



General Ledger
Training Manual

ETMGL11

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, 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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INTRODUCTION

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OVERVIEW

TRAVERSE General Ledger helps you control the flow of money into and out of your business. With the General Ledger application you can maintain your Journals, log Recurring Entries, and generate audit trails for your past activities.

By creating personalized financial statements and reports, you can also view up-to-date results on your company's activities in a format of your choice.

System Information

Additional information about using the system is found in the following sources:

- the *General Ledger User's Guide*
- the user's guides for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals
- online help

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088).

ABOUT GENERAL LEDGER

The General Ledger provides the following functionality:

Setup and Maintenance

Setup and Maintenance explains how to set up and maintain account numbers, Charts of Accounts, Recurring Entries and Budget and Forecast Allocations.

Business Rules

This section explains the Business Rules available to the user to maximize the benefits of the application to the user's current situation.

Transactions

Transactions explains how to enter and edit Transactions and Copy Recurring Entries.

Transaction Journals

Transaction Journals explains how to produce the GL Journal and the Activity Report to create an audit trail, and how to post to the GL Master.

Periodic Processing

Periodic Processing explains how to perform period- and year-end maintenance.

View

View explains how to view (but not change) GL account history and transaction information.

Management Report Setup

Management Report Setup explains how to build financial reports.

Management Reports

Management Reports explains how to produce Trial Balances, reports, and Financial Statements.

Master Lists

Master Lists explains how to produce lists of the items you set up using the Setup and Maintenance functions.

SETTING UP GL

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SETUP CHECKLIST

Follow the steps in the checklist below to set up your system:

- ___ 1. Set up the Account Mask.
- ___ 2. Set up the Business Rules for using the system.
- ___ 3. Set up the Chart of Accounts.
 - ___ Define Account Segments.
 - ___ Set up the Accounts.
 - ___ Enter initial account balances.
 - ___ Set up the Budget and Forecast balances.
- ___ 4. Set up Allocations.
- ___ 5. Set up Recurring Entries.
- ___ 6. Set up the Cash Flow Statement.
- ___ 7. Set up Financial Statements.
- ___ 8. Set up a backup schedule.

SETUP PROCEDURES

GL Account Numbers

A GL account number can consist of unlimited alphanumeric characters, and all account numbers must be the same length. You can group the characters into unlimited segments, which you can separate with one of several fill characters.

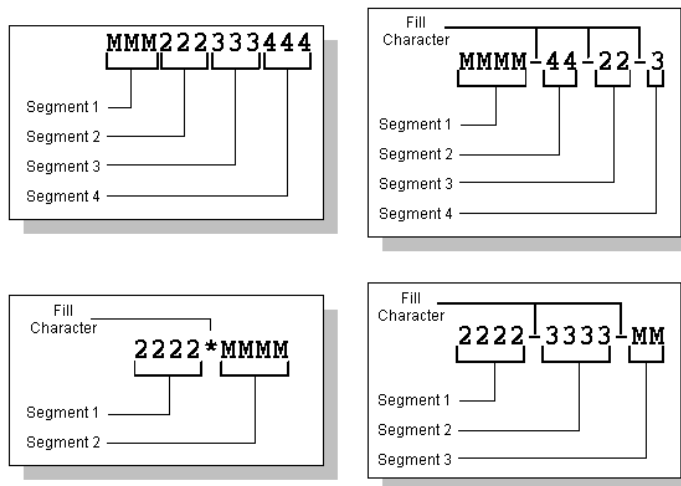
Use the following items to set up your Account Numbers:

- Account Masks and Fill Characters
- Account Segments
- Account Classes
- Account Types

Account mask

The format of an account number is defined by an *Account Mask*. A mask specifies the number and type of characters in each segment and the fill character that might separate segments. Use the Account Mask function (page 3-5) to define an Account Mask, the number of segments in an Account Number, and Fill Characters.

These are some examples of Account Masks:



Account numbers can consist of any combination of alphanumeric characters, but the Account Numbers must conform to the Account Mask. To ensure that the accounts are organized correctly in reports and statements, all the Account Numbers must be the same length. The system forces all Account Numbers to conform to the mask.

Account segments

Account Segments simplify financial reporting and statement setup. For example: you can use segments to show information in Financial Statements for whatever the segments represent, individual divisions, departments, or sub-accounts. You can produce a Financial Statement for one division or a side-by-side statement for two or more divisions.

Use the Account Segments function (page 3-25) to define Account Segments. When you define an Account Segment, you specify its value (that is, characters) along with a Description.

Use Segment 1 numbers to indicate significant groups, assets, liabilities, equity, revenues, and expenses. For example, segment 1 numbers 1000–1999 could be assets, 2000–2999 could be liabilities, and so on.

If you set up subsidiary segments in the Account Mask, you can set up a description of each segment you use. The segment abbreviation is the name the segment is given on screens and in reports.

For example: if you use segment 2 as 001, 002, and 003, you might enter these descriptions:

001	Minneapolis
002	California
003	Texas

Likewise, if you use departments 10, 20, 30, and 40, you might enter these descriptions:

10	Accounting
20	Administration
30	Sales and Marketing
40	Shipping and Receiving

For several General Ledger reports you can select ranges of segments, and you can specify the order of the Account Segments. The descriptions you assign appear in the report headers.

Account Classes

An Account Class is the general category an account fits into, for example, long-term asset, current asset, or long-term liability. TRAVERSE has predefined classes for you to use.

Use the Account Classes function (page 3-17) to view account classes and change account class descriptions.

Account Types

Account Types are predefined by TRAVERSE and contain more detailed information than Account Classes, for example, an Account Class of current assets might have Account Types Cash on Hand, Cash in Bank, and Accounts Receivable. Account Types are used to group accounts together to produce statements such as Cash Flow and Trial Balance. Each Account Type has an Account Class and account code associated with it.

Use the Account Types function (page 3-21) to view Account Types and change Account Type Descriptions.

Chart of Accounts

Before processing data in General Ledger, set up the Chart of Accounts. A well-planned Chart of Accounts makes the General Ledger system easy to use, requires little maintenance, and can be expanded as a business grows. Take time to determine the best account structure for your present and future needs.

If you interface other TRAVERSE applications with General Ledger, see the appropriate training manual for information about the accounts from which you need to post entries.

Here are some suggestions for setting up your Chart of Accounts:

- Use the main account numbers and Account Types to divide accounts into significant groups, assets, liabilities, equity, revenues, and expenses. These groups make it easy to select account categories when printing reports and statements; simply use the appropriate range of account numbers or Account Types.
- If you use the same account numbering structure for several companies, you can save time by building one company's Chart of Accounts and then copy it to each of the other companies. You can also copy budget balances, last-year balances, forecast amounts, and the Account Mask from one company to another, one division to another, or one department to another within the same company.
- Use the same ranges of Segment 1 numbers for the same account categories for all companies. It simplifies setting up the system, and you can use the same sets of Statement Layouts and Contents for all companies when you print Financial Statements.

- Use memo accounts to record miscellaneous figures that may be useful in preparing statements, for example, to store the number of shares of stock outstanding.

Account Balances

The beginning account balance is the balance at the start of the current fiscal year or quarter. Each of the period balances is the net change in that balance caused by the transactions posted to that period.

The balances you enter should be current at the beginning of an accounting period. If you start in the middle of a fiscal year, use the period that corresponds to the period you start with. Do not start with period 1 unless the starting period is the first period in your fiscal year.

Set up actual balances in the following way:

- To produce a detailed audit trail of your entries, enter the beginning balance for your current (or the year you want to start) as a journal entry into period 12 of the previous year. Post those transactions to master. Change fiscal year to your current year and run the Update Current Year on the Periodic Processing menu (page 6-15). Later make GL Journal entries for the period balances (page 2-11), and then post them to the GL Master.

Use the Account Budgets function (page 3-51) to enter budget and forecast balances using special formulas. To print comparative Income Statements or Balance Sheets, you must enter the last-year beginning and period balances.

Print Consolidated Statements

Consolidated financial statements can be printed without consolidating accounts. An alternate method is to use the Consol To Account and Step fields in the Chart of Accounts function, and then use the Consolidate Chart of Accounts function (page 6-31) to consolidate balances from one or multiple companies into another company.

Trial balances

After entering all the account balances, print five Trial Balances (page 7-9) one for Actual Balances, one for Current-Year Budget, one for Last-Year Balances, one for Next-Year Budget, and one for Forecast Amounts. Check the Trial Balances for errors and make sure that the amounts balance.

Account Allocations

If you enter transactions against one major account and then distribute them to several other accounts, you can set up an allocation record for the major account. In the allocation record specify each account to which transactions are allocated, and the percentage that each account receives. The sum of the percentages must equal 100 percent.

Once Account Allocations records are established, you can enter journal transactions against the major account and indicate that the transaction should be allocated by checking the box in the Allocate field. When you Post to Master, the system creates entries as specified in the Account Allocation record.

For more information about Account Allocations, (page 3-67).

Recurring Entries

Journal entries made regularly, every week or every month, are called *Recurring Entries*.

To set up groups of Recurring Entries, use the Recurring Entries function (page 3-75). To copy the Recurring Entries to the GL Journal table or GL Transactions table, use the Copy Recurring Entries function (page 4-23). To Copy Recurring Entries to the GL Journal table, select that option in the Business Rules function (page 3-9); otherwise they are copied to the GL Transactions table where they can be edited before posting to the GL Journal.

If other TRAVERSE applications are interfaced with General Ledger, some Recurring Entries may be better tracked through those applications. For example, you can use Accounts Payable to print monthly rent checks and create the proper GL entry.

Recur ID

Recur IDs group particular Recurring Entries together. You can copy specific Recur IDs and then post all the weekly transactions at the same time.

Assign Recur IDs with care. For example, weekly recurring entries can be assigned a Recur ID of Weekly, biweekly Recurring Entries a run code of Biweekly, and so on.

Debits and Credits

Each Recurring Entry must consist of at least one Debit and one Credit transaction, and the Total Debits must equal the Total Credits in a Recur ID.

For each Debit or Credit, assign a unique Reference code, which identifies the entry if it needs to be changed or deleted.

Refer to the Recurring Entries function (page 3-75) for more information about Recurring Entries.

IDs, Codes, and Accounts

Before you begin naming IDs, codes, or accounts, determine general naming conventions to make it easy for the user to find the ID, code or accounts to work with.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- Do not use these characters in an ID, code, or account: | “ ’ & #. *
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.

To sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize vendors by name, put the first characters of the name of the vendor in the vendor ID.

INITIAL BALANCES

You must enter actual balances for each past period in the current fiscal year.

- To produce an audit trail of all the entries in the current fiscal year, enter the individual transactions in the GL Journal and post them to the appropriate general ledger periods.
- To produce a less detailed audit trail, enter one transaction for each account with activity in each period (except the current one), representing the total period activity. Then post the entries to the appropriate general ledger periods.

For the current period, enter individual transactions and post them to the current general ledger period.

Entering initial balances

Follow these steps when entering initial balances to produce an audit trail of the current year's past-period activity:

1. To establish beginning balances for your current year, change fiscal years to your last year and enter a transaction equal to your ending balance from last year into period 12, for each account.
2. Post to Master your last year transactions.
3. Change fiscal years to your current year, and run the Update Current Year function. This will establish a beginning balance for your balance sheet accounts into period 0 of your current year.
4. Enter all the transactions or the total period activity for each account for period 1 (page 4-11).
5. Use the Copy Recurring Entries function (page 4-23) to Copy Recurring Entries for period 1 to transactions. Then use the Transactions function (page 4-11) to edit them and write them to the GL Journal, or write them directly to the GL Journal.
6. Print the GL Journal for period 1 and check it for errors (page 4-39).
7. Use the Edit Transactions function (page 4-29) to correct transactions that have errors. Then print the GL Journal again.
8. Use the Post to Master function (page 4-51) to post the period 1 transactions to the GL Master.
9. Print a Trial Balance Report (page 7-9) for period 1 to check for errors.

10. If you find errors in the Trial Balance Report, use the Transactions function (page 4-11) to make correcting entries. Then post the entries to the GL Master and reprint the Trial Balance Report.
11. Print financial statements for period 1 (page 7-103).
12. Repeat steps 1–8 for each past period in the current fiscal year.

When you finish entering the activity for the past periods, you can begin entering the transactions for the current period.

Out-of-balance entries

For every Debit you enter in the GL Journal, you must enter an offsetting Credit (and vice versa). If entries are out of balance during setup, you can use the Forced-Balance Password (page 4-11) to exit from the Transactions function without balancing the entry.

If you use automatic reversing entries when accounts are out of balance, even if the overall totals are in balance, you must enter a Forced-Balance Password. If you use the Forced-Balance Password, print the GL Journal to determine why the journal is out of balance. Then correct the situation as soon as possible.

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USING THE SETUP AND MAINTENANCE MENU

Setup and Maintenance Menu

Use the functions on the Setup and Maintenance menu for these tasks.

- Define the **Account Mask** (page 3-5) and **Account Segments** (page 3-25).
- Build the **Chart of Accounts** (page 3-33).
- Set up **Account Allocations** (page 3-67) and **Recurring Entries** (page 3-75).
- Copy the actual, budget, or forecast balances of a range of accounts to the budget, or forecast balances of a different year.
- The GL **Periodic Allocation Codes** function allows you to set up and maintain allocations, including selection of Source and Recipient Accounts or segments, as well as the types of distribution and allocation methods to use when calculating allocations for that code.
- The GL **Periodic Allocation Groups** function allows you to set up and maintain Allocation Groups. An Allocation Group is composed of one or more Allocation Codes in a sequence that determines the order in which allocation calculations occur. Groups of allocations can simplify the setup of complex, multi-step allocations.

Master Lists Menu

Use the Master Lists functions to proof information from the Setup and Maintenance and to save hard copies of the company general ledger information such as:

- The **Account Segments List** (page 3-28) function to produce a list of defined account segments.
- The **Account Allocations List** (page 3-70) function to produce a list of account allocation records you have set up. You can use this list as a reference to verify journal transactions that have been produced or entered.
- The **Cash Flow List** function to produce a list showing the Cash Flow Report contents that you have already defined.
- The **Chart of Accounts List** (page 3-39) function to produce a list of the company's Chart of Accounts. Use the list to verify that all accounts needed have been created, and to reference when setting up Recurring Entries or entering journal Transactions.

- The **Recurring Entries List** (page 3-78) function to produce a list of the Recurring Entries you have defined. You can use the list when referencing the Recurring Entries you have copied to the general ledger journal.
- Use the **Transaction Allocations List** (page 3-89) function to view the accounts to which you want to distribute amounts entered for individual transactions. This function is available only if you have the Not for Profit add-on installed.



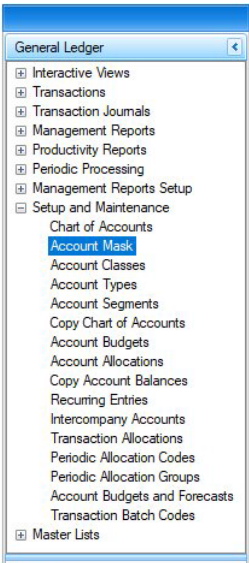
ACCOUNT MASK

Use the **Account Mask** function to define or change a company’s account numbering structure. Before assigning Account Masks, choose the number of segments and the type (alphanumeric, numeric, or both) of characters used in the account numbering structure. Segments are generally used to define main Account IDs, sub-account numbers, divisions, departments, and so forth. Once set up and saved, the number of segments and the type of characters cannot be changed for a company.

To set up the **Account Mask**, follow these steps:

1. Select **Account Mask** from the **Setup and Maintenance** menu.

Account Mask Menu



2. The **Account Mask** screen appears.

Account Mask Screen

Company ID: CPU Case: Either Current Fiscal Year: 2017

Number of Segments: 3 Fill Character: Hyphen (-)

Seg No	Mask	Length	Description	Abbreviation
1	00	2	Division	DV
2	000	3	Department	DEP
3	0000	4	Main Account	Main

Legend:
 0 Digit(0-9)
 L Letter(A-Z)
 A Letter or digit(0-9,A-Z)
 C Any Character

Format Mask: 00-000-0000
 Input Mask: 00-000-0000
 Test Format:
 Test Input Mask:

3. The current **Company ID** is displayed. You cannot change it.

4. Select the mask **Case**:

- **Upper** for all uppercase letters.
- **Lower** for all lowercase letters.
- **Either** for a combination of upper- and lowercase letters.

5. The **Current Fiscal Year** is displayed. You can change it only if the mask is not defined. If you wish to change it afterwards you must use the Change Fiscal Year function from the Periodic Processing menu.

6. Enter the **Number Of Segments** in the mask, or use the up and down arrows to scroll the numbers up and down. You cannot change the number of segments for an existing mask.

7. Select the **Fill Character** to use to separate segments:

- **None**
- **Space ()**
- **Hyphen (-)**

- **Period (.)**
 - **Colon (:)**
 - **Slash (/)**
8. The **Seg No**, the number of segments you specified are displayed. Select the segment to define.
 9. Define the input **Mask** for the segments, using the following characters:
 - **0** digit (0–9)
 - **L** letter (A–Z)
 - **A** digit or letter (0–9, A–Z)
 - **&** any character except space

Example: Suppose that the mask is to consist of four characters. If the characters are to be all numbers, enter 0000. If the first and third characters are to be letters, the second character a number, and the fourth character a letter or number, enter L0LA.
 10. As you enter characters in the **Mask** field, the number of characters entered is updated in the **Length** field.
 11. Enter a **Description** for the segment.
 12. Enter an **Abbreviation** for the segment description. The abbreviation is used by the Account Segments function to label the segment buttons.
 13. The **Format Mask** is displayed.
 14. The **Input Mask** is displayed.
 15. Enter or select an account into the **Test Format**, to see how it is displayed and printed using the mask you selected.
 16. Enter an account into the **Test Input Mask**, to test the mask's data validation.

Task Summary

To define an Account Mask, follow these steps:

1. Select the **Number of Segments**. Once saved, the Number of Segments cannot be changed.
2. Select the **Case** of letters for the account. You can change the Case at any time.
3. Select the **Fill Character**. You can change the Fill Character at any time.
4. Enter the **Current Fiscal Year**.

5. Enter the account **Mask** and specify its **Length**. Once saved, the segment Length and the Mask cannot be changed.
6. Test the **Input Mask** in the space provided.
7. Select the **Save** icon  on the toolbar to save your Account Mask.

To edit an Account Mask, follow these steps:

1. Edit the **Case** and **Fill Character** fields.
2. Test the **Input Mask** in the space provided.
3. Select the **Save** icon  on the toolbar to save your changes.

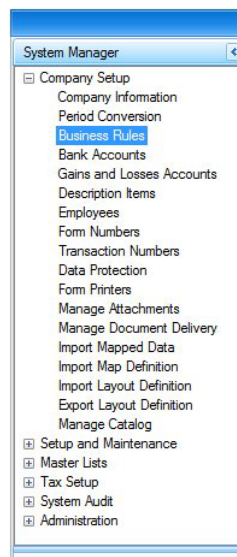
BUSINESS RULES

Use the **Business Rules** function to set up options for the General Ledger and the Forced-Balance Password for the Transactions function.

To set up the **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **GL - General Ledger**.

Business Rules Screen

The screenshot shows the 'SM Business Rules' window. On the left, a tree view lists various applications, with 'GL - General Ledger' highlighted. On the right, the 'Miscellaneous' section is expanded, showing a list of settings. The 'Allow Editing of Journal Entries' setting is set to 'Yes'. Other settings include 'Copy Recurring Entries Directly to the GL Journal' (No), 'Forced-Balance Password' (*****), 'Require Transaction Comment' (No), 'Use Batch Processing' (No), 'Use Intercompany Accounts' (No), 'Use Period 13 For Normal Processing' (No), and 'Use Transaction Allocations' (No). At the bottom of the right pane, there is a section titled 'Allow Editing of Journal Entries'.

Miscellaneous	
Allow Editing of Journal Entries	Yes
Copy Recurring Entries Directly to the GL Journal	No
Forced-Balance Password	*****
Require Transaction Comment	No
Use Batch Processing	No
Use Intercompany Accounts	No
Use Period 13 For Normal Processing	No
Use Transaction Allocations	No

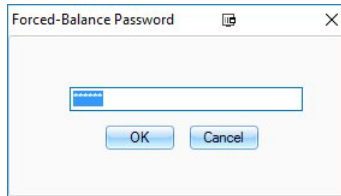
Buttons at the bottom: Apply, OK, Cancel.

3. Select **Yes** in the **Allow Editing of Journal Entries** field to enable transactions to be edited in the **Edit Transactions** function. Select **No** to prevent editing transactions in the **Edit Transactions**, and force a reversing entry to be generated from the **Edit Transactions** function (page 4-29), and put into the **Transactions** function.

If you select **No** you are not able to change any of the information in the Edit Transactions screen, and you must click on the Reverse transaction button to add a reversal transaction in the Transactions function, where you can then enter a transaction to put the reversal back the way you wish.

4. Select **Yes** to **Copy Recurring Entries Directly To The GL Journal**. Select **No** to copy the recurring entries to the Transactions function where, you can edit them before you post them.

5. Select the Edit button , and enter the **Forced-Balance Password** for entering an out of balance transaction in the Transactions (page 4-11), and Edit Transactions functions (page 4-29). No restrictions or minimums apply.



6. Select **Yes** to **Require Transaction Comment** when entering manual GL journal transactions. Otherwise select **No** to allow writing transactions without entering a comment.
7. Select **Yes** to **Use Batch Processing** to use batch processing for GL manual journal entries. Otherwise select **No** to not activate batch processing.
8. Select **Yes** to **Use Intercompany Accounts** to automatically transfer GL Journal entries to the correct company when multiple companies use TRAVERSE.

- This selection appears only if you have the Not for Profit add-on installed.
- Use the Intercompany Accounts function to set up these accounts.

9. To **Use Period (XX) For Normal Processing**, for example, to enter transactions, select **Yes**; otherwise, select **No**.

The text displaying period number (XX) on your screen is the number of periods you have chosen System Manager Business Rules plus 1. See the *System Manager Training Manual* for details on setting up Business Rules in System Manager.

- If you select **Yes** and have an auto-reversing accrual transaction (R1) in the last period, the system will generate a counter entry (R2) into the extra period after the last period defined; if you select **No**, the (R2) entry would be created in the first period of the next year.
- If you select **Yes**, financial statements that pull in data from periods prior to the beginning of the year, will display the extra period balances; if you select **No**, those extra period balances will be ignored.

10. Select **Yes** to **Use Transaction Allocations** to distribute transaction values to multiple GL accounts. Use the Transaction Allocations function to set up transaction allocation records.

This selection appears only if you have the Not for Profit add-on installed.

11. Click **Print** to preview and print a report showing your selected business rules.

12. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

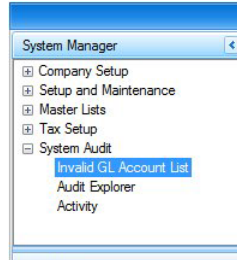
Business Rules Report

Continental Products Unlimited				Page 1
Business Rules List				
Application	Group		Current Value	Default Value
GL - General Ledger	Description			
	Miscellaneous			
	Allow Editing of Journal Entries		Yes	Yes
	Copy Recurring Entries Directly to the GL Journal		No	No
	Forced-Balance Password		*****	-
	Use Intercompany Accounts		Yes	No
	Use Period 13 For Normal Processing		No	No
	Use Transaction Allocations		No	No

Invalid GL Account List

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen

SM Invalid GL Account List

OK Activity Reset Preview

Select Applications :

App

☒ Accounts Payable
☒ Accounts Receivable
☒ Banking
☒ Bill of Materials/Kitting
☒ Bank Reconciliation
☒ CRM
☒ Digital Dashboard
☒ Requirements Planning
☒ Fixed Assets
☒ General Ledger
☒ Inventory
☒ Project Costing
☒ MFG - Bills of Material
☒ Multicurrency Feature
☒ MFG - Production
☒ MFG - Routing & Resources
☒ Payroll
☒ Purchase Order
☒ Point-of-Sale
☒ Service Director

All
None

App ID	Table Name	Field Name	Reference Value	Account Number
> PA	[CPU].dbo.tblPaDeductCode	EmpExpenseAcct	11	8888
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	D001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I002	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I003	
IN	[CPU].dbo.tblInStandardCostAdjust	GLAccount	6	
SM	[CPU].dbo.tblSmConfigValue	ConfigValue	8450	

3. Select the **Applications** you want to check for Invalid GL Accounts. If you want to have all applications checked click the **Select All** button.
4. Click **OK** to start the search for invalid GL accounts.

5. If one of your selected applications has invalid GL accounts the grid at the bottom of the screen will display the invalid account records.

Field Descriptions

6. Select a command button:

Command Buttons

Name	Description
OK	Will start the search for invalid accounts
Reset	Will reset all to the defaults
Preview	Preview the list on your monitor.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021

ACCOUNT CLASSES

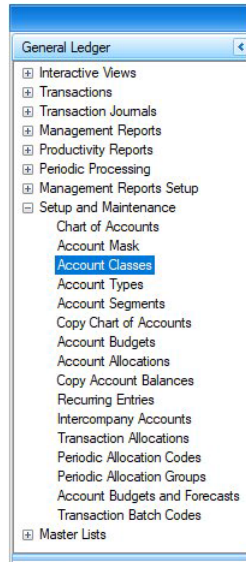
Use the **Account Classes** function to view information about Account Classes. A class is the general category for grouping Account Types — for example, long-term asset, current asset, or long-term liability.

You cannot add new Account Classes or delete existing Account Classes.

To work with **Account Classes**, follow these steps:

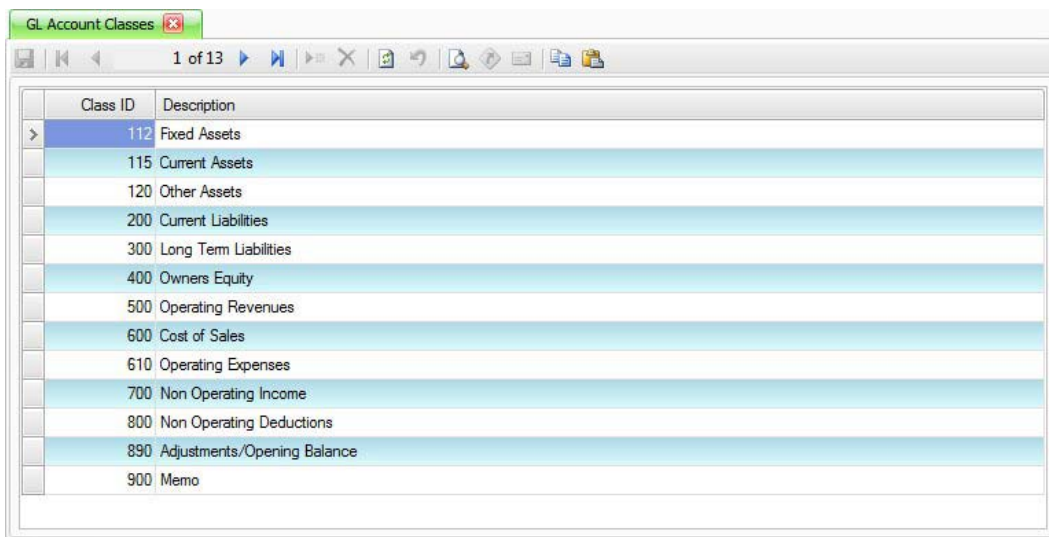
1. Select **Account Classes** from the **Setup and Maintenance** menu.

Account Classes Menu



2. The **Account Classes** screen appears:

Account Classes Screen



The screenshot shows a window titled "GL Account Classes" with a toolbar at the top. Below the toolbar is a table with two columns: "Class ID" and "Description". The table contains the following rows:

Class ID	Description
112	Fixed Assets
115	Current Assets
120	Other Assets
200	Current Liabilities
300	Long Term Liabilities
400	Owners Equity
500	Operating Revenues
600	Cost of Sales
610	Operating Expenses
700	Non Operating Income
800	Non Operating Deductions
890	Adjustments/Opening Balance
900	Memo

3. The Account **Class ID** and **Descriptions** are displayed. You can edit the class **Descriptions**, you can not edit or add class numbers. Close the screen to save your changes and return to the Main menu.

Producing an Account Classes List

Use the **Account Classes List** function to produce a list of the account classes you have defined in the Account Class function on the Setup and Maintenance menu.

To produce an **Account Classes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of Account Classes.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Account Classes List

Continental Products Unlimited
GL Account Classes

Page 1

Class ID	Description
> 112	Fixed Assets
115	Current Assets
120	Other Assets
200	Current Liabilities
300	Long Tem Liabilities
400	Owners Equity
500	Operating Revenues
600	Cost of Sales
610	Operating Expenses
700	Non Operating Income
800	Non Operating Deductions
890	Adjustments/Opening Balance
900	Memo

ACCOUNT TYPES

Account Types are used to group accounts together for financial reports such as the Cash Flow Statement. Each Account Type has an Account Class associated with it. The Account Class is the general category such as long-term asset, current asset, and cash. The code specifies whether the account is a Debit, Credit, or Memo account.

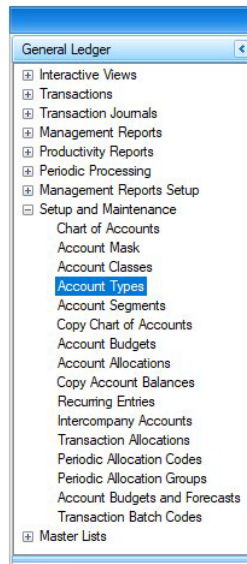
Several Account Types have a description of *Other*. To accommodate the special needs of your company, the Account Types can be included when you set up the Cash Flow Statement.

You cannot add a new Account Type or delete existing Account Types, but you can change an Account Type Description.

To work with **Account Types**, follow these steps:

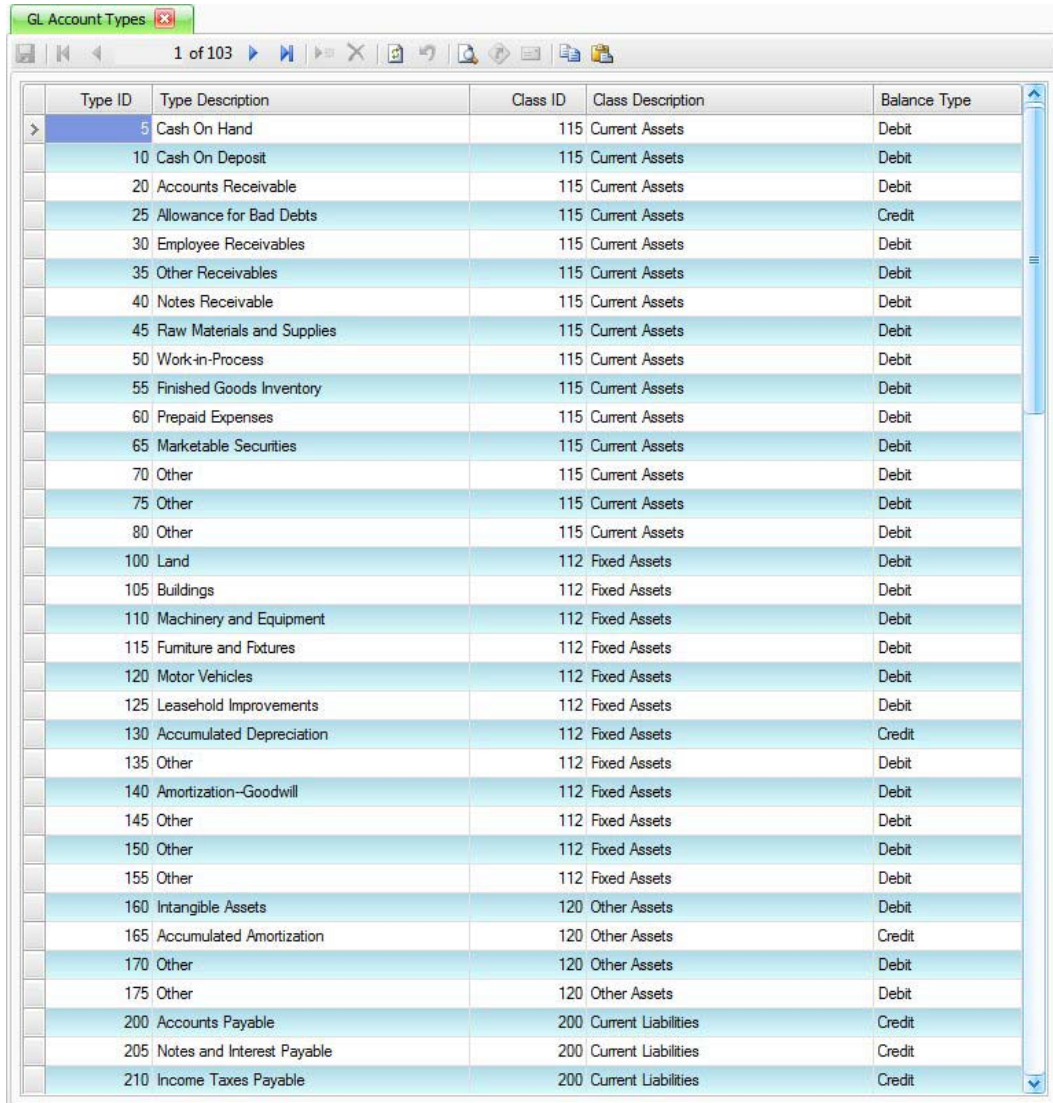
1. Select **Account Types** from the **Setup and Maintenance** menu.

Account Types Menu



2. The **Account Types** screen appears:

Account Types Screen



Type ID	Type Description	Class ID	Class Description	Balance Type
5	Cash On Hand	115	Current Assets	Debit
10	Cash On Deposit	115	Current Assets	Debit
20	Accounts Receivable	115	Current Assets	Debit
25	Allowance for Bad Debts	115	Current Assets	Credit
30	Employee Receivables	115	Current Assets	Debit
35	Other Receivables	115	Current Assets	Debit
40	Notes Receivable	115	Current Assets	Debit
45	Raw Materials and Supplies	115	Current Assets	Debit
50	Work-in-Process	115	Current Assets	Debit
55	Finished Goods Inventory	115	Current Assets	Debit
60	Prepaid Expenses	115	Current Assets	Debit
65	Marketable Securities	115	Current Assets	Debit
70	Other	115	Current Assets	Debit
75	Other	115	Current Assets	Debit
80	Other	115	Current Assets	Debit
100	Land	112	Fixed Assets	Debit
105	Buildings	112	Fixed Assets	Debit
110	Machinery and Equipment	112	Fixed Assets	Debit
115	Furniture and Fixtures	112	Fixed Assets	Debit
120	Motor Vehicles	112	Fixed Assets	Debit
125	Leasehold Improvements	112	Fixed Assets	Debit
130	Accumulated Depreciation	112	Fixed Assets	Credit
135	Other	112	Fixed Assets	Debit
140	Amortization-Goodwill	112	Fixed Assets	Debit
145	Other	112	Fixed Assets	Debit
150	Other	112	Fixed Assets	Debit
155	Other	112	Fixed Assets	Debit
160	Intangible Assets	120	Other Assets	Debit
165	Accumulated Amortization	120	Other Assets	Credit
170	Other	120	Other Assets	Debit
175	Other	120	Other Assets	Debit
200	Accounts Payable	200	Current Liabilities	Credit
205	Notes and Interest Payable	200	Current Liabilities	Credit
210	Income Taxes Payable	200	Current Liabilities	Credit

3. For each Account **Type ID**, **Type Description**, **Class ID**, **Class Description**, and **Balance Type** are displayed. You can only change the **Type Description**.

Producing an Account Type List

Use the **Account Type List** function to produce a list of the Account Types available to you in the Account Types function on the Setup and Maintenance menu.

To produce an **Account Types List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of batches.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Account Types List

Continental Products Unlimited GL Account Types				Page 1
Type ID	Type Description	Class ID	Class Description	
5	Cash On Hand	115	Current Assets	
10	Cash On Deposit	115	Current Assets	
20	Accounts Receivable	115	Current Assets	
25	Allowance for Bad Debts	115	Current Assets	
30	Employee Receivables	115	Current Assets	
35	Other Receivables	115	Current Assets	
40	Notes Receivable	115	Current Assets	
45	Raw Materials and Supplies	115	Current Assets	
50	Work-in-Process	115	Current Assets	
55	Finished Goods Inventory	115	Current Assets	
60	Prepaid Expenses	115	Current Assets	
65	Marketable Securities	115	Current Assets	
70	Other	115	Current Assets	
75	Other	115	Current Assets	
80	Other	115	Current Assets	
100	Land	112	Fixed Assets	
105	Buildings	112	Fixed Assets	
110	Machinery and Equipment	112	Fixed Assets	
115	Furniture and Fixtures	112	Fixed Assets	
120	Motor Vehicles	112	Fixed Assets	
125	Leasehold Improvements	112	Fixed Assets	
130	Accumulated Depreciation	112	Fixed Assets	
135	Other	112	Fixed Assets	
140	Amortization--Goodwill	112	Fixed Assets	
145	Other	112	Fixed Assets	
150	Other	112	Fixed Assets	
155	Other	112	Fixed Assets	
160	Intangible Assets	120	Other Assets	
165	Accumulated Amortization	120	Other Assets	
170	Other	120	Other Assets	
175	Other	120	Other Assets	
200	Accounts Payable	200	Current Liabilities	
205	Notes and Interest Payable	200	Current Liabilities	
210	Income Taxes Payable	200	Current Liabilities	
215	Accrued Expenses	200	Current Liabilities	
220	Capital Leases Current Portion	200	Current Liabilities	
225	Current Portion of LTD.	200	Current Liabilities	
230	Taxes Payable	200	Current Liabilities	
235	Other	200	Current Liabilities	
240	Employee Deductions Payable	200	Current Liabilities	
6/6/2017 9:55 AM				Kent Heikamp

ACCOUNT SEGMENTS

When you set up a main account, division, a department, or other sub-account segments in the Account Mask, use the **Account Segments** function to set up the numbers and a description of each main account, division, department, or sub-account you use.

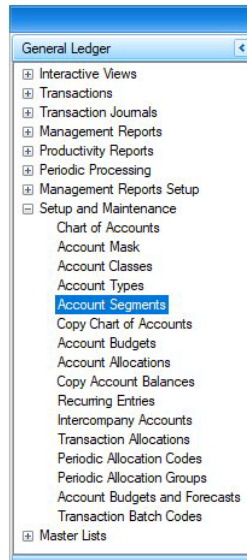
You can also generate Account Segments when you set up a Chart of Accounts (page 3-33).

For several General Ledger reports, you can select ranges of main accounts, divisions, departments, and sub-accounts, and you can specify the order of the Account Segments. The Descriptions you assign in the Account Segments function appear in the report headers.

To set up **Account Segments**, follow these steps:

1. Select **Account Segments** from the **Setup and Maintenance** menu.

Account Segments Menu



- The **Account Segments** screen appears.

Account Segments Screen

The screenshot shows the 'GL Account Segments' window. At the top, there's a title bar with the window name and a close button. Below it is a toolbar with various icons for navigation and actions. A status bar at the top indicates '1 of 109' records. Below the toolbar, there's a 'Segment' dropdown menu currently showing '3' and a 'Main' button. The main area is a table with two columns: 'Segment ID' and 'Description'. The table lists various account segments, including Cash, Receivables, Inventory, Payables, and Accruals.

Segment ID	Description
1000	Cash
1002	Cash - Euros
1004	Cash - Yen
1100	Accounts Receivable
1102	Receivables - Euros
1104	Receivables - Yen
1120	Reserve for Bad Debts
1200	Raw Materials
1210	Work In Process
1220	Finished Goods
1230	Inventory Purchases
1290	Inventory Reserve
1300	Prepaid Expenses
1310	Corporate Tax Deposits
1500	Furniture and Fixtures
1510	Machines and Equipment
1520	Trucks and Vans
1530	Office Equipment
1540	Leaseholds
1590	Accumulated Depreciation
1700	Goodwill
1750	Amortization-Goodwill
2000	Line of Credit
2010	Accounts Payable
2012	Payables - Euros
2014	Payables - Yen
2020	Sales Tax Payable
2030	Notes Payable
2100	Payroll Accrual
2110	Vacation Accrual
2120	Workers Comp. Accrual
2200	Sales Tax Accrual
2220	Warranty Expenses Accrual

- Use the drop down list to select the **Segment** to work with. The drop down list is populated with the Segment Number and the Abbreviations you entered in the Account Mask function (page 3-5).

4. Enter the **Segment ID**. If you enter an existing ID, information about the Segment ID appears.

The characters you are allowed to enter into the Segment ID will depend on the Mask you entered into the Account Mask for that Segment Number.

5. Enter a **Description** for the Segment ID.

Task Summary

To add a Segment ID, follow these steps:

1. Use the drop down list at the top of the screen to select the **Segment** for which to add an ID.
2. Select the **New Record** icon  on the tool bar. A blank entry line appears.
3. Enter the **Segment ID** to add.
4. Enter the **Description**.

To edit a Segment ID, follow these steps:

1. Use the drop down list at the top of the screen to select the **Segment** to edit.
2. Select the **Segment ID**.
3. Edit the segment **Description**.

To delete a Segment ID, follow these steps:

1. Use the drop down list at the top of the screen to select the **Segment** the Segment ID is in.
2. Select the value of the **Segment ID**.
3. Select the **Delete** hot key (F3) or the **Delete** button . If the Segment ID is already in an Account (page 3-33) you cannot delete it. If the Segment ID is not in use, a confirmation box appears.
4. Select **Yes** to delete the Segment ID, or **No** to return to the Account Segments screen without deleting the Segment ID.

Saving and Exiting

Select the **Save** icon  on the toolbar to save your changes, and close the screen to return to the Main menu.

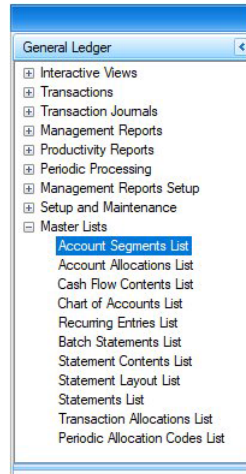
Producing an Account Segment List

Use the **Account Segment List** function to produce a list of the Account Segments that are currently defined in the Account Segments function on the Setup and Maintenance menu.

To produce an **Account Segments List**, follow these steps:

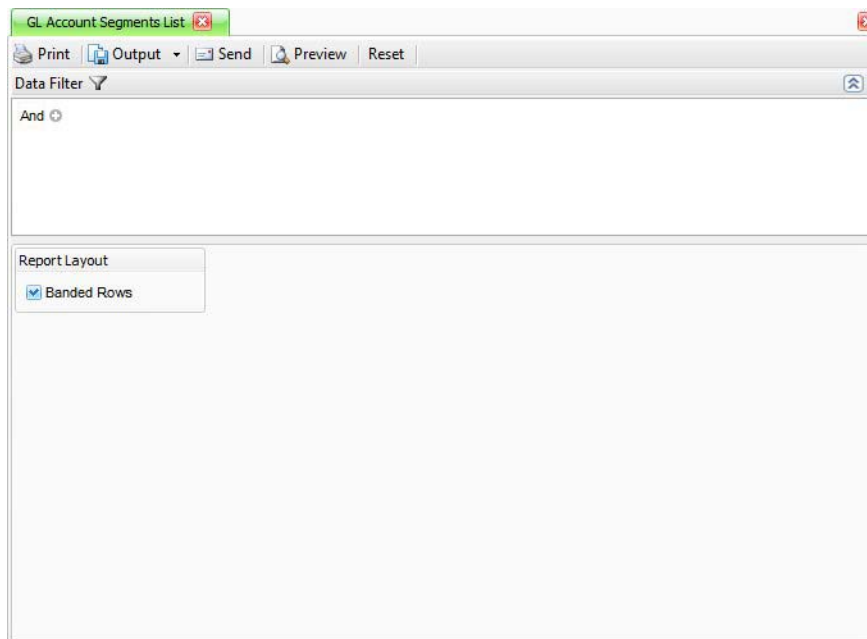
1. Select **Account Segments List** from the **Master Lists** menu.

Account Segments List Menu



2. The **Chart of Accounts List** screen appears.

Account Segments List Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Account Segments List

Continental Products Unlimited		Page 1
Account Segments List		
Report Filter		
Segment ID	Description	
Segment 1 : Division		
00	CPU Inc.	
01	Domestic	
02	International	
11	Division 11	
22	Division 22	
33	Division 33	
Segment 2 : Department		
000	CONSOL	
001	SALES	
002	MKTG	
003	PROD	
004	PURS	
005	SERV	
006	G & A	
111	Department 111	
222	Department 222	
333	Department 333	
Segment 3 : Main Account		
1000	Cash	
1002	Cash - Euros	
1004	Cash - Yen	
1100	Accounts Receivable	
1101	Main Account 1101	
1102	Receivables - Euros	
1104	Receivables - Yen	
1111	Main Account 1111	
1120	Reserve for Bad Debts	
1200	Raw Materials	
1210	Work In Process	
1220	Finished Goods	
1230	Inventory Purchases	
1290	Inventory Reserve	
1300	Prepaid Expenses	
1310	Corporate Tax Deposits	
1500	Furniture and Fixtures	
1510	Machines and Equipment	
1520	Trucks and Vans	
1530	Office Equipment	
1540	Leaseholds	
1590	Accumulated Depreciation	
1700	Goodwill	
1750	Amortization-Goodwill	
2000	Line of Credit	
2010	Accounts Payable	
2012	Payables - Euros	
2014	Payables - Yen	
2020	Sales Tax Payable	
2030	Notes Payable	
2100	Payroll Accrual	
2110	Vacation Accrual	
2/23/2010 2:42 PM		OPEN_SYSTEMS\KentHe

CHART OF ACCOUNTS

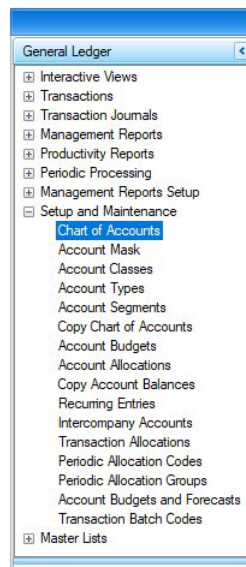
Use the **Chart of Accounts** function to set up and maintain the Chart of Accounts.

If other TRAVERSE applications interface with General Ledger, see the appropriate training manual for information about the Account IDs from which you need to post entries. Make sure that the General Ledger Accounts in the other applications match the appropriate Account IDs in the Chart of Accounts. If they do not match, you cannot properly post the entries from those applications.

To set up the **Chart of Account**, follow these steps:

1. Select **Chart of Accounts** from the **Setup and Maintenance** menu.

Chart of Accounts Screen



2. The **Chart of Accounts** screen appears.

Chart of Accounts Screen

GL Chart of Accounts

1 of 410

Account ID: 000001000 Description: Cash Quick Entry

Status: Active Currency ID: USD

Segment ID	Segment Description
DV 00	CPU Inc.
DEP 000	CONSOL
Main 1000	Cash

Account Type: 5 Type Description: Cash On Hand Class Description: Current Assets Balance Type: 1

Clear To Account: Step: 0

Consol To Account: Step: 0

3. To view existing account information, select an **Account ID**. To set up a new account, select the **New Record** icon  on the toolbar.
4. If you selected an existing Account ID, the **Description** appears. If you are setting up a new Account ID, enter the Description of the Account ID as it should appear in reports and on statements.
5. Select the account **Status: Active, Inactive, or Discontinued**.

This status appears in all Account ID drop down lists throughout TRAVERSE, and controls whether transactions entered for the Account ID post to the GL Journal, **Active** Account IDs post to the GL Journal, **Inactive** and **Discontinued** Account IDs do not.

The **Inactive** and **Discontinued** statuses prevent entries to Account IDs that are no longer used while preserving historical and audit trail information. If an Account ID will never be used again, assign it a status of **Discontinued**.

The system treats **Inactive** and **Discontinued** Account IDs as invalid Account IDs during processing. If transaction amounts exist for **Inactive** or **Discontinued** Account IDs when you post, the system does not post those amounts to the GL Journal and alerts you with an error message that invalid Accounts exist.

Print the Invalid GL Accounts List (available in the **System Manager, System Audits** menu and the **Invalid GL Accounts List** function) to identify Invalid, Inactive, or Discontinued Account IDs if you encounter problems when posting. Within GL, print the **Chart of Accounts List** to identify Inactive or Discontinued Account IDs.

6. If you use multi-currency select the **Currency ID** to assign to the Account ID. This field is not accessible if you do not use multi-currency.

When an Account ID uses a currency other than the base currency, TRAVERSE automatically converts transaction amounts entered into that Account ID using the exchange rate you specify.

7. If you selected an existing Account ID, the **Segment IDs** set up for that Account ID appear. If you are setting up a new Account ID, select the Segment ID for each segment defined. The selections you make will create the new Account ID. The **Segment Description** appears.
8. Select or edit the **Account Type**. The Type Description, Class Description, and Balance Type appear.

NOTE: It is very important to select the correct Account Type when setting up the Account ID. The Account Type will determine if the Account ID is a Debit or Credit balance account. Once Journal transactions have been Posted to Master, you will not be allowed to change the Account Type to one that has a different Balance Type.

9. If you do not want to clear the Account ID at the end of the year, make sure that you leave the **Clear To Account** field blank. For a revenue or expense Account IDs, enter or edit the number of the Account ID you clear the Account ID to during year-end closing.

This normally would be your Retained Earnings account. The Clear and Close Last Year function will enter a clearing transaction to zero the ending balance of the Account, and the other side of the entry will go to the Clear To Account.

10. If you entered an Account ID in the **Clear To Account** box, enter or edit the **Step** in which to close the Account ID. The system uses this information in the **Clear and Close Last Year** function. If you enter **0**, the Account ID will not be cleared. To clear all Account IDs in one step, enter **1**.
11. If you want to consolidate the Account ID with an Account ID in a different company, enter that Account ID into the **Consol To Account** box. If you do not want to consolidate the Account ID, leave this field blank.

The system uses this information in the **Consolidate Chart of Accounts** function.

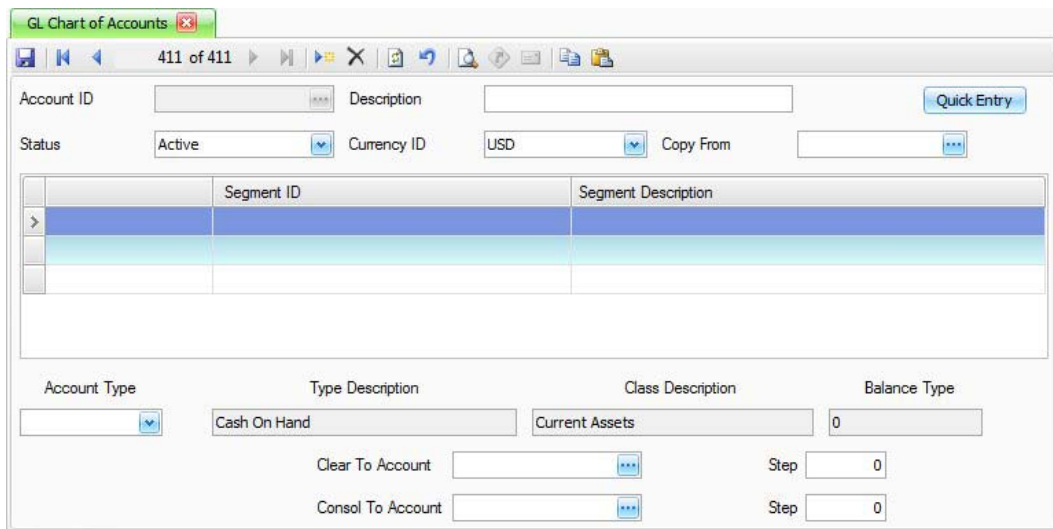
Consolidating an Account ID does not affect the balance of the Account ID.

12. If you entered an Account ID in the **Consol To Account** box, enter or edit the **Step** in which to consolidate the Account ID. If you enter **0**, the Account ID will not be consolidated. To consolidate all Account IDs in one step, enter **1**.
13. Select the **Delete** hot key (F3) or the **Delete** button , to delete the current Account ID. An Account ID can not be deleted if journal or journal history records exist, or if the Account ID has a balance.
14. Select the **Save** icon  on the toolbar to save your changes.
15. Click **Quick Entry** to enter a new Account ID using the **Quick Entry** screen.

Add an Account

To add an Account ID, follow these steps:

1. Select the **New Record** icon  on the toolbar, and all the fields will be cleared out.



GL Chart of Accounts

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Account ID: Description: Quick Entry

Status: Active Currency ID: USD Copy From:

Segment ID	Segment Description
>	

Account Type: Type Description: Cash On Hand Class Description: Current Assets Balance Type: 0

Clear To Account: Step: 0

Consol To Account: Step: 0

2. To copy data from a similar account, select the existing Account ID in the **Copy From** box.

When you copy from an existing Account ID the following fields are copied to the new Account ID.

- Status
- Description
- Currency ID
- Account Type

- Clear to Account and Step
- Consolidate to Account and Step

3. Enter a **Description** for the Account ID.

4. Select the account **Status: Active, Inactive, or Discontinued**. Use this status to control whether transactions entered for the Account ID post to the GL Journal, **Active** Account IDs post to the GL Journal, **Inactive** and **Discontinued** Account IDs do not.

5. If you use multi-currency, select the Account's **Currency ID**. If you do not use multi-currency, this field does not appear.

6. Select **Segment ID** values. The selections you make will create the new Account ID.

7. Select or edit the **Account Type** information. The **Type Description, Class Description, and Balance Type** appear.

8. If the Account ID should clear to another Account ID, select the **Clear To Account** to clear the new Account ID to, and the **Step** in which it should clear. The system uses this information in the **Clear and Close Last Year** function.

9. If the Account ID should consolidate to another Account ID, select the **Consol To Account** for which to consolidate the new Account ID, and the **Step** in which it should consolidate. The system uses this information in the **Consolidate Chart of Accounts** function.

10. Select the **Save** icon  on the toolbar to save your changes.

Quick Entry Screen

1. Click on the **Quick Entry** button to use the quick entry method to enter your Account IDs.



2. The **Quick Entry** screen appears.

Chart of Accounts - Quick Entry Screen

Account ID	Description	Type	Currency ID
00-002-1100	Accounts Receivable	20	USD
01-002-1100	Accounts Receivable	20	USD
01-002-4000	Sales	500	USD
01-003-4000	Sales	500	USD
01-004-4000	Sales	500	USD
01-002-5000	COGS	600	USD
01-003-5000	COGS	600	USD
01-004-5000	COGS	600	USD

Record 9 of 9

- Enter the **Account ID**.
- Enter the **Description** as it should appear in reports and on statements.
- Select the account **Type**.
- If you use multi-currency, select the account's **Currency ID**. If you do not use multi-currency, this field does not appear.
- Close the **Quick Entry** screen to write the valid accounts to the **Chart of Accounts**. When the screen is closed TRAVERSE will automatically write new Segment IDs to the Account Segments and add the Account ID to the Chart of Accounts.

Correcting Mistakes

If you accidentally save an Account ID with incorrect information, select the **Account ID** and then edit the record.

If you enter an incorrect Account ID, reenter the Account ID under the correct number. Then delete the old Account ID.

Delete an Account

To delete an Account ID, follow these steps:

- Select **Chart of Accounts** from the **Setup and Maintenance** menu.

2. Select the **Account ID** to delete.
3. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation message appears.
4. Click **Yes** to delete the account.

NOTE: You cannot delete an Account ID for which transactions are entered, or for which the year-to-date balance is not zero.

Producing a Chart of Accounts List

Use the **Chart of Accounts List** function to produce a list of the company's Account IDs. Check the list to make sure that you entered all of the Account IDs, or use it as a reference when you set up Recurring Entries and enter Transactions.

Before clearing and closing at the end of the year, print this list (include Clear-To and Consolidate-To Accounts and Steps) to verify the correct Clear-To and Consolidate-To Account IDs and Steps are assigned to the proper Account IDs.

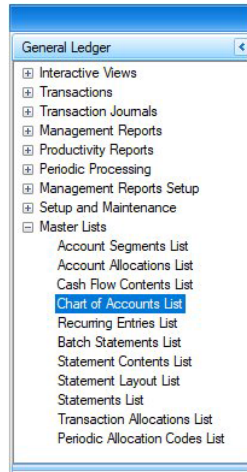
If General Ledger is interfaced with other applications, use the list to validate the Account IDs in records that will effect General Ledger, match the proper Account IDs in the ledger. If they do not, the journal entries will be incorrect and not posted properly from those applications.

If the Account IDs are not listed in the expected order, refer to the explanation of how the system sorts records in the General Information guide. The Account IDs, masks, or sort criteria may be incorrect.

To produce a **Chart of Accounts List**, follow these steps:

1. Select **Chart of Accounts List** from the Master Lists menu.

Chart of Accounts List Menu



- The **Chart of Accounts List** screen appears.

Chart of Accounts List Screen

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
- Check the box to **View Clear/Consolidate Accounts**; otherwise, clear the box.
- Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
- Manage the sorting order for account IDs using the **Account ID Sort** section. Highlight a Segment and use the **Up** and **Down** arrow buttons to move the Segment up or down in the sorting.
- Enter up to 4 lines to be used for the report **Heading**.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Chart of Accounts List

Continental Products Unlimited									
Chart Of Accounts List									
06/16/2009									
Page 1									
Report Filter									
Print Clear/Consolidate									
Yes									
Account ID Sort									
1, 2, 3									
Account ID	Description	Currency ID	Status	Balance Type	Account Type	Clear to Account	Step	Consol To Account	Step
00-000-1000	Cash	USD	Active	Debit	5	0	0		0
00-000-1100	Accounts Receivable	USD	Active	Debit	20	0	0		0
00-000-1120	Cash Reserve	USD	Active	Credit	25	0	0		0
00-000-1200	Raw Materials	USD	Active	Debit	40	0	0		0
00-000-1210	Work In Process	USD	Active	Debit	40	0	0		0
00-000-1220	Finished Goods Inventory	USD	Active	Debit	45	0	0		0
00-000-1230	Inventory	USD	Active	Debit	45	0	0		0
00-000-1290	Inventory	USD	Active	Debit	45	0	0		0
00-000-1300	Prepaid Taxes	USD	Active	Debit	50	0	0		0
00-000-1310	Corporate Taxes	USD	Active	Debit	60	0	0		0
00-000-1500	Furniture and Fixtures	USD	Active	Debit	115	0	0		0
00-000-1510	Machinery	USD	Active	Debit	110	0	0		0
00-000-1520	Trucks	USD	Active	Debit	120	0	0		0
00-000-1530	Office Equipment	USD	Active	Debit	110	0	0		0
00-000-1540	Leaseholds and Improvements	USD	Active	Debit	125	0	0		0
00-000-1590	Accumulated Depreciation	USD	Active	Credit	130	0	0		0
00-000-1700	Goodwill	USD	Active	Debit	135	0	0		0
00-000-1750	Amortization	USD	Active	Debit	140	0	0		0
00-000-2000	Line of Credit	USD	Active	Credit	235	0	0		0
00-000-2010	Accounts Payable	USD	Active	Credit	200	0	0		0
00-000-2020	Sales Tax Payable	USD	Active	Credit	230	0	0		0
00-000-2030	Notes Payable	USD	Active	Credit	205	0	0		0
00-000-2100	Payroll Accrual	USD	Active	Credit	240	0	0		0
00-000-2110	Vacation Accrual	USD	Active	Credit	245	0	0		0
00-000-2120	Workers Compensation	USD	Active	Credit	245	0	0		0
00-000-2200	Sales Tax Accrual	USD	Active	Credit	250	0	0		0
00-000-2220	Warranty Expense	USD	Active	Credit	255	0	0		0
00-000-2300	Income Taxes Payable	USD	Active	Credit	210	0	0		0
00-000-2400	Deferred Income	USD	Active	Credit	320	0	0		0
00-000-2410	Long Term Debt	USD	Active	Credit	300	0	0		0
00-000-2420	Long Term Liabilities	USD	Active	Credit	325	0	0		0
00-000-3000	Common Stock	USD	Active	Credit	400	0	0		0
00-000-3100	Paid in Capital	USD	Active	Credit	410	0	0		0
00-000-3200	Dividends	USD	Active	Debit	420	0	0		0

6/16/2009 11:44 AM

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ACCOUNT BUDGETS AND FORECASTS

The **Account Budgets and Forecasts** function allows you to enter and maintain an unlimited number of Budgets and/or Forecasts values and types.

