HARDGOODS

General Ledger Workbook

with reference information

Personalized

By: _____________________ for: _____________________

(your name) (store name)
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Created by
Learning Products Development
for Triad Systems Corporation

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Using This Workbook

In This Section

This section introduces this General Ledger Workbook and describes, in general terms, what the General Ledger application can do for you. This section also describes:

- who should use this workbook
- how this workbook is structured
- what conventions are used throughout this workbook
- who to call for help

About General Ledger

The General Ledger application is designed to provide up-to-the-minute financial information about your business. You can keep an ongoing history of your business to compare different years. For example, you may want to compare your sales revenue last year at this time with the sales so far this year.

You may set up different financial entities so that you can print financial statements for:

- different parts of your store (for example, departments)
  and/or
- different stores (if you are a multistore user)
  including
- a consolidation of all financial entities

The General Ledger application is very flexible.

- You can design the chart of accounts and financial statements to meet your basic needs.
  or
- You can create more detailed chart of accounts and financial statements including SAF (Sources and Applications of Funds) statements.
The key to successfully running the General Ledger application is planning! You should know whether you want a basic general ledger application or a more sophisticated one. After you make your choice, you should spend time planning what information you want to enter for your chart of accounts and financial statements.

Some other features of the General Ledger application are:
- "define-your-own" fiscal year
- multiple budgets
- recurring journal transactions
- comprehensive audit trails
- automatic pass-off from:
  - accounts payable
  - payroll
  - accounts receivable
- automatic account distributions
- automatic offsetting entries
- automatic reversing entries

Who Should Use This Workbook

The store's bookkeeper, store owner, and accountant should use this workbook. This workbook contains sample information for the basic chart of accounts and financial statements. You should use the examples in this workbook as guidelines when creating your chart of accounts and financial statements.
About This Workbook

The General Ledger Workbook illustrates basic procedures through Big Pictures.

In each tabbed section, you will practice entering Triad-supplied information in class to reach the goal of printing financial statements.

Tabbed Sections

The tabbed sections included in this workbook are:

USING THIS WORKBOOK — describes the workbook, structure, and conventions which will help you find the information you need.

INTRODUCTION TO GENERAL LEDGER — covers general information about accounting terms, account numbers, and the General Ledger application including how to move through the screens.

SETTING UP THE FISCAL YEAR — describes how to define the periods in your fiscal year on the Triad system.

SETTING UP ACCOUNT NUMBERS — covers basic procedures for entering account numbers and financial entities.

SETTING UP FINANCIAL STATEMENTS — covers basic procedures for designing your financial statement layouts and selecting these statements to print.

PROCESSING JOURNAL TRANSACTIONS — covers basic procedures for entering journal transactions including accounting information from accounts payable, payroll, and accounts receivable.

A/R AND SALES PASSOFF TO G/L — covers procedures for setting up your system so you can pass Accounts Receivable and sales information to General Ledger.

SETTING UP RECURRING TRANSACTIONS — covers basic procedures for creating permanent and variable recurring transactions.

END-OF-MONTH — covers basic procedures for ending the month.

END-OF-YEAR — covers basic procedures for ending the year.
QUESTIONS YOU MAY HAVE — includes common questions and answers for each tabbed section.

FUNCTIONS — describes in detail every field used in the General Ledger application.

REPORTS — describes the purpose of each General Ledger report. This section also includes report samples highlighting the important parts of the reports.

CONVERTING CUSTOMERS — describes the new fields, functions, and reports in the General Ledger application. This section is specifically for existing Triad owners using General Ledger.

INDEX — helps you find information based on a topic.
# Conventions Used in This Workbook

You will notice several style conventions in this workbook that have been designed to make the information more accessible. They are described below:

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks</td>
<td>Tasks are illustrated in the Big Picture. As you work through the lab exercises, you will follow these procedural diagrams.</td>
</tr>
<tr>
<td>Keys</td>
<td>The keys you press to perform a function at the terminal appear with initial caps, boldface, within delimiters (for example, <code>&lt;Enter&gt;</code>).</td>
</tr>
<tr>
<td>Submenus</td>
<td>The submenus, prompts, and messages that the system displays are presented in special type. For example:</td>
</tr>
<tr>
<td></td>
<td>1. ADD ACCOUNTS</td>
</tr>
<tr>
<td></td>
<td>2. CHANGE ACCOUNTS</td>
</tr>
<tr>
<td></td>
<td>3. DELETE ACCOUNTS</td>
</tr>
<tr>
<td></td>
<td>4. PRINT ACCOUNT NUMBER LIST</td>
</tr>
<tr>
<td>Footers</td>
<td>At the bottom of every page is a footer. Use these as guides when looking for information. Look at the bottom of this page to see an illustration of a footer.</td>
</tr>
<tr>
<td></td>
<td>• On the top line is the name of this section — Using This Workbook</td>
</tr>
<tr>
<td></td>
<td>• Underneath the section name is the topic name — Conventions Used in This Workbook.</td>
</tr>
<tr>
<td></td>
<td>• Next to the topic name is the page number — 1-5</td>
</tr>
<tr>
<td></td>
<td>• On the opposite side of the page is the software release level, date, and workbook model number — 0/1090/H5295</td>
</tr>
<tr>
<td>Big Pictures</td>
<td>Use the Big Pictures at the beginning of each tabbed section to see the order of tasks to be completed. Once you are familiar with the procedures, you can use the Big Pictures as quick reference guides.</td>
</tr>
<tr>
<td>Convention</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mini-Big Pictures</td>
<td>Use the Mini-Big Pictures at the beginning of each step to find what task you are on in the Big Picture. For example, in the tabbed section Setting Up the Fiscal Year, the Mini-Big Picture on page 3-3 is for Function GRMU which is a task in the Big Picture on page 3-1.</td>
</tr>
<tr>
<td>Codes in Screen Samples</td>
<td>On every screen, the information underlined is the type and amount of characters allowed in each field. For example, the code 5 N with 2 D (-) means: Five numeric characters including two decimal positions and an optional minus sign; therefore, the highest amount allowed would be 999.99.</td>
</tr>
</tbody>
</table>

Here are other codes used in the screen samples:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/N</td>
<td>Alphanumeric (letters or numbers)</td>
</tr>
<tr>
<td>A</td>
<td>Alpha (letters)</td>
</tr>
<tr>
<td>N</td>
<td>Numeric (numbers)</td>
</tr>
<tr>
<td>D</td>
<td>Decimal position</td>
</tr>
<tr>
<td>Y or N</td>
<td>Yes or No</td>
</tr>
<tr>
<td>other codes</td>
<td>Valid codes for the field</td>
</tr>
<tr>
<td>(-)</td>
<td>Optional negative sign</td>
</tr>
<tr>
<td>Convention</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Blank Lines</td>
<td>In all Steps and Questions You May Have sections, you will see lots of blank lines. You should use these lines to:</td>
</tr>
<tr>
<td></td>
<td>• write questions about the General Ledger application before class</td>
</tr>
<tr>
<td></td>
<td>• write notes from class</td>
</tr>
<tr>
<td></td>
<td>• write answers discussed in class</td>
</tr>
<tr>
<td></td>
<td>Blank lines were included to help you:</td>
</tr>
<tr>
<td></td>
<td>• prepare for class</td>
</tr>
<tr>
<td></td>
<td>• remember class instructions and discussions</td>
</tr>
<tr>
<td></td>
<td>• enter specific information to use at your store</td>
</tr>
<tr>
<td>Acronyms</td>
<td>At the beginning of each Step, you will see the software's acronym and description.</td>
</tr>
<tr>
<td></td>
<td>For example, in the tabbed section Setting Up the Fiscal Year, the first step is titled:</td>
</tr>
<tr>
<td></td>
<td>GRMU</td>
</tr>
<tr>
<td></td>
<td>Accounting Period Maintenance</td>
</tr>
<tr>
<td></td>
<td>For easy reference, this title looks the same in the tabbed sections Functions and Reports.</td>
</tr>
</tbody>
</table>

**Where to Get Help**

You should rely on the information in this workbook and the notes you took in class. The tabbed sections Functions and Reports are good places to look for detailed information about a specific function or report.

For procedural questions, you should refer to the appropriate tabbed section in this workbook.
Introduction to General Ledger

What You Should Know About General Ledger
- Using General Ledger
- Common Accounting Terms
  - Chart of Accounts
  - Accounting Equation
  - Balance Sheet
  - Profit and Loss Statement
- Debit
- Credit
- Debit and Credit Rules
- About Account Numbers
- What is the Accounting Cycle?
- Moving Through Screens
- Function Keys
  - <Clear>
  - <End>
  - <Enter>
  - <Next Item>
  - <Prev Item>
  - <Print>
  - <Query>
  - <Run>
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Introduction to General Ledger

What You Should Know About General Ledger

This section explains how to:
• move through the menus and screens
• personalize this Workbook

This section also describes reasons why you must enter specific information into the system before you can produce financial statements.

Look at the end of this section. You will see a Big Picture that introduces the General Ledger process.

Using General Ledger

Triad’s General Ledger application:
• generates reports about the results of business activity
• provides information about profitability
• helps you maintain accurate records of all transactions
• produces the following financial statements:
  - Balance Sheet
  - Profit and Loss Statement
  - Cash Flow Report
  - Statement of Changes in Financial Position
  - Components of Working Capital
• provides comparative information to help you see the financial effects of decisions
Common Accounting Terms

Chart of Accounts

The Chart of Accounts is a list of all your account numbers used in the bookkeeping process. It is a standardized method for recording information in categories. It can be very specific—with separate expense accounts for:

- postage
- long distance phone calls
- local phone calls
- advertising

Or, it can be very general—grouping all of the above into one account called miscellaneous expenses.

Every account number in the Chart of Accounts will fall into one of the following categories:

- assets — something you own
- liabilities — something you owe
- owner’s equity (capital) — your investment
- revenue — your earnings for merchandise sold or services performed for this year
- expenses — your cost of selling merchandise and doing business for this year

Accounting Equation

Assets = Liabilities + Owner’s Equity

Balance Sheet

The Balance Sheet reports the business’ assets, liabilities, and owner’s equity as of a specific date.

Profit and Loss Statement (Also Known as Income Statement)

The Profit and Loss Statement reports the business’ revenues and expenses over a specific period of time.

Debit

Debit means left side of a “T” account.

NOTE: Debits = Credits
**Credit**

Credit means right side of a “T” account.

**NOTE:** Debits = Credits

**Debit and Credit Rules**

### On the Balance Sheet:

<table>
<thead>
<tr>
<th>Any Asset Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
</tr>
<tr>
<td>+</td>
</tr>
<tr>
<td>Debit</td>
</tr>
<tr>
<td><em>Normal Balance</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Liability Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Debit</td>
</tr>
<tr>
<td><em>Normal Balance</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Owner's Equity Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Debit</td>
</tr>
<tr>
<td><em>Normal Balance</em></td>
</tr>
</tbody>
</table>

### On the Profit and Loss Statement:

<table>
<thead>
<tr>
<th>Any Revenue Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Debit</td>
</tr>
<tr>
<td><em>Normal Balance</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
</tr>
<tr>
<td>+</td>
</tr>
<tr>
<td>Debit</td>
</tr>
<tr>
<td><em>Normal Balance</em></td>
</tr>
</tbody>
</table>
About Account Numbers

Each account number contains the following parts:

- **Account Number**
  - 1001-000
  - 1001-100
  - 1001-200

- **Subaccount Number**

The account number should remain the same for all subaccount numbers. In the example above, account number 1001 is assigned to the cash account for all subaccount numbers. A subaccount can be either a:
- store
- department
- profit center
  - or
- job

You will need to decide whether you want to run financial statements for one or all of the above choices. If you don’t want to define different financial entities, you should assign all account numbers the same subaccount number. You must define that subaccount in Function GLEM (Financial Entity Maintenance).

Here’s an example of structuring different subaccount numbers for which you can run financial statements:

```
Consolidation
1001-000

Store 1
1001-1
1001-1
1001-1

Store 2
1001-2
1001-2
1001-2

Store 3
1001-3
1001-3
1001-3

Account Number

Department or
Job
```
What is the Accounting Cycle?

Here is a diagram of the accounting cycle:

1. Start
2. Gather Information
3. Enter Transactions
4. Post Transactions
5. Print Trial Balance
6. Post Adjustments
7. Gather Information
8. Enter Transactions
9. Post Transactions
10. Print Trial Balance
11. Post Adjustments
12. Gather Information
13. Enter Transactions
14. Post Transactions
15. Print Trial Balance

Computer Accounting Cycle
Moving Through Screens

To move through the screens in the General Ledger application, you should keep in mind the following rules:

- use submenus instead of `<Change>` and `<Delete>` function keys
- correct mistakes using the ITEM NUMBER TO CHANGE? prompts or the submenus
- press `<Enter>` to skip fields or accept default values
- press `<Run>` to print reports
- print edit lists either from submenus or unique acronyms
- press `<End>` to return to the submenus and menus

Function Keys

Below are the available function keys and how they work.

- `<Clear>`: Press `<Clear>` to leave a screen before entering all the information in the fields.

- `<End>`: Press `<End>` to leave programs and return to sub-menus and menus.

- `<Enter>`: Press `<Enter>` to skip fields and to accept default values, or after typing information in a field.

- `<Next Item>`: Press `<Next Item>` to accept the default or include all accounts. The system will display prompts at the bottom of the screen when you can use this key.

- `<Prev Item>`: The screen displays prompts about how the `<Prev Item>` key works for the function. How this function key works varies.

- `<Print>`: Press `<Print>` to print copies of the screen.

- `<Query>`: Press `<Query>` to display a list of the account numbers. Also, how this function key works varies, and the system displays prompts at the bottom of the screen when you can use this key.

- `<Run>`: Press `<Run>` to print or spool reports.
Personalizing This Workbook

Personalizing this workbook will:
• help you remember how to complete a procedure
• help you customize information to meet your store's needs
• help you write notes for future reference

Before Class
Do the following:
• Organize your source documents (if you need help, talk to your local CER).
• Think about how you want to structure your Chart of Accounts.
• Browse through the tabbed section Setting Up Financial Statements.
• Consider how you want to format your financial statements.
• Write down any questions you think of in the appropriate blanks.

During Class
Do the following:
• Ask the questions you wrote down before class.
• Take notes during instructor's lectures and class discussions.
• Practice tasks on the system entering Triad-supplied information.

After Class
Do the following:
• Refer to notes taken in class to customize your information.
• Use the Big Pictures and notes taken in class to remember how to complete a procedure.
• Use the reference section for detailed descriptions of fields and purposes of reports.
• Use the table of contents and index to find information.
• Use the Notepads for quick reference.
The Goal: Producing Financial Statements

Do-It-Yourself Center
Balance Sheet
As Of 99/99/99

<table>
<thead>
<tr>
<th>Current Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Inventory</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>$999,999,999.99</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Truck</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Depreciation Allow-Del Truck</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Equipment</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Depreciation Allow-Equipment</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Investments</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Building</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Long Term Assets</strong></td>
<td><strong>$999,999,999.99</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Notes Payable</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$999,999,999.99</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner's Equity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner's Equity</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Year-to-Date Income</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Owner's Equity</strong></td>
<td><strong>$999,999,999.99</strong></td>
</tr>
</tbody>
</table>

| **Total Liabilities & Equity**        | **$999,999,999.99** |
# Profit and Loss Statement

For the Period 99/99/99 to 99/99/99

<table>
<thead>
<tr>
<th></th>
<th>Current Period Amount</th>
<th>Year-to-Date Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>999,999,999.99</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Gross Profit</strong></td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>999,999,999.99</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td>999,999,999.99</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>999,999,999.99</td>
<td>999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Income</td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Other Income</td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td>Income Tax</td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
<tr>
<td><strong>Net Income (Loss)</strong></td>
<td>$999,999,999.99</td>
<td>$999,999,999.99</td>
</tr>
</tbody>
</table>

## What Does the System Need to Produce Financial Statements?

The system needs the following information:

- fiscal year
- chart of accounts
- financial statement layouts and specifications
- journal entries
Introducing General Ledger

The diagram below illustrates the General Ledger application.

- Setting Up the Fiscal Year
- Setting Up Recurring Journals
- Setting Up Account Numbers
- Setting Up Financial Statements
- Posting Journal Transactions
- End of Month
- End of Year

You have to do this only once!
You will need to do this routinely!
Setting Up the Fiscal Year

Big Picture 3-1

GRMU—Accounting Period Maintenance 3-3

Step 2—Setting Up the Fiscal Year 3-3

Lab Exercise 3-5
Big Picture

The General Ledger application lets you decide how long you want your accounting periods. You can set up one of the following periods:

- yearly
- quarterly
- monthly (the last day of each month)
- every four weeks (13 period year)

After you enter the length of your accounting periods, enter starting and ending dates of the first period. The system will automatically enter the dates remaining in the fiscal year.

1. Decide Length of Accounting Periods

2. Set up the Fiscal Year
   Function GRMU
Step 2 — Setting Up the Fiscal Year

The first step in customizing the General Ledger application is to set up the length of accounting periods. Below is an example of a quarterly accounting period and how you should enter the dates in Function GRMU: (based on the fiscal year 10/1 to 9/30)

Default Period Code: Q
1. 10/1 to 12/30
2. The system enters the dates.
3. The system enters the dates.
4. The system enters the dates.
14. You must enter the current period date to the next period.

- The system uses this date to validate journal entry dates entered in Function GSJU—Recurring Journal Transaction Processing and Function GGMU—General Journal Transaction Processing.
- The system changes the current period start and end dates at the end of every fiscal year to the next year (after running Function GYEN—Year-End Procedure).

NOTE: When you work in different periods, change the Current Period field. If you enter and post transactions outside of the current period, the system will display a warning message.
At any menu, type **GRMU** and press <Enter>.

The Accounting Period Maintenance Screen appears:

```
<table>
<thead>
<tr>
<th>Field Names</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Period</td>
<td>Code</td>
</tr>
<tr>
<td>1-13 Start and</td>
<td>End Dates</td>
</tr>
<tr>
<td>14. Current</td>
<td></td>
</tr>
</tbody>
</table>
```

Accounting Period Maintenance

<table>
<thead>
<tr>
<th>Default Period Code</th>
<th>A, Q, M, F, Blank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Start Date</td>
</tr>
</tbody>
</table>

Do You Wish to Change the Default Period Code?
The instructor has already entered the date information on the system. You can display the date table in Function GRMU and discuss any questions during class.
## Setting Up Account Numbers

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Picture</td>
<td>4-1</td>
</tr>
<tr>
<td>Defining Account Numbers Big Picture</td>
<td>4-3</td>
</tr>
<tr>
<td>Defining Financial Entities Big Picture</td>
<td>4-5</td>
</tr>
<tr>
<td>GCMU—Chart of Accounts Maintenance</td>
<td>4-7</td>
</tr>
<tr>
<td>Step 1—Defining Account Numbers</td>
<td>4-7</td>
</tr>
<tr>
<td>GLEM—Financial Entity Maintenance</td>
<td>4-11</td>
</tr>
<tr>
<td>Step 2—Defining Financial Entities</td>
<td>4-11</td>
</tr>
<tr>
<td>Lab Exercise</td>
<td>4-15</td>
</tr>
<tr>
<td>Step 1—Defining Account Numbers</td>
<td>4-15</td>
</tr>
<tr>
<td>Step 2—Defining Financial Entities</td>
<td>4-16</td>
</tr>
</tbody>
</table>
You will need to plan what information you want to report. The General Ledger application reports information for an account number, subaccount number, and financial entity.

The first step is to assign account numbers to the information you want to report. You must plan:

- what information you want to report
- how you want to separate the information

For example, you may want to report telephone expense. You need to define an account number telephone expense using Function GCMU.

You must also plan whether or not you want to report information by subaccount number (profit center). The account number is the same for all subaccount numbers.

If you decide to report information by subaccount number, you must define the financial entity of the subaccount numbers. You will need to tell the system how you want information reported by grouping subaccount numbers together to create a financial entity.

For more information about account numbers, see the tabbed section Introduction, "About Account Numbers".

1. Define Account Numbers
   Function GCMU

2. Define Financial Entities
   Function GLEM
To make the job of entering account numbers easier, you should plan how you want to structure your account numbers and subaccount numbers. For more information about account numbers and financial entities, see the tabbed section Introduction.

If you plan to use more than one subaccount number, you can copy all the account numbers from the first profit center you set up to the other profit centers. After copying the information, print an account list of that subaccount number for your records.

1. Plan your Account Number Structure
   Will you be using different subaccount numbers?

2. Enter account number information
   Function GCMU
   Option 1

3. Print Account List
   Function GCMU
   Option 4

4. Any Mistakes?
   Yes
   5. Make Corrections
      Function GCMU
      Option 2
      Option 3
   No

6. Copy Account Numbers to Different Subaccounts
   Function GCMU
   Option 5
   (Optional)

7. Print Account List by Subaccount Number
   Function GCMU
   Option 4
Step 1 — Defining Account Numbers

The Triad system requires a master list of General Ledger account numbers. You must customize this file to fit your store's accounting needs.

You may want to standardize the use of account numbers by grouping them into the following categories:

<table>
<thead>
<tr>
<th>Range</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Assets</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Owner's Equity</td>
</tr>
<tr>
<td>4000-4999</td>
<td>Revenue</td>
</tr>
<tr>
<td>5000-5999</td>
<td>Expenses</td>
</tr>
</tbody>
</table>

When entering account numbers, you will need to make decisions for the following:

- type of financial statement
  - balance sheet
  - profit and loss statement
- typical balance
  - credit
  - debit
- when to delete detail (compression code)
- the offset account number *(optional)*
- whether to auto distribute to other account numbers *(optional)*
- when to print subtotals on Report RGTR—Trial Balance Report *(optional)*
• whether to include account on Sources and Applications of Funds(SAF) Statements (optional)

At any menu, type GCMU and press <Enter>. The Chart of Accounts Maintenance Submenu appears:

1. ADD ACCOUNTS
2. CHANGE/INQUIRE ACCOUNTS
3. DELETE ACCOUNTS
4. PRINT OUT ACCOUNTS
5. COPY ACCOUNTS

The Chart of Accounts Maintenance screen appears:

NOTE: At the Comparative and Budget screens, press <End> to skip these screens.

Field Names  Notes

1. Account

2. Description

3. Counter Bal Acct

4. Auto Dist Code
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>T/B Subtotal Level</td>
</tr>
<tr>
<td>6.</td>
<td>Fin Statement Type</td>
</tr>
<tr>
<td>7.</td>
<td>SAF Type</td>
</tr>
<tr>
<td>8.</td>
<td>Paren Control Code</td>
</tr>
<tr>
<td>9.</td>
<td>Compression Code</td>
</tr>
</tbody>
</table>
Step 2 — Defining Financial Entities

You have a lot of flexibility when structuring your financial entities. You can set up a basic or sophisticated financial entity structure depending on the needs of your business.

You need to assign an entity ID and description to each financial entity you are defining. You can define financial entities using a range or wildcard option.

For example, the table below shows how to use the range option to define:

- subaccount numbers 100, 200, 300 as entities 1, 2, and 3
  and
- entity ID Consol is the consolidation for entities 1, 2, and 3:

<table>
<thead>
<tr>
<th>Entity ID</th>
<th>Description</th>
<th>Range or Wildcard?</th>
<th>Define as</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lumber Dept</td>
<td>R</td>
<td>DDDD-100 to DDDD-199</td>
</tr>
<tr>
<td>2</td>
<td>Hardware Dept</td>
<td>R</td>
<td>DDDD-200 to DDDD-299</td>
</tr>
<tr>
<td>3</td>
<td>Plumbing Dept</td>
<td>R</td>
<td>DDDD-300 to DDDD-399</td>
</tr>
<tr>
<td>Consol</td>
<td>Consolidation</td>
<td>R</td>
<td>DDDD-100 to DDDD-399</td>
</tr>
</tbody>
</table>

The entity ID you assign to the range is the financial entity you use when printing reports. Based on the information in the table above, you would enter Consol to print reports for subaccount numbers 100 through 399. Also, you would enter 3 to print reports for subaccount numbers 300 through 399.
At any menu, type GLEM and press <Enter>. The Financial Entity Maintenance Submenu appears:

1. ADD FINANCIAL ENTITIES
2. CHANGE/INQUIRE FINANCIAL ENTITIES
3. DELETE FINANCIAL ENTITIES
4. PRINT OUT FINANCIAL ENTITIES

Here is a sample of the first Financial Entity Maintenance Screen:

Field Names for Screen 1

1. Entity ID

2. Description

3. Range or Wildcard?

Notes
Here is a sample of the Financial Entity Maintenance Screen when using the Range option:

Field Names for Range Option

1-18 From and To Ranges

Notes

Here is a sample of the Financial Entity Maintenance Screen when using the Wildcard option:
<table>
<thead>
<tr>
<th>Field Names for Wildcard Option</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-36 Wildcard Entities</td>
<td></td>
</tr>
</tbody>
</table>
Step 1—Defining Account Numbers

For this lab, enter the account numbers shown in the table below. You will not need to enter the following information in this lab:

- Counter Bal-Acct
- Dist Code
- T/B-Subtotal Level
- SAF Type
- budget information
- comparative information

At your store, you can enter a more detailed Chart of Accounts, but for class, you need to enter the following basic information.

**NOTE:** For more information about budgets, comparatives, and auto distributions, see the tabbed section Functions, pages GCMU-1, GBUM-1, and GDMU-1.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Fin-Stmt Type</th>
<th>Paren Code</th>
<th>Cmprss Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005-000</td>
<td>Petty Cash B D P</td>
<td>B</td>
<td>D</td>
<td>P</td>
</tr>
<tr>
<td>1006-000</td>
<td>Checking Account B D P</td>
<td>B</td>
<td>D</td>
<td>P</td>
</tr>
<tr>
<td>1010-000</td>
<td>Accounts Receivable B D P</td>
<td>B</td>
<td>D</td>
<td>P</td>
</tr>
<tr>
<td>1015-000</td>
<td>Inventory B D P</td>
<td>B</td>
<td>D</td>
<td>P</td>
</tr>
<tr>
<td>1032-000</td>
<td>Depreciation Allow-Equipment B C P</td>
<td>B</td>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>1035-000</td>
<td>Less Depreciation Allowance B C P</td>
<td>B</td>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>2005-000</td>
<td>Accounts Payable B C P</td>
<td>B</td>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>4005-000</td>
<td>Sales P C P</td>
<td>P</td>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>4010-000</td>
<td>Other Income P C P</td>
<td>P</td>
<td>C</td>
<td>P</td>
</tr>
</tbody>
</table>
Step 2 — Defining Financial Entities

For this lab, do the following:

- Define the financial entity for the subaccount number the instructor assigned to your terminal.
- Print the edit list and review
- Make corrections, if any.
- Print the account list for the financial entity just defined.
- Make corrections, if any.
Setting Up Financial Statements

Big Picture 5-1

GTMT—Financial Statement Text File Maintenance 5-3
   Step 2—Entering Statement Headings 5-3

GLMU—Financial Statement Layout Maintenance 5-5
   Steps 3, 4, 5, and 6—Entering Layout Codes and Related Information 5-5

GSMU, Option 1—Statement Specification Maintenance 5-9
   Step 7—Specifying What Prints on the Statements 5-9

RGFV—Financial Statement Verification 5-13
   Step 8—Checking Account Numbers with Statement Layout 5-13
# Lab Exercise

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Entering Statement Headings</td>
<td>5-15</td>
</tr>
<tr>
<td>3, 4, 5, and 6</td>
<td>Entering Layout Codes and Related Information</td>
<td>5-16</td>
</tr>
<tr>
<td>7</td>
<td>Specifying What Prints on the Statements</td>
<td>5-16</td>
</tr>
<tr>
<td>8</td>
<td>Checking Account Numbers with Statement Layout</td>
<td>5-17</td>
</tr>
</tbody>
</table>
The Triad General Ledger application is very flexible. You plan and format your financial statements to be as detailed or as basic as you want.

1. Write the layout codes and related information on your financial statements

2. Enter heading for each statement
   Function GTMT
   Option 1

3. Enter layout codes and related information for each statement
   Function GLMU
   Option 1

4. Print Edit List and Sample Statements
   Function GLMU
   Option 7
   Option 8

5. Any Mistakes?
   Yes
   Function GLMU
   Option 2
   Option 3

   No

7. Specify how the statements should print
   Function GSMU
   Option 1

8. Check account numbers with statement layout
   Report RGFV
Step 2 — Entering Statement Headings

In the General Ledger application, you need to define the statement headings. You assign each heading a two-digit code. This text code will be entered in Function GLMU (Financial Statement Layout Maintenance) so that the heading appears in the appropriate space on the financial statements.

You can also enter footnotes or any other constant information you want to print on your financial statements.

At any menu, type GTMT and press <Enter>. The Financial Statement Text File Maintenance Submenu appears:

1. ADD TEXTS
2. CHANGE/INQUIRE TEXTS
3. DELETE TEXTS
4. PRINT OUT TEXTS

Here is a sample of the first Financial Statement Text File Maintenance Screen:
Field Names for Screen 1

1. Text No

2. Description

Here is a sample of the second Financial Statement Text File Maintenance Screen:

Field Names for Screen 2

1-23 Text Descriptions

Item Number to Change?
Steps 3, 4, 5, and 6 — Entering Layout Codes and Related Information

To help you plan the format of your statement, you need to know the layout possibilities available for financial statements. Below is a list of layout codes and related information the system needs for each code. For detailed information about each layout code, see the tabbed section Functions, page GLMU-1.

<table>
<thead>
<tr>
<th>Code</th>
<th>You can</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Enter a specific account number.</td>
</tr>
<tr>
<td>RNG</td>
<td>Enter a range of account numbers.</td>
</tr>
<tr>
<td>WILD</td>
<td>Enter a wildcard range of account numbers.</td>
</tr>
<tr>
<td>SUBn</td>
<td>Enter subtotal levels.</td>
</tr>
<tr>
<td>CLRn</td>
<td>Enter subtotal levels to clear.</td>
</tr>
<tr>
<td>PAT</td>
<td>Enter accumulated balances to print.</td>
</tr>
<tr>
<td>BSNI</td>
<td>Enter where to print the net income or loss from the profit and loss statement.</td>
</tr>
<tr>
<td>TEXT</td>
<td>Enter text code entered in Function GTMT.</td>
</tr>
<tr>
<td>LIT</td>
<td>Enter heading text.</td>
</tr>
<tr>
<td>UL</td>
<td>Enter where to print an underline.</td>
</tr>
<tr>
<td>DL</td>
<td>Enter where to print a double underline.</td>
</tr>
<tr>
<td>LF</td>
<td>Enter where to skip a line.</td>
</tr>
<tr>
<td>FF</td>
<td>Enter when to form feed to the top of the page.</td>
</tr>
<tr>
<td>SR</td>
<td>Enter where to begin the ratio comparison.</td>
</tr>
<tr>
<td>ER</td>
<td>Enter where to end the ratio comparison.</td>
</tr>
<tr>
<td>LEG</td>
<td>Enter where the statement date prints. (usually under the statement heading)</td>
</tr>
<tr>
<td>SSRC</td>
<td>Enter where to begin the sources of funds for SAF statements.</td>
</tr>
<tr>
<td>SUSE</td>
<td>Enter where to begin the uses of funds for SAF statements.</td>
</tr>
</tbody>
</table>
Once you define the format of your financial statements, you need to select what information you want to print on them in Function GSMU, Option 1 (Statement Specification Maintenance).

At any menu, type GLMU and press <Enter>. The Financial Statement Layout Maintenance Submenu appears:

1. ADD NEW LAYOUTS
2. CHANGE/INQUIRE LAYOUTS
3. DELETE LAYOUTS
4. RESEQUENCE LAYOUTS
5. COPY LAYOUTS
6. GENERATE SAF LAYOUTS
7. PRINT LAYOUT EDIT LIST
8. PRINT SAMPLE STATEMENTS

Here is a sample of the first Financial Statement Layout Maintenance Screen.

Financial Statement Layout Maintenance

1. Layout No   IN
2. Type of Statement  B, P, X, S, C, F, or W
3. Description     2 lines of 25 A/N

Field Names for Screen 1

1. Layout No

2. Type of Statement

Notes
3. Description

Here is a sample of the second Financial Statement Layout Maintenance Screen.

<table>
<thead>
<tr>
<th>Field Names for Screen 2</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seq-No</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>Related Information</td>
<td></td>
</tr>
</tbody>
</table>
Step 7 — Specifying What Prints on the Statements

After formatting the layout of the financial statement, you must specify the content of each statement. Use Function GSMU, Option 1 to tell the system what information you want to print on your financial statements.

In class, you will not have to specify specific budgets, comparatives, ratios, or variances. At your store, you may want to print more detailed financial statements. This function provides a lot of flexibility so that you can decide what you want to include.

For more detailed information about specifying content, see the tabbed section Functions, page GSMU-1.

At any menu, type GSMU and press <Enter>. The Select and Print Financial Statements Submenu appears:

1. STATEMENT SPECIFICATIONS MAINTENANCE
2. PRINT FINANCIAL STATEMENTS

At the above submenu, type 1 and press <Enter>. The Statement Specifications Maintenance Submenu appears:

1. ADD STATEMENT SPECIFICATIONS
2. CHANGE/INQUIRE STATEMENT SPECIFICATIONS
3. DELETE STATEMENT SPECIFICATIONS
4. CLEAR STATEMENT SELECTIONS
5. GENERALIZED STATEMENT SELECTIONS
6. PRINT OUT STATEMENT SPECIFICATIONS
Here is a sample of the Statement Specifications Maintenance Screen for specifying content on the balance sheet.

### Field Names for Balance Sheet Specification Screen

1. **Specification No**
2. **Layout No**
3. **Financial Entity**
4-6 **Columns 1-3**

### Notes

- **Data Type**
- **Year**
- **Budget Code**

#### Data Type Table

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Specification No</td>
</tr>
<tr>
<td>2</td>
<td>Layout No</td>
</tr>
<tr>
<td>3</td>
<td>Financial Entity</td>
</tr>
<tr>
<td>4</td>
<td>Column 1</td>
</tr>
<tr>
<td>5</td>
<td>Column 2</td>
</tr>
<tr>
<td>6</td>
<td>Column 3</td>
</tr>
<tr>
<td>7</td>
<td>Print Next Run?</td>
</tr>
</tbody>
</table>
Here is a sample of the Statement Specifications Maintenance Screen for specifying content on the profit and loss statement.

### Field Names for Profit and Loss Specification Screen

4-7 Columns 1-4

- **Data Type**

- **Curr/YTD**

### Notes

- **Show Ratios?**
- **Print Next Run?**
Year + or -

Budget Code

8. Show Ratios

9. Print Next Run?
Step 8 — Checking Account Numbers with Statement Layout

The system checks the Chart of Accounts File (Function GCMU) with the Financial Statement File (Function GLMU) to make sure:

- you have used all appropriate account numbers set up in Function GCMU
- you have not used any account numbers more than once
- you have not used a profit and loss account number on the balance sheet
- you have not used a balance sheet account number on the profit and loss statement

At any menu, type RGFV and press <Enter>. The Financial Statement Verification Report Initiation Screen appears.

You need to enter the range of specification numbers you want to check.
Lab Exercise

Step 2 — Entering Statement Headings

For this lab, define two codes for statement headings on the balance sheet and profit and loss statement included in the tabbed section Introduction.

NOTE: The system does not automatically title the financial statements, you must enter heading text in Function GTMT and the text codes in Function GLMU.

Enter the following information for the balance sheet:
On Screen 1:
• Text No: the instructor will assign you a number
• Description: Balance Sheet
On Screen 2:
• 1. Do-It-Yourself Center (press the Spacebar until the information is centered)
• 2. Balance Sheet (press the Spacebar until the information is centered)

Enter the following information for the profit and loss statement:
On Screen 1:
• Text No: the instructor will assign you a number
• Description: Profit and Loss Statement
On Screen 2:
• 1. Do-It-Yourself Center (press the Spacebar until the information is centered)
• 2. Profit and Loss Statement (press the Spacebar until the information is centered)

NOTE: You can change text descriptions after the prompt ITEM NUMBER TO CHANGE appears at the bottom of the screen.
Steps 3, 4, 5, and 6 — Entering Layout Codes and Related Information

For this lab, do the following:

• Remove the balance sheet and profit and loss statement from the tabbed section Introduction.

