006

In this exercise, this sequence number is deleted.

**CL** shifts numeric columns 15 characters to the left in the example above. Since the statement layout BALZ does not allow column shifts, this sequence number does not affect the report printed.

To delete this sequence, return to the Statement Contents Screen and position the cursor at Sequence 000006. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered.

Reference the following screen for an example of the resequenced numbers.

## Statement Contents Screen – After Deleting Seq No 000006 - CL

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	T1				TOTAL CURRENT ASSET	0+
000006	HP				LONG TERM ASSETS	
000007	AD		1500??	1599??		+
000008	US					
000009	CR					
000010	T1				TOTAL LONG TERM ASS	0+
000011	CL					
000012	HP				OTHER ASSETS	
000013	AD		1800??	1899??		+

Line (000006 of 000051)

---

Enter=edit, Append, Header, Goto

Company H Verify

- Select the *new* Sequence Number **000006** to display Print Heading Function **HP**.

## Edit Line Window – New Seq No 000006 - HP

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Sequence Number 000006 Function **HP** Heading-Print

Print Row? YES Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description LONG TERM ASSETS Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1 Total 2 Total 3 Total 4 Total 5

Total 6 Total 7 Total 8 Total 9

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 0

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

## Sequence No

## Function / Description

000006

No changes are made to this sequence number.

**HP** prints the heading **LONG TERM ASSETS**, left-justified in the description column.

No **Extra Blank Lines** are printed after this line.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000006.

The following balance sheet highlights the results of Sequence No 000006; i.e., prints **LONG TERM ASSETS** left-justified followed by no blank lines.

## Balance Sheet – Seq No 000006- HP

Builders Supply				Page 1		
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00

9. Select Sequence Number **000007** to display Account Detail Function **AD**.

### Edit Line Window – Seq No 000007- AD

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Edit Line

Sequence Number 000007 Function AD Account Detail

Print Row? YES Company

Beginning Account No 1500?? Beginning Account Type

Ending Account No 1599?? Ending Account Type

Description Desc Tab 2

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1 + Total 2 Total 3 Total 4 Total 5

Total 6 Total 7 Total 8 Total 9

Print Debit Credit or Both Both Reverse Sign to Print? NO

Print Dollar Signs? NO Number of Chars to Shift 2

Extra Blank Lines 0

(99=New Page)

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE

Company H Verify

### Sequence No Function / Description

000007

No changes are made to this sequence number.

**AD** prints the account balances for the specified range of account numbers or account types; in this example, the range for *Long Term Assets*.

For Builders Supply, Account number **1500??** is entered for the **Beginning Account No** and **1599??** for the **Ending Account No**.

If account type ranges are used instead of account numbers, leave the **Beginning Account No** field blank. Enter **100** in the **Beginning Account Type** field and enter **155** in the **Ending Account Type** field, which is the range of account types for Builders Supply's *Long Term Assets*.

In this example, the account descriptions are set up to tab over two characters in the description column, the totals are stored in T1, and the reverse sign to print is set to NO.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000007.

The following balance sheet highlights the results of Sequence No 000007; i.e., prints Account Numbers **1510** through **1545**, account descriptions indented 2 characters, and the amounts in the appropriate *balance* columns.

**Balance Sheet – Seq No 000007- AD**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58

10. Select Sequence Number **000008** to display the Single Underscore Function **US**.

**Edit Line Window – Seq No 000008 - US**

OSAS T000									
Settings Edit Print Help									
1999					Statement Contents				
Statement Content ID					BALX				
Use Acct Mask for Company					H Account Mask MMMM11				
Edit Line									
Sequence Number		000008		Function		US Underscore-Single			
Print Row?		YES		Company					
Beginning Account No				Beginning Account Type					
Ending Account No				Ending Account Type					
Description				Desc Tab		0			
Action on Totals (+ For Add, - For Subtract, 0 For Zero)									
Total 1		Total 2		Total 3		Total 4		Total 5	
Total 6		Total 7		Total 8		Total 9			
Print Debit Credit or Both					Reverse Sign to Print?				
Print Dollar Signs?					Number of Chars to Shift				
Extra Blank Lines					0				
(99=New Page)									
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB									
Company H					Verify				

### Sequence No                      Function / Description

000008

No changes are made to this sequence number.

**US** prints one underline in the numeric columns on the report.Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000008.

The following balance sheet highlights the results of Sequence No 000008; i.e., prints a **single underscore** in the *balance* columns.

### Balance Sheet – Seq No 000008 - US

Builders Supply				Page 1		
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58

11. Select Sequence Number **000009** to display Shift Columns Right Function **CR**.

## Edit Line Window – Seq No 000009- CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Sequence Number 000009 Function **CR** Column Right

Print Row? Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 15

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE

Company H Verify

## Sequence No

## Function / Description

000009

In this exercise, this sequence number is deleted.

**CR** shifts numeric columns 15 characters to the right in the example above. Since the statement layout BALZ does not allow column shifts, this sequence number does not affect the report printed.

To delete this sequence, return to the Statement Contents Screen and position the cursor at Sequence 000009. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered.

Reference the following screen for an example of the resequenced numbers.

## Statement Contents Screen – After Deleting Seq No 00009 - CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	T1				TOTAL CURRENT ASSET	0+
000006	HP				LONG TERM ASSETS	
000007	AD		1500??	1599??		+
000008	US					
000009	T1				TOTAL LONG TERM ASS	0+
000010	CL					
000011	HP				OTHER ASSETS	
000012	AD		1800??	1899??		+
000013	US					

Line (000009 of 000050)

---

Enter=edit, Append, Header, Goto

Company H Verify

12. Select the *new* Sequence Number **000009** to display the Totals Function **T1**.

## Edit Line Window – New Seq No 000009 - T1

OSAS T000	
Settings Edit Print Help	
1999 Statement Contents	
Statement Content ID	BALX
Use Acct Mask for Company	H Account Mask M00011
Edit Line	
Sequence Number	000009 Function T1 Total Print 1
Print Row?	YES Company
Beginning Account No	Beginning Account Type
Ending Account No	Ending Account Type
Description	TOTAL LONG TERM ASSETS Desc Tab 4
Action on Totals (+ For Add, - For Subtract, 0 For Zero)	
Total 1 0	Total 2 +
Total 3	Total 4
Total 5	Total 6
Total 7	Total 8
Total 9	
Print Debit Credit or Both	Both Reverse Sign to Print? NO
Print Dollar Signs?	NO Number of Chars to Shift 4
Extra Blank Lines	1
{99=New Page}	
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE	
Company H	Verify

Sequence No	Function / Description
-------------	------------------------

000009

No changes are made to this sequence number.

T1 performs the following actions in this example:

Prints the description **TOTAL LONG TERM ASSETS** indented 4 characters in the description column.

Prints the totals stored in T1 for each column. Column E prints T1E, column G prints T1G, column I prints T1I, column K print T1K and column M prints T1M.

In this example, **Total 1** field is set to **0** and the **Total 2** field is set to **+**. After the line is printed, the values in T1 are cleared and the totals are added to the **TOTAL CURRENT ASSETS** previously stored in **T2** in Sequence 000005.

**Note:** T2 is accumulative and contains a separate total for each column; i.e., T2E for column E, T2G for column G, T2I for column I, T2K for column K and T2M for column M. Later in this exercise, other totals are added to these totals and then printed with **Function T2**.

One **Extra Blank Line** is printed after the totals.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000009.



The following balance sheet highlights the results of Sequence No 000009; i.e., prints **TOTAL LONG TERM ASSETS** indented 4 characters and prints the totals for each *balance* column followed by one blank line.

**Balance Sheet – Seq No 000009- T1**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						

13. Select Sequence Number **000010** to display Shift Columns Left Function **CL**.

## Edit Line Window – Seq No 000010- CL

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000010	Function	CL Column Left
Print Row?		Company	
Beginning Account No		Beginning Account Type	
Ending Account No		Ending Account Type	
Description		Desc Tab	0
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Reverse Sign to Print?	
Print Dollar Signs?		Number of Chars to Shift 15	
Extra Blank Lines 0			
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB			
Company H		Verify	

## Sequence No

## Function / Description

000010

In this exercise, this sequence number is deleted.

CL shifts numeric columns 15 characters to the left in the example above. Since the statement layout BALZ does not allow column shifts, this sequence number does not affect the report printed.

To delete this sequence, return to the Statement Contents Screen and position the cursor at Sequence 000010. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered.

Reference the following screen for an example of the resequenced numbers.

## Statement Contents Screen – After Deleting Seq No 00010 - CL

**OSAS T000** Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX  
Use Acct Mask for Company H Account Mask MMMM11

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	T1				TOTAL CURRENT ASSET	0+
000006	HP				LONG TERM ASSETS	
000007	AD		1500??	1599??		+
000008	US					
000009	T1				TOTAL LONG TERM ASS	0+
000010	HP				OTHER ASSETS	
000011	AD		1800??	1899??		+
000012	US					
000013	CR					

Line (000010 of 000049)

Enter=edit, Append, Header, Goto

Company H Verify

14. Select the *new* Sequence Number **000010** to display Print Heading Function **HP**.

## Edit Line Window – New Seq No 000010 - HP

**OSAS T000** Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX  
Use Acct Mask for Company H Account Mask MMMM11

Edit Line

Sequence Number 000010 Function **HP** Heading-Print

Print Row? YES Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description OTHER ASSETS Desc Tab 0

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 0

Extra Blank Lines 0

(99=New Page)

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

**Sequence No****Function / Description**

000010

No changes are made to this sequence number.

**HP** prints the heading **OTHER ASSETS**, left-justified in the description column.

No **Extra Blank Lines** are printed after this line.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000010.

The following balance sheet highlights the results of Sequence No 000010; i.e., prints **OTHER ASSETS** left-justified followed by no blank lines.

**Balance Sheet – Seq No 000010- HP**

Builders Supply				Page 1		
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00

15. Select Sequence Number **000011** to display Account Detail Function **AD**.

## Edit Line Window – Seq No 000011- AD

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000011	Function	AD Account Detail
Print Row?	YES	Company	
Beginning Account No	1800??	Beginning Account Type	
Ending Account No	1899??	Ending Account Type	
Description		Desc Tab	2
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 +	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Both	Reverse Sign to Print?
Print Dollar Signs?		NO	Number of Chars to Shift
Extra Blank Lines		0	
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB			
Company H		Verify	

Sequence No	Function / Description
-------------	------------------------

000011

No changes are made to this sequence number.

AD prints the account balances for the specified range of account numbers or account types; in this example, the range for *Other Assets*.

For Builders Supply, Account number **1800??** is entered for the **Beginning Account No** and **1899??** for the **Ending Account No**.

If account type ranges are used instead of account numbers, leave the **Beginning Account No** field blank. Enter **160** in the **Beginning Account Type** field and enter **175** in the **Ending Account Type** field, which is the range of account types for Builders Supply's *Other Assets*.

In this example, the account descriptions are set up to tab over two characters in the description column, the totals are stored in T1, the reverse sign to print is set to NO, and no extra blank lines are printed.

Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000011.

The following balance sheet highlights the results of Sequence No 000011; i.e., prints Account Numbers **1800** through **1810**, account descriptions indented 2 characters, and the amounts in the appropriate *balance* columns.

**Balance Sheet – Seq No 000011- AD**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
-----						
	TOTAL OTHER ASSETS	18632.82	18683.04	(50.22)	99.73	18666.30

16. Select Sequence Number **000012** to display the Single Underscore Function **US**.

**Edit Line Window – Seq No 000012 - US**

OSAS T000									
Settings Edit Print Help									
1999 Statement Contents									
Statement Content ID BALX									
Use Acct Mask for Company H Account Mask MMMM11									
Edit Line									
Sequence Number		000012		Function		US		Underscore-Single	
Print Row?		YES		Company					
Beginning Account No				Beginning Account Type					
Ending Account No				Ending Account Type					
Description				Desc Tab		0			
Action on Totals (+ For Add, - For Subtract, 0 For Zero)									
Total 1	Total 2	Total 3	Total 4	Total 5					
Total 6	Total 7	Total 8	Total 9						
Print Debit Credit or Both				Reverse Sign to Print?					
Print Dollar Signs?				Number of Chars to Shift					
Extra Blank Lines				0					
{99=New Page}									
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB									
Company H Verify									

**Sequence No                      Function / Description**

000012

No changes are made to this sequence number.

**US** prints one underline in the numeric columns on the report.Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000012.

The following balance sheet highlights the results of Sequence No 000012; i.e., prints a **single underscore** in the *balance* columns.

**Balance Sheet – Seq No 000012 - US**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
-----						
	TOTAL OTHER ASSETS	18632.82	18683.04	(50.22)	99.73	18666.30

17. Select Sequence Number **000013** to display Shift Columns Right Function **CR**.

## Edit Line Window – Seq No 000013- CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Sequence Number 000013 Function **CR** Column Right

Print Row? Company

Beginning Account No Beginning Account Type

Ending Account No Ending Account Type

Description Desc Tab 0

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Reverse Sign to Print?

Print Dollar Signs? Number of Chars to Shift 15

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

## Sequence No      Function / Description

000013

In this exercise, this sequence number is deleted.

**CR** shifts numeric columns 15 characters to the right in the example above. Since the statement layout BALZ does not allow column shifts, this sequence number does not affect the report printed.

To delete this sequence, return to the Statement Contents Screen and position the cursor at Sequence 00013. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered.

Reference the following screen for an example of the resequenced numbers.

## Statement Contents Screen – After Deleting Seq No 00013 - CR

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	T1				TOTAL CURRENT ASSET	0+
000006	HP				LONG TERM ASSETS	
000007	AD		1500??	1599??		+
000008	US					
000009	T1				TOTAL LONG TERM ASS	0+
000010	HP				OTHER ASSETS	
000011	AD		1800??	1899??		+
000012	US					
000013	T1				TOTAL OTHER ASSETS	0+

Line (000013 of 000048)

---

Enter=edit, Append, Header, Goto

Company H Verify

18. Select the *new* Sequence Number **000013** to display the Totals Function **T1**.



## Edit Line Window – New Seq No 000013 - T1

OSAS T000	
Settings Edit Print Help	
1999 Statement Contents	
Statement Content ID	BALX
Use Acct Mask for Company	H Account Mask MMMM11
Edit Line	
Sequence Number	000013 Function <b>T1</b> Total Print 1
Print Row?	YES Company
Beginning Account No	Beginning Account Type
Ending Account No	Ending Account Type
Description	TOTAL OTHER ASSETS Desc Tab 4
Action on Totals (+ For Add, - For Subtract, 0 For Zero)	
Total 1 0	Total 2 + Total 3 Total 4 Total 5
Total 6	Total 7 Total 8 Total 9
Print Debit Credit or Both	Both Reverse Sign to Print? NO
Print Dollar Signs?	NO Number of Chars to Shift 4
Extra Blank Lines	0
(99=New Page)	
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE	
Company H	Verify

Sequence No	Function / Description
-------------	------------------------

000013

No changes are made to this sequence number.

T1 performs the following actions in this example:

Prints the description **TOTAL OTHER ASSETS** indented 4 characters in the description column.

Prints the totals stored in T1 for each column. Column E prints T1E, column G prints T1G, column I prints T1I, column K print T1K and column M prints T1M.

In this example, **Total 1** field is set to **0** and the **Total 2** field is set to **+**. After the line is printed, the values in T1 are cleared and the totals are stored and added to the **TOTAL CURRENT ASSETS** and **TOTAL LONG TERM ASSETS** previously stored in **T2** in Sequences 000005 and 000009.

**Note:** T2 is accumulative and contains a separate total for each column; i.e., T2E for column E, T2G for column G, T2I for column I, T2K for column K and T2M for column M. Later in this exercise, these totals are printed with **Function T2**.

No **Extra Blank Lines** are printed after the totals.

Use the **Proceed** command, **PgDn** or **Esc P**, to save sequence 000013.

The following balance sheet highlights the results of Sequence No 000013; i.e., prints **TOTAL OTHER ASSETS** indented 4 characters and prints the totals for each *balance* column.

**Balance Sheet – Seq No 000013- T1**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
-----						
	TOTAL OTHER ASSETS	18632.82	18683.04	(50.22)	99.73	18666.30
-----						
	TOTAL ASSETS	5609271.05	5449739.48	159531.57	102.93	5485930.36

19. Select Sequence Number **000014** to display the Single Underscore Function **US**.

## Edit Line Window – Seq No 000014 - US

1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000014	Function	US Underscore-Single
Print Row?	YES		Company
Beginning Account No			Beginning Account Type
Ending Account No			Ending Account Type
Description		Desc Tab	0
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Reverse Sign to Print?	
Print Dollar Signs?		Number of Chars to Shift	
Extra Blank Lines		0	
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB			
Company H		Verify	

## Sequence No

## Function / Description

000014

No changes are made to this sequence number.

US prints one underline in the numeric columns on the report.

One **Extra Blank Line** is printed after the underscore.Use the **Proceed** command, **PgDn** or **Esc P**, to save Sequence 000014.

The following balance sheet highlights the results of Sequence No 000014; i.e., prints a **single underscore** in the *balance* columns followed by one blank line.

**Balance Sheet – Seq No 000014 - US**

Builders Supply						Page 1
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
TOTAL CURRENT ASSETS		3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
TOTAL LONG TERM ASSETS		1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
TOTAL OTHER ASSETS		18632.82	18683.04	(50.22)	99.73	18666.30
TOTAL ASSETS		5609271.05	5449739.48	159531.57	102.93	5485930.36

20. Delete Sequence Numbers **000015** and **000016** as follows:

## Statement Contents Screen – Before Deleting Seq No 000015 / 000016

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000014	US					123456789
000015	CL					
000016	CR					
000017	T2				TOTAL ASSETS	0
000018	UD					
000019	CL					
000020	HC				LIABILITIES AND EQU	
000021	HP				LIABILITIES	
000022	HP				CURRENT LIABILITIES	
000023	AD		2000??	2199??		+
000024	US					
000025	CR					
000026	T1				TOTAL CURRENT LIABI	0+

Line (000015 of 000048)

Enter=edit, Append, Header, Goto

Company H Verify

## Sequence No

## Function / Description

000015 / 000016

In this exercise, these sequence numbers are deleted.

**CL** shifts numeric columns 15 characters to the left, and **CR** shifts numeric columns 15 characters to the right. Since the statement layout BALZ does not allow column shifts, these sequence number do not affect the report printed.

To delete these sequences, position the cursor on the Statement Contents Screen at Sequence 000015. Press the **Delete** command, **F3** or **Esc D**. The system will prompt to confirm the deletion. Press the **Delete** command again. The remaining sequences are automatically renumbered. Do the same for Sequence 000016.

Reference the following screen for an example of the resequenced numbers.

## Statement Contents Screen – After Deleting Seq No 000015 / 000016

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000005	T1				TOTAL CURRENT ASSET	0+
000006	HP				LONG TERM ASSETS	
000007	AD		1500??	1599??		+
000008	US					
000009	T1				TOTAL LONG TERM ASS	0+
000010	HP				OTHER ASSETS	
000011	AD		1800??	1899??		+
000012	US					
000013	T1				TOTAL OTHER ASSETS	0+
000014	US					
000015	T2				TOTAL ASSETS	0
000016	UD					
000017	CL					

Line (000015 of 000046)

Enter=edit, Append, Header, Goto

Company H Verify

21. Select the *new* Sequence Number **000015** to display the Totals Function **T2**.

## Edit Line Window – New Seq No 000015 – T2

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000015	Function	T2 Total Print 2
Print Row?	YES	Company	
Beginning Account No		Beginning Account Type	
Ending Account No		Ending Account Type	
Description	TOTAL ASSETS	Desc Tab	4
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2 0	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Both	Reverse Sign to Print? NO
Print Dollar Signs?		NO	Number of Chars to Shift 4
Extra Blank Lines		0	
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE			
Company H		Verify	

Sequence No	Function / Description
-------------	------------------------

000015

No changes are made to this sequence number.

T2 performs the following actions in this example:

Prints the description **TOTAL ASSETS** indented 4 characters in the description column.Prints the totals stored in T2 for each column. Column E prints T2E, column G prints T2G, column I prints T2I, column K print T2K and column M prints T2M. The combined totals of **TOTAL CURRENT ASSETS, TOTAL LONG TERM ASSETS AND OTHER ASSETS** are printed.In this example, **Total 2** field is set to **0**. After the line is printed, the values in T2 are cleared.No **Extra Blank Lines** are printed after the totals.Use the **Proceed** command, **PgDn** or **Esc P**, to save sequence 000015.

The following balance sheet highlights the results of Sequence No 000015; i.e., prints **TOTAL ASSETS** indented 4 characters and prints the totals for each *balance* column.