When setting up the Account Budgets and Forecasts you can set up the Budgets for multiple companies on the same screen. You indicate what the default Budgets and Forecasts are for each company and also if the Budget and Forecast are valid or not.

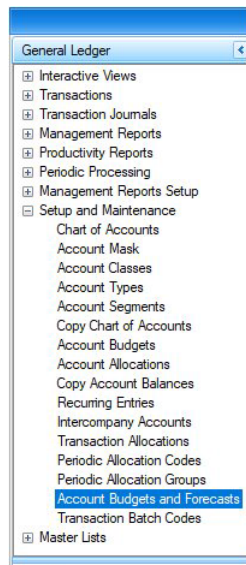
The detail screen allows you to select Periods, Years and Account IDs to include in the Budgets and Forecasts.

Example: If you wanted to set up a Sales Budget for each of your sales departments or regions you can select the Account IDs that correspond to the different sales departments and regions and then on the Account Budgets screen enter the Budget and Forecast numbers for those Account IDs for each period.

To set up **Account Budgets and Forecasts**, follow these steps:

1. Select **Account Budgets and Forecasts** from the **Setup and Maintenance** menu.

Account Budgets and Forecasts Menu



2. The **Account Budgets and Forecasts** screen appears.

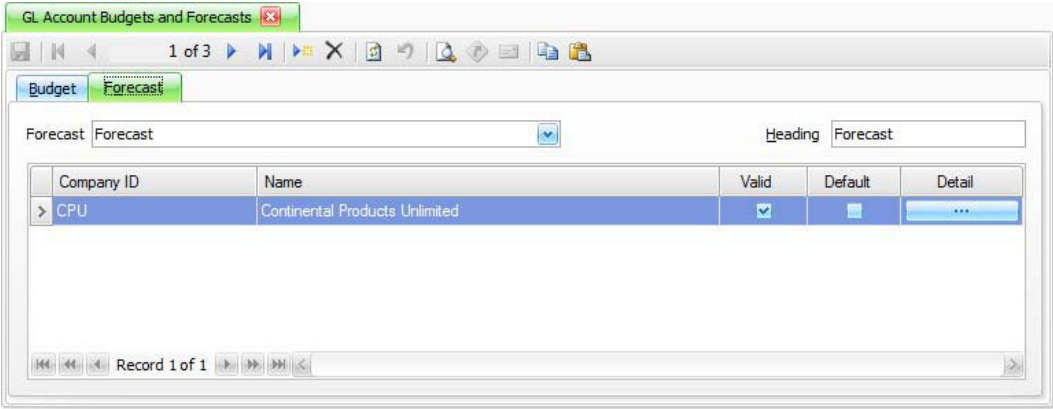
Account Budgets and Forecasts Screen

Company ID	Name	Valid	Default	Detail
> CPU	Continental Products Unlimited	☒	☐	...

3. To work with budgets select the **Budget** tab.
4. To create a new budget, click the **New Record**  button on the toolbar. A blank budget field is displayed.
5. Enter a Budget **Description**. The Description will show as a selection in drop down lists and check box lists on the following screens:
- Account Budgets
 - Account Balance View
 - Chart of Accounts View
 - Audit Trial Balance Report
 - Trial Balance Report
 - Copy Account Balances
 - Consolidate Chart of Accounts
 - Copy Chart of Accounts
 - Statement Layout setup
 - Statement Layout List
6. Enter a **Heading** to display as a column heading. The Heading will display in the column heading when selected in the column chooser on the following screens:
- Account Budgets

- Account Balance View
 - Chart of Accounts View
7. Enter the **Company ID** for which the Budget is valid.
 8. The company **Name** is displayed.
 9. Check the box to make the budget a **Valid** budget for the Company. Clear the box to take the budget from the list of Valid budgets to select from for this Company.
 10. Select the **Detail** button  to display the GL Budget Detail screen, to select the Period/Year and Account IDs to include in this Budget. See the GL Budget/Forecast Detail section below for more details.
 11. Select the **Forecast** tab to set up forecasts for your companies.

Forecast Tab



Company ID	Name	Valid	Default	Detail
> CPU	Continental Products Unlimited	☒	☐	...

1. To create a new forecast, click the **New Record**  button on the toolbar. A blank Forecast field is displayed.
2. Enter a **Forecast** description. The description will show as a selection in drop down lists and check box lists on the following screens:
 - Account Budgets
 - Account Balance View
 - Chart of Accounts View
 - Audit Trial Balance Report
 - Trial Balance Report
 - Copy Account Balances

- Consolidate Chart of Accounts
 - Copy Chart of Accounts
 - Statement Layout setup
 - Statement Layout List
3. Enter a **Heading** to display as a column heading. The Heading will display in the column heading when selected in the column chooser on the following screens:
 - Account Budgets
 - Account Balance View
 - Chart of Accounts View
 4. Enter the **Company ID** for which the Forecast is valid.
 5. The company **Name** is displayed.
 6. Check the box to make the Forecast a **Valid** Forecast for the Company. Clear the box to take the Forecast from the list of Valid Forecasts to select from for this Company.
 7. Select the **Detail** button  to display the GL Forecast Detail screen to select the Period/Year and Account IDs to include in this Forecast. See the GL Budget/Forecast Detail section below for more details.

GL Budget/Forecast Detail

Click the **Detail** button  next to the Company record on the Budget and Forecast tabs to display the GL budget/forecast detail screen.

GL Budget/Forecast Detail Screen

OK Activity Reset Refresh Select All Unselect All

Data Filter

And

Fiscal Period/Year

From 1 2009

Thru 12 2009

	Account ID	Description
☐	000002400	Deferred Income
☐	000002410	Long Term Debt
☐	000002420	Long Term Liabilities
☐	000003000	Common Stock
☐	000003100	Paid in Capital
☐	000003200	Dividends
☐	000003500	Retained Earnings
☐	000003900	YTD Earnings
☒	000004000	Computers
☒	000004010	Accessories
☒	000004020	Software
☒	000004100	Service Contracts
☒	000004200	Returns & Allowances
☒	000004300	Discounts on Sales
☒	000004400	Freight/Service Charges
☒	nnnnnnnn	COGS Computer

The **GL - Budget/Forecast Detail** screen is used to set up specific Periods, Years, and GL Account IDs in the Budget and Forecast for the Company selected.

1. Enter the **Period From** and **Thru** to include in your Budget or Forecast. Use the Up and Down arrow buttons to scroll through the periods.
2. Enter or select the **Years From** and **Thru** you want the Budget or Forecast in which to be active. The Years available to select will be those fiscal years you have set up in GL.
3. Select the range **Filter Criteria** to use to filter the accounts. These fields will vary depending on how many Segments you have set up.

The most efficient way to select accounts to include in the budget is to use the filtering to display the Account IDs you want to **EXCLUDE** from the budget. Once you have those Account IDs displayed, after selecting **Refresh**, you would select **Unselect All** to remove the check marks for those Account IDs. Follow steps 4 to 9 to save your changes.

4. Click the **Refresh** button to list the Account IDs that meet your selection criteria.

5. Click the **Select All** button to check all the Account IDs in the list to include in your Budget or Forecast.
6. Click the **Unselect All** button to uncheck all the Account IDs in the list to exclude all from your Budget or Forecast.
7. The **Account ID**, **Description**, and a check box are displayed.
8. Select the box to include the Account ID in the Budget or Forecast. Clear the box to exclude the Account ID from the Budget or Forecast.

Use the scroll bar on the right to scroll through the Account IDs, or use your up and down arrow buttons, on your keyboard, to scroll by single Account IDs.

When you enter the amounts for each Period, for each Account ID in the Account Budgets function, you will only be able to save amounts into those Account IDs that have the box checked, for the Budget or Forecast column into which you enter amounts.

9. Select **OK** to save your changes to the Budget/Forecast.

ACCOUNT BUDGETS

Use the **Account Budgets** function to enter and adjust Budget and Forecast balances for a company's Account IDs. You can adjust Budget balances manually.

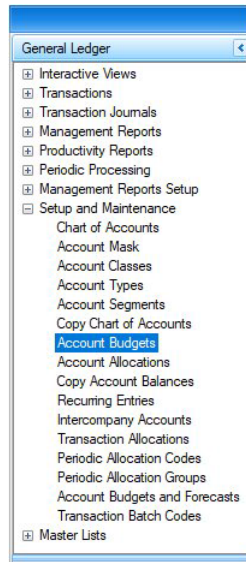
You can select which columns you want to display on the screen to edit using the column chooser. You can view and edit columns that were set up using the Account Budgets and Forecast function (page 3-45).

Use the **Copy Account Balances** function to change Budget or Forecast amounts for the entire Chart of Accounts.

To enter **Account Budgets** for each account follow these steps:

1. Select **Account Budgets** from the **Setup and Maintenance** menu.

Account Budgets Menu



- The **Account Budgets** screen appears.

Account Budgets Screen

Period	2016 Actual	2017 Actual	2018 Actual	Budget
0	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	12,500.00
2	0.00	0.00	0.00	12,500.00
3	0.00	2,000.00	0.00	12,500.00
4	0.00	1,500.00	0.00	12,500.00
5	0.00	500.00	0.00	12,500.00
6	0.00	0.00	0.00	12,500.00
7	0.00	0.00	0.00	12,500.00
8	0.00	0.00	0.00	12,500.00
9	0.00	154,173.52	0.00	12,500.00
10	0.00	5,651.16	0.00	12,500.00
11	0.00	14,999.00	0.00	12,500.00
12	0.00	0.00	0.00	12,500.00
13	0.00	0.00	0.00	0.00
Total	0.00	178,823.68	0.00	150,000.00

- Select the **Account ID**. Information about the Account ID appears: the **Account Type**, the account **Description**, and the **Balance Type** (debit, credit, or memo account).

If you use multi-currency, the Account ID's currency also appears. If you do not use multi-currency, the **Currency ID** field does not appear. Note that the values on this screen appear in the currency assigned to the Account ID.

- Select a **Fiscal Year** to see information for non-current years.
- The default information about each account for the Previous Year Actual, Current Year Actual and Next Year Actual for the GL year selected. The column headings will be the selected Fiscal Year minus one year and plus one year. (2016 Actual, 2017 Actual, and 2018 Actual)

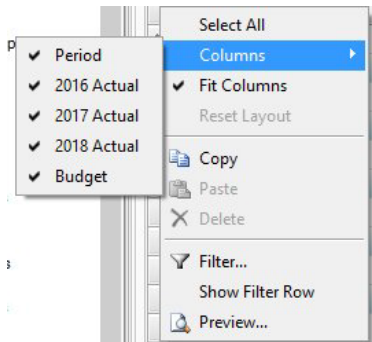
The rows are the current values for the General Ledger periods. You cannot change the Actual column figures; you can change only the figures for the columns displayed for the Budgets and Forecasts you set up using the Account Budgets and Forecasts (page 3-45) function. To change Budget and Forecast figures, select the cell and add the new value, or use the **Advanced** button to change the values.

6. Select the **Save** icon  on the toolbar to save your changes.

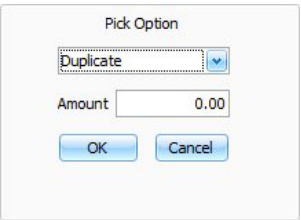
NOTE: See Account Budget and Forecast (page 3-45) for information on setting up Budgets and Forecasts and defining the default.

Command Buttons

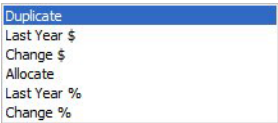
- **Column Chooser**- Right click in the blank gray box in the upper left corner of the grid area to select the columns you want displayed and the order to display them. Or right click on any column heading and select Column Chooser. You will always see the Last Year Actual, Current Year Actual and Next Year Actual columns in the combo box. You will also see any Budgets and Forecasts set up using the Account Budgets and Forecasts (page 3-45) function.



- **Advanced** - When the Advanced button is selected the budget options screen is displayed and you can select the type of automatic calculation to use to populate your Budget or Forecast amounts.



Select one of the following options to automatically fill in the period values for the Budget or Forecast where your cursor is currently.



- **Duplicate** - Replace the amounts in the active field and subsequent fields in the column. In the dialog box that appears, enter the positive or negative **Amount** and click **OK**.

You cannot use **Duplicate** in **GL Period 0**, the last-year columns, or the current-year **Actual** column.

- **Last Year \$** - Replace the amounts in the active field and subsequent fields in the column with the amount in the corresponding last-year **Actual** column plus or minus an amount. In the dialog box that appears, enter the **Amount** and click **OK**.

You cannot use **Last Year \$** in GL Period 0, the last-year columns, or the current-year **Actual** column.

- **Change \$** - Recursively replace the amounts in the active field and subsequent fields in the column with the amount in the field above it plus a percentage of that amount. This substitution is represented by the following mathematical formula (where F_n is the balance in a given period):

$$F_n = (F_{n-1}) + (\text{Amount you enter})$$

In the dialog box that appears, enter the positive or negative **Amount** and click **OK**.

You cannot use **Change \$** in **GL Period 0** or **1**, the last-year columns, or the current-year **Actual** column.

- **Allocate** - Replace the amounts in the active field and subsequent fields in the column with an amount divided by the number of General Ledger periods below the active field. In the dialog box that appears, enter the positive or negative **Amount** and click **OK**.

You cannot use **Allocate** in **GL Period 0**, the last-year columns, or the current-year **Actual** column.

- **Last Year%** - Replace the amounts in the active field and subsequent fields in the column with the amount in the corresponding last-year **Actual** column plus a percentage of that amount. This substitution is represented by the following mathematical formula (where F_n is the value for a given period):

$$F_n = [(LY \text{ Actual } F_n) \times (\text{Amount you enter}) / 100] + (LY \text{ Actual } F_n)$$

In the dialog box that appears, enter the positive or negative **Percent** and click **OK**.

You cannot use **Last Year%** in **GL Period 0**, the last-year columns, or the current-year **Actual** column.

- **Change%** - Recursively replace the amounts in the active field and subsequent fields in the column with the amount in the field above it plus a percentage of that amount. This substitution is represented by the following mathematical formula (where F_n is the balance in a given period):

$$F_n = [(F_{n-1}) \times (\text{Amount you enter})/100] + (F_{n-1})$$

In the dialog box that appears, enter the positive or negative **Percent** and click **OK**.

You cannot use **Change%** in **GL Period 0** or **1**, the last-year columns, or the current-year **Actual** column.

7. Select the **Save** icon  on the toolbar to save your changes.

COPY ACCOUNT BALANCES

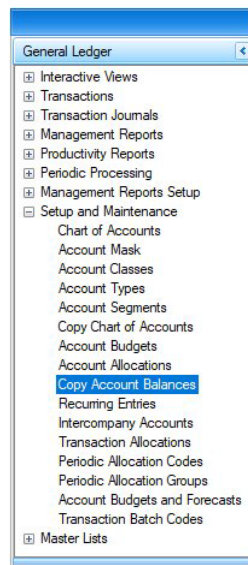
Use the **Copy Account Balances** function to copy the Actual, Budget, or Forecast balances of a range of Account IDs to their Budget or Forecast balances. You can copy within the same year or from one year to another.

You can copy from and to any of the multiple Budgets and Forecasts set up using the Account Budgets and Forecasts (page 3-45) function.

To **Copy Account Balances**, follow these steps:

1. Select **Copy Account Balances** from the **Setup and Maintenance** menu.

Copy Account Balances Menu



2. The **Copy Account Balances** screen appears.

Copy Account Balances Screen

GL Copy Account Balances

OK Activity Reset

Data Filter ▼

And

Copy Account Balances

From 2017

To 2017

From Current Year Actual

To Budget

Percent Change 0.00

Comments

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. The selections correspond to the names you gave the Segments in the Account Mask function (page 3-5).
4. The current year (to **Copy Account Balances From**) and the next year (to **Copy Account Balances To**) are displayed. These years can be changed to other valid GL years.
5. Select the copy value **From**. The selection choices will be the Actual balance for the year in the From field in the Copy Account Balances section and any Budgets and Forecasts set up in the Account Budgets and Forecasts (page 3-45) function.
6. Select the copy value **To**. The selection choices will be limited to the Budgets and Forecasts you set up using the Account Budgets and Forecasts (page 3-45) function.
7. Enter a positive or negative **Percent Change** to adjust the balances by as they are copied. For example, enter **3** to increase the copied Account ID by 3 percent.
8. Enter **Comments** about the copy to view in the Activity screen.

9. Select a command button:

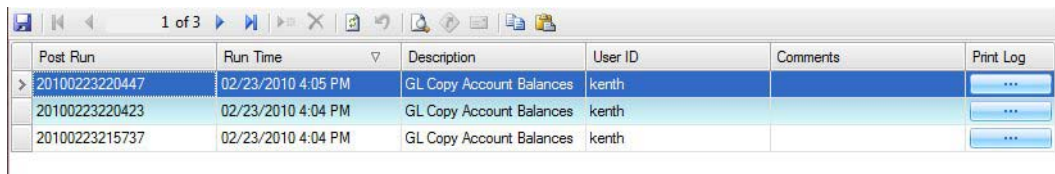
Command Buttons

Name	Description
OK	Copy the selected balances to the selected accounts.
Activity	View the Activity dialog box to view copy activity.
Reset	Set all fields to their defaults.

Activity Log

Use the **Activity Log** to view all copy activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20100223220447	02/23/2010 4:05 PM	GL Copy Account Balances	kenth		...
20100223220423	02/23/2010 4:04 PM	GL Copy Account Balances	kenth		...
20100223215737	02/23/2010 4:04 PM	GL Copy Account Balances	kenth		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the copy was made.
Description	The copy description.
User ID	The user who performed the copy.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	This function is not available for this function.

COPY CHART OF ACCOUNTS

If several companies have similar Charts of Accounts and the same Account Masks, the **Copy Chart of Accounts** function helps you save time. It enables you to copy all Account IDs from one company to another. You can also copy the Actual, Budget, and Forecast balances.

For each copied account, these fields are copied:

- General Ledger Account ID
- Account Description
- Account Type
- Clear-To Account number
- Clearing Step
- Consolidate-To Account number
- Consolidation Step

If the company you are copying to has a Chart of Accounts, you can replace Account IDs with the same numbers or leave the Account IDs unchanged. If you replace the Account IDs, the balances for the existing Account IDs are lost.

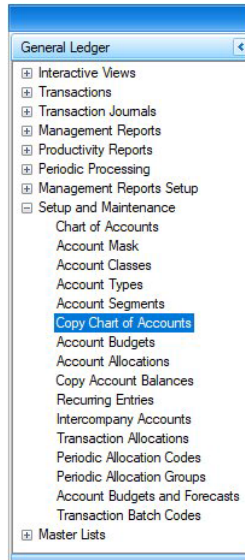
You can also use this function to add new divisions or departments that are copied from a division or department that already has the Account IDs. To save time, set up one department, division, cost center, whatever your segments are, with a full range of your main Account IDs. Then use this full template of all your segments to copy from, to build your other departments, divisions, cost centers etc... very quickly.

If you copied more Account IDs than you wanted or if you need to change information in the Account IDs you copied, use the Chart of Accounts function (page 3-33) to change or delete the Account IDs.

To **Copy the Chart of Accounts**, follow these steps:

1. Select **Copy Chart of Accounts** from the **Setup and Maintenance** menu.

Copy Chart of Accounts Menu



- The **Copy Chart of Accounts** screen appears.

Copy Chart of Accounts Screen

- The **Copy** section of the screen contains option buttons for a company and each Account Segment. The names of the Segments are taken from the descriptions you set up in the Account Mask function (page 3-5).
- The **From** and **To** prompts will be dependent upon the Copy selection previously made.
- To filter by segments other than the Segment selected above use the **Data Filter** area to select the segments to filter and how you want to filter them.
- The **Copy Amounts** section will contain check boxes for **Current Year Actual**, **Last Year Actual**, and any **Budgets** and **Forecasts** set up using the Account Budgets and Forecasts (page 3-45) function. Select the boxes for the amounts you want copied to the new Account IDs created.
- Check the box to **Replace Existing Accounts in Destination**; otherwise, clear the box.

NOTE: If you replace existing accounts, the balances for those accounts are lost, which might put the destination company's general ledger out of balance.

- Enter **Comments** about the copy to view in the Activity screen.

9. Select a command button:

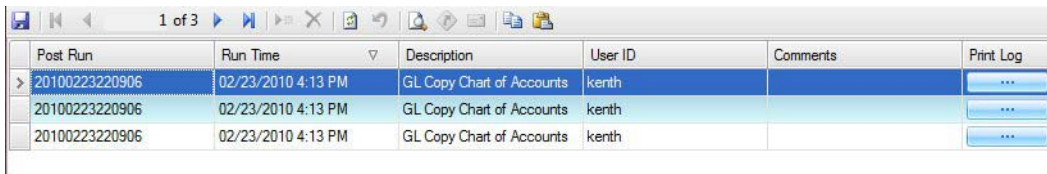
Command Buttons

Name	Description
OK	Copy the selected balances to the selected accounts.
Activity	View the Activity dialog box to view copy activity.
Reset	Set all fields to their defaults.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100223220906	02/23/2010 4:13 PM	GL Copy Chart of Accounts	kenth		...
20100223220906	02/23/2010 4:13 PM	GL Copy Chart of Accounts	kenth		...
20100223220906	02/23/2010 4:13 PM	GL Copy Chart of Accounts	kenth		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Task Summary

You can copy a Company's entire Account structure or Segments of the Account structure.

To copy the entire Chart of Account structure for a company, follow these steps:

1. Select the **Company** option to **Copy**.
2. Select the **Copy Company From/To** values.
3. To filter by Segments, use the **Data Filter** area to select the Segments to filter and how you want to filter them.
4. Click **OK** to execute the copy.

To copy a Segment of a company's Chart of Account structure, follow these steps:

1. Select the **Segment** option you want to **Copy**.
2. Select the **Copy (Segment) From/To** values.
3. To filter by Segments, use the **Data Filter** area to select the Segments to filter and how you want to filter them.
4. Click **OK** to execute the copy.

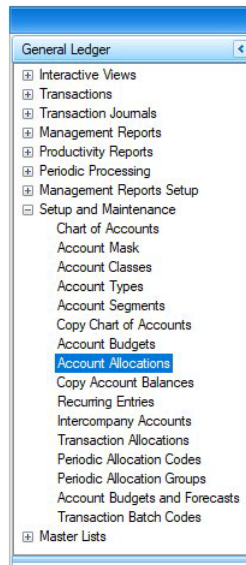
ACCOUNT ALLOCATIONS

If you enter transactions against one major Account ID and then distribute them to several other Account IDs, you can use the **Account Allocations** function to set up an allocation record for the major Account ID. You can specify each Account ID that the transactions are allocated to, and the percentage that each Account ID receives. The sum of the percentages must equal 100 percent.

To set up **Account Allocations**, follow these steps:

1. Select **Account Allocations** from the **Setup and Maintenance** menu.

Account Allocations Menu



2. The **Account Allocations** screen appears.

Account Allocations Screen

Allocate to Account ID	Percentage
010007000	20.00
010017000	20.00
010037000	30.00
020007000	30.00

3. Select the **Account ID** you wish to allocate from. The account **Description** appears.
4. If you are entering a new allocation the **Copy From** field appears. Select an allocation to Copy From or skip the field to set up a new allocation. When you select an existing allocation to Copy From the Description and all the Account IDs and Percentages are copied.
5. Enter the allocation **Description**.
6. Select the **Allocate to Account ID**.
7. Enter the **Percentage** to allocate. The percentage left to allocate appears on the next line. The sum of the allocations percentages must equal 100.
8. The **Remaining Percentage to Allocate** is displayed to show how much remains after each Allocate to Account ID is entered.
9. After you finish allocating accounts, print the Account Allocations List (page 3-70).
10. Select the **Save** icon  on the toolbar to save your changes.

Task Summary

To add an Account Allocation, follow these steps:

1. Select the **Account ID** to allocate. The **Description** appears.
2. Enter an Allocation **Description**.
3. Select the **Account IDs** for which to allocate.

4. Enter a **Percentage** to allocate. (The total percent, shown at the bottom of the screen, must equal 100.)
5. Select the **Save** icon  on the toolbar to save your changes.

To edit an Account Allocation, follow these steps:

1. Select the **Account ID** to edit. The Allocation **Description** appears.
2. Edit the **Allocate to Account ID** field or the **Percentage** field.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete an Account Allocation, follow these steps:

1. Select the **Account ID** from which to delete the Account Allocations.
2. Select the **Allocate to Account ID** to delete.
3. Select the **Delete** hot key (F3) or the **Delete** button .

Example

Suppose that you have an Allocation record, in which your main Utilities Expense Account ID is 00-000-7000, with 60 percent distributed to Division Account ID 01-000-7000, 10 percent distributed to Division Account ID 02-000-7000, and 30 percent distributed to Division and Department Account ID 01-001-7000. The Remaining Percentage to Allocate, shown at the bottom of the screen, must display 0.

You enter a Journal Transaction in which you debit Utilities Expense Account ID 00-000-7000 and credit Accounts Payable Account ID 00-000-2000 for \$100. You check the **A** box in the Transaction to indicate that the transaction should be automatically Allocated.

Here is the original entry:

Utility Expense Main Account 00-000-7000		Accounts Payable 00-000-2000	
100			100

When you Post the transaction To the Master, the system creates these journal entries:

Utility	Utility	Utility	Utility
Expense	Expense	Expense	Expense
Main	Div 01	Div 01	Div 02
Account	Dep 000	Dep 001	Dep 000
00-000-7000	01-000-7000	01-001-7000	02-000-7000
100	60	30	10

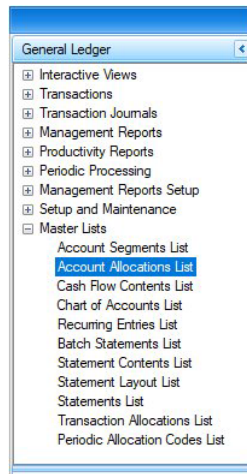
Producing an Account Allocations List

Use the **Account Allocations List** function to produce a list of the allocation records you defined in the Account Allocations function on the Setup and Maintenance menu. Use the list to make sure that everything is correct and as a reference when you enter journal transactions. Produce a new list each time you add or change Account Allocation records.

To produce an **Account Allocations List**, follow these steps:

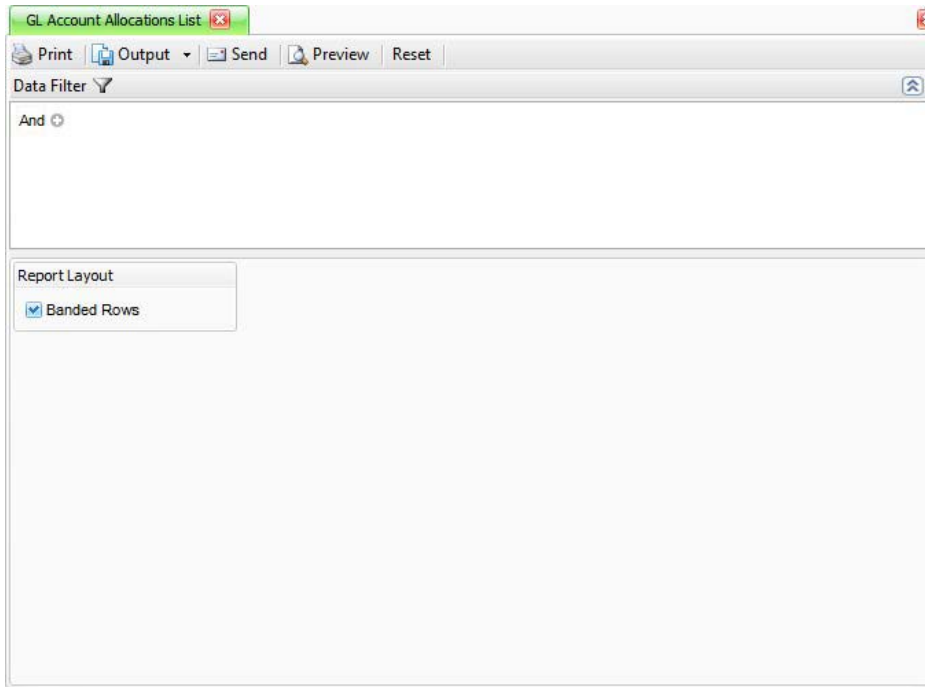
1. Select **Account Allocations List** from the **Master Lists** menu.

Account Allocations List Menu



2. The **Account Allocations List** screen appears.

Account Allocations List Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Account Allocations List

Continental Products Unlimited			Page 1
Account Allocations List			
Report Filter			
Alloc Account ID	Acct Description	Allocation Description	
	Account ID	Percentage	
000007000	Utilities	Utilities	
	010007000	20.00	
	010017000	20.00	
	010037000	30.00	
	020007000	30.00	

RECURRING ENTRIES

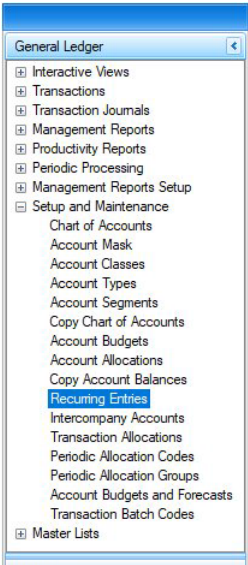
Use the **Recurring Entries** function to set up groups of journal transactions that you make regularly, every week, every month, and so on. Depreciation transactions are a common example of Recurring Entries. When your Recur IDs are set up, you can copy the Recurring Entries into the General Ledger Journal when appropriate, instead of reentering them each time.

You can set up any regularly occurring journal entry as a Recurring Entry. If other TRAVERSE Accounting Software applications are interfaced with General Ledger, you might prefer to keep track of the transactions through those applications. For example, you probably use Accounts Payable to print your monthly rent check, which automatically makes the appropriate journal entries when posting from Accounts Payable to General Ledger.

To create **Recurring Entries**, follow these steps:

- 1. Select **Recurring Entries** from the **Setup and Maintenance** menu.

Recurring Entries Menu



- The **Recurring Entries** screen appears.

Recurring Entries Screen

GL Recurring Entries

Recur ID: FixedAsset Copy From:

Description: Fixed Assets

Line	Account ID	Description	Debit	Credit	Alloc	Source	Reference
10	000001500	Furniture and Fi...	0.00	500.00	☐	RE	
20	000001590	Accumulated D...	500.00	0.00	☐	RE	
30	000001510	Machinery	0.00	350.00	☐	RE	
40	000001590	Accumulated D...	350.00	0.00	☐	RE	
50	000001530	Office Equipment	0.00	200.00	☐	RE	
60	000001590	Accumulated D...	200.00	0.00	☐	RE	
70	000001540	Leaseholds and...	0.00	600.00	☐	RE	
80	000001590	Accumulated D...	600.00	0.00	☐	RE	

Record 9 of 9

Total Debits: 1,650.00 Balance Debits: 0.00

Total Credits: 1,650.00 Balance Credits: 0.00

- Select or enter a **Recur ID**. The Recurring ID must be unique.
- If you are entering a new Recurring Entry the **Copy From** field appears. Select a Recur ID to Copy From or skip the field to set up a new Recurring Entry.
- Enter a **Description** for the Recur ID.
- The line entry number is displayed. The **Line** numbers will default to be numbered by tens.
- Select the **Account ID**.
- The Account ID **Description** is displayed.
- Enter a **Debit** or **Credit** amount.
- The **Alloc** box is checked if the account has Account Allocations set up.
- Select the **Source** code. The valid selections are **RE** for normal recurring entry. **R1** for automatic reversal in the next period.
- Enter the **Reference**.
- The **Total Debits** for the Recur ID are displayed. The Total Debits must equal the Total Credits when you exit the screen.

14. The **Total Credits** for the recurring entry are displayed. The Total Credits must equal the Total Debits when you exit the screen.
15. The outstanding Debit Balance is displayed. The **Debit Balance** must equal zero when you exit the screen.
16. The outstanding Credit Balance is displayed. The **Credit Balance** must equal zero when you exit the screen.
17. Select the **Save** icon  on the toolbar to save your changes.

Command Buttons

Name	Description
Allocate On/Allocate Off	Set the default allocation on or off.

Task Summary

To add a Recurring Entry, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank screen appears.
2. Select or enter a **Recur ID**.
3. Enter a **Description**.
4. Select an **Account ID** number.
5. Enter a **Debit** or **Credit** amount.
6. Select the box if the account is **Allocated**; otherwise, clear the box.
7. Select the **Source Code: RE** for normal recurring entry. **R1** for automatic reversal in the next period.
8. Repeat steps 4–7 until you are finished, making sure that the **Total Debits** and **Total Credits** balance.
9. Select the **Save** icon  on the toolbar to save your changes.

To edit a Recurring Entry, follow these steps:

1. Select a **Recur ID**.
2. Edit the appropriate fields.
3. Repeat steps 1 and 2 until you are finished, making sure that the **Total Debits** and **Total Credits** balance.

4. Select the **Save** icon  on the toolbar to save your changes.

To delete a Recurring Entry, follow these steps:

1. Select a **Recur ID**.
2. Select the **Delete** hot key (F3) or the **Delete** button . A confirmation box appears. Select **Yes** to delete the Recur ID.

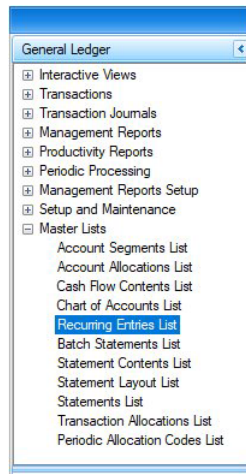
Producing a Recurring Entries List

Use the **Recurring Entries List** function to produce a list of Recurring Entries that are currently defined in the Recurring Entries function from the Setup and Maintenance menu. Use the list as a reference when you Copy Recurring Entries the GL Journal. You should produce a new list each time you edit or create a Recurring Entry.

To produce a **Recurring Entries List**, follow these steps:

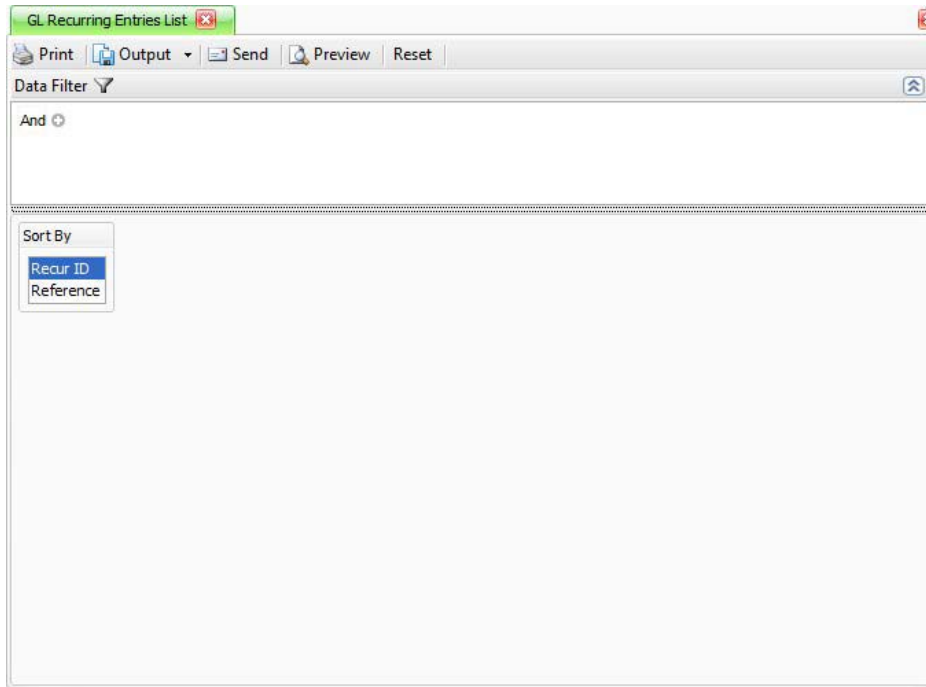
1. Select **Recurring Entries List** from the Master Lists menu.

Recurring Entries List Menu



2. The **Recurring Entries List** screen appears.

Recurring Entries List Screen



The screenshot shows a software window titled "GL Recurring Entries List". The window has a menu bar with "Print", "Output", "Send", "Preview", and "Reset". Below the menu bar is a "Data Filter" section with a dropdown arrow and a search icon. The main area of the window is empty, with a "Sort By" dropdown menu on the left side. The "Sort By" menu is open, showing two options: "Recur ID" and "Reference".

3. Select the range of **Filter Criteria** you wish to print the report for. Leave the fields blank to print all your recurring entries.
4. Choose the Sort By for the report: **Recur ID** or by the **Reference**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Recurring Entries List

Continental Products Unlimited					Page 1
Recurring Entries List					
Sorted by Recur ID					
Report Filter					
Reference	Account ID	Source	Alloc	Debit	Credit
	Description				
	Recur ID	Fixed Asset			
	00-000-1500	RE	No	0.00	500.00
	Furniture and Fixtures				
	00-000-1590	RE	No	500.00	0.00
	Accumulated Depreciation				
	00-000-1510	RE	No	0.00	350.00
	Machinery				
	00-000-1590	RE	No	350.00	0.00
	Accumulated Depreciation				
	00-000-1530	RE	No	0.00	200.00
	Office Equipment				
	00-000-1590	RE	No	200.00	0.00
	Accumulated Depreciation				
	00-000-1540	RE	No	0.00	600.00
	Leaseholds and Improvements				
	00-000-1590	RE	No	600.00	0.00
	Accumulated Depreciation				
	Total for Recur ID	Fixed Asset		1,650.00	1,650.00
Grand Total				1,650.00	1,650.00

INTERCOMPANY ACCOUNTS



Use the **Intercompany Accounts** function on the **Setup and Maintenance** menu to define how the system processes Intercompany Account Transfers when multiple companies use TRAVERSE. Intercompany Accounts are used to automatically transfer expenses one company incurs on behalf of another, to the appropriate company for correct accounting.

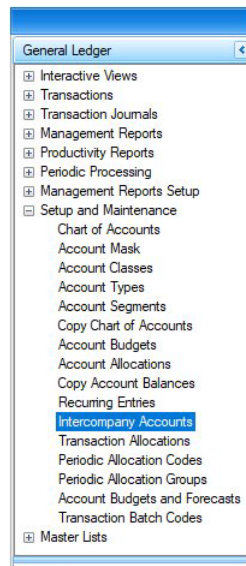
Before you can transfer expenses between companies, the companies must:

- Use the same Account Mask and Segment IDs.
- Use the same GL Account IDs, at least for the Account IDs between which expenses are transferred.
- Use the same Fill Character, or all must have no Fill Character.

To set up **Intercompany Accounts**, follow these steps:

1. Select **Intercompany Accounts** from the **Setup and Maintenance** menu.

Intercompany Accounts Menu



2. The **Intercompany Accounts** screen appears.

Intercompany Accounts Screen

Transfer Account	Company	Due from Account ID	Due to Account ID
000001300	CPU	000001310	000005110
>			

3. Select the **Segment Type** to transfer entries from. The selections are your **Segment Abbreviations** or **A** for the entire Account ID.
4. Select the segment value for your **Transfer Account**, which to transfer transactions.
5. Select the **Company** to which to transfer entries.
6. The two account boxes contain the accounts to use to offset the transfer so that the journals for both companies balance properly. Select the account in the source company to offset during processing (the “**Due From Account ID**” entry), then select the account in the destination to offset (the “**Due To Account ID**” entry).
 - Enter the same account in each company’s box to create a “zero balance” consolidated statement when you print financial statements.
7. Select the **Save** icon  on the toolbar to save your changes.

Entries are transferred between companies according to the Account IDs you set up here when you post, if you select the **Use Intercompany Accounts** check box in the **Business Rules** function.

Below is an example of what happens when you use the Intercompany Accounts function.

Selected **A** for the **Segment Type**.

Transfer Account: 00-000-1300

Due From Account ID (offset original): 00-000-1500

Due To Account ID (offset to company): 00-000-1520

Original transaction entries:

Account ID	Debit	Credit
00-000-1300	50.00	0.00
00-000-2000	0.00	50.00

Entries after post in **From** company (CPU):

Account ID	Debit	Credit	Notes
00-000-1300	50.00	0.00	From original entries
00-000-2000	0.00	50.00	From original entries
00-000-1300	0.00	50.00	Offset to reverse the original entry
00-000-1500	50.00	0.00	Offset using the "Due from Account ID" in the Intercompany Accounts setup

Entries after post in **To** company (CPC):

Account ID	Debit	Credit	Notes
00-000-1300	50.00	0.00	From original entries in from company (CPU)
00-000-1520	0.00	50.00	Offset using the "Due to Account ID" in the Intercompany Accounts setup

Intercompany Accounts List

Use the **Intercompany Accounts List** master list to print the Intercompany accounts you set up.

To produce the **Intercompany Accounts List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of Intercompany Accounts.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Intercompany Accounts List

Continental Products Unlimited GL Intercompany Accounts				Page
Segment Type: A				
Transfer Account	Company	Due from Account ID	Due to Account ID	
> 000001300	CPU	000001500	000001520	
+				

TRANSACTION ALLOCATIONS



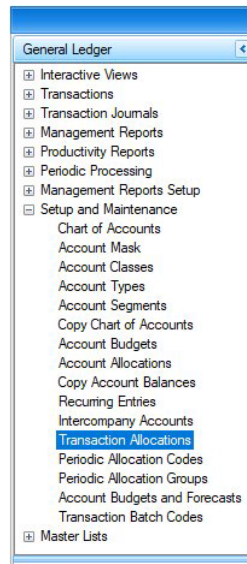
If you need to distribute the amounts you enter for individual transactions among several different Account IDs, use the **Transaction Allocations** function on the **Setup and Maintenance** menu to set up Allocation records. When you enter a Transaction, associate it with a Transaction Allocation ID, and Write it to the GL Journal, the system automatically creates the associated journal entries according to the Transaction Allocation ID. You can edit the entries the system automatically creates using the **Edit Transactions** function.

Transaction Allocations differ from Account Allocations, in that they give you the flexibility to specify allocations by Account Segments and the ability to Allocate Transactions when you write them to the GL Journal, rather than when you Post to Master.

To set up **Transaction Allocations**, follow these steps:

1. Select **Transaction Allocations** from the **Setup and Maintenance** menu.

Transaction Allocations Menu



2. The **Transaction Allocation** screen appears.

Transaction Allocations Screen

GL Transaction Allocations

Allocation ID: TransAlloc Copy From: [Dropdown]

Description: Transaction Allocation

Notes: [Text Area]

Expiration Date: [Dropdown]

Required Segments:

- ☒ Division
- ☒ Department
- ☐ Main Account

Allocate to Segment

DV	DEP	Main	Percentage
00	000		50.00
01	001		50.00
>	[Dropdown]		

Record 3 of 3

Remaining Percentage to Allocate: 0.00

- Click the **New Record** button  in the toolbar to add a new Transaction Allocation.
- Enter an **Allocation ID**, **Description**, **Notes**, and **Expiration Date**, if any.
- If you are entering a new Transaction Allocation the **Copy From** field appears. Select a transaction Allocation ID to Copy From or skip the field to set up a new Transaction Allocation.
- Select the check box next to the **Required Segments** for the allocation record. Clear these check boxes if you want to select the Account Segment to which to Allocate Transactions when you enter them.
- If you select a check box, select the associated **Allocate to Segment** in the boxes at the bottom of the screen to allocate transactions only to that Segment (meaning that you cannot select segments during transaction entry).
- Enter the **Percentage** of the transaction to allocate to that segment. Percentages must total 100 before you can close the screen.

If no Account IDs exist in the Chart of Accounts that correspond to the Segments you enter, the system displays error messages when you attempt to Write or Post transactions that use the Transaction Allocation ID. Use the **Chart of Accounts List** and **Chart of Accounts View** functions to make sure accounts exist for the Segments you define, to avoid errors.

9. The **Remaining Percentage to Allocate** is displayed. The percentage remaining must equal zero before you are allowed to save the Transaction Allocation ID.
10. Select the **Save** icon  on the toolbar to save your changes.

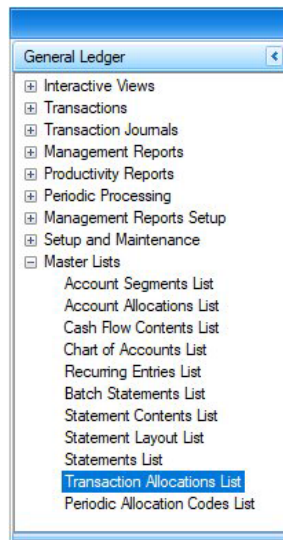
Transaction Allocations List

 Print the **Transaction Allocations List** master list to view details about the Transaction Allocation IDs you set up.

To produce the **Transaction Allocations List**, follow these steps:

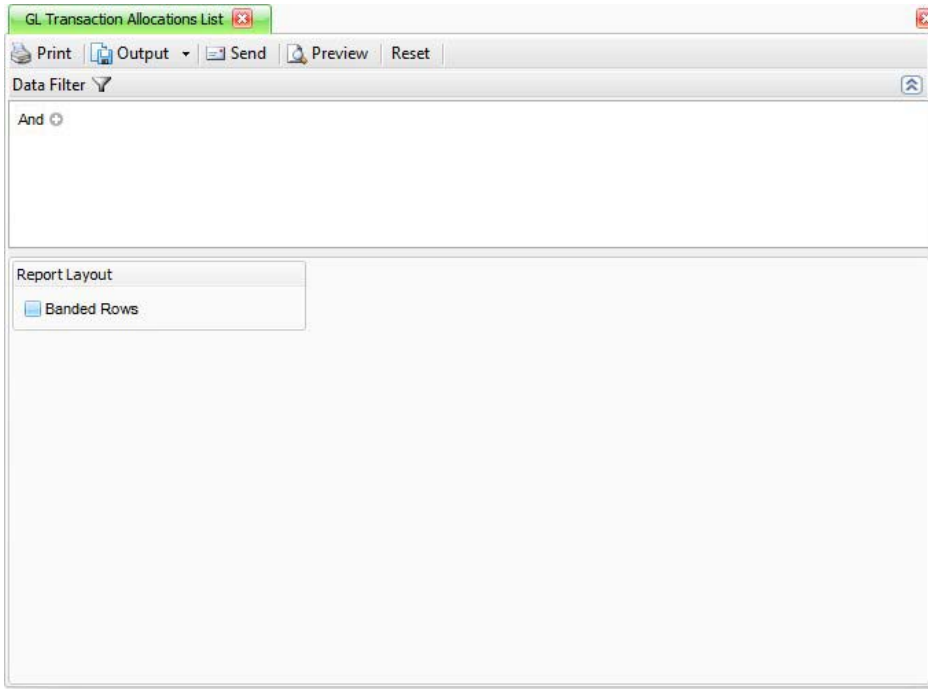
1. Select **Transaction Allocations List** from the **Master Lists** menu.

Transaction Allocations List Menu



- The **Transaction Allocations List** screen appears.

Transaction Allocations List Screen



- Select the **Filter Criteria** to print a range of Account Allocations. Leave the Data Filter blank to print the list for all Account Allocations.
- Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Allocations List Report

Continental Products Unlimited			Page 1
Transaction Allocations List			
Report Filter			
Allocation ID	Description	Segments	Percentage
TransAlloc	Transaction Allocation		
		00000XXXX	50.00
		01001XXXX	50.00
		Allocation Percentage	100.00

TRANSACTION BATCH CODES

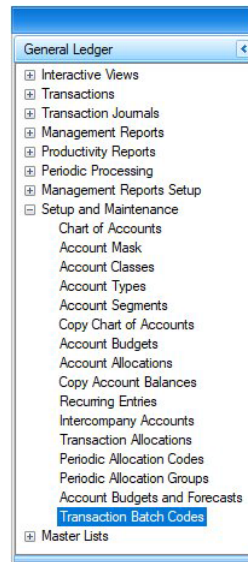
If you selected Yes to Use Batch Processing in the Business Rules function (page 3-9), use the **Transaction Batch Codes** function to define codes for entering and writing journal transactions. Each set of transactions can be assigned to a Batch Code, and then Transactions can be Written by Batch Code. The Batch Codes will be deleted as soon as all transactions in the batch have been written, if the Permanent box has not been checked.

If you selected No to Use Batch Processing in the Business Rules function (page 3-9), all transactions will be entered to the Batch Code #####, which is the main batch, and is used to save all transactions. This Batch Code will not be deleted, even if the Permanent box is unchecked.

To set up **Batch Codes**, follow these steps:

1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

Transaction Batch Codes Menu



- The **Transaction Batch Codes** screen appears.

Transaction Batch Codes Screen

Batch Code	Description	Permanent	Default
#####	Default Batch	☒	☐
Day	Daily Batch	☒	☒
Month	Monthly Batch	☒	☐
		☐	☐

- Enter the **Batch Code**.
- Enter the **Description** of the batch.
- Select the **Permanent** check box if you would like to keep the batch after transactions have been Written to the Journal.
- Check the box to indicate which batch will be the **Default** batch for this company.

Task Summary

To add a Batch Code, follow these steps:

- Select the **New Record** icon  on the toolbar. A blank record appears.
- Enter the **Batch Code** and the **Description** of the batch.

To edit a Batch Code, follow these steps:

- Position the cursor in the field to edit.
- Change the value in the field.

To delete a Batch Code, follow these steps:

- Make sure that the **Batch Code** is not being used.

2. Select the **Batch Code** to delete. You cannot delete the main batch, #####.
3. Select the **Delete** hot key (F3) or the **Delete** button  .

Producing a Transaction Batch Codes List

Use the **Batch Codes List** function to produce a list of the Batch Codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Transaction Batch Codes List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of batches.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Batch Codes List

Continental Products Unlimited GL Transaction Batch Codes				Page 1
Batch Code	Description	Permanent	Default	
#####	Default Batch	☒	☐	
Daily	Daily Batch	☒	☒	
Month	Monthly Batch	☒	☐	

PERIODIC ALLOCATION CODES



The GL **Periodic Allocation Codes** function allows you to set up and maintain allocations, including selection of Source and Recipient Accounts or segments, as well as the types of distribution and allocation methods to use when calculating allocations for that code. See the GL Periodic Allocations Overview (page 3-111) section for more information.

An allocation basis is a way to determine the distribution of funds. Allocation basis accounts are reference accounts in that the amount in the basis account(s) is used to determine the percentage to be distributed from the source account(s) to the recipient account(s). The result of the calculations may distribute more or less than the total in the source account(s) or an equal amount, depending on the type of Distribution (Any, Full, or Partial) setting for the allocation. Basis accounts are not utilized with the fixed allocation method. See the GL Periodic Allocations Overview section for more information. See the Sample Calculations section for more advanced details.

Accounts used in the allocation process, whether source accounts, offset accounts, recipient accounts, or basis accounts, can be defined by account numbers or by segments. Those defined by account numbers are straightforward, as each account is defined individually by its full account number.

Accounts can also be defined by segment, where segments values are chosen and applied to an account list masked for the selected segment. (For example, the source account might be setup for segment 2 and identified as 11111-XXX with the source segments identified as 222 and 333; this example would then have two source accounts: 11111-222 and 11111-333.)

Any non-active accounts (Inactive, Discontinued) are skipped when resolving account lists for allocation calculation or reporting. This includes source, offset, recipient and basis Account ID entries.

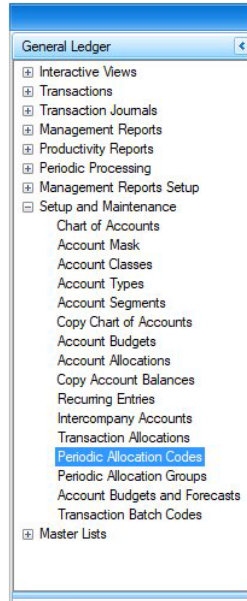
Source accounts contain the amounts to be distributed to the recipient accounts. These accounts are used in transactions during the allocation time period, and serve to accumulate the balances that will be distributed when the allocations are run. Each source account may be reversed directly during the allocation process, or the source account may carry an offset account number or segment that will be used for the balance reversal during the allocation process.

Recipient accounts receive calculated distribution amounts from the source accounts. Each recipient account will receive its calculated portion of the distribution amount as indicated by allocation type. Recipient accounts (or segments) are associated with an allocation method, which is the measurement by which the distribution amount for each recipient account is determined.

To create a new **Periodic Allocation Code**, follow these steps:

1. Select **Periodic Allocation Codes** from the **Setup and Maintenance** menu.

Periodic Allocation Codes Menu



2. The **Periodic Allocation Codes** screen appears.

Periodic Allocation Codes Screen - Blank

GL Periodic Allocation Codes

Allocation Code ID: Allocation 1

Status: Active

Effective Date:

Expiration Date:

Copy From:

Sources Recipients

Type: Account

Distribution: Full

Segments

Re-sequence

Segment ID	Offset ID	Percentage	Limit

Record 0 of 0

Accounts

Re-sequence

Account ID	Offset ID	Percent	Limit

Record 0 of 0

3. Select the **New Record** icon  on the toolbar to open a blank Periodic Allocation Code.
4. Enter an **Allocation Code ID**.
5. You can copy Source and Recipient Account information by selecting an existing Allocation Code in the **Copy From** drop-down list.
6. Select the **Status** of the allocation code; **Active** or **Inactive**.
7. If applicable, enter an **Effective Date** and/or an **Expiration Date** for the Allocation Code.
8. Select the **Type** of source you want to use: **Account** or **Segment**.

- If you choose **Account**, you will define the source account(s) individually by the full Account ID.
- If you choose **Segment**, select the Segment value to use to determine which accounts will be selected. A source of the segment type will be resolved at runtime to determine the actual accounts to utilize in the process.

9. Choose the type of **Distribution** you want to use for this allocation:

- **Any**: Allows the allocation process to use the full amount of the assigned/calculated recipient distribution. This can drive the source balance negative.
- **Full**: Allows the allocation process to distribute the entire source amount (Distribution Total). Recipients listed after the source amount is consumed will not receive a full distribution. The allocation process can adjust the last recipient account to include any remaining portion of the source. It is recommended to use the Full distribution type if you are using the Weighted or Average Balance allocation methods.
- **Partial**: Does not permit distribution of more than the source amount (Distribution Total). Recipients listed after the source amount is consumed will not receive a full distribution. Source amounts remaining after recipient distribution will remain in the source accounts.

Periodic Allocation Codes Screen - Sources Tab

GL Periodic Allocation Codes

Allocation Code ID: Allocation 1

Status: Active

Effective Date:

Expiration Date:

Copy From:

Type: Account

Distribution: Any

Segments

Segment ID	Offset ID	Percentage	Limit

Record 0 of 0

Accounts

Account ID	Offset ID	Percent	Limit
020001000		100.00	
000001000		100.00	
010001000		100.00	

Record 3 of 3

If the source Type is **Segment**, enter the following into the **Segments** section:

1. Select a **Segment ID** to use to select Source Accounts.
2. If applicable, enter an **Offset ID** segment to use to select offset Accounts.
3. The **Percentage** and **Limit** fields are superseded by the values in the **Accounts** section. You can enter the Percentage and Limit in either location.

In the **Accounts** section:

1. Select a masked **Account ID** number if the Type is Segment (i.e. 1123-xx-999), or select a full Account ID if the Type is Account.
2. If applicable, select an **Offset ID** Account ID (not available if the Type is Segment) to offset the distributed amounts.

- If the Type is Account, enter the percentage of the Account's balance to distribute in the **Percent** column.

Any value you enter here will override the Segments percentage value.

- If the Type is Account, enter an allocation limit in the **Limit** column, if applicable.

Periodic Allocation Codes Screen - Recipients Tab

GL Periodic Allocation Codes

Allocation Code ID: Allocation 1 Copy From: []

Status: Active Effective Date: [] Expiration Date: []

Sources Recipients

Type: Account Allocation: Fixed

Segments

Re-sequence

Segment ID	Type	Amount	Basis ID

Record 0 of 0

Accounts

Re-sequence

Account ID	Type	Amount	Basis ID
000001200	Percentage	40.00	
000001220	Percentage	50.00	
000003500	Percentage	10.00	

Record 4 of 4

- Select the **Type** of recipient you want to use: **Account** or **Segment**.
 - If you choose **Account**, you will define the source account(s) individually by the full Account ID.
 - If you choose **Segment**, select the segment value to use to determine which accounts will be selected. A recipient of the segment type will be resolved at runtime to determine the actual accounts to utilize in the process.

2. Choose the type of **Allocation** method you want to use:

- **Fixed:** A fixed dollar amount or percentage. The allocation process uses a fixed value for the distribution. Does not utilize basis accounts.
- **Weighted:** The allocation process used a weighted percentage based on the relative total of the recipient basis accounts.
- **Average Balance:** The allocation process uses an average daily balance of each recipient basis account to determine the percentage of distribution for the recipient account.

If the recipient Type is **Segment**, enter the following into the **Segments** section:

1. Select a **Segment ID** to use to select recipient accounts.
2. The **Type** and **Amount** fields are superseded by the values in the **Accounts** section. You can enter the type and amount in either section.
3. If applicable, select a **Basis ID** segment to use to select basis accounts. The **Type** field will be set to **NA**.

In the **Accounts** section:

1. Select a masked **Account ID** number if the **Type** is **Segment** (i.e. 1123-xx-999), or select a full Account ID if the **Type** is **Account**.
2. If the **Allocation** type is “**Fixed**”, select the type of allocation to use: **Percentage** or **Amount**.

Any value you enter here will override the Segments value.

3. Enter the amount or percentage of the allocation for the recipient account in the **Amount** field if the **Allocation** type is “**Fixed**”.
4. If the **Allocation** type is “**Weighted**” or “**Average Balance**”, select a **Basis ID** Account ID, for the recipient basis account for the recipient account.
5. Select the **Save** icon  on the toolbar to save your changes.

Recipient accounts will receive allocations in the order in which they are entered. To change the order of accounts, drag and drop the accounts into the desired order, then click the **Re-sequence** button.

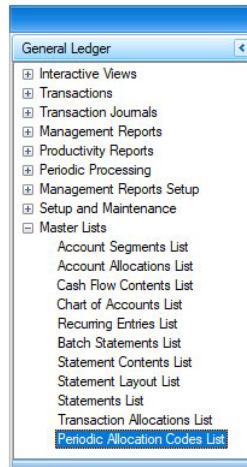
Periodic Allocation Codes List

Print the **Periodic Allocation Codes List** master list to view details about the Periodic Allocation Code IDs you set up.

To produce the **Periodic Allocation Codes List**, follow these steps:

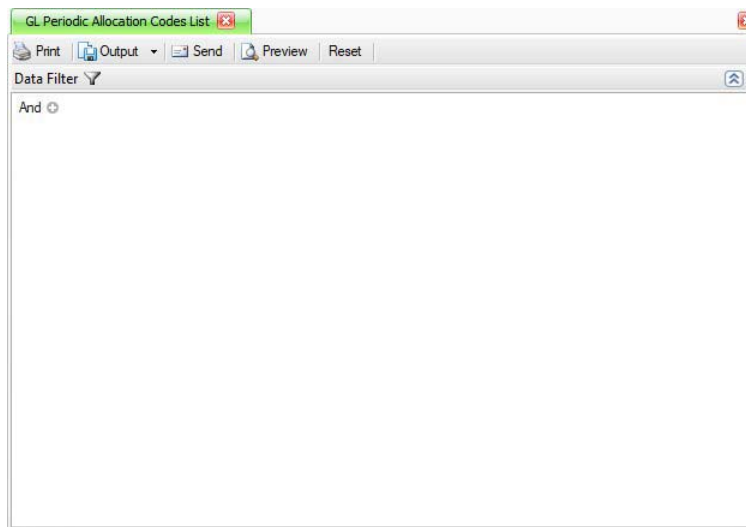
1. Select **Periodic Allocation Codes List** from the **Master Lists** menu.