• Enter the layout codes and related information from the balance sheet in Function GLMU, Option 1. (The instructor had you write the codes as they were discussed earlier in this section.)

• Write the layout codes on the profit and loss statement.

• Enter the layout codes and related information from the profit and loss statement.

• Print the edit list and sample statements using Options 7 and 8.

• Make necessary corrections and reprint the edit list and sample statements.

Step 7 — Specifying What Prints on the Statements

For this lab, you need to enter the specifications for the balance sheet and profit and loss statement formatted above. The financial statements will not print until you enter specifications. Enter the following information:

• For the balance sheet:
  - Specification No: enter any 3-digit number.
  - Layout No: enter the layout number you assigned to the balance sheet.
  - Financial Entity: the financial entity the instructor assigned to your terminal.
  - Data Type: enter A.
  - Year + or -: leave blank.
  - Budget Code: leave blank.
  - Print Next Run: enter Y.
• For the profit and loss statement:
  - Specification No: enter any 3-digit number.
  - Layout No: enter the layout number you assigned to the profit and loss statement.
  - Financial Entity: the financial entity the instructor assigned to your terminal.
  - Columns 1: enter A.
  - Curr/YTD: enter C.
  - Year + or -: leave blank.
  - Budget Code: leave blank.
  - Show Ratios: enter N.
  - Print Next Run: enter Y.

Step 8 — Checking Account Numbers with Statement Layout

For this lab, do the following:
• Enter the specification numbers for the balance sheet and profit and loss statement entered above.
• After entering the specification numbers, press <Run> to print the report.
• Review the report that prints and make necessary corrections. If there are no errors, the report will print the message NO ERRORS.
Posting Journal Transactions

Big Picture 6-1

GGMU—General Journal Transaction Processing 6-3
  Steps 2, 3, 4, 5, 6, 7, and 8—Entering and Posting Journal Transactions 6-3

Lab Exercise 6-11
  Steps 2, 3, 4, 5, 6, 7, and 8—Entering and Posting Journal Transactions 6-11
As part of setting up the General Ledger application, you can enter ending balances for the prior fiscal year and the net difference to accounts for prior periods. For example, your fiscal year begins on October 1, and you install the General Ledger application on February 1. You will need to enter the ending balance as of September 30 and net difference to accounts for the following periods:

- October
- November
- December
- January

After entering the balances, you can begin the daily work of entering and posting journal transactions to General Ledger.
Steps 2, 3, 4, 5, 6, 7, and 8 — Entering and Posting Journal Transactions

When entering ending balances, you should enter **BBF Month/Year** (for example, January 1991 would be **BBF01/91** in the Reference field to indicate that this transaction was for a prior balance brought forward (BBF). This information is optional, but Triad Systems Corporation recommends you enter it to help you identify these transactions.

As part of your daily procedures, you should enter the following information into the General Ledger application:

- total accounts receivable from Report RDJ (Daily Journal Report)
- total sales from Report RDJ or Report RDS (Daily Sales Report)
- total payroll transactions from Report RPGL (PR Distribution to G/L Report)
- total accounts payable transactions from Report RAGL (AP Distribution to G/L Report)

**NOTE:** At the end of this section, you will find samples of the above reports showing you what information should be posted in General Ledger.

If you use Function GLP, the system will enter the payroll and accounts payable transactions in Function GGMU. After running Function GLP, you should:

- print an edit list
- make corrections
- post transactions

**NOTE:** If you are using Function GLP, you do not have to enter manual transactions from Payroll and Accounts Payable.
For more information about Function GLP, see the tabbed section Functions, page GLP-1.

You can also automatically pass-off accounts receivable and sales information to general ledger. In Function MCT, enter Y in the Automatic General Ledger Pass-Off field. You will then need to enter the appropriate general ledger account numbers according to your Chart of Accounts. For more information about Function MCT, see the Accounts Receivable Manual, tabbed section Setting Up.

During normal operation of the General Ledger application, you should try to post balanced transactions. You can use the running balance on the detail screen to make sure your debits and credits equal. The system displays a warning message if you post out-of-balance. You can ignore this message, but Triad Systems Corporation recommends you always post in balance.

At any menu, type GGMU and press <Enter>. The General Journal Transaction Processing Submenu appears:

1. ADD TRANSACTIONS
2. CHANGE/INQUIRE TRANSACTIONS
3. DELETE TRANSACTIONS
4. PRINT TRANSACTION EDIT LIST
5. POST TRANSACTIONS TO GENERAL LEDGER TRX FILE

Here is a sample of the General Journal Transaction Processing Screen.

<table>
<thead>
<tr>
<th>Account No</th>
<th>Trx Date</th>
<th>Amount</th>
<th>Debit</th>
<th>Credit</th>
<th>Source</th>
<th>Reference</th>
<th>Reverse Next Period?</th>
<th>Auto Distribute?</th>
<th>Counter Balance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 A/N</td>
<td>6 N</td>
<td>12 N</td>
<td>2 D</td>
<td>6 A/N</td>
<td>30 A/N</td>
<td>Y or N</td>
<td>Y or N</td>
<td>Y or N</td>
<td>Y or N</td>
</tr>
</tbody>
</table>

Running Balance:
<table>
<thead>
<tr>
<th>Field Names</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Account No</td>
<td></td>
</tr>
<tr>
<td>2. Trx Date</td>
<td></td>
</tr>
<tr>
<td>3. Amount</td>
<td></td>
</tr>
<tr>
<td>Debit</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>4. Source</td>
<td></td>
</tr>
<tr>
<td>5. Reference</td>
<td></td>
</tr>
<tr>
<td>6. Reverse Next</td>
<td></td>
</tr>
<tr>
<td>Period?</td>
<td></td>
</tr>
<tr>
<td>7. Auto Distribute?</td>
<td></td>
</tr>
<tr>
<td>8. Counter Balance?</td>
<td></td>
</tr>
<tr>
<td>Running Balance</td>
<td></td>
</tr>
</tbody>
</table>
RDJ (Daily Journal Report)

Below is a sample of Report RDJ indicating what information should be posted to General Ledger on a daily basis.

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>ACCOUNT</th>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH</td>
<td>1006-000</td>
<td>949.65</td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>1010-000</td>
<td>201.91</td>
<td>577.72</td>
</tr>
<tr>
<td>TAXABLE MERCHANDISE</td>
<td>4005-000</td>
<td></td>
<td>132.90</td>
</tr>
<tr>
<td>NON-TAX MERCHANDISE</td>
<td>4005-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TAXABLE NON-MERCH</td>
<td>4005-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NON-TAX NON-MERCH</td>
<td>4005-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TAXABLE FREIGHT</td>
<td>4035-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NON TAXABLE FREIGHT</td>
<td>4035-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TAXABLE LABOR</td>
<td>4030-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>NON TAXABLE LABOR</td>
<td>4030-000</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SALES RETURNS</td>
<td>4025-000</td>
<td>3.00</td>
<td>30.12</td>
</tr>
<tr>
<td>TAX</td>
<td>2015-000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERMS DISCOUNTS</td>
<td>4015-000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>ALLOWANCE</td>
<td>1011-000</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>FINANCE CHARGES</td>
<td>4020-000</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

The system will pass off these amounts to Function GGMU based on accounts numbers entered in Function MCT.

Post sales amounts according to the way you have assigned account numbers. If you track sales for each department, post amounts from Report RDS.
Below is a sample of Report RDS indicating what information should be posted to General Ledger on a daily basis.

<table>
<thead>
<tr>
<th>DEPT</th>
<th>STORE</th>
<th>NAME</th>
<th>3/19/90</th>
<th>(RDS)</th>
<th>OPTIONS:</th>
<th>PAGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1</td>
<td>HARDWARE</td>
<td>3.75</td>
<td>3.00</td>
<td>.75</td>
<td>.49</td>
</tr>
<tr>
<td>02</td>
<td>1</td>
<td>HAND TOOLS</td>
<td>195.86</td>
<td>7.00</td>
<td>188.86</td>
<td>25.83</td>
</tr>
<tr>
<td>03</td>
<td>1</td>
<td>POWER TOOLS &amp; ACCESSORIES</td>
<td>538.62</td>
<td>40.61</td>
<td>518.01</td>
<td>73.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*** TOTALS ***</td>
<td>758.23</td>
<td>3.00</td>
<td>47.61</td>
<td>707.62</td>
</tr>
</tbody>
</table>

SALES TAX
If you track sales for each department, post these sales amounts instead of sales from Report RDJ.

**** TOTAL SALES ****

| NET CASH | 423.45 |
|-----------|
| ENDING CASH | 
| CASH IN DRAWER | 
| OVER SHORT | 
| LESS: BEGINNING CASH | 
| CASH DEPOSIT | 
| CHECKS | 100.00 ( 1 |
| CHECKS IN DRAWER | 
| BANK DEPOSIT | 
| BANKCARDS - VISA | .00 ( 0)
| BANKCARDS - VISA | 
| MASTERCARD | .00 ( 0)
| MASTERCARD | 
| OTHER | .00 ( 0)
| OTHER | 
| TOTAL BANKCARDS | .00 ( 0)
| TOTAL BANKCARDS | 
| SERVICE CHARGE | 
| BANKCARD DEPOSIT | 

Post this amount to an Over/Short account number.
# RDS (Daily Sales Report)

Below is a sample of Report RDS (totals page) indicating what information should be posted to General Ledger on a daily basis.

<table>
<thead>
<tr>
<th><strong>SALES TOTALS</strong></th>
<th><strong>TRIAD</strong></th>
<th>3/19/90</th>
<th>STORE: 1</th>
<th>(RDS)</th>
<th>OPTIONS: F</th>
<th>PAGE: 6</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>TRANSACTIONS TOTALS</strong></th>
<th>$</th>
<th>#</th>
<th><strong>TRANSACTIONS PER HOUR</strong></th>
<th>$</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH SALES</td>
<td>452.85</td>
<td>3</td>
<td>09:00</td>
<td>09:59</td>
<td>719.54</td>
</tr>
<tr>
<td>CHECK SALES</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BANKCARD SALES</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHARGE SALES</td>
<td>296.09</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUNDS &amp; RETURNS - CASH</td>
<td>3.20</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUNDS &amp; RETURNS - CHECK</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUNDS &amp; RETURNS - BANKCARDS</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREDIT &amp; RETURNS - CHARGE</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEPOSITS NON SALES</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SALES</strong></td>
<td>745.74</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **SALES W/O PAYMENT**   |       |     |                           |       |        |       |
|-------------------------|       |     |                           |       |        |       |

| **SALES TOTALS** | $
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAXABLE MERCHANDISE</td>
<td>615.33</td>
</tr>
<tr>
<td>LESS: TAXABLE MERCH DISC</td>
<td>40.61</td>
</tr>
<tr>
<td>NON-TAXABLE MERCHANDISE</td>
<td>139.90</td>
</tr>
<tr>
<td>LESS: NON-TAXABLE MERCH DISC</td>
<td>7.00</td>
</tr>
</tbody>
</table>

| **NET SALES** | 707.62  |
| **SALES TAX** | 38.12   |

**TOTAL SALES** | 745.74  |

| **TRANSFERRED MERCHANDISE** | 0.00  |
| **LESS: TRANS MERC DISC** | 0.00  |
| **NON MERCHANDISE** | 0.00  |

**ORDERS CREATED** | 652.74  |
**ORDER DEPOSITS TAKEN** | 100.00  |
**ORDER DEP RETURNED** | 0.00   |
**COD CREATED** | 0.00  |
**COD PAYMENTS** | 0.00  |
**TRANS CREATED** | 0.00  |

*Post miscellaneous expenses paid out of the cash drawer.*

- **PAID OUTS**:
  - POSTAGE: 25.00
  - DONATIONS: 1.20
Below is a sample of Report RPGL indicating what information should be posted to General Ledger on a daily basis. If you are using Function GLP, you do not need to enter transactions from Report RPGL. You must post the transactions passed off using Function GGMU.

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>DESCRIPTION</th>
<th>CHECK DATE</th>
<th>CHECK NO</th>
<th>CHECK DATE</th>
<th>CHECK NO</th>
<th>AMOUNT DISTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-000</td>
<td>FED UNEMPLOYMENT INSURANCE LIA</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>3.65 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021-000</td>
<td>STATE UNEMPLOYMENT INS LIA</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>9.58 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022-000</td>
<td>FICA LIABILITY-EMPLOYER</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>142.84 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023-000</td>
<td>FICA LIABILITY-EMPLOYEE</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>36.63 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2024-000</td>
<td>STATE INCOME TAX WITHHOLD</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>46.26 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2025-000</td>
<td>FEDERAL INCOME TAX WITHHOLD</td>
<td>04/16/90</td>
<td>5016</td>
<td>04/16/90</td>
<td>5017</td>
<td>214.27 DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Post each account total.
RAGL (AP Distribution to G/L Report)

Below is a sample of Report RAGL indicating what information should be posted to General Ledger on a daily basis. If you are using Function GLP, you do not need to enter transactions from Report RAGL. You must post the transactions passed off using Function GGMU.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>VOUCHR VEND</th>
<th>S INVOICE</th>
<th>AMOUNT</th>
<th>DATE</th>
<th>DISTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1015-000</td>
<td>INVENTORY</td>
<td>000002 ACE</td>
<td>1</td>
<td>02/12/90</td>
<td>1,254.09</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>000003 BOCA</td>
<td>1</td>
<td>02/15/90</td>
<td>4,801.32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACCOUNT TOTAL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,055.61</td>
</tr>
<tr>
<td>5020-000</td>
<td>COMPUTER EXPENSES</td>
<td>000004 TRIAD</td>
<td>1</td>
<td>03/19/90</td>
<td>491.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACCOUNT TOTAL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>491.00</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,546.61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW A/P ADDED:</td>
<td>2005-000 ACCOUNTS PAYABLE</td>
<td>02/12/90</td>
<td>1,254.09 CR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/15/90</td>
<td>4,801.32 CR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02/19/90</td>
<td>491.00 CR</td>
</tr>
<tr>
<td></td>
<td>ACCOUNT SUB-TOTAL:</td>
<td></td>
<td>6,546.61 CR</td>
</tr>
<tr>
<td></td>
<td>TOTAL:</td>
<td></td>
<td>6,546.61 CR</td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL:</td>
<td></td>
<td>6,546.61 CR</td>
</tr>
</tbody>
</table>
Steps 2, 3, 4, 5, 6, 7, and 8 — Entering and Posting Journal Transactions

For this lab, you will practice entering journal transactions using the following information:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Trx Date</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006-000</td>
<td>Checking Account</td>
<td>Today</td>
<td>10,270 (debit)</td>
<td>CD</td>
</tr>
<tr>
<td>1010-000</td>
<td>Accounts Receivable</td>
<td>Today</td>
<td>17,230 (debit)</td>
<td>RDJ</td>
</tr>
<tr>
<td>1015-000</td>
<td>Inventory</td>
<td>Today</td>
<td>4,230 (debit)</td>
<td>RDI</td>
</tr>
<tr>
<td>1032-000</td>
<td>Depreciation</td>
<td>Today</td>
<td>500 (credit)</td>
<td></td>
</tr>
<tr>
<td>2005-000</td>
<td>Accounts Payable</td>
<td>Today</td>
<td>4,600 (credit)</td>
<td>RAGL</td>
</tr>
<tr>
<td>4005-000</td>
<td>Sales</td>
<td>Today</td>
<td>29,000 (credit)</td>
<td>RDS</td>
</tr>
<tr>
<td>5010-000</td>
<td>Administrative Expenses</td>
<td>Today</td>
<td>5,430 (debit)</td>
<td></td>
</tr>
<tr>
<td>5015-000</td>
<td>Operating Expenses</td>
<td>Today</td>
<td>500 (debit)</td>
<td></td>
</tr>
<tr>
<td>4010-000</td>
<td>Other Income</td>
<td>Today</td>
<td>1,900 (credit)</td>
<td></td>
</tr>
<tr>
<td>5025-000</td>
<td>Income Tax</td>
<td>Today</td>
<td>1,200 (debit)</td>
<td></td>
</tr>
<tr>
<td>1005-000</td>
<td>Petty Cash</td>
<td>Today</td>
<td>1,000 (debit)</td>
<td></td>
</tr>
<tr>
<td>1006-000</td>
<td>Checking Account</td>
<td>Today</td>
<td>3,860 (credit)</td>
<td>RAGL</td>
</tr>
</tbody>
</table>

After entering these transactions, do the following:

- Print the edit list.
- Make corrections, if necessary.
- Post the transactions.

After you post transactions, you can view the information on the screen using Function GINQ (General Ledger Account Inquiry) or Report RGTR (Trial Balance Report). If you have time in class, you can practice using Function GINQ.
Introduction

The Accounts Receivable (A/R) and Sales Passoff feature allows you to create general ledger (G/L) entries in Function GGMU (General Journal Trx Processing) by running Report RDJ (Daily Journal Report). You can then change, print, and post the transactions, just like you do with transactions you enter in Function GGMU.

Benefits

The benefits to using A/R and Sales Passoff are

- time savings. The system creates G/L entries and adds them in Function GGMU for you.
- reduced data entry errors. Since the system adds the G/L entries for you, there are fewer errors, such as transposing numbers, entering the wrong date, and so on.

Overview

The illustration that follows shows how transactions that you enter become G/L entries. You can enter transactions in the following ways:

- POS
- CPOS
- Function MOI (Open Item File Maintenance)
- Function ROA (Receipts On Account)
- Function TRAN (Create Transfer)
A/R and Sales Passoff Overview

**Note**
Run Report RDJ with Options F and Z at the same time. This ensures that all POS and back-office transactions are included. (This illustration presents the options separately to show the order in which the system processes the information.)
Looking at the previous illustration, **backoffice transactions** (those you create with Function MOI or Function ROA) go to the Open Item (OP) File. The OP File contains backoffice and POS transactions. When you run Report RDJ with Options F and Z:

1. **Option F** causes the system to create unfinalized FS records (for backoffice transactions) in the Financial Summary (FS) File. (The FS File contains the information that the system uses to create G/L entries.)

2. **Option Z** causes the system to finalize the FS records and create journal entries in the General Journal File (Function GGMU).

Looking at the previous illustration, **POS transactions** (those you create with POS, CPOS, or Function TRAN) go to the OP File and the FS File simultaneously. When you run Report RDJ with Options F and Z, the system finalizes the FS records and creates journal entries in the General Journal File.

**Passoff Methods**

The system passes off A/R and sales information based on the following:

- **Departmental G/L Passoff flag in Function MSO (Modify System Options)**—This flag is the same for all stores.

- **Passoff Method field in Function MCT (A/R Control File Maintenance), Screen 4**—This field is the same for all stores.

- **Automated Pass-off To General Ledger field in Function MCT, Screen 1**—This is a store-specific field.

The table that follows describes how the system passes off A/R and sales information based on how you set up these fields.

<table>
<thead>
<tr>
<th>If Function MSO is</th>
<th>And</th>
<th>Then</th>
</tr>
</thead>
</table>
| N (departmental G/L passoff is not available) | The Automated Pass-off To General Ledger field in Function MCT, Screen 1 is N | The system:  
➢ does not create FS records  
➢ does not pass off any A/R or sales information to G/L. |
| N | The Automated Pass-off To General Ledger field in Function MCT, Screen 1 is Y | The system:  
➢ does not create FS records  
➢ creates G/L transactions in Function GGMU only for those accounts in Function MCT, Screen 1. |
Using Online Help

At times, you may be directed to online help for more information about a screen or field. To access online help from a screen, press <Shift><Help>. To access online help from the Main Menu, type HELP and press <Enter>.

Online help is not available in the General Ledger application.
This chapter describes how to set up your Triad system so you can pass off accounts receivable (A/R) and departmental sales information to your general ledger (G/L). The following is an overview of the steps you must complete. Complete them in the order presented.

> In Function GCMU (Chart of Accounts Maintenance), set up the G/L accounts listed in Function MCT (A/R Control File Maintenance), Screen 4. Be sure to add the accounts from Function MTX (Tax Code Maintenance) and sub-accounts from Function MDE (Modify Department File).

*For example:* The main account for Inventory is 1400-000. Each department has a sub-account in Function MDE (department 1 sub-account is 100, department 2 sub-account is 200, and so on). In Function GCMU, you must add the main Inventory account (1400-000) and the Inventory accounts for each department (1400-100, 1400-200, and so on).

> In Function MTX, set up G/L accounts for each sales tax code. (This is optional.)

> In Function MDE, set up G/L accounts and POS sub-accounts for each department. You only need to complete this step if you want to pass off departmental sales to separate G/L accounts or sales sub-accounts.

> In Function SSM (Start/Stop System Managers), stop the File Update Manager. Then run Report RDJ (Daily Journal Report), Option F to finalize all transactions.

> In Function MCT, Screen 4, set the Passoff Method field to D (departmental passoff) and add the G/L accounts. (You may also need to change the Automated Pass-off to General Ledger field on Screen 1.) Then use Function SSM to start the File Update Manager.

> In Function GLMU (Financial Statement Layout Maintenance), add the new accounts to the balance sheet(s) and income statement(s).

> In Function CEQ (Create an End-of-Day Report Queue), add Option Z to your Daily Journal Report (Report RDJ) in your end-of-day queue.

### Setup Procedures If You’re Converting

If you are converting to a new software level from Level 15 or earlier, do the following:

1. Call the Advice Line (1-800-678-7423) to have the Departmental Passoff flag set to Y.
2. Complete the setup procedures in this chapter.
Setting Up General Ledger Accounts

Use Function GCMU (Chart of Accounts Maintenance) to add G/L accounts to your main chart of accounts. You must add every possible combination of main account and sub-account. Every account and sub-account that you enter in Function MTX, Function MDE, and Function MCT must exist in Function GCMU. If any G/L accounts are missing in Function GCMU, the system can’t pass off to them.

If you have already added all of the accounts and sub-accounts from Function MTX, Function MDE, and Function MCT, you may skip this section. If you’re not sure if you’ve completed this step, print a list of the accounts in Function GCMU. Then compare the accounts with the sub-accounts in Functions MTX, MDE, and MCT.

If you need more information about any of the fields, refer to the General Ledger Workbook, the tabbed section, Functions, the section “GCMU.”

To add G/L accounts, do the following:

1. At any menu, enter GCMU.
   The Chart of Accounts Maintenance Menu displays.

2. Enter 1.
   The Chart of Accounts Maintenance–ADD Screen displays.

3. Fill in the fields on the screen.

4. At Item Number To Change?, press <Enter>.
   The Budget Screen displays.

5. Fill in the fields on the screen. (This is optional.)
   If you don’t want to enter any budget information, press <End> to go to the Comparative Screen. Then skip to step 7.

6. At Item Number To Change?, press <Enter>.
   The Comparative Screen displays.

7. Fill in the fields on the screen. (This is optional.)
   If you don’t want to enter any comparative information, press <End> to go to the Chart of Accounts Maintenance–ADD Screen. Then skip to step 9.

8. At Item Number To Change?, press <Enter>.

Tip
Before you begin, you may want to print the fourth screen of Function MCT. This screen lists all of the main G/L accounts that you must add for A/R and sales passoff. To print the screen, display the fourth screen of Function MCT. Then press <Print>.

Important
If you added new accounts in Function GCMU, be sure to add them to your balance sheet(s) and income statement(s) in Function GLMU (Financial Statement Layout Maintenance).
The Chart of Accounts Maintenance–ADD Screen displays.

9. Repeat steps 3 through 8 for each account.

10. Press <End> to exit the screen.

Setting Up Sales Tax Accounts (Optional)

Use Function MTX to add G/L accounts for your sales tax codes. When you create a transaction, the system uses the G/L account in Function MTX to determine to which sales tax account to post sales tax information. You can create transactions in POS, CPOS, Function MOI (Open Item File Maintenance), and Function ROA (Receipts On Account).

For example: The G/L account for Tax Code 1 is 5000-000. When you run Report RDJ (Daily Journal Report) to pass off the sales tax to G/L, the system passes off all sales tax amounts for Tax Code 1 to account 5000-000.

If you don’t set up sales tax accounts, the system passes off all sales tax amounts to the sales tax account specified in Function MCT, Screen 4.

1. At any menu, enter MTX.

   The Tax Code Maintenance (MTX) Screen displays.

2. At Tax Code, enter a tax code and press <Display>.

3. At G/L Acct, enter the general ledger account for this tax code.

   If you need more information about this field, refer to online help.

4. Press <Change>.

5. Repeat steps 2 through 4 for each tax code.

6. Press <End> to exit the screen.

Tip

To make sure that you don’t miss any tax codes, do the following after adding the last G/L account:

1. Press <Clear>.

2. Press <Next> to scroll through the file.

3. Make sure each tax code has a G/L account.

Setting Up Department Accounts

Use Function MDE to add G/L accounts and POS sub-accounts for each department. You only need to complete this step if you want to pass off departmental sales to separate G/L accounts or sales sub-accounts.
The system passes information to G/L based on how you fill in the POS Sub Acct No field (Screen C), the fields on Screen A, and the fields in Function MCT, Screen 4.

<table>
<thead>
<tr>
<th>If account in MDE (A) is</th>
<th>And POS Sub Acct No field is</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not blank</td>
<td>Blank or not blank</td>
<td>The system uses this account, not the account in Function MCT, Screen 4, to pass the information to G/L.</td>
</tr>
</tbody>
</table>

*For example:* The Inventory account for department 1 is 1400-100. The Inventory account in Function MCT, Screen 4 is 1400-000. When you run Report RDJ with Option Z, the system passes the inventory information for department 1 to 1400-100.

| Blank | Blank | The system uses the account in Function MCT, Screen 4 to pass the information for this department to G/L. |

*For example:* The Inventory account in Function MCT, Screen 4 is 1400-000. The Inventory account in Function MDE, Screen A for department 1 is blank. The POS Sub Acct No field in Function MDE, Screen C is blank. When you run Report RDJ with Option Z, the system passes the inventory information for department 1 to 1400-000.

| Blank | Not blank | The system uses the sub-account to split up and pass off G/L distributions by department. It uses the Sales, Credits, and Trade Discount fields in Function MCT, Screen 4 to determine the main G/L account to distribute. |

*For example:* The Inventory account in Function MCT, Screen 4 is 1400-000. The Inventory account in Function MDE, Screen A for department 1 is blank. The POS Sub Acct No in Function MDE, Screen C is 100. When you run Report RDJ with Option Z, the system passes inventory information for department 1 to 1400-100.

To add department accounts, do the following:

1. At any menu, type `MDE` and press `<Enter>`. The Modify Department File (MDE) Screen displays.

2. At Department, enter a department and press `<Display>`.

3. At POS Sub Acct No, enter the sub-account number for this department. If you need more information about this field, refer to online help.

4. Press `<Change>`.

*Multistore Users*

Make sure you add sub-accounts for each store that will pass off departmental sales information.
5. If you want to add account numbers for this department, continue with step 6.
   If you don’t want to add account numbers for this department, repeat steps 2 through 5 for the next department.

   or

   Press <End> to exit the screen.

6. Press <Next Screen> twice.
   Screen A displays.

7. Enter the account numbers for this department.
   If you need more information about this screen or a field, refer to online help.

8. Press <Change>.

9. Repeat steps 2 through 8 for each department.

10. Press <End> to exit the screen.

Setting Up Accounts in Function MCT

Use Function MCT to change the passoff method and add G/L accounts for your A/R and sales accounts. When you create a transaction (in Functions MOI, ROA, or POS), the system uses the G/L accounts in Function MCT to determine to which A/R and sales accounts to post.

For all Sales, Credit, Trade Discount, COGS, and Inventory accounts, the system checks Function MDE to determine if a G/L account or sub-account exists for that account. For Tax accounts, the system checks Function MTX to determine if a sub-account exists. If a G/L or sub-account exists, then the system passes off to that account.

Tip
If you enter a four-digit main account, don’t press <Enter> to move the cursor to the sub-account area of the field. The cursor automatically moves to the sub-account area for you.

Important
Do not change the passoff method during the day, when POS is running. The best time to change the passoff method is in the morning, before you open for business.

To change the passoff method and add G/L accounts in Function MCT, do the following:

1. In Function SSM (Start/Stop System Managers), stop the POS File Update Manager.
   This ensures that no one updates the Open Item File or Financial Summary File while you change the passoff method.
   This ensures that no unfinalized transactions exist when you change the passoff method.

3. At any menu, enter MCT.
   The A/R Control File Maintenance (MCT) Screen displays.
   For each store that will pass off departmental information, complete steps 4 through 9.

4. If the Automated Pass-off to General Ledger field is N, type a Y over the N and press <Change>.

5. Press <Home>, type 4, and press <Enter>.

6. At Passoff Method, enter D.

7. Fill in the other fields on the screen.
   If you need more information about a field, refer to online help.

8. Press <Change>.

9. If you are a multistore user and want to pass off departmental information for another store, display Function MCT, Screen 1 for that store. Then repeat steps 4 through 9.

10. In Function SSM, start the POS File Update Manager.

### Setting Up Transfers

Read this section if you use Function TRAN or the <Tran> key in POS to transfer merchandise between stores.

The system passes off transfers based on how you set up the Charge Allowed field in Function MCR (Customer/Job File Maintenance) and the Upd Inv Sales Hist From-Store field in Function MIV (Modify Invoice Constants). If you want to track transfers separately from sales, the Upd Inv Sales Hist From-Store field in Function MIV must be N. If this field is Y, then transfers are treated as sales, and are included in the regular sales amount. The information that follows describes how passoffs work based on how you set up these fields.

The system does not pass off transfers until the merchandise is shipped. This means the transfer status is S (Shipped) or C (Complete). It only passes off transfers to the From store’s G/L.

When a To store receives merchandise from a transfer, handle the transfer as if the To store received the merchandise from a PO. You must manually enter the G/L entry in Function GGMU (General Journal Trx Processing).
If Function MCR is T and Function MIV is N

If the Charge Allowed field in Function MCR is T for transfer accounts (the store does not pay for transferred merchandise) and the Upd Inv Sales Hist From-Store field in Function MIV is N (do not update the inventory sales history for the From store):

The system creates the following G/L entry for the From store:

<table>
<thead>
<tr>
<th>Tran A/R</th>
<th>Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

The Tran A/R (Transfer A/R) account allows you to account for transfers in situations where another store owes you something, but the account is not a regular A/R account. You don’t have to create a separate account for A/R transfers; you can use the same A/R account that you use for regular A/R transactions. Regardless of whether you use the same A/R account for both Accounts Receivable and Transfer A/R, be sure to enter the account number you want to use for transfers in the Tran A/R field (Function MCT, Screen 4).

If Function MCR is Y or N and Function MIV is Y

If the Charge Allowed field in Function MCR is Y for transfer accounts (charge is allowed) or N (charge is not allowed), and the Upd Inv Sales Hist From-Store field in Function MIV is Y (update the inventory sales history for the From store):

The system creates the following G/L entries for the From store:

<table>
<thead>
<tr>
<th>A/R or Bankcard or Cash</th>
<th>Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Of Goods Sold</th>
<th>Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>
If Function MCR is Y or N and Function MIV is N

If the Charge Allowed field in Function MCR is Y for transfer accounts (charge is allowed) or N (charge is not allowed), and the Upd Inv Sales Hist From-Store field in Function MIV is N (do not update the inventory sales history for the From store):

- The system creates the following G/L entry for the From store:

<table>
<thead>
<tr>
<th>A/R or Bankeard or Cash</th>
<th>Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

- You must manually enter the following entry for the From store in Function GGMU:

<table>
<thead>
<tr>
<th>Cost Of Goods Transferred</th>
<th>Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
</tr>
</tbody>
</table>

You can obtain the Cost of Goods Transferred from Report RDI (Daily Inventory Report).

If Function MCR is T and Function MIV is Y

If the Charge Allowed field in Function MCR is T for transfer accounts (the store does not pay for transferred merchandise), and the Upd Inv Sales Hist From-Store field in Function MIV is Y (update the inventory sales history for the From store), the system does not create any G/L entries. You must manually add the entries in Function GGMU.

Updating Balance Sheets and Income Statements

Since you added new accounts in Function GCMU (Chart of Accounts Maintenance), you must add them to your balance sheet(s) and income statement(s). This ensures that they are accurate.

Use Function GLMU (Financial Statement Layout Maintenance) to add accounts to your balance sheet and income statement.

For more information about Function GLMU, see the tabbed sections, Functions and Setting Up Financial Statements.
Adding Report RDJ to Your End-of-Day Queue

To ensure that A/R and sales information is passed off to your G/L every day, add Report RDJ to your end-of-day queue. At the end of each day, after the backup is complete, the system will run the report. When you come in the next morning, the report will be ready for you to review, and the G/L entries will be in Function GGMU.

To add Report RDJ to your end-of-day queue, refer to your Automated End-of-Day document. Make sure you set up the report as follows:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Enter this</th>
</tr>
</thead>
<tbody>
<tr>
<td>(P)</td>
<td>A (Print After Spooling Report)</td>
</tr>
<tr>
<td>Options</td>
<td>FZ (Finalize Transactions, Departmental Passoff) and any other options that you want</td>
</tr>
<tr>
<td>From and To</td>
<td>Leave this blank</td>
</tr>
</tbody>
</table>

If you need more information about Report RDJ, refer to online help.

*Tip* If you don’t want to see the department totals, you can also use Option Y (Suppress Department Totals). The store totals still print, but the department totals won’t print.

*If you already have Report RDJ in your end-of-day queue, be sure to delete it when you add the new report.*

What to Do Next

Once you have completed the setup procedures in this chapter, proceed to Chapter 3, Passing A/R and Sales to G/L. It explains how to interpret the passoff information on Report RDJ, and how to display the transactions in General Ledger.
3

Passing A/R and Sales to G/L

This chapter describes how to pass Accounts Receivable and sales information to your general ledger. You only need to run Report RDJ with Options FZ. This finalizes the transactions, creates FS records for backoffice transactions, and creates G/L entries in Function GGMU (General Journal Trx Processing).

Running Report RDJ

To pass off A/R and sales information to G/L, run Report RDJ with Options FZ (F = Finalize Transactions, Z = Departmental Passoff). You can run this from the Main Menu. However, adding it to your end-of-day queue is the most reliable way of making sure that the report runs every day. The procedure for this is in Chapter 2, the section, “Adding Report RDJ to Your End-of-Day Queue.”

Important

Do not use POS while Report RDJ, Option FZ is running. If you do, it is possible that a transaction will not be included in the Store Totals section of the report, but will be included in the Departmental Passoff Totals section of the report.

When you run Report RDJ with Option FZ, the system finalizes the transactions first, and then uses the information in the FS (Financial Summary) File to pass off the departmental information. Therefore, it is possible for someone to create a transaction in POS after the report finishes the store totals and before it starts the departmental passoffs.

Note

FS records are the transaction amounts from the FS (Financial Summary) File. The system uses this information to create G/L entries in Function GGMU.

Reviewing Report RDJ

The last page(s) of Report RDJ has the departmental passoff totals. It lists all of the accounts and account numbers from Function MCT, Screen 4, and the account’s debit or credit. This is the information that is passed off to Function GGMU. A sample of the departmental passoff totals page follows.
This is the account number from Function MCT, Screen 4 or Function MDE, Screen A, or the main account from Function MCT, Screen 4 and the sub-account from Function MDE, Screen C.

A summary of the G/L account activity prints for each.

This is the G/L account number from Function MTX or the Tax Acct from Function MCT, Screen 4.

If you also use Option Y, only the Store Totals section prints.