**Balance Sheet – Seq No 000015- T2**

Builders Supply						
Page 1						
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR	BUDGET	*** V A R I A N C E ***		6 MONTHS BACK
				AMOUNT	%	
-----						
ASSETS						
CURRENT ASSETS						
1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
-----						
	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
LONG TERM ASSETS						
1510	LAND	507250.00	507250.00	.00	100.00	507250.00
1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
-----						
	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
OTHER ASSETS						
1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
-----						
	TOTAL OTHER ASSETS	18632.82	18683.04	(50.22)	99.73	18666.30
-----						
	TOTAL ASSETS	5609271.05	5449739.48	159531.57	102.93	5485930.36
=====						

22. Select Sequence Number **000016** to display the Double Underscore Function **UD**.

## Edit Line Window – Seq No 000016 - UD

1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000016	Function	UD Underscore-Double
Print Row?	YES		Company
Beginning Account No			Beginning Account Type
Ending Account No			Ending Account Type
Description			Desc Tab 0
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1	Total 2	Total 3	Total 4 Total 5
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both		Reverse Sign to Print?	
Print Dollar Signs?		Number of Chars to Shift 0	
Extra Blank Lines 99		(99=New Page)	
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB			
Company H		Verify	

Sequence No	Function / Description
-------------	------------------------

000016	No changes are made to this sequence number.
	<b>UD</b> prints a double underline in the numeric columns on the report.
	The <b>Extra Blank Lines</b> field is set to <b>99</b> to force a new page following the double underscore.
	Use the <b>Proceed</b> command, <b>PgDn</b> or <b>Esc P</b> , to save Sequence 000016.

Reference **Balance Sheet –Page 1** on the next page to review the double underscore at the bottom of the page for Sequence 000016.



The following Balance Sheet, Pages 1 and 2, was printed using *Statement Layout BALZ* and *Statement Content BALX*. Reference **Printing Financial Statements** to print a statement. See **Printing a Statement Contents List** to print a statement content.

The **highlighted** areas are for illustration only and are *not* printed on the statement:

- (A), (C), (E), (G), (I), (K) and (M) correspond to each column in the *Statement Layout*; i.e., Column A, Column C, Column E, etc.
- The numbers (1 – 16) to the left of each row correspond to **Sequence Numbers 1 – 16**.
- **T1** prints totals T1E, T1G, T1I, T1K and T1M; and **T2** prints totals T2E, T2G, T2I, T2K and T2M.

### Balance Sheet- Page 1

Builders Supply						Page 1
BALANCE SHEET WITH BUDGET COMPARISON						
AS OF DEC 30, 1999						
(A)	(C)	(E)	(G)	(I)	(K)	(M)
ACCOUNT	DESCRIPTION	CURRENT	BUDGET	*** V A R I A N C E ***	6 MONTHS	
NUMBER		YEAR		AMOUNT	%	BACK
-----						
(1-HC)		ASSETS				
(1)						
(1)						
(1)						
(2-HP)		CURRENT ASSETS				
(3-AD) 1000	CASH IN BANK - 1st NATIONAL	16388.26	1611.91	14776.35	1016.70	16111.73
(3) 1001	CASH IN BANK - 2nd NATIONAL	(9500.00)	.00	(9500.00)	.00	(10100.00)
(3) 1005	PETTY CASH	200.00	40.00	160.00	500.00	65.00
(3) 1010	ACCOUNTS RECEIVABLE	153331.18	6269.45	147061.73	2445.69	161152.38
(3) 1020	ALLOWANCE FOR BAD DEBT	(100.01)	(125.37)	25.36	79.77	(256.44)
(3) 1040	INVENTORY - RAW MATERIALS	1104883.61	1089680.19	15203.42	101.40	1072140.25
(3) 1042	INVENTORY - WORK-IN-PROCESS	1155813.13	1123123.82	32689.31	102.91	1103742.99
(3) 1044	INVENTORY - FINISHED GOODS	910471.60	871982.68	38488.92	104.41	823203.71
(3) 1060	MARKETABLE SECURITIES	666436.77	650446.79	15989.98	102.46	602398.86
(4-US)		-----				
(5-T1)	TOTAL CURRENT ASSETS	3997924.54	3743029.47	254895.07	106.81	3768458.48
(5)		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)
(6-HP)		LONG TERM ASSETS				
(7-AD) 1510	LAND	507250.00	507250.00	.00	100.00	507250.00
(7) 1520	MACHINERY & EQUIPMENT	1569152.36	1569152.36	.00	100.00	1569152.36
(7) 1525	ACCUM DEPR-MACHINERY & EQUIP	(680667.35)	(682453.72)	1786.37	99.74	(603996.10)
(7) 1530	OFFICE MACHINES	533179.21	564337.44	(31158.23)	94.48	527155.72
(7) 1535	ACCUM DEPR-OFFICE MACHINES	(346688.73)	(311078.16)	(35610.57)	111.45	(324349.95)
(7) 1540	AUTOMOBILES	94358.61	103720.90	(9362.29)	90.97	94358.61
(7) 1545	ACCUM DEPR-AUTOMOBILES	(83870.41)	(62901.85)	(20968.56)	133.34	(70765.06)
(8-US)		-----				
(9-T1)	TOTAL LONG TERM ASSETS	1592713.69	1688026.97	(95313.28)	94.35	1698805.58
(9)		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)
(10-HP)		OTHER ASSETS				
(11-AD) 1800	GOODWILL	25000.00	25000.00	.00	100.00	25000.00
(11-AD) 1810	ACCUM AMORTIZATION	(6367.18)	(6316.96)	(50.22)	100.80	(6333.70)
(12-US)		-----				
(13-T1)	TOTAL OTHER ASSETS	18632.82	18683.04	(50.22)	99.73	18666.30
(13)		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)
(14-US)		-----				
(14)						
(15-T2)	TOTAL ASSETS	5609271.05	5449739.48	159531.57	102.93	5485930.36
(15)		(T2E)	(T2G)	(T2I)	(T2K)	(T2M)
(16-UD)		=====	=====	=====	=====	=====
UNAUDITED						

## Balance Sheet – Page 2

Builders Supply							Page 2
BALANCE SHEET WITH BUDGET COMPARISON							
AS OF DEC 30, 1999							
(A)	(C)	(E)	(G)	(I)	(K)	(M)	
ACCOUNT	DESCRIPTION	CURRENT	BUDGET	*** V A R I A N C E ***	6 MONTHS		
NUMBER		YEAR		AMOUNT	%	BACK	
-----							
(18-HC)	LIABILITIES AND EQUITY						
(18)							
(18)							
(18)							
(19-HP)	LIABILITIES						
(19)							
(20-HP)	CURRENT LIABILITIES						
(21-AD) 2000	ACCOUNTS PAYABLE - TRADE	619081.78	233248.65	385833.13	265.42	626753.71	
(21) 2010	ACCOUNTS PAYABLE - AFFILIATES	(29752.22)	13149.65	(42901.87)	(226.26)	30661.88	
(21) 2020	PAYROLL CLEARING ACCOUNT	(200.00)	.00	(200.00)	.00	.00	
(21) 2030	FEDERAL WITHHOLDING PAYABLE	98655.05	9951.59	88703.46	991.35	.00	
(21) 2032	FICA WITHHOLDING PAYABLE	34551.89	3483.06	31068.83	992.00	.00	
(21) 2034	STATE WITHHOLDING PAYABLE	39453.54	3980.64	35472.90	991.14	.00	
(21) 2036	FUTA PAYABLE	10364.75	1044.91	9319.84	991.93	.00	
(21) 2038	SALES TAX PAYABLE	18162.84	(1930.61)	20093.45	(940.78)	.00	
(21) 2100	CURRENT PORTION OF LTD	31237.27	.00	31237.27	.00	.00	
(22-US)							
(24-T1)	TOTAL CURRENT LIABILITIES	821554.90	262927.89	558627.01	312.46	657415.59	
(24)		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)	
(26-HP)	LONG TERM LIABILITIES						
(27-AD) 2500	BOND PAYABLE	611326.38	598850.33	12476.05	102.08	673706.63	
(27) 2510	NOTE PAYABLE - ONE	502104.76	491857.72	10247.04	102.08	553339.96	
(27) 2520	NOTE PAYABLE - TWO	417194.72	408680.54	8514.18	102.08	459765.62	
(27) 2530	LESS CURRENT PORTION OF LTD	(31237.27)	.00	(31237.27)	.00	.00	
(28-US)							
(30-T1)	TOTAL LONG TERM LIABILITIES	1499388.59	1499388.59	.00	100.00	1686812.21	
		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)	
(31-US)							
(31)							
(34-T2)	TOTAL LIABILITIES	2320943.49	1762316.48	558627.01	131.70	2344227.80	
(34)		(T2E)	(T2G)	(T2I)	(T2K)	(T2M)	
(34)							
(36-HP)	STOCKHOLDERS EQUITY						
(37-AD) 3000	COMMON STOCK	1376843.55	1376843.55	.00	100.00	1376843.55	
(37) 3010	PREFERRED STOCK	197425.56	197425.56	.00	100.00	197425.56	
(37) 3020	ADDITIONAL PAID-IN CAPITAL	492399.01	492399.01	.00	100.00	492399.01	
(37) 3030	DIVIDENDS	(19935.58)	(19935.58)	.00	100.00	(19935.58)	
(37) 3040	RETAINED EARNINGS	888135.71	888135.71	.00	100.00	888135.71	
(38-AS)	NET PROFIT	352467.86	757604.99	(405137.13)	46.52	205616.18	
(39-US)							
(41-T1)	TOTAL STOCKHOLDERS EQUITY	3287336.11	3692473.24	(405137.13)	89.03	3140484.43	
		(T1E)	(T1G)	(T1I)	(T1K)	(T1M)	
(42-US)							
(42)							
(45-T2)	TOTAL LIABILITIES & EQUITY	5608279.60	5454789.72	153489.88	102.81	5484712.23	
		(T2E)	(T2G)	(T2I)	(T2K)	(T2M)	
(46-UD)							
=====							
UNAUDITED							

## Note

The **highlighted** areas are for illustration only and are **not** printed on the statement:

(A), (C), (E), (G), (I), (K) and (M) correspond to each column in the *Statement Layout*; i.e., Column A, Column C, Column E, etc.

The numbers (18 – 46) to the left of each row correspond to **Sequence Numbers 18 – 46**.

**T1** prints totals T1E, T1G, T1I, T1K and T1M; and **T2** prints totals T2E, T2G, T2I, T2K and T2M.

**Page 2** of the Balance Sheet is set up similar to Page 1; however, the following two examples point out a couple differences. No changes are made to these sequences.

1. Select Sequence Number **000021** to display Account Detail Function **AD**.

#### Edit Line Window – Seq No 000021- AD

**OSAS T000** Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALX

Use Acct Mask for Company H Account Mask MMMM11

---

**Edit Line**

Sequence Number	000021	Function	AD	Account Detail
Print Row?	YES			Company
Beginning Account No	2000??			Beginning Account Type
Ending Account No	2199??			Ending Account Type
Description				Desc Tab 2

---

Action on Totals (+ For Add, - For Subtract, 0 For Zero)

Total 1 +	Total 2	Total 3	Total 4	Total 5
Total 6	Total 7	Total 8	Total 9	

---

Print Debit Credit or Both Both Reverse Sign to Print? YES

Print Dollar Signs? NO Number of Chars to Shift 2

Extra Blank Lines 0

(99=New Page)

---

AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BB

Company H Verify

#### Sequence No      Function / Description

000021      **AD** prints the account balances for the specified range of account numbers for *Current Liabilities* for Builders Supply; i.e., **2000??** through **2199??**.

**Note:** The **Reverse Sign to Print?** field is set to **YES** in this example. Since the *liability* and *owner's equity* accounts normally have credit balances and are stored as negative numbers by the system, the Reverse Sign to Print indicator should be set to **YES** for these sections of the balance sheet.

2. Select Sequence Number **000038** to display Account Summary Function **AS**.

## Edit Line Window – Seq No 000038- AS

OSAS T000		Settings Edit Print Help	
1999		Statement Contents	
Statement Content ID	BALX		
Use Acct Mask for Company	H	Account Mask	MMMM11
Edit Line			
Sequence Number	000038	Function	AS Account Summarize
Print Row?	YES	Company	
Beginning Account No	4000??	Beginning Account Type	
Ending Account No	9997??	Ending Account Type	
Description	NET PROFIT	Desc Tab	2
Action on Totals (+ For Add, - For Subtract, 0 For Zero)			
Total 1 +	Total 2	Total 3	Total 4
Total 6	Total 7	Total 8	Total 9
Print Debit Credit or Both	Both	Reverse Sign to Print?	YES
Print Dollar Signs?	NO	Number of Chars to Shift	2
Extra Blank Lines	0		
(99=New Page)			
AD AS T1 T2 T3 T4 T5 T6 T7 T8 T9 CR CL US UD HC HP BD BS ED ES BE			
Company H		Verify	

## Sequence No

## Function / Description

000038

**AS** prints the *summary* balance for the specified range of account numbers for *Net Profit* for Builders Supply; i.e., **4000??** through **9997??**. All revenue and expense accounts are summarized and stored in T1 to calculate the net profit.

If account type ranges are used instead of account numbers, the range for Builders Supply is **500** to **850** for *Net Profit*.

Since this function is a *summary* total, only the total of the balances in the range specified is printed on the report. The description **NET PROFIT** is entered in the description column to identify these summary totals.

## Reverse Sign to Print?

Revenue accounts normally have *credit* balances and are stored as negative numbers by the system. Expense accounts normally have *debit* balances and are stored as positive numbers by the system.

If the total balance of the *revenue* accounts is greater than the total balance of the *expense* accounts, the result is a net profit and is stored as a negative number by the system. The **Reverse Sign to Print?** field is set to **YES** so the net profit prints as a positive number on the balance sheet.

If the total balance of the *expense* accounts is greater than the total balance of the *revenue* accounts, the result is a net loss and is stored as a positive number by the system. The Reverse Sign to Print indicator is set to **YES** so that the net loss prints as a negative number on the balance sheet.

Reference **Balance Sheet – Page 2** to review the NET PROFIT line, Sequence 000038.

## Deleting a Statement Content

To delete a statement content, select the **Statement Contents** function on the GL File Maintenance menu and then perform the steps below. Do *not* delete a content that may be modified at a later date. See **Copying a Statement Content** at the beginning of this section.

### Statement Contents Screen

OSAS T000

Settings Edit Print Help

1999 Statement Contents

Statement Content ID BALS

Use Acct Mask for Company Account Mask

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
						123456789

Line ( of )

Company H Inquiry Verify

1. Make the following selection from the Statement Contents Screen.

#### Field

#### Description

Statement Content ID

Enter the ID of the statement content to be deleted. The **Inquiry** command, **F2** or **Esc W**, is available to select an ID from a list. The sequence instructions are displayed. Use the **Delete** command, **F3** or **Esc D**, to delete the content. The message *Press F3 to delete* is displayed. Press the **Delete** command to confirm the deletion.

## Statement Content Screen

**OSAS T000** [Window Controls]

Settings Edit Print Help

---

1999 Statement Contents

Statement Content ID BAL9

Use Acct Mask for Company H Account Mask MMMM11

---

Seq No	Fnc	Co	Beg Acct/Typ	End Acct/Typ	Description	Act on Total
000001	HC				ASSETS	123456789
000002	HP				CURRENT ASSETS	
000003	AD		1000??	1099??		+
000004	US					
000005	CR					
000006	T1				TOTAL CURRENT ASSET	0+
000007	CL					
000008	HP				LONG TERM ASSETS	
000009	AD		1500??	1599??		+
000010	US					
000011	CR					
000012	T1				TOTAL LONG TERM ASS	0+
000013	CL					

Line (      of      )

Verification \_\_\_\_\_

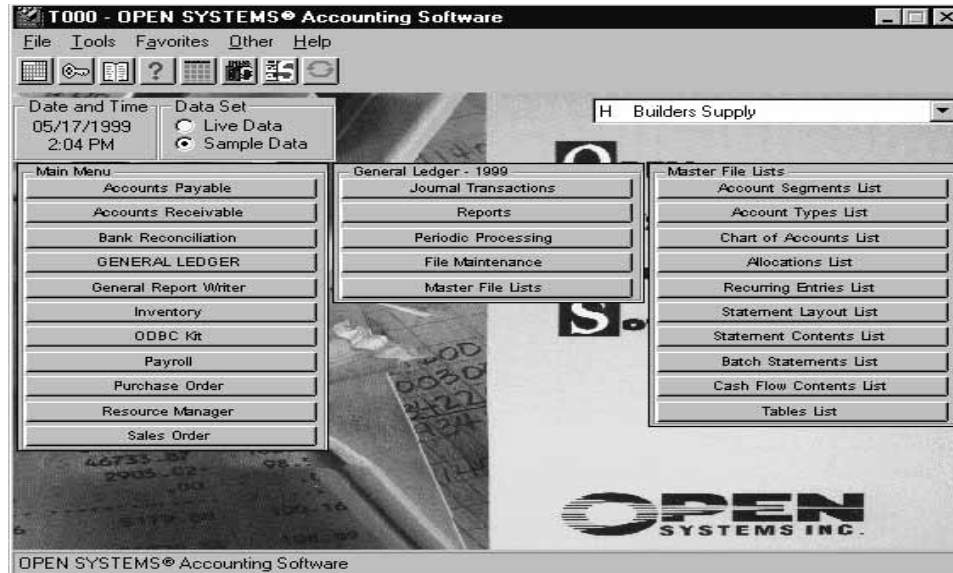
Press F3 to delete

- The system returns to the **Statement Content ID** field to delete another statement content. Otherwise, use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Printing a Statement Contents List

The Statement Contents List function is used to print a copy of the statement content instructions for review. A list of Statement Content BALX is provided as an example.

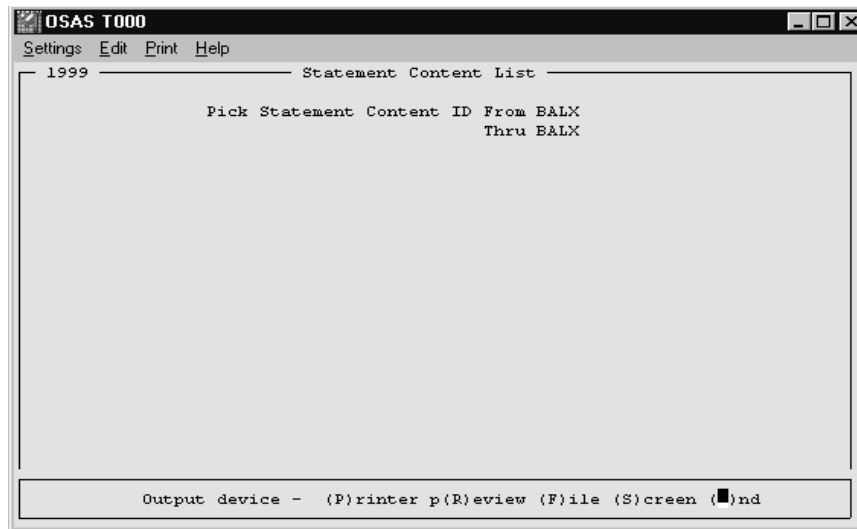
### GL Master File Lists Menu Screen



Select the **Statement Contents List** function on the General Ledger Master File Lists Menu to print a Statement Contents List. The Statement Content List Screen is displayed.

To print a statement content list, perform the steps below after selecting the **Statement Contents List** function.

### Statement Content List Screen



Make the following selections from the Statement Content List Screen.

Field	Description
Pick Statement Content ID From/Thru	Enter a range of statement contents to include in the list. If the <b>From/Thru</b> fields are left blank, all the selections are included. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)review - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report



This example of BALX is *after editing* the statement content. See **Statement Contents List – BALX** in the **Copying A Statement Content** section to compare the statement content *before editing*. This list was printed with the **Statement Contents List** function on the Master File Lists menu.