Periodic Allocation Codes List Menu



2. The **Periodic Allocation Codes List** screen appears.

Periodic Allocation Codes List Screen



3. Select the **Filter Criteria** to print a range of Periodic Allocations. Leave the Data Filter blank to print the list for all Periodic Allocations.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Periodic Allocation Codes List Report

Page 1

Continental Products Unlimited
Periodic Allocation Codes List

Report Filter

Code: Allocation 1

Status Effective Date Expiration Date
Active

Sources

Type	Account	Segment ID	Offset ID	Percentage	Limit
Distribution	Any				
Segments	Order				
Accounts	Order	Account ID	Offset ID	Percentage	Limit
	1	00-000-1000	00-000-1000	100.00	0.00
	2	01-000-1000	01-000-1000	100.00	0.00
	3	02-000-1000	02-000-1000	100.00	0.00

Recipients

Type	Account	Segment ID	Type	Amount/Percent	Basis ID
Allocation	Fixed				
Segments	Order				
Accounts	Order	Account ID	Type	Amount/Percent	Basis ID
	1	00-000-1200	Percentage	40.00	
	2	00-000-1220	Percentage	50.00	
	3	00-000-3500	Percentage	10.00	

Source Accounts

Order	Status	Account	Offset Account	Percentage	Limit
1	Valid	02-000-1000	02-000-1000	100.00	0.00
2	Valid	00-000-1000	00-000-1000	100.00	0.00
3	Valid	01-000-1000	01-000-1000	100.00	0.00

Recipient Accounts

Order	Status	Account	Allocation	Allocation Amt/Pct	Basis Account
1	Valid	00-000-1200	Percentage	40.00	
2	Valid	00-000-1220	Percentage	50.00	
3	Valid	00-000-3500	Percentage	10.00	

Code: Allocation 2

Status Effective Date Expiration Date
Active

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PERIODIC ALLOCATION GROUPS



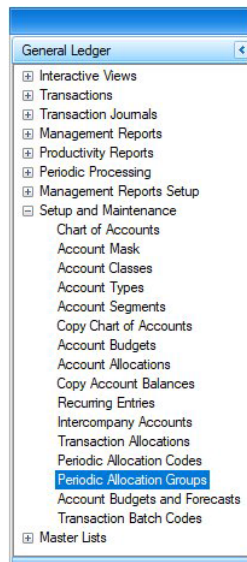
The GL **Periodic Allocation Groups** function allows you to set up and maintain Allocation Groups. An Allocation Group is composed of one or more Allocation Codes in a sequence that determines the order in which allocation calculations occur. Groups of allocations can simplify the setup of complex, multi-step allocations. A group is a collection of allocations that should be performed in a single batch, which allows you to control the order of the calculations and nest allocations for more complex calculations. One or more allocation codes can belong to a group.

Actual GL transactions are generated only when the Usage field for the allocation code is set to Generate; if this field is set to Calculate Only, the resulting “transactions” are written only to a temporary table which can affect account balances for subsequent allocations within the group. This allows for complex calculations based on the results of other allocation calculations without generating transactions until desired.

To create a **Periodic Allocation Group**, follow these steps:

1. Select **Periodic Allocation Groups** from the **Setup and Maintenance** menu.

Periodic Allocation Groups Menu



2. The **Periodic Allocation Groups** screen appears.

Periodic Allocation Groups Screen

GL Periodic Allocation Groups

Allocation Group ID: Group 1 Copy From:

Status: Active Effective Date:

Expiration Date:

Re-sequence

Allocation Code ID	Usage
Allocation 1	Calculate Only
Allocation 2	Generate

Record 3 of 3

3. Select the **New Record** icon  on the toolbar to open a blank Periodic Allocation Group.
4. Enter an **Allocation Group ID**.
5. To copy allocation information from an existing Periodic Allocation Group, select the group from the **Copy From** field.
6. Select a **Status** for the group: **Active** or **Inactive**.
7. If applicable, enter an **Effective Date** for the Periodic Allocation Group.
8. If applicable, enter an **Expiration Date** for the Periodic Allocation Group.
9. Select an **Allocation Code ID** from the drop-down list.
10. Select a **Usage** option:
 - **Calculate Only**: calculates the allocation amounts and stores the information in a temporary table for use with a subsequent allocation calculation.

- **Generate:** Calculates the allocation amounts and writes the transactions to the GL Journal.
11. Repeat steps 9 through 10 for each Allocation Code you want to include in the Periodic Allocation Group.
 12. Select the **Save** icon  on the toolbar to save your changes.

GL PERIODIC ALLOCATIONS OVERVIEW

Summary



Some customers, such as non-profit organizations, need to define and periodically allocate amounts from a pool of source accounts to specific recipient accounts. The GL Periodic Allocations feature allows the user to perform these allocations in a batch mode at various intervals (generally monthly, quarterly, and annually) using one of a number of allocation methods.

Definitions

To help you understand the various terms used when discussing periodic allocations, here is a list of terms and definitions:

Periodic Allocation Codes

The Periodic Allocation Code is conceptually simple and composed of three parts made up of account numbers and/or segment values. These are defined as follows:

ACCOUNTS

Accounts used in the allocation process, whether source accounts, offset accounts, recipient accounts, or basis accounts, can be defined by Account IDs or by Segments. Those defined by Account IDs are straightforward, as each account is defined individually by its full Account ID.

Accounts can also be defined by Segment, where Segments values are chosen and applied to an account list masked for the selected Segment. (For example, the source account might be setup for segment 2 and identified as 11111-XXX with the source segments identified as 222 and 333; this example would then have two source accounts: 11111-222 and 11111-333.)

Any non-active Account IDs (Inactive, Discontinued) are skipped when resolving account lists for allocation calculation or reporting. This includes source, offset, recipient and basis account ID entries.

SOURCES

One or more Account IDs that contain the amounts to be distributed to the recipient accounts. These accounts are used in transactions during the allocation time period, and serve to accumulate the balances that will be distributed when the allocations are run. For a given Periodic Allocation Code, you can choose the type of distribution to use:

- **Any:** Allows the allocation process to use the full amount of the assigned/calculated recipient distribution. This can drive the source balance negative.

- **Full:** Allows the allocation process to distribute the entire source amount (Distribution Total). Recipients listed after the source amount is consumed will not receive a full distribution. The allocation process can adjust the last recipient account to include any remaining portion of the source. It is recommended to use the Full distribution type if you are using the Weighted or Average Balance allocation methods.
- **Partial:** Does not permit distribution of more than the source amount (Distribution Total). Recipients listed after the source amount is consumed will not receive a full distribution. Source amounts remaining after recipient distribution will remain in the source accounts. Some percentage of each account balance may be used.

Each source account may be reversed directly during the allocation process, or the source account may carry an offset Account ID or Segment that will be used for the balance reversal during the allocation process.

RECIPIENTS

One or more accounts that receive calculated distribution amounts from the source accounts. Each recipient account will receive its calculated portion of the distribution amount as indicated by allocation type.

ALLOCATION BASIS ACCOUNTS

An Allocation Basis is a way to determine the distribution of funds. Allocation Basis Accounts are reference accounts in that the amount in the basis account(s) is used to determine the percentage to be distributed from the source account(s) to the recipient account(s). The result of the calculations may distribute more or less than the total in the source account(s) or an equal amount, depending on the type of distribution (Any, Full, or Partial) setting for the allocation. Basis Accounts are not utilized with the Fixed allocation method. See Allocation Bases for each recipient account (from the GL balance or activity plus or minus any previous allocations from prior calculations in the same allocation group) are determined based on the Allocation Basis Method defined: in Calculating Allocations for more information.

ALLOCATION METHODS

Recipient accounts (or segments) are associated with an Allocation Method, which is the measurement by which the distribution amount for each recipient account is determined.

There are three allocation methods:

Allocation Basis Method	Detail
Fixed	A fixed dollar amount or percentage. The allocation process uses a fixed value for the distribution. Does not utilize basis accounts.
Weighted	The allocation process used a weighted percentage based on the relative total of the recipient basis accounts.

Allocation Basis Method	Detail
Average Balance	The allocation process uses an average daily balance of each recipient basis account to determine the percentage of distribution for the recipient account.

Periodic Allocation Groups

A Periodic Allocation Group is composed of one or more Periodic Allocation Codes in a sequence that determines the order in which allocation calculations occur. Groups of allocations can simplify the setup of complex, multi-step allocations.

Actual GL transactions are generated only when the Usage field for the Periodic Allocation Code is set to Generate; if this field is set to Calculate Only, the resulting “transactions” are written only to a temporary table which can affect account balances for subsequent allocations within the group. This allows for complex calculations based on the results of other allocation calculations without generating transactions until desired.

Setup Information

Before using the GL Periodic Allocations functionality, you must set up Periodic Allocation Codes and Periodic Allocation Groups in GL, Setup and Maintenance.

GL Periodic Allocation Codes

The GL Periodic Allocation Codes function allows you to set up and maintain allocations, including selection of source and recipient accounts or segments, as well as the types of distribution and allocation methods to use when calculating allocations for that code.

To create a new Periodic Allocation Code, enter an Allocation Code ID, select whether the code is Active or Inactive, and enter an Effectivity and/or Expiration Date, if applicable. You can also copy allocation information from an existing code.

SOURCES

The Source account(s) can be defined by Account IDs or by Segments. Select the Type of source you want to use:

- **Account:** If you choose this source type, you will define the source account(s) individually by the full Account ID.
- **Segment:** If you choose to define source accounts by Segment, select the Segment value to use to identify the source account(s).

Choose the type of Distribution you want to use for this allocation:

- **Any:** Use the full amount of the assigned/calculated recipient distribution. This can drive the source balance negative.
- **Full:** Distribute the entire source amount (Distribution Total). Recipients listed after the source amount is consumed will not receive a full distribution. It is recommended to use the Full distribution type if you are using the Weighted or Average Balance allocation methods.
- **Partial:** Does not permit distribution of more than the source amount (Distribution Total). Source amounts remaining after recipient distribution will remain in the source accounts.

Once you have chosen a **Type** of source account and a **Distribution** type, you can enter the source account(s) by Segment or Account ID.

If you are defining the source account(s) by segment:

- Enter the **Segment ID(s)** you want to use for the source account(s) in the Segments section.
- If you want to use offset account(s) for balance reversal, select an **Offset** Segment ID to use with each source Segment ID.
- Enter the **Percentage** of the account balance(s) to distribute. A percentage of 100 will distribute the entire amount in the account(s). If you want to distribute the source funds up to a certain dollar amount, enter that maximum amount in the Limit column.

If you are defining the Source account(s) by Account ID, leave this segment section blank.

In the **Accounts** section, if you are defining the source account(s) by Account ID:

- Select the source **Account ID(s)** from which you want to distribute.
- If you want to use offset account(s) for balance reversal, select an **Offset** Account ID to use with each source Account ID.
- Enter the **Percentage** of the account balance(s) to distribute. A percentage of 100 will distribute the entire amount in the account(s). If you want to distribute the source funds up to a certain dollar amount, enter that maximum amount in the Limit column.

If you are defining the Source Account(s) by Segment, select the Account ID mask(s) for the Source Accounts, as well as the Offset Account(s), if applicable. Any percent value you enter here will override the Segments value.

RECIPIENTS

The Recipient Account(s) can be defined by Account IDs or by segments. Select the **Type** of source you want to use:

- **Account:** If you choose this source type, you will define the Source Account(s) individually by the full Account ID.
- **Segment:** If you choose to define Source Accounts by Segment, select the Segment value to use to identify the Source Account(s).

Choose the Allocation Method you want to use for this allocation:

- **Fixed:** Use a fixed dollar amount or percentage for the distribution. Does not utilize basis accounts.
- **Weighted:** Use a weighted percentage based on the relative total of the recipient basis accounts.
- **Average Balance:** Use an average daily balance of each recipient basis account to determine the percentage of distribution for the recipient account(s).

If you are defining the Recipient Account(s) by Segment:

- Enter the **Segment ID(s)** you want to use for the Recipient Account(s) in the Segments section.
- If you are not using basis accounts to determine the allocation percentages, select the **Type** of allocation (**Percentage** or **Amount**) as applicable.
- If you are not using basis accounts to determine the allocation percentages, enter the percentage or amount to allocate to the account in the **Amount** column. A percentage of 100 will allocate the entire distribution amount to the account.
- If you want to use basis account(s) to determine the percentage of allocation for the Recipient Account(s), select a **Basis** Segment ID to use with each Recipient Segment ID. Basis accounts are not used with the Fixed allocation method.

If you are defining the Recipient Account(s) by Account ID, leave this section blank.

In the **Accounts** section, if you are defining the Recipient Account(s) by Account ID:

- Select the recipient **Account ID(s)** to which you want to distribute.
- If you want to use basis account(s) to determine the percentage of allocation to the recipient account(s), select a **Basis** Account ID to use with each Recipient Account ID. The **Type** field will be set to NA.
- If you are not using basis accounts to determine the allocation percentages, select the **Type** of allocation (**Percentage** or **Amount**) as applicable.

- If you are not using basis accounts to determine the allocation percentages, enter the percentage or amount to allocate to the account in the **Amount** column. A percentage of 100 will allocate the entire distribution amount to the account. Any value you enter here will override the Segment value.

If you are defining the recipient account(s) by Segment, select the **Account ID** mask(s) for the Recipient Account(s), as well as the **Basis ID** mask(s) for the basis account(s), if applicable.

GL Periodic Allocation Groups

The GL **Periodic Allocation Groups** function allows you to set up and maintain Periodic Allocation Groups. A group is a collection of allocations that should be performed in a single batch, which allows you to control the order of the calculations and nest allocations for more complex calculations. One or more Periodic Allocation Codes can belong to a group.

When creating a new Periodic Allocation Group, enter an **Allocation Group ID** for the group, select whether the **Status** of the group is Active or Inactive, and enter an **Effective Date** and/or an **Expiration Date**, if applicable. You can also copy information from an existing group.

Once you have defined the group, select one or more Periodic **Allocation Codes** as members of the group. Choose whether to just calculate the allocation, or generate the actual transactions. The **Calculate Only** option is useful when you need to execute complex allocation calculations based on the results of a previous calculation within the group.

Workflow

The **Periodic Allocations** function on the General Ledger, Periodic Processing menu calculates allocations for the groups specified (see Advanced Details-- Calculating Allocations). You can calculate the potential allocations without generating any actual GL Transactions by using the **Calculate** button on the Periodic Allocations screen.

Valid entries must have an Active status, an Effective Date as of the current session date, and an Expiration Date later than the current session date.

NOTES:

- Before performing Periodic Allocations, make sure you have completed prior year processing (Post to Master, Clear and Close Last Year) and performed the Update Current Year process. This ensures that no outstanding journal entries from the prior year are excluded from the distributed balances.
- If you use multi-currency, and if GL Accounts in foreign currencies are involved in the Periodic Allocation, run the Post Unrealized Gains and Losses function to realign the account and base currency amount for the As-Of period before you process allocations.



- You cannot cross a fiscal year end. You can choose last year balances or current year balances and a range of periods within them, but you cannot do period 11 of one year to period 2 of the next.

GL Periodic Allocations function

Select Data Filter criteria, if necessary, then click the **Apply** button to use the data filter criteria to generate a list of Periodic Allocation Groups.

Once you have a list of Periodic Allocation Groups, continue with the allocation process:

- Set the **Transaction Date** and **Period/Year** for the resulting allocation entries.
- Select the **Type of Source** amount to use to identify the distribution amount:
 - **Balance:** Use the balance at the end of the selected period to determine the source amount to distribute.
 - **Activity:** Use the sum of the activity during the selected beginning and ending period(s) to determine the source amount to distribute.
- Select the **Type of Basis** Account Amount to use to identify the allocation percentage:
 - **Balance:** Use the balance at the end of the selected period to determine the basis account percentage.
 - **Activity:** Use the sum of the activity during the selected beginning and ending period(s) to determine the basis account percentage.
- Add any **Comments** for the allocation.
- Select the Periodic Allocation Group(s) for which you would like to process allocations by marking the check box for the group(s). Use the **Select All** button to mark all the check boxes, or use the **Unselect All** button to clear all the check boxes.

You can calculate the potential allocations without generating any actual GL Transactions by using the **Calculate** button or the **Preview** button on the toolbar. These actions create a journal for the purpose of pre-verifying the calculations before actually running the process.

When you are ready to run the process and generate the actual GL Transactions, use the **Generate** button on the toolbar. After you generate the allocations, the resulting log will be necessary for audit purposes and should be saved as such. The log details the calculations performed for each Periodic Allocation Group/Periodic Allocation Code and the resulting temporary and/or actual transaction created at each step.

Sample GL Periodic Allocations Log Page 1

Continental Products Unlimited											Page
GL Periodic Allocations Journal											
Code	Order	Status	Effective Date	Expiration Date	Recipient Total	Offset %	Offset Total				
Allocation 1	Distribution Type	Allocation Basis	Source Total	Basis Total							
Source	1	Active	-234,144.89		-234,144.70	100.00	-234,144.70				
	Any	Fixed									
	Order	Status	Account	Offset Account	Percentage	Limit	Balance	Source Amount	Offset Amount		
	1	Valid	02-000-1000	02-000-1000	100.00	0.00	0.00	0.00	0.00		
	2	Valid	00-000-1000	00-000-1000	100.00	0.00	0.00	0.00	0.00		
	3	Valid	01-000-1000	01-000-1000	100.00	0.00	-234,144.89	-234,144.89	-234,144.70		
	Recipient	Order	Status	Account	Basis Account	Allocation Type	Allocation Amt/Pct	Basis Balance	Basis Amt/Pct	Distribution Amount	
		1	Valid	00-000-1200		Percentage	40.00			-93,657.88	
		2	Valid	00-000-1220		Percentage	50.00			-117,072.35	
		3	Valid	00-000-3500		Percentage	10.00			-23,414.47	
Allocation 2	Order	Usage Type	Account						Amount		
	1	Calculate Only	02-000-1000						0.00		
	2	Calculate Only	00-000-1000						0.00		
	3	Calculate Only	01-000-1000						234,144.89		
	4	Calculate Only	01-000-1000						0.01		
	5	Calculate Only	00-000-1200						-93,657.88		
	6	Calculate Only	00-000-1220						-117,072.35		
	7	Calculate Only	00-000-3500						-23,414.47		
	2	Active									
	Any	Fixed		0.01			0.01	100.00	0.01		
Source	Order	Status	Account	Offset Account	Percentage	Limit	Balance	Source Amount	Offset Amount		
	1	Valid	02-000-1000	02-000-1000	100.00	0.00	0.00	0.00	0.00		
	2	Valid	00-000-1000	00-000-1000	100.00	0.00	0.00	0.00	0.00		
	3	Valid	01-000-1000	01-000-1000	100.00	0.00	0.01	0.01	0.01		
	Recipient	Order	Status	Account	Basis Account	Allocation Type	Allocation Amt/Pct	Basis Balance	Basis Amt/Pct	Distribution Amount	
		1	Valid	00-000-1200		Percentage	50.00			0.01	
		2	Valid	00-000-1220		Percentage	35.00			0.00	
		3	Valid	00-000-3500		Percentage	15.00			0.00	
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	30/2018 10:33 AM										

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Sample GL Periodic Allocations Log Page 2

Continental Products Unlimited						Page 4
GL Periodic Allocations Journal						20180530153366
GL Entries						
Posted to Fiscal Year	2018					
Fiscal Period	5					
Reference	Description	GL Account	Amount From	Debit	Credit	
Pd Allocations	Periodic Alloc (Source)	01-000-1000	0.01 USD	0.01	0.01	
Pd Allocations	Periodic Alloc (Recipient)	00-000-1200	0.01 USD			
Total for Fiscal Period 5				0.01	0.01	
Grand Total				0.01	0.01	

5/30/2018 10:33 AM

*** End of Report ***

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Advanced Details-- Calculating Allocations

This section offers detailed information regarding Periodic Allocations designed to illustrate how TRAVERSE calculates the distribution amounts. See the Sample Calculations section for examples of how the system determines allocation distributions.

These are the eight steps the system follows when calculating allocation transactions:

Step 1 Resolve source and offset accounts.

1. **Resolve source account list.** TRAVERSE creates a list of source accounts based on the Source Account ID and/or Segment criteria. Source Segment values are used as defaults for the resolved account detail when values are not provided for the detail entry.
2. **Resolve offset account list.** TRAVERSE creates a list of offset accounts based on the Offset Account ID and/or Segment criteria. Offset Segment values are used as defaults for the resolved account detail when values are not provided for the detail entry. Resolved Offset Accounts that are inactive or invalid will use the corresponding Source Account.

Step 2 Resolve recipient account list.

TRAVERSE creates a list of the target recipient accounts based on the Recipient Account and/or Segment criteria. Recipient Segment values are used as defaults for the resolved account detail when values are not provided for the detail entry.

Step 3 Resolve recipient basis account lists.

The system determines the Allocation basis account(s) based on the Account ID and/or Segments defined for each Recipient Account. Basis Segment values are used as defaults for the resolved account detail when values are not provided for the detail entry. Resolved Basis Accounts that are inactive or invalid will use the corresponding Recipient Account.

Step 4 Determine Source Amounts.

The balances from the Source Accounts listed (from the General Ledger balance or activity plus or minus any previous allocations from prior calculations in the same Periodic Allocation Group) are multiplied by the source Percentage to Allocate to result in each account's Source Amount. These are then added together to determine the Distribution Total.

Step 5 Determine the Allocation Basis amounts/percentages.

Allocation Bases for each Recipient Account (from the GL balance or activity plus or minus any previous allocations from prior calculations in the same Periodic Allocation Group) are determined based on the Allocation Basis Method defined:

- **Fixed Percentage/Amount Method:** For fixed amounts or percentages, the chosen value is used.

- **Weighted Method:** In a weighted percentage, a Cumulative Total is determined from summing the balances or activity of all recipient basis accounts, which is then used as the divisor in the following formula.

$$\frac{\text{Recipient basis total}}{\text{Cumulative total}}$$

When the Cumulative Total is zero, the calculated Allocation Base Percentage will be zero (0).

- **Average (Daily) Balance:** This method differs from a weighted percentage in how the Basis Account balance is determined. For allocations using the Average Balance method, the user enters a beginning and ending period for the allocation when the group allocation is run. Then, instead of using each basis account's balance in the calculation, the system calculates the balance to be used in the following way:
 1. Identifies the starting date as the first day of the beginning period and the ending date as the last date of the ending period.
 2. Calculates the beginning balance for the account on the beginning date (the ending balance of the previous period).
 3. Considers all of the transaction dates between the starting and ending dates and the resulting account balance after each transaction.
 - a. Identify all transactions within the beginning and ending fiscal periods.
 - b. Entries with transaction dates prior to the beginning of the transaction fiscal period should use the beginning date of the transaction period. Entries with transaction dates after the end of the transaction fiscal period should use the ending date of the transaction period. This resolves the potential mismatch between transaction dates and fiscal periods.
 - c. Use a placeholder for generated allocation transactions when the transaction date used for them will be within the period range.
 - d. Aggregate a summary by account, date, and fiscal period.
 4. Calculates the number of days from the starting date specified to the first transaction (inclusive of the starting date), and then multiplies that number by the beginning balance to get a weighted total for those days.
 5. Repeat this process for each of the transaction dates in the list, culminating with the time period from the last transaction date in the list to the ending date specified.
 6. Sum the weighted totals for each transaction time period.

7. Divide the sum of the weighted totals by the total number of days from the beginning date to the ending date specified for the allocation to arrive at the Average Balance for the associated Basis Account.

To calculate the percentage, TRAVERSE determines a Cumulative Total by summing the average balances of all recipient basis accounts, which is then used as the divisor in the formula.

$$\frac{\text{Recipient basis average balance}}{\text{Cumulative average balance total}}$$

When the Cumulative average balance total is zero, the calculated Allocation Base Percentage will be zero (0).

Step 6 Calculate Distribution amounts.

TRAVERSE determines the **Distribution Amount** for each Recipient Account in a top-down fashion.

- If the allocation basis is a percentage (either Fixed or Calculated), the amount is calculated by multiplying the percentage by the **Distribution Total**.
- If the allocation basis is a fixed dollar amount, that amount is used.

A running **Accumulated Distribution Total (ADT)** value is kept as each recipient account's **Distribution Amount** is calculated. Handling of **ADT** shortages or overages in relation to the **Distribution Total** is determined by the source **Allocable Total** setting, as follows:

- If the **Allocable Total** setting is **Any**, the calculated **Distribution Amount** is always used.
- If the **Allocable Total** setting is **Full** or **Partial**, the recipient's **Distribution Amount** is adjusted downward as necessary if at any point the **ADT** plus the computed **Distribution Amount** exceeds the **Distribution Total**. Adjust toward 0 if necessary to properly evaluate the remaining balance when working with negative **ADT** values.
- If the **Allocable Total** setting is **Full**, the last recipient account's calculated **Distribution Amount** is adjusted upward, if necessary, to bring the **ADT** equal to the **Distribution Total**.

Finally, the sum of the recipient **Distribution Amounts** (the **ADT**) is divided by the **Distribution Total** to calculate the **Source Adjustment Percentage**.

Step 7 Calculate reversing source transactions.

The system creates GL transactions for each source account (or its assigned Offset Account) for its **Source Amount**, adjusted by the **Source Adjustment Percentage**. The last source transaction is adjusted, by rounding if necessary, to force the reversing transactions to equal the **ADT**. These transactions are made in the GL Journal if specified in the Periodic Allocation Group (**Usage Type**).

Step 8 Create recipient allocation transactions.

The system creates GL transactions to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group (**Usage Type**). In all cases, the sum of the recipient allocation transactions must balance exactly with the sum of the reversing source transactions.

USING GENERAL LEDGER

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OVERVIEW

Use the General Ledger system to maintain the Chart of Accounts, enter and process journal entries, and prepare financial reports.

To record and report a business's financial activity, follow this procedure:

1. Enter the General Ledger Journal Transactions (page 4-11), and copy the applicable Recurring Entries (page 4-23) to a Transactions journal or to the **General Ledger Journal**.
2. Print the General Ledger **Journal** (page 4-37) and, optionally, the **Activity Report** (page 4-45) to make sure all of the entries are correct. Edit any transactions (page 4-29) that were entered incorrectly. Then print the adjusted General Ledger **Journal** and the **Activity Report** as part of your audit trail.
3. Use the **Post to Master** (page 4-51) function to write your journal entries to the balance of the accounts.
4. Print a **Trial Balance Report** (page 7-9) to make sure that everything was posted correctly and that both the debits and the credits balance.
5. When you are sure that everything is correct, produce the financial statements you created in the **Statement Layout** (page 7-37) and **Statement Content** (page 7-63) functions.

If you need to look at General Ledger Accounts and their history of posted and unposted transactions, use the **Transaction View** (page 5-15) function.

USING TRANSACTIONS & TRANSACTION JOURNALS MENUS

Use the functions on the Transactions and the Transaction Journals menus for the following tasks:

- Use the **Transactions** (page 4-11) function to enter such GL Journal transactions as revenues, expenses, and asset acquisitions and then write them to the journal.
- Use the **Copy Recurring Entries** (page 4-23) function to create transactions for the recurring journal entries you defined in the Recurring Entries function.
- Use the **Edit Transactions** (page 4-29) function to change unposted transactions.
- Print the **GL Journal** (page 4-39) before posting transactions to the Master to proof your work or after posting transactions from other interfaced applications including General Ledger to review historical transactions for a range of Account IDs and periods.
- Print the **Activity Report** (page 4-45) to list the activity and the ending balance for a range of Account IDs and periods.
- Review individual accounts and their transaction history as needed through the View Menu functions.
- **Post to Master** (page 4-51) General Ledger transactions.

USING TRANSACTIONS

Transactions Overview

Before you use the Transactions functions, set up and verify all codes and IDs.

Below is a summary of the Transactions functions for General Ledger.

Use the Transactions functions to perform these tasks:

- Use the **Transactions** (page 4-11) function to enter GL Journal transactions, such as revenues, expenses, and asset acquisitions.

NOTE: You don't need to use the Transactions function to enter all GL Journal transactions. Other TRAVERSE applications (such as Accounts Payable/Purchase Order, Accounts Receivable/Sales Order, Inventory, and Bank Reconciliation) update the GL Journal with the proper entries if you interface them with General Ledger.

If you use other functions to update the GL Journal, you still must use the **Transactions** function to make miscellaneous entries and adjustments.

- Use the **Copy Recurring Entries** (page 4-23) function to create transactions for the recurring journal entries you defined in the Recurring Entries function (page 3-75).
- Use the **Edit Transactions** (page 4-29) function to edit unposted transactions or make reversing entries and correcting entries.

To verify unposted transactions, use the Transaction Journals functions to print the **GL Journal** (page 4-39) and the **Activity Report** (page 4-45). If a transaction is incorrect, use the **Edit Transactions** function to edit it, then reprint the appropriate journal or report.

Task Summary

Perform Preliminary Tasks

Before you enter GL Journal transactions, obtain a copy of the Chart of Accounts for each company and a detailed list of the latest entries you need to make for each company. You can use original documents (check register, invoices, books of original entry), but make sure that you have all of them; each company's entries must balance.

You can enter Transactions for only one company at a time. Before you select the **Transactions** function, make sure that the correct company and date appear on the main menu.

You can enter transactions only in your current fiscal year.

Use Source Codes

Each transaction has a two-character Source Code that indicates the origin of the transaction. You can use the Source Code to select the types of entries to include in the GL Journal and the GL Activity Report.

The default Source Code for entries made in the **Transactions** function is **M1**. You can change the second character to any other numbers or to letters to distinguish the entry, but the first character must be the letter **M** (manual entry).

You can enter an auto reversing accrual transaction with source code **R1** to reverse the transaction automatically (see **Automatically Reverse Accrual Entries**) in the next period.

The following list contains suggestions for assigning source codes:

- Assign source codes for special entries; for example, use MY for year-end audit adjustments.
- Assign a character to each week in the period. When you print a GL Journal that contains transactions with the same Source Code, you can see the entries for a particular week.
- Assign a different character to each person who makes entries, so that you know who entered each transaction.

The following table lists assigned Source Codes:

NameCode	NameSource of Entry
AL	General Ledger Automatic Allocation
AP	Accounts Payable
AR	Accounts Receivable
BM	Bill of Materials/Kitting
BR	Bank Reconciliation
CL	GL Year-End Closing
FA	Fixed Assets
GO	Realized Gains/Losses
G1	Unrealized Gains/Losses

G2	Unrealized Gains/Losses Reversing
GL	General Ledger
IN	Inventory
JC	Project Cost
M1	Manual Entry
MB	MFG - Bills of Material
MP	MFG - Production
PA	Payroll
PO	Purchase Order
PS	Point-of-Sale
R1	GL Auto-Reversing Accrual (entered)
R2	GL Auto-Reversed Accrual (generated)
RE	General Ledger Recurring Entry
SD	Service Director
SO	Sales Order

The system assigns Source Code **R2** to transactions that automatically reverse **R1** transactions.

Automatically Reverse Accrual Entries

If you want the General Ledger system to reverse accrual entries automatically, enter the accrual transaction with Source Code **R1**. The system generates a transaction for the next period that reverses the accrual entry. The reversing entry has a Source Code of **R2**.

For example, suppose that your company usually has accrued wages at the end of the month. You could enter **R1** transactions to account for the accrued wages expense. The next month the system would generate **R2** transactions that reverse the accrual entries, saving you that step. When the wages are paid, you enter transactions for the full amount.

An **R1** accrual transaction you enter in the last period of the current fiscal year will be reversed in period one of the next fiscal year if you selected **No** for the **Use Period 13 For Normal Processing** option in the Business Rules function (page 3-9). If you selected **Yes** the **R2** transaction would be put into your extra period (13) at the end of the year.

Make Automatic Allocations

You can make automatic allocations by entering the Account ID that is set up in the **Account Allocations** function and selecting the **Allocate** box. When you post to master transactions to Account IDs that have selected Allocation boxes, they are distributed to the Account IDs specified in the Allocation record.

Perform Double-Entry Bookkeeping

Double-entry bookkeeping requires an offsetting Credit for each Debit and vice versa. You must continue entering transactions until the balance of the entries is zero.

If you need to leave the screen in an out-of-balance situation, you can enter the Forced-Balance Password in the Out of Balance dialog box. This dialog box appears when you try to close a screen when it is out-of-balance.

Reversing Incorrect Entries

If you save an incorrect transaction, use the **Edit Transactions** function to correct the problem, or enter a reversing transaction and then enter the transaction correctly.

Each time you enter journal transactions for a company, print the **GL Journal** for that period so that you have an audit trail of the transactions.

TRANSACTIONS

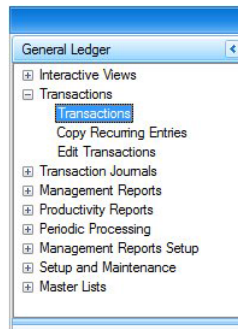
You can make journal entries to any of the periods that are not closed in the Period Conversion table, at any time in the fiscal period or year. Only Transactions associated with the current fiscal year appear. To view Transactions from a different fiscal year, change the fiscal year using the **Change Fiscal Year** function on the Periodic Processing menu.

The Transactions entered are “private” or user and workstation specific, meaning only the logged in user on the workstation on which they entered the Transaction, can view or edit the Transactions. Once the Transactions are written to the journal they become “public” or viewed and editable by all users with permissions to the Edit Transactions function.

To enter **Transactions** follow these steps:

1. Select **Transactions** from the **Transactions** menu.

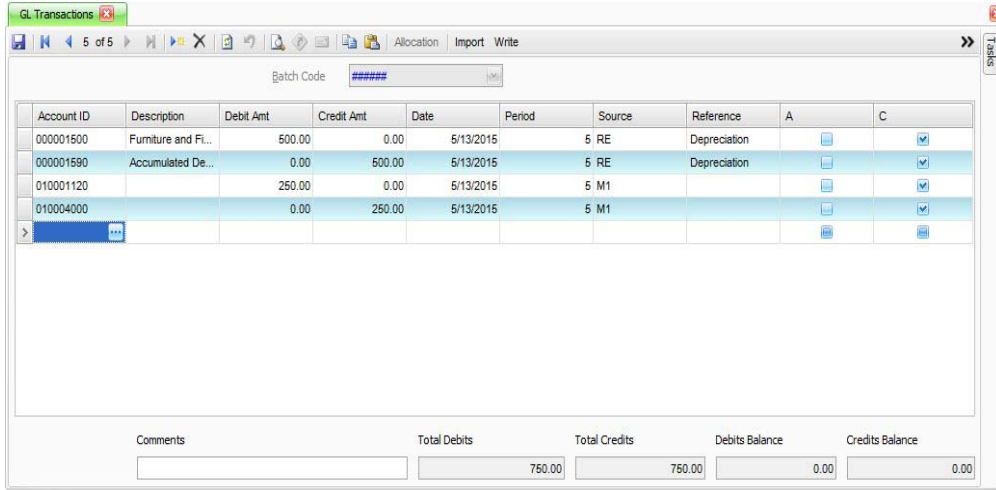
Transactions Menu



- The **Transactions** screen appears.
- To enter a new transaction, click the **New Record**  button on the toolbar. To edit an existing transaction, select that transaction from the list.

Transactions Screen Summary View

>>



GL Transactions

Batch Code: #####

Account ID	Description	Debit Amt	Credit Amt	Date	Period	Source	Reference	A	C
000001500	Furniture and Fix...	500.00	0.00	5/13/2015		5 RE	Depreciation	☐	☒
000001590	Accumulated De...	0.00	500.00	5/13/2015		5 RE	Depreciation	☐	☒
010001120		250.00	0.00	5/13/2015		5 M1		☐	☒
010004000		0.00	250.00	5/13/2015		5 M1		☐	☒

Comments:

Total Debits: 750.00 Total Credits: 750.00 Debits Balance: 0.00 Credits Balance: 0.00

- Select a **Batch Code**, if you have the Business Rule set to Yes to Use Batch Processing.
- Select or enter the **Account ID** to which the transaction applies.
- Enter a **Description** of the Transaction, for example: training. What you type will print in the **Description** field on the **GL Journal** report.
- Enter the Debit amount for the Debit transaction in the **Debit Amt** field. For Credit transactions, skip this field.
- Enter the Credit amount for the Credit transaction in the **Credit Amt** field. For Debit transactions skip this field.

NOTE: When multi-currency is used the labels will display as **Debit Amt Fgn** and **Credit Amt Fgn**.



9. The current **Date** appears. Edit this date, if necessary.
10. The fiscal **Period** corresponding to the transaction Date appears. Use the default Period, or enter a different Period for the Transaction.
11. Enter a **Source** code for the Transaction. You can accept the **M1** default value or enter a different Source Code.

The first character must be **M** for Manual entries, except for Automatically Reversing Accrual entries that must have the source code **R1**. For more information, see **Use Source Codes**.

12. Enter a **Reference** to identify the origin of the Transaction. What you type will print in the **Reference** field on the **GL Journal** report.
13. Select the **A** box to Allocate the transaction according to the Account Allocation record set up for the Account ID when it is posted; otherwise, clear the box. If you select the box and there is no Allocation for the account, a warning message appears.
14. Select the **C** box to include the Transaction in the Cash Flow Statement. Clear the box to exclude the Transaction from the Cash Flow Statement (for example, in the case of a correcting entry).

Clear the box only if you are sure that the Transaction is not a Cash Flow transaction. Incorrect entries can result in an erroneous Cash Flow Statement.

15. Enter a **Comment** that describes the group of Transactions you are entering.

The Comment will be displayed in the System Manager System Audit, SM Activity function, to better reference the group of transactions you are writing to the journal.

If you selected Yes to the Business Rule Require Transaction Comment, you will not be allowed to Write Transactions until a Comment has been entered.

16. The **Total Debits** and **Total Credits** amounts are displayed. These amounts must match before the you are allowed to Write the Transactions to the Journal.
17. Continue entering Transactions until the **Debits Balance** and **Credit Balance** at the bottom of the screen are zero.
18. To split the offsetting amount between two or more accounts, enter the necessary additional transactions to bring the balance to zero.

NOTE: To display other fields in the summary view, right click on a column heading and select Column Chooser and drag and drop a field into the grid. If you would like to take a field away use the Column Chooser and drag and drop the field from the grid to the column chooser window.

Transactions Detail Screen

Transactions Screen Detail View

Account ID	Debit Amt	Credit Amt	Date	Year	Peri...	Sou...	A	C	Entry No	Debit Amt Base	Credit...
000001500	500.00	0.00	5/13/2015	2015	5	RE		☒	0	500.00	0.00
Furniture and Fixtures											
000001590	0.00	500.00	5/13/2015	2015	5	RE		☒	0	0.00	500.00
Accumulated Depreciation											
010001120	250.00	0.00	5/13/2015	2015	5	M1		☒	0	250.00	0.00
010004000	0.00	250.00	5/13/2015	2015	5	M1		☒	0	0.00	250.00

Comments: _____

Total Debits: 750.00 Total Credits: 750.00 Debits Balance: 0.00 Credits Balance: 0.00

1. Click the **Summary/Detail** button to view the detail view of the Transactions.
2. Select a **Batch Code**, if you have the Business Rule set to Yes to Use Batch Processing.
3. Select or enter the **Account ID** to which the transaction applies.
4. Enter the Debit amount for the Debit transaction in the **Debit Amt** field. For Credit transactions, skip this field.
5. Enter the Credit amount for the Credit transaction in the **Credit Amt** field. For Debit transactions skip this field.

NOTE: When multi-currency is used the labels will display as Debit Amt Fgn and Credit Amt Fgn.

- Enter the foreign currency Debit amount for the Debit transaction in the **Debit Amt Fgn** field. For Credit transactions, skip this field. This field is only available if you are using the multi-currency functions.
- Enter the foreign currency Credit amount for the Credit transaction in the **Credit Amt Fgn** field. For Debit transactions skip this field. This field is only available if you are using the multi-currency functions.

6. The current **Date** appears. Edit this date, if necessary.
7. The current **Year** appears and you cannot change it. To change fiscal years, use the Periodic Processing **Change Fiscal Year** function.
8. The fiscal **Period** corresponding to the transaction Date appears. Use the default Period, or enter a different Period for the transaction.
9. Enter a **Source** code for the Transaction. You can accept the **M1** default value or enter a different Source Code.

The first character must be **M** for Manual entries, except for Automatically Reversing Accrual entries that must have the source code **R1**. For more information, see **Use Source Codes**.

10. Select the **A** box to Allocate the transaction according to the Account Allocation record set up for the Account ID when it is posted; otherwise, clear the box. If you select the box and there is no Allocation for the account, a warning message appears.
11. Select the **C** box to include the Transaction in the Cash Flow Statement. Clear the box to exclude the Transaction from the Cash Flow Statement (for example, in the case of a correcting entry).

Clear the box only if you are sure that the Transaction is not a Cash Flow transaction. Incorrect entries can result in an erroneous Cash Flow Statement.

12. Enter an **Entry No**, or leave the field blank to automatically accept the next available entry number when you write the transactions to the journal.
13. If you use multi-currency and the Account ID you selected uses a currency other than the base currency, that **Currency ID** appears and the **Exch Rate** field is available.

Select or enter the Exchange Rate to use for the Transaction, or press F6 to open the System Manager Currency Exchange Rates function to enter a new Exchange Rate.

14. The **Debit Amt Base** amount of the Debit Amt entered is displayed and cannot be edited.

When multi-currency is used the label for the field will be displayed as **Debit Amt**.

If a foreign currency was used to enter the transaction, the base currency amount will be displayed, using the Exchange Rate entered.

15. The **Credit Amt Base** amount of the Credit Amt entered is displayed and cannot be edited.

When multi-currency is used the label for the field will be displayed as **Credit Amt**.

If a foreign currency was used to enter the transaction, the base currency amount will be displayed, using the Exchange Rate entered.

16. Enter a **Description** of the transaction, for example, training. What you type will print in the **Description** field on the **GL Journal** report.
17. Enter a **Reference** to identify the origin of the transaction. What you type will print in the **Reference** field on the **GL Journal** report.
18. Enter a **Comment** that describes the group of Transactions you are entering.

The Comment will be displayed when you select the Activity button to better reference the group of transactions you are writing to the journal.

If you selected Yes to the Business Rule Require Transaction Comment, you will not be allowed to Write Transactions until a Comment has been entered.
19. The **Total Debits** and **Total Credits** amounts are displayed. These amounts must match before the you are allowed to Write the Transactions to the Journal.
20. Continue entering Transactions until the **Debits Balance** and **Credit Balance** at the bottom of the screen are zero.

To split the offsetting amount between two or more accounts, enter the necessary additional transactions to bring the balance to zero.

Transaction Entry Continued (both summary and detail)

21. Click the **Preview** button  to print the **Unwritten Transactions Report**. This report shows transactions not yet written to the GL Journal.
22. The **Unwritten Transactions Report** appears.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Unwritten Transactions Report

Continental Products Unlimited GL Transactions

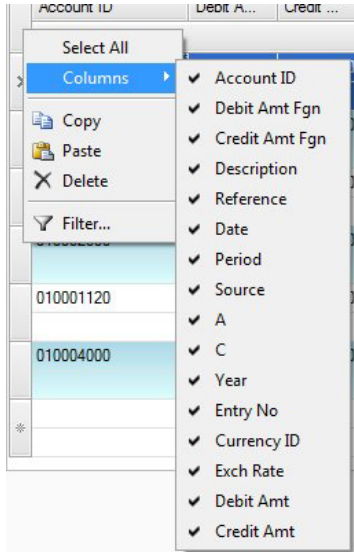
gridBand1														
Account ID	Debit Amt Fgn	Credit Amt Fgn	Date	Year	Period	Source	A	C	Entry No	Currency	IC	Exch Rate	Debit Amt	Credit Am
Description										Reference				
000001500	500.00	0.00	3/2/2012	2012	3	RE	☐	☒	1	USD		1	500.00	0.00
Furniture and Fixtures										Depreciation				
000001590	0.00	500.00	3/2/2012	2012	3	RE	☐	☒	2	USD		1	0.00	500.00
Accumulated Depreciation														
010001120	250.00	0.00	3/2/2012	2012	3	M1	☐	☒	0	USD		1	250.00	0.00
010004000	0.00	250.00	3/2/2012	2012	3	M1	☐	☒	0	USD		1	0.00	250.00
4														

23. Click the **Write** button to write the transactions to the **GL Journal**.

Transactions are not immediately written to the **GL Journal** until the Write button is selected. Instead, they are held in a transaction work file that is associated with the workstation where the transactions were entered, and the user id that entered the transactions. After you click the **Write** button, the transactions are written to the GL Journal and the current Transaction form is cleared. Use the **Edit Transactions** function to edit transactions that you have written to the GL Journal.

24. If you close the screen without writing the transactions to the GL Journal you will get a warning message stating “**Unwritten transactions exist. Continue to exit?**”. You can click **OK** to close the form without writing the transactions to the journal or **Cancel** to return to the Transactions screen and Write the transactions.

Right click on the gray box in the upper left corner of the grid to view the options menu. Select columns to view or hide in the grid. (This is an alternate for the Column chooser):



Out of Balance Dialog Box

The **Out of Balance** dialog box appears when you click **Write** on the **Transactions** screen and the transactions, periods, or years are out of balance.

Transactions - Out of Balance Dialog Box

The following Periods are out of balance:

	Year	Period	Debit	Credit
1	2009	6	0.00	0.01

Press [Cancel] to go back and edit transactions.
Enter password and press [Override] to exit.

Password

- The **Year**, **Period**, **Debit** and **Credit** fields are displayed.
- Select **Cancel** to go back to the **Transactions** screen and manually adjust the out of balance entry.
- Enter the forced-balance **Password** to and select **Override** to override unbalanced entries and write them to the **GL Journal**. To set up or change the password, use the **Business Rules** function.
- Select **Auto Enter** to automatically create an offsetting entry for the out of balance amount on the Transactions screen.

Transaction Allocations



The **Allocation** button appears only if you have the Not for Profit add-on installed, and if you selected Yes to the Use Transaction Allocations Business Rule.

Transactions Screen

Account ID	Description	Debit Amt	Credit Amt	Date	Period	Source	Reference	A	C
000001500	Furniture and Fl...	500.00	0.00	5/13/2015		5 RE	Depreciation	☐	☒
000001590	Accumulated De...	0.00	500.00	5/13/2015		5 RE	Depreciation	☐	☒
010001120		250.00	0.00	5/13/2015		5 M1		☐	☒
010004000		0.00	250.00	5/13/2015		5 M1		☐	☒

Comments:

Total Debits: 750.00 Total Credits: 750.00 Debits Balance: 0.00 Credits Balance: 0.00

Click the **Allocation** button to assign a Transaction **Allocation ID** to the Transaction.

Transactions - Allocate Transactions Screen

OK

Allocation ID:

Expiration Date:

Notes:

	ID	Description
☒ DV		Division
☒ DEP		Department
☒ Main	1120	Main Account

1. Select the **Allocation ID** to associate with the transaction. The allocation's **Description**, **Expiration Date**, and related **Notes** appear.
2. When available, select the account Segment value to which to allocate the transaction.

These boxes are available only if you cleared the check box for that Segment in the **Required Segments** window on the **Transaction Allocations** (page 3-87) screen. If none of the boxes are available, the transaction is automatically allocated to the Segments set up in the **Transaction Allocations** function.

3. Select **OK** to save your changes and return to the **Transactions** screen.

After you associate a transaction with a Transaction Allocation record, the system clears the **Account ID** field and displays the Allocate To Account IDs at the bottom of the screen, when the allocated transaction is selected.

NOTE: If the account corresponding to the segments selected for the Transaction Allocation does not exist, a red circle with an X  appears next to the invalid account, prompting you that invalid accounts exists. Check the Chart of Accounts List and change your selections here or in the Transaction Allocations function to correct the problem.

Transactions - with Allocation entered

GL Transactions

1 of 6 Allocation Write

Account...	Descri...	Debit A...	Credit ...	Date	Period	Source	Refere...	A	C	Debit A...
>		0.00	200.00	06/16/2009	6	M1			☒	0.00
010001120		600.00	0.00	06/16/2009	6	M1			☒	600.00

Total Debits

Total Credits

Debits Balance

Credits Balance

1,300.01	1,300.00	0.01	0.00

Account ID	Description	DebitAmountFgn	CreditAmountFgn
000001200		0.00	100.00
> 000001000		0.00	100.00

COPY RECURRING ENTRIES

Journal entries made regularly, every week, every month, and so on, are called *Recurring Entries*. Use the Recurring Entries function (page 3-75) to set up groups of Recurring Entries. Then use the **Copy Recurring Entries** function to copy the Recurring Entries to the Transactions function or directly to the GL Journal.

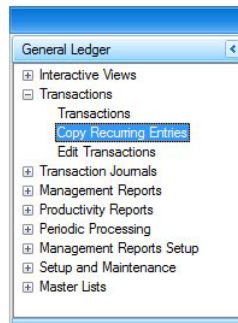
The destination of the Transactions generated from the Recurring Entries will depend on the selection made for the Copy Recurring Entries Directly to the GL Journal Business Rule. Yes will skip the Transactions function and go directly to the GL Journal. No will write the Transactions from the Recurring Entries to the Transactions function.

Before you use this function, make sure that you set up all the Recurring Entries, and have not copied the current set of entries, to prevent having a double set of entries.

To **Copy Recurring Entries**, follow these steps:

1. Select **Copy Recurring Entries** from the **Transactions** menu.

Copy Recurring Entries Menu



- The **Copy Recurring Entries** screen appears.

Copy Recurring Entries Screen

GL Copy Recurring Entries

OK Activity Reset

Recur ID

From

Thru

Copy Date 5/13/2015

Fiscal Period 5

Batch Code #####

Currency ID USD 1

Exch Rate 1

Comments

- Select a range of **Recur IDs** to copy in the **From** and **Thru** fields.
- Select the **Copy Date** to use for the recurring entries transaction date.
- Select the **Fiscal Period** for which to copy the recurring entries.
- Select the **Batch Code** for which to write the recurring entries, if you selected Yes to Use Batch Processing in the Business Rules.
- If you use multi-currency, the currencies for which recurring entries exist (and the number of recurring entries involving that currency) appear in the **Currency ID** box. Select the currency to copy those recurring entries. You can select only one currency at a time. This box does not appear if you do not use multi-currency.
- If you use multi-currency and you selected a currency other than the base currency in the **Currency ID** box, select the **Exchange Rate** to use when you copy recurring entries.
- Enter **Comments** to be viewed in the Activity window associated with this set of recurring entries copied.
- Select **OK** to copy the Recurring Entries.

If you select **OK**, and the recurring entries are copied successfully, the **Copy Recurring Entries Report** appears. If entries are not copied successfully, the **Copy Recurring Entries Error Listing** screen appears.

Command Buttons

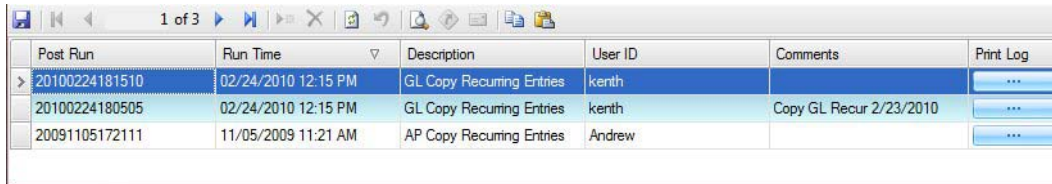
Name	Description
OK	Copy the recurring entries directly to the GL Journal or copy the recurring entries to the transactions work file. Set Business Rules for either one.
Activity	Show the Activity dialog box to view past copying reoccurring entries and reprint logs.
Reset	Set all fields to their default.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20100224181510	02/24/2010 12:15 PM	GL Copy Recuring Entries	kenth		...
20100224180505	02/24/2010 12:15 PM	GL Copy Recuring Entries	kenth	Copy GL Recur 2/23/2010	...
20091105172111	11/05/2009 11:21 AM	AP Copy Recuring Entries	Andrew		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Copy Recurring Entries Report

Continental Products Unlimited					Page 1
Copy Recurring Entries Log					USD
#Error			Thru		
Copy Date	1/1/2010		Fiscal Period	1	
GIRecurringEntriesCopyLo	1				
g.lblExchRate					
Account ID	Source	Alloc	Debit	Credit	
Description	Reference				
Fiscal Period	1/2010				
Recur ID	FixedAsset	Fixed Assets			
000001500	RE	No		500.00	
Furniture and Fixtures					
000001590	RE	No	500.00		
Accumulated Depreciation					
000001510	RE	No		350.00	
Machinery					
000001590	RE	No	350.00		
Accumulated Depreciation					
000001530	RE	No		200.00	
Office Equipment					
000001590	RE	No	200.00		
Accumulated Depreciation					
000001540	RE	No		600.00	
Leaseholds and Improvements					
000001590	RE	No	600.00		
Accumulated Depreciation					
Total for Recur ID FixedAsset			1,650.00	1,650.00	
Total for Fiscal Period 1/2010			1,650.00	1,650.00	
Grand Total			1,650.00	1,650.00	

Copy Recurring Entries Error Listing Screen

Recur ID	Description	Debit Total	Credit Total
> FixedAsset	Line number '30' of recurring entry 'FixedAsset' is invalid.	0.00	0.00

Record 1 of 1

Edit Cancel

The **Copy Recurring Entries Error Listing** screen appears if errors occur before Recurring Entries are copied. The error listing shows the entries that produced errors, and a Description of what caused the error.

To correct the entries in the error listing, follow these steps:

1. Select **Edit**. The **Recurring Entries** screen appears.
2. Edit the Recurring Entries.
3. Return to the Error Listing screen.
4. Select **Cancel** to return to the Copy Recurring Entries screen.
5. Select **OK**.

Command Buttons

Name	Description
Edit	Edit the errors in the Recurring Entries.
Cancel	Save your changes and return to the Copy Recurring Entries screen.

EDIT TRANSACTIONS

Use the **Edit Transactions** function to change GL Journal Transactions that have not yet been Posted to Master. You can change any field except the Source Code (SC). Because you cannot edit entries that have been Posted to Master, only unposted entries appear. In addition, only Transactions associated with the current Fiscal Year appear. To Edit Transactions from a different Fiscal Year, change the Fiscal Year using the **Change Fiscal Year** function (page 6-9) on the **Periodic Processing** menu.

Task Summary

Edit vs. Reverse Transactions

To correct an unposted Transaction, use the **Edit Transactions** function. To correct a posted Transaction, enter a reversing Transaction using the **Transactions** function (page 4-11).

When you Edit Transactions, the GL Journal is the only audit trail of the changes. Your company may prefer to reverse transactions rather than edit the transaction directly so that it has a permanent record in the GL Master.

Print the GL Journal (page 4-39) before and after you Edit Transactions, so that you have an audit trail of the transactions you changed. You also need to print the GL Journal to find the Entry Numbers of the transactions to edit.

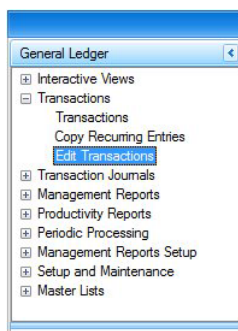
To create a transaction to reverse an unposted transaction, use the **Reverse** button in the upper-left hand section of the **Edit Transactions** screen. This will create a Transaction to reverse the highlighted transaction.

NOTE: Note that the reversing entry is written to the Transactions function, not directly to the Journal. Once a reversing entry has been created, you will need to use the Transactions function to enter another Transaction to balance the reversal and Write that entry to the journal.

To **Edit Transactions** follow these steps:

1. Select **Edit Transactions** from the **Transactions** menu.

Edit Transactions Menu



2. The **Edit Transactions** screen appears.

Edit Transactions Screen Summary View

»

GL Edit Transactions

1 of 178

Apply Filter

And

Reverse

Account ID	Debit Amt	Credit Amt	Description	Reference	Date	Period	A	C	PostRun
> 000001230	0.00	365.03	Electrical Package	ALL061-344	7/17/2012	7	✓	✓	20120717183052
000005030	365.03	0.00	Electrical Package	ALL061-344	7/17/2012	7	✓	✓	20120717183052
000001230	0.00	515.00	Dell Inspiron 150...	Britney	7/11/2012	7	✓	✓	20120711205019
000001230	0.00	1,120.00	Multimedia Desk...	Britney	7/11/2012	7	✓	✓	20120711205019
000004200	0.00	772.50	Dell Inspiron 150...	Britney	7/11/2012	7	✓	✓	20120711205019
000004200	0.00	1,680.00	Multimedia Desk...	Britney	7/11/2012	7	✓	✓	20120711205019
000005030	515.00	0.00	Dell Inspiron 150...	Britney	7/11/2012	7	✓	✓	20120711205019
000005030	1,120.00	0.00	Multimedia Desk...	Britney	7/11/2012	7	✓	✓	20120711205019
000001210	772.50	0.00	Dell Inspiron 150...	Britney	7/11/2012	7	✓	✓	20120711205019
000001210	1,680.00	0.00	Multimedia Desk...	Britney	7/11/2012	7	✓	✓	20120711205019
010001100	0.00	1,000.00	Britney / Kent	Atm047	7/2/2012	7	✓	✓	20120702194023
010001000	1,000.00	0.00	Britney / Kent	Atm047	7/2/2012	7	✓	✓	20120702194023
000001230	0.00	455.06	Water Heater	Britney	7/2/2012	7	✓	✓	20120702193910
000001230	0.00	765.08	Furnace	Britney	7/2/2012	7	✓	✓	20120702193910
000004200	0.00	682.59	Water Heater	Britney	7/2/2012	7	✓	✓	20120702193910
000004200	0.00	1,147.62	Furnace	Britney	7/2/2012	7	✓	✓	20120702193910
000005030	455.06	0.00	Water Heater	Britney	7/2/2012	7	✓	✓	20120702193910
000005030	765.08	0.00	Furnace	Britney	7/2/2012	7	✓	✓	20120702193910
000001210	682.59	0.00	Water Heater	Britney	7/2/2012	7	✓	✓	20120702193910
Total Debits		Total Credits	Debits Balance		Credits Balance				
		563,820.49			0.00		0.00		

3. Select the range of **Filter Criteria** for the transactions to include on the screen. Click the **Apply Filter** button to apply the filter and display the filtered data.
4. Edit the **Account ID** for the transaction, if necessary/allowed.
5. For Debit transactions, the Debit amount appears in the **Debit Amt** field. Edit it if necessary/allowed.
6. For Credit transactions, the Credit amount appears in the **Credit Amt** field. Edit it if necessary/allowed.
7. The transaction's **Description** appears. Edit it if necessary/allowed.
8. A reference identifying the transaction's origin appears in the **Reference** box. Edit it if necessary/allowed.

If the transaction originated in General Ledger, the Reference you entered using the **Transactions** function appears. If the transaction originated in a different application, the Reference depends on the options you set up in that application. For example: if Accounts Payable is not using Post Detail to General Ledger, **AP** appears. If Accounts Payable is using Post Detail to General Ledger, a more detailed entry appears.

9. The transaction date appears in the **Date** box. Edit it if necessary/allowed.
10. Select the **A** box to Allocate the transaction when it is posted; otherwise, clear the box. If you select the box and there is no Allocation record for the Account ID, a warning message appears.
11. Select the **C** box if the transaction is to be included in the Cash Flow Statement; clear the box if the transaction is not to be included in the Cash Flow statement (for example, in the case of a correcting entry.)

Clear the box only if you are sure that the transaction is not a Cash-Flow transaction. Incorrect entries can result in an erroneous Cash Flow Statement.

NOTE: To create a transaction to reverse another unposted transaction, use the **Reverse** button in the upper-right hand section of the Edit Transactions screen. This will create a transaction reversing the highlighted transaction.

