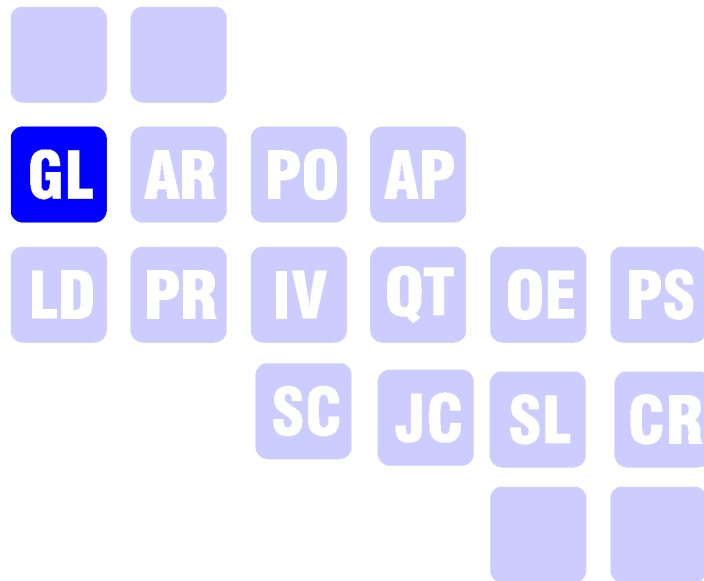




Section 2

GENERAL LEDGER



"Quality Business Software Since 1976"

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Starr Computer Systems Inc.
6126 Melissa Lane
Omaha, Nebraska 68152
(402) 571-1722
<http://www.starrcs.com/>

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PREFACE

This manual is designed to assist you in the use of the Starr Computer Systems Inc. General Ledger system. In addition to describing and explaining the system, this manual will guide you step-by-step through the operation of each program. For information regarding starting the system, how to operate the screens, how to operate the menus, function keys, file names, how to allocate/expand files, and how records are accessed, please refer to the *Introduction to Starr Accounting*, which is *Section Two* at the beginning of this set of documentation. The *General Ledger User's Guide* consists of:

- Chapter 1 contains an introduction to this system.
- Chapter 2 contains the office procedures for setting up and running this system.
- Chapter 3 contains the step-by-step program procedures for each program. For maintenance programs every field in the database is defined. For report programs every field on the report is defined.
- Appendix A lists error messages and gives solutions to some common difficulties.

If you are the person in charge of Starr Accounting at your installation, you should also refer to the *System User's Guide*. That manual describes how to install and configure Starr Accounting. Please read the current *Starr Accounting Release Notes* for late-breaking information on this product.

STARR DOCUMENTATION ON THE WEB








The latest versions of our documentation are available free from our Web site at "<http://www.starrcs.com/>". The documents are in Adobe PDF format. These files can be viewed and printed using the free Adobe Acrobat reader. The reader is available from our Web site.

READER'S COMMENTS FORM

Please note the Reader's Comments form at the back of this manual. Your suggestions are important to us, and we'll use them to improve later versions of this manual.

GRAPHICS CONVENTIONS

This manual conforms to other Alpha Micro publications in its use of a standard set of graphics conventions. We hope these conventions simplify our examples and make them easier for you to use. Unless stated otherwise, all sample commands are assumed to be entered at AMOS command level.

SYMBOL	MEANING
filespec	<p>An AMOS file specification that identifies a specific file within an account. A complete filespec for the local computer is made up of the device name, the file name, the file extension, and the account number. For example: DSK0:SYSTEM.INI[1,4]</p> <p>A file specification may also consist of an ersatz name, which specifies a particular disk account, and a file name, like this: SCSLIB:COMPNY.DAT.</p>
TEXT	This bold typeface represents characters you type. Variable parts of the entry are in italics, as noted below.
<i>Text</i>	We use this <i>bold italic</i> type for variable parts of command examples. Replace the text shown with the appropriate entry.
	The key symbol indicates a reference to a key on your keyboard. The name of the key appears inside the key symbol.
	This indicates a control sequence you press on the keyboard. Press  and hold it down while you press the indicated key.
^	When displayed in front of a capital letter, this means the letter is a control character. For example, when you press  , it appears on your screen as ^C (^C is the control character that cancels most programs and returns you to AMOS command level).
	This Halt! symbol indicates an important note you should read carefully before going further in the documentation. Usually, text next to this symbol contains instructions for something you <i>must</i> or <i>must not</i> do, so read it carefully.
	This Hint symbol indicates a helpful bit of information, or a “short cut” that could save you time or trouble.
	This Remember symbol indicates something you should keep in mind while following a set of instructions.

CHAPTER ONE INTRODUCTION

WHAT CAN IT DO FOR ME

The General Ledger system will provide you the financial status and well being of your business in a timely manner (daily if needed). To prosper in today's competitive business climate you need to know "how are we doing now". New sales opportunities require a financial investment. If sales have dropped, you need to know "which types of sales?" and "how much are they off?". If expenses are too high then you need to know "which expenses?" and "how high are they?". The solutions to these issues always centers around the question "can we afford it?". You simply must have timely, accurate financial information to make those decisions that make your company grow.

FEATURES OF THE SYSTEM

The Starr Computer Systems, Inc. General Ledger System is a powerful, multi-company General Ledger. The General Ledger is regarded as a financial history describing what has happened during a given accounting period range.

The General Ledger System is designed to:

- record your financial transactions and balances of those transactions
- provide accurate and timely statements (balance sheet and income statement) that describe your current financial position
- provide you with comparative data on your financial position one year ago at this time, or actual versus budgetary data

Particular features of the Starr Computer Systems General Ledger System include:

- Interactive, menu-driven programs
- Self-instructing user documentation
- Flexible chart of accounts setup

- Full audit trail
- You can start a new accounting month or year without closing out the previous month or year. You have up to 364 days after the end of a year before closing the previous year.
- Comparative financial statements (Financial statements are printed for an accounting period low to high range. They can be re-run at any time during the year.)
- By use of accounting period, you do not need to close one period before you can enter transactions for the next period
- Departmental accounting (Division reporting can be attained via department number low to high range options)
- Budgeting
- Both budget ratio and variance reports are available
- Automatic interface with other systems
- Sample company for training

HOW THE SYSTEM IS DESIGNED

The General Ledger System operates with a General Ledger Master file and a Transaction file. The Master file allows for the creation and Maintenance of a Chart of Accounts. The Transaction file allows for the recording of journal entries.

The General Ledger Master file contains the chart of accounts which carries prior year and budget comparatives. The accounts contained in the Master file are maintained through the "Account file maintenance" program. The chart of accounts can be printed using the "Account master file" report program.

The Transaction file contains transactions for an accounting year. One record is maintained for each detail transaction. The transactions in the Transaction file are maintained through the "Transaction file maintenance" program. Transaction listings can be generated using the "Transaction file report (long form)" and "Transaction file report (short form)" programs.

The "Trial balance" program matches accounts in the Master file with appropriate transaction entries from the Transaction file, performs level totals, and lists each account and its transactions. Reporting is done for an accounting period low to high range.

Financial statements are generated from the Transaction file for an accounting period low to high range. They may be generated for any period, at any time during the year. The statements available are the Balance Sheet, Income Statement, and Budget Variance.

The "End of year processing" program prepares the system to begin processing a new year's transactions. It loads the current year account balances into the prior year comparatives. For each Balance Sheet account, it compresses the entire year's transactions into a single balance forward transaction. It deletes all but the new balance forward transactions.

BRIEF DESCRIPTIONS OF THE MAIN PROGRAMS

The General Ledger System contains twenty-six programs that collectively perform the creating, maintaining, updating, and report generating functions of the system. Each major program is briefly described below.

- **Control File Maintenance**

This program is used to set up account number ranges and various other data for the General Ledger System.

- **Accounting Period Maintenance**

This program is used to define up to twenty-six accounting periods for the current and following year.

- **Account File Maintenance**

This program maintains the Chart of Accounts file.

- **Transaction File Maintenance**

This program maintains the Transaction file. Transactions are entered with a minimum number of keystrokes.

- **Account Inquiry Display**

This program is used to display the Account Master record and all the corresponding account transactions on the terminal screen.

- **Generate Repeating Journal Entries**

Automatically generates repeating journal entries in the Transaction file. Enter these transactions manually once, and they will automatically repeat each period thereafter.

- **Generate C/R Transactions**

Automatically generates Check Reconciliation transactions from selected General Ledger transactions.

- **End of Year Processing**

This program prepares the system to begin processing a new year's transactions.

For Balance Sheet accounts will load the current year account balances into the prior year comparatives. For each account will "compress" the entire year's transactions into a single balance forward transaction; current earnings will be added to retained earnings. Also deletes the previous year's transactions.

For Income Statement accounts will load the current year account balances into the prior year and budget comparatives. Also deletes the previous year's transactions.

- **Reset Transaction File**

This program resets the transaction file entry numbers, batch numbers, and accounting periods, in preparation for a new year.

- **Copy transactions**

This program to copies transactions from company#1 to company#2, and renumbers the transaction accounting periods in company#2. Used to change accounting years, or to express the same company in two different accounting years.