### Statement Contents List – BALX – After Editing

07/29/1999		Statement Contents List																1	Page		
2:12 PM																					
Statement Contents ID: BALX																					
Account Mask: MMM11																					
Sequence	Beginning	Ending	Actions on Totals											Print	DB/CR	Reverse	Lines				
Number	Pnc.	Co.	Acct./Type	Acct./Type	Description	Tab	1	2	3	4	5	6	7	8	9	\$	Row	Only	Sign	ines	
-----																					
000001	HC				ASSETS						0							YES		3	
000002	HP				CURRENT ASSETS				0									YES		0	
000003	AD		1000??	1099??	From GL	2	+									NO	YES	BOTH	NO	0	
000004	US					0												YES		0	
000005	T1				TOTAL CURRENT ASSETS				4	0	+							NO	YES	BOTH	NO
000006	HP				LONG TERM ASSETS				0									YES		0	
000007	AD		1500??	1599??	From GL	2	+									NO	YES	BOTH	NO	0	
000008	US					0												YES		0	
000009	T1				TOTAL LONG TERM ASSETS				4	0	+							NO	YES	BOTH	NO
000010	HP				OTHER ASSETS				0									YES		0	
000011	AD		1800??	1899??	From GL	2	+									NO	YES	BOTH	NO	0	
000012	US					0												YES		0	
000013	T1				TOTAL OTHER ASSETS				4	0	+							NO	YES	BOTH	NO
000014	US					0												YES		1	
000015	T2				TOTAL ASSETS				4		0							NO	YES	BOTH	NO
000016	UD					0												YES		99	
000017	CL				Columns Left 30	30														0	
000018	HC				LIABILITIES AND EQUITY				0									YES		3	
000019	HP				LIABILITIES				0									YES		1	
000020	HP				CURRENT LIABILITIES				0									YES		0	
000021	AD		2000??	2199??	From GL	2	+									NO	YES	BOTH	YES	0	
000022	US					0												YES		0	
000023	CR				Columns Right 15	15														0	
000024	T1				TOTAL CURRENT LIABILITIES				4	0	+							NO	YES	BOTH	YES
000025	CL				Columns Left 15	15														0	
000026	HP				LONG TERM LIABILITIES				0									YES		0	
000027	AD		2500??	2599??	From GL	2	+									NO	YES	BOTH	YES	0	
000028	US					0												YES		0	
000029	CR				Columns Right 15	15														0	
000030	T1				TOTAL LONG TERM LIABILITIES				4	0	+							NO	YES	BOTH	YES
000031	US					0												YES		1	
000032	CL				Columns Left 15	15														0	
000033	CR				Columns Right 15	15														0	
000034	T2				TOTAL LIABILITIES				4									NO	YES	BOTH	YES
000035	CL				Columns Left 15	15														0	
000036	HP				STOCKHOLDERS EQUITY				0									YES		0	
000037	AD		3000??	3099??	From GL	2	+									NO	YES	BOTH	YES	0	
000038	AS		4000??	9997??	NET PROFIT				2	+								NO	YES	BOTH	YES
000039	US					0												YES		0	
000040	CR				Columns Right 15	15														0	
000041	T1				TOTAL STOCKHOLDERS EQUITY				4	0	+							NO	YES	BOTH	YES
000042	US					0												YES		1	
000043	CL				Columns Left 15	15														0	
000044	CR				Columns Right 30	30														0	
000045	T2				TOTAL LIABILITIES & EQUITY				4									NO	YES	BOTH	YES
000046	UD					0												YES		0	
----- Key to Functions -----																					
AD - Print Account Detail					T1 - Print Total No. 1					T6 - Print Total No. 6					CR - Shift Columns Right						
AS - Print Account Summary					T2 - Print Total No. 2					T7 - Print Total No. 7					CL - Shift Columns Left						
BD - Print Beg. Balance Detail					T3 - Print Total No. 3					T8 - Print Total No. 8					US - Single Underscore						
BS - Print Beg. Balance Summary					T4 - Print Total No. 4					T9 - Print Total No. 9					UD - Double Underscore						
ED - Print End Balance Detail					T5 - Print Total No. 5					HP - Print Heading											
ES - Print End Balance Summary					BB - Print Beg. Bal. of Year											HC - Center Heading					
End of Report																					



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# Setting Up Batch Statement Instructions

---

Usually to print statements, the *Statement Layout ID*, the *Statement Content ID* and printing parameters must be specified for each statement to be printed. However, the Batch Statements function can be used to set up printing parameters for a group of statements in a record and then executed through the **Statements** function on the Reports menu.

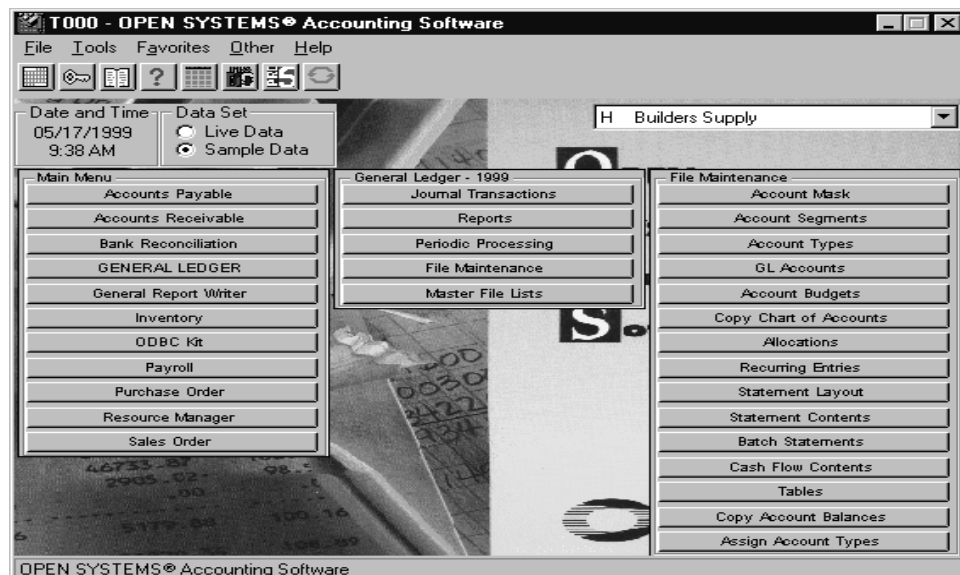
For example, if a balance sheet and an income statement are to be printed for companies A, B and C every month, instead of entering the printing parameters for each statement at print-time, the parameters can be set up in advance in a batch statements record for a group of statements. The Batch ID can then be entered on the Statements function screen to print the reports.

The values entered for each parameter are used when the statements are printed. Several fields in a batch statements record can be left blank and later assigned at print-time.

The following individual functions are available within the Batch Statements function:

- **Maintain Batch Statements** – to create a new batch statement record or change an existing one.
- **Copy Batch Statements** – to copy an existing batch statement record to a new ID in order to modify.
- **Delete Batch Statements** – to delete a batch statement record.
- **Pretest Batch Statements** – to pretest a batch statement record for errors prior to printing.

## GL File Maintenance Menu Screen



Select the **Batch Statements** function on the General Ledger File Maintenance Menu to set up a batch record to print a group of statements. The Batch Statements Screen is displayed.

## Maintaining a Batch Statement

To set up a batch record to print multiple statements, perform the steps below after selecting the **Batch Statements** function.

### Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Batch Statements

1. Maintain Batch Statements
2. Copy Batch Statements
3. Delete Batch Statements
4. Pretest Batch Statements

Choice: 1

Company H Verify

1. Select **1, Maintain Batch Statements**, and press **Enter**. The Maintain Batch Statements Screen is displayed.

### Maintain Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Maintain Batch Statements

Batch ID BATCH1 Sequence Descr. Monthly Financials

Pick Statement Layout ID Pick Division From  
Statement Content ID Thru  
Department From  
Period Thru  
Beginning Date Subaccount From  
Ending Date Thru  
Company ID

Print Segment Detail ? Segment Sort  
Print Accounts With Zero Balances ?  
Print Workstation Date and Time ?

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	
3.	
4.	

Company H Inquiry Verify

2. Make the following selections from the Maintain Batch Statements Screen.

Field	Description
Batch ID	Enter a new Batch ID to create a batch for a new group of statements; otherwise, use the <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , to select an existing ID from a list.  The Batch ID can be from 1-6 characters. If a new batch ID is added, enter a description in the <b>Descr.</b> field.

### Maintain Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Maintain Batch Statements

Batch ID BATCH1 Sequence **1** Descr. Monthly Financials

Pick Statement Layout ID Pick Division From  
Statement Content ID Thru  
Department From  
Period Thru  
Beginning Date Subaccount From  
Ending Date Thru  
Company ID

Print Segment Detail ? Segment Sort  
Print Accounts With Zero Balances ?  
Print Workstation Date and Time ?

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	
3.	
4.	

Cursor UP to edit description.

Company H Inquiry Verify

Field	Description
Descr.	Press the <b>Arrow Up</b> key from the <b>Sequence</b> field to move the cursor to this field to change a description.
Sequence	The sequence code specifies the order in which this set of printing parameters is executed when the statements are printed.  If this is an existing batch, press <b>Enter</b> to display the first sequence number assigned to this batch. Press <b>Enter</b> again to display the parameters for this sequence. The system will automatically display the <i>next</i> sequence number assigned each time through this field. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to view a list of assigned sequence numbers.
Pick Statement Layout ID	Enter the ID of the statement layout that the printing parameters are to be set up for.
Pick Statement Content ID	Enter the ID of the statement content that the printing parameters are to be set up for.
Period	To specify the period at print-time, press <b>Enter</b> . If this statement is to be printed for only one period, enter that period.
Company ID	To specify the company ID(s) at print-time, enter a question mark (?). Otherwise, up to 20 IDs can be assigned to this statement. If company IDs are specified here, those entered on the Reports screen at print-time are ignored. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select IDs from a list.

## Maintain Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Maintain Batch Statements

Batch ID BATCH1 Sequence 01 Descr. Monthly Financials

Pick Statement Layout ID BALA Pick Division From

Statement Content ID BAL1 Department From

Period Subaccount From

Beginning Date Thru

Ending Date From

Company ID ? Thru

Print Segment Detail ? Segment Sort 1

Print Accounts With Zero Balances ? NO

Print Workstation Date and Time ? YES

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	*CONA
3.	BALANCE SHEET WITH BUDGET COMPARISON
4.	AS OF *PEDW

Company H Verify

## Field

## Description

Pick Division/  
Department/  
Subaccount From/Thru

If segments are set up in the account mask, ranges for each segment can be selected. The **Inquiry** command, **F2** or **Esc W**, is available to select the segments from a list.

If these fields are bypassed, the segments cannot be overridden at print-time. Wildcards (?) must be used in the account number ranges in the statement content in order for the system to recognize the ranges entered here.

If the segments are not set up in the account mask, these fields are skipped.

Print Segment Detail?

Enter **YES** to print the segment information for each account segment. Enter **NO** to summarize all the segments of a main account number into the main account.

For example, assume the account mask is MMMM11 with the following accounts: 534001, 534002 and 534003. If **YES** is entered, the three accounts are printed with their respective balances. If **NO** is entered, the balance of the three accounts are summarized and printed for the main account 534000.

To elect whether or not to include segment detail at the time the statement is printed, leave this field blank and press **Enter**.

Segment Sort

Enter the order the account segments are to be organized on the statement.

**Note:** The segment sort cannot be entered on the Reports screen at print-time.

## Maintain Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999

Maintain Batch Statements

Batch ID BATCH1 Sequence 01 Descr. Monthly Financials

Pick Statement Layout ID BALA Pick Division From  
Statement Content ID BAL1 Thru  
Department From  
Period Thru  
Beginning Date Subaccount From  
Ending Date Thru  
Company ID ?

Print Segment Detail ? YES Segment Sort 1  
Print Accounts With Zero Balances ? NO  
Print Workstation Date and Time ? YES

Line	Statement Titles
1.	*CONA
2.	
3.	BALANCE SHEET WITH BUDGET COMPARISON
4.	AS OF *PEDW

Company H Verify

## Field

## Description

Print Account With Zero Balances?

Enter **YES** to always include accounts with zero balances. Enter **NO** to exclude accounts with zero balances.

To elect whether or not to include accounts with zero balances at the time the statement is printed, leave this field blank and press **Enter**.

Print Workstation Date and Time?

Enter **YES** to print the workstation date and time on the statement for the sequence. Otherwise, enter **NO**.

To elect whether or not to include the workstation date and time when the statement is printed, leave this field blank and press **Enter**.

Statement Titles

The statement title is displayed from the statement layout, and can be changed. However, changes made do not affect the statement title in the statement layout.

Statement Footer

The statement footer is displayed after entering past the statement titles, and can be changed. However, changes made do not affect the footer in the statement layout.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the sequence code for this batch ID. The cursor will return to the Batch ID field. Press **Enter** to continue working with the same ID, or enter another Batch ID to work with.
- Use the **Exit** command, **F7** or **Esc M**, to return to the Batch Statements menu.

## Pretest Batch Statements

The Pretest Batch Statements function can be used before printing batch statements to verify that the statements will execute properly. This function simulates the **Statements** function, but instead of producing the statements, a Pretest Batch Statements error list is generated if errors are found.

Batch statement errors reported include:

- The account mask is not set up for the company that the statement is being printed for; or the account mask is set up, but it does not match the statement content account mask.
- The statement layout or content selected is not on file.
- Account numbers specified in the statement content are not the right length or do not fit the mask specified in the statement content.
- The company ID entered on the Maintain Batch Statements Screen is not in the list of companies for a particular sequence.
- A company ID is not entered to test the batch for, and a particular company or companies are not set up in the statement content.

To pretest a batch statement, perform the steps below after selecting the **Batch Statements** function on the GL File Maintenance menu.

### Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Batch Statements

1. Maintain Batch Statements
2. Copy Batch Statements
3. Delete Batch Statements
4. Pretest Batch Statements

Choice: 4

Company H Verify

1. Select **4 Pretest Batch Statements**, and press **Enter**. The Pretest Batch Statements Screen is displayed.



**Pretest Batch Statements Screen**

OSAS T000

Settings Edit Print Help

1999 Pretest Batch Statements

Batch ID BATCH1 - Monthly Financials

Pick Statement Layout ID      Pick Division      From  
Statement Content ID           Thru  
Department From  
Thru  
Period 12      Subaccount From  
Beginning Date 12/01/1998      Thru  
Ending Date 12/30/1998  
Company ID H

Print Segment Detail?      Segment Sort  
Print Accounts With Zero Balances?  
Print Workstation Date and Time?      Change Footers? NO

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	
3.	
4.	

Verification

Press <PgDn> to proceed

2. Make the following selections from the Pretest Batch Statements Screen.

**Field****Description**

Batch ID	Enter a Batch ID. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list. The cursor will skip to the <b>Period</b> field.
Period/Beginning Date/ Ending Date	Enter the period the report will be printed for. The period beginning and ending dates are displayed from the CNVTxxx table. These fields can be changed. Use the Arrow Up key from the <b>Company ID</b> field to change the dates.
Company ID	Enter company IDs if none were specified in the statement contents or a batch sequence.

**Note**

The remainder of the fields are skipped, as these fields are set up beforehand in the **Maintain Batch Statements** function or the **Statement Contents** function.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to run the pretest. If errors are detected, an error list is generated with the option to route it to an output device. Reference an example of an error list below. If no errors are found, a report is not generated.

Following is an example of an errors list generated during the Pretest Batch Statements function.

**Pretest Batch Statements – Error List**

08/09/1999

Builders Supply  
Pretest Batch Statements

Page 1

1. Batch BATCH1 - Sequence 01 Ignored - Content BAL1 and Layout BALA Do Not contain Company IDs
2. Batch BATCH1 - Sequence 02 Ignored - Content INCI and Layout INCA Do Not contain Company IDs
3. Batch BATCH1 - Sequence 03 Ignored - Content RAT1 and Layout RATA Do Not contain Company IDs

## Copying a Batch Statement

The Copy Batch Statements function is used to copy one batch statement record to another, or to rename a batch statement record. To copy or rename an existing Batch Statement ID to another ID, perform the steps below after selecting the **Batch Statements** function on the GL File Maintenance menu.

### Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Batch Statements

1. Maintain Batch Statements

2. Copy Batch Statements

3. Delete Batch Statements

4. Pretest Batch Statements

Choice:

Company H Verify

1. Select **2, Copy Batch Statements**, and press **Enter**. The Copy Batch Statements Screen is displayed.

### Copy Batch Statements Screen

OSAS T000

Settings Edit Print Help

1999 Copy Batch Statements

From Batch Statement ID BATCH1

To Batch Statement ID BATCH2

Verification Press <PgDn> to proceed

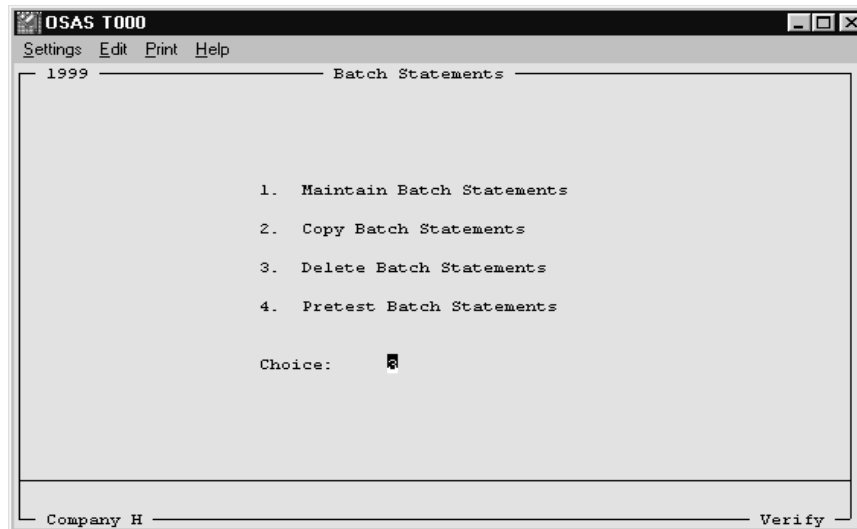
2. Enter a Batch Statement ID in the **From/To Batch Statement ID** fields and press **Enter**. The **Inquiry** command, **F2** or **Esc W**, is available to display the existing IDs.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to copy the Batch Statement ID. The message *Copy complete – Press any key to continue* is displayed.
4. Press any key to return to the Copy Batch Statements screen to copy another batch statement, or use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Deleting a Batch Statement

The Delete Batch Statements function is used to delete a batch statement record that is no longer needed.

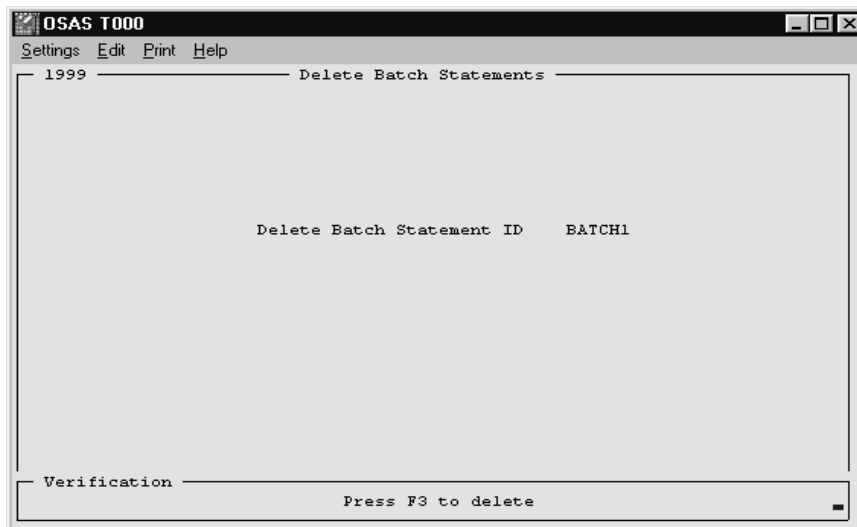
To delete a Batch Statement, perform the steps below after selecting the **Batch Statements** function on the GL File Maintenance menu.

### Batch Statements Screen



1. Select **3, Delete Batch Statements**, and press **Enter**. The Delete Batch Statements Screen is displayed.

### Delete Batch Statements Screen

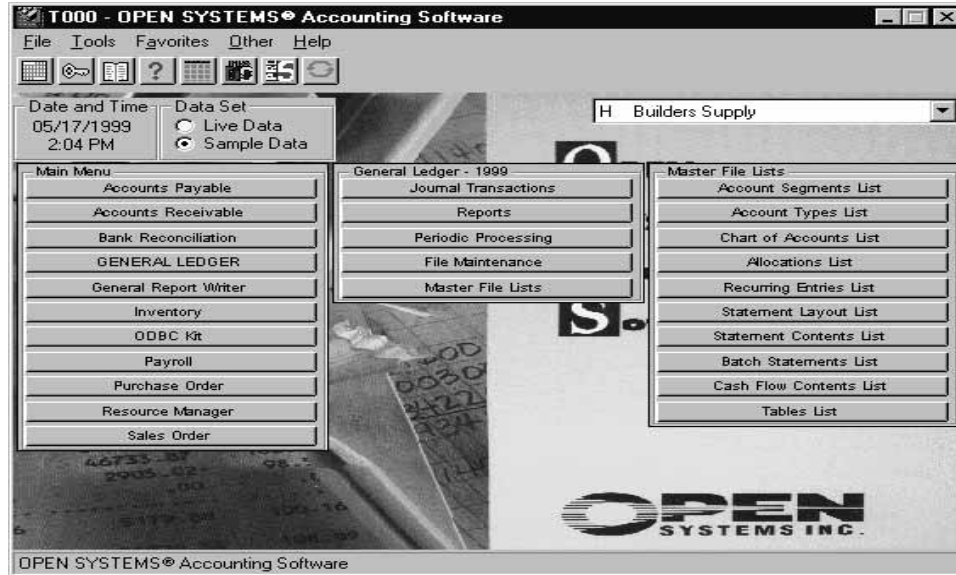


2. Enter the ID of the batch statement to be deleted and press **Enter**. The **Inquiry** command, **F2** or **Esc W**, is available to select an ID from a list. The message *Press F3 to delete* is displayed. Use the **Delete** command, **F3** or **Esc D**, to confirm the deletion. The message *Delete complete – Press any key to continue* is displayed.
3. Press any key to return to the Delete Batch Statements screen to delete another batch statement, or use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Printing a Batch Statements List

The Batch Statements List function is used to print a copy of the batch statements for review. A list of Batch Statement BATCH1 is provided as an example.