Edit Transactions Detail View

Edit Transactions Screen Detail View



GL Edit Transactions

1 of 178

Apply Filter

And

Reverse

Account ID	Debit Amt	Credit Amt	Description
Reference	Date	Pe... So...	A C Year Entry No Curren... Exch ... Debit Amt ... Credit Amt ... Post Run
000001230	0.00	365.03	Electrical Package
ALL061-344	7/17/2012	7 JC	2012 29742 USD 1 0.00 365.03 20120717...
000005030	365.03	0.00	Electrical Package
ALL061-344	7/17/2012	7 JC	2012 29741 USD 1 365.03 0.00 20120717...
000001230	0.00	515.00	Dell Inspiron 1501 Notebook
Britney	7/11/2012	7 JC	2012 29740 USD 1 0.00 515.00 20120711...
000001230	0.00	1,120.00	Multimedia Desktop
Britney	7/11/2012	7 JC	2012 29739 USD 1 0.00 1,120.00 20120711...
000004200	0.00	772.50	Dell Inspiron 1501 Notebook
Britney	7/11/2012	7 JC	2012 29738 USD 1 0.00 772.50 20120711...
000004200	0.00	1,680.00	Multimedia Desktop
Britney	7/11/2012	7 JC	2012 29737 USD 1 0.00 1,680.00 20120711...
000005030	515.00	0.00	Dell Inspiron 1501 Notebook
Britney	7/11/2012	7 JC	2012 29736 USD 1 515.00 0.00 20120711...
000005030	1,120.00	0.00	Multimedia Desktop
Britney	7/11/2012	7 JC	2012 29735 USD 1 1,120.00 0.00 20120711...
000001210	772.50	0.00	Dell Inspiron 1501 Notebook
Britney	7/11/2012	7 JC	2012 29734 USD 1 772.50 0.00 20120711...
Total Debits		Total Credits	Debits Balance Credits Balance
563,820.49		563,820.49	0.00 0.00

12. Select the range of **Filter Criteria** for the transactions to include on the screen. Click the **Apply Filter** button to apply the filter and display the filtered data.
13. Edit the **Account ID** for the transaction, if necessary/allowed.
14. For Debit transactions, the Debit amount appears in the **Debit Amt** field. Edit it if necessary/allowed.
15. For Credit transactions, the Credit amount appears in the **Credit Amt** field. Edit it if necessary/allowed.

NOTE: If the Account ID has a foreign currency, the amounts in the **Debit Amt** and **Credit Amt** fields will be the foreign currency amounts.



16. The transaction's **Description** appears. Edit it if necessary/allowed.

17. A reference identifying the transaction's origin appears in the **Reference** box. Edit it if necessary/allowed.

If the transaction originated in General Ledger, the Reference you entered using the **Transactions** function appears. If the transaction originated in a different application, the Reference depends on the options you set up in that application. For example: if Accounts Payable is not using Post Detail to General Ledger, **AP** appears. If Accounts Payable is using Post Detail to General Ledger, a more detailed entry appears.

18. The transaction date appears in the **Date** box. Edit it if necessary/allowed.

19. The accounting period that corresponds to the transaction date appears in the **Period** box. Edit it if necessary/allowed.

20. The transaction source appears in the **Source** box.

If the transaction originated in General Ledger, the source code you entered in the **Transactions** function appears. (**M1** is the default source code for GL transactions.) If the transaction originated in a different application, the application initials appear. For example, if the transaction was posted from Accounts Payable, **AP** appears.

21. Select the **A** box to Allocate the transaction when it is posted; otherwise, clear the box. If you select the box and there is no Allocation record for the Account ID, a warning message appears.

22. Select the **C** box if the transaction is to be included in the Cash Flow Statement; clear the box if the transaction is not to be included in the Cash Flow statement (for example, in the case of a correcting entry.)

Clear the box only if you are sure that the transaction is not a cash-flow transaction. Incorrect entries can result in an erroneous Cash Flow Statement.

23. The transaction year appears in the **Year** box. This box cannot be edited.

24. The entry number assigned to the transaction appears in the **Entry No** box. This number is used for internal purposes only and cannot be edited.

25. If you use multi-currency and the Account ID uses a currency other than the base currency, that **Currency ID** appears and the **Exch Rate** box is available.

Select or enter the exchange rate to use for the transaction, or press **F6** to open the System Manager **Currency Exchange Rates** function to enter a new exchange rate if necessary/allowed.





26. For foreign currency Debit transactions, the Debit amount appears in the **Debit Amt Base** field. The amount displayed will be the base currency amount, using the Exchange Rate entered. This field is only available if you are using the multi-currency functions.



27. For foreign currency Credit transactions, the Credit amount appears in the **Credit Amt Base** box. The amount displayed will be the base currency amount, using the Exchange Rate entered. This field is only available if you are using the multi-currency functions.

28. The **Post Run** is displayed. Use the funnel filter to filter for a specific post run or a range of post runs. See the **Filtering by an Individual Column** section in the General Information guide for more details on column filtering.

29. To create a transaction to reverse another unposted transaction, use the **Reverse** button in the upper-right hand section of the **Edit Transactions** screen. This will create a transaction reversing the highlighted transaction.

30. The **Total Debits** and **Total Credits**, and **Debits Balance** and **Credits Balance**, appear in the boxes at the bottom of the screen. If the transactions have a Credit Balance, zeros appear in the **Balance Debits** box and vice versa.

Continue editing transactions until the Balance is zero. To split the offsetting balance between two or more Account IDs, edit the necessary additional transactions to bring the balance to zero if necessary/allowed.

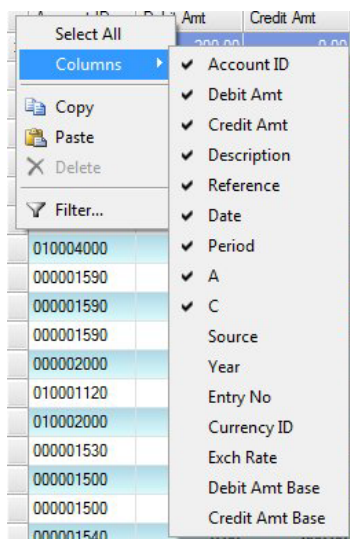
31. Click the **Save** button to save your changes and return to the main menu. If you close the function before you balance the transactions, the **Out of Balance** dialog box appears.

Columns and Filtering

To view additional columns in the summary view, such as Fiscal Year and Post Run use the Column Chooser functions.

- Right-click on a column heading and select Column Chooser to add or take away columns from the summary view.
- To add a column, drag the column name from the Column Chooser dialog box to the position in the column headings you want it to appear and drop it.
- To take a column away from the summary view, drag and drop the column heading from the grid area to the Column Chooser dialog box, or until you see your mouse turn to an X.

Right click on the gray box in the upper left corner of the grid to view the options menu. Select columns to select the columns to view or hide in the grid. (This is an alternate for the Column chooser):



To filter a column, such as the Post Run, use the funnel filter to filter for a specific post run or a range of post runs. See the **Filtering by an Individual Column** section in the General Information guide for more details on column filtering.

Edit Transactions Out of Balance Dialog Box

The following Periods are out of balance:

	Year	Period	Debit	Credit	Net
>	2009	6	2,950.00	2,950.01	-0.01

Press [Cancel] to go back and edit transactions.
Enter password and press [Override] to exit.

Password

- Click **Cancel** to go back to the **Edit Transactions** screen and manually adjust the out of balance entry.

- Enter the forced-balance **Password** and select **Override**, to override unbalanced entries, and write them to the **GL Journal**. To set up or change the Password, use the **Business Rules** function.

TRANSACTION JOURNALS

Transaction Journals Overview

Before you use the **Transaction Journals** functions, complete the following tasks:

- Use the **Setup and Maintenance** functions to set up codes and IDs.
- Use the **Master Lists** and **Interactive Views** functions to verify codes and IDs.
- Enter all applicable **Transactions**.

Below is a summary of the Transaction Journals for General Ledger.

Use the Transaction Journals functions to perform these tasks:

- Use the **GL Journal** (page 4-39) function to print transactions for periods and source codes as part of your audit trail.
- Use the **Activity Report** (page 4-45) function to view transactions, the accounts they belong to, and the ending period balances of each account.
- Use the **Post to Master** (page 4-51) function to post transactions contained in the GL Journal to the specified Account ID in the GL Master for a range of periods.

Editing and Posting Transaction Journal Information

If a transaction is incorrect, use the **Edit Transactions** (page 4-29) functions to edit it, then reprint the appropriate journal or report before you post the transaction.

Using Posted Transaction Information

After you post transactions, use the **Management Reports** functions to analyze balances, income statements, ratios, and cash flow.

GL JOURNAL

Use the **GL Journal** function to print transactions for periods and source codes as part of your audit trail.

Print the **GL Journal** every time you make journal entries or Copy and Write Recurring Entries so that you have a written record of that day's work. Print it at the end of each accounting period, and store it in a safe place. If you use a printed copy for reference, make sure that you have the most recent version.

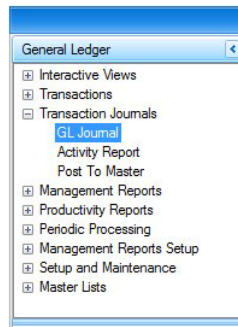
If you elect to list a range of Account IDs, the Debit and Credit balances might not balance because not all offsetting transactions are listed. You must list all Account IDs to verify that the transactions are in balance.

If you interface other TRAVERSE applications with General Ledger, check the posting totals report produced by the other applications against the GL Journal to make sure that every Debit and Credit is posted.

To output the **GL Journal** follow these steps:

1. Select **GL Journal** from the **Transaction Journals** menu.

GL Journal Menu



2. The **GL Journal** screen appears.

GL Journal Screen

The screenshot shows the 'GL GL Journal' window with the following sections:

- Toolbar:** Print, Output, Send, Preview, Reset.
- Data Filter:** A dropdown menu set to 'And'.
- Sort By:** Entry Number (selected), Account ID, Source Code.
- View:** Posted Transactions, Unposted Transactions, All Transactions (selected).
- View Date:** Transaction Date (selected), Post Date.
- Fiscal Date:** Year: 2013.
- Report Currency:** Print All In Base (checked), USD.
- Report Layout:** Banded Rows (checked). Account ID Sort: Division, Department, Main Account.
- Headings:**
 - Line 1: Continental Products Unlimited
 - Line 2: GL Journal
 - Line 3:
 - Line 4: 2/7/2013

3. Select the range of **Filter Criteria** to include in the journal. If you filter for Fiscal Period you can select from period 1 through the extra period added for year end processing. You can not print the GL Journal for period 0.

GL Journal Screen - Data Filter Box

The screenshot shows the 'Data Filter' box with the following criteria:

- And
- [Segment 3] Is between 1000 and 2000
- [Segment 2] Is between 000 and 004
- [Segment 1] Is between 00 and 02
- [Fiscal Period] Equals 6

4. Select the **Sort By** order for the journal; **Entry Number**, **Account ID**, or **Source Code**.

5. Select the type of transactions to **View** in the journal:

Posted Transactions will print only those GL Journal entries that have been Posted to Master. Once the GL Journal entries have been Posted to Master they no longer can be edited.

Unposted Transactions will print only those GL Journal entries that have not been Posted to Master. If you need to edit the Unposted Transactions use the **Edit Transactions** function to edit those transactions.

All Transactions will print all transactions that meet the filtering criteria.

6. Select the **View Date** type to print on the journal:

Transaction Date will print the date the GL Journal entry was entered.

Post Date will print the date the GL Journal entry was posted to master.

7. Select the Fiscal **Year** from the **Fiscal Date** field, for which you want to print the journal.

8. If you use multi-currency, these print options are available:

- To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.
- To print transactions that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only transactions that were entered in the currency you select are printed on the journal.
- To print all transactions (regardless of the currency in which currency they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
- TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the journal.



9. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
10. In the **Report Layout Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth. This option is available only if you elect to sort by Account ID.
11. Enter the headings you want to print on the journal. If **Line 3** is left blank, the sort order prints on that line in the journal's heading.
12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

GL Journal Report

Continental Products Unlimited												Page 1
Journal Report												GL Year 2009
By												USD
06/16/2009												
Print in Base												
Report Filter												Yes
[Segment 3] Between ('000', '2009') And												
[Segment 2] Between ('000', '004') And Segment												
[1] Between ('00', '02') And Fiscal Period = 6												
USD												
Current Fiscal Year												2009
Account ID	Trans Date	Description	Entry No	Period	Cash	Reference	Source	Post	Alloc	Debit Amt	Credit Amt	
00-000-1000	5/5/2009	Unrealized Gain/Losses Rev	21279	6	Yes	AP	AP	Yes	Yes	0.00	35,969.62	
01-000-1000	6/15/2009	0519000000001 / #####	21378	6	Yes	AI008	AR	Yes	Yes	1,884.00	0.00	
01-000-1000	6/15/2009	0519000000004 / #####	21379	6	Yes	AI008	AR	Yes	Yes	2,875.50	0.00	
01-000-1000	6/15/2009	0519000000002 / #####	21380	6	Yes	AI008	AR	Yes	Yes	230.50	0.00	
01-000-1000	6/15/2009	0519000000002 / #####	21381	6	Yes	AI008	AR	Yes	Yes	1,663.50	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21382	6	Yes	Bel023	AR	Yes	Yes	20.00	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21383	6	Yes	Con029	AR	Yes	Yes	20.00	0.00	
01-000-1000	6/15/2009	0930000000003 / #####	21384	6	Yes	Chr052	AR	Yes	Yes	791,250.00	0.00	
01-000-1000	6/15/2009	0930000000006 / #####	21385	6	Yes	Bur056	AR	Yes	Yes	171,224.87	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21386	6	Yes	Bur056	AR	Yes	Yes	2,568.37	0.00	
01-000-1000	6/15/2009	ON ACCOUNT / #####	21387	6	Yes	Bur056	AR	Yes	Yes	206.76	0.00	
01-000-1000	6/15/2009	0930000000007 / #####	21388	6	Yes	Exc054	AR	Yes	Yes	76,158.90	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21389	6	Yes	Exc054	AR	Yes	Yes	1,142.38	0.00	
01-000-1000	6/15/2009	ON ACCOUNT / #####	21390	6	Yes	Exc054	AR	Yes	Yes	198.72	0.00	
01-000-1000	6/15/2009	0301000000005 / #####	21391	6	Yes	Meg006	AR	Yes	Yes	71,676.58	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21392	6	Yes	Meg006	AR	Yes	Yes	1,023.42	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21393	6	Yes	Meg006	AR	Yes	Yes	51.73	0.00	
01-000-1000	6/15/2009	0930000000005 / #####	21394	6	Yes	Mic002	AR	Yes	Yes	209,040.00	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21395	6	Yes	Mic002	AR	Yes	Yes	2,960.00	0.00	
01-000-1000	6/15/2009	0930000000008 / #####	21397	6	Yes	Pac004	AR	Yes	Yes	468,000.00	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21398	6	Yes	Pac004	AR	Yes	Yes	7,000.00	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21399	6	Yes	Pac004	AR	Yes	Yes	20.00	0.00	
01-000-1000	6/15/2009	0301000000006 / #####	21400	6	Yes	Pol014	AR	Yes	Yes	90,897.90	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21401	6	Yes	Pol014	AR	Yes	Yes	1,102.10	0.00	
01-000-1000	6/15/2009	FIN CHR6 / #####	21402	6	Yes	Pol014	AR	Yes	Yes	261.37	0.00	
01-000-1000	6/15/2009	CC0519 / #####	21403	6	Yes	Vis001	AR	Yes	Yes	15,000.00	0.00	
01-000-1000	6/15/2009	0930000000004 / #####	21404	6	Yes	Xy044	AR	Yes	Yes	306,720.00	0.00	
01-000-1100	6/15/2009	0519000000001 / #####	21410	6	Yes	AI008	AR	Yes	Yes	0.00	1,894.00	
01-000-1100	6/15/2009	0519000000004 / #####	21411	6	Yes	AI008	AR	Yes	Yes	0.00	2,875.50	
01-000-1100	6/15/2009	0519000000002 / #####	21412	6	Yes	AI008	AR	Yes	Yes	0.00	230.50	
01-000-1100	6/15/2009	0519000000002 / #####	21413	6	Yes	AI008	AR	Yes	Yes	0.00	1,663.50	
01-000-1100	6/15/2009	FIN CHR6 / #####	21414	6	Yes	Bel023	AR	Yes	Yes	0.00	20.00	
6/16/2009 3:32 PM												OPEN_SYSTEMSKenthe

ACTIVITY REPORT

The **Activity Report** lists transactions, the accounts they belong to, and the ending period balances of each Account ID. If you print the report at the end of each period or for a range of periods, you can see the activity an Account ID has during that time, how much the balance changed and which transactions affected it.

The report also shows activity Totals in each period.

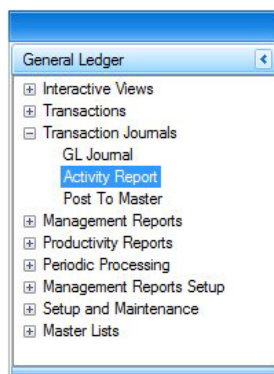
You can produce four types of activity reports that serve several purposes:

- A report for information pertaining only to Account IDs that show activity for one period or a range of periods.
- A report of all Account IDs for one period or a range of periods, regardless of whether some of the Account IDs show activity.
- A report of all periods, all source codes, and all Account IDs, which you might want to produce only at the end of the year.
- A report that shows a running balance for each Account ID and transaction.

To produce the **Activity Report**, follow these steps:

1. Select **Activity Report** from the **Transaction Journals** menu.

Activity Report Menu



2. The **Activity Report** screen appears.

Activity Report Screen

3. Select the **Filter Criteria** you want to include in the report. If you leave this area blank you will get all Account IDs.
4. Select the range of **Fiscal Periods From** and **Thru**, to include in the journal. You can select from Period 1 through the extra Period added for year end processing. You can not print the Activity Report for period 0.

Use the **Up** and **Down** arrow buttons  to scroll through the Periods you are selecting.

5. Select the range of **Fiscal Years From** and **Thru**, for which you want to print the report.

Use the **Up** and **Down** arrow buttons  to scroll through the Years you are selecting.

6. Select the **Print Inactive Accounts** box to include accounts that are inactive for the periods you selected in the report; otherwise, clear the box.
7. Select the **Include Zero Balance Accounts** box to include accounts with zero balances in the report; otherwise, clear the box.

When you clear the **Print Inactive Accounts** box this field is deactivated and you can not check the box.

8. Select the **Search for Missing Entries** box to include missing entries in the report; otherwise, clear the box.

When you check the box, the report programs will look to the **GL Journal** transactions that have been **Posted to Master** and add the amounts posted for each period included in the selections for all accounts included in the selections. The programs will then look to the **Account Balances** for the amounts listed there, and compare the amounts for each period and account to see if there are any differences between the total amounts Posted to Master and the amounts shown.

If there is a difference between the **Account Balance** amount the **Posted to Master** amount from the **GL Journal**, a record will be added to the period with the difference, and will have **Missing Entry** listed in the Description field.

To correct the out of balance missing entry call TRAVERSE technical support at 1-800-320-3088 for instructions.

9. If you use multi-currency, select the **Currency ID** for the report. Only accounts that use the currency you select (and their transactions) are printed on the report.

If you do not use multi-currency, this option does not appear.

10. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
11. In the **Report Layout Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth. This option is available only if you elect to sort by Account ID.
12. Select the range of **Source Codes From** and **Thru** you want to include in the report.
13. Enter the **Headings** you want to print on the report.
14. Select the **View Date** type to print on the report.

Transaction Date will print the date the GL Journal entry was entered.



Post Date will print the date the GL Journal entry was Posted to Master.

15. Select how you would like to **View** the report:

- **Two Column** - shows the Debit and Credit amounts for each transaction from the selected criteria.
- **Running Balance** - shows the Account ID Balance at the time of each transaction.

16. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Report - Two Column

Fiscal Period 1 Thru 12				Continental Products Unlimited				Page 1			
				Activity Report				USD			
				02/24/2010							
Report Filter				Thru							
Source From				Print Inactive Accounts				Yes			
View Date				Search for Missing Entries				No			
Include ZeroBalance Account											
Account ID	TransDate	Description	Entry Number	Fiscal Period	Source Code	Cash Flow	Reference	Post	Alloc	Debit Amt	Credit Amt
000001100		Accounts Receivable									
							Beginning Balance			0.00	
	11/5/2009	0834757 / #####	80	11	AR	Yes	AI008	Yes	Yes	2,646.51	
	11/5/2009	081000000003 / #####	81	11	AR	Yes	AI008	Yes	Yes	562.90	
	11/5/2009	030100000003 / #####	82	11	AR	Yes	AI008	Yes	Yes	21,790.59	
	11/5/2009	093000000003 / #####	111	11	AR	Yes	CH052	Yes	Yes	791,250.00	
	11/5/2009	093000000005 / #####	114	11	AR	Yes	MI002	Yes	Yes	209,040.00	
	11/18/2009	110400000015 / #####	190	11	AR	Yes	AI008	Yes	Yes	115.30	
							Ending Balance Period 11			1,025,405.30	
	12/4/2009	1 / #####	89	12	AR	Yes	FO014	No	Yes	50.00	
							Ending Balance Period 12			1,025,455.30	
000001120		Cash Reserve									
							Beginning Balance			0.00	
							Ending Balance Period 1			0.00	
							Ending Balance Period 2			0.00	
							Ending Balance Period 3			0.00	
							Ending Balance Period 4			0.00	
							Ending Balance Period 5			0.00	
							Ending Balance Period 6			0.00	
							Ending Balance Period 7			0.00	
							Ending Balance Period 8			0.00	
							Ending Balance Period 9			0.00	
							Ending Balance Period 10			0.00	
							Ending Balance Period 11			0.00	
							Ending Balance Period 12			0.00	
							OPEN_SYSTEMSKentHe			0.00	

Z/24/2010 2:52 PM

Activity Report - Running Balance

Continental Products Unlimited												Page 1
Activity Report												
5/13/2015												
Report Filter	Thru											
Source From	Print Inactive Accounts											
View Date	Search for Missing Entries											
Include Zero Balance Accounts	No	Yes										
Account ID	Trans Date	Description	Entry Number	Fiscal Period	Source Code	Cash Flow	Reference	Post	Alloc	Activity	Balance	
00-000-1100	Accounts Receivable											
Beginning Balance												
							Total for Period 2015 /1			0.00	4,050.00	
							Total for Period 2015 /2			0.00	4,050.00	
							Total for Period 2015 /3			0.00	4,050.00	
12/19/2014	12/19/2014	T3MNT100000008	1087	4	PS	Yes	No	Yes		2,136.80	6,186.80	
12/19/2014	12/19/2014	T3MNT100000012	1088	4	PS	Yes	No	Yes		575.05	6,761.85	
12/19/2014	12/19/2014	T3MNT100000013	1089	4	PS	Yes	No	Yes		479.20	7,241.05	
							Total for Period 2015 /4			3,191.05	7,241.05	
							Total for Period 2015 /5			0.00	7,241.05	
							Total for Period 2015 /6			0.00	7,241.05	
							Total for Period 2015 /7			0.00	7,241.05	
							Total for Period 2015 /8			0.00	7,241.05	
							Total for Period 2015 /9			0.00	7,241.05	
							Total for Period 2015 /10			0.00	7,241.05	
							Total for Period 2015 /11			0.00	7,241.05	
							Total for Period 2015 /12			0.00	7,241.05	
Beginning Balance												
							Total for Period 2015 /1			0.00	300.00	
							Total for Period 2015 /2			0.00	300.00	
							Total for Period 2015 /3			0.00	300.00	
							Total for Period 2015 /4			0.00	300.00	
							Total for Period 2015 /5			0.00	300.00	
							Total for Period 2015 /6			0.00	300.00	
							Total for Period 2015 /7			0.00	300.00	
							Total for Period 2015 /8			0.00	300.00	
							Total for Period 2015 /9			0.00	300.00	
							Total for Period 2015 /10			0.00	300.00	
							Total for Period 2015 /11			0.00	300.00	
							Total for Period 2015 /12			0.00	300.00	
OPEN_SYSTEMS\KentHeitkamp												

5/13/2015 3:21 PM

POST TO MASTER

Use the **Post to Master** function to post the transactions in the GL Journal to the specified account in the GL Master for a range of periods.

You can post as often as you like; the system never posts the same transaction twice. If the accounting period is closed, you can edit the transactions using the Edit Transactions function, or use the System Manager Period Conversion function to open the accounting period for GL and then post the transactions. See the Period Conversion function in the System Manager Training Manual.

Before you post, print the GL Journal and the Activity Report to make sure that everything is correct and that the Debits and Credits are in balance. After you post, produce financial statements or reports.

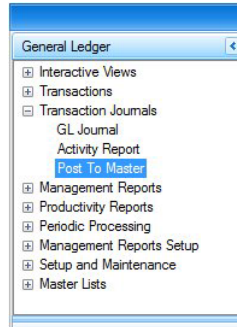
If you use Account Allocations, posting creates entries in the GL Master for the appropriate Account IDs when transaction amounts exist for the Account IDs that are allocated. The Post to Master function processes allocations in the following order:

- Transaction Allocation entries are created in the GL journal when you write transactions to the journal. Posting writes these entries to the appropriate Account IDs in the GL Master.
- Account Allocation entries are created in the GL Master when you post. When a Transaction Allocation creates a journal entry for an Allocated Account ID, posting distributes that Allocation to Account IDs according to the Account Allocation record.
- Finally, Intercompany Account Transfers are processed to transfer Credits and Debits between companies, as necessary. This processing order ensures that entries are made to all Account IDs as necessary and prevents amounts from being transferred back and forth between companies.

To **Post to Master**, follow these steps:

1. Select **Post to Master** from the **Transaction Journals** menu.

Post to Master Menu



2. The **Post to Master** screen appears.

Post to Master Screen

GL Post To Master

OK Activity Reset Select All Unselect All

Apply Filter

And

Period List

	Fiscal Year	Fiscal Period	Entries	Total Debits	Total Credits	Alloc Entries	Closed
	2014	8	16	6,513.30	6,513.30	0	No
	2014	10	4	1,000.00	1,000.00	0	No
	2014	12	57	64,607.90	64,607.90	0	No
	2015	1	8	669.75	669.75	0	No
	2015	3	2	5,000.00	5,000.00	0	No
	2015	4	85	16,500.08	16,500.08	0	No

View

Summary

Detail

☒ Print Log using Base Currency

Comments

- 3. Select the **Filtering Criteria** to include in the post and select **Apply Filter**. Leave the filtering criteria blank to include all transactions to post. You may filter by **Post Run** or **Source**.
- 4. Select the **Fiscal Year** and **Period** to post GL journal transactions to master.
- 5. The number of **Entries**, **Total Debits**, **Total Credits**, **Alloc Entries**, and if the period is **Closed** are displayed for each Period.
- 6. Select how you want to **View** the report, in **Summary** or in **Detail**.

The format you select in the View will be the format any reprinted log will be viewed and printed.

- 7. Select the **Print Log Using Base Currency** check box, if applicable and using multi-currency, to print all amounts in terms of the company's base currency; clear it to print amounts in the entered currency.
- 8. Select a command button:



Command Buttons

Name	Description
OK	Post the GL transactions to the master table.
Activity	Show the Activity dialog box to view past copying reoccurring entries and reprint logs.
Reset	Set all fields to their default.
Select All	If you wish to post all transactions for all periods listed use the Select All button.
Unselect All	If you wish to begin the period selection process over, or decide you do not want to post at this time use Unselect All the button.

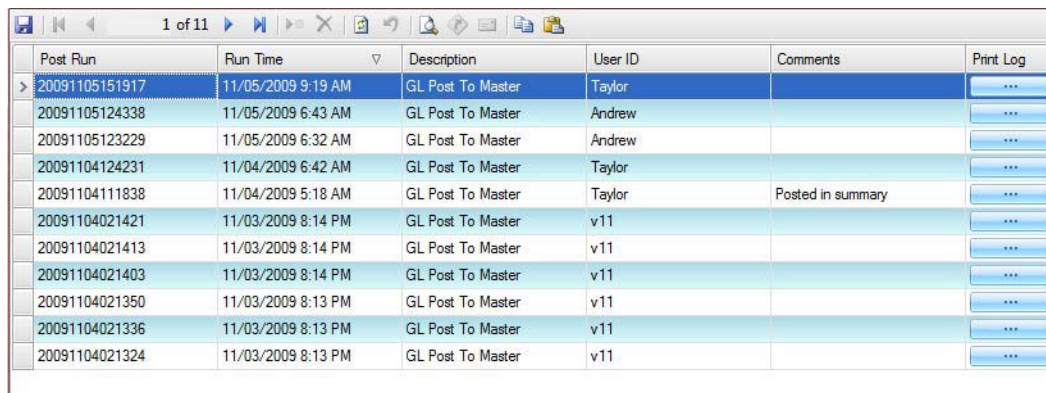
- 9. Enter any **Comments** associated with the post for future reference when searching posting activity.
- 10. Click **OK** to execute the post.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



The screenshot shows a software window titled '1 of 11' with a toolbar at the top. Below the toolbar is a table with the following columns: Post Run, Run Time, Description, User ID, Comments, and Print Log. The table contains 11 rows of data, all with the description 'GL Post To Master'. The first row is highlighted with a blue background. The 'Print Log' column contains a button with three dots '...' for each row.

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20091105151917	11/05/2009 9:19 AM	GL Post To Master	Taylor		...
20091105124338	11/05/2009 6:43 AM	GL Post To Master	Andrew		...
20091105123229	11/05/2009 6:32 AM	GL Post To Master	Andrew		...
20091104124231	11/04/2009 6:42 AM	GL Post To Master	Taylor		...
20091104111838	11/04/2009 5:18 AM	GL Post To Master	Taylor	Posted in summary	...
20091104021421	11/03/2009 8:14 PM	GL Post To Master	v11		...
20091104021413	11/03/2009 8:14 PM	GL Post To Master	v11		...
20091104021403	11/03/2009 8:14 PM	GL Post To Master	v11		...
20091104021350	11/03/2009 8:13 PM	GL Post To Master	v11		...
20091104021336	11/03/2009 8:13 PM	GL Post To Master	v11		...
20091104021324	11/03/2009 8:13 PM	GL Post To Master	v11		...

Name

Displays

Post Run

The system assigned post run ID.

Run Time

The date and time the post was made.

Description

The post description.

User ID

The user who performed the post.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Using the GL Post to Master Log

The **GL Post to Master Log** shows the Debits and Credits that are posted for each period and the entries that are automatically allocated.

If the **Total Debits** and **Total Credits** for a period are not equal or if they do not match the totals in the GL Journal, make reversing entries to correct the imbalance. Then save the GL Post to Master Log for reference.

GL Post to Master Log

Continental Products Unlimited				Page 1
Post to Master				
GL Posting Log				
Period List	5/2009, 6/2009			
Comments				
Print	Summary			
Posted to Fiscal Year	2009			
		Total for Fiscal Period 5	Debit	Credit
			1,650.00	1,650.00
		Total for Fiscal Period 6	Debit	Credit
			2,950.00	2,950.00
Grand Total			4,600.00	4,600.00

GL Post to Master Log Detail

Continental Products Unlimited									
Post to Master									
GL Posting Log									
Page 1									
Period List									
Comments									
Print									
Detail									
Posted to Fiscal Year 2005									
Entry Num	Period	Entry Date	Account ID	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21015	3	3/21/2007	00-000-1000	Direct debit	No	M1	52001328	USD	3,200.00
21016	3	3/21/2007	00-000-1100	Direct debit	No	M1	52001328	USD	3,200.00
Total for Fiscal Period 3									
21019	4	3/12/2005	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21020	4	3/12/2005	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,519.91
Total for Fiscal Period 4									
21021	6	6/22/2005	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21022	6	6/22/2005	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,550.93
Total for Fiscal Period 6									
21023	9	9/11/2005	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21024	9	9/11/2005	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,550.93
Total for Fiscal Period 9									
21026	12	2/24/2006	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21027	12	2/24/2006	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,512.89
Total for Fiscal Period 12									
Posted to Fiscal Year 2006									
21025	2	2/24/2006	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21028	2	2/24/2006	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,519.91
Total for Fiscal Period 2									
21029	5	5/26/2006	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
21030	5	5/26/2006	02-000-2012	Daylight Realty Corporation	Yes	AP	AP	USD	4,504.83
Total for Fiscal Period 5									
21031	8	8/28/2006	02-000-6840	Description	Alloc	Source	Reference	Amount Fgn	Debit Credit
6/16/2009 3:49 PM									
Daylight Realty Corporation									
Yes AP Day016									
Total for Fiscal Period 8									
4,504.83 3,780.00									
4,519.91									
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INTERACTIVE VIEWS

Using the Interactive View Menu.....	5-3
Chart of Accounts View.....	5-7
Account Balance View.....	5-13
Transaction View.....	5-15
Subsidiary Ledger Audit View.....	5-19

USING THE INTERACTIVE VIEW MENU

With the functions on the Interactive Views menu, you can view but not change the following General Ledger information:

- Account Balance information
- Chart of Accounts information
- Transaction history
- Sub Ledger Audit information

Use these functions if you need to examine (but not change) a GL Account record, balances or, transaction history or view sub ledger audit information.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
		Sort the selected column’s data in ascending order.
	Sort Ascending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
		Sort the selected column’s data in descending order.
	Sort Descending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
	Clear Sorting	Remove all sorting options and revert to the default view.



Group By This Column

Group the identical entries from this column into a single group.

NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.



Column Chooser

Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.

NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an X.



Best Fit

Adjust the selected column to resize the column for the best view of that column’s data.



Clear Filter

Remove all filter options and revert to the default view.



Filter Editor

See “Filtering Across All Columns” in the General Information guide for more information.

Best Fit (all columns)

Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select To
Enter criteria for filtering the selected column.

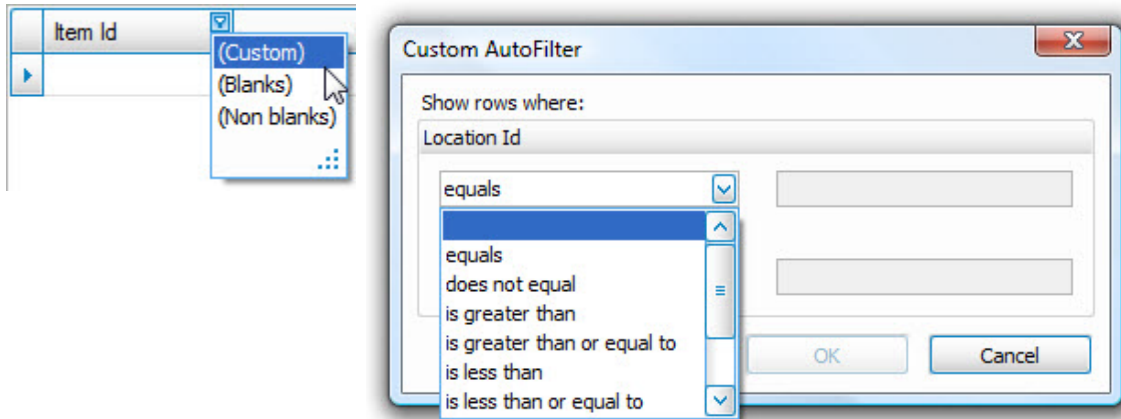
(Custom) **NOTE: View the following paragraph for additional information.**

(Blanks) Display only entries with blank information in the selected column.

(Non blanks) Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select **(Custom)**, the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.

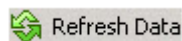


Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select

To



Refresh Data

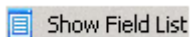
Refresh the data in the tables.

Hide

Remove the selected criterion from the table.

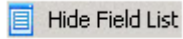
Order

Move the selected criterion to the beginning, left, right, or end of the list of criteria.



Show Field List

Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Select**To**

Close the PivotGrid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” in the General Information guide section for more information on filtering.

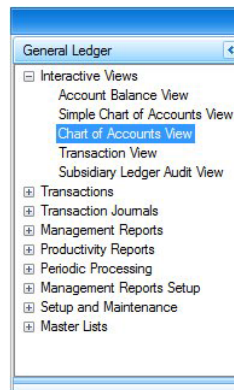
CHART OF ACCOUNTS VIEW

Use the **Chart of Accounts View** function to view a three-year span of Actual, Budget, and Forecast account data.

To use the **Chart of Accounts View**, follow these steps:

1. Select **Chart of Accounts View** from the **Interactive Views** menu.

Chart of Accounts View Menu



2. The **Chart of Accounts View** screen appears.

Chart of Accounts View Screen

Account ID	2016		2017		2018	
	Actual	Budget	Actual	Budget	Actual	Budget
00-000-1000	14,259.44	0.00	20,184.34	0.00	20,184.34	19,498.56
00-000-1100	8,498.61	0.00	37,460.42	0.00	38,048.65	31,103.01
00-000-1101	34,199.00	0.00	2,062,759.00	0.00	2,124,641.00	34,883.00
00-000-1120	0.00	0.00	-13,701.34	0.00	6,398.66	0.00
00-000-1200	0.00	0.00	300.00	0.00	300.00	0.00
00-000-1210	0.00	0.00	27.00	0.00	0.00	0.00
00-000-1220	0.00	0.00	-1,500.00	0.00	-2,399.00	0.00
00-000-1230	177,265.00	0.00	1,690,939.94	0.00	1,647,979.87	1,454,451.59
00-000-1290	0.00	0.00	10,556.44	0.00	15,471.95	0.00
00-000-1300	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1310	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1500	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1510	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1520	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1530	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1540	0.00	0.00	200.00	0.00	200.00	0.00
00-000-1590	383,772.54	0.00	423,829.45	0.00	426,930.96	0.00
00-000-1700	0.00	0.00	0.00	0.00	0.00	0.00
00-000-1750	0.00	0.00	0.00	0.00	0.00	0.00
00-000-2000	0.00	0.00	0.00	0.00	0.00	0.00
00-000-2010	0.00	0.00	0.00	0.00	0.00	0.00
00-000-2020	0.00	0.00	0.00	0.00	0.00	0.00
00-000-2030	0.00	0.00	0.00	0.00	-25.00	0.00
00-000-2100	17,290.49	0.00	24,483.79	0.00	24,483.79	0.00

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Double-click on an **Actual** balance record to view the Account Balance for the Account ID.
5. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Chart of Accounts View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

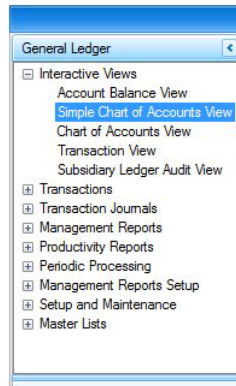
SIMPLE CHART OF ACCOUNTS VIEW

Use the **Simple Chart of Accounts View** function to view account, balance, and account type data. Data from the Chart of Accounts is included on the Simple Chart of Accounts View. To change the chart of accounts, use the Chart of Accounts function.

To use the **Simple Chart of Accounts View**, follow these steps:

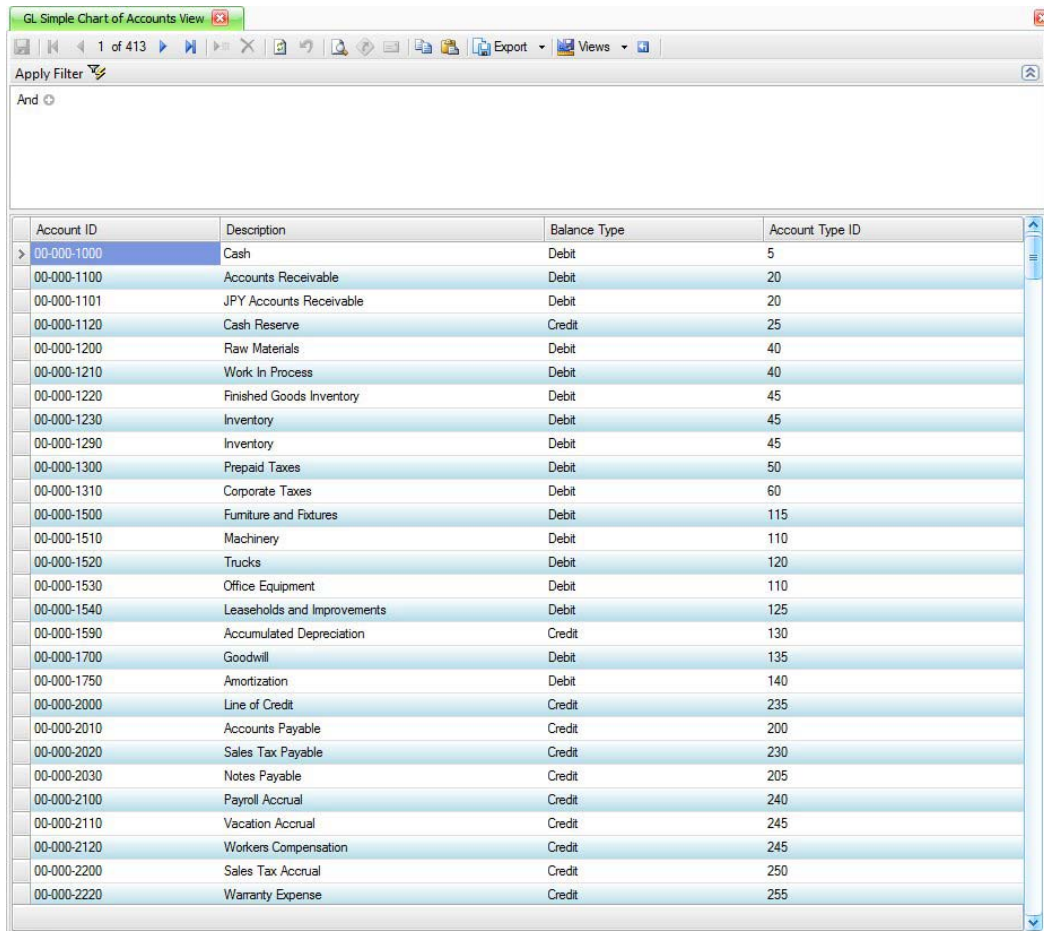
1. Select **Simple Chart of Accounts View** from the **Interactive Views** menu.

Simple Chart of Accounts View Menu



2. The **Simple Chart of Accounts View** screen appears.

Simple Chart of Accounts View Screen



Account ID	Description	Balance Type	Account Type ID
> 00-000-1000	Cash	Debit	5
00-000-1100	Accounts Receivable	Debit	20
00-000-1101	JPY Accounts Receivable	Debit	20
00-000-1120	Cash Reserve	Credit	25
00-000-1200	Raw Materials	Debit	40
00-000-1210	Work In Process	Debit	40
00-000-1220	Finished Goods Inventory	Debit	45
00-000-1230	Inventory	Debit	45
00-000-1290	Inventory	Debit	45
00-000-1300	Prepaid Taxes	Debit	50
00-000-1310	Corporate Taxes	Debit	60
00-000-1500	Furniture and Fixtures	Debit	115
00-000-1510	Machinery	Debit	110
00-000-1520	Trucks	Debit	120
00-000-1530	Office Equipment	Debit	110
00-000-1540	Leaseholds and Improvements	Debit	125
00-000-1590	Accumulated Depreciation	Credit	130
00-000-1700	Goodwill	Debit	135
00-000-1750	Amortization	Debit	140
00-000-2000	Line of Credit	Credit	235
00-000-2010	Accounts Payable	Credit	200
00-000-2020	Sales Tax Payable	Credit	230
00-000-2030	Notes Payable	Credit	205
00-000-2100	Payroll Accrual	Credit	240
00-000-2110	Vacation Accrual	Credit	245
00-000-2120	Workers Compensation	Credit	245
00-000-2200	Sales Tax Accrual	Credit	250
00-000-2220	Warranty Expense	Credit	255

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Simple Chart of Accounts View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

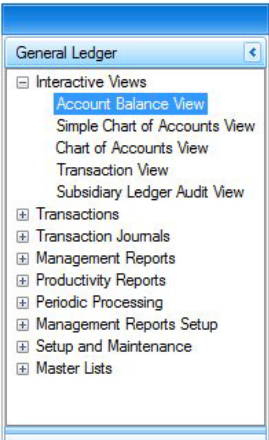
ACCOUNT BALANCE VIEW

Use the **Account Balance View** function to view activity account balances. To change these balances, use the **Transactions** and **Post to Master** functions.

To use the **Account Balance View** function, follow these steps:

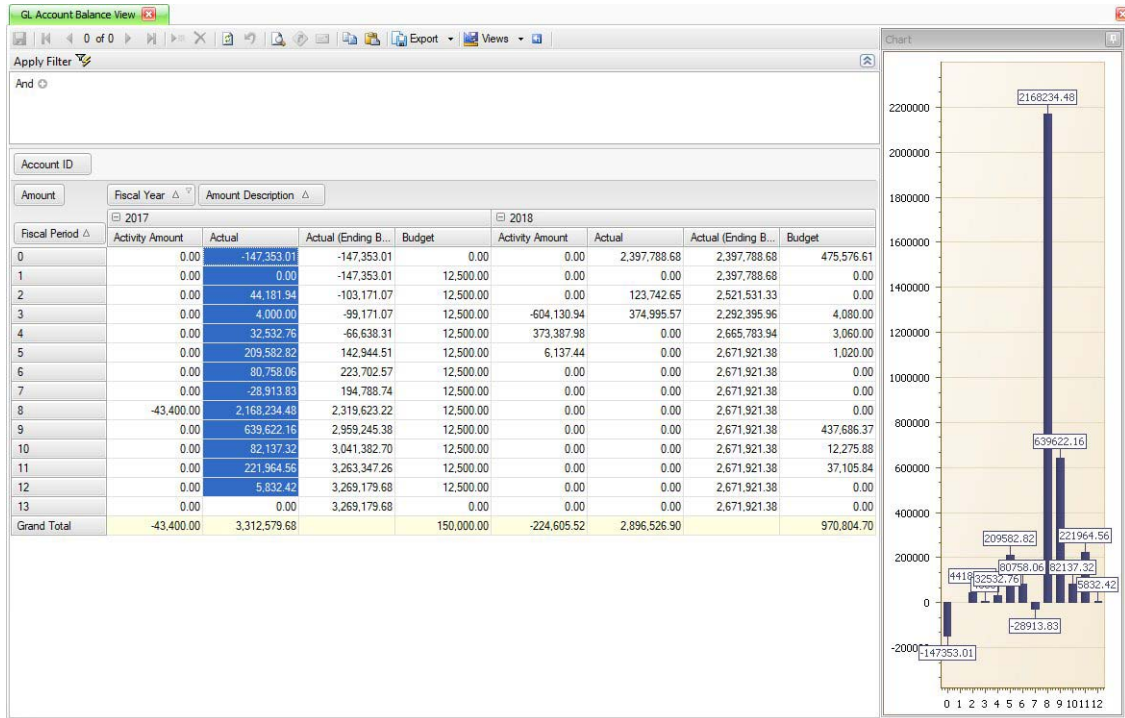
1. Select **Account Balance View** from the **View** menu.

Account Balance View Menu



- The **Account Balance View** screen appears.

Account Balance View Screen



- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- Double-click on an **Activity Amount**, **Actual**, or **Actual (Ending Balance)** to view the Transactions that make up the amount in the field.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Account Balance View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

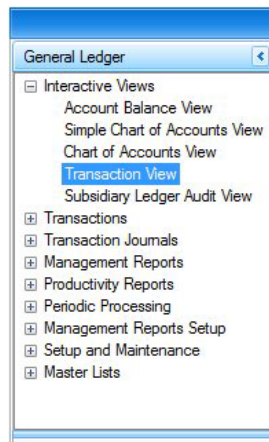
TRANSACTION VIEW

Use the **Transaction View** function to view individual Account ID transactions, and their transaction history. To change transaction information, use the **Transactions** function.

To use the **Transaction View** function, follow these steps:

1. Select **Transaction View** from the **Interactive Views** menu.

Transaction View Menu



- The **Transaction View** screen appears.

Transaction View Screen

GL Transaction View

1 of 4034

Apply Filter

And

Drag a column header here to group by that column

	Account ID	Entry Date	Source	Description	Reference	Debit	Credit	Allocate	Posted	Post Run
>	00-000-1230	8/5/2017	AP	Ace Computer Power Supply	Ace001	3,850.00	0.00	☒	Yes	20091104020951
	00-000-1230	8/5/2017	AP	Ace Computer Power Supply	Ace001	122.50	0.00	☒	Yes	20091104020951
	00-000-1230	8/5/2017	AP	Advanced Circuit Boards Pl...	Adv008	350.00	0.00	☒	Yes	20091104020951
	00-000-1230	8/5/2017	AP	Advanced Circuit Boards Pl...	Adv008	0.00	35.00	☒	Yes	20091104020951
	01-000-1230	8/5/2017	AP	Freight	Ace001	25.00	0.00	☒	Yes	20091104020951
	01-000-1230	8/5/2017	AP	Misc	Ace001	5.00	0.00	☒	Yes	20091104020951
	01-000-2010	8/5/2017	AP	AP	AP	0.00	4,002.50	☒	Yes	20091104020951
	01-000-2010	8/5/2017	AP	AP	AP	0.00	350.00	☒	Yes	20091104020951
	01-000-2010	8/5/2017	AP	AP	AP	35.00	0.00	☒	Yes	20091104020951
	00-000-1230	8/5/2017	AP	Ace Computer Power Supply	Ace001	1,740.29	0.00	☒	Yes	20091104022325
	00-000-1230	8/5/2017	AP	Ace Computer Power Supply	Ace001	115.00	0.00	☒	Yes	20091104022325
	00-000-1230	8/5/2017	AP	Computer Systems Inc.	Cab012	14.00	0.00	☒	Yes	20091104022325
	01-000-1230	8/5/2017	AP	Freight	Cab012	4.00	0.00	☒	Yes	20091104022325
	01-000-1230	8/5/2017	AP	Misc	Cab012	2.95	0.00	☒	Yes	20091104022325
	01-000-2010	7/5/2017	AP	AP	AP	0.00	1,855.29	☒	Yes	20091104022325
	01-000-2010	7/5/2017	AP	AP	AP	0.00	20.95	☒	Yes	20091104022325
	00-000-4000	8/5/2017	AR	101 / Wireless Optical Mou...	Alt008	0.00	27.99	☒	Yes	20091104023756
	00-000-1230	8/5/2017	AR	101 / Wireless Optical Mou...	Alt008	0.00	24.50	☒	Yes	20091104023756
	00-000-5000	8/5/2017	AR	101 / Wireless Optical Mou...	Alt008	24.50	0.00	☒	Yes	20091104023756
	01-000-2020	8/5/2017	AR	101 / Sales Tax / MN	Alt008	0.00	1.82	☒	Yes	20091104023756
	01-000-1100	8/5/2017	AR	101 / A/R	Alt008	29.81	0.00	☒	Yes	20091104023756
	00-000-5040	8/6/2017	IN	100	IN	0.00	34,805.82	☒	Yes	20091104111248
	00-000-5040	8/6/2017	IN	150	IN	0.00	180,422.00	☒	Yes	20091104111248
	00-000-5040	8/6/2017	IN	200100	IN	0.00	55,144.50	☒	Yes	20091104111248
						17,494,071.96	17,494,071.96			

- Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
- When you double-click the **blue Entry Date** field the Detail History View for the originating application will be displayed, filtered to display the transaction(s) that generated the GL Transaction.

5. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the **How to Use Grids Section in the General Information guide** for more details on how to add or take away columns from the grid screen.

SUBSIDIARY LEDGER AUDIT VIEW

Use the **Subsidiary Ledger Audit View** function on the **Interactive Views** menu to reconcile GL account balances with those stored in Accounts Payable, Accounts Receivable, Bank Reconciliation, Fixed Assets, and Inventory.

The function performs three tasks. First, the function sums Accounts Payable open invoice amounts, Accounts Receivable open invoice amounts, Bank Reconciliation account activity, Fixed Assets year-to-date depreciation amounts, and Inventory extended costs and unposted adjustment values. Next, the function sums the balances in General Ledger accounts dedicated to these applications (through distribution and account codes). Finally both totals are presented for each application, along with the variance, helping you identify out of balance situations or accounting errors.

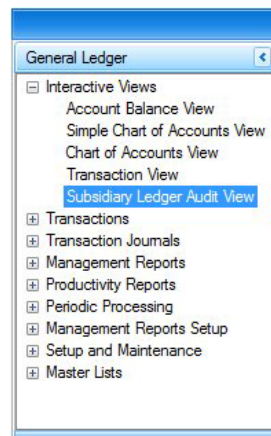
When a variance is noted, first examine your applications' Business Rules records to determine whether an interface has been turned off, preventing entries to General Ledger. Next, examine transactions to determine whether an error was made and its cause. Finally, enter manual adjustments as necessary to reconcile the balances.

If you do not have one of the applications listed above (or do not interface it with General Ledger), information for that application does not appear on the Subsidiary Ledger Audit screen. If none of the above applications are interfaced with General Ledger, a warning message appears when you access the **Subsidiary Ledger Audit View** function and you are returned to the main menu.

To view the **Subsidiary Ledger Audit View**, follow these steps:

1. Select **Subsidiary Ledger Audit View** from the **Interactive Views** menu.

Subsidiary Ledger Audit View Menu



2. The **Subsidiary Ledger Audit View** screen appears.

Subsidiary Ledger Audit View Screen

GL Subsidiary Ledger Audit View

Period Fiscal Year

Unposted transactions may affect subledger and/or GL balances.

Drop Filter Fields Here

Amount Amount Type

Application ID	Account ID	Trans Date	Post Run	GL	Subsidiary
AP	010002010			-37,596.64	-188,996.67
	020002010			0.00	0.00
	020002012			59.79	4,579.60
	020002014			0.00	0.00
AP Total				-37,536.85	-184,417.07
AR	000001101			295.00	0.00
	000001120			-1,300.00	0.00
	010001100			-30,422.04	2,213,911.88
AR Total				-31,427.04	2,213,911.88
BR	000006050			-40,513.35	0.00
	010001000			20,711.95	365,460.59
BR Total				-19,801.40	365,460.59
FA	000001500			0.00	0.00
	000001510			0.00	0.00
	000001520			0.00	0.00
	000001530			0.00	0.00
	000001590			-401,738.48	-638,712.82
	000006600			17,965.94	638,712.82
FA Total				-383,772.54	0.00
IN	000001230			226,752.57	41,826.62
IN Total				226,752.57	41,826.62

3. The **GL Period** and **Fiscal Year** boxes at the top of the screen automatically fill with the current period and fiscal year. To reconcile application and General Ledger values for a different period and year, enter a new period and year and click **Refresh** .

4. The **GL** column lists application and General Ledger account values and variances for quick comparison. You cannot edit any of these values.
5. The **Subsidiary Balance** column presents these totals. All totals represent the values as of the end of the specified GL period:

- **Accounts Payable** – the total of AP open invoices.
- **Accounts Receivable** – the total of AR open invoices.
- **Bank Reconciliation** - the total of BR account activity.
- **Fixed Assets** - the total for the asset, accumulated depreciation and depreciation expense amounts posted for assets set up.
- **Inventory** – the total of the extended cost for all on-hand inventory items and any unposted adjustment values.

6. The GL Balance box contains these values as of the end of the specified GL period:

- **Accounts Payable** – the total of the posted balance and unposted journal entries found in General Ledger for any accounts set up as **Payable** accounts in the Accounts Payable **Distribution Codes** function.
- **Accounts Receivable** – the total of the posted balance and unposted journal entries found in General Ledger for any accounts set up as **Receivables** accounts in the Accounts Receivable **Distribution Codes** function.

NOTE this Known Condition: When you have Balance Forward customers and have performed AR Periodic Maintenance, the Subsidiary column can be different than the GL column because of a variance in the beginning balance for the current period. This happens because values from prior periods have been summarized into a current period value. The values for AR and GL should match again in the next fiscal period presuming that the AR Period Maintenance is **NOT** run prior to reviewing the Subsidiary Ledger.

- **Bank Reconciliation** - the total of the reconciled and unreconciled journal entries found in General Ledger.
 - **Fixed Assets** - the total for the asset, accumulated depreciation and depreciation expense accounts for assets set up.
 - **Inventory** – the total of the posted balance and unposted journal entries found in General Ledger for any accounts listed in the **Inventory** and **Inventory Adjustment** fields in the Inventory Account Codes function.
7. Expand the **AP, AR, BR, FA, or IN** selections to view more detailed information about that application's balances.

8. When the **Application ID** selection is expanded you will see the GL **Account IDs** that are set up for that application in the Distribution Codes or Inventory Account Codes.
9. Expand the **Account ID** selection to see the posting dates for that account/code. Expand the **Trans Date** to see the **Post Runs** posted on that date that affect that GL account.
10. In the **GL** column you will see the amount posted to GL for that post run. In the **Subsidiary** column you will see the amounts posted that generated open invoices, depreciation, bank activity, or inventory balances or adjustments.
11. Compare the **GL** and **Subsidiary** columns to see which post run is out of balance, if your GL and Subsidiary are not in balance.
12. Use the GL Journal (page 4-39) or Transaction View (page 5-15) in GL and the Invoices View, or the Inventory Valuation report to analyze the transactions. Print the Purchase Order Accrual Verification report to view amounts that have been added to the Inventory Subsidiary amount, but not to the GL account for inventory.

You must have the Business Rule for Purchase Order, Use Accruals During Posting set to Yes for this report to be used.

.....
NOTE: You will not see post runs for the Inventory Subsidiary ledger entries, because it is coming from Inventory history which is updated in real time, and not at post time.
.....

13. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Subsidiary Ledger Audit View.

.....
NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.
.....

PERIODIC PROCESSING

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USING THE PERIODIC PROCESSING MENU

Use the Periodic Processing menu to perform the following tasks:

- Use the **Year-End Maintenance** (page 6-11) function to delete all transactions from the GL Journal and GL Master records for the specified year (this deletes all information for that fiscal year) and to view the years you currently have available.

NOTE: New GL Years will be added when the Period Conversion table has been set up for the new year, and the Post to Master has been run for transactions posting to the new year. Accounts will be added as they are posted to master in the new year.

- Use the **Change Fiscal Year** (page 6-9) function to change the current fiscal year to any existing fiscal year for viewing and printing statements, journals, and other reports.
- Use the **Update Current Year** (page 6-15) function to update the beginning current-year balances in the GL Master with the adjustments made to the last-year balances.
- Use the **Clear and Close Last Year** (page 6-21) function to clear and close the revenue and expense accounts to specified capital accounts.
- Use the **Period-End Maintenance** (page 6-27) function to erase posted transactions in the GL Journal or move the transactions to history for periods you specify, without resetting account balances.
- Use the **Consolidate Chart of Accounts** (page 6-31) function to consolidate the account balances from one GL Master to another. You can also use this function to consolidate the accounts from several GL Masters into one chart of accounts.
- Use the **Dormant Account Report** (page 6-35) function to provide a list of active accounts that have not had any activity since a specified fiscal period/year.
- Use the **Purge History** (page 6-39) function to delete transactions from the journal history and maintain the size of the table.
- If you use multi-currency, print the **Unrealized Gains and Losses Report** (page 6-49) to view the amounts your company would gain or lose if you closed all accounts using currencies other than the base currency today. Print this report to determine how fluctuating exchange rates affect your business and to verify the accounting entries that are made when you post unrealized gains and losses.





- If you use multi-currency, use the **Post Unrealized Gains and Losses** (page 6-55) function to post the unrealized gains and losses noted on the report to balance accounts and close the books during period-end processing.
- Use the GL **Periodic Allocations** function to perform these allocations in a batch mode at various intervals (generally monthly, quarterly, and annually) using one of a number of allocation methods.

NOTE: Verify that periodic processing is complete by using the Interactive Views functions to view account balances, charts of accounts, and transactions.

GENERAL LEDGER YEAR-END CHECKLIST

- ____ 1. Print the Chart of Accounts List (page 3-39) on the Master Lists menu. Check the box to print the clear and consolidate information. Once the list is printed verify the following information:
- The income statement Account IDs have an Account Type between 500 and 890.
 - The balance sheet Account IDs have an Account Type between 005 and 465.
 - The step and clear to account information is filled in for income statement accounts (types 500 to 890).
- ____ 2. Use the Chart of Accounts function (page 3-33) on the Setup and Maintenance menu to edit incorrect setup information found on the Chart of Accounts list if needed.
- ____ 3. Use the Period Conversion function in the System Manager to set up next year.
- ____ 4. **Back up your database.** The next steps makes changes to your data.
- ____ 5. Determine which years are available by going into the Year End Maintenance function (page 5-11) on the Periodic Processing menu. Each available year will be displayed. Determine whether or not you need to add a new year for processing. If you need to add a new year proceed to step 6, otherwise go to step 7.
- ____ 6. Once the Period Conversion table is set up for your new year, Account IDs will be added to the new year as you post them to master. When you look at the Year End Maintenance your Detail column will not match from year to year. Only Account IDs that have had activity will be added.

NOTE: When you set up the Account Mask and add GL Account IDs for a company, TRAVERSE creates three years: current year, previous year, and next year. You may skip this step the first time you perform year-end in TRAVERSE.