- **Consolidate transactions**

This program consolidates (merges) transactions from several companies into another company. It is used to create consolidated financial statements.

- **G/L interface**

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Chart of Accounts master and the Transaction file can be imported/exported.

- **Master File Report**

This program prints the Account Master file in several formats.

- **Transaction File Report (long form)**

This program prints all fields in the Transaction file by several options.

- **Transaction File Report (short form)**

This program prints selected fields in the Transaction file by several options.

- **Trial Balance Report**

This program matches every account in the Master File with the appropriate transaction entries from the Transaction File, performs level totals, and lists each account and its transactions for an accounting period low to high range. Several different print options are available.

- **Balance Sheet Report**

This program produces a balance sheet which summarizes all asset, liability, and equity accounts for an accounting period low to high range.

- **Income Statement Report**

This program produces an income statement which reports on the operating expenses of the business during an accounting period low to high range. It consists of all income and expense accounts, and is often referred to as the "Profit and Loss Statement".

Comparisons can be made between prior year or budget, comparing both period and year to date totals. Ratios as a percent of sales are printed.

In addition, department income statements may be generated. A department income statement performs the same function as the income statement, except it only processes the accounts containing a specified department number range.

- **Budget Variance**

Prints budget, actual, and variance for accounting period low to high range. Reports for current period and year to date.

- **Purge Transactions**

Purges transactions for an entry number and batch number low to high range.

CHAPTER TWO PROCEDURES

This chapter describes the office procedures for setting up and running this system. It first describes the initial setup of the system. It then describes the necessary procedures (daily, monthly, etc.) for running the system.



Individual program descriptions and procedures are described in Chapter 3.

LOADING INITIAL DATA

Starting up the General Ledger system consists of loading the Chart of Accounts Master file with the account data, and loading the Transaction file with an entry for the net current balance for each accounting period up to the period you want to start entering full detail. For Balance Sheet accounts, you must also key in a balance forward transaction, which contains the previous year ending balance.



When starting the system at the beginning of a year, you only need to enter the balance forwards for the Balance Sheet accounts.

The previous year and budget comparatives must also be entered, if you want these comparatives during the first year. Each of these fields contain a single periods activity. They are automatically loaded by the end of year program.

To initially load your balance forward data:

1. Enter your accounts in the G/L Chart of Accounts Master file.
2. Enter a balance forward transaction for each balance sheet account that has a non-zero balance.

These transactions must be entered very carefully, as the system processes them based on the data being structured exactly as defined below.

Enter the fields as follows:

- a) Account number
 - b) Document amount
Be sure to enter the true sign of the entry (sign may be reversed on your Balance Sheet).
 - c) Reference number
Enter "BBF".
 - d) Description
Enter "BALANCE BROUGHT FORWARD".
 - e) Transaction date
Enter your balance forward date.
 - f) Accounting period
Enter zero.
 - g) Source code
Enter zero.
 - h) Job key
Enter a [RETURN] (will default to spaces)
 - i) Job cost code
Enter a [RETURN] (will default to zero).
 - j) Job warranty code
Enter a [RETURN] (will default to zero).
3. Use the "Transaction file" report program to verify your accounting period zero transactions are correct. Make corrections with the "Transaction file maintenance" program.

DAILY PROCEDURES

This procedure is performed to enter and balance daily transactions.

1. Use the "Transaction file maintenance" program to enter daily transactions.
2. Using the transaction file report programs, list the Transaction file and see if correct. Make any adjustments and rerun the report program if necessary. At the end of the accounting period (usually a month), the Trial Balance program should reflect an out-of-balance figure of zero, showing the Transaction file is in balance.

MONTH END PROCECURES

This procedure is performed after the daily procedures for the last day of the month have been completed.

1. Run the "Trial balance" program
2. The final totals should balance. If they are not in balance, make the necessary adjustments.
3. Run the Financial Statements

YEAR END PROCEDURES

This procedure is performed after the month end procedures when the month end is the fiscal year end.

It's a good idea to make a backup to disk of your General Ledger files at this point. Use the "Backup to disk" program on the "Utility" menu; a good code to use would be "12" (to reflect the twelfth month). Then you can easily restore the data if you want to rerun later.

1. Run a year to date trial balance

This is not a required step, but a nice report to have. A year to date trial balance goes from accounting period one through the last accounting period for the year, and displays the full detail for each account, with a listing of all transactions for each account.

2. Run the end of year program

This program prepares the system to begin processing a new year's transactions.

For Balance Sheet accounts will load the current year account balances into the prior year comparatives. For each account will "compress" the entire year's transactions into a single balance forward transaction; current earnings will be added to retained earnings. Will delete all old transactions.

For Income Statement accounts will load the current year account balances into the prior year and budget comparatives. This will delete the old transactions.

3. Run the "Accounting period maintenance" program in General Ledger and use the function key F1 to increase the year.
4. Exit Starr Accounting to force it to re-read the new accounting period file.

Special note at end of year

Starr Accounting uses accounting period for G/L transactions. This means that you can enter transactions for a new period without closing an existing period. This is also true at end of year. In Starr Accounting, up to twenty-six periods can be defined in the G/L Accounting Period file; this means you can wait up to one year *after* the end of the year before closing the year. The first period after the end of year will be period "13", the next will be period "14", etc. However, it important to remember that *all* of the Starr Accounting modules use the G/L Accounting period file. This means that **all modules must be closed at the same time.**

When you have not closed the year and you are producing financial statements for the new year periods, the prior year comparatives will be with the last year you *closed* (not the year just past). This is because it's the "End of year processing" program that loads the prior year comparatives.

The steps to close your year *after* the real end of year follow:

1. Close each accounting module using the year end procedures. If it is a transaction based system (which uses accounting period), then run the "Reset transaction file" program after closing the year (this renumbers the accounting period so that accounting period "13" becomes "1", "14" becomes "2", etc.).
2. Close the General Ledger using the year end procedures. Run the "Reset transaction file" program for G/L.
3. Run the "Accounting period maintenance" program in General Ledger and use the function key F1 to increase the year.
4. Exit Starr Accounting to force it to re-read the new accounting period file.

CHAPTER THREE PROGRAMS

This chapter gives step-by-step procedures for running each program in the system. For maintenance programs every field in the database is defined. For report programs every field on the report is defined.

CONTROL FILE MAINTENANCE

This program is run during system creation and is used to define the account number ranges for the Chart of Accounts, as well as the Journal names and their corresponding numbers.

Account numbers are made up of up to ten numeric digits. You do not need to use all ten positions; the rightmost positions are provided to further sub-divide accounts into departments. The range of the account denotes that particular account's classification.

The recommended ranges are as follows:

1000-1999	Assets
2000-2999	Liabilities/Capital
3000-3999	Income
4000-9999	Expense

In addition to the above ranges, a retained earnings and current earnings account must be identified to the system. The recommended retained earnings account is 2960. The recommended current earnings account is 2970.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Record number

The control file record number.

2. Batch number

The current transaction batch number. Automatically maintained by the system; incremented by one every time a batch of transactions is added.

3. Document number

The current transaction document number. A document number is an internal control number for each source document represented in the transaction file. Each balanced set of transactions in the Transaction file should have a unique document number, as the system computes the total of all transactions with this document number. Since the General Ledger is a double entry system, a document should always net to zero.

The document number is automatically incremented from within the "Transaction file maintenance" program when adding a new document, or can be incremented by pressing a function key.

4. Entry number

The current transaction entry number. Automatically maintained by the system; incremented by one every time a transaction is added.

It's very important that this field not be changed to a lower number, when transactions already exist with the same lower numbers. If you do, you will get "record already exist" errors when adding transaction, since the entry number is already used by a previous record.

5. Custom option

Used to control custom G/L features. No custom options are currently defined.

Enter the sum of the features to turn on multiple features.

6. Fiscal period start

Enter the number of the calendar month in which your fiscal year begins. For example, if your fiscal year begins in January, enter a "1". if your fiscal year begins in October enter a "10".

7. Fiscal periods/year

Enter the number of fiscal periods in one fiscal year.

8. Account length

Enter the number of digits in your non-departmentalized accounts. Must be in the range 1 through 10 (usually 3 or 4).

9. Department number length

Enter the number of digits assigned to departments. Since there are ten digits possible in an account number, the maximum number of digits available for departments is 10- (account number length).

Departments are a very powerful part of the G/L system, since a departmental income statement option is provided. The department number length must be defined if a departmental income statement is desired. Also, if department numbers are used, ALL department numbers must be the department number length number of digits long.

For example: we may define a master account 501, with sub accounts 50101 and 50102. In this example the account number length would be three, and the department number length would be two. The department numbers would be 01 and 02.

10. Assets low

Enter the lowest (first) number for your asset account number range. Must be a title account.

11. A/R low

Enter the lowest (first) number for your A/R account number range. Must be within the assets low through assets high range.

12. A/R high

Enter the highest (last) number for your A/R account number range. Must be within the assets low through assets high range.

13. Assets high

Enter the highest (last) number for your asset account number range. Must be greater than the assets low number.

14. Cap & liabilities low

Enter the lowest (first) number for your capital and liabilities account number range. Must be greater than the asset high number, and must be a title account.