### Passoff Totals Section of Report RDJ, Option FZ

<table>
<thead>
<tr>
<th>DEPARTMENTAL PASSOFF TOTALS 05/07/95</th>
</tr>
</thead>
<tbody>
<tr>
<td>STORE: 1</td>
</tr>
<tr>
<td>ACCOUNT NAME</td>
</tr>
<tr>
<td>DEPARTMENT: 01</td>
</tr>
<tr>
<td>INVENTORY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAX CODE: 861</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAX CODE: 002</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000-000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT: 02</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVENTORY</td>
</tr>
</tbody>
</table>
Displaying the Entries in Function GGMU

To display a G/L entry created by Report RDJ, use the same procedure that you use when displaying entries that you enter in Function GGMU (General Journal Trx Processing).

1. At any menu, enter GGMU.
   The General Journal Trx Processing menu displays.
2. Enter 2 (Change/Inquire Transactions).
3. When prompted to enter a user code, type RDJZ and press <Clear Field>.
   The Change/Inquire Screen displays.
   You must enter RDJZ because the “user” that created the entry you're looking for is RDJZ (Report RDJ, Option Z).
5. At Account No, enter the account number of the entry that you want to display.
   Use the account numbers in the Departmental Passoff Totals section of Report RDJ.
6. At Trx Date, enter the transaction date.
   Use the date at the top of the Departmental Passoff Totals section of Report RDJ.
7. Answer the prompts that display on the screen.
8. Press <End> to exit the screen.

Printing an Edit List

To print an edit list of the entries created by Report RDJ, use the same procedure that you use when printing an edit list of entries that you enter in Function GGMU.

1. At any menu, enter GGMU.
   The General Journal Trx Processing menu displays.
2. Enter 4 (Print Transaction Edit List).
   The Print Transaction Edit List Screen displays.
3. Select the order in which you want the transactions to print (account number order or entry order).
4. Press <Run> to print the report.
5. Press <End> to exit the screen.
What to Do Next

Once the transactions are in Function GGMU, you can change, print, and post the transactions, just like you do with transactions you enter in Function GGMU.

For more information about changing, printing, and posting transactions, refer to the tabbed section, Posting Journal Transactions.
Questions You May Have

Here are the answers to some common questions about Accounts Receivable and departmental sales passoff to General Ledger.

How do I change the passoff method?

Do the following:

1. In Function SSM (Start/Stop System Managers), stop the POS File Update Manager.


3. In Function MCT (A/R Control File Maintenance), Screen 4, change the Passoff Method field. (If you are changing this field to D, be sure to change the Automated Pass-off to General Ledger field on Screen 1 to Y.)

4. In Function SSM, start the POS File Update Manager.

*Do not change the passoff method during the day, when POS is running.* The best time to change the passoff method is in the morning, before you open for business.

I am a multistore user. I often apply payments in one store to transactions created in another store. How does the system pass off these transactions?

It depends on which passoff method you use.

For passoff method R (regular passoff), the system passes off the payment based on the Lockin Store field (Function MTR—Modify Terminal Record) and the function where you applied the payment.

*Example #1:* You use passoff method R (regular passoff). Your terminal is locked in to store 1. *In POS*, you apply a payment to a transaction created in store 2. The Daily Journal Report (Report RDJ) for store 2 includes the payment. The system passes off the payment to the store specified in the Which G/L? field (Function MSR—Modify Store Record) for store 2.

*Example #2:* You use passoff method R. Your terminal is locked in to store 1. *In Function ROA* (Receipts On Account), you apply a payment to a transaction created in store 2. The Daily Journal Report (Report RDJ) for store 1 includes the payment. The system passes off the payment to the store specified in the Which G/L? field for store 1.
For passoff method D (departmental passoff), the system always passes off payments and other transactions based on the store specified in the Which G/L? field (Function MSR) of the lockin store (Function MTR). When you create, delete, or apply a transaction, the system checks the store you are locked in to (Function MTR). Then it checks the store specified in the Which G/L? field of that lockin store (Function MSR).

**Example #1**: You use passoff method D (departmental passoff). Your terminal is locked in to store 1. In POS, you apply a payment to a transaction created in store 2. The Daily Journal Report (Report RDJ) for store 2 includes the payment. The system passes off the payment to the store specified in the Which G/L? field for store 1.

**Example #2**: You use passoff method D. Your terminal is locked in to store 1. In Function ROA, you apply a payment to a transaction created in store 2. The Daily Journal Report (Report RDJ) for store 1 includes the payment. The system passes off the payment to the store specified in the Which G/L? field for store 1.

- **If I delete a transaction in Function MOI (Open Item File Maintenance) or ROA, will the system update the G/L accounts correctly?**

  Yes, unless the original transaction included a split tender payment of cash and bankcard, or check and bankcard. In those cases, the system will credit the Cash account.

- **Can I use ReQuest to view the information in the FS (Financial Summary) File?**

  Yes. Regardless of the passoff method you use, you can view the information in ReQuest. Use the Select Financial Summary Information category in the Point Of Sale directory.

  One of the Financial Summary fields, Status, contains two types of records: Department and Tax. Each record has two types of statuses: Finalized and Unfinalized. The Status field can have one of the following values:

  - ND—Unfinal Dept
  - NT—Unfinal Tax
  - YD—Final Dept
  - YT—Final Tax

- **Can I use the same sub-account for more than one department?**

  Yes.
How can I eliminate all of the detail in General Ledger?

In Function GCMU (Chart of Accounts Maintenance), use a compression code of D (Date) or S (Date Within Source) for your accounts. For guidance on using compression codes, call your CER (Customer Education Representative) at 1-800-678-7423.
HARDLINES & LUMBER

A/R and Sales Passoff to G/L Workbook
Foreword

This manual contains reference information about Triad’s hardgoods retail software products. The software described in this manual, as well as the manual itself, are furnished under the terms and conditions of a license agreement. The software consists of software options which are separately licensed. It is against the law to copy the software on any medium, or to enable any software options, except as specifically permitted under the license agreement. In addition, no part of this manual may be copied or transmitted in any form or by any means without the prior written permission of Triad.

From time to time, Triad makes changes to its software products. Therefore, information in this manual is subject to change and the illustrations and screens which appear in the manual may differ somewhat from the version of the software provided to you.

Created by
Learning Products Development

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Using This Workbook

Overview

This chapter presents the following information.

The purpose of this workbook—page 6

How this workbook is organized—page 6

Conventions used in this workbook—page 6

Using the Training Mode—page 7

Using online help—page 9
The Purpose of This Workbook

The purpose of the workbook is to get you started with the Accounts Receivable and Sales Passoff feature of your Triad system. We have created a series of exercises that walk you through the procedures, and we have provided some tips along the way.

The workbook does not contain all the information about each function and report, and therefore does not replace the other manuals you received.

When you have completed this workbook, you will have the basic information you need to use the Accounts Receivable and Sales Passoff feature on your Triad system. The workbook is purposely short on detail to get you up and running faster.

How This Workbook is Organized

This workbook includes the following sections:

- Using This Workbook—describes the workbook, its structure, and how to get in and out of the Training Mode.
- Setting Up Accounts Receivable and Sales Passoff—explains how to set up your Eagle system so you can use Accounts Receivable and Sales Passoff.
- Passing Off A/R and Sales to G/L—explains how to pass off accounts receivable and sales information to General Ledger.

Conventions Used in This Workbook

The following style conventions should help you use the workbook more effectively.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entries</td>
<td>Actual entries you type at the terminal keyboard appear in boldface type. For example, type <strong>MOI</strong>.</td>
</tr>
<tr>
<td>Keys</td>
<td>The keys you press to perform a function at the terminal appear in boldface type inside angle brackets. For example, press <code>&lt;Enter&gt;</code>.</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>The arrow keys you press to move the cursor appear as triangles. They look exactly like the arrow keys on the keyboard. For example, <code>&lt;▼&gt;</code> is the down arrow.</td>
</tr>
</tbody>
</table>
Using the Training Mode

It is important that you complete the exercises while in the Training Mode. If you are not in the Training Mode, you risk changing or losing permanent information that may be set up in the Live Mode.

Live Mode data is the real information on your Triad system, such as customer names, customer balances, inventory numbers, sales histories, and purchase orders.

Entering the Training Mode

To enter the Training Mode do the following:

1. At the login prompt, type TRAIN.
2. Press <Enter>.
3. Enter your name and password on the Signon Screen.

If you do not know what name and password to use, check with your manager or the person who manages your Triad system at your store.

---

### Convention Description

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messages</td>
<td>The messages and prompts you receive from the Triad system are presented in special type. For example: THIS RECORD HAS BEEN ADDED.</td>
</tr>
<tr>
<td>Exercises</td>
<td>You will practice procedures using the Training Mode. Each exercise begins with this symbol: ✦</td>
</tr>
<tr>
<td>Notes</td>
<td>A note contains special information. For example, a note may tell you to skip an exercise if you do not have a certain software package. Each note begins with this symbol: ☑</td>
</tr>
<tr>
<td>Important Information</td>
<td>Important information describes the consequences of completing or not completing a procedure. For example, if you delete a customer, you also delete its sales history. Important information begins with this symbol: ☁</td>
</tr>
<tr>
<td>Footer</td>
<td>At the bottom of every page is a footer. Use this as a guide when looking up information. Look at the bottom of this page to see an example of a footer.</td>
</tr>
</tbody>
</table>
A screen will display asking if you want to initialize the training files. You have two options:

1. Type **YES** to initialize.
2. Press `<Enter>` to ignore.

Type **YES** if you want to initialize the Training Mode. Initializing will erase any work that you may have done in the Training Mode. It will refresh the information in the Training Mode back to the original data needed to complete the workbook.

For example, you would type **YES** if you have completed the workbook and now one of your co-workers is about to start the workbook exercises.

Press `<Enter>` if you do not want to initialize the Training Mode. Ignore initialization if you do not want to erase any of the work you may have done in the Training Mode.

For example, you would ignore initialization if you were in the middle of a chapter and had to exit the Training Mode to go to the Live Mode. Then, when you enter the Training Mode to complete the chapter, you would not want to erase any work you have done so far, so you would ignore initialization.

Then you will see a screen that looks like this:

You will see this banner at the top of the screen:

**APPLICATION TRAINING MODE**

If you do not see that banner, follow the preceding steps for entering the Training Mode.
Exiting the Training Mode

To exit the Training Mode and return to the Live Mode, do the following:

1. At the Main Menu, type **QUIT**.
2. Press **<Enter>**.
3. At the login prompt, type **M**.
4. Press **<Enter>**.

Using Online Help

At times, you may be directed to online help for more information about a screen or field. To access online help from any screen, press **<Shift><Help>**. To access online help from the Main Menu, type **HELP** and press **<Enter>**.
Setting Up

Overview

This chapter presents the following information.

Introduction—page 12
About the Training Mode—page 12
Overview of Accounts Receivable and Sales Passoff—page 15
Setting up G/L accounts—page 15
Setting up G/L accounts for sales tax codes—page 16
Setting up G/L accounts for departments—page 17
Passoff rules for departments—page 19
Setting up default accounts—page 19
What you should do now—page 22
Introduction

This section presents the setup procedures that must be done before you can start using Accounts Receivable and Sales Passoff. You will complete a set of exercises that provide an overview of how to prepare your Triad system.

You will do the following:

- Review the G/L accounts in Function GCMU.
- Review the G/L accounts for sales tax codes in Function MTX.
- Review the departmental distributions in Function MDE.
- Review the G/L accounts in Function MCT.

When you complete the exercises, you will be able to set up all of the supporting information that needs to be in place before you can start using Accounts Receivable and Sales Passoff.

About the Training Mode

It is important that you complete the exercises while in the Training Mode. If you are not in the Training Mode, you risk changing or losing permanent information that may be set up in the Live Mode.

Live Mode data is the real information on your Triad system, such as customer names, customer balances, inventory numbers, sales histories, and purchase orders.

❖ Entering the Training Mode

To enter the Training Mode, do the following:

1. At the login prompt, type TRAIN.
2. Press <Enter>.
3. Enter your name and password on the Signon Screen.
4. Type YES to initialize the Training Mode.

This workbook uses information from the Accounts Receivable Workbook. Therefore, type YES to ensure that the exercises work correctly.

 관한 If you are returning to the training mode and want to continue where you left off, do not type YES. Instead, press <Enter>. 

12 Introduction
Overview of Accounts Receivable and Sales Passoff

The illustration that follows shows how transactions that you enter become G/L entries. You can enter transactions in the following ways:

- POS
- CPOS
- Function MOI (Open Item File Maintenance)
- Function ROA (Receipts On Account)
- Function TRAN (Create Transfer)
Run Report RDJ with Options F and Z at the same time. This ensures that all POS and backoffice transactions are included. (This illustration presents the options separately to show the order in which the system processes the information.)
Setting Up G/L Accounts

Use Function GCMU (Chart of Accounts Maintenance) to add G/L accounts to your main chart of accounts. Every account and sub-account that you use for A/R and Sales Passoff must exist in Function GCMU. If any G/L accounts are missing, the system can’t pass off to them.

❖ Printing the Fourth Screen of Function MCT

In this exercise, you will print the fourth screen of Function MCT. This screen lists all of the G/L accounts that must exist in Function GCMU. Later, in the next exercise, you will use this printout to display some of the accounts.

1. At any menu, type MCT and press <Enter>.

   The A/R Control File Maintenance (MCT) Screen displays.

2. Press <Home>. Then type 4 and press <Enter>.

   Screen 4 displays. Your screen looks like this:

   ![Print Screen](image)

3. Press <Print> to print the screen on the printer.
4. Take the printout off the printer and save it.
5. Press <End> to exit the screen.

   ❖ You will learn more about this screen later in this chapter.

❖ Looking at G/L Accounts

In this exercise, you will use the printout from the previous exercise to display some of the G/L accounts for store 1. Triad added all of the accounts for you in the Training Mode. At this time, do not make any changes to them.

1. At any menu, type GCMU and press <Enter>.

   The Chart of Accounts Maintenance Menu displays.
2. Type <2> and press <Enter> to display accounts.

3. At Account, type 3775 and press <Enter> twice.
   The information for Postage Paid Out displays.

4. Look at the printout of Function MCT, Screen 4. (You printed this in the previous exercise.) Notice that account 3775-000 is Paid Out 2. Any paid out transactions for paid out reason #2 are passed to account 3775-000.

5. At Item Number To Change?, press <Enter> five times.
   The screen clears and your cursor is at Account.

6. At Account, type 5000 and press <Enter> twice.
   The information for Sales displays.
   On the printout of Function MCT, Screen 4, notice that the account for Taxable Merchandise Sales and Taxable Non Merchandise Sales is 5000-000.
   Refer to the tabbed section, Functions, if you need more information about this screen.

7. At Item Number To Change?, press <Enter> five times.

8. Press <End> twice to return to the Main Menu.

Setting Up G/L Accounts for Sales Tax Codes

Use Function MTX (Tax Code Maintenance) to assign G/L accounts to your sales tax codes. When you create a transaction, the system uses the G/L account in Function MTX to determine to which sales tax account to post sales tax information.

Looking at G/L Accounts for Sales Tax Codes

In this exercise, you will display the G/L account for a sales tax code.

1. At any menu, type MTX and press <Enter>.
   The Tax Code Maintenance (MTX) Screen displays.
   This screen is already set up for you in the Training Mode. At this time, do not make any changes to the fields on the screen.

2. At Tax Code, type 1 and press <Display>.
   The information for tax code 1 displays.

3. Look at the G/L Acct field.
   When you create a transaction for a customer who has this tax code, the system passes off the sales tax amount to account 2625-000.
Setting Up G/L Accounts for Departments

Use Function MDE (Modify Department File) to specify which account or sub-account to pass off departmental distributions. The system uses the account or sub-account to split up and pass off G/L distributions by department.

- If you specify an account, the system passes information to that G/L account.
- If you specify a sub-account, the system uses the Sales, Credits, and Trade Discount fields in Function MCT, Screen 4 to determine the main G/L account to distribute to.

Looking at Departmental Distributions

In this exercise, you will display a department with G/L accounts, and a department with a POS sub-account. If you need more information about the screens mentioned in this exercise, use online help.

1. At any menu, type MDE and press <Enter>.
   The Modify Department File (MDE) Screen displays.

2. At Department, type 2 and press <Display>.
   The information for department 2 displays.

3. Look at the POS Sub Acct No field.
   If there are no accounts on Screen A (Accounts Screen), the system uses this field to split up general ledger distributions by department. It uses the account in Function MCT, Screen 4 to determine the main general ledger account to distribute to.

4. Press <Next Screen> twice.
   Screen A (Accounts Screen) displays. Notice that there are no accounts for this department.

5. Look at the Inventory field on the printout of Function MCT, Screen 4. Notice that the account number is 1300-000. Since the POS sub-account for department 2 is 002, the system distributes inventory information for department 2 to account number 1300-002.

6. At your terminal, press <Next Screen>, type 1, and press <Display>.
   The information for department 1 displays.
   Notice that there is no account in the POS Sub Acct No field.
7. Press <Next Screen> twice.

Screen A (Accounts Screen) displays. Notice that the account for Inventory is 1300-001. Since there is no POS sub-account number, and there is an Inventory account on Screen A, the system distributes inventory information for department 1 to 1300-001.

The examples in this exercise use the sub-account to identify the department (for example, 1300-001 is the Inventory account for department 1, 1300-002 is the Inventory account for department 2, and so on). However, you can identify departments by using the full account number.

**For example,** in your business, the default Inventory account in Function MCT, Screen 4 is 1300-000. For department 1, the sub-account is 001, and there are no accounts in Function MDE, Screen A. For department 2, the Inventory account in Function MDE, Screen A is 1900-000. Inventory information for department 1 is passed to account 1300-001. Inventory information for department 2 is passed to account 1900-000.

8. Press <Next Screen>.

9. At Department, type LA and press <Display>.

The information for the Labor department displays.

Notice that there is no account in the POS Sub Acct No field.

10. Press <Next Screen> twice.

Screen A (Accounts Screen) displays. Notice that there are no accounts for this department.

11. Look at the fields on the printout of Function MCT, Screen 4. Since there is no sub-account for department LA, and there are no accounts for it on Screen A, the system distributes sales and accounts receivable information for department LA to the default account numbers on this screen (5200-000).

12. Press <End> to return to the Main Menu.
### Passoff Rules for Departments

The previous exercise illustrates the different ways that the system passes departmental information to G/L based on how you fill in the following:

- POS Sub Acct No (Function MDE, Screen C)
- Function MDE, Screen A
- Function MCT, Screen 4

The table that follows is a summary of the rules.

<table>
<thead>
<tr>
<th>If account in MDE (A) is</th>
<th>And POS Sub Acct No field is</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not blank</td>
<td>Blank or not blank</td>
<td>The system uses the account in Function MDE, Screen A, to pass the information to G/L.</td>
</tr>
<tr>
<td>Blank</td>
<td>Blank</td>
<td>The system uses the account in Function MCT, Screen 4, to pass the information for this department to G/L.</td>
</tr>
<tr>
<td>Blank</td>
<td>Not blank</td>
<td>The system uses the sub-account to split up and pass off G/L distributions by department. It uses the Sales, Credits, and Trade Discount fields in Function MCT, Screen 4, to determine the main G/L account to distribute to.</td>
</tr>
</tbody>
</table>

### Setting Up Default Accounts

Use Function MCT (A/R Control File Maintenance), Screen 4, to add default G/L accounts for departmental passoff. When you create a transaction, the system uses the G/L accounts in Function MCT to determine to which A/R and sales accounts to post.

#### Looking at the Default Accounts

In this exercise, you will display the G/L accounts in Function MCT.

1. At any menu, type **MCT** and press <Enter>.
   - The A/R Control File Maintenance (MCT) Screen displays.
2. Press <Next Screen> three times.
Screen 4 displays. Your screen looks like this:

<table>
<thead>
<tr>
<th>Passoff Method</th>
<th>A/R Acct</th>
<th>Discounts</th>
<th>Inventory</th>
<th>Transfer</th>
<th>Returns</th>
<th>Gross A/R</th>
<th>Sales Tax</th>
<th>Sales</th>
<th>Sales Tax Refund</th>
<th>Depreciation</th>
<th>Merchandise</th>
<th>Non-Merchandise</th>
<th>Merchandise Inv</th>
<th>Non-Merchandise Inv</th>
<th>Merchandise Accrual</th>
<th>Non-Merchandise Accrual</th>
<th>Sales</th>
<th>Sales Refund</th>
<th>Trade Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>1200-000</td>
<td>1225-000</td>
<td>1300-000</td>
<td>1320-000</td>
<td>5900-000</td>
<td>5910-000</td>
<td>5920-000</td>
<td>5930-000</td>
<td>5940-000</td>
<td>5950-000</td>
<td>5960-000</td>
<td>5970-000</td>
<td>5980-000</td>
<td>5990-000</td>
<td>6000-000</td>
<td>6010-000</td>
<td>6020-000</td>
<td>6030-000</td>
<td>6040-000</td>
</tr>
</tbody>
</table>

This screen is already set up for you in the Training Mode. At this time, do not make any changes to the fields on the screen.

3. Look at the Passoff Method field.

The D means that the system passes off accounts receivable and sales information to G/L by department. The table in the previous section, Departmental Passoff Rules, describes the method in more detail.

If this field is R, the system passes off accounts receivable and sales information to G/L, but not by department. It passes information to the accounts in Function MCT, Screen 1.

4. Look at the A/R Acct field.

When you create transactions that include charge customers, the system distributes the A/R portion of the transaction to account 1200-000.

For example, you create an invoice for customer #5555. When you run Report RDJ with Options FZ, the system debits account 1200-000.

If you need more information about this screen, use online help.

5. Press <End> to return to the Main Menu.
Reviewing This Chapter

Now review what you have learned. A quiz follows to help you review what you have learned and identify any areas where you need more practice.

Once you complete the quiz and review your answers, continue with the next chapter, Passing Off A/R and Sales to G/L.

Setting Up A/R and Sales Passoff Quiz

On a separate piece of paper, write your answers to these questions. Check your answers against those at the end of the chapter.

1. Which function do you use to assign a POS sub-account to a department?

2. Which function do you use to assign a G/L account to a tax code?

3. Which function do you use to assign G/L accounts to a department?

4. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is 1334-300.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To which account does the system pass inventory information for this department?

5. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is blank.
   - The POS Sub Acct No field in Function MDE, Screen C, is blank.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To which account does the system pass inventory information?

6. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is blank.
   - The POS Sub Acct No field in Function MDE, Screen C, is 003.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.
To which account does the system pass inventory information?

7. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is 1350-000.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.
   To which account does the system pass inventory information for this department?

8. What is the difference between Passoff Method D and R?

What You Should Do Now

Congratulations! You have now completed the exercises for Setting Up A/R and Sales Passoff.

Now that you have completed the exercises in the Training Mode and reviewed your work with the quiz, you are ready to proceed to the next chapter, Passing Off A/R and Sales to G/L.

 Exiting Training Mode

When you have finished working in the Training Mode, and need to return to the Live Mode, do the following:

1. At the Main Menu, type QUIT.
2. Press <Enter>.
3. At the login prompt, type M.
4. Press <Enter>.

The following checklist is an overview of the steps to help you complete the procedures in the Live Mode. Complete the items in the order they are presented.

Remember to refer to online help and the General Ledger Workbook if you have questions. Once you exit the Training Mode, you can always return to it at any time if you want to practice or review a function or report.

 Steps for Setting Up A/R and Sales Passoff

Do the following:

1. In Function GCMU, add the G/L accounts from Function MCT, Screen 4. If you will use separate tax accounts, sub-accounts, or departmental accounts, be sure to add the account from Function MTX and MDE.
2. If you will use separate tax accounts, then set up the G/L accounts in Function MTX.

3. If you will use sub-accounts or separate accounts for each department, then set up the G/L accounts in Function MDE.

4. If the Passoff Method is currently R, do the following to change it to D:
   - In Function SSM (Start/Stop System Managers), stop the File Update Manager.
   - Run Report RDJ (Daily Journal Report), Option F to finalize all transactions.
   - In Function MCT, Screen 1, change the Automated Pass-off to General Ledger? field to Y.
   - In Function MCT, Screen 4, change the Passoff Method field to D and add the default G/L accounts.
   - In Function SSM, start the File Update Manager.

5. In Function GLMU (Financial Statement Layout Maintenance), add the new accounts to the balance sheet(s) and income statement(s).
   For more information about adding accounts to the balance sheet and income statement, see the tabbed sections, Setting Up Financial Statements and Functions.

   - If you already have Report RDJ in your end-of-day queue, be sure to delete it when you add the new report.
Answers for Setting Up A/R and Sales Passoff Quiz

1. What function and screen do you use to assign a POS sub-account to a department?
   
   MDE, Screen C

2. What function do you use to assign a G/L account to a tax code?
   
   MTX

3. What function and screen do you use to assign G/L accounts to a department?
   
   MDE, Screen A

4. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is 1334-300.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To what account does the system pass inventory information for this department?
   1334-300

5. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is blank.
   - The POS Sub Acct No field in Function MDE, Screen C, is blank.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To which account does the system pass inventory information?
   1334-000

6. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is blank.
   - The POS Sub Acct No field in Function MDE, Screen C, is 003.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To which account does the system pass inventory information?
   1334-003
7. Your system is set up as follows:
   - The Inventory account in Function MDE, Screen A, is 1350-000.
   - The Inventory account in Function MCT, Screen 4, is 1334-000.

   To which account does the system pass inventory information for this department?
   1350-000

8. What is the difference between Passoff Method D and R?
   - Method D passes sales to G/L by department.
   - Method R passes sales to G/L, but not by department.
Passing Off A/R and Sales to G/L

Overview

This chapter presents the following information.

Entering the Training Mode—page 28

Passing off A/R and sales to G/L—page 29

Reviewing G/L entries—page 33

Reviewing this chapter—page 34

What you should do now—page 35
Introduction

This chapter presents the exercises to help you learn how to pass off A/R and sales information to General Ledger. You will do the following:

- Pass off A/R and sales information and distribute sales, credits, and trade discounts by department.

About the Training Mode

It is important that you complete the exercises while in the Training Mode. If you are not in the Training Mode, you risk changing or losing permanent information that may be set up in the Live Mode.

Live Mode data is the real information on your Triad system, such as customer names, customer balances, inventory numbers, sales histories, and purchase orders.

Entering the Training Mode

To enter the Training Mode, do the following:

1. At the login prompt, type TRAIN.
2. Press <Enter>.
3. Enter your name and password on the Signon Screen.
4. Type YES to initialize the Training Mode or press <Enter> to ignore initialization.

Your screen looks like this:

You will see this banner at the top of the screen:

APPLICATION TRAINING MODE.
Passing Off A/R and Sales to General Ledger

Use Report RDJ (Daily Journal Report), Options FZ to finalize transactions and pass off A/R and sales information to General Ledger. All transactions, regardless of how you created them, are included in this report.

💡 In the Live Mode, you will probably want to add Report RDJ, Options FZ to your end-of-day queue. This ensures that information is passed off to General Ledger every day.

❖ Passing Off A/R and Sales Information

In this exercise, you will use Report RDJ to finalize transactions and pass off information to General Ledger. POS and backoffice transactions are already added for you in the Training Mode. At this time, do not make any changes to the transactions.

1. At any menu, type RDJ and press <Enter>.


2. At Options, type FZ.

Option F finalizes the backoffice transactions (those you added in Function MOI—Open Item File Maintenance, Function ROA—Receipts On Account, and Function TRAN —Transfer).

Option Z creates the G/L entries in Function GGMU (General Journal Trx Processing).

Your screen looks like this:

3. Press <Run> to print your report on the printer.

4. Take the report off the printer.

5. Look at the report. It is divided into the following sections:
   - Prepage—This is the first page of the report, and includes basic information (for example, the time you ran the report, the options you used, and so on).
Transaction Detail—This lists each transaction and includes information about the transaction number, customer, taxable and non-taxable amounts, and so on. If you run this report for more than one store, this section prints for each store.

Store Totals—This breaks down the G/L account activity by invoices, credit memos, payments, finance charges, and net change to the accounts. If you run this report for more than one store, this section prints after each store’s Transaction Detail section. If you use Option Y (Suppress Department Totals), this section does not print.

Departmental Passoff Totals—This describes the G/L account numbers and amounts that the system passed off to G/L (Function GGMU). This section prints for each store.

6. Look at page 5 of the report. It should look like this:

<table>
<thead>
<tr>
<th>DEPARTMENTAL PASSOFF TOTALS</th>
<th>PAGE: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>STORE:</td>
<td>ACCOUNT NAME</td>
</tr>
<tr>
<td>DEPARTMENT: EACH OFFICE</td>
<td></td>
</tr>
<tr>
<td>INVENTORY</td>
<td>1200-000</td>
</tr>
<tr>
<td>C00S</td>
<td>5000-000</td>
</tr>
<tr>
<td>TAXABLE MERCHANDISE</td>
<td>2000-000</td>
</tr>
<tr>
<td>TAXABLE NON-MERCH</td>
<td>5000-000</td>
</tr>
<tr>
<td>TAXABLE LABOR</td>
<td>2000-000</td>
</tr>
<tr>
<td>TAXABLE FREIGHT</td>
<td>5000-000</td>
</tr>
<tr>
<td>NON-TAX MERCHANDISE</td>
<td>5000-000</td>
</tr>
<tr>
<td>NON-TAX NON-MERCH</td>
<td>5100-000</td>
</tr>
<tr>
<td>NON TAxABLE LABOR</td>
<td>5200-000</td>
</tr>
<tr>
<td>TAXABLE FREIGHT TO</td>
<td>3000-000</td>
</tr>
<tr>
<td>TAXABLE NON-MERCH TO</td>
<td>5000-000</td>
</tr>
<tr>
<td>TAXABLE LABOR TO</td>
<td>5300-000</td>
</tr>
<tr>
<td>TAXABLE FREIGHT TO</td>
<td>5300-000</td>
</tr>
<tr>
<td>NON TAxABLE LABOR NET</td>
<td>5500-000</td>
</tr>
<tr>
<td>TRA NSMEMCH FRT NET</td>
<td>1099.00</td>
</tr>
<tr>
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</tr>
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</tr>
<tr>
<td>TRA NSMEMCH NET</td>
<td>0.00</td>
</tr>
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</table>

DEPARTMENT: 01

| INVENTORY                  | 1200-001  | 30.21   |      |      |
| C00S                       | 5000-001  | 30.31   |      |      |
| TAXABLE MERCHANDISE        | 2000-001  | 3.10    |      |      |
| TAXABLE NON-MERCH          | 2000-001  | 0.00    |      |      |
| TAXABLE LABOR              | 2000-001  | 0.00    |      |      |
| TAXABLE FREIGHT            | 2000-001  | 0.00    |      |      |
| NON-TAX MERCHANDISE        | 5100-001  | 51.64   |      |      |
| NON-TAX NON-MERCH          | 5100-001  | 0.00    |      |      |
| NON TAxABLE LABOR          | 5200-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5200-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
| NON TAxABLE LABOR NET     | 5300-001  | 0.00    |      |      |
A summary of the G/L account activity prints for each department.

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<td>NON TAX FREIGHT NET</td>
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<tr>
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<td>CREDIT</td>
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<tr>
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<tr>
<td>NON-TAX NON-MERCHandise</td>
<td>0.00</td>
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<td></td>
</tr>
<tr>
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<td>0.00</td>
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<tr>
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<td>5300-000</td>
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</table>
8. Look at page 7 of your report. It should look like this:

<table>
<thead>
<tr>
<th>DEPARTMENTAL PASSOFF TOTALS</th>
<th>PAGE: 7</th>
</tr>
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<tbody>
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</tr>
<tr>
<td>NON-TX TRANSPORT F</td>
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<tr>
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</tr>
<tr>
<td>SALES RETURNS</td>
<td>5400-000</td>
</tr>
</tbody>
</table>

This is the G/L account number from Function MTX.

If you also use Option Y, only the Store Totals section prints.

9. Look at the last page of your report. It should look like this:

<table>
<thead>
<tr>
<th>DEPARTMENTAL PASSOFF TOTALS</th>
<th>PAGE: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>STORE: 1</td>
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<td>ACCOUNT NAME</td>
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<td>---------------</td>
<td>---------</td>
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<tr>
<td>1</td>
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<tr>
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<td>PAYD OUT 1</td>
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<tr>
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</table>

Refer to your Reports Manual if you need more information about this report.
10. Press <End> to return to the Main Menu.

Reviewing G/L Entries

Once you run Report RDJ, Options FZ to finalize the transactions and create the G/L entries, you can change, print, and post the transactions, just like you do with transactions you enter in Function GGMU.

Displaying G/L Entries

In this exercise, you will use Function GGMU to display some of the entries created by Report RDJ, Options FZ.

1. At any menu, type GGMU and press <Enter>.
   The General Journal Trx Processing Menu displays.

2. Type 2 and press <Enter>.
   The prompt, PLEASE ENTER USER CODE, displays.

3. Type RDJZ and press <Clear Field>.
   You must enter RDJZ because the “user” that created the entry you’re looking for is RDJZ (Report RDJ, Option Z).

4. Press <Enter>.
   The General Journal Trx Processing—Change/Inquire Screen displays.

5. At Account No, type 1100 and press <Enter> twice.

6. Press <Next>.
   The first transaction for account 1100-000 displays.

   Your screen looks like this:

   ![General Journal Transaction Screen](image)
7. At Right Trx?, type Y and press <Enter>.
8. Look at the Source field. The letters RDJZ mean that Report RDJ, Option Z created this transaction.
9. Look at the Reference field. The words Automatic Passoff From A/R also describe how this transaction was created.
10. Look at the Store Totals section of the Daily Journal Report that you printed. Notice that the debit to Cash is the same amount as the debit to Cash on the screen.
11. At Item Number To Change?, press <Enter>.
12. Repeat steps 5 through 11 for account 1200-000.
13. At Account, type 1300 and press <Enter>. Then type 001 and press <Enter>.

   The first transaction for account 1300-001 displays.
15. Look at the Department: Backoffice section on page 5 of the Daily Journal Report. Notice that the credit amount for account 1300-001 matches the credit on the screen.
16. At Item Number To Change?, press <Enter>.
17. Repeat steps 13 through 16 for account 5000-001.

   The matching entry is in the Department: 01 section on page 6 of the Daily Journal Report. (Look for the Taxable Merch Net amount.)
18. Press <End> twice to return to the Main Menu.

Reviewing This Chapter

Now review what you have learned. A quiz follows to help you review what you have learned and identify any areas in which you need more practice.

Once you complete the quiz and review your answers, you are finished with this workbook.

Passing Off A/R and Sales Information to G/L Quiz

On a separate piece of paper, write your answers to these questions. Check your answers against those at the end of the chapter.

1. Which report and options do you use to pass A/R and sales information to G/L?
2. If you don’t want to print the passoff detail by department, which option should you use?

3. Which section of Report RDJ is passed to G/L?

4. Which function do you use to review/edit transactions passed off from Report RDJ?

What You Should Do Now

Congratulations! You have now completed the exercises for Passing Off A/R and Sales to G/L.

Now that you have completed the exercises in the Training Mode and reviewed your work with the quiz, you are ready to set up and begin using A/R and Sales Passoff in the Live Mode.

Exiting Training Mode

When you have finished working in the Training Mode, and need to return to the Live Mode, do the following:

1. At the Main Menu, type QUIT.
2. Press <Enter>.
3. At the login prompt, type M.
4. Press <Enter>.

The following checklist is an overview of the steps to help you complete the procedures in the Live Mode. Complete the items in the order they are presented.

Remember to refer to online help and the General Ledger Workbook if you have questions. Once you exit the Training Mode, you can always return to it at any time if you want to practice or review a function or report.

Steps for Passing Off A/R and Sales to G/L

Do the following:

1. Set up (or change) Report RDJ in your daily queue with options FZ. (If you don’t want to print department detail, you may also want to use Option Y.)