- ____ 7. Select Change Fiscal Year from the Periodic Processing Menu. Select the new year in the Current Year field, to change to the new year. You must be in the new year to perform the next step. You may also double click on the Fiscal Year field in the status bar at the bottom of the screen.
- ____ 8. Select the Update Current Year function on the Periodic Processing menu to do the following:
- Transfer the ending balances from the old year to the new year for GL Account IDs with types from 005 - 465.

- Calculate the net income or net loss amount from the balances of all the Account IDs of Account Types from 500 - 890.
- Update the balance for the retained earnings account with the net income or net loss if selected. Check the box to consolidate unclosed income (loss) to retained earnings, and select your retained earnings account.

You may also select the Clear unclosed income (loss) accounts to retained earnings, to use the Clear To account set up in the Chart of Accounts instead of selecting one Retained Earnings account.

NOTE: You must do this if you have an Unclosed Income or Loss Amount. If you do not check the box with an Unclosed Income or Loss Amount displayed, you will get amounts put into period 0 for your income statement accounts.

- ___ 9. Continue to process information for both years. Use the Change Fiscal Year function on the Periodic Processing menu to switch between the old year and the new year.
- ___ 10. Use the Update Current Year function on the Periodic Processing menu as needed to update the current balances with changes made to last year balances. Check the box to consolidate unclosed income accounts to retained earnings, or clear unclosed income accounts to retained earnings.

NOTE: If you are using the close periods feature in the Period Conversion function from System Manager, you can only post adjusting entries to periods that remain open. You can reopen a period if needed.

- ___ 11. Print financial statements for which the fiscal periods adjusting entries were posted.
- ___ 12. **Back up your database.** The next steps makes changes to your data.

NOTE: The remaining steps are optional. Many companies will not run the Clear and Close Last Year function, so they can have the option to post adjusting entries to any fiscal year. Once the Clear and Close Last Year is run and posted to master, no transactions can be made to that fiscal year.

- ___ 13. Use the Clear and Close Last Year function from the Periodic Processing menu to create the entries necessary to close out income and expense accounts after all of your adjustments have been made.

NOTE: Make sure the Use GL Period selection is the extra period (normally period 13) TRAVERSE adds for your clearing and closing entries. DO NOT run the clear and close to your last normal period.

- ____ 14. The Clear-To Account and the Step number set up for an Account ID are used to close the income and expense accounts. Closing entries are made to the GL Journal in the period you specify. You must use the Post to Master function (page 4-51) to post the adjusting entries created by the function.
- ____ 15. Select the Period Conversion function from the Company Setup menu on the System Manager menu to close the last period. If any other periods are open for the closing year, it is recommended that they be closed at this time. You may reopen a period if needed in the future. Leave the extra (normally period 13) period open so you can run the post to master in step 19 below.
- ____ 16. Print financial statements for the fiscal periods that the adjusting entries were posted.
- ____ 17. Use the Change Fiscal Years function from the Periodic Processing menu to switch to your prior year.
- ____ 18. Print the GL Journal (page 4-39) or the Activity Report (page 4-45) for the extra period (period 13) for entries with a source code CL to verify the closing entries.
- ____ 19. Use the Post to Master function (page 4-51) on the Transaction Journal menu to post closing entries to the GL Master table.
- ____ 20. Print the Trial Balance for the extra period (13) from the Management Reports menu to verify income and expense account balances are zero for the closing year.
- ____ 21. Change your system to the current year and use the Update Current Year function on the Periodic Processing menu to update the current year with the final account balances.

NOTE: Do not check the box to consolidate unclosed income accounts to retained earnings (the unclosed income accounts balance box should have a balance of 0); there is no reason to check the box, since the ending balances for your income statement accounts is 0, and your retained earnings account has been updated with the clearing entries.

- ____ 22. **If you have run the Clear and Close function and now must make adjusting entries in the year that was just closed: follow the steps outlined below EXACTLY, after entering the prior year transactions (and posting to master).**
- ____ 23. Run Update Current Year in the current year, with the option to consolidate to retained earnings **CHECKED** (This may be the key as to why many people have had problems when trying to do this).
- ____ 24. Run Clear and Close Last Year, while in the current year (need to change the Step back to 1).
- ____ 25. Post the prior year closing entries to master.

- ____ 26. Run Update Current Year in the current year, with the options to consolidate to retained earnings **UNCHECKED**.

CHANGE FISCAL YEAR

Use the **Change Fiscal Year** function from the Periodic Processing menu to change the current fiscal year to any existing fiscal year for viewing and printing statements, journals, and reports.

Use the Period Conversion function in System Manager and Post to Master function to create new fiscal years and to perform necessary year end processing.

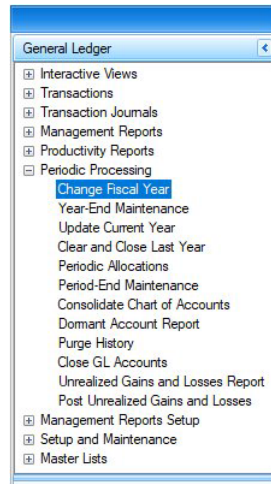
NOTE: This function may also be accessed by double clicking on the Fiscal Year in the status bar area in the lower left corner of the TRAVERSE screen.

kent CPU Fiscal Year: 2017

To **Change Fiscal Years**, follow these steps:

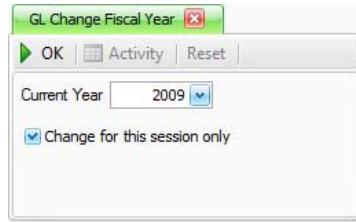
1. Select **Change Fiscal Year** from the **Period Processing** menu.

Change Fiscal Year Menu



- The **Change Fiscal Year** screen appears.

Change Fiscal Year Screen



- The **Current Year** is displayed.
- Select the fiscal year for which to change.
- Check the "**Change for this session only**" box to change the current fiscal year on your workstation only (no other users are effected). When you exit and reenter TRAVERSE, the current fiscal year reverts to the fiscal year in use before the change.

Clear this check box to change the current fiscal year on all workstations. This fiscal year is retained until you change fiscal years again.

- Select **OK** to change the year.

YEAR-END MAINTENANCE

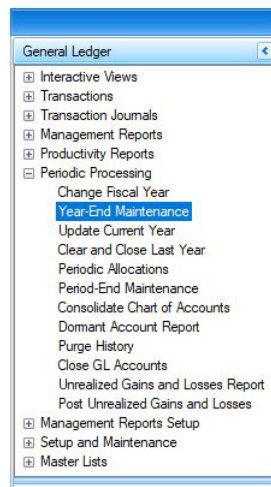
Use the **Year-End Maintenance** function to delete all transactions from the GL Journal and GL Master records for the specified year (this deletes all information for that fiscal year) and to see the available years in the database.

Delete transactions only when you must make room in the GL Journal and GL Master tables because of disk space limitations or performance is slow.

To use the **Year-End Maintenance** function, follow these steps:

1. Select **Year-End Maintenance** from the **Periodic Processing** menu.

Year-End Maintenance Menu



2. The **Year-End Maintenance** screen appears.

Year-End Maintenance Screen

	Year	History	Posted	Unposted	Detail
☐	2009	0	0	0	18
☐	2010	0	88	0	18
☐	2011	0	162	0	10
☐	2012	0	32	0	2
☐	2013	0	32	0	2
☐	2014	0	83	0	459
☐	2015	0	290	0	429
☐	2016	0	20	0	415
☐	2017	0	1278	204	489

Comments

3. Before using the **Year-End Maintenance** function, if you are deleting a fiscal year, verify that no one is using the GL Journal and GL Master and that you have printed all the reports and journals that you need from the year you are deleting. Information for reports and journals will not be available for the year you are deleting when the function is completed.
4. The years available are displayed.
5. Mark the check box(es) adjacent to the **Year(s)** you want to delete.

NOTE: You can also use the Select All and Unselect All buttons to aid in checking and unchecking boxes.

6. Click **Delete** to delete the selected years.
7. Click **Yes** at the “Are you sure you wish to delete this record?” prompt.

Command Buttons

Name	Description
Select, Select All, or Unselect All	Use the Select, Select All, or Unselect All buttons to select the years to delete from the GL Journal and GL Master, or click in the check box on each line to select it. Only years with posted transactions can be selected for deleting. You cannot delete the fiscal year you are in.
Delete	Use the Delete button to delete the selected years and all transactions and balances for the year.
Activity	Show the Activity dialog box to view past activity in the year end maintenance function. Reprinting logs is not available for this function.
Reset	Set all fields to their default.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

1 of 5						
Post Run	Run Time	Description	User ID	Comments	Print Log	
> 20091105190908	11/05/2009 1:09 PM	GL Year-End Maintenance	Andrew		...	
20091105190908	11/05/2009 1:09 PM	GL Year-End Maintenance	Andrew		...	
20091105190907	11/05/2009 1:09 PM	GL Year-End Maintenance	Andrew		...	
20091105190907	11/05/2009 1:09 PM	GL Year-End Maintenance	Andrew		...	
20091105190907	11/05/2009 1:09 PM	GL Year-End Maintenance	Andrew		...	

Name**Displays****Post Run**

The system assigned post run ID.

Run Time

The date and time the activity was done.

Description

The post description.

User ID

The user who performed the post.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

Not available for this function.

UPDATE CURRENT-YEAR

Use the **Update Current Year** function to transfer the ending balances from last year to the beginning balances of the current year. The function accomplishes the following:

- Updates beginning balances for General Ledger Account IDs with Account Types between 005 and 465.
- Calculates the net income or loss amount from the balances of all Account IDs with Account Types between 500 and 890.
- Updates the retained earnings account balance with the net income or net loss (if the option is selected).

Because this function updates only the beginning balances of the Account IDs in the current-year without requiring you to clear and close, you can easily bring forward initial balances at the start of a new year without closing last year's Account IDs. For example: if closing the previous year takes you into the second month of the current year, and you must make adjusting entries daily and still need to produce the financial reports for the first month of the current year, you can get the latest balances by using the **Update Current Year** function to update only the current year's beginning balances. The "Clear To" account identified for each GL Account ID will be used as the retained earning account when updating the beginning balance amounts.

If you change the last year's balances, use the **Update Current Year** function as necessary to update the current year's beginning balances with the changes made to last year's balances.

If you use multi-currency, you can clear unclosed income/loss amounts to a currency-specific retained earnings account. This will only update the beginning balances, and will not generate any Journal entries. If you use different currencies for Sales and COGS accounts, you can move balances into a currency-specific retained earnings account as a step in your process.

If you do not use multi-currency, you can utilize different retained earnings accounts for various groupings of Account IDs, such as departments, divisions, funds, etc.

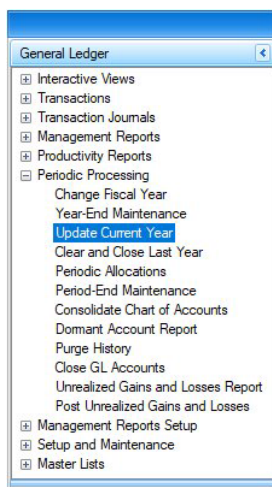
NOTE: If you choose to both Clear and Consolidate Unclosed Income/Loss Accounts to Retained Earnings, the retained earnings account you selected will only be updated from accounts that do not have a Clear To Account specified.



To use the **Update Current Year** function, follow these steps:

1. Select **Update Current Year** from the **Periodic Processing** menu.

Update Current Year Menu



2. The **Update Current Year** screen appears.

Update Current Year Screen

 A screenshot of the 'GL Update Current Year' window. The window has a title bar with 'GL Update Current Year' and standard window controls. Below the title bar are buttons for 'OK', 'Activity', and 'Reset'. The main area contains the following elements:

- A checkbox labeled 'Do the following, then check the box.' which is checked.
- Two buttons: 'Backup all data' and 'Print all reports'.
- A label 'Unclosed Income (Loss) Accounts Balance [2016]' followed by a text box containing '-67,580.87'.
- A checkbox 'Clear unclosed income (loss) accounts to retained earnings' which is unchecked.
- A checkbox 'Consolidate unclosed income (loss) accounts to retained earnings' which is checked.
- A label 'Retained Earnings Account' followed by a text box containing '000003500'.
- A label 'Comments' followed by a text box.

Basic Workflow for Using the Update Current Year Function

3. At the start of the new year, use the **Update Current Year** function to bring forward your beginning balances for balance sheet Account IDs and consolidate your unclosed income to your retained earnings account.
4. Backup your data.
5. Continue to enter transactions in both the past and current years.
6. Use the **Update Current Year** function to update the current year balances whenever changes are made that effect past year balances.
7. Use the **Clear and Close Last Year** (page 6-21) function to close out the past year.
8. Print the pertinent financial statements and reports.
9. If account balances are correct, post the closing entries to the GL Master table.
10. Use the **Update Current Year** function to update the current year beginning balances with the final ending account balances.

Updating the Current Year

1. Backup all data.
2. Print all reports.
3. Select the **Do the following, then check the box** check box: **Backup all data, Print all reports.**
4. The **Unclosed income (Loss) Accounts Balance [year]** field displays the unclosed income/loss amount to be cleared.
5. Select the **Clear unclosed income (loss) accounts to retained earnings** check box, if applicable, to clear unclosed income accounts into a retained earnings account.

This option uses the Clear-To Account assigned to the Account ID to update the beginning balance for the new year to that Account ID. This allows you to easily divide the unclosed income (loss) amounts to multiple Retained Earnings Account IDs in one easy step.

6. Select the **Consolidate unclosed income (loss) accounts to retained earnings** check box, if applicable, to consolidate unclosed income accounts into a retained earnings account.

This simply allows you to continue in the current year using real time numbers. You must still execute the year-end procedures in last year to provide the appropriate audit trail.

If both options are selected, the Clear-To Account assigned to the Account ID will be used to update the beginning balances. If there is an Account ID that has a blank Clear-To Account field, with the Account Type between 500 and 890, the Retained Earnings Account selected on the screen will be used.

NOTE: If you select this check box, select the retained earnings account from the Retained Earnings Account field.

7. Enter any comments for updating the current year in the **Comments** field.
8. Click a command button:

Command Buttons

Name	Description
<u>O</u> K	Select the <u>O</u> K button to proceed and execute the function.
Activity	Show the Activity dialog box to view past activity in the update year end function and reprint logs.
<u>R</u> eset	Set all fields to their default.

Upon executing the function a log of the balances for your Account IDs with types from 500 to 890 appears, that makes up your unclosed income or loss amount.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
20100225131954	02/25/2010 1:31 PM	GL Update Current Year	kenth		...
20091105154508	11/05/2009 3:45 PM	GL Update Current Year	demo		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was done.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Update Current Year Log

Continental Products Unlimited				Page 1
Update Current Year Log				
Fiscal Year: 2016				
Consolidate unclosed income (loss) accounts to retained earnings Retained Earnings Account	Yes	000003500		
Comments				
Account ID	Description	Debit	Credit	
00-000-4000	Computers	134,664.83	0.00	
00-000-4010	Accessories		0.00	
00-000-4020	Software		0.00	
00-000-4100	Service Contracts		0.00	
00-000-4200	Returns & Allowances	0.00		
00-000-4300	Discounts on Sales	0.00		
00-000-4400	Freight/Service Charges		0.00	
00-000-5000	COGS Computer	0.00	81,064.15	
00-000-5010	COGS Accessories	0.00		
00-000-5020	COGS Software	0.00		
00-000-5030	COGS Labor	0.00		
00-000-5040	Cost of Warranties	0.00		
00-000-5100	Freight	0.00		
00-000-5110	Miscellaneous	0.00		
00-000-5111	JPY Miscellaneous	0.00		
00-000-5200	Inventory Write-offs	0.00		
00-000-6000	Payroll Related Expenses	0.00		
00-000-6050	Purchases	0.00		
00-000-6100	Management Salaries	0.00		
00-000-6110	Wages	0.00		
00-000-6120	Overtime	0.00		
00-000-6130	Commissions	0.00		
00-000-6160	Health & Dental	0.00		
00-000-6200	Employment Fees	0.00		
00-000-6210	Workers Compensation	0.00		
00-000-6500	Marketing Expenses	0.00		
00-000-6510	Advertising	0.00		
00-000-6520	Trade Shows	0.00		
00-000-6530	Newsletters	0.00		
00-000-6560	Public Relations	0.00		
00-000-6570	Marketing Research	0.00		
00-000-6600	Misc Expenses	0.00		
00-000-6610	Radio Products	0.00		
00-000-6700	Vehicle Expense	0.00		
00-000-6710	Cleaning Services	0.00		
00-000-6730	Deliveries	0.00		
00-000-6750	Education	0.00		
00-000-6760	Entertainment	0.00		
00-000-6770	Equipment Rental	0.00		
00-000-6800	Office Supplies	0.00		
00-000-6820	Professional Services	0.00		
00-000-6840	Repair & Maintenance	0.00		
00-000-7000	Utilities	0.00		
00-000-7100	Warranty Expense	0.00		
00-000-9000	Other Income		0.00	
00-000-9005	Interest Expense	0.00		
00-000-9010	Interest Income		0.00	
00-000-9030	Discounts Taken	1,659.16	0.00	
00-003-7200	Bad debt expense	0.00		
5/22/2017 9:06 AM				OPEN_SYSTEMS\Kent.Heitkamp

CLEAR AND CLOSE LAST YEAR

Use the **Clear and Close Last Year** function to clear and close revenue and expense Account IDs to specified capital Account IDs. This function will clear the account for all periods -- you cannot use it to close accounts by period.

To see retained earnings at the end of each period, set up a financial statement to print the necessary Account ID balances in the balance sheet.

Clearing and Closing

When you clear and close by step, the system enters a matching Debit in the GL Journal for the actual balance of each revenue Account ID. It will also enter an offsetting Credit to the capital account specified in the Chart of Accounts function (page 3-33).

For expense Account IDs the opposite happens. The system enters a matching Credit in the GL Journal for the actual balance of each expense Account ID. It will also enter an offsetting Debit to the capital Account ID specified in the Chart of Accounts function (page 3-33).

The net balance posted to the capital Account ID is the difference between the Total Revenues and the Total Expenses -- that is, the profit (if it is a Credit balance) or the net loss (if it is a Debit balance) for that year.

NOTE: The Clear and Close Last Year function has no effect on the Budget and Forecast balances.

Clearing and Closing Capital Accounts

Before you run this function for the first time, you must use the Chart of Accounts function (page 3-33) to designate the revenue and expense Account IDs' "Clear To" capital Account ID and closing Step. Thereafter, you can use the Clear and Close Last Year function to clear and close Account IDs automatically.

Before you close the books for the first time, follow these steps:

1. **Determine** which Account IDs are to be closed to capital Account IDs and at what step that will occur (you can have up to 9 steps).
2. **Enter** the capital Account ID that each revenue and expense Account ID will be cleared to, and **enter** the Step number under which the clearing will take place.
3. If you have additional Account IDs to be cleared to the capital Account ID (such as dividends paid), set them up the same way. This should be the last clearing Step used.

Closing in Steps

There are three alternatives for closing in steps:

- Clear and close all income statement Account IDs in one step, which is the fastest way. then use the Statement Layout, Statement Contents, and the Statements functions to calculate the year-end figures you need.
- Close all segments to the first segment. The Trial Balance Report and financial statements show the total amounts for income statement Account IDs, rather than a breakdown by segment.
- Audit Automatic Closing; by closing the Account IDs in steps. For example: if you close the operating expenses in one step, the income statement shows the total gross profit or operating margin. If you close the COGS Account IDs in the next step, the income statement will reflect your gross income. When you clear the revenue Account IDs in the next step, you are ready to distribute net income.

Distributing Net Income

The closing procedure you use depends on how your business is organized.

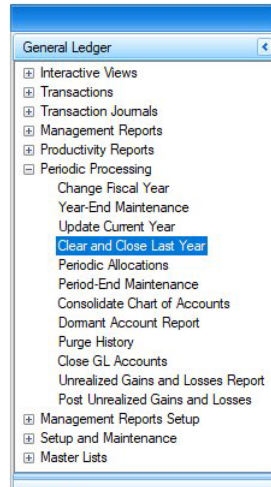
To distribute the income to more than one equity Account ID (for example, if your company is a partnership), use this procedure:

1. Use the Chart of Accounts function (page 3-33) to add an income summary Account ID to temporarily hold the net income.
2. Use the Chart of Accounts function to enter the income summary Account ID in the Clear To Account field of each revenue and expense Account ID. You can clear these Account IDs to the income summary Account ID in one, or several steps.
3. When you have finished all of the clearing steps, the income summary Account ID has a Credit balance showing the net profit for the year or a Debit balance showing the net loss. Use the Transactions function (page 4-11) to Credit (or Debit) each equity Account ID for the proper amount. Then enter an offsetting Debit (or Credit) to the income summary Account ID for the total amount distributed, reducing that Account ID's balance to zero.

To use the **Clear and Close Last Year** function, follow these steps:

1. Select **Clear and Close Last Year** from the **Periodic Processing** menu.

Clear and Close Last Year Menu



2. The **Clear and Close Last Year** screen appears.

Clear and Close Last Year Screen

A screenshot of the 'GL Clear and Close Last Year' screen. The screen has a title bar with 'GL Clear and Close Last Year' and a close button. Below the title bar are three buttons: 'OK', 'Activity', and 'Reset'. The main area contains several input fields and labels:

- Clear and Close:** A text box containing '2016'.
- Step From:** A text box containing '1'.
- Step Thru:** A text box containing '1'.
- Use Fiscal Period:** A text box containing '13' with a small calendar icon to its right.
- Accounts to Close:** A text box containing '295'.
- Total Revenues:** A text box containing '0.00'.
- Total Expenses:** A text box containing '67,580.87'.
- Comments:** A large text area at the bottom.

3. The **Clear And Close** year is displayed, it will be one year less than the fiscal year in which you are working.
4. Select the **Step From** and **Step Thru** you want to execute. Step 1 From and Thru will default the first time you run the function. If step From 2 Thru 2 is displayed, the function has been run and should not be run again for step 1.
5. Select the **Use GL Period** you wish to have closing entries created in. The last period setup will be defaulted in to the field. Press **Enter** to accept the default value.

NOTE: Always use the extra (13) period for this function. If you use a normal period you will have 0 for your income statement Account IDs for the period to which you clear and close.

6. The system will summarize the number of **Accounts To Close**. This information can not be updated and is for display only.
7. The system summarizes the **Total Revenues** and the **Total Expenses** to be closed out. This is determined by the account types set up for each account. (500 to 890)
8. Select a command button:

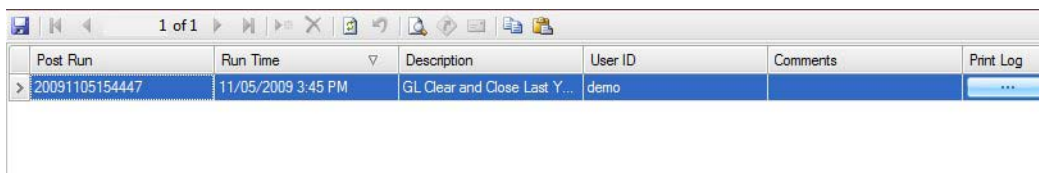
Command Buttons

Name	Description
OK	Select the OK button to execute the function after all of your selections have been made.
Activity	Select the Activity button so view post runs for prior clearing and closing processing.
Reset	Set all fields to their default.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20091105154447	11/05/2009 3:45 PM	GL Clear and Close Last Y...	demo		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was done.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

After Each Closing Step

When you finish each step, follow this procedure:

1. Change fiscal years to the previous year using the **Change Fiscal Year** (page 6-9) function.
2. Print the **GL Journal** (page 4-39) or the **Activity Report** (page 4-45) for the closing period (13). If some closing entries are missing, check the Account ID record (page 3-33)-- the Account ID may not be set up with either a Clear To Account or clearing Step.
3. When everything is correct, save the **GL Journal** and **Activity Report** as part of the audit trail.
4. **Post** the journal to the **GL Master** (page 4-51) for the company whose Account IDs you cleared and closed, using the closing period (13). Posting updates the Account ID balances with the transaction just entered.
5. Print an **Audit Trial Balance Report** (page 7-9) and make sure that the Account IDs closed in that Step have a zero balance.
6. Repeat the procedure for all of your Steps.

PERIOD-END MAINTENANCE

Use the **Period-End Maintenance** function to erase posted transactions in the GL Journal, or to move the transactions to history for periods you specify, without resetting the Account ID balances. Use this function only when disk space is limited or performance is slow.

If the end of the period is also the end of the year and you want to delete an entire year, use the Year-End Maintenance (page 6-11) function instead of the Period-End Maintenance function.

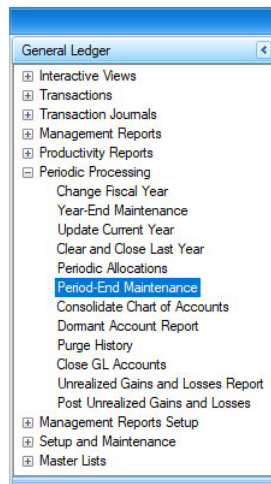
Before using the Period-End Maintenance function, make sure the ledger is in balance and there are no unposted entries for the period.

NOTE: This function should not be run each period. Once the transactions have been moved to history you can no longer print a GL Journal or Activity Report for those transactions.

To perform **Period-End Maintenance**, follow these steps:

1. Select **Period-End Maintenance** from the **Periodic Processing** menu.

Period-End Maintenance Menu



2. The **Period-End Maintenance** screen appears.

Period-End Maintenance Screen

GL Period-End Maintenance

Delete Activity Reset Select All Unselect All Move to Hist Refresh List

Period List

	Fiscal Year	Fiscal Period	Entries	Total Debits	Total Credits	Alloc Entries	Posted Entries
☐	2010	4	6	254.17	254.17	0	6
☐	2010	5	6	254.17	254.17	0	6
☐	2010	6	6	254.17	254.17	0	6
☐	2010	7	6	254.17	254.17	0	6
☐	2010	8	6	254.17	254.17	0	6
☐	2010	9	10	2,129.17	2,129.17	0	10
☐	2010	10	12	2,218.75	2,218.75	0	12
☐	2010	11	14	2,687.50	2,687.50	0	14
☐	2010	12	22	3,150.40	3,150.40	0	22
☐	2011	1	24	3,480.99	3,480.99	0	24
☐	2011	2	36	9,865.68	9,865.68	0	36
☐	2011	3	38	10,035.31	10,035.31	0	38
☐	2011	4	32	9,781.15	9,781.15	0	32
☐	2011	6	32	78,249.38	78,249.38	0	32
☐	2012	6	32	114,105.15	114,105.15	0	32
☐	2013	6	32	109,657.86	109,657.86	0	32
☐	2014	6	32	105,602.12	105,602.12	0	32
☐	2014	9	24	3,887.59	3,887.59	0	24
☐	2014	10	8	2,545.38	2,545.38	0	8
☐	2014	11	8	3,018.75	3,018.75	0	8
☐	2014	12	11	6,018.56	6,018.56	0	11
☐	2015	1	145	341,972.93	341,972.93	0	145
☐	2015	2	117	268,651.65	268,651.65	0	117
☐	2015	6	28	100,931.69	100,931.69	0	28
☐	2016	6	20	67,580.87	67,580.87	0	20
☐	2017	3	4	12,441.75	12,441.75	0	4
☐	2017	4	25	13,082.75	13,082.75	0	25
☐	2017	5	89	95,997.89	95,997.89	0	89
☐	2017	6	115	67,828.87	67,828.87	0	115
☐	2017	7	397	565,927.23	565,849.92	0	372
☐	2017	8	429	4,539,056.69	4,539,134.00	0	250
☐	2017	9	338	5,962,364.41	5,962,364.41	0	338
☐	2017	10	77	824,223.33	824,223.33	0	77
☐	2017	11	8	29,383.04	29,383.04	0	8

Comments

3. Make sure that no one is using the GL Journal.
4. The **Fiscal Year**, **Fiscal Period**, **Entries**, **Total Debits**, **Total Credits**, **Alloc Entries**, and **Posted Entries** for each available fiscal period and year are displayed.
5. Select the check box next to the **Fiscal Period** and **Fiscal Year** record you wish to work with.

6. Select a command button:

Command Buttons

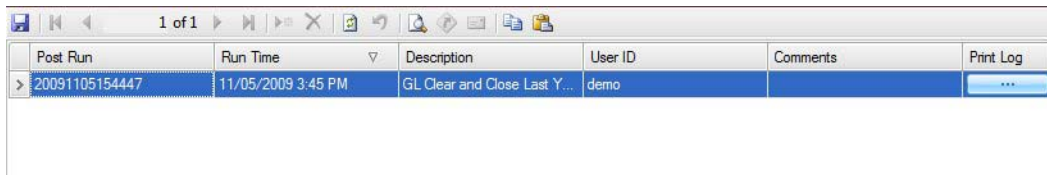
Name	Description
Delete	Use the Delete button to delete the selected periods and all transactions and balances for the period.
Activity	Show the Activity dialog box to view past activity in the year end maintenance function. Reprinting logs is not available for this function.
Reset	Set all fields to their default.
Select All, or Unselect All	Use the Select All, or Unselect All buttons to select the periods from the GL Journal, or click in the check box on each line to select it. Only posted transactions appear and can be selected for moving or deleting.
Move to Hist	Use the Move to Hist button to remove posted transactions, for that period, from the GL Journal, and move them to history. (You may still view them through the Transaction View function.)
Refresh List	Use the Refresh List button to update the list box and show the latest balances; otherwise, select the periods to work with and then the system will use the real data without updating the screen.

NOTE: Use the Purge History function or the Year-End Maintenance function to delete data from history.

Activity

Use the **Activity Log** to view all maintenance activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20091105154447	11/05/2009 3:45 PM	GL Clear and Close Last Y...	demo		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the maintenance was done.
Description	The maintenance description.
User ID	The user who performed the maintenance.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

CONSOLIDATE CHART OF ACCOUNTS

Use the **Consolidate Chart of Accounts** function to consolidate the Account ID balances from one GL Master to another. You can also use this function to consolidate the Account IDs from several GL Masters into one master table.

You must set up a Consolidate To Account ID with a step from 1 to 9 in the Chart of Accounts function (page 3-33) on the Setup and Maintenance menu prior to running the Consolidate Chart of Accounts. When you set up the Consolidate To Account ID the Account ID must exist in both the source and destination company.

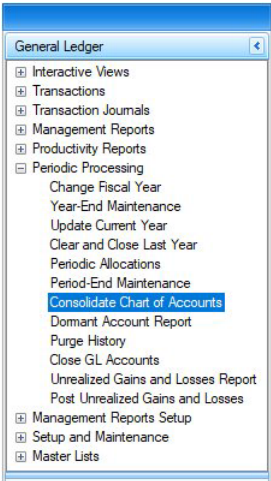
Caution: If you use the Consolidate Chart of Accounts function to consolidate a company with another active company, TRAVERSE adds the balances of the “From” company to those of the “To” company. For this reason, it is suggested to use the “To” company only for consolidation purposes. If you want to preserve account balances as they are, you can print consolidated statements for the companies instead of physically combining them (see below).

NOTE: Only companies with identical Account Masks can be consolidated together.

To **Consolidate Chart of Accounts**, follow these steps:

1. Select **Consolidate Chart of Accounts** from the **Periodic Processing** menu.

Consolidate Chart of Accounts Menu



2. The **Consolidate Chart of Accounts** screen appears.

Consolidate Chart of Accounts Screen

3. Existing Companies with compatible Account Masks appear in the **Company From** box. Select the **Comp ID(s)** you wish to consolidate.
4. The current company you are working with is displayed and cannot be changed.
Be sure you are consolidating **To** the correct company. If this is not the correct company then you must exit Consolidate Chart of Accounts, change companies and then select Consolidate Chart of Accounts from the menu.
5. Enter the first consolidation **From Step** you wish to use. Only those Account IDs that were set up in the Chart of Accounts function (page 3-33) with a “Consol to Account” and “Step” fields will be effected.
6. Enter the **Thru Step** for the consolidation step needed. If you have only one step consolidation then this value will be the same as the From Step field.
7. After making your selections, click the **OK** button to implement the consolidation or click the **Close** button to exit the function without executing the consolidation.

Task Summary

Printing Consolidated Financial Statements

You do not have to use this function to print consolidated financial statements.

To print consolidated financial statements for multiple companies, use one of these methods:

- Use the Financial Statements (page 7-103) function to print statements for two or more companies.
- Set up the Statement Contents (page 7-63) to print consolidated statements for the companies.

NOTE: If you use the Consolidate Chart of Accounts function to consolidate a company with another active company, the balances of the company consolidated to are overwritten. Instead, print consolidated statements for the companies (see above).

Consolidating Companies

Use one of the following methods to consolidate companies:

- Consolidate all companies into one GL Master table. For example: to include the Account IDs of a department at a branch office, consolidate that company's Account IDs with those of a company in the GL Master table at your main office. Then you can use the consolidated company statements with other companies in the main office's GL Master table.
- Consolidate the companies into two or more GL Masters -- for example: to print separate consolidated statements for several departments.

Consolidating for the First Time

Before you consolidate for the first time, use the Chart of Accounts function (page 3-33) to specify the main company's Account IDs that the branch company's Account IDs are to consolidate with.

You can consolidate in steps to provide an audit trail. For instance, you might consolidate all asset Account IDs in one step, all liability Account IDs in another step, and so on.

Consolidating GL Master Tables

Follow these steps to consolidate GL Master tables:

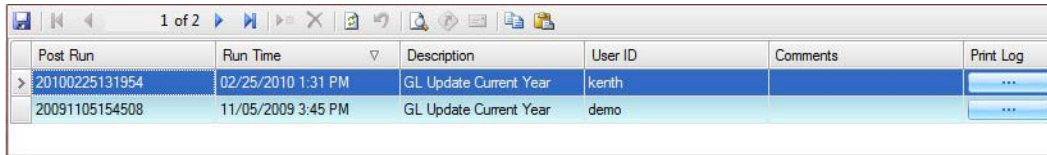
1. Print the Chart of Accounts List (page 3-39) to verify that the branch company's Account IDs are set up to consolidate with the main company's Account IDs.

2. Use the Consolidate Chart of Accounts function to consolidate the branch GL Master tables with the main GL Master table.
3. Print the consolidate financial statements.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100225131954	02/25/2010 1:31 PM	GL Update Current Year	kenith		...
20091105154508	11/05/2009 3:45 PM	GL Update Current Year	demo		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was done.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

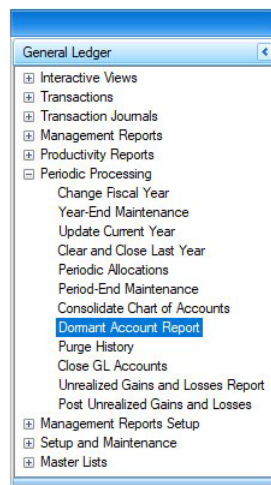
DORMANT ACCOUNT REPORT

Use the **Dormant Account Report** function to provide a list of active Account IDs that have not had any activity since a specified Fiscal Period/Year.

Follow these steps to print the **Dormant Account Report**:

1. Select **Dormant Account Report** from the **Periodic Processing** menu.

Dormant Account Report Menu



2. The **Dormant Account Report** screen appears.

Dormant Account Report Screen

3. Select the range of **Filter Criteria** to include on the report. If this area is left blank the report will include all foreign currency accounts.
4. Select the **Period** and **Year** for **Last Activity** to print accounts with no activity prior to this period and year.
5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
6. In the **Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

PERIODIC PROCESSING
Dormant Account Report

Dormant Account Report

Confidential Products Unlimited Dormant Account Report						Page 1
Report Filter						
Last Activity	1 / 2011					
Account ID	Description	Type	Class	Currency ID	Account Balance	
00-000-1100	Accounts Receivable	Accounts Receivable	Current Assets	USD	34,624,947.40	
00-000-1300	Prepaid Taxes	Work-in-Process	Current Assets	USD	-2,515.78	
00-000-1310	Corporate Taxes	Prepaid Expenses	Current Assets	USD	0.00	
00-000-1510	Machinery	Machinery and Equipment	Fixed Assets	USD	-400.00	
00-000-1520	Trucks	Motor Vehicles	Fixed Assets	USD	-200.00	
00-000-1530	Office Equipment	Machinery and Equipment	Fixed Assets	USD	240,000.00	
00-000-1540	Leaseholds and Improvements	Leasehold Improvements	Fixed Assets	USD	0.00	
00-000-1700	Goodwill	Other	Fixed Assets	USD	0.00	
00-000-1750	Amortization	Amortization--Goodwill	Fixed Assets	USD	0.00	
00-000-2010	Accounts Payable	Accounts Payable	Current Liabilities	USD	326,587.46	
00-000-2020	Sales Tax Payable	Taxes Payable	Current Liabilities	USD	0.07	
00-000-2110	Vacation Accrual	Pension Fund Payable	Current Liabilities	USD	0.00	
00-000-2120	Workers Compensation	Pension Fund Payable	Current Liabilities	USD	22,004.00	
00-000-2200	Sales Tax Accrual	Other	Current Liabilities	USD	1,075.00	
00-000-2220	Warranty Expense	Other	Current Liabilities	USD	0.00	
00-000-2400	Deferred Income	Other	Current Liabilities	USD	0.00	
00-000-2410	Long Term Debt	Bonds and Notes Payable	Long Term Liabilities	USD	0.00	
00-000-2420	Long Term Liabilities	Other	Long Term Liabilities	USD	0.00	
00-000-3000	Common Stock	Common Stock	Owners Equity	USD	0.00	
00-000-3100	Paid in Capital	Paid in Capital	Owners Equity	USD	0.00	
00-000-3200	Dividends	Common Dividends	Owners Equity	USD	0.00	
00-000-3500	Retained Earnings	Beginning Retained Earnings	Owners Equity	USD	-7,002.16	
00-000-3900	YTD Earnings	Other	Owners Equity	USD	0.00	
00-000-4010	Accessories	Gross Revenues	Operating Revenues	USD	0.00	
00-000-4020	Software	Gross Revenues	Operating Revenues	USD	0.00	
00-000-5010	COGS Accessories	Cost of Sales	Cost of Sales	USD	0.00	
00-000-5020	COGS Software	Cost of Sales	Cost of Sales	USD	0.00	
00-000-5100	Freight	Manufacturing Expenses	Operating Expenses	USD	0.00	
00-000-5200	Inventory Write-offs	Cost of Sales	Cost of Sales	USD	0.00	
00-000-6130	Commissions	Selling Expenses	Operating Expenses	USD	0.00	
00-000-6160	Health & Dental	Other	Operating Expenses	USD	0.00	
00-000-6200	Employment Fees	General and Administration	Operating Expenses	USD	0.00	
00-000-6500	Marketing Expenses	Selling Expenses	Operating Expenses	USD	0.00	
00-000-6510	Advertising	Selling Expenses	Operating Expenses	USD	0.00	
00-000-6520	Trade Shows	Selling Expenses	Operating Expenses	USD	0.00	
00-000-6530	Newsletters	Selling Expenses	Operating Expenses	USD	0.00	
00-000-6560	Public Relations	Selling Expenses	Operating Expenses	USD	0.00	
2/4/2013 1:19 PM						OPEN_SYSTEMS\Kventhe

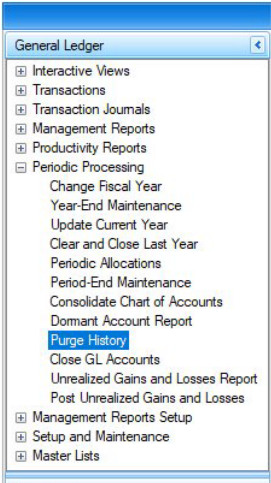
PURGE HISTORY

Use the **Purge History** function to delete transactions from journal history. You can delete only the transactions that you moved to journal history in the Period-End Maintenance (page 6-27) function.

To **Purge History**, follow these steps:

- 1. Select **Purge History** from the **Periodic Processing** menu.

Purge History Menu



- 2. The **Purge History** screen appears.

Purge History Screen

GL Purge History

Delete Activity Reset Select All Unselect All

Period List

	Fiscal Year	Fiscal Period	Entries	Total Debits	Total Credits
☐	2005	3	2	3,200.00	3,200.00
☐	2005	4	2	4,519.91	4,519.91
☐	2005	6	2	4,550.93	4,550.93
☐	2005	9	28	58,813.40	58,813.40
☐	2005	12	4	6,949.30	6,949.30

3. The **Fiscal Year**, **Fiscal Period**, **Entries**, **Total Debits**, and **Total Credits** are displayed for all available fiscal years and periods.
4. Select the **Fiscal Year** and **Fiscal Period** from which you wish to purge the history transactions.
5. Select a command button:

Command Buttons

Name	Description
Delete	Use the Delete button to delete the selected periods and all history transactions for the period.
Activity	Show the Activity dialog box to view past activity in the year end maintenance function. Reprinting logs is not available for this function.
Reset	Set all fields to their default.
Select All, or Unselect All	Use the Select All, or Unselect All buttons to select the periods from the GL Journal History, or click in the check box on each line to select it. Only transactions moved to history appear and can be selected for deleting.

NOTE: Use the Purge History function or the Year-End Maintenance function to delete data from history.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20091105154447	11/05/2009 3:45 PM	GL Clear and Close Last Y...	demo		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was done.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

CLOSE GL ACCOUNTS

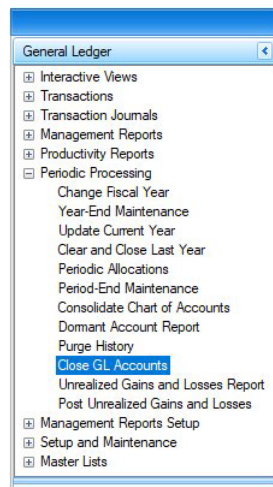
Use the **Close GL Account** function to close a GL Account that is no longer needed. If you use multi-currency, the Close GL Account function will also generate gain/loss entries as necessary, as well as updating the status of the Account ID to Inactive.

To close an Account ID, the Account ID must be currently active, and have a net zero balance. Post any applicable transactions before you start.

To **Close GL Accounts**, follow these steps:

1. Select **Close GL Accounts** from the **Periodic Processing** menu.

Close GL Accounts Menu



- The **Close GL Accounts** screen appears.

Close GL Accounts Screen

Selected	Account ID	Description	Gain/Loss Amount (Base)	Gain/Loss Account
☒	000001210	Work In Process	0.00	000001000
☐	000001300	Prepaid Taxes	0.00	000001000
☐	000001310	Corporate Taxes	0.00	000001000
☐	000001500	Furniture and Fixtures	0.00	000001000
☐	000001510	Machinery	0.00	000001000
☐	000001520	Trucks	0.00	000001000
☐	000001530	Office Equipment	0.00	000001000
☐	000001700	Goodwill	0.00	000001000
☐	000001750	Amortization	0.00	000001000
☐	000002000	Line of Credit	0.00	000001000
☐	000002010	Accounts Payable	0.00	000001000
☐	000002020	Sales Tax Payable	0.00	000001000
☐	000002030	Notes Payable	0.00	000001000
☐	000002110	Vacation Accrual	0.00	000001000
☐	000002200	Sales Tax Accrual	0.00	000001000
☐	000002220	Warranty Expense	0.00	000001000
☐	000002410	Long Term Debt	0.00	000001000
☐	000003000	Common Stock	0.00	000001000

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

- Enter any **Comments** regarding the Account ID(s).

- Account IDs that have a zero net balance will be displayed in the grid.

Account IDs with a non-zero net balance are not eligible to be closed.

- The **Account ID**, **Description**, **Gain/Loss Amount (Base)**, and **Gain/Loss Account** are displayed.

- Mark the check box(es) for the **Account ID(s)** you want to close.

You can also use the **Select All** and **Unselect All** buttons to aid in checking and unchecking boxes.

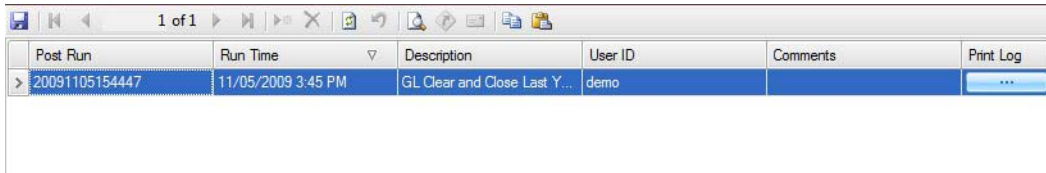
- 8. After the **Write** button is selected and the process is finished, the **Close GL Account Log** will appear. Any selected Account IDs that have a Gain/Loss Amount will have the gain or loss posted.
- 9. The Status of the Account ID(s) closed will be changed to Inactive.
- 10. Select a command button:

Command Buttons

Name	Description
Write	Execute the process that will close the selected GL Accounts. The process will generate realized gain/loss entries as needed, and update the account status.
Activity	Show the Activity dialog box to view past activity in the year end maintenance function. Reprinting logs is not available for this function.
Reset	Set all fields to their default.
Select All, or Unselect All	Use the Select All , or Unselect All buttons to select the periods from the GL Journal History, or click in the check box on each line to select it. Only transactions moved to history appear and can be selected for deleting.

Activity

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

The screenshot shows a software window titled '1 of 1' with a toolbar containing icons for file operations and navigation. Below the toolbar is a table with six columns: 'Post Run', 'Run Time', 'Description', 'User ID', 'Comments', and 'Print Log'. A single row of data is displayed, with the first cell containing a right-pointing arrow and the ID '20091105154447'. The other cells contain '11/05/2009 3:45 PM', 'GL Clear and Close Last Y...', 'demo', and an empty field. A 'Print Log' button is located at the end of the row.

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20091105154447	11/05/2009 3:45 PM	GL Clear and Close Last Y...	demo		Print Log

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was done.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Close GL Account Log

Continental Products Unlimited				Page 1
GL Close GL Account Log				
Fiscal Year	2017	Fiscal Period	6	
Report Filter				
Comments				
Account ID	Description	Gain/Loss Account	Gain/Loss Amount (Base)	
02-006-9030	Discounts Taken	00-000-1000	0.00	

UNREALIZED GAINS AND LOSSES REPORT

Unrealized Gains and Losses Overview

 The **Unrealized Gains and Losses Report** lists the amounts your company would gain or lose due to the fluctuating currency exchange rates used to calculate account balances. This report is available only if you use multi-currency.

To calculate the amounts that appear on this report, TRAVERSE performs these steps:

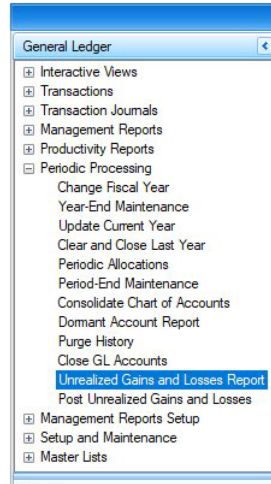
- TRAVERSE scans through the Account IDs and selects only those that use the currencies you specify.
- Working from history, TRAVERSE determines the balances of these Account IDs in base currency based on existing transactions (and their exchange rates). This balance represents the actual balance in base currency.
- TRAVERSE then converts the Account IDs' balances from their foreign currencies to base currency using the periodic rate for the period you specify. These balances represent the exchange balance, that is, the amount you would receive if you closed out that Account ID today.
- Finally, TRAVERSE calculates the difference between the actual balance and the exchange balance. This difference represents the unrealized gain or loss that results from differences in exchange rates from the time you enter transactions to the time you calculate account balances.

The amounts printed on this report represent unrealized gains and losses; that is, these amounts estimate the funds your company would gain or lose if all Account IDs using foreign currencies were closed at that moment, using the periodic exchange rate. Use this report as a tool to view how fluctuating exchange rates affect your business and to verify the accounting entries TRAVERSE makes when you **Post Unrealized Gains and Losses** as part of your period-end processing.

Follow these steps to print the **Unrealized Gains and Losses Report**:

1. Select **Unrealized Gains and Losses Report** from the **Periodic Processing** menu.

Unrealized Gains and Losses Report Menu



- The **Unrealized Gains and Losses Report** screen appears.

Unrealized Gains and Losses Report Screen

- Select the range of **Filter Criteria** to include on the report. Gains and losses for Account IDs using the currencies you select are printed on the report, organized by currency ID. If this area is left blank the report will include all foreign currency Account IDs.
- Select the **Fiscal Date Period** and **Year** for which to print unrealized gains and losses.
- Select the **View** for your report; **Detail** or **Summary**.
- Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.

Name	Description
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

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General Ledger 6-53

POST UNREALIZED GAINS AND LOSSES

Post Unrealized Gains and Losses Overview

Use the **Post Unrealized Gains and Losses** function to balance Account IDs and close the books as part of your period-end processing. This function is available only if you use multi-currency.

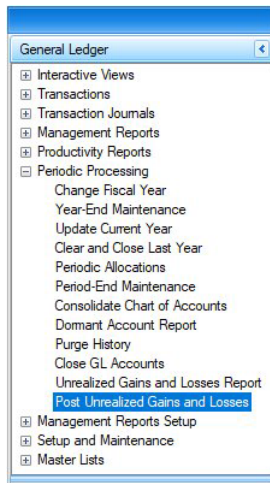
When you post unrealized gains and losses, TRAVERSE performs these actions:

- TRAVERSE identifies the Account IDs that use currencies other than the base currency and calculates the gain and loss amounts that would result if those Account IDs were closed at that moment using the most current periodic exchange rate.
- The system then creates entries for these amounts in the Account IDs you specified in the **System Manager, Gains and Losses Accounts** function to balance Account IDs for correct accounting so that you can close the books.
- TRAVERSE creates a reversing entry in the next period (with the date you specify) that reverses these entries to make way for the actual realized gains and losses that are recorded when you post payments. The journal entry to the current period will have a source code of G1 and the reversing entry to the next period will have a source code of G2.
- The entries that TRAVERSE makes when you post are noted on the **Unrealized Gains and Losses Report**. Print this report before you Post Unrealized Gains and Losses to verify these entries.

Follow these steps to **Post Unrealized Gains and Losses** as part of your period-end processing:

1. Select **Post Unrealized Gains and Losses** from the **Periodic Processing** menu.

Post Unrealized Gains and Losses Menu



2. The **Post Unrealized Gains and Losses** screen appears.

Post Unrealized Gains and Losses Screen

 A screenshot of the 'GL Post Unrealized Gains and Losses' window. The window has a title bar with the text 'GL Post Unrealized Gains and Losses' and a close button. Below the title bar are three buttons: 'OK', 'Activity', and 'Reset'. The main area of the window contains a checkbox labeled 'Do the following, then check the box:' which is checked. Below this checkbox is a text box containing the instructions: 'Set up the periodic Exchange Rate for the current GL Period and Year. Print the Unrealized Gains and Losses Report.' Below the text box are three dropdown menus: 'Fiscal Year' (set to 2009), 'Period' (set to 6), and 'Transaction Date' (set to 06/16/2009). At the bottom of the window is a 'Comments' label followed by a text input field.

3. Select the **Do the following, then check the box**, box when you have **Set up periodic Exchange Rates for the current GL Period and Year**, and **Print the Unrealized Gains and Losses Report**.

You cannot continue until you select this check box. If you have not set up period exchange rates for the period selected, the exchange rate used is 1.

4. Select the **Fiscal Year** and **Period** to which to post unrealized gains and losses.
5. Enter the **Transaction Date** to use for the reversing entry.
6. Enter any **Comments** for this post, if necessary.
7. Select a command:

Command Buttons

Name	Description
OK	Begin processing. A message appears when the post completes successfully.
Activity	Show the Activity dialog box to view past copying recurring entries and reprint logs.
Reset	Set all fields to their default.

8. Once you post unrealized gains and losses for a period you can not post unrealized gains and losses again for that period.
9. After you click **OK** the Post Unrealized Gains and Losses Log appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100225215700	02/25/2010 3:57 PM	GL Post Unrealized Gains ...	kenth		...

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Unrealized Gains and Losses Log

Continental Products Unlimited					Page 1
Post Unrealized Gains and Losses					20090616212119
Fiscal Year/Period	2009/6	Transaction Date	6/16/2009		
Comments					
Posted to Fiscal Year	2009				
Fiscal Period	6				
Reference	Description	GL Account	Debit	Credit	
EUR	Unrealized Gains/Losses	02-000-2012		3,784.10	
EUR	Unrealized Gains/Losses	02-000-9040		5,919.28	
EUR	Unrealized Gains/Losses	02-000-9050	9,703.38		
Total for Fiscal Period 6			9,703.38	9,703.38	
Fiscal Period	7				
Reference	Description	GL Account	Debit	Credit	
EUR	Unrealized Gains/Losses Rev	02-000-2012		3,784.10	
EUR	Unrealized Gains/Losses Rev	02-000-9040		5,919.28	
EUR	Unrealized Gains/Losses Rev	02-000-9050	9,703.38		
Total for Fiscal Period 7			9,703.38	9,703.38	
Grand Total			19,406.76	19,406.76	

PERIODIC PROCESSING*Post Unrealized Gains and Losses*

PERIODIC ALLOCATIONS



Some customers, such as non-profit organizations, need to define and periodically allocate amounts from a pool of Source Accounts to specific Recipient Accounts. Use the GL **Periodic Allocations** function to perform these allocations in a batch mode at various intervals (generally monthly, quarterly, and annually) using one of a number of allocation methods. See the GL Periodic Allocations Overview section (page 3-111) for more information.

The Periodic Allocations function calculates allocations for the groups specified (see Calculating Allocations in the GL Periodic Allocations Overview (page 3-120)). You can calculate the potential allocations without generating any actual GL transactions by using the **Calculate** button on the toolbar.

Valid entries must have an Active status, an Effective Date as of the selected transaction date, and an Expiration Date later than the selected transaction date.

NOTES:

- Before performing Periodic Allocations, make sure you have completed prior year processing (Post to Master, Clear and Close Last Year) and performed the Update Current Year process. This ensures that no outstanding journal entries from the prior year are excluded from the distributed balances.
- If you use multi-currency, and if GL accounts in foreign currencies are involved in the periodic allocation, run the Post Unrealized Gains and Losses function to realign the account and base currency amount for the As-Of period before you process allocations.
- You cannot cross a fiscal year end. You can choose last year balances or current year balances and a range of periods within them, but you cannot do period 11 of one year to period 2 of the next.

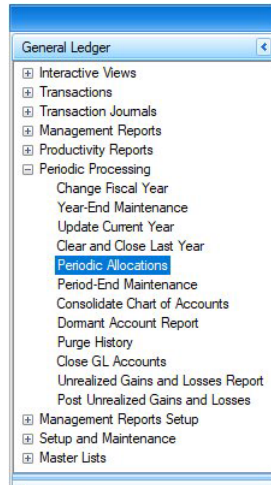
When you calculate the selected allocations, a journal is created for the purpose of pre-verifying what will occur in the calculations before actually running the process. After you generate the allocations, the resulting log will be necessary for audit purposes and should be saved as such. The log details the calculations performed for each Periodic Allocation Group/Periodic Allocation Code and the resulting temporary and/or actual transaction created at each step.



To use the **Periodic Allocations**, follow these steps:

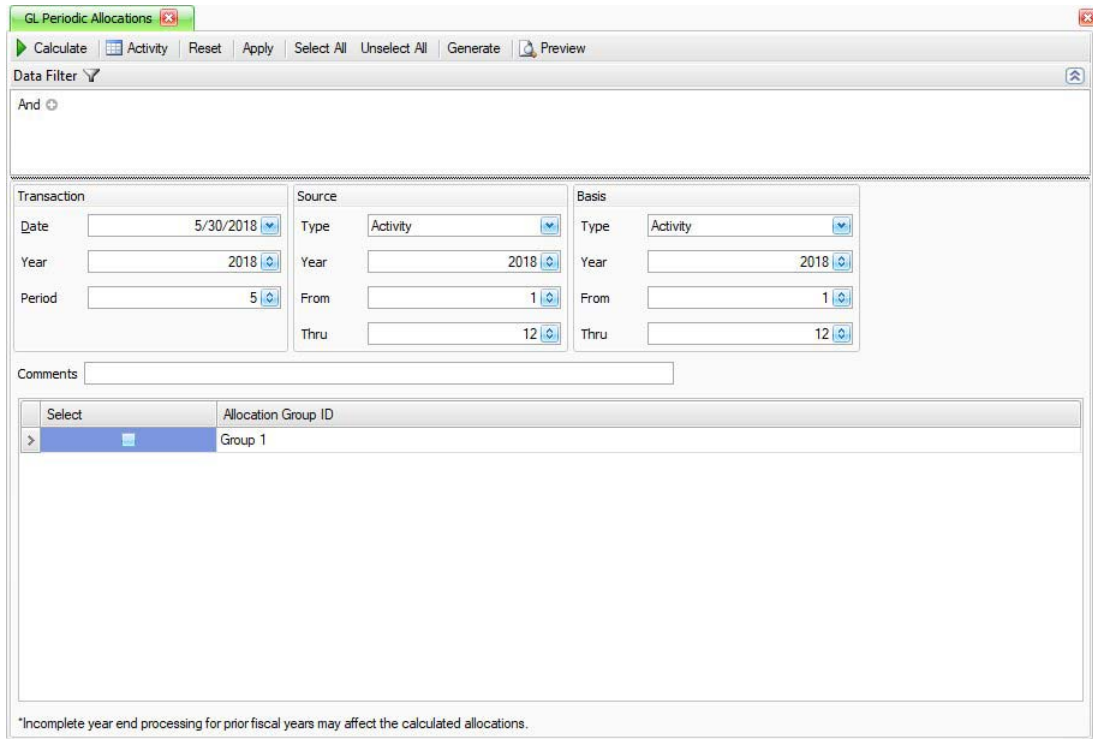
1. Select **Periodic Allocations** from the **Periodic Processing** menu.

Periodic Allocations Menu



2. The Post **Periodic Allocations** screen appears.

Periodic Allocations Screen



GL Periodic Allocations

Calculate Activity Reset Apply Select All Unselect All Generate Preview

Data Filter ▾

And ▾

Transaction		Source		Basis	
Date	5/30/2018	Type	Activity	Type	Activity
Year	2018	Year	2018	Year	2018
Period	5	From	1	From	1
		Thru	12	Thru	12

Comments

Select	Allocation Group ID
>	Group 1

*Incomplete year end processing for prior fiscal years may affect the calculated allocations.

- Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
- Click the **Apply** button on the toolbar to apply the data filter and generate a list of Periodic Allocation Groups that will appear in the grid.
- Accept or edit the **Transaction Date**. This is the date used for the journal entries generated by the Periodic Allocation calculations.
- Accept or edit the fiscal **Period/Year** for the journal entries generated by the Periodic Allocation calculations.
- Select the **Type of Source** amount to use to identify the distribution amount (see Balance vs Activity for more information (page 6-68)):
 - Balance:** Use the balance at the end of the selected period to determine the source amount to distribute.

- **Activity:** Use the sum of the activity during the selected beginning and ending period(s) to determine the source amount to distribute.
8. Select the **Type of Basis** account amount to use to identify the allocation percentage (see Balance vs Activity for more information (page 6-68)):
 - **Balance:** Use the balance at the end of the selected period to determine the basis account percentage.
 - **Activity:** Use the sum of the activity during the selected beginning and ending period(s) to determine the basis percentage.
 9. Enter any **Comments** about the allocation, as applicable.
 10. Mark the **Select** check box for the allocation group(s) you want to include in the calculation/generation process.
 11. Select a command button:

Command Buttons

Name	Description
Calculate	Calculate the selected allocations and create a journal for the purpose of pre-verifying what will occur in the calculations before actually running the process. This does not write the transactions. For advanced details on calculations, see Sample Calculations.
Activity	Display the Activity Log to view activity in the periodic allocation function.
Reset	Set all fields to their default values.
Apply	Applies the data filter and populates the list of allocation groups with valid entries.
Select All or Unselect All	Select all allocation groups from the list, or clear all check boxes in the list.
Generate	Executes the allocation process and writes the calculated entries to the journal. A preview of the log will appear after this process is complete.

Name

Description

Preview

Run the "calculate" process on the selected allocations and create a journal for the purpose of pre-verifying what will occur in the calculations before generating and recording the allocations. This does not write the transactions.