### GL Master File Lists Menu Screen



Select the **Batch Statements List** function on the General Ledger Master File Lists Menu to print a Batch Statements List. The Batch Statements List Screen is displayed.

To print a batch statement list, perform the steps below after selecting the **Batch Statements List** function.

### Batch Statements List Screen

GL Account	Debit	Credit	Description	Ref	Date	Pd	Src	Alloc	Cflow
100000	100.00		SALES						Y
			INV45690	04/12/1999	04	M1			Y
401000		100.00	SALES						Y
			INV45690	04/12/1999	04	M1			Y
200000	2000.00		PURCHASE SHIPPING SUPPLY						Y
			P056321	04/12/1999	04	M1			Y
806000		1000.00	PURCHASE SHIPPING SUPPLY						Y
			P056321	04/12/1999	04	M1			Y
Entry (0004 of 0004)									
Total Debits		Total Credits		Balance					
2100.00		1100.00		1000.00					

Enter=edit, Append, alloc-On/off, Write, Print report  
Company H Alloc Verify

Make the following selections from the Batch Statements List Screen.

Field	Description
Pick Batch ID From/Thru	Enter a range of batch statements to include in the list. If the <b>From/Thru</b> fields are left blank, all the selections are included. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

Following is an example of the Batch Statement List for Batch Statement ID **BATCH1**.

### Batch Statements List

08/10/1999		Batch Statements List										Page 1
2:46 PM												
Batch Statement ID: BATCH1 - Monthly Financials												
Batch Seq.	Statement Layout	Content	Per.	Begin/End Dates	Segment Det.	Sort	Zero Bal.	From	Thru	Statement Title Lines Statement Footer Lines		
-----												
01	BALA	BAL1			YES	1	NO	Div.		1.	*CONA	
								Dep.		2.		
								Sub.		3.	BALANCE SHEET WITH BUDGET COMPARISON	
	Company ID: Print-Time							Date/Time: YES		4.	AS OF *PEDW	
										1.		
										2.		
										3.		
										4.		
02	INCA	INC1	12	12/01/1998 12/30/1998	YES	1	NO	Div.		1.	*CONA	
								Dep.		2.		
								Sub.		3.	INCOME STATEMENT WITH BUDGET COMPARISON	
	Company ID: Print-Time							Date/Time: YES		4.	FOR THE PERIOD FROM *PBDW THROUGH *PEDW	
										1.		
										2.		
										3.		
										4.		
03	RATA	RAT1	12	12/01/1998 12/30/1998	YES	1	NO	Div.		1.	*CONA	
								Dep.		2.		
								Sub.		3.	RATIO ANALYSIS	
	Company ID: Print-Time							Date/Time: YES		4.	AS OF *PEDW	
										1.		
										2.		
										3.		
										4.		
End of Report												

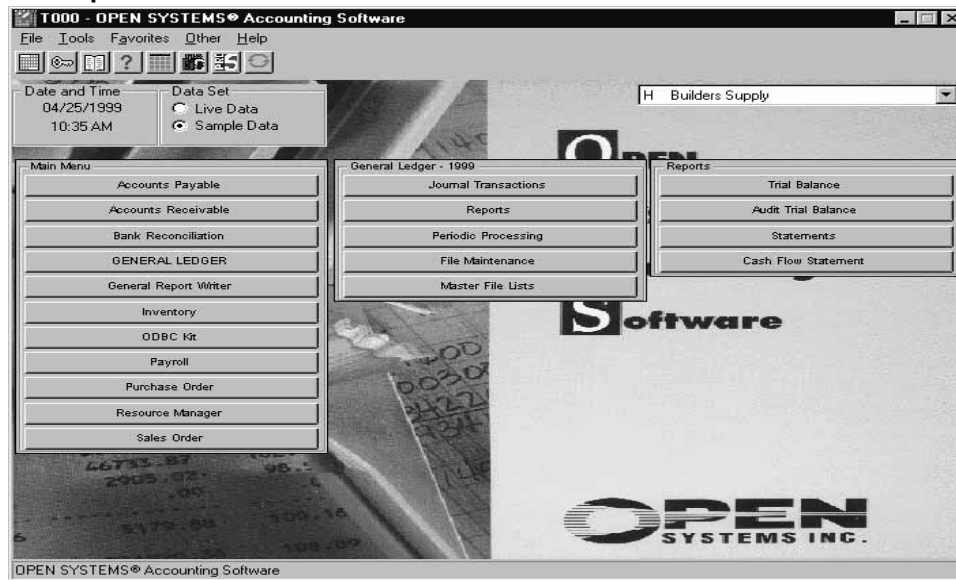
## Printing Financial Statements

The Statements function is used to print financial statements after setting up the statement layout, statement content and batch statement instructions.

Before printing financial statements, perform the following steps:

- Verify all transactions are entered, corrected and posted to the GLMAxxx (Master) file.
- Print a Trial Balance or Audit Trial Balance to check the account balances. If errors are encountered, enter adjusting transactions and post them to the GLMAxxx file.

### GL Reports Menu Screen



Select the **Statements** function on the General Ledger Reports Menu to print financial statements. The Statements Screen is displayed.

To print financial statements, perform the steps below after selecting the **Statements** function.

### Statements Screen

OSAS T000

Settings Edit Print Help

1999

Batch ID

Pick Statement Layout ID INCP

Statement Content ID INCP

Pick Division From

Thru

Department From

Thru

Subaccount From

Thru

Period

Beginning Date

Ending Date

Company ID

Print Segment Detail?

Segment Sort

Print Accounts With Zero Balances?

Change Footers? NO

Print Workstation Date and Time?

Line Statement Titles

1234567890123456789012345678901234567890

1. \*CONA

2.

3. 6 MONTH COMPARISON

4. FOR PERIODS ENDING \*PEDW

Company H Inquiry Verify

1. Make the following selections on the Statements Screen.

#### Field

#### Description

Batch ID

To print a batch of statements, enter a Batch ID set up beforehand in the **Batch Statements** function. The **Inquiry** Command, **F2** or **Esc W**, is available to select an ID from a list. Refer to **Setting Up Batch Statement Instructions** to set up batch statements.

If a Batch ID is entered, the **Pick Statement Layout ID**, **Statement Content ID**, **Division From/Thru**, **Department From/Thru** and **Subaccount From/Thru** fields are skipped, in addition to the **Statement Titles** and **Change Footers?** fields.

Pick Statement Layout ID/  
Statement Content ID

If a Batch ID is not entered above, enter the ID of the statement layout and statement content that is to be used to print the report. The **Inquiry** Command, **F2** or **Esc W**, is available to select an ID from a list.

Period/ Beginning Date/  
Ending Date

Enter the period the report is to be printed for. The period beginning and ending dates are displayed from the CNVTxxx table. These fields can be changed. Use the Arrow Up key from the **Company ID** field to change the dates.

Company ID

Enter the ID of the company the report is to be printed for. To print a consolidated statement for 2 – 10 companies, enter each company ID. The **Inquiry** command, **F2** or **Esc W**, is available to select IDs from a list.

The company IDs entered here override the company IDs specified in the statement layout. For example, if the statement layout specifies that information for Company 1 is to be printed in one column, and the information for Company 2 is to be printed in another column, but only Company ID 1 is entered on the Statements screen, then only the information for Company 1 is printed on the report.



## Statements Screen

OSAS T000

Settings Edit Print Help

1999 Statements

Batch ID

Pick Statement Layout ID INCP Pick Division From Thru

Statement Content ID INCL Department From Thru

Period 12 Subaccount From Thru

Beginning Date 12/01/1999

Ending Date 12/30/1999

Company ID H

Print Segment Detail? Segment Sort

Print Accounts With Zero Balances?

Print Workstation Date and Time? Change Footers? NO

Line	Statement Titles		
1.	*CONA		
2.			
3.	6 MONTH COMPARISON		
4.	FOR PERIODS ENDING *PEDW		

Company H Verify

## Field

## Description

Division/Department/  
Subaccount From/Thru

If a Batch ID is not entered above, and the company mask includes account segments, ranges of segments can be specified here to be included in the report. The **Inquiry** command, **F2** or **Esc W**, is available to select the segments from a list.

To select the ranges at print-time, the statement content must use account number ranges rather than account type ranges. Wildcards(?) must also be used in the segment position of the statement content account number ranges. If wildcards are **not** used in the statement content, the ranges entered here are ignored, and the account ranges specified in the statement content are used.

If wildcards(?) are used in the statement content, the ranges entered on the Statements screen override the masks specified in the statement layout. In order to be able to select a range of divisions, departments or subaccounts at print-time, do not use the account masks in the statement layout to specify which divisions, departments or subaccounts to print in a column. For example, if the statement layout specifies that Division 01 is in one column and Division 02 is in another column; but Division 01 through Division 02 is entered on the Statements screen, the column for Division 02 will have zeros in the report.

Print Segment Detail?

If account segments are used in the account mask, and the information is to be printed for each account segment, enter **YES**. If the information for all segments of an account is to be summarized into the main account number, enter **NO**.

Segment Sort

If *one* or *no* account segment is used in the account mask, this field is skipped. If more than one account segment is used, the order the segments are to be printed on the report can be specified. If a user-defined sort is entered, previously set up in the **Account Mask** function, the statement requires less time to print since the sort file already exists. Account numbers are always sorted by the main account first.

## Statements Screen

Field	Description
Print Accounts With Zero Balances?	To print accounts with zero balances on the statement, enter <b>YES</b> ; otherwise, enter <b>NO</b> .
Print Workstation Date and Time?	Enter <b>YES</b> to print the workstation date and time on the statement; otherwise, enter <b>NO</b> .
Change Footers?	To make a <i>temporary</i> change to the statement footer at print-time, enter <b>YES</b> . Then press <b>Enter</b> through the <b>Statement Title</b> fields to display the Statement Footers edit window. The changes are not saved as permanent changes to the layout.
Statement Title	The statement title is displayed from the statement layout. This title can be <i>temporarily</i> changed. The changes are not saved as permanent changes to the layout.
Output Device	In addition to the regular output options ( <b>P</b> rinter, <b>pR</b> ewiew, <b>F</b> ile or <b>S</b> creen), the financial statements can be routed to a worksheet file ( <b>WKS</b> ). Most spreadsheet applications can read the WKS file.

Select an output device for the report:

**(P)**rinter - to send the report to a printer

**p(R)**review - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

**(F)**ile - to print the report to a file

**(S)**creen - to print the report to the screen

**(W)**KS – to print the report to a worksheet file

**(E)**nd - to exit from the Selection Screen without printing the report

The following Income Statement, 6-Month Comparison, was printed in detail using *Statement Layout INCP* and *Statement Content INC1*.

### Income Statement – incp/inc1 – 6-Mo. Comparison

08/10/1999 4:29 PM		Builders Supply					Page
		6 MONTH COMPARISON FOR PERIODS ENDING DEC 30, 1998					
ACCOUNT	DESCRIPTION	5 MONTHS AGO	4 MONTHS AGO	3 MONTHS AGO	2 MONTHS AGO	LAST MONTH	CURRENT MONTH
<b>REVENUE</b>							
401000	RETAIL SALES	231046.84	256417.85	320610.08	225651.18	214683.50	1183808
402000	INC. FROM COMPLETED CONTRACTS	625341.27	656133.38	648524.29	593308.06	578328.61	0 .0
404000	DISCOUNTS ALLOWED	-6251.18	-6061.33	-10191.34	-8189.59	-7930.02	0 .0
	<b>TOTAL REVENUE</b>	<b>850136.93</b>	<b>906489.90</b>	<b>958943.03</b>	<b>810769.65</b>	<b>785082.09</b>	<b>1183808</b>
<b>COST OF GOODS SOLD</b>							
501000	COST OF GOODS SOLD - RETAIL	148371.17	138612.20	148377.59	139714.46	128788.20	6934.9
502000	COST OF GOODS SOLD - CONTRACTS	368999.14	363495.10	353440.02	299525.15	302135.84	0.0
503000	FREIGHT IN	31438.87	29817.66	32841.16	27948.50	26485.33	0 .0
	<b>TOTAL COST OF GOODS SOLD</b>	<b>548809.18</b>	<b>531924.96</b>	<b>534658.77</b>	<b>467188.11</b>	<b>457409.37</b>	<b>6934.9</b>
	<b>GROSS PROFIT</b>	<b>301327.75</b>	<b>374564.94</b>	<b>424284.26</b>	<b>343581.54</b>	<b>327672.72</b>	<b>4908.8</b>
<b>EXPENSES</b>							
<b>SELLING EXPENSES</b>							
510000	SALARIES EXPENSE	.00	2.00	.00	.00	.00	0 .0
510001	SALARIES EXPENSE - MPLS	43535.78	42979.07	45646.86	44346.11	44054.48	0 .0
510002	SALARIES EXPENSE - DALL	5804.77	5730.54	6086.25	5912.81	5873.93	0 .0
510003	SALARIES EXPENSE - OAKL	8707.16	8595.82	9129.37	8869.22	8810.90	0 .0
511001	TRAVEL AND ENTERTAINMENT-MPLS	176.39	189.08	149.42	176.36	195.76	0 .0
511002	TRAVEL AND ENTERTAINMENT-DALL	7.00	8.00	9.00	10.00	11.00	0 12.0
511003	TRAVEL AND ENTERTAINMENT-OAKL	2.00	2.00	2.00	2.00	2.00	0 2.0
512001	AUTO EXPENSE - MPLS	2805.35	1513.25	1483.91	3125.99	1640.66	0.0
512002	AUTO EXPENSE - DALL	374.05	201.77	197.86	416.80	218.75	.00
512003	AUTO EXPENSE - OAKL	561.07	302.64	296.78	625.19	328.13	.00
513001	ADVERTISING EXPENSE - MPLS	812.88	852.85	615.63	715.22	744.98	0 .0
513002	ADVERTISING EXPENSE - DALL	812.88	852.85	615.63	715.22	744.98	0 .0
513003	ADVERTISING EXPENSE - OAKL	812.87	852.86	615.64	715.21	744.97	0 .0
	<b>TOTAL SELLING EXPENSES</b>	<b>64412.20</b>	<b>62082.73</b>	<b>64848.35</b>	<b>65630.13</b>	<b>63370.54</b>	<b>14.0</b>
<b>MANUFACTURING EXPENSES</b>							
520000	PAYROLL EXPENSE	105651.69	104300.69	110774.81	107618.16	106910.46	0.0
521000	DEPRECIATION EXPENSE	20090.34	20090.34	20090.34	20099.71	20103.11	11641.5
522000	MAINTENANCE EXPENSE	1110.10	1226.38	1129.98	1173.32	1331.56	0 .0
523000	APPLIED OVERHEAD	4857.54	4795.42	5093.08	4947.96	4915.42	0 .0
	<b>TOTAL MANUFACTURING EXP.</b>	<b>131709.67</b>	<b>130412.83</b>	<b>137088.21</b>	<b>133839.15</b>	<b>133260.55</b>	<b>11641.5</b>

**Income Statement – incp/inc1 – 6-Mo. Comparison (continued)**

08/10/1999 4:29 PM		Builders Supply				Page	
		6 MONTH COMPARISON FOR PERIODS ENDING DEC 30, 1998					
ACCOUNT	DESCRIPTION	5 MONTHS AGO	4 MONTHS AGO	3 MONTHS AGO	2 MONTHS AGO	LAST MONTH	CURRENT MONTH
<hr/>							
	GENL & ADMIN EXPENSES						
530000	SALARIES EXPENSE	.00	23.22	.00	.00	.00	0 .0
530001	SALARIES EXPENSE - MPLS	59383.53	58624.18	62263.09	60488.84	60091.05	0 .0
530002	SALARIES EXPENSE - DALL	7917.80	7816.56	8301.75	8065.18	8012.14	0 .0
530003	SALARIES EXPENSE - OAKL	11876.71	11724.83	12452.61	12097.76	12018.21	0 .0
531001	AMORTIZATION EXPENSE - MPLS	4.46	4.46	4.46	4.46	4.46	4.4
531002	AMORTIZATION EXPENSE - DALL	.56	.56	.56	.56	.56	6 .5
531003	AMORTIZATION EXPENSE - OAKL	.56	.56	.56	.56	.56	6 .5
532001	PROFESSIONAL SERVICES - MPLS	2828.74	8132.06	6938.26	6156.98	7338.41	0 .0
532002	PROFESSIONAL SERVICES - DALL	2828.73	8132.07	6938.25	6156.98	7338.41	0 .0
532003	PROFESSIONAL SERVICES - OAKL	2828.73	8132.07	6938.25	6156.98	7338.41	0 .0
533001	TELEPHONE EXPENSE - MPLS	2660.00	2255.96	2577.62	2860.14	3108.25	0 .0
533002	TELEPHONE EXPENSE - DALL	886.66	751.99	859.21	953.38	1036.09	0 .0
533003	TELEPHONE EXPENSE - OAKL	886.66	751.99	859.21	953.38	1036.09	0 .0
534001	UTILITIES EXPENSE - MPLS	1469.44	1493.12	1377.73	1391.33	1357.07	0 .0
534002	UTILITIES EXPENSE - DALL	244.91	248.85	229.62	231.89	226.18	0 .0
534003	UTILITIES EXPENSE - OAKL	734.71	746.57	688.86	695.67	678.53	0 .0
535001	INSURANCE EXPENSE - MPLS	4124.25	4124.25	4124.25	4124.25	4124.25	0 .0
535002	INSURANCE EXPENSE - DALL	515.53	515.53	515.53	515.53	515.53	0 .0
535003	INSURANCE EXPENSE - OAKL	515.53	515.53	515.53	515.53	515.53	0 .0
TOTAL GENL & ADMIN EXPENSES		99707.51	113994.36	115585.35	111369.40	114739.73	5.85
TOTAL EXPENSES		295829.38	306489.92	317521.91	310838.68	311370.82	11621.1
<hr/>							
	OTHER INCOME AND EXPENSES						
801000	OTHER INCOME	400.28	104.44	75.00	220.00	49.83	.0
805000	INTEREST EXPENSE	-13883.23	-13883.23	-13883.23	-13883.23	-13883.23	0 .0
806000	OTHER EXPENSES	-1305.69	-1842.10	-1264.43	-1253.12	-1532.12	-7.05
TOTAL OTHER INC. & EXP.		-14788.64	-15620.89	-15072.66	-14916.35	-15365.52	97.5
PROFIT BEFORE TAXES		-9290.27	52454.13	91689.69	17826.51	936.38	-6764.7
NET PROFIT		-9290.27	52454.13	91689.69	17826.51	936.38	-6764.7

## Tips On Setting Up Financial Statements

### Account Number Ranges – Order of Precedence

Specific segments and companies can be printed in a report by specifying ranges in the Statement Layout, in the Statement Content, and on the Statements screen.

The ranges entered in the *Statement Content* have **first** priority; the ranges entered on the *Statements screen* have **second** priority, and the ranges entered in the *Statement Layout* have **third** priority.

If wildcards (?) are used in the Statement Content account ranges, in the company ID field in the Statement Layout, or are left blank, the system uses the ranges and companies specified on the Statements screen. From there, the information printed is based on the column setup in the Statement Layout.

For example, in the Statement Layout below, the Chart of Accounts for Builders Supply and the account mask MMMM11 are used. The Statement Content contains accounts in the range of 5100?? through 5300??. If Division 01 through 01 is selected on the Statements screen, only Column D prints account balances. Columns F and H print zeros.

If the Statement Content contains accounts in the range of 510001 through 530001, and Division 01 through 03 is selected on the Statements screen, only accounts for Division 01 are printed. Columns F and G print zeros.

The same order of precedence is valid for including companies in a statement.

#### Statement Layout - incz

Column D: Heading	1:	What	3	Actual	Addnl. Spacing:	1
	2: DIVISION	As of When	: 1	Current Period	Printing Col.:	YES
	3: 01	How Far Back:	1	This Period Only		
Company	??? ???01	Scaling	: 1		Year:	
Format	: -#####.00					
Column F: Heading	1:	What	3	Actual	Addnl. Spacing:	1
	2: DIVISION	As of When	: 1	Current Period	Printing Col.:	YES
	3: 02	How Far Back:	1	This Period Only		
Company	??? ???02	Scaling	: 1		Year:	
Format	: -#####.00					
Column H: Heading	1:	What	3	Actual	Addnl. Spacing:	1
	2: DIVISION	As of When	: 1	Current Period	Printing Col.:	YES
	3: 03	How Far Back:	1	This Period Only		
Company	??? ???03	Scaling	: 1		Year:	
Format	: -#####.00					

### Income Statement - Divisions Side-by-Side and Company Totals

The following statement layout creates an Income Statement with three divisions printed side-by-side (Columns D, F, H) followed by two total balances (Columns J, L).