15. Retained earnings

Enter the capital and liabilities account number which is to be used for retained earnings. When the "End of year" program is run, the accumulated YTD current earnings are added to the retained earnings balance forward transaction.

16. Current earnings

Enter the capital and liabilities account number which is to be used to automatically accumulate current earnings. Must be within the Capital & Liabilities Low and High Number range. Current earnings is the current YTD earnings (difference between assets and liabilities).

17. Cap & liabilities high

Enter the highest (last) number for your capital and liabilities account number range. Must be greater than the capital & liabilities low number.

18. Income low

Enter the lowest (first) number for your income account number range. Must be greater than the capital & liabilities high number, and must be a title account.

19. Income high

Enter the highest (last) number for your income account number range. Must be greater than the income low number.

20. Expenses low

Enter the lowest (first) number for your expense account number range. Must be greater than the income high number, and must be a title account.

21. Expenses high

Enter the highest (last) number for your expense account number range. Must be greater than the expenses low number.

22. Source codes

The source codes identify to which ledger a transaction belongs. When we enter transactions the source code number is also entered, and provides a valuable tool to help us bring an out of balance trial balance into balance.

Source code zero is used for balance forward transactions, which are automatically generated by the "End of year" program.

The recommended source codes are as follows:

1 - CASH RECEIPTS

2 - CASH DISBURSEMENTS

3 - REPEATING J/E



Note: Source code three *must* be repeating journal entries. The Generate Repeating Journal Entries program will automatically generate new source code three transactions for the next month's Transaction file. Source code three transactions should be used for any transactions that are the same amount each period (e.g. amortization, etc.).

4 - ADJUSTMENTS

5 - 18 User defined

The system uses some additional source codes to identify G/L Transactions that are automatically generated by other Starr Accounting software:

20 - From A/R.

30 - From A/P.

40 - From Payroll.

50 - From Inventory.

ACCOUNTING PERIOD MAINTENANCE

This program is run during system creation and is used to define twenty-six accounting periods. Each accounting period is defined by a period start and period end date.

There is an easy "trick" for entering all the dates with minimum keystrokes. Key in the period 1 start and end dates, increase the year, then decrease the year. The system will have filled in *all* of the dates based upon just those first two dates you entered.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu.

Use the ESP print key to print the data to the default printer.

Record Fields

The record fields are:

1. Start date(x)

The accounting period start date in MMDDYY format.

2. End date(x)

The accounting period end date in MMDDYY format.

ACCOUNTS FILE MAINTENANCE

This program is used to maintain G/L chart of accounts master records. In addition to the account definition, previous year and budget comparatives are stored in this record.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

The Master File serves as the foundation for the General Ledger System; proper understanding of this file is necessary for proper system performance. There are several "types" of records, and all fields are not applicable to all records.

Each Master record contains 3 different classes of data:

1. Chart of accounts

This basic accounting information includes account number and account description.

2. Report formatting codes

These codes allow for the proper separation and printing of the financial statements. The codes are the Account Type, Field Column, Master/Sub Code, Schedule Number, and Ratio Number.

3. Historical Balances

These balances are used for prior year and budget comparatives, and are used to provide comparative financial statements.

Record Fields

The record fields are:

1. Account number

Enter up to ten numeric digits that are used to uniquely identify a General Ledger account. The account number is discussed in "Control file maintenance".

2. Account description

The account description is the account title.

May also contain a dot command (see title accounts).

3. Account type

Enter a single numeric character which defines the account function as follows:

1 - For title accounts or a dot commands.

These are account records that only carry account number and description information. No transactions may be posted (applied to) a Type 1 account.

On a departmental income statement, there is an option that prints titles whose department digits match specified department digits. Title accounts whose department digits don't match are skipped. However, title accounts whose department digits are spaces are always printed.

Title accounts are also used to define Dot Commands (see below). Dot commands are used to control special formatting features. Except for valid dot commands, do not enter a period as the first character of a title account.

Title accounts cannot be within a master/sub group (i.e. a title account cannot be followed by a sub account.).

2 - For detail accounts.

These are the *only* accounts which carry any dollar information. All transactions must be posted to type 2 accounts.

3 to 255 - For total accumulator accounts.

These accounts are used to define the accumulation and printing of totals on the financial statements. As with type 1 accounts, these accounts carry no dollar balances and transactions may not be posted to them.

For example:

If we had a total level 60, the total accumulated would be equivalent to the sum of type "2" records (not counting master records), working backwards (up the file) from the level 60 record, and stopping when we reached a total record greater than or equal to 60 (or the first record in the in that financial statement).

4. Field column

Enter a single numeric code which indicates which of three columns the balance is to print on the Balance Sheet. The codes are as follows:

[1] Left column

[2] Center column

[3] Right column

This code has no meaning for income and expense accounts.

5. Master/sub code

Enter a single alphabetic code which denotes master and sub-related accounts.

[M] Master account

[S] Sub account

[space] Neither master nor sub account

All accounts designated as master and sub accounts must have a type code of "2". However, only the sub accounts may have transactions posted to them; the master accounts do not carry any dollar balances. A master account totals all of the detail sub accounts which

immediately follow. Only the master account appears on the Balance Sheet and the Income Statement. The balances from the Sub accounts are "rolled" back into the master account temporarily before printing. The sub accounts do, however, appear on the Trial Balance report.

6. Previous year balance forward

This field contains the balance forward at the start of the previous accounting year. This field is automatically updated by the system when the "End of year" program is run.

7. Previous year period(x)

This field contains the accounting month current balances for the previous accounting year (sum of that period's transactions). Up to thirteen accounting periods can be defined. These fields are automatically updated by the system when the "End of year" program is run.

8. Budget period(x)

This field contains the accounting month budget balances for the current accounting year. Up to thirteen accounting periods can be defined. These fields are automatically loaded with the current year balances by the "End of year" program.

9. Dot Commands

The current Dot Commands are:

a) .PAGE

Used within financial statements to force a new page.

TRANSACTION FILE MAINTENANCE

This program is used to maintain G/L debit and credit transaction records.

Maintain the data using the normal ESP screen features, using the EXECUTE key to update changed records, or the MENU key to ignore changes and return to the previous menu. The change/delete password is required to change/delete records, unless the password is blank.

Each record contains a field called the transaction flag. This flag is used by the system to identify the status of that transaction. The value of the flag will be the SUM of the status conditions.

Status condition 128 exists when the G/L transaction has been posted to its corresponding Job Master record.

Record Fields

The record fields are:

1. Entry number

The transaction entry number.



In add mode, ignore this field. It will fill in automatically as records are added.

When not in add mode, this field is used to access specific records by entry number. To access the first record in a file, press the F9 key; to access the last record in a file, press the F10 key.

2. Account number

The G/L account key. The system immediately verifies that it is a valid account number.

3. Document amount

The transaction debit or credit dollar amount. Credits are entered with a preceding minus sign.

The system performs a special function if function key F4 is pressed. In this case, -(the value of the preceding entry for this field) is returned; i.e. the same number with the sign reversed.

4. Reference number

The check number, or other reference number.

5. Description

The transaction document description.

6. Transaction date

The date of this transaction in MMDDYY format.

7. Accounting period
The accounting period that corresponds to the transaction date.
8. Source code
The transaction source journal number. Corresponds to journals defined in the G/L Control file. See "Control file maintenance".
9. Job key
The Job Costing job number (if used). If Job Costing is implemented and a non-null value is entered, the program will immediately verify that it is a valid job key.
10. Job cost code
The job costing code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.
11. Job warranty code
The job warranty code. Pop up table entry. Use the PREV WORD and NEXT WORD keys to have the values displayed.
12. Operator
The operator key of the person adding this transaction. Skipped field. Automatically maintained by the system; defaults to the operator key of the logged on user.
13. Document number
The current transaction document number. A document number is an internal control number for each source document represented in the transaction file. Each balanced set of transactions in the Transaction file should have a unique document number, as the system computes the total of all transactions with this document number. Since the General Ledger is a double entry system, a document should always be set to zero.

The document number is incremented automatically, whenever the document total equals zero. It can also be incremented by pressing function key F2.
14. Document total
The current transaction document total dollar amount.

15. Batch number

The batch number of this transaction. Automatically maintained by the system; incremented each time a new batch of transactions is entered. It can also be incremented by pressing function key F3.

ACCOUNT INQUIRY DISPLAY

This program is used to display the Account Master information on the terminal screen, as well as all transactions that are associated with this account.

Transactions are displayed in reference number order.

The lower right hand corner of the display contains three numbers in the format "beginning-line/ending-line total lines". The "total lines" number represents the total set of transactions that can be displayed. The "beginning-line" and "ending-line" numbers represent the subset of transactions that are currently displayed (e.g. if you were displaying the last twelve transactions in a set of one hundred transactions the display would be "0089/0100 0100").



Twelve transactions at a time are displayed, and the user can "browse" through the transactions in both the forward and the backward direction; either a line at a time or twelve lines at a time. Use the F1 key to go to the next line. Use the F2 key to go to the previous line. Use the F3 key to go to the next page (ahead twelve lines). Use the F4 key to go to the previous page (back twelve lines). Use function key F5 to set the beginning transaction display at a specified line number.