Sample GL Periodic Allocations Log Page 1

Continental Products Unlimited
GL Periodic Allocations Journal

Page 2

Code	Order	Status	Effective Date	Expiration Date	Recipient Total	Offset %	Offset Total
Allocation 1	1	Active					
	Any	Fixed	-234,144.69		-234,144.70	100.00	-234,144.70
Source	Order	Status	Account	Offset Account	Percentage	Limit	Balance
	1	Valid	02-000-1000	02-000-1000	100.00	0.00	0.00
	2	Valid	00-000-1000	00-000-1000	100.00	0.00	0.00
	3	Valid	01-000-1000	01-000-1000	100.00	0.00	0.00
Recipient	Order	Status	Account	Basis Account	Allocation Type	Allocation Amt/Pct	Basis Balance
	1	Valid	00-000-1200		Percentage	40.00	-93,657.88
	2	Valid	00-000-1220		Percentage	50.00	-117,072.35
	3	Valid	00-000-3500		Percentage	10.00	-23,414.47
	Order	Usage Type	Account	Account			Amount
	1	Calculate Only	02-000-1000	02-000-1000			0.00
	2	Calculate Only	00-000-1000	00-000-1000			0.00
	3	Calculate Only	01-000-1000	01-000-1000			234,144.69
	4	Calculate Only	01-000-1000	01-000-1000			0.01
	5	Calculate Only	00-000-1200	00-000-1200			-93,657.88
	6	Calculate Only	00-000-1220	00-000-1220			-117,072.35
	7	Calculate Only	00-000-3500	00-000-3500			-23,414.47
Allocation 2	2	Active					
	Any	Fixed	0.01		0.01	100.00	0.01
Source	Order	Status	Account	Offset Account	Percentage	Limit	Balance
	1	Valid	02-000-1000	02-000-1000	100.00	0.00	0.00
	2	Valid	00-000-1000	00-000-1000	100.00	0.00	0.00
	3	Valid	01-000-1000	01-000-1000	100.00	0.00	0.01
Recipient	Order	Status	Account	Basis Account	Allocation Type	Allocation Amt/Pct	Basis Balance
	1	Valid	00-000-1200		Percentage	50.00	0.01
	2	Valid	00-000-1220		Percentage	35.00	0.00
	3	Valid	00-000-3500		Percentage	15.00	0.00

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Sample GL Periodic Allocations Log Page 2

Continental Products Unlimited					Page 4	
GL Periodic Allocations Journal					20180630163386	
GL Entries						
Posted to Fiscal Year	2018					
Fiscal Period	5					
Reference	Description	GL Account	Amount Fgm	Debit	Credit	
Pd Allocations	Periodic Alloc (Source)	01-000-1000	0.01 USD	0.01	0.01	
Pd Allocations	Periodic Alloc (Recipient)	00-000-1200	0.01 USD			
Total for Fiscal Period 5				0.01	0.01	
Grand Total				0.01	0.01	

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*** End of Report ***

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Balance versus Activity Source and Basis Types

You can select the type of **Source** and **Basis** amounts by **Balance** or by **Activity** for the selected period.

When you select a **Source** or **Basis** amount by **Balance**, the system will use the balance at the end of the selected period to determine the amount to distribute (**Source**) or the amount used as the basis to determine how to allocate the distribution amount (**Basis**)

	Debit	Credit
	200.00	
		50.00
	100.00	
End of Period Balance	250.00	

The **Balance** type of **Source** or **Basis** amount will be \$250, since that is the ending period balance.

When you select a **Source** or **Basis** amount by **Activity**, the system will use the sum of the activity within the selected period time frame to determine the amount to distribute (**Source**) or the amount used as the basis to determine how to allocate the distribution amount (**Basis**)

	Debit	Credit
Starting Balance	250.00	
Activity 1		50.00
Activity 2	150.00	
End of Period Balance	350.00	
Sum of Period Activity	100.00	

The **Activity** type of **Source** or **Basis** amount will be \$100.00, since that is the sum of the account activity from the start of the selected period to the end of the selected period.

GL PERIODIC ALLOCATIONS -- SAMPLE CALCULATIONS

Some customers, such as non-profit organizations, need to define and periodically allocate amounts from a pool of source accounts to specific recipient accounts. The GL Periodic Allocations feature allows the user to perform these allocations in a batch mode at various intervals (generally monthly, quarterly, and annually) using one of a number of allocation methods.

This topic contains a number of sample allocation calculations to give you an idea of how the system determines allocation distributions.

NOTE: All sample calculations are assuming a Balance type of source and basis amount. See Balance vs Activity (page 6-68) for more information.

Sample Calculations

Fixed Dollar/Percentage Account-Based Allocation

A fixed dollar- or percentage-based allocation is the simplest form of allocation. No resolution of Account IDs is necessary, as all Accounts are listed by their actual Account IDs, and the allocation basis is always defined by a fixed percentage or dollar amount.

ALLOCATION CODE DEFINITION:

Description: 001 Effective Date: Expiration Date:

Sources:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

Source Accounts:

Account Number (Account ID)	Offset Account (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-11-222		100.00	0
1234-11-333		100.00	0

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

Account Number (Account ID)	Offset Account (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-22-222		100.00	0
4321-00-111		100.00	0

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

Recipients:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Fixed

No recipient Segment IDs because Type = Account

Recipient Accounts:

Account Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Accts (Basis ID)
6789-11-222	Percentage	30.00	
6789-22-222	Amount	5000.00	
9876-11-222	Percentage	100.00	

With an allocation basis method of Fixed, no basis accounts are necessary.

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	2000.00	-2000.00	0
1234-11-333	4000.00	-4000.00	0
1234-22-222	1500.00	-1500.00	0
4321-00-111	3500.00	-3500.00	0

Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	3300.00	3300.00
6789-22-222	0.00	5000.00	5000.00
9876-11-222	0.00	2700.00	2700.00
Total	11,000.00	0.00	11,000.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary. The Source Accounts are used as the Offset Accounts since no alternate offset account is provided.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** With an allocation basis method of Fixed, no basis accounts are necessary.
- **Step 4 Determine Source Amounts.** The balances from the four source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct	Calculation	Source Amount
1234-11-222	2000.00 X 100.00% (no limit)	2000.00
1234-11-333	4000.00 X 100.00% (no limit)	4000.00
123422-222	1500.00 X 100.00% (no limit)	1500.00
4321-00-111	3500.00 X 100.00% (no limit)	3500
	Distribution Total	11,000.00

- **Step 5 Determine the Allocation Basis amounts/percentages.** The amounts and percentages are expressed as fixed values, so there are no basis amounts/percentages.

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is determined in a top-down fashion. If the allocation basis is a percentage, the amount is calculated by multiplying the percentage by the **Distribution Total**; if it is by dollar amount, that amount is used.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** cannot exceed the **Distribution Total**. If a recipient allocation would make the **ADT** exceed the **Distribution Total** (as the third distribution would in this example), the recipient's **Distribution Amount** will be reduced to the difference between the **Distribution Total** and the **ADT** and any remaining recipients would receive a zero allocation.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	11,000.00	6789-11-222	11,000.00 X 30.00%	3300.00	3300.00
3300.00	7700.00	6789-22-222	5000.00	5000.00	8300.00
8300.00	2700.00	9876-11-222	Max (2700.00, (11,000.00 X 100%))	2700.00	11,000.00

The **Source Adjustment Percentage** is calculated to be $(11,000.00/11,000.00) = 100.00\%$.

- **Step 7 Calculate reversing source transactions.** Reversing GL transactions are created for each source account for its Source Amount in the GL Journal or in a temporary table as specified in the allocation group.

Source Acct	Source Amount	Source Adj Pct	Debit	Credit
1234-11-222	2000.00	100.00%		2000.00
1234-11-333	4000.00	100.00%		4000.00
1234-22-222	1500.00	100.00%		1500.00
4321-00-111	3500.00	100.00		3500.00
				11,000.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
6789-11-222	3300.00	
6789-22-222	5000.00	
9876-11-222	2700.00	
	11,000.00	

Fixed Dollar/Percentage Account-Based Allocation 2

The system treats all debit balances as positive and all credit balances as negative when calculating account balances for the source accounts regardless of the balance type of the source accounts. The distribution total will be the net of the source amounts.

Allocation Code definition:

Description: 001 - 2 **Effective Date:** **Expiration Date:**

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)	Balance Type	Balance in Debit/Credit
1234-11-222		100.00	0	Debit Type	Debit
2234-11-334		100.00	0	Credit Type	Credit
1234-22-222		100.00	0	Debit Type	Debit

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Fixed

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Accts (Basis ID)	Balance Type
6789-11-222	Percentage	50.00		Debit Type
4489-22-224	Percentage	20.00		Credit Type
9876-11-222	Percentage	30.00		Debit Type

With an allocation basis method of Fixed, no basis accounts are necessary.

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	1000.00	-1000.00	0.00
2234-11-334	-500.00	500.00	0.00
1234-22-222	2000.00	-2000.00	0.00
Net Allocation	2500.00		

Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	1250.00	1250.00
4489-22-224	0.00	500.00	500.00
9876-11-222	0.00	750.00	750.00
Total	2500.00	0.00	2500.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** With an allocation basis method of Fixed, no basis accounts are necessary.
- **Step 4 Determine Source Amounts.** The balances from the three source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	1000.00 X 100.00% (no limit)	1000.00
1234-11-334	-500.00 X 100.00% (no limit)	-500.00
1234-22-222	2000.00 X 100.00% (no limit)	2000.00
Distribution Total		2500.00

- **Step 5 Determine the Allocation Basis amounts/percentages.** The amounts and percentages are expressed as fixed values, so there are no basis amounts/percentages.
- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is determined in a top-down fashion. If the allocation basis is a percentage, the amount is calculated by multiplying the percentage by the **Distribution Total**; if it is by dollar amount, that amount is used.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** cannot exceed the **Distribution Total**. If a recipient allocation would make the **ADT** exceed the **Distribution Total** (as the third distribution would in this example), the recipient's **Distribution Amount** will be reduced to the difference between the **Distribution Total** and the **ADT** and any remaining recipients would receive a zero allocation.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	2500.00	6789-11-222	2500.00 X 50.00%	1250.00	1250.00
1250.00	1250.00	4489-22-224	2500 X 50.00%	500.00	1750.00
1750.00	750	9876-11-222	2500 X 30.00%	750.00	2500.00

The **Source Adjustment Percentage** is calculated to be $(2500.00/2500.00) = 100.00\%$.

- **Step 7 Calculate reversing source transactions.** Reversing GL transactions are created for each source account for its **Source Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Source Acct	Debit	Credit
1234-11-222		1000.00
2234-11-334	500.00	
1234-22-222		2000.00
	Net Total	2500.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Recipient Acct	Debit	Credit
6789-11-222	1250.00	
4489-22-224	500.00	
9876-11-222	750.00	
	2500.00	

Fixed Dollar/Percentage Account-Based Allocation 3

The system treats all debit balances as positive and all credit balances as negative when calculating account balances for the source accounts regardless of the balance type of the source accounts. The distribution total will be the net of the source amounts.

Allocation Code definition:

Description: 001 - 3 **Effective Date:** **Expiration Date:**

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)	Balance Type	Balance in Debit/Credit
1234-11-222		100.00	0	Debit Type	Debit
2234-11-334		100.00	0	Credit Type	Debit
1234-22-222		100.00	0	Debit Type	Debit

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Fixed

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Accts (Basis ID)	Balance Type
6789-11-222	Percentage	50.00		Debit Type
4489-22-224	Percentage	20.00		Credit Type
9876-11-222	Percentage	30.00		Debit Type

With an allocation basis method of Fixed, no basis accounts are necessary.

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	1000.00	-1000.00	0.00
2234-11-334	500.00	-500.00	0.00
1234-22-222	2000.00	-2000.00	0.00
Net Allocation	3500.00		

Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	1750.00	1750.00
4489-22-224	0.00	500.00	500.00
9876-11-222	0.00	1050.00	1050.00
Total	3500.00	0.00	3500.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** With an allocation basis method of Fixed, no basis accounts are necessary.
- **Step 4 Determine Source Amounts.** The balances from the three source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	1000.00 X 100.00% (no limit)	1000.00
2234-11-334	500.00 X 100.00% (no limit)	500.00
1234-22-222	2000.00 X 100.00% (no limit)	2000.00
Distribution Total (NET)		3500.00

- **Step 5 Determine the Allocation Basis amounts/percentages.** The amounts and percentages are expressed as fixed values, so there are no basis amounts/percentages.
- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is determined in a top-down fashion. If the allocation basis is a percentage, the amount is calculated by multiplying the percentage by the **Distribution Total**; if it is by dollar amount, that amount is used.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** cannot exceed the **Distribution Total**. If a recipient allocation would make the **ADT** exceed the **Distribution Total** (as the third distribution would in this example), the recipient's **Distribution Amount** will be reduced to difference between the **Distribution Total** and the **ADT** and any remaining recipients would receive a zero allocation.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	3500.00	6789-11-222	3500.00 X 50.00%	1750.00	1750.00
1750.00	1750.00	4489-22-224	3500 X 50.00%	700.00	2450.00
2450.00	1050.00	9876-11-222	3500 X 30.00%	1050.00	3500.00

The **Source Adjustment Percentage** is calculated to be $(3500.00/3500.00) = 100.00\%$.

- **Step 7 Calculate reversing source transactions.** Reversing GL transactions are created for each source account for its **Source Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Source Acct	Debit	Credit
1234-11-222		1000.00
2234-11-334		500.00
1234-22-222		2000.00
	Net Total	3500.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Recipient Acct	Debit	Credit
6789-11-222	1750.00	
4489-22-224	700.00	
9876-11-222	1050.00	
	3500.00	

Fixed Dollar/Percentage Segment-Based Allocation

Source accounts are defined by account number, but Recipient accounts are defined by segment. The allocation basis is defined as a fixed percentage or dollar amount.

Allocation Code definition:

Description: 002 **Effective Date:** **Expiration Date:**

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Any

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-11-222	1234-99-222	100.00	0
1234-11-333	1234-99-333	100.00	0
1234-22-222	1234-99-222	100.00	0
4321-00-111	4321-99-111	100.00	0

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 2 (Segment, second segment (DEP))

Allocation Basis Method: Fixed

Recipient Segments:

Recipient Segment (Segment ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Segment (Basis ID)
11	Percentage	25.00	
22	Percentage	50.00	
33	Percentage	10.00	

With an allocation basis method of Fixed, no basis accounts are necessary.

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Accts (Basis ID)
6789-xx-222			

Calculation:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	2000.00	0.00	2000.00
1234-11-333	4000.00	0.00	4000.00
1234-22-222	1500.00	0.00	1500.00
4321-99-111	3500.00	0.00	3500.00

Offset Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-99-222		-2975.00	-2975.00
1234-99-333		-3400.00	-3400.00
4321-99-111		-2975.00	-2975.00
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	2750.00	2750.00
6789-22-222	0.00	5500.00	5500.00
6789-33-222	0.00	1100.00	1100.00
Total	11,000.00	0.00	11,000.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts 6789-xx-222 for segments 11, 22, and 33 resolves to 6789-11-222, 6789-22-222, and 6789-33-222.
- **Step 3 Resolve recipient basis account lists.** With an allocation basis method of Fixed, no basis accounts are necessary.

- **Step 4 Determine Source Amounts.** The balances from the four source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	2000.00 X 100.00% (no limit)	2000.00
1234-11-333	4000.00 X 100.00% (no limit)	4000.00
1234-22-222	1500.00 X 100.00% (no limit)	1500.00
4321-00-111	3500.00 X 100.00% (no limit)	3500.00
Distribution Total		11,000.00

- **Step 5 Determine the Allocation Basis Percentages.** Allocation Bases are fixed percentages; no calculation is necessary.
- **Step 6 Calculate Distribution amounts.** The amount is calculated by multiplying the recipient's percentage by the **Distribution Total**. Because the allocation **Distribution** setting for this allocation is **Any**, no adjustments are made to the calculated distribution amounts.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	11,000.00	6789-11-222	11,000.00 X 25.00%	2750.00	2750.00
2750.00	8250.00	6789-22-222	11,000 X 50.00%	5500.00	8250.00
8250.00	2750.00	6789-33-222	11,000 X 10.00%	1100.00	9350.00

The Source Adjustment Percentage is calculated to be $(9350.00/11,000.00) = 85.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for, in this case, each source account's assigned offset account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (85.00%) in the GL Journal or in a temporary table as specified in the Periodic Allocation Group. Note that account 1234-99-222 is used as the offset account for two source accounts, and so its reversing entry is a summation of the two entries.

Source Acct	Source Amount	Source Adj Pct	Debit	Credit
1234-11-222	2000.00	85.00%		1700.00
1234-11-333	4000.00	85.00%		3400.00
1234-22-222	1500.00	85.00%		1275.00
4321-00-111	3500.00	85.00%		2975.00
Net Total				9350.00

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Recipient Acct	Debit	Credit
6789-11-222	2750.00	
6789-22-222	5500.00	
6789-33-222	1100.00	
	9350.00	

Weighted Account-Based Allocation

A straight account-based allocation is the simplest form of weighted allocation. No resolution of account numbers is necessary, as all accounts are listed by their actual Account IDs.

Allocation Code definition:**Description:** 002**Effective Date:****Expiration Date:****SOURCES:****Type/Segment Number:** 0 (Account)**Distribution:** Full

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-11-222	1555-99-000	100.00	0
1234-11-333	1555-99-000	100.00	0
1234-22-222	1555-99-00	100.00	0
4321-00-111	1555-99-000	100.00	0

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

Recipients:

Recipient Account (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Segment (Basis ID)
6789-11-222	NA		5000-11-000
6789-22-222	NA		5000-22-000
9876-11-222	NA		5000-33-000, 5000-44-000

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	2000.00	0.00	2000.00
1234-11-333	4000.00	0.00	4000.00
1234-22-222	1500.00	0.00	1500.00
4321-00-111	3500.00	0.00	3500.00
Offset Acct Number	Starting Balance	Allocation Entries	Ending Balance
1555-99-000	0.00	-11,000.00	11,000.00
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	2200.00	2200.00
6789-22-222	0.00	4400.00	4400.00
9876-11-222	0.00	4400.00	4400.00
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	2000.00	0.00	2000.00
5000-22-000	4000.00	0.00	4000.00
5000-33-000	3000.00	0.00	3000.00
5000-44-000	1000.00	0.00	1000.00
Total	21,000.00	0.00	21,000.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.

- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined as full account numbers; no resolution is necessary.
- **Step 4 Determine Source Amounts.** The balances from the four source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	2000.00 X 100.00% (no limit)	2000.00
1234-11-333	4000.00 X 100.00% (no limit)	4000.00
1234-22-222	1500.00 X 100.00% (no limit)	1500.00
4321-00-111	3500.00 X 100.00% (no limit)	3500.00
	Distribution Total	11,000.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the four allocation basis accounts (10,000.00). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing the balance in its assigned **Allocation Basis** by the

Cumulative Allocation Basis Total. Note that recipient account 9876-11-222 uses two basis accounts and receives a distribution from each of them.

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	2000.00	6789-11-222	2000.00 / 10,000.00	20.00
5000-22-000	4000.00	6789-22-222	4000.00 / 10000.00	40.00
5000-33-000	3000.00	9876-11-222	3000.00 / 10,000.00	30.00
5000-44-000	1000.00	9876-11-222	1000.00 / 10,000.00	10.00
Total	<u>10,000.00</u>			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each **Recipient Account** is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** must equal the **Distribution Total**, which it does in this example.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	11,000.00	6789-11-222	11,000.00 X 20.00%	2200.00	2200.00
2200.00	8800.00	6789-22-222	11,000 X 40.00%	4400.00	6600.00
6600.00	4400.00	9876-11-222	11,000 X 30.00%	3300.00	9900.00
9900.00	1100.00	9876-11-222	11,000 X 10.00%	1100.00	11,000.00

The **Source Adjustment Percentage** is calculated to be $(11,000.00/11,000.00) = 100.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for, in this case, each source account's assigned offset account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the Periodic Allocation Group. Note that account 1555-99-000 is used as the offset account for all four source accounts, and so its reversing entry is a summation of these entries.

Offset Acct	Debit	Credit
1555-99-000		11,000.00
		11,000.00

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Recipient Acct	Debit	Credit
6789-11-222	2200.00	
6789-22-222	4400.00	
9876-11-222	4400.00 (3300 + 1100)	
	11,000.00	

Weighted Account-Based Allocation 2

- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Source** accounts regardless of the balance type of the **Source** accounts. The Distribution Total will be the net of the **Source** amounts.
- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Basis** accounts regardless of the balance type of the **Basis** accounts. The total **Basis Total** will be the net of the **Basis** amounts.

Allocation Code definition:

Description: 003-2 **Effective Date:** **Expiration Date:**

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)	Balance Type	Balance in Debit/Credit
1234-11-222		100.00	0	Debit Type	Debit
1234-11-334		100.00	0	Credit Type	Credit
1234-22-222		100.00	0	Debit Type	Debit

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Weighted

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Recipient Acct Balance Type	Basis Acct (Basis ID)	Basis Acct Balance Type	Basis Acct Balance in Debit/Credit
6789-11-222	NA		Debit Type	5000-11-000	Debit Type	Debit
4489-22-224	NA		Credit Type	4000-22-000	Credit Type	Credit
9876-11-222	NA		Debit Type	5000-33-000	Debit Type	Debit

Calculation:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	1000.00	-1000.00	0.00
1234-11-334	-500.00	500.00	0.00
1234-22-222	2000.00	-2000.00	0.00
Net Allocation	2500.00		
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	2000.00	2000.00
4489-22-224	0.00	-1000.00	-1000.00
9876-11-222	0.00	1500.00	1500.00
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	1000.00	0.00	1000.00
4000-22-000	-500.00	0.00	-500.00
5000-33-000	750.00	0.00	750.00
Total	3750.00	0.00	3750.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined as full account numbers; no resolution is necessary.

- **Step 4 Determine Source Amounts.** The balances from the three source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	1000.00 X 100.00% (no limit)	1000.00
2234-11-334	-500.00 X 100.00% (no limit)	-500.00
1234-22-222	2000.00 X 100.00% (no limit)	2000.00
Distribution Total (NET)		2500.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the three allocation basis accounts (1250.00). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing the balance in its assigned **Allocation Basis** by the **Cumulative Allocation Basis Total**.

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	1000.00	6789-11-222	1000.00 / 1250.00	80.00
4000-22-000	-500.00	4489-22-224	-500.00 / 1250.00	-40.00
5000-33-000	750.00	9876-11-222	750.00 / 1250.00	60.00
NET Basis Total	1250.00			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each **Recipient Account** is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	2500.00	6789-11-222	2500.00 X 80.00%	2000.00	2000.00
2000.00	500.00	4489-22-224	2500.00 X -40.00%	-1000.00	1000.00
1000.00	1500.00	9876-11-222	2500 X 60.00%	1500.00	2500.00

The **Source Adjustment Percentage** is calculated to be $(2500.00/2500.00) = 100.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for, in this case, each source account's assigned offset account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the allocation group. Note that account 1555-99-000 is used as the offset account for all four source accounts, and so its reversing entry is a summation of these entries.

Source Acct	Debit	Credit
1234-11-222		1000.00
2234-11-334	500.00	
1234-22-222		2000.00
	NET Total	2500.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the allocation group.

Recipient Acct	Debit	Credit
6789-11-222	2000.00	
4489-22-224		1000.00
9876-11-222	1500.00	
	2500.00	

Weighted Account-Based Allocation 3

- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Source** accounts regardless of the balance type of the **Source** accounts. The distribution total will be the net of the **Source** amounts.
- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Basis** accounts regardless of the balance type of the **Basis** accounts. The total Basis Total will be the net of the **Basis** amounts.

Allocation Code definition:

Description: 003-3 **Effective Date:** **Expiration Date:**

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

PERIODIC PROCESSING

*GL Periodic Allocations -- Sample Calculations***Source Accounts:**

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)	Balance Type	Balance in Debit/Credit
1234-11-222		100.00	0	Debit Type	Debit
1234-11-334		100.00	0	Credit Type	Debit
1234-22-222		100.00	0	Debit Type	Debit

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

Recipients:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Weighted

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Recipient Acct Balance Type	Basis Acct (Basis ID)	Basis Acct Balance Type	Basis Acct Balance in Debit/Credit
6789-11-222	NA		Debit Type	5000-11-000	Debit Type	Debit
4489-22-224	NA		Credit Type	4000-22-000	Credit Type	Credit
9876-11-222	NA		Debit Type	5000-33-000	Debit Type	Debit

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	1000.00	-1000.00	0.00
1234-11-334	500.00	500.00	0.00
1234-22-222	2000.00	-2000.00	0.00
Net Allocation	3500.00		
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	2800.00	2800.00
4489-22-224	0.00	-1400.00	-1400.00
9876-11-222	0.00	2100.00	2100.00
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	1000.00	0.00	1000.00
4000-22-000	-500.00	0.00	-500.00
5000-33-000	750.00	0.00	750.00
Total	4750.00	0.00	4750.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined as full account numbers; no resolution is necessary.

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

- **Step 4 Determine Source Amounts.** The balances from the three source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	1000.00 X 100.00% (no limit)	1000.00
2234-11-334	500.00 X 100.00% (no limit)	500.00
1234-22-222	2000.00 X 100.00% (no limit)	2000.00
Distribution Total (NET)		3500.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the three allocation basis accounts (1250.00). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing the balance in its assigned **Allocation Basis** by the **Cumulative Allocation Basis Total**.

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	1000.00	6789-11-222	1000.00 / 1250.00	80.00
4000-22-000	-500.00	4489-22-224	-500.00 / 1250.00	-40.00
5000-33-000	750.00	9876-11-222	750.00 / 1250.00	60.00
NET Basis Total	1250.00			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	3500.00	6789-11-222	3500.00 X 80.00%	2800.00	2800.00
2800.00	700.00	4489-22-224	3500.00 X -40.00%	-1400.00	1400.00
1400.00	2100.00	9876-11-222	3500 X 60.00%	2100.00	3500.00

The **Source Adjustment Percentage** is calculated to be $(3500.00/3500.00) = 100.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for, in this case, each Source account's assigned offset account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the allocation group. Note that account 1555-99-000 is used as the offset account for all four Source accounts, and so its reversing entry is a summation of these entries.

Source Acct	Debit	Credit
1234-11-222		1000.00
2234-11-334		500.00
1234-22-222		2000.00
	NET Total	3500.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
6789-11-222	2800.00	
4489-22-224		1400.00
9876-11-222	2100.00	
	3500.00	

Weighted Account-Based Allocation 4

- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Source** accounts regardless of the balance type of the **Source** accounts. The distribution total will be the net of the **Source** amounts.
- The system treats all debit balances as positive and all credit balances as negative when calculating the account balance for the **Basis** accounts regardless of the balance type of the **Basis** accounts. The total Basis Total will be the net of the **Basis** amounts.

Allocation Code definition:

Description: 003-3

Effective Date:

Expiration Date:

SOURCES:

Type/Segment Number: 0 (Account)

Distribution: Full

No source Segment IDs because Type = Account

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)	Balance Type	Balance in Debit/Credit
1234-11-222		100.00	0	Debit Type	Debit
1234-11-334		100.00	0	Credit Type	Debit
1234-22-222		100.00	0	Debit Type	Debit

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Weighted

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Recipient Acct Balance Type	Basis Acct (Basis ID)	Basis Acct Balance Type	Basis Acct Balance in Debit/Credit
6789-11-222	NA		Debit Type	5000-11-000	Debit Type	Debit
4489-22-224	NA		Credit Type	4000-22-000	Credit Type	Debit
9876-11-222	NA		Debit Type	5000-33-000	Debit Type	Debit

Calculation:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-11-222	1000.00	-1000.00	0.00
1234-11-334	500.00	-500.00	0.00
1234-22-222	2000.00	-2000.00	0.00
Net Allocation	3500.00		
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	1555.40	1555.40
4489-22-224	0.00	777.70	777.70
9876-11-222	0.00	1166.90	1166.90
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	1000.00	0.00	1000.00
4000-22-000	500.00	0.00	-500.00
5000-33-000	750.00	0.00	750.00
Total	5750.00	0.00	5750.00

- **Step 1 Resolve source account list.** Source accounts are defined as full account numbers; no resolution is necessary.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined as full account numbers; no resolution is necessary.

- **Step 4 Determine Source Amounts.** The balances from the three source accounts listed are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-11-222	1000.00 X 100.00% (no limit)	1000.00
2234-11-334	500.00 X 100.00% (no limit)	500.00
1234-22-222	2000.00 X 100.00% (no limit)	2000.00
Distribution Total (NET)		3500.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the three allocation basis accounts (2250.00). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing the balance in its assigned **Allocation Basis** by the **Cumulative Allocation Basis Total**.

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	1000.00	6789-11-222	1000.00 / 2250.00	44.4444444
4000-22-000	500.00	4489-22-224	500.00 / 2250.00	22.2222222
5000-33-000	750.00	9876-11-222	750.00 / 2250.00	33.3333333
NET Basis Total	2250.00			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	3500.00	6789-11-222	3500.00 X 44%	1555.40	1555.40
1555.40	1944.60	4489-22-224	3500.00 X 22%	777.40	2333.10
2333.10	1166.90	9876-11-222	3500 X 33%	1166.90	3500.00

The **Source Adjustment Percentage** is calculated to be $(3500.00/3500.00) = 100.00\%$.

- **Step 7 Calculate Reversing Source GL Transactions.** GL transactions are created for each Source account for its **Source Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Source Acct	Debit	Credit
1234-11-222		1000.00
2234-11-334		500.00
1234-22-222		2000.00
	NET Total	3500.00

Since the total of the reversing transactions is equal to the sum of the recipient amounts, no adjustment is made to the last Source transaction amount.

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
6789-11-222	1555.40	
4489-22-224	777.70	
9876-11-222	1166.90	
	3500.00	

Weighted Segment-Based Source Account Allocation

When the source for the allocation has a type of Segment, the user specifies an account Segment for the allocation (1 to x, depending on the defined segments) and then selects from a list of segment values as the source for the allocation (and optionally, their corresponding offset Segments). The Source accounts are then defined for the selected Segments. The resulting group of accounts is resolved at runtime.

Allocation Code definition:
Description: 004 Effective Date: Expiration Date:

SOURCES:
Type/Segment Number: 2 (Segment, second segment (DEP))

Distribution: Partial

Source Segments:

Source Segment (Segment ID)	Offset Segment (Offset ID)	(Percentage)	Limit
00			

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-xx-222		80.00	0
2345-xx-222		80.00	0
3456-xx-222		100.00	10,000.00

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 0 (Account)

Allocation Basis Method: Weighted

No recipient Segment IDs because Type = Account

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Acct (Basis ID)
6789-11-222	NA		5000-11-000
6789-22-222	NA		5000-22-000
9876-11-222	NA		5000-33-000, 5000-44-000

CALCULATION:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-00-222	3000.00	-2400.00	600.00
2345-00-222	5000.00	-4000.00	1000.00
3456-00-222	25,000.00	-10,000.00	15,000.00
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	3280.00	3280.00
6789-22-222	0.00	6560.00	6560.00
9876-11-222	0.00	6560.00	6560.00
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	2000.00	0.00	2000.00
5000-22-000	4000.00	0.00	4000.00
5000-33-000	3000.00	0.00	3000.00
5000-44-000	1000.00	0.00	1000.00
Total	43,000.00	0.00	43,000.00

- **Step 1 Resolve source account list.** Source accounts 1234-xx-222, 2345-xx-222, and 3456-xx-222 for segment 00 resolves to 1234-00-222, 2345-00-222, and 3456-00-222.
- **Step 2 Resolve recipient account list.** Recipient accounts are defined as full account numbers; no resolution is necessary.
- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined as full account numbers; no resolution is necessary.

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

- **Step 4 Determine Source Amounts.** The balances from the three resolved Source accounts are multiplied by the Source **Percentage to Allocate** to result in each account's **Source Amount**, which is limited by the **Allocation Limit**, if one is specified. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-00-222	3000.00 X 80.00% (no limit)	2400.00
2345-00-222	5000.00 X 80.00% (no limit)	4000.00
3456-00-222	25,000.00 X 100.00% (10,000 limit)	10,000.00
Distribution Total (NET)		16,400.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the four allocation basis accounts (10,000.00). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing the balance in its assigned **Allocation Basis** by the **Cumulative Allocation Basis Total**. (Note that for the third recipient account, the balance in both accounts added together is divided by the **Cumulative Allocation Basis Total**.)

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	2000.00	6789-11-222	2000.00 / 10,000.00	20.00
5000-22-000	4000.00	6789-22-222	4000.00 / 10,000.00	40.00
5000-33-000	3000.00	9876-11-222	(3000.00 + 10,000)/ 10,000.00	40.00
5000-44-000	1000.00			
Total	10,000.00			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Because the allocation **Distribution** setting is **Partial**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** may be less than, but cannot exceed the **Distribution Total**, which it does not in this example.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	16,400.00	6789-11-222	16,400.00 X 20.00%	3280.00	3280.00
3280.00	13,120.00	6789-22-222	16,400.00 X 40.00%	6560.00	9840.00
9840.00	6560.00	9876-11-222	16,400 X 40.00%	6560.00	16,400.00

The **Source Adjustment Percentage** is calculated to be $(16,400.00/16,400.00) = 100.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for each source account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Source Acct	Debit	Credit
1234-00-222		2400.00
2345-00-222		4000.00
3456-00-222		10,000.00
		16,400.00

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
6789-11-222	3280.00	
6789-22-222	6560.00	
9876-11-222	6560.00	
	16,400.00	

Weighted Segment-Based Recipient Account Allocation

When the recipients for the allocation have a type of Segment, the user specifies an account Segment. If the user then chooses a Weighted or Average Balance method, he or she creates a list of accounts masked for the chosen Segment that will form the list of recipients for each individual recipient Segment defined. The resulting group of recipient and allocation Basis accounts is resolved at runtime and is based on these values.

Allocation Code definition:

Description: 005 Effective Date: Expiration Date:

SOURCES:

Type/Segment Number: 2 (Segment, second segment (DEP))

Distribution: Full

Source Segments:

Source Segment (Segment ID)	Offset Segment (Offset ID)	(Percentage)	Limit
00			

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-xx-222		100.00	0
2345-xx-222		100.00	0
3456-xx-222		100.00	0

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 2 (Segment, second segment (DEP))

Allocation Basis Method: Weighted

Recipient Segments:

Recipient Segment (Segment ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Segment (Basis ID)
11	NA		11
22	NA		22
33	NA		33

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Acct (Basis ID)
6789-xx-222			5000-xx-000
9876-xx-222			5001-xx-000
5555-xx-222			5002-xx-000, 5003-xx-000

Calculation:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-00-222	3000.00	-3000.00	0.00
2345-00-222	5000.00	-5000.00	0.00
3456-00-222	10,000.00	-10,000.00	0.00
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
6789-11-222	0.00	2250.00	2250.00
6789-22-222	0.00	4500.00	4500.00
6789-33-222	0.00	3375.00	3375.00
9876-11-222	0.00	1125.00	1125.00
5555-11-222	0.00	3375.00	3375.00
5555-33-222	0.00	3375.00	3375.00
Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5000-11-000	2000.00	0.00	2000.00
5000-22-000	4000.00	0.00	4000.00
5000-33-000	3000.00	0.00	3000.00
5001-11-000	1000.00	0.00	1000.00
5002-11-000	2000.00	0.00	2000.00
5002-33-000	3000.00	0.00	3000.00

Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5003-11-000	1000.00	0.00	1000.00
Total	34,000.00	0.00	34,000.00

- **Step 1 Resolve source account list.** Source accounts 1234-xx-222, 2345-xx-222, and 3456-xx-222 for segment 00 resolves to 1234-00-222, 2345-00-222, and 3456-00-222.
- **Step 2 Resolve recipient account list.** Recipient account 6789-xx-222 for segments 11, 22, and 33 resolves as 6789-11-222, 6789-22-222, and 6789-33-222. Recipient account 9876-xx-222 for segments 11, 22, and 33 resolves as 9876-11-222 because the accounts do not exist for segments 22 and 33. Recipient account 5555-xx-222 for segments 11, 22, and 33 resolves as 5555-11-222 and 5555-33-222 because the account does not exist for segment 22.

Recipient Acct	Recipient Segment	Resolved Recip Acct
6789-xx-222	11	6789-11-222
	22	6789-22-222
	33	6789-33-222
9876-xx-222	11	9876-11-222
	22	No account
	33	No account
5555-xx-222	11	5555-11-222
	22	No account
	33	5555-33-222

- **Step 3 Resolve recipient basis account lists.** Allocation basis accounts are defined for each account in the recipient list and masked with each recipient Segment's Basis Segment in the same fashion as the recipient account list. Here is the resulting recipient accounts and their basis accounts:

Recipient Acct	Recipient Segment	Resolved Recip Acct	Basis Acct.	Basis Segment	Resolved Basis Acct
6789-xx-222	11	6789-11-222	5000-xx-000	11	5000-11-000
	22	6789-22-222		22	5000-22-000
	33	6789-33-222		33	5000-33-000
9876-xx-222	11	9876-11-222	5001-xx-000	11	5001-11-000
	22	No account		22	No account
	33	No account		33	No account
5555-xx-222	11	5555-11-222	5002-xx-000 5003-xx-000	11	5002-11-000 5003-11-000
	22	No account		22	No account No account
	33	5555-33-222		33	5002-33-000 No account

- **Step 4 Determine Source Amounts.** The balances from the three resolved source accounts are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**, which is limited by the **Allocation Limit**, if one is specified. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-00-222	3000.00 X 100.00% (no limit)	3000.00
2345-00-222	5000.00 X 100.00% (no limit)	5000.00
3456-00-222	10,000.00 X 100.00% (no limit)	10,000.00
Distribution Total		18,000.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Cumulative Allocation Basis Total** is determined by adding together the balances in the seven allocation basis accounts (16,000.00). The **Allocation Percentage** is then determined for each of the six recipient accounts by dividing the balance in its assigned **Allocation Basis** by the **Cumulative Allocation Basis Total**. (Note that for the fifth recipient account, 5555-11-222, the balance in both basis accounts added together is divided by the **Cumulative Allocation Basis Total**.)

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5000-11-000	2000.00	6789-11-222	2000.00 / 16,000.00	12.50
5000-22-000	4000.00	6789-22-222	4000.00 / 16,000.00	25.00
5000-33-000	3000.00	6789-33-222	3000.00 / 16,000.00	18.75
5001-11-000	1000.00	9876-11-222	1000.00 / 16,000.00	6.25
5002-11-000	2000.00	5555-11-222	(2000.00 + 1000.00) / 16,000.00	18.75
5003-11-000	1000.00			

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5002-33-000	3000.00	5555-33-222	3000.00 / 16000.00	18.75
Total	16,000.00			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** must equal the **Distribution Total**, which it does in this example.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	18,000.00	6789-11-222	18,000.00 X 12.50%	2250.00	2250.00
2250.00	15,750.00	6789-22-222	18,000.00 X 25.00%	4500.00	6750.00
6750.00	11,250.00	6789-33-222	18,000 X 18.75%	3375.00	10,125.00
10,125.00	7875.00	9876-11-222	18,000.00 X 6.25%	1125.00	11,250.00
11,250.00	6750.00	5555-11-222	18,000.00 X 18.75%	3375.00	14625.00
14625.00	3375.00	5555-33-222	18,000.00 X 18.75%	3375.00	18,000.00

The **Source Adjustment Percentage** is calculated to be $(18,000.00/18,000.00) = 100.00\%$.

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for each Source account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Source Acct	Debit	Credit
1234-00-222		3000.00
2345-00-222		5000.00
3456-00-222		10,000.00
		18,000.00

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each Recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
6789-11-222	2250.00	
6789-22-222	4500.00	
6789-33-222	3375.00	
9876-11-222	1125.00	
5555-11-222	3375.00	
5555-33-222	3375.00	
	18,000.00	

Average Balance Segment-Based Recipient Account Allocation

When the recipients for the allocation have a type of Segment, the user specifies an account Segment. If the user then chooses a Weighted or Average Balance method, he or she creates a list of accounts masked for the chosen Segment that will form the list of recipients for each individual recipient Segment defined. The resulting group of recipient and allocation Basis accounts is resolved at runtime and is based on these values.

Allocation Code definition:

Description: 006

Effective Date:

Expiration Date:

SOURCES:

Type/Segment Number: 2 (Segment, second segment (DEP))

Distribution: Full

Source Segments:

Source Segment (Segment ID)	Offset Segment (Offset ID)	(Percentage)	(Limit)
00			

Source Accounts:

Acct Number (Account ID)	Offset Amount (Offset ID)	Pct to Allocate (Percent)	Alloc. Limit (Limit)
1234-xx-222		100.00	0
2345-xx-222		100.00	0
3456-xx-222		100.00	0

An Allocation Limit of 0 means no limit will be applied when processing the allocations.

RECIPIENTS:

Type/Segment Number: 2 (Segment, second segment (DEP))

Allocation Basis Method: Average Balance

Recipient Segments:

Recipient Segment (Segment ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Segment (Basis ID)
11	NA		11
22	NA		22
33	NA		33

Recipient Accounts:

Acct Number (Account ID)	Fixed Pct/Amt (Type)	Fixed Pct/Amt (Amount)	Basis Acct (Basis ID)
9876-xx-222			5001-xx-000

Calculation:

Example balances:

Source Acct Number	Starting Balance	Allocation Entries	Ending Balance
1234-00-222	3000.00	-3000.00	0.00
2345-00-222	5000.00	-5000.00	0.00
3456-00-222	10,000.00	-10,000.00	0.00
Recipient Acct Number	Starting Balance	Allocation Entries	Ending Balance
9876-11-222	0.00	13968.00	13968.00
9876-22-222	0.00	2210.00	2210.00
9876-33-222	0.00	1821.60	1821.60

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

Basis Acct Number	Starting Balance	Allocation Entries	Ending Balance
5001-11-000			
5001-22-000			
5001-33-000			
Total	18,000.00	0.00	18,000.00

Chosen beginning period/year: 01/2016 Chosen ending period/year: 12/2016

- **Step 1 Resolve source account list.** Source accounts 1234-xx-222, 2345-xx-222, and 3456-xx-222 for segment 00 resolves to 1234-00-222, 2345-00-222, and 3456-00-222.
- **Step 2 Resolve recipient account list.** Recipient account 9876-xx-222 for segments 11, 22, and 33 resolves as 9876-11-222, 9876-22-222, and 9876-33-222.

Recipient Acct	Recipient Segment	Resolved Recip Acct
9876-xx-000	11	9876-11-222
	22	9876-22-222
	33	9876-33-222

- **Step 3 Resolve recipient basis account lists.** Allocation Basis accounts are defined for each account in the recipient list and masked with each recipient Segment's Basis Segment in the same fashion as the recipient account list. Here is the resulting recipient accounts and their Basis accounts:

Recipient Acct	Recipient Segment	Resolved Recip Acct	Basis Acct.	Basis Segment	Resolved Basis Acct
9876-xx-222	11	9876-11-222	5001-xx-000	11	5001-11-000
	22	9876-22-222		22	5001-22-000
	33	9876-33-222		33	5001-33-000

Recipient Acct

- **Step 4 Determine Source Amounts.** The balances from the three resolved Source accounts are multiplied by the source **Percentage to Allocate** to result in each account's **Source Amount**, which is limited by the **Allocation Limit**, if one is specified. These are then added together to determine the **Distribution Total**.

Source Acct Number	Calculation	Source Amount
1234-00-222	3000.00 X 100.00% (no limit)	3000.00
2345-00-222	5000.00 X 100.00% (no limit)	5000.00
3456-00-222	10,000.00 X 100.00% (no limit)	10,000.00
Distribution Total		18,000.00

- **Step 5 Determine the Allocation Basis Percentages.** The **Allocation Basis Amount** for each Basis account is determined using the **Average Balance** calculation defined above:
 1. Calculate the starting date as the first day of the beginning period/year (01/2016 = 01/01/2016) and the ending date as the last date of the ending year/period (12/2016 = 12/31/2016).
 2. Calculate the beginning balance for the account on the beginning date (the ending balance of the previous period/year). For account 5001-11-000, the beginning balance is \$10,800.00.
 3. List all of the transaction dates between the starting and ending dates and the resulting account balance after each transaction.
 - a. Capture all transactions within the beginning and ending fiscal periods.
 - b. Realign the transaction dates to more closely map to the transaction period/year. Entries with transaction dates prior to the beginning of the transaction fiscal period/year should use the beginning date of the transaction period. Entries with transaction dates after the end of the transaction fiscal period/year should use the ending date of the transaction period. This resolves the potential mismatch between transaction dates and fiscal periods.
 - c. Include a placeholder for generated allocation transactions when the transaction date used for them will be within the period range.
 - d. Aggregate a summary by account, date, fiscal year and period.

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

4. Calculate the number of days from the starting date specified to the first transaction (inclusive of the starting date) and then multiply that number by the beginning balance to get a weighted total for those days.
5. Repeat this process for each of the transaction dates in the list, culminating with the time period from the last transaction date in the list to the ending date specified.

Account No. 5001-11-000	Date	Transaction Amount	Starting or Resulting Balance	Number of Days until Next Transaction	Weighted Total
Begin Date:	1/1/2016		10,800.00	28	302,400.00
	1/26/2016	500.00	11,300.00	28	316,400.00
	2/26/2018	500.00	11,800.00	32	377,600.00
	3/29/2016	500.00	12,300.00	30	369,000.000
	4/28/2016	500.00	12,800.00	29	371,200.00
	5/27/2016	500.00	13,300.00	33	438,900.00
Transaction Dates	6/29/2016	500.00	13,800.00	30	414,00.00
	7/29/2016	500.00	14,300.00	31	443,300.00
	8/29/2016	500.00	14,800.00	31	458,800.00
	9/29/2016	500.00	15,300.00	31	474,300.00
	10/30/2016	500.00	15,800.00	30	474,000.00
	11/29/2016	500.00	16,300.00	30	489,000.00
	12/29/2016	500.00	16,800.00	3	50,400.00
End Date:	12/31/2016				

Account No. 5001-11-000	Date	Transaction Amount	Starting or Resulting Balance	Number of Days until Next Transaction	Weighted Total
Totals:		6000.00	16,800.00	366	4,979,300.00
Summed Weighted Totals/Total Days					13,604.64

6. Sum the weighted totals for each transaction time period (\$4,979,300.00)

7. Divide the sum of the weighted totals by the total number of days from the beginning date to the ending date specified for the allocation to arrive at the **Average Balance** for the associated Basis Account ($4,979,300.00 / 366 = 13,604.64$).

Repeat this process for the remaining allocation basis accounts:

Account No. 5001-22-000	Date	Transaction Amount	Starting or Resulting Balance	Number of Days until Next Transaction	Weighted Total
Begin Date:	1/1/2016		822.00	20	16,440.00
	1/21/2016	225.00	1047.00	32	33,504.00
	2/22/2016	240.00	1287.00	31	39,987.00
	3/24/2016	230.00	1517.00	29	43,993.00
	4/22/2016	220.00	1737.00	30	52,110.00
	5/22/2016	235.00	1972.00	35	69,020.00
Transaction Dates	6/26/2016	220.00	2192.00	26	56,992.00
	7/22/2016	245.00	2437.00	32	77984.00
	8/23/2016	215.00	2652.00	31	82,212.00
	9/23/2016	240.00	2892.00	27	78,084.00

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

Account No. 5001-22-000	Date	Transaction Amount	Starting or Resulting Balance	Number of Days until Next Transaction	Weighted Total
	10/20/2016	220.00	3112.00	36	112,032.00
	11/25/2016	225.00	3337.00	26	86,762.00
	12/21/2016	235.00	3572.00	11	39,292.00
End Date:	12/31/2016				
Totals:		2750.00	3572.00	366	788,322.00
Summed Weighted Totals/Total Days					2153.89

Account No. 5001-33-000	Date	Transaction Amount	Starting or Resulting Balance	Number of Days until Next Transaction	Weighted Total
Begin Date:	1/1/2016		1050.00	79	82,950.00
	3/20/2016	450.00	1500.00	94	141,000.00
Transaction Dates	6/22/2016	450.00	1950.00	95	185,250.00
	9/25/2016	450.00	2400.00	87	208,800.00
	12/21/2016	450.00	2850.00	11	31,350.00
End Date:	12/31/2016				
Totals:		6000.00	2850.00	366	649,350.00
Summed Weighted Totals/Total Days					1774.18

The **Cumulative Allocation Basis Total** is then determined by adding together the balances in the three allocation basis accounts ($13,604.64 + 2153.89 + 1774.18 = 17,532.71$). The **Allocation Percentage** is then determined for each of the recipient accounts by dividing its assigned Allocation Basis account's **Allocation Basis Amount** by the **Cumulative Allocation Basis Total**.

Cumulative Alloc. Basis Total		Recipient Allocation Percentage		
Alloc. Basis Account	Alloc. Basis Amount	Recipient Acct.	Allocation Percent Calculation	Alloc. Percentage
5001-11-000	13,604.64	9876-11-222	$13,604.64 / 17,532.71$	77.60
5001-22-000	2153.89	9876-22-222	$2153.889 / 17532.71$	12.28
5001-33-000	1774.18	9876-33-222	$1774.18 / 17532.71$	10.12
Total	<u>17,532.71</u>			

- **Step 6 Calculate Distribution amounts.** The **Distribution Amount** for each Recipient Account is then determined by multiplying the **Allocation Percentage** for that account by the **Distribution Total**.

Because the allocation **Distribution** setting is **Full**, the sum of the calculated allocations **Accumulated Distribution Total (ADT)** must equal the **Distribution Total**, which it does in this example.

Start ADT	Remaining Dist. Amt	Recipient Acct	Calculated Dist. Amt	Recipient Dist Amt	New ADT
0.00	18,000.00	9876-11-222	$18,000.00 \times 77.60\%$	13,968.00	13,968.00
13,968.00	4032.00	9876-22-222	$18,000.00 \times 12.28\%$	2210.40	16,178.40
16,178.00	1821.60	9876-33-222	$18,000 \times 10.12\%$	1821.60	18,000.00

The **Source Adjustment Percentage** is calculated to be $(18,000.00/18,000.00) = 100.00\%$.

PERIODIC PROCESSING

GL Periodic Allocations -- Sample Calculations

- **Step 7 Create Reversing Source GL Transactions.** GL transactions are created for each source account for its **Source Amount** multiplied by the **Source Adjustment Percentage** (100.00%) in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Source Acct	Debit	Credit
1234-00-222		3000.00
2345-00-222		5000.00
3456-00-222		10,000.00
		18,000.00

- **Step 8 Create recipient allocation transactions.** GL transactions are created to each recipient account for its **Distribution Amount** in the GL Journal or in a temporary table as specified in the Periodic Allocation Group.

Recipient Acct	Debit	Credit
9876-11-222	13,968.00	
9876-22-222	2210.40	
9876-33-222	1821.60	
	18,000.00	

GENERAL LEDGER REPORTS

Using the Management Reports Functions	7-3
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USING THE MANAGEMENT REPORTS FUNCTIONS

Use the Management Reports functions for the following tasks:

- Use the **Audit Trial Balance Report** (page 7-5) function to produce a worksheet to use at the end of each period that shows year-to-date account balances and last-year, budget, or forecast balances.
- Use the **Trial Balance Report** (page 7-9) function to verify individual account balances or to make sure that an out-of-balance condition is corrected.
- Use the **Cash Flow Statement** (page 7-15) function to provide information about sources and uses of cash and cash equivalents in a business.
- Use the **Financial Statements** (page 7-103) function to provide information about your company's financial status.

Although all of these reports will be run from the Management Reports Menu, much of the set up required in the design of the statements will be found in the Management Reports Setup Menu. This chapter will deal with both setup and the printing of these reports.

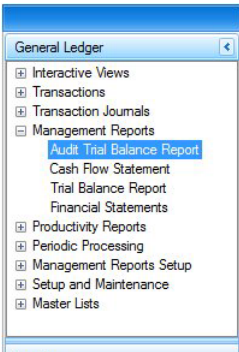
AUDIT TRIAL BALANCE REPORT

Use the **Audit Trial Balance Report** function to produce a worksheet to use at the end of each period. The worksheet shows year-to-date account balances and either last-year, budget, or forecast balances. It also provides space to document adjusting entries.

To produce the **Audit Trial Balance Report**, follow these steps:

- 1. Select **Audit Trial Balance Report** from the **Management Reports** menu.

Audit Trial Balance Menu



2. The **Audit Trial Balance Report** screen appears.

Audit Trial Balance Report Screen

GL Audit Trial Balance Report

Print Output Send Preview Reset

Data Filter

And

Fiscal Period / Year

From 1 / 2015

Thru 13 / 2015

Headings

Line 1 Continental Products Unlimited

Line 2 Audit Trial Balance Report

Line 3

Line 4 12/9/2015

View

Last-Year Actual Amount

Report Layout

☒ Banded Rows

Account ID Sort

Division

Department

Main Account

3. Select the **Filter Criteria** to select the amount of data you want on your report. If you leave this area blank all accounts will print on the report.
4. Select the range of **Fiscal Period From** and **Thru**, to include in the report. You can select from period 1 through the extra period added for year end processing. You can not print the Audit Trial Balance for period 0.

Use the **Up** and **Down** arrow buttons  to scroll through the periods you are selecting.

- 5. Select the range of **Fiscal Years From** and **Thru** for which you want to print the report.
Use the **Up** and **Down** arrow buttons  to scroll through the years you are selecting.
- 6. Select the type of amounts to **View** on the report; **Last-Year Actual Amounts** and any of the **Budgets** and **Forecasts** set up in the Account Budgets and Forecasts (page 3-45) function.
- 7. Enter the headings you want to print on the report. If you leave **Line 3** blank, the print criteria prints on that line in the report’s heading.
- 8. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
- 9. In the **Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth. This option is available only if you elect to sort by Account ID.
- 10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

Command Buttons

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Audit Trial Balance Report

Continental Products Unlimited							Page 1
Audit Trial Balance Report							
Last-Year Actual Amount							
06/25/2009							
Fiscal Year							
2009							
Report Filter	Account ID	Description	Last-Year Actual Amount	Current Year Actual	Adjustments	Ending Balance	
					Debit	Credit	
	02-000-1002	Cash - Euros	-30,240.00	0.00			
	02-000-1102	Accounts Receivable - Euros	0.00	0.00			
	02-000-2012	Accounts Payable - Euros	-3,760.00	-34,020.00			
	02-001-1002	Cash - Euros	0.00	0.00			
	02-001-1102	Accounts Receivable - Euros	0.00	0.00			
	02-001-2012	Accounts Payable - Euros	0.00	0.00			
	02-003-1002	Cash - Euros	0.00	0.00			
	02-003-1102	Accounts Receivable - Euros	0.00	0.00			
	02-003-2012	Accounts Payable - Euros	0.00	0.00			
		Balance	-34,020.00	-34,020.00			
	02-000-1004	Cash - Yen	0	0			
	02-000-1104	Accounts Receivable - Yen	0	0			
	02-000-2014	Accounts Payable - Yen	0	0			
	02-001-1004	Cash - Yen	0	0			
	02-001-1104	Accounts Receivable - Yen	0	0			
	02-001-2014	Accounts Payable - Yen	0	0			
	02-003-1004	Cash - Yen	0	0			
	02-003-1104	Accounts Receivable - Yen	0	0			
	02-003-2014	Accounts Payable - Yen	0	0			
		Balance	0	0			
	00-000-1000	Cash	1,197,345.55	1,197,345.55			
	00-000-1100	Accounts Receivable	34,623,541.46	34,639,449.11			
	00-000-1120	Cash Reserve	0.00	200.00			
	00-000-1200	Raw Materials	-3,538.00	-3,538.00			
	00-000-1210	Work In Process	-12,980.00	-12,980.00			
	00-000-1220	Finished Goods Inventory	-69,047.00	-69,047.00			
	00-000-1230	Inventory	-54,615.54	-59,318.43			
	00-000-1290	Inventory	0.18	0.19			
	00-000-1300	Prepaid Taxes	0.00	0.00			
	00-000-1310	Corporate Taxes	0.00	0.00			
	00-000-1500	Furniture and Fixtures	0.00	-1,000.00			
	00-000-1510	Machinery	0.00	-700.00			
	00-000-1520	Trucks	0.00	0.00			
	00-000-1530	Office Equipment	240,000.00	239,600.00			
	00-000-1540	Leaseholds and improvements	0.00	-1,200.00			
6/25/2009 2:41 PM							OPEN_SYSTEMS\Kenth

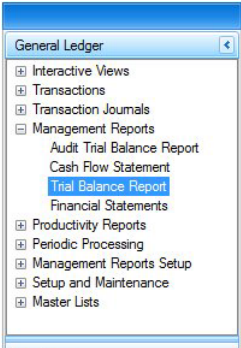
TRIAL BALANCE REPORT

Use the **Trial Balance Report** to verify individual account balances or to make sure that an out-of-balance condition is corrected. You can produce Actual, Budget, Last-Year, or Forecast balances. The Budget and Forecast balances will come from the Budgets and Forecasts you set up in the Account Budgets and Forecasts (page 3-45) function.

To produce the **Trial Balance Report**, follow these steps:

- 1. Select **Trial Balance Report** from the **Management Reports** menu.

Trial Balance Report Menu



2. The **Trial Balance Report** screen appears.

Trial Balance Report Screen

GL Trial Balance Report

Print Output Send Preview Reset

Data Filter

And

Fiscal Date

Period / Yr Range: 12 / 2015

From: 1 / 2015

Thru: 13 / 2015

Headings

Line 1: Continental Products Unlimited

Line 2: Trial Balance Report

Line 3:

Line 4: 12/9/2015

View

Current Year Actual

By Account Types

Accounts with Zero Balances

Report Layout

Banded Rows

Account ID Sort

Division

Department

Main Account

3. Select the **Filter Criteria** to select the amount of data you want on your report. If you leave this area blank all accounts will print on the report.
4. Select the **Fiscal Date** information for which to print the report:
- For **Period/Yr**, select the Fiscal **Period**, and **Year**, for which to produce the report. Select period 0 for beginning balances.
 - For **Range**, select the range of **Fiscal Periods From** and **Thru**, to include in the report. You can select from period 1 through the extra period added for year end processing. You can not select period 0 as your From period. You must use the **Period/Yr** to print for period 0.

- Use the **Up** and **Down** arrow buttons  to scroll through the Periods you are selecting.
 - Select the range of **Years From** and **Thru**, for which you want to print the report.
 - Use the **Up** and **Down** arrow buttons  to scroll through the Years you are selecting.
5. Select the **View** criterion for the report. Choose from **Last Year Amounts** and **Budget and Forecast Amounts** from Budgets and Forecasts set up in the Account Budgets and Forecasts (page 3-45) function.
 6. Check the box to **View By Account Types**; otherwise, clear the box. If you print by Account Types, subtotals are shown after each type of account.
 7. Select the check box to **View Accounts With Zero Balances** on the report. Clear the check box to exclude Account IDs with zero balances from printing on the report.
 8. Select to **Exclude closing period**, if you are printing the report for a Range of Periods and Years.

The extra period (13) will be excluded from the range of periods, if the range of periods spans across fiscal years.
 9. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
 10. In the **Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth. This option is available only if you elect to sort by Account ID.
 11. Enter the **Headings** for the report (four lines of 30 characters each).

12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Trial Balance Report

Continental Products Unlimited										Page 1
Trial Balance Report										
02/26/2010										
Fiscal Year										
2009										
Report Filter										
Print By Account Types										
Accounts with Zero Balances										
No										
Yes										
Account ID										
Description										
----- Current Year Actual -----										
Current Period										
Debit										
Credit										
----- Current Year Actual -----										
Year-To-Date Balance										
Debit										
Credit										
000001000	Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001100	Accounts Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001101	JPY Accounts Receivable	295.00	0.00	0.00	0.00	295.00	0.00	0.00	0.00	
000001120	Cash Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001200	Raw Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001210	Work In Process	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001220	Finished Goods Inventory	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001230	Inventory	74,445.82	0.00	0.00	0.00	74,445.82	0.00	0.00	0.00	
000001290	Inventory	0.00	51,294.50	0.00	0.00	0.00	51,294.50	0.00	0.00	
000001300	Prepaid Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001310	Corporate Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001500	Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001510	Machinery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001520	Trucks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001530	Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001540	Leaseholds and Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001590	Accumulated Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001700	Goodwill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000001750	Amortization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002000	Line of Credit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002010	Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002020	Sales Tax Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002030	Notes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002100	Payroll Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002110	Vacation Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002120	Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002200	Sales Tax Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002220	Warranty Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002300	Income Taxes Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002400	Deferred Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
000002410	Long Term Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
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CASH FLOW STATEMENT

The **Cash Flow Statement** provides information about sources and uses of cash and cash equivalents in a business. The Financial Accounting Standards Board (FASB) has determined that a Cash Flow Statement should be part of a complete set of financial statements.