Columns J and L illustrate two ways the statement layout can be set up to print a sum of division or department balances. Column J adds the balances from the previous three columns to come up with the company total. Column L uses the company ID and mask fields to identify the divisions to be totaled. Reference the statement on the next page which shows that the results for the **TOTAL** columns are identical for both methods used.

**Note**

Builders Supply Statement Layout INCN was modified to create INCZ below.

**Statement Layout - incz**

08/11/1999 1:26 PM	Statement Layout List	Page 1
Statement ID: INCZ		
Title :	1: *CONA 2: 3: DIVISIONAL SIDE BY SIDE COMPARISON 4: FOR PERIOD ENDING *PEDW	Print Page #: YES Extra Lines : 1 Allow Shift : NO
Footer :	1: 2: 3: 4:	Start Line : 60
Column A: Heading	1: What 1 Account No. 2: 3: ACCOUNT Format : XXXXXXXXXXXX	Addnl. Spacing: 2 Printing Col.: YES
Column B: Heading	1: What 2 Description 2: 3: DESCRIPTION Format : XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Addnl. Spacing: 2 Printing Col.: YES
Column C: Heading	1: What 3 Actual 2: As of When : 1 Current Period 3: ADMIN How Far Back: 1 This Period Only Company Format : -#####.00	Addnl. Spacing: 1 Printing Col.: YES  Scaling : 1 Year:
Column D: Heading	1: What 3 Actual 2: DIVISION As of When : 1 Current Period 3: 01 How Far Back: 1 This Period Only Company ??? ???01 Format : -#####.00	Addnl. Spacing: 1 Printing Col.: YES  Scaling : 1 Year:
Column F: Heading	1: What 3 Actual 2: DIVISION As of When : 1 Current Period 3: 02 How Far Back: 1 This Period Only Company ??? ???02 Format : -#####.00	Addnl. Spacing: 1 Printing Col.: YES  Scaling : 1 Year:
Column H: Heading	1: What 3 Actual 2: DIVISION As of When : 1 Current Period 3: 03 How Far Back: 1 This Period Only Company ??? ???03 Format : -#####.00	Addnl. Spacing: 1 Printing Col.: YES  Scaling : 1 Year:
Column J: Heading	1: TOTAL What 7 Formula 2 2: (CD+CF+CH) Formula CD+CF+CH 3: Scaling : 1 Format : #####.00-	Addnl. Spacing: 1 Printing Col.: YES  Year:
Column L: Heading	1: TOTAL What 3 Actual 2: (USING MASKS) As of When : 1 Current Period 3: How Far Back: 1 This Period Only Company ??? ???01 ???02 ???03 Format : #####.00- Scaling : 1	Addnl. Spacing: 0 Printing Col.: YES  Year:

The information can be printed either in detail or summary when printing financial statements with segment balances side-by-side. The next two statements illustrate the differences.

## Printing a Statement in Detail

### Statements Screen

Enter **YES** in the **Print Segment Detail?** field. As shown in the statement below, the account for each segment is printed in the *Account* column, and the balances are printed in the appropriate division columns.

### Income Statement-incz/inc1 – Divisions Side-by-Side - Detail

08/11/1999 3:40 PM		Builders Supply				Page 1	
DIVISIONAL SIDE BY SIDE COMPARISON FOR PERIOD ENDING NOV 30, 1999							
ACCOUNT	DESCRIPTION	ADMIN	DIVISION 01	DIVISION 02	DIVISION 03	TOTAL (CD+CF+CH)	TOTAL (USING MASKS)
REVENUE							
401000	RETAIL SALES	214683.50	.00	.00	.00	.00	.00
402000	INC. FROM COMPLETED CONTRACTS	578328.61	.00	.00	.00	.00	.00
404000	DISCOUNTS ALLOWED	-7930.02	.00	.00	.00	.00	.00
TOTAL REVENUE		785082.09	.00	.00	.00	.00	.00
COST OF GOODS SOLD							
501000	COST OF GOODS SOLD - RETAIL	128788.20	.00	.00	.00	.00	.00
502000	COST OF GOODS SOLD - CONTRACTS	302135.84	.00	.00	.00	.00	.00
503000	FREIGHT IN	26485.33	.00	.00	.00	.00	.00
TOTAL COST OF GOODS SOLD		457409.37	.00	.00	.00	.00	.00
GROSS PROFIT		327672.72	.00	.00	.00	.00	.00
EXPENSES							
SELLING EXPENSES							
510001	SALARIES EXPENSE - MPLS	44054.48	44054.48	.00	.00	44054.48	44054.48
510002	SALARIES EXPENSE - DALL	5873.93	.00	5873.93	.00	5873.93	5873.93
510003	SALARIES EXPENSE - OAKL	8810.90	.00	.00	8810.90	8810.90	8810.90
511001	TRAVEL AND ENTERTAINMENT-MPLS	195.76	195.76	.00	.00	195.76	195.76
511002	TRAVEL AND ENTERTAINMENT-DALL	11.00	.00	11.00	.00	11.00	11.00
511003	TRAVEL AND ENTERTAINMENT-OAKL	2.00	.00	.00	2.00	2.00	2.00
512001	AUTO EXPENSE - MPLS	1640.66	1640.66	.00	.00	1640.66	1640.66
512002	AUTO EXPENSE - DALL	218.75	.00	218.75	.00	218.75	218.75
512003	AUTO EXPENSE - OAKL	328.13	.00	.00	328.13	328.13	328.13
513001	ADVERTISING EXPENSE - MPLS	744.98	744.98	.00	.00	744.98	744.98
513002	ADVERTISING EXPENSE - DALL	744.98	.00	744.98	.00	744.98	744.98
513003	ADVERTISING EXPENSE - OAKL	744.97	.00	.00	744.97	744.97	744.97
TOTAL SELLING EXPENSES		63370.54	46635.88	6848.66	9886.00	63370.54	63370.54

## Printing a Statement in Summary

### Statements Screen

OSAS T000

Settings Edit Print Help

1999 Statements

Batch ID

Pick Statement Layout ID INC2 Pick Division From  
Statement Content ID INC1 Department From  
Period 11 Thru  
Beginning Date 11/01/1999 Subaccount From  
Ending Date 11/30/1999 Thru  
Company ID H

Print Segment Detail? NO Segment Sort 1  
Print Accounts With Zero Balances? NO  
Print Workstation Date and Time? YES Change Footers? NO

Line Statement Titles  
1234567890123456789012345678901234567890  
1. \*CONA  
2.  
3. DIVISIONAL SIDE BY SIDE COMPARISON  
4. FOR PERIOD ENDING \*PEDW

Company H Verify

Enter **NO** in the **Print Segment Detail?** field. As shown in the statement below, only the main account segment of the account number is printed in the *Account* column. The balances are printed in the appropriate division columns.

### Income Statement-incz/inc1- Divisions Side-By-Side - Summary

08/11/1999  
4:14 PM

Builders Supply

Page 1

DIVISIONAL SIDE BY SIDE COMPARISON  
FOR PERIOD ENDING NOV 30, 1999

ACCOUNT	DESCRIPTION	DIVISION ADMIN	DIVISION 01	DIVISION 02	DIVISION 03	TOTAL (CD+CF+CH)	TOTAL (USING MASKS)
-----							
	REVENUE						
4010	RETAIL SALES	214683.50	.00	.00	.00	.00	.00
4020	INC. FROM COMPLETED CONTRACTS	578328.61	.00	.00	.00	.00	.00
4040	DISCOUNTS ALLOWED	-7930.02	.00	.00	.00	.00	.00
	TOTAL REVENUE	785082.09	.00	.00	.00	.00	.00
-----							
	COST OF GOODS SOLD						
5010	COST OF GOODS SOLD - RETAIL	128788.20	.00	.00	.00	.00	.00
5020	COST OF GOODS SOLD - CONTRACTS	302135.84	.00	.00	.00	.00	.00
5030	FREIGHT IN	26485.33	.00	.00	.00	.00	.00
	TOTAL COST OF GOODS SOLD	457409.37	.00	.00	.00	.00	.00
	GROSS PROFIT	327672.72	.00	.00	.00	.00	.00
-----							
	EXPENSES						
	SELLING EXPENSES						
5100	SALARIES EXPENSE	58739.31	44054.48	5873.93	8810.90	58739.31	58739.31
5110	TRAVEL AND ENTERTAINMENT EXP	208.76	195.76	11.00	2.00	208.76	208.76
5120	AUTO EXPENSE	2187.54	1640.66	218.75	328.13	2187.54	2187.54
5130	ADVERTISING EXPENSE	2234.93	744.98	744.98	744.97	2234.93	2234.93
	TOTAL SELLING EXPENSES	63370.54	46635.88	6848.66	9886.00	63370.54	63370.54



## Income Statement – Budget Comparison–Current/YTD

Below is *Statement Layout* INCA and *Statement Content* INC1 followed by the Income Statement produced with this layout and content.

### Statement Layout - inca

08/15/1999 11:19 AM		Statement Layout List		Page 1
Statement ID: INCA				
Title :	1: *CONA 2: 3: INCOME STATEMENT WITH BUDGET COMPARISON 4: FOR THE PERIOD FROM *PBDW THROUGH *PEDW	Print Page #: YES Extra Lines : 2 Allow Shift : NO		
Footer :	1: 2: 3: 4: UNAUDITED	Start Line : 56		
Column A: Heading	1: ACCT 2: NO 3: Format : XXXXXX	What 1 Account No.	Addnl. Spacing: 1 Printing Col.: YES	
Column D: Heading	1: DESCRIPTION 2: 3: Format : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	What 2 Description	Addnl. Spacing: 2 Printing Col.: YES	
Column F: Heading	1: *** C U R R E 2: THIS YEAR 3: Company Format : #####.00-	What 3 Actual As of When : 1 Current Period How Far Back: 1 This Period Only Scaling : 1	Addnl. Spacing: 0 Printing Col.: YES Year:	
Column G: Heading	1: N T 2: % 3: Format : ###.00-	What 7 Formula 2 Formula : CF/T9F*100 Scaling : 1	Addnl. Spacing: 2 Printing Col.: YES Year:	
Column H: Heading	1: P E R I O D 2: BUDGET 3: Company Format : #####.00-	What 4 CY Budget As of When : 1 Current Period How Far Back: 1 This Period Only Scaling : 1	Addnl. Spacing: 1 Printing Col.: YES Year:	
Column I: Heading	1: *** 2: % 3: Format : ###.00-	What 7 Formula 2 Formula : CH/T9H*100 Scaling : 1	Addnl. Spacing: 2 Printing Col.: YES Year:	
Column L: Heading	1: *** Y E A R 2: THIS YEAR 3: Company Format : #####.00-	What 3 Actual As of When : 1 Current Period How Far Back: 3 Year-To-Date Scaling : 1	Addnl. Spacing: 1 Printing Col.: YES Year:	
Column M: Heading	1: - TO 2: % 3: Format : ###.00-	What 7 Formula 2 Formula : CL/T9L*100 Scaling : 1	Addnl. Spacing: 1 Printing Col.: YES Year:	
Column N: Heading	1: - D A T E 2: BUDGET 3: Company Format : #####.00-	What 4 CY Budget As of When : 1 Current Period How Far Back: 3 Year-To-Date Scaling : 1	Addnl. Spacing: 1 Printing Col.: YES Year:	
Column P: Heading	1: *** 2: % 3: Format : ###.00-	What 7 Formula 2 Formula : CN/T9N*100 Scaling : 1	Addnl. Spacing: 2 Printing Col.: YES Year:	

## Statement Content – inc1

08/15/1999		Statement Contents List																1 Page																
11:49 AM																																		
Statement Contents ID: INC1																																		
Account Mask: MMM11																																		
Sequence Number	Fnc.	Co.	Beginning Acct./Type	Ending Acct./Type	Description	Actions on Totals									Print	DB/CR	Reverse	Sign	Lines															
						Tab	1	2	3	4	5	6	7	8						9	\$	Row	Only											
000001	HP				REVENUE					0									YES		0													
000002	AS		4000??	4099??		2										-	NO	NO	BOTH	YES	0													
000003	AD		4000??	4099??	From GL	2	+									NO	YES	BOTH	YES	0														
000004	US					0													YES		0													
000005	T1				TOTAL REVENUE				4	0	+								NO	YES	BOTH	YES	1											
000006	HP				COST OF GOODS SOLD					0									YES		0													
000007	AD		5000??	5099??	From GL	2	+									NO	YES	BOTH	NO	0														
000008	US					0													YES		0													
000009	T1				TOTAL COST OF GOODS SOLD				4	0	+								NO	YES	BOTH	NO	1											
000010	T2				GROSS PROFIT				4										NO	YES	BOTH	YES	0											
000011	HP				EXPENSES				0										YES		0													
000012	HP				SELLING EXPENSES				1										YES		0													
000013	AD		5100??	5199??	From GL	2	+									NO	YES	BOTH	NO	0														
000014	US					0													YES		0													
000015	T1				TOTAL SELLING EXPENSES				3	0	+								NO	YES	BOTH	NO	1											
000016	HP				MANUFACTURING EXPENSES				1										YES		0													
000017	AD		5200??	5299??	From GL	2	+									NO	YES	BOTH	NO	0														
000018	US					0													YES		0													
000019	T1				TOTAL MANUFACTURING EXP.				3	0	+								NO	YES	BOTH	NO	99											
000020	HP				GENL & ADMIN EXPENSES				1										YES		0													
000021	AD		5300??	5399??	From GL	2	+									NO	YES	BOTH	NO	0														
000022	US					0													YES		0													
000023	T1				TOTAL GENL & ADMIN EXPENSES				3	0	+								NO	YES	BOTH	NO	1											
000024	T3				TOTAL EXPENSES				4		+	0							NO	YES	BOTH	YES	1											
000025	HP				OTHER INCOME AND EXPENSES				0										YES		0													
000026	AD		8000??	8099??	From GL	2	+									NO	YES	BOTH	YES	0														
000027	US					0													YES		0													
000028	T1				TOTAL OTHER INC. & EXP.				4	0	+								NO	YES	BOTH	YES	1											
000029	T2				PROFIT BEFORE TAXES				4										NO	YES	BOTH	YES	2											
000030	AD		8500??	8599??	From GL	0	+									NO	YES	BOTH	NO	0														
000031	HP					9													YES		1													
000032	T2				NET PROFIT				4										NO	YES	BOTH	YES	1											
----- Key to Functions -----																																		
AD - Print Account Detail					T1 - Print Total No. 1					T6 - Print Total No. 6					CR - Shift Columns Right																			
AS - Print Account Summary					T2 - Print Total No. 2					T7 - Print Total No. 7					CL - Shift Columns Left																			
BD - Print Beg. Balance Detail					T3 - Print Total No. 3					T8 - Print Total No. 8					US - Single Underscore																			
BS - Print Beg. Balance Summary					T4 - Print Total No. 4					T9 - Print Total No. 9					UD - Double Underscore																			
ED - Print End Balance Detail					T5 - Print Total No. 5										HP - Print Heading																			
ES - Print End Balance Summary					BB - Print Beg. Bal. of Year										HC - Center Heading																			
End of Report																																		

Using *Statement Layout* INCA, columns G, I, M and P calculate the previous column's balance as a percent of total revenue. The formulas specified in the layout use Total 9 (T9) to store the total revenue. Sequence 000002 in *Statement Content* INC1 uses the Account Summary (AS) function to add the revenue account balances and store the total in T9. The total revenue **must be** established at the **top** of the statement. A separate total is stored for columns F, H, L and N.

In this example, Total 9 (T9) is used only to calculate and store values, and is not printed on the statement. As revenue accounts have credit balances, the system stores the values as negative numbers. A minus sign (-) is used to add the revenue accounts; i.e., subtracting negative numbers is like adding positive numbers. The correct sign is therefore produced for the percentages in Formula 2 in the layout.

The following income statement, Current/Year-to-Date Budget Comparison, was printed using *Statement Layout INCA* and *Statement Content INC1*.

### Income Statement – inca/inc1 – Budget Comparison–Current/YTD

08/15/1999 5:34 PM		Builders Supply						Page 1		
INCOME STATEMENT WITH BUDGET COMPARISON FOR THE PERIOD FROM JAN 1, 1998 THROUGH JAN 31, 1998										
ACCT NO	DESCRIPTION	*** THIS YEAR	CURRENT %	PERIOD BUDGET	*** %	*** THIS YEAR	YEAR - %	TO - %	DATE BUDGET	*** %
-----										
REVENUE										
401000	RETAIL SALES	271941.57	39.15	244362.90	29.76	271941.57	39.15		244362.90	29.76
402000	INC. FROM COMPLETED CONTRACTS	429473.62	61.84	583998.09	71.12	429473.62	61.84		583998.09	71.12
404000	DISCOUNTS ALLOWED	6882.73-	.99-	7168.07-	.87-	6882.73-	.99-		7168.07-	.87
TOTAL REVENUE		694532.46	100.00	821192.92	100.00	694532.46	100.00		821192.92	100.00
-----										
COST OF GOODS SOLD										
501000	COST OF GOODS SOLD - RETAIL	135739.90	19.54	113520.78	13.82	135739.90	19.54		113520.78	13.82
502000	COST OF GOODS SOLD - CONTRACTS	232344.55	33.45	321663.17	39.17	232344.55	33.45		321663.17	39.17
503000	FREIGHT IN	25987.46	3.74	27985.78	3.41	25987.46	3.74		27985.78	3.41
TOTAL COST OF GOODS SOLD		394071.91	56.74	463169.73	56.40	394071.91	56.74		463169.73	56.40
GROSS PROFIT		300460.55	43.26	358023.19	43.60	300460.55	43.26		358023.19	43.60
-----										
EXPENSES										
SELLING EXPENSES										
510001	SALARIES EXPENSE - MPLS	39605.06	5.70	43924.23	5.35	39605.06	5.70		43924.23	5.35
510002	SALARIES EXPENSE - DALL	5280.68	.76	5856.56	.71	5280.68	.76		5856.56	.71
510003	SALARIES EXPENSE - OAKL	7000.00	1.01	8000.00	.97	7000.00	1.01		8000.00	.97
511001	TRAVEL AND ENTERTAINMENT-MPLS	169.59	.02	162.45	.02	169.59	.02		162.45	.02
511002	TRAVEL AND ENTERTAINMENT-DALL	1.00	.00	1.00	.00	1.00	.00		1.00	.00
511003	TRAVEL AND ENTERTAINMENT-OAKL	2.00	.00	2.00	.00	4.00	.00		4.00	.00
512001	AUTO EXPENSE - MPLS	1255.48	.18	1117.52	.14	1255.48	.18		1117.52	.14
512002	AUTO EXPENSE - DALL	167.40	.02	149.00	.02	167.40	.02		149.00	.02
512003	AUTO EXPENSE - OAKL	251.09	.04	223.51	.03	251.09	.04		223.51	.03
513001	ADVERTISING EXPENSE - MPLS	1001.87	.14	740.02	.09	1001.87	.14		740.02	.09
513002	ADVERTISING EXPENSE - DALL	1001.87	.14	740.02	.09	1001.87	.14		740.02	.09
513003	ADVERTISING EXPENSE - OAKL	1001.86	.14	740.03	.09	1001.86	.14		740.03	.09
TOTAL SELLING EXPENSES		56737.90	8.17	61656.34	7.51	56739.90	8.17		61658.34	7.51
-----										
MANUFACTURING EXPENSES										
520000	PAYROLL EXPENSE	96112.71	13.84	106594.37	12.98	96112.71	13.84		106594.37	12.98
521000	DEPRECIATION EXPENSE	18368.65	2.64	18524.95	2.26	18368.65	2.64		18524.95	2.26
522000	MAINTENANCE EXPENSE	1110.74	.16	1095.34	.13	1110.74	.16		1095.34	.13
523000	APPLIED OVERHEAD	4418.97	.64	5525.45	.67	4418.97	.64		5525.45	.67
TOTAL MANUFACTURING EXP.		120011.07	17.28	131740.11	16.04	120011.07	17.28		131740.11	16.04
-----										
UNAUDITED										

The balance columns are labeled at the top with the descriptions specified in the Statement Layout for each respective column letter. When the system executes Sequence 000002 in the Statement Content, a separate total is stored in T9 for columns F, H, L and N, respectively referred to as T9F, T9H, T9L and T9N.

## Activity vs. Balance Results

### Combinations of Statement Content Functions and As of When?

The following chart is based on a financial statement printed for *period 8*. The results are printed at the bottom of each box.