Account Master Display Fields

The Account Master fields are displayed at the top of the screen. The fields are:

1. Account number
2. Account description
3. Account type
4. Accounting period(x)

The dollar total for each of thirteen accounting periods. Computed from the transactions.

5. YTD

The year to date dollar total. Computed from the transactions.

Transaction Display Fields

The Transaction fields are displayed on the bottom of the screen. The fields are:

1. Dollar amount
2. Description
3. Reference
4. Document date
5. Accounting period
6. Source code number
7. Entry number

GENERATE REPEATING JOURNAL ENTRIES

This program automatically generates repeating journal entries in the Transaction file. Enter these transactions manually once, and they will repeat each period thereafter. Repeating journal entries *must* be source code three.

The program checks to see if any repeating journal entries already exist for the month to be generated. The program will not continue if any already exist, so be sure that you run this program before you add new repeating journal entries for the period to be processed.

The program prints an audit trail of all transactions generated.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will

default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the end of period date of the current period.
6. Enter the accounting period of the current period.

The transactions for this period will be searched, looking for source code three transactions. These transactions will be the source of the generated repeating journal entries.

7. Enter the end of period date of the next period.
8. Enter the accounting period of the next period.

The transaction file will be searched, to verify that no repeating journal entries already exist in this period. If there are none, the repeating journal entries in the current period will be used to generate repeating journal entries in the next period.

The generated transactions will have the start of next period date, and the next period accounting period.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Account number
2. Description
3. Reference
4. Document amount

5. Job key
6. Job cost code
7. Job warranty code
8. Source code
9. Accounting period
10. Documentation date

Line two:

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

GENERATE C/R TRANSACTIONS

This program automatically generates Check Reconciliation transactions from selected General Ledger transactions. Only G/L transactions that match the specified dates, batches, source code, and account number are processed.

The program only runs if the Check Reconciliation system is implemented.

The G/L transaction file is searched for all records that match the specified search criteria. These transactions will be the source of the generated Check Reconciliation transactions.

The program prints an audit trail of all C/R transactions generated.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the G/L transaction date range to process.
6. Enter the G/L transaction batch number range to process.
7. Enter the G/L transaction source code to process.
8. Enter the Check Reconciliation transaction type corresponding to the specified G/L transaction source code. Generated C/R transactions will have this transaction type.
9. Enter the G/L account number to process.

Report Fields

The report fields are:

1. Account number
2. Transaction type
3. Reference
4. Transaction date
5. Transaction amount

6. Transaction status
7. Source system
8. Source code
9. Source key
10. Flag
11. Operator key
12. Batch number
13. Entry number

END OF YEAR PROCESSING

This program prepares the system to begin processing a new year's transactions.

For Balance Sheet accounts will load the current year account balances into the prior year comparatives. For each account will "compress" the entire year's transactions into a single balance forward transaction; current earnings will be added to retained earnings. Also deletes the previous year's transactions.

For Income Statement accounts will load the current year account balances into the prior year and budget comparatives. Also deletes the previous year's transactions.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the end of period date in MMDDYY format.
6. Enter the accounting period that corresponds to the specified end of period date. The program verifies that the end of period date and accounting period correspond to end of year, by checking the G/L Fiscal Period file.
7. Enter the "Reset control file" option.

Enter "Yes" to reset the batch number, document number, and entry numbers back to zero before adding transactions for the new year. Enter "No" to increment these numbers from their current values.

Doesn't allow setting the "Reset control file" option to "Yes" if there are transactions with accounting period greater than the number of periods in the year, as the new entry numbers would eventually collide with those later accounting period transactions. After closing the year the "Reset transaction file" program can be used to close the entry number gap by renumbering all the entry numbers.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Account number
2. Description
3. Reference
4. Document amount
5. Job key
6. Job cost code
7. Job warranty code

8. Source code
9. Accounting period
10. Documentation date

Line two:

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

RESET TRANSACTION FILE

This program resets the Transaction file entry numbers, document numbers, and batch numbers. It can also renumber non-zero accounting periods, and resets the Control file to correspond to the new entry, batch numbers. It is normally run after the year-end purge of the Transaction file.

Resetting the entry numbers and accounting periods involves changing the ISAM record keys. If the system is unable to change a key, an error listing will be created.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the renumber entries option. Enter "Yes" to renumber entry numbers starting with entry number "00000001", else enter "No".
6. Enter the renumber documents option. Enter "Yes" to renumber document numbers starting with document number "00000001", else enter "No".
7. Enter the renumber batch option. Enter "Yes" to renumber batch numbers starting with document number "1" else enter "No".
8. Enter the period offset. This +/- offset will be added to each non-zero accounting period.

This is usually a negative number. Often, we roll past the end of the year several months before closing the year. This causes the first month of the new year to be accounting period 13, the second month of the new year to be accounting period 14, etc. After closing the year we need a period offset of -12 to reset the first month to 1, the second month to 2, etc.

If you don't want to change the accounting periods, use a period offset of zero.

Report Fields

The report is only printed if errors occur. The report fields are:

1. Old entry number
2. New entry number
3. Error message

COPY TRANSACTIONS

This program copies transactions from company#1 to company#2, and renumbers the transaction accounting periods in company#2. It is used to change accounting years, or to express the same company in two different accounting years. By accounting year we mean the set of accounting periods defined in the "Accounting period maintenance" program that correspond to the year de-

fined in the "Control file maintenance" program (i.e. the "fiscal period start" and the "fiscal periods/year" fields).

The program uses file "SCSBAK:GLTRAN.XFR" as a transfer file. Since this file name is common between all users and companies, you must make sure that only one person at a time is doing a transfer. Company#1 data is copied **"To"** the transfer file, and then company#2 data is copied **"From"** the transfer file.

Operating Steps

The operating steps are:

1. Run the "G/L copy transactions" program from company#1.
2. Enter the end-of-period date corresponding to the accounting period you want to copy. The system will display the accounting period corresponding to this date.
3. Enter the copy option. Enter "To" to copy company#1 data to the transfer file.
4. Run the "G/L copy transactions" program from company#2.
5. Enter the end-of-period date corresponding to the accounting period you want to copy. The system will display the accounting period corresponding to this date.
6. Enter the copy option. Enter "From" to copy the transfer file data (company#1 data) to the company#2 G/L transaction file.

When using the "From" option, the program stores the company#2 accounting period in the transactions added to company#2 (**not** the accounting period in the transfer file transactions). Any existing company#2 transactions containing the company#2 accounting period will be automatically deleted from the company#2 transaction file before the new transactions are added to company#2.

The program does not change transaction batch or document numbers.

CONSOLIDATE TRANSACTIONS

This program consolidates (merges) transactions from several companies into another company. It is used to create consolidated financial statements. Requires that the G/L master file of the consolidated company be set up to correspond to the full set of merged transactions.

Reads/writes the transactions in document number order. When the "reset control file" option is "Yes", resets the G/L Control file batch, document, and entry numbers before adding new records. Assigns each company's transactions a new batch number. Renumbers the document and entry numbers. Prints an audit trail of any errors.

This program uses file "GLCONS.DAT" to determine the PPN's of the companies being consolidated into the active company (the company you are logged into). This data file must be created in the active company PPN; it can be created with a text editor (e.g. Vue or XED). There will be one entry for each company being consolidated; each entry will contain the company device and PPN for that company (e.g. "DSK0:[210,377]"). For more information about company PPN's, see the "Adding Companies" section of the "System User's" guide.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period range to process.
6. Enter the "Reset control" option. Enter "Yes" to reset the consolidated company's Control file batch, document, and entry numbers to zero before consolidating, else enter zero.

G/L INTERFACE

This program provides an import/export interface to other computer systems, software packages, spreadsheets, etc. Both the Chart of Accounts master and the Transaction file can be imported/exported. The text data must be in ASCII, comma delimited format with each data element

within quotes. Each text record must end with a carriage return line feed pair. See the on-line help for complete text file requirements.

When importing, the program always adds to the Master/Transaction database. Any errors are printed on an error report.

This program can be used to export data to a spreadsheet, manipulate the data in the spreadsheet, and then import the new data back in to the database. In this case, you would need to allocate a new empty database before importing to avoid duplicate database entries.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the Import/Export option.
6. Enter the database option. Either Chart of Accounts or Transaction file can be imported/exported.
7. Enter the ASCII comma delimited text file name. When exporting, the database output will be written to this file. When importing, text records will be read and then used to add new database records.

Report Fields

The error report fields are:

1. Error message

2. Database text fields

The text record fields are printed in quotes with a comma between the fields. This isn't the actual text record; the quotes and commas are added to the output to distinguish between the data elements.

ACCOUNTS MASTER REPORT

A listing of the Accounts Master file is produced by this program. The listing may be produced by either a single line or complete list format.

The report is printed in account number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the "Dollar information" option. Enter "Yes" to print balance sheet previous year monthly totals, and income statement previous year monthly and budget totals. Enter "No" to print an abbreviated single line format, with no dollar totals.