2. After you run Report RDJ with Options FZ, review and, if necessary, adjust the transactions in Function GGMU (just like you do with transactions you enter in Function GGMU).
Answers for Passing A/R and Sales to G/L Quiz

1. Which report and options do you use to pass A/R and sales information to G/L?
   
   *RDJ, Options FZ*

2. If you don’t want to print the passoff detail by department, which option should you use?
   
   *Y*

3. Which section of Report RDJ is passed to G/L?
   
   *Store Totals*

4. Which function do you use to review/edit transactions passed off from Report RDJ?
   
   *GGMU, Option 2*
Setting Up Recurring Transactions

Big Picture 7 - 1

GSJU—Recurring Journal Transaction Processing 7 - 3
   Steps 2, 3, 4, and 5—Setting Up Recurring Transactions 7-3

Lab Exercise 7 - 7
   Steps 2, 3, 4, and 5—Setting Up Recurring Transactions 7-7
You can have two types of recurring transactions. They are:

- permanent
- variable

A permanent recurring transaction is an entry to an account for the same amount every period. A variable recurring transaction is an entry to an account for a different amount every period.

Setting up recurring transactions is optional. Using recurring transactions will save you time, because you do not have to enter the same transactions every month.
Steps 2, 3, 4, and 5 — Setting Up Recurring Transactions

Once you set up recurring transactions, you must post them every period. At the bottom of the screen in Function GSJU, you will see a running balance. The system keeps track of all recurring transactions entered so that you can quickly see any out-of-balance conditions.

You can post only to the current period and to the next period for accrual reversals. Accrual reversals are recurring transactions that automatically reverse the next period. To set up accrual reversals, do the following:

- Enter Accrue in the Source Description field.
- Enter Y in the Reverse Next Period field.

You can also use the following features:

- automatic distributions
- automatic offset to reverse the debit or credit (counter balance)

For more information about the above features, see the tabbed section Functions, page GSJU-1.

At any menu, type **GSJU** and press **<Enter>**. The Recurring Journal Transaction Processing Submenu appears:

1. ADD TRANSACTIONS
2. CHANGE/INQUIRE TRANSACTIONS
3. DELETE TRANSACTIONS
4. PRINT TRANSACTION EDIT LIST
5. POST TRANSACTIONS TO GENERAL LEDGER TRX FILE
Here is a sample of the Recurring Journal Transaction Processing Screen.

```
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Trx Type</td>
<td>P or V</td>
</tr>
<tr>
<td>2. Account No</td>
<td>A/N</td>
</tr>
<tr>
<td>3. Amount</td>
<td>Debit or Credit</td>
</tr>
<tr>
<td>4. Source</td>
<td>A/N</td>
</tr>
<tr>
<td>5. Reference</td>
<td>A/N</td>
</tr>
<tr>
<td>6. Reverse Next Period?</td>
<td>Y or N</td>
</tr>
<tr>
<td>7. Auto Distribute?</td>
<td>Y or N</td>
</tr>
<tr>
<td>8. Counter Balance?</td>
<td>Y or N</td>
</tr>
</tbody>
</table>
```

Field Names

1. Trx Type

2. Account No

3. Amount
   - Debit
   - Credit

4. Source

5. Reference

6. Reverse Next Period?
7. Auto Distribute? ________________________________

8. Counter Balance? ________________________________
Steps 2, 3, 4, and 6 — Setting Up Recurring Transactions

For this lab, enter the following information:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Trx Type</th>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006-000</td>
<td>Checking Account</td>
<td>P</td>
<td>500 (debit)</td>
<td>Rental</td>
</tr>
<tr>
<td>4010-000</td>
<td>Other Income</td>
<td>P</td>
<td>500 (credit)</td>
<td>Rental</td>
</tr>
<tr>
<td>1031-000</td>
<td>Depreciation Allow-Del Truck</td>
<td>V</td>
<td>253.12 (credit)</td>
<td>Deprec</td>
</tr>
<tr>
<td>1032-000</td>
<td>Depreciation Allow-Equipment</td>
<td>V</td>
<td>36.51 (credit)</td>
<td>Deprec</td>
</tr>
<tr>
<td>5030-000</td>
<td>Depreciation Expense</td>
<td>V</td>
<td>253.12</td>
<td>Deprec</td>
</tr>
<tr>
<td>5030-000</td>
<td>Depreciation Expense</td>
<td>V</td>
<td>36.51</td>
<td>Deprec</td>
</tr>
</tbody>
</table>

After entering the above information, print and review the edit list. You should make sure the debits equal the credits, making any necessary corrections.
End-of-Month

Big Picture 8-1

GSJU—Recurring Journal Transaction Processing 8-3

Steps 1, 2, 3, 4, and 5—Posting Recurring Transactions 8-3

GSMU—Select and Print Financial Statements 8-5

Steps 6, 7, 8, and 9—Specifying and Printing Financial Statements and Trial Balance Report 8-5

GCMP—Compress General Ledger Transaction File 8-7

Steps 10 and 11—Consolidating Details into One Balance 8-7
Lab Exercise 8-9

Steps 1, 2, 3, 4, and 5—Posting Recurring Transactions 8-9
Steps 6, 7, 8, and 9—Specifying and Printing Financial Statements 8-9
Steps 10 and 11—Consolidating Details into One Balance 8-9

Checklist 8-11

End-of-Month Troubleshooting 8-13

Out-of-Balance? 8-13
End-of-Month

Big Picture

If you have set up any variable recurring transactions, you need to change those amounts and post all variable and permanent recurring transactions.

If you have posted transactions throughout the month, you are ready to specify and print financial statements. You may want to print Report RGTR (Trial Balance Report) to make sure you are in balance, and make any necessary adjustments.

The last step in the end-of-month procedure is consolidating details into one balance so that you conserve space on your disk (Optional). You must also change Period 14 to the next period.
Steps 1, 2, 3, 4, and 5 — Posting Recurring Transactions

If you have recurring transactions set up, you have to do the following:

- Change variable amounts.
- Print the edit list.
- Make corrections, if necessary.
- Post those transactions to General Ledger.

If you don’t post recurring transactions every month, the information will not be included in your financial statements.

At any menu, type **GSJU** and press <Enter>. The Recurring Journal Transaction Processing Submenu appears. From this menu, select Option 5 to post recurring transactions.
Steps 6, 7, 8 and 9 — Specifying and Printing Financial Statements and Trial Balance Report

After you change any variable recurring transactions, post all recurring transactions, and you are in balance; print your financial statements.

Depending on how you set up your chart of accounts and financial statement layouts, you may need to:

- specify which financial statements to print (the Print Next Run? field)

  and/or

- specify what information to print on the statements

Use Function GSMU (Select and Print Financial Statements), Option 1 to specify the above information.

At any menu, type GSMU and press <Enter>. The Select and Print Financial Statements Submenu appears:

1. STATEMENT SPECIFICATIONS MAINTENANCE
2. PRINT FINANCIAL STATEMENTS

IMPORTANT
BEFORE PRINTING FINANCIAL STATEMENTS

Check the Current Period field in Function GRMU. It should display the period for which you are printing financial statements. You may want to print the Trial Balance Report before printing financial statements.

Have you specified which statements and what information should print with Option 1?
Here is a sample of the Print Financial Statements Screen. The dates you enter on this screen will print on the financial statements where you entered the layout code LEG (Legend).

Print Financial Statements

Please Enter

1. Starting Date  6N
2. Ending Date  6N
Steps 10 and 11 — Consolidating Details into One Balance

The last step in your end-of-month procedure is to consolidate transaction details into one balance (optional) and change Period 14. You should run Function GCMP and change Period 14 after printing financial statements for the last time in that period. Consolidating details may increase your system’s processing time, because you will be conserving disk space.

In Function GCMU, you entered a Compression Code for each account number. Depending on what compression code you entered, the system will consolidate transaction details based on a day, period, or specific date. For more information on Compression Codes, see the tabbed section Functions, page GCMU-1.

NOTE: If you entered P (Period) in Function GCMU, the system will enter the period ending date on all consolidated transactions.

The system deletes all source codes when consolidating transactions. Report RGRF (Source Cross Reference List) prints all transaction detail. If you want to print Report RGRF, you must run this report before running Function GCMP.

For more information on how the system consolidates details, see the tabbed section Functions, page GCMP-1.

At any menu, type GCMP and press <Enter>.
Here is a sample of the Compress General Ledger Trx File Screen.

Compress General Ledger Trx File

Please Enter Period Cut-Off Date  

N
Steps 1, 2, 3, 4, and 5 — Posting Recurring Transactions

For this lab, post the recurring transactions entered in Section 7.

Steps 6, 7, 8 and 9 — Specifying and Printing Financial Statements and Trial Balance Report

For this lab, print the financial statements you specified in Section 5 using today’s date and the Trial Balance Report. Review the information on the reports, and discuss any questions during class.

Steps 10 and 11 — Consolidating Details into One Balance

For this lab, run Function GCMP for the period for which you just printed financial statements. The date you enter must be the same as the period ending date set up in Function GRMU (Accounting Period Maintenance).

After running Function GCMP, change Period 14 to the next period in Function GRMU.
End-of-Month

- Change Variable Amounts for Recurring Transactions
  Function GSJU, Option 2

- Print Edit List of Recurring Transactions
  Function GSJU, Option 4

- Make Corrections
  Function GSJU, Options 2 or 3

- Post Recurring Transactions
  Function GSJU, Options 5

- Make Sure Current Period is Correct
  Function GRMU

- Specify What to Print on Financial Statements
  Function GSMU, Option 1

- Print Financial Statements
  Function GSMU, Option 2

- Change Period 14 to the Next Period
  Function GRMU
Out-of-Balance?

The diagram below shows you what to do when credits don't equal debits. In addition to this procedure, you can print the following optional reports:

- **RGWS (G/L Worksheet)** where you can write down adjusting entries to help you organize your information.
- **RGRF (Cross Reference Report)** prints transactions by source code so that you can keep a record of where information came from.

1. Print Trial Balance Report
   Report RGTR

2. Do credits equal debits?
   - Yes
   - No

3. Enter adjusting entries
   Function GGMU
   Option 1

4. Print edit list
   Function GGMU
   Option 4

5. Any mistakes?
   - No
   - Yes

6. Make Corrections
   Function GGMU
   Option 2
   Option 3

7. Post transactions
   Function GGMU
   Option 5
End-of-Year

Big Picture 9-1

GYEN—Year-End Procedure 9-3
  Steps 8 and 9—Closing the Year 9-3

Lab Exercise 9-5
  Steps 8 and 9—Closing the Year 9-5

Checklist 9-7
At the end of your fiscal year you will have to:

- enter and post adjustments
- print final financial statements
- enter net income or loss for the year
- run Function GYEN (Year-End Procedure)

You can post new year's transactions until you receive the adjustments from your accountant. Once you receive the adjustments, you should complete the end-of-year procedure.
Steps 8 and 9 — Closing the Year

When you run Function GYEN, the system will:

• roll the date table forward one year (Function GRMU)
• clear all transactions from the Transaction File
• create balance brought forward transactions for all balance sheet accounts
• move the ending amounts for each period of the current year to the prior year Comparative fields in Function GCMU
• zero out all revenue and expense accounts

If you changed the date table in Function GRMU to enter current period transactions, you will need to check this information before running Function GYEN. The following information should appear:

• All periods are for year you are closing.
• Period 13 is blank (unless using fiscal year with Default Period Code F—every four weeks).
• Period 14 is the last period of your year.

NOTE:  Any transactions with a date after the fiscal year from Function GRMU will not be affected by Function GYEN.

The only time you ever post an out-of-balance entry is at the end-of-year. As a final step, you will post an one-sided entry to your retained earnings account number. The system will warn you that the entry is out-of-balance, you should ignore this warning. The offsetting entry was entered by the system when it zeroed out the expense and revenue accounts.
When you are entering adjustments and net income or loss, you should:

- print the edit lists
- check your work
- reprint the edit list
- verify your entries before you post transactions to General Ledger

At any menu, type GYEN and press <Enter>. The following prompt appears:

THIS PROGRAM WILL ADVANCE YOUR ACCOUNTING PERIODS ONE YEAR AND CLEAR THE GENERAL LEDGER TRX FILE CREATING BALANCE FORWARD RECORDS FOR ALL BALANCE SHEET ACCOUNTS.

ARE YOU SURE YOU WANT TO RUN THIS PROGRAM?
Steps 8 and 9 — Closing the Year

Normally, you will have to wait for the adjustments from your accountant. While you are waiting, you can begin entering and posting transactions for the new year.
End-of-Year

- Print Trial Balance Report for Entire Year
  Report RGTR

- Enter and Post Adjustments from Accountant
  Function GGMU, Options 1, 2, 3, 4, and 5

- Print Final Financial Statements
  Function GSMU, Option 2

- Check Date Table
  Function GRMU

- Enter and Post Net Income or Loss
  Function GGMU, Options 1, 2, 3, 4, and 5

- Run End-of-Year Function GYEN
10

Questions You May Have

About Setting Up the Fiscal Year 10-1
About Setting Up Account Numbers 10-2
About Setting Up the Financial Statements 10-3
About Setting Up Recurring Transactions 10-5
About Processing Journal Transactions 10-6
About End-of-Month 10-8
About End-of-Year 10-9
**Questions You May Have**

**About Setting Up the Fiscal Year**

Below are common questions and answers about setting up the fiscal year. Use the blank lines to write questions and answers discussed during class.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I changed the date table in Function MDT. Can I still post transactions in General Ledger for the old year?</td>
<td>Yes. The General Ledger application uses the date table set up in Function GRMU <em>not</em> Function MDT.</td>
</tr>
<tr>
<td>Must period 14 reflect the period that I am currently entering transactions for?</td>
<td>Yes. If period 14 is March, and the transaction date is April, the system will display a warning message that transactions are not in the current period.</td>
</tr>
</tbody>
</table>
**About Setting Up Account Numbers**

Below are common questions and answers about setting up account numbers. Use the blank lines to write questions and answers discussed during class.

<table>
<thead>
<tr>
<th>Does every account number entered have to appear on financial statements?</th>
<th>No. They don’t have to all be entered in Function GLMU (Financial Statement Layout Maintenance). However, if amounts are posted to an account number, then it must appear on financial statements. If the account has a balance and is not set up in Function GLMU, the system will report it as an error on Report RGFV (Financial Statement Verification).</th>
</tr>
</thead>
</table>
About Setting Up the Financial Statements

Below are common questions and answers about setting up the financial statements. Use the blank lines to write questions and answers discussed during class.

**How can I show ratios on my financial statements?**

In Function GLMU, Menu Option 2, on the Profit and Loss or Supporting Schedule layout on which you want to print ratios:

- enter the code SR (Start Ratio) where you want the ratio calculation to begin (before the first account).
- enter the code ER (End Ratio) where you want the ratio calculation to end (after the last account).

In Function GLSM:
- enter Y in the field Print Ratios.

For example, you may want to see the expenses as the percentage of total income. In this example, you would:

- enter SR as a detail line before your first income account
- enter ER as a detail line immediately after the last income account on your layout

**An account balance is printing in the wrong column on the balance sheet. How do I fix it?**

In Function GLMU, Menu Option 2, on the Balance Sheet layout:

- find the sequence number of the subtotal or total (SUB1 through SUB9).
- enter the sequence number of that line at the prompt SEQUENCE NO TO CHANGE?
- enter N at the prompt CHANGE SEQUENCE NO?
- press <Enter> until you reach the field Print Column.
- enter the number of the column in which you want the balance to print.
- enter N at the prompt ANY CHANGE?

**How do I change layout codes?**

In Function GLMU, Menu Option 2:

- enter the layout number you want to change
- at ITEM NUMBER TO CHANGE, press <Enter>
• find the Sequence Number you want to change (press <Next Item> to display the next screen of information)

• AT CHANGE SEQUENCE NO?, press <Enter>

• the cursor moves to the code field, enter the correct information

How do I add layout codes?

In Function GLMU, Menu Option 2:

• enter the layout number you want to change

• at ITEM NUMBER TO CHANGE, press <Enter>

• at sequence number, enter the new sequence number to be inserted in the layout

• AT SEQUENCE NUMBER DOES NOT EXIST, DO YOU WANT TO ADD?, enter Y

• the cursor moves to the code field, enter the new layout code

A financial layout won't print. What should I do?

In Function GLSM:

• make sure a specification number has been assigned to the layout.

• make sure the field Print Next Run is Y.

• make sure transactions have been posted (zero balance statements won't print).

• make sure you are locked in to the correct store (if you are a multistore user).
### About Processing Journal Transactions

Below are common questions and answers about processing journal transactions. Use the blank lines to write questions and answers discussed during class.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where can I find detailed information about account activity?</td>
<td>Print Report RGTR (Trial Balance Report) or display Function GINQ (General Ledger Inquiry) unless you have consolidated detail in Function GCMP.</td>
</tr>
<tr>
<td>Does POS paidout activity automatically pass-off to General Ledger?</td>
<td>No. You must manually enter the paidout transaction from Report RDS.</td>
</tr>
<tr>
<td>Does the system automatically post Cost of Goods Sold?</td>
<td>No. You can manually post the transaction in Function GGMU from the Total Cost field on Report RDI.</td>
</tr>
<tr>
<td>Does the system automatically post over and shorts?</td>
<td>No. You must manually enter any over and shorts from Report RDS.</td>
</tr>
<tr>
<td>After posting, how can I change a transaction date?</td>
<td>In Function GGMU:</td>
</tr>
<tr>
<td></td>
<td>• enter an adjustment reversing original entry. (Menu Option 1)</td>
</tr>
<tr>
<td></td>
<td>• enter correct transaction. (Menu Option 1)</td>
</tr>
<tr>
<td></td>
<td>• check the edit list, make corrections if necessary. (Menu Option 4)</td>
</tr>
<tr>
<td></td>
<td>• post transactions. (Menu Option 5)</td>
</tr>
<tr>
<td>I ran Function GLP, but the transactions do not appear in Function GINQ.</td>
<td>You must post transactions in Function GGMU, Menu Option 5 before they will appear in Function GINQ.</td>
</tr>
<tr>
<td>What's wrong?</td>
<td>If you are using automatic passoff in Function MCT, you must post transactions before they will appear in Function GINQ.</td>
</tr>
<tr>
<td>Can I post transactions for more than one period at a time?</td>
<td>Yes. The system will post transactions based on the transaction date entered in Function GGMU or Function GLP.</td>
</tr>
</tbody>
</table>
I posted a transaction incorrectly, then I posted a correcting entry. Can I purge these two entries, so they don't print on any reports?

No. You can't purge transactions. You can purge the Distribution File, but the system will purge all transactions within a range of dates.
About Setting Up Recurring Transactions

Below are common questions and answers about recurring transactions. Use the blank lines to write questions and answers discussed during class.

What if I accidentally post recurring journal entries twice?

In Function GGMU:

• add transactions to reverse the duplicated entries. (Menu Option 1)
• check the edit list, make necessary corrections. (Menu Options 4 and 2)
• post the transactions. (Menu Option 5)

For example: if you duplicate debit transactions, add one credit transaction to reverse one of the debit recurring entries.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
About End-of-Month

Below are common questions and answers about end-of-month. Use the blank lines to write questions and answers discussed during class.

Do I need to print any other reports besides the Balance Sheet and the Profit and Loss Statement?

You decide what to print at the end-of-month based on your accounting strategy. If you are using SAF statements, you should also print this information at the end-of-month. You may also want to print Report RGTR (Trial Balance Report).

Do I need to do anything else for end-of-month?

You should change the field Current-14 in Function GRMU to the new month. You can also consolidate detail transactions in Function GCMP (this is optional).
About End-of-Year

Below are common questions and answers about End-of-Year. Use the blank lines to write questions and answers discussed during class.

I will not be ready to close my General Ledger until several months after the actual year-end date. Can I wait this long?

Yes. It is okay to wait to close General Ledger, because normally, you will have to wait for your end-of-year adjustments to arrive from your accountant. The General Ledger year-end procedures do not have to be done at the same time as your year-end procedures for Inventory, Accounts Receivable, Payroll, and Accounts Payable.

How can I begin posting activity for next year before I close this year?

All you need to do is change period 14 in Function GRMU (Accounting Period Maintenance) to reflect the month in which you wish to post. You can post the new year’s activity without getting a warning message each time you post a transaction.

WARNING

If you change Period 14, be sure to change it back to its original date before running Function GYEN (Year-End Procedure).

You should run a backup before running Function GYEN.

Can I do General Ledger year-end procedures while POS is running?

Yes.

I just ran Function GYEN and realized that my date in Function GRMU was incorrect. What should I do?

Call the Triad Advice Line immediately.
Can I post a correction to Retained Earnings?

Yes. Normally, your accountant will tell you what your net income or loss was for the year. You will post this amount in Function GGMU. Enter a one-sided entry back-dated with the last day of the year.

- If you want to *increase* Retained Earnings, post a credit.
- If you want to *decrease* Retained Earnings, post a debit.

When you ran Function GYEN, the system posted the offsetting entries by zeroing out all revenue and expense accounts.

---

REMEMBER

Check the edit list, before you post this one-sided entry to General Ledger.

---

How can I tell whether the year-end procedure was successful?

In Function GINQ, all Profit and Loss account balances will be zero, and all Balance Sheet accounts will have BBF transactions.
11

Functions

What is This Section For? 11-1
Codess in the Screen Samples 11-1

GBCM — Budget Code Maintenance GBCM-1

GBUM — Budget Maintenance GBUM-1

GCMP — Compress General Ledger Transaction File GCMP-1

GCMU — Chart of Accounts Maintenance GCMU-1

GCON — G/L Control File Maintenance GCON-1

GDMU — Distribution Code File Maintenance GDMU-1
GGMU — General Journal Transaction Processing  
GINQ — General Ledger Account Inquiry  
GLCA — Recalculate Financial Summary Amounts  
GLCO — Company Consolidation  
GLEM — Financial Entity Maintenance  
GLMU — Financial Statement Layout Maintenance  
GLP — General Ledger Pass Off  
GRMU — Accounting Period Maintenance  
GSJU — Recurring Journal Transactions  
GSMU — Select and Print Financial Statements  
GTMT — Text File Maintenance
GYEN — Year-End Procedure  GYEN-1

MSR — Modify Store Record  MSR-1
What is This Section For?

Use the Functions section to find the purposes of functions and definitions of fields used in the General Ledger application. The functions are in alphabetical order, and the field definitions are in the order that they appear on the screen.

Codes in the Screen Samples

Each function includes screen samples with codes to indicate the type and amount of characters allowed in the field.

For example, the code 5 N with 2 D (-) means:

Five numeric including two decimal positions and an optional minus sign; therefore, the highest amount allowed would be 999.99.

Here are other codes used in the screen samples:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/N</td>
<td>Alphanumeric (both letters and numbers)</td>
</tr>
<tr>
<td>A</td>
<td>Alpha (letters only)</td>
</tr>
<tr>
<td>N</td>
<td>Numeric (numbers only)</td>
</tr>
<tr>
<td>D</td>
<td>Decimal Position (how many numbers after the decimal)</td>
</tr>
<tr>
<td>Y or N</td>
<td>Yes or No</td>
</tr>
<tr>
<td>other codes</td>
<td>Valid codes for the field (a specific letter or number code)</td>
</tr>
<tr>
<td>(-)</td>
<td>Optional negative sign</td>
</tr>
</tbody>
</table>
Purpose

Use Function GBCM to assign codes to your budgets. When you set up statement specifications (Function GSMU, Option 1), you can select the budget code you wish to appear on financial statements.

You need to set up budget codes for every budget you want to enter in the general ledger application. For example, you may want a high and low budget, so you could assign code HI for the high budget and LO for the low budget.
Field Definitions

Use this screen to assign budget codes. Here are definitions for fields in the order that they appear on the screen.

1. Budget Code
   Assign a meaningful budget code so that you can easily identify the budget.

   If you are changing the description of a budget code, press <Next Item> to search through the file until you find the code you want to change.

   **NOTE:** You cannot delete a code that has budget amounts entered in Function GBUM (Budget Maintenance).

2. Description
   The description prints as a column heading above the budget amounts on the financial statements.
GBUM
Budget Maintenance

Purpose

Use Function GBUM to do the following:
• create budgets by account number for a fiscal year
• change existing budgets
• delete entire budgets
• delete specific budgets (by account number)
• create budgets based on existing budgets
• create budgets based on comparative amounts
• create budgets with a percent of change based on existing
  budgets or comparative amounts

Function GBUM can be used to help you manage your business on
a budget. By setting up different budgets for different areas and
situations in your store, you can get a better idea of your
financial status.

If you want to do "What-If Analysis" for specific situations,
you can create budgets based on a percent of change. The percent
of change can be positive or negative. For example, you may
want to increase budgets or comparatives by 25% to see what
happens to your financial status.

This section describes the basic screen for adding, changing,
inquiring, and deleting budgets (Menu Options 1, 2, and 3). Also,
this section includes the field definitions for the screen used to
copy budgets (Menu Option 5).

For information about Menu Option 4 (Print Out Budgets), see
the tabbed section Reports, GBUM.
**Budget Maintenance**

<table>
<thead>
<tr>
<th>1. Budget Code</th>
<th>2 A/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Fiscal Year Ending</td>
<td>2 N</td>
</tr>
<tr>
<td>3. Account</td>
<td>7 N</td>
</tr>
</tbody>
</table>

Next Item = Search Through Budget Codes on File

---

**Field Definitions (Menu Options 1, 2, and 3)**

Use Menu Options 1, 2, and 3 to add, change, inquire, and delete budgets by account number for a fiscal year. Here are definitions for fields in the order that they appear on the screen.

1. **Budget Code**

   Identifies the code set up in Function GBCM (Budget Code Maintenance). After you enter the budget code, the description will be displayed.

   For Menu Options 2 or 3, if you don't know the budget code, press <Next Item> to display the codes on file.

2. **Fiscal Year Ending**

   The system defaults to the last two digits of this fiscal year. If you want to change the fiscal year, enter the last two digits. For example, if the system displays 91, and you want to enter budgets for 1992, enter 92.
Adding

When you add budget amounts, you must enter the amount that the account balance will change each period. You can have as many budgets as you want, but you must set up the budget codes in Function GBCM (Budget Code Maintenance) before adding new budgets.

Changing, Inquiring, or Deleting

If you have not set up the budget for the code and year entered, the system will tell you the budget is not on file. (Menu Options 2 or 3)

In Menu Option 3, you can delete the entire budget or a specific account number in the budget.

- To delete an entire budget:
  - The system will prompt DELETE BUDGETS FOR ALL ACCOUNTS?, enter Y.

- To delete budgets from specific accounts:
  - The system will prompt DELETE BUDGETS FOR ALL ACCOUNTS?, enter N.
  - The cursor will go to the Account field. Enter the account number of the budget(s) you wish to delete.

3. Account

The account number that you want to budget.

4-15 Budgets By Period

The system displays the fiscal year as set up in Function GRMU (Accounting Period Maintenance). For each period you want to budget, enter the amount that the account balance will change.

You must tell the system whether the amount is typically a credit or a debit.

- For credits, enter negative amounts.
- For debits, enter positive amounts.
Field Definitions (Menu Option 5)

Use Menu Option 5 to copy existing budget or comparative information to a different budget code with or without a percent of change. Here are definitions for fields in the order that they appear on the screen.

1. **From Another Company?**
   - **Multistore users only:**
     - If each store uses a separate General Ledger store which is set up in Function MSR (Modify Store Record), you can copy budgets from one store to another, by entering Y in this field.
     - If you want to copy information from one budget/comparative to another within the same store, enter N.
   - **Single-store users** should enter N in this field.
2. **Company**

If you entered Y in the From Another Company field above, enter the number of the store from which you want to copy information. The information will be copied from the store entered in this field to the current Lock-In Store (in Function MTR).

3. **From Budget or Comparatives?**

The following codes are available:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Create a budget from an existing budget.</td>
</tr>
<tr>
<td>C</td>
<td>Create a budget from comparative information.</td>
</tr>
</tbody>
</table>

4. **Budget Code**

Identifies the budget code from which you want to copy budget information. This code must be set up in Function GBCM (Budget Code Maintenance).

If you don’t know the budget code, press <Next Item> to display the codes.

If you entered C in the From Budget or Comparatives field, leave this field blank.

5. **Fiscal Year Ending**

The last two digits of the fiscal year from which you want to copy budget or comparative information.

6. **Locational Values**

If you are using different subaccount numbers, enter the subaccount number from which you want to copy budget or comparative information.

**NOTE:** The first four digits means all accounts numbers assigned to the subaccount (the last three digits). For more information about the account number, see the tabbed section Introduction.
7. **Budget Code**

Identifies the budget code to which you want to copy budget information. This code must be set up in Function GBCM (Budget Code Maintenance).

If you don't know the budget code, press <Next Item> to display the codes.

8. **Fiscal Year Ending**

The last two digits of the fiscal year to which you want to copy budget or comparative information.

9. **Locational Values**

If you are using different subaccount numbers, enter the subaccount number to which you want to copy budget or comparative information.

**NOTE:** The first four digits mean all accounts numbers assigned to the subaccount (the last three digits). For more information about the account number, see the tabbed section Introduction.

10. **Percent Change**

Use the Percent Change field to do "What-If Analysis" for the budget you are creating.

For example:

- **You want to increase the budget by 10%.**
  - In the Percent Change field, enter 10.
  - The system will increase all new budget amounts 10%; therefore, if the original budget was $100, the new budget will be $110.

- **You want to decrease the budget by 5%.**
  - In the Percent Change field, enter -5.
  - The system will decrease all new budget amounts 5%; therefore, if the original budget was $100, the new budget will be $95.

**NOTE:** All new budget amounts will be rounded to the nearest dollar.
GCMP

Compress General Ledger Transaction File

Purpose

Use Function GCMP to consolidate account transaction details into one transaction to conserve disk space. When you set up the Chart of Accounts in Function GCMU, you can enter a compression code for each account number to tell the system how often you want to consolidate transaction detail.

**NOTE:** Use of this function is *optional*!

Before running Function GCMP, you should print Report RGRF (Source Cross Reference List). The Source and Reference fields for all detail transactions will be deleted when you run Function GCMP. You can use Report RGRF or Report RGTR as your record of the detailed transactions.

When the system consolidates transactions, it will enter the following information:

- **COMP** in the Source field
- **SUMMARY NET CHANGE THIS DATE (OR PERIOD)** in the Reference field depending on when you consolidate
- period ending date in the Transaction Date field when consolidating by period

**NOTE:** If debit and credit transactions match exactly, the system will delete the transactions.

If you decide to use this function, you should run Function GCMP at the end of every period after printing your *final* financial statements.

If you do not use Function GCMP, the General Ledger application may slow down, because there will be a lot of information to sort through during processing.
Field Definitions

Use this screen to enter the cut-off date to consolidate details into one transaction. Here is the definition of cut-off date.

Please Enter Period Cut-Off Date

Press <Enter> if you want to accept the current period ending date default.

or

You must enter a period ending date that corresponds to the ending dates defined in Function GRMU.

NOTE: After you enter the cut-off date, the system will display a report initiation screen. You must enter the printer information where the confirmation report should print.
Purpose

The Chart of Accounts is a list of all your account numbers used in the bookkeeping process. It is a standardized method for recording information in categories. It can be very specific—with separate expense accounts for:

- postage
- long distance phone calls
- local phone calls
- advertising

Or, it can be very general—grouping all of the above into one account called miscellaneous expense

The number of accounts is determined by the complexity of your business. A certain level of detail in the chart of accounts is necessary for the Internal Revenue Service and also for management reports.

Every account number in the Chart of Accounts will fall into one of the following categories:

- assets — something you own
- liabilities — something you owe
- equity (capital) — your investment
- revenue — your earnings for merchandise sold or services performed
- expense — your cost of selling merchandise and doing business

The above categories are places in which to record the effects of a transaction on a business’ assets, liabilities, or equities. Every business transaction affects a minimum of two general ledger account numbers.
If you are using multiple subaccount numbers, you can use Menu Option 5 (Copy Accounts) to copy all account numbers from one subaccount number to another subaccount. The copy feature can also be used to copy accounts from one store to another store. Using Menu Option 5 will save you time and ensure all account numbers are set up correctly and consistently for all subaccounts and stores.

### Chart of Accounts Maintenance

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account</td>
</tr>
<tr>
<td>2</td>
<td>Description</td>
</tr>
<tr>
<td>3</td>
<td>Counter Bal Acct</td>
</tr>
<tr>
<td>4</td>
<td>Auto Dist Code</td>
</tr>
<tr>
<td>5</td>
<td>T/B Subtotal Level</td>
</tr>
<tr>
<td>6</td>
<td>Fin Statement Type</td>
</tr>
<tr>
<td>7</td>
<td>SAF Type</td>
</tr>
<tr>
<td>8</td>
<td>Paren Control Code</td>
</tr>
<tr>
<td>9</td>
<td>Compression Code</td>
</tr>
</tbody>
</table>

### Field Definitions for Screen 1

Use Screen 1 to define each account number you want to use in the General Ledger application. Here are definitions for fields in the order that they appear on the screen.
1. **Account**

You will need to assign a standard account number to track all your accounting entries. The account number contains the following parts:

```
Account Number
1001-000 1001-100 1001-200
```

The account number should remain the same for all subaccounts. In the example above, account number 1001 is assigned to the cash account in stores 1 and 2 (subaccount numbers 100 and 200).

You may want to standardize the use of account numbers by grouping them into the following ranges:

<table>
<thead>
<tr>
<th>Range</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Assets</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Liabilities</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Owner’s Equity</td>
</tr>
<tr>
<td>4000-4999</td>
<td>Revenues</td>
</tr>
<tr>
<td>5000-5999</td>
<td>Expenses</td>
</tr>
</tbody>
</table>

**NOTE:** You cannot change an account number. You must delete the incorrect account number, and re-enter the information using the correct number.

2. **Description**

The description will appear on all reports including financial statements, so you should enter complete and specific information describing this account number.

3. **Counter Bal Acct**

If you always want the system to post the offsetting entry to the same account, enter that account number. Otherwise, press `<Next Item>` to leave this field blank and you will have to manually enter all offsetting entries to this account.
NOTE: The system will not validate the account number entered. After entering the complete chart of accounts, verify that these account numbers are correct.

4. Auto Dist Code

If you always want the system to distribute percents or amounts to specific account numbers, enter a code between 0000 and 9999. After you enter the chart of accounts, use Function GDMU (Distribution Code File Maintenance) to enter the code and distributions for the code entered in this field.

You should manually record the codes and account numbers you want to automatically distribute. This will help you enter the automatic distribution codes in Function GDMU for accounts.

The system will not validate the automatic distribution code, so you should enter the codes in Function GDMU after completing the chart of accounts.

NOTE: Use of this field is optional!

5. T/B Subtotal Level

On the Trial Balance Report (Report RGTR), you decide how and where to print subtotals. You have nine levels of subtotals. Zero means no subtotal.

The system automatically provides subtotals. You can change these subtotals to meet your needs. If you want to change the way Report RGTR prints subtotals, look at the table below to see how subtotals work; and enter the appropriate subtotal level in this field for each account.

NOTE: Use of this field is optional!

For example:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Balance</th>
<th>Subtotal Level</th>
<th>Subtotal Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-000</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1001-000</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1002-000</td>
<td>10</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>1003-000</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1004-000</td>
<td>10</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>1005-000</td>
<td>10</td>
<td>0</td>
<td>--</td>
</tr>
<tr>
<td>1006-000</td>
<td>10</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>1007-000</td>
<td>10</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>1008-000</td>
<td>10</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>1009-000</td>
<td>10</td>
<td>4</td>
<td>100</td>
</tr>
</tbody>
</table>
For more information about the Trial Balance Report, see the tabbed section Reports, page RGTR-1.

6. **Fin Statement Type**

Here are the available codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td><strong>Balance Sheet Account</strong></td>
</tr>
<tr>
<td></td>
<td>Use for asset, liability, and equity account numbers.</td>
</tr>
<tr>
<td>P</td>
<td><strong>Profit and Loss Account</strong></td>
</tr>
<tr>
<td></td>
<td>Use for revenue and expense account numbers.</td>
</tr>
</tbody>
</table>

It is important that you identify the account type correctly, because the system uses this information in calculation.