**Activity** is defined as the amounts that each period or quarter have. The total transactions for a specified period or quarter are represented.

**Balance** is defined as the beginning balance plus activity. The cumulative transactions at a particular time are represented.

Period or Quarter	Activity Detail or Summary AD/AS	Beginning Balance Detail or Summary BD/BS	Ending Balance Detail or Summary ED/ES
CURRENT PERIOD THIS PERIOD ONLY <i>Result:</i>	Print activity amount for the specified period <i>period 8 activity</i>	Print beginning balance for the specified period <i>period 8 beginning balance</i>	Print ending balance for the specified period <i>period 8 ending balance</i>
CURRENT PERIOD QTD <i>Result:</i>	Print QTD activity amount for the specified period <i>period 7 + 8 activity</i>	Print beginning balance for the quarter the specified period is in <i>period 7 beginning balance</i>	Print ending balance for quarter-to-date which = ending balance for the specified period <i>period 8 ending balance</i>
CURRENT PERIOD YTD <i>Result:</i>	Print YTD balance as of the specified period <i>period 8 ending balance</i>	Print beginning balance for the year <i>beginning balance</i>	Print ending balance for the specified period <i>period 8 ending balance</i>
PREVIOUS PERIOD THIS PERIOD ONLY <i>Result:</i>	Print activity amount for the previous period <i>period 7 activity</i>	Print beginning balance for the previous period <i>period 7 beginning balance</i>	Print ending balance for the previous period <i>period 7 ending balance</i>
PREVIOUS PERIOD QTD <i>Result:</i>	Print QTD activity amount for the quarter the previous period is in <i>period 7 activity</i>	Print beginning balance for the quarter the previous period is in <i>period 7 beginning balance</i>	Print ending balance for the previous period <i>period 7 ending balance</i>
PREVIOUS PERIOD YTD <i>Result:</i>	Print balance at the end of the previous period <i>period 7 ending balance</i>	Print beginning balance for the year of the previous period <i>beginning balance</i>	Print ending balance for the previous period <i>period 7 ending balance</i>
PREVIOUS QUARTER THIS PERIOD ONLY <i>Result:</i>	Print activity amount for the same relative period in the previous quarter <i>period 5 activity</i>	Print beginning balance for the same relative period in the previous quarter <i>period 5 beginning balance</i>	Print ending balance for the same relative period in the previous quarter <i>period 5 ending balance</i>
PREVIOUS QUARTER QTD <i>Result:</i>	Print QTD activity amount for the same relative period in the previous quarter <i>period 4 + 5 activity:</i>	Print beginning balance for the previous quarter <i>period 4 beginning balance</i>	Print ending balance for the same relative period in the previous quarter <i>period 5 ending balance</i>
PREVIOUS QUARTER YTD <i>Result:</i>	Print YTD balance for the same relative period in the previous quarter <i>period 5 ending balance</i>	Print beginning balance for the year that the previous quarter is in <i>beginning balance</i>	Print ending balance for the same relative period in the previous quarter <i>period 5 ending balance</i>

---

# Cash Flow Statement

---

The Cash Flow Statement provides information about sources and uses of cash and cash equivalents within a business. This report is printed in compliance with the standards for the indirect method of cash flow statement preparation as described in FASB Statement 95.

Up to 20 companies can be consolidated in this report. If the General Ledger data files exist on the system, two years can be displayed side-by-side on the cash flow statement for comparison.

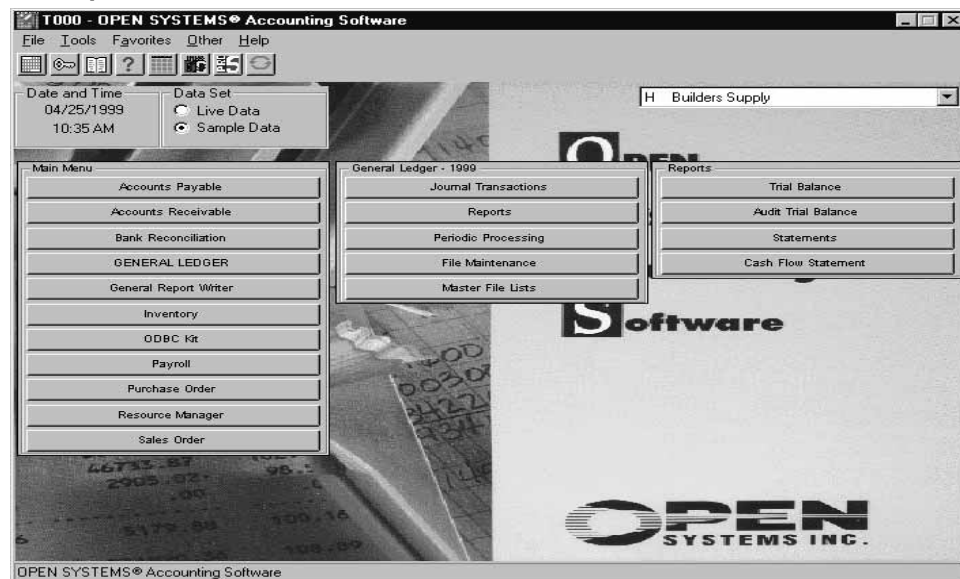
## Setting Up Cash Flow Instructions

The **Cash Flow Statement** function on the General Ledger Reports menu is used to print cash flow statements. Reference the **Printing A Cash Flow Statement** section for details.

Before printing a cash flow statement, the **Cash Flow Contents** function on the File Maintenance menu must be used to set up the statement beforehand.

When the cash flow statement is printed, the GL Journal file is read for transactions in the fiscal period specified on the Cash Flow Statement screen. If the **Cash Flow Transaction?** Flag is set to **NO** for the transaction, the transaction amount is subtracted from the activity balance for the account specified in the transaction and is not included in the cash flow statement.

### GL Reports Menu Screen



---

## Cash Flow Layout

The *cash flow layout* is not user-definable. The cash flow statement is printed with the following sections:

- Cash flows from operating activities
  - Net income
  - Adjustments to reconcile net income to net cash provided by operating activities
- Cash flows from investing activities
- Cash flows from financing activities
- Net increase in cash and cash equivalents
- Cash and cash equivalents at beginning of period
- Cash and cash equivalents at end of period

## Cash Flow Contents

The *cash flow contents* determines which account type balances to include in each section of the cash flow statement. The cash flow content specifies:

- the account mask
- accounts types and section to print in; i.e., in the *adjustments to operating activities* section, *investing activities section*, *financing activities* section, or *cash* section

Each sequence line of the cash flow content can represent one or several rows on the statement, dependent on whether the statement is printed in summary or detail. The rows are printed in the order of the sequence numbers per the section specified.

The following Cash Flow Statement was printed in summary using the Cash Flow Content CFCH.

### Cash Flow Statement - cfch

BUILDERS SUPPLY		Page	1
CASH FLOW STATEMENT			
JANUARY 1, 1999 THRU DECEMBER 31, 1999			
		Cash Flow for Year 1999	
-----			
Cash flows from operating activities:			
Net income		352,469.86	
Adjustments to reconcile net income to net cash			
provided by operating activities:			
Changes in receivables	(141,318.77)		
Amortization	117.18		
Depreciation	288,694.81		
Changes in inventory	(277,692.91)		
Changes in prepaid expenses	(120,585.42)		
Changes in accounts payable	316,411.78		
Income taxes payable	0.00		
Changes in payroll taxes payab	201,188.07		
Changes in deductions payable	0.00		
Changes in pension fund payabl	0.00		
Total adjustments		266,814.74	
		-----	
Net cash provided by operations		619,284.60	
Cash flows from investing activities:			
Net (purch)sale of property	(248,089.73)		
Marketable securities	0.00		
Net cash used in investing activities		(248,089.73)	
Cash flows from financing activities:			
Proceeds from stock issue	0.00		
Payment of dividends	0.00		
Changes in bonds & notes paybl	(374,847.24)		
Net cash used in financing activities		(374,847.24)	
		-----	
Net decrease in cash and cash equivalents		(3,652.37)	
Cash and cash equivalents at beginning of period		4,614.50	
		-----	
Cash and cash equivalents at end of period		962.13	
		=====	
UNAUDITED			

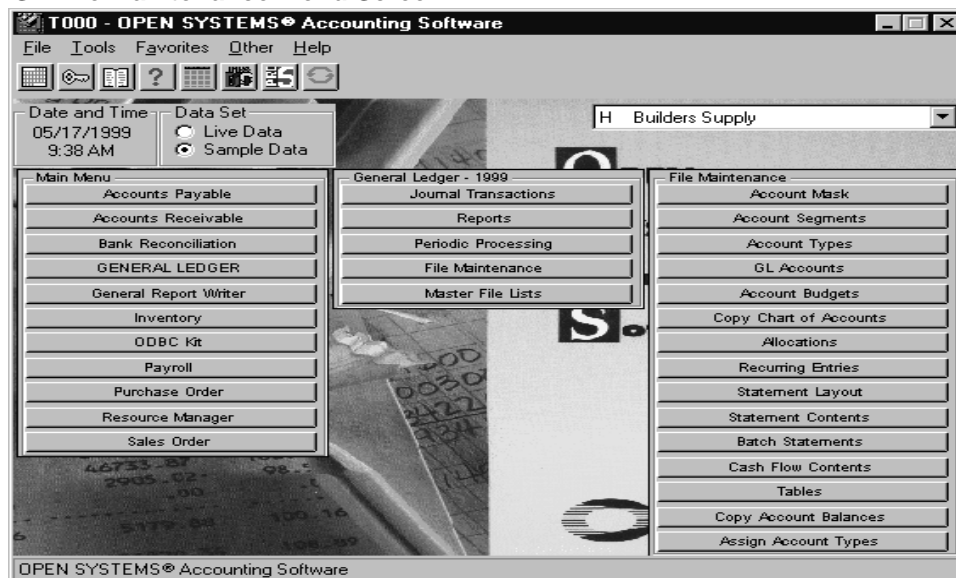
## Setting Up A Cash Flow Content

The **Cash Flow Contents** function is used to create and maintain cash flow statements. This function defines the accounts types and the section the account types are to be printed in the report.

The Cash Flow Contents function is used to:

- create a new cash flow content or edit an existing one.
- copy an existing cash flow content to a new ID in order to modify. By copying to a new ID, the original cash flow content remains available to use as a guide for another report, or to go back to if mistakes are made during modification.
- delete a cash flow content.

### GL File Maintenance Menu Screen



Select the **Cash Flow Contents** function on the General Ledger File Maintenance Menu to maintain, copy or delete a cash flow content. The Cash Flow Contents Screen is displayed.



## Copying a Cash Flow Content

To copy an existing cash flow content to a new ID; i.e., **CFCH** to **CFC1**, perform the steps below after selecting the **Cash Flow Contents** function on the GL File Maintenance menu.

### Cash Flow Contents Screen

1. Make the following selections to copy a cash flow content.

Field	Description
Cash Flow Content ID	Enter an ID for the new cash flow content. A maximum of four characters are allowed. The system recognizes both uppercase and lowercase letters.  For this exercise, enter <b>CFC1</b> and press <b>Enter</b> .
Copy From	Enter an existing cash flow content ID to copy from. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.  For this exercise, enter <b>CFCH</b> and press <b>Enter</b> to copy cash flow content CFCH to CFC1.
Use Acct Mask for Company	The ID of the company whose mask is to be assigned to this cash flow content can be changed. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a company ID from a list. An account mask is required.
Mask	The mask for the company ID entered in the previous field defaults into this field.
Description	Enter a description for this cash flow content. The description is for information only and is not used in the report.  For this example, change the description to <b>CASH FLOW FOR COMPANY 1</b> .

2. Press **Enter** to go to the report instructions section to edit or append the content. To return to the **Cash Flow Content ID** field to copy or edit another cash flow content, use the **Abandon** command, **F5** or **Esc X**. Use the **Exit** command, **F7** or **Esc M**, to return to the menu.

## Maintaining a Cash Flow Content

The **Cash Flow Contents** function on the File Maintenance menu is used to maintain cash flow contents. The report instructions can be copied, edited, added or deleted from the same screen. Perform the steps below to modify an existing cash flow content or create a new one.

1. Select the **Cash Flow Contents** function on the GL File Maintenance menu. The Cash Flow Contents Screen is displayed.

### Cash Flow Contents Screen

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue

Line (001 of 016)

Enter=edit, Append, Header

Company H Verify

2. Make the following selections on the Cash Flow Contents screen.

Field	Description
Cash Flow Content ID	Enter an ID. For this example, enter <b>CFC1</b> , copied from an existing cash flow content, CFCH (reference <b>Copying a Cash Flow Content</b> ).
Use Acct Mask for Company	Enter the ID of the company whose mask is to be assigned to this cash flow content. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select a company ID from a list. An account mask is required.
Mask	The account mask for the company ID entered in the previous field defaults into this field. Press <b>Enter</b> to move to the first sequence no.
Description	Enter a description or change the existing one. The description is for information only and is not used in the report.

Seq No

Each sequence number is an instruction for an individual entry line in the Cash Flow Statement. The following Command Options are listed at the bottom of the screen to edit sequence numbers and move around on the screen.

Command Options

**Enter=edit** - Press **Enter** to edit the sequence number at the point the cursor is positioned. Press **Enter** to move the cursor to any field to be changed.

**Append** - Press **A** to append a sequence number to the end of the cash flow content.

**Header** - Press **H** to return to the header portion of the Cash Flow Contents screen.

**Insert** - Use the **Insert** key to insert a sequence number above the cursor. The following sequences are automatically renumbered.

**Delete** - To delete a sequence, place the cursor at the sequence number of the line to be deleted and press **F3**. The system will prompt to confirm the delete by pressing **F3** again. The remaining sequences are renumbered automatically

3. To **Edit**, **Append** or **Insert** a sequence number, position the cursor at the sequence number. Press **Enter** to edit, **A** to append, or use the **Insert** key to insert a sequence number. The sequence number fields are identical for all three commands.

## Cash Flow Contents Screen

OSAS T000

Settings Edit Print Help

1999 Cash Flow Contents

Cash Flow Content ID CFC1

Use Acct Mask for Company H Mask MMMM11

Description CASH FLOW FOR COMPANY 1

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue

Line (001 of 016)

Enter A,I,F, or C

Company H Verify

4. Make the following selections to change or add a sequence number:

## Field

## Description

Sec

Each sequence number must have a Sec (section) code. The following section codes are listed at the bottom of the screen.

## Section Codes

A = Adjustments to Operating Activities

I = Investing Activities

F = Financing Activities

C = Cash

The section codes specify the section the information from the sequence number is to be placed on the Cash Flow Statement. Sequence numbers with the same section code do not have to be grouped together or entered in any particular order. The system reads all the sequence numbers and groups the sequences with the same section codes together and prints them in the appropriate section of the Cash Flow Statement.

## Cash Flow Contents Screen

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue

Line (001 of 016)

Company H Inquiry Verify

## Field

## Description

Beginning/Ending Acct Type

Enter the account type for the beginning and end of the range to include in this sequence number.

The default **Beginning Acct Type** is **0** and the default **Ending Acct Type** is **999**.

Description

Enter a description for the range of account types, which is used for statements printed in summary.

**Note:** The Cash Flow Statement can be printed in summary or detail format depending on how the **Print Detail?** is set on the Cash Flow Statement screen at print-time.

To print the Cash Flow Statement in summary, set the **Print Detail?** field to **NO**. The activity amounts for the accounts in the account type range are totaled and printed on the statement with the description entered in the **Description** field.

To print the Cash Flow Statement in detail, set the **Print Detail?** field to **YES**. The activity amount and **GL Account Description** for each account in the account type range is printed in the section of the report designated in the **Sec** field.

For examples of the Cash Flow Statement printed in detail and in summary format, reference the **Printing a Cash Flow Statement** section.

## Cash Flow Layout

The layout and calculations for each section of the Cash Flow Statement are defined by the system and cannot be changed.

The section descriptions that follow explain how the Cash Flow Layout and the Cash Flow Content work together to create a Cash Flow Statement. Excerpts from Cash Flow Statements and Cash Flow Content screens are provided for illustration.

## Cash Flows from Operating Activities

The *Cash flows from operating activities* section contains two parts:

- Net income
- Adjustments to reconcile net income to net cash provided by operating activities

### Net Income

The calculation of *Net income* is based on the fiscal period range specified on the Cash Flow Statement screen at print time. The system adds the period range activity amounts for accounts in the account type range from **500** through **850**. This range of account types includes account classes:

Operating Revenues  
Cost of Sales  
Operating Expenses  
Non-Operating Income  
Non-Operating Deductions

The income accounts in this range hold credit (negative) balances and the expense accounts hold debit (positive) balances. The Net Income is the sum of these balances.

### Adjustments to Reconcile Net Income to Net Cash

Amounts printed in the *Adjustments to reconcile net income to net cash* section are calculated by sequence numbers with a section code **A**. The amount(s) calculated by each sequence number is displayed separately.

If the activity amount of the accounts in the account type range for the sequence number is a debit, the amount appears as a negative number and is subtracted from *Net Income*. If the activity amount for the range of account types is a credit, it appears as a positive number and is added to *Net Income*.

The activity amounts for accounts in the account type ranges in sequence numbers with section code **A** are totaled and printed in the report as *Total adjustments*.

*Net Income* and *Total adjustments* are added together and printed on the Cash Flow Statement as *Net cash provided by / used in operations*.

#### Note

On the total lines of each section of the Cash Flow Statement, if the total amount for the section is positive, ***provided by*** is printed in the total description line. If the amount is negative, ***used in*** is printed instead.

### Cash Flow Statement – Net Income / Adjustments

BUILDERS SUPPLY		Page	1
CASH FLOW STATEMENT			
JANUARY 1, 1999 THRU DECEMBER 31, 1999			
		Cash Flow for Year 1999	
-----			
Cash flows from operating activities:			
Net income		352,469.86	
Adjustments to reconcile net income to net cash			
provided by operating activities:			
Changes in receivables	(141,318.77)		
Amortization	117.18		
Depreciation	288,694.81		
Changes in inventory	(277,692.91)		
Changes in prepaid expenses	(120,585.42)		
Changes in accounts payable	316,411.78		
Income taxes payable	0.00		
Changes in payroll taxes payab	201,188.07		
Changes in deductions payable	0.00		
Changes in pension fund payabl	0.00		
Total adjustments		266,814.74	
-----			
Net cash provided by operations		619,284.60	

For *Adjustments to reconcile net income to net cash*, all sequence numbers with section code **A** are used in the calculation.

### Cash Flow Contents Screen

OSAS T000

Settings Edit Print Help

1999 Cash Flow Contents

Cash Flow Content ID CFCH

Use Acct Mask for Company H Mask MMMM11

Description CASH FLOW FOR COMP H

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue

Line (001 of 016)

Company H Enter A,I,F, or C Verify

### Cash Flows from Investing Activities

Amounts printed in the *Cash flows from investing activities* section are calculated using the accounts in the range of account types in sequence numbers with a section code **I**. The activity amount(s) for the fiscal periods specified at print-time are printed for each sequence with section code **I**. These amounts are added and printed in the Cash Flow Statement as *Net cash provided by / used in investing activities*.

## Cash Flows from Financing Activities

The *Cash flows from financing activities* section contains amounts calculated by sequence numbers with a section code **F**. The activity amount(s) for the fiscal periods specified at print-time are printed for each sequence with section code **F**. These amounts are added and printed in the Cash Flow Statement as *Net cash provided by / used in financing activities*.

### Cash Flow Statement – Cash Flows from Investing / Financing

Cash flows from investing activities:		
Net (purch)sale of property	(248,089.73)	
Marketable securities	0.00	
Net cash used in investing activities		(248,089.73)
Cash flows from financing activities:		
Proceeds from stock issue	0.00	
Payment of dividends	0.00	
Changes in bonds & notes paybl	(374,847.24)	
Net cash used in financing activities		(374,847.24)
Net decrease in cash and cash equivalents		(3,652.37)
Cash and cash equivalents at beginning of period		4,614.50
Cash and cash equivalents at end of period		962.13

For *Cash flows from investing activities*, all sequence with section code **I** are used in the calculation. All sequences with section code **F** are used to calculate *Cash flows from financing activities*.

### Cash Flow Contents Screen

Settings

Edit

Print

Help

1999

Cash Flow Contents

Cash Flow Content ID

CFCH

Use Acct Mask for Company H

Mask MMMM11

Description

CASH FLOW FOR COMP H

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue

Line (002 of 016)

Company H

Enter A,I,F, or C

Verify



### Net Increase / Decrease in Cash and Cash Equivalents

The amount printed as *Net increase / decrease in cash and cash equivalents* in the Cash Flow Statement is calculated by adding:

- Net cash provided by / used in operations
- Net cash provided by / used in investing activities
- Net cash provided by / used in financing activities

### Cash and Cash Equivalents at Beginning of Period

For the fiscal period range specified at print-time, the amount printed as *Cash and cash equivalents at beginning of period* is calculated by adding the beginning balances of the accounts in the account type in the sequence numbers with a section code **C**.