Report Fields

The following fields are always printed:

1. Account number
2. Account description
3. Account type
4. Field column
5. Master/sub code

The following fields are printed for balance sheet accounts, when dollar information is requested.

1. Previous year balance forward
2. Previous year month(x)

Thirteen periods are printed.

The following fields are printed for income statement accounts, when dollar information is requested.

1. Previous year month(x)

Thirteen periods are printed.

2. Budget year month(x)

Thirteen periods are printed.

TRANSACTION REPORT (LONG FORM)

A complete listing of the Transaction file is produced using this program.

The total debits and total credits are printed as well as an out of balance amount. The out of balance amount should be zero if the transactions are in balance (debits equal credits).

An account hash is also printed. It is the sum of all account numbers in the listing.

Records may be selected by accounting period range, batch number range, and entry number range.

The transactions may be printed in the following orders:

1. entry number order
2. document, reference, account order
3. account, reference, date order

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the batch number low to high range to process.
7. Enter the entry number low to high range to process.
8. Enter the transaction type to match, or enter "All" for all transaction types.
9. Enter the account number to match, or enter "All" for all account numbers.

Report Fields

The report has two lines for each transaction. The report fields are:

Line one:

1. Account number
2. Description
3. Reference
4. Document amount
5. Job key
6. Job cost code
7. Job warranty code
8. Source code
9. Accounting period
10. Documentation date

Line two:

1. Running total
2. Flag
3. Operator key
4. Batch number
5. Document number
6. Entry number

TRANSACTION REPORT (SHORT FORM)

A listing of selected Transaction file fields is produced using this program. It prints all fields except the Job Costing fields. It uses a concise single line per transaction format.

The total debits and total credits are printed as well as an out of balance amount. The out of balance amount should be zero if the transactions are in balance (debits equal credits).

An account hash is also printed. It is the sum of all account numbers in the listing.

Records may be selected by accounting period range, batch number range, and entry number range.

The transactions may be printed in the following orders:

1. entry number order
2. document, reference, account order
3. account, reference, date order

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the accounting period low to high range to process.
6. Enter the batch number low to high range to process.
7. Enter the entry number low to high range to process.
8. Enter the transaction type to match, or enter "All" for all transaction types.
9. Enter the account number to match, or enter "All" for all account numbers.

Report Fields

The report fields are:

1. Account number
2. Description
3. Reference
4. Document amount
5. Running total
6. Source code
7. Accounting period
8. Documentation date
9. Flag
10. Operator key
11. Batch number
12. Document number
13. Entry number

TRIAL BALANCE REPORT

This program matches every account in the Master file with the appropriate transaction entries from the Transaction file, performs level totals, and lists each account and its transactions for an accounting period low to high range.

The total debits and total credits are printed as well as an out of balance amount. The out of balance amount should be zero if the transactions are in balance (debits equal credits).

If no report index exists, the "Build index" program will be automatically run, prior to running this report. After the index is created, the system will automatically return to this program.

Several different print options are available: full transaction detail, no transaction detail, or no title and master accounts.

The report is printed in account number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the "Print title/masters" option. Enter "Yes" to print title and master accounts. Enter "No" to not print these accounts.
6. Enter the "Print detail" option. Enter "Yes" to print transaction detail. Enter "No" to not print transaction detail, and only print transaction totals.
7. Enter the print detail option. Enter "Y" to print transaction detail. Enter "N" to skip printing transaction detail, and only print summary totals for each account.

Report Fields

The account master report fields are:

1. Account number
2. Account description
3. Beginning balance

The transaction file report fields are:

1. Transaction description
2. Accounting period
3. Transaction date
4. Reference number
5. Transaction amount

BALANCE SHEET REPORT

This program produces a Balance Sheet which summarizes all asset, liability, and equity for an accounting period range. Options exist within the program which allow the user to print the report with or without previous year comparative data.



The balance sheet report title defaults to "BALANCE SHEET". However, if the sequential file "GLBASH.HDR" exists in the logged PPN, the report title will be input from "GLBASH.HDR". Create this file with the "XED" text editor. Documentation on XED is included with the AMOS system documentation.

If no report index exists, the "Build index" program will be automatically run, prior to running this report. After the index is created, the system will automatically return to this program.

The report can be printed with or without prior year comparatives.

The report is printed in account number order.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this

case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is the system date.
5. Enter the "Print comparatives" option. Enter "Yes" to print a comparative balance sheet with both this years totals and last years totals. Enter "No" to print totals for the current year only.

Report Fields

The report fields are:

1. Account description
2. Account amount

The prior year balances for the above fields will be repeated on the right half of the screen, if prior year comparatives are requested.

The total level structure and column placement of totals is controlled by the Account Master file. See "Accounts file maintenance" for documentation.

SELECTING DEPARTMENTS FOR REPORTS

Some of the reports can be produced by departments or by department number ranges. The way departments are selected is identical, regardless of which report is being processed. Thus the selection of departments is documented in this separate section.

On departmental reporting, the report only processes accounts whose "departmental positions" match the specified department ranges. For example: if you use a four position main account and a two position department account, then accounts "125501" and "648802" would be processed for department range "01" through "02"; however, accounts "125503" and "6333" would be skipped.

The program determines how many G/L account digit positions are available for departments by reading the G/L Control file.

On a departmental reporting, there is an option that prints titles whose department digits match specified department digits. Title accounts whose department digits don't match are skipped. However, title accounts whose department digits are spaces are always printed.

The select department operating steps are:

1. Enter the department number ranges desired. If all departments are desired, enter "All". If you want to manually define up to sixteen low to high department number ranges, enter "Range". Press the EXECUTE key to go to the next step.

If selecting departments by range, you can define up to sixteen department ranges to print in the same run. The range processing steps are:

- a) Enter the beginning department number of this range.
 - b) Enter the ending department number of this range.
 - c) Enter the department title to match. Department title accounts whose department digits match will be printed on that department's income statement. Department title accounts whose department digits don't match are skipped. Title accounts whose department digits are spaces are always printed.
2. Press the EXECUTE key. Proceed to the "Operating Steps" instructions for the report you are running.

INCOME STATEMENT REPORT

This program produces an Income Statement which reports the income and operating expenses of the business during an accounting period range. It consists of all income and expense accounts, and is often referred to as the "Profit and Loss" statement. In addition, department range(s) can be selected to obtain departmental income statement(s). Options exist within the program which allow the user to print an Income Statement with or without previous year comparative data. An option also exists which provides budget comparisons.

Ratios are calculated for each account. Ratios are expressed as a percentage of sales: (ratio = (account balance / gross sales) * 100).

On a departmental income statement, there is an option that prints titles whose department digits match specified department digits. Title accounts whose department digits don't match are skipped. However, title accounts whose department digits are spaces are always printed.



The income statement report title defaults to "INCOME STATEMENT". However, if the sequential file "GLINST.HDR" exists in the logged PPN, the report title will be input from "GLINST.HDR". Create this file with the "XED" text editor. Documentation on XED is included with the AMOS system documentation.

If no report index exists, the "Build index" program will be automatically run, prior to running this report. After the index is created, the system will automatically return to this program.

The report can be printed with or without prior year or budget comparatives.

The report is printed in account number order.

Operating Steps

The operating steps are:

1. If producing a departmental income statement, select the departments. See the separate "Select Departments for Reports" documentation.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.
6. Enter the "Previous year" option. Enter "Yes" to print a comparative income statement with both this years totals and last years totals. Enter "No" to print totals for the current year only.
7. Enter the "Budget" option. Enter "Yes" to print a comparative income statement with both this years totals and budget totals. Enter "No" to print totals for the current year only. The budget comparison totals are stored the Accounts Master file.

Report Fields

The report fields are:

1. Account description
2. This year/this month amount
3. This year/this month ratio
4. Year to date amount
5. Year to date ratio

The prior year or budget balances for the above fields will be repeated on the right half of the screen, if prior year or budget comparatives are requested.

The total level structure of totals is controlled by the Account Master file. See "Accounts file maintenance" for documentation.

BUDGET VARIANCE REPORT

This program prints budget, actual, and variance for an accounting period low to high range. Reports for current period and year-to-date. In addition, department range(s) can be selected to obtain departmental reporting.



The report title defaults to "BUDGET VARIANCE". However, if the sequential file "GLBVAR.HDR" exists in the logged PPN, the report title will be input from "GLBVAR.HDR". Create this file with the "XED" text editor. Documentation on XED is included with the AMOS system documentation.

If no report index exists, the "Build index" program will be automatically run, prior to running this report. After the index is created, the system will automatically return to this program.

The report is printed in account number order.

Operating Steps

The operating steps are:

1. If producing a departmental budget variance, select the departments. See the separate "Select Departments for Reports" documentation.
2. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

3. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
4. Enter the number of copies of the report desired. Default is 1.
5. Enter the run date in MMDDYY format. Default is the system date.

Report Fields

The report fields are:

1. Account description
2. This month budgeted
3. This month actual
4. This month variance
5. Budgeted - actual
6. YTD budgeted
7. YTD actual
8. YTD variance
9. budgeted – actual

The total level structure of totals is controlled by the Account Master file. See "Accounts file maintenance" for documentation.