7. **SAF Type**

The Sources and Applications of Funds (SAF) Type tells the system to generate one or all of the following statements:

- Statement of Cash Flow
- Changes in Financial Position Statement
  
or
- Statement of Changes in Working Capital

The SAF statements can be used by your accountant to see:

- all sources from which funds were obtained
  
  and

- how these funds were used

The SAF statements are based on your balance sheet account numbers. Using these statements is optional.

**NOTE:** If you plan to print SAF statements, you must enter a SAF Type for every Balance Sheet account.
If you entered B (Balance Sheet Account) in the Fin Statement Type field, and you want to print a SAF Statement, enter one of the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Cash</td>
</tr>
<tr>
<td>N</td>
<td>Non-cash charges against income (for example, accumulated depreciation, allowance for bad debts)</td>
</tr>
<tr>
<td>A</td>
<td>Current assets (excluding cash)</td>
</tr>
<tr>
<td>L</td>
<td>Current liabilities</td>
</tr>
<tr>
<td>F</td>
<td>Funds flow accounts (equity accounts, non-current assets, and non-current liabilities)</td>
</tr>
</tbody>
</table>

For more information about SAF Statements, see the Function GLMU, Menu Option 6 (Generate SAF Statements).

8. Paren Control Code

You must tell the system what the typical balance is for each account. On financial statements, if the balance is not typical, the system will print the balance in parentheses.

Enter D for the following typical debit balances:
- asset accounts
- expense accounts

Enter C for the following typical credit balances:
- liability accounts
- equity accounts
- revenue accounts

NOTE: You may want to enter a Paren Control Code the opposite of the account's typical balance so that the balance will always print in parentheses.

For example, contra-asset accounts such as accumulated depreciation can be printed in the asset section of the Balance Sheet within parentheses.
9. Compression Code

Determines when detail is consolidated into one transaction for a day, period, or specific date. The reason you must consolidate details is to conserve disk space. Here are available codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td><strong>No Compression</strong></td>
</tr>
<tr>
<td></td>
<td>When you never want to consolidate transactions.</td>
</tr>
<tr>
<td>D</td>
<td><strong>Date Compression</strong></td>
</tr>
<tr>
<td></td>
<td>When you want to consolidate transactions for each date.</td>
</tr>
<tr>
<td>P</td>
<td><strong>Period Compression</strong></td>
</tr>
<tr>
<td></td>
<td>When you want to consolidate transactions for each period.</td>
</tr>
<tr>
<td>S</td>
<td><strong>Date Compression within Source</strong></td>
</tr>
<tr>
<td></td>
<td>When you want to consolidate transactions for each date but retain the source of the details.</td>
</tr>
<tr>
<td>X</td>
<td><strong>Period Compression within Source</strong></td>
</tr>
<tr>
<td></td>
<td>When you want to consolidate transactions for each period but retain the source of the details.</td>
</tr>
</tbody>
</table>

**NOTE:** Use of this field is **optional**!
Field Definitions for Screen 2

Use Screen 2 to enter budget amounts by account number for this fiscal year. You entered the default budget code and fiscal year displayed on this screen in Function GCON (G/L Control File Maintenance). Setting up budgets is optional.

Here are definitions for fields in the order that they appear on the screen.

NOTE: You can also use Function GBUM (Budget Maintenance) to enter budgets for the fiscal year.


If you are not ready to enter budgets, press <End> to skip this screen. You can enter this information at a later time.

The system displays the fiscal year periods as set up in Function GRMU (Accounting Period Maintenance).
You must tell the system whether the amount is a credit or a debit.
- For credits, enter negative amounts.
- For debits, enter positive amounts.

A budget is the targeted or anticipated net change to an account during a period. For example, you may want to budget $300 for telephone expense each period. You would enter a $300 debit for each period shown on this screen.

In Function GSMU, Menu Option 1 (Statement Specification Maintenance), you tell the system what budgets to print on financial statements. From this information, you will be able to see whether you are over or under budget.

Field Definitions for Screen 3

Use Screen 3 to enter comparative balances from the prior fiscal year. Comparative balances can be printed on your balance sheet, and profit and loss statement to help you see your progress from year to year.
Setting up comparative balances is *optional*. Enter comparative balances to print on your financial statements during the first year on the General Ledger application. After your first general ledger year-end close, the system will automatically begin tracking comparatives from the fiscal year just closed.

Here are definitions for fields in the order that they appear on the screen.

**NOTE:** As a minimum requirement, you may want to enter your sales comparative amounts from last year to compare with this year’s sales.

1. **Beginning Balance as of 99/99/99**

   If you are not ready to enter comparatives, press `<End>` and at the `ITEM NUMBER TO CHANGE PROMPT?`, press `<Enter>` to skip this screen. You can enter this information at a later time.

   For the account number displayed, enter the balance of the account as of the beginning of the prior fiscal year.


   For the account number displayed, enter the ending balance from each period of the prior fiscal year.
Field Definitions (Menu Option 5)

Use Menu Option 5 to copy existing Chart of Accounts to a different Chart of Accounts. Here are definitions for fields in the order that they appear on the screen.

1. **Copy From Another Company?**
   
   *Multistore users only:*
   
   If each store uses a separate General Ledger store which is set up in Function MSR (Modify Store Record), you can copy accounts from one store to another, by entering Y in this field.
   
   If you want to copy information from one subaccount to another within the same store, enter N.
   
   *Single-store users* should enter N in this field.
2. Company

If you entered Y in the Copy From Another Company field above, enter the number of the store from which you want to copy information. The information will be copied from the store entered in this field to the current Lock-In Store (in Function MTR).

3. Account Number Locational Values

If you are using different subaccount numbers, enter the subaccount number from which you want to copy account numbers.

**NOTE:** The first four digits means all accounts numbers assigned to the subaccount (the last three digits). For more information about the account number, see the tabbed section Introduction.

Copy To:

4. Account Number Locational Values

If you are using different subaccount numbers, enter the subaccount number to which you want to copy account numbers.

**NOTE:** The first four digits means all accounts numbers assigned to the subaccount (the last three digits). For more information about the account number, see the tabbed section Introduction.
Purpose

When you begin using the General Ledger application, you will need to enter the last day of the prior fiscal year in the Earliest Allowed Trx Date field. All other date fields should be left blank, the system will automatically update the dates as you complete consolidation and year-end procedures.

You can also enter a default budget code to appear throughout the General Ledger application.

**NOTE:** You cannot change the field G/L Account Number Level Description!

<table>
<thead>
<tr>
<th>G/L Control File Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Earliest Allowed Trx Date</td>
</tr>
<tr>
<td>2. Last G/L Compress Date</td>
</tr>
<tr>
<td>3. Last Year-End Procedure Run Date</td>
</tr>
<tr>
<td>4. G/L Account Number Level Description</td>
</tr>
<tr>
<td>5. Default Budget Code</td>
</tr>
</tbody>
</table>
**Field Definitions**

Use this screen to set up the General Ledger control file. Here are definitions for fields in the order that they appear on the screen.

1. **Earliest Allowed Trx Date**
   - If you are just starting to use the General Ledger application, enter the last day of the prior fiscal year.
   - If you have been using the General Ledger application, the system will automatically update this field with the last day of the fiscal year just closed (Function GYEN — Year-End Procedure).

2. **Last G/L Compress Date**
   - If you are just starting to use the General Ledger application, leave this field blank.
   - If you have been using the General Ledger application, the system will automatically update this field with the last cut-off date used in Function GCMP (Compress General Ledger Transaction File).

3. **Last Year-End Procedure Run Date**
   - If you are just starting to use the General Ledger application, leave this field blank.
   - If you have been using the General Ledger application, the system will automatically update this field with the last day of the fiscal year just closed when you run Function GYEN (Year-End Procedure).

4. **G/L Account Number Level Description**
   - The system displays DDDD-LLL to identify the account number structure. The DDDD means the four-digit constant account number. The LLL means the three-digit variable subaccount number. This field cannot be changed—it is display only.

5. **Default Budget Code**
   - If you plan on entering budgets while setting up your Chart of Accounts (Function GCMU), enter that budget code. Make sure you set up this budget code in Function GBCM (Budget Code Maintenance) before entering your Chart of Accounts.
Use Function GDMU to set up automatic distribution. *(Optional)* You will enter automatic distribution codes in Function GCMU (Chart of Accounts Maintenance), then use Function GDMU to define the distribution accounts and percentages.

Automatic Distribution is helpful for businesses with multiple subaccount numbers. For example, you may want to split *administrative expense* and its *cash offset* to each subaccount as shown below:

<table>
<thead>
<tr>
<th>Dist Code</th>
<th>Account</th>
<th>Description</th>
<th>Dist%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5010-100</td>
<td>Administrative Expense</td>
<td>30%</td>
</tr>
<tr>
<td>1</td>
<td>5010-100</td>
<td>Administrative Expense</td>
<td>30%</td>
</tr>
<tr>
<td>1</td>
<td>5010-300</td>
<td>Administrative Expense</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>1006-100</td>
<td>Checking Account</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>1006-200</td>
<td>Checking Account</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>1006-300</td>
<td>Checking Account</td>
<td>40%</td>
</tr>
</tbody>
</table>

For the above example, you will enter the following information in Function GCMU to link the distribution code to the account number:

<table>
<thead>
<tr>
<th>Account</th>
<th>Distribution Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006-100</td>
<td>2</td>
</tr>
<tr>
<td>1006-200</td>
<td>2</td>
</tr>
<tr>
<td>1006-300</td>
<td>2</td>
</tr>
<tr>
<td>5010-100</td>
<td>1</td>
</tr>
<tr>
<td>5010-100</td>
<td>1</td>
</tr>
<tr>
<td>5010-100</td>
<td>1</td>
</tr>
</tbody>
</table>
If you set up automatic distribution for an account number, when entering the transaction in Functions GGMU or GSJU, the system will let you:

- accept the distribution
  
  or

- change the automatic distribution

Another way to set up automatic distributions is to create a main distribution account, and link the different subaccounts to that account number.

For example:

The main subaccount number is 5010-000. You would set up the distribution for this account number in the following manner:

<table>
<thead>
<tr>
<th>Dist Code</th>
<th>Account</th>
<th>Description</th>
<th>Dist%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5010-000</td>
<td>Administrative Expense</td>
<td>0%</td>
</tr>
<tr>
<td>1</td>
<td>5010-100</td>
<td>Administrative Expense</td>
<td>30%</td>
</tr>
<tr>
<td>1</td>
<td>5010-200</td>
<td>Administrative Expense</td>
<td>30%</td>
</tr>
<tr>
<td>1</td>
<td>5010-300</td>
<td>Administrative Expense</td>
<td>40%</td>
</tr>
<tr>
<td>2</td>
<td>1006-000</td>
<td>Checking Account</td>
<td>0%</td>
</tr>
<tr>
<td>2</td>
<td>1006-100</td>
<td>Checking Account</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>1006-200</td>
<td>Checking Account</td>
<td>30%</td>
</tr>
<tr>
<td>2</td>
<td>1006-300</td>
<td>Checking Account</td>
<td>40%</td>
</tr>
</tbody>
</table>

In Function GGMU, enter and post the transactions to account number 5105-000. The system will distribute based on the percentages for subaccount numbers 100, 200, and 300.

For example:

<table>
<thead>
<tr>
<th>1006-100</th>
<th>1006-200</th>
<th>1006-300</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5105-100</th>
<th>5105-200</th>
<th>5105-300</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>30</td>
<td>40</td>
</tr>
</tbody>
</table>

**NOTE:** If you plan on running financial statements consolidating all your subaccounts, you should set up main account numbers.
Field Definitions

Use this screen to set up automatic distributions for accounts. Here are definitions for fields in the order that they appear on the screen.

**Code**

While entering accounts in Function GCMU, you may have entered Distribution Codes. You should look at your Chart of Accounts and enter those codes with the appropriate distribution information.

**Account Number**

The account number to which you want to distribute. All account numbers must be set up in Function GCMU. After entering a valid account number, the system displays the account description.

---

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Dist-%</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
<tr>
<td>7 N</td>
<td>Display Only</td>
<td>5 N with 2 D (-)</td>
</tr>
</tbody>
</table>
Dist-%

The percentage you want to distribute to the account number. You cannot leave this screen until distributions equal 100%. You can enter up to 12 distributions for each code. If you have entered 12 distributions, and you still have an amount remaining to distribute, change the existing distributions to equal 100%.
Purpose

Use Function GGMU to enter journal transactions into the system. The system displays two running balances that you can use to check whether or not you are in balance. The following running balances are provided:

- **Company Running Balance on the General Journal Transaction Submenu**—the balance for all transactions entered from all terminals.
- **Terminal Running Balance on the detail screen in the add, change, and delete menu options**—the balance for the terminal you are using.

The running balance is reset to zero when you post transactions.

As part of the year-end procedure, you will have to make an out-of-balance entry to adjust your net income. This should be the only time you post out-of-balance. During normal operation of the General Ledger application, you should always post balanced transactions.
General Journal Trx Processing

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Account No</td>
<td>7 A/N</td>
<td></td>
</tr>
<tr>
<td>2. Trx Date</td>
<td>6 N</td>
<td></td>
</tr>
<tr>
<td>3. Amount</td>
<td>Debit</td>
<td>Credit</td>
</tr>
<tr>
<td>4. Source</td>
<td>6 A/N</td>
<td></td>
</tr>
<tr>
<td>5. Reference</td>
<td>30 A/N</td>
<td></td>
</tr>
<tr>
<td>6. Reverse Next Period?</td>
<td>Y or N</td>
<td></td>
</tr>
<tr>
<td>7. Auto Distribute?</td>
<td>Y or N</td>
<td></td>
</tr>
<tr>
<td>8. Counter Balance?</td>
<td>Y or N</td>
<td></td>
</tr>
</tbody>
</table>

Running Balance:

Field Definitions

Use this screen to enter all journal transactions except for recurring journal transactions. Here are the field definitions in the order that they appear on the screen.

1. **Account No**

   The account number for which you are entering the transaction. The account number must be set up in Function GCMU (Chart of Accounts File Maintenance).
2. **Trx Date**

The date of the transaction. You should check the current period in Function GRMU, before entering transactions. If you enter a date before or after the current period, the system will display a message warning you to verify this date. To avoid this warning message, change the current period to the one you are working in. You can ignore the warning message and enter past or future dates.

Once you enter the Transaction Date, the system will fill in the field for each transaction. You can press `<Enter>` to accept the same date for all transactions.

3. **Amount**

   **Debit**

   **Credit**

The amount of the transaction. The cursor will be at the debit amount. If the amount is a credit, press `<Enter>` to move the cursor to the Credit field, and enter the amount. *Do not enter a minus sign*

If the transaction offsets one or more previous transactions entered at the terminal, press `<Next Item>` at the Debit field. The system will enter the offset amount based on the running balance at the bottom of your screen. All offset amounts should be entered at the same terminal used to originally enter the transactions.

For example:

If the Running Balance is $500, at the Debit field press `<Next Item>`, the system will enter $500 as the offset amount.

4. **Source**

Identifies where the transaction came from. For example, if you are entering sales, enter Sales. The information entered in this field is used to sort and select information for Report RGRF (Print Source Cross Reference).

**NOTE:** Function GLP will automatically enter the following source information:

- If transactions are from Payroll, the system will enter PR in the Source field.
- If transactions are from Accounts Payable, the system will enter AP in the Source field.
- If transactions are from Accounts Receivable, the system will enter RDJ in the Source field.
If you enter Accrue in this field, you must enter Y in the field Reverse Next Period. When this transaction is posted, the system will enter a reversing entry (opposite sign) using the starting date of the next period as the transaction date.

If you enter an **Accrue** debit transaction, you must enter an **Accrue** credit transaction to offset. Otherwise, when the system creates the reversing entry next period, only the debit transaction will be reversed. The General Ledger will be out-of-balance, because the credit entry is not reversed.

For accrual entries with future or past dates, the system will use the starting date of the period following the transaction date. If the transaction is dated before or after the current year, the reversal is posted based on a projected accounting period for the year of the transaction.

5. **Reference**

Identifies the transactions. You should enter meaningful information so that you can quickly identify this transaction. Use of this field is *optional*.

6. **Reverse Next Period?**

If Accrue was entered in the Source field, enter Y; otherwise, you should accept the default N. If you enter Y, the system will automatically reverse the accrual when you post transactions.

**NOTE:** If you enter Y in this field, the fields Auto Distribute and Counter Balance must be N.

7. **Auto Distribute?**

If you have set up automatic distribution for this account in Function GDMU, you can accept the auto distribution or you can enter the entire amount for this account.

If you accept auto distribute, the system automatically calculates distribution and will round to the nearest cent. Any remaining amount is added to the last distribution to balance the accounts.

When you post, the system posts the amounts to the appropriate accounts defined for the distribution code.

If there is no distribution code set up, the system will display **NOT ALLOWED**, and you should accept the default N.

**NOTE:** If you enter Y in this field, the fields Reverse Next Period and Counter Balance must be N.
8. Counter Balance?

If you set up a counter balance account in Function GCMU, the system will display that account and description. You should enter Y to accept the automatic counter balancing.

If you did not enter a counter balance account in Function GCMU (for the account you are posting to), the system will display NOT ALLOWED, and you should accept the default N.

If you have entered the counter balance account in Function GCMU, the system will display ACCOUNT NOT ON FILE. You will have to add this account before you can use the automatic counter balance feature.

**NOTE:** If you enter Y in this field, the fields Reverse Next Period and Auto Distribute must be N.
GINQ

General Ledger Account Inquiry

Purpose

Use Function GINQ to display transaction details and totals posted to an account for a specific time period on the screen.

You can specify any range of dates, except the range cannot include two fiscal years. If you want to look at a prior year's transactions, enter the date ranges within that fiscal year.

Field Definitions for Screen 1

Use Screen 1 to specify the date range and account number you want to display. Here are the field definitions in the order that they appear on the screen.
1. **Starting Date**  
The first date in the time period you want to display.

2. **Ending Date**  
The last date in the time period you want to display.

3. **Account No**  
The account number for which you want to display transactions.

**General Ledger Account Inquiry**

<table>
<thead>
<tr>
<th>Account No:</th>
<th>Display Only</th>
<th>Starting Date:</th>
<th>Display Only</th>
<th>Ending Date:</th>
<th>Display Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trx Date</td>
<td>Display Only</td>
<td>Source</td>
<td>Display Only</td>
<td>DR Amount</td>
<td>Display Only</td>
</tr>
<tr>
<td></td>
<td>Display Only</td>
<td>CR Amount</td>
<td>Display Only</td>
<td>Reference</td>
<td>Display Only</td>
</tr>
</tbody>
</table>

**Field Definitions for Screen 2**

Use screen 2 to review the transaction details for the account and date range specified. The system will display 15 transactions at a time. All the information shown on this screen was entered in:

- Function GGMU (Journal Transaction Processing)
  
  or
- Function GSJU (Recurring Journal Transaction Processing)
  
  or

- Function GLP (General Ledger Passoff)

**NOTE:** You must post transactions before displaying them in Function GINQ.

Press `<Next Item>` to see all of the transactions. When you see the following information, you have reached the last transaction:

- Begin-Bal
- Total-DR
- Total-CR
- Net Chang
- Ending Bal

### General Ledger Account Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Display Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No</td>
<td>Display Only</td>
</tr>
<tr>
<td>Starting Date</td>
<td>Display Only</td>
</tr>
<tr>
<td>Ending Date</td>
<td>Display Only</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>Display Only</td>
</tr>
<tr>
<td>Total DR</td>
<td>Display Only</td>
</tr>
<tr>
<td>Total CR</td>
<td>Display Only</td>
</tr>
<tr>
<td>Net Change</td>
<td>Display Only</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>Display Only</td>
</tr>
</tbody>
</table>

### Field Definitions for Screen 3

At Screen 2, press `<Query>` to display Screen 3. Use Screen 3 to review the transaction totals for the details displayed on Screen 2.
Purpose

Use Function GLCA to recalculate the amounts in the Financial Summary File. This file contains the year-to-date balances of General Ledger accounts (for each period in the current fiscal year and past years). The current year (sometimes future year) amounts stored in this file are updated when you post transactions in Functions GGMU and GSJU.

The system uses the Financial Summary File as the source for printing financial statements. Normally the amounts in the Transaction File and Financial Summary File are the same.

If you have severe system problems that may have affected your information, you can run this function to recalculate the current and future year financial summary amounts based on:

- the original Transaction File
  
  and

- the prior year’s Financial Summary File

In Function GYEN, you decide how many past years you want to keep on your system. Triad Systems Corporation recommends that you only keep five years of past information. Also, Function GYEN automatically recalculates Financial Summary Amounts to make sure the information is correct.
Recalculate Financial Summary Amounts

This Application Recalculates all Amounts in the Financial Summary File, Based on the Original Amounts Retained in the General Ledger Trx File.

Are You Sure You Wish to do This?

Field Definition

Here is the definition of the field shown on this screen.

Are You Sure You Wish to do This?

If you want to recalculate financial summary amounts, enter Y.

If you do not want to recalculate financial summary amounts, press <End> to return to the Main Menu.
Purpose

Multistore users only:
If you are using multiple General Ledger directories, use Function GLCO to copy information from your stores into the Lockin Store (Function MTR) so that you can print consolidated financial statements.

Function GLCO copies transactions from specified stores to the Lockin Store. Once the transactions are copied, they will stay in the General Journal Transaction File. These transactions can then be changed or deleted in Function GGMU.

The store where the transactions came from will not be affected, but the Lockin Store where the transactions were copied to will have all the from stores transactions plus all of its own transactions.

If you do not want to affect the transactions of a "live" store, you may want to set up a dummy store where you consolidate information for your financial statements. The field Which G/L in the dummy store must be the same number as the dummy store.

You should run Function GLCO at the end of an accounting period or at the end of the year when financial statements are to be produced. You must run Function GLCO before running Function GYEN (Year-End Procedure).

Also, you must make sure that all transactions have been posted to the current store's General Ledger (the Lockin Store in Function MTR). This store must have all transactions posted in Function GGMU, Option 5 before you run Function GLCO. The transactions that the system consolidates are marked in the From stores so that the system cannot consolidate the transactions more than once.
The system allows only nine store records; therefore, if you already have nine stores on the system, you will not be able to set up a tenth store as a dummy.

After you run Function GLCO, you can change the transactions in Function GGMU. Once you are satisfied with the transactions, post them in Function GGMU, Option 5, and print financial statements in Function GSMU, Option 2.

---

**RULES ABOUT FUNCTION GLCO**

You need exclusive use of the General Ledger application.

All General Journal Transactions Files must be empty, which means you must post all transactions in Function GGMU, Option 5 before running Function GLCO.

---

**Company Consolidation**

Please specify the companies you wish to consolidate from:

<table>
<thead>
<tr>
<th>Company No</th>
<th>Company Name</th>
<th>Source</th>
<th>Thru Date</th>
<th>Compress Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
<tr>
<td>8 A/N</td>
<td>Display Only</td>
<td>6 A/N</td>
<td>6 N</td>
<td>D, P, or N</td>
</tr>
</tbody>
</table>
Field Definitions

Use Function GLCO to copy transactions from more than one store into the Lockin Store. Here are the field definitions in the order that they appear on the screen:

Company No
The store number from which you want to copy transactions. The system will copy these transactions into the Lockin Store entered in Function MTR.

Company Name
The system displays the store name assigned to the number entered above.

Source
A user-defined field which identifies the source of the transaction. For example, you can enter CONSOL to indicate these transactions were created from Function GLCO. The information entered in this field is printed on Reports RGTR (Print Trial Balance Report) and RGRF (Print Source Cross Reference Report).

Thru Date
The last date to be included when copying transactions from this store. Any transactions dated after this date will not be copied.

Compress Option
The advantages of using the compression code are:

- saves disk space
- saves processing time (the system does not have to sort through as many transactions)
Codes available are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
</table>
| D    | The detail will be compressed by date. The system will consolidate by general ledger account number all transactions for a date. For example, the following transactions exist before compression:  
Acct #1000-000 7/10 500DR  
Acct #1000-000 7/12 1700CR  
Acct #2200-000 7/10 1200DR  
Acct #2200-000 7/12 300CR  
The system will consolidate these four transactions into the following two:  
Acct #1000-000 7/10 1700DR  
Acct #2200-000 7/12 2000CR |
| P    | The detail will be compressed by period. The system will consolidate by general ledger account number all transactions for a period (dated for the last day in the period). For example, the following transactions exist before compression:  
Acct #1000-000 7/10 500DR  
Acct #1000-000 7/15 600DR  
Acct #1000-000 7/20 400DR  
Acct #2200-000 8/1 1000CR  
The system will consolidate these four transactions into the following two:  
Acct #1000-000 7/31 1500DR  
Acct #2200-000 8/31 1000CR |
| N    | No Compression |

**NOTE:** If you select either D or P to compress transactions, the system will enter Compressed Consolidated Trx in the Reference field of the consolidated transaction.
Purpose

After entering your Chart of Accounts and copying the account numbers from one subaccount to another, you should define your financial entities.

A financial entity is any department, job, project, store, or corporation for which you want to print financial statements. A financial entity can include one or several subaccount numbers.

When defining financial entities, always keep in mind that DDDD (account number) is the constant—never changing and LLL (subaccount number) is the variable—always changing.

You can print the following reports based on a specific financial entity:

- Report RGTR (Trial Balance)
- Report RGWS (General Ledger Worksheet)
- Function GCMU, Option 4 (Chart of Accounts)
- Function GSMU, Option 1 (Select Financial Statements)

Using financial entities is a way for you to organize your accounting information.

There are two different ways to define financial entities. They are:

- Wildcard (Option W)

  or

- Range (Option R)

A wildcard is an asterisk. For example, 2** tells the system to include all subaccounts starting with a 2, and 21* tells the system to include all subaccounts starting with a 21.

The option you use to define financial entities is a personal preference. If you feel more comfortable with ranges, use Option R. If you feel more comfortable with wildcards, use Option W. Function GLEM is very flexible so that you can structure your General Ledger to meet your needs.
Here are two examples of defining financial entities using Options R and W:

**Option R**

Defining the following entities:

- Entity 100 is for Store 1
- Entity 200 is for Store 2
- Entity 300 is for Store 3
- Entity 400 is for consolidation of stores 1, 2, and 3

For the above example, you would use the range option and define entities in the following manner:

- Entity 100 is defined as:
  ```
  From: DDDD-100 to DDDD-100
  ```
- Entity 200 is defined as:
  ```
  From: DDDD-200 to DDDD-200
  ```
- Entity 300 is defined as:
  ```
  From: DDDD-300 to DDDD-300
  ```
- Entity 400 is defined as:
  ```
  From DDDD-100 to DDDD-399
  ```

**Option W**

Defining the following entities:

- Entity 100 is for Store 1
- Entity 200 is for Store 2
- Entity 300 is for Store 3
- Entity 400 is for consolidation of stores 1, 2, and 3

For the above example, you would use the wildcard option and define entities in the following manner:

- Entity 100 is defined as:
  ```
  DDDD-1**
  ```
- Entity 200 is defined as:
  ```
  DDDD-2**
  ```
- Entity 300 is defined as:
  ```
  DDDD-3**
  ```
- Entity 400 is defined as:
  ```
  DDDD-1**
  DDDD-2**
  DDDD-3**
  ```
Field Definitions for Screen 1

Use Screen 1 to define the name and description of the financial entity. Also, you must decide whether you want to define it using the wildcard or range option. Here are the field definitions in the order that they appear on the screen.

1. Entity ID
   Identifies the financial entity, for example, Store1, or Dept20.

2. Description
   Describes the financial entity, for example, Harry's Hardware, or Lumber Yard.
3. Range or Wildcard?

Available codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Range</td>
</tr>
<tr>
<td></td>
<td>Used to define a specific range of subaccounts.</td>
</tr>
<tr>
<td>W</td>
<td>Wildcard</td>
</tr>
<tr>
<td></td>
<td>Used to define a broader range of subaccounts.</td>
</tr>
</tbody>
</table>

Financial Entity Maintenance

<table>
<thead>
<tr>
<th>Entity ID</th>
<th>Display Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>2. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>3. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>4. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>5. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>6. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>7. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>8. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>9. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>10. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>11. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>12. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>13. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>14. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>15. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>16. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>17. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
<tr>
<td>18. DDDD-3 N</td>
<td>To DDDD-3 N</td>
</tr>
</tbody>
</table>

Field Definitions for Option R

If you entered R in the Range or Wildcard field, you can enter up to 18 from and to subaccount number combinations. Here are the field definitions in the order that they appear on the screen.
1-18 From/To

In the first field (from), enter the first location in the range. In the second field (to), enter the last location in the range.

The DDDD is a constant for the account number. All account numbers within the location range will be linked to the financial entity entered on the first screen.

Field Definitions for Option W

If you entered W in the Range or Wildcard field, you can enter up to 36 subaccount numbers. Here are the field definitions in the order that they appear on the screen.

<table>
<thead>
<tr>
<th>Location</th>
<th>DDDD-N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>2</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>3</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>4</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>5</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>6</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>7</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>8</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>9</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>10</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>11</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>12</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>13</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>14</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>15</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>16</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>17</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>18</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>19</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>20</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>21</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>22</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>23</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>24</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>25</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>26</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>27</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>28</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>29</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>30</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>31</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>32</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>33</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>34</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>35</td>
<td>DDDD-3 N</td>
</tr>
<tr>
<td>36</td>
<td>DDDD-3 N</td>
</tr>
</tbody>
</table>

1-36 DDDD-Location

The DDDD is a constant for the account number. All account numbers within the location will be linked to the financial entity entered on the first screen.
Purpose

Use Function GLMU to format the following financial statements:

- Balance Sheet
- Profit and Loss Statement
- Source and Application of Funds (SAF) Statements
  - Cash Flow Report
  - Statement of Changes in Financial Position
  - Components of Working Capital

To define the format of financial statements, you will need to tell the system the following information:

- what account numbers to include
- what text should print at the top of the statement
- what text should always print on the statement (literals)
- when to skip lines
- when to underline
- where to print the statement date or period
- what column in which to print balances/accounts
- when to make a page break
- how to accumulate and print subtotals and totals

The copy layout feature can be used when:

- you have multiple stores set up in Function MSR (Modify Store Record) and each store runs its own General Ledger.
  or
- you want to create supporting schedules from a particular balance sheet.
Copying layouts:
- save time
- reduce errors

Once you define the format of your financial statements, you must select what information you want to print on them in Function GSMU, Option 1 (Statement Specification Maintenance).

Field Definitions for Screen 1 (Menu Options 1, 2, and 3)

Use Screen 1 to add, change, and delete your financial statement formats. Here are the field definitions in the order that they appear on the screen.

1. **Layout No**

   Identifies each financial statement format. You may want to create a couple different formats for one or more of your financial statements. The Layout Number is used in Function GSMU to select and print the appropriate statement.
If you plan to create more than one of a certain type of statement, use a numbering scheme to group statement types. For example: Assign balance sheets 100 to 199, profit and loss statements 200 to 299 and so on. It helps maintain consistency.

2. **Type of Statement**

Identifies the statement type. The available codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Balance Sheet</td>
</tr>
<tr>
<td>P</td>
<td>Profit and Loss Statement</td>
</tr>
<tr>
<td>X</td>
<td>Supporting Schedule (Balance Sheet Format)</td>
</tr>
<tr>
<td>S</td>
<td>Supporting Schedule (Profit and Loss Format)</td>
</tr>
<tr>
<td>C</td>
<td>Cash Flow Report</td>
</tr>
<tr>
<td>F</td>
<td>Statement of Changes in Financial Position</td>
</tr>
<tr>
<td>W</td>
<td>Components of Working Capital</td>
</tr>
</tbody>
</table>

3. **Description**

Describes the financial statement format (for example, Balance Sheet for IRS). This field does not print on your financial statements—it is for your information.
Field Definitions for Screen 2 (Menu Options 1, 2, and 3)

Use Screen 2 to enter, change, or delete format information for your financial statements. Here are the field definitions in the order that they appear on the screen.

**Seq-No**

The system assigns the sequence numbers when adding detail lines. The system uses these numbers to identify detail lines on the statements. The system begins numbering at 10 and increments by 10 for each detail.

When you use Menu Options 2 and 3, you can enter the sequence number from an existing layout to display, change or delete the information.

**Code**

You will use several different codes depending on the type of information you are entering. With each code, the system will need different information. The following describes each code and what information you will need to enter.
ACCT  The account number you want to print on the financial statement. In Function GCMU (Chart of Accounts File Maintenance), you entered the statement type, which must be consistent with the Type of Statement entered on the first screen. Below are the available combinations of statement types:

<table>
<thead>
<tr>
<th>If the Type of Statement is (Function GLMU)</th>
<th>then the account must be (Function GCMU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B—Balance Sheet</td>
<td>Balance Sheet</td>
</tr>
<tr>
<td>C—Cash Flow Report</td>
<td></td>
</tr>
<tr>
<td>F—Financial Position Changes Statement</td>
<td></td>
</tr>
<tr>
<td>W—Components of Working Capital</td>
<td></td>
</tr>
<tr>
<td>P—Profit and Loss</td>
<td>Profit and Loss</td>
</tr>
<tr>
<td>S—Supporting Schedule (Profit and Loss)</td>
<td>Profit and Loss or Balance Sheet (with warning)</td>
</tr>
<tr>
<td>X—Supporting Schedule (Balance Sheet)</td>
<td>Balance Sheet or Profit and Loss (with warning)</td>
</tr>
</tbody>
</table>

After entering the account number, the system will prompt PRT/ACCUM. The answer to this prompt tells the system whether or not to print the account balance on the statement.

- If you enter P, the system will print the account description and balance of the account.
- If you enter A, the system will not print the account description. The system will accumulate the balance until you enter the code PAT (Print Accumulated Total) to print an accumulated total.

For example:

You have five cash accounts, but you want to print only one line on your statement that will include all cash accounts. You would use the field PRT/ACCUM in the following manner:
The account number range you want to include on the financial statement regardless of the subaccount number. For example:

From 5000-LLL
To 5999-LLL

- If you enter P in the PRT/ACCUM field, the system prints the accumulated balance for all accounts between 5000 and 5999.
- If you enter A in the PRT/ACCUM field, you must enter the code PAT immediately following this range.

or

- You can enter another range with A in the PRT/ACCUM field, and enter the code PAT immediately following the second range.

When the financial statement is printed, the system will include all accounts currently within the range. If another account within the range is added to the Chart of Accounts (Function GCMU) at a later time, the system will include the new account the next time the statement is printed.

The account numbers you want to print or accumulate balances on the financial statement regardless of the subaccount number. For example:

5020-LLL

- The system will include all 5020 account numbers regardless of subaccount number.

and
• If you enter P in the PRT/ACCUM field, the system prints the balance of each 5020 accounts.
• If you enter A in the PRT/ACCUM field, the system prints the accumulated balance for all 5020 accounts.