### Cash and Cash Equivalents at End of Period

The amount printed for *Cash and cash equivalents at end of period* is calculated by adding:

- Net decrease / increase in cash and cash equivalents
- Cash and cash equivalents at beginning of period

### Cash Flow Statement – Cash and Cash Equivalents

Cash flows from investing activities:			
Net (purch)sale of property	(248,089.73)		
Marketable securities	0.00		
Net cash used in investing activities		(248,089.73)	
Cash flows from financing activities:			
Proceeds from stock issue	0.00		
Payment of dividends	0.00		
Changes in bonds & notes paybl	(374,847.24)		
Net cash used in financing activities		(374,847.24)	
		-----	
Net decrease in cash and cash equivalents		(3,652.37)	
Cash and cash equivalents at beginning of period		4,614.50	
		-----	
Cash and cash equivalents at end of period		962.13	
		=====	

For *Cash and cash equivalents at beginning of period*, all sequence with section code **C** are used in the calculation.

### Cash Flow Contents Screen

OSAS T000

Settings Edit Print Help

1999

Cash Flow Contents

Cash Flow Content ID

CFCH

Use Acct Mask for Company

H

Mask

MMMM11

Description

CASH FLOW FOR COMP H

Seq No	Sec	Beginning Acct Type	Ending Acct Type	Description
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue
000014	F	415	415	Payment of dividends
000015	F	300	305	Changes in bonds & notes paybl
000016		005	010	Cash accounts

Line (016 of 016)

Enter A,I,F, or C

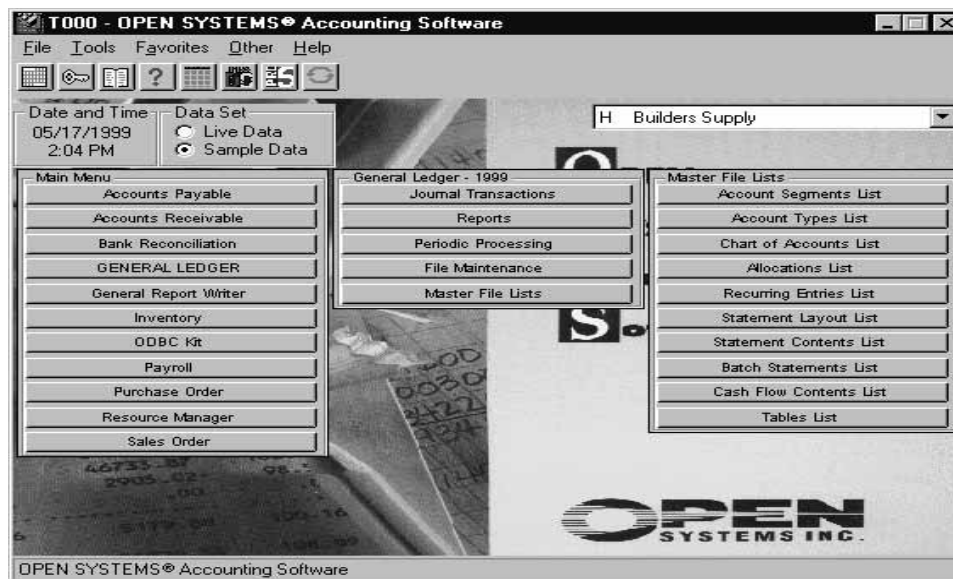
Company H

Verify

## Printing a Cash Flow Contents List

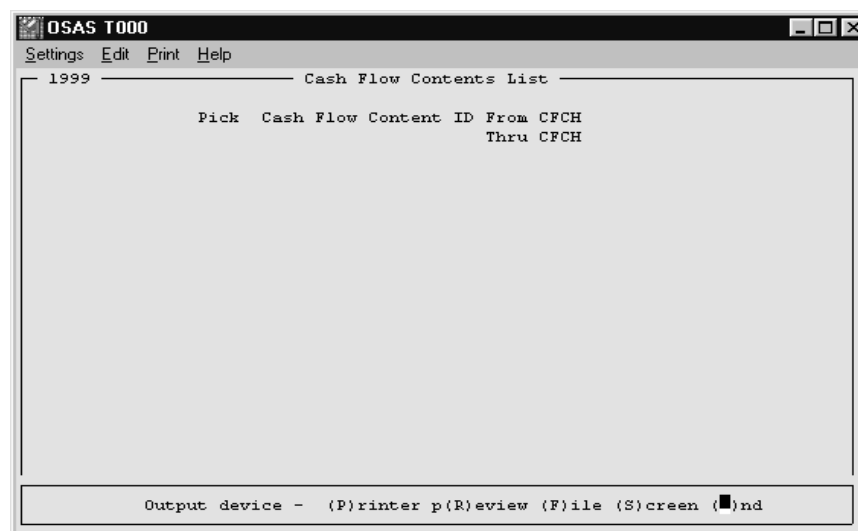
The Cash Flow Contents List function is used to print a copy of the cash flow content instructions for review. A list of Cash Flow Content CFCH is provided as an example.

### GL Master File Lists Menu Screen



Select the **Cash Flow Contents List** function on the General Ledger Master File Lists Menu to print a Cash Flow Contents List. The Cash Flow Content List Screen is displayed.

### Cash Flow Contents List Screen



1. Make the following selections from the Cash Flow Contents List Screen.

Field	Description
Pick Cash Flow Content ID From/Thru	Enter a range of cash flow contents to include in the list. If the <b>From/Thru</b> fields are left blank, all the selections are included. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)eview - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

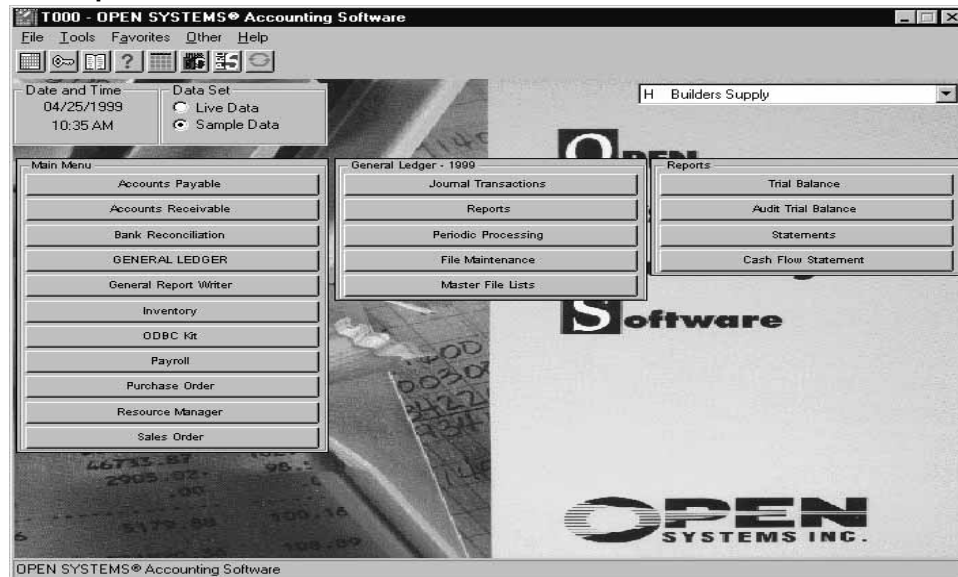
### Cash Flow Contents List - cfch

08/18/1999 10:17 AM		Builders Supply Cash Flow Contents List		Page 1
Sequence Number	Sec	Beginning Account Type	Ending Account Type	Description
-----				
Cash Flow Content CFCH CASH FLOW FOR COMP H				
Company ID: H Mask: MMM11				
000001	A	020	025	Changes in receivables
000002	I	100	125	Net (purch)sale of property
000003	A	165	165	Amortization
000004	A	130	130	Depreciation
000005	A	045	055	Changes in inventory
000006	A	050	050	Changes in prepaid expenses
000007	A	200	200	Changes in accounts payable
000008	A	210	210	Income taxes payable
000009	A	230	230	Changes in payroll taxes payab
000010	A	240	240	Changes in deductions payable
000011	A	245	245	Changes in pension fund payabl
000012	I	065	065	Marketable securities
000013	F	400	405	Proceeds from stock issue
000014	F	415	415	Payment of dividends
000015	F	300	305	Changes in bonds & notes paybl
000016	C	005	010	Cash accounts
----- Key to Section -----				
A = Adjustments to Operating Activities I = Investing Activities				
F = Financing Activities C = Cash				
End of Report				

## Printing a Cash Flow Statement

The Cash Flow Statement function is used to print cash flow statements after setting up the cash flow content.

### GL Reports Menu Screen



Select the **Cash Flow Statement** function on the General Ledger Reports Menu to print a cash flow statement. The Cash Flow Statement Screen is displayed.

To print a cash flow statement, perform the following steps after selecting the **Cash Flow Statement** function. Examples of Cash Flow Statements printed in both *detail* and *summary* follow the screen field descriptions.

## Cash Flow Statement Screen

OSAS T000

Settings Edit Print Help

1999 Cash Flow Statement

Cash Flow Content ID CFCH Years 1999

Pick Period From 1 Thru 12 Pick Division From Thru

Beginning Date 01/01/1999 Department From Thru

Ending Date 12/30/1999 Subaccount From Thru

Company ID

Print Detail? Change Footers? NO

Print Workstation Date and Time?

Line	Statement Titles
	12345678901234567890123456789012345678901234567890
1.	BUILDERS SUPPLY
2.	CASH FLOW STATEMENT
3.	JANUARY 1, 1999 THRU DECEMBER 31, 1999
4.	

Company H Verify

1. Make the following selections on the Cash Flow Statement Screen.

Field	Description
Cash Flow Content ID	Enter the ID of the cash flow content being used to print the report. The <b>Inquiry</b> Command, <b>F2</b> or <b>Esc W</b> , is available to select an ID from a list.
Pick Period From/Thru	Enter a range of fiscal periods to be included.
Beginning Date/Ending Date	The dates for the period selected default in the <b>Beginning</b> and <b>Ending Date</b> fields, but can be changed. The dates are displayed from the CNVTxxx table.
Year	Up to two years can be specified to print side-by-side on the report. <b>Note:</b> The general ledger data files for each of the years selected must be stored on the system. The cash flow content instructions do not use the last-year column in the GL Master file.
Company ID	Enter the ID of the company the report is being printed for. To print a consolidated statement for 2 – 10 companies, enter each company ID. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select IDs from a list.
Pick Division/Department/ Subaccount From/Thru	Enter a range of divisions, departments and/or subaccounts to include in the report. The <b>Inquiry</b> command, <b>F2</b> or <b>Esc W</b> , is available to select the segments from a list.

## Cash Flow Statement Screen

OSAS T000

Settings Edit Print Help

1999 Cash Flow Statement

Cash Flow Content ID CFCH Years 1999

Pick Period From 1 Pick Division From

Thru 12 Thru

Beginning Date 01/01/1999 Department From

Ending Date 12/30/1999 Thru

Subaccount From

Company ID H Thru

Print Detail? YES Change Footers? NO

Print Workstation Date and Time? NO

Line	Statement Titles
1.	1234567890123456789012345678901234567890
2.	BUILDERS SUPPLY
3.	CASH FLOW STATEMENT
4.	JANUARY 1, 1999 THRU DECEMBER 31, 1999

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd

## Field

## Description

Print Detail?	Enter <b>YES</b> to print the activity amount for the range of fiscal periods selected <i>for each account</i> in the account type range of each sequence in the Cash Flow Contents. The amounts are individually printed in the section of the statement defined by the section code field. The GL accounts description is used as the description.  Enter <b>NO</b> to print the cash flow statement in <i>summary</i> . The summary format totals the activity amounts for the selected range of fiscal periods for accounts in the account type range of each sequence. The total for the account type range is printed using the description set up in the sequence.
Print Workstation Date and Time?	Enter <b>YES</b> to print the workstation date and time on the statement; otherwise, enter <b>NO</b> .
Change Footers?	Enter <b>YES</b> to set up or edit the footer. Then press <b>Enter</b> through the <b>Statement Title</b> fields to display the Statement Footers edit window. The footer information entered is retained until the next time a statement is printed.
Statement Title	The statement title is displayed from the last time the report was printed, but can be changed. The title changes are saved until the next time a statement is printed.
Select an output device for the report:	

(P)rinter - to send the report to a printer

p(R)review - to view the report in a GUI window format. The system prompts for selection of a printer for the preview. The report can be redirected to a printer from the preview screen.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the Selection Screen without printing the report

## Cash Flow Statement – 1999 - Detail

BUILDERS SUPPLY		Page 1
CASH FLOW STATEMENT		
JANUARY 1, 1999 THRU DECEMBER 31, 1999		
Cash Flow for Year 1999		
-----		
Cash flows from operating activities:		
Net income		352,469.86
Adjustments to reconcile net income to net cash provided by operating activities:		
ACCOUNTS RECEIVABLE	(141,175.68)	
ALLOWANCE FOR BAD DEBT	(143.09)	
ACCUM AMORTIZATION		117.18
ACCUM DEPR-MACHINERY & EQUIP	150,546.25	
ACCUM DEPR-OFFICE MACHINES	87,027.46	
ACCUM DEPR-AUTOMOBILES	51,121.10	
INVENTORY - FINISHED GOODS	(52,125.98)	
INVENTORY - WORK-IN-PROCESS	(120,585.42)	
PREPAID EXPENSES		0.00
MARKETABLE SECURITIES	(104,981.51)	
INVENTORY - WORK-IN-PROCESS	(120,585.42)	
PREPAID EXPENSES		0.00
ACCOUNTS PAYABLE - TRADE	383,915.37	
ACCOUNTS PAYABLE - AFFILIATES	(67,503.59)	
FEDERAL INCOME TAX PAYABLE	0.00	
STATE INCOME TAX PAYABLE	0.00	
DEFERRED INCOME TAX		0.00
FEDERAL WITHHOLDING PAYABLE	98,655.05	
FICA WITHHOLDING PAYABLE	34,551.89	
STATE WITHHOLDING PAYABLE	39,453.54	
FUTA PAYABLE	10,364.75	
SUI PAYABLE		0.00
SALES TAX PAYABLE	18,162.84	
UNITED WAY PAYABLE	0.00	
EMP PENSION FUND PAYABLE	0.00	
Total adjustments		266,814.74
Net cash provided by operations		619,284.60
-----		
Cash flows from investing activities:		
LAND	(57,250.00)	
MACHINERY & EQUIPMENT	(181,477.44)	
AUTOMOBILES	(9,362.29)	
Net cash used in investing activities		(248,089.73)
-----		
Cash flows from financing activities:		
COMMON STOCK		0.00
PREFERRED STOCK		0.00
DIVIDENDS	0.00	
BOND PAYABLE	(137,236.55)	
NOTE PAYABLE - ONE	(112,717.44)	
NOTE PAYABLE - TWO	(93,655.98)	
LESS CURRENT PORTION OF LTD	(31,237.27)	
Net cash used in financing activities		(374,847.24)
-----		
Net decrease in cash and cash equivalents		(3,652.37)
Cash and cash equivalents at beginning of period		4,614.50
-----		
Cash and cash equivalents at end of period		962.13
=====		
UNAUDITED		

**Cash Flow Statement – 1999 - Summary**

BUILDERS SUPPLY		Page 1
CASH FLOW STATEMENT		
JANUARY 1, 1999 THRU DECEMBER 31, 1999		
		Cash Flow for Year 1999
-----		
Cash flows from operating activities:		
Net income		352,469.86
Adjustments to reconcile net income to net cash provided by operating activities:		
Changes in receivables	(141,318.77)	
Amortization	117.18	
Depreciation	288,694.81	
Changes in inventory	(277,692.91)	
Changes in prepaid expenses	(120,585.42)	
Changes in accounts payable	316,411.78	
Income taxes payable	0.00	
Changes in payroll taxes payabl	201,188.07	
Changes in deductions payable	0.00	
Changes in pension fund payabl	0.00	
Total adjustments		266,814.74
Net cash provided by operations		619,284.60
Cash flows from investing activities:		
Net (purch)sale of property	(248,089.73)	
Marketable securities	0.00	
Net cash used in investing activities		(248,089.73)
Cash flows from financing activities:		
Proceeds from stock issue	0.00	
Payment of dividends	0.00	
Changes in bonds & notes paybl	(374,847.24)	
Net cash used in financing activities		(374,847.24)
Net decrease in cash and cash equivalents		(3,652.37)
Cash and cash equivalents at beginning of period		4,614.50
Cash and cash equivalents at end of period		962.13
		=====
UNAUDITED		

**Note**

For both Cash Flow Statement formats, *detail* and *summary*, the activity amount for all sequences with section code type **C** are printed as a summarized total on the ***Cash and cash equivalents at beginning of period***. No description from the Cash Flow Contents function or the GL accounts description is used in the statement for section code **C** sequences.



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# Appendix

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**A**



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# Conversion Tips

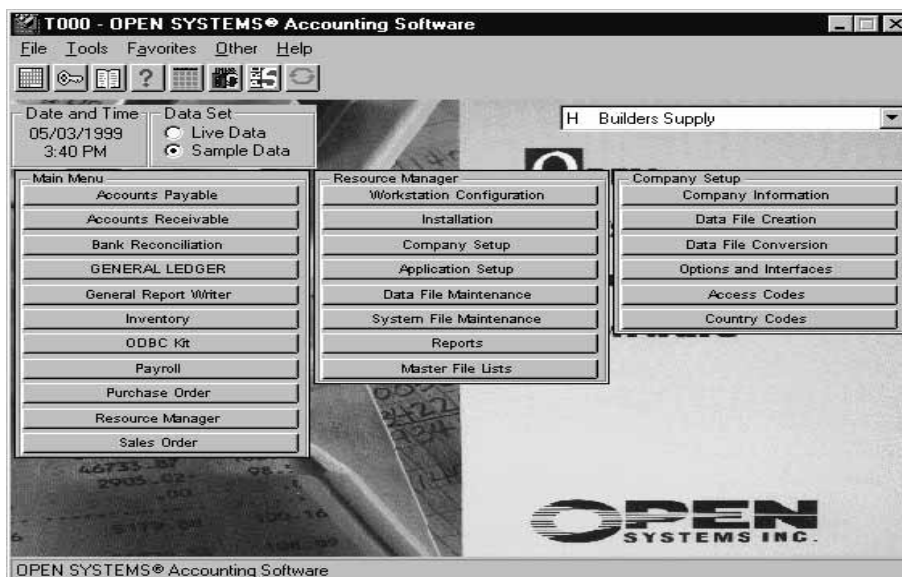
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## Converting from Earlier Versions of Open Systems

The Data File Conversion function on the Resource Manager Company Setup menu is used to convert application data files from earlier versions of Open Systems Accounting Software (OSAS) to a new version.

The amount of hard disk space required to complete the conversion of data files depends on the version of Open Systems converting from, the application(s) converting, and the size of the data files. The order in which the applications are converted is critical. Reference the Resource Manager Installation Manual, **Appendix E**, for additional information, as well as Open Systems website at [www.osas.com](http://www.osas.com) for possible changes and corrections.

### Resource Manager Company Setup Menu



Select the **Data File Conversion** function on the Resource Manager Company Setup menu to convert data files. The Data File Conversion Screen is displayed.

Perform the steps below to convert source data files.

### Data File Conversion Screen

OSAS T000

Settings Edit Print Help

Data File Conversion

Select directory on which to create files.

1. C:/OSAS60/data/

1

Enter directory that contains the files to be converted.

C:\OSAS45\olddata

Do you want source files erased after conversion?

Do you want conversion to pause if a problem is found?

Appl Description	Version	Appl Description	Version

Company H Verify

1. Make the following selections on the Data File Conversion Screen.

#### Selection

#### Description

Select directory on which to create files.

Select the target directory from the list. If only one **data** file exists, this file defaults in.

**Recommend:** Install the new version of Open Systems in a different directory than the previous OSAS installation. Refer to the Resource Manager Installation Manual for more information.

Enter directory that contains the files to be converted

Enter the directory that contains the **data** files for the *old* version of OSAS.

**Note:** The conversion program creates subdirectories for each step of the conversion in the directory entered in this field. For example, if converting from General Ledger Version 4.5 to 6.0, and the path is C:\OSAS45\olddata, the following subdirectories are created:

C:\OSAS45\olddata\450

C:\OSAS45\olddata\500

C:\OSAS45\olddata\516

Do you want source files erased after conversion?

Enter **YES** to erase the source data files for the original version and the data files produced at each step of the conversion. Enter **NO** to *not* erase the data files during the conversion.