BUILD INDEX

The financial statements generate an index from the Accounts Master file, which greatly speeds up processing. The creation of this index is totally automatic, when the report programs are run. You can, however, build an index from the "Build index" option on the menu. You may want to build an index, and then save it for later processing (see "Save/restore index" documentation).

The index is created for an accounting period low to high range, which the user specifies. An index for a specified accounting period range will be re-used by the other financial statement programs, as long as you stay within the G/L Report menu. When you exit the report menu, the index is automatically deleted.

If an index for one accounting period range has been created, but you want financial statements for a different accounting period range, you must exit the G/L Report menu to cause the old index to be deleted. Then run the report desired; a new index will be created.

The program automatically determines if you have not closed the year and you are requesting financial data for a period *past* the end of year. In this case, income statement transactions *prior* to the end of year will be skipped.

Operating Steps

The operating steps are:

1. Enter the end of period date in MMDDYY format. Default is the system date.
2. Enter the beginning accounting period to process. Default is the accounting period corresponding to the end of period date.
3. Enter the ending accounting period to process. Default is the accounting period corresponding to the end of period date.

SAVE/RESTORE INDEX

You may want to build an index now, and print the financial statements later; or perhaps the index has been built, and you were interrupted, and must do the financial statements later. To handle these cases, we provide you the ability to save the index and restore it later.



Please recall, however, that the index represents the status of the Accounts Master and Transaction file at a given point in time. Do not use an old index if there have been any changes to the Accounts Master or Transaction file since the index was built. If you do, your financial statements will be wrong!

If you save an index, the files will be saved until used; even weeks or months later.



If you restore an index, the index will be automatically deleted when you exit the G/L Report menu. If you want to keep a restored index, you must save it again, before exiting the G/L Report menu.

Operating Steps

Enter the parameter file name to save or restore, followed by the EXECUTE key.

ZERO ACCOUNTS

Sometimes you may want to use one chart of accounts as a basis for a new company's chart of accounts. However, you won't want the prior year comparatives in the new company. This program zeros all of the G/L Master dollar fields. It is not accessed via a menu, but instead must be run from the "Run a program" option of the "Utility menu"; the program name is "GLMZRO".

Operating Steps

Enter the "Zero G/L master" option, followed by the EXECUTE key.

PURGE G/L TRANSACTION FILE

This program purges the G/L Transaction file for an accounting period range and batch number low to high range.

Operating Steps

The operating steps are:

1. Select the printer number for this report. One of sixteen different printers may be selected. The printer name will appear to the right of the printer number. The printer number will default to the operator printer number.

The report can be displayed on the screen by selecting the "CRT Screen" printer. In this case, a screen at a time will be displayed, and you will be asked to press the MENU key to abort the report, or any other key to display the next screen.

2. Prepare the printer by loading it with 132 column paper. Set the paper in the printer to the first line of a new page.
3. Enter the number of copies of the report desired. Default is 1.
4. Enter the run date in MMDDYY format. Default is system date.
5. Enter the accounting period low to high range to process.
6. Enter the batch number low to high range to process.
7. Enter the print detail option.

Enter "Yes" to print the transaction detail. Enter "No" to not print the transaction detail.

Report Fields

All transaction fields are printed. See the "Transaction file" report documentation for the report fields.

CHAPTER FOUR SAMPLE REPORTS

This section contains some selected sample reports (edited for brevity).
See Chapter One for a complete listing of all the standard reports available.
Control file reports are not included in this section; see the control file documentation.

XYZ (SAMPLE) COMPANY
 GENERAL LEDGER
 MASTER FILE

ACCT	DESCRIPTION	TYP	COL	M/S
-----	-----	---	---	---
100	ASSETS	1	1	
101	CASH	2	1	M
102	CASH - OPERATING	2	1	S
109	CASH ON HAND	2	1	S
111	ACCOUNTS RECEIVABLE	2	1	
121	PREPAID EXPENSES	2	1	
131	INVENTORY	2	1	
170	TOTAL CURRENT ASSETS	40	2	
171	FURNITURE & EQUIPMENT	2	1	
172	ACCUM DEPRECIATION	2	1	
180	DEPOSITS	2	1	
198	TOTAL FIXED ASSETS	40	2	
199	TOTAL ASSETS	80	3	
200	LIABILITIES & CAPITAL	1	1	
201	ACCOUNTS PAYABLE	2	1	
210	TAXES PAYABLE	2	1	M
211	FICA TAX PAYABLE	2	1	S
212	FEDERAL TAX PAYABLE	2	1	S
213	STATE TAX PAYABLE	2	1	S
214	SALES TAX PAYABLE	2	1	S
215	OTHER PAYABLES	2	1	S
250	TOTAL CURR LIABILITIES	40	2	
251	NOTE PAYABLE - BANK	2	1	
289	TOTAL LONG TERM LIAB	40	2	
290	TOTAL LIABILITIES	60	3	
291	CAPITAL STOCK	2	2	
296	RETAINED EARNINGS	2	2	
297	CURRENT EARNINGS	2	2	
298	TOTAL CAPITAL	60	3	
299	TOTAL LIAB & CAPITAL	80	3	
300	INCOME	1	1	
301	SALES	2	1	M
30101	SALES DEPT 1	2	1	S
30102	SALES DEPT 2	2	1	S
311	SERVICE	2	1	M
31101	SERVICE	2	1	S
31102	SERVICE	2	1	S
321	RETURNS & ALLOWANCES	2	1	
331	OTHER INCOME	2	1	
391	DISCOUNTS ALLOWED	2	1	
395	DISCOUNTS TAKEN	2	1	
399	NET SALES	40	1	
400	COST OF GOODS SOLD	1	1	
431	COST OF INVENTORY SOLD	2	1	
451	FREIGHT	2	1	
499	GROSS PROFIT	60	1	
501	SALARIES	2	1	M

XYZ (SAMPLE) COMPANY
GENERAL LEDGER
MASTER FILE

ACCT	DESCRIPTION	TYP	COL	M/S
-----	-----	---	---	---
50101	SALARIES - DEPT #1	2	1	S
50102	SALARIES - DEPT #2	2	1	S
509	PAYROLL TAXES	2	1	
511	RENT	2	1	
512	OFFICE EXPENSES	2	1	
513	TELEPHONE	2	1	
514	UTILITIES	2	1	
521	ADVERTISING	2	1	
522	INSURANCE	2	1	
523	PROFESSIONAL FEES	2	1	
531	DEPRECIATION	2	1	
532	INTEREST EXPENSE	2	1	
533	MISC EXPENSES	2	1	
555	DISCOUNTS LOST	2	1	
556	DISCOUNTS LOST - CLEARING	2	1	
596	TOTAL EXPENSES	60	1	
599	NET INCOME	80	1	

64 records printed.

TRANSACTION FILE REPORT (SHORT FORM) : ENTRY NUMBER ORDER : PERIODS 01 - 01 : BATCHES 0 - 99999999
ENTRIES 0 - 99999999 : SOURCE All : ACCOUNT All

ACCOUNT	DESCRIPTION	REFERENCE	DOC	AMT	RUNNING	TOTAL	SC	AP	DOC	DATE	FLAG	OPR	BATCH	DOCUMENT	ENTRY
111	SALE - JAMES WILSON	30641		561.60	561.60		6	01	01/03/91		0	Z	2	00000002	00000031
30101	SALE - JAMES WILSON	30641		-561.60	0.00		6	01	01/03/91		0	Z	2	00000002	00000032
111	SALE - JOHN MOODY	12487		2500.00	2500.00		6	01	01/03/91		0	Z	2	00000002	00000033
30101	SALE - JOHN MOODY	12487		-2500.00	0.00		6	01	01/03/91		0	Z	2	00000002	00000034
111	SALE - CLAUDE SMITH	44596		1500.00	1500.00		6	01	01/03/91		0	Z	2	00000003	00000035
30102	SALE - CLAUDE SMITH	44596		-1500.00	0.00		6	01	01/03/91		0	Z	2	00000003	00000036
102	PYMT - JOHN MOODY	55447		750.00	750.00		1	01	01/05/91		0	Z	2	00000004	00000037
111	PYMT - JOHN MOODY	55447		-750.00	0.00		1	01	01/05/91		0	Z	2	00000004	00000038
512	SMITH OFFICE SUPPLY	1000		450.00	450.00		2	01	01/10/91		0	Z	2	00000002	00000039
102	SMITH OFFICE SUPPLY	1000		-450.00	0.00		2	01	01/10/91		0	Z	2	00000002	00000040
513	U.S. WEST COMMUNICATIONS	1001		742.00	742.00		2	01	01/10/91		0	Z	2	00000002	00000041
102	U.S. WEST COMMUNICATIONS	1001		-742.00	0.00		2	01	01/10/91		0	Z	2	00000002	00000042
555	MIDWEST UTILITIES	1002		220.00	220.00		2	01	01/10/91		0	Z	2	00000002	00000043
102	MIDWEST UTILITIES	1002		-220.00	0.00		2	01	01/10/91		0	Z	2	00000002	00000044
522	OMAHA INSURANCE	1003		224.00	224.00		2	01	01/10/91		0	Z	2	00000002	00000045
102	OMAHA INSURANCE	1003		-224.00	0.00		2	01	01/10/91		0	Z	2	00000002	00000046
50101	SALARIES	1010-1015		2000.00	2000.00		2	01	01/15/91		0	Z	2	00000010	00000047
50102	SALARIES	1010-1015		1000.00	3000.00		2	01	01/15/91		0	Z	2	00000010	00000048
102	SALARIES	1010-1015		-3000.00	0.00		2	01	01/15/91		0	Z	2	00000010	00000049
111	SALE - HARRY JAMES	5552		3000.00	3000.00		1	01	01/20/91		0	Z	3	00000011	00000050
30101	SALE - HARRY JAMES	5552		-3000.00	0.00		1	01	01/20/91		0	Z	3	00000011	00000051
111	PYMT - HARRY JAMES	1004		-3000.00	-3000.00		1	01	01/25/91		0	Z	3	00000012	00000052
102	PYMT - HARRY JAMES	1004		3000.00	0.00		1	01	01/25/91		0	Z	3	00000012	00000053
111	PYMT - JOE SOBOTA	2457		-1800.00	-1800.00		1	01	01/25/91		0	Z	3	00000012	00000054
102	PYMT - JOE SOBOTA	2457		1800.00	0.00		1	01	01/25/91		0	Z	3	00000012	00000055
131	INVENTORY PURCHASE	3658		2000.00	2000.00		2	01	01/28/91		0	Z	3	00000012	00000056
102	INVENTORY PURCHASE	3658		-2000.00	0.00		2	01	01/28/91		0	Z	3	00000012	00000057
431	INVENTORY SALES	6688		2500.00	2500.00		2	01	01/31/91		0	Z	3	00000013	00000058
131	INVENTORY SALES	6688		-2500.00	0.00		2	01	01/31/91		0	Z	3	00000013	00000059