SUBn

You can use nine subtotal levels—one is the lowest, and nine is the highest. The system moves up the statement adding individual account balances until it finds a subtotal greater than or equal to itself. For example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
<th>Subtotal</th>
<th>The System Adds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB1</td>
<td>100</td>
<td>50 + 50</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB1</td>
<td>200</td>
<td>100 + 100</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB2</td>
<td>350</td>
<td>50 + 100 + 100 + 50 + 50</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB3</td>
<td>650</td>
<td>100 + 100 + 100 + 50 + 100 + 100 + 50 + 50</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB9</td>
<td>750</td>
<td>50 + 50 + 100 + 100 + 100 + 100 + 50 + 100 + 100 + 50 + 50</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB1</td>
<td>50</td>
<td>25 + 25</td>
<td></td>
</tr>
</tbody>
</table>
You have a lot of flexibility in printing subtotals and totals on your financial statements. For example:

<table>
<thead>
<tr>
<th>Code</th>
<th>Account</th>
<th>Description</th>
<th>Paren Cntrl</th>
<th>Prt/Accum</th>
<th>Col</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>1001-000</td>
<td>Cash, Bank of America</td>
<td>P</td>
<td>1</td>
<td></td>
<td>prints balance of account 1001-000</td>
</tr>
<tr>
<td>ACCT</td>
<td>1002-000</td>
<td>Cash, Union Bank</td>
<td>P</td>
<td>1</td>
<td></td>
<td>prints balance of account 1002-000</td>
</tr>
<tr>
<td>SUB1</td>
<td></td>
<td>Total Cash in Bank</td>
<td>D</td>
<td>2</td>
<td></td>
<td>prints subtotal in column 2 for accounts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1001-000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1002-000</td>
</tr>
<tr>
<td>ACCT</td>
<td>1003-000</td>
<td>Petty Cash</td>
<td>P</td>
<td>2</td>
<td></td>
<td>prints balance of account 1003-000</td>
</tr>
<tr>
<td>ACCT</td>
<td>1004-000</td>
<td>Cash Over and Short</td>
<td>P</td>
<td>2</td>
<td></td>
<td>prints balance of account 1004-000</td>
</tr>
<tr>
<td>SUB2</td>
<td></td>
<td>Total Cash</td>
<td>D</td>
<td>2</td>
<td></td>
<td>prints total for accounts:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1001-000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1002-000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1003-000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1004-000</td>
</tr>
</tbody>
</table>

When entering subtotals, if the type of statement is B, P, S, or X, the system will prompt PAREN CONTROL. You should:

- enter D, if the account balance is typically a debit
- enter C, if the account balance is typically a credit

If the type of statement is B, X, or F, the system will prompt PRINT COLUMN. Enter either column 1, 2, or 3 to indicate where the total should print.
CLRn

You can use this code clear subtotals on the report. The number refers to the level of the subtotal.

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
<th>Subtotal</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 50</td>
<td></td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Account 50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB1</td>
<td></td>
<td>100</td>
<td>50 + 50</td>
</tr>
<tr>
<td>Account 75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB2</td>
<td></td>
<td>250</td>
<td>75 + 75 + 50 + 50</td>
</tr>
<tr>
<td>Account 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB3</td>
<td></td>
<td>300</td>
<td>25 + 25 + 75 + 75 + 50 + 50</td>
</tr>
</tbody>
</table>

CLR2

<table>
<thead>
<tr>
<th>Description</th>
<th>Balance</th>
<th>Subtotal</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB4</td>
<td></td>
<td>125</td>
<td>25 + 25 + 35 + 40 (includes amounts below SUB2)</td>
</tr>
</tbody>
</table>

NOTE: If CLR2 was not entered, the system subtotal for SUB4 would have been 375.

PAT

Use the PAT (Print Accumulated Totals) code when accumulating balances. Enter A at the PRT/ACCUM prompt. The code PAT tells the system to print the accumulated balance.

For example:

<table>
<thead>
<tr>
<th>Account</th>
<th>Prt/Accum</th>
<th>What Prints on Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-000</td>
<td>A</td>
<td>Nothing</td>
</tr>
<tr>
<td>1010-000</td>
<td>A</td>
<td>Nothing</td>
</tr>
<tr>
<td>1020-000</td>
<td>A</td>
<td>Nothing</td>
</tr>
<tr>
<td>PAT</td>
<td>A</td>
<td>Sum of balances in accounts 1000-000, 1010-000, and 1020-000</td>
</tr>
</tbody>
</table>
If the type of statement is B, P, S, or X, the system will prompt **PAREN CONTROL**. You should:

- enter D, if the account balance is typically a debit
- enter C, if the account balance is typically a credit

If the type of statement is B, X, or F, the system will prompt **PRINT COLUMN**. Enter either column 1, 2, or 3 to indicate in which column the total should print.

**BSNI**  
Balance Sheet Net Income (BSNI) is available for statement types B, C, F, and X. Use this code to tell the system where to enter net income or loss from the Profit and Loss calculations. The system will need the following related information:

- description to print on statement
- whether to print or accumulate the balance
- in which column to print

**TEXT**  
If you entered text in Function GTMT (Text File Maintenance), use this code to place the text on the statement.

For example:

- In Function GTMT, assign code 01 to:
  
  Balance Sheet  
  Johnson Lumber, Inc.

- In Function GLMU, enter Text Code 01.

The system will print,

Balance Sheet  
Johnson Lumber, Inc.

on the statement where you entered Text Code 01 in Function GLMU.

**LIT**  
Use this code to enter text you want to print on the financial statement. You must enter this information exactly how you want it to print on your statement. For example: use for column headings such as Assets, Liabilities, Expenses.

**UL**  
Use this code to print an underline on the statement. If the statement types are B, F, or X, you must tell the system in which column to print the underline. The underline prints under
the subtotal, not the text.

**DL**  
Use this code to print a double underline on the statement. If the statement types are B, F, or X, you must tell the system in which column to print the double underline.

**SR and ER**  
If you want to print ratios on statement types P or S, you must tell the system where to begin (SR—Start Ratio) and end (ER—End Ratio) the comparison.

For example:

If the total for all income accounts between the SR and ER is $500,000, all ratios printed will be compared to $500,000.

A common ratio is expenses compared to sales. You would enter SR before all sales accounts and ER after all sales accounts. The system will print a ratio for all other accounts which is the balance as a percentage of sales.

**LF**  
Use this code to skip one line on the financial statements. (Line Feed)

**FF**  
Use this code to skip to the top of the next page on the financial statements. (Form Feed)

**LEG**  
Use the LEG (Legend) code to print the dates you entered in Function GSMU, Menu Option 2 (Print Financial Statements). The system will automatically skip a line after printing the Legend, so you do not need to enter a LF (Line Feed) code.

**SSRC**  
Use the SSRC (Start of Sources of Funds) in statement type F to identify the beginning of the accounts that are sources of funds.

**SUSE**  
Use the SUSE (Start of Uses of Funds) in statement type F to identify the ending of the accounts that are uses of funds.
Financial Statement Layout Maintenance
Resequence Layouts

Please Enter:

1. Layout No 3 N
   Type of Statement Display Only
   Description Display Only

2. Increment 4 N

Item Number to Change?

Field Definitions for Menu Option 4

Use Menu Option 4 to renumber the layout sequence numbers. For example:

You want to insert a new account number, but the sequence numbers are consecutive and you cannot add the account.

<table>
<thead>
<tr>
<th>The Sequence Numbers Are</th>
<th>The Account Numbers Are</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1001-000</td>
</tr>
<tr>
<td>2</td>
<td>1010-000</td>
</tr>
<tr>
<td>3</td>
<td>1013-000</td>
</tr>
</tbody>
</table>

To resequence these sequence numbers, in order to insert the new account, enter 5 in the field Increment. The system will resequence this example in the following manner:
You now can insert accounts or other layout codes between one and six or six and eleven. Here are the field definitions in the order that they appear on the screen.

1. **Layout No**
   - The layout number you assigned to this financial statement.

2. **Type of Statement**
   - The system displays the layout type.

3. **Description**
   - The system displays the layout description.

4. **Increment**
   - The system will assign this number to the first layout code and continue to add one increment to each sequence number.

<table>
<thead>
<tr>
<th>The Sequence Numbers Are</th>
<th>The Account Numbers Are</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1001-000</td>
</tr>
<tr>
<td>6</td>
<td>1010-000</td>
</tr>
<tr>
<td>11</td>
<td>1013-000</td>
</tr>
</tbody>
</table>
Field Definitions for Menu Option 5

Use Menu Option 5 to copy a particular layout from one store to another or to create a supporting schedule from an existing layout. Here are the field definitions in the order that they appear on the screen.

1. **Copy From Another Company?**
   
   **Multistore users only:**
   If each store uses a separate General Ledger store which is set up in Function MSR (Modify Store Record), you can copy layouts from one store to another, by entering Y in this field.
   
   If you want to copy information from one layout to another within the same store, enter N.
   
   **Single-store users** should enter N in this field.

2. **Company**
   
   The store number from which you want to copy the financial layout. The information will be copied from the store entered
3. Layout No

The layout number from which you want to copy information.

The system displays:
• the financial statement type
• the financial statement description

4. Starting Sequence No

If you want to copy only a portion of the financial layout, enter the first sequence number to copy. You copy by sequence number—not account number!

NOTE: Copying a range of sequence numbers is useful when creating a supporting schedule from an existing financial statement.

5. Ending Sequence No

If you are copying a portion of the financial layout, enter the last sequence number to copy. You copy by sequence number—not account number!

6. New Layout No

You must assign a new layout number to the financial statement you are creating from existing information.

7. New Layout Description

The description of the new financial statement layout.

8. New Layout A Supporting Schedule?

A support schedule lists detail from Profit and Loss Statement or Balance Sheet. For example: You want to print a statements showing only 15 specific expense accounts. You would copy those sequence numbers from the Profit and Loss Statement to generate a separate schedule showing amounts of the 15 expense accounts.
Financial Statement Layout Maintenance
Generate SAF Layouts

1. From Balance Sheet Layout No 3 N
2. Change In Position Layout No 3 N
3. Description 2 lines with 25 A/N
4. Working Capital Layout No 3 N
5. Description 2 lines with 25 A/N
6. Cash Flow Layout No 3 N
7. Description 2 lines with 25 A/N

Field Definitions for Menu Option 6

Use Menu Option 6 to create the following SAF statements:
- Statement of Changes in Financial Position
- Changes in Components of Working Capital
- Cash Flow Report

After generating SAF statements, you can use Menu Option 2 to change the order in which the accounts appear, but you cannot change the total and subtotal structure.

If you plan to create any of the above SAF statements, you should read the information about these statement(s) on the following pages.
Statement of Changes in Financial Position

The Statement of Changes in Financial Position calculates the working capital using:

- the non-current assets and liabilities
- net income or loss
- non-cash charges against income
- funds flow account balances

You must enter a SAF Type for all balance sheet accounts in Function GCMU before generating SAF statements.

**NOTE:** The non-current assets and liabilities are printed in separate sections depending on whether they are sources or uses of funds. Account numbers with SAF Type F (Funds Flow) will print only once on this statement depending on the parentheses control.

- If an account balance is a credit, then it is a source of funds.
- If an account balance is a debit, then it is a use of funds.

Menu Option 6 will automatically generate the format of the Statement of Changes in Financial Position. You may change the order in which the account numbers print, but the subtotal and total structure must remain as follows:

- the BSNI code
- non-cash charges against income account numbers
- SUB1 (Total From Operations)
- SSRC (the beginning of the sources of funds)
- all funds flow account numbers
- SUB1 (Total Working Capital Sources)
- SUSE (the ending of the uses of funds)
- all funds flow account numbers (same accounts as listed in the sources section)
- SUB1 (Total Working Capital Uses)
- SUB2 (Net Increase/Decrease in Working Capital)
NOTE: You may also manually create a Statement of Changes in Financial Position layout using your own total and subtotal structures in Function GLMU.

Changes in Components of Working Capital


You must enter a SAF Type for all balance sheet accounts in Function GCMU before generating SAF statements.

Menu Option 6 will automatically generate the format of the Changes in Components of Working Capital. You may change the order in which the account numbers print, but the subtotal and total structure must remain as follows:

- all cash account numbers
- all current assets account numbers
- SUB1 (Assets Increase/Decrease)
- all current liabilities account numbers
- SUB1 (Liabilities Increase/Decrease)
- SUB2 (Total Net Increase/Decrease Working Capital)

NOTE: You may also manually create a Changes in Components of Working Capital layout using your own total and subtotal structures in Function GLMU.

Cash Flow Report

The Cash Flow Report shows:

- the effect of all balance sheet accounts and net income on cash during the current period and year-to-date
- the beginning balance of cash at the start of the period and year
- the sources and uses of cash
- the final cash balance

You must enter a SAF Type for all balance sheet accounts in Function GCMU before generating SAF statements.

Menu Option 6 will automatically generate the format of the Cash Flow Report. You may change the order in which the account numbers print, but the subtotal and total structure must remain as follows:

- all cash account numbers (SAF Type C)
• SUB2 (Cash-Beginning Balance)
• BSNI code
• all non-cash charges against income account numbers (SAF Type N)
• SUB1 (Total From Operations)
• current assets account numbers (SAF Type A)
• current liabilities account numbers (SAF Type L)
• funds flow account numbers (SAF Type F)
• SUB1 (Total Source or Use of Funds)
• SUB2 (Net Increase or Decrease in Cash)
• SUB3 (Cash Ending Balance)

NOTE: You may also manually create a Cash Flow Report layout using your own total and subtotal structures in Function GLMU.

For more information about SAF statements, talk to your accountant.

Here are the field definitions in the order that they appear on the screen for Menu Option 6.

1. From Balance Sheet Layout No

   The layout number of the balance sheet you are using to create the SAF statement.

2. Change in Position Layout No

   If you want to produce a Statement of Changes in Financial Position, you must assign a new layout number. If you do not want this statement, leave this field blank.

3. Description

   Enter the description of the Statement of Changes in Financial Position. If you do not want this statement, leave this field blank.

4. Working Capital Layout No

   If you want to produce a Changes in Components of Working Capital statement, you must assign a new layout number. If you do not want this statement, leave this field blank.
5. Description

Enter the description of the Changes in Components of Working Capital statement.

6. Cash Flow Layout No

If you want to produce a Cash Flow Report, you must assign a new layout number. If you do not want this statement, leave this field blank.

7. Description

Enter the description of the Cash Flow Report.

Menu Option 7

Use Menu Option 7 to print an edit list of all sequence numbers, account numbers, and codes for a financial statement layout. You can use this to help you enter corrections to existing layouts. For more information about the edit list, see the tabbed section Reports, page GLMU-1.

Menu Option 8

Use Menu Option 8 to print sample statements to help you see how your financial statements will print, but the balances will print as all 9s. You can also use this option to find any mistakes you need to correct on existing financial layouts. For more information about the sample statements, see the tabbed section Reports, page GLMU-1.
Purpose

In the Accounts Payable and Payroll application, you can print distribution reports (Reports RAGL and RPGL) showing all transactions that should be posted to General Ledger. Use Function GLP to tell the system to move these transactions to the General Ledger application. When the transactions are in General Ledger, you will use Function GGMU to:

- print an edit list
- make corrections (if any)
- post the transactions

You should always check the edit list in Function GGMU before posting transactions from the Accounts Payable and Payroll pass off.

**NOTE:** Once you pass off to General Ledger, all valid detail distributions will be deleted from the Accounts Payable and Payroll applications based on dates entered in Function GLP.
Field Definitions

Use this screen to pass off Payroll and Accounts Payable transactions to General Ledger. Here are the field definitions in the order that they appear on the screen.

**Printer**

The system will print a confirmation or error report; enter the printer number where you want it to print.

The information printed will:

- tell you the pass off was completed successfully
- list any errors indicating pass off was not completed
Report Options

The available options are:

<table>
<thead>
<tr>
<th>Option</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Double-space</td>
</tr>
<tr>
<td>J</td>
<td>Suppress pre-page</td>
</tr>
</tbody>
</table>

Distribution Source

You can pass off only transactions from one application at a time.

- If you want to pass off Payroll transactions, enter PR.
- If you want to pass off Accounts Payable transactions, enter AP.

Period Cutoff Date

All distributions from Accounts Payable or Payroll, with this date or any earlier date, will be passed off to General Ledger.

CAUTION

The system will accept any date. The date does not have to be an end-of-period date (from Function GRMU). Verify the date you want to use. The system may not find transactions to pass off, because the date is incorrect.

Press <Enter> to accept today’s date as the default.

If you are including Function GLP in a queue to be run at regular intervals, enter zeroes. Each time the queue is loaded, the system will use the system date as the Period Cutoff Date. You can enter zeroes by typing them or by pressing <Clear Field> three times.
Summary or Detail?

Available codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Detail. The system passes off each transaction individually.</td>
</tr>
<tr>
<td>S</td>
<td>Summary. For each date and account, the system passes off a summary of all transactions.</td>
</tr>
</tbody>
</table>

Use D:
- if you expect to have to edit any transactions in Function GGMU
- if you want to see detail on from General Ledger

**NOTE:** At the end of the period, you can consolidate the detail into one transaction using Function GCMP.
## Troubleshooting

Use the table below to understand and correct any errors that may print.

<table>
<thead>
<tr>
<th>Message</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO ACCOUNT ON FILE</td>
<td>Verify that the account number is valid in Function GCMU. If the account is not in Function GCMU, enter it. If the account is in Function GCMU, make sure you are locked-in to the correct store.</td>
</tr>
<tr>
<td>NO DISTRIBUTIONS BEFORE CUTOFF DATE</td>
<td>File does not contain any transactions in date range specified. Print Report RAGL or Report RPGL to make sure distributions exist and verify cut-off date.</td>
</tr>
<tr>
<td>FILE NOT AVAILABLE</td>
<td>Try pass off later. Or, check to see who is using the application. Return to the Main Menu and try using Function GLP again.</td>
</tr>
<tr>
<td>FILE IS EMPTY</td>
<td>No transactions have been added since last distribution. Make sure you have posted all transactions in Accounts Payable and Payroll. If you haven't posted, post; then, re-run the distribution reports to verify and Function GLP.</td>
</tr>
<tr>
<td>GENERAL LEDGER ACCT FILE IS EMPTY</td>
<td>Account numbers are not set up in Function GCMU. All account numbers must be set up in Function GCMU before running Function GLP.</td>
</tr>
</tbody>
</table>
GRMU

Accounting Period Maintenance

Purpose

Use Function GRMU to define your fiscal year for the General Ledger application. You can define up to a 13 period fiscal year. You can define your periods as:

- monthly
- quarterly
- yearly
- every four weeks (13-period year)

Regardless of the length of your periods, you must enter consecutive dates. For example, if you are defining quarterly periods, the information should be entered as follows:

Period 1 10/1 to 12/31
Period 2 1/1 to 3/31
Period 3 4/1 to 6/30
Period 3 7/1 to 9/30

When you close the fiscal year (Function GYEN), the system will automatically advance the dates one year (Function GRMU). You do not need to change the dates to accommodate leap year. The system knows that any transactions dated February 29, should be included with the period ending on February 28.

The Current-14 field is used in Functions GGMU and GSJU when entering and posting transactions. If you post outside of the current period (past or future), a warning message will appear on the screen and print on the edit list and posting register. The current period is also used as default when printing date-sensitive reports.

Also, Function GCMP will use the periods defined in this function when consolidating detail transactions. For more
information about consolidating details, see Function GCMP in this section.

**Field Definitions**

Use this screen to define your fiscal year and current period. Here are the field definitions in the order that they appear on the screen.

**Default Period Code**

If you enter a code in this field, the system will automatically enter your fiscal year after you enter Period 1. The codes available are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Annual</td>
</tr>
<tr>
<td>Q</td>
<td>Quarterly</td>
</tr>
<tr>
<td>M</td>
<td>Monthly</td>
</tr>
<tr>
<td>F</td>
<td>Every Four Weeks</td>
</tr>
<tr>
<td>Blank</td>
<td>You must manually enter your entire fiscal year.</td>
</tr>
</tbody>
</table>
1-13 Start Date  
End Date  
If you are using the Default Period Code field above, enter the first day of your fiscal year in Period 1. The system will automatically enter the remaining dates defining your fiscal year.

If you left the Default Period Code field blank, you will have to enter the first and last day of each period.

14. Current  
The accounting period for which you are currently posting transactions or printing financial statements.
Purpose

Use Function GSJU to set up and post recurring journal transactions in the General Ledger application. The system displays a running balance that you can use to check whether or not you are in balance.

The running balance is reset to zero when you post transactions. *During normal operation of the General Ledger application, you should always try to post balanced transactions.*

The system displays the current period end date at the top of the screen and all transactions will be posted to this date.

If you enter transactions with a Source Description ACCRUE, you can automatically reverse them in the next period by entering Y in the field Reverse Next Period. The automatically reversed entry will have the next period’s start date as the transaction date.

Recurring transactions must be posted before running financial statements for the period. If you do not post recurring transactions that information will not be included in your financial statements.
Recurring Journal Trx Processing

1. Trx Type
   P or V

2. Account No
   7 A/N

3. Amount
   Debit
   Credit
   12 N with 2 D

4. Source
   6 A/N

5. Reference
   30 A/N

6. Reverse Next Period?
   Y or N

7. Auto Distribute?
   Y or N

8. Counter Balance?
   Y or N

Running Balance:

Field Definitions

Use this screen to set up all recurring journal transactions. Here are the field definitions in the order that they appear on the screen.

1. Trx Type
   The following codes are available:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Permanent entries are for the same amount each period. You can change or delete these transactions using Menu Options 2 and 3.</td>
</tr>
<tr>
<td>V</td>
<td>Variable entries are for the same account but different amounts each period. Before posting, you can change the amounts using Menu Option 2.</td>
</tr>
</tbody>
</table>

2. Account No
   The account number for which you are entering the transaction. The account number must be set up in Function GCMU (Chart of Accounts File Maintenance).
3. Amount
   Debit
   Credit

   The amount of the transaction. The cursor will be at the debit amount. If the amount is a credit, press <Enter> to move the cursor to the Credit field, and enter the amount. Do not enter a negative!

   If the transaction offsets one or more previous transactions at the terminal, press <Next Item> at the Debit field. The system will enter the offset amount based on the running balance at the bottom of your screen.

   For example:

   If the Running Balance is $500, press <Next Item>, the system will enter a $500 in the Credit field as the offset amount. All offset amounts should be entered at the same terminal used to originally enter the transactions.

4. Source

   Identifies where the transaction came from. For example, if you are entering sales, enter Sales. The information entered in this field is used on Report RGRF (Print Source Cross Reference).

   If you enter Accrue in this field, you must enter Y in the field Reverse Next Period. When this transaction is posted, the system will enter a reversing entry (opposite sign) using the starting date of the next period as the transaction date.

   For accrual entries with future or past dates, the system will use the starting date of the period following the transaction date. If the transaction is dated before or after the current year, the reversal is posted based on a projected accounting period for the year of the transaction.

5. Reference

   Identifies the transactions. You should enter meaningful information so that you can quickly see what this transaction was for.

6. Reverse Next Period?

   If Accrue was entered in the Source field, enter Y; otherwise, you should accept the default N. If you enter Y, the system will automatically reverse the accrual when you post transactions.

   **NOTE:** If you enter Y in this field, the fields Auto Distribute and Counter Balance must be N.
7. **Auto Distribute?**

If you have set up automatic distribution for this account, you can accept the auto distribution or you can enter the entire amount for this account.

If you accept auto distribute, the system automatically calculates distribution and will round to the nearest cent. Any remaining amount is added to the last distribution to balance the accounts.

When you post, the system posts the amounts to the appropriate accounts defined for the distribution code.

If there is no distribution code set up, the system will display **NOT ALLOWED**, and you should accept the default N.

**NOTE:** If you enter Y in this field, the fields Reverse Next Period and Counter Balance must be N.

8. **Counter Balance?**

If you set up a counter balance account in Function GCMU, the system will display that account and description. You should enter Y to accept the automatic counter balancing.

If you did not set up a counter balance account in Function GCMU, the system will display **NOT ALLOWED**, and you should accept the default N.

If you have not set up the counter balance account in Function GCMU, the system will display **ACCOUNT NOT ON FILE**. You will have to add this account before you can use the automatic counter balance feature.

**NOTE:** If you enter Y in this field, the fields Reverse Next Period and Auto Distribute must be N.
Purpose

In Function GLMU, you entered layout codes to format the statement. In Function GSMU, Menu Option 1, you must assign a specification number to the layout created in Function GLMU. You must also tell the system what information you want to print on the financial statement. You can print:

- information for specific or all financial entities
- actual amounts from the current year
- comparative amounts from past years (you decide how many years to keep on the system in Function GYEN)
- budgeted amounts for the current year, past years, or future years
- ratios, if any
- variances between actual and budgeted amounts, if any

You may want to create several different financial layouts to run at different times. For example, you may want financial layouts for monthly, quarterly, and yearly reporting.

If you create different layouts, you may not want to print every layout every time you print statements. Every layout you create must be assigned a specification number before you print it. If you are unsure of what layouts have specification numbers, print the Statement Specification Print Out (Menu Option 6).

When you print statements (Function GSMU, Menu Option 2), you specify the date range, but do not specify which layout to print. The system knows whether to print a layout based on the field Print Next Run in Function GSMU, Menu Option 1. If the Print Next Run field is Y, the system will print this statement every time you print financial statements.
If you create different financial layouts, make sure the field Print Next Run is answered appropriately. You can change this field manually using Menu Option 2 or automatically using Menu Options 4 and 5 in Function GSMU.

Menu Options 4 and 5 may be used in the following manner:
- use Menu Option 4 to clear all previous selections
  - the system changes the field Print Next Run to N for all layouts
- use Menu Option 5 to select all or a range of layouts to print
  - the system changes the field Print Next Run to Y for those layouts within the selected range

**NOTE:** Function GSMU provides a lot of flexibility. The following examples shows the columns available and what type of information you can print in them.

**Selecting Information to Print on Financial Statements**

You can print several types of information on your financial statements. Listed below are examples of what information can be printed. The codes in the examples mean:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Actual amounts</td>
</tr>
<tr>
<td>B</td>
<td>Budgeted amounts</td>
</tr>
<tr>
<td>V</td>
<td>Variance amounts</td>
</tr>
</tbody>
</table>

**NOTE:** Function GSMU provides a lot of flexibility. The following examples shows the columns available and what type of information you can print in them.
Balance Sheet

On balance sheet layouts, you can print the following information for any fiscal year that you have kept on your system:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
</tbody>
</table>

Or

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
</tbody>
</table>

NOTE: In Function GLMU, you decided whether the balances are printed in columns 1, 2, and 3. If you decided to print balances in column three, you will have space restrictions when selecting what to print in Function GSMU, Menu Option 1. If you select information to print in column three in Function GSMU, Menu Option 1, the system will print the information in the format shown in the second example above.

Profit and Loss Statement

On profit and loss layouts, you can print the following information for any fiscal year’s current period or YTD that you have kept on your system:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
<td>A or B or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
<td>A or B or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
<td>A or B or Blank</td>
</tr>
<tr>
<td>A or B</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
<td>A or B or Blank</td>
</tr>
</tbody>
</table>
Statement of Changes in Financial Position

On Statement of Changes in Financial Position, you can print the following information for current or past fiscal years that you have kept on your system:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (current year)</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A (current year)</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
<tr>
<td>A (current year)</td>
<td>A or B or Blank</td>
<td>A or B or V or Blank</td>
</tr>
</tbody>
</table>

Required Information

Prior Year Information

Components of Working Capital and Cash Flow Report

On Components of Working Capital and Cash Flow Report, you can print the following information for current and past periods and current and past YTD that you have kept on your system:

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (current period)</td>
<td>A (YTD current year)</td>
<td>A (current period different year)</td>
<td>A (YTD same year as Column 3)</td>
</tr>
<tr>
<td>A (current period)</td>
<td>A (YTD current year)</td>
<td>A (current period different year)</td>
<td>A (YTD same year as Column 3)</td>
</tr>
<tr>
<td>A (current period)</td>
<td>A (YTD current year)</td>
<td>A (current period different year)</td>
<td>A (YTD same year as Column 3)</td>
</tr>
</tbody>
</table>

Required Information

Actual Information is Required (you may leave these columns blank)

Using Menu Option 2

After you have selected what to print on the financial statements, use Menu Option 2 to print the statements.

- You must enter a date range for the period of time you want to include on your statements.
- You can press <Enter> to accept the default Current-14 field from Function GRMU.
- The system will calculate account balances based on the last date of the period entered.
Field Definitions for Balance Sheet Specification Screen

Different information appears on the Specification Maintenance Screen for balance sheet and profit and loss layouts. Use the above screen to specify what type of information you want to print on a balance sheet layout.

Here are the field definitions in the order that they appear on the screen.

1. **Specification No**

When you assign specification numbers, you should group statement specifications numerically to make printing a range of statements easier. For example:

- Use specification numbers one through 100 for detailed financial statements used for monthly administrative reporting.

  or

- Use specification numbers 101 through 200 for quarterly statements.
or

- Use specification numbers 201 through 300 for yearly statements that must be published.

or

- Use specification numbers one through 50 for Profit and Loss statements, and use 100 through 200 for Balance Sheets and SAF statements.

If you are changing, inquiring, or deleting a specification, press <Next Item> to display the first specification on file (Menu Options 2 and 3). You can continue to press <Next Item> until you find the specification you want to change, see, or delete.

2. Layout No

The layout number you assigned to the statement in Function GLMU.

If you change, inquire, or delete a specification, you do not need to enter a layout number. The system will display information based on the specification number entered above.

3. Financial Entity

If you want to print information for a specific financial entity, enter the entity ID defined in Function GLEM.

If you do not know the financial entity, press <Next Item> until you find the financial entity you want to print.

If you want to include all financial entities, press <Enter> to accept the default ALL.

If you change, inquire, or delete a specification, you do not need to enter a financial entity. The system will display information based on the specification number entered above.

4-6 Column 1-3

Listed below is the information available for printing in the three columns on the Balance Sheet:
Data Type

In columns 1 and 2 the following codes are available to select the type of information you want to print:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Actual — current year’s actual amounts or comparatives</td>
</tr>
<tr>
<td>B</td>
<td>Budget — current, past, or future year's budget amounts</td>
</tr>
</tbody>
</table>

In column 3, you can use codes A, B, or:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>Variance — the difference between the amounts printed in columns 1 and 2.</td>
</tr>
</tbody>
</table>

Year + or -

In columns 1, 2, and 3, you can print current or different fiscal year information. Here are examples on how to print fiscal year information.

- If you want to print amounts for the current fiscal year, press <Enter> to accept the default 0.
- If you want to print amounts from last fiscal year, enter -1.
- If you want to print amounts for next year, enter +1.

Budget Code

If you entered B in the Data Type field, you must enter the appropriate budget code. The budget code must be set up in Function GBCM.

If you do not know the budget code, press <Next Item> until you find the budget you want to print.

7. Print Next Run?

If you want to print this statement the next time you print financial statements, enter Y.

If you do not want to print this statement the next time you print financial statements, enter N.
If you are trying to print financial statements, but nothing prints, you should always check this field to make sure Y has been entered.

### Statement Specifications Maintenance

<table>
<thead>
<tr>
<th>1. Specification No</th>
<th>3 N</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Layout No</td>
<td>3 N</td>
</tr>
<tr>
<td>3. Financial Entity</td>
<td>6 A/N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Curr/ YTD</th>
<th>Year + or -</th>
<th>Budget Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Column 1</td>
<td>A or B</td>
<td>C or Y</td>
<td>1 N (-)</td>
</tr>
<tr>
<td>5. Column 2</td>
<td>A or B</td>
<td>C or Y</td>
<td>1 N (-)</td>
</tr>
<tr>
<td>6. Column 3</td>
<td>A, B, or V</td>
<td>C or Y</td>
<td>1 N (-)</td>
</tr>
<tr>
<td>7. Column 4</td>
<td>A or B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Show Ratios?</td>
<td>Y or N</td>
<td>9. Print Next Run?</td>
<td>Y or N</td>
</tr>
</tbody>
</table>

### Field Definitions for Profit and Loss Specification Screen

Different information appears on the Specification Maintenance Screen for Balance Sheet and Profit and Loss layouts. Use the above screen to specify what information you want to print on a Profit and Loss layout.

Here are the field definitions in the order that they appear on the screen.

1. **Specification No**
   
   See the field definition for the Balance Sheet Specification Screen described above.

2. **Layout No**
   
   See the field definition for the Balance Sheet Specification Screen described above.
3. Financial Entity

See the field definition for the Balance Sheet Specification Screen described above.

4-7 Column 1-4

Listed below is the information available for printing in the four columns on the profit and loss statement:

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>Actual — current year’s actual amounts or financial summary amounts for a different fiscal year (comparatives)</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>Budget — current, past, or future year's budget amounts</td>
</tr>
</tbody>
</table>

In column 3, you can use codes A, B, or:

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>Variance — the difference between the amounts printed in columns 1 and 2.</td>
</tr>
</tbody>
</table>

Curr/YTD

Profit and loss statements can print either:

- net change amounts for current period (regardless of the Data Type)
  or
- net change amounts for year-to-date (regardless of the Data Type)

NOTE: Any comparative amounts for past years will be for the same time period entered in Function GSMU, Menu Option 1. For example, if you are printing statements for January 1991, the system will print comparative amounts from January 1990, or 1989, or 1988, depending on what you enter in the Year + or - field below.

Year + or -

See the field definition for the Balance Sheet Specification Screen described above.
Budget Code

See the field definition for the Balance Sheet Specification Screen described above.

8. Show Ratios

If you coded the financial layout with SR (Start Ratio) and ER (End Ratio), enter Y to print the ratios.

If you did not code the financial layout with SR and ER, enter N.

**NOTE:** Ratios will print only on Profit and Loss statements.

9. Print Next Run?

See the field definition for the Balance Sheet Specification Screen described above.

Print Financial Statements

Please Enter:

1. Starting Date 6 N
2. Ending Date 6 N
Field Definitions for Menu Option 2

Use this screen to enter the date range you want to print on your financial statements. Here are the field definitions in the order that they appear on the screen.

1. **Starting Date**
   The first date of the period to be printed on the financial statements.
   
   Press `<Enter>` to accept the default of the current period (14) starting date from Function GRMU.

2. **Ending Date**
   The last date of the period to be printed on the financial statements.
   
   Press `<Enter>` to accept the default of the current period ending date from Function GRMU.
Purpose

Use Function GTMT to code and enter any text you want to appear on your financial statements. You may want to create text for footnotes, options, headings, etc. When you are entering financial layouts in Function GLMU, you will enter the text code at the place you want the text to print on the statement.

The system does not automatically title any financial statements, you must enter the text headings you want to appear.

<table>
<thead>
<tr>
<th>Financial Statement Text File Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Text No</td>
</tr>
<tr>
<td>2. Description</td>
</tr>
</tbody>
</table>
Field Definitions for Screen 1

Use Screen 1 to assign a text code and brief description of the text. Here are the field definitions in the order that they appear on the screen.

1. Text No
   Assign a text number to the information. You will use this number in Function GLMU to tell the system where to place the text.

2. Description
   Defines the text. For example: Balance Sheet Header or Disclaimer Profit and Loss.

<table>
<thead>
<tr>
<th>Item Number to Change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 75 A/N</td>
</tr>
<tr>
<td>2. 75 A/N</td>
</tr>
<tr>
<td>3. 75 A/N</td>
</tr>
<tr>
<td>4. 75 A/N</td>
</tr>
<tr>
<td>5. 75 A/N</td>
</tr>
<tr>
<td>6. 75 A/N</td>
</tr>
<tr>
<td>7. 75 A/N</td>
</tr>
<tr>
<td>8. 75 A/N</td>
</tr>
<tr>
<td>9. 75 A/N</td>
</tr>
<tr>
<td>10. 75 A/N</td>
</tr>
<tr>
<td>11. 75 A/N</td>
</tr>
<tr>
<td>12. 75 A/N</td>
</tr>
<tr>
<td>13. 75 A/N</td>
</tr>
<tr>
<td>14. 75 A/N</td>
</tr>
<tr>
<td>15. 75 A/N</td>
</tr>
<tr>
<td>16. 75 A/N</td>
</tr>
<tr>
<td>17. 75 A/N</td>
</tr>
<tr>
<td>18. 75 A/N</td>
</tr>
<tr>
<td>19. 75 A/N</td>
</tr>
<tr>
<td>20. 75 A/N</td>
</tr>
<tr>
<td>21. 75 A/N</td>
</tr>
<tr>
<td>22. 75 A/N</td>
</tr>
<tr>
<td>23. 75 A/N</td>
</tr>
</tbody>
</table>
Field Definitions for Screen 2

Use Screen 2 to enter the text you want to print on the financial statements. Here are the field definitions in the order that they appear on the screen.

1-23 Blank Space

You must enter the text exactly how you want it to print on the statements. If you want it indented or centered, press the <Spacebar> to move the cursor to the approximate position and type the text.

Press <End> to complete the text entry.