If **YES** is selected, when the conversion is complete, only the *new* data files remain on the hard drive and are located in the directory specified in the **Select directory on which to create files** field.

**Recommend:** Enter **NO** so the original data files and the converted data files for each level of the conversion are retained on the hard drive. If **NO** is selected, convert only one application at a time, as the hard disk space required for the conversion may possibly be ten times the size of the old version's data files. After the conversion has successfully completed, the old data files can be deleted.

## Data File Conversion Screen

```

OSAS T000
Settings Edit Print Help

Data File Conversion

Select directory on which to create files.
1. C:/OSAS60/data/

1
Enter directory that contains the files to be converted.
C:/OSAS45/olddata/
Do you want source files erased after conversion? N
Do you want conversion to pause if a problem is found? Y

Appl Description      Version      Appl Description      Version
GL General Ledger     4.5

GL Data files exist. Do you want this task to erase them? (Y/N) [Y]
Company H Verify

```

## Selection

## Description

Do you want conversion to pause if a problem is found?

Enter **YES** for the conversion process to pause when a problem occurs. Otherwise, enter **NO**. The system considers evidence of data not converting properly or file corruption a problem. Whether **Y** or **N** is entered, the system creates an error log in the **DATA** subdirectory called **CNVLOG**.

Appl

Enter **GL** in this field; *General Ledger* is displayed. The **Inquiry** command, **F2** or **Esc W**, is available to select an application from a list. The order in which the applications are converted is critical. Reference the Resource Manager Installation Manual, **Appendix E**, for details.

**Note:** After converting Resource Manager, General Ledger should be next application converted. If any changes are made to the account numbers to force them to conform to the account mask during the conversion of the general ledger data files, the old and new account numbers are stored in the file **GLCGxxx**. During the conversion of each application, the **GLCGxxx** file is used to convert the general ledger account numbers stored in the data files of the other applications.

Version

Enter the earlier version number of General Ledger and press **Enter**. The version can be determined by looking at the copyrights screen when starting the earlier version of OSAS. Otherwise, use the **Information** command, **Shift/F2**, available in most versions.

**Note:** The application code and version entered on the Data File Conversion Screen are used by the system to determine which conversion programs to run based on the application's version information stored in the OSCNVT file.

- If data files already exist in the destination path for the application; i.e., in General Ledger, the message *GL Data files exist. Do you want this task to erase them?* is displayed. Enter **YES** to erase the existing files and convert the data files from the source path. If **NO** is entered so the existing files are *not* erased, the directory choice must be changed so no conflict exists.
- Use the **Proceed** command, **PgDn** or **Esc P**, to convert the data.

### Data File Conversion Screen

OSAS T000

Settings Edit Print Help

Data File Conversion

Select directory on which to create files.

1. C:/OSAS60/data/

1

Enter directory that contains the files to be converted.

C:\OSAS45\olddata

Do you want source files erased after conversion? N

Do you want conversion to pause if a problem is found? Y

Appl Description	Version	Appl Description	Version
GL General Ledger	4.5		

Do you want a printout of the error log after each application? (Y/N) ☒

Company H Verify

- The message **Do you want a printout of the error log after each application?** is displayed. Enter **YES** to produce an error log after the files for each application are converted. Enter **NO** to produce a log after all the files are converted. If converting only one application, the answer to this prompt makes no difference.

### Data File Conversion Screen

OSAS T000

Settings Edit Print Help

Data File Conversion

Select directory on which to create files.

1. C:/OSAS60/data/

Enter the current fiscal year. 1999

Do you want conversion to pause if a problem is found? Y

Appl Description	Version	Appl Description	Version
GL General Ledger	4.5		

Creating new GL files ....., Company H Verify

- The window message **Enter the current fiscal year** is displayed. Enter the current fiscal year. If the year that defaults in is different than the current fiscal year, it can be changed.
- If a prompt appears when a problem occurs, enter **YES** to stop the conversion process; otherwise, enter **NO** to let the conversion run its course.
- When the process is completed, the files are converted. Select an output device for the error log.

After the conversion is finished and the error log is produced, the Main menu is displayed.

## Converting from Earlier Versions of General Ledger

For version 5.x and later versions of General Ledger, the software requires an account mask for the company. In addition, all account numbers in the Chart of Accounts must conform to the account mask.

### Account Masks

If converting from versions prior to version 5.x, a message is displayed that an account mask is required, and the option is given to continue or not. If the option to continue is selected, an Assign Account Mask screen is displayed for entering the account mask for the company.

**Recommend:** To change an existing account mask, use the **Account Mask** function on the File Maintenance menu in the *old* version of General Ledger before running the **Data File Conversion** function to convert the files to version 6.x.

The conversion utility will convert all the account numbers to match the new account mask as part of the data file conversion, and the activity amounts for each account will automatically be transferred to the new account numbers. If the mask is changed after converting the data files, the new account numbers will have to be added and balances transferred manually with the **GL Accounts** function on the File Maintenance menu.

### Account Numbers

#### Data File Conversion Screen

OSAS T000

Settings Edit Print Help

Data File Conversion

Select directory on which to create files.

1. C:/OSAS6x/data/

Enter the current fiscal year. 1999

Do you want to let the system adjust accounts automatically? YPS

Do you want conversion to pause if a problem is found? Y

Appl Description	Version
GL General Ledger	4.5

Creating new GL files ....., Company H Verify

1. When converting from earlier versions, after the prompt to *Enter the current fiscal year*, the question *Do you want to let the system adjust accounts automatically?* is displayed.

#### Note

This prompt is also displayed if the General Ledger version being converted from has an account mask, but *not* all accounts in the Chart of Accounts conform to the account mask.

2. If **YES** is selected to *Do you want to let the system adjust accounts automatically?*, the **GL Account Number Change** window is displayed and the system begins updating the account numbers to match the account mask by adding trailing zeros. The account numbers from the Chart of Accounts scroll through the window as the numbers are converted to fit the account mask.

If a conflict exists in assigning a new account number, the system pauses at that account number and displays the message *Account Number is already on file*. Examples are listed below.

### Data File Conversion Screen

OSAS T000

Settings Edit Print Help

Data File Conversion

Select directory on which to create files.

1. C:/OSAS6x/data/

GL Account Number Change

Old Account Number 1020

Description ALLOWANCE FOR BAD DEBT

E New Account Number 101500

Do you want source files erased after conversion? N

Do you want conversion to pause if a problem is found? Y

Appl Description	Version
GL General Ledger	4.5

Message

Account Number is already on file.

**Example 1:** If the account mask is MMMM11, and account numbers 100 and 1000 are included in the *old* Chart of Accounts, when the system converts the *old* account numbers to fit the mask, accounts 100 and 1000 would both be converted to 100000. The system converts account 100 to 100000, but when it begins to convert account 1000 to the mask, it checks the account numbers in the *new* Chart of Accounts and finds that account 100000 already exists. When this type of conflict occurs, the conversion pauses with account number 1000 in the **Old Account Number** field and 100000 in the **New Account Number** field.

**Example 2:** Reference the screen above. The *system-generated New Account Number* was originally 102000, but was *manually* changed to 101500. The message *Account Number is already on file* was displayed as account number 101500 was already generated by the system when it converted the **Old Account Number** 1015.

3. When the message *Account Number is already on file* is displayed, press **Enter** to position the cursor in the **New Account Number** field, and enter a new account number that conforms to the account mask.
4. If **NO** is selected to *Do you want to let the system adjust accounts automatically?*, the **GL Account Number Change** window displays each individual account number for confirmation. Press **Enter** to accept the number; otherwise, the number can be changed to a different number that conforms to the account mask.



## Account Types

Prior to version 5.x, the software did *not* provide **Account Type Codes** as follows: **005 – 499** - Balance Sheet accounts (**B**); **500 – 899** - Income Statement accounts (**I**) and **900 – 999** - Memo accounts (**M**).

### Account Types Screen

Type	Description	Account Class	Code
005	Cash On Hand	Current Assets	D
010	Cash On Deposit	Current Assets	D
020	Accounts Receivable	Current Assets	D
025	Allowance for Bad Debts	Current Assets	C
030	Employee Receivables	Current Assets	D
035	Other Receivables	Current Assets	D
040	Notes Receivable	Current Assets	D
045	Raw Materials and Supplies	Current Assets	D
050	Work-in-Process	Current Assets	D
055	Finished Goods Inventory	Current Assets	D
060	Prepaid Expenses	Current Assets	D
065	Marketable Securities	Current Assets	D
070	Other	Current Assets	D
075	Other	Current Assets	D
080	Other	Current Assets	D
100	Land	Fixed Assets	D
105	Buildings	Fixed Assets	D
110	Machinery and Equipment	Fixed Assets	D

Enter=edit, Goto

Company H      Quick      Verify

In versions 4.11 – 4.6, the accounts were identified only as Type **B**, **I** or **M** accounts. Therefore, during the data file conversion to the version 6.x data file format, type **B** accounts are assigned account type **080**, type **I** accounts are assigned account type **530**, and type **M** accounts and accounts with no account type specified are assigned account type **999**.

Version 4.10 and earlier versions of General Ledger had no account type designations whatsoever. During the conversion step process, each account in the master file is converted with a blank account type at the 4.5 version level, and the accounts are subsequently assigned a **999** account type when converted at the version 5.x level. Therefore, when the conversion steps are completed to version 6.x, all accounts will have an account type of **999**.

After the data file conversion is completed, the **Assign Account Type** function on the File Maintenance menu can be used to assign the account type for a range of account numbers, or the **GL Account** function on the File Maintenance menu can be used to edit the account type for individual accounts.

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# Appendix

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**B**

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# General Ledger Data Files

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## Account Files

### GL Account Type File (GLAT)

The Account Type file contains all account type codes, descriptions, classes and account codes. During year-end processing, accounts with account types 001 – 499 are closed as balance sheet accounts, and accounts with account types 500 – 899 are closed as income statement accounts.

### GL Alternate Keys File (GLMKxxx)

The GL Master Alternate Keys file contains keys that cross-reference the **GLMAxxx** file. The **xxx** represents the company ID. Each record contains the company ID, GL account number, description and account type code. The user-defined sorts set up in the Account Mask function on the File Maintenance menu are stored as keys in this file.

At the end of the fiscal year, the Create Last-Year Data function is used to create a last-year Journal file for each company. The file is named **GLMKxxx.Y??**, where **xxx** is the company ID and **??** represents the fiscal year.

### GL Account Mask File (GLMSK)

The Account Mask file contains a mask that defines the account structure for each company. The account structure determines the positions used for the main account number, division, department and subaccount. Before processing general ledger data, an account mask must be set up in the Account Mask function for each company. All account numbers assigned must match the mask.

### GL Account Segments File (GLSExxx)

The Account Segments file contains the description of each account segment; i.e., each division, department and subaccount in the General Ledger system. The descriptions are entered through the Account Segments function after defined in the company's account mask. The Account Segments List shows the segment descriptions in the GLSExxx file. These descriptions are used in reports and displayed on the GL Accounts screen.

## Allocations File

### GL Allocations File (GLALxxx)

The Allocations file contains the account numbers and percentages the system uses to automatically allocate transactions.

If transactions are regularly distributed from one major account to several other accounts, the Allocations function is used to set up records to automatically make these allocations. The Allocations List shows the allocation records that are stored in the Allocations file.

When a transaction is entered or a recurring entry is set up, indicate in the **Allocate** field whether the entry should be automatically allocated. Then when the transactions are posted, the system creates journal entries to the accounts specified in the allocation record.

## Financial Statement Files

### GL Batch Statements File (GLBAT)

The Batch Statements file contains groups of records containing instructions for printing multiple GL statements in one process. If the same statements are frequently printed for the same companies, printing parameters for a group of statements can be set up in the Batch Statements function. The Statements function is then used to print the reports by entering the Batch ID, and the system uses the printing parameters set up in the batch statements record. The Batch Statements List shows the contents of the batch statements file.

### GL Cash Flow Contents File (GLCFC)

The Cash Flow Contents file stores the cash flow instructions used to produce the Cash Flow Statement. The cash flow contents are entered through the Cash Flow Contents function on the File Maintenance menu. The Cash Flow Contents List shows the instructions for a cash flow content. The Cash Flow Statement function on the Reports menu is used to enter a Cash Flow Content ID to produce the report.

### GL Statement Contents File (GLSCF) and Statement Layout File (GLSLF)

The Statement Contents file stores the statement content instructions, and the Statement Layout file stores the statement layout instructions, which together are used to produce financial statements. The Statements function on the Reports menu is used to enter a Statement Content ID and a Statement Layout ID to produce the report.

A *statement layout* controls the layout of the columns on a financial statement. The Maintain Statement Layout function is used to define the column headings, column widths, and type of balances in a column (actual, budget, last year or forecast) for the current period, previous period or quarter, period relative to current period, year-to-date relative to current period, or year end. In addition, the length of the reporting period can be specified; i.e., quarter-to-date, year-to-date, or a specified number of periods back.

A *statement content* controls the information in each row of a financial statement. The Statement Contents function is used to indicate account ranges, to control the level of detail, and to specify the totals on a statement.

Several sample layouts and contents are provided with General Ledger to be used as is, or as a guideline to copy and modify. To print layouts and contents for review, use the Statement Layout List and Statement Contents List functions on the Master File Lists menu.

## General Information File

### GL Table File (GLTB)

Each application has a Table file to store the tables required by the program. The file is named **xxTB**, where **xx** is the two-character program prefix. The GL Table file contains the out-of-balance password table, as well as several other system tables that store report headings which can be changed at print-time.

## Recurring Entries File

### GL Recurring Entries File (GLRExxx)

The Recurring Entries file contains records of journal transactions posted regularly to the Journal file. The Recurring Entries function is used to enter, change and delete entries from the file. The Recurring Entries List shows the entries in this file.

The transactions set up in the Recurring Entries file remain inactive until copied with the Copy Recurring Entries function to either the Transactions Work file or the Journal file, depending on how the option is set to *Copy recurring entries directly to the GL Journal?* in the Options and Interfaces function on the Resource Manager Company Setup menu. If the option is set to copy the transactions to the Transactions Work file, use the **Write** option in the Transactions function to write the entries from the Transactions Work file to the Journal file.

## Transaction Files

### (Before Writing to Journal)

### GL Transactions Work File (GtttxxxW)

The name of the Transactions Work file is **GtttxxxW**, where **ttt** is the Terminal ID and **xxx** is the Company ID. This file contains transactions initially entered through the Transactions function, as well as any recurring entry transactions copied with the Copy Recurring Entries function, if the option *Copy recurring entries directly to the GL Journal?* is set to **NO**.

The **Write** option in the Transactions function is used to write the transactions to the Journal file, GLJRxxx, at which time the transactions are automatically deleted from the Transactions Work file.

### (Before Posting to Master)

### GL Journal File (GLJRxxx)

The Journal file contains the journal transactions; debits and credits. Transactions are entered into this file in three ways:

- Manually with the Transactions function and then by writing the transactions to the Journal file with the **Write** option available in the Transactions function.
- Copying the transactions from the Recurring Entries file with the Copy Recurring Entries function directly into the Journal file by setting the option *Copy recurring entries directly to the GL Journal?* to **YES**; or set this option to **NO** and then using the **Write** option to write the transactions to the Journal file.
- Posting the transactions to the Journal file from other OSAS applications, such as Payroll or Accounts Receivable. This can only be done if the Resource Manager Options and Interfaces function is set up to interface between General Ledger and the other applications.

Each transaction has a source code that identifies the method used to enter the transaction into the Journal file.

The GLJRxxx file retains all the transactions for the fiscal year unless the Month-End Maintenance function is used to erase transactions for a period. At the end of the fiscal year, the Create Last-Year Data function is used to create a last-year Journal file for each company. The file is named **GLJRxxx.Y??**, where **xxx** is the company ID and **??** represents the fiscal year.

**(After Posting to Master)****GL Master File (GLMAxxx)**

The Master file contains the general ledger accounts and balances. The balances are updated by the Post to Master function. The GL Accounts function is used to set up the general ledger accounts, account names, numbers, beginning balances, and actual, current budget, last-year, forecast and next-year budget balances in the Master file. Both the budget and forecast balances can be updated by using the Account Budgets function to calculate budgets as a percentage of the last-year or previous period balances; as a dollar amount increase or decrease compared to the last-year or previous period balances; or as an allocated budget.

At the end of the fiscal year, the Create Last-Year Data function is used to create a last-year Master file for each company. The file is named **GLMAxxx.Y??** where **xxx** is the company ID and **??** represents the fiscal year.

If several companies exist in the system, some or all of the accounts can be copied from one company to another through the Copy Chart of Accounts function to save time; or accounts can be copied from one division to another, and one department to another, within the same company.

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# Appendix

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## GL Setup Checklist

### Planning

- ☐ Read the *Resource Manager User's Guide*
- ☐ Read the *General Ledger User's Guide*
- ☐ Collect and Organize the Data
- ☐ Plan the Implementation Schedule
- ☐ Set Up a Backup Schedule

### Set Up in Resource Manager

- ☐ Menu Style for Workstations
- ☐ Fiscal Year and Periods
- ☐ Company Information Defaults and Date/Time/Numeric Masks
- ☐ Select Options and Interfaces Used During Setup

### Set Up in General Ledger

- ☐ Set Up/Verify Tables (xxx=company ID)
  - ☐ \$PASS\$
  - ☐ GLAUDxxx
  - ☐ GLCHAxxx
  - ☐ GLPRAxxx
  - ☐ GLPRJxxx
  - ☐ GLTRLxxx
- ☐ Set Up Chart of Accounts
  - ☐ Set Up Account Mask
  - ☐ Define Account Segments
  - ☐ Set Up Accounts
  - ☐ Assign Account Types
  - ☐ Set Up Budget and Forecast Balances
- ☐ Set Up Allocations
- ☐ Set Up Recurring Entries
- ☐ Set Up Financial Statements
- ☐ Set Up Cash Flow Statements
- ☐ Enter Initial Balances

### Complete Setup in Resource Manager for General Ledger

- ☐ Reset Options and Interfaces for Using the System



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# GL Periodic Processing Checklist

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1. ☐ Print the **Chart of Accounts List**.
  - Enter **YES** to print the clear to and consolidate information.
  - Verify the balance sheet accounts have an account type between 005 and 499.
  - Verify the income statement accounts have an account type between 500 and 899.
  - Verify the step and clear to account information.
  - Use the GL Accounts function to edit incorrect setup information for an account.
2. ☐ Press **F9** or **Esc U** to **access the existing last-year files and verify that all journal entries are posted**. Once the Create Last-Year Data function is performed for the current fiscal year, transactions can no longer be posted to the existing last year.
3. ☐ **Backup data files**.
4. ☐ Select the **Create Last-Year Data** function to create copies of the GL Journal, Master and Master Key files used for year-end adjustments and to prepare current-year files for the new fiscal year.
5. ☐ Press **F9** or **Esc U** to switch between the current- and last-year data files. **Enter journal entries for current-year activity or adjusting entries for last-year activity**. Multiple fiscal year files can exist for General Ledger, but journal entries can only be entered in the fiscal years with a current- or last-year status. Transactions from subsidiary applications can be posted to either the current- or last-year General Ledger files.
6. ☐ **Backup data files**.
7. ☐ Select the **Post to Master** function to update the account balances.
8. ☐ Print **Financial Statements** for the fiscal periods with posted adjusting entries.
9. ☐ Select the **Update Current Year** function to update the beginning balances of the balance sheet accounts in the current year with the adjusting entry information for last-year. Adjusting entries posted to income statement accounts update the beginning balance of the retained earnings account specified on the Update Current Year .
10. ☐ **REPEAT STEPS 5-9 UNTIL ALL ADJUSTING ENTRIES HAVE BEEN ENTERED FOR THE LAST FISCAL YEAR.**
11. ☐ Print the **Chart of Accounts List** and select **YES** to include clear to and consolidate information. Verify that the income statement accounts have the correct **Clear To Account** and a **Step** other than **0**. Select GL Accounts to edit incorrect account setup information.
12. ☐ **Backup data files**.
13. ☐ After all adjustments have been entered, written and posted to master in the last year, select the **Clear and Close Last Year** function to create the journal entries required to clear the income statement account balances to retained earnings.
14. ☐ Print the **GL Journal** for the source code **CL** and unposted journal entries to review the closing entries.
15. ☐ Select the **Post to Master** function to update the account balances with the journal entries created by the Clear and Close Last Year function.

16. ☐ Print the **Trial Balance** to verify that income and expense account balances are zero.
17. ☐ Select the **Update Current Year** function to update the current-year Master file with the final balances from the last fiscal year.
18. ☐ (*OPTIONAL*) Use the **Remove Prior Year Files** function on the Periodic Processing menu to delete data files for prior fiscal years.

## GL Year-End Checklist, Version 6.0 and 5.2x

General Ledger's Periodic Processing Checklist encompasses the steps required to do year-end processing. Reference the **GL Periodic Processing Checklist** on the previous page.