TOTAL DEBITS 22247.60

TOTAL CREDITS -22247.60

OUT OF BALANCE 0.00

ACCOUNT HASH TOTAL 225098

29 records printed.

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----	BEGIN-----	-----TRANSACTION-----	-----ENDING-----
NUMBER DESCRIPTION	BAL DESCRIPTION	AP DATE SC REFER	AMOUNT BALANCE
-----	-----	-----	-----
100	ASSETS		
101	CASH		
102	CASH - OPERATING		
	2721.21		
	PYMT - JOHN MOODY	01 01/05/91 1 55447	750.00
	SMITH OFFICE SUPPLY	01 01/10/91 2 1000	-450.00
	U.S. WEST COMMUNICATIONS	01 01/10/91 2 1001	-742.00
	MIDWEST UTILITIES	01 01/10/91 2 1002	-220.00
	OMAHA INSURANCE	01 01/10/91 2 1003	-224.00
	SALARIES	01 01/15/91 2 1010-1015	-3000.00
	PYMT - HARRY JAMES	01 01/25/91 1 1004	3000.00
	PYMT - JOE SOBOTA	01 01/25/91 1 2457	1800.00
	INVENTORY PURCHASE	01 01/28/91 2 3658	-2000.00
		*	-1086.00
			1635.21
109	CASH ON HAND		
	150.00		
		*	0.00
			150.00
111	ACCOUNTS RECEIVABLE		
	27371.25		
	SALE - JOHN MOODY	01 01/03/91 6 12487	2500.00
	SALE - JAMES WILSON	01 01/03/91 6 30641	561.60
	SALE - CLAUDE SMITH	01 01/03/91 6 44596	1500.00
	PYMT - JOHN MOODY	01 01/05/91 1 55447	-750.00
	SALE - HARRY JAMES	01 01/20/91 1 5552	3000.00
	PYMT - HARRY JAMES	01 01/25/91 1 1004	-3000.00
	PYMT - JOE SOBOTA	01 01/25/91 1 2457	-1800.00
		*	2011.60
			29382.85
121	PREPAID EXPENSES		
	490.00		
		*	0.00
			490.00
131	INVENTORY		
	19731.99		
	INVENTORY PURCHASE	01 01/28/91 2 3658	2000.00
	INVENTORY SALES	01 01/31/91 2 6688	-2500.00
		*	-500.00
			19231.99
170	TOTAL CURRENT ASSETS		
		**	425.60
			50890.05

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----		BEGIN-----		-----TRANSACTION-----			---ENDING---	
NUMBER	DESCRIPTION	BAL	DESCRIPTION	AP DATE	SC REFER	AMOUNT	BALANCE	
-----		-----		-----			-----	
171	FURNITURE & EQUIPMENT		4255.37					
					*	0.00	4255.37	
172	ACCUM DEPRECIATION		-786.00					
					*	0.00	-786.00	
180	DEPOSITS		750.00					
					*	0.00	750.00	
198	TOTAL FIXED ASSETS				**	0.00	4219.37	
199	TOTAL ASSETS				**	425.60	55109.42	
200	LIABILITIES & CAPITAL							
201	ACCOUNTS PAYABLE		-12363.58					
					*	0.00	-12363.58	
210	TAXES PAYABLE							
211	FICA TAX PAYABLE		-632.35					
					*	0.00	-632.35	
212	FEDERAL TAX PAYABLE		-1382.21					
					*	0.00	-1382.21	
213	STATE TAX PAYABLE		-229.86					
					*	0.00	-229.86	
214	SALES TAX PAYABLE		-903.96					
					*	0.00	-903.96	
215	OTHER PAYABLES		0.00					
					*	0.00	0.00	

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----		BEGIN-----		-----TRANSACTION-----			---ENDING---	
NUMBER	DESCRIPTION	BAL	DESCRIPTION	AP DATE	SC REFER	AMOUNT	BALANCE	
-----		-----		-----			-----	
250	TOTAL CURR LIABILITIES				**	0.00	-15511.96	
251	NOTE PAYABLE - BANK	-1400.00			*	0.00	-1400.00	
289	TOTAL LONG TERM LIAB				**	0.00	-1400.00	
290	TOTAL LIABILITIES				**	0.00	-16911.96	
291	CAPITAL STOCK	-25000.00			*	0.00	-25000.00	
296	RETAINED EARNINGS	-8773.26			*	0.00	-8773.26	
297	CURRENT EARNINGS	0.00			*	0.00	0.00	
298	TOTAL CAPITAL				**	0.00	-33773.26	
299	TOTAL LIAB & CAPITAL				**	0.00	-50685.22	
300	INCOME							
301	SALES							
30101	SALES DEPT 1	-23236.00						
	SALE - JOHN MOODY			01 01/03/91	6 12487	-2500.00		
	SALE - JAMES WILSON			01 01/03/91	6 30641	-561.60		
	SALE - HARRY JAMES			01 01/20/91	1 5552	-3000.00		
					*	-6061.60	-29297.60	
30102	SALES DEPT 2	-6120.00						
	SALE - CLAUDE SMITH			01 01/03/91	6 44596	-1500.00		

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----		BEGIN-----	-----TRANSACTION-----			AMOUNT	---ENDING---
NUMBER	DESCRIPTION	BAL	DESCRIPTION	AP DATE	SC REFER		BALANCE
-----		-----	-----	-----	-----	-----	-----
					*	-1500.00	-7620.00
311	SERVICE						
31101	SERVICE		0.00		*	0.00	0.00
31102	SERVICE		0.00		*	0.00	0.00
321	RETURNS & ALLOWANCES		0.00		*	0.00	0.00
331	OTHER INCOME		0.00		*	0.00	0.00
391	DISCOUNTS ALLOWED		0.00		*	0.00	0.00
395	DISCOUNTS TAKEN		0.00		*	0.00	0.00
399	NET SALES				**	-7561.60	-36917.60
400	COST OF GOODS SOLD						
431	COST OF INVENTORY SOLD						
		18893.16					
			INVENTORY SALES	01 01/31/91	2 6688	2500.00	
					*	2500.00	21393.16
451	FREIGHT		112.00		*	0.00	112.00
499	GROSS PROFIT				**	-5061.60	-15412.44
501	SALARIES						

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----		BEGIN-----	-----TRANSACTION-----			AMOUNT	-----ENDING-----
NUMBER	DESCRIPTION	BAL	DESCRIPTION	AP DATE	SC REFER		BALANCE

50101	SALARIES - DEPT #1						
		1800.00					
		SALARIES		01 01/15/91	2 1010-1015	2000.00	
					*	2000.00	3800.00
50102	SALARIES - DEPT #2						
		2400.00					
		SALARIES		01 01/15/91	2 1010-1015	1000.00	
					*	1000.00	3400.00
509	PAYROLL TAXES						
		0.00					
					*	0.00	0.00
511	RENT						
		1000.00					
					*	0.00	1000.00
512	OFFICE EXPENSES						
		77.12					
		SMITH OFFICE SUPPLY		01 01/10/91	2 1000	450.00	
					*	450.00	527.12
513	TELEPHONE						
		240.00					
		U.S. WEST COMMUNICATIONS		01 01/10/91	2 1001	742.00	
					*	742.00	982.00
514	UTILITIES						
		50.00					
					*	0.00	50.00
521	ADVERTISING						
		0.00					
					*	0.00	0.00
522	INSURANCE						
		0.00					
		OMAHA INSURANCE		01 01/10/91	2 1003	224.00	
					*	224.00	224.00
523	PROFESSIONAL FEES						
		250.00					
					*	0.00	250.00

TRIAL BALANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

-----ACCOUNT-----	BEGIN-----	-----TRANSACTION-----	-----ENDING-----
NUMBER DESCRIPTION	BAL DESCRIPTION	AP DATE SC REFER	AMOUNT BALANCE
531 DEPRECIATION	360.80		
		*	0.00 360.80
532 INTEREST EXPENSE	164.00		
		*	0.00 164.00
533 MISC EXPENSES	10.32		
		*	0.00 10.32
555 DISCOUNTS LOST	0.00		
	MIDWEST UTILITIES	01 01/10/91 2 1002	220.00
		*	220.00 220.00
556 DISCOUNTS LOST - CLEARING	0.00		
		*	0.00 0.00
596 TOTAL EXPENSES		**	4636.00 10988.24
599 NET INCOME		**	-425.60 -4424.20

*** TOTALS:	BEGINNING	CURRENT	ENDING
DEBITS	80827.22	22247.60	88388.82
CREDITS	-80827.22	-22247.60	-88388.82

*** OUT OF BALANCE: 0.00 0.00 0.00

64 master records printed.