The Cash Flow Statement is generated according to the Indirect Method as described in FASB Statement 95.

Use the Management Reports Setup menu, the Master Lists menu, and the Management Reports menu to set up, maintain, and produce Cash Flow Statements:

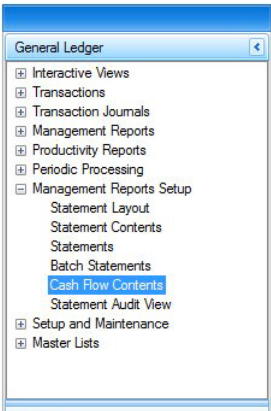
- Use Cash Flow Contents function on the Management Reports Setup menu to set up and maintain Cash Flow Statement Contents.
- Use the Cash Flow Contents Lists function from the Master Lists menu to produce a lists of Cash Flow Contents.
- Use the Cash Flow Statement function from the Management Reports menu to provide information about sources and uses of cash and cash equivalents in a business.

Setting Up the Cash Flow Contents

To set up the **Cash Flow Contents**, follow these steps:

1. Select **Cash Flow Contents** from the **Management Reports Setup** menu.

Cash Flow Contents Menu



2. The **Cash Flow Contents** screen appears.

Cash Flow Contents Screen

GL Cash Flow Contents

Cash Flow Content ID: CFCH

Description: CASH FLOW FOR COMP H

Line	Class ID	Beg Acct Type	End Acct Type	Description
1	A	20	25	Changes in receivables
2	I	100	125	Net (purch)sale of property
3	A	165	165	Amortization
4	A	130	130	Depreciation
5	A	45	55	Changes in inventory
6	A	60	60	Changes in prepaid expenses
7	A	200	200	Changes in accounts payable
8	A	210	210	Income taxes payable
9	A	240	240	Changes in deductions paya...
10	A	245	245	Changes in pension fund pay...
11	I	65	65	Marketable securities
12	F	400	405	Proceeds from stock issue
13	F	415	415	Payment of dividends
14	F	300	305	Changes in bonds & notes pa...
15	C	5	10	Cash accounts

Record 1 of 15

3. Select or enter the **Cash Flow Content ID** to work with. If you enter an existing ID, information about it appears.
4. Enter a **Description** of the cash flow Content ID.
5. The **Line** number is displayed.
6. Select the **Class ID** for the type of Account included in this section of the statement. Valid choices are:
 - A** Adjustments to operating activities
 - I** Investing activities
 - F** Financing activities
 - C** Cash
7. Select the **Beginning Account Type** that corresponds to the first GL Account ID to include.
8. Select the **Ending Account Type** that corresponds to the last GL Account ID to include.

9. Enter a **Description** for the current line.

Task Summary

To add a **Cash Flow Content ID**:

1. Select the **New Record**  icon from the toolbar; be sure your cursor is in the Cash Flow Content ID field. A blank screen appears.
2. Enter a new **Cash Flow Content ID**.
3. Enter a **Description**.
4. Enter the **Line** number for the first line. As you enter additional lines be sure to leave gaps in the line numbers to insert additional lines if needed. Upon saving the record the system will create increments of 10.
5. Select a **Class ID**.
6. Select the **Beg Account Type**.
7. Select the **End Account Type**.
8. Enter a **Description** for the current line.
9. Select the **Save** icon  on the toolbar to save your changes.

To edit a **Cash Flow Content ID**:

1. Select the **Cash Flow Content ID**. Information about the ID appears.
2. Edit the information or use the delete key or record. You cannot edit the line number, instead you must recreate the line with the correct line number and then delete the existing line.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete a **Cash Flow Content ID**:

1. Select the **Cash Flow Content ID**.
2. Select the **Delete** hot key (F3) or the **Delete** button .

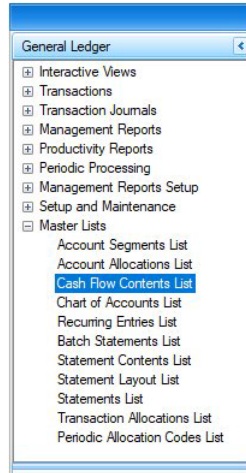
Producing a Cash Flow Contents List

Use the **Cash Flow Contents List** function to produce a list of defined Cash Flow Contents. Use the list to make sure that the contents are correct. Produce a new list each time you add or change Cash Flow Contents. To edit the Cash Flow Contents, use the Cash Flow Contents function on the Management Reports Setup Menu.

To produce a **Cash Flow Content List**, follow these steps:

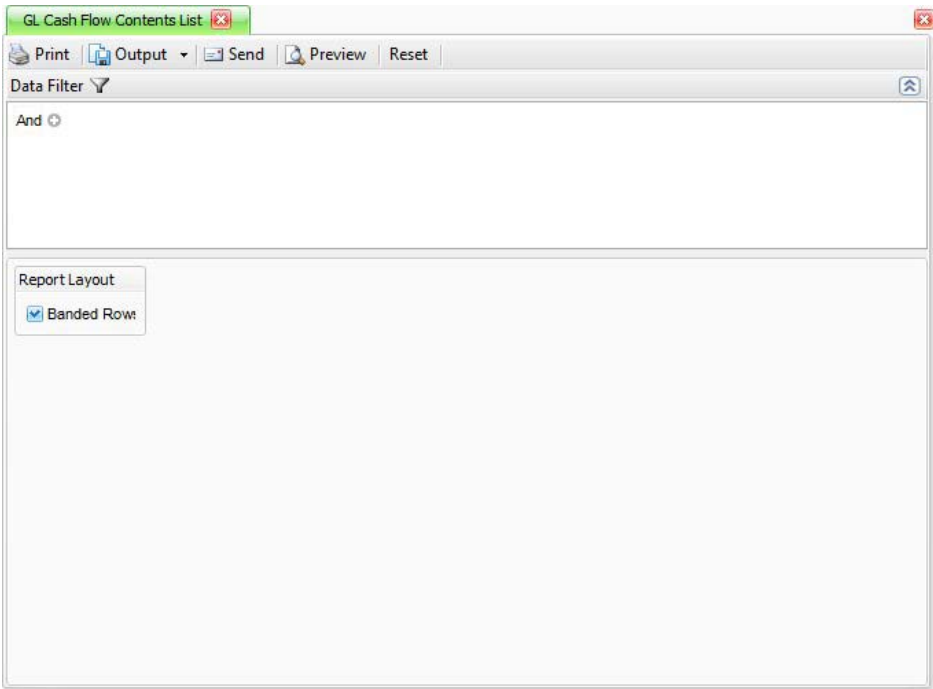
1. Select **Cash Flow Contents List** from the **Master Lists** menu.

Cash Flow Contents List Menu



2. The **Cash Flow Contents List** screen appears.

Cash Flow Contents List Screen



3. Select the range of **Filter Criteria** you wish to print the report for. Leave the fields blank to print all available information.
4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.

Name	Description
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Cash Flow Contents List

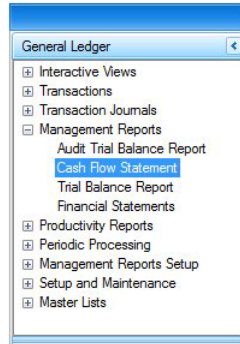
Continental Products Unlimited					Page 1
Cash Flow Contents List					
Report Filter					
Line	Class	Beginning Account Type	Ending Account Type	Description	
Cash Flow Content ID	CFCH	CASH FLOW FOR COMP H			
0001	Adjustments	20	25	Changes in receivables	
0002	Investing Activities	100	125	Net (purch)/sale of property	
0003	Adjustments	165	165	Amortization	
0004	Adjustments	130	130	Depreciation	
0005	Adjustments	45	55	Changes in inventory	
0006	Adjustments	60	50	Changes in prepaid expenses	
0007	Adjustments	200	200	Changes in accounts payable	
0008	Adjustments	210	210	Income taxes payable	
0009	Adjustments	240	240	Changes in deductions payable	
0010	Adjustments	245	245	Changes in pension fund payabl	
0011	Investing Activities	65	65	Marketable securities	
0012	Financing Activities	400	405	Proceeds from stock issue	
0013	Financing Activities	415	415	Payment of dividends	
0014	Financing Activities	300	305	Changes in bonds & notes paybl	
0015	Cash	5	10	Cash accounts	

Producing a Cash Flow Statement

To produce a **Cash Flow Statement**, follow these steps.

1. Select the **Cash Flow Statement** function from the **Management Reports** menu.

Cash Flow Statements Menu



2. The **Cash Flow Statement** screen appears.

Cash Flow Statements Screen

GL Cash Flow Statement

Print Output Send Preview Reset

Data Filter

And

Cash Flow Content I
CFCH

Fiscal Periods
From 1
Thru 12

Fiscal Years to Compare
2013 2014

View
☒ Detail

Companies

☐	CAN	Canadian Payroll Test	All None
☐	CP2	Continental Prod No Hist	
☒	CPN	Continental Products Unlimited	
☐	CPU	Continental Products Unlimited	
☐	CRM	Sample Comp with CRM	
☐	PH2	Athabasca Health Authority Inc	

Headings

Line 1 Continental Products Unlimited

Line 2 Cash Flow Statement

Line 3

Line 4 2/7/2013

3. Select the **Filter Criteria** to select the amount of data you want on your report. If you leave this area blank all accounts will print on the report.
4. Select the **Cash Flow Content ID** to produce.
5. Select the range of **Fiscal Periods** to include in the statement.
6. Select the range of **Fiscal Years to Compare** in the statement.
7. Check the **View Detail** box to break down the information for each Account ID. Clear the box to summarize the information for all Account IDs into the Lines set up in the Cash Flow Contents.

8. Select the **Companies** to include in the statement. If you select more than one company, make sure that the Account IDs are the same in all the companies selected. Use the **All** button to select all companies on the list, or use the **None** button to clear the selected companies.
9. Enter the **Headings** for the statement.
10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Cash Flow Statement

Continental Products Unlimited				Page 1
Cash Flow Statement				
02/26/2010				
Report Filter				
Cash Flow Content ID	CFCH	Company List	CPU	
Fiscal Period From	1	Thru	12	
	Cash Flow for 2009		Cash Flow for 2010	
Operating Activities				
Net Income		493,709.55		500.00
Adjustments to Reconcile Net Cash to Net Income				
Changes in receivables	2,234,585.80		1,906.89	
Depreciation	0.00		0.00	
Changes in inventory	-762,250.26		500.00	
Changes in prepaid expenses	0.00		0.00	
Changes in accounts payable	-1,415,221.19		-211,050.70	
Income taxes payable	0.00		0.00	
Changes in deductions payable	0.00		0.00	
Changes in pension fund payabl	0.00		0.00	
Total Adjustments		57,114.35		-208,643.81
Net Cash Provided By Operating Activities		550,823.90		-208,143.81
Investing Activities				
Net (purch)sale of property	-200.00		0.00	
Net Cash Provided (Used) In Investing Activities		-200.00		0.00
Financing Activities				
Proceeds from stock issue	0.00		0.00	
Changes in bonds & notes paybl	0.00		0.00	
Net Cash Provided (Used) By Financing Activities		0.00		0.00
Net Increase (Decrease) In Cash		550,623.90		-208,143.81
Cash and Cash Equivalent at Beginning of Period		0.00		550,594.51
Cash and Cash Equivalent at Ending of Period		550,623.90		342,450.70

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*** End of Report ***

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Layout and Calculations

The layout of each section and the calculations on the **Cash Flow Statement** are defined by the system and cannot be changed. The content of what goes into each section can be edited, but how each section is calculated cannot be changed. Refer to the sample Cash Flow Statement on (page 7-25).

1. The **Operating Activities** section contains two parts:

- **Net Income**
- **Adjustments to Reconcile Net Cash to Net Income.**

The calculation of Net Income is based on the Fiscal Period range specified on the Cash Flow Statement screen when you print. The screen adds the period range activity amounts for Account IDs in the Account Type range from 500 to 890. This range of Account Types includes the Account Classes: Operating Revenues, Cost of Sales, Operating Expenses, Non-Operating Income, and Non-Operating Deductions. Since the income Account IDs in this range have Credit (negative) balances and the expense Account IDs have Debit (positive) balances, the result is the Net Income when they are added together.

Amounts that appear in the Adjustments to Reconcile Net Cash to Net Income section are calculated by lines with Class **"A"**. The amounts calculated by each line are displayed separately.

If the activity amount of the Account IDs in the Account Type range is a Debit, the amount appears as a negative number and is subtracted from Net Income. If the activity amount for the Account Type range is a Credit, the amount appears as a positive number and is added to Net Income.

The activity amounts for Account IDs in the Account Type ranges specified on lines with Class **"A"** are totaled and appear in the report as Total Adjustments.

Net Income and Total Adjustments are added together and displayed in the Cash Flow Statement as **"Net Cash Provided By/Used In Operating Activities"**.

NOTE: On the total lines of each section of the Cash Flow Statement, if the section's total amount is positive, *Provided By* is used in the total description line. If the total amount is negative, *Used In* is printed instead.

2. Amounts that appear in the **Investing Activities** section are calculated using Account IDs within the range of Account Types on lines with Class **"I"**. The activity amounts for the range of Fiscal Periods specified at print time for each line with class **"I"** are printed. These amounts are added together and printed in the Cash Flow Statement as **"Net Cash Provided By/Used In Investing Activities"**.

3. The **Financing Activities** section contains amounts calculated by the lines with Class **"F"**. The activity amounts for the Fiscal Periods specified at print time are printed for each line with Class **"F"**. These amounts are added together and printed in the cash Flow Statement as **Net Cash Provided By/Use In Financing Activities**.
4. The amount that appears as **"Net Increase/Decrease In Cash"** is calculated by adding the following amounts:
 - Net cash provided by/used in Operating Activities.
 - Net cash provided by/used in Investing Activities.
 - Net cash provided by/used in Financing Activities.
5. For the fiscal period range specified at print time, the amount printed as **"Cash and Cash Equivalent at Beginning of Period"** is calculated by adding together the beginning balance of the Account IDs in the Account Type range on the lines with Class **"C"**.
6. The amount printed for **"Cash and Cash Equivalent at the Ending of Period"** is calculated by adding the following amounts:
 - Net decrease/increase in Cash.
 - Cash and cash equivalents at beginning of period.

SETTING UP AND PRODUCING FINANCIAL STATEMENTS

Financial statements are accessed through the Financial Statements function on the Management Reports Menu.

- Use the **Statement Layouts** (page 7-37) function from the Management Report Setup menu, to either setup or modify layouts for financial statements.
- Use the **Statement Layouts List** (page 7-58) function from the Master File List menu to produce a list of defined statement layouts.
- Use the **Statement Contents** (page 7-63) function from the Management Report Setup menu, to either setup or modify contents for financial statements.
- Use the **Statement Contents List** (page 7-75) function from the Master File List menu to produce a list of defined statement contents.
- Use the **Statements** (page 7-81) function from the Management Reports Setup menu to combine both layouts and contents together, creating the format you will use for your finished financial statement.
- Use the **Batch Statements** (page 7-91) function from the Management Reports Setup menu to combine multiple financial statements together that will be produced at the same time.
- Use the **Batch Statements List** (page 7-95) function from the Master File List menu to produce a list of defined batch statements.
- Use the Management Reports Menu to produce the financial reports you have created, and to provide you with the necessary audit trail for your general ledger application.

NOTE: See the **System Administration** guide for instructions on setting menu security for the financial statement functions.

GENERAL LEDGER REPORTS*Setting Up and Producing Financial Statements*

PREPARING FINANCIAL STATEMENTS

Printing financial statements and reports is an important part of the accounting process. Because statements and reports are used in different ways, variations of the statement or report are often printed, or existing statements and reports are changed.

Planning Financial Statements

Before setting up a financial statement, decide what to include, the kind of balance information, column layouts, calculations, and so on. You can design column layouts that show different companies, periods, or account segment detail. You can also define a column for each company that references amounts in the chart of accounts. You can define a column to contain one company, all companies, one account segment, or a combination of these items. The companies must have identical account masks for side-by-side column layouts.

Use the Statement Layout, Statement Contents, Batch Statements, and Financial Statements screens to select the segments and companies for a report. *The ranges entered in the Statement Content have the first priority, the ranges from Batch Statement has second priority, the range set in the Financial Statement has the third priority, and the range in the Statement Layout has the last priority.*

Example: If you enter GL period 6 and company AAA on the Batch Statements screen, but you enter GL period 8 and company BBB on the Financial Statements screen, all the account balance lines will be 0.

Designing Financial Statements

Use the Statement Layout function (page 7-37) to set up a financial statement template for the type of information for each column to contain. Use the Statement Contents function (page 7-63) to specify the rows of the template and the accounts to include. Use the Statements function (page 7-81) to build several types of financial statements by pairing different content IDs and layout IDs.

Defining Statement Columns

The Statement Layout function controls the width and placement of columns in a report and determines which balances are used. In the Statement Layout specify these attributes:

- The statement design.
- The previous fiscal year's information, if it is used.

- The type of information that goes into the columns, Account IDs, Descriptions, balances, or calculations.
- Types of account balances to be included, Actual, Budget, Forecast, or Last Year Amounts.
- Length of the reporting Period, Current Period only, Previous Period only, Quarter to Date, or Year to Date.

Before you setup a Statement Layout, decide what you want on it: the kind of balance information, column layouts, any calculations you want made, and so on.

Several sample layouts are supplied with the General Ledger. Print the Statement Layout List of each sample to look at the layouts. You can use any sample layout as it is (**it is recommended that you make a copy of the layout to use to preserve the sample as a template**), or modify it as you like. You can also use these samples simply as a guide for creating your own.

Sample Statement Layouts

Balance Sheets	Layout ID
Current/Budget Comparison	BALA
Current/Last-Year Comparison	BALB
Current/Budget and Last-Year Comparison	BALC
Change from Last Year	BALD
Current Period YTD	BALE
Six-Month Comparison	BALG
Income Statements	
Budget Comparison (Current /YTD)	INCA
Last-Year Comparison (Current /YTD)	INCB
Budget Comparison (Current /QTD/YTD)	INCC
Last-Year Comparison (Current /QTD/YTD)	INCD
Budget Last-Year Comparison (Current /YTD)	INCE
Budget Variance (Current /YTD)	INCF
Last-Year Variance (Current /YTD)	INCG
Budget Variance (Current /QTD/YTD)	INCH

Sample Statement Layouts

Balance Sheets	Layout ID
Last-Year Variance (Current /QTD/YTD)	INCI
Current Period/Previous Period/YTD	INCJ
Current Period/YTD	INCK
Current Period/QTD/YTD	INCL
Divisions Side by Side (YTD)	INCM
Divisions Side by Side (Current)	INCN
Companies Side by Side (Current)	INCO
Six-Month comparison	INCP
Ratio Analysis	RATA
Not-for-Profit Statements	
Statement of Functional Expenses	3YSFE
Statement of Functional Expenses	REXGR
Statement of Functional Expenses	SFE
Statement of Financial Position	SFP
Statement of Financial Position	SFP1
Statement of Functional Expenses	SFX
Statement of Activities	SOA

Defining Statement Rows

The Statement Contents function controls the rows of the report. It tells the system which Account IDs to include in the report. In the Statement Content you can perform these tasks:

- An Account Mask for each Statement Content, the mask must be identical for companies to have compatible account structures.
- Specify the Account IDs and Account Segments to be used.
- Add balances and print totals.

- General report formatting such as printing lines of text, underlines, and shifting of column figures.

Defining Statements

Use the Statements function (page 7-81) to specify the following information:

- Statement Layout and Statement Content IDs used to generate the Financial Statement.
- A header and footer for the Financial Statement.
- Paper size and orientation.

Batching Statements

Use the Batch Statements function (page 7-91) to set up print parameters for a group of statements in a single record.

- Statement IDs to include in the batch to print.
- GL Period.
- Range of dates and Account IDs.
- Companies to include.
- Segment sort order.
- Whether you want Segments to print in detail or summary.
- Whether zero balance accounts should be printed.
- The Account Segments you want included with the statement when printed.

Printing Financial Statements

Use the Financial Statements function (page 7-103) to specify the following information:

- Batch or Statement ID to print.
- GL Period.
- Range of dates and Account IDs.
- Companies to include.
- Segment sort order.
- Whether you want Segments to print in detail or summary.

- Whether zero balance accounts should be printed.
- The Account Segment numbers you want included with the statement when printed.

If some Financial Statements are routinely produced for the same companies, you can group these Financial Statements in a Batch Statements record. Then instead of entering printing parameters each time you produce the Statements, enter the Batch ID for the group of Statements and print the group of Statements in a batch.

STATEMENT LAYOUTS

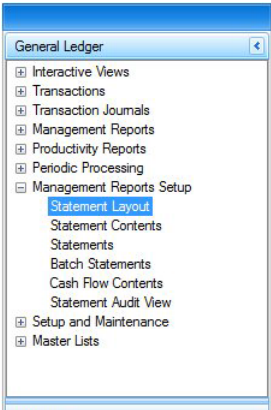
Use the **Statement Layout** function to set up a financial statement template by specifying the type of information you wish to include in each column of the financial statement you are creating.

NOTE: It is recommended that you not edit the existing template layouts. If you see a Layout you want to use as a template and edit, make a new Layout ID and copy from the template, then edit the new Layout.

To work with **Statement Layouts**, follow these steps:

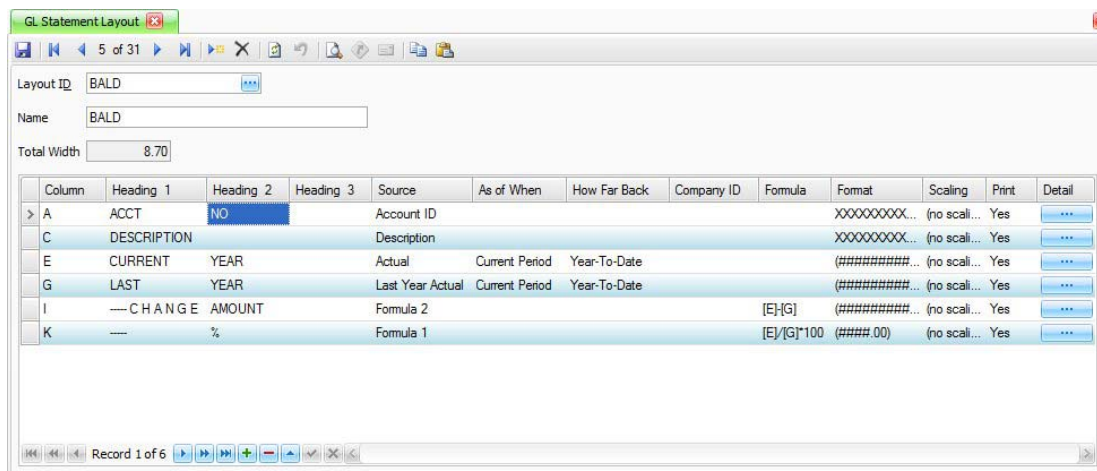
- 1. Select **Statement Layouts** from the **Management Reports Setup** menu.

Statement Layout Menu



2. The **Statement Layout** screen appears. The default screen will provide you with not only the current column you are working with, but other columns created in an actual view of the statement layout as a whole. Use the detail button  to move to a screen on which you can define, and view a single column and will be discussed on (page 7-43).

Statement Layout Screen



Column	Heading 1	Heading 2	Heading 3	Source	As of When	How Far Back	Company ID	Formula	Format	Scaling	Print	Detail
A	ACCT	NO		Account ID					XXXXXXXXXX...	(no scale...)	Yes	...
C	DESCRIPTION			Description					XXXXXXXXXX...	(no scale...)	Yes	...
E	CURRENT	YEAR		Actual	Current Period	Year-To-Date			(#####)	(no scale...)	Yes	...
G	LAST	YEAR		Last Year Actual	Current Period	Year-To-Date			(#####)	(no scale...)	Yes	...
I	— CHANGE	AMOUNT		Formula 2				[E]-[G]	(#####)	(no scale...)	Yes	...
K	—	%		Formula 1				[E]/[G]*100	(####.00)	(no scale...)	Yes	...

3. Select the **New Record** icon  on the toolbar. A blank record appears.
4. Enter a new Statement Layout ID in the **Layout ID** field.

NOTE: To copy Statement Layout information from a similar record for a new Statement Layout, select an existing Statement Layout record from the Copy From field. This field is only available when creating a new layout.

5. Enter the **Name** of the statement layout.
6. The **Width** of the statements is displayed in inches.

This is an important field to keep track of to determine your paper orientation and size. The total width must be 1 inch smaller than the width of the paper for either the portrait or landscape orientation.

7. Select a label of A-ZZ for the layout from the **Column** field.

When setting up a new Statement Layout, it works best to skip a letter in between Columns. This will allow you to insert a column if you later discover you need to add something to the Statement Layout. If you use consecutive Column letters, you will be required to add a new column at the end, and basically copy the previous column until you get the Column to insert.

8. Enter the **Heading** for the column; you can use three lines of text. Click the **Detail** button for the column and then the **Detail**  button for the heading to access the Heading Properties dialogue box to see Print Time Inserts, Left-Justify, Right-Justify, or Center the Heading. See the **Print Time Inserts** section on page (page 7-49) for more details on the Print Time Inserts.

The length of each line of the column heading is based on the text entered.

9. Select the **Source** of what you want to appear in the column. Your choice determines your other options. If a field appears unavailable, it is not usable with the selection you made.

AcctId	Account ID
Account Type	Account types
Actual	Actual balance
Credit Amount	Only credit balances
Debit Amount	Only debit balances
Currency ID	Account currency ID
Desc	Account ID Description

(Formula 1-3)

select **(Formula1)**, **(Formula2)** or **(Formula3)** to use a computed value; select **Detail** to work with formulas.

Use **Formula 1** when the normal account balance (Debit or Credit) is insignificant, such as variance percentages (Actual vs. Budget), ratios, and so on. Formula 1 makes a calculation for both account and total lines, and it ignores the Reverse Sign to Print indicator in the statement content.

Use **Formula 2** when the normal account balance is significant, such as currency amount variances (Actual - Budget), percentages of revenue, and so on. Formula 2 makes calculations only for account lines, and it uses the Reverse Sign to Print indicator in the statement content. Totals from these columns are simple sums of the preceding account line.

Use **Formula 3** for cross-year reporting. This formula totals Account Actual, Budget, and Forecast balances (and other totals) over a range of dates and uses the Reverse Sign to Print indicator. Formula 3 excludes closing entries generated by the Clear and Close Last Year function during the calculation to correctly sum account balances over the time range you specify.

When working with formulas, remember that the system stores Debit balances as positive numbers and Credit balances as negative numbers. See (page 7-54) for an example of Formulas 1 and 2.

Last Year Actual

Last-year actual balance

Last Year Credit Amount

Last-year credit amounts only

Last Year Debit Amount

Last-year debit amounts only

Budget

Budget amount from Budgets set up in the Account Budgets and Forecasts (page 3-45) function

Forecast

Forecast amount from Forecasts set up in the Account Budgets and Forecasts (page 3-45) function

10. Select the **As of When** period to put in the column:

Current Period

Activity for the current period

Previous Period

Activity for the previous period

Previous Qtr

Activity for the previous quarter

Period Relative to Current	Activity for a period relative to the period selected at print time
YTD Relative to Current	Year-to-date balance relative to the period selected at print time
Year Relative to Current	Activity for a year relative to the year you select at print time
YTD Year Relative to Current	Year-to-date balance relative to the year you select at print time
Year-End Bal	Year-end balance regardless of the row type selected

11. For the **How Far Back** field, if you selected **Current Period**, **Previous Period**, or **Previous Quarter** in the **As of When** field, select one of these values:

This Period Only	Use balance information for only the period selected.
Quarter-To-Date	Use the quarter-to-date balance.
Year-To-Date	Use the year-to-date balance. The year-to-date balance is the sum of the changes in the balances in every period through the one specified in the As of When field and the beginning balance.

If you selected **Period Rel Cur** or **YTD Rel Cur** in the **As of When** field, you can select **Current Period** or a number from the range of periods you are using (for example, enter 1 for the corresponding balance information from one period back, 2 for two periods back, 3 for three periods back, and so on).

If you selected **Period Rel Cur** or **YTD Rel Cur**, the amounts from the last-year column are used if you go back more periods than are in the current year. The system checks to see whether you are using the period after your last period for normal processing, which you indicated in the Business Rules function (page 3-9). Suppose you have a 12-period accounting system. You are in period 8 and you want to print information from 9 periods back. If you are using period 13 for normal processing, the amount from period 12 is printed; otherwise, the amount from period 11 is printed.

If you selected **Year Relative to Current** or **YTD Year Relative to Current**, you can select either **Next Year** (to view Budgets and Forecasts for the upcoming year) or a number for the range of years you are using (for example, enter 1 for corresponding balance information from one year back relative to the year chosen at print time, 2 for two years back, 3 for three years back, and so on)

If you selected **Year-End Balance** the **How Far Back** field is deactivated and you can not enter anything in the field.

12. To show different companies' Account IDs in a side-by-side format, select a **Company ID**.

If the Layout you are defining does not show Companies and Account Segments in side-by-side columns, leave the Company ID field blank. Then you can produce a financial statement that uses this layout for any company.

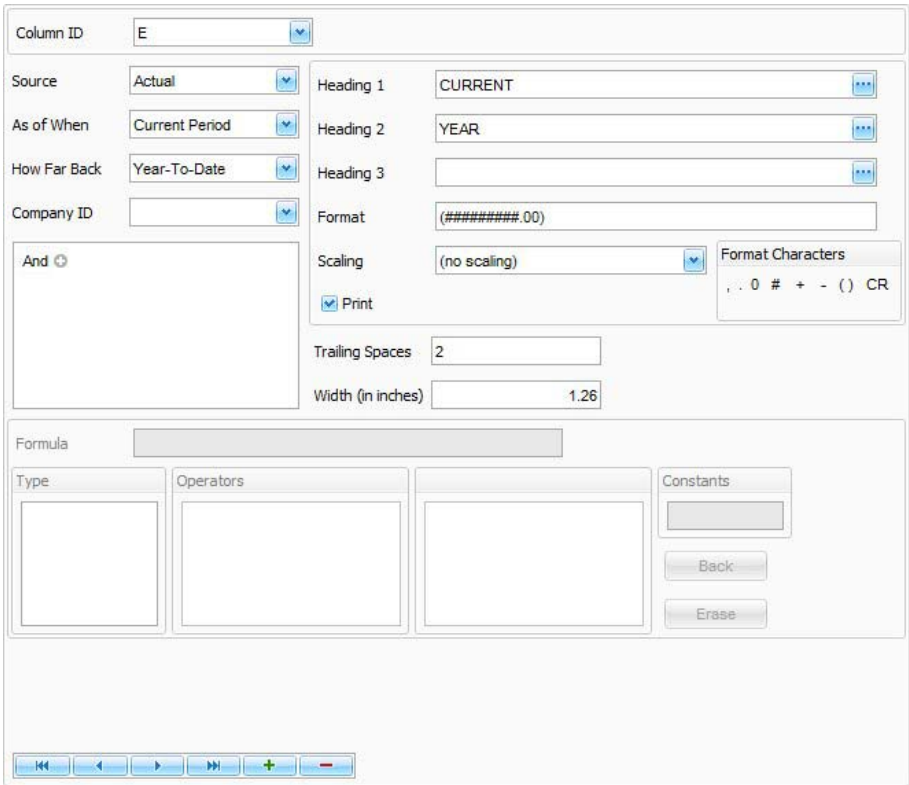
13. If the column is a calculated column, click on the **Detail** button to access the **Formula** dialog box. See number 11 on (page 7-47) for more details on setting up formulas.
14. If the column contains numeric data and is printed, enter a **Format** mask. In the simplest form, #.00 produces 9.00 from 9. (page 7-52).)
15. Use the **Scaling** factor to decrease currency amounts to the nearest hundred or thousand so that large values fit in less space (or are more significant); otherwise, too large data wraps to the next line.
- Select **No Scaling** if you do not want to use scaling.
 - Select **By 100** to divide by 100.
 - Select **By 1000** to divide by 1000.
 - If you want to round to the nearest dollar, leave off the .00 in the Format field.

NOTE: If you are scaling by 100 or 1000 you must indicate this using the Footer in the Statements (page 7-81) function to indicate that you are scaling the numbers. There is no automatic text put into the statement indicating there is any scaling.

16. Select **Yes** to **Print** the column. Select **No** to hide the column.

When you select the Detail button  for a Column, the **Statement Layout Detail** screen is displayed for details of that column.

Statements Layout Detail Screen



The screenshot shows the 'Statements Layout Detail' screen. At the top, 'Column ID' is set to 'E'. Below this, there are several dropdown menus: 'Source' (Actual), 'As of When' (Current Period), 'How Far Back' (Year-To-Date), and 'Company ID'. To the right of these are three heading fields: 'Heading 1' (CURRENT), 'Heading 2' (YEAR), and 'Heading 3' (empty). Below the headings are fields for 'Format' (#####.00), 'Scaling' (no scaling), and a 'Print' checkbox (checked). A 'Format Characters' box contains a list of characters: . , 0 # + - () CR. Below these are 'Trailing Spaces' (2) and 'Width (in inches)' (1.26). At the bottom, there is a 'Formula' section with a text box and three panes: 'Type', 'Operators', and 'Constants'. The 'Constants' pane has a 'Back' button and an 'Erase' button. At the very bottom, there is a navigation bar with buttons for back, forward, and other controls.

1. The **Column ID** of the column (A–ZZ) is displayed.
2. Select the **Source** of what you want to appear in the column. Your choice determines your other options. If a field appears unavailable, it is not usable with the selection you made.

AcctId	Account ID
Account Type	Account types
Actual	Actual balance
Credit Amount	Only credit balances
Debit Amount	Only debit balances

Currency ID	Account currency ID
Desc	Account ID Description
(Formula 1-3)	select (Formula1), (Formula2) or (Formula3) to use a computed value; select Detail to work with formulas. Use Formula 1 when the normal account balance (Debit or Credit) is insignificant, such as variance percentages (Actual vs. Budget), ratios, and so on. Formula 1 makes a calculation for both account and total lines, and it ignores the Reverse Sign to Print indicator in the statement content. Use Formula 2 when the normal account balance is significant, such as currency amount variances (Actual - Budget), percentages of revenue, and so on. Formula 2 makes calculations only for account lines, and it uses the Reverse Sign to Print indicator in the statement content. Totals from these columns are simple sums of the preceding account line. Use Formula 3 for cross-year reporting. This formula totals Account Actual, Budget, and Forecast balances (and other totals) over a range of dates and uses the Reverse Sign to Print indicator. Formula 3 excludes closing entries generated by the Clear and Close Last Year function during the calculation to correctly sum account balances over the time range you specify. When working with formulas, remember that the system stores Debit balances as positive numbers and Credit balances as negative numbers. See (page 7-54) for an example of Formulas 1 and 2.
Last Year Actual	Last-year actual balance
Last Year Credit Amount	Last-year credit amounts only
Last Year Debit Amount	Last-year debit amounts only
Budget	Budget amount from Budgets set up in the Account Budgets and Forecasts (page 3-45) function
Forecast	Forecast amount from Forecasts set up in the Account Budgets and Forecasts (page 3-45) function

3. Select the **As of When** period to put in the column:

Current Period

Activity for the current period

Previous Period	Activity for the previous period
Previous Qtr	Activity for the previous quarter
Period Relative to Current	Activity for a period relative to the period selected at print time
YTD Relative to Current	Year-to-date balance relative to the period selected at print time
Year Relative to Current	Activity for a year relative to the year you select at print time
YTD Year Relative to Current	Year-to-date balance relative to the year you select at print time
Year-End Bal	Year-end balance regardless of the row type selected

4. For the **How Far Back** field, if you selected **Current Period**, **Previous Period**, or **Previous Quarter** in the **As of When** field, select one of these values:

This Period Only	Use balance information for only the period selected.
Quarter-To-Date	Use the quarter-to-date balance.
Year-To-Date	Use the year-to-date balance. The year-to-date balance is the sum of the changes in the balances in every period through the one specified in the As of When field and the beginning balance.

If you selected **Period Rel Cur** or **YTD Rel Cur** in the **As of When** field, you can select **Current Period** or a number from the range of periods you are using (for example, enter 1 for the corresponding balance information from one period back, 2 for two periods back, 3 for three periods back, and so on).

If you selected **Period Rel Cur** or **YTD Rel Cur**, the amounts from the last-year column are used if you go back more periods than are in the current year. The system checks to see whether you are using the period after your last period for normal processing, which you indicated in the Business Rules function (page 3-9). Suppose you have a 12-period accounting system. You are in period 8 and you want to print information from 9 periods back. If you are using period 13 for normal processing, the amount from period 12 is printed; otherwise, the amount from period 11 is printed.

If you selected **Year Relative to Current** or **YTD Year Relative to Current**, you can select either **Next Year** (to view Budgets and Forecasts for the upcoming year) or a number for the range of years you are using (for example, enter 1 for corresponding balance information from one year back relative to the year chosen at print time, 2 for two years back, 3 for three years back, and so on)

If you selected **Year-End Balance** the **How Far Back** field is deactivated and you can not enter anything in the field.

5. To show different companies' Account IDs in a side-by-side format, select a **Company ID**.

If the Layout you are defining does not show Companies and Account Segments in side-by-side columns, leave the Company ID field blank. Then you can produce a financial statement that uses this layout for any company.

6. To limit the accounts if you selected **Actual**, **Budget**, **Forecast**, or **Last Year Actual**, enter or select the **Filter** criteria. See the **Using Wildcards** section (page 7-52) for more details on filtering.

7. In the **Headings 1–3** boxes enter the heading for the column; you can use three lines of text.



Use the Heading Properties dialogue box to Left-justify, Right-justify, or Center the heading. See (page 7-49) for details on the Heading Property dialog box.

The length of each line of the column heading is based on the text entered.

8. If the column contains numeric data and is printed, enter a **Format** mask. In the simplest form, #.00 produces 9.00 from 9. see (page 7-52) for details on format masks.
9. Use the **Scaling** factor to decrease currency amounts to the nearest hundred or thousand so that large values fit in less space (or are more significant); otherwise, too large data wraps to the next line.

- Select **No Scaling** if you do not want to use scaling.
- Select **By 100** to divide by 100.
- Select **By 1000** to divide by 1000.
- If you want to round to the nearest dollar, leave off the .00 in the Format field.

NOTE: If you are scaling by 100 or 1000 you must indicate this using the **Footer in the Statements (page 7-81)** function to indicate that you are scaling the numbers. There is no automatic text put into the statement indicating there is any scaling.

10. Check the box to **Print** the column. Clear the box to hide the column.

11. Enter the **Trailing Spaces** after the column.

Use the Trailing Spaces to add space between columns that will contain large numbers, and may fill the whole column, and it appears the column numbers are running together. With Trailing Spaces you will have space between those columns. Two Trailing Spaces is a common space between columns.

12. The **Width (in inches)** of the column is displayed.

The Width of the column may be edited. You may want to manually edit the width to either increase the columns to fill a whole page width, or decrease the width to keep the layout from going past the width of the page.

13. The **Formula** field is displayed only if **Source** is a **Formula** field. Enter a Formula for a calculated field, using the **Type**, **Operators**, and **Constants** fields. See (page 7-54) for an example of a balance sheet using Formulas 1 and 2.

- To use column data in formulas, select the **Column**, the arithmetic **Operators**, or **Totals** operation for the column. Double click on the Operators, Columns or Totals, depending on your selection in the **Types** field. The Columns will show in the third box if you select Totals. When you double click on a value it will put that value into the **Formula** line.

For example: use the formula [D]-[C] to print the difference between the balances in columns D and C.

- The columns used in formulas must precede the calculation column.

For example: if column F contains a calculation, values from columns C to E can be used, but values from columns H, I, J, and so forth cannot be used.

- You can use any of the nine totals from the Statement Content in a formula. The specific Total balance is determined by the type of balance (Actual, Last-Year, Forecast, or Budget Amounts) in that Column Type.
- You can store numbers to use in formulas in the balances of memo accounts. To use the numbers from memo accounts in a formula, you must use the Statement Content line to put the appropriate balances in a Total field. Then use the Total in the formula as directed above.

For example: if Total Revenue is divided by the number of shares outstanding (stored in a memo account), earnings per share is the result.

- You can enter numbers in one of two ways:
 - Enter a number in the beginning balance and use the ending (year-to-date) balance in calculations, like in the sample shares outstanding account.

- Enter a different number in each period. For example: to print the average sales per day, you could enter the number of days in the month in each period balance and use that memo account in a day formula. The total sales would be divided by the number of days in each period.

NOTE: If a formula produces an overflow (division by zero), the result is a blank field on the statement.

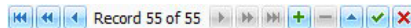
14. Select **Back** to delete functions in a formula from right to left, until only the original formula is left.
15. Select **Erase** to clear a formula.
16. In the **Type** box, select **Operators** for arithmetic functions: addition (+), subtraction (-), multiplication (*), and division (/). Select **Columns** to add columns to the formula. Select **Totals** to work with the nine total fields.
17. Select a displayed value to enter in the formula. The values that are displayed depend on your selection in the Type field.

Arithmetic operations are performed left to right. You can enter only numbers and symbols that specify the arithmetic operations. You cannot use parentheses.

For accurate results, multiply before you divide.

For more complex formulas, insert formula columns prior to the final result, to enter formulas that calculate numbers prior to the final formula. This can be a replacement for calculations done within parentheses. Do not print these formula calculation columns. Include that formula column in your final formula calculation.

18. Enter a **Constant**. A constant is a number that has a value you want to remain constant. The number of shares of stock, for example, could be a constant. Pressing the **TAB** or **ENTER** key adds the constant to the formula.
19. Use the Scroll buttons at the bottom of the screen to move from column to column in the detail screen.



Heading Properties Dialog Box

Choose the **Detail** button  when on the detail screen to access the column heading properties box. Enter how you wish the column heading to appear including Heading text, Alignment, Font Style, and whether or not you wish the information to Span to Column ID.

- Enter text into the **Heading X** field.
- Select if you want the heading to **Span to Column ID**, after the current column.
Select Center for the Alignment to place the heading in the middle of the columns from the current column to the selected Span to Column ID.
- Select the **Alignment** of the Heading text within the column: **Left**, **Center**, or **Right**.
For proper alignment of the column headings over the values in the columns, select Left for columns containing text, and Right for columns containing numbers.
- Select the **Font Style** for the Heading text: **Bold**, *Italics*, and Underline.

You can use the print time inserts listed in the box on the right side of the screen.

Print Time Inserts

If you want the heading to change each time you print the report, change the heading each time you use the Statement Layouts function or use **Print Time Inserts** to have the system change the heading.

For example: when you print income statements with multiple period comparisons and you want the period ending date to print in the column heading enter *Pedw to print the period ending date like Jun 30, 2017.

The table below lists the available print-time inserts.

Insert	Prints	Example
*SDFS	Statement Data Filter String	[Department]<>'Warehouse'
*PBDN	Period Beginning Date—Numeric	11/01/02
*PBDW	Period Beginning Date—Words	NOV 1, 2002
*Pbdw	Period Beginning Date—Words	Nov 1, 2002
*PBDM	Period Beginning Date—Military	1 NOV 2002
*Pbdm	Period Beginning Date—Military	1 Nov 2002
*PEDN	Period Ending Date—Numbers	11/30/02
*PEDW	Period Ending Date—Words	NOV 30,2002
*Pedw	Period Ending Date—Words	Nov 30, 2002
*PEDM	Period Ending Date—Military	30 NOV 2002
*Pedm	Period Ending Date—Military	30 Nov2002
*PERN	Period Number	11
*COID	Company ID	H
*CONA	Company Name	Continental Products Unlimited
*SCID	Statement Content	BAL1
*ASN[1-3]	Accounts Segment Name	Department

Close the screen to save your changes and return to the Statement Layout screen.

Filtering Data for a Column

You can use the Data Filter from the detail screen of a column to build a condition to filter the column. A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, Black Text [\[Blue Text\]](#) [\[Green Text\]](#) <gray text>. The instructions below illustrate how quickly and easily you can build a condition.

1. Select how to group values by clicking the black text component.

Button	Name
	And
	Or
	Not And
	Not Or
	Add Condition
	Add Group
	Clear All

2. Select a field to filter by clicking the blue text component.

3. Select the filtering criterion by clicking the green text component.

Button	Name
	Equals
	Does not equal
	Is greater than
	Is greater than or equal to
	Is less than
	Is less than or equal to
	Is between
	Is not between
	Contains
	Does not contain
	Begins with
	Ends with
	Is like
	Is not like
	Is blank



Is not blank



Is any of



Is none of

4. Enter, if applicable, a string of text or numbers to complete the condition by clicking the gray text component.
5. Click the  icon to add additional conditions if applicable.

Using Data Filtering for Divisional Side-by-Side Comparisons

When printing a financial statement with segment information side by side, the information can be printed in different ways. The following screens show filter criteria for different departments in each column.



The image shows three separate filter boxes, each with the text 'And' followed by a dropdown arrow. Each box contains a filter criterion: '[Division] Equals [000]', '[Division] Equals [001]', and '[Division] Equals [002]'. Each criterion has a small 'x' icon to its right.

Open the Detail screen and use the filter box under the Company ID field to filter for the available criteria. Select another Column ID to filter for the next column. See the Filter Box section in the General Information guide for more details on how to use the filter criteria.

Setting Up the Format

To Format numeric data, use these characters:

Character	Description
#	Represent an optional number (0–9) that is printed only if there is significant value.
0	Represent a non optional number (always prints even nonsignificant zeros; for example, a format of 000.00 would print a zero value as 000.00, and a format of ###.00 would print a zero value as .00).
.	Represents a decimal point.
,	Represents a comma.

You can print signs in five ways, depending on the sign characters you use in the Format:

Character	Description
\$	Print a currency symbol to the left of the greatest numeric placeholder. NOTE: To print the currency symbol on the Statement, you must also check the “Print Currency Symbol” box in the Statement Content instructions (page 7-69).
-	Print a negative sign next to Credit balances in Debit Account IDs and Debit balances in Credit Account IDs. You can enter the sign to the left or the right of the number format.
+	Print a negative sign as described above, and print a positive sign next to Credit balances in Credit Account IDs and Debit balances in Debit Account IDs (left or right).
()	Print parentheses around Debit balances in Credit Account IDs and Credit balances in Debit Account IDs.
CR	Print the letters CR to the right of Credit balances in Debit Account IDs.

To combine numeric dates and signs, use these numeric formats:

Field	Description
\$#,###.00	Print a number like 9999.99 with a currency sign to the left: \$9,999.99. If the number is a Credit in a Debit Account ID or a Debit in a Credit Account ID, print a negative sign to the right.
+###.00	Print a number like +999.99 with a positive sign or a negative sign to the left.
###.00CR	Print a number like 999.99 with the letters CR to the right of Credits in Debit accounts.

Field

Description

(#,###.00)

Print a number like 9,999.99 (including the comma). If the number is a Credit in a Debit Account ID or a Debit in a Credit Account ID, enclose it in parentheses.

Using Formulas

The following balance sheet uses Formula 1 and Formula 2 in its calculations. The balance sheet shows the variance between Actual and Budget amounts (Actual - Budget) and the variance percentage between Actual and Budget amounts (Total Actual Amount/Total Budget Amount*100). Columns are set up using Formula 1 and Formula 2.

Sample Balance Sheet (Partial)

ACCT NO	DESCRIPTION	ACTUAL	BUDGET	VARIANCE FORMULA 1	AMOUNT FORMULA 2	VARIANCE FORMULA 1	% FORMULA 2
ASSETS							
CURRENT ASSETS							
00-000-100	CPU Inc. CONS	1218660.05	15050.67	1203609.38	1203609.38	8097.05	8097.05
00-000-110	CPU Inc. CONS	34701691.20	206497.37	34495193.83	34495193.83	16804.91	16804.91
00-000-112	CPU Inc. CONS	(243.10)	(260.12)	17.02	17.02	93.46	93.46
00-000-120	CPU Inc. CONS	1993028.14	1062540.11	930488.03	930488.03	187.57	187.57
00-000-121	CPU Inc. CONS	1015757.71	1086860.75	(71103.04)	(71103.04)	93.46	93.46
00-000-122	CPU Inc. CONS	754775.12	807609.38	(52834.26)	(52834.26)	93.46	93.46
00-000-123	CPU Inc. CONS	100.00	107.00	(7.00)	(7.00)	93.46	93.46
00-000-129	CPU Inc. CONS	561455.26	600757.13	(39301.87)	(39301.87)	93.46	93.46
00-000-130	CPU Inc. CONS	.00	.00	.00	.00		
00-000-131	CPU Inc. CONS	.00	.00	.00	.00		
	TOTAL CURR	40245224.38	3779162.29	36466062.09	36466062.09	1064.92	25556.83

Sample Income Statement (Partial)

CURRENT LIABILITIES							
00-000-200	CPU Inc. CONS	748562.93	800962.34	52399.41	(52399.41)	93.46	(93.46)
00-000-201	CPU Inc. CONS	681471.34	729174.33	47702.99	(47702.99)	93.46	(93.46)
00-000-202	CPU Inc. CONS	37916.37	40570.52	2654.15	(2654.15)	93.46	(93.46)
00-000-203	CPU Inc. CONS	1125672.90	1204470.00	78797.10	(78797.10)	93.46	(93.46)
00-000-210	CPU Inc. CONS	4777988.00	5112447.16	334459.16	(334459.16)	93.46	(93.46)
00-000-211	CPU Inc. CONS	.00	.00	.00	.00		
00-000-212	CPU Inc. CONS	22004.00	23544.28	1540.28	(1540.28)	93.46	(93.46)
00-000-220	CPU Inc. CONS	.00	.00	.00	.00		
00-000-222	CPU Inc. CONS	.00	.00	.00	.00		
00-000-230	CPU Inc. CONS	.00	.00	.00	.00		
	TOTAL CURR	7393615.54	7911168.63	517553.09	(517553.09)	93.46	(560.76)

Variance amount

For the asset Account IDs, there is no difference between the amounts printed for Formula 1 and Formula 2. Since the Reverse Sign to Print indicator is set to NO for asset Account IDs, the variance amount is printed correctly as 1203609.38.

Account 00-000-100

Actual - Budget = Variance

1218660.05 - 15050.67 = 1203609.38

For the liability Account IDs, the amounts are the same, but the sign is different between the two formulas. Formula 2 prints the amount with the correct sign because it acts on the Reverse Sign to Print indicator in the statement content; since the Reverse Sign to Print indicator is set to YES for liability accounts, the variance amount is printed as (52399.41).

Account 00-000-200

748562.93 - 800962.34 = (52399.41)

Variance percent

For the asset accounts, there is no difference between the percentages printed until the total is printed. Formula 1 prints the correct amount because it performs calculations for both Account and Total lines; the subtotal for Formula 2 is the sum of the variance percentages for each asset Account ID.

Total Actual Amount/Total Budget Amount*100 = Variance Percentage

40245224.38 / 3779162.29*100 = 1064.92

Formula 1 also ignores the Reverse Sign to Print indicator, so when the liability Account IDs are printed, the percentage is printed as a positive number.

7393615.54 / 7911168.63*100 = 93.46

Task Summary

Copy **Statement Layout**:

1. From the Statement Layout screen, and with the cursor in the **Layout ID** field, click on the **New Record** button  on the menu bar.
2. Enter a new statement **Layout ID**.
3. Select the **Layout ID** of the Statement Layout you wish to **Copy From** and the information will be copied.
4. Select the **Save** icon  on the toolbar to save your changes.

Deleting a **Statement Layout**:

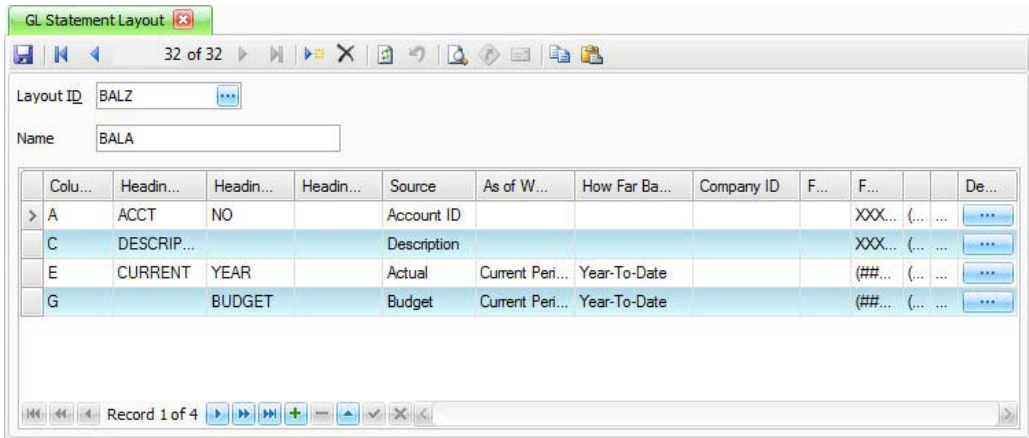
1. From the Statement Layout screen, enter or select the **Layout ID** you wish to delete.
1. With the **Layout ID** displayed, click on the **Delete** button  from the menu bar or press the **Delete** key from the keyboard.
2. The system will prompt you to verify your decision. If you wish to proceed and delete the record click on the **"YES"** button; if you wish to exit the function without deleting the statement layout id select **"NO"**.

NOTE: You cannot delete a Statement Layout that is being used in a Statement.

Sample Exercise

The following example will demonstrate how to copy a Statement Layout, then insert a new column, and format that column.

1. Copy the original BALA Statement **Layout ID** to a new Statement **Layout ID** that will be called **BALZ**.
2. With BALZ as the Statement **Layout ID** now, modify the layout by adding a column **"I"** and formatting it to display the difference between the Actual and Budget balances:
 - Select **Formula 2** in the source field.
 - Enter **VARIANCE AMOUNT** in the heading lines.
 - Enter the **Formula [E] - [G]**. Enter **by 100** for the **Scaling** factor.
 - Change the default **Format** to match the other columns.
 - Change the Trailing Spaces field to **1**.



The screenshot shows the 'GL Statement Layout' window for layout ID 'BALZ'. The window has a toolbar at the top with icons for file operations and navigation. Below the toolbar, there are fields for 'Layout ID' (BALZ) and 'Name' (BALA). A table below these fields shows the layout configuration with columns for Column ID, Heading, Source, As of W..., How Far Ba..., Company ID, F..., F..., and De... The table has four rows: A (ACCT, NO, Account ID, XXX...), C (DESCRIP..., Description, XXX...), E (CURRENT, YEAR, Actual, Current Peri..., Year-To-Date, ##...), and G (BUDGET, Budget, Current Peri..., Year-To-Date, ##...). The bottom of the window shows a status bar with 'Record 1 of 4' and navigation controls.

Colu...	Headin...	Headin...	Headin...	Source	As of W...	How Far Ba...	Company ID	F...	F...	De...
> A	ACCT	NO		Account ID				XXX...	(... ..)	...
C	DESCRIP...			Description				XXX...	(... ..)	...
E	CURRENT	YEAR		Actual	Current Peri...	Year-To-Date		(##...	(... ..)	...
G		BUDGET		Budget	Current Peri...	Year-To-Date		(##...	(... ..)	...

3. Highlight any column, then click the **Add Record** button  at the bottom of the screen and add a column “K” to BALZ to print the variance percentage between the Actual and the Budget balances:

- Use the **Formula 1** to calculate on-account lines and total lines.
- Enter the formula **[E]/[G]*100**. (Enter 100 in the Constant field and press **ENTER**.)

GL Statement Layout 

32 of 32 

Layout ID: BALZ 

Name: BALA

Column	Heading 1	Heading 2	Hea...	Source	As of When	How Far Ba...	Compan...	Formula	For...	..	..	Detail
A	ACCT	NO		Account ID					XXXX...	(n...	Yes	
C	DESCRIPTI...			Description					XXXX...	(n...	Yes	
E	CURRENT	YEAR		Actual	Current Period	Year-To-Date			(###...	(n...	Yes	
G		BUDGET		Budget	Current Period	Year-To-Date			(###...	(n...	Yes	
> K	VARIANCE	AMOUNT %		Formula 1				[E] / [G] * 100	###...	(n...	Yes	

Record 5 of 5 

4. Click the **Add Record** button  at the bottom of the screen and add column “M” to print the Actual balance from six periods back:

- Enter **6 MONTHS BACK** into the **Heading** fields.
- Select **Actual** in the **Source** field.
- Select **YTD Rel Cur** in the **As of When** field.
- Select **6** in the **How Far Back** field to indicate six months back.

GL Statement Layout 

32 of 32 

Layout ID: BALZ 

Name: BALA

Column	Heading 1	Heading 2	Hea...	Source	As of When	How Far Ba...	Compan...	Formula	For...	..	..	Detail
A	ACCT	NO		Account ID					XXXX...	(n...	Yes	
C	DESCRIPTI...			Description					XXXX...	(n...	Yes	
E	CURRENT	YEAR		Actual	Current Period	Year-To-Date			(###...	(n...	Yes	
G		BUDGET		Budget	Current Period	Year-To-Date			(###...	(n...	Yes	
K	VARIANCE	AMOUNT %		Formula 1				[E] / [G] * 100	###...	(n...	Yes	
M	6 MONTHS	BACK		Actual	YTD Year Rel...	6			###...	(n...	Yes	

Record 1 of 6 

5. Change the **Name** to reflect these changes in the report.

6. Select the **Save** icon  on the toolbar to save your changes.

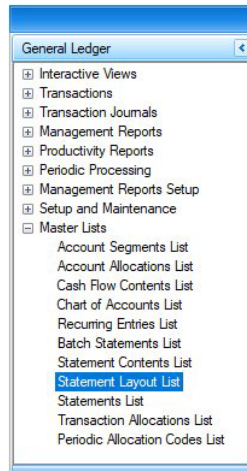
Producing a Statement Layout List

Use the **Statement Layout List** function to produce a list of defined statement columns for each Layout ID selected. To edit Statement Layouts, use the Statement Layout function (page 7-37) from the Management Reports Setup menu.

To produce a **Statement Layout List**, follow these steps:

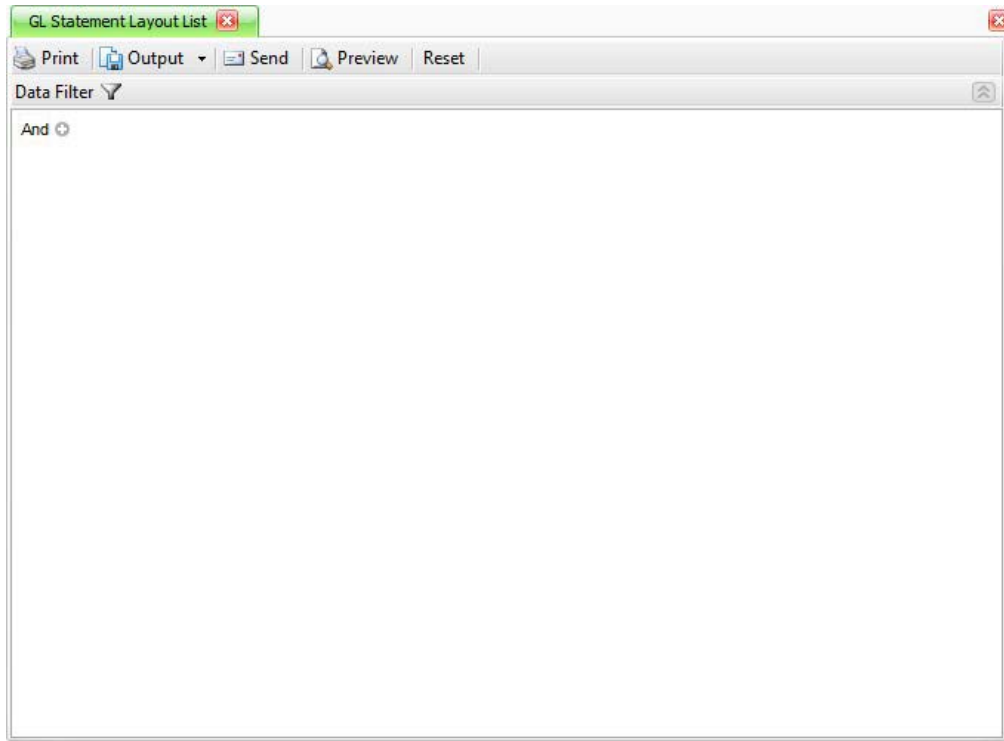
1. Select **Statement Layout List** from the **Master Lists** menu.