Press <Enter> to return to the Submenu.
Purpose

Use Function GYEN at the end of each fiscal year. The system will do the following:

- Advance each period one year in Function GRMU.
- Clear all transactions from the General Ledger Transaction File.
- Create balance forward transactions for all balance sheet accounts.
- Move the amounts for each period of the current year to the Prior-Year Comparative fields in Function GCMU.
- Zero out all revenue and expense account balances.
- Update the field Last Year-End Procedure Run Date in Function GCON.

IMPORTANT

Before running Function GYEN, print your final financial statements for the year and run a backup.

You may keep financial summary amounts for five years on your system. If you keep more than five years, you may run out of disk space. Detail transactions should only be kept on your system for one year.

Function GYEN also recalculates financial summary amounts to make sure the information is correct, because the system uses these amounts on financial statements as the comparatives.
Before completing Function GYEN, you must post the net income or loss to the retained earnings or equity account. The net income or loss amount is printed on your final Profit and Loss statement.

Enter the Net Income or Loss in Function GGMU. This transaction is one-sided, because the system has already posted the offsetting entries when the revenue and expense accounts were zeroed out.

**Year-End Procedure**

This Program Will Advance Your Accounting Periods One Year and Clear the General Ledger Trx File Creating Balance Forward Records for all Balance Sheet Accounts.

*Are You Sure You Want to Run this Program?* **Y** or **N**

**Field Definitions for Screen 1**

Use Screen 1 to run the year-end procedure. Here is the field definition.

*Are You Sure You Want to Run This Program?*

If you are ready to run your year-end procedure, enter Y to display Screen 2 where you enter what you want to purge.

If you are *not* ready to run your year-end procedure, enter N.
Field Definitions for Screen 2

If you entered Y on the first screen, use Screen 2 to tell the system what to purge. You should be very sure of what years you enter on this screen, because this function purges the information from your system. *Make a backup, just in case you purge something incorrectly.*

1. **Purge General Ledger Transaction Records Through Year Ending**

   You must decide how long you want to keep detail transactions on your system. Triad Systems Corporation recommends that you keep only one year of detailed transactions.

   For example:

   You are closing fiscal year 1991; therefore, you would enter 90, and the system would keep detail for the fiscal year 1991.

   If this is your first year on the General Ledger application, and you do not want to purge detail transactions, press `<Enter>` to leave this field blank.
If you have run Function GYEN before, you can press 
<Next Item>, so the system will enter the year ending date to keep the same number of transaction detail years as last year.

2. Purge Financial Summary Records Through Year Ending

You must decide how long you want to keep financial summary amounts (comparatives) on your system. Triad Systems Corporation recommends that you keep only five years of past year's comparatives.

For example:

You are closing fiscal year 1991; therefore, you would enter 86, and the system would keep summary amounts for the fiscal years 1991 through 1987.

If haven't been using the General Ledger application for five years, press <Enter> to leave this field blank.

If you have run Function GYEN before, you can press <Next Item>, so the system will enter the year ending date to keep the same number of financial summary years as last year.

3. Purge Budget Records Through Year Ending

You must decide how long you want to keep budget amounts on your system. Triad Systems Corporation recommends that you keep only five years of past year's budgets.

For example:

You are closing fiscal year 1991; therefore, you would enter 86, and the system would keep summary amounts for the fiscal years 1991 through 1987.

If haven't been using the General Ledger application for five years, press <Enter> to leave this field blank.

If you have run Function GYEN before, you can press <Next Item>, so the system will enter the year ending date to keep the same number of budget years as last year.
Purpose

Use Function MSR to set up multiple directories for General Ledger, Accounts Payable, and Payroll. If you are a multistore user, you need to decide and plan how you want your information stored and reported on the system. Read the following information before you decide so that you understand the options available.

The following fields tell the system which data directory you want to use for the application and to which General Ledger directory you want to pass off Accounts Payable and Payroll transactions for each store record set up.

- Which A/P? (Which Accounts Payable directory do you want to use?)
- Which P/R? (Which Payroll directory do you want to use?)
- Which G/L? (Which General Ledger directory do you want to use?)

Listed below are the reasons, advantages, and disadvantages of using multiple directories.

General Ledger Directories

Following are reasons for setting up multiple directories for General Ledger:

- Each store forms a separate corporation. There is no reason to combine information, because you want to print separate financial statements for each store.
- All stores form one corporation. You want to keep information in each store separate, and print consolidated financial statements for the corporation (all stores combined).
Here are some other ways of separating information in General Ledger:

- You can set up financial entities for each store.
- You can set up multiple directories for each store and financial entities for each department in the store.

The advantage of using multiple directories is that you have to enter only the account number (first four digits). The disadvantage of not using multiple directories is that you always have to enter the account number and subaccount number (seven digits).

**Accounts Payable Directories**

If you want to keep each store's vendor history separate, you must set up multiple Accounts Payable directories. When you set up separate Accounts Payable directories, the system will accumulate the Amount Paid (YTD and Last Year), Discounts Taken (YTD and Last Year), and Vendor Balance Due separately for each store.

If you have one checking account and want all cash information combined on one Cash Requirements Report, you should not set up multiple Accounts Payable directories.

The advantage of using multiple directories is that vendor history will be separated by store. The disadvantage is that you must run checks for each store separately. You will have to print checks, change to stock paper to print the register, align checks again for the next store, change to stock paper, print the register, and continue to print for each store.

**Payroll Directories**

If you have more than one corporation, you should set up multiple Payroll directories. The system will separate tax information so that you can report taxes by corporation.

If you are using multiple General Ledger directories and you want to use Function GLP to pass off information into separate stores, you must set up multiple Payroll directories. For example, you will use Function GLP to pass off Payroll transactions for Store 1 to the General Ledger in Store 1, etc.

Also, you can keep your payroll information separated by setting up different stores, but pass off all store's transactions to one specific General Ledger store.
If you run all your payroll checks for all stores at one time out of one cash account, and run by one person, you should not set up multiple directories. You can report information separately by using the subaccount number (last three digits of the account number).

If each store has a different Federal ID Number, you must set up multiple directories.

The advantage of using multiple directories is that tax history will be separated by store. The disadvantage is that you must run checks separately for each store. You will have to print checks, change to stock paper to print the register, align checks again for the next directory, change to stock paper, and continue to print the register for each directory.

**Modify Store Record (MSR)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Store Number</td>
<td>1</td>
</tr>
<tr>
<td>Store Name</td>
<td></td>
</tr>
<tr>
<td>Store Short Name</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>Phone #</td>
<td>___ ( ) _____ - _________</td>
</tr>
<tr>
<td>Resale Number</td>
<td></td>
</tr>
<tr>
<td>Warehouse Ind</td>
<td>N</td>
</tr>
</tbody>
</table>

**Checking Bank Accounts Credit Card**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Acct #</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Acct #</td>
<td></td>
</tr>
<tr>
<td>1st Affiliate</td>
<td></td>
</tr>
<tr>
<td>2nd Affiliate</td>
<td></td>
</tr>
<tr>
<td>Which A/P?</td>
<td>1</td>
</tr>
<tr>
<td>Which P/R?</td>
<td>1</td>
</tr>
<tr>
<td>Which G/L?</td>
<td>1</td>
</tr>
</tbody>
</table>

**Available Options**

Use the following fields for each store record to tell the system which data directory you want to use for the application and to which General Ledger directory you want to pass off Accounts Payable and Payroll transactions. These fields work together to store and report your accounting information:
• Which A/P?
• Which P/R?
• Which G/L?

Below are all the combinations available for multiple and single directories:

<table>
<thead>
<tr>
<th></th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
<th>Option 5</th>
<th>Option 6</th>
<th>Option 7</th>
<th>Option 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which A/P?</td>
<td>Multiple</td>
<td>Multiple</td>
<td>Multiple</td>
<td>Single</td>
<td>Single</td>
<td>Single</td>
<td>Single</td>
<td>Single</td>
</tr>
<tr>
<td>Which P/R?</td>
<td>Multiple</td>
<td>Multiple</td>
<td>Single</td>
<td>Multiple</td>
<td>Single</td>
<td>Multiple</td>
<td>Single</td>
<td>Single</td>
</tr>
<tr>
<td>Which G/L?</td>
<td>Multiple</td>
<td>Single</td>
<td>Multiple</td>
<td>Single</td>
<td>Multiple</td>
<td>Single</td>
<td>Single</td>
<td>Single</td>
</tr>
</tbody>
</table>

Option 1

In the table above, option 1 means that each store has its own directory. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

- Store 2 would be set up in the following manner:
  - Which A/P? 2
  - Which P/R? 2
  - Which G/L? 2

- Store 3 would be set up in the following manner:
  - Which A/P? 3
  - Which P/R? 3
  - Which G/L? 3

- and so on

**NOTE:** The system will pass off Accounts Payable and Payroll transactions separately to each store’s general ledger.
Option 2

In the table on page MSR-4, option 2 means that A/P and P/R have separate directories for each store and all stores will share the G/L directory. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

- Store 2 would be set up in the following manner:
  - Which A/P? 2
  - Which P/R? 2
  - Which G/L? 1

- Store 3 would be set up in the following manner:
  - Which A/P? 3
  - Which P/R? 3
  - Which G/L? 1

- and so on

**NOTE:** The system will pass off Accounts Payable and Payroll transactions the general ledger in Store 1.

Option 3

In the table on page MSR-4, option 3 means that A/P and G/L have separate directories for each store and all stores will share the P/R directory. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

- Store 2 would be set up in the following manner:
  - Which A/P? 2
  - Which P/R? 1
  - Which G/L? 2
• Store 3 would be set up in the following manner:
  - Which A/P? 3
  - Which P/R? 1
  - Which G/L? 3
• and so on

**NOTE:** The system will pass off Accounts Payable and Payroll transactions separately to each store's general ledger.

### Option 4

In the table on page MSR-4, option 4 means that A/P has separate directories for each store and all stores will share the P/R and G/L directories. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1
- Store 2 would be set up in the following manner:
  - Which A/P? 2
  - Which P/R? 1
  - Which G/L? 1
- Store 3 would be set up in the following manner:
  - Which A/P? 3
  - Which P/R? 1
  - Which G/L? 1
• and so on

**NOTE:** The system will pass off Accounts Payable and Payroll transactions the general ledger in Store 1.

### Option 5

In the table on page MSR-4, option 5 means that P/R and G/L have separate directories for each store and all stores will share the A/P directory. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1
• Store 2 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 2
  - Which G/L? 2

• Store 3 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 3
  - Which G/L? 3

• and so on

NOTE: The system will pass off Accounts Payable and Payroll transactions separately to each store’s general ledger.

Option 6

In the table on page MSR-4, option 6 means that P/R has separate directories for each store and all stores will share the A/P and G/L directories. For example:

• Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

• Store 2 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 2
  - Which G/L? 1

• Store 3 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 3
  - Which G/L? 1

• and so on

NOTE: The system will pass off Accounts Payable and Payroll transactions the general ledger in Store 1.
Option 7

In the table on page MSR-4, option 7 means that G/L has separate directories for each store and all stores will share the A/P and P/R directories. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

- Store 2 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 2

- Store 3 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 3

- and so on

**NOTE:** The system will pass off Accounts Payable and Payroll transactions separately to each store’s general ledger.

Option 8

In the table on page MSR-4, option 8 means that all stores will share the A/P, P/R, and G/L directories. For example:

- Store 1 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1

- Store 2 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1
• Store 3 would be set up in the following manner:
  - Which A/P? 1
  - Which P/R? 1
  - Which G/L? 1
• and so on

NOTE: The system will pass off Accounts Payable and Payroll transactions the general ledger in Store 1.

Variations of the Eight Options

You can use variations of the eight options described above. For example:

A three-store corporation may have two stores sharing the same G/L directory and the third store using a separate G/L directory.

This corporation can have three separate A/P directories (one per store), and only one P/R directory (shared by all three stores).
Reports

What Is This Section For? 12-1

Cross-Reference 12-1

GBCM—Budget Code Maintenance, Menu Option 4 (Budget Code Report) GBCM-1

GBUM—Budget Maintenance, Menu Option 4 (Print Out Budgets) GBUM-1

GCMU—Chart of Accounts Maintenance, Menu Option 4 (Chart of Accounts Report) GCMU-1

GDMU—Distribution Code File Maintenance, Menu Option 4 (Distribution Code Report) GDMU-1
GGMU—General Journal
Transaction Processing, Menu Option 4 (Print General Journal Transaction Edit List) GGMU-1

GGMU—General Journal
Transaction Processing, Menu Option 5 (Post Transactions to General Ledger Transaction File) GGMU-1

GLEM—Financial Entity Maintenance, Menu Option 4 (Financial Entity Report) GLEM-1

GLMU—Financial Statement Layout Maintenance, Menu Option 6 (Generate SAF) GLMU-1

GLMU—Financial Statement Layout Maintenance, Menu Option 7 (Print Layout Edit List) GLMU-1

GLMU—Financial Statement Layout Maintenance, Menu Option 8 (Print Sample Statements) GLMU-1

GSJU—Recurring Journal Transactions, Menu Option 4 (Print Recurring Journal Transaction Edit List) GSJU-1
GSJU—Recurring Journal Transactions, Menu Option 5 (Post Recurring Transactions to General Ledger Transaction File) GSJU-1

GSMU—Select and Print Financial Statements, Menu Option 1 (Print Out Statement Specifications) GSMU-1

GSMU—Select and Print Financial Statements, Menu Option 2 (Print Financial Statements) GSMU-1

GTMT—Text File Maintenance, Menu Option 4 (Text File Report) GTMT-1

RGFV—Financial Statement Verification RGFV-1

RGRF—Print Source Cross Reference Report RGRF-1

RGTR—Print Trial Balance Report RGTR-1

RGWS—Print General Ledger Worksheet RGWS-1
What is This Section For?

Use the Reports section to find the purposes and samples of reports used in the General Ledger application. The reports are in alphabetical order.

**NOTE:** If you need more information about a specific field on a report, see the tabbed section Functions, under the appropriate program abbreviation.

Cross-Reference

Below is a cross-reference listing of reports that can be printed by two different methods (the same report prints), either:

- at a submenu
  - or
- by program abbreviation

<table>
<thead>
<tr>
<th>Reports Printed at Submenus</th>
<th>Reports Printed by Program Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBUM—Budget Maintenance (Option 4—Print Out Budgets)</td>
<td>RGBU—Print Out Budgets</td>
</tr>
<tr>
<td>GBUM—Budget Maintenance (Option 5—Copy Budgets)*</td>
<td>GBUC—Copy Budgets *</td>
</tr>
<tr>
<td>GCMU—Chart of Accounts Maintenance</td>
<td>RGGC—Chart of Accounts Report</td>
</tr>
<tr>
<td>GCMU—Chart of Accounts Maintenance (Option 5Copy Chart of Accounts)*</td>
<td>GLAC—Copy Chart of Accounts *</td>
</tr>
<tr>
<td>Reports Printed at Submenus</td>
<td>Reports Printed by Program Abbreviation</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GGMU—General Journal Transaction Processing (Option 4—Print General Journal Transaction Edit List)</td>
<td>Direct program abbreviation is not available.</td>
</tr>
<tr>
<td>GGMU—General Journal Transaction Processing (Option 5—Post Transactions to General Ledger Transaction File)</td>
<td>RGGG—Print/Post General Journal Transaction Register</td>
</tr>
<tr>
<td>GLMU—Financial Statement Layout Maintenance (Option 4—Resequence Layouts) *</td>
<td>GLLR—Financial Statement Layout Resequence Function *</td>
</tr>
<tr>
<td>GLMU—Financial Statement Layout Maintenance (Option 5—Copy Layouts) *</td>
<td>GLLC—Copy Financial Statement Layouts *</td>
</tr>
<tr>
<td>GLMU—Financial Statement Layout Maintenance (Option 6—Generate SAF)</td>
<td>GLLG—Financial Statement Generation Function</td>
</tr>
<tr>
<td>GLMU—Financial Statement Layout Maintenance (Option 7—Print Layout Edit List)</td>
<td>RGLA—Financial Statement Layout Report</td>
</tr>
<tr>
<td>GLMU—Financial Statement Layout Maintenance (Option 8—Print Sample Statements)</td>
<td>RGSA—Financial Statement Report Sample</td>
</tr>
<tr>
<td>GSJU—Recurring Journal Transactions (Option 4—Print Recurring Journal Transaction Edit List)</td>
<td>Direct program abbreviation is not available.</td>
</tr>
<tr>
<td>GSJU—Recurring Journal Transactions (Option 5—Post Recurring Transactions to General Ledger Transaction File)</td>
<td>RGJG—Print/Post Recurring Journal Transaction Register</td>
</tr>
<tr>
<td>GSMU—Select and Print Financial Statements (Option 1, Option 6—Print Out Statement Specifications)</td>
<td>RGST—Print Out Statement Specification</td>
</tr>
<tr>
<td>GSMU—Select and Print Financial Statements (Option 1—Statement Specification Maintenance Sub-Menu) *</td>
<td>GLSM—Statement Specification Maintenance *</td>
</tr>
<tr>
<td>GSMU—Select and Print Financial Statements (Option 2—Print Financial Statements)</td>
<td>RGFS—Print Financial Statements</td>
</tr>
</tbody>
</table>

* These programs do not print reports, but you can use either the sub-menu or program abbreviation to display them.
Purpose

Use Menu Option 4 to print an edit list of the budget codes entered in Function GBCM. You can use this report as a reference when you are specifying what budgets should print on financial statements in Function GSMU, Option 1.

For more information, see the tabbed section Functions, page GBCM-1.

Report Sample

On the next page is a sample of the Budget Code List.
## Budget Code List

<table>
<thead>
<tr>
<th>Budget-Code</th>
<th>Budget-Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>LO BUDGET</td>
</tr>
<tr>
<td>02</td>
<td>HI BUDGET</td>
</tr>
</tbody>
</table>

2 budget codes on file

### END OF REPORT ###
Purpose

Use Menu Option 4 to print an edit list of the budget amounts entered for each account number in Function GBUM. You can use this report to verify that all budgets have been entered correctly. If you need to make corrections to budgets shown on this report, use Menu Options 2 (Change/Inquire) or 3 (Delete).

For more information, see the tabbed section Functions, page GBUM-1.

Report Sample

On the next page is a sample of the Budget File Print-Out.
### GBUM, Option 4

**Triad Lumber & Building Supplies, Inc.**

#### BUDGET FILE PRINT-OUT

**RANGE:** ALL BUDGET CODES ALL FISCAL YEARS
**FOR FINANCIAL ENTITY:** LUMBER DEPT

**BUDGET CODE 01 LO BUDGET**

**FISCAL YEAR ENDING 1991**

**ACCOUNT-NO DESCRIPTION**

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5020-100</td>
<td>COMPUTER EXPENSES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BUDGET</th>
<th>PERIOD</th>
<th>BUDGET</th>
<th>PERIOD</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/90 - 06/30/90</td>
<td>350</td>
<td>11/01/90 - 11/30/90</td>
<td>350</td>
<td>04/01/91 - 04/30/91</td>
<td>350</td>
</tr>
<tr>
<td>07/01/90 - 07/31/90</td>
<td>350</td>
<td>12/01/90 - 12/31/90</td>
<td>350</td>
<td>05/01/91 - 05/31/91</td>
<td>350</td>
</tr>
<tr>
<td>08/01/90 - 08/31/90</td>
<td>350</td>
<td>01/01/91 - 01/31/91</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/01/90 - 09/30/90</td>
<td>350</td>
<td>02/01/91 - 02/28/91</td>
<td>350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/01/90 - 10/31/90</td>
<td>350</td>
<td>03/01/91 - 03/31/91</td>
<td>350</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**RUN DATE: JUL 20, 1990 - 08:36**

**Triad Lumber & Building Supplies, Inc.**

#### BUDGET FILE PRINT-OUT

**BUDGET CODE 02 HI BUDGET**

**FISCAL YEAR ENDING 1991**

**ACCOUNT-NO DESCRIPTION**

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>5020-100</td>
<td>COMPUTER EXPENSES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>BUDGET</th>
<th>PERIOD</th>
<th>BUDGET</th>
<th>PERIOD</th>
<th>BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/90 - 06/30/90</td>
<td>500</td>
<td>11/01/90 - 11/30/90</td>
<td>500</td>
<td>04/01/91 - 04/30/91</td>
<td>500</td>
</tr>
<tr>
<td>07/01/90 - 07/31/90</td>
<td>500</td>
<td>12/01/90 - 12/31/90</td>
<td>500</td>
<td>05/01/91 - 05/31/91</td>
<td>500</td>
</tr>
<tr>
<td>08/01/90 - 08/31/90</td>
<td>500</td>
<td>01/01/91 - 01/31/91</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/01/90 - 09/30/90</td>
<td>500</td>
<td>02/01/91 - 02/28/91</td>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/01/90 - 10/31/90</td>
<td>500</td>
<td>03/01/91 - 03/31/91</td>
<td>500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

***END OF REPORT***
Purpose

Use Menu Option 4 to print a list of account numbers and other information entered in Function GCMU. You should always keep a current copy of your Chart of Accounts as a reference when creating layouts or posting transactions.

For more information, see the tabbed section Functions, page GCMU-1.

Report Sample

On the next page is a sample of the Chart of Accounts Print-Out.
<table>
<thead>
<tr>
<th>ACCOUNT-HO</th>
<th>DESCRIPTION</th>
<th>COUNTER-BALANCING-ACCOUNT</th>
<th>DIST CODE</th>
<th>T/B-SUBTOTA</th>
<th>FIN-STMT TYPE</th>
<th>SAF TYPE</th>
<th>PARENT CODE</th>
<th>COMPRESS CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005-100</td>
<td>PETTY CASH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006-100</td>
<td>CHECKING ACCOUNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010-100</td>
<td>ACCOUNTS RECEIVABLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1015-100</td>
<td>INVENTORY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1020-100</td>
<td>OTHER CURRENT ASSETS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021-100</td>
<td>DELIVERY TRUCK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1022-100</td>
<td>EQUIPMENT</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1025-100</td>
<td>INVESTMENTS</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1030-100</td>
<td>BUILDING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1031-100</td>
<td>DEPRECIATION ALLOW-DEL TRUCK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1032-100</td>
<td>DEPRECIATION ALLOW-EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1040-100</td>
<td>OTHER FIXED ASSETS</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005-100</td>
<td>ACCOUNTS PAYABLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010-100</td>
<td>NOTES PAYABLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005-100</td>
<td>OWNER'S EQUITY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT-NO</td>
<td>DESCRIPTION</td>
<td>COUNTER-BALANCING-ACCOUNT</td>
<td>DIST CODE</td>
<td>T/B-SUBTOTAL FIN-SPLIT</td>
<td>SAF TYPE</td>
<td>PARENT CODE</td>
<td>COMPRESS CODE</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>---------------------------</td>
<td>-----------</td>
<td>------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>3010-100</td>
<td>RETAINED EARNINGS</td>
<td></td>
<td>0</td>
<td>B</td>
<td>F</td>
<td>C</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>4005-100</td>
<td>SALES</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>C</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>4010-100</td>
<td>OTHER INCOME</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>C</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5005-100</td>
<td>COST OF GOODS SOLD</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5010-100</td>
<td>ADMINISTRATIVE EXPENSES</td>
<td></td>
<td>I</td>
<td>0</td>
<td>P</td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5015-100</td>
<td>OPERATING EXPENSES</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5020-100</td>
<td>COMPUTER EXPENSES</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5025-100</td>
<td>INCOME TAX</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>5030-100</td>
<td>DEPRECIATION EXPENSE</td>
<td></td>
<td>0</td>
<td>P</td>
<td></td>
<td>D</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

24 ACCOUNTS PRINTED

+++ END OF REPORT +++
Purpose

Use Menu Option 4 to print a list of distribution codes and percentages entered in Function GDMU. You should always check the edit list after entering new distribution codes or changing existing codes. The system displays automatic distributions in Functions GGMU and GSJU which you can accept or change.

For more information, see the tabbed section Functions, page GDMU-1.

Report Sample

On the next page is a sample of the Distribution Code List.
<table>
<thead>
<tr>
<th>DIST CODE</th>
<th>ACCOUNT NO</th>
<th>DESCRIPTION</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>5010-100</td>
<td>ADMINISTRATIVE EXPENSES</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>5010-200</td>
<td>ADMINISTRATIVE EXPENSES</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>5010-300</td>
<td>ADMINISTRATIVE EXPENSES</td>
<td>40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DISTRIBUTION TOTAL:</td>
<td>100.00</td>
</tr>
<tr>
<td>0002</td>
<td>1006-100</td>
<td>CHECKING ACCOUNT</td>
<td>30.00</td>
</tr>
<tr>
<td></td>
<td>1006-200</td>
<td>CHECKING ACCOUNT</td>
<td>20.00</td>
</tr>
<tr>
<td></td>
<td>1006-300</td>
<td>CHECKING ACCOUNT</td>
<td>40.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DISTRIBUTION TOTAL:</td>
<td>100.00</td>
</tr>
</tbody>
</table>

2 CODES PRINTED

*** END OF REPORT ***
Purpose

Use Menu Option 4 to print an edit list of journal transactions entered in Function GGMU. Also, use Menu Option 4 to print an edit list of journal transaction spassed off from Functions GLP and GLCO. You should use this list to verify that the transactions were entered correctly. After making sure the transactions are correct or making necessary corrections using Menu Options 2 or 3.

For more information, see the tabbed section Functions, page GGMU-1.

Report Sample

On the next page is a sample of the General Journal Transaction Edit List.
<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005-100</td>
<td>08/01/90</td>
<td>10044000</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHECKING ACCOUNT**

* WARNING - DATE OUTSIDE OF CURRENT PERIOD *

ABOVE AUTOMATICALLY POSTED AS FOLLOWS:

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1006-100</td>
<td>08/01/90</td>
<td>10044000</td>
<td>10,270.00</td>
<td>CB</td>
<td></td>
</tr>
<tr>
<td>1006-200</td>
<td>08/01/90</td>
<td>10045000</td>
<td>3,860.00</td>
<td></td>
<td></td>
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<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>10,270.00</td>
<td></td>
<td>3,860.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010-100</td>
<td>08/01/90</td>
<td>11012000</td>
<td>17,230.00</td>
<td>R&amp;J</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>17,230.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1015-100</td>
<td>08/01/90</td>
<td>11013000</td>
<td>4,230.00</td>
<td>RDI</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>4,230.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1032-100</td>
<td>08/01/90</td>
<td>11064000</td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-100</td>
<td>08/01/90</td>
<td>11025000</td>
<td>3,860.00</td>
<td>R&amp;DL</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>3,860.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005-100</td>
<td>08/01/90</td>
<td>11032500</td>
<td>29,000.00</td>
<td>RUS</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>29,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DATE</th>
<th>TIME</th>
<th>AMOUNT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010-100</td>
<td>08/01/90</td>
<td>11041000</td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNT TOTALS:</td>
<td></td>
<td></td>
<td>900.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purpose

Use Menu Option 5 to post the journal transactions to General Ledger so that they will appear on your financial statements. Make sure you print the edit list and make any necessary corrections before posting transactions.

For more information, see the tabbed section Functions, page GGMU-1.

Report Sample

On the next page is a sample of the General Journal Transaction Register.
There is a problem with this transaction.

This message explains the problem. This transaction date is not in the current period.

<table>
<thead>
<tr>
<th>ACCOUNT-HD</th>
<th>TRX</th>
<th>TRX</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>SOURCE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010-100 ADMINISTRATIVE EXPENSES</td>
<td>07/09/90</td>
<td>151032D0</td>
<td>100.00</td>
<td></td>
<td>TTT</td>
</tr>
</tbody>
</table>

Above automatically posted as follows:

<table>
<thead>
<tr>
<th>ACCOUNT-HD</th>
<th>TRX</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010-100</td>
<td>08/01/90</td>
<td>5,430.00</td>
</tr>
<tr>
<td>5010-200</td>
<td>08/01/90</td>
<td>500.00</td>
</tr>
<tr>
<td>5010-300</td>
<td>08/01/90</td>
<td>1,200.00</td>
</tr>
</tbody>
</table>

Account Totals:

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5010-100 ADMINISTRATIVE EXPENSES</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>5010-200 ADMINISTRATIVE EXPENSES</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>5010-300 ADMINISTRATIVE EXPENSES</td>
<td>40.00</td>
<td></td>
</tr>
</tbody>
</table>

14 TRX ENTERED

Grand Totals:

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>39,096.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purpose

Use Menu Option 4 to print a list of financial entities and their subaccount numbers. If you have a lot of different financial entities and subaccount numbers, you should keep this list handy. You can run reports based on a financial entity. This report will help you know which subaccounts are included for the financial entity used to run the report.

For more information, see the tabbed section Functions, page GLEM-1.

Report Sample

On the next page is a sample of the Financial Entity List.
## Financial Entity List

### Range: All Entities

**All "M"s in an Account Number level signify a Descriptive Level**

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Account-NO</th>
<th>Account-MO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lumber Dept</td>
<td>RANGES: DDDD-100 TO DDDD-199</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hardware Dept</td>
<td>RANGES: DDDD-200 TO DDDD-299</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Plumbing Dept</td>
<td>RANGES: DDDD-300 TO DDDD-399</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Lumber Dept</td>
<td>WILDCARDS: DDDD-1**</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Hardware Dept</td>
<td>WILDCARDS: DDDD-2**</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Plumbing Dept</td>
<td>WILDCARDS: DDDD-3**</td>
<td></td>
</tr>
<tr>
<td>CONSOL</td>
<td>CONSOLIDATION OF DEPTS</td>
<td>RANGES: DDDD-100 TO DDDD-299</td>
<td></td>
</tr>
<tr>
<td>WILDC</td>
<td>CONSOLIDATION USING WILDCARDS</td>
<td>WILDCARDS: DDDD-1** DDDD-2**</td>
<td></td>
</tr>
</tbody>
</table>

8 Entities Printed

*** End of Report ***
Purpose

Use Menu Option 6 to generate Sources and Applications of Funds (SAF) Statements. Your balance sheet layouts must be completed before running Option 6. The system will print a report listing any errors or messages saying the statements were successfully generated. If you see errors, you should investigate the account numbers set up in Function GCMU. Only Balance Sheet accounts should have SAF types entered in Function GCMU.

The system automatically formats SAF Statements. You can change the layout, but specific accounts and subtotals are required. For more information about SAF Statements, see the tabbed section Functions, page GLMU-1.

Report Sample

On the next page is a sample of the SAF Error Report.
Purpose

Use Menu Option 7 to print an edit list of a financial statement layout. This list will print sequence numbers for each line of detail. You can use this list to help you insert or delete lines on the financial statement, because you must enter any changes to a layout using the system-assigned sequence number.

For more information, see the tabbed section Functions, page GLMU-1.

Report Sample

On the next page is a sample of the Financial Statement Layout Edit List.
Balance Sheet

RUN DATE: AUG 01, 1990 - 10:30
Triad LUMBER & BUILDING SUPPLIES, INC.

FINANCIAL STATEMENT LAYOUT EDIT LIST

RANGE: ALL LAYOUTS

LAYOUT-NO: 901 BALANCE SHEET

BALANCE SHEET

SEQ  LAYOUT
NO  CODE

0010 TEXT TEXT NO: 01 BALANCE SHEET TITLE
FOR ENTITIES: 1

0020 LED
0030 LF
0040 LIT CURRENT ASSETS
0050 RMD 1005-LLL
1006-LLL
PRINT/ACCUM A
0060 PAT CASH PARENT D PRINT COLUMN 1
0070 ACCT 1010-100 PRINT/ACCUM B PRINT COLUMN 1
ACCOUNTS RECEIVABLE
0080 ACCT 1015-100 PRINT/ACCUM B PRINT COLUMN 1
INVENTORY
0090 ACCT 1020-100 PRINT/ACCUM B PRINT COLUMN 1
OTHER CURRENT ASSETS

0100 UF PRINT COLUMN 1
0110 SUB1 TOTAL CURRENT ASSETS PARENT D PRINT COLUMN 2
0120 LF
0130 LIT LONG TERM ASSETS
0140 ACCT 1021-100 PRINT/ACCUM B PRINT COLUMN 1
DELIVERY TRUCK
0150 ACCT 1031-100 PRINT/ACCUM B PRINT COLUMN 1
DEPRECIATION ALLOW-DEL TRUCK
0160 ACCT 1022-100 PRINT/ACCUM B PRINT COLUMN 1
EQUIPMENT
0170 ACCT 1032-100 PRINT/ACCUM B PRINT COLUMN 1
DEPRECIATION ALLOW-EQUIPMENT
0180 ACCT 1025-100 PRINT/ACCUM B PRINT COLUMN 1
INVESTMENTS
0190 ACCT 1030-100 PRINT/ACCUM B PRINT COLUMN 1
BUILDING
0200 ACCT 1040-100 PRINT/ACCUM B PRINT COLUMN 1
OTHER FIXED ASSETS

0210 UL PRINT COLUMN 1
0220 SUB1 TOTAL LONG TERM ASSETS PARENT D PRINT COLUMN 2
0230 UL
0240 SUB2 TOTAL ASSETS PARENT D PRINT COLUMN 3
0250 IL PRINT COLUMN 3
0260 LF
0270 LIT LIABILITIES
0280 ACCT 2005-100 PRINT/ACCUM B PRINT COLUMN 1
ACCOUNTS PAYABLE
0290 ACCT 2010-100 PRINT/ACCUM B PRINT COLUMN 1
NOTES PAYABLE

GLMU, Option 7
GLMU-2 Financial Statement Layout Maintenance
0/1090/H5295
Profit and Loss Statement

RUN DATE: OCT 03, 1990 - 09:54

Triad LUMBER & BUILDING SUPPLIES, INC.

FINANCIAL STATEMENT LAYOUT EDIT LIST

RANGE: LAYOUTS 001 THRU 100

LAYOUT-NUM: 100 PROFIT AND LOSS STATEMENT

PROFIT AND LOSS STATEMENT

SEQ  LAYOUT  NO  CODE

0010  TEXT  TEXT NO: 10 PROFIT AND LOSS STATEMENT
          FOR ENTITIES: 1

0020  ACCT  4001-100  PRINT/ACCUM  P
          SALES

0030  ACCT  5001-100  PRINT/ACCUM  P
          COST OF GOODS SOLD

0040  UL

0050  SUB1  GROSS PROFIT  PAREN CNTAL  C

0060  LF

0070  ALT  EXPENSES

0100  ACCT  5011-100  PRINT/ACCUM  P
          ADMINISTRATIVE EXPENSES

0120  ACCT  5015-100  PRINT/ACCUM  P
          OPERATING EXPENSES

0130  ACCT  5021-100  PRINT/ACCUM  P
          COMPUTER EXPENSES

0135  ACCT  5031-100  PRINT/ACCUM  P
          DEPRECIATION EXPENSE

0140  UL

0150  SUB1  TOTAL EXPENSES  PAREN CNTAL  D

0151  LF

0152  UL  INCOME

0160  SUB2  OPERATING INCOME  PAREN CNTAL  C

0170  ACCT  4011-100  PRINT/ACCUM  P
          OTHER INCOME

0180  UL

0190  SUB3  TOTAL INCOME  PAREN CNTAL  C

0200  UL

0210  LF

0220  ACCT  5022-100  PRINT/ACCUM  P
          INCOME TAX

0230  UL

0240  SUB9  NET INCOME (LOSS)  PAREN CNTAL  C

0250  DL
Purpose

Use Menu Option 8 to print samples of financial statements. The information on this report prints the layout as a sample statement. (All nines will print in the Amount columns) You can use this report to make sure that the correct spacing has been used and underlines are in the correct place. You can use this report to see the layout of the financial statement. Use both edit lists (from Options 7 and 8) to decide what corrections are necessary.

For more information, see the tabbed section Functions, page GLMU-1.