BALANCE SHEET : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

** CURRENT YEAR **

** LAST YEAR **

ASSETS

ASSETS				
CASH	1,785.21		0.00	
ACCOUNTS RECEIVABLE	29,382.85		0.00	
PREPAID EXPENSES	490.00		0.00	
INVENTORY	19,231.99		0.00	
TOTAL CURRENT ASSETS		50,890.05		0.00
FURNITURE & EQUIPMENT	4,255.37		0.00	
ACCUM DEPRECIATION	-786.00		0.00	
DEPOSITS	750.00		0.00	
TOTAL FIXED ASSETS		4,219.37		0.00
TOTAL ASSETS			55,109.42	0.00
			=====	=====

LIABILITIES & CAPITAL

LIABILITIES & CAPITAL				
ACCOUNTS PAYABLE	12,363.58		0.00	
TAXES PAYABLE	3,148.38		0.00	
TOTAL CURR LIABILITIES		15,511.96		0.00
NOTE PAYABLE - BANK	1,400.00		0.00	
TOTAL LONG TERM LIAB		1,400.00		0.00
TOTAL LIABILITIES			16,911.96	0.00
CAPITAL STOCK	25,000.00		0.00	
RETAINED EARNINGS	8,773.26		0.00	
CURRENT EARNINGS	4,424.20		0.00	
TOTAL CAPITAL			38,197.46	0.00
TOTAL LIAB & CAPITAL			55,109.42	0.00
			=====	=====

23 records printed.

XYZ (SAMPLE) COMPANY
GENERAL LEDGER

INCOME STATEMENT : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

	T H I S Y E A R				L A S T Y E A R			
	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO
INCOME								
SALES	7,561.60	100.0	36,917.60	100.0	0.00	0.0	0.00	0.0
NET SALES	7,561.60	100.0	36,917.60	100.0	0.00	0.0	0.00	0.0
COST OF GOODS SOLD								
COST OF INVENTORY SOLD	2,500.00	33.1	21,393.16	58.0	0.00	0.0	0.00	0.0
FREIGHT	0.00	0.0	112.00	0.3	0.00	0.0	0.00	0.0
GROSS PROFIT	5,061.60	66.9	15,412.44	41.8	0.00	0.0	0.00	0.0
SALARIES	3,000.00	39.7	7,200.00	19.5	0.00	0.0	0.00	0.0
RENT	0.00	0.0	1,000.00	2.7	0.00	0.0	0.00	0.0
OFFICE EXPENSES	450.00	6.0	527.12	1.4	0.00	0.0	0.00	0.0
TELEPHONE	742.00	9.8	982.00	2.7	0.00	0.0	0.00	0.0
UTILITIES	0.00	0.0	50.00	0.1	0.00	0.0	0.00	0.0
INSURANCE	224.00	3.0	224.00	0.6	0.00	0.0	0.00	0.0
PROFESSIONAL FEES	0.00	0.0	250.00	0.7	0.00	0.0	0.00	0.0
DEPRECIATION	0.00	0.0	360.80	1.0	0.00	0.0	0.00	0.0
INTEREST EXPENSE	0.00	0.0	164.00	0.4	0.00	0.0	0.00	0.0
MISC EXPENSES	0.00	0.0	10.32	0.0	0.00	0.0	0.00	0.0
DISCOUNTS LOST	220.00	2.9	220.00	0.6	0.00	0.0	0.00	0.0
TOTAL EXPENSES	4,636.00	61.3	10,988.24	29.8	0.00	0.0	0.00	0.0
NET INCOME	425.60	5.6	4,424.20	12.0	0.00	0.0	0.00	0.0

20 records printed.

INCOME STATEMENT : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

DEPARTMENT NUMBER 01 thru 01 with titles

	T H I S Y E A R				B U D G E T			
	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO
INCOME								
SALES	6,061.60	100.0	29,297.60	100.0	0.00	0.0	0.00	0.0
NET SALES	6,061.60	100.0	29,297.60	100.0	0.00	0.0	0.00	0.0
COST OF GOODS SOLD								
GROSS PROFIT	6,061.60	100.0	29,297.60	100.0	0.00	0.0	0.00	0.0
SALARIES	2,000.00	33.0	3,800.00	13.0	0.00	0.0	0.00	0.0
TOTAL EXPENSES	2,000.00	33.0	3,800.00	13.0	0.00	0.0	0.00	0.0
NET INCOME	4,061.60	67.0	25,497.60	87.0	0.00	0.0	0.00	0.0

8 records printed.

INCOME STATEMENT : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

DEPARTMENT NUMBER 02 thru 02 with titles

	T H I S Y E A R				B U D G E T			
	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO	THIS MONTH	RATIO	YEAR-TO-DATE	RATIO
INCOME								
SALES	1,500.00	100.0	7,620.00	100.0	0.00	0.0	0.00	0.0
NET SALES	1,500.00	100.0	7,620.00	100.0	0.00	0.0	0.00	0.0
COST OF GOODS SOLD								
GROSS PROFIT	1,500.00	100.0	7,620.00	100.0	0.00	0.0	0.00	0.0
SALARIES	1,000.00	66.7	3,400.00	44.6	0.00	0.0	0.00	0.0
TOTAL EXPENSES	1,000.00	66.7	3,400.00	44.6	0.00	0.0	0.00	0.0
NET INCOME	500.00	33.3	4,220.00	55.4	0.00	0.0	0.00	0.0

8 records printed.

XYZ (SAMPLE) COMPANY
GENERAL LEDGER

BUDGET VARIANCE : END-OF-PERIOD DATE 01/31/96 : ACCOUNTING PERIODS 01 THRU 01

	T H I S M O N T H			Y-T-D		
	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE
INCOME						
SALES	0.00	7,561.60	-7,561.60	0.00	36,917.60	-36,917.60
NET SALES	0.00	7,561.60	-7,561.60	0.00	36,917.60	-36,917.60
COST OF GOODS SOLD						
COST OF INVENTORY SOLD	0.00	2,500.00	-2,500.00	0.00	21,393.16	-21,393.16
FREIGHT	0.00	0.00	0.00	0.00	112.00	-112.00
GROSS PROFIT	0.00	5,061.60	-5,061.60	0.00	15,412.44	-15,412.44
SALARIES	0.00	3,000.00	-3,000.00	0.00	7,200.00	-7,200.00
RENT	0.00	0.00	0.00	0.00	1,000.00	-1,000.00
OFFICE EXPENSES	0.00	450.00	-450.00	0.00	527.12	-527.12
TELEPHONE	0.00	742.00	-742.00	0.00	982.00	-982.00
UTILITIES	0.00	0.00	0.00	0.00	50.00	-50.00
INSURANCE	0.00	224.00	-224.00	0.00	224.00	-224.00
PROFESSIONAL FEES	0.00	0.00	0.00	0.00	250.00	-250.00
DEPRECIATION	0.00	0.00	0.00	0.00	360.80	-360.80
INTEREST EXPENSE	0.00	0.00	0.00	0.00	164.00	-164.00
MISC EXPENSES	0.00	0.00	0.00	0.00	10.32	-10.32
DISCOUNTS LOST	0.00	220.00	-220.00	0.00	220.00	-220.00
TOTAL EXPENSES	0.00	4,636.00	-4,636.00	0.00	10,988.24	-10,988.24
NET INCOME	0.00	425.60	-425.60	0.00	4,424.20	-4,424.20

20 records printed.

DOCUMENT HISTORY

GENERAL LEDGER USER'S GUIDE

REVISION	RELEASE	DATE	DESCRIPTION
00	4.06	04/01/97	New PDF document; adapted from old format.
01	4.07	07/14/97	September 1, 1997 release
02	4.08	09/01/98	September 1, 1998 release
03	4.09	09/01/99	September 1, 1999 release

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READER'S COMMENTS

We appreciate your help in evaluating our documentation efforts. Please feel free to attach any additional comments.

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