Statement Layout List Menu



2. The **Statement Layout** List screen appears.

Statement Layout List Screen



3. Select the **Filter Criteria** to print a range of Statement Layout IDs. Leave the Data Filter blank to print the list for all Statement Layouts.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Statement Layout List

Continental Products Unlimited		Page 1
Statement Layout List		
Report Filter		
Statement Layout ID: 3Y SFE	Statement of Functional Expenses	
Column D Heading		
1: DESCRIPTION		Span to:
2:		Span to:
3:		Span to:
Format XXXXXXXXXXXXXXXXXXXXXXXX		Company ID:
Filter:		Source: Description
Trailing Spaces: 2		As of When:
Print Yes		How Far Back:
Scaling: (no scaling)		Formula:
Column F Heading		
1: CURRENT YEAR		Span to:
2: Actual		Span to:
3: July 1, 2002 - June 30, 2003		Span to:
Format (###,###,###.00)		Company ID:
Filter:		Source: Actual
Trailing Spaces: 0		As of When: Year-End Balance
Print Yes		How Far Back:
Scaling: (no scaling)		Formula:
Column G Heading		
1: LAST YEAR		Span to:
2: Actual		Span to:
3: July 1, 2001 - June 30, 2002		Span to:
Format (###,###,###.00)		Company ID:
Filter:		Source: Last Year Actual
Trailing Spaces: 2		As of When: Year-End Balance
Print Yes		How Far Back:
Scaling: (no scaling)		Formula:
Column H Heading		
1:	PREVIOUS YEAR	Span to:
2:	ACTUAL	Span to:
3: July 1, 2000 - June 30, 2001		Span to:
Format (###,###,###.00)		Company ID:
Filter:		Source: Actual
Trailing Spaces: 1		As of When: YTD Year Relative to Current
Print No		How Far Back: 3
Scaling: (no scaling)		Formula:
Column L Heading		
1: PREVIOUS YEAR		Span to:
2: Actual		Span to:
3: July 1, 2000 - June 30, 2001		Span to:
Format ###,###,###.00		Company ID:
Filter:		Source: Formula 2
Trailing Spaces: 1		As of When:
Print Yes		How Far Back:
Scaling: (no scaling)		Formula: [F] + [G] - [H]

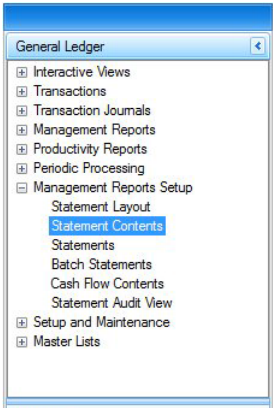
STATEMENT CONTENTS

Use the **Statement Contents** function to specify the type of information to include in each row of the financial statement.

To work with the **Statement Contents**, follow these steps:

- 1. Select **Statement Contents** from the **Management Reports Setup** menu.

Statement Contents Menu



2. The **Statement Contents** screen appears.

Statement Contents Screen

GL Statement Contents

ID: BAL 1 Name: BAL 1

Use Account Mask for Company ID: CPU 88-888-8888

Action on Totals (+, -, 0)

Seq No.	Type	Description	Shift	1	2	3	4	5	6	7	8	9	Detail
10	HC		0										...
20	HP	CURRENT ASSETS	0										...
30	AD		0	+									...
40	US		0										...
50	CR		15										...
60	T1	TOTAL CURRENT ASSETS	0	0	+								...
70	CL		15										...
80	HP	LONG TERM ASSETS	0										...
90	AD		0	+									...
100	US		0										...
110	CR		15										...
120	T1	TOTAL LONG TERM ASSETS	0	0	+								...
130	CL		15										...
140	HP	OTHER ASSETS	0										...
150	AD		0	+									...
160	US		0										...
170	CR		15										...
180	T1	TOTAL OTHER ASSETS	0	0	+								...
190	US		0										...
200	CL		15										...
210	CR		30										...
220	T2	TOTAL ASSETS	0	0									...
230	UD		0										...

Record 3 of 54

3. The first **Content ID** is displayed by default. Use the drop down box to select any other existing Content ID.

Use the **New Record** button  from the menu bar to create a new **Content ID**.

4. The Content **Name** is displayed for the selected Content ID. Edit the Content Name appropriately.
5. The **Copy From** field is only available if you are creating a new Content ID. Use the drop down box to select any other existing Content ID to Copy From.

NOTE: If you are using one of the existing Content IDs as a template it is recommended that you make a new Content ID and copy from the existing Content ID you wish to use as a template. Edit the new Content ID so the template stays as it is for future use, or if you need to delete the new Content ID and start over.

6. Select the **Use Account Mask for Company ID** you are using for the content. The Account Mask for the company is displayed.

NOTE: You can use this same Statement Content ID for other companies on your system if they have the same Account Mask

After selecting or creating the **Statement Content ID** you may edit or add content lines on the summary screen, or you may choose to create or edit content lines in detail by clicking the **Detail**  button. The fields available to be edited may change and will in many cases be dependent upon the row Type being used.

Statement Contents Summary Screen

GL Statement Contents 

1 of 12 

ID  Name

Use Account Mask for Company ID CPU  &&-&&&-&&&&

Action on Totals (+, -, 0)

Seq No.	Type	Description	Shift	1	2	3	4	5	6	7	8	9	Detail
10	HC		0										
20	HP	CURRENT ASSETS	0										
30	AD		0	+									
40	US		0										
50	CR		15										
60	T1	TOTAL CURRENT ASSETS	0	0	+								
70	CL		15										
80	HP	LONG TERM ASSETS	0										
90	AD		0	+									
100	US		0										
110	CR		15										
120	T1	TOTAL LONG TERM ASSETS	0	0	+								
130	CL		15										
140	HP	OTHER ASSETS	0										
150	AD		0	+									
160	US		0										
170	CR		15										
180	T1	TOTAL OTHER ASSETS	0	0	+								
190	US		0										
200	CL		15										
210	CR		30										
220	T2	TOTAL ASSETS	0	0									
230	UD		0										

Record 3 of 54 

Enter the following information as it applies.

1. Click the **Add Record** button  at the bottom of the screen.

2. Enter a **Sequence No.**

NOTE: If you do not the system will create sequence numbers incremented by 10 to allow for future editing. Enter a sequence number that falls within the range of sequence numbers to insert a line between them.

Example: If I wish to insert a line between lines 10 and 20, I would enter a sequence number between 10 and 20 i.e. 11, 12, 13,14...

3. Select the row **Type**:

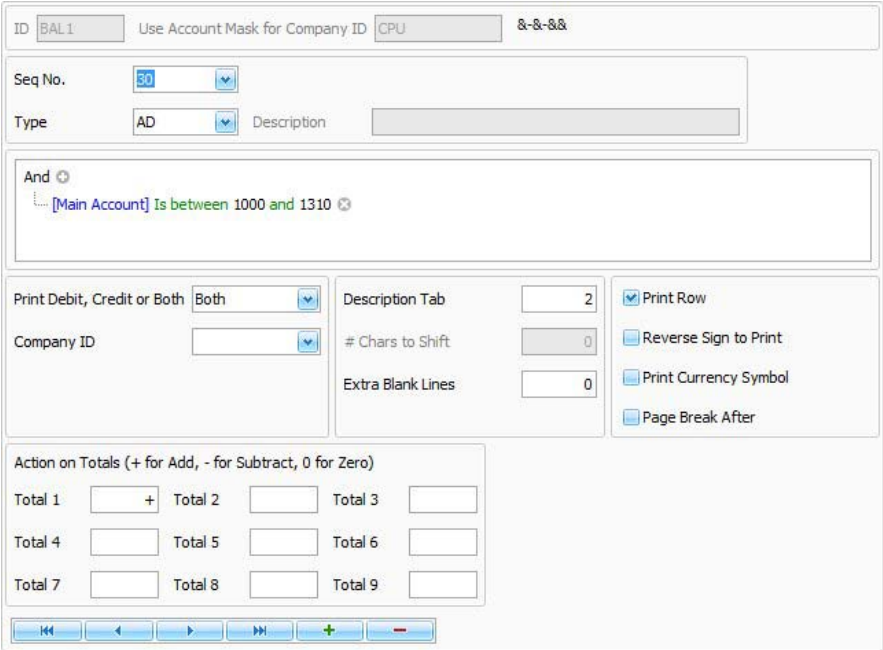
- **AD** - Account Detail - Will print a row for each Account ID specified in the filter criteria box.
- **AS** - Account Summary - Will print one summary with the total of all the Account IDs specified in the filter criteria box.
- **BB** - Beginning Balance of Year - Will print a row for the beginning balances of the year for each Account ID specified in the filter criteria box.
- **BD** - Beginning Balance Detail - Will print a row with the period beginning balances for each Account ID specified in the filter criteria box.
- **BS** - Beginning Balance Summary - Will print one total row with the period beginning balances for the Account IDs specified in the filter criteria box.
- **CL** - Shift Columns Left - Will shift your number columns to the left the specified number of characters.
- **CR** - Shift Columns Right - Will shift your number columns to the right the specified number of characters.
- **ED** - End Balance Detail - Will print a row with the period ending balance for each Account ID specified in the filter criteria box.
- **ES** - End Balance Summary - Will print a total row with the period ending balances for the Account IDs specified in the filter criteria box.
- **T1** - Total 1 - Print the total stored so far in Total bucket 1.
- **T2** - Total 2 - Print the total stored so far in Total bucket 2.
- **T3** - Total 3 - Print the total stored so far in Total bucket 3.
- **T4** - Total 4 - Print the total stored so far in Total bucket 4.
- **T5** - Total 5 - Print the total stored so far in Total bucket 5.
- **T6** - Total 6 - Print the total stored so far in Total bucket 6.

- **T7** - Total 7 - Print the total stored so far in Total bucket 7.
 - **T8** - Total 8 - Print the total stored so far in Total bucket 8.
 - **T9** - Total 9 - Print the total stored so far in Total bucket 9.
 - **US** - Single Underline - Will print a single underline under the last number above the line.
 - **UD** - Double Underline - Will print a double underline under the last number above the line.
 - **HC** - Center Heading - Will print a heading in the middle of the margins. The text in the Description field will be the heading.
 - **HP** - Print Heading - Will print a heading left justified over the other Descriptions. The text in the Description field will be the heading.
4. Enter a **Description** for the row. It is printed on the Statement. The availability of this field is dependent upon the row Type.
 5. Enter the number of characters to **Shift** the row left or right when the row type is **CL** or **CR**.

This entry shifts numbers only. It does not shift the Account ID and Description. Columns are shifted only if the statement allows it.
 6. Select the result of the row on the total accumulators **1 to 9**:
 - **+** - if the row increases the total
 - **-** - if the row decreases the total
 - **0** - if the row zeros out the total
 - **Blank** - if the row has no effect on the total
 7. Click **Re-sequence** to number all the lines in increments of 10, and insert any added lines into the correct position.
 8. Select the **Save** icon  on the toolbar to save your changes.

After selecting the **Detail**  button for the content line the following screen appears.

Statement Contents Detail Screen



The screenshot shows the 'Statement Contents Detail Screen'. At the top, there are input fields for 'ID' (containing 'BAL 1'), 'Use Account Mask for Company ID' (containing 'CPU'), and a mask '8-8-8&'. Below this is a 'Seq No.' dropdown menu set to '80'. The 'Type' dropdown is set to 'AD', and the 'Description' field is empty. A filter box contains the text '[Main Account] Is between 1000 and 1310'. The bottom section is divided into two columns. The left column has 'Print Debit, Credit or Both' set to 'Both', a 'Company ID' dropdown, and a grid for 'Action on Totals' with 9 rows and 3 columns. The right column has 'Description Tab' set to '2', '# Chars to Shift' set to '0', 'Extra Blank Lines' set to '0', and four checkboxes: 'Print Row' (checked), 'Reverse Sign to Print' (unchecked), 'Print Currency Symbol' (unchecked), and 'Page Break After' (unchecked). At the very bottom is a row of navigation buttons: first/prev, prev, next/last, and add/subtract.

Enter the following information as it applies.

1. Click the **Add Record** button  at the bottom of the screen.
2. Enter a **Sequence No.**

NOTE: If you do not the system will create Sequence Numbers incremented by 10 to allow for future editing. Enter a Sequence Number that falls within the range of Sequence Numbers to insert a line between them.

Example: If I wish to insert a line between lines 10 and 20, I would enter a sequence number between 10 and 20 i.e. 11, 12, 13,14...

3. Select the row **Type**:
 - **AD** - Account Detail - Will print a row for each Account ID specified in the filter criteria box.
 - **AS** - Account Summary - Will print one summary with the total of all the Account IDs specified in the filter criteria box.

- **BB** - Beginning Balance of Year - Will print a row for the beginning balances of the year for each Account ID specified in the filter criteria box.
- **BD** - Beginning Balance Detail - Will print a row with the period beginning balances for each Account ID specified in the filter criteria box.
- **BS** - Beginning Balance Summary - Will print one total row with the period beginning balances for the Account IDs specified in the filter criteria box.
- **CL** - Shift Columns Left - Will shift your number columns to the left the specified number of characters.
- **CR** - Shift Columns Right - Will shift your number columns to the right the specified number of characters.
- **ED** - End Balance Detail - Will print a row with the period ending balance for each Account ID specified in the filter criteria box.
- **ES** - End Balance Summary - Will print a total row with the period ending balances for the Account IDs specified in the filter criteria box.
- **T1** - Total 1 - Print the total stored so far in Total bucket 1.
- **T2** - Total 2 - Print the total stored so far in Total bucket 2.
- **T3** - Total 3 - Print the total stored so far in Total bucket 3.
- **T4** - Total 4 - Print the total stored so far in Total bucket 4.
- **T5** - Total 5 - Print the total stored so far in Total bucket 5.
- **T6** - Total 6 - Print the total stored so far in Total bucket 6.
- **T7** - Total 7 - Print the total stored so far in Total bucket 7.
- **T8** - Total 8 - Print the total stored so far in Total bucket 8.
- **T9** - Total 9 - Print the total stored so far in Total bucket 9.
- **US** - Single Underline - Will print a single underline under the last number above the line.
- **UD** - Double Underline - Will print a double underline under the last number above the line.
- **HC** - Center Heading - Will print a heading in the middle of the margins. The text in the Description field will be the heading.
- **HP** - Print Heading - Will print a heading left justified over the other Descriptions. The text in the Description field will be the heading.

4. Enter a **Description** for the row. It is printed on the Statement. The availability of this field is dependent upon the row type.
5. If you selected **AD, AS, BB, BD, BS, ED, or ES** in the **Type** field, select the criterion for the row:

- **Account ID** - Account ID
- **Account Type ID** - Account Type
- **Account Class ID** - Account Class
- **Seg** - Segments, depending on the name of account segments you are using.
- **Balance Type** - Debit accounts or Credit accounts
- **Currency ID** - Account IDs with a specific currency
- **Status** - Account IDs with one of the statuses; **Active**, **Inactive**, or **Discontinued**
- **Description** - the Account ID Description or part of the Description

You can use the Data Filter from the detail screen of a row to build a condition to filter the row. A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, Black Text Blue Text Green Text <gray text>. The instructions below illustrate how quickly and easily you can build a condition.

- Select how to group values by clicking the black text component.

Button	Name
	And
	Or
	Not And
	Not Or
	Add Condition
	Add Group
	Clear All

- Select a field to filter by clicking the blue text component.

- Select the filtering criterion by clicking the **green text** component.

Button	Name
	Equals
	Does not equal
	Is greater than
	Is greater than or equal to
	Is less than
	Is less than or equal to
	Is between
	Is not between
	Contains
	Does not contain
	Begins with
	Ends with
	Is like
	Is not like
	Is blank
	Is not blank
	Is any of
	Is none of

- Enter, if applicable, a string of text or numbers to complete the condition by clicking the **gray text** component.
 - Click the  icon to add additional conditions if applicable.
6. Select **Debit** to print only debit accounts, **Credit** to print only credit accounts, or **Both** to print both Debits and Credits.

7. Select the **Company ID** whose balances you want to put on this line; otherwise, leave the field blank.

If you are using this content for multiple companies and you want the row to print for all companies, you **MUST** leave this field blank to bring information from other companies. This field is almost always left blank.

8. To indent the row's Description, enter the number of spaces for the **Description Tab**. To refrain from indenting the row, enter **0** or leave the field blank.

Example: If you have your section headings left justified to the left margin and you want your Account ID Descriptions to be indented 2 spaces you would enter 2. Then if you wanted your Total lines indented 2 more spaces you would enter 4.

9. Enter the **# of Characters To Shift** the row left or right when the row Type is **CL** or **CR**.

This entry shifts numbers only. It does not shift the Account ID and Description. Columns are shifted only if the Statement allows it.

10. To print **Extra Blank Lines**, enter the number of blank lines. If you do not want a blank line, enter **0** or leave the field blank.

11. Check the box to **Print Row**; otherwise, clear the box.

12. Check the box to **Reverse The Sign To Print**. Normally a negative sign (-) is printed for all Credit balances, regardless of whether the Account ID is a Debit or a Credit Account ID.

Check the box if the Account IDs on this row are normally Credit Account IDs, so that the Debit balances show a negative sign. Clear the box if this row holds Debit balances.

13. Check the box to **Print Currency Symbol**; otherwise, clear the box. The currency symbol must also be included in the Format defined in the Statement Layout for the symbol to print when the box is checked.

14. Check the box if you want a **Page Break After** the line. This will put the next row on a new page.

15. Select the result of the row on the total accumulators **1 to 9**:

- **+** - if the row increases the total
- **-** - if the row decreases the total
- **0** - if the row zeros out the total
- **Blank** - if the row has no effect on the total

16. If you are editing rows, use the Scroll buttons at the bottom of the screen to move from row to row in the detail screen.

17. Close the screen to save your changes and return to the Statement Contents screen.
18. Select the **Save** icon  on the toolbar to save your changes.

Task Summary

Editing a **Statement Content ID**:

1. Select the Statement **Content ID** to edit.
2. Select the content **Name** or content **Line** to be edited.
 - If you are *adding a new line* to the Content click on the **New Record** button  (You must be on a line record). You may also add a record from the detail screen using the **New Record** button  at the bottom of the form.
 - If you are *editing an existing line*, highlight the line record, then click on the field to be edited from the summary line screen, or click on the **Detail** button  and highlight and edit the appropriate field.
 - If you are *deleting a line*, highlight the line record to be deleted, then click on the **Delete** button  from the tool bar at the bottom of the screen.
3. Close the detail screen to save your detail changes and return to the summary screen.
4. Select the **Save** icon  on the toolbar to save your changes.

Creating a New **Statement Content ID**:

1. With the cursor focused on the **Content ID** field, click on the **New Record** button . Enter the **Content ID**. If you wish to **Copy From** an existing Content ID select it from the drop down box, or leave the field blank to create one from scratch.
2. Enter the Content **Name**.
3. Enter the company, to **Use Account Mask for Company ID** for this Content ID.
4. Enter the lines to be displayed in the Content ID.
5. Click **Re-sequence** to number all the lines in increments of 10, and insert any added lines into the correct position.
6. Select the **Save** icon  on the toolbar to save your changes.

Deleting a **Statement Content ID**:

1. Select the Statement **Content ID** to delete.
2. With the cursor focus in the **Content ID** field, click on the **Delete Record** button  from the menu bar. A confirmation box appears.

3. Select **“YES”** to continue and delete the Content ID, or select **“NO”** to cancel the action.

NOTE: You cannot delete a Content ID that is currently being used in a statement.

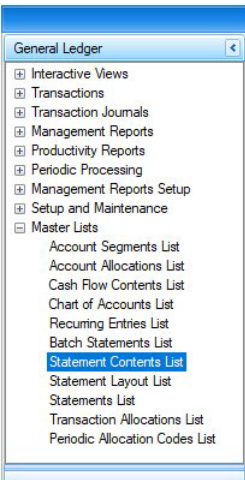
Producing a Statement Contents List

Use the **Statement Contents List** function to produce a list of defined Statement Contents. To edit Statement Contents, use the report as a worksheet to note the changes you wish to make, then use the Statement Contents function from the Management Reports Setup menu to make the changes.

To produce a **Statement Content List**, follow these steps:

1. Select **Statement Content List** from the Master Lists menu.

Statement Contents List Menu



2. The **Statement Content List** screen appears.

Statement Contents List Screen

The screenshot shows a software window titled "GL Statement Contents List". The window has a menu bar with "Print", "Output", "Send", "Preview", and "Reset". Below the menu bar is a "Data Filter" section with a dropdown arrow and a search icon. The main area of the window is divided into two sections. The top section is labeled "And" and contains a search icon. The bottom section is labeled "Report Layout" and contains a checkbox labeled "Banded Rows" which is checked.

3. Select the **Filter Criteria** to print a range of Statement Content IDs. Leave the Data Filter blank to print the list for all Statement Contents.
4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Statement Content List (First Page)

Continental Products Unlimited

Page 1

Statement Contents List

Report Filter

Statement Content ID:	BAL1	BAL1	Use Account Mask for Company ID:	CPU	Tab/	Actions on Totals	Print	DR/CR	Reverse	Extra									
Seq No	Type	Comp	Description	Filter	Shift	1	2	3	4	5	6	7	8	9	\$	Row	Only	Sign	Lines
10	HC		ASSETS		0						No	Yes						No	3
20	HP		CURRENT ASSETS		0						No	Yes						No	0
30	AD		[Segment3] BETWEEN '1000' AND '1310'		2	+					No	Yes	Both					No	0
40	US				0						No	Yes						No	0
50	CR				0						No	No						No	0
					15														
60	T1		TOTAL CURRENT ASSETS		4	0	+				No	Yes	Both					No	1
70	CL				0						No	No						No	0
					15														
80	HP		LONG TERM ASSETS		0						No	Yes						No	0
90	AD		[Segment3] BETWEEN '1500' AND '1590'		2	+					No	Yes	Both					No	0
100	US				0						No	Yes	Debit					No	0
110	CR				0						No	No	Debit					No	0
					15														
120	T1		TOTAL LONG TERM ASSETS		4	0	+				No	Yes	Both					No	1
130	CL				0						No	No	Debit					No	0
					15														
140	HP		OTHER ASSETS		0						No	Yes	Debit					No	0
150	AD		[Segment3] BETWEEN '1700' AND '1750'		2	+					No	Yes	Both					No	0
160	US				0						No	Yes	Debit					No	0
170	CR				0						No	No	Debit					No	0
					15														
180	T1		TOTAL OTHER ASSETS		4	0	+				No	Yes	Both					No	0
190	US				0						No	Yes	Debit					No	1
200	CL				0						No	No	Debit					No	0
					15														
210	CR				0						No	No	Debit					No	0
					30														
220	T2		TOTAL ASSETS		4	0					No	Yes	Both					No	0
230	UD				0						No	Yes	Debit					No	0

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Name	Description
<u>R</u> eset	Set all fields to their defaults.
<u>P</u> review	Preview the report on your monitor.
<u>P</u> rint	Print the report.

Statement Content List (Last Page)

Continental Products Unlimited			Page 28
Statement Contents List			
----- Key to Types -----			
AD - Print Account Detail	CR - Shift Columns Right	T2 - Print Total No 2	T8 - Print Total No 8
AS - Print Account Summary	ED - Print End Balance Detail	T3 - Print Total No 3	T9 - Print Total No 9
BB - Print Beg Balance of Year	ES - Print End Balance Summary	T4 - Print Total No 4	US - Single Underscore
BD - Print Beg Balance Detail	HP - Print Heading	T5 - Print Total No 5	UD - Double Underscore
BS - Print Beg Balance Summary	HC - Center Heading	T6 - Print Total No 6	
CL - Shift Columns Left	T1 - Print Total No 1	T7 - Print Total No 7	

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*** End of Report ***

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STATEMENTS

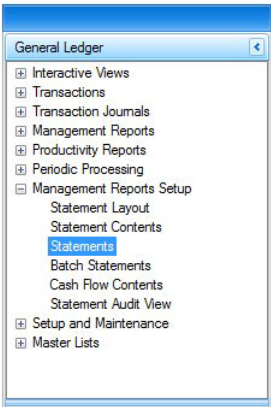
Use the **Statements** function to build a financial statement template, specifying the Content and Layout for the financial Statement.

When you delete statements, only the Heading, Footer, and Formatting information of the Statements are deleted; the underlying Layout and Content IDs are not deleted. Although you can rebuild a Statement, make sure that you do not need it before you delete it. You must delete Statements that use Statement Layout or Statement Content IDs before you can delete the Statement Layout or Statement Content IDs used for those Statements.

To build **Statements**, follow these steps:

1. Select **Statements** from the **Management Reports Setup** menu.

Statements Menu



- The **Statements** screen appears.

Statements Screen

The screenshot shows the 'GL Statements' application window. At the top, there's a title bar and a toolbar. Below the toolbar, the main form is divided into several sections:

- Statement ID:** A text field containing 'bal sheet'.
- Name:** A text field containing 'Balance Sheet'.
- Content ID:** A text field containing 'BAL1'.
- Layout ID:** A text field containing 'BALX'.
- Heading:** A list of four items:
 - 1 *CONA
 - 2 Balance Sheet with Budget Comparison
 - 3 *Pedw
 - 4 *PBDW - *PEDW
- Footer:** A list of four empty text fields.
- Print Time Inserts:** A list of various codes including *SDFS, *COID, *CONA, *SCID, *PERN, *Pbdm, *PBDM, *Pbdw, *PBDW, *PBDN, *Pedm, *PEDM, *Pedw, *PEDW, *PEDN, and *ASN1.
- Settings:**
 - No. of lines after:** Heading (2), Footer (0).
 - Margin (in inches):** Top (0.25), Bottom (0.25), Left (0.25), Right (0.25).
 - Paper Size:** 8.5 x 11 in.
 - Orientation:** Portrait and Landscape (selected).
 - Page No.:** Checked.
 - Allow Shift:** Checked.

- With the cursor focused on the **Statement ID** field, click on the **New Record** button .
- Select or enter the **Statement ID** to work with. If you enter an existing Statement ID, information about it appears.
- Enter the **Name** of the statement.
- When you add a new Statement ID select the Statement ID to **Copy From**. This will copy the setup from the selected Statement ID to the new Statement ID.
- Select the **Content ID** for the Statement.
- Select the **Layout ID** for the Statement.

9. Enter a **Heading** for the statement. See **Print- Time Inserts** (page 7-83) for information about inserting current data into Headings, for example: printing the period beginning and ending dates.
10. Enter **Footer** information for the statement. See **Print-Time Inserts** (page 7-83) for information about inserting current data into footers, for example: printing the period beginning and ending dates.
11. Enter the **Number Of Lines After**. Enter the number of blank lines you want after the **Heading** and **Footer**. It is usually a good idea to enter 2 or more for the Heading, so you will separate your Statement Heading from your Column Headings.
12. Select the **Margin (in inches)** for each of the 4 sides of your paper for your statement. Enter the values or use the **Up** and **Down** arrow  buttons to scroll the numbers up or down.
13. Select the **Paper Size** to be used with this statement; **8.5 x 11**, **8.5 x 14**, **8.5 x 22**, **A4**, and **11 x 17**.
14. Select **Portrait** or **Landscape Orientation** for the paper.

The width of the statement will determine which orientation you need to use. The Statement Layout you selected will determine the width of your Statement. The width of the Statement must be 1 inch smaller than the width of the paper to allow for a half inch margin on each side.

15. Check the box to print **Page No.**; otherwise, clear the box.
16. Check the box to **Allow Shift** column statement contents; otherwise, clear the box. This will activate the CR and CL lines set up in the Statement Contents.

NOTE: When this option is selected the width of the Statement will be increased by the number of characters being shifted to the right. This may cause your Statement to be too wide for the paper, even though the width of the layout is within the margins of the paper size and orientation selected.

17. The **Print Time Inserts** are displayed.
18. Select the **Save** icon  on the toolbar to save your changes.

Print Time Inserts

If you want the Heading or Footer to change each time you print the report, change the Heading or Footer each time you use the Statements function, or use **Print Time Inserts** to have the system change the Heading or Footer.

For example: when you print Income Statements for several companies, enter ***CONA** as the Heading so that the name of the company you are printing the statement for is inserted.

The table below lists the available print-time inserts.

Insert	Prints	Example
*SDFS	Statement Data Filter String	[Department]<>'Warehouse'
*PBDN	Period Beginning Date—Numeric	11/01/02
*PBDW	Period Beginning Date—Words	NOV 1, 2002
*Pbdw	Period Beginning Date—Words	Nov 1, 2002
*PBDM	Period Beginning Date—Military	1 NOV 2002
*Pbdm	Period Beginning Date—Military	1 Nov 2002
*PEDN	Period Ending Date—Numbers	11/30/02
*PEDW	Period Ending Date—Words	NOV 30,2002
*Pedw	Period Ending Date—Words	Nov 30, 2002
*PEDM	Period Ending Date—Military	30 NOV 2002
*Pedm	Period Ending Date—Military	30 Nov2002
*PERN	Period Number	11
*COID	Company ID	H
*CONA	Company Name	Continental Products Unlimited
*SCID	Statement Content	BAL1
*ASN[1-3]	Accounts Segment Name	Department

Task Summary

Creating a new **Statement ID**:

1. With the cursor focused in the **Statement ID** field, click on the **New Record** button . Enter the Statement ID, the **“Copy From”** field appears if you wish to Copy From an existing Statement ID. Select the Statement ID to copy, or skip the Copy From field to enter new information.
2. If you used the Copy From functionality to create the Statement ID, change the information as you wish. Otherwise enter the Statement **Name**, the **Content ID** and **Layout ID** to use, **Header** and **Footer** information, and other print information to be used.
3. Select the **Save** icon  on the toolbar to save your changes.

Editing a **Statement ID**:

1. Select the **Statement ID** to edit.
2. Change the information for the Statement ID as needed.
3. Select the **Save** icon  on the toolbar to save your changes.

Deleting a **Statement ID**:

1. Select the **Statement ID** to delete.
2. Click on the **Delete Record** button  from the toolbar. A confirmation box appears.
3. Select **“YES”** to continue and delete the Statement ID, or select **“NO”** to cancel the action.

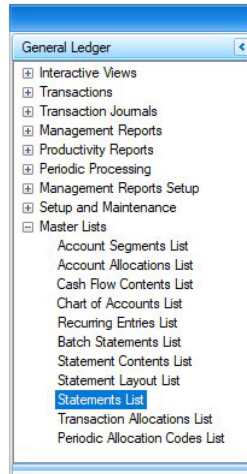
Producing a Statements List

Use the **Statements List** function to produce a list of defined Statements. To edit Statements, use the Statement List to note any edits needed, and use the Statements function from the Management Reports Setup menu to make the necessary changes.

To produce a **Statements List**, follow these steps:

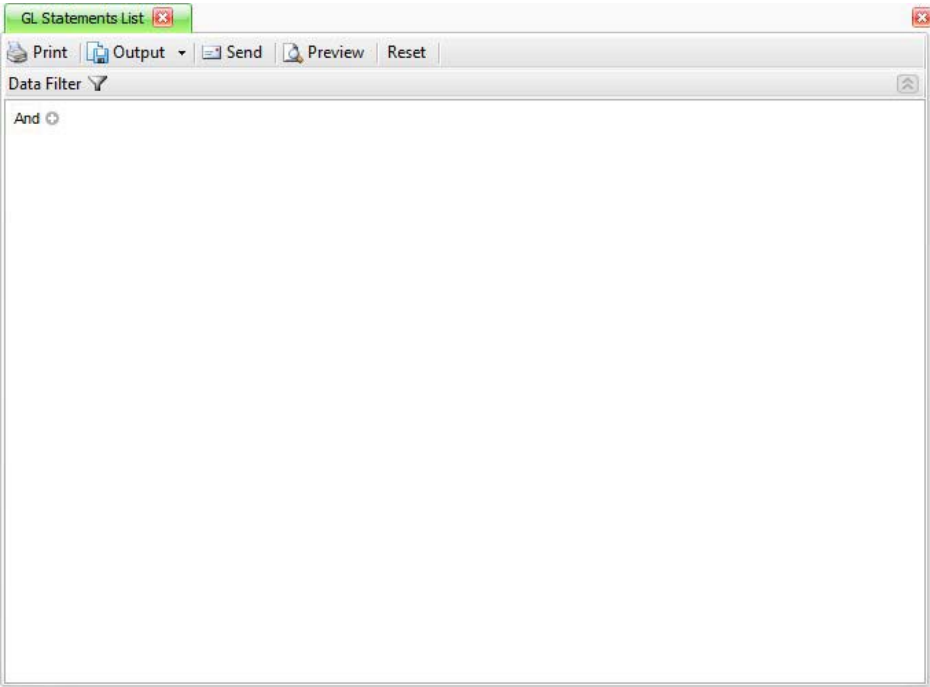
1. Select **Statements List** from the **Master Lists** menu.

Statements List Menu



2. The **Statements List** screen appears.

Statements List Screen



3. Select the **Filter Criteria** to print a range of Statement IDs. Leave the Data Filter blank to print the list for all Statements.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Statements List

Continental Products Unlimited						Page 1
Statements List						
Report Filter						
Statement ID:	3 Years					
Content ID	Paper Size	Extra Lines		Page No	Statement Title Lines	
Layout ID	Orientation	Header	Footer			
SFX	8.5 x 11 in	0	0	Yes	Heading 1: 3 Years	
3YSFE	Landscape				2: *CONA	
					3: *PEDW	
					4:	
					Footer 1:	
					2:	
					3:	
					4:	
						ReportWidth = 8.88 in.
Statement ID:	bal sheet	Balance Sheet				
Content ID	Paper Size	Extra Lines		Page No	Statement Title Lines	
Layout ID	Orientation	Header	Footer			
BAL1	8.5 x 11 in	0	0	Yes	Heading 1: *CONA	
BALA	Portrait				2: Balance Sheet with Budget Comparison	
					3: *Pedw	
					4: *PBDW - *PEDW	
					Footer 1:	
					2:	
					3:	
					4:	
						ReportWidth = 6.74 in.
Statement ID:	COMP	COMPARATIVE				
Content ID	Paper Size	Extra Lines		Page No	Statement Title Lines	
Layout ID	Orientation	Header	Footer			
SFX1	8.5 x 11 in	0	0	Yes	Heading 1: *CONA	
ICOMP	Landscape				2: Comparative to Budget	
					3: *PEDW	
					4:	
					Footer 1:	
					2:	
					3:	
					4:	
						ReportWidth = 8.72 in.
Statement ID:	inc stmt	Income Statement				
Content ID	Paper Size	Extra Lines		Page No	Statement Title Lines	
Layout ID	Orientation	Header	Footer			
INC1	8.5 x 11 in	0	0	Yes	Heading 1: *CONA	
INCA	Landscape				2: Income Statement	
					3: *Pedw	
					4:	
					Footer 1:	
					2:	
					3:	
					4:	
						ReportWidth = 9.09 in.

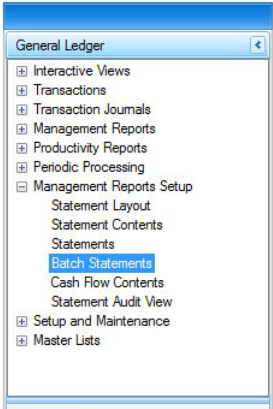
BATCH STATEMENTS

Use the **Batch Statements** function to set up printing parameters for a group of Statements in a single record. For example: you can set up similar statements for different companies, add them to a batch, and then select the Batch ID to print all of them. You must build Statements (page 7-81) to create financial statements to include in Batch Statements before using the Batch Statements function.

To set up **Batch Statements**, follow these steps.

- 1. Select **Batch Statements** from the **Management Reports Setup** menu.

Batch Statements Menu



2. The **Batch Statements** screen appears.

Batch Statements Screen

Seq No	Stmt ID	Stmt Name	Content ID	Layout ID	Detail
10	ratio	Ratio Analysis	RAT1	RATA	...
20	bal sheet	Balance Sheet	BAL1	BALA	...
30	inc stmt	Income Statement	INC1	INCA	...

- With the cursor focused in the **Batch ID** field, click on the **New Record** button . Enter the Batch ID, the **"Copy From"** field appears if you wish to Copy From an existing Batch ID. Select the Batch ID to copy, or skip the Copy From field to enter new information.
- Select or enter the **Batch ID** to work with. If you enter an existing batch ID, information about it appears.
- Enter the **Desc** of the batch.
- Enter the **Seq No**. If you do not enter a sequence number the numbers will automatically be assigned in increments of 10.
- Select the **Stmt ID** for the Batch.
- The **Stmt Name** is displayed.
- The **Content ID** is displayed.
- The **Layout ID** is displayed.
- If you are *adding a new line* to the Batch ID click on the **New Record** button . You may also add a record from the detail screen using the **New Record** button  at the bottom of the form.

For more information, click on the **Detail** button  .

The **Batch Statement Detail** screen appears.

Batch Statements Screen Detail

GL -Batch Statements - Detail

And +

Seq No: 20

Statement ID: bal sheet Balance Sheet

Fiscal Period: Row ID: BAL1

Column ID: BALA

Company: CPU Continental Products Unlimited

Account ID Sort: Division, Department, Main Account

☒ Segment Detail

☒ Accounts with Zero Balances

☒ Workstation Date and Time

Follow these steps to specify additional report criteria:

1. Select the **Filter Criteria** to include in the filtering of the statement for this batch when printing.
2. Enter the **Sequence Number**, or let the next sequence number fill in. The sequence numbers will automatically be put in increments of 10. This also will be the print order for the batch.
3. Select the **Statement ID** for the batch.
4. To select the **Fiscal Period** when printing batch statements, leave the GL Period field blank; otherwise, enter a GL period for the statement. It is recommended that you leave the period blank to allow you to select the period from the print screen.
5. Select from the following **Company** options:

- **Available companies** - the company information selected here will be printed if that company is selected at the time of printing the batch.
- **All or None** - will check all the company check boxes or clear all the company check boxes.

If a different company is selected when printing the batch no information will print for statements using a company other than the one selected for the batch at print time.

6. In the **Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth.
7. Select the box to print **Segment Detail**; otherwise, clear the box.

Segment detail will show the whole Account ID, if displayed on the Statement, when printing. No Segment Detail, will only show the top segment in the Account ID Sort order, and group all Account IDs by this Segment.
8. Select the box to print **Accounts With Zero Balances**; otherwise, clear the box.

When cleared, only accounts with a balance for the period selected when printing, will be included on the Statement.
9. Select the box to print **Workstation Date And Time** on the Statements; otherwise, clear the box.
10. Add a record from the detail screen using the **New Record** button  at the bottom of the form.

Departmental Statements

To produce a batch of statements by department follow these steps:

1. Using the **Statements** function, make a Statement ID for each department with a unique Statement ID.

Set up a template Statement ID, maybe the statement for the whole company, and copy from that template for each department. Edit the heading information where needed.
2. Set up a **Batch ID** to for all of your departmental statements.
3. Add each departmental **Statement ID** in the order you want them printed, and go to the detail view for each statement.
4. For each Statement enter the **Department** segment ID in the filter criteria area, for each statement entering the corresponding department for each statement.

5. Once all statements have been entered and Department ID's filtered close the screen to save your changes.

Task Summary

Adding a New **Statement Batch ID**:

1. After selecting the Batch Statements function, with the cursor focused in the **Batch ID** field click on the **New Record** button  from the menu bar.
2. Enter the **Batch ID** to be created.
3. If you wish to copy information from an existing **Batch ID**, use the drop down list in the **"Copy From"** field to create the same information; otherwise, leave the field blank and define your batch statements completely.
4. When adding the Statement IDs to be printed in the Batch, use the **Detail** button  for additional criteria for each statement.
5. If you are *adding a new line* to the Batch ID click on the **New Record** button . You may also add a record from the detail screen using the **New Record** button  at the bottom of the form.
6. Select the **Save** icon  on the toolbar to save your changes.

Editing a **Statement Batch ID**:

1. Select the **Batch ID** you wish to edit.
2. Edit the batch Description, or any of the Statement IDs associated with the Batch, use the **Detail** button  to edit more specific Statement information.
3. Select the **Save** icon  on the toolbar to save your changes.

Deleting a **Statement Batch ID**:

1. Select the **Batch ID** you wish to delete.
2. Use the **Delete Record** button  from the menu bar; the system will prompt you for verification to delete the batch ID.
3. Select **"YES"** to continue and delete the Batch ID, or select **"NO"** to cancel the action.

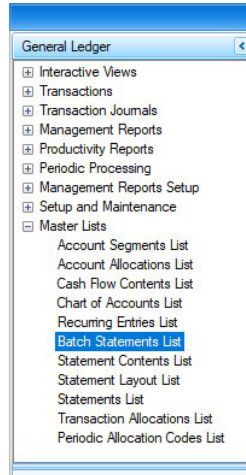
Producing a Batch Statements List

Use the **Batch statements List** function to produce a list of defined Batch Statement IDs. To edit the Batch Statements, use the Batch Statements function (page 7-91) on the Management Reports Setup menu.

To produce a **Batch Statements List**, follow these steps:

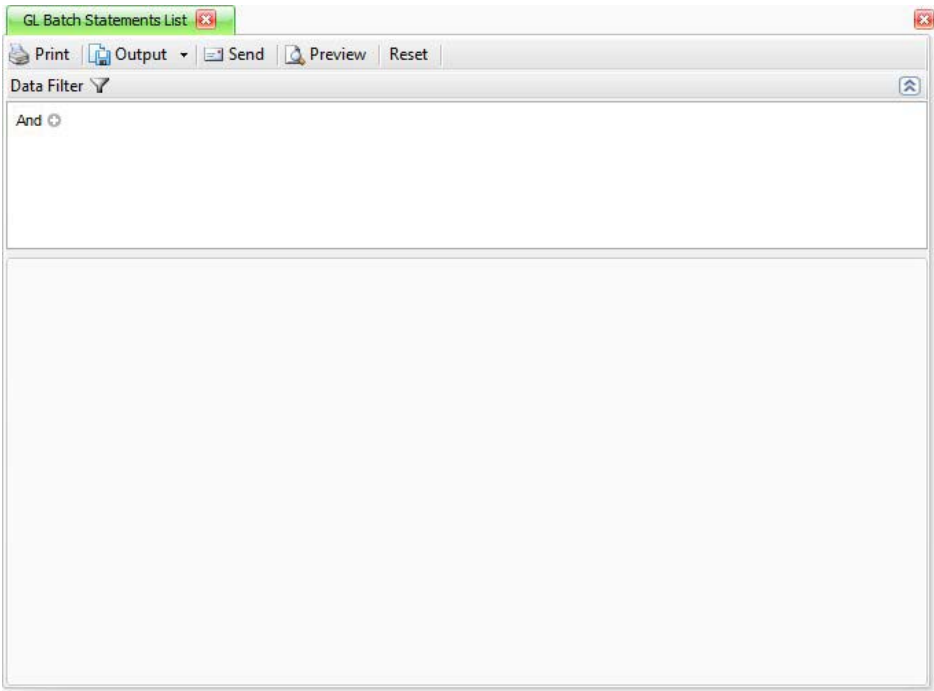
1. Select **Batch Statements List** from the **Master Lists** menu.

Batch Statements List Menu



2. The **Batch Statements List** screen appears.

Batch Statements List Screen



3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Batch Statements List

Continental Products Unlimited							Page 1
Batch Statements List							
Report Filter							
Batch Statement ID:		FASB 117		FASB 117 Reports			
Seq No	Statement ID	Period	Account ID Sort	Segment Detail	Zero Balances	Date/Time	
10	SFP			Yes	No	No	
	Company List Filter	?					
20	SOA			Yes	No	No	
	Company List Filter	?					
30	SFX			Yes	Yes	Yes	
	Company List Filter	?					
Batch Statement ID:		MONTHLY		Monthly Reports			
Seq No	Statement ID	Period	Account ID Sort	Segment Detail	Zero Balances	Date/Time	
10	ratio	7		Yes	Yes	Yes	
	Company List Filter	?					
20	bal sheet			Yes	Yes	Yes	
	Company List Filter	?					
30	inc stmt			Yes	Yes	Yes	
	Company List Filter	?					

STATEMENT AUDIT VIEW

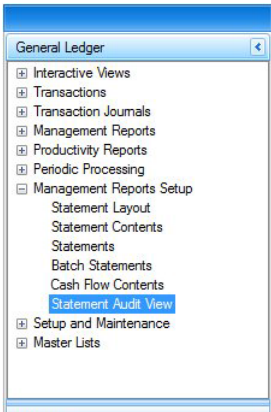
The **Statement Audit View** function allows you to view any GL accounts not included in the Content ID definition of the selected **Statement ID**.

The Statement Audit View can be very helpful when verifying all Account IDs have been included in a Balance Sheet statement, and to verify no income or expense Account IDs have been excluded from your Income Statement (P & L Statement).

To view the **Statement Audit View**, follow these steps:

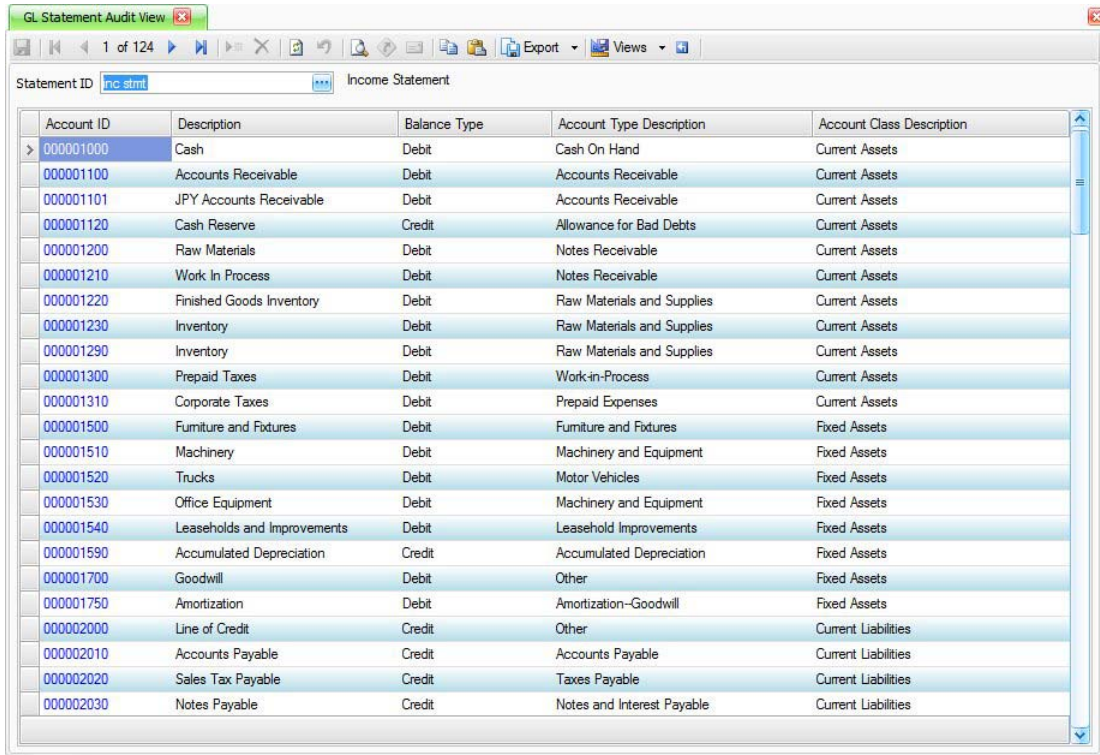
- 1. Select **Statement Audit View** from the **Management Reports Setup** menu.

Statement Audit View Menu



2. The **Statement Audit View** screen appears.

Statement Audit View Screen



Account ID	Description	Balance Type	Account Type Description	Account Class Description
000001000	Cash	Debit	Cash On Hand	Current Assets
000001100	Accounts Receivable	Debit	Accounts Receivable	Current Assets
000001101	JPY Accounts Receivable	Debit	Accounts Receivable	Current Assets
000001120	Cash Reserve	Credit	Allowance for Bad Debts	Current Assets
000001200	Raw Materials	Debit	Notes Receivable	Current Assets
000001210	Work In Process	Debit	Notes Receivable	Current Assets
000001220	Finished Goods Inventory	Debit	Raw Materials and Supplies	Current Assets
000001230	Inventory	Debit	Raw Materials and Supplies	Current Assets
000001290	Inventory	Debit	Raw Materials and Supplies	Current Assets
000001300	Prepaid Taxes	Debit	Work-in-Process	Current Assets
000001310	Corporate Taxes	Debit	Prepaid Expenses	Current Assets
000001500	Furniture and Fixtures	Debit	Furniture and Fixtures	Fixed Assets
000001510	Machinery	Debit	Machinery and Equipment	Fixed Assets
000001520	Trucks	Debit	Motor Vehicles	Fixed Assets
000001530	Office Equipment	Debit	Machinery and Equipment	Fixed Assets
000001540	Leaseholds and Improvements	Debit	Leasehold Improvements	Fixed Assets
000001590	Accumulated Depreciation	Credit	Accumulated Depreciation	Fixed Assets
000001700	Goodwill	Debit	Other	Fixed Assets
000001750	Amortization	Debit	Amortization-Goodwill	Fixed Assets
000002000	Line of Credit	Credit	Other	Current Liabilities
000002010	Accounts Payable	Credit	Accounts Payable	Current Liabilities
000002020	Sales Tax Payable	Credit	Taxes Payable	Current Liabilities
000002030	Notes Payable	Credit	Notes and Interest Payable	Current Liabilities

- To view the accounts not included as content for a particular Statement, select the Statement to audit from the **Statement ID** drop-down list.
- You can double-click the **blue** Account ID column to open the GL Account Balance View (page 5-13) for the selected Account ID.
- The Statement Audit View function is set up like an Interactive View.
- Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Customer View.

NOTE: Refer to the **How to Use Grids Section** in the **General Information** guide for more details on how to add or take away columns from the grid screen.

FINANCIAL STATEMENTS

Use the **Financial Statements** function to produce balance sheets, income statements, and ratio analyses. You might want to produce Statements every period for every company. You must set up Statements and Batch Statements in the Statements function (page 7-81) and /or Batch Statements function (page 7-91).

If you frequently print the same Statements for the same companies, use the Batch Statements function to set up the printing parameters for the group of Statements in a Batch Statement record. Then when you print statements, enter the Batch ID; and the system prints the statements set up in that Batch Statement record.

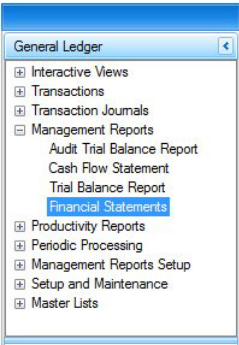
Before using the Financial Statements function for the first time, review the sample statement layouts and contents provided with General Ledger. You can use the sample Statement Layouts and Statement Contents to print your own financial Statements, make new Contents and Layouts, copying from the samples, and modify the new Contents and Layouts to suit your needs, or set up your own Statement Layout (page 7-37) and Statement Contents (page 7-63), to create your own Statements (page 7-81).

Before printing Financial Statements, make sure that all transactions are entered, corrected, and posted to the GL Master. Then print a Trial Balance Report (page 7-9) or an Audit Trial Balance Report (page 7-5) to check the Account ID balances. If you find problems, enter adjusting transactions. Then post the transactions to the GL Master.

To produce **Financial Statements**, follow these steps:

1. Select **Financial Statements** from the **Management Reports** menu.

Financial Statements Menu



2. The **Financial Statements** screen appears.

Financial Statements Screen

GL Financial Statements

Print Output Send Preview Reset Active

Data Filter

And

Statement

Batch ID

ID

Fiscal Date

Period 2

Year 2013

Companies

ID	Name
CAN	Canadian Payroll Test
CP2	Continental Prod No Hist
CPN	Continental Products Unlimited
CPU	Continental Products Unlimited
CRM	Sample Comp with CRM

All None

View

☒ Segment Detail

☒ Accounts with Zero Balances

☒ Workstation Date and Time

☐ Use Company's Base Currency

Account ID Sort

Division

Department

Main Account

3. Select the range of **Filter Criteria** to include in the statement.
4. To print a group of Financial Statements that you set up in a Batch Statements record, select the **Batch ID**.
5. To print one Statement, select the **Statement ID** of the financial statement to print.

NOTE: If you select a Batch ID, you cannot select a Statement ID.

6. Select the **Fiscal Date, Period** for which to print the financial statement. The statement covers the entire accounting Period to date.
7. Select the **Fiscal Date, Year** for which to print the financial statement. The statement covers the entire accounting Year.

8. Select the **Company IDs** if you did not select them in the Statement Layout (page 7-37) or Content (page 7-63) functions. If you select one or more companies, you have the following options:
 - If the selected company is specified in the Statement Content IDs and Statement Layout IDs, the Account ID balances for that company are printed.
 - If only one Company ID is selected in the Statement Content IDs and Statement Layout IDs, balances for that company are printed.
9. Select the box to print **Segment Detail**; otherwise, clear the box.

Segment detail will show the whole Account ID, if displayed on the Statement, when printing. No Segment Detail, will only show the top segment in the Account ID Sort order, and group all Account IDs by this Segment.
10. Select the box to print **Accounts With Zero Balances**; otherwise, clear the box.

When cleared, only accounts with a balance for the period selected when printing, will be included on the Statement.
11. Check the box to **View the Workstation Date And Time**; otherwise, clear the box.
12. Check the box to **Use Company's Base Currency** if you are using multi-currency.
13. In the **Account ID Sort** box, highlight a Segment and use the **Up**  and **Down**  arrow buttons to move the Segment to the top of the list for the Segment you want to sort by first, move the next Segment up for the second Segment you want to sort by and so forth.

Interactive Financial Statements

Use the **Active** command to produce interactive Financial Statements that you can drill through to view the underlying data. This command works with both the statements included in General Ledger and with any statements you create.

1. When you click **Active**, the statement appears in a window similar to the Print Preview window.
2. To drill down to more detailed information, double-click any value displayed in **blue**. Depending on what the value represents, one of the following occurs:
 - If the value represents a year-to-date total, the **Account Balance View** screen appears and lists the balances for that account for all periods.
 - If the value represents a period-to-date-total, the **Transaction View** screen appears and lists the transactions contributing to that total.
 - If the value represents a summed total combining account totals or totals from more than one company, a selection box appears from which you can select the account or

company total you want to view. To sort the list by a column, click the column heading. Double-click the entry for which you want to view details to open the **Account Balance View** screen for that entry.

- If the value represents a calculated number (a percent, for example), the formula used to calculate that value appears in a dialog box.
- You cannot print the statement directly when you use the **Active** command. Instead, return to the **Financial Statements** screen and use the **Print** command to print a copy of the statement.

3. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Active	Print the active statement to allow you to drill down on the blue balances of the statement.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Financial Statement

03/01/2010
3:59 PM

Continental Products Unlimited
Balance Sheet with Budget Comparison
Feb 28, 2010
FEB 1, 2010 - FEB 28, 2010

Page 1/2

ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
ASSETS			
CURRENT ASSETS			
00-000-1100	Accounts Receivable	1025514.36	.00
00-000-1101	JPY Accounts Receivable	34199.00	.00
00-000-1120	Cash Reserve	(1500.00)	.00
00-000-1200	Raw Materials	300.00	.00
00-000-1220	Finished Goods Inventory	(500.00)	.00
00-000-1230	Inventory	846375.56	.00
00-000-1290	Inventory	(85058.00)	.00
01-000-1000	Cash	342515.70	.00
01-000-1100	Accounts Receivable	(3260802.05)	.00
01-000-1230	Inventory Purchases	753.34	.00
02-000-1230	Inventory Purchases	179.36	.00
TOTAL CURRENT ASSETS		(1098022.73)	.00
LONG TERM ASSETS			
00-000-1540	Leaseholds and Improvements	200.00	.00
TOTAL LONG TERM ASSETS		200.00	.00
OTHER ASSETS			
TOTAL OTHER ASSETS		.00	.00
TOTAL ASSETS		(1097822.73)	.00
LIABILITIES AND EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
00-000-2000	Line of Credit	(117.54)	.00
01-000-2010	Accounts Payable	(1669585.88)	.00
01-000-2020	Sales Tax Payable	453.15	.00
02-000-2012	Accounts Payable - Euros	36223.49	.00
TOTAL CURRENT LIABILITIES		(1633026.78)	.00

GENERAL LEDGER REPORTS

Financial Statements

Financial Statements- Active Report

03/01/2010
4:00 PM

Continental Products Unlimited
Balance Sheet with Budget Comparison
Feb 28, 2010
FEB 1, 2010 - FEB 28, 2010

ACCT NO	DESCRIPTION	CURRENT YEAR	BUDGET
ASSETS			
CURRENT ASSETS			
00-000-1100	Accounts Receivable	1025514.36	.00
00-000-1101	J/PY Accounts Receivable	34199.00	.00
00-000-1120	Cash Reserve	(1500.00)	.00
00-000-1200	Raw Materials	300.00	.00
00-000-1220	Finished Goods Inventory	(500.00)	.00
00-000-1230	Inventory	846375.56	.00
00-000-1290	Inventory	(85058.00)	.00
01-000-1000	Cash	342515.70	.00
01-000-1100	Accounts Receivable	(3260802.05)	.00
01-000-1230	Inventory Purchases	753.34	.00
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00-000-1540	Leaseholds and Improvements	200.00	.00
TOTAL LONG TERM ASSETS		200.00	.00
OTHER ASSETS			
TOTAL OTHER ASSETS		.00	.00
TOTAL ASSETS		(1097822.73)	.00
LIABILITIES AND EQUITY			
LIABILITIES			
CURRENT LIABILITIES			
00-000-2000	Line of Credit	(117.54)	.00
01-000-2010	Accounts Payable	(1669585.88)	.00
01-000-2020	Sales Tax Payable	453.15	.00
02-000-2012	Accounts Payable - Euros	36223.49	.00

GLOSSARY

account

A storage unit of financial data in accounting, usually grouping related information under one account number or Account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example: you might want a report to include transactions done in a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

aging

The process of classifying Accounts Payable and Accounts Receivable into time periods determined by the number of days elapsed since the due date.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice, for example: Accounts Payable, Accounts Receivable, or Payroll.

back up

To make a copy of data for archival purposes.

balance

- (1) The difference between the total debit entries and the total credit entries for an account.
- (2) The total amount owed by a customer or owed to a vendor.

balance sheet

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$.

base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

company

In TRAVERSE, a business record associated with its own database, tables, and menu of applications.

conversion

The process of updating existing data, programs, or applications to the current version. See also **installation**.

discount

An amount subtracted from the full amount of a customer or vendor invoice in return for prompt payment.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

function

A menu item that leads to a full screen. Most functions have a corresponding program.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period. Also known as Profit & Loss Statement.

installation

The process of adding an application to an existing system. See also **conversion**.

interface

To join to another application for the purpose of having information entered in one application update information in another application.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

menu

A list of applications, functions, options, or other menus.

miscellaneous credit

A transaction that nullifies a sale, resulting from a return or an adjustment to the sales transaction. Miscellaneous credits reduce the total amount of accounts receivable from customers.

post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

prox terms

Terms of a business arrangement which specify that the payment's due date is based on days from the beginning of the next month. See also **regular terms**.

purge

To remove from the system.

record

A unit of information that has other pieces of information assigned to it.

regular terms

Terms of a business arrangement which specify that the payment's due date is based on days from the invoice date. See also **prox terms**.

restore

To bring information back to its original place and condition.

statements

The standard financial statements (such as the balance sheet and the income statement) you produce at the end of each accounting period, which detail the company's financial performance. You can also produce the Ratio Analysis and other reports (such as sales reports).

table

(1) A grid that holds records and is visible. (2) An object that stores data.