Report Sample

On the following pages are samples of each type of Financial Statement.
Balance Sheet

LAYOUT NO 001 SAMPLE BALANCE SHEET
FOR FINANCIAL ENTITY LUMBER DEPT

DO-IT-YOURSELF CENTER
BALANCE SHEET
AS OF 99/99/99

CURRENT ASSETS
CASH 9,999,999,999.99
ACCOUNTS RECEIVABLE 9,999,999,999.99
INVENTORY 9,999,999,999.99
OTHER CURRENT ASSETS 9,999,999,999.99

TOTAL CURRENT ASSETS $ 9,999,999,999.99

LONG TERM ASSETS
DELIVERY TRUCK $ 9,999,999,999.99
DEPRECIATION ALLOW-DEL TRUCK 9,999,999,999.99
EQUIPMENT 9,999,999,999.99
DEPRECIATION ALLOW-EQUIPMENT 9,999,999,999.99
INVESTMENTS 9,999,999,999.99
BUILDING 9,999,999,999.99
OTHER FIXED ASSETS 9,999,999,999.99

TOTAL LONG TERM ASSETS $ 9,999,999,999.99

TOTAL ASSETS $ 9,999,999,999.99

LIABILITIES
ACCOUNTS PAYABLE $ 9,999,999,999.99
NOTES PAYABLE 9,999,999,999.99

TOTAL LIABILITIES $ 9,999,999,999.99

OWNER'S EQUITY
OWNER'S EQUITY $ 9,999,999,999.99
RETAINED EARNINGS 9,999,999,999.99
YEAR-TO-DATE INCOME 9,999,999,999.99

TOTAL OWNER'S EQUITY $ 9,999,999,999.99

TOTAL LIABILITIES & EQUITY $ 9,999,999,999.99

### END OF REPORT ###
Profit and Loss Statement

<table>
<thead>
<tr>
<th></th>
<th>CURRENT-PERIOD</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THIS-YEAR</td>
<td>THIS-YEAR</td>
</tr>
<tr>
<td>SALES</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>COST OF GOODS SOLD</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS PROFIT</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMINISTRATIVE EXPENSES</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>OPERATING EXPENSES</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>COMPUTER EXPENSES</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>DEPRECIATION EXPENSE</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING INCOME</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER INCOME</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCOME TAX</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>NET INCOME (LOSS)</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
</tbody>
</table>

*** END OF REPORT ***
## Changes in Financial Position

**LAYOUT NO 211  SAMPLE STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**FOR FINANCIAL ENTITY  LUMBER DEPT**

**CHANGES IN FINANCIAL POSITION**

**YEAR-TO-DATE BALANCES AS OF 99/99/99**

### WORKING CAPITAL SOURCES

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET PROFIT (LOSS)</td>
<td>$9,999,999,999.99</td>
</tr>
</tbody>
</table>

**TOTAL FROM OPERATIONS**  
$9,999,999,999.99

### OTHER SOURCES

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVESTMENTS</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>BUILDING</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER FIXED ASSETS</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OWNER'S EQUITY</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>RETAINED EARNINGS</td>
<td>9,999,999,999.99</td>
</tr>
</tbody>
</table>

**TOTAL WORKING CAP. SOURCES**  
$9,999,999,999.99

### WORKING CAPITAL USES

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVESTMENTS</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>BUILDING</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER FIXED ASSETS</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OWNER'S EQUITY</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>RETAINED EARNINGS</td>
<td>9,999,999,999.99</td>
</tr>
</tbody>
</table>

**TOTAL WORKING CAPITAL USES**  
$9,999,999,999.99

### NET INCR (DECR) WORKING CAP

$9,999,999,999.99

### END OF REPORT
Components of Working Capital

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>CURRENT-PERIOD</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THIS-YEAR</td>
<td>THIS-YEAR</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS INCREASE (DECREASE)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>Inventory</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td><strong>ASSETS INCREASE (DECREASE)</strong></td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td><strong>CURRENT LIAB. (INCR) DECR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td>Notes Payable</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td><strong>LIABILITIES (INCR) DECR</strong></td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
<tr>
<td><strong>NET INCR (DECR) WORKING CAP</strong></td>
<td>$9,999,999,999.99</td>
<td>$9,999,999,999.99</td>
</tr>
</tbody>
</table>

*** END OF REPORT ***
Statement of Cash Flow

<table>
<thead>
<tr>
<th></th>
<th>CURRENT-PERIOD THIS-YEAR</th>
<th>YEAR-TO-DATE THIS-YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH BEGINNING BALANCE</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>NET PROFIT (LOSS)</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>TOTAL FROM OPERATIONS</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER SOURCES (USES) OF FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>INVENTORY</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER CURRENT ASSETS</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>NOTES PAYABLE</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>INVESTMENTS</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>BUILDING</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OTHER FIXED ASSETS</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>OWNER'S EQUITY</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>RETAINED EARNINGS</td>
<td>9,999,999,999.99</td>
<td>9,999,999,999.99</td>
</tr>
<tr>
<td>TOTAL SOURCE (USE) OF FUNDS</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>NET INCR (DECR) IN CASH</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
<tr>
<td>CASH - ENDING BALANCE</td>
<td>$ 9,999,999,999.99</td>
<td>$ 9,999,999,999.99</td>
</tr>
</tbody>
</table>

### END OF REPORT ###
Purpose

Use Menu Option 4 to print an edit list of recurring transactions entered in Function GSJU. You should use this list to verify that the transactions were entered correctly.

For more information, see the tabbed section Functions, page GSJU-1.

Report Sample

On the next page is a sample of the Recurring Journal Transaction Edit List.
### Recurring Journal Transaction Edit List

**For the period ending 07/31/90**

**Permanent Recurring Entries**

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>DESCRIPTION</th>
<th>TRX</th>
<th>DATE</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1009-100</td>
<td>Checking Account</td>
<td>07/31/90</td>
<td></td>
<td>500.00</td>
<td></td>
<td>RENTAL</td>
<td>AUGUST RENT</td>
</tr>
</tbody>
</table>

**Account Totals:**

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500.00</td>
<td></td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>DESCRIPTION</th>
<th>TRX</th>
<th>DATE</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4010-100</td>
<td>Other Income</td>
<td>07/31/90</td>
<td></td>
<td>500.00</td>
<td></td>
<td>RENTAL</td>
<td>AUGUST RENT</td>
</tr>
</tbody>
</table>

**Account Totals:**

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.00</td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2 Permanent TRX**

**Permanent Totals:**

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500.00</td>
<td></td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recurring Journal Transactions
Menu Option 5 (Post Recurring Transactions to General Ledger Transaction File)

Purpose

At the end of the accounting period, use Menu Option 5 to post the recurring transactions to General Ledger so that they will appear on your financial statements. You must make sure that the edit list is correct before running Option 5 to post transactions.

For more information, see the tabbed section Functions, page GSJU-1.

Report Sample

On the next page is a sample of the Recurring Journal Transaction Register.
**RECURRING JOURNAL TRANSACTION REGISTER**

FOR THE PERIOD ENDING 07/31/90

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>TRI</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>SOURCE</th>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1031-100</td>
<td>07/31/90</td>
<td>253.12</td>
<td>DEPR</td>
<td>DEPR</td>
<td>DEPR FOR AUG</td>
</tr>
</tbody>
</table>

ACCOUNT TOTALS: .00 253.12

| 1022-100   | 07/31/90 | 36.51 | DEPR | DEPR | DEPR FOR AUG |

ACCOUNT TOTALS: .00 36.51

| 5000-100   | 07/31/90 | 253.12 | DEPR | DEPR | DEPR FOR AUG |

ACCOUNT TOTALS: 289.63 .00

4 VARIABLE TRI VARIABLE TOTALS: 289.63 289.63

4 TRI ENTERED GRAND TOTALS: 789.63 789.63

***TRANSACTIONS POSTED***

***END OF REPORT***
GSMU

Select and Print Financial Statements
Menu Option 1 (Print Out Statement Specifications)

Purpose

Use Menu Option 1, Option 6 to print a list of specification numbers and what type of information has been selected to print on them. Use this list when you are ready to print financial statements to make sure the correct statements and information have been selected to print.

For more information, see the tabbed section Functions, page GSMU-1.

Report Sample

On the next page is a sample of the Statement Specifications Print-Out.
STATION SPECIFICATIONS PRINT-OUT

RANGES: ALL SPECIFICATIONS
ONLY FINANCIAL ENTITY   1 LUMBER DEPT
COLUMN DATA TYPES:  A = ACTUAL   B = BUDGETED   V = VARIANCE

SPEC LAYOUT   MD   NO   DESCRIPTION   FINANCIAL   ENTITY

002  211  DEPT 1   1  TYPE  TR/4R-  BUDGET-CODE/DESCRIPTION
      COLUMN-1:  A  THIS TR
      PRINT-?:  Y

003  212  DEPT 1   1  TYPE  CURR/4TD  TR/4R-  BUDGET-CODE/DESCRIPTION
      COLUMN-1:  A    C  THIS TR
      COLUMN-2:  A    Y  THIS TR
      RATIOS-?:  N
      PRINT-?:  Y

004  213  DEPT 1   1  TYPE  CURR/4TD  TR/4R-  BUDGET-CODE/DESCRIPTION
      COLUMN-1:  A    C  THIS TR
      COLUMN-2:  A    Y  THIS TR
      RATIOS-?:  N
      PRINT-?:  Y

010  100  PROFIT AND LOSS STAT   1  TYPE  CURR/4TD  TR/4R-  BUDGET-CODE/DESCRIPTION
      COLUMN-1:  A    C  THIS TR
      COLUMN-2:  B    C  THIS TR  02  H1  BUDGET
      RATIOS-?:  Y
      PRINT-?:  Y

111  001  BALANCE SHEET   1  TYPE  TR/4R-  BUDGET-CODE/DESCRIPTION
      COLUMN-1:  A  THIS TR
      PRINT-?:  Y

This statement will print the next time
you run financial statements (Function GSMU,
Menu Option 2).

5 SPECIFICATIONS PRINTED

*** END OF REPORT ***
GSMU
Select and Print Financial Statements
Menu Option 2 (Print Financial Statements)

Purpose

Use Menu Option 2 to print financial statements. Before
printing financial statements, make sure you have set up and
selected the correct specifications in Function GSMU, Menu
Option 1. You can override the current period from Function
GRMU.

For more information, see the tabbed section Functions, page
GSMU-1.

Report Sample

On the following pages are samples of each type of Financial
Statement.
Balance Sheet

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$7,880.00</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$17,230.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>$10,770.00</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>$40,880.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Truck</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Depreciation Allow-Del Truck</td>
<td>$5,253.12</td>
</tr>
<tr>
<td>Equipment</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Depreciation Allow-Equipment</td>
<td>$536.51</td>
</tr>
<tr>
<td>Investments</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Building</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>$10,000.00</td>
</tr>
<tr>
<td><strong>Total Long Term Assets</strong></td>
<td><strong>$76,210.37</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Liabilities</td>
<td>$16,140.00</td>
</tr>
<tr>
<td><strong>Total Liabilities &amp; Equity</strong></td>
<td><strong>$117,090.37</strong></td>
</tr>
<tr>
<td>Owner's Equity</td>
<td>Amount</td>
</tr>
<tr>
<td>Owner's Equity</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>$27,000.00</td>
</tr>
<tr>
<td>Year-to-Date Income</td>
<td>$23,950.37</td>
</tr>
<tr>
<td><strong>Total Owner's Equity</strong></td>
<td><strong>$100,950.37</strong></td>
</tr>
</tbody>
</table>

**AS OF 07/31/90**
## Profit and Loss Statement

**Do-It-Yourself Center**

**Profit and Loss Statement**

**Lumber Dept.**

**For the period 07/01/90 to 07/31/90**

<table>
<thead>
<tr>
<th></th>
<th>Current-Period</th>
<th>Current-Prorate-Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALES</strong></td>
<td>$29,000.00</td>
<td>$29,000.00</td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td>$29,000.00</td>
<td>$29,000.00</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>$5,460.00</td>
<td>$5,460.00</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>$289.63</td>
<td>$289.63</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$6,249.63</td>
<td>$6,249.63</td>
</tr>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td>$22,750.37</td>
<td>$22,750.37</td>
</tr>
<tr>
<td><strong>OTHER INCOME</strong></td>
<td>$2,400.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>$25,150.37</td>
<td>$25,150.37</td>
</tr>
<tr>
<td><strong>INCOME TAX</strong></td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td><strong>NET INCOME (LOSS)</strong></td>
<td>$23,950.37</td>
<td>$23,950.37</td>
</tr>
</tbody>
</table>
Statement of Cash Flow

<table>
<thead>
<tr>
<th></th>
<th>CURRENT-PERIOD</th>
<th>YEAR-TO-DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THIS-YEAR</td>
<td>THIS-YEAR</td>
</tr>
<tr>
<td>CASH BEGINNING BALANCE</td>
<td>$ .00</td>
<td>$ .00</td>
</tr>
<tr>
<td>NET PROFIT (LOSS)</td>
<td>$ 23,950.37</td>
<td>$ 23,950.37</td>
</tr>
<tr>
<td></td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>TOTAL FROM OPERATIONS</td>
<td>$ 23,950.37</td>
<td>$ 23,950.37</td>
</tr>
<tr>
<td></td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>OTHER SOURCES (USES) OF FUNDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>$ (17,230.00)</td>
<td>$ (17,230.00)</td>
</tr>
<tr>
<td>INVENTORY</td>
<td>$ (10,770.00)</td>
<td>$ (10,770.00)</td>
</tr>
<tr>
<td>OTHER CURRENT ASSETS</td>
<td>$ (5,000.00)</td>
<td>$ (5,000.00)</td>
</tr>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>$ 11,140.00</td>
<td>$ 11,140.00</td>
</tr>
<tr>
<td>NOTES PAYABLE</td>
<td>$ 5,000.00</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>INVESTMENTS</td>
<td>$ (10,000.00)</td>
<td>$ (10,000.00)</td>
</tr>
<tr>
<td>BUILDING</td>
<td>$ (30,000.00)</td>
<td>$ (30,000.00)</td>
</tr>
<tr>
<td>OTHER FIXED ASSETS</td>
<td>$ (10,000.00)</td>
<td>$ (10,000.00)</td>
</tr>
<tr>
<td>OWNER'S EQUITY</td>
<td>$ 50,000.00</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>RETAINED EARNINGS</td>
<td>$ 27,000.00</td>
<td>$ 27,000.00</td>
</tr>
<tr>
<td>TOTAL SOURCE (USE) OF FUNDS</td>
<td>$ 10,140.00</td>
<td>$ 10,140.00</td>
</tr>
<tr>
<td>NET INCR (DECR) IN CASH</td>
<td>$ 34,090.37</td>
<td>$ 34,090.37</td>
</tr>
<tr>
<td>CASH - ENDING BALANCE</td>
<td>$ 34,090.37</td>
<td>$ 34,090.37</td>
</tr>
</tbody>
</table>
## Components of Working Capital

### Components of Working Capital

**Lumber Dept**  
**For the Period: 07/01/90 to 07/31/90**

<table>
<thead>
<tr>
<th></th>
<th>Current-Period</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This-Year</td>
<td>This-Year</td>
</tr>
<tr>
<td><strong>Current Assets Increase (Decrease)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$7,880.00</td>
<td>$7,800.00</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>17,230.00</td>
<td>17,230.00</td>
</tr>
<tr>
<td>Inventory</td>
<td>10,770.00</td>
<td>10,770.00</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>5,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>Assets Increase (Decrease)</strong></td>
<td>$40,880.00</td>
<td>$40,800.00</td>
</tr>
<tr>
<td><strong>Current Liab. (Incr) Decrease</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($11,140.00)</td>
<td>($11,140.00)</td>
</tr>
<tr>
<td>Notes Payable</td>
<td>($5,000.00)</td>
<td>($5,000.00)</td>
</tr>
<tr>
<td><strong>Liabilities (Incr) Decrease</strong></td>
<td>($16,140.00)</td>
<td>($16,140.00)</td>
</tr>
<tr>
<td><strong>Net Incr (Decr) Working Cap</strong></td>
<td>$24,740.00</td>
<td>$24,740.00</td>
</tr>
</tbody>
</table>
## Changes in Financial Position

### LUMBER DEPT

**AS OF 07/31/90**

### Working Capital Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit (Loss)</td>
<td>$23,950.37</td>
</tr>
<tr>
<td><strong>Total From Operations</strong></td>
<td><strong>$23,950.37</strong></td>
</tr>
</tbody>
</table>

### Other Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner's Equity</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>$27,000.00</td>
</tr>
<tr>
<td><strong>Total Working Cap. Sources</strong></td>
<td><strong>$77,000.00</strong></td>
</tr>
</tbody>
</table>

### Working Capital Uses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments</td>
<td>$(10,000.00)</td>
</tr>
<tr>
<td>Building</td>
<td>$(30,000.00)</td>
</tr>
<tr>
<td>Other Fixed Assets</td>
<td>$(10,000.00)</td>
</tr>
<tr>
<td><strong>Total Working Capital Uses</strong></td>
<td><strong>$(50,000.00)</strong></td>
</tr>
</tbody>
</table>

### Net Incr (Decr) Working Cap

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Incr (Decr) Working Cap</strong></td>
<td><strong>$50,950.37</strong></td>
</tr>
</tbody>
</table>
**Purpose**

Use Menu Option 4 to print an edit list of the text codes and texts entered in Function GTMT. You can use this list when you are entering financial statement layouts to help you enter the appropriate text code on the layout.

For more information, see the tabbed section Functions, page GTMT-1.

**Report Sample**

On the next page is a sample of the Text File Print-Out.
This text prints on the statement.

---

**TEXT FILE PRINT-OUT**

**RUN DATE:** JUL 20, 1990 - 08:38

**Triad LUMBER & BUILDING SUPPLIES, INC.**

**TEXT NO: 01** BALANCE SHEET TITLE

DO-IT-YOURSELF CENTER
BALANCE SHEET

**TEXT NO: 10** PROFIT AND LOSS STATEMENT

DO-IT-YOURSELF CENTER
PROFIT AND LOSS STATEMENT

2 TEXTS PRINTED

---

*** END OF REPORT ***
RGFV
Financial Statement Verification

Purpose

Use RGFV after you have entered:
- all your account numbers in Function GCMU
- all your layouts in Function GLMU
- all your specification numbers in Function GSMU, Option 1

This report will print account numbers that you have entered:
- in Function GCMU, but have not entered in Function GLMU
- more than once
- a profit and loss account number on a balance sheet layout
- a balance sheet account number on a profit and loss layout

If you have entered all account numbers correctly, the system will print the message NO ERRORS on this report.

If you see the message VERIFICATION NOT DONE FOR THIS LAYOUT TYPE, the statement is a SAF statement. The system does not verify these layouts.

Report Sample

On the next page is a sample of the Statement Verification Report.
This message means that you need to add account #5030-100 to the Profit and Loss Statement Layout (Function GLMU, Menu Option 2).

*** END OF REPORT ***
Purpose

Use Report RGRF to list transactions by source code. You can use source codes to easily reference the original transaction.

Following are source codes and definitions:

- **ACCRUE**
  All automatic reversing transactions have a source code **ACCRUE**. You can check all the source codes **ACCRUE** to make sure all transactions are properly reversed in the subsequent period.

- **COMP**
  All compressed transactions have a source code **COMP** unless the option to compress by source within date or period was selected, then the original sources will be kept.

- **APIN**
  All transactions passed off in Function GLP from Accounts Payable.

- **PRIN**
  All transactions passed off in Function GLP from Payroll.

- **CN0001**
  All transactions passed off in Function GLCO from Store 1.

- **BBF**
  All balance sheet accounts that have a balance brought forward after running Function GYEN.

- **RDJ**
  All transactions from the end-of-day RDJ report.

The information shown on this report comes from:

- Function GGMU (General Journal Transaction Processing)
- Function GSJU (Recurring Journal Transaction Processing)
- Function GLCO (Company Consolidation)
- Function GLP (General Ledger Pass-Off)

Report Sample

On the next page is a sample of the G/L Source Cross Reference.
**Run Date:** Aug 01, 1990 - 11:11

**Triad Lumber & Building Supplies, Inc.**

**G/L Source Cross Reference**

**For the period:** 07/01/90 to 08/31/90

<table>
<thead>
<tr>
<th>Source Account-No</th>
<th>Description</th>
<th>TRI-DATE</th>
<th>Debits</th>
<th>Credits</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005-100</td>
<td>Sales</td>
<td>08/01/90</td>
<td></td>
<td>29,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This is the balance for this Source.</td>
</tr>
<tr>
<td>1006-100</td>
<td>Rental</td>
<td>07/31/90</td>
<td>500.00</td>
<td></td>
<td>August Rent</td>
</tr>
<tr>
<td>4010-100</td>
<td>Other Income</td>
<td>07/31/90</td>
<td>500.00</td>
<td></td>
<td>August Rent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTT</td>
<td>1006-100</td>
<td>07/09/90</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>1006-200</td>
<td>Checking Account</td>
<td>07/09/90</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>1006-300</td>
<td>Checking Account</td>
<td>07/09/90</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010-100</td>
<td>Administrative Expenses</td>
<td>07/09/90</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>5010-200</td>
<td>Administrative Expenses</td>
<td>07/09/90</td>
<td></td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>5010-300</td>
<td>Administrative Expenses</td>
<td>07/09/90</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 TRX THIS SOURCE</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 SOURCES</td>
<td>24 TRX TOTAL</td>
<td>Grand Totals:</td>
<td>39,879.63</td>
<td>39,879.63</td>
<td>Balance:</td>
</tr>
</tbody>
</table>

***END OF REPORT***
RGTR
Print Trial Balance Report

Purpose

Use Report RGTR to print a Trial Balance for a given time period and range of financial entities. A trial balance is a list of the status of the accounts at the moment, showing debits and credits to the accounts for the specified accounting period.

If you are trying to find a posting error, print this report (with details) to find the mistake. Normally, the debits equal the credits. When the Trial Balance is out-of-balance, you can review it to see what transaction(s) was posted incorrectly.

The information shown on this report comes from:
- Function GGMU (General Journal Transaction Processing)
- Function GSJU (Recurring Journal Transaction Processing)
- Function GLCO (Company Consolidation)
- Function GLP (General Ledger Pass-Off)

Report Sample

On the next page is a sample of the General Ledger Trial Balance.
**Detail**

**Triad Lumber & Building Supplies, Inc.**

**Sun Date: Aug 01, 1990 - 11:12**

### General Ledger Trial Balance

<table>
<thead>
<tr>
<th>ACCOUNT-HO</th>
<th>DESCRIPTION</th>
<th>BEGINNING BALANCE</th>
<th>TOTAL DEBITS</th>
<th>TOTAL CREDITS</th>
<th>NET DECREASE</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005-100</td>
<td>Sales</td>
<td>0.00</td>
<td>0.00</td>
<td>29,000.00</td>
<td>29,000.00</td>
<td>29,000.00</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 08/01/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT: 29,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT: 29,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>29,000.00 CR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE: A/R/5295</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010-100</td>
<td>Other Income</td>
<td>0.00</td>
<td>0.00</td>
<td>1,400.00</td>
<td>1,400.00</td>
<td>1,400.00</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 08/01/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>1,400.00 CR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010-100</td>
<td>Administrative Expenses</td>
<td>0.00</td>
<td>5,460.00</td>
<td>0.00</td>
<td>5,460.00</td>
<td>5,460.00</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 08/01/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>5,460.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE: RENTAL AMORT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5015-100</td>
<td>Operating Expenses</td>
<td>0.00</td>
<td>0.00</td>
<td>500.00</td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 08/01/90</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE: T/T</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5025-100</td>
<td>Income Tax</td>
<td>0.00</td>
<td>1,200.00</td>
<td>0.00</td>
<td>1,200.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 08/01/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>1,200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5030-100</td>
<td>Depreciation Expense</td>
<td>0.00</td>
<td>299.63</td>
<td>0.00</td>
<td>299.63</td>
<td>299.63</td>
</tr>
<tr>
<td></td>
<td>TRI-DATE: 07/31/90</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DR-AMOUNT: 283.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CR-AMOUNT: 36.51</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RUNNING-BALANCE:</td>
<td>39,309.63</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REFERENCE: DEPRE FOR AUG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Totals:**

<table>
<thead>
<tr>
<th>BEGINNING BALANCE</th>
<th>TOTAL DEBITS</th>
<th>TOTAL CREDITS</th>
<th>NET DECREASE</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>39,309.63</td>
<td>39,309.63</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

These two amounts should equal, unless you post out-of-balance.
Summary

**GENERAL LEDGER TRIAL BALANCE**

**ACCOUNT-NO**

**DESCRIPTION**

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>BEGINNING BALANCE</th>
<th>TOTAL DEBITS</th>
<th>TOTAL CREDITS</th>
<th>NET CHANGE</th>
<th>ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-100</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$30.00</td>
<td>$470.00</td>
<td>$470.00</td>
</tr>
<tr>
<td>1021-100</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$253.12</td>
<td>$253.12 CR</td>
<td>$253.12 CR</td>
</tr>
<tr>
<td>1032-100</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35.51</td>
<td>$35.51 CR</td>
<td>$35.51 CR</td>
</tr>
<tr>
<td>4010-100</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$500.00 CR</td>
<td>$500.00 CR</td>
</tr>
<tr>
<td>5010-100</td>
<td>$0.00</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>5030-100</td>
<td>$0.00</td>
<td>$299.63</td>
<td>$0.00</td>
<td>$299.63</td>
<td>$299.63</td>
</tr>
</tbody>
</table>

**GRAND TOTALS:**

|             | $0.00 | $819.63 | $819.63 | $0.00 | $0.00 |

*** END OF REPORT ***
Purpose

Use Report RGWS to print a worksheet for a specified accounting period and a range of financial entities. This report prints opening balances for accounts in a specific period. You can use this worksheet to help you organize your transactions so that you can quickly enter them into the system. You can also use this report to write the adjustments at the end of the period or year.

The information shown on this report comes from:

- Function GGMU (General Journal Transaction Processing)
- Function GSJU (Recurring Journal Transaction Processing)
- Function GLCO (Company Consolidation)
- Function GLP (General Ledger Pass-Off)

Report Sample

On the next page is a sample of the General Ledger Worksheet.
### General Ledger Worksheet

<table>
<thead>
<tr>
<th>ACCOUNT-NO</th>
<th>DESCRIPTION</th>
<th>BEGINNING BALANCE</th>
<th>ENDING BALANCE</th>
<th>TRIAL BALANCE</th>
<th>ADJUSTMENTS</th>
<th>ADJUSTED TRIAL BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005-100</td>
<td>OWNER'S EQUITY</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3010-100</td>
<td>RETAINED EARNINGS</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4005-100</td>
<td>SALES</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4010-100</td>
<td>OTHER INCOME</td>
<td>.00</td>
<td>500.00 CR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5005-100</td>
<td>COST OF GOODS SOLD</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010-100</td>
<td>ADMINISTRATIVE EXPENSES</td>
<td>.00</td>
<td>30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5015-100</td>
<td>OPERATING EXPENSES</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5020-100</td>
<td>COMPUTER EXPENSES</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5025-100</td>
<td>INCOME TAX</td>
<td>.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5030-100</td>
<td>DEPRECIATION EXPENSE</td>
<td>.00</td>
<td>289.63</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Totals:**

- Debits: 819.63
- Credits: 819.63

---

***End of Report***

These two amounts should be the same.
Converting Customers

Who is This Section For? 13-1

How This Section is Organized 13-1
How To Find a Function or Report 13-1

What's New In General Ledger? 13-2

<Clear> 13-2
Function GBCM 13-2
Function GBUM 13-2
Function GCMU, Menu Option 5 13-2
Function GCON 13-2
Function GLCO 13-2
Function GLEM 13-3
Function GLMU, Layout Codes 13-3
Function GLMU, Menu Option 5 13-3
Function GLSM 13-3
Function GSJU 13-4
Function GYEN 13-4
Function Key Prompts 13-4
Function MSE 13-4
Function MTR 13-4
Function MSR 13-4
Function QUE 13-5
Function MSP 13-5
Function ABO 13-5
Who is This Section For?

If you are converting from another Triad system and were using the General Ledger application, you should read this section. This section summarizes the new features of the General Ledger application. With each summary, you are directed to tabbed sections where you can find more detailed information.

If you are a new Triad customer, you can ignore this section, because it contains only summary information about the new features. You should concentrate on the other parts of the General Ledger Workbook to learn about the General Ledger application.

How This Section is Organized

This section is organized alphabetically by new function, report, or field. For each of these categories, you will find a what's new summary of the feature and a reference where you can find more detailed information.
## What's New In General Ledger?

<table>
<thead>
<tr>
<th>What's New?</th>
<th>Description/Benefits</th>
<th>For More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Clear&gt;</td>
<td>You can use &lt;Clear&gt; in all functions and reports. Instead of pressing &lt;Shift&gt;-&lt;Charge&gt; to clear a screen, press &lt;Clear&gt;.</td>
<td>General Ledger Workbook</td>
</tr>
<tr>
<td>Function GBCM</td>
<td>You can create multiple budgets for the same fiscal year. You can keep budgets on file for past years so that this information can be printed on financial statements. You can copy budgets from one store to another store.</td>
<td>General Ledger Workbook</td>
</tr>
<tr>
<td>Function GBUM</td>
<td></td>
<td>The tabbed section: Functions</td>
</tr>
<tr>
<td>Function GCMU, Menu Option 5 (Copy Accounts)</td>
<td>You can copy a chart of accounts from one subaccount number to another. You can also copy a chart of accounts from one store to another.</td>
<td>GBCM, GBUM</td>
</tr>
<tr>
<td>Function GCON</td>
<td>The system keeps track of the following dates: - Earliest Allowed Transaction Date - Last G/L Compress Date - Last Year-End Procedure Run Date Once you start using the General Ledger application, you can never change these dates.</td>
<td>General Ledger Workbook</td>
</tr>
<tr>
<td>Function GLCO</td>
<td>Multistore users only: If you want to consolidate financial information for different stores, use Function GLCO to print a consolidated financial statement.</td>
<td>General Ledger Workbook</td>
</tr>
</tbody>
</table>

**General Ledger Workbook**

- The tabbed section: Introduction
  - Function Keys

- The tabbed section: Functions
  - GBCM
  - GBUM

- Setting Up Account Numbers
  - Big Picture
  - Defining Account Numbers Big Picture
  - GCMU—Chart of Accounts Maintenance
  - Functions
    - GCMU

- Multistore users only: If you want to consolidate financial information for different stores, use Function GLCO to print a consolidated financial statement.

- General Ledger Workbook
  - The tabbed section: Functions
    - GCON
<table>
<thead>
<tr>
<th>What's New?</th>
<th>Description/Benefits</th>
<th>For More Information</th>
</tr>
</thead>
</table>
| Function GLEM               | You will use financial entities as your profit centers. You have a lot more flexibility in defining different financial entities. Once you define financial entities, you can run reports and copy layouts from one entity to another. You can print the following reports by financial entity:  
  • Report RGTR (Trial Balance)  
  • Report RGWS (General Ledger Worksheet)  
  • Function GCMU, Option 4 (Account List)  
  • Function GSMU, Option 1 (Financial Statements Specification Edit List) | *General Ledger Workbook*  
The tabbed sections:  
Setting Up Account Numbers  
• Big Picture  
• Defining Financial Entities Big Picture  
• GLEM—Financial Entity Maintenance Functions  
• GLEM |
| Function GLMU, Layout Codes: | You can use new layout codes on your financial statement layouts.                                                                                                                                                   | *General Ledger Workbook*  
The tabbed sections:  
Setting Up Financial Statements  
• GLMU—Financial Statement Layout Maintenance Functions  
• GLMU |
| Function GLMU, Menu Option 5 (Copy Layouts) | You can copy a specific range of sequence numbers from an existing layout to a new layout in order to create supporting schedules.  
*Multistore users only:*  
You can copy a layout from one store to another store. | *General Ledger Workbook*  
The tabbed section:  
Functions  
• GLMU |
| Function GLSM               | You have a lot more flexibility in the type of information you print on your financial statements. You can print:  
  • multiple budgets  
  • multiple comparatives (from more than one year)  
  • a combination of budgets and comparatives  
  • variances | *General Ledger Workbook*  
The tabbed sections:  
Setting Up Recurring Transactions End-of-Month  
• GSJU—Recurring Journal Transaction Processing Functions  
• GSJU |
<table>
<thead>
<tr>
<th><strong>What's New?</strong></th>
<th><strong>Description/Benefits</strong></th>
<th><strong>For More Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Function GSJU</td>
<td>You can set up variable or permanent transactions that must be posted every period. Once you set up the transactions, you only need to change the variable transactions and post all the recurring transactions to General Ledger before running your financial statements.</td>
<td><em>General Ledger Workbook</em>&lt;br&gt;The tabbed sections:&lt;br&gt;Setting Up Financial Statements&lt;br&gt;• GSMU, Option 1—Statement Specification Maintenance Functions&lt;br&gt;• GLSM&lt;br&gt;• GYEN</td>
</tr>
<tr>
<td>Function GYEN</td>
<td>You can keep both budget and comparative information for more than one year which can be printed on your financial statements. You can also keep detail information in the General Ledger Transaction File for past year(s).</td>
<td><em>General Ledger Workbook</em>&lt;br&gt;The tabbed sections:&lt;br&gt;Functions&lt;br&gt;• GYEN</td>
</tr>
<tr>
<td>Function Key Prompts</td>
<td>When the cursor is in a field, the system displays a prompt telling you which function key you can use and what it does. The prompts appear in every field and application.</td>
<td><em>General Ledger Workbook</em>&lt;br&gt;The tabbed section:&lt;br&gt;Introduction&lt;br&gt;• Function Keys</td>
</tr>
<tr>
<td>Function MSE</td>
<td>You may assign security bits to all accounting functions and reports.</td>
<td><em>Security Guide</em></td>
</tr>
<tr>
<td>Function MTR:</td>
<td>Multistore accounting decisions are set up in Function MSR (Modify Store Record). The multistore accounting directory that you are using is now linked to the Lockin Store field in Function MTR and to the Which G/L field in Function MSR. You can set up how you want to pass-off information to General Ledger using the new fields in Function MSR. To enter information for different stores, you will change the Lockin Store field in Function MTR to work in each store.</td>
<td><em>General Ledger Workbook</em>&lt;br&gt;The tabbed section:&lt;br&gt;Functions&lt;br&gt;• GLCO&lt;br&gt;• MSR</td>
</tr>
<tr>
<td>Function MSR:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lockin Store field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Which A/P? field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Which P/R? field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Which G/L? field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What's New?</td>
<td>Description/Benefits</td>
<td>For More Information</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>
| Function QUE | Most General Ledger reports have been integrated with Triad's Reporting system. This will prevent reports from processing while the screen is displayed. The system will also allow your terminal to be used for other applications while reports are processing. You can:  
  - display printing status with Function QUE  
  - display spooled reports with Function MSP  
  - abort reports with Function ABO  
The system will prevent any other reports from printing when you are printing special forms, for example, checks, W-2s. | Reports Reference Manual  
Guide to Your Triad System |
| Report RGFV | You can run a report to make sure you have used all of the appropriate account numbers on your financial statement. The system checks Function GCMU against Function GLMU to make sure:  
  - you have used all appropriate account numbers set up in Function GCMU  
  - you have not used any account numbers more than once  
  - you have not used a profit and loss account number on the balance sheet  
  - you have not used a balance sheet account number on the profit and loss statement | General Ledger Workbook  
The tabbed sections:  
Setting Up Financial Statements  
- RGFV—Financial Statement Verification Reports  
- RGFV |
| Report RGTR | The system will print the running balance after each debit and credit to help you find errors. You can no longer run this report for more than one year. | General Ledger Workbook  
The tabbed sections:  
End-of-Month Troubleshooting Reports  
- RGTR |
<table>
<thead>
<tr>
<th>What's New?</th>
<th>Description/Benefits</th>
<th>For More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subaccount numbers and</td>
<td>The system does not recognize the subaccount number as a profit center until you define it as a financial entity. You can print the following reports by financial entity:</td>
<td>General Ledger Workbook \</td>
</tr>
<tr>
<td>financial entities</td>
<td>- Report RGTR (Trial Balance)</td>
<td>The tabbed sections:</td>
</tr>
<tr>
<td></td>
<td>- Report RGWS (General Ledger Worksheet)</td>
<td>Introduction</td>
</tr>
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